Town of Wellesley



Select Board
Budget and Town-Wide Financial Plan
March 29, 2021

Table of Contents

Town of Wellesley Profile 1

Organizational Chart 2

Local Economy 4

Unified Plan 4

Town-Wide Financial Plan 7

Overview 8

COVID-19 Update 14

Financial Plan Components 16

Revenues 17

Status of Reserves 20

FY22 Budget Cycle 22

Key Budget Drivers 24

Future Projected Capital Projects and Borrowing Needs 27

FY22 Operating and Capital Budget Requests 33

Conclusion 34

FY22 Departmental Operating Requests 36

Sources and Uses of Funds 38

Select Board Departments 44

Executive Director 45

Sustainable Energy Committee 50

Central Administration 54

Financial Services 55

Information Technology 58

Treasurer 61

Town Report 64

Council on Aging 65

West Suburban Veterans District 72

Youth Commission 73

Select Board Appointed Committees 76

Zoning Board of Appeals 78

Law Department 78
Audit Committee 79
Risk Management 80
Street Lighting 81
Other General Government Departments 82
Town Clerk 84
Board of Assessors 89
Planning Board 96
Advisory Committee 100
Human Resources Board 101
Facilities Management Department 105
Public Safety 129
Police Department 131
Fire Department 139
Building Department 145
Sealer of Weights and Measures 150
Department of Public Works 152
Water and Sewer Enterprise Budget 184
Wellesley Free Library 244
Recreation 253
Health 257
Natural Resources 262
Wellesley Public Schools 267
Employee Benefits 331
Traffic and Parking Operations 336
FY22-FY26 Departmental Capital Plan 338
Capital Requests 345
Municipal Light Plan Capital Work Plan 511
Appendix A – Budget Preparation Manual 534
Appendix B – Financial Reserve Policy 553
Appendix C – Debt Policy 558
Appendix D – Investment Policy 561
Appendix E– Annual Financial Report Statistics 566
Appendix F - Glossary 583
Appendix G - Bond Maturity and Interest 586

A Citizen's Guide to the Budget

Welcome! If you are reading this document, it means you are interested in a better understanding of one of the most important documents produced by your community. The Select Board are pleased to submit this year's Budget Book and report on the Town-Wide Financial Plan (TWFP). The Select Board's Fiscal 2022 Budget and Town-Wide Financial Plan is much more than a collection of numbers; this report provides summaries and detailed financial information for the current fiscal year (FY2021), the proposed budget for FY2022, and projected financial information for the years FY2023-2025. The Budget Book serves as a policy document, a financial guide, and a communication device to residents. This is Wellesley's second attempt at a budget book, and it is designed to be user friendly.

The Budget Process

The Town of Wellesley is governed by the Town Bylaws and Special Legislation and is governed by a number of elected and appointed boards and committees. The Town's legislative body is a Representative Town Meeting comprised of 240 members. The annual operating and capital budgets are submitted as part of the Select Board's annual budget. The Select Board and Advisory Committee review the annual budget January through March and submit their recommendations to Town Meeting. Town Meeting then votes to adopt both the operating and capital budgets at the Annual Town Meeting. The 2021 Annual Town Meeting will begin on April 26, 2021 at 7:00 pm via the Zoom Digital Platform.

It is important to note that the financial and budget information presented in this Budget Book are projections and are subject to change prior to Town Meeting.

Town of Wellesley Profile

The Town of Wellesley was incorporated in 1881 and is located in Norfolk County. Wellesley is a primarily residential community located approximately 15 miles west of Boston and is bordered by Natick on the west, Weston and Newton on the north, Needham on the east and southeast, and Dover on the south. It is approximately 10.51 square miles in area and, according to the 2010 U.S. Census records, has a population of 27,982 persons.

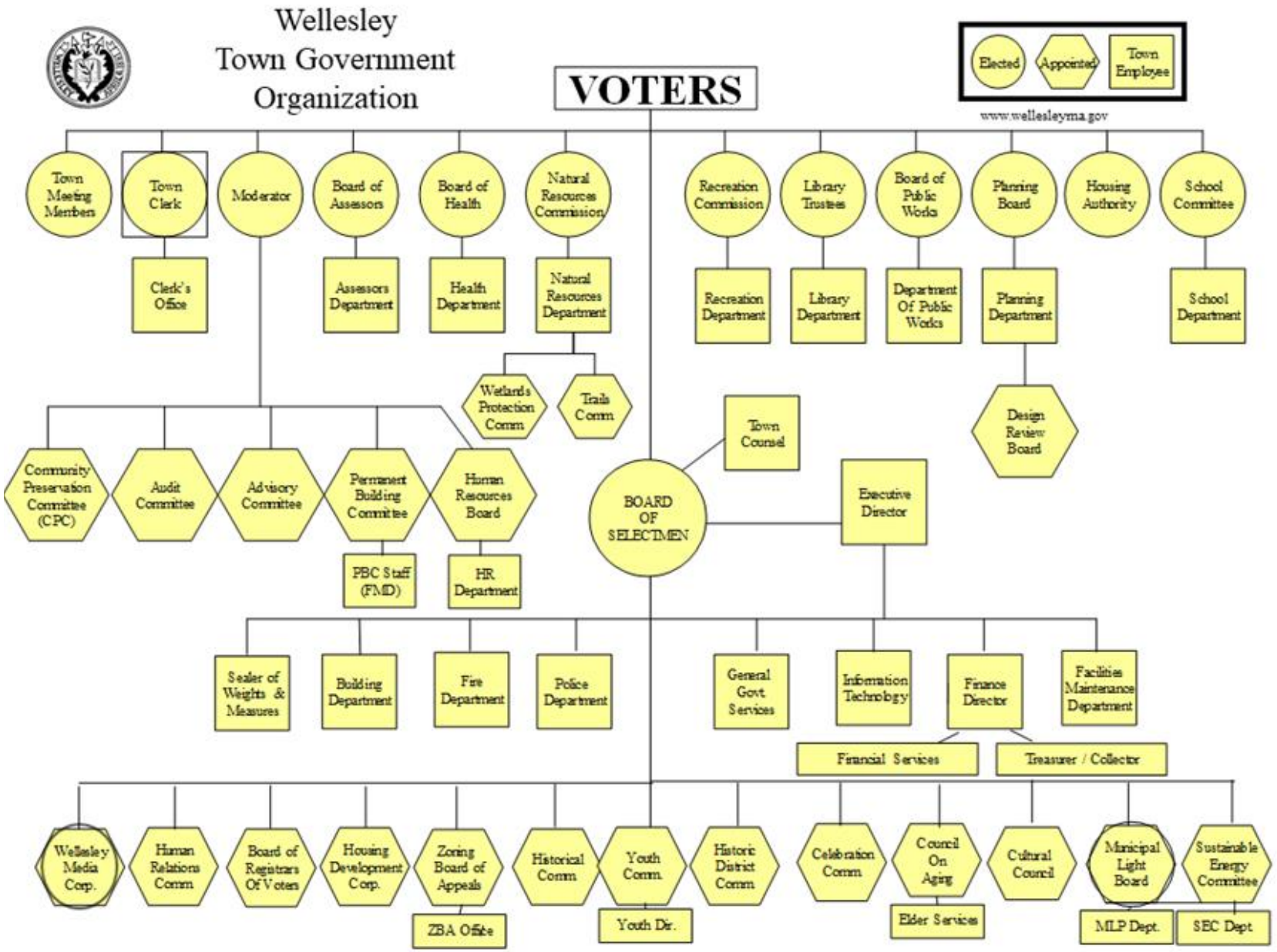
The main highways serving the Town are State Routes 9, 16, 135, 128 and the Massachusetts Turnpike. The Massachusetts Bay Transportation Authority (MBTA) provides railroad services to Boston and Framingham.

The Town operates under the Representative Town Meeting form of government with public officers serving as ex-officio members of the Town Meeting. The legislative body consists of 240 members elected by precincts. Administrative affairs of general government are managed by a five-member Board of Selectmen and an Executive Director.

Local school affairs are administered by a five-member School Committee; public works are administered by a three-member Board of Public Works; the Municipal Light Plant is administered by a five-member Municipal Light Board that is comprised of the three-member Board of Public Works and two members appointed by the Board of Selectmen; and library affairs are administered by a six-member Board of Library Trustees.

General governmental services are provided within the town's boundaries, including public education in grades kindergarten through twelve, police and fire protection, collection and treatment of sewage, water distribution, electric services, public works, streets, parks and recreation, veteran's services, health and sanitation, and libraries. The water and sewer enterprise funds are self-supporting. The Town maintains a solid waste recycling and disposal facility.

The Town owns and operates a self-supporting municipal light plant. The Municipal Light Board carries out the responsibilities of the Municipal Electric Commissioners as outlined in Massachusetts General Laws, Chapter 164.


Wellesley
Town Government
Organization
VOTERS
Elected
Appointed
Town Employee
www.wellesleyma.gov
Town Meeting Members
Town Clerk
Moderator
Board of Assessors
Board of Health
Natural Resources Commission
Recreation Commission
Library Trustees
Board of Public Works
Planning Board
Housing Authority
School Committee
Clerk's Office
Assessors Department
Health Department
Natural Resources Department
Recreation Department
Library Department
Department Of Public Works
Planning Department
School Department
Wetlands Protection Comm
Trails Comm
Design Review Board
Town Counsel
Community Preservation Committee (CPC)
Audit Committee
Advisory Committee
Permanent Building Committee
Human Resources Board
BOARD OF SELECTMEN
Executive Director
PBC Staff (FMD)
HR Department
Sealer of Weights & Measures
Building Department
Fire Department
Police Department
General Govt Services
Information Technology
Finance Director
Facilities Maintenance Department
Financial Services
Treasurer / Collector
Wellesley Media Corp.
Human Relations Comm
Board of Registrars Of Voters
Housing Development Corp.
Zoning Board of Appeals
Historical Comm
Youth Comm.
Historic District Comm
Celebration Comm
Council On Aging
Cultural Council
Municipal Light Board
Sustainable Energy Committee
ZBA Office
Youth Dir.
Elder Services
MLP Dept.
SEC Dept

Local Economy

During fiscal 2020 the Town continued to reflect stronger economic conditions than other communities within the Commonwealth, but Massachusetts' overall unemployment levels grew significantly with the sudden onset of COVID-19, in late February 2020. The Commonwealth experienced some of the earliest impacts in the nation from the pandemic, which hit the service industry particularly hard. Wellesley's population is more educated and enjoys higher income levels than many communities within the Commonwealth, but was impacted, nevertheless.

Because of its proximity to Boston and the quality of services provided, Wellesley remains attractive to urban professionals whose wealth levels are among the highest in the Commonwealth. While the per capita household income in Massachusetts is higher than national level, Wellesley's ($182,353) is third highest in the Commonwealth and more than four times the State average. The relative wealth is also seen in the owner-occupied median housing value, which, at $1,171,000 is more than twice that of the state and four times that of the nation. The Town is densely populated, and land is increasingly valuable. Tear downs and residential improvements, though slowed for several months, continue to contribute to steady permit fee revenue and taxable new growth. The Town benefitted from being 87% residential and able to rely upon collecting real estate and motor vehicle tax revenues and to generate more investment income, compared with other municipalities.

The Town continues to manage its financial affairs in a prudent manner. It has maintained its "excellent" bond rating of Aaa by incorporating long range planning tools such as a Town-wide Financial Plan; maintaining reserve levels; investing in technology; maintaining facilities to avoid costly emergency repairs; continuing an aggressive pay-as-you-go financing strategy for capital improvements and utilizing the dedicated revenue streams from debt that is exempt from the constraints of Proposition 2 ½ to finance some of its larger projects.

The Town has also enhanced its revenue flexibility by establishing enterprise funds. This has allowed the Town to shift one hundred percent of the operating cost and capital improvements to the users of electric, water, and sewer services so that no tax support goes towards providing these services. All related debt is funded through user fees. By doing so the Town is able to provide the maximum tax dollars available to all other services.

Unified Plan

The Town of Wellesley strives to provide excellent and innovative services to its citizens through its numerous elected and volunteer Boards and its professional department managers. Within individual long-term strategic plans, each board/department has a mission statement and work plan which forms the basis for its annual operating and five-year capital requests. In addition, the Town's Unified Plan (UP), the Town's Comprehensive Master Plan and Strategic Plan, provides the framework for Town and departmental goals, policies, and actions. The FY21 budget guidelines were the first-year reference to meeting UP objectives, goals, and policies were incorporated into budget submittals. Unfortunately, due to COVID-19, many approved FY21 initiatives were delayed as departments pivoted towards a COVID-19 response. As Town departments began to understand the changing operations and adapt to COVID-19 protocols, more project and policy work resumed along with attention to longer-term capital planning. Through the FY22 budget process, COVID-19 continues to impact revenue assumptions and limited budget guidelines to a 2.5% operational increase. Departments continue to work to meet

UP goals, policies, and objectives; however, far greater attention has been placed on seeking grants and alternative funding opportunities as capital projects are required to be deferred while revenues rebound from COVID-19.

The ***Vision and Values*** of the UP serves as the "constitution" of the Wellesley Unified Plan, intended to guide the Town as it makes decisions about activities, operations, programs, and capital investments in the future. Specific ways to achieve the Vision and implement the Values appear in the goals and strategies of the Unified Plan and those that are identified for implementation in FY22 are outlined in the departmental narratives detailing budget requests.

The Vision of the Unified Plan:

In 2040... Wellesley is a town recognized for its welcoming community culture and exemplary town services; commitment to education and life-long learning; a quality of life that enhances the health and social well-being of its residents; respect for the environment and support for sustainability, conservation, and protection of physical and historical assets; and for its dynamic and thriving business community. Wellesley is recognized for its fiscally sound, well-managed, innovative, and accessible town government that has strong citizen participation and a highly motivated, collaborative, and talented professional staff.

The Values of the Unified Plan:



Unified Plan Action Items accomplished or underway between FY20-FY21:

- Conceptual Study to upgrade Morses Pond bathhouse and amenities
- Pedestrian Study to link Cochituate Aqueduct across Route 9
- Completed Feasibility for Hunnewell and the Hardy/Upham Sites
- Town Hall Interior Revised Feasibility Study Completed
- Main Library Interior Renovation Funded (construction commencing 5/2021)
- Continue Integrated Pest Management on all Town Properties
- Town Meeting approved a Climate Action Resolution to require capital requests (if applicable) to identify measures to reduce greenhouse gas emissions
- Great Plain Avenue, which received $380,000 in Complete Streets Funding, is nearing completion
- Climate Action Plan (RFP Currently Open)
- Sustainable Mobility Study (Currently under way)
- Lee Softball Field/Hunnewell Field Completed
- North 40 Remediation Completed
- Modifications to Drainage Bylaw to incorporate Best Practices and comply with MS4 Permit Approved
- Established a new Single Building Historic District at 323 Washington Street
- Approved the Middle School Systems Project as a debt exclusion (construction commencing 4/2021)

Proposed FY22 Unified Plan funding requests:

- Funding for Town Hall Interior Schematic Design through bidding ($1.8M)
- Funding for Morses Pond Bathhouse and Beachfront Feasibility Study ($175,000 CPC)
- Funding for a Weed Harvester to continue maintenance of Morses Pond ($315,000 - CPC)
- Construction Funds at fall STM 2021 for Hardy and Hunnewell Schools ($138M)
- Funding for reconstruction of Grove Street to Complete Streets Standards ($3.25M)

Town-Wide Financial Plan

Town-Wide Financial Plan Fiscal Year 2022 Annual Town Meeting
Submitted by the Select Board

March 29, 2021

Dear Town Meeting Members:

Please find the Fiscal Year 2022 Town-Wide Financial Plan (TWFP) for the 2021 Annual Town Meeting ("ATM"). This document contains the following sections:

- Overview
- COVID-19 Update
- Financial Plan Components
- Revenues
- Status of Reserves
- FY22 Budget Cycle
- Key Budget Drivers
- Future Projected Capital Projects and Borrowing Needs
- FY22 Operating and Capital Budget Requests
- Conclusion

Overview

The Town of Wellesley Town Bylaws (Section 19.16) require the Select Board (the Board) to annually coordinate the preparation and maintenance of the Town-Wide Financial Plan (TWFP). In preparing the TWFP, the Board must take into account the Town's ability to generate the real estate property taxes assumed in the TWFP and to fund any deficit balance in the TWFP; the Board must evaluate relative need for, and level of the various expenditures proposed to be made by the Town; and must take into account alternatives to any of the various sources and uses of funds in the TWFP. The TWFP is constructed by using the information submitted by each board pursuant to the provisions of Sections 6.15 and 11.11 of the Town Bylaws and estimates and makes financial assumptions acceptable to the Board for all other line items for out-year projections.

Working with departmental staff and other Town officials, the Board, is proposing a balanced budget of $182,196,368 for the fiscal year 2022 (FY22 the year beginning July 1, 2021). This budget assumes the use of $3,781,347 from reserves/free cash.

Highlights:

- Modest levels of revenue growth over FY21 of 2.39%, with anticipated decline in local revenue, including significant decrease in parking revenues
- Moderate increase of 3.4% in health insurance rates
- Select Board operating budget guideline was set at 2.5%, and Debt Policy guideline was set at 6.2% of recurring operating revenues (policy range is 6.2% to 6.8%)
- Proposed operational increase for FY22 is 2.54% and budgeted capital requests for FY22 are $10.16 million, or 6.13% of annual recurring revenues
- Proposed application of $3,781,347 from Free Cash to balance the budget
- TWFP assumes School Department returns to pre-COVID staffing levels in fall 2021 with elimination of the Remote Learning School
- Projects related to strategic plans, Unified Plan, and critical needs have been deferred
- Five Year Capital Plan outlines cash capital, and debt funded capital projects, including both inside-the-levy and debt exclusion projects
- The American Rescue Plan Act of 2021 will provide relief to Municipalities and may offer opportunities to add programs and/or address costs related to COVID-19 in FY23. More specific and detailed guidance on how funds may be spent and what restrictions will be in place is pending at this time.

Revenues

The revenues for the FY22 General Fund Budget total $182,196,368 or a 2.39% increase compared to FY21 approved budget. The Board made conservative assumptions on local revenue growth taking into account historic trends and the impact of COVID-19 on specific sectors. Property taxes are assumed to increase by $5,275,061 or 3.79% based upon the provisions of Proposition 2 ½ and added New Growth assumed at $1.8M. Local Receipts, which include revenue from Motor Vehicle Excise Tax ($200,000 lower than pre-COVID-19 level), Investment Income ($350,000 lower than previously reduced FY21 projections), and Meals/Hotel/Motel Tax ($100,000 lower than previously reduced FY21 projections), and building fees are expected to decrease by $411,995 or 3.74%. Parking revenue for both meter and commuter lots has plummeted. The Traffic and Parking Budget, generally a self-sustaining fund, requires significant investment of $894,685 in Free Cash for FY22 to maintain operations, and the fund will likely require evaluation for several years to determine the full impact COVID-19 has had on commuting behaviors. Commuter parking typically generates the vast majority of annual traffic and parking revenue.

Health Insurance

Health insurance spending was favorable and within the projections identified in the FY21 Town Wide Financial Plan (TWFP), resulting in an increase in the Town's reserve levels. The West Suburban Health Group injected reserves to stabilize rates for FY22, resulting in a relatively modest 3.4% increase in health insurance rates across all town offerings. Variability in health care costs in coming years is a concern, as the impact of deferred diagnoses and treatment from COVID-19 become clearer.

The Town's Memorandum of Agreement with the unions for health insurance was set to expire on June 30, 2021. The Town and unions negotiated a one (1) year extension on the agreement and will renegotiate a longer-term agreement for FY23-FY25.

Debt and Operating Policy Guidelines

The Board has several financial policies that were established to maintain prudent operational and capital spending. The Debt Policy was established in FY19 and sets an annual spending limit on capital spending (referred to as "cash capital") and inside-the-levy debt projects to a range of 6.2% to 6.8% of recurring operating revenues. The policy ensures an affordable and predictable level of spending and ensures that funds available for operating budgets are not adversely affected by increased capital spending.

The reduction in revenue assumptions and the ongoing COVID-19 pandemic called for a conservative budget guideline and the Board issued a 2.5% operating budget guideline for both Town and School departments and a 6.2% Debt Policy threshold.

The reduction in anticipated spending has limited the ability of Town and School departments to address strategic plans, Unified Plan goals, and critical needs this year. Departments have had to prioritize operational and capital spending and defer some projects. As federal relief packages roll out, there may be an opportunity to add programs in FY23, but specific information and spending requirements have yet to be issued from the recent American Rescue Plan Act as we prepare this Town-Wide Financial Plan.

The year-over-year operational increase for FY22 is just above target at 2.54%. The budgeted capital requests for FY22 are $10.16 million, or 6.13% of annual recurring revenues.

Application of Free Cash to Balance the Budget

With the onset of COVID-19, action was taken at the end of FY20 to immediately reduce spending and bolster reserves. These reductions resulted in a reserve fund balance of 15% of budgeted operating revenues at the beginning of FY21. The Board's Financial Reserve Policy requires maintaining reserves in the 8% to 12% range.

Reserves Projection July 1, 2021

Reserves as of 6/30/2020		**Amount**
Free Cash estimated	$	18,319,871
General Purpose Stabilization fund		3,555,097
Other Stabilization Funds		2,229,495
	$	**24,104,463**
FY21 Revenue	**$**	**160,705,760**
% of Revenue		**15%**
% of Revenue Without Special purpose Stabilization Funds		**13.61%**

The Board proposes to balance the FY22 budget through the allocation of $3,781,347 from Free Cash. This amount is higher than the Town's typical allocation of approximately $2.5 million from reserves. The increase is largely due to the loss of anticipated parking revenue from the impacts of COVID-19 requiring appropriation of $894,685 to fund the Traffic and Parking operations. In evaluating the use of reserves, the Board has considered the potential need for reserves over the next three years. Deployment of Free Cash to assist in balancing the budget is anticipated to

revert to the Board's use of $2.5 million annually to keep the reserve levels within the Financial Reserve Policy. The need to apply reserves will be monitored closely as we continue to see the impact of COVID-19 and how it affects local receipt projections.

Looking Forward

As a result of the economic disruption from COVID-19 and the unknown recovery timeline, the Board anticipates a 2.5% budget guideline in coming years (FY23 through FY25). School union contracts for FY23 will be negotiated through FY22 along with a three-year health care agreement with all unions for FY23.

The School Committee was developing a new strategic plan that proposed additional operating and capital costs beginning in FY22. However, these strategic plan initiatives have been largely deferred due to COVID-19. The impact of delayed initiatives is unknown at this time as the School Committee will need to re-evaluate after the 2020-2021 academic year. The School Administration's response to COVID-19 has been all consuming and ever changing as they have worked to meet health, safety, educational (state and local), and contractual needs. State and federal COVID relief assistance has made it possible to complete FY21 without supplemental appropriations. The Town and School Administrative teams have been working closely to evaluate continuous financial modifications as COVID-19 programs and funding emerges.

In FY23 and beyond, careful consideration is needed to coordinate initiatives from all departmental strategic plans, the town-wide Unified Plan, Housing Production Plan, and the developing Climate Action Plan and Sustainable Mobility Plan to balance priorities and financial resources.

The Town will be in a strong position to continue to avoid Proposition 2 ½ operating overrides by holding inside-the-levy and cash capital spending to 6.2% (low end of Debt Policy range), and by holding Town and School operating budgets to a 2.5% increase through FY25. Increases in health insurance rates are expected to be variable over the next several years and will be monitored closely by the West Suburban Health Group. Current cash capital and debt service requests contribute heavily to projected deficits in future years, and the Board will endeavor to smooth out these expenditures and remain within the range of the approved debt policy. Due to FY21 and FY22 capital reductions and deferment, evaluation of longer-term strategies to prioritize and catch up on projects will need to be considered. Over the next several years, departments adherence to guidelines will avoid an operating override, while allowing the Board to consider the use of reserves to offset deferred projects. This planning is critical as the Town has mapped out the timing and impact of major capital projects in the Major Project Financing Schedule (see page! 31) that will require significant debt exclusions in FY22 and FY23, in addition to the debt exclusion for the Wellesley Middle School building systems that was approved in December 2020.

The Board continues to work with all Town departments and the School Department to improve long-range financial forecasts and continue the excellent level of services provided to our residents.

Debt Funded Capital Projects

There are several debt funded projects included in the warrant for Town Meeting requiring appropriation. This year reflects a decrease from past years in the number of special projects before Town Meeting. Special projects for FY22 include funding for the Town Hall Interior

Schematic Design through bidding, Grove Street construction funds, and the Police Dispatch Communication Center Overhaul. All the debt funded projects proposed in FY22 are to be paid for with inside-the-levy borrowing. The Town continues to proactively manage its debt by containing costs on construction projects, and by applying savings to other projects to reduce future borrowing costs. A list of such debt rescissions or transfers of debt borrowed but not spent are included in Article 32 of the warrant.

Plans for Debt Exclusions

The Board continues to plan for significant capital projects under the Major Project Financing Schedule (see page 31) that we anticipate bringing to the voters for approval in the next 1 - 5 years as debt exclusions. The projects include the replacement through new construction of the Hunnewell and Hardy elementary schools under the direction of the School Building Committee (SBC), and the interior renovation of Town Hall. The Select Board has eliminated a previously proposed Town Hall Annex in favor or an interior renovation of Town Hall and leased office space for the Facilities Management Department and the Land Use Divisions (Building, Planning, NRC and Wetlands, and ZBA).

Preliminary projections based upon construction schedules currently being evaluated suggest the peak median tax bill impact of constructing two schools could approach $693 in 2025.This estimate will continue to be updated as new information becomes available. See page 32 for a table of projected tax impacts.

Hunnewell School

At a Special Town Meeting held December 1, 2019, the Town authorized $4,680,000 for schematic design, permitting, and bidding for construction of a new Hunnewell School. To facilitate construction, internal swing space was found to be the only feasible option to allow the construction of Hunnewell School to begin prior to replacement of the Upham or Hardy Schools. The project is currently in both Wetlands and Site Plan permitting. Funding for the construction of the project is slated to come to an October 2021 Special Town Meeting for approval. If funding is approved by Town Meeting, the Select Board would call for a debt exclusion vote on December 7, 2021, for $55.8 million, inclusive of swing space.

Hardy/Upham Schools

The Town was invited into the Massachusetts School Building Authority (MSBA) program for the consolidation of the Upham and Hardy Schools and replacement of the Upham School on either the Upham or Hardy site. The MSBA program provides for reimbursement of approximately 30% of eligible costs (mostly limited to construction costs and not offsite expenses) through detailed and highly structured documentation and review. In an exhaustive and inclusive process, the SBC evaluated both the Upham and Hardy sites, and selected the Hardy School site for a new consolidated school. The Town approved $2.5 million at a Special Town Meeting in the fall of 2018 for a feasibility study and is currently in Module 4 out of 8 of the MSBA process, with an anticipated completion of Schematic Design for the Hardy School in July 2021. Funding for the construction of the project is slated to come to an October 2021 Special Town Meeting for approval. If funding is approved by Town Meeting, the Select Board would call for a debt exclusion vote on December 7, 2021, for $72.3 million.

Interior renovation of the 1883 Town Hall

An interior space utilization and visioning study of the building was completed in 2018 and identified several serious deficiencies, including insufficient space for meetings, offices, and storage; lack of secure storage for vital records; lack of security for financial transactions; insufficient parking; air quality issues; moisture infiltration; and handicap accessibility deficiencies, and a lack of clear wayfinding. Moreover, the major building systems (boiler, HVAC) are at the end of their useful life and need to be replaced, and Town Hall does not currently meet the requirements of federal or state disabled persons' accessibility laws. The feasibility study recommended the construction of a Town Hall Annex and a feasibility study for the Annex was completed in 2019. Due to COVID-19, the Board eliminated the Town Hall Annex plans prior to the 2020 Annual Town Meeting. Through Facilities Management Department capital funds, the Town Hall interior feasibility study was refreshed in an effort to reduce project costs, and the supplemental study was completed in November 2020.

- **Goals:** The goals of the Town Hall interior renovation are to work within the historic spaces of the building to meet the current and future needs of the Town, to improve and expand program spaces, make the building more accessible to all residents, and to enhance departmental functions and meeting spaces. The proposed project will complete the efforts begun with the Exterior Envelope Project funded in 2016 and completed in February 2020 and will secure a long and useful life of the landmark historical structure.

- **Funding plan:** Schematic design funds for the Town Hall Interior project will be sought at the 2021 Annual Town Meeting in the amount of $1.8 million. If approved, the Town Hall Interior project will seek a debt exclusion of $15.5 million for construction funds at a fall 2022 Special Town Meeting, followed by a town-wide vote in December of 2022.

- **Compliance with accessibility requirements:** Working with the project architect on the exterior phase of the project, the Town has requested and received approval from the Massachusetts Architectural Access Board (MAAB) for several permanent variances from the law, as well as other time variances for interior items that are required to be addressed. Those variances run for three years following substantial completion of the exterior renovations of the building which occurred in February 2020, with the possibility of a two year extension if the Town is making progress towards resolving these matters.

New Major Capital Projects

Projects new to the Facilities Master Plan (see page!31) include the DPW Park and Highway Building and the DPW Recycling and Disposal Facility Administration Building. These projects are in the feasibility stage and the funding for inside-the-levy borrowing will be evaluated as they progress.

DPW Park and Highway Building

An FY19 study evaluated key staff support spaces consisting of men's locker rooms, the kitchen, and the lunch/break/training rooms and found the spaces have not been updated since the building was constructed in 1947. These facilities are inadequate from a perspective of age, functionality, circulation, adjacencies, and layout. The women's locker room was updated within the past 10 years but is undersized. The study also assessed the building including the brick masonry walls, windows, concrete floor slabs (elevated

and slab-on-grade) and the Wash Bay, all of which are original, 70-year-old construction. There are numerous age-related and structural deficiencies. The study included an existing conditions phase, programming phase, and development of new layout options that better support DPW operations and staff. A proposal for design funds will come before the 2022 Annual Town Meeting in the amount of $1.1 million, and if passed, construction funds would be sought with the DPW Administration Building at a fall 2023 Special Town Meeting. At present, construction funds are estimated at $6.4 million.

DPW New Administration Building at the RDF

The last major renovation at the RDF was in 1997. A study was recently completed which focused on the Administration Building, the Baler Building, and the Incinerator Building. This study assessed a number of issues with building envelopes, including roofing, walls, windows, foundation waterproofing, and doors. The study also evaluated the current operations and adequacy of the Administration Building. It was determined that this building was not large enough for the current functions and that the 22-year old building systems were largely past their service lives. Construction of a new, larger Administration Building was recommended within the footprint of the existing building (requiring swing space included in the budget). Design funds would be sought at the 2022 Annual Town Meeting in the amount of $500,000 and construction funds would be sought at fall 2023 Special Town Meeting. The construction funds are estimated at $2,750,000.

The Board's approach to departmental capital requests is to assess and prioritize projects to manage the annual operating costs of the Town. In doing so, the impact to taxpayers will be moderated as much as possible, while still maintaining the high level of services that residents have come to expect. Areas that the Board must continue to monitor closely include the School budget, deferred capital projects from FY20 and FY21, and health insurance costs. The School budget is nearly twice the size of the other departmental budgets combined, and school officials project it may continue to grow at a higher annual rate than has been included in this projection. Further analysis of these details is included in the section "Future Projected Capital Projects and Borrowing Needs" on page 27.

COVID-19 Update

Due to the extended closures of town facilities and unknown timeframe for reopening, the Board modified the FY21 Budget in June 2020 to reflect anticipated revenue shortfalls. These anticipated revenue reductions were balanced through reductions to Town capital budgets for FY21 budgets and that continues for the FY22 budgets. At Annual Town Meeting in June 2020, the Board committed to monitoring the FY21 financial impacts of COVID-19 on the Town during the initial months of FY21 and to work with the other boards and departments to identify any necessary modifications to the FY21 budget at the October 2020 Special Town Meeting. The Board provided a COVID-19 update to Town Meeting in October 2020 in preparation for the fall STM.

School Department

Remote learning began in March 2020. In June 2020, responding to ongoing needs to fully engage in remote learning, the School Department purchased laptops and iPads at a cost of $200,873 using CARES Act funds. For the 2020-2021 school year, the School Department was required to establish a totally remote educational process (the Remote Learning School or RLS). With the state required RLS and contractual obligations to the Teacher's Union, the School Department determined that they required significant equipment and technology purchases; the addition of

33.57 full-time employees; tent rentals to maximize outdoor space for mask/lunch/snack breaks; and the establishment of a viral testing program for students, faculty, and staff, in order to safely begin operations. Remote learning programs began during the summer, and the School Department expended their total educational CARES Act allocation of $1,321,746. The Board authorized the use of municipal CARES Act funds on September 21, 2020, in the amount of $1,116,098 to offset the RLS personnel costs through December 30, 2020, for additional staff and other COVID-19 expenses, including FFCRA coverage and PPE.

Recent Relief Funding for COVID-19 Expenses

In December 2020, the Federal Consolidated Appropriations Act, 2021 was passed as a coronavirus relief package. The Act allowed for Coronavirus Aid, Relief, and Economic Security (the "CARES Act") funds (detailed below) to be extended from December 30, 2020, to December 31, 2021, while also providing modest resources for schools. With the ability to use CARES funds through the end of 2021, the Town can cover the cost of salaries for the RLS through June 30, 2021. The additional funds necessary to cover RLS costs through June 30, 2021, are estimated at approximately $700,000.

On January 21, 2021, by Presidential Order, FEMA reimbursement was increased from 75% to 100% and eligible costs were expanded to include vaccine distribution costs, PPE, cleaning and sanitization costs, and school reopening costs. FEMA continues to issue revised guidance on implementation.

On March 11, 2021, the American Rescue Plan was signed into law. The law provides for financial assistance to municipalities and schools but specific information and spending requirements have yet to be issued. Funds are anticipated to provide assistance to programs and projects directly impacted by COVID-19, school reopening assistance (PPE, ventilation, COVID-19 testing, vaccinations, class size, etc.), and some county level aid.

The Town is carefully tracking each departmental budget and has used CARES and FEMA funds to cover expenses for operations related to COVID-19 throughout FY21. The School Department and Health Department have experienced particularly significant impacts. With the extension of the deadline for the use of funds, the Town will not require any supplemental appropriations relating to School and Town operations for FY21. The Town will be monitoring unemployment costs for teachers who were hired for this school year for the RLS. As Federal assistance continues to be expanded, the Town may be able to absorb those costs without supplemental budget request. If not, the Town will submit supplemental budget requests at the anticipated fall 2021 Special Town Meeting.

Total COVID Funding Assistance Available and Application of Funds:

	Federal and State Assistance		FY20-FY21
Muncipal CARES Allocated	**$ 2,616,201.00**		
Schools CARES Allocated	**$1,097,100.00**		
School ESSR Grant	**$123,519.00**		
School CARES Remote Learning	**$101,127.00**		
Schools 12/30/2020		$	(2,157,845.00)
Schools (est thru 6/30/2021)		$	(700,000.00)
Health Dept.			(16,820.00)
Election			(81,058.00)
Morses Pond Summer Operations			(73,954.00)
Personnel Backfill			(108,347.00)
Cleaning/Disinfection			(272,080.00)
Technology (Non-School)			(12,387.00)
Legal			(68,355.00)
Food Programs			(72,499.31)
Library			(37,069.00)
Subtotal CARES/Grants	**$ 3,937,947.00**	$	(3,600,414.31)
CARES Available		**$**	**337,532.69**
Potential FEMA Reimbursement	**391,000.00**		

Financial Plan Components

The Board is responsible for preparing the TWFP which includes a forecast of the Town's sources and uses of funds for the current year (annual budget) and for the two following years (the "out years"). The Board establishes current year budget guidelines, cognizant of reserve implications, and works with the various Town boards to achieve a balanced budget. Projections are developed for subsequent years so that the Board may determine whether there will be sufficient revenue to meet needs or any requests for new initiatives. The TWFP also includes projected capital needs for the next five years for the various departments and information regarding the proposed financing for these items.

Reserves

The Town intentionally increased its financial reserves during the last 14 years and, on December 10, 2012, the Board adopted a formal reserve policy which informed the recommendations in this annual TWFP. Reserves are comprised of the Town's certified Free Cash and Stabilization Funds. Free Cash is the sum of funds appropriated and raised by the Town, but not expended in the years for which the funds were appropriated, plus anticipated revenues, minus uncollected taxes of prior years. Stabilization Funds are special accounts created to provide reserves (savings) for different types of variable expenditures. These Stabilization Funds help to smooth out the impact of capital projects or provide insurance against unexpected expenditures.

Pensions OPEB and Health Insurance Costs

The Town makes an annual contribution to the Wellesley Contributory Retirement System, a defined benefit pension plan administered by the Wellesley Contributory Retirement Board. The proposed contribution for FY22 represents 4.5% of the Town's annual budget. Current employees contribute up to 11% of their salaries to the system, depending upon date of hire. An independent actuary engaged by the Retirement Board biannually calculates the annual contribution the Town must make to the pension plan to ensure that the plan will be able to fully meet its obligations to retired employees. The funded status, using the market value of assets, was 75.62% as reflected in the actuarial valuation performed as of January 1, 2019, with full funding expected by 2030. The Retirement Board uses a 6.625% assumed actuarial rate of return on investment. Management continues to factor updated valuations into its TWFP projections.

Similarly, health insurance costs and the liability for postemployment health care benefits for certain retirees and their dependents (OPEB) are key considerations in the TWFP. The Town has undertaken a number of proactive steps over the last ten years to reduce current costs and amortize the unfunded OPEB liability. With the current actuarial valuation, completed as of December 31, 2020, in accordance with GASB Statement No. 74, the funding status has improved to 59.40%. The Town currently appropriates 1.89% of its annual budget to OPEB, and current estimates indicate that this obligation will be fully satisfied by 2032.

Balanced Budget

Once balanced, the annual budget is presented by the Board to the Annual Town Meeting, together with comments and recommendations of the Advisory Committee. The level of budgetary control is established by Town Meeting and this approval defines the level at which expenditures may not exceed appropriations. This level is typically at the individual department salary and expense level. The state-of-the-art financial system has a number of built-in controls and department managers have ready access to their budgets.

Revenues

Real Estate and Personal Property Taxes

Wellesley's primary source of revenue is real estate taxes. In the revised FY22 budget, taxes represent 85.7% of the estimated revenues, of which 87.6% are from residential assessments.

State Aid

The Town generally receives approximately 6.15% of its revenue in the form of State Aid, of which 86.4% is for educational purposes, and 12% is State revenue assessments to other government agencies. State revenue assessments are not available to fund the Town's budget. Current projections show only a modest FY22 increase, as a result, State Aid now represents 6.57% of the FY22 revenues.

	Final 2018	Final 2019	Final 2020	RECAP 2021	Governor 2022
State Aid					
Chapter 70	$ 8,399,961	$ 8,955,295	$ 9,273,504	$ 9,273,504	$ 9,407,484
	$ 8,399,961	$ 8,955,295	$ 9,273,504	$ 9,273,504	$ 9,407,484
other school	$ -	$ -	$ -		$ 9,286
	$ 8,399,961	$ 8,955,295	$ 9,273,504	$ 9,273,504	$ 9,416,770
Unrestricted (UGGA)	$ 1,294,148	$ 1,339,443	$ 1,375,608	$ 1,375,608	$ 1,423,754
All other	$ 65,540	$ 53,236	$ 65,462	$ 51,094	$ 45,401
Total	**$ 9,759,649**	**$ 10,347,974**	**$ 10,714,574**	**$ 10,700,206**	**$ 10,885,925**
Assessments	$ 1,239,371	$ 1,260,154	$ 1,262,442	$ 1,308,172	$ 1,317,219
Net	**$ 8,520,278**	**$ 9,087,820**	**$ 9,452,132**	**$ 9,392,034**	**$ 9,568,706**

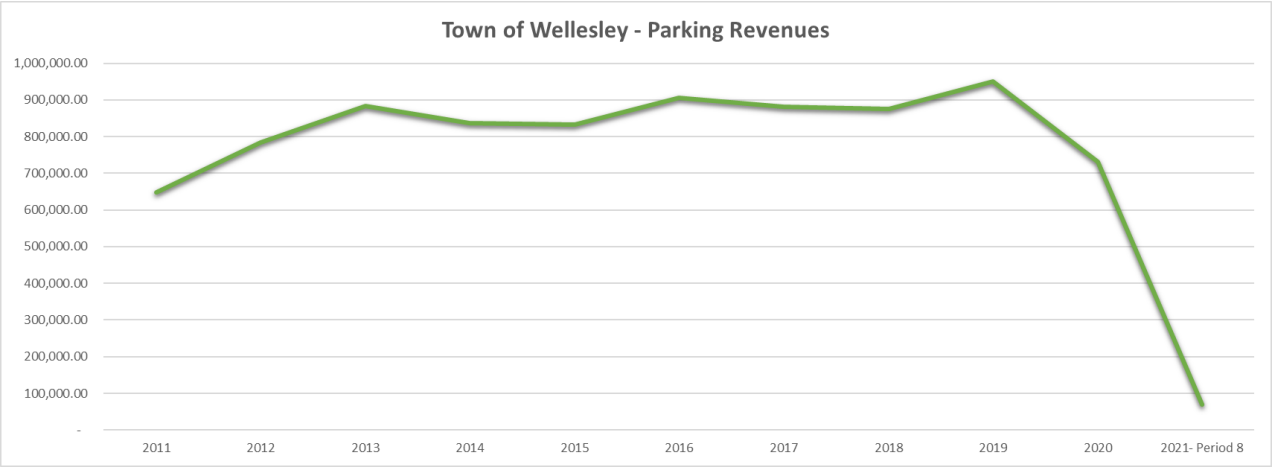
Local Receipts

The most significant financial impact of COVID-19 on the FY22 budget is the anticipated negative impact on local revenue and parking receipts. Local receipts typically represent 7.35% of the Town's revenue. Most local receipts (72%) are from motor vehicle excise, permits and licensing, and interest earnings. With COVID-19 occupancy allowances increasing, there is potential for increases in meals, hotel, and motel tax, but it is too early to forecast the trajectory of the rebound. The Town has taken a conservative approach in reducing anticipated revenues by approximately $400,000, bringing local receipt projections to 5.8% of revenues.

	Actual FY18	Actual FY19	Actual FY20	Recap Budget FY21	Budget FY22
Local Receipts					
Motor Vehicle Excise	$ 5,749,176	$ 5,814,076	$ 5,463,429	$ 5,200,000	$ 5,200,000
Investment Income	760,311	1,644,747	1,761,606	750,000	397,693
Licenses and permits	4,049,311	3,617,016	2,043,985	2,300,000	2,300,000
RDF	817,862	594,114	663,669	502,797	650,000
Pilot payments	76,490	76,443	76,442	76,000	76,000
Parking Fines & Forfeits	466,684	577,555	452,093	250,000	200,000
Meals tax, hotel/motel	752,908	771,564	682,286	300,000	200,000
Recreation transfer	79,227	13,682	-	-	-
Penalties, Interest on Taxes	248,217	425,077	253,628	250,000	250,000
Rentals	169,038	180,728	198,929	100,000	100,000
Fees	116,737	109,180	109,851	100,000	100,000
Departmental	164,646	87,406	133,786	60,000	60,000
Medicare part D					
Medicaid			57,003		
All other	54,884	14324	271,076	104,101	58,995
Total	$ 13,505,491	$ 13,925,912	$12,167,783	$ 9,992,898	$ 9,592,688

The drop in revenue from the Town's traffic and parking operations is a significant concern, given that these operations have historically been self-funding. COVID-19 resulted in a dramatic decrease in the use of public transportation and an increase in remote work, which has left the Town's commuter lots largely empty. To assist local businesses and merchants, two-hour parking meters were free from June 1, 2020, through February 28, 2021. The Town had to refund yearly parking passes for the last half of 2020 and there have been few purchases for 2021. The Town is currently generating 8% of the normal traffic and parking revenues and is currently predicting a revenue shortfall of $894,685 for FY21 which is being supplemented with Free Cash. The traffic and parking fund has a reserve of $353,620 that will be incorporated into the FY22 budget. The traffic and parking division funds traffic consulting services for the Town; management and maintenance of the parking lots and parking meters; traffic calming; traffic signs; street line painting; and salaries for the Parking Clerk, meter attendants, and half of the salary of the Police Lieutenant who oversees the division.

Between 2013 and 2020, Parking Revenue has averaged approximately $860,000. In 2020 the Town was on par with 2019 to collect approximately $950,000 when COVID-19 emerged in March 2020, significantly impacting the last quarter of FY20. For FY21, Parking Revenue for the eight month period from July 1, 2020 – February 28, 2021 was $69,523.62. Commuter traffic is expected to rebound as more people are vaccinated and return to offices, but the Traffic and Parking operations will be monitored closely over the next two fiscal years. If commuter traffic does not rebound as quickly as projected, the Traffic and Parking fund may need to be supplemented by additional Town funding, or the programs administered by the Traffic and Parking fund may need to be absorbed into the Police and DPW budgets.



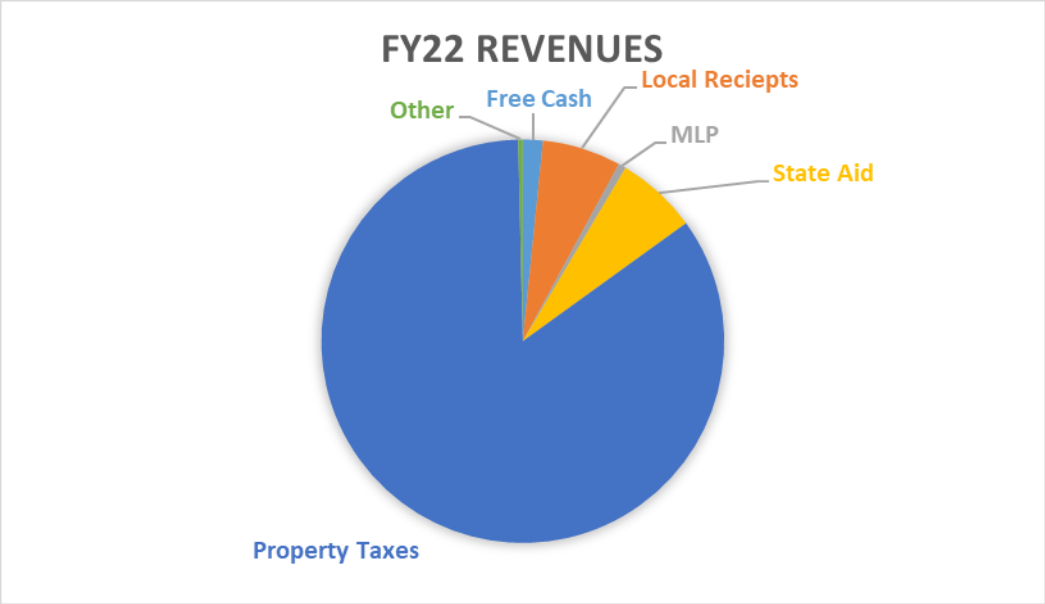
Additional revenue includes an annual contribution of $1 million to the Town from the Wellesley Municipal Light Plant.

Free Cash

Free Cash is made up of revenues in excess of budget projections, budget "turn-back" (amounts budgeted but not spent), and other timing differences.

Free Cash	FY17	FY18	FY19	FY20	Est. FY21
Beginning of year	$ 11,858,182	$ 12,109,416	$ 14,615,285	$ 16,171,779	$ 18,319,871
Uses	(4,895,826)	(4,093,089)	(5,040,670)	(6,264,475)	(4,495,134)
Net Free Cash generated	5,147,060	6,598,958	6,597,164	8,412,567	1,000,000
End of year	$ 12,109,416	$ 14,615,285	$ 16,171,779	$ 18,319,871	$ 14,824,737

For the FY22 budget, the proposed use of $3,781,347 in Free Cash represents 2% of the estimated revenues.



Status of Reserves

At the end of FY20 and throughout FY21, the Board evaluated the use of Free Cash and the resulting impact on reserves as the Town prepared for the long-term financial impacts of COVID-19. The Board has been deliberate in its efforts to limit the immediate application of Free Cash in order to maintain the reserves at the upper level of the Town's Policy, given that anticipated shortfalls in revenues and tight operating budgets will limit the generation of Free Cash (through reduced turnback) and may require the application of additional Free Cash to balance budgets over the next several fiscal years. The Board is also mindful of the need to maintain financial reserves to support the Town's favorable Aaa bond rating.

The Town's Financial Policies stipulate that reserves should range from 8% to 12% of budgeted operating revenues. The Town's diligence in limiting hires, reducing spending, and mobilizing effectively for COVID-19 ended FY20 with a Free Cash Certification balance of $18,319,871. The Free Cash and General Stabilization Fund reflects 13.61% of budgeted operating revenues, and with the addition of the Town's other Stabilization Funds (Special Education, Injured-on-Duty, Baler Fund) the total reserves rise to 15% of revenues. The FY22 proposed budget continues the established practice of maintaining funding levels for the stabilization funds and other reserves as well as Other Post-Employment Benefits (OPEB) and Pension contributions.

Under Massachusetts Department of Revenue (DOR) rules, the Free Cash balance and the General Purpose Stabilization Fund are reserves specifically available for appropriation by Town Meeting for any lawful purpose. Appropriations from the Stabilization Fund require a two-thirds vote by Town Meeting, whereas appropriations from Free Cash require a majority vote. The balance of the General Purpose Stabilization Fund as of June 30, 2020, was $3.56 million.

The Municipal Modernization Act of 2016 created an additional reserve fund opportunity for special education funding and the Town responded by creating a Special Education Reserve Fund at ATM 2017. Revenues from Medicaid receipts related to special education were deposited into the fund at that time, with the plan to continue to build the fund in subsequent years. Article 11 on this year's warrant recommends appropriation of $57,000 in revenues from Medicaid receipts. Over the past two years, deposits of $500,000 have been made to the Special Education Reserve Fund to further protect the School budget from unforeseen special education outplacement costs. Funds deposited in a Stabilization Fund can be redirected for another purpose with Town Meeting authorization. The Board will continue to support the funding of the Special Education Reserve Fund to ensure that a reliable level of reserves is available should either the State be unable to meet its circuit breaker obligations, or the Schools experience unanticipated out-of-district placements or other extraordinary expenses. However, due to financial constraints in FY21, the Board is not recommending a further Free Cash deposit for FY22.

The updated FY22 budget continues the past practice of contributing Free Cash to the Injured-on-Duty stabilization fund ($45,275), and the RDF Baler Fund ($11,512). The Baler Fund deposit proposal represents a reduction from the anticipated deposit of $50,000 due to the ongoing COVID-19 impact to the DPW budget. The following chart summarizes revised projections reflecting the anticipated use of Free Cash towards the FY22 Budget to the Town's reserve balances on June 30, 2021:

Reserves Projection

Reserves as of 6/30/2020		**Amount**
Free Cash estimated	$	18,319,871
General Purpose Stabilization fund		3,555,097
Other Stabilization Funds		2,229,495
	$	**24,104,463**
FY21 Revenue	**$**	**160,705,760**
Sources and (Uses) of Reserves in FY21		
Snow and Ice Removal		(600,000)
Customary Amount to balance FY2022		(2,500,000)
Balance FY22 Budget		(1,281,347)
Add to IOD Stabilization		(45,275)
Add to Baler Stabilization		(11,512)
Add to SPED Stabilization - Medicaid		(57,000)
Net Operating Change - estimated		1,000,000
Estimated Reserves as of 6/30/21	**$**	**20,609,329**
FY22 Revenue	**$**	**165,456,097**
% of Revenue		**12.46%**
% of Revenue Without Special purpose Stabilization Funds		**11.11%**

FY22 Budget Cycle

The current method of allocating available resources begins with the Board's review and analysis of current revenues and revenue enhancement opportunities. After factoring in fixed costs, such as employee benefits, issued debt and past service liabilities, the Board develops budget guidelines to help allocate remaining available funds among the departments. Each board is expected to develop a budget falling within guideline. New initiatives and costs beyond guideline are discussed and evaluated by the Board and the Advisory Committee during the budget cycle. Other funding mechanisms (such as an override or debt exclusion) may ultimately be proposed if a critical initiative cannot be funded with the current resources.

Under the Town bylaws, the Board is responsible for coordinating the annual budget submissions for all boards; coordinating the timing of capital requests and determining methods for financing capital needs; estimating available revenues; and developing the Town-Wide Financial Plan and Five-Year Capital Budget Program. In order to accurately create (1) the "Sources and Uses" format required by Article 19.16.1, (2) the Town-Wide Financial Plan, and (3) the Five-Year Capital Budget Program, the Finance Department, under the direction of the Select Board and Executive Director, has developed standard formats for receiving departmental requests. The format includes a departmental narrative outlining departmental responsibilities and current objectives with emphasis on current year needs, a revenue summary, and detailed operating budget requests showing a four-year history.

The Town budget cycle usually begins in July with the Board's initial discussion with the larger departments including School Department, the Facilities Management Department (FMD), and Department of Public Works (DPW). COVID-19 required a delay in the FY21 Annual Town Meeting with resolution at the end of June 2020. All summer, the Town continued to work on generating and implementing COVID-19 protocols and the School Department worked to design three scenarios for fall reopening plans. Consistent with the delays in the Commonwealth budget, the Town budget process was also delayed, and the Board reported the delays to the Special Town Meeting in October. Guidelines for FY22 were finalized November 2, 2020. The delay in the budget cycle required a four-week delay in the start of the 2021 ATM. This year's budget process followed the timeline detailed below. For a full review of the Town Budget Preparation Manual, please see Appendix A attached.

Budget Submission Timeline

- June 22, 2020 Annual Town Meeting (Delayed due to COVID-19)
- July 1, 2020 Fiscal Year begins
- August 26 -- Finance Director and BOS Chairs to Advisory with FY2019 update
- August 31 -- Finance Director updates BOS on FY2020 results
- October 5 – BOS Begins FY 2022 Budget guideline discussions
- October 14 – BOS continues guideline discussions
- October 26 - BOS continues guideline discussions
- October 29 – Inter-Board Meeting (evening)
- October 30 – Inter-Board Meeting (morning)
- November 2 – FY 2022 Operating Budget guideline finalized/ Capital planning discussion
- November 2 – Town-wide FMD Capital update
- November 5 – Operating budget manual & forms distributed; capital forms distributed
- November 12 – HR provides guidelines for 40/50/60 series
- November 16 – Open Annual Town Meeting Warrant
- December 2 – Capital budget requests submitted to Finance from all departments
- December 7 – Operating budgets due from Selectmen's departments. Finance begins budget compilation
- December 7 – Tax Classification Hearing
- December 14 – Select Board's Budget Workshop (Day)
- December 14 – BOS Budget Roll Up to SB for Review
- December 14 – Operating budgets due to Finance from non-school departments (early submissions encouraged)
- December 23– Warrant Closes for Annual Town Meeting
- January 12 – Superintendent's operating budget due
- January 19– Determine budget gap & begin closing process
- February 23– School Committee votes School Department operating budget
- Annual Town Meeting to begin April 26, April 27
- Annual Town Meeting to continue May 3, May 4, May 10, May 11

Key Budget Drivers

Each year at ATM, the Board and staff update the Town-Wide Financial Plan with input from the Town departments, boards, and committees, guided by the conservative financial policies adopted over the last decade. Due to COVID-19, an extensive analysis was performed following ATM and many COVID-19 impacts seem likely to linger for a significant period. As in prior years, the key issues impacting the Town's financial planning include:

- Growth in personnel costs
- Employee benefit costs
- Facilities and other capital needs

Growth in Personnel Costs

The largest recurring item in the year-over-year growth of the Town budget is the cost of wage increases ("Cost of Living Adjustments" or COLA) for existing employees. Each year the Human Resources Board evaluates increases for non-union municipal personnel and compares salary ranges to maintain competitive compensation ranges. Most Town employees are unionized, and their annual wage increases are a subject of collective bargaining. There are 12 unions representing 1,129 employees, the largest of which is the Teachers Association. (The teachers union contract expires June 30, 2022.) Last year eight of the Town's union contracts were negotiated and approved by Town Meeting through June 30, 2023. There is currently one outstanding contract with the FMD Custodians that expired on June 30, 2020. The Town is hopeful we will reach settlement with the FMD Custodians but remain in negotiations. The Town has completed a one-year extension on health care benefits and will begin negotiations summer of 2021 with all unions on a new multi-year contract for health care benefits for FY23 and beyond.

In addition to the COLA noted above, the union contracts also provide for an additional annual "step" increase for teachers and other employees who have not yet reached the top step, and "lane" increases for teachers as they attain additional academic degrees. The teachers' contract provides for 16 steps and the value of each step increase is approximately 4.2%. Most Town union contracts provide for 4-8 steps, and an average step increase of 5.3-5.6%. In recent years, longevity has been added in step form to a number of contracts for employees. Thus, employees who have not reached the top step generally receive total annual wage increases in the range of 7-8%.

Each year, the cost of step increases is partially offset by savings resulting from the retirement or departure of employees who are replaced by new employees at a lower step level ("turnover savings"). Thus, in departments with steps, the changing composition of the work force affects the budget over time. However, in the case of the School Department, the average experience level of teachers has increased over the past ten years. Currently (FY22), approximately 59.5% of the teachers are at the top step, and the others are still moving on steps. Along with increases in special education costs, the School budget has grown at a faster rate than other departments' budgets.

This year, the Town hired 8 new firefighters to fill vacant positions that were left open from FY20 retirements due to COVID delays and replacing two FY21 retirements and one transfer. These new hires will have an impact over the next 4-5 years on the Fire Department budget as the new employees work their way through the steps.

Employee Benefit Costs

Employee benefit costs will total nearly $32.6 million in FY22 (17.8% of the Town's total budget) and during the past 10 years this has been the fastest growing component of the overall Town budget. The principal components of this cost are:

- Health insurance premium costs for active and retired (non-Medicare eligible) employees and other associated benefit costs - $20.9 million
- Pension plan contributions - $8.2 million
- Other Post-Employment Benefits (OPEB) funding - $3.4 million

Health Insurance

The Town procures health insurance for active employees and retirees through the West Suburban Health Group (WSHG), a consortium of eight towns and two educational entities. Health insurance is a mandatory subject of collective bargaining, so the Town cannot unilaterally make plan design changes. The Town has successfully bargained with its employee groups and implemented a number of plan changes in recent years, which have helped control rising costs.

The most recent three year contract began on July 1, 2018, in which the Town introduced two different deductible plans for employees, both of which are less expensive than the previous offerings. The unions agreed to shift all employees to paying a greater percentage of their premium costs in the second and third years of the agreement. In return, the Town offered various incentives to employees to lower their costs. Over the life of the three year agreement more than 25% of eligible employees have maintained less expensive plans. The Town was able to extend the three year agreement for an additional year through FY22. The Board will continue to monitor health insurance cost trends and work with the other members of the WSHG to control costs, while meeting our obligations to our employees and retirees.

Pension Plan Contributions

Municipal employees in Massachusetts are not eligible for Social Security as a benefit of their employment with a municipality. The Town maintains a defined-benefit pension plan for retired employees other than teachers in lieu of a retirement allowance under Social Security, and the benefits are identical to those offered by other cities and towns in Massachusetts. Teachers participate in a similar plan operated by the Commonwealth. However, unlike a defined-benefit pension plan in the private sector, municipal employees contribute toward the cost of their pension. Any municipal employee hired after 1996 is required to contribute 9% of annual pay plus 2% of pay over $30,000.

Employee contributions to the Town of Wellesley pension plan during calendar 2020 totaled $4 million and are estimated to total $4.1 million in calendar 2021. In addition, the Town makes an annual contribution of $8.2 million in FY22. The Enterprise funds (Water, Sewer and Electric) also contribute the employer portion for their employees. Approximately 66% of the contribution by the Town this year will be allocated to accrued liabilities from prior years.

Other Post-Employment Benefits (OPEB)

The Town is also obligated to subsidize a portion of the health insurance premiums for all retirees (Other Post-Employment Benefits or OPEB). Medicare-eligible retirees are required to enroll in Medicare and the Town pays 50% of the cost of a Medicare supplement plan and 50% of the Medicare Part B premium.

The latest actuarial valuation of the Pension liability was performed as of January 1, 2019. The actuarial valuation is on a two-year cycle and a new valuation was performed January 1, 2021, although it will not be available until May of 2021. The following table summarizes the Town's unfunded liabilities related to pension and OPEB, based on employee service to date:

Last Funding Valuation	**Pension**	**OPEB**
Measurement Date	1/1/2019	6/30/2018
Accrued Liability	$ 248,553,692	$ 120,899,268
Actuarial Value of Assets	$ 193,017,080	$ 69,983,462
Unfunded Liability	$ 55,536,612	$ 50,915,806
MV of Assets at 12/31/19	$ 187,948,599	$ 69,983,462

The actuarial funding schedule for the pension plan calls for a $239,036 increase in pension funding in FY22 (exclusive of enterprise funds). The 2017 and 2019 actuarial valuation of the pension plan called for a reduction of the investment return assumption from 6.75% to a more conservative rate of 6.625%. A new actuarial valuation of the pension plan was performed on January 1, 2021; however the Town will not receive the report until May 2021.

The latest actuarial valuation of the OPEB liability was performed as of June 30, 2018. The actuarial valuation is on a two year cycle with the new valuation performed on January 1, 2021. (The Town also anticipates receipt of the new actuarial study in May 2021.) The interest rate was maintained at 6.625% and certain mortality assumptions were updated. The funding schedule was historically designed to fully fund liability by 2037; however, the Town is currently tracking to be fully funded as of 2032. The funding plan currently requires the Town to contribute a flat $3.4 million each year, in addition to the increasing premium subsidies for current retirees ("pay-as-you-go costs"). The $3.4 million contribution is funded by inside-the-levy funds.

OPEB FUNDING

	FY19	**FY20**	**FY21**	**FY22**
Inside the Levy	$3,420,000	$3,420,000	$3,420,000	$3,420,000
	$3,420,000	$3,420,000	$3,420,000	$3,420,000

Unlike many other communities, Wellesley is fully funding the ARC (Annual Required Contribution), as defined in the Government Accounting Standards Board pronouncements related to OPEB. As a result, the Town can discount the unfunded OPEB liability using an assumed market rate of return, whereas communities that are not funding the ARC are required to use a risk-free rate of return. New municipal accounting rules took effect at the beginning of FY18 which required municipalities to report pension and OPEB liabilities on their balance sheets. Wellesley's proactive funding approach favorably distinguishes our community, as the Town is further along in meeting its obligations than many other towns, whose balance sheets now show much larger unfunded liabilities.

Future Projected Capital Projects and Borrowing Needs

Capital Budget Requests

Each year, boards submit a detailed five-year capital plan, and it is critical to include all anticipated capital needs for that five year period, including cash capital and projects financed by debt or any other source. This year's Budget Book details the original five-year capital requests submitted in December 2020, included in the Capital Plan Forms. The final Five Year Capital Plan reflects the most up-to-date project costs. Capital requests are intended to support the department's strategic direction, and the financial and operational impact of each requested capital purchase should be quantified. Because financial resources are limited, boards are asked to internally prioritize capital needs and should fully research the cost of each item to better inform the discussion of which projects should be funded in a given year. Doing a thorough job of analyzing capital needs can help avoid sudden unanticipated requests in the current budget cycle, and greatly aids the financial planning process. With a rise in the inside-the-levy borrowing, available funding for cash capital projects is restricted.

As previously described, the Select Board has adopted a Debt Policy allocating between 6.2% to 6.8% of budgeted (inside-the-levy) revenues, for combined capital and debt service expenditures, as the appropriate level for maintaining assets, while avoiding operating overrides or compromising operating budgets. In review of past five year capital plans the total cost is rising far in excess of the 6.2% to 6.8% debt policy range and is hovering around the 9.3% range for FY23 and FY24. With this gap, departments may feel their capital requests are being "cut," but the reality is that the Town is working to bring capital requests into alignment with the adopted policy range of 6.2% to 6.8%. The five year capital plan should strive to be close to the upper threshold of the debt policy range to reduce the optics of deferment or cuts. The threshold for cash capital items is $10,000.

The combined inside-the-levy (cash capital and debt service) financing budget for FY22 is $10,160,119, of this there is a maximum of $4.2 million available for all cash capital projects. In FY23, there is currently a projected $4.2 million available. In FY24, there is a current projection of $3.9 million available for cash capital projects.

On October 26, 2020, Town Meeting approved a Climate Action Resolution proposed by the Select Board in accordance with the Unified Plan. The resolution requires the Town to proactively consider the impacts of Town funded projects and programs by including in any capital request a rationale for how the project or programs may influence greenhouse gas emissions and the Town's climate resiliency overall.

Departments that include vehicle purchases in capital requests must follow the Town's Fuel Efficient Vehicle Policy (FEVP). For "non-exempt" vehicles, as defined in the FEVP, all departments/divisions shall purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

Budget Assumptions

The Town currently holds approximately $415,517,637 in assets inclusive of buildings and contents. Capital project needs and costs continue to be a major factor in out-year deficits. It is the Town's responsibility to maintain assets or replace assets as they reach their useful life. The Board works to prioritize and balance needs with inside-the-levy borrowing, cash capital, and major project funding through debt exclusions. The Board considers funding capacity when issuing the Budget Guidelines and this year required a cap on the debt policy of 6.2% given the

anticipated reduction in revenues and debt exclusion vote for the elementary schools in the fall of 2021. Several assumptions have been made for purposes of projecting the Town's Sources and Uses of funds for the years FY23-25 and evaluating potential overrides.

The budget assumptions established are as follows:

Revenues

- Levy growth — 2.5% plus $1.7 million of new growth in FY23 and $1.5 million in FY24 and FY25
- State Aid — 2% increase for FY23-25
- Local revenue — $400,000 decrease for FY22, 2% increase for FY23-FY25
- Use of Free Cash — $2.5 million/year

Expenses

- Town operating budgets — average 2.5% increase
- School operating budgets — average 2.5% increase
- Pension — per approved funding schedule
- Health insurance — 6% increase
- Other employee benefits — 0% increase

Combined with significant capital expenditure reductions, these budget assumptions allow the Town to strive to reach balanced budgets in the out-years. Any increases in estimates may require operational overrides or reductions in departmental operations.

Exhibit II

	FY21 Budget	FY22 Request	$ Inc/(Dec)	% Inc/(Dec)	FY23 Projection	FY24 Projection	FY25 Projection
Sources of Funds							
Taxes	$ 139,002,423	$ 144,277,484	$ 5,275,061	3.8%	$ 149,584,421	$ 154,824,031	$ 160,194,632
State Aid	10,700,206	10,885,925	185,719	1.7%	11,103,644	11,325,716	11,552,231
Local Revenue	11,004,683	10,592,688	(411,995)	-3.7%	10,784,542	10,980,233	11,179,837
Free Cash to balance	2,639,066	3,781,347	1,142,281	43.3%	2,500,000	2,500,000	2,500,000
Other Free Cash items	1,225,409	113,787	(1,111,622)	n/a	-	-	-
Other Sources	2,407,851	1,016,045	(1,391,806)	-57.8%	370,716	377,265	383,946
CPA for North 40	553,444	549,444	(4,000)	-0.7%	550,244	550,644	550,644
Exclusions & Exemptions	10,409,960	10,979,648	569,688	5.5%	10,456,890	9,625,313	9,436,026
Total Sources	$ 177,943,042	$ 182,196,368	$ 4,253,326	2.4%	$ 185,350,456	$ 190,183,202	$ 195,797,315
Uses of Funds							
School	$ 80,379,651	$ 82,540,254	$ 2,160,603	2.7%	$ 84,603,760	$ 86,718,854	$ 88,886,826
Other Town Departments	40,903,585	41,822,558	918,973	2.2%	42,868,122	43,939,825	45,038,321
Employee Benefits	32,398,243	32,593,654	195,411	0.6%	33,924,080	35,341,260	36,835,629
Cash Capital	3,881,232	4,260,119	378,887	9.8%	10,381,894	7,762,033	8,749,126
Debt (inside Levy)	5,000,000	5,900,000	900,000	18.0%	6,496,759	7,142,036	6,708,829
Other Uses	4,416,928	3,550,691	(866,237)	-19.6%	2,500,149	2,333,903	2,058,456
Exclusions & Exemptions	10,963,404	11,529,092	565,688	5.2%	11,007,134	10,175,957	9,986,670
Total Uses	$ 177,943,042	$ 182,196,368	$ 4,253,326	2.4%	$ 191,781,899	$ 193,413,869	$ 198,263,856
Surplus/(Deficit-Override)	$ (0)	$ (0)			$ (6,431,443)	$ (3,230,666)	$ (2,466,541)

Based on the budget assumptions outlined above, the current projected deficit for FY23 is $6,431,443 with no modifications to the cash capital budget or application of additional Free Cash. This is approximately $870,000 more than projected in June 2020, as a result of FY22 cash capital projects being deferred to FY23. The FY24 and FY25 out-year projections have deficits in the

range of $3.2 to $2.5 million; these deficit projections are based on modest revenue assumptions and reflect the currently evolving economic situation.

Strict adherence to the inside-the-levy debt policy (expenses within a range of 6.2% to 6.8% of recurring operating revenues) will contribute significantly to reducing these deficits and the Board is committed to rigorous analysis of capital requests. Conversely, allowing any growth in operating guidelines could outstrip resources available inside the levy.

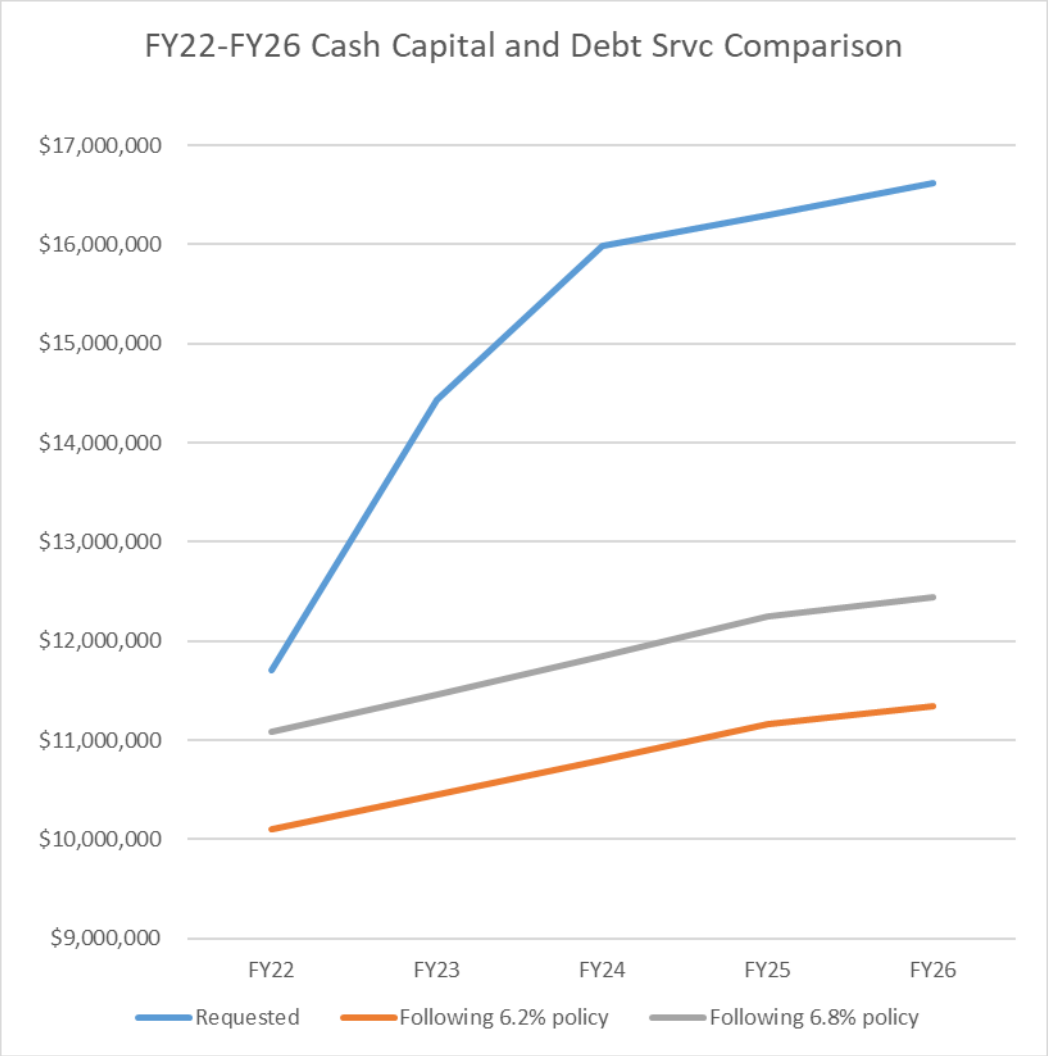
Impact on Deficit of Debt/Capital Policy

	2023	2024	2025
revenue	$ 171,472,607	$ 177,129,981	$ 182,926,700
Projected deficit	$ (6,431,443)	$ (3,230,666)	$ (2,466,541)
Debt/Capital	$ 16,878,653	$ 14,904,069	$ 15,457,955
Percent requested	9.84%	8.41%	8.45%
If reduced to 6.2%	$ 10,631,302	$ 10,982,059	$ 11,341,455
Revised deficit	$ (184,092)	$ 691,344	$ 1,649,959

For **informational purposes only**, a model has been created to show the impact on debt and deficits utilizing the **bottom** of the debt policy range at 6.2% of operating revenues, rather than the higher figures previously identified or requested. The chart above shows that the deficits would be significantly reduced over the three-year period; however, since debt service is largely determined from the Major Project Schedule, except for three new inside-the-levy borrowings (Town Hall Interior, Grove Street, Dispatch Communications Overhaul, future cash capital allocations would require limitations of

- $4,181,694 in FY23 (a decrease of $6.2M);
- $3,862, 033 in FY24 (a decrease of $3.9M); and
- $4,649,126 in FY25 (a decrease of $4.1M).

The line graph below shows the impact of imposing a spending range on the capital and debt-service components of the annual budget. The jagged increasing line reflects total capital (both cash capital and inside-the-levy) as requested during this five-year period. Financial Services works with departments to try and smooth the curve of capital projects as five-year capital requests are submitted. The parallel lines increase at a steady rate according to projected revenues and show the lower and upper end of the debt policy range set by the Board (6.2% to 6.8%). As a point of context, the FY22 budget is at 6.13% of recurring operating revenues or the lower end on the range, and in FY23 – FY25 the graph shows the requested projects exceeding the top of the range and dropping down with requests. It will be necessary to develop a plan using an objective and rational process to prioritize projects that meet the needs of all constituencies in a fair and predictable manner in order to bring these costs in line with the debt policy.



Further details regarding these projections without adjustments for the debt policy are provided in Exhibit II (p.21).

In addition to the projects financed inside the levy, debt exclusions to be placed on the ballot over the next few years will increase taxes. Debt exclusions include:

- Construction of the Hunnewell School - (December 2021)
- Construction of the MSBA School (Hardy) – (December 2021)
- Renovations to the interior of Town Hall – (November/December 2022)

Proposed Major Project Financing Schedule

Debt Exclusions

			Fiscal 2022		Fiscal 2023		Fiscal 2024		Fiscal 2025		Fiscal 2026		Fiscal 2027		Fiscal 2028	
Project		Estimated Cost	ATM 2021	Fall 2021	ATM 2022	Fall 2022	ATM 2023	Fall 2023	ATM 2024	Fall 2024	ATM 2025	Fall 2025	ATM 2026	Fall 2026	ATM 2027	Fall 2027
Hunnewell School	Construction/swing space	52.4/3.4sw		DE												
MSBA Project	Design/Construction	$72.3M		DE												
Town Hall Interior	Design	$1.85M	Inside													
	Construction	$15.5M				DE										
PAWS	Design	$2.0M										Inside				
	Construction	$18.0M														DE
TOTALS		$165.45	**$1.85M**	**$128.1**	**$4.1M**	**$15.5M**	**$**	**$9.15M**	**$**	**$-**	**$**	**$-**	**$2.0M**	**$-**	**$**	**$18.0M**

The remaining major projected projects and a potential timetable can be found in Appendix A.

The following table is a roll-forward projection of the median tax bill (i.e., the tax bill for a home valued at $1,171,000 for the period FY21 – FY27. The Board continues to be mindful that the requests for numerous debt exclusions in the upcoming three years will have a significant impact on our taxpayers, particularly as revenues are rebounding from COVID-19 throughout FY21 and into FY22. Work will continue as it does annually to reduce or eliminate deficits without an override, and to investigate opportunities and methods to lower rates of spending growth, and/or further grow the Town's revenues.

Median Tax Bill

	FY21	FY 22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30
Levy Prior	$ 12,801	$ 12,648	$ 12,986	$ 13,344	$ 13,692	$ 14,048	$ 14,413	$ 14,785	$ 15,166	$ 15,555
Levy growth	$ -	$ 480	$ 478	$ 467	$ 475	$ 483	$ 491	$ 499	$ 508	$ 516
Existing Debt Exclusions	$ 959	$ 1,017	$ 986	$ 803	$ 776	$ 701	$ 637	$ 613	$ 577	$ 514
HHU	$ -	$ -	$ 564	$ 636	$ 693	$ 673	$ 616	$ 600	$ 582	$ 564
Town Hall Interior	$ -	$ -	$ -	$ 47	$ 124	$ 120	$ 118	$ 114	$ 111	$ 107
Median tax bill	$ 13,759	$ 14,145	$ 15,014	$ 15,297	$ 15,760	$ 16,025	$ 16,274	$ 16,612	$ 16,943	$ 17,257

FY22 Operating and Capital Budget Requests

The proposed FY22 budget request is summarized in the following table (more complete versions of the FY22 Sources & Uses are presented in Exhibit I and Exhibit B.

	FY21 Budget	FY22 Request	$ Inc/(Dec)	% Inc/(Dec)
Sources of Funds				
Taxes	$139,002,423	$ 144,277,484	$ 5,275,061	3.8%
State Aid	10,700,206	10,885,925	185,719	1.7%
Local Revenue	11,004,683	10,592,688	(411,995)	-3.7%
Free Cash to balance	2,639,066	3,781,347	1,142,281	43.3%
Other free cash items	1,225,409	113,787	(1,111,622)	0.0%
Other Sources	1,858,351	441,045	(1,417,306)	-76.3%
CPA Funds	549,500	575,000	25,500	4.6%
CPA to offset debt	553,444	549,444	(4,000)	-0.7%
Exempt Debt	10,409,960	10,979,648	569,688	5.5%
Total Sources	$177,943,042	$ 182,196,368	$ 4,253,326	2.4%
Uses of Funds				
School	$ 80,379,651	$ 82,540,254	$ 2,160,603	2.7%
Other Town Departments	40,903,585	41,822,558	918,973	2.2%
Employee Benefits	32,398,243	32,593,654	195,411	0.6%
Cash Capital	3,881,232	4,260,119	378,887	9.8%
Debt Service (inside Levy)	5,000,000	5,900,000	900,000	18.0%
Other Uses	4,416,928	3,550,691	(866,237)	-19.6%
Exempt Debt	10,963,404	11,529,092	565,688	5.2%
Total Uses	$177,943,042	$ 182,196,368	$ 4,253,326	2.4%
Surplus/(Deficit)	$ (0)	$ (0)		

Sources of Funds: The 3.8% increase in taxes reflects the allowed growth in the levy limit (2.5%) and $1.8 million of new growth. At this point, State Aid is showing an increase of $185,719. The 3.7% decrease in Local Revenue reflects the assumptions on reductions of motor vehicle excise tax, investment income, and meals and hotel/motel tax previously identified. The significant reduction of -76.3% in Other Sources is reflecting the $1,264,100 lost in Parking Meter Receipts for from FY21.

Uses of Funds: The 2.7% increase in the School budget reflects the cost of contractual step and cost-of-living increases only. The Schools took a close look at their personal services and expenses and worked hard to meet the Town's 2.5% budget guideline directive. The 2.3% increase in Other Town Departments is consistent with the budget guideline of 2.5%, wage increase levels recommended by the Human Resources Board (2.0%) and various adjustments in other expenses for all departments. The Town request includes a provision to provide funding

for open town union contracts for FY21 for the FMD Custodians should the Town settle. There are no new positions proposed on the Town side, although the Sustainable Energy Committee (SEC) is proposing to increase the hours of the director. Although debt is up 18% and cash capital is up 9.8%, those increases reflect borrowing approved at the fall STM (Library Roof, Library Interior, and Sprague Chiller) and the proposed borrowing for Town Hall Interior Schematic Design, Grove Street Reconstruction, and the Dispatch Communication Overhaul. The cash capital for FY21 was reduced to 5.3% so the increase appears substantial, while in actuality cash capital was held to the lower threshold of the Debt Policy.

The Board has looked to take advantage of overages in personal services from open positions to fund needed projects, including the following:

Supplemental FY21 appropriation from Free Cash:

- $600,000 for current year snow and ice removal costs

Supplemental FY21 appropriations from Personal Services:

- $25,000 from Police Personal Services to Expenses for Training
- $26,574 transfer from Health Dept. Mental Health to Police Mental Health Funds
- $20,000 transfer from Health Dept. Personal Services to Health Capital for furniture
- $50,000 transfer from Planning Personal Services to Planning Capital for digitization of records
- $50,000 transfer from Executive Director Personal Services to Capital for IT cyber audit
- $20,000 transfer from Executive Director Personal Services to Capital for IT GIS aerial flyover
- $25,000 transfer from IT Personal Services to IT Expenses for purchase of Adobe Licenses

FY22 appropriations from Free Cash:

- $57,000 Special Education Stabilization Fund (Medicaid)
- $11,512 Baler stabilization Fund
- $45,275 IOD Indemnity Fund

Conclusion

The Town is continuing to manage the impact of COVID-19 as the Commonwealth institutes a phased reopening plan and increases the availability of vaccinations. The FY22 budget takes a comprehensive and conservative approach and does not assume further state or federal relief funds. The recently approved federal stimulus acts are anticipated to assist with ongoing COVID-19 school reopening and health and safety costs, while also providing financial assistance to offset impacts of COVID-19. As the two acts become operationalized, the Town will continue to evaluate deferred programing and capital needs. At this time, the Board believes it is prudent to be conservative in spending Free Cash and to safeguard reserves as the Town considers impacts to revenue, rebound of parking meter receipts, and major capital debt exclusions over the next three years.

Members of the Board would like to express our sincere appreciation to former Select Board member Marjorie Freiman who assisted with preparation of the FY22 Town-Wide Financial Plan before stepping off the Board on March 2, 2021; Executive Director Meghan Jop, Assistant

Executive Director Amy Frigulietti, Finance Director Sheryl Strother, and their staff, as well as all Town boards and their respective staffs for their continued commitment to working with the Board to monitor and evaluate budgets and protect and preserve Town assets. We look forward to continued collaboration during the challenging budget cycles ahead to maintain the strength and health (public and economic) of our community.

Sincerely yours,

Thomas H. Ulfelder, Chair
Lise M. Olney, Vice Chair
Elizabeth Sullivan Woods, Secretary
Colette E. Aufranc
Ann-Mara S. Lanza

FY 2022 Departmental Operating Requests

Total FY22 Operating Costs by Department vs Guideline

Department	FY21 Budget	FY22 Art 8 Request	Modeled MPP 2% COLA	FTE	Added Benefits New FTE	FY22 Total With MPP	FY21-FY22 Change inc MPP
Executive Director's Office	$595,728	$603,642	$6,922	5	$0	$610,564	2.49%
Green Power	$20,000	$20,000	$0	0.0	$0	$20,000	0.00%
Sustainable Energy	$72,540	$78,464	$1,496	1.5	$0	$79,960	10.23%
Central Administrative Services	$27,700	$27,700	$0	0	$0	$27,700	0.00%
Finance Department	$487,626	$491,640	$4,436	5.5	$0	$496,076	1.73%
Information Technology	$1,240,587	$1,318,614	$14,047	8	$0	$1,332,661	7.42%
Treasurer & Collector	$461,881	$468,035	$5,400	4.5	$0	$473,435	2.50%
Town Report	$4,000	$4,000	$0	0	$0	$4,000	0.00%
Council on Aging	$458,207	$482,405	$6,813	8.3	$0	$489,218	6.77%
Veterans' Services	$70,822	$70,822	$0	1.6	$0	$70,822	0.00%
Youth Commission	$106,412	$106,576	$1,621	1.5	$0	$108,197	1.68%
Facilities Management	$8,294,959	$8,398,703	$19,967	72.6	$0	$8,418,670	1.49%
Housing Development Corporation	$6,500	$6,500	$0	0	$0	$6,500	0.00%
Historical Commission	$750	$750	$0	0	$0	$750	0.00%
Memorial Day	$5,000	$5,000	$0	0	$0	$5,000	0.00%
Celebrations Committee	$4,700	$4,700	$0	0	$0	$4,700	0.00%
Zoning Board of Appeals	$87,903	$88,903	$1,163	1.5	$0	$90,066	2.46%
Law	$350,000	$350,000	$0	0	$0	$350,000	0.00%
Audit Committee	$58,850	$60,400	$0	0	$0	$60,400	2.63%
Risk Management	$576,335	$610,922	$0	0	$0	$610,922	6.00%
Street Lighting	$142,000	$142,000	$0	0	$0	$142,000	0.00%
Town Clerk	$383,155	$392,618	$1,169	4.0	$0	$393,787	2.77%
Board of Assessors	$388,618	$393,482	$4,850	4.3	$0	$398,332	2.50%
Planning Board	$342,082	$362,205	$5,454	4.6	$0	$367,659	7.48%
Advisory Committee	$32,500	$29,500	$0	0	$0	$29,500	-9.23%
Reserve Fund	$175,000	$175,000	$0	0	$0	$175,000	0.00%
Human Resources Board	$439,225	$443,219	$6,408	5.5	$0	$449,627	2.37%
HR Article	$0	$180,000	$0	0	$0	$47,721	0.00%
	$14,833,080	$15,315,800	$79,746	128.4	$0	$15,263,267	2.90%
Police Department	$6,895,048	$7,072,081	$1,341	61	$0	$7,073,422	2.59%
Special School Police	$134,351	$136,167	$0	18	$0	$136,167	1.35%
Fire Department	$5,984,279	$6,133,763	$0	57	$0	$6,133,763	2.50%
Building Department	$595,171	$599,400	$8,893	8	$0	$608,293	2.20%
Sealer of Weights & Measures	$17,700	$17,700	$0	0.4	$0	$17,700	0.00%
	$13,626,549	$13,959,111	$10,234	144.4	$0	$13,969,345	2.52%
Public Works	$7,539,650	$7,701,306	$26,787	88.0	$0	$7,728,093	2.50%
Library Trustees	$2,735,700	$2,798,402	$5,786	37.7	$0	$2,804,188	2.50%
Recreation Commission	$392,611	$386,304	$5,861	5.4	$0	$392,165	-0.11%
Board of Health	$816,458	$963,050	$12,238	7.8	$0	$975,288	19.45%
Mental Health Service Initiative	$269,658	$281,735	$0	0	$0	$281,735	4.48%
Natural Resources Commission	$271,287	$269,100	$3,865	3.5	$0	$272,965	0.62%
Morses Pond	$147,750	$147,750	$0	0	$0	$147,750	0.00%
Wellesley Public Schools	$80,379,651	$82,540,254	$0	887.9	$0	$82,540,254	2.69%
Total FY21 vs FY22 Guideline	**$121,012,394**	**$124,362,812**	**$132,279**	**1,303.10**	**$0**	**$124,375,050**	**2.78%**

TOWN OF WELLESLEY- SOURCES AND USES OF FUNDS Exhibit I

	FY2021 Tax Rate	FY2022 Request	% Change
***** SOURCES OF FUNDS *****			
Tax & Other Current Revenues			
Within Levy Limits			
Real Estate & Per. Prop. Tax	139,002,423	144,277,484	3.79%
From the Commonwealth	10,700,206	10,885,925	1.74%
Local Revenue	11,004,683	10,592,688	-3.74%
Sub-Total (Tax & Cur. Rev.)	160,707,312	165,756,097	3.14%
Outside Levy Limits			
Real Estate & Pers.Prop.Tax	10,409,960	10,979,648	5.47%
Available Funds			
Water and Sewer	314,750	321,045	2.00%
Parking Meter Receipts	1,264,100	0	-100.00%
Appropriated/Reserved CPA Surcharge	549,500	575,000	4.64%
CPA Funds for North 40	553,444	549,444	-0.72%
Free Cash- balance budget	2,639,066	3,781,347	43.28%
Free Cash- Other items	1,225,409	113,787	100.00%
Unencumbered/Transfers from other funds	279,501	120,000	100.00%
Sub-Total (Available Funds)	17,235,730	16,440,271	-4.62%
TOTAL SOURCES OF FUNDS	**177,943,042**	**182,196,368**	2.39%

	FY2020 Request	FY2021 Request	% Change
***** USE OF FUNDS *****			
Personal Services (Non-School)	29,921,869	30,472,926	1.84%
Expenses (Non-School)	10,981,716	11,349,632	3.35%
Subtotal (Non-School)	40,903,585	41,822,558	2.25%
Personal Services (School)	70,862,362	73,590,176	3.85%
Expenses (School)	9,517,289	8,950,078	-5.96%
Subtotal (School)	80,379,651	82,540,254	2.69%
Sub-Total (Pers. Srvcs.& Exp)	121,283,236	124,362,812	2.54%
Capital & Debt:			
Within Levy Limits			
Capital/Extraord./Special Items	3,881,232	4,260,119	9.76%
Debt Service	5,000,000	5,900,000	18.00%
Sub-Total (Within Levy Limits)	8,881,232	10,160,119	14.40%
Outside Levy Limits			
Debt Service	10,963,404	11,529,092	5.16%
SUB-TOTAL (CAPITAL & DEBT)	19,844,636	21,689,211	9.30%
Employee Benefits:			
Health Insurance & other	21,000,462	20,926,837	-0.35%
Pension Contribution	7,965,781	8,234,817	3.38%
OPEB Liability Fund	3,432,000	3,432,000	0.00%
Sub-Total (Shared Costs)	32,398,243	32,593,654	0.60%
SUB-TOTAL (OPERATIONS)	173,526,114	178,645,677	2.95%
Special Items:			
Traffic & Parking Management	1,228,015	894,685	-27.14%
Appropriated/Reserved CPA Surcharge	549,500	575,000	4.64%
State & County Assessments	1,308,172	1,317,219	0.69%
Property Tax Abatements	657,820	650,000	-1.19%
Free cash	673,421	113,787	100.00%
Sub-Total (Special Items)	4,416,928	3,550,691	-19.61%
TOTAL USE OF FUNDS	**177,943,042**	**182,196,368**	2.39%
TOTAL SOURCE OF FUNDS	**177,943,042**	**182,196,368**	2.39%
SURPLUS (DEFICIT)	**(0)**	**(0)**	

Exhibit B

TOWN OF WELLESLEY - TOWN MEETING APPROVED ALLOCATION OF FUNDS

SOURCES OF FUNDS	FY21 SOURCES OF FUNDS	FY22 SOURCES OF FUNDS	CHANGE - FY21 to FY22 $ Change	% Change
Real Estate & Personal Property Tax				
Within the Levy Limit	139,002,423	144,277,484	5,275,061	3.79%
Outside the Levy Limit	10,409,960	10,979,648	569,688	5.47%
Subtotal - Real Estate & Personal Property Tax	**149,412,383**	**155,257,132**	**5,844,749**	**3.91%**
From the Commonwealth				
Chapter 70 Aid	9,273,504	9,407,484	133,980	1.44%
Lottery Aid	1,375,608	1,423,754	48,146	3.50%
Other Aid	51,094	54,687	3,593	7.03%
Subtotal - From the Commonwealth	**10,700,206**	**10,885,925**	**185,719**	**1.74%**
Local Revenue				
Motor Vehicle Excise	5,200,000	5,200,000	0	0.00%
Licenses and Permits	2,300,000	2,300,000	0	0.00%
Interest Earnings	750,000	397,693	(352,307)	-46.97%
RDF Revenue	502,797	500,000	(2,797)	-0.56%
Fines & forfeits	250,000	250,000	0	0.00%
Town Clerk	10,233	0	(10,233)	-100.00%
Meals/Hotel/Motel Tax	300,000	300,000	0	0.00%
Pilot Payments	76,000	76,000	0	0.00%
MLP Payment In Lieu of Taxes	1,000,000	1,000,000	0	0.00%
Other Local Revenues	615,653	568,995	(46,658)	-7.58%
Subtotal - Local Revenue	**11,004,683**	**10,592,688**	**(411,995)**	**-3.74%**
Other Sources				
MLP/Water/Sewer reimbursements to IT	314,750	321,045	6,295	2.00%
Parking Meter Receipts	1,264,100	0	(1,264,100)	-100.00%
Free Cash to balance budget	2,639,066	3,781,347	1,142,281	43.28%
Free Cash items	1,225,409	113,787		
Appropriated CPA Surcharge	549,500	575,000	25,500	
CPA Funds applied to North 40	553,444	549,444	(4,000)	-0.72%
Insurance Funds	158,700	0		
Police detail	120,801	120,000	(801)	
Subtotal - Other Sources	**6,825,770**	**5,460,623**	**-1,365,147**	**-20.00%**
TOTAL SOURCES OF FUNDS	***177,943,042***	***182,196,368***	***4,253,326***	***2.39%***

USES OF FUNDS	FY21 USE OF FUNDS (Tax Rate)			FY22 USE OF FUNDS (Request)			CHANGE - FY21 to FY22			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - $	Variance Total - %
GENERAL GOVERNMENT										
Select Board - Administration										
Executive Director's Office	556,228	39,500	595,728	566,242	37,400	603,642	10,014	(2,100)	7,914	1.33%
Green Power Premium	0	20,000	20,000	0	20,000	20,000	0	0	0	0.00%
Sustainable Energy	68,915	3,625	72,540	74,839	3,625	78,464	5,924	0	5,924	8.17%
Central Administrative Services	0	27,700	27,700	0	27,700	27,700	0	0	0	0.00%
Finance Department	477,176	10,450	487,626	479,190	12,450	491,640	2,014	2,000	4,014	0.82%
Information Technology	691,837	548,750	1,240,587	702,364	616,250	1,318,614	10,527	67,500	78,027	6.29%
Treasurer & Collector	354,361	107,520	461,881	353,135	114,900	468,035	(1,226)	7,380	6,154	1.33%
Town Report	0	4,000	4,000	0	4,000	4,000	0	0	0	0.00%
Select Board - Human Services										
Council on Aging	377,507	80,700	458,207	403,405	79,000	482,405	25,898	(1,700)	24,198	5.28%
West Suburban Veterans District	0	70,822	70,822	0	70,822	70,822	0	0	0	0.00%
Youth Commission	89,322	17,090	106,412	89,486	17,090	106,576	164	0	164	0.15%
Select Board - Facilities										
Facilities Management	4,735,208	3,559,751	8,294,959	4,789,140	3,609,563	8,398,703	53,932	49,812	103,744	1.25%
Select Board - Other Services										
Housing Development Corporation	0	6,500	6,500	0	6,500	6,500	0	0	0	0.00%
Historical Commission	0	750	750	0	750	750	0	0	0	0.00%
Memorial Day	0	5,000	5,000	0	5,000	5,000	0	0	0	0.00%
Celebrations Committee	0	4,700	4,700	0	4,700	4,700	0	0	0	0.00%
Zoning Board of Appeals	79,713	8,190	87,903	79,713	9,190	88,903	0	1,000	1,000	1.14%
Select Board - Shared Services										
Law	0	350,000	350,000	0	350,000	350,000	0	0	0	0.00%
Audit Committee	0	58,850	58,850	0	60,400	60,400	0	1,550	1,550	2.63%
Risk Management	0	576,335	576,335	0	610,922	610,922	0	34,587	34,587	6.00%
Street Lighting	0	142,000	142,000	0	142,000	142,000	0	0	0	0.00%
Contract Settlemets & reclass	231,264	0	231,264	0	0	0	(231,264)	0	(231,264)	NA
Subtotal - Select Board - General Government	***7,661,531***	***5,642,233***	***13,303,764***	***7,537,514***	***5,802,262***	***13,339,776***	***(124,017)***	***160,029***	***36,012***	***0.27%***

Exhibit B

USES OF FUNDS	FY21 USE OF FUNDS (Tax Rate)			FY22 USE OF FUNDS (Request)			CHANGE - FY21 to FY22			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - $	Variance Total - %
Other General Government										
Town Clerk/Election & Registration	339,765	43,390	383,155	313,578	79,040	392,618	(26,187)	35,650	9,463	2.47%
Board of Assessors	303,118	85,500	388,618	308,457	85,025	393,482	5,339	(475)	4,864	1.25%
Planning Board	298,782	43,300	342,082	314,105	48,100	362,205	15,323	4,800	20,123	5.88%
Advisory Committee	11,000	21,500	32,500	10,000	19,500	29,500	(1,000)	(2,000)	(3,000)	-9.23%
Reserve Fund	0	175,000	175,000	0	175,000	175,000	0	0	0	0.00%
Human Resources Board	395,475	43,750	439,225	394,819	48,400	443,219	(656)	4,650	3,994	0.91%
HR Salary adjustments	39,576		39,576	180,000	0	180,000	140,424	0	140,424	NA
Subtotal - Other General Government	***1,387,716***	***412,440***	***1,800,156***	***1,520,959***	***455,065***	***1,976,024***	***133,243***	***42,625***	***175,868***	***9.77%***
GENERAL GOVERNMENT TOTAL	**9,049,248**	**6,054,673**	**15,103,921**	**9,058,473**	**6,257,327**	**15,315,800**	**9,225**	**202,654**	**211,879**	**1.40%**
PUBLIC SAFETY - Select Board										
Police Department	6,136,296	758,752	6,895,048	6,319,279	752,802	7,072,081	182,983	(5,950)	177,033	2.57%
Injured on Duty	see Risk Management Dept 945			see Risk Management Dept 945						
Special School Police	130,974	3,377	134,351	132,706	3,461	136,167	1,732	84	1,816	1.35%
Fire Department	5,703,559	280,720	5,984,279	5,853,043	280,720	6,133,763	149,484	0	149,484	2.50%
Building Department	554,171	41,000	595,171	558,400	41,000	599,400	4,229	0	4,229	0.71%
Sealer of Weights & Measures	15,000	2,700	17,700	15,000	2,700	17,700	0	0	0	0.00%
PUBLIC SAFETY TOTAL - Select Board	**12,540,000**	**1,086,549**	**13,626,549**	**12,878,428**	**1,080,683**	**13,959,111**	**338,428**	**(5,866)**	**332,562**	**2.44%**
DEPARTMENT OF PUBLIC WORKS										
Engineering	571,041	65,500	636,541	551,027	65,500	616,527	(20,014)	0	(20,014)	-3.14%
Highway	1,195,837	494,200	1,690,037	1,231,712	494,200	1,725,912	35,875	0	35,875	2.12%
Fleet Maintenance	200,300	43,462	243,762	204,306	43,462	247,768	4,006	0	4,006	1.64%
Park	1,351,030	401,300	1,752,330	1,360,835	401,300	1,762,135	9,805	0	9,805	0.56%
Recycling & Disposal	1,187,347	1,240,422	2,427,769	1,189,915	1,340,417	2,530,332	2,568	99,995	102,563	4.22%
Management	385,964	24,070	410,034	415,385	24,070	439,455	29,421	0	29,421	7.18%
Winter Maintenance	0	379,177	379,177	0	379,177	379,177	0	0	0	0.00%
PUBLIC WORKS TOTAL	**4,891,519**	**2,648,131**	**7,539,650**	**4,953,180**	**2,748,126**	**7,701,306**	**61,661**	**99,995**	**161,656**	**2.14%**
WELLESLEY FREE LIBRARY										
Library Trustees	2,111,345	624,355	2,735,700	2,149,550	648,852	2,798,402	38,205	24,497	62,702	2.29%
LIBRARY TOTAL	**2,111,345**	**624,355**	**2,735,700**	**2,149,550**	**648,852**	**2,798,402**	**38,205**	**24,497**	**62,702**	**2.29%**
RECREATION										
Recreation Commission	362,865	29,747	392,612	355,813	30,491	386,304	(7,052)	744	(6,308)	-1.61%
RECREATION TOTAL	**362,865**	**29,747**	**392,612**	**355,813**	**30,491**	**386,304**	**(7,052)**	**744**	**(6,308)**	**-1.61%**

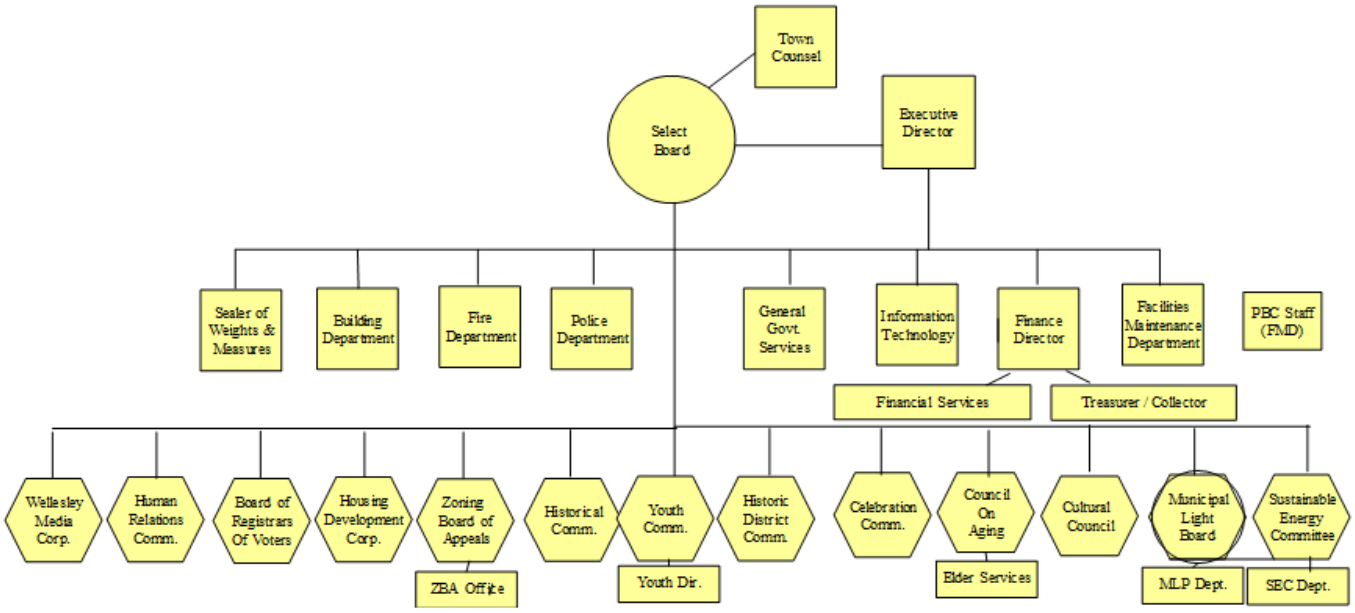
Exhibit B

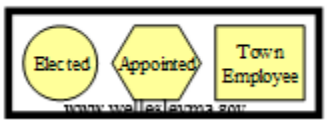
USES OF FUNDS	FY21 USE OF FUNDS (Tax Rate)			FY22 USE OF FUNDS (Request)			CHANGE - FY21 to FY22			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - $	Variance Total - %
HEALTH										
Board of Health	725,605	90,853	816,458	838,382	124,668	963,050	112,777	33,815	146,592	17.95%
Mental Health Services	0	269,658	269,658	0	281,735	281,735	0	12,077	12,077	4.48%
HEALTH TOTAL	**725,605**	**360,511**	**1,086,116**	**838,382**	**406,403**	**1,244,785**	**112,777**	**45,892**	**158,669**	**14.61%**
NATURAL RESOURCES										
Natural Resources Commission	241,287	30,000	271,287	239,100	30,000	269,100	(2,187)	0	(2,187)	-0.81%
Morses Pond Project - (NRC, DPW, Rec)	0	147,750	147,750	0	147,750	147,750	0	0	0	0.00%
NATURAL RESOURCES TOTAL	**241,287**	**177,750**	**419,037**	**239,100**	**177,750**	**416,850**	**(2,187)**	**0**	**(2,187)**	**-0.52%**
NON-SCHOOL TOTAL	**29,921,869**	**10,981,716**	**40,903,585**	**30,472,926**	**11,349,632**	**41,822,558**	**551,057**	**367,916**	**918,973**	**2.25%**
WELLESLEY PUBLIC SCHOOLS										
Instruction	49,663,077	2,469,508	52,132,585	51,465,757	2,326,674	53,792,431	1,802,680	(142,834)	1,659,846	3.18%
Administration	1,277,526	472,027	1,749,553	1,295,210	172,027	1,467,237	17,684	(300,000)	(282,316)	-16.14%
Operations	1,594,016	1,339,236	2,933,252	1,598,820	1,410,279	3,009,099	4,804	71,043	75,847	2.59%
Special Education	18,327,743	5,236,518	23,564,261	19,230,389	5,041,098	24,271,487	902,646	(195,420)	707,226	3.00%
SCHOOL TOTAL	**70,862,362**	**9,517,289**	**80,379,651**	**73,590,176**	**8,950,078**	**82,540,254**	**2,727,814**	**-567,211**	**2,160,603**	**2.69%**
EMPLOYEE BENEFITS										
Group Insurance		20,536,313	20,536,313	0	20,462,688	20,462,688	0	(73,625)	(73,625)	-0.36%
Workers Compensation		244,149	244,149	0	244,149	244,149	0	0	0	0.00%
OPEB Liability Fund		3,432,000	3,432,000	0	3,432,000	3,432,000	0	0	0	0.00%
Retirement Contribution		7,965,781	7,965,781	0	8,234,817	8,234,817	0	269,036	269,036	3.38%
Unemployment Compensation		100,000	100,000	0	100,000	100,000	0	0	0	0.00%
Compensated Absences		120,000	120,000	0	120,000	120,000	0	0	0	0.00%
EMPLOYEE BENEFITS TOTAL	**0**	**32,398,243**	**32,398,243**	**0**	**32,593,654**	**32,593,654**	**0**	**195,411**	**195,411**	**0.60%**
ALL PERSONAL SERVICES & EXPENSES	**100,784,231**	**52,897,248**	**153,681,479**	**104,063,102**	**52,893,364**	**156,956,466**	**3,278,871**	**(3,884)**	**3,274,987**	**2.13%**

Exhibit B

USES OF FUNDS	FY21 USE OF FUNDS (Tax Rate)			FY22 USE OF FUNDS (Request)			CHANGE - FY21 to FY22			
	Pers Srvs	Expenses	Total Ops	Pers Srvs	Expenses	Total Ops	Variance Pers Srvs	Variance Expenses	Variance Total - $	Variance Total - %
CAPITAL & DEBT										
Departmental Cash Capital										
Public Works Capital	0	1,677,000	1,677,000	0	1,696,000	1,696,000	0	19,000	19,000	1.13%
School Capital	0	828,691	828,691	0	816,739	816,739	0	(11,952)	(11,952)	-1.44%
Facilities Capital	0	888,000	888,000	0	1,207,000	1,207,000	0	319,000	319,000	35.92%
Planning Board	0	0	0	0	0	0	0	0	0	xxx
Board of Health	0	0	0	0	0	0	0	0	0	0.00%
Selectmen Capital	0	338,066	338,066	0	311,500	311,500	0	(26,566)	(26,566)	-7.86%
Library Capital	0	70,725	70,725	0	122,880	122,880	0	52,155	52,155	73.74%
Town Clerk	0	0	0	0	16,000	16,000	0	16,000	16,000	0.00%
Recreation	0	0	0	0	0	0	0	0	0	0.00%
NRC Capital	0	78,750	78,750	0	90,000	90,000	0	11,250	11,250	14.29%
Morses Pond Capital	0	0	0	0	0	0	0	0	0	
Subtotal - Cash Capital	**0**	**3,881,232**	**3,881,232**	**0**	**4,260,119**	**4,260,119**	**0**	**378,887**	**378,887**	**9.76%**
Debt Service										
Current Inside Levy Debt Service - Issued	0	5,000,000	5,000,000	0	5,900,000	5,900,000	0	900,000	900,000	18.00%
Outside Levy Debt Service - Issued/Unissued		10,963,404	10,963,404	0	11,529,092	11,529,092	0	565,688	565,688	5.16%
Subtotal - Debt Service	**0**	**15,963,404**	**15,963,404**	**0**	**17,429,092**	**17,429,092**	**0**	**1,465,688**	**1,465,688**	**9.18%**
CAPITAL & DEBT TOTAL		**19,844,636**	**19,844,636**	**0**	**21,689,211**	**21,689,211**	**0**	**1,844,575**	**1,844,575**	**9.30%**
SPECIAL ITEMS										
Receipts Reserved for Appropriation										
Traffic & Parking Operations	280,265	947,750	1,228,015	0	894,685	894,685	(280,265)	(53,065)	(333,330)	-27.14%
Community Preservation Appropriated	0	549,500	549,500	0	575,000	575,000	0	25,500	25,500	0.00%
Free Cash items - Electronic voting service	0	0	0	0	0	0	0	0	0	0.00%
Free Cash items -	0	673,421	673,421	0	113,787	113,787	0	(559,634)	(559,634)	0.00%
Unemployment for one Year positions		0	0	0	0	0		0		
Property Tax Abatements	0	657,820	657,820	0	650,000	650,000	0	(7,820)	(7,820)	-1.19%
State & County Assessments	0	1,308,172	1,308,172	0	1,317,219	1,317,219	0	9,047	9,047	0.69%
SPECIAL ITEMS TOTAL	**280,265**	**4,136,663**	**4,416,928**	**0**	**3,550,691**	**3,550,691**	**(280,265)**	**(585,972)**	**(866,237)**	**-19.61%**
TOTAL USES OF FUNDS			**177,943,042**			**182,196,368**			**4,253,326**	**2.39%**
TOTAL SOURCES OF FUNDS			**177,943,042**			**182,196,368**			**4,253,326**	**2.39%**
SURPLUS (DEFICIT)			***0***			***(0)***				

Select Board Departments





MISSION

To implement the policies of the Select Board, manage and direct any and all matters and activities affecting the interests 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 Select Board ("Board") and manages the activities of the Office of the Select Board. 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 an implementation of the Town-Wide Financial Plan, Five-Year Capital Budget Program, and Annual Operating Budget and provides leadership on projects and activities involving multiple boards and/or committees; supports the Board, other elected and appointed boards, and implements the Unified Plan.

OFFICE OF GENERAL GOVERNMENT SERVICES

Working for the Select Board, the chief executive board of the Town, the Office of General Government Services ("Office") 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 a 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 Select Board.

The Office of General Government Services is staffed by 5 professionals, led by the Executive Director of General Government Services. The staff includes the Assistant Executive Director who is responsible for providing management and administrative support to the Executive Director and to the Select Board, and manages the Office of the Select Board. The 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. An Executive Assistant who oversees the administrative management of the Executive Director's office, and a new position approved in FY20 at a director level.

The Office of General Government Services welcomed Amy Frigulietti as the new Assistant Executive Director position in February 2020. The new position approved in FY20 conceived of an Economic Development Director to assist the Executive Director, however due to COVID-19 and office transitions, remains unassigned at this time. The Executive Director is currently working on updating job descriptions and classifications to best suit the needs of the department.

OFFICE OF THE SELECT BOARD

The Select Board have the authority to appoint department heads to various Town offices. The Board appoints the Executive Director of General Government Services, Fire Chief, Police Chief, and Town Counsel. The Office of the Select Board 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.

The Board also appoints members to several town committees such as; the Zoning Board of Appeals, the Registrars of Voters (three of its four members), the Council on Aging, the Municipal Light Board (two of its five members), the Contributory Retirement Board (one of its five members), and the Wellesley Housing Development Corporation.

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 commemoration, Parking Fine Processing, Traffic and Parking Management, Sealer of Weights and Measures, Town Facilities Maintenance, 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.

FY22 Goals

The Goals for FY22 will continue to focus on implementation of the Unified Plan, with particular focus on Municipal Facilities, housing, and transportation.

Town Asset Management

- Continue to work with the School Building Committee to complete the Hardy MSBA School and the Hunnewell Elementary School to prepare for construction funds at a fall Special Town Meeting in 2021.
- Continue to work with FMD and PBC to complete Schematic Design of the Town Hall Interior project to prepare for construction funding at a FY23/24 Town Meeting

Housing

- Working with the newly formed Housing Task Force, the Select Board and Executive Director strive to continue to diversify the housing stock and housing options in Wellesley in both form and economics through implementation of the Housing Production Plan and prioritization of housing initiatives.
- The Select Board and staff will work to negotiate and bring to Town Meeting a long-term land lease for the 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.
- Work to transition from the WHDC to an Affordable Housing Trust.

Connectivity of People and Places

- Work with the Mobility Committee to improve multi-modal transportation options and to complete a Sustainable Mobility Plan.
- Work with the MWRTA to transition the Route 8 bus service to a micro-transit pilot program.
- Continue implementation of the Complete Streets Plans through capital projects and grant opportunities.
- Work with the MBTA to improve service and ADA accessibility at the Wellesley Square, Wellesley Hills, and Wellesley Farms Commuter Rail Stations.

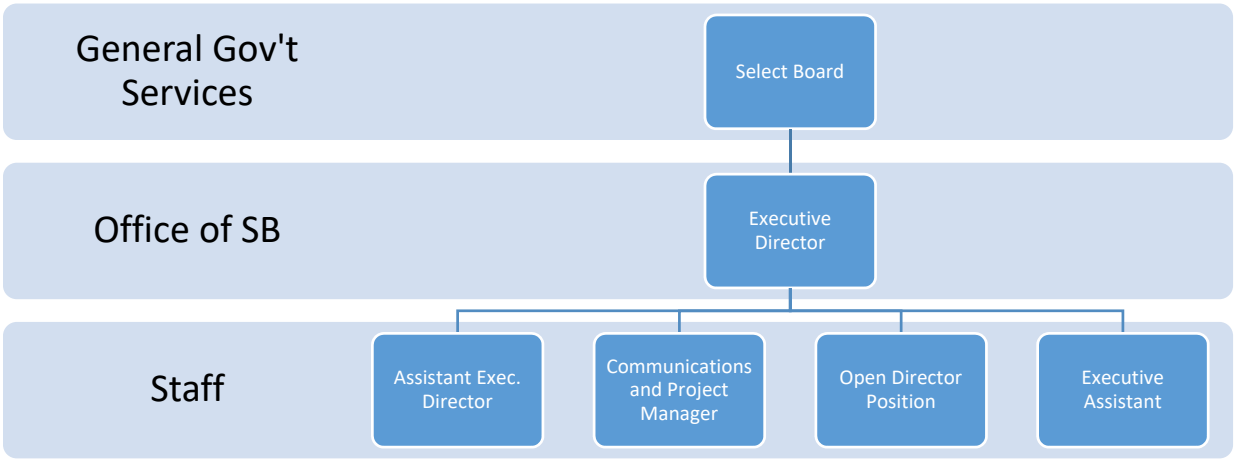
Sense of Community

- Continue to improve public service announcements, town-wide communication initiatives, and website enhancements.
- Work to establish a Diversity, Equity, and Inclusion Task Force and charge.
- Work on a town-wide civil discourse initiative.

Sustainability

- Work with the SEC on the Climate Action Plan.
- Work with MLP, FMD, and others to consider a town-wide solar policy.

Operating Budget Summary



The Executive Director's budget this year represents an **overall year increase of 2.49%.** The increase includes an assumed salary increase of 2% for all staff. The Executive Director is working to realign the positions and job descriptions to reflect the needs of the Select Board office. **The FY22 budget reflects building on the Unified Plan goals** of increasing communication efforts, affordable housing and diversified housing stock in Town as well as focusing on improving transportation operations and options**, however, does not require budgetary increases**.

PERMANENT STAFFING (FTEs)	**FY18 Actual**	**FY19 Actual**	**FY20 Actual**	**FY21 Budget**	**FY22 Request**
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	-	-	-	-
Economic Development Director	-	-	1.0	1.0	1.0
Communications and Project Manager	-	1.0	1.0	1.0	1.0
Executive Assistant*	2.0	1.0	1.0	1.0	1.0
Total Number of Positions	**5.0**	**4.0**	**5.0**	**5.0**	**5.0**

* FY19 Dep. Director position eliminated, Clerk position eliminated

Executive Director Operating Request

Org	Object	Account # 01-122 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01122100	511010	Senior Administrator	$ 193,800	$ 197,676	$ 201,538	$ 205,788	$ 220,144	$ 14,355	6.98%
01122100	511220	Other Professionals	253,965	261,347	181,651	345,440	346,098	$ 658	0.19%
01122100	512290	Temporary Help	626	-	-	5,000	-	$ (5,000)	-100.00%
01122100	515050	Longevity	1,200	-	-	-	-	$ -	0.00%
			449,591	**459,023**	**383,189**	**556,228**	**566,242**	**10,014**	**1.80%**
		EXPENSES							
01122200	521010	Electricity	93	-	1,397	-	-	$ -	0.00%
01122200	524050	Computer Equipment Maint.			-	1,000	1,000	$ -	0.00%
01122200	530500	Training & Development	340	2,500	837	3,000	3,000	$ -	0.00%
01122200	530600	Appraisals & Surveys	2,000	2,000	-	2,000	2,000	$ -	0.00%
01122200	530900	Other Professional Services	856	5,000	275	5,000	5,000	$ -	0.00%
01122200	534010	Postage	1,513	2,500	258	2,500	2,500	$ -	0.00%
01122200	534020	Telephone	705	-	-	700		$ (700)	-100.00%
01122200	534030	Advertising - General	582	1,200	260	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			3,990	3,000	3,000	$ -	0.00%
01122200	542010	Office Supplies	2,631	3,000	285	3,000	3,000	$ -	0.00%
01122200	549090	Other Food Service Supplies	433	-	368	500	500	$ -	0.00%
01122200	555020	Periodicals & Newspapers	66	300	94	300	300	$ -	0.00%
01122200	557010	Programs and Activisties	-	-	125	-	-	$ -	0.00%
01122200	571010	In-state travel (mileage)	156	300	16	300	300	$ -	0.00%
01122200	571110	Conf/Meetings Administrators	4,742	3,625	1,712	4,800	3,400	$ (1,400)	-29.17%
01122200	573010	Dues-Administrators	2,157	2,800	1,552	3,000	3,000	$ -	0.00%
01122200	573040	Dues-Committee/Board Members	8,571	8,900	8,975	8,900	8,900	$ -	0.00%
01122200	578090	Unclassified Expenses	-	-	-	-	-	$ -	0.00%
01122200	542010	Office Supplies	-	-	-	-	-	$ -	0.00%
01122200	583120	Office Machines Replacement	-	-	2,277	-	-	$ -	0.00%
			24,970	**33,225**	**22,422**	**39,500**	**37,400**	**(2,100)**	**-5.32%**
	570000	Other Charges & Expenses	39	-	200		-	-	0.00%
		Request Total	**$ 474,601**	**$ 492,248**	**$ 405,811**	**$ 595,728**	**$ 603,642**	**$ 7,914**	**1.33%**

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 Select Board (SB), Wellesley Municipal Light Plant (WMLP), and School Committee each appoint one board member, officer, official, or paid employee. The SB 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 Select Board and has two staff members: SEC Director currently at 30 hours/week and an SEC Assistant currently at 19 hours/week.

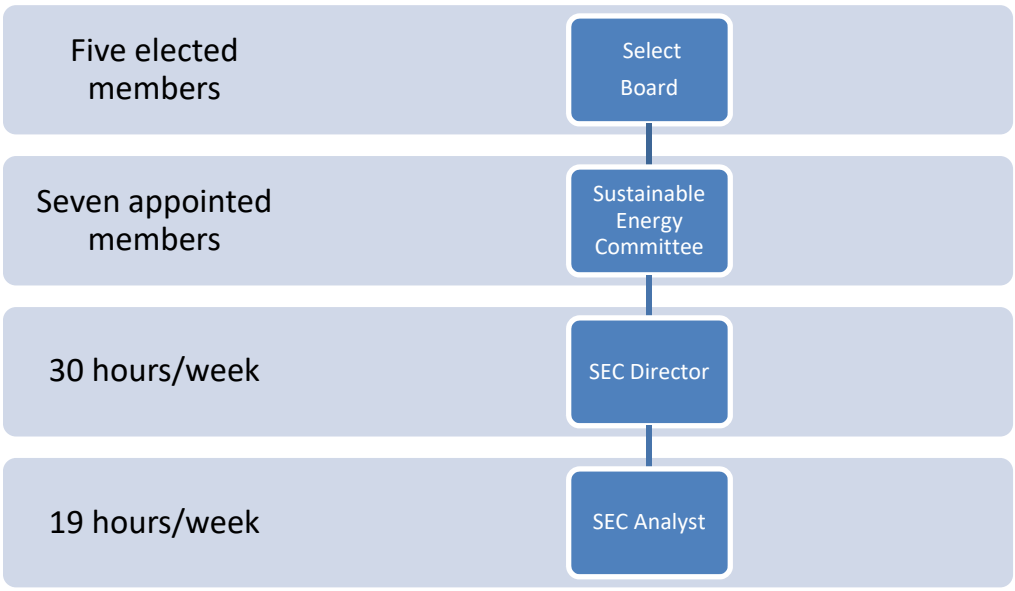


Figure 1: Sustainable Energy Committee Organizational Chart

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. In 2020, Wellesley earned a Green Communities grant of $137,920 to fund:

- An exterior light-emitting diode (LED) retrofit in municipal parking lots;
- Interior LED retrofits in the High School gymnasium and auditorium; and
- Two hybrid police cruisers.

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. The GHG emissions report to Annual Town Meeting 2020 showed an 11.9% decrease in town-wide emissions since 2010. That total decrease included a 23% decrease in town-wide building emissions and a 6% increase in transportation 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. In addition to ongoing recycling, food donation and food waste diversion in Wellesley Public Schools and at the Recycling and Disposal Facility, the Middle School launched a recycling and food waste diversion pilot for sixth graders during the 2019-20 school year.

Sustainable Buildings – The following seven boards signed Municipal Sustainable Building Guidelines: Select Board, Municipal Light Board, Board of Public Works, Natural Resources Commission, Recreation Commission, Wellesley Free Library Board of Trustees and School Committee. The SEC established a working group to participate in the Rocky Mountain Institute's Building Accelerator Program. This working group is exploring zoning and other avenues to building electrification.

Transportation Working Group – The SEC participated in the Mobility Working Group and worked with the WMLP to promote its Bring Your Own Charger Program for residents with electric vehicles (EVs). The SEC worked with the Police Department and Transportation Committee to coordinate grants funds for and installation of Wellesley's first municipal EV charging station.

Green Collaborative - To connect over 30 environmentally interested groups across Town, the SEC facilitates "Wellesley's Green Collaborative," which hosted speakers on gas leaks, EVs, and zero waste.

Climate Action Plan- The SEC made significant progress on the Climate Action Plan (CAP). The SEC prepared a detailed draft CAP outline and shared it and discussed it with key departments. The SEC voted to recommend a new greenhouse gas emissions goal to Annual Town Meeting 2021, tapped consultants, colleagues from other towns and cities, and professional associations for CAP expertise, developed a community engagement strategy and materials, designed a CAP webpage and dashboard, and has begun to meet with community members to discuss CAP development.

FY2022 Goals

Climate Action Plan (primary reason for requested staffing increase). All of the SEC's initiatives focus on reducing greenhouse gas emissions. Additionally, the Unified Plan calls on Wellesley to

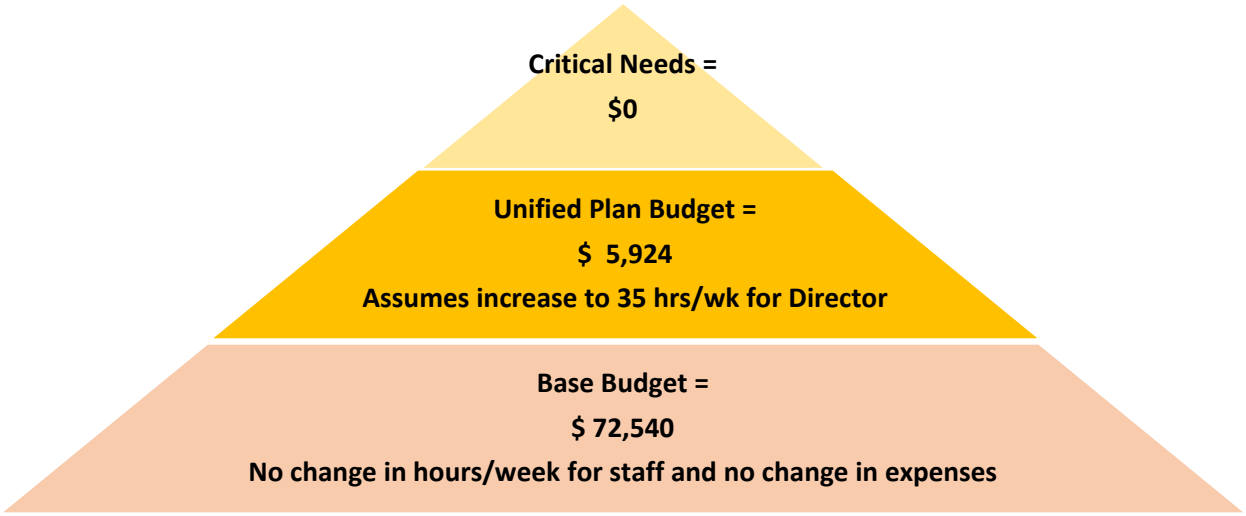
accelerate its current rate of GHG emissions reduction, align its carbon reduction goals with those of the state, organize town-wide systems, and raise public awareness to support goals for energy and resource efficiency and green practices (p. 12-6). The SEC believes that the most effective way to achieve 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 Director's current 30 hour/week position.

Police Station Energy Assessment/Conservation Pilot. 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 at the Police Station will break new ground for the SEC and for Wellesley in the area of behavior-based energy conservation. This pilot promises to serve as a model for behavior-related energy conservation work in municipal buildings. The SEC's FY22 Capital Budget Request includes $6,000 to support a consultant to assist with the energy assessment. The SEC plans to seek grant funds to augment this amount.

Operating Budget Summary

The SEC's FY22 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 FY22 budget assumes that the WMLP will continue to provide 50% of the Director's 35-hour-per-week salary. The FY22 budget request includes an $5,924 or 8.17% increase over FY21. This amount reflects a 5-hour/week increase for the Director. These additional hours are necessary to achieve Unified Plan goals and develop a Climate Action Plan.

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 of 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.

FTE	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Director	0.50	1.00	1.00	1.00	1.00
Assistant (to be Analyst in FY22)	0	0.30	0.30	0.50	0.50
	0.50	**1.30**	**1.30**	**1.50**	**1.50**

Note: 35 hours/week appears in the above table as 1.0 FTE. 19 hours/week appears in the above table as 0.5 FTE.

Sustainable Energy Operating Request

Org	Object	Account Title	Actual FY18	Actual FY19	Actual FY20	Budget FY21	Request FY22	$ Variance FY21-22	% Variance FY21-22
01126100	511220	Other Professional Staff	17,848	24,011	26,475	35,531	41,455	5,924	16.67%
01126100	511420	Other Support Staff	-	9,635	10,729	33,384	33,384	-	0.00%
		PERSONAL SERVICES SUBTOTAL	**$ 17,848**	**$ 33,646**	**$ 37,204**	**$ 68,915**	**$ 74,839**	**5,924**	**8.60%**
01126200	579999	SEC Expenses	1,456	-	600	600	600	-	0.00%
01126200	571110	Conf/Mtgs			1,800	2,200	2,200	-	0.00%
01126200	557010	Programs and Activities		2,740	500	500	500	-	0.00%
01126200	542010	Office Supplies			300	300	300	-	0.00%
01126200	534010	Postage			25	25	25	-	0.00%
		EXPENSES SUBTOTAL	**$ 1,456**	**$ 2,740**	**$ 3,225**	**$ 3,625**	**$ 3,625**	**-**	**0.00%**
		TOTAL	**$ 19,304**	**$ 36,386**	**$ 40,429**	**$ 72,540**	**$ 78,464**	**$ 5,924**	**8.17%**

Central Administrative Services Operating Request

Department: 199

Department Head: Meghan Jop, Executive Director

Org	Object	Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
01199200	523010	Water	2,079	2,558	2,000	2,000	2,000	-	0.00%
01199200	524030	Equipment Maintenance Contracts	17,931	18,123	18,000	18,000	18,000	-	0.00%
01199200	534020	Telephone Usage	-	-				-	0.00%
01199200	534025	Telephone Repairs	-	-				-	0.00%
01199200	542010	Office Supplies	2,893	1,350	3,000	3,000	3,000	-	0.00%
01199200	542020	Copier Supplies	3,395	4,215	4,700	4,700	4,700	-	0.00%
01199200	542090	Other Supplies/Copy Charges	-	-				-	0.00%
011998xx	570000	Other Charges & Expenses	-	-				-	0.00%
			$ 26,298	**$ 26,247**	**$ 27,700**	**$ 27,700**	**$ 27,700**	**0**	**0.00%**

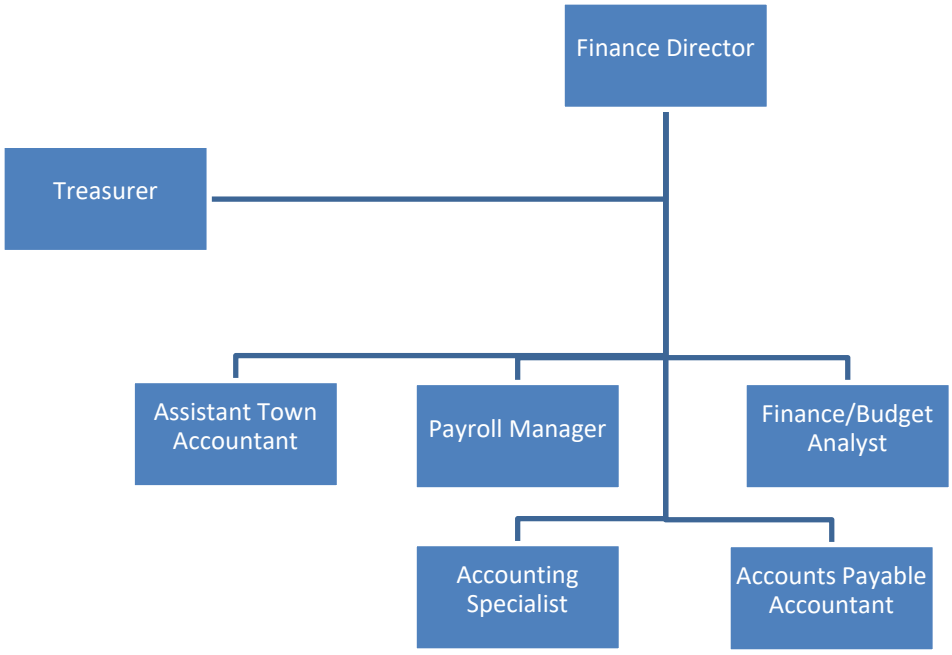
Mission

The Mission of the Finance Department is to provide all of the financial transactions, reconciliations, and timely reporting necessary to run this fast- paced municipality, its three separate Enterprise Funds, and maintain its significant assets; while maintaining an environment of **strong financial controls**. The department provides outreach to educate and assist other departments and boards to help them maintain **the highest financial standards**. The department continually strives to improve **transparency** to all stakeholders through public reporting of its financial statements and budget data.

Conservative policies and creative strategies for financial management will allow the Town to continue to have the long term **fiscal stability** to fund past service liabilities, current 'best in class' operations, capital purchases, and the Town's strategic objectives under the Unified Plan.

Organization

The department is comprised of Five full-time **(5 FTE)** employees: the Finance Director/CFO/Town Accountant, Assistant Town Accountant, Finance & Budget Analyst, Payroll Manager and an Accounts Payable Clerk, 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.



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 annually processes tens of thousands of payroll and deduction records for over 1,200 employees, and remits payments to thousands of vendors.($200 million annual disbursements). Financial records are maintained for 24 funds and 45 departments. The Town uses sophisticated, fully integrated financial software (MUNIS) to perform all financial functions (including general ledger, accounts payable, purchasing, payroll, fixed assets, billing, collections, and treasury). Finance staff perform detailed monthly general ledger account reconciliations, prepare various operating analytics, and train other departments' management and staff on using the system. Finance staff are cross trained and routinely support each-other and the treasurer's office during vacations and absences, to ensure critical processes are performed timely. 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 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 in support of the Town Wide Financial Plan and Long term Capital plan.

FY2021 Budget

Finance completed its first Budget book, incorporating its previous instruction manual; and departmental operating and capital budget requests, organization charts, and narratives; in hopes of providing greater transparency to the FY2021 budget process. This document will continue to be refined annually in an ongoing effort to improve.

The Department continued to operate, usually in person, since the beginning of the global pandemic ensuring that employees and vendors were paid timely and financial safeguards were maintained.

FY2022 Goals

The Town earned a **Distinguished Budget Award** from the Government Finance Officers' Association for its 2021 efforts, and will continue to improve the document and address the recommendations from the adjudication process. The department will continue to produce its award winning Comprehensive Annual Financial Report.

As a result of the global pandemic, the Federal and State governments have issued significant grants to municipalities. Grant disbursements will require a significant reporting effort over the next several years. The Town approved significant debt in the fall of 2020 and will propose over $100 million more in the fall of 2021. Debt issuance and grant management associated with these projects will also require ongoing management, audit, and reporting efforts.

The retirement of several key financial staff has long been anticipated, and the Finance and Treasurer Departments have begun the process of realigning. We expect this transition to continue for the next couple of years as we hire and train replacement staff.

The 2022 budget request is below guideline.

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Finance Director/Accountant	1.0	1.0	1.0	1.0	1.0
Assistant Town Accountant	1.0	1.0	1.0	1.0	1.0
Finance and Budget Analyst	1.0	1.0	1.0	1.0	1.0
Payroll Manager	1.0	1.0	1.0	1.0	1.0
Accounts Payable Accountant	1.0	1.0	1.0	1.0	1.0
Accounting Specialist*	**0.4**	**0.4**	**0.4**	**0.5**	**0.5**
Total Number of Positions	**5.4**	**5.4**	**5.4**	**5.5**	**5.5**

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

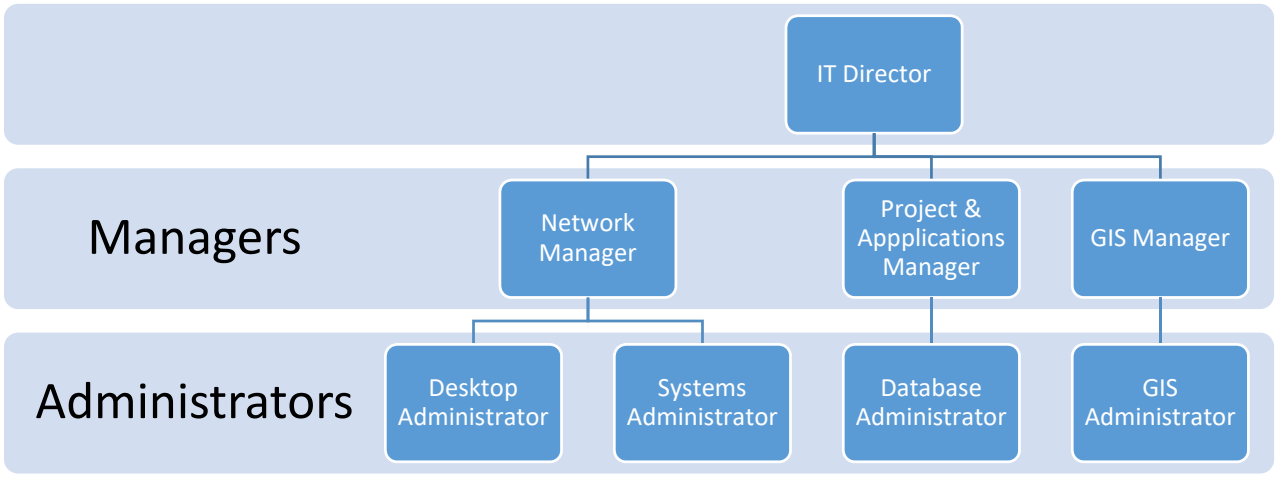
Finance Department Operating Request

Org	Object	Account # 01-133 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01133100	511010	Senior Administrator	$ 150,450	$ 153,459	$ 160,223	$ 165,198	$ 170,154	$ 4,956	3.00%
01133100	511220	Other Professionals	130,274	147,588	161,329	144,723	139,675	$ (5,048)	-3.49%
01133100	511370	Clerical	110,292	112,498	109,123	57,823	60,230	$ 2,406	4.16%
01133100	511420	Other Professional Staff	52,065	59,099	60,745	62,026	62,026	$ (0)	0.00%
01133100	511399	Retirement Administrator Dep	-	82	30	-	-	$ -	0.00%
1133100	512490	Other Temp Salaries				80,306	80,306		
01133100	569555	Assessments	(32,093)	(32,609)	(34,000)	(34,000)	(34,000)	$ -	0.00%
01133100	515050	Longevity	1,100	1,100	1,100	1,100	800	$ (300)	-27.27%
			407,088	**441,216**	**458,549**	**477,176**	**479,190**	**2,014**	**0.42%**
01133200	529050	Recycled Materials Disposal	410	700	230	-	-	$ -	0.00%
01133200	530200	Accounting & Auditing Services	725	725	-	-	-	$ -	0.00%
01133200	530500	Training & Development	650	300	750	3,000	5,000	$ 2,000	66.67%
01133200	534010	Postage	37	50	49	200	200	$ -	0.00%
01133200	534035	Advertising- Employment	-	-	-	200	200	$ -	0.00%
01133200	542010	Office Supplies	705	1,467	271	2,500	2,500	$ -	0.00%
01133200	571010	In-state travel (mileage)	89	38	-	800	800	$ -	0.00%
01133200	571110	Conf/Meetings Administrators	2,393	3,252	795	3,000	3,000	$ -	0.00%
01133200	573010	Dues-Administrators	755	830	760	750	750	$ -	0.00%
01133200	583120	Office Machines Rep	-	2,839	-	-	-	$ -	0.00%
			5,764	**10,201**	**2,855**	**10,450**	**12,450**	**2,000**	**19.14%**
	570000	Other Charges & Expenses	-				-	$ -	0.00%
			$ 412,852	**$ 451,417**	**$ 461,404**	**$ 487,626**	**$ 491,640**	**$ 4,014**	**0.82%**

Mission

The Information Technology Department (ITD) serves 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 Govt. Services. Three managers are supported by four administrators, as shown in the organizational chart below:



Many of the Department's late FY20 and early FY21 efforts were driven by preparations for and response to COVID-19. At the onset of the pandemic, staff took steps to quickly increase the Town's remote work capacity. The Department enabled secure VPN and Remote Desktop access for over 100 full-time employees, and used CARES Act funds to purchase laptops, Chromebooks, webcams, microphones, and other necessary equipment. We acquired Zoom licenses so that Boards and Committees could continue their work under difficult circumstances, and orchestrated the Town's first ever virtual Annual Town Meeting. We continued to develop of the Town's online permit & license system for "contactless" service to residents, and built the COVID-19 Information Hub as the Town's authoritative source for COVID-19 news, information, metrics, and other reporting. Core technologies that

were necessitated by COVID and paid for with CARES Act funds, must now be accounted for in the Town's budget in the absence of continued State/Federal funding.

The total operating budget requested for the Department in FY22 is **$1,318,614**. This amount represents an increase of $78,027, or **6.29%** over FY21 levels, which is above the 2.5% guideline established by the Selectboard for all Departments. Personal services make up roughly 54% of the IT Department's FY21 operating budget request, with other expenses comprising the remaining 46%. 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 accounts for pay increases for existing staff, continuation of the services provided in FY21, and incorporation of new services introduced to enhance remote work capacity. Increases in the Department's budget are also driven by predictably rising software subscription, support, and maintenance costs. Of particular note is the Department's request to move $27,000 from its cash capital request to the operating budget, which will support additional Office365 licensing and upgrades to Microsoft Office productivity software for most users.

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Director	1.0	1.0	1.0	1.0	1.0
Assistant Director	1.0	1.0	1.0	0.0	0.0
Managers (Network, GIS, Project & Apps.)	3.0	3.0	2.0	3.0	3.0
Admins (Systems, GIS, Apps, & Desktop)	3.0	3.0	4.0	4.0	4.0
Total Number of Positions	**8.0**	**8.0**	**8.0**	**8.0**	**8.0**

Town of *Wellesley*

FY2022 Budget Request

Information Technology: Mission, Services & Priorities

Information Technology Department Operating Request

Org	Object	Account # 01-155 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01155100	511010	Senior Administrator	$ 103,227	$ 106,066	$ 113,615	$ 116,012	$ 116,011	$ (1)	0.00%
01155100	511220	Other Professionals	480,583	495,006	442,130	575,825	586,353	$ 10,528	1.83%
01155101	512590	Recognition Award Payment	-	6,242				$ -	0.00%
			583,810	**607,314**	**555,745**	**691,837**	**702,364**	**$ 10,527**	**1.52%**
		EXPENSES							
01155200	524030	Equipment Maintenance	26,695	47,331	31,951	49,000	49,000	$ -	0.00%
01155200	530400	Information Technology Services	14,935	7,619	2,970	10,000	10,000	$ -	0.00%
01155200	530500	Training & Development	5,095	4,730	-	5,000	5,000	$ -	0.00%
01155200	530800	Computer Software Services (Tyler/MUNIS)	153,578	161,027	168,849	177,291	186,156	$ 8,865	5.00%
01155200	530800	Computer Software Services (Other)	92,824	97,186	150,669	213,709	250,044	$ 36,335	17.00%
01155200	530800	Computer Software Services (COVID)					18,800	$ 18,800	100.00%
01155200	534010	Postage	0	3	33	100	100	$ -	0.00%
01155200	534020	Telephone	27,329	27,641	32,868	33,500	35,000	$ 1,500	4.48%
01155200	534035	Advertising	-	-	-	-	-	$ -	0.00%
01155200	534060	Photocopying						$ -	0.00%
01155200	534090	Other Communications	8,007	2,811	6,394	8,000	8,000	$ -	0.00%
01155200	542040	Paper & Stationary	266	437	-	500	500	$ -	0.00%
01155200	542090	Other General Supplies	1,386	4,407	3,253	4,000	4,000	$ -	0.00%
01155200	553060	Computer Supplies	32,937	46,573	19,493	42,000	48,000	$ 6,000	14.29%
01155200	571010	Travel - Mileage	349	56	41	1,500	500	$ (1,000)	-66.67%
01155200	571120	Conf/Mtgs - Professional & Administration Staff	310	180	375	4,000	1,000	$ (3,000)	-75.00%
01155200	572120	Conf/Mtgs - Administrative Staff						$ -	0.00%
01155200	573020	Dues - Professional Staff	160	160	100	150	150	$ -	0.00%
01155200	578015	Late Fees/Interest Charges	-	-	1	-	-	$ -	0.00%
			363,871	**400,162**	**416,996**	**548,750**	**616,250**	**67,500**	**12.30%**
	570000	Other Charges & Expenses	27,032	-	44,997	-	-	-	0.00%
			390,903	**400,162**	**461,993**	**548,750**	**616,250**	**67,500**	**12.30%**
		REIMBURSEMENTS							
01155600	**599999**	Enterprise Transfers	(293,709)	(299,583)	(307,072)	(314,749)	(322,618)	(7,869)	2.50%
			974,713	**1,007,476**	**1,017,738**	**1,240,587**	**1,318,614**	**78,027**	**6.29%**

*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 FY21 reimbursement amount.

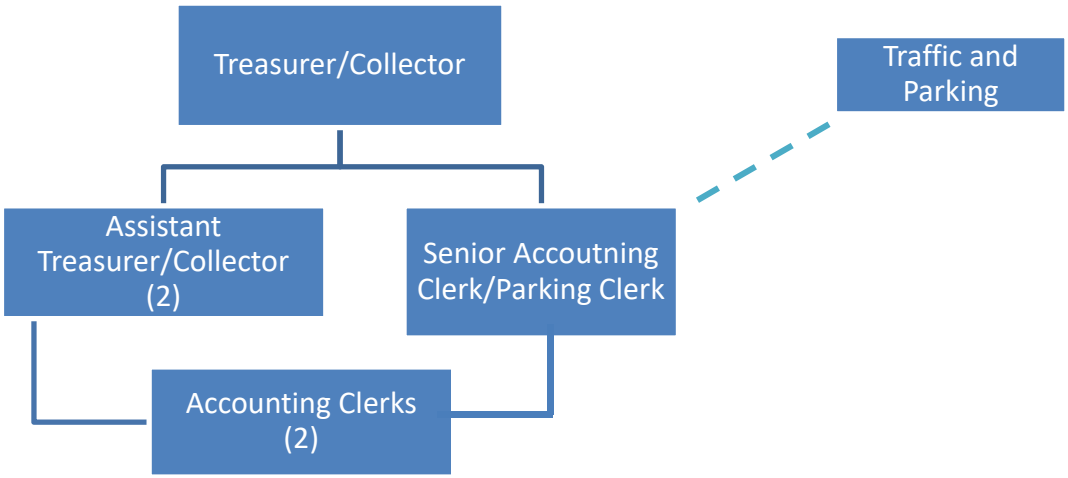
Town of *Wellesley*
FY2022 Budget Request
Treasurer/Collector Department: Mission, Services & Priorities

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 (4.5 FTE) employees: the Treasurer/Collector, 1.5 Assistant T/C's (1 full-time and 0.5 part-time), Sr. Accounting Clerk for Parking & Collections (funded half in this budget and half from Traffic & Parking), and 1.5 Accounting Clerks.



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; both 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
- and 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

Significant personnel changes within the Department in FY21. Long-time Treasurer/Collector retired in November 2020. Personnel restructuring allowed for internal succession and a considerable effort of training was made to plan for a smooth transition.

Goals

Additional staff to likely retire within the next several years. Continue the effort of cross-training and succession planning.

Base Level Budget

This budget is at guideline. The personnel changes allowed for a modest cost savings, which was re-allocated to the part-time help line with the goal of increasing staff cross-training. Expense increase primarily in bank fees due to more online and non-cash payment being encouraged.

PERMANENT STAFFING (FTEs)	**FY18 Actual**	**FY19 Actual**	**FY20 Actual**	**FY21 Budget**	**FY22 Request**
Position Titles:					
Treasurer/Collector	1.0	1.0	1.0	1.0	1.0
Ass't. Treasurer/Collector	1.0	1.0	1.0	1.5	1.5
Sr. Accounting Clerk Parking & Collections	-	-	-	0.5	0.5
Accounting Clerks	2.0	2.0	2.0	1.5	1.5
Total Number of Positions	**4.0**	**4.0**	**4.0**	**4.5**	**4.5**

Treasurer/Collector Department Operating Request

Org	Obj	Account # 01-145 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01145100	511010	Senior Administrator	$ 119,693	$ 122,087	$ 125,487	$ 120,840	$ 115,974	$ (4,866)	-4.03%
01145100	511015	Senior Accounting Clerk	$ -	$ -	$ 26,239	$ 32,061	$ 32,060	$ (1)	0.00%
01145100	511220	Other Professional Staff	73,446	74,915	92,550	121,944	121,943	$ (1)	0.00%
01145100	511370	Clerical	95,551	99,955	56,108	54,401	55,496	$ 1,095	2.01%
01145100	512290	Part-time Help	20,157	17,050	36,348	25,115	27,661	$ 2,546	10.14%
01145100	515050	Longevity	300	300	300	-	-	$ -	0.00%
			$ 309,147	**$ 314,306**	**$ 337,033**	**$ 354,361**	**$ 353,135**	**$ (1,226)**	**-0.35%**
		EXPENSES							
01145200	524030	Equipment Maintenance	5,984	4,361	3,109	1,600	2,980	$ 1,380	86.25%
01145200	527030	Equipment Rental/Lease	3,220	3,220	2,415	3,220	3,220	$ -	0.00%
01145200	530900	Other Professional	46,055	40,574	48,281	45,000	50,000	$ 5,000	11.11%
01145200	534010	Postage	34,543	32,107	34,327	35,000	36,000	$ 1,000	2.86%
01145200	534030	Advertising - General	307	250	196	300	300	$ -	0.00%
01145200	534040	Printing & Mailing	3,073	2,391	3,320	4,000	4,000	$ -	0.00%
01145200	534060	Photocopying		-	-	-	-	$ -	0.00%
01145200	542010	Office Supplies	1,077	3,302	5,285	6,000	6,000	$ -	0.00%
01145200	571110	Conf. Meetings -	235	500	244	600	600	$ -	0.00%
01145200	572110	Conf/Mtgs - Administrators	-	-	-	1,500	1,500	$ -	0.00%
01145200	573010	Dues - Administrators	485	485	485	600	600	$ -	0.00%
01145200	574120	Public Employee Bond	1,589	2,076	2,423	4,700	4,700	$ -	0.00%
01145200	578035	Over/Short	100	2,388				$ -	0.00%
01145200	569998	Check Error/Bank Fees	-	-	1,732	-	-	$ -	0.00%
01145200	569999	IRS Penalties		1,276				$ -	0.00%
01145200	595540	Tax Title Costs	4,174	3,714	3,469	5,000	5,000	$ -	0.00%
			100,842	**96,644**	**105,286**	**107,520**	**114,900**	**7,380**	**6.86%**
		570000 Other Charges & Expenses	452	722	653		-	$ -	0.00%
			$ 410,441	**$ 411,672**	**$ 442,972**	**$ 461,881**	**$ 468,035**	**6,154**	**1.33%**

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.

Town Report Operating Request

Department: 195

Deptartment Head: Meghan Jop, Executive Director

Org	Object	Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
01195200	534040	Town Report	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ 4,000	$ -	0.00%

The Wellesley Council on Aging (COA) Board is pleased to present our FY22 Budget Request. As we continue to expand our services to reach more of the 6,463 Wellesley Residents over the age of 60, we will be striving to make our services/programs more accessible to all.

Mission

The Mission of the Wellesley Council on Aging 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; and
- to enable meaningful connections and collaborations that inspire a spirit of community across the generations in our Town.

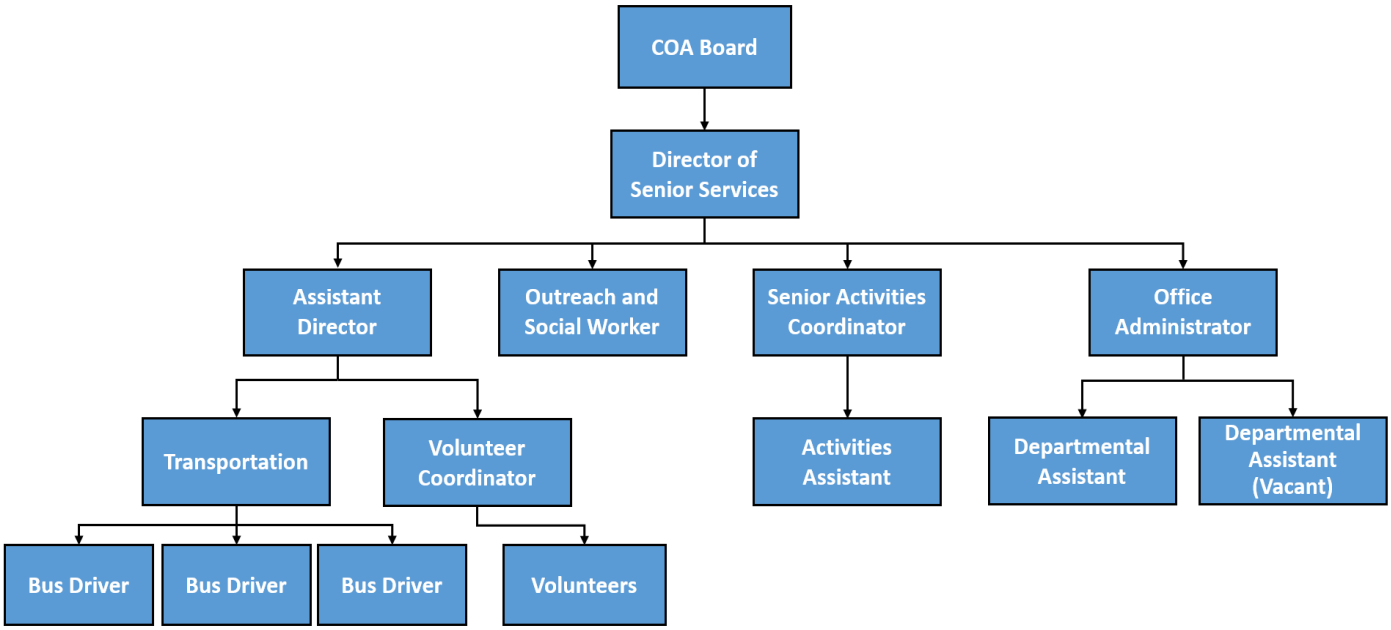
Department overview

The COA is funded predominately by tax payer funds, which allow the department to run its day-to-day operations. The daily offerings of the COA include, but are not limited to: social activities, lectures/presentations, enrichment and health-based programs, social/outreach services, transportation services, fitness classes, a fitness center, support groups, volunteer opportunities, and a meal program.

Organizational structure

The Council on Aging (COA) is overseen by an eleven-member board, appointed by the Select Board. The department has five full-time employees and seven part-time employees. The COA is informally divided into the following functions: Social Services/Outreach, Programs/Activities, Administrative, Transportation, and Volunteerism.

Town of Wellesley Council on Aging Organizational Chart



Highlights from the past year

The past year's programming was suddenly interrupted in March of 2020 when COVID19 hit. The COA staff worked diligently and deftly, to readapt. While the office staff rotated working remotely, the office always remained staffed. The department collaborated with the Board of Health and the Town to establish and staff a COVID19 call line for the Town. Simultaneously, our social worker worked closely with the Board of Health to establish a hot meal program to supplement Springwell's Meals-on-Wheels program, which, due to COVID, had transitioned to frozen meals only.

The entire staff quickly mastered running Zoom meetings and worked with its current instructors and presenters to shift programming from in-person to on-line. By July, the department had converted most programs to an online format. Programming expanded and grew to include: social service, financial, mindfulness, and healthy aging programs. In September, the department worked with the Board of Health, FMD, and our custodian to create a plan to safety invite senior residents back into the fitness center. Patrons are COVID screened prior to admittance to use our fitness center, one household at a time. Also in September, our team was able to identify those who were most vulnerable and isolated and established a new comprehensive phone pal program incorporating training, materials, and monthly volunteer check-in meetings. During October, we partnered with Ten Acre School to connect our seniors as pen pals with students in their sixth grade class. We also assumed responsibility for the Hot Meals Program developed by the Board of Health, and the COA was fortunate to secure

funding for this program through the end of December from the Almira Simons Fund. We subsequently applied and received a $10k grant from Metro West Health Foundation to continue the program through the end of FY21.

As the new calendar year approaches, and once COVID 19 retreats, we have plans to expand our current services with new opportunities. In January, we will be adding more fitness center appointments as well as piloting new fitness programs, such as: Osteo, muscle strengthening, and Ta-Yo-Ba. In February, we will be partnering with AARP to provide free tax assistance to our seniors, as we have in the past, with modified in person appointments. We are also planning to offer in-person IT consultations for IT support, as well as reallocate building space for seniors to independently use iPads to participate in zoom programs in dedicated spaces at the center. Concurrently, we will be launching a virtual programming series on Aging-In-Place. And lastly, our Social Worker will be initiating additional support groups, starting remotely, and continuing to transition to in-person.

Upcoming year goals/initiatives

When COVID19 is over, and a new normal has arrived, the Tolles Parsons Center will reopen to our patrons. In doing so, we will provide a hybrid service, continuing some programs/classes remotely, while safely bringing seniors back into the building. We will be revamping, and hopefully expanding, our entire meals program while we work to seek funding to pilot some changes. We will be partnering with town restaurants to enhance nutritional components and to ensure that healthy, well-balanced meals are provided.

Long-term goals/initiatives

As we revert back to a pre-COVID operation, we will be further assessing our services and how they meet the needs of our senior community. A few of the areas that we plan to specifically focus on are: social services, food and nutrition, and programming beyond our regular operating hours. Using data and information realized during the COVID-19 pandemic, we will be evaluating the unmet social needs of our seniors, thereby assessing programs offered and social worker coverage, with the objective of providing the highest possible level of services.

Personal service budget summary

Our personal service budget is 7.61% higher, or $32,711 more than the FY21 approved salaries budget. Of that $32,711 increase, $19,602 accounts for the recalibration of positions/wages, $3,150 accounts for a new line for social worker coverage hours, and $9,959 accounts for FY22 annual steps and increases.

Position/Factor	Reason/Description	Amount
Assistant Director	Rescored to 55/New hire, midpoint adjustment	(937)
Director	New hire, midpoint adjustment	12,495
Volunteer Coordinator	Scored higher than HR estimated (46 versus 43)	3,104
Office Administrator	FY21 Step calculated adjustment	1,799
Departmental Assistant	2 positions- calculated adjustment	1,091
Various	Minor variances	6
Activity Coordinator	FY21 Step calculated adjustment	1,499
Activities Assistant	Calculated adjustment	545
	Reclassification Subtotal	**$19,602**
Social Worker Coverage	New coverage line for FY22	3,150
Annual Increases	FY22 Budget - 2% COLAs and additional steps for two 40 series	9,959
	TOTAL FY21 Approved to FY22 Request	**$ 32,711**

Last year, our FY21 budget was presented prior to a department-wide recalibration of all job descriptions and placements of positions within the Hay system, after discovering that all part-time positions were in the general wage class. The figures used as placeholders for the FY21 budget were HR's best estimates at the time. Upon completion of the reclassification process, two positions ultimately placed higher than anticipated, impacting the FY21 Approved Personal Services Budget, contributing to a higher actual Personal Services Budget than the FY21 Approved.

When looking at our FY22 Proposed Personal Services Budget, which includes 2% increases and required steps, the budget is $9,959 more than what FY21's numbers are if reclassified with adjustments to steps and pay.

Expense budget summary

Our expense budget is a 2.11% decrease or $1,700 less than our requests from FY21. Our projected line-itemed expenses decreased by a total of $7,500 while other expenses increased by a total of $5,350.

Line items decreased due to a lower need for those items, based on contract adjustments, and addressing of the needs in FY21 or through other funds. The line items and amounts which decreased are:

- Vehicle maintenance ($500);
- MSC hardware upgrade ($3,500);
- Staff laptop replacement ($2,000);
- Monthly Comcast ($50); and
- Survey ($1,000).

Line items increased due to contract adjustments, increased expectation of use (postage), additional expense responsibilities (hand sanitizer, PPE, Zoom accounts), and funding for Board professional development/retreat(s). The line items and amounts which increased are:

- Software licenses ($750);
- COA/MCOA dues ($200);
- Postage ($300);
- Telephone ($1,600);
- Office supplies ($1,100); and
- Board professional development/retreat(s) ($1400).

Why a department needs more resources or cannot comply with guidelines

Due to the reclassification of our personnel, bringing job descriptions up-to-date and transitioning everyone to the Hay system, we were unable to stay within guideline. Comparing our FY21 reclassified numbers to FY22, the total increase of our budget year-to-year is $11,409, or 2.39%.

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
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
Health Social Services Coverage	0.0	0.0	0.0	0.0	0.1
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	0.54	0.54
Activities Assistant B (0 hrs./wk.)			0.25	0.00	0.00
Transportation Coordinator (0 hrs.)	0.48	0.48	0.48	0.00	0.00
Transportation Coordinator (0 hrs.)	0.48	0.48	0.48	0.00	0.00
Dept. Assistant A (19 hrs./wk.)	0.1	0.38	0.38	0.54	0.54
Dept. Assistant B (19 hrs./wk.)	0.0	0.00	0.00	0.54	0.54
Volunteer Coord (19 hrs./wk.)	0.38	0.54	0.54	0.54	0.54
Bus Driver A (16 hrs./wk.)	0.45	0.40	0.40	0.46	0.46
Bus Driver B (16 hrs./wk.)	0.45	0.40	0.40	0.46	0.46
Bus Driver C (8 hrs./wk.)		0.12	0.12	0.23	0.23
On-call Bus Driver (0 hr./wk.)	0.03	0.03	0.02	0.01	0.00
Total Number of Positions	**7.8**	**8.2**	**8.5**	**8.3**	**8.4**

Council On Aging - FY22 Operating Budget Request

Org	Object	Account # 01-541 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance Adj 21- 22	% Variance Adj 21-22
		PERSONAL SERVICES							
01541100	511010	Senior Administrator	$ 80,120	$ 81,923	$ 83,541	82,489	94,984	$ 12,495	15.15%
01541100	511220	Other Professionals				62,937	62,000	$ (937)	-1.49%
01541100	511220	Social Worker	116,900	119,663	109,249	61,375	61,375	$ (0)	0.00%
01541100	511370	Clerical	100,570	88,284	107,797	105,280	112,214	$ 6,934	6.59%
01541100	512290	Part-time	90,795	98,784	66,632	78,392	83,133	$ 4,741	6.05%
01541100		Coverage for HHSA	-	-	-	-	3,150	$ 3,150	
01541100		Transportation Wages	-	-	-	39,634	39,150	$ (484)	-1.22%
01541100	569500	Offsetting Grants	(43,432)	(43,432)	(53,432)	(52,600)	(52,600)	$ -	0.00%
			344,953	**345,222**	**313,787**	**377,507**	**403,405**	**$ 25,898**	**6.86%**

EXPENSES									
01541200	524020	Public Transportation	2,218	2,856	4,933	6,000	5,500	$ (500)	-8.33%
01541200	524030	Equipment Maintenance	-		-	4,500	1,000	$ (3,500)	-77.78%
01541200	534080	Software Licenses	3,723	4,704	4,534	5,000	5,750	$ 750	15.00%
01541200	524050	Computer Equipment Maintenance	-	930	4,540	4,000	2,000	$ (2,000)	-50.00%
01541200	543040	Equipment Maintenance /Repair Supplies	433	917	1,724	5,000	5,000	$ -	0.00%
01541200	527010	Building Rental/Lease	33,766	-	-	-	-	$ -	
01541200	530500	Training & Development	3,732	6,483	84	4,000	4,000	$ -	0.00%
01541200	530900	Other Professional Services	48	270	405	2,150	2,150	$ -	0.00%
01541200	573010	Dues - Administrators	1,231	1,231	1,448	1,500	1,700	$ 200	13.33%
01541200	541010	Public Transportation	3,186	3,908	2,340	6,000	6,000	$ -	0.00%
01541200	534010	Postage	635	1,044	708	1,200	1,500	$ 300	25.00%
01541200	534020	Telephone	416	1,913	1,529	2,700	4,300	$ 1,600	59.26%
01541200	534055	Cable and Internet	693	857	967	1,050	1,000	$ (50)	-4.76%
01541200	534040	Printing and Mailing Expense	11,733	7,851	8,470	9,000	9,000	$ -	0.00%
01541200	534060	Photocopying	1,003	973	1,555	2,400	2,400	$ -	0.00%
01541200	542010	Office Supplies	2,408	1,573	2,283	2,600	3,700	$ 1,100	42.31%
01541200	549050	Food - Departmental	-	-	136	-	-	$ -	0.00%
01541200	557010	Programs and Activities	12,237	13,991	10,043	19,000	19,000	$ -	0.00%
01541200	557020	Social and Cultural Programs	-	-	150	-	-	$ -	0.00%
01541200	571010	In-state travel (mileage)	1,010	976	154	1,800	1,800	$ -	0.00%
01541200	557030	COA Survey	-	2,010	-	1,000	-	$ (1,000)	-100.00%
01541200		Board Training/Seminars	-	-	-	-	1,400	$ 1,400	0.00%
01541200	571110	Conferences/Meetings Administrators	1,183	1,240	84	1,800	1,800	$ -	0.00%
		Offsetting Grants			(14,100)				
			79,654	**53,728**	**31,987**	**80,700**	**79,000**	**$ (1,700)**	**-2.11%**
	570000	Other Charges & Expenses	$ -	$ -	$ -	$ -	$ -	**$ -**	
			$ 424,607	**$ 398,950**	**$ 345,774**	**$ 458,207**	**$ 482,405**	**$ 24,198**	**5.28%**

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 0% increase for FY22.

West Suburban Veterans District Operating Request

Org	Object	Account # 01-543 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		EXPENSES							
01543200	577010	Ordinary Veterans Benefits[1]	$ -	$ -	$ -	$ -	-	$ -	0.00%
01543200	569555	Veteran's District Assessment	$ 68,000	69,150	70,502	70,822	70,822	$ -	0.00%
		EXPENSE SUBTOTAL	**68,000**	**69,150**	**70,502**	**70,822**	**70,822**	**$ -**	**0.00%**
		570000 Other Charges & Expenses	-	-	-	-	-	$ -	0.00%
		DEPARTMENT TOTAL	**$ 68,000**	**$ 69,150**	**$ 70,502**	**$ 70,822**	**$ 70,822**	**$ -**	**0.00%**

[1] The ordinary benefits & grave flags are reimbursable from the State at 75%

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 2022 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.

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Senior Administrator	1.0	1.0	1.0	1.0	1.0
Student Intern	0.5	0.5	0.5	0.5	0.5
Total Number of Positions	**1.5**	**1.5**	**1.5**	**1.5**	**1.5**

Youth Commission Operating Request

Org	Object	Account # 01-542 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01542100	511010	Senior Administrator	$ 75,079	$ 76,767	$ 79,291	$ 81,082	$ 81,082	$ (0)	0.00%
01542100	512020	Student Intern/ temp	7,488	6,914	1,855	8,240	8,404	$ 164	2.00%
			82,567	**83,681**	**81,146**	**89,322**	**89,486**	**164**	**0.18%**
		EXPENSES							
01542200	534010	Postage	-	88	9	100	100	$ -	0.00%
01542200	538090	Other Purchased Services	-	-	-	60	60	$ -	0.00%
01542200	542010	Office Supplies	-	426	254	500	500	$ -	0.00%
01542200	557020	Social and Cultural Programs	15,318	15,469	11,289	16,280	16,280	$ -	0.00%
01542200	573010	Dues - Administrators	150	150	150	150	150	$ -	0.00%
			15,468	**16,133**	**11,702**	**17,090**	**17,090**	-	**0.00%**
	570000	Other Charges & Expenses	-	-				$ -	0.00%
			$ 98,035	**$ 99,814**	**$ 92,848**	**$ 106,412**	**$ 106,576**	**$ 164**	**0.15%**

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.

Selectboard Appointed Committees Operating Request

Org	Object	Committee	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
01180200	534040	Housing Development	3,500	3,745	6,500	6,500	6,500	$ -	0.00%
			3,500	**3,745**	**6,500**	**6,500**	**6,500**	**$ -**	**0.00%**
01691200	534010	Historical Commission	17	-				$ -	0.00%
01691200	534055	Historical Commission	94	-				$ -	0.00%
01691200	557010	Historical Commission	396	750	750	750	750	$ -	0.00%
			507	**750**	**750**	**750**	**750**	**$ -**	**0.00%**
01692200	557010	Celebrations	4,700	4,700	4,700	4,700	4,700	$ -	0.00%
01693200	557010	Memorial Day	2,500	2,500	2,500	2,500	2,500	$ -	0.00%
01693200	557010	Memorial Day			2,500	2,500	2,500	$ -	0.00%
* Historical Commission budget proposed to be transferred to Planning beginning FY19									

DEPARTMENT MISSION

The Zoning Board of Appeals 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, Robert W. Levy, Vice Chairman, and David G. Sheffield. The associate members are Walter B. Adams, Derek B. Redgate and Richard L. Seegel. Lenore R. Mahoney serves as Executive Secretary and Sandy Hobson serves as Technical Administrator.

The FY22 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 FY22 budget includes funding for a new office machine.

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 with 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 69 new petitions were filed during FY21, including substantial review site plan applications for Wellesley Plaza, LLC and Wellesley Country Club. The Board also heard 51 continued cases. One request for a Chapter 40R Site Plan Approval was filed in FY20.

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Executive Secretary	1.0	1.0	1.0	1.0	1.0
Support Staff	-	0.5	0.5	0.5	0.5
Total Number of Positions	**1.0**	**1.5**	**1.5**	**1.5**	**1.5**

Zoning Board of Appeals Operating Request									
Org	Obj	**Account # 01-176 Account Title**	**FY18 Actual**	**FY19 Actual**	**FY20 Actual**	**FY21 Budget**	**FY22 Request**	**$ Variance FY21-22**	**% Variance FY21-22**
		PERSONAL SERVICES							
01176100	511220	Other Professional Staff	$ 54,334	$ 55,421	$ 56,964	$ 58,165	$ 58,165	$ (0)	0.00%
01176100	511420	Other Support Staff	$ -	$ 18,336	$ 21,151	$ 21,548	$ 21,548	$ (0)	0.00%
			54,334	**73,757**	**78,115**	**79,713**	**79,713**	**(0)**	**0.00%**
		EXPENSES							
01176200	534010	Postage	2,289	2,680	1,942	3,500	3,500	$ -	0.00%
01176200	534030	Advertising - General	1,849	1,986	1,431	2,500	2,500	$ -	0.00%
01176200	542010	Office Supplies	1,259	4,758	161	1,750	1,250	$ (500)	-28.57%
01176200	573010	Dues-Administrators	-	-	-	140	140	$ -	0.00%
01176200	573020	Dues-Professional Staff	235	235	235	300	300	$ -	0.00%
01176200	583120	Office Machine Replacement	-	829	-	-	1,500	$ 1,500	0%
				-	-	-	-	$ -	0%
			5,632	**10,488**	**3,770**	**8,190**	**9,190**	**1,000**	**12.21%**
	570000	Other Charges & Expenses	-				-	-	0%
		Request Total	**$ 59,965**	**$ 84,246**	**$ 81,885**	**$ 87,903**	**$ 88,903**	**$ 1,000**	**1.14%**

Law Department Operating Request

Department: 151
Department Head: Meghan Jop, Executive Director

The Law budget provides funds for legal services for Town Boards and departments. Funds also provide for Town Counsel's attendance at Town Meetings, selected Selectmen's meetings and other governmental board meetings and miscellaneous routine telephone and office conferences. Funds provide for Labor Counsel services including telephone calls and meetings.This budget also provides for Town Counsel, Labor Counsel and Special Counsel expenses beyond such things as recording fees, transcripts, copying charges, and expert witness fees.

	DEPARTMENT EXPENDITURES		FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
Org	Object								
01151200	530100	Legal Services	248,823	375,000	340,000	350,000	350,000	-	0.00%
01151201	570000	Encumbered expenses from prior fiscal year	-	-			-	-	0.00%
		TOTAL Expense	**$ 248,823**	**$ 375,000**	**$ 340,000**	**$ 350,000**	**$ 350,000**	**$ -**	**0.00%**

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".

Audit Committee Operating Request

DEPARTMENT EXPENDITURES			FY18	FY19	FY20	FY21	FY22	$ Variance	% Variance
Org	Obj		Actual	Actual	Actual	Budget	Request	FY21-22	FY21-22
01135200	530200	Town's General Purpose Financial Statements (GPFS) & reports	$ 58,100	$ 58,200	$ 58,850	$ 58,850	$ 60,400	$ 1,550	2.63%
			$58,100	**$58,200**	**$58,850**	**$58,850**	**$60,400**	**$ 1,550**	**2.63%**

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.

Risk Management Operating Request

Org	Object	Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
01945200	574010	Comprehensive Liability Insurance Premium	$ 503,158	$ 561,227	$ 576,744	$ 579,035	$ 638,622	$ 59,587	10.29%
	574013	Endorsements	$ 11,018		$ 656			$ -	-
01945200	574016	Insurance Deductibles	25,000	15,822	31,213	25,000	25,000	$ -	0.00%
01945200	574011, 574012, 574014, 574017	Rewards/Credits/Early Payment Incentive	(67,643)	(65,544)	(90,506)	(25,000)	(25,000)	$ -	0.00%
01945200	574015	Enterprise Allocation (Water, Sewer, MLP)	(108,257)	(112,584)	(121,433)	(115,000)	(140,000)	$ (25,000)	21.74%
01945200	574010	Comprehensive Liability - Tax Impact Portion	363,276	398,921	396,674	464,035	498,622	$ 34,587	7.45%
01945200	574018	Notary Insurance			1,036			$ -	-
01945200	517010	Medical Expense	1,156	-	2,089	3,075	3,075	$ -	0.00%
01945200	530900	Other Professional Services		9,750	-	-	-	$ -	-
01945200	574090, 574096	Other Liability Insurance	4,018	9,225	8,958	9,225	9,225	$ -	0.00%
			368,449	**417,896**	**408,758**	**476,335**	**510,922**	$ 34,587	7.26%
	570000	Encumbrances	22,190	20,945	20,000	-	-	$ -	-
			390,639	**408,146**	**448,762**	**476,335**	**510,922**	$ 34,587	7.26%
01211200	530900	Injured on Duty-Police & Fire Accident Policy	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	$ -	0.00%

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.

Street Lighting Operating Request

	DEPARTMENT		FY18	FY19	FY20	FY21	FY22	$ Variance	% Variance
	EXPENDITURES		Actual	Actual	Actual	Budget	Request	FY21-22	FY21-22
Org	Object								
14582430	521010	Expense Total	$ 246,876	$ 145,000	$ 140,000	$ 142,000	$ 142,000	$ -	0.00%

Other General Government Departments

Mission

The office of the Town Clerk serves as the repository of vital records for the town; conducts all activities related to census, elections and voter registration; issues a variety of licenses and permits; and serves as the office of record for a variety of public filings. A staff of three and the Town Clerk carry out the various functions of the office.

Services

Census and Elections

- The Town Clerk's Office conducted 2 elections in FY 2020, the Presidential Primary March 3, 2020 and the Annual Town Election. The Presidential Primary 2020 election participation rate was 54%.

- The Annual Town Election was originally scheduled for March 17th. Due to the sudden emergency crisis of the coronavirus pandemic (COVID-19), Wellesley requested a court order to postpone the election on March 16, 2020. The Election was rescheduled to June 13, 2020.

- To mitigate risk at elections, the Secretary of the Commonwealth issued regulations that permitted Vote By Mail Early Voting, reduced staffing at polling places, and allowed changes in polling locations.

- The Annual Town Election participation rate was 27%. 91% of all ballots cast were either Early Voting by Mail or Absentee by Mail. All eight precincts were consolidated at the Babson Recreation and Athletic Center.

- In the Local Election, there were contested races for the offices of Moderator, Board of Selectmen, Board of Public Works, and School Committee which contributed to the turnout. In addition, the aggressive Vote By Mail campaign contributed to the turnout. There was one non-binding question on the ballot. It asked:

  > Do you believe the Town of Wellesley should keep our current 7 neighborhood elementary school model by rebuilding and/or renovating the Hardy, Hunnewell and Upham Elementary Schools, instead of closing one school and redistricting all of our elementary students into 6 schools?

- The administration of elections requires the assistance of over 100 poll workers and the cooperation of the Department of Public Works, the Wellesley Public Schools, the Police Department, and IT department. The June 13th Election also

included support from the Health Department and Babson College. Without the support of these departments and citizens we would not be able to fulfill our mandate.

- The Board of Registrars of Voters is charged with the responsibility of certifying the validity of voter signatures on registrations, absentee ballots, nomination papers and petitions. As of the June 2020 Election, the Town of Wellesley had 16,194 Active registered voters. The members of the Board of Registrars for FY 2020 were: Jane Kettendorf, and George P. D. Porter, Republicans, and Mary (Toby) Sullivan, Democrat, and KC Kato, Town Clerk, Unenrolled.

Town Meeting

The Town Clerk is responsible for keeping and publishing the minutes of Town Meeting.

- In FY20, there was a Special Town Meeting on December 9, 2019 to fund designs, construction documents and other associated costs related to the reconstruction or replacement of the Hunnewell School.

- The 140th Annual Town Meeting was originally scheduled for March 30th. Due to the COVID-19 pandemic, the Annual Town Meeting was postponed three times and finally scheduled to begin on June 22nd, 2020. Due to the pandemic, legislation was enacted to allow Virtual Town Meetings. Wellesley Town Meeting members met for 2 sessions, beginning June 22, 2020 and ending June 23, 2020. The meeting was held virtually via Zoom Videoconferencing. The actions of Town Meeting reflected primarily financial articles. Many articles on the Town Meeting Warrant were deferred to a Special Town Meeting fall FY21.

- The Town Clerk is also responsible for shepherding the approval process through the Attorney General's office for all Town and Zoning bylaw changes that result from Town Meeting.

Vital Records and Miscellaneous

- During the period July 1, 2019 to June 30, 2020 the office processed:
  - 183 Birth records
  - 96 Marriage Intentions
  - 253 Death Records
  - 114 Business Certificates
  - 3,150 Dog Licenses

- The office maintained a variety of other public records and conducted other miscellaneous activities:

- ZBA decisions
- Ethics and open meeting law training and compliance
- Public records requests in partnership with the Schools, the Selectmen's office and the Police Department.

FY22 Budget Priorities

FY22 Capital Budget has been adjusted by the following:

- $16,000 for Electronic Poll Pad devices is included in the FY22 capital budget. The State Elections office allowed the piloting of the use of Poll Pads during the FY21 Elections. Due to a State Grant, Wellesley piloted the Poll Pads and plans to launch the use of poll pads across the precincts in FY22 and FY23.

- At ATM 2019, Town Meeting voted to pilot Electronic Voting. The FY19 budget included $15,000 to support the purchase or lease and the operations of electronic voting devices for Special and Annual Town Meetings in FY19. Due to the COVID Pandemic, Town Meeting was virtual via Zoom in FY20 and FY21 and used a polling system in the Zoom Platform. The expense in FY22 is an operating expense in the event Town Meeting resumes in-person meetings. It will continue to be in the pilot phase in FY22. If successful, there will likely be a capital expenditure of $15,000 to purchase the devices in FY23 and an operating expenditure of personnel to support the devices.

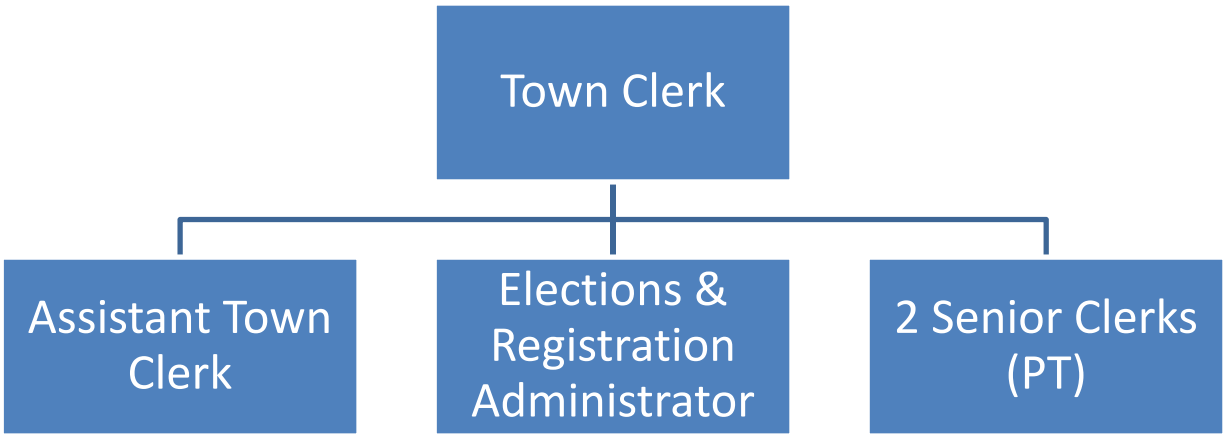
The FY22 Operating Budget includes the following variances from FY21.

- Due to COVID-19 and special legislation, the State allowed the use of Early Voting by Mail. This new method of voting resulted in a significant increase in voter turn-out, postage and personnel. Wellesley saw an increase in Vote by Mail from 1300 ballots mailed in 2016 (Absentee) to 13,000 ballots mailed in 2020 (Early Voting by Mail). Voting by Mail is expected to extend through FY22. The budget reflects additional postage and personnel expenses to support Voting by Mail.

- We expect to have 2 elections in FY22 versus 5 in FY21.

- Due to increased compliance requirements and changes in elections, the Town Clerk's office is requesting an additional 0.5 FTE, non-benefits election.

- The FY21 budget received supplemental revenue from both the CARES Act fund and a grant from the Center for Technology and Civic Life to offset the increased costs due to the elections changes required by COVID legislation.



PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Town Clerk	1	1	1	1	1
Assistant Town Clerk	1	1	1	1	1
Elections & Reg. Administrator	1	1	1	1	1
Clerk/Voter Registration	0	0	0	0	0.5
Clerk	0.6	0.45	0.5	0.5	0.5
Total Number of Positions	**3.6**	**3.5**	**3.5**	**3.5**	**4.0**

Town of *Wellesley*
FY2022 Budget Request
Office of the Town Clerk: Mission, Services & Priorities

Town Clerk FY22 Operating Budget Request									
Org	Object	Account # 01-161 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01161100	511010	Senior Administrator	$ 92,142	$ 91,423	$ 93,968	$ 95,950	$ 102,392	$ 6,442	6.71%
01161100	511220	Other Professionals	34,037	49,508	55,155	62,562	58,464	$ (4,098)	-6.55%
01161100	511225	Board of Registrars	2,000	2,600	2,300	3,200	2,300	$ (900)	-28.13%
01161100	511370	Clerical	70,845	71,950	74,922	81,370	106,722	$ 25,353	31.16%
01161100	512010	Pages/Poll Workers	10,980	37,168	21,524	90,833	35,100	$ (55,733)	-61.36%
01161100	512050	Custodians/Laborers	880	1,337	7,164	3,750	5,000	$ 1,250	33.33%
01161100	513160	Other Overtime	106	1,237	1,371	1,500	3,000	$ 1,500	100.00%
01161100	515050	Longevity	600	600	600	600	600	$ -	0.00%
		PERSONAL SERVICES SUBTOTAL	**211,591**	**255,822**	**257,004**	**339,765**	**313,579**	**(26,186)**	**-7.71%**
		EXPENSES							
01161200	517020	Medical Checkup	-	-	-	65	65	$ -	0.00%
01161200	517030	Meal Allowances	662	1,329	756	2,250	2,250	$ -	0.00%
01161200	524030	Equipment Maintenance	8,160	9,982	8,032	10,000	12,400	$ 2,400	24.00%
01161200	534010	Postage	5,429	8,859	11,706	8,000	17,750	$ 9,750	121.88%
01161200	534030	Advertising-General	17	68	58	150	150	$ -	0.00%
01161200	534040	Printing & Mailing Expense	5,082	9,410	15,239	11,000	20,700	$ 9,700	88.18%
01161200	538020	Book Binding Services-see Obj	2,735	-	1,269	2,750	2,750	$ -	0.00%
01161200	538050	Deliveries	-	-	-	150	150	$ -	0.00%
01161200	538090	Other Purchased Services	1,100	850	2,252	1,550	1,550	$ -	0.00%
01161200	542010	Office Supplies	1,942	3,267	643	3,300	3,300	$ -	0.00%
01161200	542040	Paper & Stationary	260	330	419	500	500	$ -	0.00%
01161200	542090	Other Supplies - Dog Tags	1,011	1,922	1,203	1,000	1,200	$ 200	20.00%
01161200	571010	Travel-Mileage	156	232	80	250	250	$ -	0.00%
01161200	571110	Conf/Meetings-Administrators	90	482	413	750	750	$ -	0.00%
01161200	573010	Dues-Administrators	150	175	150	175	175	$ -	0.00%
01161200	574120	Public Employee Bond	100	100	100	100	100	$ -	0.00%
01161200	583053	Equipment Replacement	-	1,577	-	-	-	$ -	0.00%
01161200	527090	Other Rentals/Leases		-	-	1,400	15,000	$ 13,600	971.43%
		EXPENSE SUBTOTAL	**26,894**	**38,583**	**42,320**	**43,390**	**79,040**	**35,650**	**82.16%**
	570000	Other Charges & Expenses		-	2,219			$ -	0.00%
		DEPARTMENT TOTAL	**$ 238,486**	**$ 294,405**	**$ 299,325**	**$ 383,155**	**$ 392,619**	**9,464**	**2.47%**

DEPARTMENT MISSION:

The mission of the assessors' office is to value real and personal property efficiently, fairly and accurately, in accordance with the laws of the Commonwealth of Massachusetts and comply with regulations established by the Department of Revenue; to administer motor vehicle excise; exemption and abatement programs; and to address concerns of the public by exhibiting the highest level of competence and professionalism.

MAJOR AREAS OF RESPONSIBILITY:

The assessors' office functions as part of the town governmental system but most activities are governed by Massachusetts's general laws and regulated by the Massachusetts Department of Revenue (DOR). We have direct responsibility for insuring that property taxes and motor vehicle excise taxes, the source of over 85% of the town's budget, occurs efficiently. The increased dependence on property taxes and the vital New Growth component of the tax levy reinforces the importance of the assessors' office and the need for accurately administrating Massachusetts' property tax laws. The major areas of responsibilities are illustrated through the following activities (annual number in parentheses):

- Annual valuation of all real property using the Town's mass appraisal system and analysis of market conditions. (8,510 parcels)
- Annual discovery and valuation of all business personal property accounts. Inform all business owners on their requirement to complete the state Form of List. (1,000 business accounts)
- Motor vehicle excise billing and adjustments due to changes in ownership. (24,200 bills)
- Collection of objective and subjective property data as a result of building permits, sales transfers and cyclical inspections. (1,500 field inspections)
- Measure and sketch to scale the footprint of all buildings in town. Calculate total square footage of buildings. (1,500 properties annually)
- Process deed transfers for real estate market analysis and accurate mailing of tax bills. (1,000 deeds)
- Review building permits and subdivision plans to measure the impact on property values and make all necessary changes to the valuation database.

- Perform annual statistical testing as required by the Massachusetts Department of Revenue to ensure horizontal and vertical equity amongst all taxpayers.

- Promote statutory personal tax exemptions, assist seniors in completing forms, and verification of taxpayer's income and assets for decision on application. (175 annual applications)

- Assist seniors in understanding and completing the application for the tax deferral program. Process applications by verification of income restrictions, assist in gaining approval from banks when a mortgage is held on the property, and record liens to protect the town's interest in repayment of the deferred taxes. (40 applicants)

- Process all local appeals of property assessments, review applicant's issues, gather market evidence and documentation supporting assessments, review with board of assessors and process their decisions on appeals. (200 applications)

- Prepare and testify on appeals before the State Appellate Tax Board, verify jurisdictional compliance. (20 cases)

- Responsible for the preparation of the town's recapitulation sheet (recap sheet) and providing documentation for setting of the town's annual tax rate and compliance with the provisions of Proposition 2 ½.

- Maintain the comprehensive property database containing legal ownership data, detailed building information, sketches, and photographs on all properties. This database is an asset used as the platform for several other departments.

- Annual compliance review and valuation of chapter land discounts and filing of liens on the properties. (14 properties)

- Collection of data on new taxable property for both real estate and personal property and the calculation of annual New Growth added to Town's tax levy limit. (1,500 properties)

- Calculation and billing of Payment in Lieu of Taxes (PILOT) for exempt properties. (beginning in fiscal 2012 only Babson College - about $1,500 annual payment)

- Meet with taxpayers and motor vehicle owners to explain and instill confidence in the consistent application of Massachusetts tax laws.

- Produce and distribute documentation on property tax valuation models and tax levy.

- Produce customized reports from our extensive database as requested by other departments and the general public.

- Assist with the assigning of house numbers.

- Taxpayer assistance. Taxes are never popular and assessment procedures are technical and difficult to understand.

- Prepare Tax Classification report and present to the board of selectmen for annual public hearing on dual tax rate option.

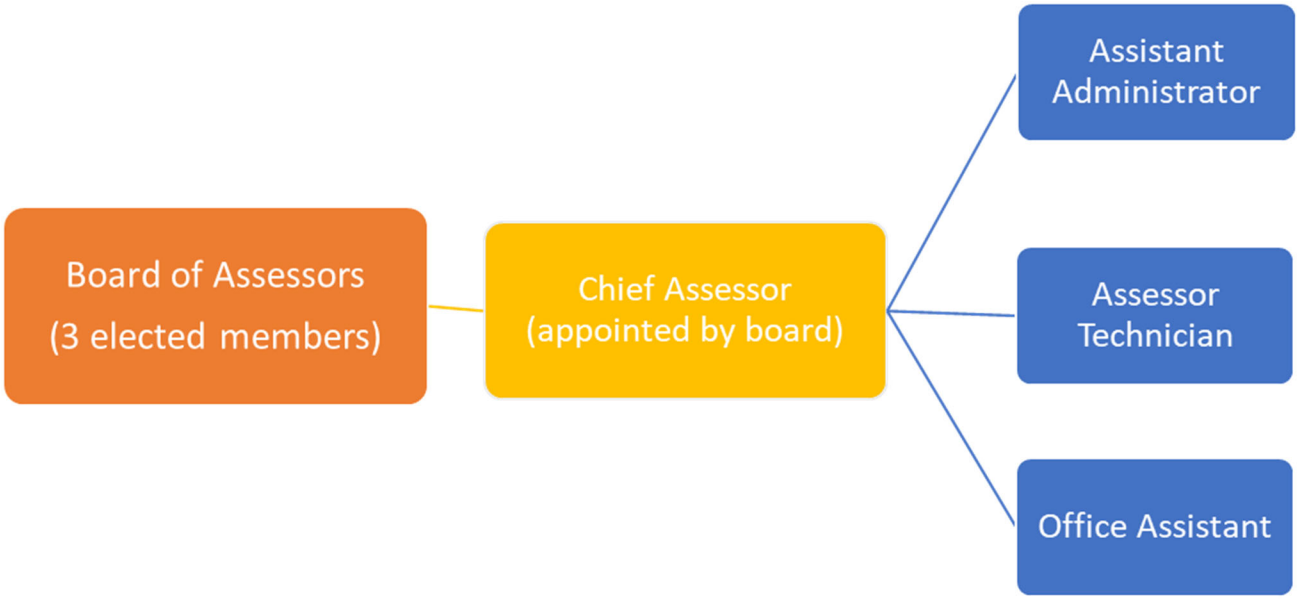
- Compliance reporting to the Department of Revenue on their on-line Gateway system; end-of-year Tax Rate Recapitulation Sheet reports and supporting documentation prior to approval of tax rate.

PROGRAM OBJECTIVES:

In Massachusetts “full and fair cash value” is the standard by which property is taxed. In order to meet these standards, we must collect, record and analyze a great deal of information about each property, including the price similar properties would bring on the open market. Valuation for commercial properties includes an analysis from an investment point of view since the purchase price depends, in large part, on the return a buyer expects to receive. The Department of Revenue requires assessors to annually adjust assessments to current market value. Every fifth year the DOR performs a comprehensive audit and certification of the values.

DEPARTMENT PRIORITIES:

Our priority has always been to produce fair and equitably assessed values for timely tax bills and to instill taxpayer confidence. Failure to comply with Massachusetts’s property tax laws or to issue tax bills by the statutory deadlines may jeopardize the town’s cash flow and possible bond rating.



PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Chief Assessor	1.0	1.0	1.0	1.0	1.0
Assistant Administrator	1.0	1.0	1.0	1.0	1.0
Principal Assessor	1.0	1.0	1.0	1.0	1.0
Secretary/Technical Assistant	1.0	1.0	1.0	1.0	1.0
Part-time (Temporary & clerk)	0.3	0.3	0.3	0.3	0.3
Total Number of Positions	**4.3**	**4.3**	**4.3**	**4.3**	**4.3**

		Assessor Department FY22 Operating Budget Request							
Org	Object	Account # 01-141 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01141100	511010	Senior Administrator	$104,741	$106,836	$109,811	$111,580	$111,580	$ 0	0.00%
01141100	511220	Other Professionals	56,237	57,362	58,959	62,817	130,922	$ 68,106	108.42%
01141100	511370	Support Staff	103,881	108,110	114,778	118,054	60,230	$ (57,824)	-48.98%
01141100	512290	Part-time / Temporary / Seasonal Help	3,532	3,788	2,075	5,667	5,725	$ 57	1.01%
01141100	513120	Scheduled Overtime	-	-	-	5,000	-	$ (5,000)	-100.00%
			268,392	**276,097**	**285,623**	**303,118**	**308,457**	**$ 5,339**	**1.76%**
		EXPENSES							
01141200	524030	Equipment Maint.	-	-	198	-	200	$ 200	0.00%
01141200	530500	Training & Development	500	1,075	410	1,500	1,500	$ -	0.00%
01141200	530600	Appraisals and Surveys	43,500	53,000	75,300	52,500	55,125	$ 2,625	5.00%
01141200	530600	Appraisals and Surveys	-	-	-	10,000	6,500	$ (3,500)	-35.00%
01141200	530800	Computer Software Services	6,000	7,000	6,000	7,000	7,000	$ -	0.00%
01141200	534010	Postage	1,100	1,304	1,042	2,200	2,200	$ -	0.00%
01141200	534030	Advertising	42	-	-	-	-	$ -	0.00%
01141200	534040	Printing & Mailing Expense	109	82	92	2,000	2,000	$ -	0.00%
01141200	534060	Photocopying	-	-	1,211	-	-	$ -	0.00%
01141200	538010	Deed/Abstract Copies	732	304	228	500	700	$ 200	40.00%
01141200	542010	Office Supplies	1,062	1,310	1,619	1,500	1,500	$ -	0.00%
01141200	553060	Computer Supplies	1,370	1,387	443	2,000	2,000	$ -	0.00%
01141200	571010	Travel-Mileage	1,660	2,444	1,594	3,000	3,000	$ -	0.00%
01141200	571110	Conf/Meetings-Administrators	490	559	1,339	1,500	1,500	$ -	0.00%
01141200	573010	Dues-Administrators	1,675	1,675	1,790	1,800	1,800	$ -	0.00%
			58,240	**70,140**	**91,265**	**85,500**	**85,025**	**(675)**	**-0.79%**
	570000	Other Charges & Expenses	-	-	154	-	-	-	0.00%
			$326,632	**$346,237**	**$376,888**	**$388,618**	**$393,482**	**$ 4,864**	**1.25%**

MISSION AND DUTIES

The Planning Board consists of five elected members and one appointed associate member. The Board guides the Town of Wellesley in preserving and enhancing Wellesley's quality of life by fostering a diverse housing stock, multi-modal transportation options, valuable natural resources, resilient infrastructure, and a thriving local economy. Particular Town land use goals are identified in the Town's Unified Plan 2018-2028. The Planning Board achieves these goals through the creation and implementation of Zoning Bylaws, policies, long-term planning, and by promoting citizen participation in the planning process.

The role of the Planning Board is to make short and long term decisions related to land use in the Town of Wellesley. The Planning Board seeks to realize the vision of Wellesley residents for their community through the judicious use of municipal planning and project review with many responsibilities and objectives as set forth in the Town's Unified Plan. The Planning Board is responsible for the maintenance and update of the Town's Zoning Bylaws and Zoning Map, divisions of land. At the October 2020 Special Town Meeting the Planning Board submitted and Town Meeting approved 9 articles amending the Zoning Bylaw, including revisions to Large House Review, Tree Protection, Natural Resource Protection, and Drainage Bylaws. Numerous additional articles for the Zoning Bylaw and revisions to Planning Board regulations are being prepared for consideration in calendar year 2021.

The Planning Board is also involved with the review of many projects of all sizes throughout the Town as further discussed below.

CLIMATE ACTION

Land stewardship, protection of the environment and promotion of sustainable development are key responsibilities of the Planning Board and the Planning Department. As mentioned above, in October 2020 Planning proposed and Town Meeting approved significant amendments to the Zoning Bylaw regarding Tree Protection, Natural Resource Protection, and Drainage. Planning is working on further efforts to incorporate sustainable construction and reductions in energy use into the Zoning Bylaw for consideration in FY22. Preservation of structures and landscapes and preventing adverse impacts such as increased runoff are major factors in its permitting activities, including Large House Review and its support of the Historical Commission and the Historic District Commission. Planning works extensively with all Town departments, boards, and commissions in developing and pursuing these actions.

PLANNING DEPARTMENT

The Planning Department is overseen by and supports the Planning Board to assist in the development and maintenance of a functional and attractive residential community by implementing the Zoning Bylaws and by initiating and reviewing projects.

The Planning Department has five staff members: Planning Director, Senior Planner, one full-time Planner, one part-time Planner, and the Department Administrator. Total staffing is 4.1 FTE, though the Planning Department is not yet at full staffing as it continues to rebuild following the departure of the Director and Planners in 2019.

In addition to the Planning Board, the Planning Department serves as professional staff to the Historical Commission, Historic District Commission, Design Review Board, and the Denton Road Neighborhood Conservation District Commission. It provides supplemental assistance to the Zoning Board of Appeals as needed, particularly for projects in the Residential Overlay District (RIO) and Comprehensive Permits under MGL c. 40B. The Department Administrator also supports the Housing Development Corporation by establishing and maintaining project files and waiting lists for individuals wishing to be entered into the HDC's lotteries. The Planning Director is the Town's Fair Housing Officer. The Department has frequent interaction with the Building Department and the Zoning Enforcement Officer on questions about the Zoning Bylaws.

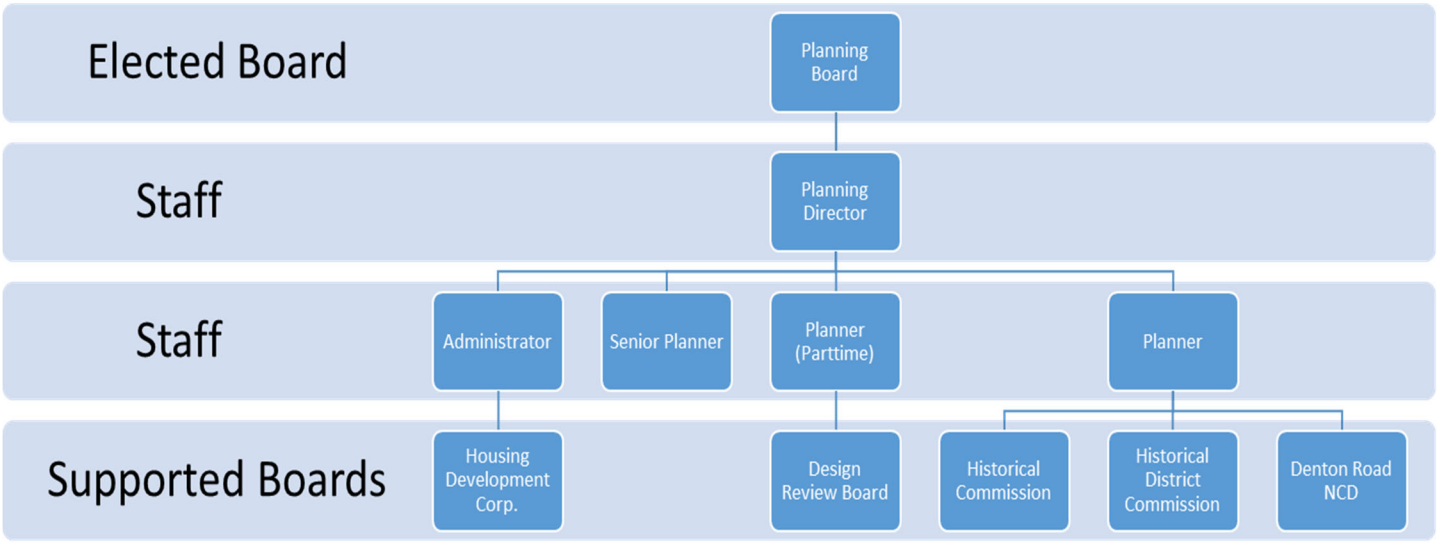
The Planning is also involved with the review of many projects of all sizes throughout the Town. Such extensive efforts by Planning is a requirement of many of the new homes, renovations, and commercial developments in the Town which contribute to the annual new growth in the Town's tax base. During FY20, the Planning Department staff prepared for and attended a total of seventy-four (74) meetings of the Planning Board, Design Review Board, Historical Commission, Historic District Commission, and Denton Road Neighborhood Conservation District Commission. Additionally, staff attended sessions of Town Meeting, Special Town Meeting, meetings of the Board of Selectmen and Zoning Board of Appeals, and meetings associated with special projects, such as the Mobility Committee and the Housing Committee, Design Review Board Guidelines and Historic Preservation Design Guidelines.

During the same period, the Planning Department staff processed eighty-seven (87) new applications for the Planning Board, Design Review Board, and Historic District Commission, Denton Road Neighborhood Conservation District and applications for fifty (50) properties under the Historical Commission's Demolition Review Bylaw, for a total of 137 applications. In addition, the Planning Board reviewed and made recommendations to the Zoning Board of Appeals for Planning Board for forty-eight (48) applications made to the Zoning Board of Appeals.

During FY21 the Planning Board and the Planning Department have continued to work at these levels including decisions in 4 Projects of Significant Impact. They expect to continue at the same or increased levels during FY22.

Planning's Budget also contains $25,000 for hiring outside consultants to assist in key initiatives and projects. These funds are essential to Planning's ability to perform studies, assist in Town wide initiatives, and respond to unexpected situations. In FY22 such funds may also be used to assist in the digitization of some of Planning's files prior to leaving Town Hall for the Town Hall renovation project.

Planning also collects fees of varying sizes for numerous applications for Town reviews and approvals. In FY20, Planning collected over $67,000 in such fees. Planning also receives and monitors escrow funds received as security for various projects, including Reviews of Adequacy and issuance of Temporary Certificates of Occupancy. At the end of FY20, Planning was supervising over $470,000 in escrows.



PLANNING DIRECTOR

Reporting to the Board Chair, the Director's primary responsibility is to direct and administer the Town's planning programs and the permitting activities of the Planning Board and other supported Boards. The Director oversees the day-to-day operations of the Planning Department, directly supervises Department personnel, reviews all special permit applications presented to the Board, and prepares Town Meeting articles affecting the Zoning Bylaw.

The Director manages, directs and administers municipal land use planning, zoning, and subdivision control programs within the Town as delineated by state statute and Town Bylaws and Zoning Bylaws. The Director is instrumental in implementing the Unified Plan and the Housing Production Plan. The Director recommends, prepares, and implements policies, programs, plans, and studies needed to guide short-range and long-range planning and land use challenges and opportunities.

SENIOR PLANNER

The Senior Planner supports the Planning Director in carrying out municipal planning, zoning, and subdivision programs under the provisions of state law and Town bylaws. She performs a variety of complex technical and professional work in the current and long range planning of the Town, including the development and implementation of land use policies and regulations. She also plays a critical role in Large House Review and other permitting functions. She provides staff support for the Planning Board and other serviced boards; assists the Director in staff and consultant supervision; and serves as Department Head in the Director's absence.

PLANNERS

Each Planner performs work at both the technical and professional level in the preparation of community planning studies and reports. They make recommendations on comprehensive planning, zoning analysis, site plan review, design review, and related matters. They represent the Planning Board, the Director, and/or the Town at interdepartmental meetings, meeting of Town Boards, community groups, and regional and state agencies.

The Planners provide staff support to the Historic District Commission (HDC), the Historical Commission, and the Design Review Board.

DEPARTMENT ADMINISTRATOR

The Department Administrator has extensive knowledge of all rules and procedures of the Department and is the initial contact for almost all inquiries from residents and others to the Department and is able to respond to a majority of all inquiries. The Administrator also maintains Department records, and has primary responsibility for all record requests. The Administrator interacts with all other Town staff in organizing meetings and department interaction with other Town departments. The Administrator also handles correspondence, expense tracking, and issuance of notices by the Planning Board and Department.

The Department Administrator also administers affordable housing project applications.

BUDGET OVERVIEW

The Planning Department's budget reflects an overall year on year increase of 5.88%.

Projected Personal Service costs increase by $15,323 or 5.1%. Staffing levels remain the same. The salary level for the Senior Planner position has increased 7% over FY20 to reflect actual wage levels agreed with the newly hired Senior Planner. The Planning Director and other Planner positions have increased by approximately 1% reflecting Merit Pay Plan increases during FY21. There is also a projected 8% increase for the Department Administrator to reflect increased duties and responsibilities. Finally, there is $7,500 for outside support services principally used for preparing minutes. This has been an expense of the Department for the last few years (actual costs of $7,015 in FY20), but was inadvertently omitted from the FY21 budget request and so shows as a $7,500 increase in the FY22 budget.

Expenses increase by $4,800 or 11.1%. Most of the increase is the inclusion of a new line item of $4,000 for technology expenses. Part of this expense is to allow purchase of software to facilitate electronic permitting and records. Part of this is for departmental cell phones for the Planners to facilitate working remotely and site visits which are necessary in the performance of the permitting and electronic meetings which are key part of the department's functions. Other expenses increase $800 for increased costs for postage, legal notices, and office expenses.

Town of *Wellesley*

FY2022 Budget Request

Planning Board Operating Narrative: Mission, Services & Priorities

		Planning Department FY22 Operating Budget Request							
Org	Object	Account # 01-175 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01175100	511010	Senior Administrator	$ 96,286	$ 86,562	$ 83,947	$ 94,304	$ 94,217	$ (87)	-0.09%
01175100	511220	Other Professionals	100,829	117,087	55,637	141,669	146,969	$ 5,300	3.74%
01175100	511420	Other Professionals	22,065	29,172	37,141	31,489	31,489	$ -	0.00%
01175100	511370	Support Staff	26,535	23,217	26,611	31,320	33,930	$ 2,610	8.33%
01175100	512290	Other Support Staff	-	1,127	7,015		7,500	$ 7,500	0.00%
		PERSONAL SERVICES SUBTOTAL	**245,715**	**257,165**	**210,350**	**298,782**	**314,105**	**$ 15,324**	**5.13%**
		EXPENSES							
01175200	530900	Other Professional Services[1]	8,679	3,731	1,859	25,000	25,000	$ -	0.00%
01175200	534010	Postage	3,057	2,924	1,617	3,300	3,600	$ 300	9.09%
01175200	534030	Advertising - General	2,632	1,283	1,037	2,250	2,500	$ 250	11.11%
01175200	534060	Photocopying[2]	-	-				$ -	0.00%
01175200	542010	General Office Supplies + Furniture	2,397	1,799	2,705	2,250	2,500	$ 250	11.11%
		Technology [5]					4,000	$ 4,000	
01175200	571010	Travel - Mileage	529	57	-	500	500	$ -	0.00%
01175200	571110	Prof. Development [3]	1,214	955	864	2,500	5,000	$ 2,500	100.00%
01175200	573010	Dues and Publications[4]	6,714	6,092	5,305	7,500	5,000	$ (2,500)	-33.33%
01175200	578090	Unclassified Expenses	-	-				$ -	0.00%
01175200	583120	Replacement	-	-	380	-	-	$ -	0.00%
		EXPENSE SUBTOTAL	**25,222**	**16,841**	**13,766**	**43,300**	**48,100**	**$ 4,800**	**11.09%**
		Other Charges & Expenses	8,082	**700**				$ -	0.00%
		DEPARTMENT TOTAL	**$279,019**	**$274,705**	**$224,116**	**$342,082**	**$362,205**	**$ 20,124**	**5.88%**

[1] This account is used for consultant services associated with special projects/studies, and to respond to needs beyond the expertise or time available of Staff.

[2] Photocopying has become centralized, and is no longer an individual department expense.

[3]This account provides funds to allow Staff and Planning Board members to participate in conferences and training. It also covers dues for professional organizations, books, and publications. Professional Staff AICP certification requires a minimum of 32 CM credits every two years. The Southern New England APA Conference accounts for nearly 12 credits a year. With 3 staff members the cost to attend the two day conference is $450. In addition Planning Board members are encouraged to attend the annual Citizen Planner Conference which costs approximately $50 pp. This line was previously identified as Conf. and Meetings.

[4]This account includes funds allocated to pay the Town's membership fees in the Metrowest Regional Collaborative, and Staff dues for membership in professional organizations (APA, AICP, etc.).

[5] This account includes funds to provide Town cell phones to staff and to cover costs of hardware for remote operation and software not covered by IT.

The Advisory Committee is appointed by the Moderator and consists of 15 members appointed to 3 year terms. The Committee has a part-time administrative assistant and the committee budget provides for the cost of printing and mailing Advisory reports to Town Meeting.

The **Advisory Committee Reserve Fund** of $175,000 provides funding for expenses that are extraordinary or that were unforeseen when Annual Town Meeting appropriated the budget for that fiscal year. Use of the Reserve Fund reduces the need to defer critical expenses and/or to call Special Town Meetings to deal with events with limited expense impact. Transfers from the Reserve Fund are made under Motions passed by one of the Town Boards and approved by the Advisory Committee. Thus far in FY21 no funds have been withdrawn from the Advisory Reserve Fund.

Advisory Committee Operating Request

DEPARTMENT									
EXPENDITURES			**FY18**	**FY19**	**FY20**	**FY21**	**FY22**	**$ Variance**	**% Variance**
Org	Obj	Description	**Actual**	**Actual**	**Actual**	**Budget**	**Request**	**FY21-22**	**FY21-22**
01131100	511370	Clerical	3,370	9,131	6,092	11,000	10,000	(1,000)	-9.09%
		Subtotal, Personal Services	**$ 3,370**	**$ 9,131**	**$ 6,092**	**$ 11,000**	**$ 10,000**	**$ (1,000)**	**-9.09%**
01131200	534010	Postage	3,725	5,395	4,301	7,000	7,000	-	0.00%
01131200	534030	Advertising - General	135	169	189	200	200	-	0.00%
01131200	534040	Printing and Mailing	7,547	9,720	7,136	11,500	10,500	(1,000)	-8.70%
01131200	542010	Office Supplies	280	1,223	395	2,450	1,450	(1,000)	-40.82%
01131200	571140	Conf/Mtgs - Comm/Board Members	275	180	-	-	-	-	0.00%
01131200	573040	Dues - Committee/Board Members	345	345	345	350	350	-	0.00%
		Subtotal, Expenses	**$ 12,308**	**$ 17,033**	**$ 12,365**	**$ 21,500**	**$ 19,500**	**$ (2,000)**	**-9.30%**
		Total	**$ 15,677**	**$ 26,164**	**$ 18,457**	**$ 32,500**	**$ 29,500**	**$ (3,000)**	**-9.23%**
01132200	579000	Advisory Reserve Fund	**$175,000**	**$145,000**	**$175,000**	**$175,000**	**$175,000**	**$ -**	**0.00%**

MISSION

Our mission is to attract and retain the staff necessary for the Town of Wellesley to function at optimal capacity. To this end, our major areas of responsibility and services are the administration of classification and salary plans for all Town employees, recruitment, maintenance of employee records, administration of employee group insurance programs, oversee the safety and workers' compensation programs, administration of performance evaluations, consultation with boards, committees and department heads on employment issues, professional development and compliance with state and federal employment laws.

HUMAN RESOURCES BOARD AND DEPARTMENT

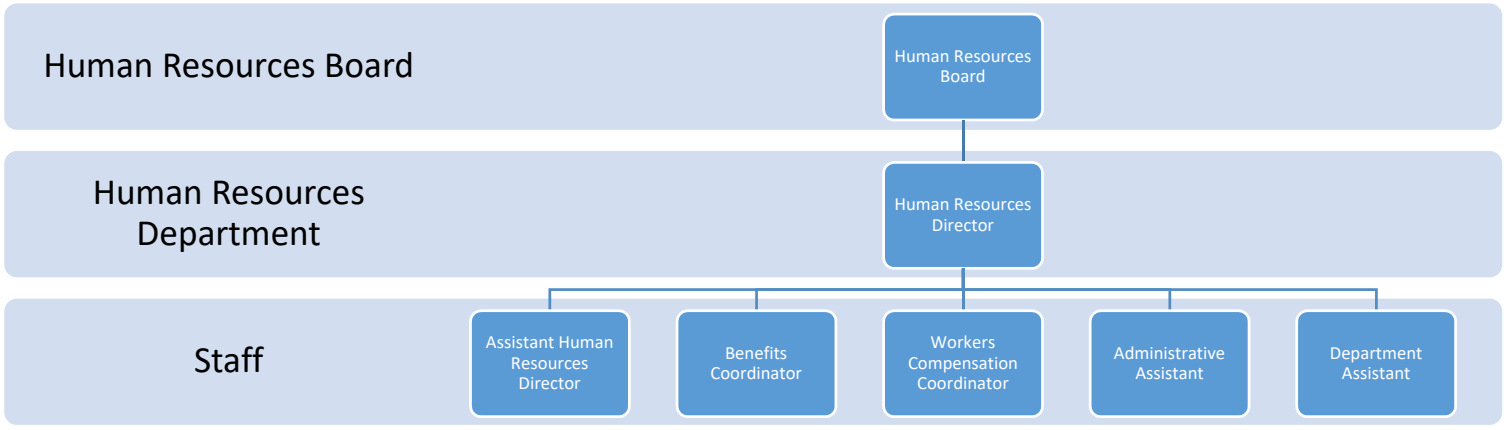
The Human Resources Board is comprised of five members appointed by the Moderator to three-year terms. The Department of Human Resources is staffed by six professionals, led by the Director of Human Resources. The staff includes the Assistant Human Resources Director who is primarily responsible for providing recruitment, job classification support and working with the Director and Department Heads in all employment actions. The Benefits Coordinator helps to manage the Town's generous package of available insurance and health savings plans. The Workers Compensation and Leave Coordinator ensures compliance with O.S.H.A, promotes workplace safety and manages long-term leaves of absences. The Human Resource Department is also supported by an Administrative Assistant and Department Assistant.

The Human Resources Department's primary purpose is to act as a resource to departments Town-wide on all aspects of employment issues. These issues include recruitment, administration of benefits such as health, dental and life insurance plans, new employee orientation, professional development opportunities, maintenance of individual employee files, workers compensation, employee assistance program, communication and oversight of employment policies, compliance with the Town's by-laws, State and Federal employment laws and regulations, and other responsibilities as appropriate for school department employees and retirees.

Historically, the Human Resources Department has been designated by the Select Board as the Town's collective bargaining representative with the Town's employee unions and associations. In addition to negotiating contract agreements, the Department is responsible for working with management on the day-to-day administration and interpretation of collective bargaining agreements, as well as grievance and arbitration administration and decision/impact bargaining matters.

The Human Resources Department assists Town departments in the assignment of work tasks by formulating job descriptions and ranking these descriptions based on several factors, including level of responsibility, education and know-how, thereby establishing and maintaining a job classification system for the Town. The Department also coordinates the various annual performance evaluations for individual employees. The Department also collects and reviews

outside employment and market data to recommend wage and benefit package changes to the Town's compensation plans.



FY22 Goals

The goals for FY22 are expected to continue to focus on improving the employee experience, updating policies and procedures, continue to promote professional development and ensure that the Town's salary structure remains competitive:

Improve Hiring Process

- Evaluate the hiring process to find ways to improve efficiency, reduce recruitment time and make it easier for departments to participate in.

COVID-19

- Continue to provide leadership and act as a primary resource for all Department Heads and employees during the ongoing COVID-19 pandemic. Adjust department functions to accommodate physical restrictions. Provide guidance on new state and federal regulations, health and safety measures and employment issues related to COVID-19.

Update Department Responsibilities

- Update all job descriptions and reorganize responsibilities to modernize the department and increase efficiency.

Update Policies and Procedures

- *Continue to recommend updates, additions and deletions to the Town's personnel policies and procedures.*

Operating Budget Summary

The Human Resource Department's budget is considered to be at a base level and is below the recommended guideline with an **overall year-to-year increase of 0.91%.** There are no additional positions or new line items included this year. The increase includes an assumed salary increase of 2.0% for all staff. Included in the budget is a reclassification of the Senior Human Resources Generalist to the Assistant Human Resources Director after an employee of twenty-five years retired and a reclassification of the Benefits Coordinator.

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Director	1.0	1.0	1.0	1.0	1.0
Assistant Human Resources	1.0	1.0	1.0	1.0	1.0
Benefits Coordinator	1.0	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Workers Comp Coordinator*	0.5	0.5	1.0	1.0	1.0
Department Assistant**	0.5	0.5	0.5	0.5	0.5
Total Number of Positions	**5.0**	**5.0**	**5.5**	**5.5**	**5.5**

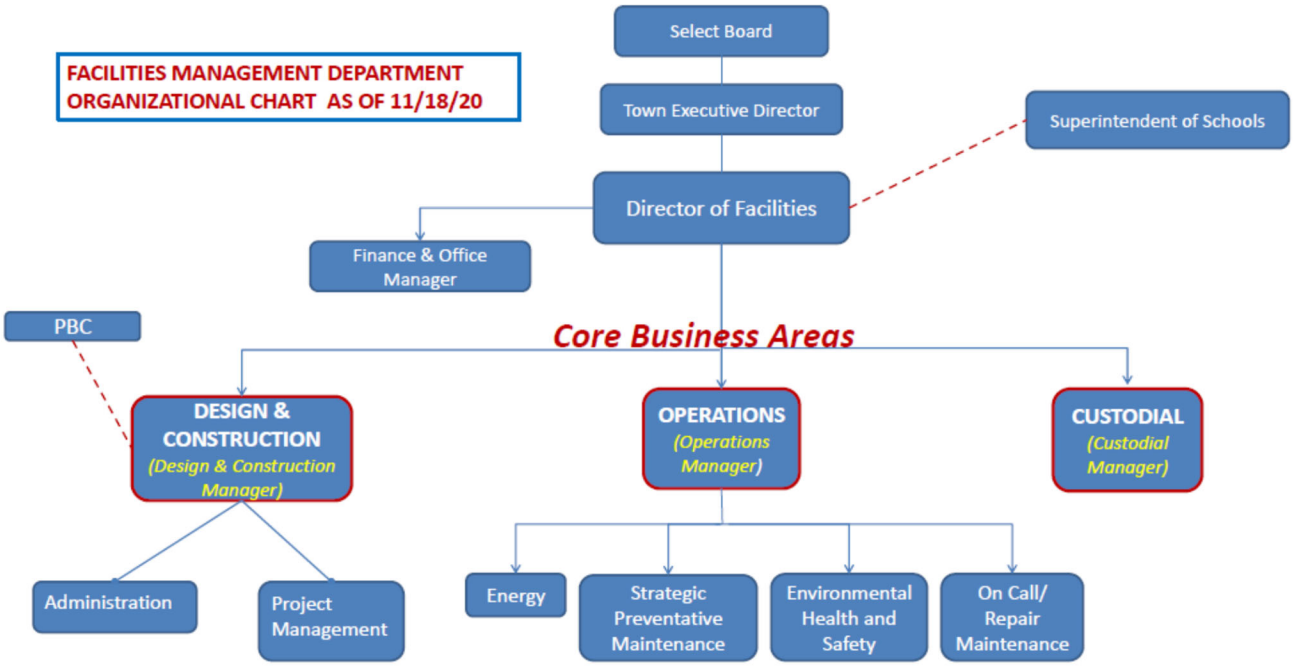
* Benefit Eligible effective FY2020

** Shared with Retirement System. Benefits paid by Retirement

		Human Resources Department FY22 Operating Budget Request							
Org	Object	Account # 01-152 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01152100	511010	Senior Administrator	$119,709	$122,103	$125,503	$127,337	$127,337	$ 0	0.00%
01152100	511220	Other Professionals	130,104	138,059	141,903	150,477	149,435	$ (1,042)	-0.69%
01152100	511370	Clerical	52,964	54,021	55,534	56,705	57,826	$ 1,121	1.98%
01152100	512590	Recognition Award Payment		1,253				$ -	0.00%
01152100	513120	Scheduled Overtime						$ -	0.00%
01152100	511420	Workers Comp	30,277	34,128	43,760	44,656	43,593	$ (1,063)	-2.38%
01152100	511425	Health Insurance	14,085	14,803	16,900	16,300	16,628	$ 328	2.01%
		PERSONAL SERVICES SUBTOTAL	**347,139**	**364,367**	**383,600**	**395,475**	**394,819**	**$ (656)**	**-0.17%**
		EXPENSES							
01152200	517020	Medical Check-up	7,934	9,160	7,488	9,650	$ 12,750	$ 3,100	32.12%
01152200	530500	Training and Development	5,616	1,084	2,832	3,250	4,000	$ 750	23.08%
01152200	534010	Postage	697	713	559	1,500	1,500	$ -	0.00%
01152200	534035	Advertising-Employment	12,222	15,025	15,546	17,500	17,500	$ -	0.00%
01152200	542010	Office Supplies	401	1,140	458	2,000	2,500	$ 500	25.00%
01152200	542090	Other General Supplies	566	488	2,088	1,200	1,500	$ 300	25.00%
01152200	543040	Equipment M&R Supplies	332	-	512	1,000	1,000	$ -	0.00%
01152200	571010	Travel - Mileage	24	42	381	400	400	$ -	0.00%
01152200	571510	Town Training & Development	3,676	4,837	5,639	6,500	6,500	$ -	0.00%
01152200	573010	Dues-Administrators and Professional Staff	250	250	275	750	750	$ -	0.00%
		EXPENSE SUBTOTAL	**31,717**	**32,739**	**35,779**	**43,750**	**48,400**	**$ 4,650**	**10.63%**
	570000	Other Charges/Expenses	-	-	250			$ -	0.00%
		DEPARTMENT TOTAL	**$378,855**	**$397,106**	**$419,379**	**$439,225**	**$443,219**	**$ 3,994**	**0.91%**

Mission

To treat department managers as highly valued customers, by being responsive to their facility needs and allowing them to focus on their own core missions. Facilities will be professionally managed, operated and maintained in an efficient manner and within established budgets. FMD shall maximize service life of facilities and equipment, protecting valuable public assets, through regular preventive maintenance and collaboratively prepared long-term capital plans. FMD staff recognizes the uniqueness of each department's building and operational needs and accomplishes their work in a way that minimizes service interruption. Sustainability and energy efficiency are at the forefront of all FMD operations and practices, and staff shall endeavor to incorporate these into all aspects of their work.



Department Description

The Town of Wellesley Facilities Management Department (FMD) was created by Town Meeting vote in March 2012 and officially began operations on July 1, 2012. Overseen by the Town's Executive Director of Government Services, the department falls under the jurisdiction of the Select Board. The FMD is responsible for the operation and maintenance of all schools and municipal buildings in the Town, as well as all aspects of capital planning, design and construction. The Municipal Light Plant manages their own buildings with unofficial support from FMD. In July 2016 the FMD assumed custodial and maintenance responsibilities for eight Department of Public Works (DPW) buildings. FMD does not have established budgets to support the DPW's Water/Sewer buildings at the Municipal Way campus, as these are enterprise funded. Instead, FMD uses a charge back process to account for FMD costs incurred for these buildings.

The FMD is responsible for custodial service, maintenance/operations, capital planning and project management for twenty-nine (29) buildings, totaling over 1.2 million square feet, with a staff of 72.6 FTEs. There is also a 0.50 FTE DPW custodian paid for with enterprise funds not included in this count. The staff currently includes a director, seven managers, eight maintenance technicians, 52.6 FTE custodians, a projects assistant, an administrative assistant, finance manager and office assistant. The FMD assumed building maintenance and custodial responsibility for the new Tolles-Parsons Senior Center in September 2017. In FY18, the PBC and BOS agreed to move salaries for the two existing PBC staff positions into the FMD's budget. These positions, Project Manager and Projects Assistant, are primarily assigned to support PBC projects. This organizational change yielded operational efficiencies in the FMD and improved support services to the PBC. The inventory of buildings for which FMD has responsibility includes the ten schools, Field House at Sprague, three libraries, two fire stations, the Police Station, Town Hall, Warren Building, Morses Pond bathhouse and the Senior Center. The DPW buildings for which FMD assumed responsibilities in FY17 are two garages and the administration building on the Municipal Way campus and five buildings at the Recycling and Disposal Facility (RDF). FMD's central office has been located in leased space in an office building at 888 Worcester Street since June 2015, for which the Town secured a new 5-year lease in June 2019.

The organizational structure of the FMD has three core business areas: custodial, operations (maintenance/energy/safety), and design & construction (including capital planning), each of which is overseen by a professional manager that reports to the Facilities Director. Preventive maintenance practices are a focus of the department, as are custodial procedures which incorporate "green cleaning" supplies, equipment, and techniques. Capital projects are identified during planning through a collaborative approach with department heads and school principals. Planning, design and construction is managed within the Department and also through outside design professionals. Building projects costing $500,000 or more are managed by the Town's Permanent Building Committee (PBC). The FMD's Design & Construction Manager (DCM) leads FMD's efforts in supporting the day-to-day business of the PBC. The FMD's Operations Manager (OM) is also charged with managing energy consumption, with an eye towards sustainability issues. The OM is charged with addressing the changing needs of the department and its focus on preventive maintenance and strategic replacement of building systems, while continuing energy management. Maintenance work is primarily accomplished using FMD staff; however certain work is outsourced based on criteria including cost effectiveness, technical capabilities/specialty work, and backlog. The FMD utilizes a cloud-based, computerized maintenance management system (CMMS) to document and track repairs and preventive maintenance work, and processes approximately 1,500 maintenance work order requests annually.

FMD staff includes both union and non-union employees. Non-union staff include the managers and central office staff, while all full-time custodians and maintenance staff belong to a union or association (Libraries). The American Federation of State, County, and Municipal Employees (AFSCME), Council 93, Local 49 represents custodians and maintenance in all FMD buildings except the Libraries on collective bargaining issues. Custodians working in the Libraries are members of the Wellesley Free Library Staff Association union. A new three-year agreement with the Library Association began on July 1, 2020 (FY21). The AFSCME agreement expired on June 30, 2020 (FY20). *Negotiations began in March 2020 but were impacted by the COVID pandemic and are currently in progress. It is expected that a tentative agreement can be reached prior to the 2021 Annual Town Meeting (ATM).*

FY2022 Goals

FMD's operationally related goals focus on providing the best day-to-day work and learning environments in all twenty-nine of the buildings that we maintain, as evidenced by the national green cleaning award that our custodial team received in 2018. The Design & Construction group will continue to provide day-to-day support to the Permanent Building Committee (PBC) as they continue to make progress on a challenging $238M building construction program that the Town faces over the next ten-years. Specific goals for FY22 are related to providing design and construction support serves for a number of major building projects including: Middle School Building Systems construction, Main Library Renovation and Roof Replacement construction and Town Hall Renovation Design. FMD's own Design & Construction team is expecting to assume Owner's Project Manager (OPM) responsibilities on all of these projects. FMD will continue its support of the two major school projects, Hunnewell and Hardy/Upham, by managing the outsourced OPMs and supporting PBC as the projects move toward a Fall 2021 Special Town Meeting at which construction appropriation request will be made.

Total Budget Request

The FMD's FY22 Operating Budget Request provides for the continued successful operation and maintenance of the buildings within its purview. ***Overall, we are requesting $8,398,703, a 1.25% increase in our FY22 budget, which is within guideline.*** The overall budget is considered to be a **Base Budget**;
Also of note is the fact that our FY22 budget assumes no increase in the personal services for AFSCME union employees, as their contract ended on June 30, 2020 and a new contract has yet to be reached. ***So effectively, neither the current FY21 budget nor the proposed FY22 budget include amounts that reflect a formally agreed-upon union contract.*** Nevertheless, FMD expects to be able to complete the negotiations prior to 2021 ATM that will result in a new contract with increases which will be within the FY22 guidelines. Additional information regarding the personal services and expenses components of the budget is provided.

Personal Services

Overall, the personal services budget increase is 1.14% for FY22; however, it should be understood that this budget does not include expected increases for AFSCME union members. FMD is confident that a new contract will be secured for which overall budget will be within the 2.5% guideline.
The personal services budget is comprised of three items:

1. *Cost-of-Living Allowance (COLA):* The guideline 2% increase for personal services was followed for Series 40, 50 and 60 employees. Employees covered under the Library Association's new contract will also receive a 2% COLA in FY22. ***As indicated, the budget includes no COLA increase for current AFSCME union positions for the second year in a row. The budgeted cost of living increase for these employees is $12,652***.
2. *Net Salary Change:* This item includes changes to steps, longevity, and other adjustments. Both union and non-union hourly employees have compensation that is based on increasing salary rates per "steps"

over time, with an upper limit. These employees also have a lump sum "longevity" allowance per year, which is paid to them each year after they reach a certain milestone. In addition, part time employees covered by the Library Association's new contract will now receive step increases in FY22 based upon the number of hours worked. ***The budgeted cost for net salary change is $23,807***

3. *Salary Change – Project Manager:* This item is to account for an increased salary to fill the currently vacant Project Manager position. ***The budgeted cost for the change in job group for the position is $17,474.***

The overall 1.56% increase in personal services is summarized in the table below:

Increase Component	*Cost Increase*
COLA and Net Salary Changes (Steps)	$36,459
Salary Change: Project Manager	$17,474
Total	***$53,933***

Expenses

The overall expense budget increase request is $49,812 or 1.40% for FY22. Expenses within the FMD budget fall into five general categories: Custodial, Maintenance, Utilities, Vehicle Maintenance, and Central Office. ***The FY22 expense falls within the 2.5% overall guideline.*** Electricity and water budgets did not change; however, there are natural gas and sewer increases reflecting expected higher unit prices. ***A 2.5% increase was taken on non-utility expenses for the first time in nine years.*** A brief description of the items included in each category is provided, with some additional details surrounding the utilities. Expense budgets for DPW Water/Sewer buildings are not included, as these are enterprise funded functions, so FMD costs associated with these buildings are transferred back to DPW during the fiscal year.

Custodial: This includes cleaning supplies and equipment and uniforms. ***A 2.5% increase is requested, which totals $19,581***

Maintenance: This includes parts/equipment/supplies for use by in-house maintenance technicians, as well as cost of out-sourced work to vendors for work which cannot be accomplished by in-house staff. The outsourced maintenance budgets are further itemized to track preventive maintenance expenses (Building Maintenance) and repair maintenance (Other Contractual Services). ***A 2.5% increase is requested, which totals $13,539.***

Vehicle Maintenance: There are nine existing vehicles in the FMD. The five budgets within this category provide for gasoline, parts/supplies/equipment and outsourced repair and preventive maintenance of these vehicles, which cannot be performed by the in-house maintenance/mechanic. ***A 2.5% increase is requested, which totals $530.***

Central Office: This budget category provides for office equipment, supplies, training/professional development, computers, cell phones and work-related mileage reimbursement. ***A 2.5% increase is requested, which totals $538.***

New FMD Office Lease: In 2020 FMD entered into a second five-year lease for its central office space at 888 Worcester Street. Our FY21 budget included an estimated increase of 25% for a new lease; however, the actual lease increase was only 14%, resulting in a $9,000 *decrease* in our FY22 budget.

Utilities: There are seven budgets within this category. Telephone service charges and telephone repairs are not part of the FMD's responsibilities.

Electricity: This is the largest utility cost, and the Town has been fortunate to have had minimal increases only over the past several years. The Wellesley Municipal Light Plant (MLP) has informed us that no increase in the price of electricity is expected in FY22. ***Therefore, no increase is assumed for this item.***

Green Power Premium: Prior to this budget, the FMD had carried this budget for the purchase of Green Power for the *entire Town* as part of our requirement to be a DOER designated Green Community. For FY22 the MLP estimated this cost would increase significantly to $45,130. In part due to the large increase, the Select Board has decided to remove this item from the FMD's budget and it is being carried in a separate non-FMD budget.

Natural Gas: This is the second largest utility cost. Our gas cost has two components: a National Grid (NGrid) cost to deliver the gas locally and a third party supplier from whom the Town contracts for commodity and transmission costs. FMD closely monitors and tracks gas costs in the market all year. In March 2020 the FMD was able to secure a favorable, three-year contract for FY22, FY23 and FY24 from a new third party supplier. As a result, there was no increase in commodity cost; however, based upon recent annual increases, we expect that NGrid distribution costs will again *increase* by about 5% in FY22. Since Ngrid costs make up only about half of our total natural gas cost, we are budgeting one-half of the 5% increase, or a 2.5% net increase for FY22, which equals $23,724. ***This increase represents 47.6% of the total $49,812 expense budget increase***

Water and Sewerage: These utilities are provided by the DPW and Massachusetts Water Resources Authority and managed locally by the DPW. Per DPW recommendations, no increase is assumed for water and a 4**%** increase is assumed for sewerage, which equals $5,773. ***This increase represents 11.6% of the total $49,812 expense budget increase.***

School Trash and Recycling: The School Department currently is in a year-to-year contract with a vendor to haul waste and single-stream recycling. The single-stream recycling program has increased overall recycling in the schools. We are continuing to work with the DPW's staff at the Recycling & Disposal Facility (RDF) to investigate options for FY22, which could include the RDF taking over some or all of this work, continued outsourcing of this work, or a combination of the two options. ***A 2.5% increase is requested, which totals $2,408. This increase represents 4.8% of the total $49,812 expense budget increase.***

Fuel Oil: All FMD buildings are heated using natural gas, including the Fells Library, which was converted to gas when FMD installed a new furnace in 2015. Diesel fuel is needed for emergency generators at the Middle School and High School. ***No increase is requested for FY22.***

The overall 1.40% increase in total expenses is summarized in the table below:

Increase Component	*Cost Increase*	*Percentage of Increase*	
FMD Lease *decrease*	($9,000)	(18%)	100%
Natural Gas	$23,724	48%	
Sewerage	$5,773	12%	
Trash & Recycling	$2,408	5%	
All Other Expenses	$26,907	53%	
Total	***$49,812***	***1.40% (of total expense budget)***	

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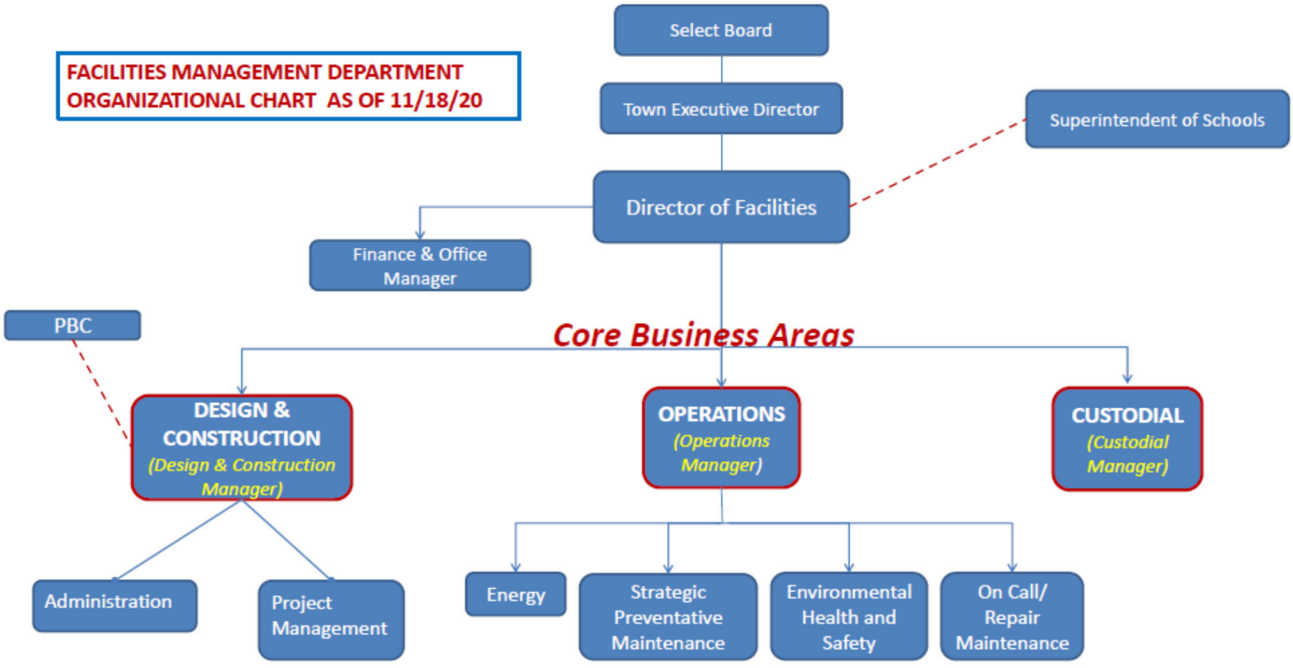

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The overall 1.56% increase in personal services is summarized in the table below:

Increase Component	*Cost Increase*
COLA and Net Salary Changes (Steps)	$56,426
Salary Change: Project Manager	$17,474
Total	***$73,900***

Expenses

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Trash & Recycling	$2,408	5%	
All Other Expenses	$26,907	53%	
Total	***$49,812***	***1.40% (of total expense budget)***	

PERMANENT STAFFING (FTEs)	**FY18 Actual**	**FY19 Actual**	**FY20 Actual**	**FY21 Budget**	**FY22 Request**
Position Titles:					
Management and Administration	11.0	12.0	12.0	12.0	12.0
Tradesmen	8.0	8.0	8.0	8.0	8.0
Custodians	52.6	52.6	52.6	52.6	52.6
Total Number of Positions	**71.6**	**72.6**	**72.6**	**72.6**	**72.6**

Facilities Management Department FY22 Operating Budget

Org #	Obj	Account # 01-192 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
Org #	**Obj**	**Account # 01-192 Account Title**	**FY18 Actual**	**FY19 Actual**	**FY20 Actual**	**FY21 Budget**	**FY22 Request**	**$ Variance FY21-22**	**% Variance FY21-22**
01192100	511010	Senior Administrators	$ 149,649	$ 153,016	$ 157,663	$ 160,988	$ 160,987	$ (1)	0.00%
01192100	511130	Manager/Assistant Manager	456,064	449,813	476,442	496,397	492,878	$ (3,519)	-0.71%
01192100	511220	Other Professional Staff	240	335	354			$ -	0.00%
01192100	511300	Accountant	66,685	78,408	80,986	82,815	82,815	$ 0	0.00%
01192100	511310	Administrative Assistant	57,641	58,683	60,273	61,581	61,580	$ (1)	0.00%
01192100	511330	Custodians	-	624	23,637	-	-	$ -	0.00%
01192100	511340	Tradesman	295,622	285,065	286,628	309,358	313,221	$ 3,863	1.25%
01192100	511370	Clerical	38,338	48,024	49,912	53,207	55,496	$ 2,289	4.30%
01192100	512050	Temporary Custodians/Laborer	(13,771)	-	-	-	-	$ -	0.00%
01192100	513110	Emergency Overtime	1,246	-	254	-	-	$ -	0.00%
01192100	513120	Scheduled Overtime	538	2,615	773	-	-	$ -	0.00%
01192100	514010	Shift Differential	-	-	-	-	-	$ -	0.00%
01192100	515050	Longevity	-	-	-	-	400	$ 400	0.00%
01192101	511330	Custodians	111,234	111,114	113,153	111,562	111,562	$ -	0.00%
01192101	513120	Scheduled Overtime	17,671	13,936	18,655	10,924	10,924	$ -	0.00%
01192101	513110	Emergency Overtime	907	726	545	520	520	$ -	0.00%
01192101	514010	Shift Differential	1,381	1,381	1,392	1,768	1,768	$ -	0.00%
01192101	515050	Longevity	1,300	700	6	1,100	1,100	$ -	0.00%
01192102	511330	Custodians	110,639	111,515	112,026	111,562	111,562	$ -	0.00%
01192102	513120	Scheduled Overtime	8,043	7,827	9,797	7,803	7,803	$ -	0.00%
01192102	513110	Emergency Overtime	1,932	1,635	589	520	520	$ -	0.00%
01192102	515050	Longevity	1,700	900	900	900	900	$ -	0.00%
01192103	513120	Scheduled Overtime	4,788	27	5,713	-	-	$ -	0.00%
01192107	511330	Custodians	124,927	119,376	119,806	119,612	124,654	$ 5,042	4.22%
01192107	513120	Scheduled Overtime	5,870	11,633	10,911	5,202	5,203	$ 1	0.02%
01192107	513110	Emergency Overtime	59	855	123	520	520	$ -	0.00%
01192107	515050	Longevity	800	600	1,000	1,000	1,000	$ -	0.00%
01192110	511330	Custodians	23,967	25,290	20,309	25,909	25,401	$ (508)	-1.96%
01192110	513110	Emergency Overtime	82	80	-	-	-	$ -	0.00%
01192110	513120	Scheduled Overtime	471	2,464	2,085	3,733	3,733	$ -	0.00%
01192110	513125	Scheduled Non-Program Overtime	-					$ -	0.00%
01192111	511330	Custodians	120,398	122,119	120,640	132,209	132,624	$ 415	0.31%
01192111	513120	Scheduled Overtime	4,384	4,837	4,939	11,705	11,705	$ -	0.00%
01192111	513110	Emergency Overtime	819	1,475	236	765	765	$ -	0.00%
01192111	513111	Class 1 Overtime	-	-	-	364	364	$ -	0.00%
01192111	513125	Scheduled Non-Program Overtime	-	87	-	-	-	$ -	0.00%
01192111	515050	Longevity	400	400	800	800	800	$ -	0.00%
01192112	511330	Custodians	118,865	122,536	125,085	136,173	136,962	$ 790	0.58%
01192112	513120	Scheduled Overtime	1,967	5,291	6,134	8,599	8,599	$ -	0.00%
01192112	513110	Emergency Overtime	104	706	317	780	780	$ -	0.00%
01192112	513111	Class 1 Overtime	64	-	-	364	364	$ -	0.00%
01192112	515050	Longevity	900	900	900	900	900	$ -	0.00%
01192113	511330	Custodians	87,603	100,771	104,200	106,142	108,726	$ 2,583	2.43%
01192113	513120	Scheduled Overtime	10,864	3,245	3,942	4,422	4,422	$ -	0.00%
01192113	513110	Emergency Overtime	2,220	1,244	456	780	780	$ -	0.00%
01192113	513111	Class 1 Overtime	88	-	-	364	364	$ -	0.00%

01192113	515050	Longevity	900	-	-	400	400	$	-	0.00%
01192113	513125	Scheduled Non-Program Overtime	-	-	-	-	-	$	-	0.00%
01192114	511330	Custodians	104,375	108,705	112,089	111,562	111,562	$	-	0.00%
01192114	513120	Scheduled Overtime	4,271	5,691	1,619	4,422	4,422	$	-	0.00%
01192114	513125	Scheduled Non-Program Overtime	-	-	-	-	-	$	-	0.00%
01192114	513110	Emergency Overtime	619	765	266	780	780	$	-	0.00%
01192114	513111	Class 1 Overtime	-	357	-	364	364	$	-	0.00%
01192114	513160	Other Overtime		2,570	1,333			$	-	0.00%
01192114	515050	Longevity	900	900	900	1,300	1,300	$	-	0.00%
01192115	511330	Custodians	148,762	152,455	175,418	162,363	162,363	$	-	0.00%
01192115	513120	Scheduled Overtime	7,368	15,814	16,313	7,023	7,023	$	-	0.00%
01192115	513110	Emergency Overtime	314	1,015	146	780	780	$	-	0.00%
01192115	513111	Class 1 Overtime	-	-	-	364	364	$	-	0.00%
01192115	513125	Scheduled Non-Program Overtime	268	36	37	-	-	$	-	0.00%
01192115	515050	Longevity	1,200	1,300	1,300	1,300	1,300	$	-	0.00%
01192116	511330	Custodians	104,806	109,101	117,165	111,562	111,562	$	-	0.00%
01192116	513120	Scheduled Overtime	6,307	7,414	8,025	4,422	4,422	$	-	0.00%
01192116	513110	Emergency Overtime	209	681	197	780	780	$	-	0.00%
01192116	513111	Class 1 Overtime	-	-	-	364	364	$	-	0.00%
01192116	513125	Scheduled Non-Program Overtime	(97)	-				$	-	0.00%
01192116	515050	Longevity	2,106	1,500	700	700	800	$	100	14.29%
01192117	511330	Custodians	104,333	108,950	93,693	111,562	110,093	$	(1,469)	-1.32%
01192117	513120	Scheduled Overtime	8,365	5,912	7,229	4,422	4,422	$	-	0.00%
01192117	513125	Scheduled Non-Program Overtime	-	-	-	-	-	$	-	0.00%
01192117	513110	Emergency Overtime	295	778	364	780	780	$	-	0.00%
01192117	513111	Class 1 Overtime	-	-	-	364	364	$	-	0.00%
01192117	515050	Longevity	-	-	-	-	-	$	-	0.00%
01192121	511330	Custodians	552,775	557,782	544,637	586,790	598,120	$	11,330	1.93%
01192121	513120	Scheduled Overtime	11,629	23,610	26,950	15,866	15,866	$	-	0.00%
01192121	513110	Emergency Overtime	816	1,491	49	1,301	1,301	$	-	0.00%
01192121	513111	Class 1 Overtime	1,093	-	-	1,613	1,613	$	-	0.00%
01192121	513125	Scheduled Non-Program Overtime	1,161	(217)	1,215	-	-	$	-	0.00%
01192121	515050	Longevity	4,100	4,200	3,900	3,650	4,400	$	750	20.55%
01192131	511330	Custodians	591,782	589,122	574,321	634,955	639,166	$	4,211	0.66%
01192131	513120	Scheduled Overtime	12,270	12,564	16,246	14,826	14,826	$	-	0.00%
01192131	513110	Emergency Overtime	1,270	2,076	754	1,362	1,362	$	-	0.00%
01192131	513111	Class 1 Overtime	1,100	317	131	1,040	1,040	$	-	0.00%
01192131	513125	Scheduled Non-Program Overtime	(579)	(1,734)	141	-	-	$	-	0.00%
01192131	515050	Longevity	2,700	2,000	1,900	2,250	3,500	$	1,250	55.56%
01192132	511330	Custodians	17,959	-				$	-	0.00%
01192132	511340	Tradesman	282,458	274,455	275,197	295,285	295,285	$	-	0.00%
01192132	513120	Scheduled Overtime	5,863	877	1,092	-	-	$	-	0.00%
01192132	513125			-	-	-	-	$	-	0.00%
01192132	513110	Emergency Overtime	2,682	1,769	499	3,060	3,060	$	-	0.00%
01192132	515050	Longevity	1,700	1,700	1,700	2,100	1,800	$	(300)	-14.29%
01192139	511330	Custodians	71,119	83,184	45,132	80,365	81,973	$	1,607	2.00%
01192139	513110	Emergency Overtime	-					$	-	0.00%
01192139	513126	Community Service OT	3,249	5,564	2,121	4,162	4,162	$	-	0.00%
01192139	515060	Custodians-On Call/Standby	7,144	18,884	6,093	5,100	5,100	$	-	0.00%
01192139	519020	Sick Leave/Vacation Buyback	-	1,164	-	6,000	6,000	$	-	0.00%

01192140	511330	Custodian-Floater	-	-	-	-	-	$ -	0.00%
01192141	513120	Scheduled Overtime	842	3,189	3,222			$ -	0.00%
01192141	511330	Custodians	-	572	4,866			$ -	0.00%
01192142	511330	Custodians	48,630	49,036	43,816	45,512	46,562	$ 1,051	2.31%
01192142	513110	Emergency Overtime	256	441				$ -	0.00%
01192142	513120	Scheduled Overtime	4,288	3,177	2,747	1,310	1,310	$ -	0.00%
01192142	515050	Longevity	1,050	1,150	-	-	-	$ -	0.00%
01192146	515050	Longevity	-	-	-	-	-	$ -	0.00%
01192146	513110	Emergency Overtime	-					$ -	0.00%
01192146	513120	Scheduled Overtime	10,790	11,897	10,219			$ -	0.00%
01192147	511330	Custodians	29,760	30,356	30,031	30,380	30,380	$ -	0.00%
01192148	513120	Scheduled Overtime		230	472			$ -	0.00%
01192147	515050	Longevity	1,150	1,250	1,250	1,250	1,250	$ -	0.00%
01192161	511330	Custodians	146,712	147,013	144,542	157,594	162,035	$ 4,441	2.82%
01192161	513120	Scheduled Overtime	6,723	18,913	31,880	3,287	3,287	$ -	0.00%
01192161	513110	Emergency Overtime	2,302	3,706	1,989	765	765	$ -	0.00%
01192163	511330	Custodians	6,603	10,531	13,376	16,683	17,696	$ 1,013	6.07%
01192163	513110	Emergency Overtime	179	183				$ -	0.00%
01192163	513120	Scheduled Overtime	7,541	1,701				$ -	0.00%
01192163	514010	Shift Differential	1,760	1,788	1,390	2,096	2,096	$ -	0.00%
01192175	511330	Custodians	44,570	45,660	50,194	50,801	50,801	$ -	0.00%
01192175	513110	Emergency Overtime	383	483	420	1,281	1,280	$ (1)	-0.08%
01192175	513120	Scheduled Overtime	3,057	5,019	12,534	1,071	1,070	$ (1)	-0.09%
01192175	513125	Scheduled, non program OT	1,708	350	477	9,733	9,733	$ -	0.00%
01192185	511130	Project Manager	74,281	181,842	198,564	200,054	217,527	$ 17,473	8.73%
01192185	511370	Project Assistant	45,957	54,021	55,534	56,705	57,826	$ 1,121	1.98%
		Total Personal Services	**4,322,832**	**4,525,512**	**4,567,975**	**4,735,207**	**4,789,140**	**$ 53,933**	**1.14%**

EXPENSES

Org #	Obj	Account # 01-192 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
01192200	517020	Medical Check-up	-	-	500	-	-	$ -	0.00%
01192200	517050	Professional Licenses	506	350	835	-	-	$ -	0.00%
01192200	521020	Natural Gas	(6,600)	-	-	-	-	$ -	0.00%
01192200	524010	Building Maintenance	32	2,000	86	-	-	$ -	0.00%
01192200	524090	Other Contractual Services			776			$ -	0.00%
01192200	527010	Building Rental/Lease	84,000	84,000	86,000	105,000	96,000	$ (9,000)	-8.57%
01192200	527030	Equipment Rental/Lease	503	342	346			$ -	0.00%
01192200	527050	Copier Rental/Lease	2,996	4,956	5,121	3,176	3,255	$ 79	2.50%
01192200	530400	Network & Information Services	-	-	-	-	-	$ -	0.00%
01192200	530500	Training and Development	6,936	5,814	1,131	4,500	4,613	$ 113	2.50%
01192200	530900	Other Professional Services	-	-	-	-	-	$ -	0.00%
01192200	534010	Postage	163	293	69	-	-	$ -	0.00%
01192200	534020	Telephone	-	200	-	-	-	$ -	0.00%
01192200	534030	Advertising - General	361	499	630	-	-	$ -	0.00%
01192200	534035	Advertising - Employment	107	-	-	-	-	$ -	0.00%
01192200	534050	Telecommunications	2,837	3,050	3,159	2,580	2,645	$ 64	2.50%
01192200	541010	Gasoline			12	-	-	$ -	0.00%
01192200	542010	Office Supples	5,020	5,898	6,340	2,450	2,511	$ 61	2.50%
01192200	542090	Other General Supplies	272	434	263	198	203	$ 5	2.50%
01192200	542130	Work Clothing	950	603	1,404	600	1,092	$ 1,092	182.00%

01192200	543010	Building M&R Supplies	1,384	2,113	1,064	-	-	$	-	0.00%
01192200	543060	Custodial M&R Supplies	308	88	(50)	-	-	$	-	0.00%
01192200	543090	Other M&R Supplies	2,393	-				$	-	0.00%
01192200	571010	Travel - Mileage	3,094	4,544	3,337	2,148	2,148	$	-	0.00%
01192200	571090	Travel - Other	8	-				$	-	0.00%
01192200	571110	Conf/Mtgs-Administrators	-	-	-	-	-	$	-	0.00%
01192200	573010	Dues - Administrators	-	725	1,014	-	-	$	-	0.00%
01192200	583010	Furniture	928	-	-	-	-	$	-	0.00%
01192200	583120	Office Machine Replacement	160	5,529	3,476	5,000	5,000	$	-	0.00%
01192201	521010	Electricity	32,610	33,699	31,461	36,023	36,023	$	-	0.00%
01192201	521020	Natural Gas	15,905	15,373	13,880	21,703	22,245	$	543	2.50%
01192201	523010	Water	1,614	1,427	1,551	3,191	3,191	$	-	0.00%
01192201	523020	Sewerage	1,653	1,845	1,594	6,460	6,719	$	258	4.00%
01192201	524010	Building Maintenance	17,867	10,424	11,983	5,608	5,748	$	140	2.50%
01192201	524030	Equipment Maintenance	59	-	259	-	-	$	-	0.00%
01192201	524090	Other Contractural Services	-	-	8,931	5,608	5,748	$	140	2.50%
01192201	524091	Other Cont Scvs: Custodian	1,195	-	1,200	500	513	$	13	2.50%
01192201	527010	Building Rental/Lease	956	-		-	-	$	-	0.00%
01192201	527031	Equip Svc/Repair: Custodian	505	496	454	650	666	$	16	2.50%
01192201	529020	Rubbish/Garbage Pickup	2,100	2,100	2,100	2,100	2,100	$	-	0.00%
01192201	529050	Recycled Materials Disposal	-	-	-	-	-	$	-	0.00%
01192201	542130	Work Clothing	564	416	803	800	1,456	$	1,456	182.00%
01192201	543010	Building M&R Supplies	9,741	10,643	9,798	3,900	3,998	$	97	2.50%
01192201	543060	Custodial M&R Supplies	5,036	4,340	9,547	7,637	7,828	$	191	2.50%
01192201	571010	Travel-Mileage	-	-	-	-	-	$	-	0.00%
01192202	521010	Electricity	51,667	53,240	51,746	55,190	55,190	$	-	0.00%
01192202	521020	Natural Gas	19,693	19,422	17,188	32,515	33,328	$	813	2.50%
01192202	523010	Water	1,427	1,963	2,580	2,529	2,529	$	-	0.00%
01192202	523020	Sewerage	3,037	4,010	5,500	4,830	5,024	$	193	4.00%
01192202	524010	Building Maintenance	10,097	7,505	6,991	10,080	10,332	$	252	2.50%
01192202	524030	Equipment Maintenance	817	1,900	259	-	-	$	-	0.00%
01192202	524031	Maintenance - painting	-	-	-	-	-	$	-	0.00%
01192202	524090	Other Contractual Services	7,063	33,453	13,733	5,427	5,563	$	136	2.50%
01192202	524091	Other Contractual Services: Custodians	-	780	1,490	-	-	$	-	0.00%
01192202	527030	Equipment Rental/Lease	-		-	-	-	$	-	0.00%
01192202	527031	Equip Svc/Repair: Custodian	853	1,250	2,590	705	723	$	18	2.50%
01192202	542130	Work Clothing	490	488	921	300	546	$	546	182.00%
01192202	543010	Building M&R Supplies	5,051	7,175	5,680	5,000	5,125	$	125	2.50%
01192202	543060	Custodian M&R Supplies	4,844	7,033	10,970	3,995	4,095	$	100	2.50%
01192202	571010	Travel-Mileage			-	-	-	$	-	0.00%
01192202	578015	Late Fees/Interest Charges	-		-	-	-	$	-	0.00%
01192203	521010	Electricity	26,366	25,130	25,878	35,053	35,053	$	-	0.00%
01192203	521020	Natural Gas	32,017	26,995	23,561	41,011	42,036	$	1,025	2.50%
01192203	523010	Water	2,562	1,602	1,392	2,262	2,262	$	-	0.00%
01192203	523020	Sewerage	4,624	4,661	5,111	7,421	7,718	$	297	4.00%
01192203	524010	Building Maintenance	10,633	9,899	11,860	9,788	10,033	$	245	2.50%
01192203	524030	Equipment Maintenance	270	725	259	-	-	$	-	0.00%
01192203	524090	Other Contractual Services	1,092	1,661	10,080	9,287	9,519	$	232	2.50%
01192203	524091	Other Contractual Services-Custodian	-	-	375	1,500	1,538	$	37	2.50%
01192203	527031	Equip Svc/Repair: Custodian	242	-	488	1,113	1,141	$	28	2.50%

01192203	542130	Work Clothing	253	174	-	-	-	$ -	0.00%
01192203	543010	Building M&R Supplies	5,046	5,891	4,566	3,338	3,421	$ 83	2.50%
01192203	543060	Custodian M&R Supplies	3,241	5,313	7,566	5,225	5,356	$ 131	2.50%
01192203	571010	Travel-Mileage	-	-	-	-	-	$ -	0.00%
01192204	543060	Custodial M&R Supplies	-	-	-	-	-	$ -	0.00%
01192207	521010	Electricity	34,705	37,478	33,526	35,299	35,299	$ -	0.00%
01192207	521020	Natural Gas	15,453	15,881	11,312	20,669	21,186	$ 517	2.50%
01192207	523010	Water	2,429	2,153	1,506	3,640	3,640	$ -	0.00%
01192207	523020	Sewerage	3,521	2,694	1,400	3,163	3,289	$ 127	4.00%
01192207	524010	Building Maintenance	14,326	18,211	15,300	14,649	15,015	$ 366	2.50%
01192207	524030	Equipment Maintenance	223	-	259	-	-	$ -	0.00%
01192207	524031	Maintenance - painting	-	-	-	-	-	$ -	0.00%
01192207	524090	Other Contractual Services	14,818	11,991	8,340	9,766	10,010	$ 244	2.50%
01192207	524091	Other Contract Svcs: Custodian	-	633	755	-	-	$ -	0.00%
01199207	527030	Equipment Rental/Lease	641	1,037	484	-	-	$ -	0.00%
01192207	527031	Equip Svc/Repair: Custodian	702	3,986	2,635	750	769	$ 19	2.50%
01192207	542130	Work Clothing	679	577	940	300	546	$ 546	182.00%
01192207	543010	Building M&R Supplies	5,598	8,951	9,603	5,700	5,843	$ 142	2.50%
01192207	543060	Custodian M&R Supplies	4,354	7,490	10,352	5,750	5,894	$ 144	2.50%
01192007	571010	Travel-Mileage	-		-	-	-	$ -	0.00%
01192210	521010	Electricity	9,624	10,098	9,569	13,270	13,270	$ -	0.00%
01192210	521020	Natural Gas	5,664	4,725	4,389	7,717	7,910	$ 193	2.50%
01192210	523010	Water	685	672	473	784	784	$ -	0.00%
01192210	523020	Sewerage	1,254	1,284	856	1,718	1,786	$ 69	4.00%
01192210	524010	Building Maintenance	6,762	4,193	6,097	2,775	2,844	$ 69	2.50%
01192210	524030	Equipment Maintenance	38	234	259	160	164	$ 4	2.50%
01192210	524090	Other Contractual Services	-	-	415	1,725	1,768	$ 43	2.50%
01192210	524091	Other Contract Svcs: Custodian	-	-	450	450	461	$ 11	2.50%
01192210	527030	Euqipment Rental/Lease	-	196	41	40	41	$ 1	2.50%
01192210	527031	Equip Svc/Repair: Custodian	84	-	29	315	323	$ 8	2.50%
01192210	529050	Recycled Materials Disposal	-	-	-	2,081	2,133	$ 52	2.50%
01192210	542130	Work Clothing	94	232	662	225	410	$ 410	182.00%
01192210	543010	Building M&R Supplies	927	2,312	2,724	2,750	2,819	$ 69	2.50%
01192210	543060	Custodian M&R Supplies	1,657	3,529	3,550	2,785	2,855	$ 70	2.50%
01192210	571010	Travel-Mileage			-	-	-	$ -	0.00%
01192211	513120	Scheduled Overtime	-	-	-	-	-	$ -	0.00%
01192211	521010	Electricity	37,269	37,870	26,817	41,044	41,044	$ -	0.00%
01192211	521020	Natural Gas	54,125	55,425	42,117	57,585	59,024	$ 1,440	2.50%
01192211	523010	Water	2,770	2,621	1,967	3,649	3,649	$ -	0.00%
01192211	523020	Sewerage	3,940	3,833	2,511	7,115	7,399	$ 285	4.00%
01192211	524010	Building Maintenance	15,442	10,715	23,897	10,075	10,327	$ 252	2.50%
01192211	524030	Equipment Maintenance	440	-	1,470	1,540	1,579	$ 38	2.50%
01192211	524090	Other Contractual Services	-	-	15,792	5,425	5,561	$ 136	2.50%
01192211	524091	Other Cont Scvs: Custodian	375	300	450	1,400	1,435	$ 35	2.50%
01192211	527030	Equipment Rental/Lease	604	835	414	335	343	$ 8	2.50%
01192211	527031	Equip Svc/Repair: Custodian	2,436	7,130	5,863	1,125	1,153	$ 28	2.50%
01192211	529020	Rubbish/Garbage Pickup	2,044	2,689	2,171	5,060	5,187	$ 127	2.50%
01192211	529050	Recycled Materials Disposal	824	955	831	2,081	2,133	$ 52	2.50%
01192211	542130	Work Clothing	902	753	803	530	965	$ 965	182.00%
01192211	543010	Building M&R Supplies	6,745	18,024	7,238	10,150	10,404	$ 254	2.50%

01192211	543060	Custodian M&R Supplies	6,960	10,949	14,282	6,375	6,534	$	159	2.50%
01192211	571010	Travel-Mileage	-		-	-	-	$	-	0.00%
01192212	521010	Electricity	37,778	38,465	32,724	48,058	48,058	$	-	0.00%
01192212	521020	Natural Gas	38,218	39,979	30,565	45,732	46,875	$	1,143	2.50%
01192212	523010	Water	5,534	5,980	4,135	4,288	4,288	$	-	0.00%
01192212	523020	Sewerage	10,065	11,137	6,806	8,443	8,781	$	338	4.00%
01192212	524010	Building Maintenance	16,791	23,076	17,472	6,490	6,652	$	162	2.50%
01192212	524030	Equipment Maintenance	932	633	1,618	1,070	1,097	$	27	2.50%
01192212	524090	Other Contractual Services	-	786	3,962	5,310	5,443	$	133	2.50%
01192212	524091	Other Contract Svcs: Custodian	375	504	350	600	615	$	15	2.50%
01192212	527030	Equipment Rental/Lease	578	701	488	205	210	$	5	2.50%
01192212	527031	Equip Svc/Repair: Custodian	1,541	4,098	6,043	1,050	1,076	$	26	2.50%
01192212	529020	Rubbish/Garbage Pickup	2,441	2,839	2,494	5,060	5,187	$	127	2.50%
01192212	529050	Recycled Materials Disposal	824	955	923	2,081	2,133	$	52	2.50%
01192212	542130	Work Clothing	649	496	1,102	530	965	$	965	182.00%
01192212	543010	Building M&R Supplies	8,759	14,427	13,029	7,805	8,000	$	195	2.50%
01192212	543060	Custodian M&R Supplies	8,482	8,699	23,178	5,950	6,099	$	149	2.50%
01192212	571010	Travel-Mileage			-	-	-	$	-	0.00%
01192213	521010	Electricity	26,104	27,220	23,178	33,230	33,230	$	-	0.00%
01192213	521020	Natural Gas	44,680	42,794	33,815	52,361	53,670	$	1,309	2.50%
01192213	523010	Water	2,340	2,285	1,973	2,628	2,628	$	-	0.00%
01192213	523020	Sewerage	4,363	4,646	4,094	5,964	6,203	$	239	4.00%
01192213	524010	Building Maintenance	19,277	10,539	12,524	7,354	7,538	$	184	2.50%
01192213	524030	Equipment Maintenance	481	217	259	1,220	1,251	$	31	2.50%
01192213	524090	Other Contractual Services	522	889	1,785	6,545	6,709	$	164	2.50%
01192213	524091	Other Contract Svcs: Custodian	-	300	855	550	564	$	14	2.50%
01192213	527030	Equipment Rental/Lease	363	500	207	255	261	$	6	2.50%
01192213	527031	Equip Svc/Repair: Custodian	2,311	4,145	2,704	1,050	1,076	$	26	2.50%
01192213	529020	Rubbish/Garbage Pickup	2,159	2,419	2,328	5,060	5,187	$	127	2.50%
01192213	529050	Recycled Materials Disposal	824	1,127	923	2,081	2,133	$	52	2.50%
01192213	542130	Work Clothing	609	463	953	530	965	$	965	182.00%
01192213	543010	Building M&R Supplies	9,732	5,481	4,434	8,700	8,918	$	218	2.50%
01192213	543060	Custodian M&R Supplies	6,136	9,027	11,506	5,950	6,099	$	149	2.50%
01192213	571010	Travel-Mileage	-		-	-	-	$	-	0.00%
01192214	521010	Electricity	19,089	20,188	16,520	26,502	26,502	$	-	0.00%
01192214	521020	Natural Gas	54,879	62,271	57,949	66,419	68,080	$	1,660	2.50%
01192214	523010	Water	2,834	3,370	3,058	4,212	4,212	$	-	0.00%
01192214	523020	Sewerage	4,315	5,849	5,097	7,317	7,317	$	-	0.00%
01192214	524010	Building Maintenance	12,520	11,523	9,485	7,220	7,401	$	180	2.50%
01192214	524030	Equipment Maintenance	651	621	309	920	943	$	23	2.50%
01192214	524090	Other Contractual Services	1,317	665	-	7,880	8,077	$	197	2.50%
01192214	524091	Other Cont Scvs: Custodian	375	300	500	650	666	$	16	2.50%
01192214	527030	Equipment Rental/Lease	523	774	556	255	261	$	6	2.50%
01192214	527031	Equip Svc/Repair: Custodian	726	1,897	7,303	1,080	1,107	$	27	2.50%
01192214	529020	Rubbish/Garbage Pickup	2,061	2,588	2,328	5,060	5,187	$	127	2.50%
01192214	529050	Recycled Materials Disposal	824	955	923	2,081	2,133	$	52	2.50%
01192214	542130	Work Clothing	619	563	953	530	965	$	965	182.00%
01192214	543010	Building M&R Supplies	10,574	6,024	5,929	8,375	8,584	$	209	2.50%
01192214	543060	Custodian M&R Supplies	6,366	6,369	10,353	7,120	7,298	$	178	2.50%
01192214	543090	Other M&R Supplies	-	304	-	-	-	$	-	0.00%

01192215	521010	Electricity	81,325	77,368	59,128	94,888	94,888	$	-	0.00%
01192215	521020	Natural Gas	51,393	42,852	35,050	61,481	63,018	$	1,537	2.50%
01192215	523010	Water	5,634	5,515	2,992	6,982	6,982	$	-	0.00%
01192215	523020	Sewerage	8,018	8,290	3,858	11,987	12,466	$	479	4.00%
01192215	524010	Building Maintenance	27,337	23,313	26,553	15,975	16,374	$	399	2.50%
01192215	524030	Equipment Maintenance	569	486	2,408	1,300	1,333	$	32	2.50%
01192215	524090	Other Contractual Services	799	14,675	10,634	9,025	9,251	$	226	2.50%
01192215	524091	Other Contract Svcs: Custodian	800	504	900	1,400	1,435	$	35	2.50%
01192215	527030	Equipment Rental/Lease	456	724	343	275	282	$	7	2.50%
01192215	527031	Equip Svc/Repair: Custodian	4,546	1,615	5,645	1,500	1,538	$	37	2.50%
01192215	529020	Rubbish/Garbage Pickup	2,164	2,536	1,998	5,060	5,187	$	127	2.50%
01192215	529050	Recycled Materials Disposal	825	955	956	2,081	2,133	$	52	2.50%
01192215	542130	Work Clothing	1,004	1,017	1,102	555	1,010	$	1,010	182.00%
01192215	543010	Building M&R Supplies	13,918	12,030	7,857	13,575	13,914	$	339	2.50%
01192215	543060	Custodian M&R Supplies	13,221	11,738	14,798	10,000	10,250	$	250	2.50%
01192215	571010	Travel-Mileage	-	-	-	-	-	$	-	0.00%
01192216	521010	Electricity	46,925	48,438	41,961	56,910	56,910	$	-	0.00%
01192216	521020	Natural Gas	27,300	28,436	24,033	51,142	52,421	$	1,279	2.50%
01192216	523010	Water	2,409	4,276	1,597	2,751	2,751	$	-	0.00%
01192216	523020	Sewerage	4,474	8,687	3,081	6,289	6,540	$	252	4.00%
01192216	524010	Building Maintenance	19,287	12,207	14,683	6,545	6,709	$	164	2.50%
01192216	524030	Equipment Maintenance	475	155	598	1,060	1,087	$	27	2.50%
01192216	524090	Other Contractual Services	-	11,839	6,748	5,555	5,694	$	139	2.50%
01192216	524091	Other Contract Svcs: Custodian	300	504	461	1,400	1,435	$	35	2.50%
01192216	527030	Equipment Rental/Lease	766	1,057	691	215	220	$	5	2.50%
01192216	527031	Equip Svc/Repair: Custodian	1,008	4,084	3,748	1,125	1,153	$	28	2.50%
01192216	529020	Rubbish/Garbage Pickup	2,162	2,424	2,439	5,060	5,187	$	127	2.50%
01192216	529050	Recycled Materials Disposal	818	1,318	913	2,081	2,133	$	52	2.50%
01192216	542130	Work Clothing	655	670	1,073	530	965	$	965	182.00%
01192216	543010	Custodian M&R Supplies	5,354	10,729	15,746	8,575	8,789	$	214	2.50%
01192216	543060	Custodian M&R Supplies	6,759	9,069	15,578	6,375	6,534	$	159	2.50%
01192216	571010	Travel-Mileage	-	-	-	-	-	$	-	0.00%
01192217	521010	Electricity	26,282	27,611	22,070	29,659	29,659	$	-	0.00%
01192217	521020	Natural Gas	28,062	29,818	22,987	36,060	36,961	$	901	2.50%
01192217	523010	Water	2,964	2,852	2,218	2,992	2,992	$	-	0.00%
01192217	523020	Sewerage	4,287	4,294	3,027	5,386	5,602	$	215	4.00%
01192217	524010	Building Maintenance	10,597	9,066	10,287	5,310	5,443	$	133	2.50%
01192217	524030	Equipment Maintenance	272	47	701	820	841	$	20	2.50%
01192217	524090	Other Contractual Services	1,775	332	1,324	6,690	6,857	$	167	2.50%
01192217	524091	Other Contract Svcs: Custodian	488	488	600	700	718	$	17	2.50%
01192217	527030	Equipment Rental/Lease	517	651	323	155	159	$	4	2.50%
01192217	527031	Equip Svc/Repair: Custodian	1,545	3,654	5,547	1,050	1,076	$	26	2.50%
01192217	529020	Rubbish/Garbage Pickup	2,112	2,611	2,328	5,060	5,187	$	127	2.50%
01192217	529050	Recycled Materials Disposal	824	1,128	923	2,081	2,133	$	52	2.50%
01192217	542130	Work Clothing	602	556	1,086	480	874	$	874	182.00%
01192217	543010	Building M&R Supplies	2,397	5,604	2,882	9,375	9,609	$	234	2.50%
01192217	543060	Custodian M&R Supplies	7,637	9,606	14,411	5,950	6,099	$	149	2.50%
01192217	571010	Travel-Mileage	-	-	-	-	-	$	-	0.00%
01192221	513120	Scheduled Overtime		92		-	-	$	-	0.00%
01192221	521010	Electricity	166,172	163,003	133,500	173,630	173,630	$	-	0.00%

01192221	521020	Natural Gas	179,096	162,281	146,238	237,516	243,454	$ 5,938	2.50%
01192221	521030	Fuel Oil	263	256	-	-	-	$ -	0.00%
01192221	523010	Water	6,091	4,593	4,011	8,491	8,491	$ -	0.00%
01192221	523020	Sewerage	10,371	7,521	6,450	16,409	17,066	$ 656	4.00%
01192221	524010	Building Maintenance	61,716	42,822	77,097	36,210	37,115	$ 905	2.50%
01192221	524030	Equipment Maintenance	437	2,794	1,685	2,000	2,050	$ 50	2.50%
01192221	524090	Other Contractual Services	5,282	6,612	7,315	20,190	20,695	$ 505	2.50%
01192221	524091	Other Contract Svcs: Custodian	1,500	1,600	1,800	2,000	2,050	$ 50	2.50%
01192221	527030	Equipment Rental/Lease	968	1,546	929	425	436	$ 11	2.50%
01192221	527031	Equip Svc/Repair: Custodian	5,106	3,247	10,190	3,750	3,844	$ 94	2.50%
01192221	529020	Rubbish/Garbage Pickup	11,148	12,771	11,705	14,614	14,979	$ 365	2.50%
01192221	529050	Recycled Materials Disposal	2,805	3,151	3,141	4,485	4,597	$ 112	2.50%
01192221	542130	Work Clothing	3,821	3,585	2,013	610	1,110	$ 1,110	182.00%
01192221	543010	Building M&R Supplies	29,419	33,083	26,706	24,075	24,677	$ 602	2.50%
01192221	543060	Custodian M&R Supplies	30,117	38,163	38,659	31,250	32,031	$ 781	2.50%
01192221	571010	Travel-Mileage	-		-	-	-	$ -	0.00%
01192231	513120	Scheduled Overtime	-	-	-	-	-	$ -	0.00%
01192231	521010	Electricity	330,811	329,906	251,104	341,150	341,150	$ -	0.00%
01192231	521020	Natural Gas	102,821	87,211	59,905	119,136	122,114	$ 2,978	2.50%
01192231	521030	Fuel Oil	-	1,107	-	-	-	$ -	0.00%
01192231	523010	Water	10,838	10,691	7,450	20,504	20,504	$ -	0.00%
01192231	523020	Sewerage	17,956	18,677	13,225	45,285	47,096	$ 1,811	4.00%
01192231	524010	Building Maintenance	76,697	87,511	76,485	64,850	64,850	$ -	0.00%
01192231	524030	Equipment Maintenance	3,349	2,560	5,795	6,680	6,680	$ -	0.00%
01192231	571010	Travel-Mileage	-	-	-	-	-	$ -	0.00%
01192231	524090	Other Contractual Services	34,820	59,280	10,106	10,950	11,224	$ 274	2.50%
01192231	524091	Other Contract Svcs: Custodian	2,450	4,905	4,217	3,000	3,075	$ 75	2.50%
01192231	527030	Equipment Rental/Lease	285	614	-	1,545	1,584	$ 39	2.50%
01192231	527031	Equip Svc/Repair: Custodian	4,542	12,856	9,565	5,422	5,558	$ 136	2.50%
01192231	529020	Rubbish/Garbage Pickup	11,427	13,768	9,163	16,750	17,169	$ 419	2.50%
01192231	529050	Recycled Materials Disposal	2,509	3,858	2,537	7,635	7,826	$ 191	2.50%
01192231	542130	Work Clothing	4,365	4,335	2,423	560	1,019	$ 1,019	182.00%
01192231	543010	Building M&R Supplies	37,404	81,277	32,997	22,100	22,653	$ 552	2.50%
01192231	543060	Custodian M&R Supplies	50,193	37,817	44,686	50,728	51,996	$ 1,268	2.50%
01192231	578015	Late Fees/Interest Charges	-	-	-	-	-	$ -	0.00%
01192232	521010	Electricity	3,021	3,145	2,984	3,339	3,339	$ -	0.00%
01192232	521020	Natural Gas	5,787	4,780	4,112	8,644	8,861	$ 216	2.50%
01192232	523010	Water	233	239	199	326	326	$ -	0.00%
01192232	523020	Sewerage	260	289	269	553	576	$ 22	4.00%
01192232	524010	Building Maintenance	2,293	2,424	2,212	-	-	$ -	0.00%
01192232	524030	Equipment Maintenance	326	555	251	-	-	$ -	0.00%
01192232	524090	Other Contractual Services	-	-	-	-	-	$ -	0.00%
01192232	527031	EQUIP SVC/REPAIR: CUSTO		582		-	-	$ -	0.00%
01192232	534020	Telephone Expense	996	118	-	-	-	$ -	0.00%
01192232	542130	Work Clothing	665	645	1,737	-	-	$ -	0.00%
01192232	543010	Building M&R Supplies	1,416	2,330	3,338	-	-	$ -	0.00%
01192232	543060	Custodial M&R Supplies	-	223	75	-	-	$ -	0.00%
01192232	571010	Travel-Mileage	5	-	-	-	-	$ -	0.00%
01192239	521030	Fuel Oil	-	-	928	-	-	$ -	0.00%
01192239	524010	Building Maintenance	38	-	-	-	-	$ -	0.00%

01192239	524020	Vehicle Maintenance	11,785	3,069	2,196	3,000	3,075	$ 75	2.50%
01192339	524030	Equipment Maintenance	402	-	-	-	-	$ -	0.00%
01192239	524031	Maintenance - painting	3,114	2,688	4,804	1,090	1,117	$ 27	2.50%
01192239	527030	Equipment Rental/Lease	-	-	-	-	-	$ -	0.00%
01192239	530500	Training and Development	-	-	-	1,300	1,333	$ 32	2.50%
01192239	534020	Telephone Expense	219	-	-	-	-	$ -	0.00%
01192239	534050	Telecommunications	7,886	7,896	7,800	2,600	2,665	$ 65	2.50%
01192239	541010	Gasoline	9,663	11,689	9,935	14,500	14,863	$ 362	2.50%
01192239	542010	Office Supples	403	-	-	3,124	3,202	$ 78	2.50%
01192239	542130	Work Clothing	-	130	-	-	-	$ -	0.00%
01192239	543010	Building M&R Supplies	51	95	-	-	-	$ -	0.00%
01192239	543060	Custodial M&R Supplies	-	-	-	-	-	$ -	0.00%
01192239	548010	Vehicular Parts & Accessories	1,760	1,591	1,891	2,000	2,050	$ 50	2.50%
01192239	548020	Vehicular Tires & Tubes	703	799	989	1,200	1,230	$ 30	2.50%
01192239	548090	Other Vehicular Supplies	35	-	1,440	500	513	$ 13	2.50%
01192239	553060	Computer Supplies	-	-	-	75	77	$ 2	2.50%
01192239	571010	Travel - Mileage	167	86	3	882	882	$ -	0.00%
01192239	571011	Travel - Mileage Custodians	-	-	7	-	-	$ -	0.00%
01192241	521010	Electricity	56,058	53,812	47,075	3,717	3,717	$ -	0.00%
01192241	521020	Natural Gas	-	-	-	16,306	16,714	$ 408	2.50%
01192241	523010	Water	2,361	2,262	1,949	-	-	$ -	0.00%
01192241	523020	Sewerage	2,691	2,568	2,275	-	-	$ -	0.00%
01192241	524010	Building Maintenance	8,482	13,931	7,860	2,500	2,563	$ 63	2.50%
01192241	524030	Equipment Maintenance	-	-	259	-	-	$ -	0.00%
01192241	524090	Other Contractual Services	-	230	197	1,250	1,281	$ 31	2.50%
01192241	524091	Other Contract Svcs: Custodian	-	1,233	600	-	-	$ -	0.00%
01192241	527030	Equipment Rental/Lease	1,262	808	280	-	-	$ -	0.00%
01192241	527031	Equip Svc/Repair: Custodian	72	1,022	148	-	-	$ -	0.00%
01192241	542130	Work Clothing	73	46	653	-	-	$ -	0.00%
01192241	543010	Building M&R Supplies	4,870	2,043	3,642	5,000	5,125	$ 125	2.50%
01192241	543060	Custodial M&R Supplies	866	1,149	5,877	5,000	5,125	$ 125	2.50%
01192242	521010	Electricity	-	-	-	29,925	29,925	$ -	0.00%
01192242	521020	Natural Gas	16,460	15,983	16,312	38,797	39,767	$ 970	2.50%
01192242	523010	Water	-	-	-	3,000	3,000	$ -	0.00%
01192242	523020	Sewerage	-	-	-	2,362	2,456	$ 94	4.00%
01192242	524010	Building Maintenance	6,880	16,686	10,929	5,600	5,740	$ 140	2.50%
01192242	524030	Equipment Maintenance	-	-	259	-	-	$ -	0.00%
01192242	524090	Other Contractual Services	-	1,807	1,554	5,600	5,740	$ 140	2.50%
01192242	524091	Other Contract Svcs: Custodian	-	250	355	-	-	$ -	0.00%
01192242	524031	Equip Svc/Repair: Custodian	936	2,219	-	-	-	$ -	0.00%
01192242	527030	EQUIPMENT RENTAL/LEASE	-	-	197	-	-	$ -	0.00%
01192242	527031	EQUIP SVC/REPAIR: CUSTO	-	-	3,695	-	-	$ -	0.00%
01192242	542130	Work Clothing	425	620	-	25	46	$ 46	182.00%
01192242	543010	Building M&R Supplies	1,880	2,429	4,599	8,000	8,200	$ 200	2.50%
01192242	543060	Custodial M&R Supplies	5,858	5,163	10,619	8,000	8,200	$ 200	2.50%
01192242	578015	Late Fees/Interest Charges	-	-	-	-	-	$ -	0.00%
01192246	521010	Electricity	35,121	34,860	36,333	42,000	42,000	$ -	0.00%
01192246	521020	Natural Gas	-	340	621	-	-	$ -	0.00%
01192246	521030	Fuel Oil	-	-	-	-	-	$ -	0.00%
01192246	523010	Water	233	223	257	498	498	$ -	0.00%

01192246	523020	Sewerage	697	669	769	765	796	$ 31	4.00%
01192246	524010	Building Maintenance	14,746	11,497	9,549	9,250	9,481	$ 231	2.50%
01192246	524030	Equipment Maintenance	-	-	259	-	-	$ -	0.00%
01192246	524090	Other Contractual Services	5,249	16,287	6,444	17,500	17,938	$ 438	2.50%
01192246	524091	Other Contract Svcs: Custodian	-	633	-	-	-	$ -	0.00%
01192246	527030	Equiptment Rental/Lease	-	-	35	-	-	$ -	0.00%
01192246	527031	Equipment Svc/Repair: Custodian	72	33	-	-	-	$ -	0.00%
01192246	542130	Work Clothing	361	248	-	-	-	$ -	0.00%
01192246	543010	Building M&R Supplies	2,511	2,366	3,085	10,000	10,250	$ 250	2.50%
01192246	543060	Custodial M&R Supplies	3,005	2,789	4,483	6,700	6,868	$ 167	2.50%
01192246	524091	Other Contract Svcs: Custodian	-	-	-	-	-	$ -	0.00%
01192247	521010	Electricity		1,803	936	-	-	$ -	0.00%
01192247	521020	Natural Gas		392		-	-	$ -	0.00%
01192247	523010	Water		227	114	-	-	$ -	0.00%
01192247	523020	Sewerage		348	313	-	-	$ -	0.00%
01192247	524010	Building Maintenance	-	650	-	-	-	$ -	0.00%
01192247	527030	Equipment Rental/lease		35		-	-	$ -	0.00%
01192247	527031	Equip Svc/repair: Custodians	-	-	289	-	-	$ -	0.00%
01192247	542130	Work Clothing	412	451	105	25	46	$ 46	182.00%
01192247	543010	Building M&R Supplies	-	45	422	-	-	$ -	0.00%
01192247	543060	Custodial M&R Supplies	-	784	4,348	-	-	$ -	0.00%
01192261	521010	Electricity	116,881	119,472	107,076	133,935	133,935	$ -	0.00%
01192261	521020	Natural Gas	22,313	22,047	21,001	22,040	22,591	$ 551	2.50%
01192261	523010	Water	3,812	3,637	2,763	4,605	4,605	$ -	0.00%
01192261	523020	Sewerage	5,932	5,975	4,579	8,120	8,444	$ 325	4.00%
01192261	524010	Building Maintenance	35,797	24,339	38,862	40,333	41,341	$ 1,008	2.50%
01192261	529020	Rubbish/Garbage Pickup	2,100	-	-	-	-	$ -	0.00%
01192261	529050	Recycled Materials Disposal	-	-	-	-	-	$ -	0.00%
01192261	524030	Equipment Maintenance	201	-	259	1,700	1,743	$ 42	2.50%
01192261	524031	Maintenance - painting	-	-	-	800	820	$ 20	2.50%
01192261	524090	Other Contractual Services	6,636	3,385	21,084	25,487	26,124	$ 637	2.50%
01192261	524091	Other Contract Svcs: Custodian	6,750	-	5,145	13,450	13,786	$ 336	2.50%
01192261	527031	Equip Svc/Repair: Custodian	1,698	5,868	2,631	1,350	1,384	$ 34	2.50%
01192261	542130	Work Clothing	809	1,065	653	-	-	$ -	0.00%
01192261	543010	Building M&R Supplies	7,477	10,542	9,036	12,525	12,838	$ 313	2.50%
01192261	543060	Custodian M&R Supplies	16,532	13,034	15,404	10,650	10,916	$ 266	2.50%
01192261	571011	Travel-Mileage	-	-	-	-	-	$ -	0.00%
01192261	578015	Late Fees/Interest Charges	-	-	-	-	-	$ -	0.00%
01192263	529020	Rubbish/Garbage Pickup	-	2,100	2,100	2,100	2,100	$ -	0.00%
01192263	521010	Electricity	1,648	1,765	1,591	2,940	2,940	$ -	0.00%
01192263	521020	Natural Gas	2,789	2,813	1,510	3,859	3,955	$ 96	2.50%
01192263	523010	Water	-	-	-	150	150	$ -	0.00%
01192263	523020	Sewerage	220	232	184	172	179	$ 7	4.00%
01192263	524010	Building Maintenance	529	460	695	-	-	$ -	0.00%
01192263	542130	Work Clothing	297	-	-	-	-	$ -	0.00%
01192275	521010	Electricity	17,551	19,689	17,860	11,813	11,813	$ -	0.00%
01192275	521020	Natural Gas	1,266	1,844	1,653	8,269	8,475	$ 207	2.50%
01192275	521030	Fuel Oil	-	-	-	-	-	$ -	0.00%
01192275	523010	Water	343	475	386	750	750	$ -	0.00%
01192275	523020	Sewerage	517	814	658	1,892	1,968	$ 76	4.00%

01192275	524010	Building Maintenance	6,468	11,474	8,937	12,750	13,069	$ 319	2.50%
01192275	524030	Equipment Maintenance	-	-	259	-	-	$ -	0.00%
01192275	524090	Other Contractural Services	-	-	-	375	384	$ 9	2.50%
01192275	524091	Other Contract Svcs: Custodian	-	-	700	-	-	$ -	0.00%
01192275	527030	Equipment Rental/Lease	-	-	-	-	-	$ -	0.00%
01192275	527031	Equip Svc/Repair: Custodian	72	1,431	2,643	-	-	$ -	0.00%
01192275	529020	Rubbish/Garbage Pickup	-	-	-	750	769	$ 19	2.50%
01192275	529050	Recycled Materials Disposal	-	-	-	-	-	$ -	0.00%
01192275	542130	Work Clothing	280	221	653	150	273	$ 273	182.00%
01192275	543010	Building M&R Supplies	933	2,255	2,272	1,275	1,307	$ 32	2.50%
01192275	543060	Custodial M&R Supplies	4,265	4,951	7,279	4,000	4,100	$ 100	2.50%
01192285	530500	Training and Development	200	695	881	500	513	$ 13	2.50%
01192285	534010	Postage	34	8	-	100	103	$ 2	2.50%
01192285	534030	Advertising - General	49	-	-	-	-	$ -	0.00%
01192285	542010	Office Supplies	404	271	518	900	923	$ 22	2.50%
01192285	549090	Other Food Service Supplies	63	86	-	-	-	$ -	0.00%
01192285	542010	Food Service Supplies		-	-	500	500	$ -	0.00%
01192285	571010	Travel - Mileage	115	46	92	-	-	$ -	0.00%
01192285	583120	Office Machine Replacement	6,254	-	-	3,000	3,000	$ -	0.00%
01192240	521500	Green Power Premium						$ -	0.00%
01192200	524090	Other Contractual Services	-					$ -	0.00%
		Total Expenses	**3,137,086**	**3,294,840**	**2,971,717**	**3,559,751**	**3,609,563**	**$ 57,092**	**1.60%**
01192809	570000	Encumbrances	5,786	20,960				-	-
		Total Request	**$ 7,465,705**	**$ 7,841,311**	**$ 7,539,692**	**$ 8,294,959**	**$ 8,398,703**	**$ 103,744**	**1.25%**

Green Power

Department: 125

Department Head: Joseph McDonough, Facilities Director

DEPARTMENT EXPENDITURES			FY18	FY19	FY20	FY21	FY22	$ Variance	% Variance
Org	Obj	Description	Actual	Actual	Actual	Budget	Request	FY21-22	FY21-22
01192240	521500	Green Power Premium	17,832	16,730	19,086	20,000	20,000	-	0.00%
		Subtotal, Expenses	**$17,832**	**$16,730**	**$19,086**	**$20,000**	**$20,000**	**$ -**	**0.00%**

Select Board
Public Safety

MISSON

The Mission of the Wellesley Police Department is to promote and maintain a partnership with the citizens of Wellesley. Our goal is to preserve life, maintain human rights, protect property, promote individual responsibility, and community commitment. We shall endeavor to enhance the overall quality of life through mutual trust, respect, and the fair and equitable enforcement of the laws while carefully safe guarding dignity of all.

The Police Department is a state accredited full-service public safety agency charged with the responsibility of providing business and neighborhood policing services and the protection of life and property within the Town of Wellesley. The Police Department provides these services with uniformed and plainclothes police officers by way of patrol and investigation.

The Police Department, in working with Cataldo Ambulance and the Wellesley Fire Rescue Department, also provides emergency medical services within the Town of Wellesley.

Additionally, the Police Department provides a number of ancillary policing services, to include, but not limited to, P.R.I.D.E., Safety Officer, Animal Control, Domestic Violence Officer, Wellesley Housing Authority Community Policing Officer, Liaison to the Wellesley Business Community, Elder Affairs Officer, and various police/community relations services. It is important to note that the Domestic Violence Officer, the Elder Affairs Officer, and the Liaison to the Wellesley Housing Authority are police officers who address these respective responsibilities above and beyond their primary responsibilities with the Police Department.

A review by the Board of Selectmen indicated that the minimum staffing level for the Police Department should be five (5) police officers and a supervisor during the day shift; five (5) police officers and a supervisor during the first half; and four (4) police officers and a supervisor during the last half. Thus, at a minimum the patrol shift is generally made up of a police sergeant, two police officers/EMT's, and two or three additional police officers/non-EMTs (depending on time of day). This staffing level requires the filling of 17 positions each day for a total of 6,205 shifts per year. This is necessary to accomplish and support the above staffing of police officers.

CHIEF (1)
The Chief is assigned to a 5-and-2 schedule, in a non-union management position and oversees all administrative duties and responsibilities within the police department.

DEPUTY CHIEF (1)

The Deputy Chief is assigned to a 5 and 2 schedule, in a non-union management position subject to the Town's Merit Pay Plan and is responsible for the performance of various administrative duties and responsibilities within the police department.

POLICE LIEUTENANTS (4)

The four Lieutenants are assigned to a traditional workweek, Monday through Friday. The Lieutenants are assigned to perform command duties over the four functional divisions of the department; Support Services, Patrol, Criminal Investigations and Traffic and Parking. In addition to these assignments, each of these Lieutenants has ancillary responsibilities, (i.e., training coordinator, grant writing, accreditation, administrative services, firearms permits, etc.), which are necessary for the good working order and management of the Police Department.

POLICE SERGEANTS (6)

Each of the six Sergeants is assigned to perform patrol supervisory duties. Additionally, they are also assigned ancillary and staff responsibilities, which are necessary for the good working order and management of the Police Department.

POLICE OFFICERS (34)

Twenty-seven of the thirty-four Police Officers are assigned to perform community policing services, including patrol and emergency response; while one Police Officer is assigned to the duties of Court Liaison Officer, two Police Officers are assigned to perform the duties and responsibilities of the School Resource Officer (one is primarily assigned to the Wellesley High School and Middle School and the second is assigned to the Middle School and seven Elementary Schools) , one Police Officer is assigned to manage our network and information systems as well as investigate computer related crimes, and three Police Officers are assigned as Detectives. It is important to note the absolute necessity to have an adequate number of Police Officers trained and assigned to perform the critical function of investigative Detective. It cannot be stressed more strongly, that it is imperative that the Police Department, and the community, maintain an adequate investigative capability within the Police Department. Toward this end, Detectives must be dedicated to the responsibilities of performing as investigators, if the best interests of the public, and more particularly the victims of violence or other criminal infractions, are to be served.

PUBLIC SAFETY COMMUNICATIONS CENTER

The police, fire, and ambulance dispatch functions operate as a single consolidated Public Safety Communications Center located in the Police Department Headquarters building. Dispatchers are guided by a procedural manual and operational protocols, which are continuously reviewed and updated.

Subsequently, all dispatchers are thoroughly trained in the dispatching of police, fire, and emergency medical services. All dispatchers are certified in Emergency Medical Dispatching protocols and recertify bi-annually. Both the Police and Fire Chiefs continue to monitor the operation of the Public Safety Communications Center to assure optimal, seamless communications and delivery of public safety services.

DISPATCHERS (10)

The function of the dispatchers is to facilitate the response of appropriate public safety resources to an emergency scene. Their primary function is the receipt and generation of messages at the consolidated Public Safety Communications Center. Additionally, they are tasked with assisting members of the public and performing various clerical duties. The 10 dispatchers are assigned to a 4-and-2 schedule. In this rotation, two dispatchers are assigned at all times and a third is scheduled during the peak activity periods of the day and evening shift**.**

FY22 Goals

The Police Department Goals for FY22 will continue to focus on providing suitable and adequate training for all members of the Department, hiring the most highly qualified candidates for the open patrolmen positions and continued collaboration with the School Department on the School Safety Plan.

TRAINING

The Department seeks to provide current and extensive training relating to the many aspects of police work. This includes, but is not limited to, training on Domestic Violence, De-escalation, Implicit Bias, mental health issues, Community Policing strategies and policies, and more. The department recently completed training in the area of empathy, a first in the state. Officers are also provided training in first aid, EMT refresher training, and legal updates. Additionally, each officer is trained in the use of nasal narcan. Nasal narcan can immediately reverse an opiate (Heroin, Percocet, Oxycodone, Fentanyl) overdose, and has been extremely effective in saving lives. Nasal narcan is carried in every Wellesley Police Department cruiser. Personnel are re-trained semi-annually, leading to bi-annual re-certification as AED operators.

In FY21, all sworn members of the department will attend forty-hours of in-service training programs focusing on topical areas. This year's in-service training program gives special focus to appropriate use of force and officer safety. Officers will also receive training on ways to improve community police relations.

HIRING

The strength of the Wellesley Police Department lies with our personnel. It is critical to hire civilians and officers who fit the culture of the Town and the department. We administered our 6th entrance exam since leaving civil service on September 12, 2020. This exam was initially scheduled in June but was postponed due to COVID-19. We had 68 applicants take the entrance exam and received several additional applications from academy trained officers. The next scheduled entrance examination will take place in June 2022.

In FY20 we hired (3) new police officers. One of these officers had previously been academy trained and went directly into our extensive field training program. The other two candidates attended a 25 week police training academy, which was delayed by several months due to COVID019, and are currently in their 12-week field training with the department. In order to ensure that the officers are properly field trained when they graduate from the police academy the department can only assimilate two (2) or three (3) new officers at a time.

In FY21 we anticipate hiring at least (2) new officers. It takes approximately 36 weeks for a new officer to complete all the training necessary for them to begin working on their own.

SCHOOL SAFETY

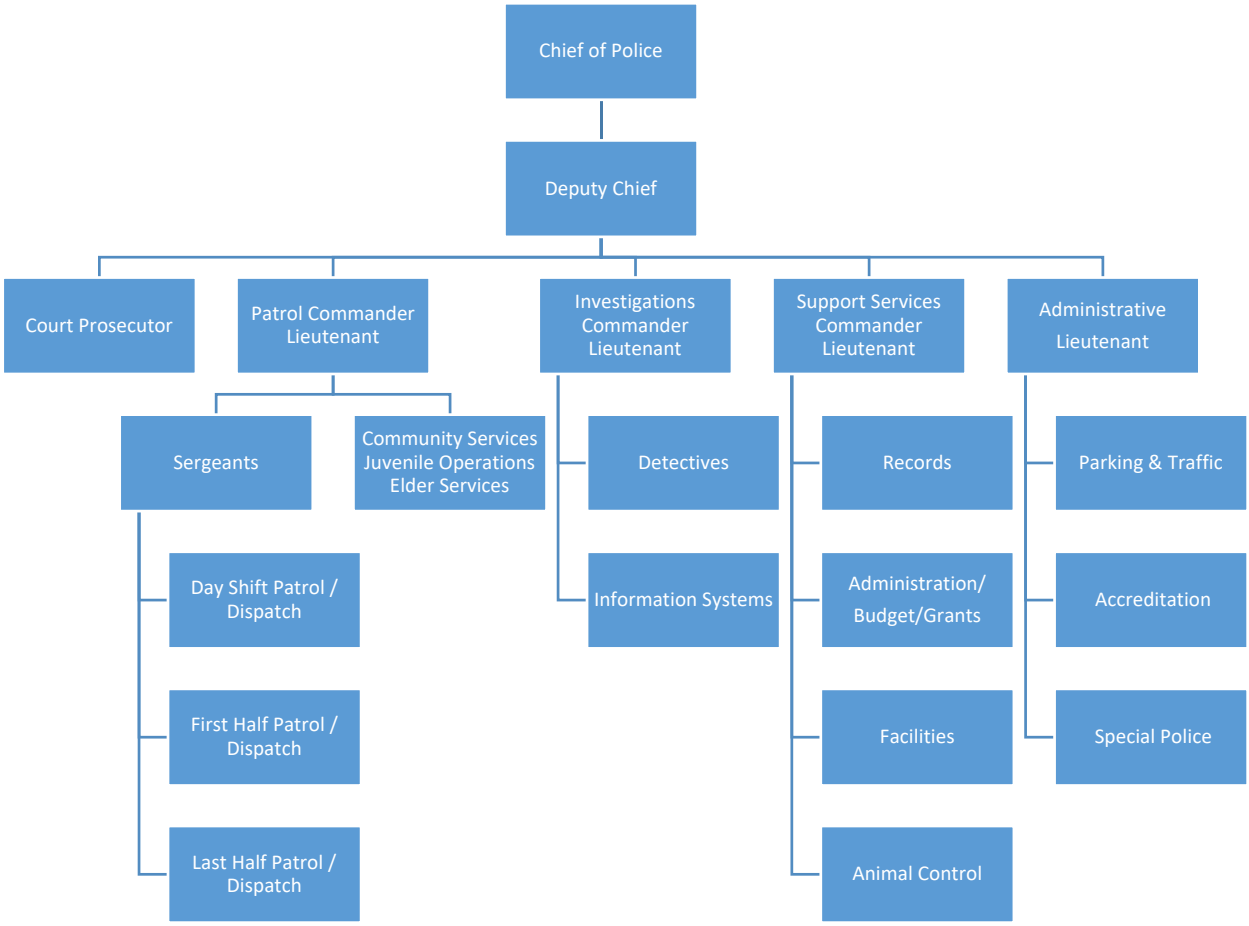
In FY21 and FY22 we will maintain a close partnership with the Wellesley Public Schools with regard to conducting timely reviews of the school security plans to ensure best practices are being implemented district wide.

Crisis Intervention Team (CIT)

The department will continue to enhance and utilize the CIT (Crisis Intervention Team) initiative within the community. The department's ongoing goal is to augment the number of trained and certified CIT officers on staff. CIT officers undergo an 80 hour specialized certification course, and presently, close to 50% of the department holds the certification. CIT trained officers have the ability to follow up effectively with long term cases, collaborating with the department's social worker, as well as other outside agencies within the community. This collaboration, often with the Council on Aging, Health Department, and other Commonwealth agencies, provides a higher level of service and seeks a solid, seamless resolution to issues.

Operating Budget Summary

The Police Department budget at present proposes an overall increase of 2.54% for FY22. This increase is inclusive of COLA increase for the Superior Officers, Patrol, and Dispatch Unions as well as reflecting a 2% increase for the Chief, Deputy Chief and all other 40 series employees per guidelines. There are currently 9 patrol officers, 5 dispatchers and 2 civilian employees on steps. All expense line items have been level funded.


Chief of Police
Deputy Chief
Court Prosecutor
Patrol Commander Lieutenant
Investigations Commander Lieutenant
Support Services Commander Lieutenant
Administrative Lieutenant
Sergeants
Community Services Juvenile Operations Elder Services
Detectives
Records
Parking & Traffic
Day Shift Patrol / Dispatch
Information Systems
Administration/ Budget/Grants
Accreditation
First Half Patrol / Dispatch
Facilities
Special Police
Last Half Patrol / Dispatch
Animal Control

RECEIPTS FROM FEES AND CHARGES:

TYPE	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Anticipated	FY22 Plan
False Alarm - 422500	$ 5,450	$ 4,750	$ 3,400	$ 3,500	$ 3,500
Copies - 432050	4,598	4,050	4,194	1,500	2,500
Court Fines - 477200	80,401	95,176	75,144	75,000	75,000
Animal Control Fine - 477300	10,951	15,990	8,900	7,500	7,500
Gun Permits - 444010	2,863	2,888	3,525	2,000	3,000
Other/Unclassified - 489000	592	896	309	1,000	500
Marijuana Citations	1,700	3,000	1,050	1,000	1,000
Vehicle/Equip. sales - 485000	23,908	-	1,410	20,000	20,000
Detail Admin. - 28021025					
Traffic Officer	34,722	34,722	35,056	36,122	36,696
General Fund Transfer	127,564	112,950	154,145	118,060	-
Admin. Assistant	57,149	59,235	46,368	59,833	60,165
Total	$ 349,896	$ 333,657	$ 333,500	$ 325,515	$ 209,861

ANTICIPATED FY22 GRANTS OR GIFTS, WHICH MAY BE EXPENDED WITHOUT APPROPRIATION:

COMMONWEALTH OF MASSACHUSETTS
GOVERNOR'S HIGHWAY SAFETY BUREAU CLICK IT OR TICKET GRANT
STATE 911 DEPARTMENT SUPPORT AND INCENTIVE GRANT
STATE 911 DEPARTMENT TRAINING GRANT

FEDERAL:
U.S. DEPARTMENT OF JUSTICE BULLETPROOF VEST PARTNERSHIP

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Chief	1.0	1.0	1.0	1.0	1.0
Deputy Chief	1.0	1.0	1.0	1.0	1.0
Lieutenants	3.0	4.0	4.0	4.0	4.0
Sergeants	6.0	6.0	6.0	6.0	6.0
Patrolmen	33.0	34.0	34.0	34.0	34.0
Unfunded Patrolmen Position		-1.0			
Animal control officer	1.0	1.0	1.0	1.0	1.0
Dispatchers	10.0	10.0	10.0	10.0	10.0
Staff	4.0	4.0	4.0	4.0	4.0
Total Number of Positions	**59.0**	**60.0**	**61.0**	**61.0**	**61.0**

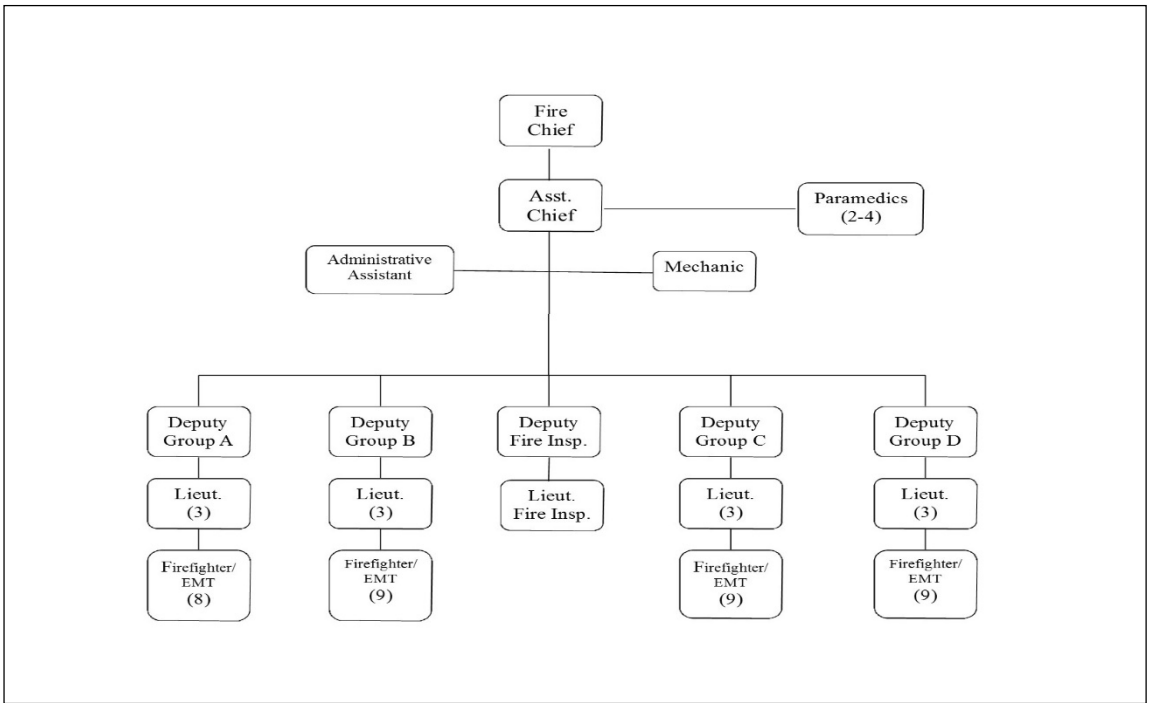
		Police Department FY22 Operating Budget Request							
Org	**Object**	**Account # 01-210 Account Title**	**FY18 Actual**	**FY19 Actual**	**FY20 Actual**	**FY21 Budget**	**FY22 Request**	**$ Variance FY21-22**	**% Variance FY21-22**
		PERSONAL SERVICES							
01210100	511010	Chief / Deputy Chief	$ 255,621	$ 327,439	$ 347,832	$ 362,718	$ 377,562	$ 14,844	4.09%
01210100	511140	Lieutenants	386,054	438,730	395,228	517,860	528,217	10,358	2.00%
01210100	511220	Sergeants	581,998	595,151	609,597	634,573	657,210	22,636	3.57%
01210100	511230	Police Officers	2,234,851	2,159,361	2,252,924	2,715,274	2,794,289	79,015	2.91%
01210100	511240	Animal Control	63,024	64,285	66,066	67,459	60,322	(7,137)	-10.58%
01210100	511370	Clerical	98,168	111,472	115,103	116,442	121,429	4,987	4.28%
01210100	511245	IT Programmer Analyst	63,881	65,476	67,300	68,719	67,043	(1,676)	-2.44%
01210100	511420	Dispatchers	490,981	514,758	514,503	538,154	561,521	23,367	4.34%
01210100	513210	Vacation Coverage	148,267	204,565	175,837	110,017	114,508	4,491	4.08%
01210100	513220	Illness Coverage	108,379	156,869	122,668	117,393	121,774	4,381	3.73%
01210100	513250	Other Coverage	523,381	632,523	494,441	443,500	461,184	17,684	3.99%
01210100	514010	Night Shift Differential	65,423	62,140	64,660	77,444	77,442	(3)	0.00%
01210100	515010	Holiday Pay	151,320	148,491	156,157	182,390	188,898	6,508	3.57%
01210100	515030	Sick Leave Buy Back	86,349	69,766	120,310	46,939	48,217	1,278	2.72%
01210100	515050	Longevity	29,488	31,074	32,531	18,379	16,704	(1,675)	-9.11%
01210100	515080	Court Time/personal days	85,605	93,227	70,963	61,500	63,591	2,091	3.40%
01210100	519020	Sick Leave/Vac. Buy Back	33,474	16,955	21,476	57,535	59,368	1,833	3.19%
			5,406,263	**5,692,280**	**5,627,596**	**6,136,296**	**6,319,279**	**182,983**	2.98%
		EXPENSES							
01210200	517020	Medical Checkup	450	7,497	2,500	5,000	5,000	-	0.00%
01210200	517030	Meal Allowance	-		-	700	700	-	0.00%
01210200	517040	Tuition Reimbursement	17,545	24,017	19,901	13,000	13,000	-	0.00%
01210200	524020	Vehicle Maintenance	33,883	40,136	42,164	40,000	40,000	-	0.00%
01210200	524030	Equip. & Maint. Contracts	42,005	45,439	52,085	40,000	40,000	-	0.00%
01210200	524040	Equipment Maintenance	21,803	29,073	7,950	30,000	30,000	-	0.00%
01210200	527050	Copier Rental	4,242	4,989	4,435	4,300	4,300	-	0.00%
01210200	527090	Other Rental	500	390	2,427	1,000	1,000	-	0.00%
01210200	530310	Public Safety Health Care Svcs	-	-	33,565	40,000	40,050	50	0.13%

01210200	530500	Training & Development	49,204	44,956	37,867	50,000	50,000	-	0.00%
01210200	534010	Postage	1,909	2,088	2,099	2,500	2,500	-	0.00%
01210200	534020	Telephone	36,654	35,762	39,327	40,000	36,820	(3,180)	-7.95%
01210200	534030	Advertising-General	-		-	1,500	1,500	-	0.00%
01210200	534055	Cable and Internet	-	-	-	-	3,180	3,180	#DIV/0!
01210200	534070	National Crime Information Computer (NCIC)	1,605	1,605	1,605	1,605	1,605	-	0.00%
01210200	541010	Gasoline	79,882	74,547	63,719	82,000	76,000	(6,000)	-7.32%
01210200	541020	Diesel	395	536	631	1,005	1,005	-	0.00%
01210200	542010	Office Supplies	15,218	13,746	15,128	14,250	14,250	-	0.00%
01210200	542020	Copier Supplies	1,008	1,824	2,011	3,000	3,000	-	0.00%
01210200	542090	General Supplies	17,721	8,472	8,605	14,750	14,750	-	0.00%
01210200	542110	Uniforms	42,040	49,243	58,400	52,000	52,000	-	0.00%
01210200	543040	Equipment	21,946	16,122	14,626	24,250	24,250	-	0.00%
01210200	550010	Medical Supplies	2,104	2,455	264	3,500	3,500	-	0.00%
01210200	552020	Ammunition & Training Supplies	16,015	19,820	38,293	25,000	25,000	-	0.00%
01210200	552050	Photographic	278	63	3,000	2,500	2,500	-	0.00%
01210200	552080	Animal Control	3,081	2,399	3,326	5,000	5,000	-	0.00%
01210200	557010	Programs & Activities	5,261	10,399	9,468	8,000	8,000	-	0.00%
01210200	557080	Lockup Provisions	237	213	109	1,000	1,000	-	0.00%
01210200	571010	Mileage	2,074	1,199	966	2,000	2,000	-	0.00%
01210200	571120	Conf/Mtgs - Professional Staff	9,189	5,262	3,922	4,500	4,500	-	0.00%
01210200	572110	Conf/Mtgs - Admin. Out of State	520	5,989	5,538	5,000	5,000	-	0.00%
01210200	573020	Membership Dues-Professional Staff	11,935	13,185	14,767	12,000	12,000	-	0.00%
01210200	585110	Cruiser Purchase	182,504	187,143	200,837	229,392	229,392	-	0.00%
			621,208	**648,569**	**689,533**	**758,752**	**752,802**	**(5,950)**	-0.78%
01210200	570000	Other Charges & Expenses	8,793			-		-	0.00%
		Total Request	**$ 6,036,264**	**$ 6,340,849**	**$ 6,317,129**	**$ 6,895,048**	**$ 7,072,081**	**$ 177,033**	2.57%

MISSION

Wellesley Fire Rescue Department is committed to protecting people, property and the environment. We will be responsive to the needs of our residents and others we may serve by providing rapid, professional services essential to the health, safety and the well-being of the community. We will accomplish our mission through skills training, professional development and preparedness of equipment to provide a robust response to fire suppression, medical emergencies, active shooter response, automobile extrication, hazardous materials mitigation, inspectional services and various public safety educational programs and community events for students to senior citizens

Organizational Structure: Wellesley Fire Rescue Department is staffed with thirty-six Firefighters, thirteen Lieutenants, and four Deputies working four shifts and one Deputy Chief Fire Inspector and one Lieutenant Fire Inspector working days only. The Fire Chief, Assistant Fire Chief, administrative assistant and mechanic make up the rest of the department. The department operates out of two stations, one at Central Street and Weston Road (Station # 1) and one on Worcester Street in Wellesley Hills (Station # 2). National Fire Protection Association staffing standard is 15 personnel on duty to respond to a 2000 sq. ft. house fire without a basement. The Wellesley Fire Departments current staffing level is 13 personnel per shift.



Fire Suppression and Rescue Operations front line operating apparatus consist of two pumping engines, one Quint combination pump/ladder and one tower ladder unit. The department operates one boat for water and ice rescue operations. Firefighters are continually trained in multiple disciplines such as fire suppression, medical training, rescue operations, hazardous materials, fire prevention and disaster response planning.

Emergency Medical Services are provided under the direction of the fire department utilizing the Firefighter/ Emergency Medical Technicians (EMTs) and Cataldo Ambulance providing Advanced Life Support and patient transport. For the past twenty-three years the fire department has managed emergency medical services in the

town. The Paramedics respond with Firefighter/EMTs, as our apparatus are equipped with sufficient personnel, automatic defibrillators, backboards, epi-pens, medical supplies and extensive rescue equipment that can effectively manage calls for assistance. There is no annual stipend for these services and required recertification training is provided to all Firefighter and Police EMT's by Cataldo Ambulance. The contract with Cataldo Ambulance was renewed and is effect until Dec 31, 2022.

Hazardous Materials / Technical Rescue Incidents have always been handled by the fire department and the firefighters are prepared to respond to these types of incidents. The department has conducted hazardous materials training to increase the safety of our personnel and the general public. All firefighters are trained to the HAZMAT operational level and received decontamination training. Wellesley Fire has one person assigned to the Massachusetts State HAZMAT Team. Two firefighters are trained and respond as part of the Norfolk County Technical Rescue Team that respond for emergencies in our fire district, state and to national incidents to support local communities.

Fire Prevention / Inspection/ Notification Systems activities are coordinated by the Deputy Chief / Fire Inspector and Lieutenant, which includes; issuing permits, inspecting various installations, coordinating semi-annual in-service inspections by the engine and ladder companies, and scheduling safety programs for the public. Being aware of the environmental hazards of our modern society, the department keeps thorough records of all hazardous material and petroleum products under its authority that are stored in the town. These records include installation and removal permits for all petroleum storage tanks and oil fired heating systems. The Fire Department conducts commercial property inspections and pre-fire / disaster planning twice a year and home smoke alarm / CO detector inspections on the transfer of residential property.

Public Educational programs conducted by the fire department were cancelled due to Covid-19, hopefully in FY22 the 18th year of our Teen Rescuer Program for local teenagers will resume. The Teen Rescuer program covers fire department operations and topics such as first aid, CPR, and general safety during one week in the summer. The Student Awareness of Fire Education (SAFE) Program operating under a state grant instructed approximately 2800 children in fire safety are subject to the status of Covid-19. The High School students were provided an alcohol awareness program working with a Fire Officer and a Cataldo Medic explaining what to expect during an EMS call with alcohol involved. A Senior Safety grant funded a number of senior safety training programs this year which was included in our annual Senior Thanksgiving Dinner which was delivered directly to the 185 Seniors that signed up for the program and in FY22 let hope we are back together at Babson Trim Dining Hall. Fire Department continues to participate in many community events, subject to covid-19 restrictions. We are hopeful to open our stations to the public and resume our involvement in all the great community events which are unfortunately subject to the status of the Covid-19 Pandemic.

Professional Training Activities and Programs are critical to ensure the safety of our response personnel and the general public. Most training activities are conducted on duty but there is a need to provide some programs that should not be interrupted by the call volume of the day, particularly when using outside agencies or private contractors to provide the training. In-service training is conducted daily using a preplanned training schedule that prepares the firefighters to meet the goals and objectives of the fire /rescue department. We have two principal training objectives; maintaining departmental staff readiness to safely respond to emergencies and provide opportunities for existing/ future fire officer development.

Emergency Management services are under the direction of the Fire Chief as the Emergency Management Director, a local emergency planning committee (LEPC) continues to coordinate the town's emergency management plan.

The committee is co-chaired by Assistant Chief Peterson and Health Director Lenny Izzo and has representation from town departments including fire, police, health, school, public works, Selectman's office, and several private organizations and individuals. Wellesley comprehensive emergency management plan is a program for planning and responding to emergencies or disaster situations. It assigns responsibilities and function, which will provide for the safety and welfare of our citizens against the threat of natural disasters, hazardous materials incidents, and national security emergencies. The LEPC has attained Full Certification with the Massachusetts Emergency Management Agency. The Community Emergency Response Team is a group of citizen volunteers that are trained to operate a community shelter in the event of a disaster and to assist professional rescuers in many support roles as required to meet the needs of the community during a disaster.

The Fire Rescue FY21 Budget request provides for adequate staffing, necessary training and equipment, and the continuation of public safety awareness programs. The collective bargaining agreement with the Firefighters Union (Firefighters, Lieutenants, and Deputy's) is currently effective until June 30, 2023. The fire department responded to 3878 emergency calls for service from the public.

COVID-19 Response

- In March there were five firefighters testing positive for covid-19 and one hospitalized. In addition,15 firefighters were quarantined to stabilize the department. All personnel began to wear masks and strict changeover rules were put in place, to minimize staff contact among shifts, no additional personnel have tested positive to date.
- Chief DeLorie drafted a message to the Town of Wellesley to confirm the illness of the firefighters and the departments commitment to keeping our community safe and we will get through the challenges of covid-19 together.
- The Fire department had washer extractors to clean firefighter gear, we purchased washer and dryers for firefighter station clothes to clean any contaminated clothing at work.
- Facilities Maintenance Department deep cleaned and disinfected both stations twice a week. Later FMD provided training and electrostatic cleaning equipment for firefighters to clean the stations.
- The Fire Dept working with the Health Dept provided personal protective gear to numerous town personnel. We provided all types of Personal Protective Gear (PPE) and isopropyl alcohol in spray bottles with wipes to disinfected numerous other town departments for disinfecting their vehicles.
- The Fire Department submitted requests for PPE to Massachusetts Emergency Management Agency and distributed the supplies among the Fire and Police Departments. We have continued to purchase supplies utilizing our expense budget as supplies became available.
- The Sewing COVID-19 Help: Working together provided homemade masks that were proved to over 2000 Seniors and residents at risk.
- The Wellesley Fire Department put out a request to the community for donations of PPE. Every day for weeks the residents contacted the Fire Department to pick up over 10,000 various PPE that was redistributed to other town departments, local nursing homes and area hospitals.
- The Fund for Wellesley Covid-19 Relief provided grant to the Fire Department to purchase KN95 masks. The Fire Department began to provide masks and instructions to Wellesley Seniors and residents at risk and delivered over 2000 masks which included KN95's in April and homemade masks. In November, additional KN95 masks were included in the annual Senior Citizens Thanksgiving Dinner delivery.

This has been an extraordinary year due to Covid-19, our community came together to provide the necessary supplies and continue to support each other.

FY22 Goals

The goals for FY22 will continue to focus on our maintaining departmental staff readiness to safely respond to emergencies. WE will continue our Covid-19 PPE efforts to provide for the community needs, especially our vulnerable population with PPE. WE will strive to provide opportunities for existing/ future fire officer development. We are experiencing senior staff retirements and its critical to ensure staff are trained for the new leadership roles. We continue training all personnel on fire suppression, vehicle technology changes, emergency medical skills and to accept new challenges such as training to respond to hostile events in ballistic gear.

Operational Budget Summary

The Fire Departments budget reflects request a level funded expense budget. The increases in the personal services budget reflects the (4) non-union positons of Chief, Asst Chief, Administrative Assistant and Fire Mechanic increases at guidelines. We did focus on increasing our illness budget line in anticipation of potential impacts of Covid-19 and any other related medical issues. The Firefighters contract expires June 30, 2023 which consists of personnel in the collective bargaining group which is the primary factor in the FY22 budget.

RECEIPTS FROM PERMITS AND MASTER BOXES:

FY19 ACTUAL	FY20 ACTUAL	FY21 Anticipated	FY21 Plan
$ 38,100	$ 38,100	$ 38,100	$ 39,000
$ 37,175	$ 40,000	$ 30,510	$ 40,000
$ 75,275	**$ 78,100**	**$ 68,610**	**$ 79,000**

TOWN OF *Wellesley*

Fiscal Year 2022 -- OPERATING BUDGET REQUEST

Fire Rescue: Mission, Services & Priorities

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Chief	1.0	1.0	1.0	1.0	1.0
Assistant Chief	1.0	1.0	1.0	1.0	1.0
Deputy Chiefs	5.0	5.0	5.0	5.0	5.0
Lieutenants	13.0	13.0	13.0	13.0	13.0
Firefighters	35.0	35.0	35.0	35.0	35.0
Mechanic	1.0	1.0	1.0	1.0	1.0
Administrative Assistant	1.0	1.0	1.0	1.0	1.0
Total Number of Positions	**57.0**	**57.0**	**57.0**	**57.0**	**57.0**

Fire Department Operating Request

Org	Object	Account # 01-220 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01220100	511010	Senior Administrator	$ 292,000	$ 299,571	$ 318,432	$ 323,571	$ 346,450	$ 22,879	7.07%
01220100	511140	Supervisor	1,054,041	1,005,610	1,032,162	1,106,291	1,127,475	$ 21,184	1.91%
01220100	511220	Other Professional Staff	464,981	483,375	592,196	505,003	514,680	$ 9,677	1.92%
01220100	511230	Non-Supervisory Uniformed Professionals	2,007,436	2,048,474	1,912,793	2,500,624	2,548,440	$ 47,817	1.91%
01220100	511370	Clerical	58,074	59,235	60,889	62,222	63,735	$ 1,513	2.43%
01220100	511420	Other Support Staff	75,165	76,342	79,012	79,265	81,263	$ 1,998	2.52%
01220100	513210	O/T - Vacation	350,494	360,335	405,421	362,498	373,000	$ 10,502	2.90%
01220100	513220	Illness Coverage	203,167	248,215	361,784	178,409	194,500	$ 16,091	9.02%
01220100	513230	O/T - Personal Days	364,698	394,528	279,073	245,027	252,000	$ 6,973	2.85%
01220100	513260	O/T - Specialized Training	72,461	35,937	29,948	78,000	79,500	$ 1,500	1.92%
01220100	514010	Shift Differential	48,136	47,558	47,821	-	-	$ -	0.00%
01220100	515010	Holiday Pay	97,943	98,125	100,709	228,650	238,000	$ 9,350	4.09%
01220100	515050	Longevity	21,800	22,200	20,500	34,000	34,000	$ -	0.00%
01220100	519020	Sick Leave/Vacation Buyback	8,858		-	-	-	$ -	0.00%
		Personal Service Subtotal	**5,119,254**	**5,201,705**	**5,240,738**	**5,703,559**	**5,853,043**	**$ 149,485**	**2.62%**

		EXPENSES							
01220200	517010	Medical Expense	2,590	3,264	-	3,000	3,000	$ -	0.00%
01220200	517020	Medical Checkup	458	-	-	-	-	$ -	0.00%
01220200	517040	Tuition Reimbursement	-	-	-	10,000	10,000	$ -	0.00%
01220200	524030	Equipment Maintenance	6,564	5,856	8,378	7,000	7,000	$ -	0.00%
01220200	524060	Communications Maintenance	7,897	17,259	12,850	15,000	15,000	$ -	0.00%
01220200	527070	Laundry Services	1,590	1,530	1,530	1,800	1,800	$ -	0.00%
01220200	530500	Training and Development	10,905	18,372	21,444	12,000	12,000	$ -	0.00%
01220200	534010	Postage	235	629	670	460	460	$ -	0.00%
01220200	534020	Telephone - Cell phones and data plans	10,509	10,345	7,451	12,500	12,500	$ -	0.00%
01220200	541010	Gasoline	7,154	6,671	4,909	8,000	8,000	$ -	0.00%
01220200	541020	Diesel Fuel	16,991	18,432	14,777	16,839	16,839	$ -	0.00%
01220200	542010	Office/ Building Materials	5,091	5,064	5,841	5,200	5,200	$ -	0.00%
01220200	542040	Paper and Stationary	174	639	454	600	600	$ -	0.00%
01220200	542110	Uniforms	13,158	15,454	15,038	16,800	16,800	$ -	0.00%
01220200	542120	Protective Clothing	24,123	13,504	2,494	15,000	15,000	$ -	0.00%
01220200	542130	Work Clothing	22,450	20,839	20,421	26,500	26,500	$ -	0.00%
01220200	543010	Building M&R Supplies	2,756	2,368	5,801	3,500	3,500	$ -	0.00%
01220200	543020	Grounds keeping M&R Supplies	-	10	9	750	750	$ -	0.00%
01220200	543060	Custodial M&R Supplies	1,538	1,859	1,682	2,571	2,571	$ -	0.00%
01220200	548010	Vehicle Parts & Accessories	31,177	57,709	59,237	60,000	60,000	$ -	0.00%
01220200	550010	Medical Supplies	8,383	12,421	11,359	10,000	10,000	$ -	0.00%
01220200	552060	Firefighting Supplies	14,848	12,701	16,751	15,500	15,500	$ -	0.00%
01220200	553060	Computer Supplies	9,386	12,457	13,062	11,000	11,000	$ -	0.00%
01220200	557010	Programs & Activities	5,872	2,079	3,224	4,000	4,000	$ -	0.00%
01220200	571010	Travel - Mileage/In State	490	56	-	500	500	$ -	0.00%
01220200	571110	Conf/Mtgs - Administrators	494	1,581	1,066	1,500	1,500	$ -	0.00%
01220200	571120	Conf/Mtgs - Professional Staff	470	4,487	823	500	500	$ -	0.00%
01220200	572110	Conf/Mtgs - Admin. Out of State	3,373	-	900	4,000	4,000	$ -	0.00%
01220200	573010	Dues - Administrators	4,498	5,063	4,975	6,500	6,500	$ -	0.00%
01220200	573020	Dues - Professional Staff	3,050	3,185	2,330	4,450	4,450	$ -	0.00%
01220200	573030	Dues - Non Prof. (Mechanic)	-	75	-	250	250	$ -	0.00%
01220200	578010	Special Debt Expenses	-	-	1,658	-	-	$ -	0.00%
01220200	583010	Furniture	4,157	-	5,248	5,000	5,000	$ -	0.00%
		Expense Subtotal	**220,380**	**253,909**	**244,383**	**280,720**	**280,720**	**$ -**	**0.00%**
	570000	Other Charges & Expenses	-	**5,736**	**5,440**		**-**	$ -	0.00%
		Departmental Total	**$5,339,634**	**$5,461,350**	**$5,490,561**	**$5,984,279**	**$6,133,763**	**$ 149,485**	**2.50%**

Inspector of Buildings

PROGRAM OBJECTIVE: To enforce all provisions of appropriate codes, state statutes, rules, regulations, ordinances and bylaws. (Chapter 143, Sec. 3, MGL).

PROGRAM ACTIVITIES: The Inspector of Buildings is charged with the responsibility to enforce all provisions of appropriate codes, and all other applicable state statutes, rules and regulations or ordinances and bylaws, and act on any question relative to the mode or manner of construction, reconstruction, alteration, repair, demolition, removal, installation of equipment, and the location, use, occupancy, and maintenance of all buildings and structures. The program mandates that work authorized under any required permit shall be field inspected for code conformance.

Zoning Enforcement

PROGRAM OBJECTIVES: To enforce the Town of Wellesley's Zoning Bylaw and MGL Chapter 40A.

PROGRAM ACTIVITIES: This program is responsible for the screening of all new construction to make sure it complies with all provisions of the Town of Wellesley Zoning Bylaw and MGL Chapter 40A. The program also investigates complaints of alleged zoning violations and takes appropriate action, such as the issuance of cease and desist orders, and/or the filing of a criminal complaints in District Court.

Handicapped Access

PROGRAM OBJECTIVES: To enforce the rules and regulations of the Handicapped Access Code in accordance with MGL Chapter 22, Sec. 13A.

PROGRAM ACTIVITIES: This program enforces the rules and regulations of the Handicapped Access Code in accordance with MGL Chapter 22, Sec. 13A. It is the intent of these rules and regulations to provide physically handicapped persons full and free use of all buildings and facilities so that all persons may have the educational, employment, living and recreational opportunities necessary to be as self-sufficient as possible, and to assume full responsibilities as citizens.

Public Safety

PROGRAM OBJECTIVES: To enforce Public Safety Regulations, Massachusetts State Building Code, Tbl. 110.

PROGRAM ACTIVITIES: This program is responsible for the periodic inspection and certification of buildings and structures (or parts thereof). A building or structure cannot be occupied or continue to be occupied without the posting of a valid Certificate of Inspection where required by section 110. Certification of Inspections is issued after an inspection is made certifying that the building or structure complies with all applicable requirements of the MSBC.

Local Building Inspector

PROGRAM OBJECTIVES: Shall assist the Inspector of Buildings in the performance of his duties and shall also be responsible for the enforcement of appropriate codes, state statutes, rules, regulations, ordinances and bylaws (Chapter 143, Sec. 3 MGL).

PROGRAM ACTIVITIES: Shall act on any question relative to the mode or manor of construction, and the materials to be used in the construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the use and occupancy of all buildings and structures.

Inspector of Wires

PROGRAM OBJECTIVES: To enforce Mass. Electrical Code 527 CMR 12.00, applicable paragraphs of MGL 155, Sections. 141-143.

PROGRAM ACTIVITIES: The Inspector of Wires is the authority enforcing the Mass. Electrical Code, 527 CMR 12.00, and applicable paragraphs of MGL Chapter 166, Sec. 141-143. This program is charged with the responsibility of maintaining strict code enforcement. It also requires that licensed electricians apply for appropriate permits and that work be inspected for code conformance.

Inspector of Plumbing and Fuel Gas

PROGRAM OBJECTIVES: To enforce the Uniform State Plumbing and Fuel Gas Code in accordance with CMR 248, Sec. 13 of Chapter 142.

PROGRAM ACTIVITIES: The Inspector of Plumbing is the authority enforcing the Uniform State Plumbing and Fuel Gas Codes in accordance with CMR 248, Sec. 13 of Chapter 142, MGL. This program is responsible for maintaining strict code conformance, requiring that licensed plumbing tradesmen apply for appropriate permits and that work is inspected for code conformance.

Permit Administrator

PROGRAM OBJECTIVES: Under the supervision of the Inspector of Buildings, but with the ability to work independently, this position requiring organizational skills is concerned with performing a wide variety of secretarial, clerical, and administrative tasks in support of the Inspector of Buildings and all other inspectors to ensure smooth and efficient interaction between the inspectors and the general public using the department.

PROGRAM ACTIVITIES: Work involves assisting the six inspectors in the department in organizing the permitting and inspectional phases of their activities; assisting the public, in person, or via telephone; researching and assembling necessary background information and facts for applications for permits, zoning conformance, and zoning violations; preparation of various applications and reports; weekly payroll and attendance records and personnel forms; annual budgets and reports. The incumbent must possess a working knowledge of town and zoning bylaws, plus state laws affecting department operations and have the ability to maintain good public relations in the course of public interaction.

Office Assistant

PROGRAM OBJECTIVES: Under the supervision of the Permit Administrator, but with the ability to work independently in her absence, the Secretary must be concerned with performing a wide variety of clerical and bookkeeping and organizational tasks in support of the inspectional staff to ensure a smooth and efficient Building Department.

PROGRAM ACTIVITIES: The work consists of performing many varied clerical, bookkeeping and organizational tasks in addition to and in support of the duties of the Permit Administrator. They include assisting persons at the counter and answering the phones; processing applications and permits of all types; processing renewable permits; updating and maintaining permanent public record files (MGL Chapter 4, Sec. 7); have a working knowledge of zoning and/or construction requirements in order to relate to applicants for Building Permits and other permits; have background knowledge of other town departments working in conjunction with Building Department activities. Maintain good public relations in the course of public contact.

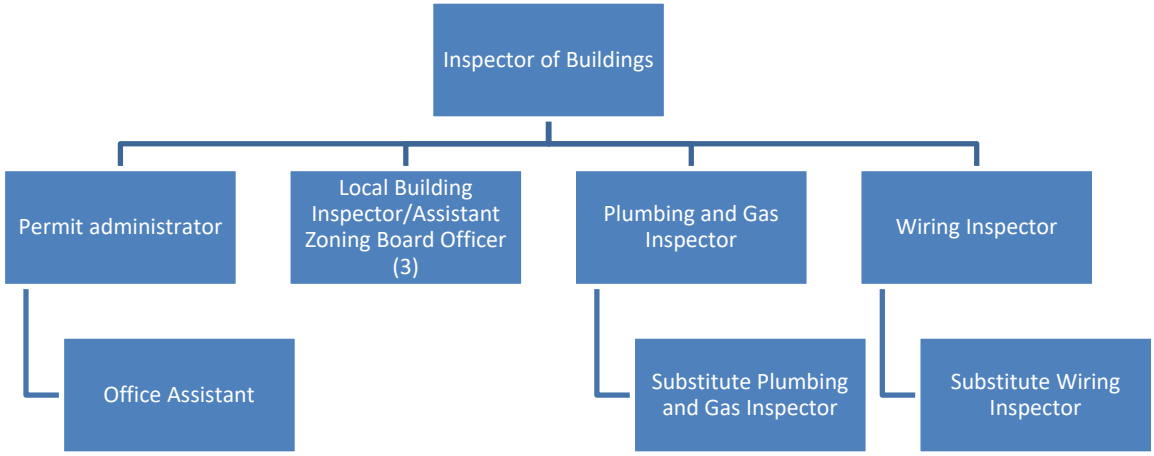
Permits Issued in Fiscal Year and Fees Collected:

*FY21 year-to-date as of 11/25/20

Fiscal Year	Number of Permits
FY21	1,644*
FY20	3,553
FY19	3,837
FY18	3,599
FY17	4,126

Revenue	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Anticipated	FY22 Plan
Total Fees Collected	**$3,800,159**	**$3,318,173**	**$1,842,554**	**$1,500,000**	**$1,500,000**

FY21 Total Fees Collected as of 11/25/20:
$1,779,755



PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Inspector of Buildings	1.0	1.0	1.0	1.0	1.0
Local Building Inspector	3.0	3.0	3.0	3.0	3.0
Inspector of Plumbing/Gas	1.0	1.0	1.0	1.0	1.0
Inspector of Wires	1.0	1.0	1.0	1.0	1.0
Permit Administrator	1.0	1.0	1.0	1.0	1.0
Secretary	1.0	1.0	1.0	1.0	1.0
Total Number of Positions	**8.0**	**8.0**	**8.0**	**8.0**	**8.0**

Town of Wellesley
FY2022 Budget Request
Building Department: Mission, Services & Priorities

		Building Department Operating Request							
Org	Object	Account # 01-241 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01241100	511010	Senior Administrator	$ 90,034	$ 96,022	$ 101,299	$ 103,133	$ 103,133	$ (0)	0.00%
01241100	511220	Other Professionals	307,204	312,844	331,534	341,602	341,550	$ (52)	-0.02%
01241100	511370	Clerical	44,262	45,147	7,084	47,977	51,169	$ 3,192	6.65%
01241100	511420	Other Non Professional	52,963	34,104	80,700	53,459	54,548	$ 1,089	2.04%
01241100	512290	Temporary	-	22,902	8,861	8,000	8,000	$ -	0.00%
01241100	515050	Longevity	1,000	1,100	500	-	-	$ -	-
			495,463	**512,119**	**529,978**	**554,171**	**558,400**	**4,229**	**0.76%**
		EXPENSES							
01241200	530500	Training & Development	1,383	703	210	2,000	2,000	$ -	0.00%
01241200	530900	Other Professional Services	-	33,765	7,999	8,000	8,000	$ -	0.00%
01241200	534010	Postage	612	552	144	2,000	2,000	$ -	0.00%
01241200	534030	Advertising - General	197	233	28	600	600	$ -	0.00%
01241200	534035	Advertising - Employment	-	-				$ -	-
01241200	534040	Printing and Mailing Expense	799	100	-	1,500	1,500	$ -	0.00%
01241200	534055	Cable and Internet	-	-	-	3,000	3,000	$ -	0.00%
01241200	555010	Books	-	-	-	1,500	1,500	$ -	0.00%
01241200	555020	Periodicals and Newspapers	-	-	379	-	-	$ -	-
01241200	542010	Office Supplies	2,969	1,355	981	5,000	5,000	$ -	0.00%
01241200	571010	In-state travel (mileage)	11,297	12,311	8,798	17,000	17,000	$ -	0.00%
01241200	573010	Dues-Administrators	135	852	435	400	400	$ -	0.00%
01241200	583120	Office Machines Replacement	934					$ -	-
			18,326	**49,871**	**18,974**	**41,000**	**41,000**	**$ -**	**0.00%**
01241200	570000	Other Charges & Expenses	14	-	-			$ -	-
			$ 513,803	**$ 561,990**	**$ 548,952**	**$ 595,171**	**$ 599,400**	**$ 4,229**	**0.71%**



Town of *Wellesley*

FY2022 Budget Request

Sealer of Weights & Measures Operating Narrative: Mission, Services & Priorities

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Sealer	0.4	0.4	0.4	0.4	0.4
Total Number of Positions	**0.4**	**0.4**	**0.4**	**0.4**	**0.4**

Sealer of Weights & Measures Operating Request

Org	Obj	Account # 01-244 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01244100	511010	Senior Administrators	$11,848	$12,339	$12,257	$15,000	$15,000	$ -	0.00%
		PERSONAL SERVICES SUBTOTAL	**11,848**	**12,339**	**12,257**	**15,000**	**15,000**	**-**	**0.00%**
		EXPENSES							
01244200	530500	Training & Development	-	-	-	-	-	$ -	-
01244200	534030	Advertising - General	14	14	16	25	25	$ -	0.00%
01244200	542010	Office Supplies	-	692	619	175	175	$ -	0.00%
01244200	571010	Travel-Mileage	-	-	-	350	350	$ -	0.00%
01244200	571110	Conf/Mtgs-Administrators	1,179	1,304	1,479	2,150	2,150	$ -	0.00%
01244200	583190	Other Equipment Replacement	446	-	-	-	-	$ -	-
		EXPENSES SUBTOTAL	**1,639**	**2,011**	**2,114**	**2,700**	**2,700**	**-**	**0.00%**
		DEPARTMENT TOTAL	**$13,488**	**$14,350**	**$14,371**	**$17,700**	**$17,700**	**$ -**	**0.00%**

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
School Crossing Guard	17.0	17.0	17.0	17.0	17.0
Substitute Crossing Guard	1.0	1.0	1.0	1.0	1.0
Total Number of Positions *	**18.0**	**18.0**	**18.0**	**18.0**	**18.0**

Special School Police Operating Request

Org	Object	Account # 01-299 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01299100	511240	Uniformed Non Professional	$ 70,932	$ 68,887	$ 129,254	$ 130,974	$ 132,706	1,732	1.32%
			70,932	**68,887**	**129,254**	**130,974**	**132,706**	**1,732**	**1.32%**
		EXPENSES							
01299200	534030	Advertising-General	-	-	887	918	941	23	2.50%
01299200	542110	Uniforms	3,085	3,182	2,376	2,459	2,521	61	2.50%
			3,085	**3,182**	**3,263**	**3,377**	**3,461**	**84**	2.50%
	570000	Other Charges	-	-	-	-	-	-	0.00%
			$ 74,017	**$ 72,069**	**$ 132,517**	**$ 134,351**	**$ 136,168**	**$ 1,817**	1.35%

Board of Public Works

MISSION STATEMENT

The Town of Wellesley Department of Public Works is dedicated to providing in a safe and cost effective manner the essential, emergency and maintenance services, together with information and planning support, to protect, maintain, and improve the Town's assets and infrastructure for the safety and well-being of the community.

MAJOR GOALS

Five major goals are derived from the themes in the mission statement. Each major goal has one or more objective and strategy. The goals and objectives are discussed in a general way throughout the program, sub program and function narratives of the tax impact budget. The five major goals are:

- To Provide Essential Services
- To Provide Emergency Services
- To Provide Maintenance Services
- To Provide Information and Planning Support
- To Protect, Maintain and Improve the Town's Assets and Infrastructure

and to do all of the above at the highest standards in a safe and cost effective manner.

VISION STATEMENT

To be recognized by the community for outstanding services to the Town which are achieved through careful planning and implementation, continuous improvements, and by developing teamwork through good support and training.

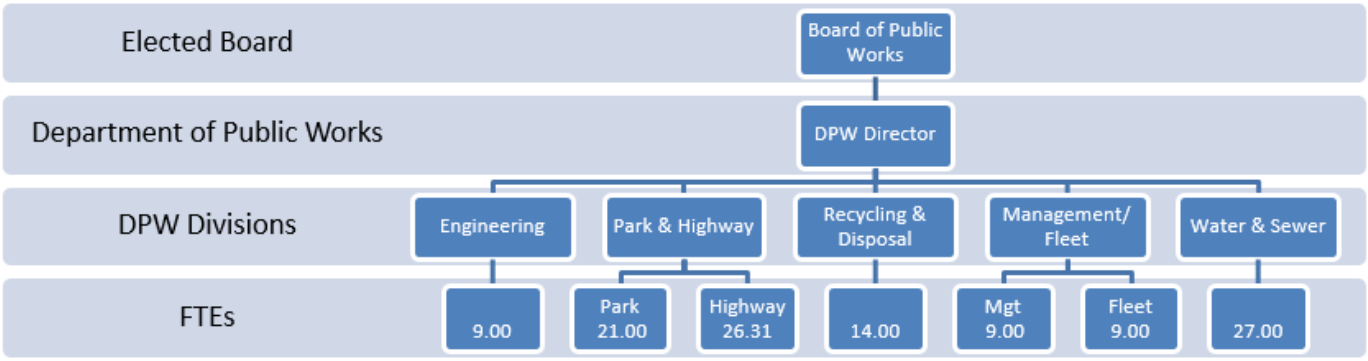
VALUE STATEMENT

Our value statement indicates the qualities and characteristics the Department holds in esteem as it goes about its work:

We value the supportive environment that allows our productive spirit and professional capabilities to serve the Wellesley community.

Department Description and Organizational Structure

Overseen by the 3-person elected Board of Public Works, the DPW provides essential public works, water and sewer utilities, and other services. Funding for these services includes both tax revenues and customer payments. Town tax revenues fund the DPW Engineering, Park and Highway, Recycling and Disposal, and Management Services/Fleet Divisions. DPW services financed by tax revenues are often referred to as the DPW "tax-impact programs." Rate-paying customers fund the services provided by the DPW Water and Sewer Divisions, which do not affect the Town's tax rate. Budgets for these programs are referred to as "Enterprise Fund programs".



PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Engineering	10.00	9.00	9.00	9.00	9.00
Highway	26.31	26.31	26.31	26.31	26.31
Park & Tree	20.74	20.74	20.93	20.93	21.00
Recycling and Disposal	14.00	14.00	14.00	14.00	14.00
Management	9.00	9.00	9.00	9.00	9.00
Fleet Maintenance	9.00	9.00	9.00	9.00	9.00
Total Tax Impact Budget Positions	**89.05**	**88.05**	**88.24**	**88.24**	**88.31**
Water & Sewer	28.00	28.00	28.00	28.00	27.00
Total DPW Positions	**117.05**	**116.05**	**116.24**	**116.24**	**115.31**

Tax Impact Programs

The Park and Highway Division maintains Town roadways, sidewalks, curbs, street name signs as well as salts, sands, plows, removes ice and snow from streets, ways, walks and pavement areas to provide for safe vehicular and pedestrian traffic for the convenience and safety of the public and all emergency services including police, fire, and ambulance, and to provide access to other support services (e.g., food, fuel, medical). It also maintains catch basins, culverts, storm drains, and preserves and develops Town parks, open space areas, playgrounds, public shade trees, brooks, and streams. The Recycling and Disposal Facility (RDF) is responsible for disposing of solid waste and recyclable materials and is the Town's most widely-used facility, with over 350,000 annual vehicle trips. The Engineering Division designs and provides project management services for all DPW projects. The Division also reviews private plans for conformance to Town standards

for the Planning Board, Zoning Board of Appeals, and other Town departments. Other responsibilities include implementation of the storm water management plan, maintenance of Town plans and files related to deeds, easements, and construction as well as regulating all utility and excavation work within the public way through the Street Occupancy and Trench Permit Program. The Management Division directs and supports the programming, planning, budgeting and evaluations of all activities of the Department of Public Works to provide services in an efficient and effective manner. The Fleet Maintenance program procures, maintains, and repairs vehicles and equipment and provides repair and welding service to other department as requested. Fleet Maintenance also oversees the Town's Fuel Depot that provides fuel for all Town vehicles.

FY2022 Goals

Meeting maintenance targets on a regular basis is key to the protection of the Town's assets and infrastructure.

In addition, the DPW will provide Engineering services for the major Town projects including Weston Road Design, Walnut Street Reconstruction, Grove Street Reconstruction, emerging Development Projects, and Stormwater Permit Compliance.

Solid waste goals include further reductions in residential trash and increases in recycling.

Tax Impact Operating Programs Budget Request

The DPW FY2022 Operating Budget request is $7,728,093, which is an increase of $188,442 or 2.5% over FY2021 and meets the guideline target for FY2022. The DPW expects to generate $715,000 in revenue from the Recycling and Disposal Facility operations including Commercial tipping fees, Recycling revenues and the income from our Business Initiatives. This revenue is returned to the General Fund.

Tax Impact Personal Services and Staffing

- The FY2022 Operating Budget includes a total staff of 89 permanent employees. Of the total permanent employees, two are 24 hours per week employees. No changes in staffing levels are proposed in this budget.
- General Salary Increase. An increase of $85,265 for general increases of 2.0% for Management Pay Plan ($26,787), Group 40 ($8,209) employees and Production Unit employees ($50,269). Production and Supervisory Unit contracts are in effect through FY23.
- Management Pay Plan. Although Management Pay Plan increases of 2.0% are included at this time, these increases are funded through a separate appropriation and will be removed from this budget prior to Town Meeting.

- Salary Re-allocations. After a review of salaries allocated to the Water & Sewer Enterprise Funds, we have re-allocated $33,621 to the Tax Impact Budget to more accurately reflect services provided.
- A decrease of $35,000 in Highway Temporary/Seasonal help.
- The Personal Services increase also includes the net effect of position changes, step increases, salary adjustments and staff hired at lower amounts ($14,561).

Tax Impact Expenses
The expense budget increase of $129,650 (5.9%) includes the following items:

- Trash. Increase of $20,250 in the RDF Expense Budget due to an expected contractual increase in trash disposal of $2.50 per ton from $84.75 per ton in FY21 to $87.25 per ton in FY22. As a reminder, revenue collected for commercial trash is returned to the General Fund.

- Recycling. Increase of $109,400 in the RDF Expense Budget due to increases in wood and mattress recycling fees. As part of the Department of Environmental Protection (DEP) Solid Waste Master Plan, wood is and mattresses will likely be considered 'Waste Ban' items and must be separated from the trash. We expect commercial fees for these items to cover approximately $35,000 of this increase.

RDF Business Initiatives

- Decrease of $39,655 due to limited opportunities for new initiatives based on projected market conditions.

PROGRAM 410 - ENGINEERING

Program Objective

To provide engineering, technical and construction management services required to plan, coordinate, develop, conceptualize, design, construct, operate, and maintain Town facilities, infrastructure, services, and records in an effective and efficient manner.

Subprogram 441 - Planning and Design

The purpose of Planning and Design is to develop and review studies, conceptual plans, designs, contract plans, and specifications including those prepared by outside consultants. Responsibilities also include estimating quantities and costs for Town projects of varying type and complexity.

Subprogram Activities

- Design and prepare plans for proposed construction, maintenance, and landscape projects
- Review plans for conformance to Town standards for the Planning Board, Zoning Board of Appeals and other Town Departments
- Prepare specifications, estimates of quantities, probable cost, and contract documents
- Obtain all necessary permits and approvals required for project implementation
- Coordinate and prepare reports to governmental agencies to fulfill regulatory requirements
- Review subdivision and land survey plans from engineers serving private clients
- Develop easement plans for footways, roadways, and utility installations, including the Municipal Light Plant

In addition, this subprogram includes activities undertaken to develop and effectively maintain the Town's Stormwater Management Program and address other storm collection system issues. Included are the requirements and conditions of the Town's General Permit under Phase II of the National Pollutant Discharge and Elimination System (NPDES). Specific activities related to Stormwater Management include:

- Continued Implementation of the Town's Stormwater Management Plan
    - Working with the US EPA Region 1 and its consultants in the implementation of and necessary revisions to the plan
    - Coordinating the participation of other Town Departments, Boards and Committees in the implementation of the plan
- Apply for and use grant funding as may be available for the implementation of any components of the plan
- Prepare annual reports to US EPA and MADEP regarding the status of the plan's implementation and compliance with the Town's NPDES General Permit

- Address other stormwater management or collection system issues that may arise

including changes to the Town's Stormwater Drainage System Rules and Regulations

Subprogram 442 - Survey and Inspection

The Survey and Inspection subprogram performs surveys, provides a full range of construction management services including contract administration and project representation for construction and other Town projects. Other duties include ensuring compliance with approved plans and specifications and conformance to applicable design standards, bylaws, special acts, Mass. General Laws, and standard engineering practices.

Subprogram Activities

Perform field surveys and construction inspection services for assigned projects including:

- Department maintenance projects
- Sidewalk and driveway apron construction
- Stormwater Drainage System construction
- Water and sewer line construction and location under DigSafe (MGLC82)
- Parking lots and road surveys
- Inspection of subdivision construction
- Provide traffic counts, speed data and surveys
- Survey and Inspection of contracted construction projects

Subprogram 443 - Town Plans and Geographic Information Systems (GIS)

This subprogram maintains the following Town plans, files and records for the coordination of Town projects and for the general use of any party in need of such information:

Plans	Files	Records
• Town plans (80 and 40 scale) • Aerial photographs • Construction and easement plans • Record Plans • Street acceptance plans • Zoning maps and the development and update of utility layers for the Town's GIS	• Deed file • Plot plan file • Photograph and contract file • GIS Utility database • Street file • Sanitary sewer and stormwater drainage connections files	• Traffic counts • State and local permits • Capital improvement contracts (progress payments) • Federal and state grant records relating to water and sewer construction, solid waste and recycling programs • Engineering and feasibility studies • Easement documents

Subprogram 961 – Vacation/Holiday/Sick

The purpose of the Vacation/Holiday/Sick subprogram is to track time away from work for vacations, holidays, sick time, personal leave, jury duty and any other paid time off. All time off is earned and granted according to Town policies.

Subprogram 962 – Administration

The purpose of the Administration subprogram is to effectively manage costs and integrate labor, materials, and equipment in order to meet the objectives of the Engineering Program.

Subprogram Activities

- Plan, direct, analyze, staff, control, and evaluate the Engineering Program including: employee performance; workload and backlog management; coordinate requests for design services; maintain records; establish grades for streets and drains, and street opening permit inspections
- Apply for, administer and coordinate grant programs; including grant closeout at the completion of a project
- Budget analysis and cost estimates for capital improvement projects, operation and maintenance projects, and long range capital planning
- Review of Department specifications for compliance with state procurement statutes
- Coordination and evaluation of consultant-performed studies and other projects including the development of requests for proposals

Other Sources of Funds

415 - Street Permit Program

Work includes issuing permits for work conducted in the public way and inspecting that work to ensure compliance with town standards.

992 - Work for Others

Work completed at the request of other Departments for recurring and one-time projects such as land surveys for upcoming projects and project management for ongoing projects.

992 - Work for Others – Enterprise

Work completed at the request of Water & Sewer for recurring and one-time projects such as sewer house connection inspections.

992 - Enterprise Fund Support

The Water & Sewer Enterprise Funds pay for Engineering Division salaries on a fixed allocation basis for project planning and oversight.

995 - Capital

Work includes project management, survey and inspection of DPW Capital Projects such as road reconstruction and the Fuller Brook Park Restoration Project.

ENGINEERING DIVISION

FY2022 OPERATING REQUEST

DIVISION SUMMARY		FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	--VARIANCE-- FY2022 - FY2021($)	FY2022 - FY2021(%)
PERSONAL SERVICES								
441	PLANNING & DESIGN	92,528	100,876	116,987	186,024	184,379	-1,645	-0.9%
442	SURVEY & INSPECTION	96,973	160,171	124,337	149,915	147,429	-2,486	-1.7%
443	TOWN PLANS & GIS	49,140	25,690	41,826	93,187	96,323	3,136	3.4%
961	VACATION/HOLIDAY/SICK	52,578	60,583	37,919	54,663	54,650	-13	0.0%
962	ADMINISTRATION	178,079	201,900	215,344	87,252	76,731	-10,521	-12.1%
	TAX IMPACT APPROPRIATION	**469,298**	**549,219**	**532,207**	**571,041**	**559,512**	**-11,529**	**-2.0%**
415	STREET PERMIT PROGRAM	137,068	93,361	158,298	133,418	136,018	2,600	1.9%
992	WORK FOR OTHERS	59,109	20,886	5,261	23,730	24,455	725	3.1%
992 -	WORK FOR OTHERS - ENTERPRISE	11,974	6,199	5,791	13,382	13,650	268	2.0%
992 -	ENTERPRISE FUND SUPPORT	32,697	33,316	39,793	39,142	49,378	10,236	26.2%
995	CAPITAL	69,148	78,145	10,856	57,890	59,024	1,134	2.0%
	OTHER SOURCES	**309,995**	**231,906**	**219,999**	**267,562**	**282,525**	**14,963**	**5.6%**
	PERSONAL SERVICES TOTAL	**779,294**	**781,126**	**752,207**	**838,603**	**842,037**	**3,434**	**0.4%**
EXPENSES								
962	ADMINISTRATION	56,295	53,386	74,748	65,500	65,500	0	0.0%
	TAX IMPACT APPROPRIATION	**56,295**	**53,386**	**74,748**	**65,500**	**65,500**	**0**	**0.0%**
	EXPENSES TOTAL	**56,295**	**53,386**	**74,748**	**65,500**	**65,500**	**0**	**0.0%**
	PS + EXPENSE TOTAL APPROPRIATION	**525,594**	**602,606**	**606,956**	**636,541**	**625,012**	**-11,529**	**-1.8%**

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Town Engineer	1.00	1.00	1.00	1.00	1.00
Assistant Town Engineer	1.00	1.00	1.00	1.00	1.00
Sr. Civil Engineer	3.00	2.00	2.00	2.00	2.00
Civil Engineer	1.00	1.00	1.00	1.00	1.00
Staff Engineer	3.00	3.00	3.00	3.00	3.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
Total Number of Positions	**10.00**	**9.00**	**9.00**	**9.00**	**9.00**

PROGRAM 420 - HIGHWAY

Program Objective

To maintain and repair streets, sidewalks, storm drain systems and related facilities to provide for safe vehicular and pedestrian traffic and proper drainage in a safe, effective and efficient manner.

Subprogram 460 - Street Repair and Maintenance
This subprogram is responsible for maintaining approximately 110 miles of roadways, 75 bridge culverts, 118 miles of bituminous, cement, gravel and brick sidewalks, 78 miles of bituminous, cement and granite curbing, 6 miles of rails and fencing, as well as tree lawns throughout the town. Materials and costs associated with these functions include the cost of labor, materials, and supplies such as hot mix asphalt, cement, loam, sand, gravel, crushed stone, paint, and the rental and leasing of special-purpose equipment. Contract support is obtained when it is the most cost-effective approach to meeting the Division's maintenance and repair requirements.

Subprogram activities also include the installation, maintenance and replacement of street signs under the jurisdiction of the Board of Public Works, and the installation, maintenance and replacement of regulatory signs, pavement markings and parking meters under the jurisdiction of the Board of Selectmen. Maintenance of regulatory signs, parking meters and pavement markings is funded by the Board of Selectmen from parking meter receipts.

Subprogram 470 - Street Cleaning
The Street Cleaning subprogram cleans streets, walks and parking lots by sweeping and picking up sand and debris to provide safe traffic movement and maintain a desirable environment. The three commercial areas in Town are swept twice each week and a full sweep of the town (approximately 234 lane miles) is done each spring which includes the sweeping of sidewalks on some arterial roadways. The Town owned street sweepers are also used to clear debris after traffic accidents and to clean debris from Town roadway construction jobs.

Subprogram 480 - Maintenance – Storm Drains, Brooks and Catch Basins
The Storm Drains, Brooks and Catch Basins subprogram maintains the stormwater drainage system, including storm drains and brooks, in order to provide for the free flow of surface water to minimize flooding, erosion and property damage. Activities include the cleaning and maintenance of approximately 3,650 catch basins, 121 miles of storm drains and 15 miles of brooks and streams. Catch basins are cleaned regularly to minimize standing water and flood problems throughout the Town. In addition, basins located in problem-prone areas, or at drainage collection points are cleaned prior to, or immediately after storms to prevent flooding and property damage. Catch basin cleanings are stored, tested, hauled to an approved landfill, and disposed in accordance with DEP regulations.

Subprogram 490 - Winter Maintenance
Any Winter Maintenance work carried out by the Highway Division during a regular workday is captured within this subprogram (overtime winter maintenance work is accounted for in Winter Maintenance Program 456). The work completed under this subprogram ensures safe vehicular and pedestrian traffic for the public and emergency services (police, fire, ambulance) during the winter.

Subprogram responsibilities include clearing approximately 234 lane miles of streets and 60 miles of sidewalks. Activities include plowing streets, sidewalks, schoolyards and recreation areas, sanding or salting streets and sidewalks, removing snow and ice from commercial areas and repairing damage from plows. Winter maintenance of metered parking lots is also the responsibility of this subprogram, however costs associated with metered parking lots are funded from parking meter receipts and is not included in this subprogram's totals.

Subprogram 961 – Vacation/Holiday/Sick
The purpose of the Vacation/Holiday/Sick subprogram is to track time away from work for vacations, holidays, sick time, personal leave, jury duty and any other paid time off. All time off is earned and granted according to Town policies.

Subprogram 962 - Administration
The Administration subprogram effectively manages costs and coordinates labor, materials and equipment to meet the objectives of the Highway program.

Subprogram activities include planning and financial management of the Highway program, including: setting goals and objectives; assigning responsibilities and allocating resources; developing measures to evaluate methods; adjusting subprograms and functions to meet changing requirements; preparing and maintaining data and records; overseeing improvements to facilities and grounds; promoting good public relations through accurate communication and courteous treatment of all complaints and requests; organizing and advancing employee development and training; ensuring proper use of prescribed methods of work designed to promote safety; and providing leadership and support for prompt, accurate and effective operations of the Division.

Subprogram 970 – Facilities & Grounds
The Facilities & Grounds subprogram operates and maintains the Park & Highway building at 30 Municipal Way and surrounding area, provides 24/7 security and customer services for the DPW complex. The main building contains 34,840 square feet, comprised of offices, workshops, equipment and vehicle storage areas, locker rooms and restrooms. Also maintained are 10.7 acres of grounds, three ancillary structures containing 15,720 square feet, open storage areas and fencing. Responsibility for custodial maintenance and repair for main building and utilities for the property was transferred to the Facilities Maintenance Department as of July 1, 2016. The items remaining in our budget are for care of the site and grounds that do not fall under FMD responsibility such as material storage areas and fencing.

Subprogram 991 - DPW Work for Others Not - Reimbursed
This subprogram includes all services provided to DPW tax impact programs that are not reimbursed. Work performed for the Water & Sewer Enterprise Funds and all other Town Departments is funded through work order transfers from those departments and is described further below.

Subprogram 996 – Equipment Maintenance
This subprogram includes all costs related to maintenance and repair of Highway vehicles and equipment. Personal Services costs include Highway Staff time inspecting, washing, and other equipment setup services required. Expenses include Fleet Maintenance repairs and maintenance and also includes parts and sublet repairs.

Other Sources of Funds

415 - Street Permit Program
The Highway Division charges the Street Permit Program for inspection of street permit activities to ensure compliance with town standards.

992 - Work for Others
Work completed at the request of other Departments for recurring and one time projects. Work includes items such as regulatory sign maintenance, parking meter maintenance, and municipal building parking lot improvements.

992 - Work for Others – Enterprise
Work completed at the request of the Water & Sewer Division for recurring and one-time projects. Work includes items such as patching utility trenches and assisting with hydrant flushing operations.

992 - Enterprise Fund Support
The Water & Sewer Enterprise Funds pay for Highway Division salaries on a fixed allocation basis for overnight and weekend watchperson services.

995 – Capital
Work completed on Highway Capital Projects such as street resurfacing, sidewalk rehabilitation, and storm water drainage system improvement projects.

HIGHWAY DIVISION

FY2022 OPERATING REQUEST

DIVISION SUMMARY

		FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	--VARIANCE-- FY2022 - FY2021($)	FY2022 - FY2021(%)
PERSONAL SERVICES								
460	STREET & SIDEWALKS	166,189	198,076	319,830	219,101	226,363	*7,262*	*3.3%*
470	SWEEPING STREETS	67,251	58,127	64,194	71,211	74,122	*2,911*	*4.1%*
480	DRAINS, BROOKS, BASINS	64,838	142,439	157,006	192,150	221,881	*29,731*	*15.5%*
490	WINTER MAINTENANCE	165,366	99,802	83,612	129,452	131,231	*1,779*	*1.4%*
961	VACATION/HOLIDAY/SICK	167,530	197,121	163,939	154,543	158,991	*4,448*	*2.9%*
962	ADMINISTRATION	182,416	187,820	170,433	239,564	233,642	*-5,922*	*-2.5%*
976	FACILITIES & GROUNDS	122,922	129,621	121,042	112,564	116,213	*3,649*	*3.2%*
991	WORK FOR OTHERS (NOT REIMBURSED)	25,964	26,748	37,503	15,522	16,538	*1,016*	*6.5%*
996	EQUIPMENT MAINTENANCE	43,865	27,206	17,206	52,943	55,500	*2,557*	*4.8%*
	TAX IMPACT APPROPRIATION	**1,006,341**	**1,066,960**	**1,134,765**	**1,195,837**	**1,234,481**	***38,644***	***3.2%***
415	STREET PERMIT	17,892	12,295	0	16,482	16,914	*432*	*2.6%*
992	WORK FOR OTHERS	259,080	243,999	185,739	173,010	182,338	*9,328*	*5.4%*
992 -	WORK FOR OTHERS - ENTERPRISE	45,754	20,314	49,808	56,090	49,352	*-6,738*	*-12.0%*
992 -	ENTERPRISE FUND SUPPORT	88,440	93,567	97,825	77,168	78,712	*1,544*	*2.0%*
995	CAPITAL	305,617	272,321	168,739	407,688	373,930	*-33,758*	*-8.3%*
	OTHER SOURCES	**716,782**	**642,495**	**502,110**	**730,438**	**701,246**	***-29,192***	***-4.0%***
	PERSONAL SERVICES TOTAL	**1,723,122**	**1,709,455**	**1,636,875**	**1,926,275**	**1,935,727**	***9,452***	***0.5%***
EXPENSES								
460	STREET & SIDEWALKS	36,940	38,573	121,391	43,000	43,000	*0*	*0.0%*
470	SWEEPING STREETS	19,343	36,516	15,690	40,000	40,000	*0*	*0.0%*
480	DRAINS, BROOKS, BASINS	25,133	76,545	68,701	89,500	87,000	*-2,500*	*-2.8%*
490	WINTER MAINTENANCE	7,254	12,403	3,221	12,000	11,900	*-100*	*-0.8%*
962	ADMINISTRATION	46,393	54,688	47,702	59,700	60,300	*600*	*1.0%*
976	FACILITIES & GROUNDS	21,677	20,088	12,933	19,000	22,000	*3,000*	*15.8%*
991	WORK FOR OTHERS (NOT REIMBURSED)	605	1,501	2,596	0	0	*0*	*0.0%*
996	EQUIPMENT MAINTENANCE	249,319	215,569	207,607	231,000	230,000	*-1,000*	*-0.4%*
	TAX IMPACT APPROPRIATION	**406,664**	**455,882**	**479,841**	**494,200**	**494,200**	***0***	***0.0%***
	EXPENSES TOTAL	**406,664**	**455,882**	**479,841**	**494,200**	**494,200**	***0***	***0.0%***
	PS + EXPENSE TOTAL APPROPRIATION	**1,413,005**	**1,522,842**	**1,614,606**	**1,690,037**	**1,728,681**	***38,644***	***2.3%***

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Superintendent	1.00	1.00	1.00	1.00	1.00
Assistant Superintendent	1.00	1.00	1.00	1.00	1.00
General Foreman	1.00	1.00	1.00	1.00	1.00
Sr. Office Assistant	1.00	1.00	1.00	1.00	1.00
Foreman A	4.00	4.00	4.00	4.00	4.00
Foreman B	2.00	2.00	2.00	2.00	2.00
Meter & Sign Repair	1.00	1.00	1.00	1.00	1.00
Highway Craftsman	1.00	1.00	1.00	1.00	1.00
Construction Equipment Operator	3.00	3.00	3.00	3.00	3.00
Heavy Equipment Operator	5.00	5.00	5.00	5.00	5.00
Medium Equipment Operator	3.00	3.00	3.00	3.00	3.00
Watchman	3.31	3.31	3.31	3.31	3.31
Total Number of Positions	**26.31**	**26.31**	**26.31**	**26.31**	**26.31**

PROGRAM 430 - PARK AND TREE

Program Objective

To preserve, develop, operate and maintain parks, trees, open space and recreation areas in an effective and efficient manner for the pleasure and well-being of the public.

Subprogram 500 - Active Recreation
This subprogram operates and maintains active play areas, school grounds and recreation facilities throughout the Town. There are 255 acres of active recreation areas included in the following sites: 9 schools (Bates, Fiske, Hardy, Hunnewell, Schofield, Sprague, Upham, Middle and High Schools) and 8 parks (Hunnewell, Kelly, Ouellet, Brown, Perrin, Phillips, Warren, and the Morses Pond beach facility).

The facilities found on the 255 acres of active recreation areas include the following: 16 playgrounds; 1 lighted all-purpose field; 4 baseball infields; 5 skinned softball fields; 8 grassed Little League infields; 8 practice infields; 5 regulation lacrosse/soccer fields; 2 regulation field hockey/lacrosse fields; 6 youth soccer fields; 1 practice football field; 3 synthetic turf fields; 1 track and field facility; 16 tennis courts; 37 outdoor basketball hoops with court areas; 465 benches and tables; 116 bike racks; 314 Trash & Recycling Receptacles; Morse's Pond beach; 2 field houses; 9 flag poles; 1 public restroom; 17 drinking fountains; 14 portable bleachers; and 1 stadium bleacher complex.

Recreation area management duties include: mowing; aerating; irrigating; over-seeding; fertilizing; liming; weed and insect control (if necessary); litter clean-up; leaf removal; marking fields for games; leveling and grading fields; fence repairs; vandalism repairs; shrub and tree care; painting structures; care of goals and goal posts; stump removal; master plans; civic activities such as assisting with summertime activities; the Community Garden Program; holiday decorations; litter-barrel care; marathon; parades and special events; care of the beach and bath house facilities; weed harvesting; and pond management.

Subprogram 510 - Passive Recreation
The objective of this subprogram is to maintain passive recreation areas for the health and well-being of the public and for the preservation of wildlife and the environment.

All passive recreation and conservation areas in the Town are included in this subprogram. There are 642 acres of passive recreation areas including: Wellesley's three libraries (Wellesley Square, Fells, and Hills); six conservation reservations (Boulder Brook, Rocky Ledges, Overbrook, Abbott Pond, Carisbrooke, and Colburn Road); ten municipal parking lots (Railroad Avenue, Cameron Street, Waban Street, Eaton Court, River Street, Lower Falls, Farms Railroad Station, Hills Railroad Station, Tailby, and Noanet); eighteen parks (Town Hall, Wellesley Square, Simons, Morton, Elm, Centennial, Rockridge Pond, Washington, Hillside Road, Memorial, Reed's Pond, Overbrook, Clancy's Hollow, Peabody, Sawyer, Shaw Common, Longfellow Pond, and Beebe Meadow);

seventy-five traffic islands at 58 locations throughout the Town; three walking paths or parkways (Fuller Brook, Caroline Path, and Cochituate Aqueduct); Wellesley Police Station; Sections of the State`s Charles River Reservation; the Town Forest, the Back Forty Property, Weston Road & Brookside Road Community Gardens: and several Route 9 traffic islands.

General maintenance of these areas includes: periodic mowing, fertilizing, weed control, litter clean-up, leaf removal, fence repairs, shrub and tree care, painting and repairing structures, stump removal, master plans, path and trail maintenance, vandalism repairs, and special projects such as re-landscaping areas to improve aesthetics and to reduce maintenance requirements, and site preparation for special events. This includes planting over 7,000 tulip & daffodil bulbs annually.

Subprogram 520 - Tree Management

The objective of this subprogram is to preserve and maintain shade trees for the aesthetic enjoyment of the public and the enhancement of Wellesley's environment. The care of over 6,000 inventoried public shade trees along with forested areas in Wellesley are included in this subprogram. Routine maintenance is conducted as required to all of these trees. The care includes: vandalism repairs as needed; storm damage repairs, winter moth and other insect controls, as well as poison ivy and other herbicide treatments in accordance with State regulations; shade and park tree planting and management of new trees for one or two years; tree and stump removals as necessary; and other tree care according to need. In addition, clearance requirements are maintained for streets and sidewalks where visibility and safety problems exist.

Subprogram 530 - Equipment Maintenance

This subprogram maintains the Park & Tree Program's inventory of 160 pieces specialized equipment. It also includes the cost of maintaining the division's over-the-road vehicles. Special equipment maintained by Park and Tree personnel includes two (2) weed harvester, large riding mowers, trimming mowers, three (3) tractors with attachments, small riding mowers with attachments, hand-held weed trimmers, chain saws, leaf blowers, turf sweeping/vacuums, line-striping machines, seed spreaders/slicers, tractor attachments, and an assortment of recreational equipment (swings, goals, etc.), generators, pumps, beach equipment, hand tools, tree trimming tools, and turf-care tools.

Storage facilities for this equipment are provided at the Park/Highway garage, the Park shed, the Sprague Field House and several storage containers at the Hunnewell Field complex. The division's small equipment shop also repairs small equipment for other divisions and departments as required.

Subprogram 490 - Winter Maintenance

This subprogram funds Park & Tree employees engaged in Winter Maintenance activities during normal working hours. All winter maintenance overtime activities are funded through the DPW's Winter Maintenance Program 456.

Subprogram 961 – Vacation/Holiday/Sick
The purpose of the Vacation/Holiday/Sick subprogram is to track time away from work for vacations, holidays, sick time, personal leave, jury duty and any other paid time off. All time off is earned and granted according to Town policies.

Subprogram 962 - Administration
This subprogram manages labor, material, and equipment, and provides supervision and leadership for the Park and Tree program.

Activities include overseeing the daily operation of the Park & Tree functions and supervising employees and equipment assigned to the Park and Tree Division. Additional duties of this subprogram include: preparing the budget and overseeing expenditures; preparing monthly and annual reports; recording and tracking resident`s service requests; preparing and updating master plans, updating an 5-year capital improvement plans; developing handbooks and manuals; review and development of landscape design plans; providing assistance to the public, DPW divisions and Town organizations including the Natural Resources Commission, the Wetlands Protection Committee, the Board of Selectmen, Planning Board, Building Department, School Department, Recreation Department, Veterans' Council, Fire, Police, Housing Authority and the Library; and meeting regulatory requirements of agencies such as the Wetlands Protection Committee, Zoning Board of Appeals, Design Review Board, Massachusetts Departments of Conservation (DCR), Agricultural Resources (DAR), and Environmental Protection (DEP).

Subprogram 991 - DPW Work for Others – Not Reimbursed
This subprogram includes funding for all services provided to DPW tax impact programs with no reimbursement. Work performed for the Water & Sewer Enterprise Funds and all other Town Departments is funded through work order transfers from those departments and is described further below.

Other Sources of Funds

415 - Street Permit Program
The Park & Tree Division charges the Engineering Division's Street Permit Program for inspection of street permit activities to ensure compliance with town standards

992 - Work for Others
Work completed at the request of other Departments for recurring and one-time projects. Work includes items such as tree planting for the NRC, Morses Pond weed harvesting, and landscaping services for the Selectmen Parking Lots and the Facilities Maintenance Department.

992 - Work for Others – Enterprise
Work completed at the request of the Water & Sewer Division for recurring and one-time projects such as grounds keeping at water treatment plants and sewer pump stations and mowing grass at the reservoirs.

995 – Capital
Work completed on Park & Tree Capital Projects such as athletic fields, playgrounds, tennis & basketball courts, and traffic island rehabilitation.

PARK AND TREE DIVISION

FY2022 OPERATING REQUEST

DIVISION SUMMARY

		FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	--VARIANCE-- FY2022 - FY2021($)	FY2022 - FY2021(%)
PERSONAL SERVICES								
490	WINTER MAINTENANCE	109,311	91,235	66,053	60,545	56,947	-3,598	-5.9%
500	MAINTAIN ACTIVE REC AREAS	229,147	239,802	219,815	319,513	315,855	-3,658	-1.1%
510	MAINTAIN PASSIVE REC AREAS	199,219	201,728	190,656	310,658	308,579	-2,079	-0.7%
520	TREE MANAGEMENT	149,770	105,947	132,398	135,461	127,993	-7,468	-5.5%
530	EQUIPMENT MAINTENANCE	43,407	50,970	49,955	57,049	55,676	-1,373	-2.4%
961	VACATION/HOLIDAY/SICK	183,080	169,647	199,765	177,530	187,147	9,617	5.4%
962	ADMINISTRATION	299,707	292,136	293,256	270,279	292,584	22,305	8.3%
991	WORK FOR OTHERS (NOT REIMBURSED)	43,531	67,382	79,004	19,995	21,063	1,068	5.3%
	TAX IMPACT APPROPRIATION	**1,257,172**	**1,218,847**	**1,230,903**	**1,351,030**	**1,365,844**	**14,814**	**1.1%**
415	STREET PERMIT PROGRAM	18,524	3,688	0	12,136	14,127	1,991	16.4%
992	WORK FOR OTHERS	165,717	164,687	137,486	147,081	149,200	2,119	1.4%
992 -	WORK FOR OTHERS - ENTERPRISE	19,092	22,919	22,302	57,882	58,948	1,066	1.8%
995	CAPITAL	54,395	48,984	36,711	59,264	61,535	2,271	3.8%
	OTHER SOURCES	**257,728**	**240,277**	**196,498**	**276,363**	**283,810**	**7,447**	**2.7%**
	PERSONAL SERVICES TOTAL	**1,514,900**	**1,459,124**	**1,427,401**	**1,627,393**	**1,649,654**	**22,261**	**1.4%**
EXPENSES								
500	MAINTAIN ACTIVE REC AREAS	69,726	44,615	67,432	96,000	89,500	-6,500	-6.8%
510	MAINTAIN PASSIVE REC AREAS	20,695	28,892	24,162	41,000	41,000	0	0.0%
520	TREE MANAGEMENT	16,206	16,686	45,237	31,000	35,000	4,000	12.9%
530	EQUIPMENT MAINTENANCE	162,115	229,765	151,678	197,500	200,000	2,500	1.3%
962	ADMINISTRATION	23,130	35,813	35,360	35,800	35,800	0	0.0%
991	WORK FOR OTHERS (NOT REIMBURSED)	13,764	7,451	5,148	0	0	0	0.0%
	TAX IMPACT APPROPRIATION	**305,636**	**363,222**	**329,017**	**401,300**	**401,300**	**0**	**0.0%**
	EXPENSES TOTAL	**305,636**	**363,222**	**329,017**	**401,300**	**401,300**	**0**	**0.0%**
	PS + EXPENSE TOTAL APPROPRIATION	**1,562,809**	**1,582,069**	**1,559,920**	**1,752,330**	**1,767,144**	**14,814**	**0.8%**

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Assistant Superintendent	1.00	1.00	1.00	1.00	1.00
Landscape Planner	0.74	0.74	0.93	0.93	1.00
General Foreman	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
Construction Foreman A	1.00	1.00	1.00	1.00	1.00
Horticulturist Technician	1.00	1.00	1.00	1.00	1.00
Field Foreman A	1.00	1.00	1.00	1.00	1.00
Foreman A - Fuller Brook	1.00	1.00	1.00	1.00	1.00
Tree Care Foreman A	1.00	1.00	1.00	1.00	1.00
Lead Tree Climber	1.00	1.00	1.00	1.00	1.00
Tree Climber	2.00	2.00	2.00	2.00	2.00
Park Construction Craftsman	1.00	1.00	1.00	1.00	1.00
Technical Services Craftsman	1.00	1.00	1.00	1.00	1.00
Park Facilities Technician	1.00	1.00	1.00	1.00	1.00
Groundskeeper (Foreman)	2.00	2.00	2.00	2.00	2.00
Groundskeeper	3.00	3.00	3.00	3.00	3.00
Park Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Total Number of Positions	**20.74**	**20.74**	**20.93**	**20.93**	**21.00**

PROGRAM 440 - RECYCLING AND DISPOSAL

Program Objective

To operate and maintain recycling, disposal, and refuse collection systems in an effective and efficient manner in order to protect the public health, prevent pollution, and to conserve energy and natural resources. Table 1 below shows a variety of RDF Statistics including projected tons and revenue.

Subprogram 540 - Recycling
This subprogram is responsible for transferring recyclables from residential, municipal and commercial waste streams. Activities consist of: collecting, separating, packaging/baling, marketing, selling, and delivering recyclable materials; developing new market sources and maximizing revenue opportunities; monitoring and promoting participation to increase the number of participants and the tonnage recycled; educating about the recycling program; and controlling the quality of recyclable materials. Materials recycled include newspapers, cardboard, mixed paper, glass, metal, aluminum, refundable beverage containers, steel, plastic, wood, and other special wastes.

This subprogram also includes disposal of hazardous wastes in a safe and environmentally sound manner and to promote the reduction and reuse of products containing hazardous materials purchased and used by Wellesley residents. Some hazardous materials are collected year round at the RDF and other household hazardous products are collected on a single day in the spring. Additional recycling activities are funded through Recycling Business Initiatives subprogram 590.

Subprogram 550 - Trash Disposal
Subprogram activities include collection, processing, compacting and loading non-recyclable solid waste for hauling for disposal. All non-recyclable waste is dumped in the transfer haul building and then loaded into 100-CY containers for transfer.

Subprogram 560 - Earth Products
Subprogram activities include: the separation, windrowing, and screening of leaves and grass clippings; grinding of brush; development of markets; and preparation and distribution of educational materials on composting practices.

Subprogram 490 - Winter Maintenance
This subprogram provides support to the Highway Division's winter maintenance effort. This subprogram provides funding for RDF personnel providing services during regular working hours. All overtime activities are funded from the Winter Maintenance Program 456.

Subprogram 962 - Administration
Subprogram activities include planning, organizing, staffing, supervising, directing, and controlling the RDF program. The preferred method of solid waste disposal is by recycling. Solid waste that is not recycled is compacted and hauled to a licensed landfill.

Subprogram 976 - Site and Facilities Operations and Maintenance
This subprogram includes RDF site maintenance related to the drop-off areas, sheds, storage containers, truck scale, drainage structures, retaining walls, fencing, signage, fuel pumps and pole lighting,

Other Sources of Funds

Subprogram 992 - DPW Work for Others
RDF Work for Others typically includes the collection of trash and recyclable materials from Town Departments. Pickup from Water & Sewer facilities are charged to Work for Other – Enterprise.

Subprogram 590 - Business Initiatives Program
This subprogram provides funds to purchase and process recyclable materials when there is an opportunity to sell these items for a "profit" (i.e., additional recycling revenue to the General Fund, over and above the cost for the materials and processing). This budget is offset by an equal amount of projected revenues, so there is no net impact on the overall Town budget balance. The RDF will tap into these funds only when a profitable opportunity arises, with the resulting revenues going to the Town's General Fund. If no profitable opportunities are available, unspent funds at year-end will be returned to the General Fund.

Table 2 – Business Initiatives Summary

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Plan	FY21 Revised	FY22 Plan
Business Initiatives Revenue	**$184,692**	**$55,529**	**$49,018**	**$60,000**	**$50,000**	**$50,000**
Business Initiatives Expenses						
Personal Services	$52,718	$14,063	$14,624	$28,000	$15,000	$15,000
Expenses	$67,523	$10,925	$8,600	$17,000	$9,000	$9,000
Total Bus. Initiatives Expenses	**$120,241**	**$24,988**	**$23,224**	**$45,000**	**$24,000**	**$24,000**
Business Initiatives Net Revenue	**$64,451**	**$30,541**	**$25,794**	**$15,000**	**$26,000**	**$26,000**
Return on Investment	**54%**	**122%**	**111%**	**33%**	**108%**	**108%**

Table 1 - RDF Statistics

RECYCLING	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Plan	FY21 Revised	FY22 Plan
Recycled Tons	3,711	3,793	3,751	3,500	4,000	4,000
Recycled Tons - Business Initiatives	2,835	998	1017	1,000	1,000	1,000
Total Recycled Tons	**6,546**	**4,791**	**4,768**	**4,500**	**5,000**	**5,000**
Recycling Revenues ($)	$203,009	$181,418	$168,310	$200,000	$115,000	$115,000
Recycling Revenues - Business Initiatives ($)	$184,692	$55,529	$49,018	$60,000	$50,000	$50,000
Total Recycling Revenue	**$387,701**	**$236,947**	**$217,328**	**$260,000**	**$165,000**	**$165,000**
TRASH DISPOSAL						
Commercial Tons	2,557	2,071	2,611	1,500	2,600	2,600
Residential Tons	5,260	4,567	5,102	6,000	5,200	5,200
Municipal Tons	381	319	216	300	300	300
Total Tons Hauled	**8,198**	**6,957**	**7,929**	**7,800**	**8,100**	**8,100**
Tipping Revenue ($) (Including Wood)	$382,776	$345,916	$440,546	$290,000	$500,000	$500,000
EARTH PRODUCTS						
Earth Products - Commercial Tons	741	460	1346	575	750	750
Earth Products - Municipal Tons	983	1,002	493	775	750	750
Total Tons Weighed	**1,724**	**1,462**	**1,839**	**1,350**	**1,500**	**1,500**
Earth Products Revenue ($)	$60,409	$64,511	$63,685	$25,000	$40,000	$40,000
Snow Permits and Tipping Revenue	$22,220	$17,011	$7,080	$10,000	$10,000	$10,000
Total Revenue – All sources	**$853,106**	**$664,385**	**$728,639**	**$585,000**	**$715,000**	**$715,000**
BALER, COMPACTOR AND OTHER RDF EQUIPMENT STABILIZATION FUND						
Starting Balance	$732,942	$741,191	$806,180	$825,691	$845,203	$864,715
Yearly Appropriation	0	0	0	11,512	11,512	11,512
Fund Transfers/Interest Earned	8,249	64,989	40,250	8000	8,000	8,000
Equipment Replacement	0	0	0	0	0	0
Available Balance	**$741,191**	**$806,180**	**$846,430**	**$845,203**	**$864,715**	**$884,227**
BALER, COMPACTOR AND OTHER RDF EQUIPMENT REPAIR FUND						
Starting Balance	$24,776	$50,402	$103,561	$146,667	$146,667	$166,667
Metals Sales (Included in Revenues Above)	54,242	53,159	43,106	20,000	40,000	20,000
Equipment Repairs	28,616	0	0	(20,000)	(20,000)	(20,000)
Available Balance	**$107,634**	**$103,561**	**$146,667**	**$146,667**	**$166,667**	**$166,667**

RECYCLING AND DISPOSAL FACILITY

FY2022 OPERATING REQUEST

DIVISION SUMMARY

		FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	--VARIANCE-- FY2022 - FY2021($)	FY2022 - FY2021(%)
PERSONAL SERVICES								
490	WINTER MAINTENANCE	16,182	2,653	7,063	3,353	3,472	*119*	*3.5%*
540	RECYCLING	252,191	281,672	319,337	452,023	459,057	*7,034*	*1.6%*
550	TRASH DISPOSAL	246,423	184,783	167,897	219,378	227,109	*7,731*	*3.5%*
560	EARTH PRODUCTS	20,134	9,108	5,957	49,930	53,359	*3,429*	*6.9%*
961	VACATION/HOLIDAY/SICK	149,523	146,344	102,868	135,394	134,175	*-1,219*	*-0.9%*
962	ADMINISTRATION	197,056	251,181	276,784	203,169	206,722	*3,553*	*1.7%*
976	FACILITIES & GROUNDS	44,362	55,660	107,486	57,247	60,641	*3,394*	*5.9%*
	TAX IMPACT APPROPRIATION	**920,472**	**926,002**	**981,990**	**1,128,821**	**1,144,535**	***15,714***	***1.4%***
540	BUSINESS INITIATIVES	52,718	14,063	12,624	58,526	48,526	*-10,000*	*-17.1%*
992	WORK FOR OTHERS	5,400	5,400	5,400	3,808	4,112	*304*	*8.0%*
992 -	WORK FOR OTHERS - ENTERPRISE	1,200	1,200	1,200	1,320	1,426	*106*	*8.0%*
	OTHER SOURCES	**59,318**	**20,663**	**19,224**	**63,654**	**54,064**	***-9,590***	***-15.1%***
	PERSONAL SERVICES TOTAL	**979,790**	**946,665**	**1,001,214**	**1,192,475**	**1,198,599**	***6,124***	***0.5%***
EXPENSES								
540	RECYCLING	121,160	133,209	118,231	168,512	277,912	*109,400*	*64.9%*
550	TRASH DISPOSAL	647,344	666,444	774,103	692,475	712,725	*20,250*	*2.9%*
560	EARTH PRODUCTS	39,445	19,575	25,200	35,000	35,000	*0*	*0.0%*
962	ADMINISTRATION	34,093	44,043	34,374	30,600	30,600	*0*	*0.0%*
976	FACILITIES & GROUNDS	82,557	69,687	34,040	24,380	24,380	*0*	*0.0%*
996	EQUIPMENT MAINTENANCE	225,703	204,398	151,452	214,800	214,800	*0*	*0.0%*
	TAX IMPACT APPROPRIATION	**1,150,302**	**1,137,356**	**1,137,399**	**1,165,767**	**1,295,417**	***129,650***	***11.1%***
540	BUSINESS INITIATIVES	67,523	10,924	8,601	74,655	45,000	*-29,655*	*-39.7%*
	OTHER SOURCES	**67,523**	**10,924**	**8,601**	**74,655**	**45,000**	***-29,655***	***-39.7%***
	EXPENSES TOTAL	**1,217,825**	**1,148,280**	**1,146,000**	**1,240,422**	**1,340,417**	***99,995***	***8.1%***
	PS + EXPENSE TOTAL APPROPRIATION	**2,070,773**	**2,063,357**	**2,119,389**	**2,294,588**	**2,439,952**	***145,364***	***6.3%***

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Superintendent	1.00	1.00	1.00	1.00	1.00
Business Manager	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
General Foreman	1.00	1.00	1.00	1.00	1.00
Foreman A	2.00	2.00	2.00	2.00	2.00
Transfer Haul Trailer Operator (A)	1.00	1.00	1.00	1.00	1.00
Transfer Haul Equipment Operator (B)	4.00	4.00	4.00	4.00	4.00
Industrial Truck Operator	1.00	1.00	1.00	1.00	1.00
VECE/Rubbish Driver	2.00	2.00	2.00	2.00	2.00
Total Number of Positions	**14.00**	**14.00**	**14.00**	**14.00**	**14.00**

PROGRAM 450 - MANAGEMENT SERVICES

Program Objective

To manage, direct and support the activities of the Department of Public Works to provide public works and public services in an efficient and effective manner.

The activities of this program include those of the Director and Assistant Director and their immediate staff in support of the DPW tax-impact programs. Similar to a chief executive function in a corporation, day-to-day management is carried out under the policies of the Board of Public Works. Functions include the overall supervision and management of the Engineering, Park & Highway, Recycling and Disposal, Fleet Services and Management Services Divisions and programs. Responsibilities include the integration of all capital resources including money, labor, material, equipment and facilities in order to deliver effective public services in an efficient manner. Also included are the functions of planning, programming, budgeting, organizing and staffing, controlling, systems development, data processing management, public information services, and maintenance of central files.

Personal services and expenses for the Management Services Division are apportioned between this program budget and the Water and Sewer enterprise funds.

Other Sources of Funds

Work for Others
Includes office administrative and accounting support for Fleet Maintenance accounts payable, accounts receivable, data entry, and document management tasks.

Enterprise Fund Support
The Water & Sewer Enterprise Funds pay for Management Division salaries on a fixed allocation basis for budgeting, accounting, and management services. Allocations are reviewed periodically to determine the appropriate amounts to be allocated.

MANAGEMENT DIVISION

FY2022 OPERATING REQUEST

DIVISION SUMMARY		FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	--VARIANCE-- FY2022 - FY2021($)	FY2022 - FY2021(%)
PERSONAL SERVICES								
961	VACATION/HOLIDAY/SICK	55,068	52,273	33,656	52,835	62,452	*9,617*	*18.2%*
962	ADMINISTRATION	317,344	303,726	320,823	333,129	360,311	*27,182*	*8.2%*
	TAX IMPACT APPROPRIATION	**372,412**	**355,999**	**354,478**	**385,964**	**422,763**	***36,799***	***9.5%***
992	WORK FOR OTHERS (REIMBURSED)	-47,034	-62,580	-63,766	0	25,788	*25,788*	*0.0%*
992 -	ENTERPRISE FUND SUPPORT	407,291	431,224	446,361	387,565	334,778	*-52,787*	*-13.6%*
	OTHER SOURCES	**360,257**	**368,644**	**382,595**	**387,565**	**360,566**	***-26,999***	***-7.0%***
	PERSONAL SERVICES TOTAL	**732,669**	**724,643**	**737,073**	**773,529**	**783,329**	***9,800***	***1.3%***
EXPENSES								
962	ADMINISTRATION	23,322	21,780	24,070	24,070	24,070	*0*	*0.0%*
	TAX IMPACT APPROPRIATION	**23,322**	**21,780**	**24,070**	**24,070**	**24,070**	***0***	***0.0%***
	EXPENSES TOTAL	**23,322**	**21,780**	**24,070**	**24,070**	**24,070**	***0***	***0.0%***
	PS + EXPENSE TOTAL APPROPRIATION	**395,735**	**377,779**	**378,548**	**410,034**	**446,833**	***36,799***	***9.0%***

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Director	1.00	1.00	1.00	1.00	1.00
Executive Assistant	2.00	2.00	2.00	2.00	2.00
Programs Manager/Assistant Director	1.00	1.00	1.00	1.00	1.00
Sr. Management Analyst	1.00	1.00	1.00	1.00	1.00
Database/Applications Manager	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Safety Coordinator	1.00	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
Total Number of Positions	**9.00**	**9.00**	**9.00**	**9.00**	**9.00**

PROGRAM 454 – FLEET SERVICES

Program Objective

To provide supplementary funding for Fleet Services costs not otherwise covered by the fees charged to Fleet Customers.

Subprogram activities consist of the maintenance and repair of Town vehicles and equipment, plus administrative and recordkeeping functions of Fleet Services. The cost of maintaining approximately 130 pieces of equipment (e.g., sedans, pickup trucks, and utility trucks, trucks with gross vehicle weights of 10,000 lbs. and up, front-end loaders, backhoes, crane/backhoe, snow loaders/blowers, sidewalk tractors, and street sweepers) are distributed to the appropriate programs and subprograms being served. Fleet Services charges an hourly rate, plus the cost of parts. The indirect costs of managing Fleet Services and not charged out to customers are included in this budget.

The facilities used to maintain equipment of all DPW divisions consist of a repair shop with 5 bays (two of which are drive-through), a stockroom, welding shop and an inspection bay. Emissions testing equipment is available in order to test vehicles in accordance with the state's enhanced emission standards. Materials and costs associated with this subprogram include a portion of the cost of indirect labor and indirect expenses.

FLEET MAINTENANCE SERVICE SHOP

FY2022 OPERATING REQUEST

DIVISION SUMMARY		FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	--VARIANCE-- FY2022 - FY2021($)	FY2022 - FY2021(%)
PERSONAL SERVICES								
454	INDIRECT LABOR SUBSIDY	157,767	160,922	165,000	200,300	204,306	*4,006*	*2.0%*
	TAX IMPACT APPROPRIATION	**157,767**	**160,922**	**165,000**	**200,300**	**204,306**	***4,006***	***2.0%***
421	FLEET INDIRECT LABOR	113,182	162,048	151,307	162,381	159,197	*-3,184*	*-2.0%*
422	FLEET DIRECT LABOR	119,434	125,299	133,418	293,048	313,289	*20,241*	*6.9%*
	OTHER SOURCES	**232,616**	**287,347**	**284,725**	**455,429**	**472,486**	***17,057***	***3.7%***
	PERSONAL SERVICES TOTAL	**390,383**	**448,269**	**449,725**	**655,729**	**676,792**	***21,063***	***3.2%***
EXPENSES								
454	FLEET ADMINISTRATION	43,862	38,046	41,555	43,462	43,462	*0*	*0.0%*
	TAX IMPACT APPROPRIATION	**43,862**	**38,046**	**41,555**	**43,462**	**43,462**	***0***	***0.0%***
421	FLEET DIRECT EXPENSES	561,600	539,859	378,476	693,538	693,538	*0*	*0.0%*
	OTHER SOURCES	**561,600**	**539,859**	**378,476**	**693,538**	**693,538**	***0***	***0.0%***
	EXPENSES TOTAL	**605,462**	**577,904**	**420,030**	**737,000**	**737,000**	***0***	***0.0%***
	PS + EXPENSE TOTAL APPROPRIATION	**201,629**	**198,968**	**206,555**	**243,762**	**247,768**	***4,006***	***1.6%***

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Fleet Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Auto Foreman A	1.00	1.00	1.00	1.00	1.00
Auto Mechanic	4.00	4.00	4.00	4.00	4.00
Senior Welder	1.00	1.00	1.00	1.00	1.00
Stockkeeper	1.00	1.00	1.00	1.00	1.00
Mechanic Assistant	1.00	1.00	1.00	1.00	1.00
Total Number of Positions	**9.00**	**9.00**	**9.00**	**9.00**	**9.00**

PROGRAM 456 - WINTER MAINTENANCE

Program Objective

To sand, salt, plow and remove ice and snow from streets, ways, walks and pavement areas to allow safe vehicle and pedestrian traffic for the convenience and safety of the public and all emergency services (police, fire, ambulance), and to provide access to other support services (e.g., food, fuel, medical). This program funds all overtime work by Tax Impact divisions associated with winter maintenance, all straight time and overtime winter maintenance work by DPW Enterprise fund employees, and all expenses for winter maintenance activities.

Program activities include: the plowing of streets, sidewalks, school yards, municipal parking lots, town building lots, and recreation areas; sanding or salting of streets and sidewalks; removing snow and ice from commercial and repairing damage from plows.

Approximately 224 lane miles of streets and 60 miles of sidewalks are maintained. The program also provides winter maintenance services for Town buildings, around 12 schools, in the Town's three business districts, and in various non-metered municipal parking lots. Materials and costs associated with these functions include the cost of labor, equipment use, sand and salt, equipment rental, general supplies and other materials. Winter Maintenance of metered parking lots is funded from parking meter receipts and is not included in subprogram totals. The total Winter Maintenance budget provides for approximately 100 crew hours of plowing and road treatment operations, approximately 2,500 tons of salt/sand, contracted equipment and vehicle maintenance and operation.

Winter Maintenance Tax Impact Operating Budget and Statistics

	FY16	FY17	FY18	FY19	FY20
	Actual	Actual	Actual	Actual	Actual
Personal Services	$ 139,904	$ 255,438	$ 321,307	$ 254,798	$ 160,518
Expenses	$ 454,538	$ 590,607	$ 548,308	$ 551,176	$ 372,502
FEMA Reimbursement	$ -	$ -	$ 187,942	$ -	$ -
TOTAL	**$ 594,442**	**$ 846,045**	**$ 681,673**	**$ 805,974**	**$ 533,020**
Salting/Sanding Events	8	11	16	13	9
Plowing Events	4	5	8	6	3
Removal Events	0	2	2	2	0
Flooding Events	0	0	0	0	0
TOTAL	**12**	**18**	**26**	**21**	**12**

WINTER MAINTENANCE

FY2022 OPERATING REQUEST

DIVISION SUMMARY

		FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 PLAN	FY2022 REQUEST	--VARIANCE-- FY2022 - FY2021($)	FY2022 - FY2021(%)
EXPENSES								
491	WINTER MAINTENANCE	869,615	805,974	533,020	379,177	379,177	0	0.0%
	TAX IMPACT APPROPRIATION	**869,615**	**805,974**	**533,020**	**379,177**	**379,177**	**0**	**0.0%**
	EXPENSES TOTAL	**869,615**	**805,974**	**533,020**	**379,177**	**379,177**	**0**	**0.0%**
	PS + EXPENSE TOTAL APPROPRIATION	**869,615**	**805,974**	**533,020**	**379,177**	**379,177**	**0**	**0.0%**

TOWN OF WELLESLEY

Wellesley, Massachusetts, 02481

COMMISSIONERS

ELLEN KORPI
JEFFREY P. WECHSLER
SCOTT BENDER

DAVID A. COHEN DIRECTOR
20 MUNICIPAL WAY
TEL: 781-235-7600

BOARD OF PUBLIC WORKS

March 24, 2021

To: Advisory Committee

From: David A. Cohen, Director

Re: **Board of Public Works – FY2022 Water and Sewer Enterprise Fund Budgets**

Attached, please find a copy of the Department of Public Works FY2022 Water and Sewer Enterprise Fund budgets, which were approved by the Board of Public Works on March 24, 2021. The only change from the last version approved by the Board is a reduction of $958,359 from the Water Capital Budget shown on the combined Water & Sewer Budget Summary. The only pages affected by this reduction are #4, #13, #15, #22, and #38. There is no change to the Sewer budget.

The revised combines Water & Sewer operating, non-operating and capital budgets for FY 2022 total $20,443,408, which is a 3.0% increase over FY2021. The total Water Enterprise funding authorization request, including contingencies is $9,867,360 and the total Sewer Enterprise funding authorization request, including contingencies is $10,576,048.

Based in these budgets, we are still projecting a 0% water rate increase and a 2% sewer rate increase for FY 2022.

Encl: Board of Public Works Water and Sewer Enterprise Fund Budgets for FY2022

Town of *Wellesley*

FY2022 Budget Request

Department of Public Works
Water & Sewer Enterprise Fund Budget Request
Version 4

Approved by the Board of Public Works
March 24, 2021

TABLE OF CONTENTS

	PAGE
DPW Strategic Plan Highlights……..	3
Water & Sewer Enterprise Fund Budget Summary……..	4
Water Operating Budget……..	5
Water Proforma Financials……	12
Proposed Water Annual Town Meeting Motion…….	15
Water Capital Budget……..	21
Sewer Operating Budget…….	43
Sewer Enterprise Fund Proforma Financials……	46
Sewer Annual Town Meeting Motion…….	48
Sewer Capital Budget……	52

DPW STRATEGIC PLAN HIGHLIGHTS

- **MISSION STATEMENT**

  The Town of Wellesley Department of Public Works is dedicated to providing in a safe and cost effective manner the essential, emergency and maintenance services, together with information and planning support, to protect, maintain and improve the Town's assets and infrastructure for the safety and well being of the community.

- **MAJOR GOALS**

Five major goals are derived from the themes in the mission statement. Each major goal has one or more objective and strategy. The goals and objectives are discussed in a general way throughout the program, sub program and function narratives of the tax impact budget. The five major goals are:

- To Provide Essential Services
- To Provide Emergency Services
- To Provide Maintenance Services
- To Provide Information and Planning Support
- To Protect, Maintain and Improve the Town's Assets and Infrastructure

and to do all of the above at the highest standards in a safe and cost effective manner.

- **VISION STATEMENT**

  To be recognized by the community for outstanding services to the Town which are achieved through careful planning and implementation, continuous improvements and by developing teamwork through good support and training.

- **VALUE STATEMENT**

Our value statement indicates the qualities and characteristics the Department holds in esteem as it goes about its work:
We value the supportive environment that allows our productive spirit and professional capabilities to serve the Wellesley community.

FY2022 WATER AND SEWER OPERATING BUDGET SUMMARY

TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS

COMBINED WATER & SEWER BUDGET SUMMARY	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Request	FY2022 Request v3	FY2022 Request v4	Increase/Decrease	
Personal Services	$ 2,474,258	$ 2,453,891	$ 2,443,943	$ 2,846,930	$ 2,807,510	$ 2,807,510	$ (39,420)	-1.4%
MWRA Expenses	$ 7,343,880	$ 7,231,609	$ 7,400,322	$ 8,127,300	$ 8,697,091	$ 8,697,091	$ 569,791	7.0%
All Other Operating Expenses	$ 2,299,768	$ 2,279,150	$ 2,330,878	$ 2,733,709	$ 2,777,815	$ 2,777,815	$ 44,106	1.6%
Personal Services and Expenses Subtotal	**$ 12,117,906**	**$ 11,964,650**	**$ 12,175,143**	**$ 13,707,939**	**$ 14,282,416**	**$ 14,282,416**	**$ 574,477**	**4.2%**
Interest Expenses	$ 160,122	$ 189,522	$ 168,672	$ 166,197	$ 131,322	$ 131,322	$ (34,875)	-21.0%
Non-Operating Expenses	$ 594,354	$ 577,877	$ 536,070	$ 586,520	$ 544,800	$ 544,800	$ (41,720)	-7.1%
Depreciation	$ 1,393,509	$ 1,388,285	$ 1,451,796	$ 1,433,509	$ 1,511,718	$ 1,511,718	$ 78,209	5.5%
Non-Operating Subtotal	**$ 2,147,985**	**$ 2,155,684**	**$ 2,156,538**	**$ 2,186,226**	**$ 2,187,840**	**$ 2,187,840**	**$ 1,614**	**0.1%**
Total Operating & Non-Operating Expenses	**$ 14,265,891**	**$ 14,120,334**	**$ 14,331,681**	**$ 15,894,165**	**$ 16,470,256**	**$ 16,470,256**	**$ 576,091**	**3.6%**
Total Water & Sewer Capital Budget	**$ 5,991,598**	**$ 3,085,127**	**$ 3,060,468**	**$ 3,004,730**	**$ 3,965,273**	**$ 3,006,914**	**$ 2,184**	**0.1%**
Total Water & Sewer Budget	**$ 20,257,489**	**$ 17,205,461**	**$ 17,392,149**	**$ 18,898,895**	**$ 20,435,529**	**$ 19,477,170**	**$ 578,275**	**3.1%**
Total Water & Sewer Budget (including Contingencies)				$ 19,844,988	$ -	$ 20,443,408	**$ 598,420**	**3.0%**

WATER BUDGET SUMMARY		FY2019 Actual	FY2020 Actual	FY2021 Request	FY2022 Request	FY2022 Request	Increase/Decrease	
Personal Services	$ 1,762,310	$ 1,722,485	$ 1,717,198	$ 1,953,039	$ 1,928,980	$ 1,928,980	$ (24,059)	-1.2%
MWRA Water	$ 1,742,278	$ 1,485,700	$ 1,476,428	$ 1,882,300	$ 2,202,291	$ 2,202,291	$ 319,991	17.0%
All Other Operating Expenses	$ 1,705,162	$ 1,771,941	$ 1,761,205	$ 2,082,478	$ 2,088,317	$ 2,088,317	$ 5,839	0.3%
Personal Services and Expenses Subtotal	**$ 5,209,750**	**$ 4,980,126**	**$ 4,954,831**	**$ 5,917,817**	**$ 6,219,588**	**$ 6,219,588**	**$ 301,771**	**5.1%**
Interest Expenses	$ 95,011	$ 129,936	$ 114,611	$ 114,611	$ 86,236	$ 86,236	$ (28,375)	-24.8%
Non-Operating Expenses	$ 536,520	$ 527,547	$ 494,800	$ 536,520	$ 494,800	$ 494,800	$ (41,720)	-7.8%
Depreciation	$ 945,330	$ 922,226	$ 965,330	$ 975,330	$ 1,025,253	$ 1,025,253	$ 49,923	5.1%
Non-Operating Subtotal	**$ 1,576,861**	**$ 1,579,709**	**$ 1,574,741**	**$ 1,626,461**	**$ 1,606,289**	**$ 1,606,289**	**$ (20,172)**	**-1.2%**
Total Operating & Non-Operating Expenses	**$ 6,786,611**	**$ 6,559,835**	**$ 6,529,572**	**$ 7,544,278**	**$ 7,825,877**	**$ 7,825,877**	**$ 281,599**	**3.7%**
Water Capital Budget (including debt principal)	**$ 5,387,889**	**$ 2,151,609**	**$ 2,109,797**	**$ 2,061,432**	**$ 2,557,291**	**$ 1,598,932**	**$ (462,500)**	**-22.4%**
Water Total Budget	**$ 12,174,500**	**$ 8,711,444**	**$ 8,639,369**	**$ 9,605,710**	**$ 10,383,168**	**$ 9,424,809**	**$ (180,901)**	**-1.9%**
Contingencies			**$ -**	**$ 472,649**		**$ 442,551**		
Total Request				**$ 10,078,359**		**$ 9,867,360**	**$ (210,999)**	**-2.1%**

SEWER BUDGET SUMMARY		FY2019 Actual	FY2020 Actual	FY2021 Request	FY2022 Request	FY2022 Request	Increase/Decrease	
Personal Services	$ 711,949	$ 731,406	$ 726,745	$ 893,891	$ 878,530	$ 878,530	$ (15,361)	-1.7%
MWRA Sewer	$ 5,601,602	$ 5,745,909	$ 5,923,894	$ 6,245,000	$ 6,494,800	$ 6,494,800	$ 249,800	4.0%
All Other Operating Expenses	$ 594,605	$ 507,209	$ 569,673	$ 651,231	$ 689,498	$ 689,498	$ 38,267	5.9%
Personal Services and Expenses Subtotal	**$ 6,908,156**	**$ 6,984,524**	**$ 7,220,312**	**$ 7,790,122**	**$ 8,062,828**	**$ 8,062,828**	**$ 272,706**	**3.5%**
Interest Expenses	$ 65,111	$ 59,586	$ 54,061	$ 51,586	$ 45,086	$ 45,086	$ (6,500)	-12.6%
Non-Operating Expenses	$ 57,834	$ 50,330	$ 41,270	$ 50,000	$ 50,000	$ 50,000	$ -	0.0%
Depreciation	$ 448,179	$ 466,059	$ 486,466	$ 458,179	$ 486,465	$ 486,465	$ 28,286	6.2%
Non-Operating Subtotal	**$ 571,124**	**$ 575,975**	**$ 581,797**	**$ 559,765**	**$ 581,551**	**$ 581,551**	**$ 21,786**	**3.9%**
Total Operating & Non-Operating Expenses	**$ 7,479,280**	**$ 7,560,499**	**$ 7,802,109**	**$ 8,349,887**	**$ 8,644,379**	**$ 8,644,379**	**$ 294,492**	**3.5%**
Sewer Capital Budget (including debt principal)	**$ 603,709**	**$ 933,518**	**$ 950,671**	**$ 943,298**	**$ 1,407,982**	**$ 1,407,982**	**$ 464,684**	**49.3%**
Sewer Total Budget	**$ 8,082,989**	**$ 8,494,017**	**$ 8,752,780**	**$ 9,293,185**	**$ 10,052,361**	**$ 10,052,361**	**$ 759,176**	**8.2%**
Contingencies				**$ 473,444**		$ 523,687		
Total Request				**$ 9,766,629**		**$ 10,576,048**	**$ 464,684**	**8.3%**

TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS
WATER ENTERPRISE FUND
FY2022 BUDGET - SUBPROGRAM SUMMARY

		FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Plan	FY2022 Plan	FY2022 - FY2021 ($)	FY2022 - FY2021 (%)
PERSONAL SERVICES								
710	SOURCE OF SUPPLY	43,265	45,308	39,077	69,759	74,275	4,516	6.5%
720	PUMPING & TREATMENT	406,031	386,847	339,289	346,396	323,298	(23,098)	-6.7%
740	TRANSMISSION & DISTRIBUTION	744,011	693,502	738,371	902,989	907,540	4,551	0.5%
940	CUSTOMER ACCOUNTS	89,900	80,013	83,326	126,530	121,816	(4,714)	-3.7%
962	ADMINISTRATION	460,695	497,020	496,770	486,865	481,141	(5,724)	-1.2%
976	FACILITIES & GROUNDS	18,407	19,796	20,365	20,500	20,910	410	2.0%
	PERSONAL SERVICES TOTAL	**$ 1,762,310**	**$ 1,722,485**	**$ 1,717,198**	**$ 1,953,039**	**$ 1,928,980**	**(24,059)**	**-1.4%**
EXPENSES								
710	SOURCE OF SUPPLY - OTHER	95,895	59,203	42,599	90,500	89,500	(1,000)	-1.1%
714	SOURCE OF SUPPLY - MWRA	1,742,278	1,485,700	1,476,428	1,882,300	2,202,291	319,991	17.0%
720	PUMPING & TREATMENT	734,139	738,970	691,521	840,011	810,344	(29,667)	-3.5%
740	TRANSMISSION & DISTRIBUTION	391,227	457,971	440,943	538,847	569,214	30,367	5.6%
940	CUSTOMER ACCOUNTS	136,398	115,034	121,347	154,600	155,600	1,000	0.6%
962	ADMINISTRATION	204,770	323,131	398,661	362,689	371,808	9,119	2.5%
962	OPEB	110,307	38,500	38,500	38,500	38,500	-	0.0%
976	FACILITIES & GROUNDS	32,426	39,132	27,634	57,331	53,351	(3,980)	-6.9%
	EXPENSES TOTAL	**$ 3,447,440**	**$ 3,257,641**	**$ 3,237,633**	**$ 3,964,778**	**$ 4,290,608**	**325,830**	**8.2%**
	PERSONAL SERVICES & EXPENSE TOTAL	**$ 5,209,750**	**$ 4,980,126**	**$ 4,954,831**	**$ 5,917,817**	**$ 6,219,588**	**301,771**	**5.1%**
INTEREST, DEPRECIATION & OTHER EXPENSES								
	DEPRECIATION	945,330	922,226	1,059,922	1,025,253	1,025,253	-	0.0%
	INTEREST EXPENSE	95,011	129,936	114,611	102,436	86,236	(16,200)	-15.8%
TOTAL		**$ 6,250,091**	**$ 6,032,287**	**$ 6,129,364**	**$ 7,045,506**	**$ 7,331,077**	**$ 285,571**	**4.1%**

WATER AND SEWER DIVISION
FY2022 OPERATING BUDGET
STAFFING PLAN

Position	Employee	FY22 Group & Step	FY21 Rate	FY22 Rate	Aboard 11/1	FY19 Plan	FY20 Plan	FY21 Plan	FY22 Plan	FY19 Plan	FY20 Plan	FY21 Plan	FY22 Plan	FY22-FY21($)	FY22-FY21(%)
SUPERINTENDENT	SHAUGHNESSY, WILLIAM	61	53.82	**56.10**	1	1.00	1.00	1.00	**1.00**	109,740	112,796	115,175	**117,478**	2,303	*2.0%*
ASST SUPERINTENDENT	CONDON, MEGHAN	59	41.14	**43.01**	1	1.00	1.00	1.00	**1.00**	97,975	86,232	88,050	**89,811**	1,761	*2.0%*
PROJECT ENGINEER	VANHOUTEN, JOSHUA	57	38.81	**39.58**	1	1.00	1.00	1.00	**1.00**	75,105	81,339	83,054	**84,715**	1,661	*2.0%*
GENERAL FOREMAN	FURDON, ROBERT	54/9	40.10	**43.58**	1	1.00	1.00	1.00	**1.00**	81,432	84,084	87,425	**90,995**	3,570	*4.1%*
GENERAL FOREMAN	ROGERS, DWIGHT	54/9	40.10	**43.58**	1	1.00	1.00	1.00	**1.00**	81,432	84,084	87,425	**90,995**	3,570	*4.1%*
OFFICE ADMINISTRATOR	CHISHOLM, SARAH	49/6	32.32	**32.97**	1	1.00	1.00	1.00	**1.00**	64,284	66,075	67,481	**68,831**	1,350	*2.0%*
FOREMAN A	FAHEY, GEORGE	20/7	33.49	**36.19**	1	1.00	1.00	1.00	**1.00**	68,016	69,910	72,691	**75,565**	2,874	*4.0%*
FOREMAN A	NAGLE, WILLIAM	20/7	33.44	**36.14**	1	1.00	1.00	1.00	**1.00**	67,829	69,803	72,587	**75,460**	2,873	*4.0%*
FOREMAN A	SNOW JR, WALTER	20/7	33.49	**36.19**	1	1.00	1.00	1.00	**1.00**	68,016	69,910	72,691	**75,565**	2,874	*4.0%*
LEAD TREATMENT OPERATOR	**FILLED AS PTO**	20/7	32.10	**35.59**	0	1.00	1.00	1.00	**1.00**	66,768	68,627	69,313	**74,312**	4,999	*7.2%*
PRIMARY WTR. TREAT. OP.	SMITH, CHRISTOPHER	18/7	26.41	**32.74**	1	1.00	1.00	1.00	**0.00**	61,402	63,111	65,091	**0**	-65,091	*-100.0%*
PRIMARY WTR. TREAT. OP.	ELD, MICHAEL	18/7	30.77	**33.25**	1	1.00	1.00	1.00	**1.00**	62,358	64,202	66,776	**69,426**	2,650	*4.0%*
PRIMARY WTR. TREAT. OP.	JONES, JOSEPH	18/7	30.26	**32.74**	1	1.00	1.00	1.00	**1.00**	61,402	63,111	65,711	**68,361**	2,650	*4.0%*
PRIMARY WTR. TREAT. OP.	LITCHFIELD, CHRISTOPHER	18/7	26.41	**31.79**	1	1.00	1.00	1.00	**1.00**	62,150	63,881	65,865	**66,385**	520	*0.8%*
METER FOREMAN	MACDONALD, MICHAEL	19/7	32.06	**34.64**	1	1.00	1.00	1.00	**1.00**	65,104	66,917	69,570	**72,328**	2,758	*4.0%*
METER CROSS CONN. TECH	SARDINA, THOMAS	17/7	29.32	**31.68**	1	1.00	1.00	1.00	**1.00**	59,405	61,059	63,623	**66,148**	2,525	*4.0%*
POWER SHOVEL OPER	EVANS, MATTHEW	17/7	29.13	**31.49**	1	1.00	1.00	1.00	**1.00**	58,344	60,738	63,226	**65,751**	2,525	*4.0%*
POWER SHOVEL OPER	FEELEY, BENJAMIN	17/5	24.87	**27.13**	1	1.00	1.00	1.00	**1.00**	59,301	60,952	52,442	**56,643**	4,201	*8.0%*
STOCKMAN	CAMPANELLA, GREGORY	17/7	29.13	**31.59**	1	1.00	1.00	1.00	**1.00**	45,053	46,307	63,226	**65,960**	2,734	*4.3%*
GENERAL MECHANIC	**VACANT**	16/5	23.84	**27.10**	0	1.00	1.00	1.00	**1.00**	56,638	58,216	58,798	**56,585**	-2,213	*-3.8%*
GENERAL MECHANIC	**VACANT**	16/5	23.84	**27.10**	0	1.00	1.00	1.00	**1.00**	56,243	57,809	58,387	**56,585**	-1,802	*-3.1%*
GENERAL MECHANIC	**VACANT**	16/5	27.37	**27.10**	0	1.00	1.00	1.00	**1.00**	56,930	58,515	59,100	**56,585**	-2,515	*-4.3%*
GENERAL MECHANIC	**VACANT**	16/2	21.82	**23.32**	0	1.00	1.00	1.00	**1.00**	45,386	46,649	47,115	**48,692**	1,577	*3.3%*
GENERAL MECHANIC	**FILLED AS LABORER**	16/5	26.68	**27.10**	0	1.00	1.00	1.00	**1.00**	55,494	57,040	57,610	**56,585**	-1,025	*-1.8%*
TRUCK DRIVER & LABORER	MELIA, STEPHEN	15/7	26.74	**28.88**	1	1.00	1.00	1.00	**1.00**	54,142	55,757	58,015	**60,301**	2,286	*3.9%*
TRUCK DRIVER & LABORER	TUSLER, JOHN	15/7	24.22	**24.55**	1	1.00	1.00	1.00	**1.00**	49,109	50,049	50,571	**51,270**	699	*1.4%*
TRUCK DRIVER & LABORER	CARRIGG, KEARNEY	15/7	26.50	**28.74**	1	1.00	1.00	1.00	**1.00**	53,747	55,244	57,514	**60,009**	2,495	*4.3%*
LABORER	FORTE, JEFFREY	11/7	22.43	**24.24**	1	1.00	1.00	1.00	**1.00**	45,448	46,714	48,674	**50,613**	1,939	*4.0%*
LABORER	KELLEY, PAUL	11/7	22.53	**24.34**	1	0.00	0.00	0.00	**0.00**	0	0	0	**0**	0	*0.0%*
Division Total					**23.00**	**28.00**	**28.00**	**28.00**	**27.00**	**1,788,253**	**1,829,131**	**1,887,206**	**1,871,954**	**-15,252**	***-0.8%***
Subtotals															
Division Total before Management Pay Plan (MPP)					20.00	25.00	25.00	25.00	24.00	1,505,433	1,548,764	1,600,927	**1,579,950**	-20,977	*-1.3%*
Management Pay Plan (MPP)					3.00	3.00	3.00	3.00	3.00	282,820	280,367	286,279	**292,004**	5,725	*2.0%*
TEMPORARIES/SEASONAL			17.43	**17.34**						46,197	47,352	48,536	**49,507**	971	*2.0%*
SCHEDULED OVERTIME			43.56	**43.56**						206,617	213,435	235,829	**235,829**	0	*0.0%*
EMERGENCY OVERTIME			43.56	**43.56**						101,351	104,695	115,680	**115,680**	0	*0.0%*
CHARGES FROM OTHER DIVISIONS										729,276	753,342	772,176	**741,898**	-30,278	*-3.9%*
LONGEVITY - W/S										700	700	800	**800**	0	*0.0%*
CHARGES FROM FMD			29.24	**29.10**						27,086	37,996	41,000	**41,820**	820	*2.0%*
PERSONAL SERVICES TOTAL					**23.00**	**28.00**	**28.00**	**28.00**	**27.00**	**2,899,480**	**2,986,651**	**3,101,227**	**3,057,488**	**-43,739**	***-1.4%***

Charges from Other Divisions and Departments to the Enterprise Funds

The Staffing Sheet on the previous page show the amounts that Water & Sewer pays for work requested of other Departments for recurring and one time projects. Work includes items such as engineering plan reviews, utility mark-outs, sewer house connection inspections, patching trenches, landscape maintenance, recycling and disposal services, executive and administrative support, billing and customer service, and custodial services. The table below shows the amounts charged from each division and department.

Department of Public Works FY 2022 Salary Allocations

ENTERPRISE CHARGES FROM OTHER DIVISIONS	FY22	FY21
ENGINEERING DIVISION	63,028	52,524
HIGHWAY DIVISION	128,064	133,258
PARK & TREE DIVISION	14,460	13,535
RECYCLING & DISPOSAL	1,426	1,320
MANAGEMENT DIVISION	334,778	387,565
MUNICIPAL LIGHT PLANT	200,142	200,142
FACILITIES MANAGEMENT	41,820	41,000
TOTAL	**783,718**	**829,344**

The tables below show the percentage allocations of all DPW positions that charge Water & Sewer for services provided. Work for Other Enterprise is for requested services and charges are billed monthly on a time and materials basis. **Enterprise Fund Support includes administrative and engineering services that are provided on a fixed allocation basis and also billed monthly based on actual time worked.**

Department of Public Works FY 2022 Salary Allocations

ENGINEERING DIVISION

POSITION	WORK FOR OTHERS - ENTERPRISE	ENTERPRISE FUND SUPPORT
TOWN ENGINEER		20%
ASST. TOWN ENG		20%
SR. CIVIL ENGINEER		5%
TEMPORARIES/SEASONAL	33%	

Department of Public Works FY 2022 Salary Allocations

HIGHWAY DIVISION

POSITION	WORK FOR OTHERS - ENTERPRISE	ENTERPRISE FUND SUPPORT
GENERAL FOREMAN	2%	
FOREMAN A	5%	
FOREMAN A	7%	
FOREMAN A	7%	
FOREMAN A	2%	
FOREMAN B	0%	
FOREMAN B	10%	
FOREMAN B	2%	
METER & SIGN REPAIR	1%	
HIGHWAY CRAFTSMAN	5%	
CONSTRUCTION EQUIP OPERATOR	2%	
CONSTRUCTION EQUIP OPERATOR	2%	
HEAVY EQUIP OPERATOR	1%	
HEAVY EQUIP OPERATOR	2%	
HEAVY EQUIP OPERATOR	3%	
HEAVY EQUIP OPERATOR	6%	
MEDIUM EQUIP OPERATOR	10%	
MEDIUM EQUIP OPERATOR	2%	
MEDIUM EQUIP OPERATOR	6%	
WATCHMAN		50%
WATCHMAN		50%
WATCHMAN		50%
WATCHMAN		50%
COOP/TEMP	2%	

Department of Public Works FY 2022 Salary Allocations

PARK & TREE DIVISION

POSITION	WORK FOR OTHERS - ENTERPRISE	ENTERPRISE FUND SUPPORT
CONSTRUCTION FOREMAN A	1%	
HORTICULTURIST TECHNICIAN	1%	
TREE CARE FOREMAN A	28%	
LEAD TREE CLIMBER	25%	
TREE CLIMBER	2%	
TREE CLIMBER	4%	
PARK CONSTR CRAFTSMAN	1%	
TECH SRVCS CRAFTSMAN	2%	
PARK FACILITIES TECHNICIAN	2%	
GROUNDSKEEPER	15%	
GROUNDSKEEPER	3%	
GROUNDSKEEPER	4%	
PARK MAINT WORKER	20%	

Department of Public Works FY 2022 Salary Allocations

RECYCLING & DISPOSAL FACILITY

POSITION	WORK FOR OTHERS - ENTERPRISE	ENTERPRISE FUND SUPPORT
VECE/RUBBISH DRIVER	3%	

Department of Public Works FY 2022 Salary Allocations

MANAGEMENT DIVISION

POSITION	WORK FOR OTHERS - ENTERPRISE	ENTERPRISE FUND SUPPORT
DIRECTOR		35%
EXECUTIVE SECRETARY		35%
EXECUTIVE SECRETARY		35%
PROGRAMS MGR/ASST DIR		50%
SR. MANAGEMENT ANALYST		40%
DATABASE/APPLICATION MGR		40%
MANAGEMENT ANALYST		80%
SAFETY COORDINATOR		40%
OFFICE ASSISTANT		40%

TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS
WATER ENTERPRISE FUND
FY2022 BUDGET - COMPARATIVE INCOME STATEMENT

	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Plan	FY2022 Plan	Variance Increase (Decrease)	% INC/DEC
OPERATING REVENUE:	**$ 7,023,029**	**$ 6,864,830**	**$ 6,694,206**	**$ 6,517,806**	**$ 6,517,806**	**0**	**0.0%**
Rate Adjustment - %	***0.0%***	***Estimate: 0%***	***Estimate: 0%***	***Estimate: 0%***	***Estimate: 0%***		
Units Sold (CCF)	***1,222,324 CCF***	***1,178,817 CCF***	***1,199,595 CCF***	***1,089,000 CCF***	***1,089,000 CCF***		
OPERATING EXPENSES:							
Source of Supply - MWRA Charges	$ 1,742,278	$ 1,485,700	$ 1,476,428	$ 1,882,300	$ 2,202,291	319,991	17.0%
Source of Supply - Other Expenses	$ 139,160	$ 104,511	$ 81,676	$ 160,259	$ 163,775	3,516	2.2%
Pumping & Treatment	$ 1,140,171	$ 1,125,816	$ 1,030,810	$ 1,186,407	$ 1,133,642	(52,765)	-4.4%
Transmission & Distribution	$ 1,135,238	$ 1,151,473	$ 1,179,314	$ 1,441,836	$ 1,476,754	34,918	2.4%
Customer Accounts	$ 226,299	$ 195,047	$ 204,673	$ 281,130	$ 277,416	(3,714)	-1.3%
Facilities and Grounds	$ 50,833	$ 58,928	$ 47,999	$ 77,831	$ 74,261	(3,570)	-4.6%
Administrative & General	$ 665,465	$ 820,151	$ 895,431	$ 849,554	$ 852,949	3,395	0.4%
OPEB	$ 110,307	$ 38,500	$ 38,500	$ 38,500	$ 38,500	0	0.0%
Depreciation	$ 945,330	$ 922,226	$ 1,059,922	$ 1,025,253	$ 1,025,253	0	0.0%
TOTAL OPERATING EXPENSES	**$ 6,155,080**	**$ 5,902,351**	**$ 6,014,753**	**$ 6,943,070**	**$ 7,244,841**	**301,771**	**4.3%**
OPERATING INCOME	**$ 867,949**	**$ 962,478**	**$ 679,453**	**$ (425,264)**	**$ (727,035)**	**(301,771)**	**-71.0%**
OTHER INCOME (EXPENSES):	**$ (172,946)**	**$ (293,102)**	**$ (226,675)**	**$ (192,546)**	**$ (192,546)**	**0**	**0.0%**
CHANGE IN NET ASSETS	**$ 695,003**	**$ 669,376**	**$ 452,778**	**$ (617,810)**	**$ (919,581)**	**(301,771)**	**66.6%**

TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS
WATER ENTERPRISE FUND
FY2022 BUDGET - COMPARATIVE STATEMENT OF CASH FLOWS

	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Plan	FY2022 Plan
CASH FLOWS FROM OPERATING ACTIVITIES:					
Operating Income	$ 867,949	$ 962,478	$ 679,453	$ (425,264)	$ (727,035)
Adjustments To Reconcile Operating Income To Net Cash Provided By Operating Activities:					
Depreciation & Amortization	$ 945,330	$ 922,226	$ 1,059,922	$ 1,025,253	$ 1,025,253
Loss On Disposal Of Fixed Assets	$ -	$ -	$ -	$ -	$ -
Changes In Assets And Liabilities:					
Accounts Receivable - Customers (Increase)	$ (126,965)	$ 149,925	$ (107,662)	$ -	$ -
Materials & Supplies	$ (4,310)	$ 5,869	$ 7,613	$ -	$ -
Due From Capital Projects Fund					
Other Current Assets	$ -				
Accounts Payable & Accrued Liabilities	$ -	$ -	$ -	$ -	$ -
Customer Deposits And Advances (Decrease)	$ -	$ -	$ -	$ -	$ -
Adjustment - MWRA Plan to Actual	$ -	$ -	$ -	$ -	$ -
Total Adjustments	**$ 814,055**	**$ 1,078,020**	**$ 959,873**	**$ 1,025,253**	**$ 1,025,253**
NET CASH PROVIDED BY OPERATING ACTIVITIES	**$ 1,682,004**	**$ 2,040,498**	**$ 1,639,326**	**$ 599,989**	**$ 298,218**
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES					
Proceeds from non-operating activities	$ 458,585	$ 364,381	$ 432,841	$ 440,341	$ 447,841
Proceeds for non-operating activities	$ (536,520)	$ (527,547)	$ (494,800)	$ (494,800)	$ (494,800)
Auditors' Changes in Fair Market Value of Investments/Other Adjustments					
Interest Paid	$ (95,011)	$ (129,936)	$ (114,611)	$ (102,436)	$ (86,236)
[Interest Received is included in Revenue]					
NET CASH - NON CAPITAL FINANCING ACTIVITIES	**$ (172,946)**	**$ (293,102)**	**$ (176,570)**	**$ (156,895)**	**$ (133,195)**
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES					
Proceeds from BAN/Bond (Wtr Meters)	$ 1,000,000				
Proceeds from Bond (Morses Satellite Wells)	$ -	$ -	$ -	$ -	$ -
Proceeds from MWRA Loan	$ -	$ -	$ -	$ 350,000	$ 350,000
Principal Payments on General Obligation Bond (Wtr Treatment Plants/Sat Wells)	$ (300,000)	$ (130,000)	$ (130,000)	$ (130,000)	$ (130,000)
Principal Payments on BAN/Bond (Wtr/Swr Facility)	$ -	$ (170,000)	$ (165,000)	$ (165,000)	$ (165,000)
Principal Payments on BAN/Bond (Remote Meters)		$ (92,000)	$ (90,000)	$ (90,000)	$ (90,000)
Repayment of MWRA Loan	$ (68,440)	$ (51,841)	$ (51,841)	$ (98,932)	$ (133,932)
Capital Expenditures	$ (612,506)	$ (1,599,867)	$ (780,857)	$ (1,260,000)	$ (1,080,000)
Remote Meter Capital Expenditure (2016 ATM Approved $4.1M)	$ (19,189)	$ (107,901)	$ (892,099)	$ (1,555,602)	$ (958,359)
Contribution In Aid Of Construction	$ -	$ -	$ -	$ -	$ -
NET CASH (used for) PROVIDED BY CAPITAL/RELATED FINANCING ACTIVITIES	**$ (134)**	**$ (2,151,609)**	**$ (2,109,797)**	**$ (2,949,534)**	**$ (2,207,291)**
NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS	**$ 1,508,924**	**$ (404,213)**	**$ (647,041)**	**$ (2,506,440)**	**$ (2,042,268)**
Offset -- Set Aside to Capital Reserve					
CASH AND EQUIVALENTS: BEGINNING OF YEAR	$ 7,378,848	$ 8,887,772	$ 8,483,559	$ 7,836,518	$ 5,330,078
CASH AND EQUIVALENTS: END OF YEAR	**$ 8,887,772**	**$ 8,483,559**	**$ 7,836,518**	**$ 5,330,078**	**$ 3,287,810**

TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS
WATER ENTERPRISE FUND
FY2022 OPERATING BUDGET - COMPARATIVE STATEMENT OF FINANCIAL POSITION

ASSETS	FY18 Actual	FY2019 Actual	FY2020 Actual	FY2021 Plan	FY2022 Plan
CURRENT ASSETS:					
Cash & Equivalents On Deposit With Town Treasurer	$ 8,887,772	$ 8,483,559	$ 7,836,518	$ 5,330,078	$ 3,287,810
Adjustment - Due from Capital Project					
Accounts Receivable	$ 834,356	$ 684,431	$ 792,093	$ 792,093	$ 792,093
Reserve for Uncollectables	$ (6,075)	$ (6,076)	$ (6,076)	$ (6,076)	$ (6,075)
Materials & Supplies	$ 180,576	$ 174,707	$ 167,094	$ 167,094	$ 167,094
Due From Capital Project Fund	$ (1,000,000)				
TOTAL CURRENT ASSETS	**$ 8,896,629**	**$ 9,336,621**	**$ 8,789,629**	**$ 6,283,189**	**$ 4,240,922**
PROPERTY, PLANT & EQUIPMENT					
Plant and distribution facilities	$ 31,403,563	$ 33,246,585	$ 33,332,357	$ 36,149,943	$ 37,229,942
Vehicles and other equipment	$ 1,191,294	$ 2,017,514	$ 1,976,519	$ 2,281,519	$ 2,586,519
Total	$ 32,594,857	$ 35,264,099	$ 35,308,876	$ 38,431,462	$ 39,816,461
Less accumulated depreciation	$ (17,942,996)	$ (18,840,594)	$ (19,900,516)	$ (20,925,769)	$ (21,951,022)
	$ 14,651,861	$ 16,423,505	$ 15,408,360	$ 17,505,693	$ 17,865,439
Construction work in progress	$ 1,315,508	$ 329,407	$ 1,957,586	$ 400,000	$ 400,001
Net Property, Plant and Equipment	$ 15,967,369	$ 16,752,912	$ 17,365,946	$ 17,905,693	$ 18,265,440
TOTAL ASSETS	**$ 24,863,998**	**$ 26,089,532**	**$ 26,155,575**	**$ 24,188,882**	**$ 22,506,362**
LIABILITIES AND FUND EQUITY					
Accounts Payable	$ -	$ -	$ -	$ -	$ -
Accrued Liabilities	$ 22,635	$ 25,771	$ 45,827	$ 45,827	$ 45,827
Customer Deposits	$ 34,445	$ 34,445	$ 34,445	$ 34,445	$ 34,445
TOTAL CURRENT LIABILITIES	**$ 57,080**	**$ 60,216**	**$ 80,272**	**$ 80,272**	**$ 80,272**
Long Term Liabilities:					
General Obligation Water Bonds - Trtmnt Plants					
General Obligation Water Bonds - DPW Facility	$ 1,624,650	$ 1,454,650	$ 1,289,650	$ 1,124,650	$ 959,650
General Obligation Water Bonds - Morses Wells	$ 650,000	$ 520,000	$ 390,000	$ 260,000	$ 130,000
MWRA	$ 213,388	$ 161,547	$ 109,706	$ 302,865	$ 496,024
Remote Meter Bond Principal	$ 887,000	$ 795,000	$ 705,000	$ 617,000	$ 527,000
TOTAL LONG TERM LIABILITIES	**$ 3,375,038**	**$ 2,931,197**	**$ 2,494,356**	**$ 2,304,515**	**$ 2,112,674**
TOTAL LIABILITIES	**$ 3,432,118**	**$ 2,991,413**	**$ 2,574,628**	**$ 2,384,787**	**$ 2,192,946**
FUND EQUITY					
NET ASSETS:					
Invested in capital assets, net of related debt	$ 12,479,331	$ 13,713,813	$ 13,346,252	$ 15,601,178	$ 16,152,766
Total Contributed Capital	$ 12,479,331	$ 13,713,813	$ 13,346,252	$ 15,601,178	$ 16,152,766
Retained Earnings - Reserved	$ 1,728,137	$ 1,013,614	$ 2,249,883	$ 1,407,888	$ 1,407,888
Fund Balance Reserved - Cont. Approp.	$ 2,518,056	$ 1,935,243	$ 2,495,163	$ 3,482,735	$ 1,613,225
Undesignated Fund Balance	$ 4,706,356	$ 6,435,449	$ 5,489,649	$ 1,312,293	$ 1,139,536
Retained Earnings	**$ 8,952,549**	**$ 9,384,306**	**$ 10,234,695**	**$ 6,202,917**	**$ 4,160,650**
TOTAL FUND EQUITY	**$ 21,431,880**	**$ 23,098,119**	**$ 23,580,947**	**$ 21,804,095**	**$ 20,313,416**
TOTAL LIABILITIES AND FUND EQUITY	**$ 24,863,998**	**$ 26,089,532**	**$ 26,155,575**	**$ 24,188,882**	**$ 22,506,362**

Water Enterprise Fund -- 2021 Annual Town Meeting Motion

Motion:
That the sum of $9,867,360 be appropriated for the Water Enterprise Fund, to be expended as follows:

Salaries	$	1,928,980		
Expenses (incl interst and all non-op exp)	$	4,833,144		
OPEB	$	38,500		
Depreciation	$	1,025,253		
Capital Outlay	$	1,080,000	$	958,359
Debt	$	518,932		
Emergency Reserve	$	442,551		
Total Authorized Use of Funds	$	9,867,360		

And that $9,867,360 be raised as follows:

Department Receipts	$	8,800,470
Depreciation	$	1,025,253
Retained Earnings	$	41,637
Total Source of Funds	$	9,867,360

Anticipated Sources and Uses of Funds	Water Budget Plan	Approp Request w/ Contingency
Sources		
Water Fund Receipts		
Water Charges	$ 6,517,806	
Other Charges		
Subtotal - Operating Revenues	$ 6,517,806	$ 6,517,806
Other Cash Sources		
Depreciation	$ 1,025,253	
Non-Operating Income	$ 447,841	
Changes in Accts Receivable, Accts Payable, etc.	$ -	
Interest Received	$ -	
Contrib in Aid of Construction	$ -	
Loan Proceeds	$ 350,000	
Rate Stabilization	$ 1,083,909	
Contingency - From Available Cash		$ 442,551
Subtotal - Other Cash Sources	$ 2,907,003	$ 3,349,554
Total Sources	$ 9,424,809	$ 9,867,360
Uses		
Operating Expenses & Depreciation	$ 7,244,841	
Contingency - 3%		$ 217,345
Subtotal - Operating Expenses	$ 7,244,841	$ 7,462,186
Non-Operating Expenses (incl Interest)	$ 581,036	
Contingency - 25%		$ 145,259
Subtotal - Op & Non-Op Expenses	$ 581,036	$ 726,295
Capital Expenses & Debt Obligations		
Capital Outlay	$ 1,080,000	
Expenditures of Contrib. in Aid of Construction	$ -	
Debt (Principal)	$ 518,932	
Contingency - 5%		$ 79,947
Subtotal - Capital & Debt	$ 1,598,932	$ 1,678,879
Total Uses	$ 9,424,809	$ 9,867,360

WATER - PROGRAM 470

Program Objective

To construct, operate and maintain wells, pumps, distribution lines and storage systems in order to provide a potable and reliable water supply for residential and commercial uses and fire protection; and to practice and promote conservation and protection of water resources.

Wellesley's water supply consists of ten wells and a 150-mile distribution system with two sets of underground reservoirs having a combined storage capacity of 6 million gallons. Wellesley's water is supplied from its own wells with a supplemental supply from the Massachusetts Water Resources Authority (MWRA). The system is fully metered with approximately 8,300 indoor meter accounts and 4,400 outdoor meter accounts.

710 Source of Supply Subprogram (Operation and Maintenance of Wells)

The purpose of the Source of Supply Subprogram is to provide an adequate supply for delivery of potable water to customers.

Subprogram activities include the maintenance of Wellesley's water supply system which consists of ten wells: four at Morse's Pond; four off Wellesley Avenue; and the Longfellow and Rosemary wells off Route 9. Subprogram activities also include maintenance of the MWRA supply main along the Route 128 corridor. Most of Wellesley's water is supplied by these wells, although a supplementary supply is available from the MWRA and is used extensively in the summer months.

Major items of expense incurred in operating and maintaining these facilities include the cost of labor, materials, chemicals, and supplies. Operation expenses also include the cost of purchased water from Needham and Natick that provide water to approximately 100 households bordering Needham and Natick, as well as water charges from the MWRA.

720 Pumping and Treatment Subprogram

The purpose of the Pumping and Treatment subprogram is to pump and treat water for distribution to water users and to provide treated water that meets all Federal and State public health safe drinking water standards.

Subprogram activities include the operation and maintenance of the system's pumping stations and 3 treatment facilities. In FY18, 1.12 billion gallons of water were pumped from local supplies or purchased from the MWRA, for an average daily volume of 3.85 million gallons.

Pumping station facilities consist of stations at Morse's Pond, Wellesley Avenue, T.F. Coughlin (also off Wellesley Avenue), the Longfellow and Rosemary stations (off Route 9 in Wellesley Hills), and the Hegarty station (off Cedar Street). The treatment facilities are at Morse's Pond, Wellesley Avenue, and Longfellow station.

Major items of expense incurred in these activities include the cost of labor, materials used, and expenses incurred in the maintenance of pumping at water treatment facilities (structures and equipment). Expenses also include the cost of purchased power, chemicals, supplies, equipment use, testing services (including both equipment calibration and water quality monitoring), and allocated insurance and retirement expense.

730-740 Transmission and Distribution Subprogram

The purpose of the Transmission and Distribution subprogram is to provide a system for the effective, efficient, and reliable delivery of potable water to customers.

Subprogram activities include the operation and maintenance of storage facilities, booster station equipment, distribution lines including street mains, hydrants, water meters, associated equipment and structures, and customer services. Operation and maintenance activities include: routine inspection of storage facilities; operating and lubricating gates and valves; keeping operational records; operation of mains, services, and hydrants; routine patrolling; observing and recording pressures; flushing mains and hydrants; detecting and correcting leaks; cross-connections; removing and resetting, disconnecting and reconnecting, changing and relocating meters and associated equipment; turning on and shutting off service; inspecting and testing meters and maintaining meter history records; supervising customer installations work; and servicing customer requests.

The distribution system consists of: two sets of underground reservoirs on Maugus and Pierce hills, respectively, which provide a total storage capacity of 6 million gallons; 150 miles of distribution lines; 1,300 hydrants; and 11,800 water meters. Materials and costs associated with transmission and distribution activities include cost of labor, equipment use, allocated insurance and retirement expense, and maintenance and repair supplies.

940 Customer Accounts Subprogram

The purpose of the Customer Accounts subprogram is to provide and maintain an efficient customer service system including billing and collection functions and to provide services and information for encouraging conservation and the efficient use of water. The costs of the Customer Accounts activities are shared between Water, Sewer and Electric.

The Personal Services for this Subprogram are now Direct Charges. The Customer Accounts subprogram provides customer services such as meter reading, customer records and collection activities; the processing of customer applications and deposits; preparation and mailing of regular and special billings; follow-up on unpaid and overdue accounts; servicing of customer inquiries and complaints; compilation of usage statistics and reports; and promotion of water conservation practices. Costs and materials associated with subprogram activities include the cost of labor, equipment use, allocated insurance and retirement expenses, postage and mailing expenses, data processing expenses and office supplies.

960 Administration Subprogram

The purpose of the Administration subprogram is to manage and integrate funds, material, labor, and equipment to provide an effective and efficient and reliable potable water program.

Subprogram activities include the managerial functions of planning, budgeting, scheduling, staffing, and controlling Wellesley's Water Program. Functions directed and coordinated include constructing, operating and maintaining wells, pumps, water distribution lines, and storage systems to provide a potable and reliable water supply for residential and commercial uses and for fire protection; and for promoting conservation and protection of water resources.

Costs and materials associated with this subprogram include the administrative and general salaries, allocated insurance and retirement expenses, equipment use, office supplies, professional services, property insurance, damages, conferences, and interest expense.

976 Facilities and Grounds Subprogram

This subprogram operates and maintains the Water & Sewer garage, office and adjacent grounds. The main building contains approximately 24,000 square feet of offices, locker rooms, restrooms, workshops, inventory storage, equipment and vehicle storage areas. Starting in FY17, custodial services are now provided by the Town's Facilities Maintenance Department and paid for by Water & Sewer.

Water Division Capital Program

The Water Division Capital Program is intended to maintain and improve the infrastructure of the water system to ensure the dependable operation of the system for the foreseeable future and avoid catastrophic failure of any part of the system.

Principal components of the program are:

- Maintenance and Improvements to Water Supply and Treatment Facilities
- Maintenance and Repair of Water Distribution System
- Maintenance and Repair of Water Meters
- Repair and Replacement of Buildings and Vehicles

Water Supply and Treatment Maintenance and Improvements

The primary goal of the Water Division is to supply safe water in sufficient quantities to meet domestic and commercial needs and public safety. This portion of the capital budget includes funding to clean the Town's wells as needed to optimize yield. In addition, funding is provided to maintain well yields through the installation of satellite wells, and to upgrade the water treatment plant equipment .

Maintenance and Repair of Water Distribution System

The ability to distribute water safely and in sufficient quantities throughout the town is also critical to the workings of the water system. A study of the distribution system has identified projects that will improve water pressure and quality as well as update older portions of the system. The Water Division has prioritized the recommendations of the study and the capital program provides for one improvement project to be undertaken each year. Under this plan, the entire improvement program would be spread over the next 30+ years.

Maintenance and Repair of Water Meters

The accuracy of water meters throughout the system allows a fair distribution of the cost of both water and sewer services. This portion of the capital budget funds the periodic testing (and repair, if needed) of the large water meters and also covers the cost of smaller meters that may become damaged due to freezing, etc. In FY16 the Division will begin a multi-year Town wide replacement program to change out the water meters and associated meter reading system.

Repair and Replacement of Buildings and Vehicles

Repairs to buildings and replacement of vehicles are carried out on an as-needed basis to protect these valuable and critical assets of the Division.

WATER PROGRAM CAPITAL AND DEBT REPAYMENT: FY2022 PLAN

Program	Fund Code	FY2019 Funding	FY2020 Funding	FY2021 Funding	FY2022 Plan	FY2023 Plan	FY2024 Plan	FY2025 Plan	FY2026 Plan
1. Water Supply & Treatment									
1. Well Cleaning/Maintenance Program	W	50,000	50,000	50,000	**50,000**	50,000	50,000	50,000	50,000
2. Water Treatment Plant Upgrades	W	100,000	100,000	300,000	**300,000**	300,000	300,000	300,000	200,000
2. Satellite Well Installation	W	0	0	0	**0**	0	0	0	0
4. Hegarty Pumping Station Capacity Upgrade	W	0	0	0	**0**	0	0	0	0
									0
Subtotal		**150,000**	**150,000**	**350,000**	**350,000**	**350,000**	**350,000**	**350,000**	**250,000**
2. Distribution System									
1. Hydrant Installation/Maintenance Program	W	70,000	70,000	70,000	**0**	70,000	70,000	70,000	70,000
2. Distribution System Improvements	W	400,000	400,000	500,000	**500,000**	500,000	500,000	500,000	500,000
3. Woodridge Booster Station	W	0	0	0	**0**	0	0	0	0
									0
Subtotal		**470,000**	**470,000**	**570,000**	**500,000**	**570,000**	**570,000**	**570,000**	**570,000**
3. Meter Program									
1. Meter Replacement/Maintenance	W	30,000	30,000	30,000	**0**	30,000	30,000	30,000	30,000
2. Remote Meter Program	W	0	0	0	**0**	0	0	0	0
Subtotal		**30,000**	**30,000**	**30,000**	**0**	**30,000**	**30,000**	**30,000**	**30,000**
4. Vehicle/Equipment Replacement									
1. Water Vehicle & Equipment Replacement	W	480,000	100,000	280,000	**200,000**	60,000	295,000	240,000	417,000
2. Office Equipment Replacement	W	0	0	0	**0**	0	0	0	0
Subtotal		**480,000**	**100,000**	**280,000**	**200,000**	**60,000**	**295,000**	**240,000**	**417,000**
5. DPW Facilities									
1. Building Maintenance	W	0	30,000	30,000	**30,000**	30,000	30,000	30,000	0
2. GIS System Mapping/Modeling	W	0	0	0	**0**	0	0	0	0
Subtotal		**0**	**30,000**	**30,000**	**30,000**	**30,000**	**30,000**	**30,000**	**0**
6. Contingency									
1. General Capital Contingency	W	0	0	0	**0**	0	0	0	0
2. Reserve for Major Capital Expenditures	W	0	0	0	**0**	0	0	0	0
Subtotal		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

WATER PROGRAM CAPITAL AND DEBT REPAYMENT: FY2022 PLAN

Program	Fund Code	FY2019 Funding	FY2020 Funding	FY2021 Funding	FY2022 Plan	FY2023 Plan	FY2024 Plan	FY2025 Plan	FY2026 Plan
7. Debt Principal (interest shown in operating expenses)									
1. Principal - MWRA Local Pipeline Assistance Loan	W	206,841	86,841	98,932	**133,932**	140,000	175,000	262,684	262,684
2. Principal - DPW Facility/Building Improvements	W	170,000	170,000	165,000	**165,000**	162,500	160,000	160,000	160,000
3. Principal - Water Supply Improvements	W	130,000	130,000	130,000	**130,000**	130,000	0	0	0
4. Principal - Meter Program	W	410,000	90,000	410,000	**90,000**	90,000	90,000	90,000	90,000
5. Principal - Water Treatment Plant	W	0	0	0	**0**	0	0	0	0
Subtotal		**916,841**	**476,841**	**803,932**	**518,932**	**522,500**	**425,000**	**512,684**	**512,684**
TOTAL REQUIREMENTS									
Water Program Totals (excluding debt prinicipal)		1,130,000	780,000	1,260,000	**1,080,000**	1,040,000	1,275,000	1,220,000	1,267,000
Water Program Totals (including debt prinicipal)		**2,046,841**	**1,256,841**	**2,063,932**	**1,598,932**	**1,562,500**	**1,700,000**	**1,732,684**	**1,779,684**

TABLE 3 - FY2022 WATER AND SEWER EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2023-2024

FY	Division	Equip #	Unit To Be Replaced	Age @	Replaced By	Functions Served	Unit Cost
2022	Water and Sewer	**117**	2012 FORD F350	10	Sewer Maint.	Sewer Maint.	65,000
2022	Water and Sewer	**113**	2009 FORD F150	13	Pickup Truck	Stockroom/Utility	58,000
2022	Water and Sewer	**116**	2009 FORD E350	13	Van	Meter Van	55,000
2022	Water and Sewer	**136**	2012 FORD F550	10	1 Ton Dump Truck	1 Ton Dump Truck	87,000
						FY2022 TOTAL:	**265,000**
2023	Water and Sewer	**119**	2014 FORD F250	9	Station Truck	Station Truck	70,000
2023	Water and Sewer	**128**	2010 FORD F250	13	Pickup Truck	Station Operator	70,000
2023	Water and Sewer	**11**	2015 TOYOTA PRIUS	8	Passenger Vehicle	Superintendent	30,000
2023	Water and Sewer	**126**	2014 FORD TRANSIT	9	Utility Van	Utility Van	30,000
						FY2023 TOTAL:	**200,000**
2024	Water and Sewer	**124**	2014 FORD F450	10	Hi-top Utility	Hi-top Utility	70,000
2024	Water and Sewer	**135**	2015 INTERNATIO 4300SBA	9	Utility Vehicle	Utility Vehicle	225,000
						FY2024 TOTAL:	**295,000**

TABLE 4 - FY2022 WATER AND SEWER EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2023-2026

Unit #	Year	Make and Model	Other Comments	Div	Status	Repl. Year	Est. Cost	Exp Life	Age @ Repl.	2021	2022	2023	2024	2025	2026
117	2012	FORD F350	Sewer Maint.	460	1	2022	65,000	10	10		65,000				
118	2004	FORD F350	Sewer Rodder	460	1	2026	85,000	10	22						85,000
119	2014	FORD F250	Station Operator	460	1	2023	70,000	8	9			70,000			
120	2021	FREIGHTLIN M2-106		460											
125	2019	FORD F250	Station Operator	460	1	2027	70,000	8	8						
128	2010	FORD F250	Station Operator	460	1	2023	70,000	8	13			70,000			
410	2020	SURE-TRAC ST6210	Utility Trailer	460	1	2035	25,000	15	15						
120707	2012	INTERNATIO 7400SFA	Sewer Flusher Truck	460	1	2020	325,000	15	8						
5	2018	TOYOTA PRIUS	Asst. Supt.	470	1	2026	28,000	8	8						28,000
11	2015	TOYOTA PRIUS	Superintendent	470	1	2023	30,000	8	8			30,000			
96	2016	KOMATSU PC45MR-5	Mini Excavator	470	1	2026	80,000	10	10						80,000
111	2018	FORD F150	General Foreman	470	1	2026	50,000	8	8						50,000
112	2018	FORD F150	General Foreman	470	1	2026	50,000	8	8						50,000
113	2009	FORD F150	Utility Vehicle	470	1	2022	58,000	8	13		58,000				
115	2017	FORD F550	1 Ton Dump	470	1	2026	85,000	8	9						85,000
116	2009	FORD E350	Meter Van	470	1	2022	55,000	8	13		55,000				
121	2017	FORD F450	Trouble Truck	470	1	2025	75,000	8	8					75,000	
123	2016	FORD F550	1 Ton Dump	470	1	2025	90,000	10	9					90,000	
124	2014	FORD F450	Hi-top Utility	470	1	2024	70,000	10	10				70,000		
126	2014	FORD TRANSIT	Utility Van	470	1	2023	30,000	8	9			30,000			
127	2010	TOYOTA PRIUS	W/S Systems Engineer	470	1	2021	30,000	8	11	30,000					
129	2012	INTERNATIO 7400SFA	Dump Truck	470	1	2021	200,000	15	9	200,000					
131	2018	MACK GU712	Dump Truck	470	1	2033	190,000	10	15						
135	2015	INTERNATIO 4300SBA	Utility Vehicle	470	1	2024	225,000	10	9				225,000		
136	2012	FORD F550	Dump Truck	470	1	2022	87,000	10	10		87,000				
139	2008	CATERPILLA 430E	Loader/backhoe	470	1	2025	130,000	15	17					130,000	
140	2020	FREIGHTLIN 114SD	Vactor	470	1	2035	175,000	15	15						
141	2004	JOHN DEERE 310SG	Loader/backhoe	470	1	2020	100,000	15	16						
142	1991	SULLIVAN 185CFM	Compressor	470	1	2026	15,000	20	35						15,000
145	2018	ATLAS V5	Compressor	470	1	2028	15,000	10	10						
409	2019	SURE-TRAC ST6210	Utility Trailer	470	1	2034	25,000	15	15						
415	2014	CAM UTILITY	Highway Trailer	470	1	2029	15,000	15	15						
124T	2005	WACH UTILITY	Tlv300/trailer	470	1	2021	50,000	15	16	50,000					
136A	1994	LEROI 185CFM	Compressor	470	1	2026	12,000	20	32						12,000

Status Codes: 1 = Replace New 2 = Replace Used 3 = Rebuild or From other Division 4 = Currently Being Replaced 5 = Do Not Replace

TABLE 4 - FY2022 WATER AND SEWER EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2023-2026

Unit #	Year	Make and Model	Other Comments	Div	Status	Repl. Year	Est. Cost	Exp Life	Age @ Repl.	2021	2022	2023	2024	2025	2026
Total							2,680,000			280,000	265,000	200,000	295,000	295,000	405,000
Water							1,970,000			280,000	200,000	60,000	295,000	295,000	320,000
Sewer							710,000			0	65,000	140,000	0	0	85,000
Total							2,680,000			280,000	265,000	200,000	295,000	295,000	405,000

Status Codes: 1 = Replace New 2 = Replace Used 3 = Rebuild or From other Division 4 = Currently Being Replaced 5 = Do Not Replace

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W1.1

Project Name: **Well Cleaning/Maintenance Program**

Purpose: It is necessary to clean wells periodically in order to unclog the well screen and well gravel pack to maintain their yield.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$50,000**	$50,000	$50,000	$50,000	$50,000	$50,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$50,000**
TOTAL:	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$50,000**	**$50,000**

Justification: In order to maintain the efficiency of our water supplies, the periodic cleaning and re-development of wells is required. This budget also provides for the cleaning, rehabilitation or replacement of well pumps as needed. The Wellesley Avenue wells were cleaned in FY18. The 4 Morses Pond wells were cleaned in FY16 and cleaned in FY19. The corroded well pumps were replaced at that time with stainless steel pumps. We will be cleaning the Wellesley Avenue wells in FY21 and the four Morses Pond wells in FY22.

Lead Division: Water **Project Code:** **79330** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W1.2

Project Name: **Water Treatment Plant Upgrades**

Purpose: Upgrade treatment plant equipment as needed.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$300,000**	$300,000	$300,000	$300,000	$300,000	$200,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$300,000**	**$300,000**	**$300,000**	**$300,000**	**$300,000**	**$200,000**
TOTAL:	**$300,000**	**$300,000**	**$300,000**	**$300,000**	**$300,000**	**$200,000**

Justification: The Water Treatment Plants were constructed in 1998 and will begin to require more significant equipment upgrades. Beginning in FY18 the Division began working with an engineering firm to develop an asset management plan for the water treatment plants. A portion of this funding has been used to develop this plan. Based on the recommendations and available funding the Division will begin to schedule and implement the planned equipment maintenance, repair, and replacement. In FY21 the obsolete modicon PLCs are scheduled to be upgraded to Allen Bradley PLCs. The aerator at the Wellesley Avenue treatment plant will also be replaced in FY21.

Lead Division: Water **Project Code:** **79310** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W2.1

Project Name: **Hydrant Installation/Maintenance Program**

Purpose: To fill coverage gaps in the existing location of hydrants, as identified in the Water Distribution Study, to replace obsolete hydrants, and to repair hydrants as needed.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$70,000**	$0	$70,000	$70,000	$70,000	$70,000
Planned Expenditures:						
Personal Services	**$25,000**	**$0**	**$25,000**	**$25,000**	**$25,000**	**$25,000**
Expenses	**$45,000**	**$0**	**$45,000**	**$45,000**	**$45,000**	**$45,000**
TOTAL:	**$70,000**	**$0**	**$70,000**	**$70,000**	**$70,000**	**$70,000**

Justification: There are 1,300 hydrants in the system, which require periodic repair and eventual replacement. Replacement is typically required due to incidental damage or due to age, wear or failure. Periodic repair and replacement will be done with cleaning and lining. Funding is not requested for FY22 as sufficient funds from prior year appropriations will be avaialble to complete work this year.

Lead Division: Water **Project Code:** **79120** **Date:** 2/17/2021

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Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W2.2

Project Name: **Distribution System Improvements**

Purpose: Distribution system improvements as identified in the Water Distribution Study.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$500,000**	$500,000	$500,000	$500,000	$500,000	$500,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$500,000**	**$500,000**	**$500,000**	**$500,000**	**$500,000**	**$500,000**
TOTAL:	**$500,000**	**$500,000**	**$500,000**	**$500,000**	**$500,000**	**$500,000**

Justification: The Water Division continues to implement its Amory Engineering Study of Distribution System Improvements. This Study has identified a program of water main additions, loop closings, replacements, and relinings. In FY18 and FY19 the cast iron water mains on Standish Road, Martin Road, Cleveland Road, Linwood Road, Wedgewood Road, and Walnut Street were cleaned and cement lined. The cleaning and lining of the water mains in the Standish Area Neighborhood is planned for FY21. Also planned in FY21 is the cleaning and Lining of Seaward Road, Fells Road and Circle, and Regis Circle. The replacement of a portion of the Oakland Street water main from Brookside Road to Sheridan Road, and the cleaning and Lining of Jackson Road and Oakland Street from Sheridan Road to Hunnewell Street are planned for FY22.

Lead Division: Water **Project Code:** **79150** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W3.1

Project Name: **Meter Replacement/Maintenance**

Purpose: Testing and repair/replacement of large meters, replacement of smaller meters as required due to mechanical failures and/or resizing.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$30,000**	$0	$30,000	$30,000	$30,000	$30,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$30,000**	**$0**	**$30,000**	**$30,000**	**$30,000**	**$30,000**
TOTAL:	**$30,000**	**$0**	**$30,000**	**$30,000**	**$30,000**	**$30,000**

Justification: Accurate metering promotes conservation and equitable cost allocation, and is critical to the operations of both the water and sewer programs. This funding provides for regular testing (and repair, if needed) of large meters (i.e., greater than 2 inch) and replacement of existing smaller meters as needed. Funding is not requested for FY22 as sufficient funds from prior year appropriations will be avaialble to complete work this year.

Lead Division: Water **Project Code:** **79450** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W4.1

Project Name: **Water Vehicle & Equipment Replacement**

Purpose: To maintain the vehicles and equipment required to carry out the functions of the Water Division.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$280,000**	$200,000	$60,000	$295,000	$240,000	$417,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$280,000**	**$200,000**	**$60,000**	**$295,000**	**$240,000**	**$417,000**
TOTAL:	**$280,000**	**$200,000**	**$60,000**	**$295,000**	**$240,000**	**$417,000**

Justification: The Water Division maintains 20 vehicles and 12 pieces of major equipment. The total current replacement value of the fleet (vehicles and equipment) is $1,800,000. Three vehicle are scheduled for replacement in FY21.

Lead Division: Water **Project Code:** **79990** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W5.1

Project Name: **Building Maintenance**

Purpose: To make appropriate repairs to Water Division facilities as identified in the DPW's annual building maintenance and inspection program.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$30,000**	$30,000	$30,000	$30,000	$30,000	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$30,000**	**$30,000**	**$30,000**	**$30,000**	**$30,000**	**$0**
TOTAL:	**$30,000**	**$30,000**	**$30,000**	**$30,000**	**$30,000**	**$0**

Justification: The Water Division maintains six pump station buildings, three water treatment plants and the new Water/Sewer garage and office building. The humidity associated with the operations of the pump stations and treatment plants is particularly hard on the interiors of the buildings. Funding for this program will be used to address major capital items identified in the Department's annual building maintenance inspection program. The Facilities Management Department is responsible for maintaining the Water and Sewer garage and office building. The Water and Sewer Enterprise funds pay for these services.

Lead Division: Water **Project Code:** **79510** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W6.1

Project Name: **General Capital Contingency**

Purpose: To provide funding for unexpected needs or cost adjustments.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$0	$0	$0	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL:	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Justification: The Water Division carries a capital contingency budget to provide for unexpected capital needs or cost adjustments. Additional contingency funds will be appropriated whenever the fund falls below the $80,000 target.

Lead Division: Water **Project Code:** **79999** **Date:** 2/17/2021

3/24/2021 10:02:11 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W6.2

Project Name: **Reserve for Major Capital Expenditures**

Purpose: To accumulate funds over several years to smooth out the impact of major capital expenditures on the Water Program.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$0	$0	$0	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL:	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Justification: An established Reserve for Major Capital Expenditures will provide funds to smooth out the impact of major capital expenditures and provide a reserve for major emergency work if needed. This Reserve has a current balance of $340,000.

Lead Division: Water **Project Code:** **79998** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W7.1

Project Name: **Principal - MWRA Local Pipeline Assistance Loan**

Purpose: Principal payments for MWRA Local Pipeline Assistance Loan.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$98,932**	$133,932	$140,000	$175,000	$262,684	$262,684
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$98,932**	**$133,932**	**$140,000**	**$175,000**	**$262,684**	**$262,684**
TOTAL:	**$98,932**	**$133,932**	**$140,000**	**$175,000**	**$262,684**	**$262,684**

Justification: The MWRA Local Pipeline Assistance Program has provided the Town of Wellesley $1,520,849 in zero interest loans for water line improvements, with principal payments due through FY23. Additionally, the MWRA has released a Local Water System Assistance Program which will provide Wellesley $2,100,000 in zero interest loans for water line improvements, with principal payments due through FY30.

Lead Division: Water **Project Code:** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W7.2

Project Name: **Principal - DPW Facility/Building Improvements**

Purpose: Principal payments for the Water Fund's share of Water/Sewer Garage and Office Facility.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$165,000**	$165,000	$162,500	$160,000	$160,000	$160,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$165,000**	**$165,000**	**$162,500**	**$160,000**	**$160,000**	**$160,000**
TOTAL:	**$165,000**	**$165,000**	**$162,500**	**$160,000**	**$160,000**	**$160,000**

Justification: In 2009, $3,250,000 was borrowed for the Water Division's share of a new Water/Sewer Garage and Office Facility, with principal payments due through FY28.

Lead Division: Water **Project Code:** **Date:** 2/17/2021

3/24/2021 10:02:12 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W7.3

Project Name: **Principal - Water Supply Improvements**

Purpose: Principal payments for Water Supply Improvements Project.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$130,000**	$130,000	$130,000	$0	$0	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$130,000**	**$130,000**	**$130,000**	**$0**	**$0**	**$0**
TOTAL:	**$130,000**	**$130,000**	**$130,000**	**$0**	**$0**	**$0**

Justification: In 2013 $1,300,000 was borrowed for major improvements to the Morses Pond wellfield, with principal payments due through FY23.

Lead Division: Water **Project Code:** **Date:** 2/17/2021

3/24/2021 10:02:12 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: W7.4

Project Name: **Principal - Meter Program**

Purpose: Principal payments for the Remote Read Meter Program

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$410,000**	$90,000	$90,000	$90,000	$90,000	$90,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$410,000**	**$90,000**	**$90,000**	**$90,000**	**$90,000**	**$90,000**
TOTAL:	**$410,000**	**$90,000**	**$90,000**	**$90,000**	**$90,000**	**$90,000**

Justification: This item is for Water Fund principal payments for funding of the Remote Read Meter Program.

Lead Division: Water **Project Code:** **Date:** 2/17/2021

3/24/2021 10:02:12 AM

Town of Wellesley
Department of Public Works
VEHICLE REPLACEMENT PROFILE

Fiscal Year: 2022
Project ID: I1

Unit: 113
Year/Make/Model: 2009 FORD F150
Division: Water and Sewer
Replacement Cost: $58,000
Purpose: Stockroom/Utility
Replacement: Pickup Truck



Class:	04 - Light Trucks
Age at Replacement:	13
Expected Life:	8
FY20 Usage Miles:	11,985
Current Mileage:	99,803
FY20 Downtime Hours:	9
FY20 Road Calls:	0
Parts Availability:	Fair
Life to Date Repair Cost:	$25,452
To Be Traded?:	Yes
Trade Value:	

Background: This unit is used by the Water/Sewer Stockperson andfor other uses including flushing and hydant painting. The vehilce is past it's useful life and is in poor condition.

Town of Wellesley
Department of Public Works
VEHICLE REPLACEMENT PROFILE

Fiscal Year: 2022
Project ID: I1

Unit: 116
Year/Make/Model: 2009 FORD E350
Division: Water and Sewer
Replacement Cost: $55,000
Purpose: Meter Van
Replacement: Van



Class:	**03 - Vans**
Age at Replacement:	**13**
Expected Life:	**8**
FY20 Usage Miles:	**4,887**
Current Mileage:	**45,059**
FY20 Downtime Hours:	**15**
FY20 Road Calls:	**0**
Parts Availability:	**Fair**
Life to Date Repair Cost:	**$14,243**
To Be Traded?:	**YES**
Trade Value:	**$9,000**

Background: This unit is used daily for carrying parts and equipment necessary to repair and/or replace water meters and for the testing of backflow prevention devices. The age and condition of this vehicle are the considerations in replacing ths vehicle. It is anticipated that a hybrid model will be the replacement for this vehicle.

Town of Wellesley
Department of Public Works
VEHICLE REPLACEMENT PROFILE

Fiscal Year: 2022
Project ID: I1

Unit: 117
Year/Make/Model: 2012 FORD F350
Division: Water and Sewer
Replacement Cost: $65,000
Purpose: Sewer Maint.
Replacement: Sewer Maint.



Class:	05 - Medium Trucks
Age at Replacement:	10
Expected Life:	10
FY20 Usage Hours:	1,226
Current Hours:	3,704
FY20 Downtime Hours:	7
FY20 Road Calls:	
Parts Availability:	
Life to Date Repair Cost:	$8,717
To Be Traded?:	Yes
Trade Value:	$1,500

Background: This unit is used by the Sewer Foreman and is required in response to the supervison of regular and emergency work performed on the sew collection system and on the water distribution system. The age and condition or the vechicle are considerations in replacing the vehicle.

Town of Wellesley
Department of Public Works
VEHICLE REPLACEMENT PROFILE

Fiscal Year: 2022
Project ID: I1

Unit: 136
Year/Make/Model: 2012 FORD F550
Division: Water and Sewer
Replacement Cost: $87,000
Purpose: 1 Ton Dump Truck
Replacement: 1 Ton Dump Truck



Class:	05 - Medium Trucks
Age at Replacement:	10
Expected Life:	10
FY20 Usage Hours:	1,112
Current Hours:	4,912
FY20 Downtime Hours:	25
FY20 Road Calls:	
Parts Availability:	
Life to Date Repair Cost:	$34,371
To Be Traded?:	Yes
Trade Value:	$1,500

Background: This unit is used by the division staff and is required in response to regular and emergency work performed on the water distribution system and the sewer collection system. This vehicle also plows in the winter.

TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS
SEWER ENTERPRISE FUND
FY2022 BUDGET - SUBPROGRAM SUMMARY

		FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Plan	FY2022 Plan	FY2022 - FY2021 ($)	FY2022 - FY2022 (%)
PERSONAL SERVICES								
610	PUMPING	77,562	81,639	102,766	181,911	174,798	(7,113)	-3.9%
620	COLLECTION SYSTEM	309,303	310,891	265,105	313,945	328,525	14,580	4.6%
962	ADMINISTRATION	268,072	288,034	308,831	313,627	292,587	(21,040)	-6.7%
976	FACILITIES & GROUNDS	-			20,500	20,910	410	2.0%
940	CUSTOMER ACCOUNTS	57,012	50,842	50,044	63,908	61,710	(2,198)	-3.4%
	PERSONAL SERVICES TOTAL	**711,949**	**731,406**	**726,745**	**893,891**	**878,530**	**(15,361)**	**-1.7%**
EXPENSES								
610	PUMPING	113,659	108,592	159,994	141,101	167,499	26,398	18.7%
620	COLLECTION SYSTEM:							
	Non-MWRA	181,288	117,438	121,284	178,983	183,872	4,889	2.7%
	MWRA	5,601,602	5,745,909	5,923,894	6,245,000	6,494,800	249,800	4.0%
962	ADMINISTRATION	137,038	158,201	159,983	182,142	189,662	7,520	4.1%
	OPEB	47,275	16,500	16,500	16,500	16,500	-	0.0%
976	FACILITIES & GROUNDS	48,890	48,509	48,071	47,539	48,839	1,300	2.7%
940	CUSTOMER ACCOUNTS	66,454	57,969	63,841	84,966	83,126	(1,840)	-2.2%
	EXPENSES TOTAL	**6,196,207**	**6,253,118.33**	**6,493,567**	**6,896,231**	**7,184,298**	**288,067**	**4.2%**
	PERSONAL SERVICES & EXPENSE TOTAL	**6,908,156**	**6,984,525**	**7,220,312**	**7,790,122**	**8,062,828**	**272,706**	**3.5%**
INTEREST, DEPRECIATION & OTHER EXP								
	DEPRECIATION	448,179	446,059	486,466	458,179	486,465	28,286	6.2%
	INTEREST EXPENSE	65,111	59,586	54,061	51,586	45,086	(6,500)	-12.6%
	PAYMENT IN LIEU OF TAXES	-	-	-	-			
TOTAL		**7,421,446**	**7,490,170**	**7,760,839**	**8,299,887**	**8,594,379**	**294,492**	**3.5%**

WATER AND SEWER DIVISION
FY2022 OPERATING BUDGET
STAFFING PLAN

Position	Employee	FY22 Group & Step	FY21 Rate	FY22 Rate	Aboard 11/1	FY19 Plan	FY20 Plan	FY21 Plan	FY22 Plan	FY19 Plan	FY20 Plan	FY21 Plan	FY22 Plan	FY22-FY21($)	FY22-FY21(%)
SUPERINTENDENT	SHAUGHNESSY, WILLIAM	61	53.82	**56.10**	1	1.00	1.00	1.00	**1.00**	109,740	112,796	115,175	**117,478**	2,303	*2.0%*
ASST SUPERINTENDENT	CONDON, MEGHAN	59	41.14	**43.01**	1	1.00	1.00	1.00	**1.00**	97,975	86,232	88,050	**89,811**	1,761	*2.0%*
PROJECT ENGINEER	VANHOUTEN, JOSHUA	57	38.81	**39.58**	1	1.00	1.00	1.00	**1.00**	75,105	81,339	83,054	**84,715**	1,661	*2.0%*
GENERAL FOREMAN	FURDON, ROBERT	54/9	40.10	**43.58**	1	1.00	1.00	1.00	**1.00**	81,432	84,084	87,425	**90,995**	3,570	*4.1%*
GENERAL FOREMAN	ROGERS, DWIGHT	54/9	40.10	**43.58**	1	1.00	1.00	1.00	**1.00**	81,432	84,084	87,425	**90,995**	3,570	*4.1%*
OFFICE ADMINISTRATOR	CHISHOLM, SARAH	49/6	32.32	**32.97**	1	1.00	1.00	1.00	**1.00**	64,284	66,075	67,481	**68,831**	1,350	*2.0%*
FOREMAN A	FAHEY, GEORGE	20/7	33.49	**36.19**	1	1.00	1.00	1.00	**1.00**	68,016	69,910	72,691	**75,565**	2,874	*4.0%*
FOREMAN A	NAGLE, WILLIAM	20/7	33.44	**36.14**	1	1.00	1.00	1.00	**1.00**	67,829	69,803	72,587	**75,460**	2,873	*4.0%*
FOREMAN A	SNOW JR, WALTER	20/7	33.49	**36.19**	1	1.00	1.00	1.00	**1.00**	68,016	69,910	72,691	**75,565**	2,874	*4.0%*
LEAD TREATMENT OPERATOR	**FILLED AS PTO**	20/7	32.10	**35.59**	0	1.00	1.00	1.00	**1.00**	66,768	68,627	69,313	**74,312**	4,999	*7.2%*
PRIMARY WTR. TREAT. OP.	SMITH, CHRISTOPHER	18/7	26.41	**32.74**	1	1.00	1.00	1.00	**0.00**	61,402	63,111	65,091	**0**	-65,091	*-100.0%*
PRIMARY WTR. TREAT. OP.	ELD, MICHAEL	18/7	30.77	**33.25**	1	1.00	1.00	1.00	**1.00**	62,358	64,202	66,776	**69,426**	2,650	*4.0%*
PRIMARY WTR. TREAT. OP.	JONES, JOSEPH	18/7	30.26	**32.74**	1	1.00	1.00	1.00	**1.00**	61,402	63,111	65,711	**68,361**	2,650	*4.0%*
PRIMARY WTR. TREAT. OP.	LITCHFIELD, CHRISTOPHER	18/7	26.41	**31.79**	1	1.00	1.00	1.00	**1.00**	62,150	63,881	65,865	**66,385**	520	*0.8%*
METER FOREMAN	MACDONALD, MICHAEL	19/7	32.06	**34.64**	1	1.00	1.00	1.00	**1.00**	65,104	66,917	69,570	**72,328**	2,758	*4.0%*
METER CROSS CONN. TECH	SARDINA, THOMAS	17/7	29.32	**31.68**	1	1.00	1.00	1.00	**1.00**	59,405	61,059	63,623	**66,148**	2,525	*4.0%*
POWER SHOVEL OPER	EVANS, MATTHEW	17/7	29.13	**31.49**	1	1.00	1.00	1.00	**1.00**	58,344	60,738	63,226	**65,751**	2,525	*4.0%*
POWER SHOVEL OPER	FEELEY, BENJAMIN	17/5	24.87	**27.13**	1	1.00	1.00	1.00	**1.00**	59,301	60,952	52,442	**56,643**	4,201	*8.0%*
STOCKMAN	CAMPANELLA, GREGORY	17/7	29.13	**31.59**	1	1.00	1.00	1.00	**1.00**	45,053	46,307	63,226	**65,960**	2,734	*4.3%*
GENERAL MECHANIC	**VACANT**	16/5	23.84	**27.10**	0	1.00	1.00	1.00	**1.00**	56,638	58,216	58,798	**56,585**	-2,213	*-3.8%*
GENERAL MECHANIC	**VACANT**	16/5	23.84	**27.10**	0	1.00	1.00	1.00	**1.00**	56,243	57,809	58,387	**56,585**	-1,802	*-3.1%*
GENERAL MECHANIC	**VACANT**	16/5	27.37	**27.10**	0	1.00	1.00	1.00	**1.00**	56,930	58,515	59,100	**56,585**	-2,515	*-4.3%*
GENERAL MECHANIC	**VACANT**	16/2	21.82	**23.32**	0	1.00	1.00	1.00	**1.00**	45,386	46,649	47,115	**48,692**	1,577	*3.3%*
GENERAL MECHANIC	**FILLED AS LABORER**	16/5	26.68	**27.10**	0	1.00	1.00	1.00	**1.00**	55,494	57,040	57,610	**56,585**	-1,025	*-1.8%*
TRUCK DRIVER & LABORER	MELIA, STEPHEN	15/7	26.74	**28.88**	1	1.00	1.00	1.00	**1.00**	54,142	55,757	58,015	**60,301**	2,286	*3.9%*
TRUCK DRIVER & LABORER	TUSLER, JOHN	15/7	24.22	**24.55**	1	1.00	1.00	1.00	**1.00**	49,109	50,049	50,571	**51,270**	699	*1.4%*
TRUCK DRIVER & LABORER	CARRIGG, KEARNEY	15/7	26.50	**28.74**	1	1.00	1.00	1.00	**1.00**	53,747	55,244	57,514	**60,009**	2,495	*4.3%*
LABORER	FORTE, JEFFREY	11/7	22.43	**24.24**	1	1.00	1.00	1.00	**1.00**	45,448	46,714	48,674	**50,613**	1,939	*4.0%*
LABORER	KELLEY, PAUL	11/7	22.53	**24.34**	1	0.00	0.00	0.00	**0.00**	0	0	0	**0**	0	*0.0%*
Division Total					**23.00**	**28.00**	**28.00**	**28.00**	**27.00**	**1,788,253**	**1,829,131**	**1,887,206**	**1,871,954**	**-15,252**	***-0.8%***
Subtotals															
Division Total before Management Pay Plan (MPP)					20.00	25.00	25.00	25.00	24.00	1,505,433	1,548,764	1,600,927	**1,579,950**	-20,977	*-1.3%*
Management Pay Plan (MPP)					3.00	3.00	3.00	3.00	3.00	282,820	280,367	286,279	**292,004**	5,725	*2.0%*
TEMPORARIES/SEASONAL			17.43	**17.34**						46,197	47,352	48,536	**49,507**	971	*2.0%*
SCHEDULED OVERTIME			43.56	**43.56**						206,617	213,435	235,829	**235,829**	0	*0.0%*
EMERGENCY OVERTIME			43.56	**43.56**						101,351	104,695	115,680	**115,680**	0	*0.0%*
CHARGES FROM OTHER DIVISIONS										729,276	753,342	772,176	**741,898**	-30,278	*-3.9%*
LONGEVITY - W/S										700	700	800	**800**	0	*0.0%*
CHARGES FROM FMD			29.24	**29.10**						27,086	37,996	41,000	**41,820**	820	*2.0%*
PERSONAL SERVICES TOTAL					**23.00**	**28.00**	**28.00**	**28.00**	**27.00**	**2,899,480**	**2,986,651**	**3,101,227**	**3,057,488**	**-43,739**	***-1.4%***

TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS
SEWER ENTERPRISE FUND
FY2022 BUDGET - COMPARATIVE INCOME STATEMENT

	FY 2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Plan	FY2022 Plan	Variance Increase (Decrease)	% INC/DEC
OPERATING REVENUE:							
Sewer Charges	7,010,116	7,232,713	7,326,480	7,778,944	7,924,681	145,737	1.9%
Rate Adjustment - %	*4%*	*0%*	*4%*	*4%*	*2%*		
Wellesley College Adjustment	550,852	556,883	516,821	516,821	516,821	0	0.0%
Other Revenue (Interest)	14,145	15,750	18,424	18,424	18,424	0	0.0%
OPERATING REVENUES	**7,575,113**	**7,805,346**	**7,861,725**	**8,314,189**	**8,459,926**	**145,737**	1.8%
Units Sold (CCF)	***796,633 CCF***	***784,538 CCF***	***775,740 CCF***	***809,700 CCF***	***771,000 CCF***		
OPERATING EXPENSES:							
Pumping	191,221	190,231	262,760	323,012	342,297	19,285	6.0%
Collection System - MWRA Charges	5,601,602	5,745,909	5,923,894	6,245,000	6,494,800	249,800	4.0%
Collection System - Other Expenses	490,591	428,329	386,389	492,928	512,397	19,469	3.9%
Customer Accounts	123,466	108,811	113,885	148,874	144,836	(4,038)	-2.7%
Facilities and Grounds	48,890	48,509	48,071	68,039	69,749	1,710	2.5%
Administrative & General	405,111	446,236	468,814	495,769	482,249	(13,520)	-2.7%
OPEB	47,275	16,500	16,500	16,500	16,500	0	0.0%
Depreciation	448,179	446,059	486,466	458,179	486,465	28,286	6.2%
TOTAL OPERATING EXPENSES	**7,356,335**	**7,430,584**	**7,706,778**	**8,248,301**	**8,549,293**	**300,992**	**3.6%**
OPERATING INCOME	**218,778**	**374,762**	**154,947**	**65,888**	**(89,367)**	**(155,255)**	**-235.6%**
OTHER INCOME (EXPENSES):	**(59,945)**	**(55,666)**	**(41,596)**	**(51,586)**	**(45,086)**	**6,500**	**-12.6%**
CHANGE IN NET ASSETS	**158,833**	**319,097**	**113,351**	**14,302**	**(134,453)**	**(148,755)**	**-1040.1%**

TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS
SEWER ENTERPRISE FUND
FY2022 BUDGET - COMPARATIVE STATEMENT OF CASH FLOW

	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Plan	FY2022 Plan
CASH FLOWS FROM OPERATING ACTIVITIES:					
Operating Income	218,778	374,762	154,947	65,888	(89,367)
Adjustments To Reconcile Operating Income To Net Cash Provided By Operating Activities:					
Depreciation & Amortization	448,179	446,059	486,466	458,179	486,465
Loss On Disposal Of Fixed Assets					
Changes In Assets And Liabilities:					
Adjustment - MWRA Plan to Actual					
Accounts Receivable - Customers (Increase)	(73,680)	(16,692)	(57,338)	0	0
Accounts Payable and accrued liabilities (Decrease)	0	0	0	0	0
Total Adjustments	**374,499**	**429,368**	**429,128**	**458,179**	**486,465**
NET CASH PROVIDED BY OPERATING ACTIVITIES	**593,277**	**804,130**	**584,075**	**524,067**	**397,098**
CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES					
Proceeds from non-operating activities	63,000	54,250	53,735	50,000	50,000
Proceeds for non-operating activities	(57,834)	(50,330)	(41,270)	(50,000)	(50,000)
Auditors' Changes in Fair Market Value of Investments					
Interest Paid	(65,111)	(59,586)	(54,061)	(51,586)	(45,086)
Interest Received					
NET CASH - NON CAPITAL FINANCING ACTIVITIES	**(59,945)**	**(55,666)**	**(41,596)**	**(51,586)**	**(45,086)**
CASH FLOWS FROM CAPITAL & RELATED FINANCING ACTIVITIES					
Proceeds from BAN/Bond (DPW / Wtr / Swr Facility)					
Principal Payments (DPW / Wtr / Swr Facility)	(170,000)	(170,000)	(165,000)	(162,500)	(162,500)
Principal Payments on Sewer Improvement MWRA Loan	(55,816)	(91,707)	(91,707)	(160,798)	(104,982)
Capital Expenditures	(377,893)	(671,811)	(693,964)	(620,000)	(1,140,500)
Set Aside to Capital Reserve	0	0	0	0	0
Contribution In Aid Of Construction	0	0	0	0	0
Federal and State Grant proceeds (MWRA Grant)	146,826	0	0	811,739	363,750
Federal and State Grant proceeds (MWRA Loan)	179,454	0	-	345,457	121,251
NET CASH PROVIDED BY (USED FOR) CAPITAL & RELATED FINANCING ACTIVITIES	**(277,429)**	**(933,518)**	**(950,671)**	**213,898**	**(922,981)**
NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS	**255,903**	**(185,054)**	**(408,192)**	**686,379**	**(570,969)**
Offset -- Set Aside to Capital Reserve					
CASH AND EQUIVALENTS: BEGINNING OF FISCAL YEAR	3,310,800	3,566,703	3,381,649	2,973,457	3,659,836
CASH AND EQUIVALENTS: END OF FISCAL YEAR	**3,566,703**	**3,381,649**	**2,973,457**	**3,659,836**	**3,088,867**

TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS
SEWER ENTERPRISE FUND
FY2021 OPERATING BUDGET - COMPARATIVE STATEMENT OF FINANCIAL POSITION

ASSETS	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY2021 Projected	FY2022 Projected
CURRENT ASSETS:					
Cash and Equivalents. & Short Term Investments					
On Deposit with Town Treasurer	$ 3,566,703	$ 3,381,649	$ 2,973,455	$ 3,659,836	$ 3,088,867
Due to/Due from					
Accounts Receivable	$ 671,618	$ 688,310	$ 745,648	$ 745,648	$ 745,648
TOTAL CURRENT ASSETS	**$ 4,238,321**	**$ 4,069,959**	**$ 3,719,103**	**$ 4,405,483**	**$ 3,834,514**
PROPERTY, PLANT & EQUIPMENT:					
Plant and collection system	$ 25,561,181	$ 27,347,523	$ 27,986,854	$ 28,507,187	$ 29,647,687
Less accumulated depreciation	$ (11,547,342)	$ (11,993,402)	$ (12,479,868)	$ (12,938,047)	$ (13,424,512)
Net Property, Plant & Equipment	$ 14,013,839	$ 15,354,122	$ 15,506,986	$ 15,569,141	$ 16,223,176
Construction Work In Progress	$ 1,260,231	$ 145,700	$ 200,333	$ 300,000	$ 300,000
TOTAL FIXED ASSETS	**$ 15,274,069**	**$ 15,499,822**	**$ 15,707,320**	**$ 15,869,141**	**$ 16,523,176**
TOTAL ASSETS	**$ 19,512,390**	**$ 19,569,780**	**$ 19,426,422**	**$ 20,274,624**	**$ 20,357,690**
LIABILITIES AND FUND EQUITY					
CURRENT LIABILITIES					
Current Portion of MWRA Liability					
Current Portion of General Obligation Bond Liability	$ 172,500	$ 165,000	$ 172,500	$ 170,000	$ 170,000
Accounts Payable	$ 2,075	$ 2,075	$ 2,075	$ 2,075	$ 2,075
TOTAL CURRENT LIABILITIES	**$ 174,575**	**$ 167,075**	**$ 174,575**	**$ 172,075**	**$ 172,075**
LONG TERM DEBT					
Long Term Portion of General Obligation Bond Liability	$ 1,452,150	$ 1,289,650	$ 1,117,150	$ 947,150	$ 777,150
Long Term Portion of MWRA Liability	$ 346,902	$ 255,195	$ 163,488	$ 439,147	$ 287,440
TOTAL LONG TERM DEBT	**$ 1,799,052**	**$ 1,544,845**	**$ 1,280,638**	**$ 1,386,297**	**$ 1,064,590**
TOTAL LIABILITIES	**$ 1,973,627**	**$ 1,711,920**	**$ 1,455,213**	**$ 1,558,372**	**$ 1,236,665**
FUND EQUITY					
NET ASSETS:					
Invested in capital assets, net of related debt	$ 13,302,518	$ 13,789,977	$ 14,254,181	$ 14,312,844	$ 15,288,586
Total Contributed Capital	$ 13,302,518	$ 13,789,977	$ 14,254,181	$ 14,312,844	$ 15,288,586
Retained Earnings - Reserved	$ 511,342	$ 546,485	$ 514,171	$ 514,171	$ 514,171
Fund Balance Reserved - Cont. Approp.	$ 2,040,441	$ 1,988,630	$ 2,216,616	$ 2,216,616	$ 1,814,500
Undesignated Fund Balance	$ 1,684,463	$ 1,532,769	$ 986,241	$ 1,672,621	$ 1,503,769
Retained Earnings	**$ 4,236,246**	**$ 4,067,884**	**$ 3,717,028**	**$ 4,403,408**	**$ 3,832,439**
TOTAL FUND EQUITY	**$ 17,538,764**	**$ 17,857,860**	**$ 17,971,209**	**$ 18,716,252**	**$ 19,121,025**
TOTAL LIABILITIES AND FUND EQUITY	**$ 19,512,390**	**$ 19,569,780**	**$ 19,426,422**	**$ 20,274,624**	**$ 20,357,690**

Sewer Enterprise Fund -- 2021 Annual Town Meeting Motion

Motion:

That the sum of $10,576,048 be appropriated for the Sewer Enterprise Fund, to be expended as follows:

Salaries	$	878,530
Expenses (incl interst and all non-op exp)	$	7,262,884
OPEB	$	16,500
Depreciation	$	486,465
Capital Outlay	$	1,140,500
Debt	$	267,482
Emergency Reserve	$	523,687
Total Authorized Use of Funds	$	10,576,048

And that $10,576,047 be raised as follows:

Department Receipts	$	9,894,927		
Depreciation	$	486,465		
Retained Earnings	$	194,655		
Total Source of Funds	$	10,576,047	$	0

Anticipated Sources and Uses of Funds		Sewer Budget Plan		Approp Request w/ Contingency
Sources				
Sewer Fund Receipts				
Sewer Charges	$	7,924,681		
Wellesley College	$	516,821		
Other Charges	$	18,424		
Subtotal - Operating Revenues	$	8,459,926	$	8,459,926
Other Cash Sources				
Depreciation	$	486,465		
Non-Operating Income	$	50,000		
Interest Received	$	-		
Contrib in Aid of Construction	$	-		
Grant Proceeds	$	1,038,750		
Loan Proceeds	$	346,251		
Rate Stabilization	$	(329,031)		
Contingency - From Available Cash			$	523,687
Subtotal - Other Sources of Cash	$	1,592,435	$	2,116,121
Total Sources	$	10,052,361	$	10,576,047
Uses				
Operating Expenses - Non MWRA & Depreciation	$	2,054,493		
Operating Expenses - MWRA Charges	$	6,494,800		
Contingency - 10% non-MWRA, 2% MWRA			$	335,345
Subtotal - Operating Expenses	$	8,549,293	$	8,884,638
Non-Operating Expenses (incl Interest)	$	95,086		
Contingency - 50%			$	47,543
Subtotal - Op & Non-Op Expenses	$	95,086	$	142,629
Capital Expenses & Debt Obligations				
Capital Outlay	$	1,140,500		
Expenditures of Contrib. in Aid of Construction	$	-		
Debt (Principal)	$	267,482		
Contingency - 10%			$	140,798
Subtotal - Capital & Debt	$	1,407,982	$	1,548,780
Total Uses	$	10,052,361	$	10,576,048

SEWER – PROGRAM 460

Program Objective

To construct, operate and maintain the sanitary sewerage system in an effective and efficient manner to avoid pollution and protect the health and well being of the public.

The Town's sanitary sewerage system consists of a 135-mile collection system and 19 pumping and lift stations. The collection system is comprised of 102,293 linear feet of trunk lines, 32,193 linear feet of force mains, and 581,000 linear feet of lateral sewers.

610 - Pumping Subprogram

The purpose of the Pumping subprogram is to operate and maintain the sewer pumping facilities and equipment to ensure adequate flow of Town sewage to the MWRA system.

Subprogram activities include the operation and maintenance of pumping stations, structures, and equipment. Specific activities include supervision of pumping station operations; operating pumps, motors and engines, and other auxiliary apparatus; operating control and protective equipment; operating valves; keeping plant logs and records; testing, checking and adjusting meters, gauges and other instruments; and maintaining structures and equipment.

The sanitary sewerage system has 19 pumping stations. Costs and materials associated with this subprogram include the cost of labor, purchased power, technical and professional services, allocated insurance and retirement costs, equipment use, and maintenance and repair supplies and materials.

620 - Collection System Subprogram

The purpose of the Collection System sub program is to operate and maintain the collection system to ensure proper flow of Town sewage to the MWRA system.

Subprogram activities include the operation and maintenance of trunks, laterals, and house connections. Specific activities include: supervising the operation of trunks, laterals, and services; routine patrolling and inspecting manholes and structures; observing and recording flow; flushing and rodding trunks and laterals; maintaining trunks and laterals; supervising house connection work; testing and inspecting services; investigating and assessing customer service complaints including sewer rodding and maintenance services.

The collection system consists of 135 miles of trunks, force mains, and laterals. Costs and materials associated with this subprogram include the cost of labor, equipment use allocated insurance and retirement costs, MWRA operating and debt service assessments, and maintenance and repair supplies and chemicals.

960 - Sewer Administration

The purpose of the Sewer Administration subprogram is to manage and integrate resources in order to plan, design, construct, and operate an effective and efficient sanitary sewer program.

Subprogram activities include the managerial functions of planning, organizing, directing, budgeting, staffing, scheduling, and controlling the Wellesley Sewer program.

Costs and materials associated with this subprogram include the cost of administrative and general salaries, allocated retirement costs, office supplies and expenses, purchased services, damages, property insurance, conferences, and interest charges.

940 - Sewer Customer Accounts Subprogram

The purpose of the Sewer Customer Accounts subprogram is to provide and maintain an efficient and professional customer service system including billing and collection functions.

The Personal Services for this Subprogram are now Direct Charges. Subprogram activities include customer billing, record keeping and collection work, customer services, and informational activities.

The Customer Services staff utilizes the Town's computer facilities via on-line, remote terminals, local PCs for producing tailored management reports, a postage and mailing/stuffing machine, and a letter-opening machine. This equipment and Customer Services staff are shared with Water and Electric Customer Account subprograms. Costs and materials associated with carrying out subprogram activities include the cost of labor, equipment use, allocated insurance and retirement costs, postage and, ailing costs, data processing expenses, and office supplies.

976 Facilities and Grounds Subprogram

This subprogram operates and maintains the Water & Sewer garage, office and adjacent grounds. The main building contains approximately 24,000 square feet of offices, locker rooms, restrooms, workshops, inventory storage, equipment and vehicle storage areas. Starting in FY17, custodial services are now provided by the Town's Facilities Maintenance Department and paid for by Water & Sewer.

Sewer Division Capital Program

The Sewer Division Capital Program is intended to maintain and improve the infrastructure of the sewerage system to ensure the dependable operation of the system for the foreseeable future and avoid catastrophic failure of any part of the system.

Principal components of the program are:

- Maintenance and Repair of the Sewer Mains
- Pumping Station Improvements
- Repair and Replacement of Buildings and Vehicles

Maintenance and Repair of Sewer Mains

The biggest obstacles to the smooth operations of the Town's 130-mile sewer system are blockages and overloading of the system from infiltration and inflow. On an annual basis under this portion of the capital program, 10 miles of sewer are television inspected for leaks, breaks and blockages, the sewers are cleaned of roots or other blockages, joints are tested and sealed, and major breaks or collapses are repaired. A portion of this work is reimbursable from the MWRA's Infiltration and Inflow Financial Assistance Program.

The capital budget also makes provisions for funding repairs to the shared Newton-Wellesley sewer main, should such repairs be needed.

Pumping Station Improvements

The sewerage system relies on 19 sewer lift stations to move flow from various areas of town to the system's gravity flow mains. Seventeen of the stations are small ejector stations; the other two are larger pump stations. Many of the stations are approaching 40 years old. Under this portion of the capital program, one of these ejector stations will be rehabilitated or replaced every other year. Since FY05, five of these small ejector stations have been rehabilitated.

Repair and Replacement of Buildings and Vehicles

Repairs to buildings and replacement of vehicles are carried out on an as-needed basis to protect these valuable and critical assets of the Division.

SEWER PROGRAM CAPITAL AND DEBT REPAYMENT: FY2022 PLAN

Program	Fund Code	FY2019 Funding	FY2020 Funding	FY2021 Funding	FY2022 Plan	FY2023 Plan	FY2024 Plan	FY2025 Plan	FY2026 Plan
1. Maint & Repair of Sewer Mains									
1. Reconstruction/Repair of Sewer Main	S	0	205,000	0	**225,500**	0	225,500	0	0
2. Sewer System/Manhole Rehabilitation	S	320,000	320,000	320,000	**800,000**	350,000	350,000	350,000	350,000
3. Newton Shared Sewer Main Contingency	S	0	0	0	**0**	0	0	0	0
Subtotal		**320,000**	**525,000**	**320,000**	**1,025,500**	**350,000**	**575,500**	**350,000**	**350,000**
2. Pumping Station Improvements									
1. Ejector Stations	S	300,000	50,000	300,000	**50,000**	300,000	50,000	300,000	50,000
2. Boulevard Road Pump Station By-Pass	S	0	0	0	**0**	0	0	0	0
									0
3. Sewer Station SCADA	S	0	0	0	**0**	0	0	0	0
Subtotal		**300,000**	**50,000**	**300,000**	**50,000**	**300,000**	**50,000**	**300,000**	**50,000**
3. Vehicle Replacement									
1. Sewer Vehicle/Equipment Replacement	S	0	325,000	0	**65,000**	140,000	0	0	0
1. GIS System Mapping/Modeling	S	0	0	0	**0**	0	0	0	0
2. Building Maintenance	S	0	0	0	**0**	0	0	0	0
									0
Subtotal		**0**	**325,000**	**0**	**65,000**	**140,000**	**0**	**0**	**0**
4. Contingency									
1. General Capital Contingency	S	0	0	0	**0**	0	0	0	0
Subtotal		**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
5. Debt Principal (interest shown in operating expenses)									
1. Principal-MWRA Sewer Improvement Loan	S	121,023	121,707	151,707	**104,983**	104,983	104,983	104,983	104,983
2. Principal DPW Facility/Building Improvements	S	170,000	165,000	162,500	**162,500**	162,500	160,000	160,000	160,000
Subtotal		**291,023**	**286,707**	**314,207**	**267,483**	**267,483**	**264,983**	**264,983**	**264,983**
TOTAL REQUIREMENTS									
Sewer Program Totals (excluding debt prinicipal)		620,000	900,000	620,000	**1,140,500**	790,000	625,500	650,000	400,000
Sewer Program Totals (including debt prinicipal)		**911,023**	**1,186,707**	**934,207**	**1,407,983**	**1,057,483**	**890,483**	**914,983**	**664,983**

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: S1.1

Project Name: **Reconstruction/Repair of Sewer Main**

Purpose: To reconstruct/repair sewer trunk mains and force mains as needed to prevent blockages and environmental damage.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$225,500	$0	$225,500	$0	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$225,500**	**$0**	**$225,500**	**$0**	**$0**
TOTAL:	**$0**	**$225,500**	**$0**	**$225,500**	**$0**	**$0**

Justification: In FY17 a 200-foot section of 10" VC sewer line in McLean Street was replaced with 200 feet of HDPE pipe by pipe bursting. Construction of the replacement of the Mica Lane sewer main is scheduled for FY21. The sewer trunk main that currently runs under Route 128 will be abandoned and the new main will be realigned to parallel the highway. Design of this reconstruction project is in draft form for future construction. Future funding is a placeholder to provide for any major repair work identified during the annual inspection of sewer mains. The sewer videos from the contract with National Water Main are continuously reviewed to identify sections of sewer main in need of repair or replacement. The Grove Street sewer main was lined in FY20.

Lead Division: Sewer **Project Code:** **69230** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: S1.2

Project Name: **Sewer System/Manhole Rehabilitation**

Purpose: To rehabilitate sewer pipes and manholes as needed to maintain the sewer system.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$320,000**	$800,000	$350,000	$350,000	$350,000	$350,000
Planned Expenditures:						
Personal Services	**$10,000**	**$50,000**	**$15,000**	**$15,000**	**$15,000**	**$15,000**
Expenses	**$310,000**	**$750,000**	**$335,000**	**$335,000**	**$335,000**	**$335,000**
TOTAL:	**$320,000**	**$800,000**	**$350,000**	**$350,000**	**$350,000**	**$350,000**

Justification: The biggest obstacles to the smooth operations of the Town's 130-mile sewer system are blockages and overloading of the system from infiltration and inflow. On an annual basis under this portion of the capital program, 10 miles of sewer are television inspected for leaks, breaks and blockages, the sewers are cleaned of roots or other blockages, and major breaks or collapses are repaired. The project also includes CIPP lining and smoke testing. Future work will be prioritized based on the Weston & Sampson I/I study. A portion of this work is reimbursable from the MWRA's Infiltration and Inflow Financial Assistance Program.

Lead Division: Sewer **Project Code:** **69220** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: S1.3

Project Name: **Newton Shared Sewer Main Contingency**

Purpose: To provide funding for the Town of Wellesley's portion of the shared Newton Sewer Main.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$0	$0	$0	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL:	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Justification: The Town of Wellesley and the City of Newton share the use, and the upkeep, of a sewer main through Newton. About one fifth of Wellesley's sewage flows through this shared line on a daily basis. This is a contingency budget to provide Wellesley's portion when repairs are needed on the shared main. The Sewer Fund's financial plan calls for $100,000 to be held aside to be available for any needed work. Future appropriation requests will be made whenever the reserve fund is drawn down. The City of Newton repaired a portion of the shared sewer line (the Farlow Hill section) in FY08. Wellesley's share of the work was approximately $168,000.

Lead Division: Sewer **Project Code:** **69500** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: S2.1

Project Name: **Ejector Stations**

Purpose: Evaluate, design & reconstruct existing ejector stations.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$300,000**	$50,000	$300,000	$50,000	$300,000	$50,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$300,000**	**$50,000**	**$300,000**	**$50,000**	**$300,000**	**$50,000**
TOTAL:	**$300,000**	**$50,000**	**$300,000**	**$50,000**	**$300,000**	**$50,000**

Justification: The Sewer Division operates 19 sewer stations including 7 ejector stations, 10 small pump stations, and 2 large pump stations. The ejector and small stations serve small neighborhoods, typically fewer than two dozen homes. Many of the ejector stations are approaching 40 years in age. Weston and Sampson Engineers, Inc. completed a study including the prioritized rehabilitation and /or replacement of the ejector and small stations. This recurring program provides design funds in one year followed by construction funds in the next year. Greylock Station was replaced in FY04, Shore Road Station and the DPW Highway Station were completed in FY08/09, Stonecleve Road was completed in FY11, Pickerel Road was completed in FY13, and the Sabrina Farm Station was completed in FY16. The Lake Road ejector will be constructed in FY20. Due to its proximity to Morses Pond it may require special construction techniques and due to increased construction costs, an estimated increased construction cost is shown. The design of the College Road ejector station will be completed in FY21 with construction planned in FY21. The design of Fisher Avenue ejector station is planned for in FY21.

Lead Division: Sewer **Project Code:** **69335** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: S4.1

Project Name: **Sewer Vehicle/Equipment Replacement**

Purpose: To maintain the vehicles and equipment required to carry out the functions of the Sewer Division.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$65,000	$140,000	$0	$0	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$65,000**	**$140,000**	**$0**	**$0**	**$0**
TOTAL:	**$0**	**$65,000**	**$140,000**	**$0**	**$0**	**$0**

Justification: The Sewer Division maintains 5 vehicles with a total current replacement value of $473,000. Unit 117 is scheduled to be replaced in FY22.

Lead Division: Sewer **Project Code:** **69990** **Date:** 2/17/2021

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Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: S5.1

Project Name: **General Capital Contingency**

Purpose: To provide funding for unexpected needs or cost adjustments.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$0	$0	$0	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL:	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Justification: The Sewer Division carries a capital contingency budget to provide for unexpected capital needs or cost adjustments. Additional contingency funds will be appropriated whenever the fund falls below the $80,000 target.

Lead Division: Sewer **Project Code:** **69999** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: S6.1

Project Name: **Principal-MWRA Sewer Improvement Loan**

Purpose: Principal payments for MWRA sewer improvement loan.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$160,798**	$104,983	$104,983	$104,983	$104,983	$104,983
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$160,798**	**$104,983**	**$104,983**	**$104,983**	**$104,983**	**$104,983**
TOTAL:	**$160,798**	**$104,983**	**$104,983**	**$104,983**	**$104,983**	**$104,983**

Justification: The MWRA Sewer Local Financial Grant Assistance Program has provided the Town of Wellesley over $1.6M in zero interest loans and $1.1m in grant funding since 1994, with principal payments for recent projects due through FY20 and projected projects due through FY25.

Lead Division: Sewer **Project Code:** **Date:** 2/17/2021

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Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: S6.2

Project Name: **Principal DPW Facility/Building Improvements**

Purpose: Principal payments for Sewer Fund share of Water/Sewer Garage and Office Facility.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$162,500**	$162,500	$162,500	$160,000	$160,000	$160,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$162,500**	**$162,500**	**$162,500**	**$160,000**	**$160,000**	**$160,000**
TOTAL:	**$162,500**	**$162,500**	**$162,500**	**$160,000**	**$160,000**	**$160,000**

Justification: In 2009, $3,250,000 was borrowed for the Sewer Division's share of a new Water/Sewer Garage and Office Facility, with principal payments due through FY28.

Lead Division: Sewer **Project Code:** **Date:** 2/17/2021

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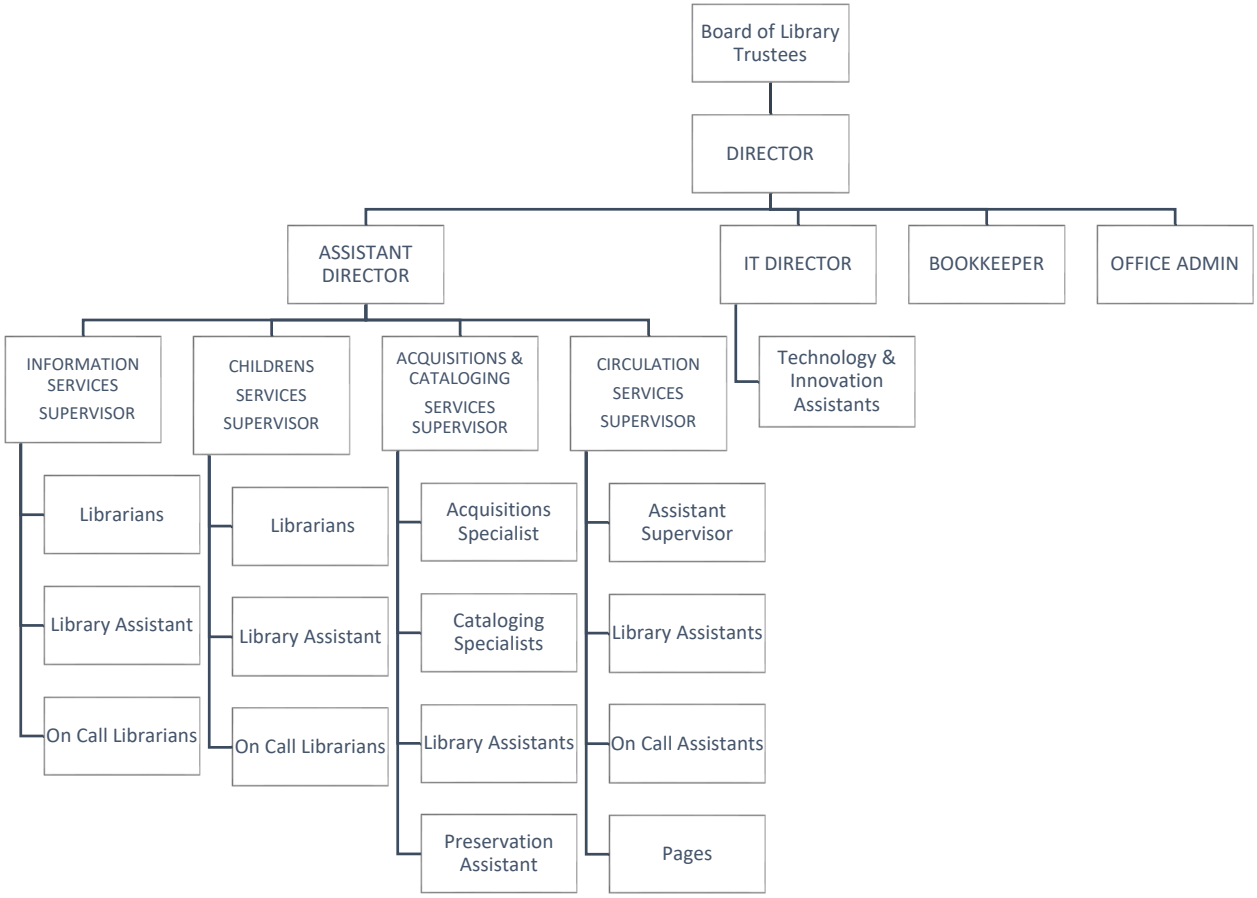
Board of Library Trustees

Mission Statement

The mission of the Wellesley Free Library is to serve as a community gathering place, a cultural destination, and a gateway to ideas for residents of all ages and interests. Through comprehensive collections and innovative spaces, technologies and programs, the Wellesley Free Library provides free and convenient access to information both within and beyond its walls.

Organizational Chart



Board of Library Trustees

The Board of Library Trustees is responsible for overseeing the management of the Wellesley Free Library (WFL), which includes the Main Library at 530 Washington Street, the Wellesley Hills Branch at 210 Washington Street and the Fells Branch at 308 Weston Road. In addition, the library hosts a very robust website that can be considered a "virtual branch."

Department Description

The Wellesley Free Library (WFL) circulated 628,787 items in FY20. Over 21,700 patrons of all ages attended 1,374 library programs and 69 volunteers donated over 5,000 hours of service to the library. The Covid-19 pandemic affected the FY20 library statistics, as the buildings were closed from March 15, 2020 through the remainder of FY20, reopening to the public in August 2020. While the building was closed, librarians provided both virtual and curbside library service. A "Holds Express" program was instituted to provide patrons with access to materials. In addition to offering print and non-print materials (DVDs, CDs, audio books, Library of Things), the WFL offers access to databases (+17% increase in FY20 over FY19), e-books (+4.5%), digital magazines and downloadable audio (+23%). Patrons increasingly took advantage of the library website that allows extensive online access to library materials and services, especially during the pandemic.

The FY22 priorities for the WFL arise from the 2019-2023 Library Strategic Plan (which can be found on the WFL website). The primary goals this year are to plan library offerings and ensure their availability to residents while the library is impacted by the renovation/roof projects and Covid-19. (The Main Library is expected to be closed from April through August, 2021.) The WFL will continue to pursue IT advancements in partnership with the town, notably Kronos (time card system) and Office 365, as well as strive to meet the growing technology needs of patrons and staff.

The WFL is a part of three information technology networks: the Minuteman Library Network, a wide area network consisting of 42 libraries in 60 locations; the WFL local area network (LAN) which enables file and print sharing for staff, internet connectivity and printing for wireless users; and the town network (2 computers within WFL) which allows the library department to access MUNIS, Wellesley's integrated financial software package. WFL IT, a leader within the Minuteman Network, currently consists of one full time and three 16-hour library staff members who are responsible for the operation and maintenance of over 300 pieces of hardware including PCs, iMacs, iPads, self-checks, printers, PC reservation stations, servers, printers, scanners, security systems, microfilm readers and all AV equipment in public meeting rooms used by both patrons and staff. In addition, WFL IT acts as webmaster for the library's website and manages the Library's software subscription services.

Tax Impact Budget

The WFL operating budget meets the 2.5% guideline established by the Select Board for FY22. The Staff Association is receiving the 2% increase specified in its three-year contract, settled in March 2020. New in FY22 is the addition of steps for part-time Staff Association employees with a step increase occurring after each 1820 hours of work, which brings the salary rates of full-time and part-time employees more closely into alignment. The total tax impact of part time steps is $12,475 in FY22.[1] Additionally, the Staff Association has created separate bargaining units for supervisors and general staff. The tax-impact WFL budget, which accounts for approximately 80% of the total annual library operating budget, provides funding for all core services, including staffing, materials and technology. Enhancements for the English as a Second Language (ESL) program, educational and cultural programming/events, museum passes, collection enhancements (e.g., Overdrive Advantage[2]), specialty collection items, outreach to schools, technology enhancements and innovation initiatives such as robots, are funded outside of the tax-impact budget, primarily through the Wellesley Free Library Foundation and the Friends of the Wellesley Free Library.

The WFL collects fees for lost and damaged materials and late fines for overdue materials. Monies received from late fines ($47,506 in FY20) go directly to the Town's General Fund, rather than the WFL. In FY20, the WFL also turned back $85,549 from its operating budget to the General Fund.

The FY22 level-funded operating budget includes no new benefited positions and no budgeted overtime. The increase in personal services reflects the FY22 pay scale; the known step increases and longevity for union staff (including part-time steps); and HR-compliant guideline increases for the four non-union administrative and management staff. Also included are shift differentials for employees working after 5 pm and on weekends per current contractual obligations. As recommended by the Human Resources Board, the WFL's FY22 budget includes a 2% increase for all 40, 50, and 60 Series employees. There are 27.7 benefitted FTE and 10.0 non-benefited FTE library employees in FY22 with no increase over FY21. In FY22, the Library has been able to meet guidelines because of library staff turnover, resulting in new workers being hired at lower starting salaries than the more senior employees they are replacing.

Personal services comprise 77% of the FY21 tax-impact library budget while the remaining 23% is allocated for expenses. The Materials Expenditure Requirement is a state stipulation for library certification which necessitates that 13% of the total tax-impact library budget (including the FMD portion) be spent on library materials. The state requirement ensures that all cities and towns fund their libraries at a minimum level and prevents municipalities underfunding their own libraries to take advantage of their neighbors' services. In FY22, Wellesley's 13% materials budget is $425,485, which is 65.6% of the library operating expense budget and an

[1] There is a one-time "start up" cost of adding part-time steps in FY22 because each employee is moved directly to his or her correct step in this first year of the program based on all hours previously worked. Going forward, a part-time employee will typically gain an additional step every 2-3 years.

[2] Overdrive Advantage adds more copies of popular titles to the basic (tax-funded) Overdrive plan, decreasing wait times for e-books and audiobooks.

increase of $9,482 (2.3%) over FY21[3]. The IT expense budget, comprising 24.5% of library expenses, is the other significant driver of non-personal services, with an increase of $12,975 (8.9%) over FY21. The largest component of the IT expense budget is the $78,761 (12.1%) which covers Wellesley's membership in the Minuteman Library Network. IT expenses also include the local PC-based software as well as cloud-based and subscription services but not physical hardware like PCs, iMacs and servers which are included in the cash capital budget.

Service contracts and non-capital hardware and software expenses account for the most significant increases in the FY22 IT budget. The service contract for maintenance of the library's self-check machines, credit card terminals, and RFID gates will no longer include discounts and prorated amounts applied by the vendor in prior years. Replacement of aging RFID equipment and barcode scanners not covered by service contracts are also projected to increase expenditures.

In addition, the WFL seeks to provide professional development for its newly-hired senior staff, an investment which will lead to increased managerial effectiveness. There is also a small increase in the library supplies line item to be used for Covid-19 expenses.

FY22 Goals

Goal A is to continue to meet all state requirements including 13% materials expenditures
Goal B is to maintain library services within budgetary limitations
Goal C is to optimize operations for renovated facilities
Goal D is to train and integrate new senior staff into library operations

[3] Based on recommendations by the State Aid Review Committee, the Massachusetts Board of Library Commissioners has approved changes which eliminate municipally authorized revolving funds from the MAR calculation starting in FY19.

Total Budget Request

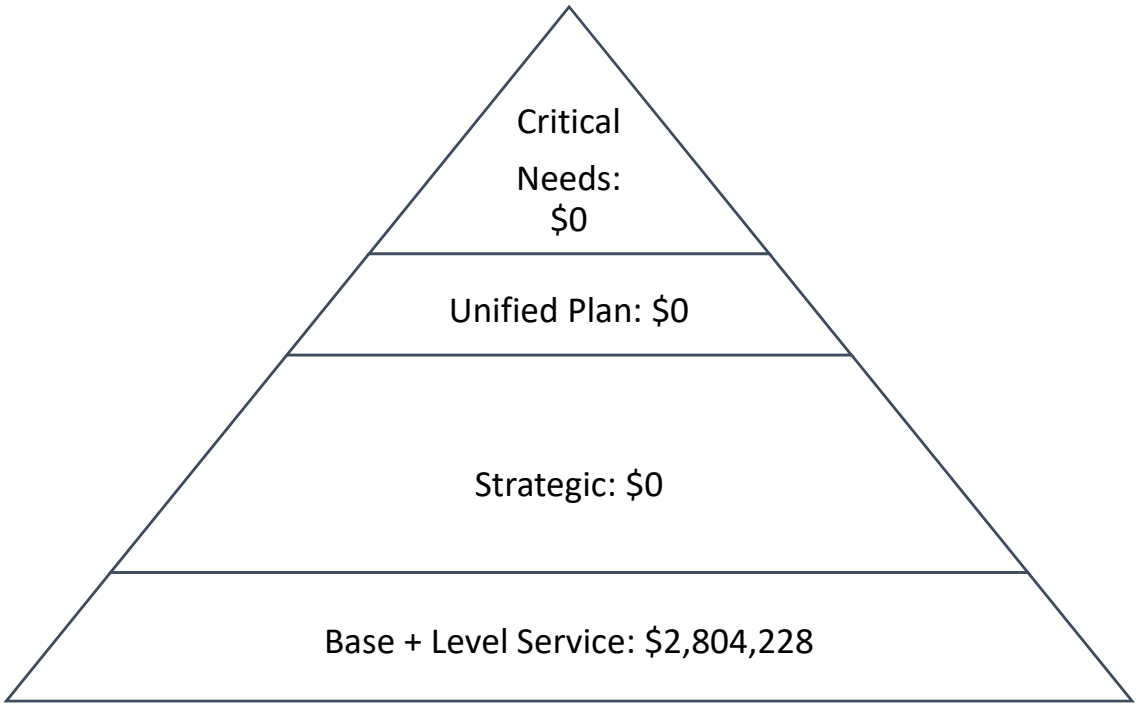
Base Budget: Existing staff, including contractual increases, and existing expenses with escalation. Includes increase for Association, steps (full- and part-time) and longevity. Includes 2% guideline for 40/50/60 series.

Level Service: Includes any services associated with a new law or mandate

Strategic Plan: New programs and services identified as part of a departmental strategic plan

Unified Plan: New operating costs to implement programs that have been prioritized in the Unified Plan as a multi-departmental effort

Other Critical Needs: New operating costs that benefit the departmental operation and do not fall in other categories, but are considered by the department to be essential to the operation



Note that the 13% materials requirement is included in each of the funding amounts in the pyramid chart above: every dollar added to the budget requires an additional 13/87 = $0.15 appropriation to be spent on materials.

Town of *Wellesley*

FY2022 Budget Request

Library Operating Narrative: Mission, Services & Priorities

Permanent Staffing (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual
Management	3.0	3.0	3.0	3.0	3.0
Supervisors	5.0	5.0	5.0	5.0	5.0
Librarians	11.4	11.5	11.5	11.5	11.5
Office Administration	1.8	1.9	1.9	1.9	1.9
Assistants	13.4	13.4	13.4	13.8	14.4
On Call/Pages	2.4	2.4	2.4	2.5	1.9
Total Number of Positions	**37.0**	**37.2**	**37.2**	**37.7**	**37.7**

Library Operating Request

Org	Object	Account # 01-610 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		Personal Services							
01610110	511140	Supervisor	$ 119,620	$ 121,565	$ 124,466	$ 127,766	$ 130,319	$ 2,553	2.00%
01610110	511420	Circulation Support Staff	386,753	383,048	368,545	395,805	406,632	$ 10,827	2.74%
01610110	512010	Circulation Pages	19,792	21,686	16,536	26,622	27,144	$ 522	1.96%
01610110	515050	Longevity	2,250	2,375	2,250	2,500	1,750	$ (750)	-30.00%
01610120	511140	Children's Supervisor	62,716	66,332	70,914	75,686	78,031	$ 2,345	3.10%
01610120	511160	Children's Librarian	170,890	166,046	166,022	182,863	196,012	$ 13,149	7.19%
01610120	511420	Other Support Staff	24,369	25,057	25,760	26,452	26,987	$ 535	2.02%
01610120	515050	Longevity	625	625	750	750	750	$ -	0.00%
01610130	511140	Information Services Supervisor	71,126	73,422	74,552	76,495	78,031	$ 1,536	2.01%
01610130	511160	Information Services Librarians	298,247	313,933	307,184	327,232	332,480	$ 5,248	1.60%
01610130	511420	Information Services Support Staff	18,655	18,841	19,357	19,840	20,241	$ 401	2.02%
01610130	515050	Information Services Longevity	1,625	1,725	1,725	1,850	1,850	$ -	0.00%
01610140	511140	Acquisitions and Cataloging Supervisor	62,243	66,220	68,922	73,522	78,031	$ 4,509	6.13%
01610140	511420	Acquisitions and Cataloging Support Staff	215,926	226,893	230,095	237,574	242,598	$ 5,024	2.11%
01610140	515050	Acquisitions and Cataloging Longevity	1,625	1,625	1,750	1,750	875	$ (875)	-50.00%
01610160	511160	Sunday Openings Librarian	23,613	24,376	15,909	31,415	32,046	$ 631	2.01%
01610160	511420	Sunday Openings Support Staff	26,252	30,525	19,024	27,969	28,522	$ 553	1.98%
01610180	511010	Administration Director	193,844	206,279	212,544	214,672	208,965	$ (5,707)	-2.66%
01610180	511320	Administration Secretary	52,962	41,035	47,111	50,248	53,556	$ 3,309	6.58%
01610180	511420	Administration Support Staff	43,849	46,838	46,077	50,530	52,068	$ 1,539	3.05%
01610180	514010	Administration Shift Diff	8,420	7,581	5,068	10,000	8,000	$ (2,000)	-20.00%
01610180	515050	Longevity	500	600	-	-	-	$ -	0.00%
01610185	511010	Senior Administrators- IT Director	89,945	80,534	83,182	84,936	80,308	$ (4,628)	-5.45%
01610185	511420	Other Support Staff	35,295	44,386	39,592	64,869	64,352	$ (517)	-0.80%
		Personal Services Subtotal	**1,931,142**	**1,971,546**	**1,947,332**	**2,111,345**	**2,149,550**	**38,205**	**1.81%**

		Expenses							
01610220	555010	Children's Bound Books	99,227	98,519	92,548	113,500	98,600	$ (14,900)	-13.13%
01610220	555020	Children's Periodicals/Newsprs	621	678	665	300	700	$ 400	133.33%
01610220	555040	Compact Disks	1,542	205	159	800	800	$ -	0.00%
01610220	555050	Children's Audio Tapes	7,974	8,945	23,683	26,899	9,000	$ (17,899)	-66.54%
01610220	555060	Children's Reference	3,525	4,209	3,570	1,000	5,000	$ 4,000	400.00%
01610220	555070	Video Media	16,072	18,146	15,633	8,000	17,000	$ 9,000	112.50%
01610220	555260	Library of Things-Juvenile	-	937	2,220	300	750	$ 450	150.00%
01610230	555010	Reference Bound Books	113,445	119,700	105,190	124,254	148,600	$ 24,346	19.59%
01610230	555020	Reference Periodicals/Newspapr	14,204	15,755	15,916	16,200	17,000	$ 800	4.94%
01610230	555030	Reference Microforms/Microfilm	16,890	645	330	700	8,000	$ 7,300	1042.86%
01610230	555040	Reference Compact Discs	1,736	1,340	1,145	1,200	1,200	$ -	0.00%
01610230	555050	Reference Audio Tapes	26,393	35,216	48,463	37,550	33,400	$ (4,150)	-11.05%
01610230	555060	Reference	8,330	7,774	9,883	8,000	7,500	$ (500)	-6.25%
01610230	555070	Reference Video Media	30,217	29,901	27,307	35,000	36,500	$ 1,500	4.29%
01610230	555080	Reference Standing Orders	26,691	37,833	42,359	32,000	33,000	$ 1,000	3.13%
01610230	555090	Business Reference	11,563	6,810	6,508	7,300	7,900	$ 600	8.22%
01610230	555250	Library of Things-Adult	-	1,804	2,032	3,000	795	$ (2,205)	-73.50%
01610240	555130	Acquisitions & Cataloging Supp	12,596	13,000	13,000	13,000	13,000	$ -	0.00%
01610280	524030	Administration Equipmt Maint	-	686	-	500	500	$ -	0.00%
01610280	534010	Administration Postage	2,618	2,883	2,311	3,470	3,000	$ (470)	-13.54%
01610280	534020	Administration Telephone	710	-	-	-	-	$ -	0.00%
01610280	542010	Administration Office Supplies	9,000	9,776	10,948	9,200	9,200	$ -	0.00%
01610280	555190	Administration Other Supplies	6,693	4,058	5,239	4,350	5,300	$ 950	21.84%
01610280	571010	Administartion Travel Mileage		60	65	200	200	$ -	0.00%
01610280	571110	Administration Conf/Mtgs	4,052	4,000	-	3,800	6,000	$ 2,200	57.89%
01610280	571120	Administration Conf/Mtgs Staff	1,952	2,953	3,522	2,500	2,500	$ -	0.00%
01610280	573090	Administration Dues-Other	-	750	750	750	750	$ -	0.00%
01610280	578090	Administration Unclass Expense	-	-	-	500	500	$ -	0.00%
01610280	583020	Office Machines/Equipment	3,765	-	-	3,000	2,000	$ (1,000)	-33.33%
01610280	595535	Delivery Fee		720	1,000	1,000	1,000	$ -	0.00%
01610280	583110	Furniture Replacement			-	15,000	15,000	$ -	0.00%
01610285	524030	Equipment(Computer) Maintenance	17,737	17,303	21,244	18,875	27,192	$ 8,317	44.06%
01610285	524050	Computer Equipment Maintenance	10,473	6,391	7,952	9,000	10,629	$ 1,629	18.10%
01610285	530400	Network & Information Services	75,424	76,672	78,724	77,566	78,761	$ 1,195	1.54%
01610285	530410	Network&Information-Website	3,528	3,850	7,350	3,966	4,085	$ 119	3.00%
01610285	530420	Network&Information-Software	8,587	13,134	10,332	30,620	32,211	$ 1,591	5.20%
01610285	534055	Cable and Internet	-	4,413	3,948	6,180	6,304	$ 124	2.01%
01610290	524020	Maintenance Vehicle Maint	349	748	2,133	800	1,200	$ 400	50.00%
01610290	524033	Maintenance - Carpet		1,600	2,000			$ -	0.00%
01610290	524033	Maintenance - Windows	1,500	1,400	-	-	-	$ -	0.00%
01610290	541010	Gasoline	463	340	265	900	600	$ (300)	-33.33%
01610290	543010	Maintenance Building Supplies	2,585	-	-	-	-	$ -	0.00%
01610290	543060	Maintenance Custodial Supplies	799	1,335	855	3,175	3,175	$ -	0.00%
	570000	Other Charges & Expenses	-	-	-	-	-	$ -	0.00%
		Expenses Subtotal	**541,261**	**554,492**	**569,248**	**624,355**	**648,852**	**24,497**	**3.92%**
		DEPARTMENT TOTAL	**2,472,403**	**2,526,038**	**2,516,580**	**2,735,700**	**2,798,402**	**62,702**	**2.29%**

Recreation Commission

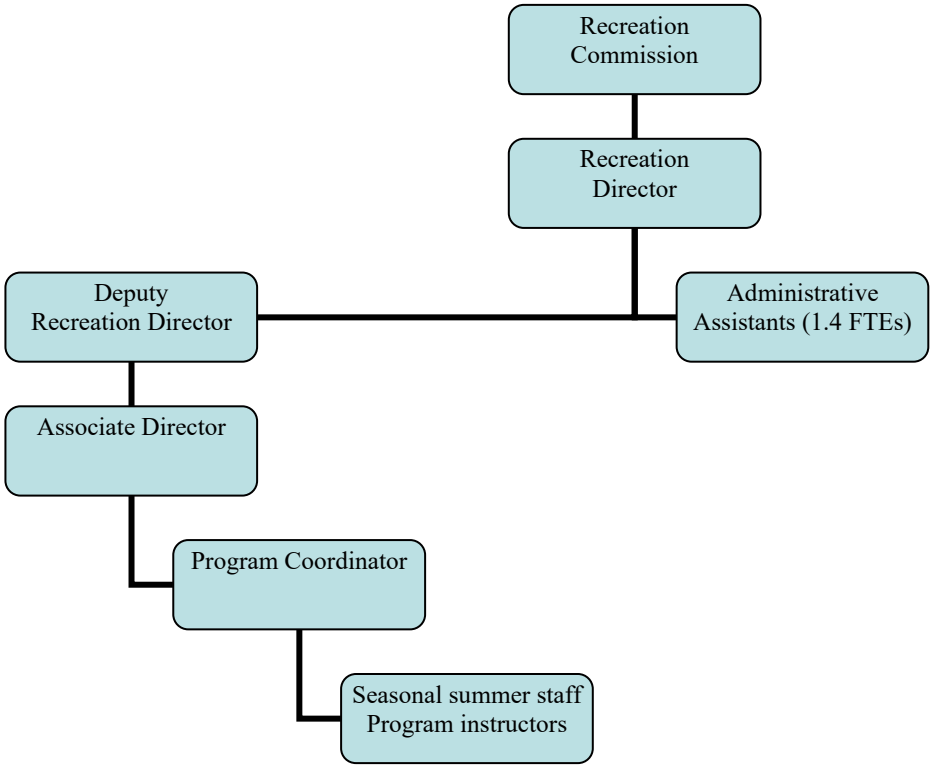
Mission Statement

The Recreation Commission's mission is "To increase people's enjoyment of living in Wellesley and build a deeper sense of community, as we provide recreational and educational opportunities to all Wellesley residents, regardless of age, ability & means."

Organizational Structure

The Recreation Department's 5.4 employees include a Director, Deputy Director, Associate Director, Program Coordinator, full time secretary and part time secretary. These department salaries and expenses are funded by taxes, with a 2022 request of $392,165.

In addition to the permanent staff, the Recreation Department employs over 100 seasonal employees to administer summer camp and Morses Pond beach programming and over 125 vendors are hired to administer the 910 recreation programs that were offered in FY 2020. These costs are funded by user charges, external donations, and internal scholarships.



Previous Accomplishments

In FY 2020, the Recreation Department offered 910 programs, of which 749 received enough participants to be self-supporting (before general fund employee costs)

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- 9,280 people participated in seasonal programs
- 2,938 purchased Morses Pond season passes; total Morses Pond visits were 21,619
- Total registrants in Recreation Department activities was 38,124
- Working with Friendly Aid, provided $100,466 in summer camp scholarships (50% donations/50% revenue forgiven)
- Morses Pond Beach & Bathhouse master plan completed

Department Goals

- Complete Morses Pond Beach & Bathhouse Feasibility and Design study
- Department Strategic plan

Warrant Article Requests

Creation of revolving fund for Morses Pond beach and bathhouse operational and programming expenses.

CPC funding of Morses Pond Beach & Bathhouse Feasibility and Design study.

Operating Budget Summary

The Recreation Department will be submitting a less than guideline base level operating budget for its 2022 tax impact costs. Currently, the Recreation Department would fund any additional expenses through the program revolving fund with the approval of the Recreation Commission. This would include any expenses associated with a level service, strategic plan, Unified Plan and/or critical needs budget, and would reduce funds turned back to defray general fund operating costs.

Revenue Explanation

Outside of the tax impact operating budget, the Recreation Department oversees a "pay to play "Recreation revolving fund. All fees collected to run our 900+ program offerings, summer camp & Morses Pond beach admission cycles through this revolving fund. Revolving Fund revenue for fiscal 2022 was expected to exceed $1.7 million, but due to the COVID -19 pandemic, we expect a significant decrease in revenue in FY22, with the possibility of no surplus returned to the General Fund.

5 Year Capital Plan

FY'21 – No Capital requests.

FY'22 – No Capital requests.

FY'23 – No Capital requests.

FY'24 - No Capital requests.

FY'25 – Morses Pond Beach & Bathhouse renovation - $1,400,000

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Director	1.0	1.0	1.0	1.0	1.0
Deputy Director	1.0	1.0	1.0	1.0	1.0
Associate Director	1.0	1.0	1.0	1.0	1.0
Secretary	1.4	1.4	1.4	1.4	1.4
Program Coordinator	1.0	1.0	1.0	1.0	1.0
Total Number of Positions	**5.4**	**5.4**	**5.4**	**5.4**	**5.4**

Board of Health

MISSION

The Board of Health (BOH) provides leadership and services in public health. The stated mission of the BOH is to protect and improve the health and quality of life of the town's residents and workforce. Under the supervision and guidance of the elected BOH, the Health Department's staff evaluates the public health needs of the community and addresses those needs by providing environmental and community health services, infectious disease prevention and surveillance, public health nursing services, and health promotion and education programs.

HEALTH DEPARTMENT ORGANIZATIONAL STRUCTURE

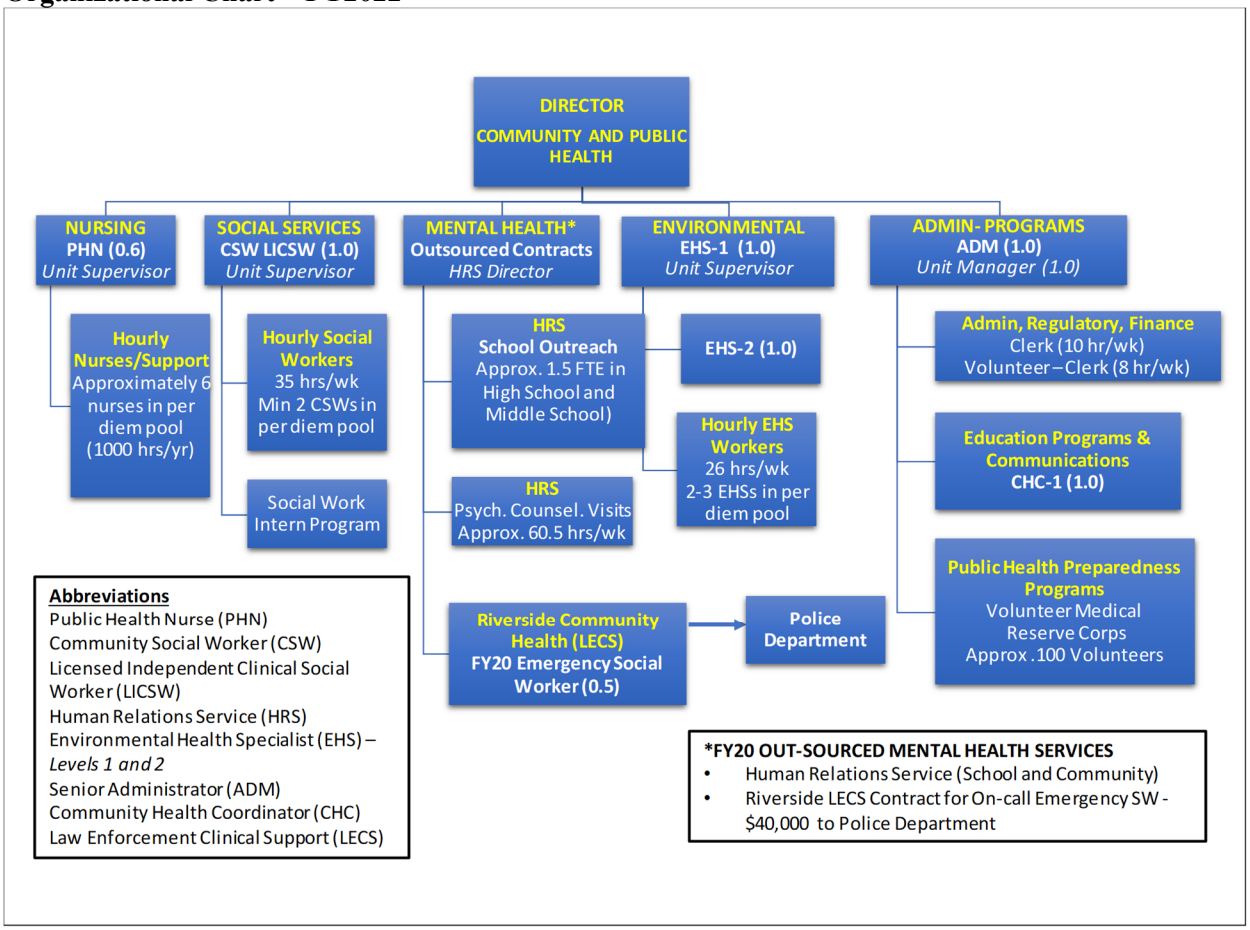
In Wellesley, the Director of Community and Public Health serves as the senior operations officer for the Health Department. The Director is endowed with the jurisdictional authority of the Board of Health by a consent of the majority of the Board. Upon recommendation of the Director and with the approval of the Board, other staff members are also made agents within their specific area of practice. The Director oversees and manages five core public health service units: 1) public health nursing, 2) community social work, 3) mental health, 4) environmental health and inspection and 5) administration, education and emergency preparedness. These units function collectively to carry out the nationally accepted Foundational Public Health Services FPHS[i], a set of seven cross-cutting capabilities and five program areas (communicable disease control, chronic disease injury and prevention, environmental public health, maternal, child and family health and access and linkage to clinical care) that the Special Commission on Local and Regional Public Health recommend that all health departments should have. As shown in the organizational chart depicted on the next page, four departmental unit supervisors and one outsourced contract supervisor report to the Health Department Director ***(See Figure 1)***. Unit supervisors are responsible for ensuring that their functions are carried out according to applicable federal, state and town laws and regulations. They are guided by State laws, regulations and policies, such as the previously referenced Local and Regional Public Health Blueprint, local planning documents such as the Wellesley Unified Plan (including both the main report and appended Health Element report), as well as the needs of other town departments. All units, except for Mental Health, are staffed in-house. Currently all clinical mental health services are provided through contracts with Human Relations Service and Riverside Community Health. The services for law enforcement clinical support is delivered through a contract with Riverside Community Health and is coordinated by the Wellesley Police Department.

TIME TRENDS IN BOH SERVICES

Many of Massachusetts' local health departments are already struggling to meet existing mandates to address communicable diseases, food safety, housing, sewage, well water, and environmental hazards. But in the 21st century, their list of duties has ballooned to include protecting the environment, planning for natural and manmade disasters, preventing new insect and tick-borne diseases, reducing substance addiction, reducing the prevalence of chronic diseases, and improving mental health.[ii] The BOH services in Wellesley have been escalating over the past several years. They are projected to increase further based upon recent and new state laws and regulations in addition to new town projects approved and planned during 2019 and 2020. Newly adopted health regulations by the Commonwealth of Massachusetts in 2018

included a new food code under 105 CMR 590[1] and recently implemented by Wellesley (https://wellesleyma.gov/1258/Food-Code) in the fall of 2018, and a new recreational camp sanitation code under 105 CMR 430 implemented initially during the summer of 2018 (https://wellesleyma.gov/832/Camp-Packet-2018). In 2019, the new and expanding food recovery and food redistribution programs in the Wellesley Public Schools and area colleges required additional environmental health surveillance and monitoring which had to be absorbed without any increases in staffing. Moreover, a nearly two-fold increase in the number of food safety-related new permits, plan reviews and new constructions (from a total of 89 in FY17 to 169 in FY18) resulted in an unprecedented new growth and corresponding increases in food safety inspections requirements during FY 2019 which also increased by 58% over the previous year. There are several metrics that reflect the scope, demand and trends in BOH services as summarized in sections below.

Figure 1. Health Department Organizational Chart – FY2022 **Figure 1. Health Department Organizational Chart – FY2022**



Trends in Board of Health Revenues

The BOH has been increasing fees resulting in annual revenues as follows: 2014 - $68,946; 2015- $70,250; 2016 - $75,540; 2017 - $78,860; 2018 - $80,270; and 2019 - $92,345. The BOH increased fees for FY20 and revenues are expected to be at least $10,000 higher than in FY19.

FY2022 PRIORITY GOALS

In addition to carrying out current functions and services, the Health Department has the following goals:

Director of Community and Public Health: To gain full functionality of the reorganization of the Health Department's five core units by staffing all Unit Supervisors and Managers, building a strategic plan consistent with the Massachusetts "Blueprint for Public Health Excellence" (June, 2019), the Wellesley Unified Plan and Health Element Supplement, and all applicable state and local laws and regulations.

Nursing: To implement new screening and health program initiatives targeting the community and seniors, making use of facilities such as the Tolles Parsons Center. Potential program areas are based surveys, interviews, focus groups and experts panels that have been conducted as part of the Health Element of the Unified Plan. In addition, the Administrative, Education and Preparedness Unit conducts needs assessments directly with potential participants. A survey conducted in October 2019 of 53 residents rated dermatology/skin screening, eye exams, cholesterol screening and hearing exam as high priority areas. Other areas that were requested included blood pressure, osteoporosis prevention, medical alert systems, walking groups for seniors, Parkinson's information, shingle vaccine, movement disorders and Alzheimer's.

Social Services: With the arrival of the new LICSW planned in December 2019 and the establishment of this new Unit our goal is to first interview Wellesley Town departments and conduct a needs assessment to determine whether the services currently provided are meeting the needs of the Town's residents. Furthermore, we will evaluate whether current resources are being deployed and leveraged to maximize accessibility, quality and responsiveness. Based upon our findings, we will develop the services to meet those needs, operating over a six-month period and re-evaluating after that time as part of a short-term gap analysis.

Environmental and Inspectional Services: To continue to close the FTE Inspection Ratio gap determined during FY 2019 by incremental adding additional hours so that increased food safety and smoking inspections due to changes in the laws can be carried out.

Background: Based upon the results of the FDA recommended Standard 8 Food Staffing Level (FTE to Inspection Ratio) compliance internal audit conducted in January of 2019, it was determined that Health Department Staff was 41% under FTE to Inspection Ratio compliance, or 1,435 field hours short of goal. The following steps were recommended:

FY2020 Recommendation: Add Supervisory Capacity and FTE Capacity

1. Promote EHS Senior Position to EHS Supervisor
2. Add 1 FTE – EHS- + 1000 field hours)
3. Add 12 hours/week EHS part-time

The promotion to EHS Senior position was accomplished and 9 hours of the 12 hours/week of the part-time EHS was fulfilled. However, the FY2020 metrics indicated an increased in inspection of 58% over 2018 levels, making the 2019 audit which was based on FY2018 inspection numbers an underestimate. Furthermore, the new tobacco laws and regulations just

signed by Governor Baker on November 27, 2019 places a greater proportion of the regulatory enforcement on public health inspectors.

Mental Health

To work with the newly appointed LICSW to coordinate an optimize resources within mental health and social services.

Administration, Education and Preparedness

Administration: To expand the clerical services to meet the needs of the growing services of the department and increased regulatory responsivities for documentation and reporting.

Education and Preparedness: To coordinate with Nursing to establish new programs as mentioned above and to apply for grants to enhance the resources for health education and preparedness courses and programs.

Health Department FY22 Operating Budget Request Summary

Org	Object	Account # 01-510 Account Title	FY18 Actual	*FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01510100	511010	Senior Administrator	$ 89,758	$ 91,778	$ 94,512	$ 96,699	$ 96,701	$ 2	0.00%
01510100	511222	Comm Health Speclst		64,365	66,319	67,718	67,718	$ 0	0.00%
01510100	511220	Other Professionals	237,210	139,756	149,793	81,814	81,405	$ (409)	-0.50%
01510100	511220	Other Professionals				71,272	70,269	$ (1,003)	-1.41%
01510100	511221	PT Envionrm Speclst		24,255	26,978	91,072	60,291	$ (30,781)	-33.80%
01510100	511205	Social Worker		29,817	11,802	51,156	92,651	$ 41,495	81.11%
01510100	511206	Social Worker			33,846	80,000	80,308	$ 308	0.38%
01510100	515060	Social Worker				10,000	10,000	$ -	0.00%
01510100	511210	Nurse		50,285	58,440	63,748	74,981	$ 11,233	17.62%
01510100	511210	Nurse				-	71,253	$ 71,253	0%
01510100	511370	Support Staff	55,664	56,342	60,014	59,027	60,230	$ 1,203	2.04%
01510100	512290	Temporary Help	40,417	26,379	50,410	34,371	53,008	$ 18,637	54.22%
01510100	512490	Other Temporary Salaries		1,775	10,498	18,228	18,968	$ 741	4.06%
01510100	515050	Longevity	500	500	500	500	600	$ 100	20.00%
			423,549	**485,252**	**563,112**	**725,605**	**838,382**	**$ 112,778**	**15.54%**

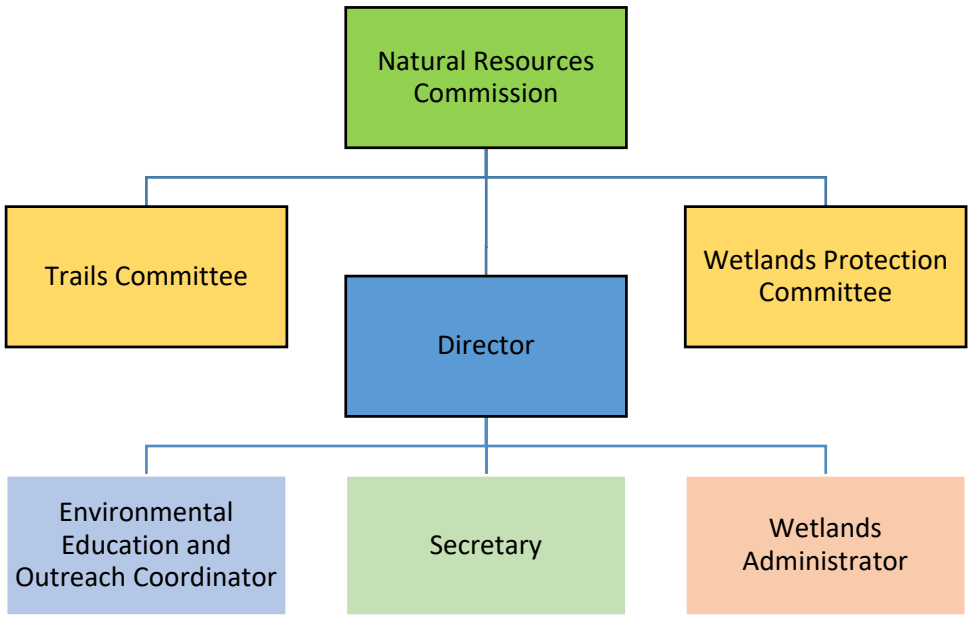
***For FY19, the Personal Service Budget has been re-allocated by position. This will assist in tracking the positions budget vs. actual going forward.**

		EXPENSES							
01510200	517040	Tuition Reimbursement	-	270	370	300	300	$ -	0.00%
01510200	524030	Equip. Maintenance	2,099	2,037	460	2,153	2,153	$ -	0.00%
01510200	527050	Copier Machines Rental/Lease	3,659	4,194	3,274	4,300	4,300	$ -	0.00%
01510200	530300	Health Care Services	-	350	2,214	3,280	7,000	$ 3,720	113.41%
01510200	534010	Postage	553	61	561	800	800	$ -	0.00%
01510200	534030	Advertising- General	-	-	-	500	500	$ -	0.00%
01510200	534040	Printing and Mailing Expense	2,534	3,419	2,353	2,850	3,500	$ 650	22.81%
01510200	534050	Telecommunications	2,584	3,201	3,409	5,110	8,000	$ 2,890	56.56%
01510200	538090	Other Purchased Services	24,781	27,874	23,158	30,000	31,500	$ 1,500	5.00%
01510200	542010	Office Supplies	3,905	4,290	3,767	4,350	4,350	$ -	0.00%
01510200	542090	Other General Supplies	-	-	7,207	-	-	$ -	0%
01510200	542130	Work Clothing		2,282	-	600	1,500	$ 900	150.00%
01510200	543040	Equipment M&R Supplies	336	482	450	2,895	4,800	$ 1,905	65.80%
01510200	550010	Medical Supplies	4,057	4,635	3,897	5,300	12,000	$ 6,700	126.42%
01510200	550011	Vaccine Supplies	9,677	10,250	10,500	12,900	28,000	$ 15,100	117.05%
01510200	555020	Periodicals and Newspapers	192	272	498	300	300	$ -	0.00%
01510200	557010	Programs and Activities	3,432	2,968	1,892	3,650	3,650	$ -	0.00%
01510200	571010	Travel - Mileage	3,585	4,217	3,078	6,200	6,200	$ -	0.00%
01510200	571110	Conf. Meetings-Administrators	590	365	66	865	865	$ -	0.00%
01510200	571120	Conf. Meetings-Prof. Staff	435	865	125	950	950	$ -	0.00%
01510200	572110	Conf. Out of State Prof. Staff	-	660	-	500	500	$ -	0.00%
01510200	572140	Conf. Out of State Board Members	500	250	-	500	500	$ -	0.00%
01510200	573010	Dues-Administrators	204	144	201	500	500	$ -	0.00%
01510200	**573020**	Dues-Professional Staff	914	1,068	455	1,600	2,000	$ 400	25.00%
01510200	**573040**	Dues-Committee/Board Members	425	445	465	450	500	$ 50	11.11%
01510200	583120	Office Machines Replacement	-	589	-	-	-	$ -	0%
			67,665	**75,189**	**68,401**	**90,853**	**124,668**	**33,815**	**37.22%**
01510809	570000	Other Charges & Expenses	955	1,760			-	$ -	0%
			$492,169	**$562,200**	**$631,513**	**$816,458**	**$963,050**	**146,593**	**17.95%**
		Account # 01-523 Account Title							
01523200	**530300**	Mental Health Services	244,364	238,691	244,658	244,658	256,735	12,077	4.94%
01523200	**530300**	Mental Health Services			25,000	25,000	25,000	-	0.00%
01523200	**530310**	Mental Health Services			40,000			-	0.00%
			$244,364	**$238,691**	**$309,658**	**$269,658**	**$281,735**	**12,077**	**4.48%**

Natural Resources Commission

Mission Statement

It is the mission of the Natural Resources Commission to provide stewardship of, education about, and advocacy for the Town of Wellesley's parks, conservation, recreation and open space areas so the full value of the Town's natural assets can be passed onto future generations.



Department Description

The Natural Resources Commission (NRC) consists of five elected members with staggered terms of three years. The Natural Resources Commission appoints the 5-member Wetlands Protection Committee for three-year terms and the 9-member Trails Committee for one-year terms. The Commission also appoints the Landscape Advisory Committee, the Long Range Planning Committee, and other ad hoc committees as required.

The department is staffed by 3 full-time employees including the director, the wetlands administrator, and a secretary; and one part-time environmental education and outreach coordinator.

Office of the Natural Resources Commission

The NRC is charged with the statutory responsibilities of *Park Commissions, Conservation Commissions, Tree Wardens, Shade Tree and Pest Control Officers*, and *Town Forest Committees* under Massachusetts General Laws Chapters 40, 45, 87, 131 and 132. The NRC appoints and oversees the Wetlands Protection Committee and the Trails Committee.
The NRC, serving as the Conservation Commission for the Town, delegates to the five-member Wetlands Protection Committee (WPC) the power and authority to administer and enforce the Wetlands Protection Act and the Town Wetlands Protection Bylaw. The WPC is supported by the Wetlands Administrator.

The Wellesley Trails Committee promotes, develops, and maintains the town's trail system. There are 43 miles of trails in Town, 26 of which are marked and have accompanying descriptions. Departmental staff supports the Trails Committee in an administrative capacity. Representatives from the NRC also serve on the Community Preservation Committee (CPC), the Playing Fields Task Force and the 3R Working Group.

FY2022 Goals

The following goals were identified at the NRC's annual retreat, held on September 7, 2019.

- Promote Environmental Stewardship and Education
- Preserve and Expand the Town's Tree Canopy*
- Promote healthy, hearty and pollinator friendly landscapes on Town land and on private property⁺
- Ensure planning, preservation and maintenance of passive and active open spaces⊗
- Protect the Town's surface, ground and drinking waters
- Fix Wellesley's Natural gas leaks
- Advocate for Legislation that supports these goals

Each of these goals relates to Action and policy recommendations explicitly outlined in the Unified Plan, including promoting protection and enhancement of the tree canopy, managing properties to promote habitat and biodiversity, and raising public awareness about landscape best management practices by public and private property owners.

Similar to past budget requests, the FY21 Capital and Operating Budget requests allow the NRC to meet its statutory requirements as Park and Conservation Commission, including the enforcement of the Wetlands Protection Act and bylaw. The funds will also enable the Commission to educate the public about the importance of Wellesley's Natural Resources and support efforts to protect them through the *Grow Green Wellesley* campaign, allow regulatory advocacy including legislative and grass-roots support of environmental policies (waste reduction, gas leak repair, tree protection), and fund landscape and watershed improvements (public shade trees, well-maintained trails¥, pesticide-free and pollinator friendly parks, and ecologically healthy and recreationally functional watersheds). The NRC will also leverage these funds and grant opportunities associated with the Town Forest Stewardship and Bird Habitat Plan and Municipal Vulnerability Preparedness campaign: *Wellesley Will*. The NRC also manages the Morses Pond Capital and Operating budgets, as outlined below.

Town of *Wellesley*

FY2022 Budget Request

Natural Resources Commission Narrative: Mission, Services & Priorities

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Director	1.0	1.0	1.0	1.0	1.0
Wetlands Administrator	1.0	1.0	1.0	1.0	1.0
Secretary	1.0	1.0	1.0	1.0	1.0
Education and Outreach	0.5	0.5	0.5	0.5	0.5
Total Number of Positions	3.5	3.5	3.5	3.5	3.5

Natural Resources Department FY22 Operating Budget Request

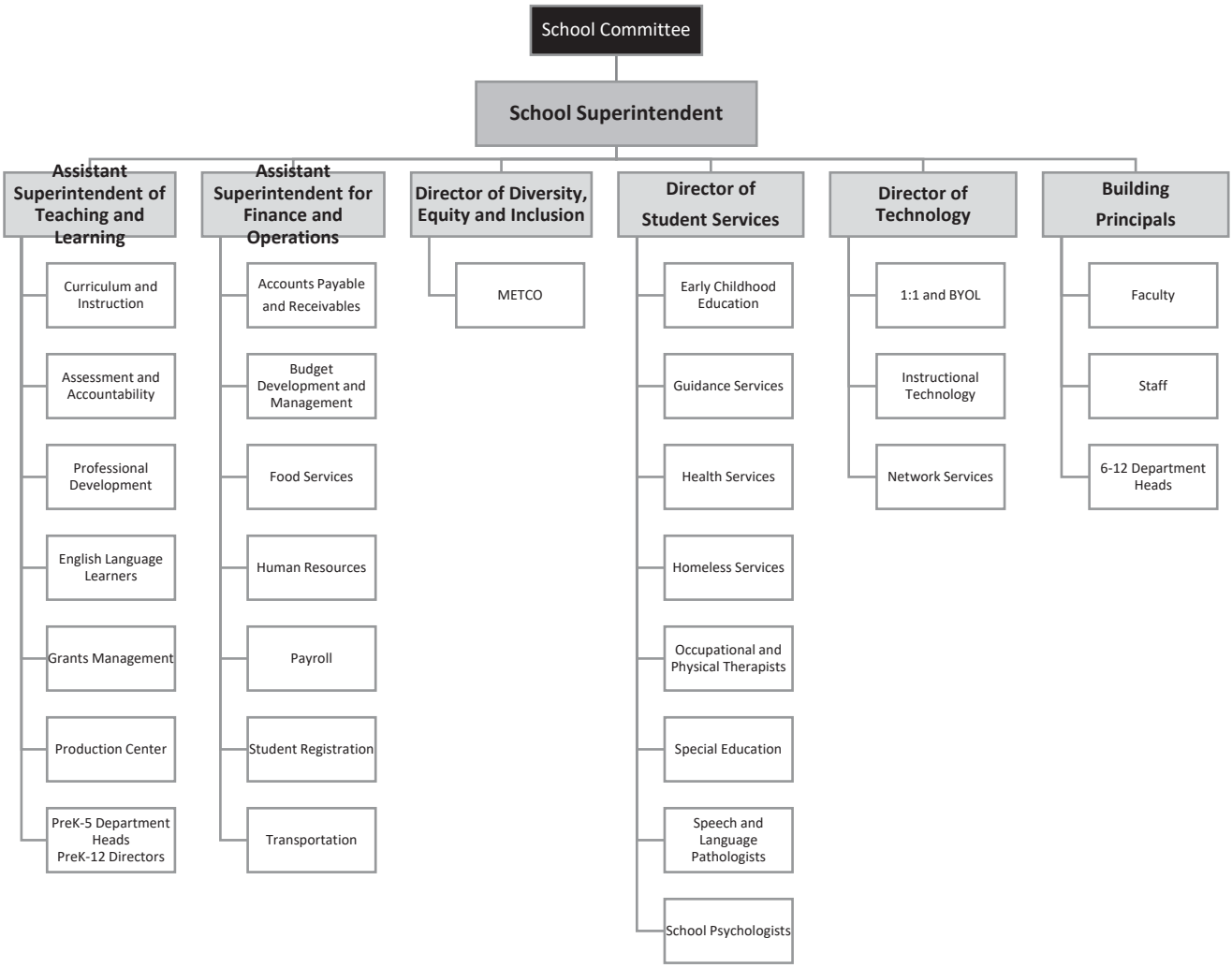
Org	Object	Account # 01-171 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01171100	511010	Senior Administrator	$ 82,578	$ 90,946	$ 99,281	$ 101,375	$ 101,374	$ (1)	0.00%
01171100	511220	Other Professionals	-	-	-	-	-	$ -	0.00%
01171100	511260	Wetlands Administrator	53,707	55,269	60,023	61,264	61,289	$ 25	0.04%
01171100	511370	Clerical	38,730	41,322	25,048	47,293	45,870	$ (1,423)	-3.01%
01171100	511220	Other Professionals	25,796	19,644	24,279	31,355	30,567	$ (788)	-2.51%
01171100	569570	Wetlands Support	-	-	-	-	-	$ -	0.00%
01171100	575120	Unemployment Compensation	-	-	-	-	-	$ -	0.00%
		PERSONAL SERVICES SUBTOTAL	**200,812**	**207,181**	**208,631**	**241,287**	**239,100**	**(2,187)**	**-0.91%**
		EXPENSES							
01171200	517040	Tuition Reimbursement	-	300	-	-	-	$ -	0.00%
01171200	534010	Postage, Printing	1,047	706	558	2,250	2,250	$ -	0.00%
01171200	571010	Travel - Mileage	1,199	1,134	977	850	850	$ -	0.00%
01171200	542010	Office Supplies	1,723	2,082	2,490	2,500	2,500	$ -	0.00%
01171200	534035	Advertising- Employment	-	-	-	-	-	$ -	0.00%
01171200	534050	Telecommunications	744	866	894	1,400	1,400	$ -	0.00%
01171200	557010	Programs and Activities	-	162	459	750	750	$ -	0.00%
01171200	555070	Electronic Media	421	420	-	-	-	$ -	0.00%
01171200	581661	Trails Improvements	2,814	3,332	2,264	8,500	8,500	$ -	0.00%
01171200	573020	Dues-Professional Staff	695	387	460	500	500	$ -	0.00%
01171200	571120	Conf. Meetings-Prof Staff	214	1,113	565	2,000	2,000	$ -	0.00%
01171200	571190	Conf. Meetings-Others	515	250	125	750	750	$ -	0.00%
01171200	530900	Other Professional Services	3,387	1,975	2,677	4,500	4,500	$ -	0.00%
01171200	534030	Advertising- General	1,070	537	677	1,000	1,000	$ -	0.00%
01171200	549090	Other Food Service Supplies	317	55	28	250	250	$ -	0.00%
01171200	552085	*Fowl food*	180	190	134	250	250	$ -	0.00%
01171200	543030	Computers Supplies	52	142	1,750	2,000	2,000	$ -	0.00%
	581513	Porous Pavement Maintenance	-	-	26	1,500	1,500	$ -	0.00%
	581512	Encroachment Markers	-	-	-	1,000	1,000	$ -	0.00%
		HISTORICAL EXPENSES							
01171200	578015	Late Fees/ Interest Chgs	5	35	15			$ -	0.00%
		EXPENSE SUBTOTAL	**14,618**	**13,386**	**14,099**	**30,000**	**30,000**	**$ -**	**0.00%**
01171200	570000	Other Charges and Expenses	588	-				$ -	0.00%
		DEPARTMENT TOTAL	**$ 216,017**	**$ 220,567**	**$ 222,730**	**$ 271,287**	**$ 269,100**	**$ (2,187)**	**-0.81%**

Morses Pond Management FY22 Operating Budget Request									
Org	Obj	Account # 01-172 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		PERSONAL SERVICES							
01171200	511260	Watershed Education	$ -	$ -	$ -	$ -	$ -	-	0.00%
		EXPENSES							
01172200	530750	Project Management Services	45,000	46,000	47,000	48,000	48,000	-	0.00%
01172200	530900	Other Professional Services	-	-	-	-	-	-	0.00%
01172200	588519	Plant Harvesting	59,063	63,000	64,000	65,500	65,500	-	0.00%
01172200	588520	Phosphorus Station	12,659	27,000	27,000	27,000	27,000	-	0.00%
01172200	588521	Phosphorus Monitoring	7,175	7,250	7,250	7,250	7,250	-	0.00%
			123,897	**143,250**	**145,250**	**147,750**	**147,750**	**-**	**0.00%**
		570000 Other Charges and Expenses	-	-	-	-	-	-	0.00%
			$123,897	**$143,250**	**$145,250**	**$147,750**	**$147,750**	**-**	**0.00%**

School Committee

For the complete School Budget please visit:

https://wellesleyps.org/wp-content/uploads/2019/12/FY21-Budget-Request.pdf



https://wellesleyps.org/wp-content/uploads/2019/12/FY21-Budget-Request.pdf

WELLESLEY PUBLIC SCHOOLS

Learning • Caring • Innovating







Fiscal Year 2022
School Committee Budget
July 1, 2021 – June 30, 2022

School Committee Members:
Linda Chow, Chair
Melissa Martin, Vice Chair
Catherine Mirick, Secretary
Sharon Gray
Jim Roberti

Superintendent of Schools:
Dr. David Lussier

Wellesley Public Schools | 40 Kingsbury Street | Wellesley, MA 02481
www.wellesleyps.org

February 9, 2021

Executive Summary

This section includes a high-level summary of the FY'22 Voted Budget. The District is sensitive to the Town's fiscal short-and long-term challenges and developed a budget within this guideline while balancing the expectations of the community to provide an educational system that meets our core values of Academic Excellence, Cooperative and Caring Relationships, Respect for Human Differences and Commitment to Community. Each year the School Committee provides guidance to the Wellesley Public Schools administration for preparation of the budget.

As in every community throughout the Commonwealth, the pandemic has resulted in a loss of local revenue and created uncertainty in the level of state aid for FY'22. Additionally, there may still be unanticipated School and/or Town expenses in FY'21 that, when added to the other revenue/expense estimates, make the fiscal outlook for the Town of Wellesley very challenging for the next several years.

School Committee Budget Guidelines:

The following general guidance is meant to assist the Wellesley Public Schools administration in preparing the budget for Fiscal Year 2022. After discussion related to the Town's financial limitations, School Committee has directed the administration to prepare two separate operating budgets. The first will represent a 2.5% increase over the FY'21 budget. The second will represent a "level service" budget.

Key Assumptions:

- Not contemplating any new strategic investments
- Will be back in a regular full in-person model
- The budget assumes a full return to a regular schedule for all students and staff in FY'22. It remains unclear whether the District will incur ongoing COVID-related expenses next year. If so, any of these expenses, would be unbudgeted and likely require additional resources to address.
- Enrollment assumptions – use modified projections, modeled with low and high range
- Level service may include additional student interventions to close education gaps created by the pandemic.

On November 17, 2020, the School Committee voted the Operating Budget Guidance for FY'22:

The Committee is sensitive to the Town's fiscal short- and long-term challenges and will strive to develop a budget at guideline while balancing the expectations of the community to provide an educational system that meets our core values of Academic Excellence, Cooperative and Caring Relationships, Respect for Human Differences, and Commitment to Community. In the creation of the FY'22 budget, the Committee places priority on the following objectives:

- Meeting legal mandates.
- Supporting the achievement of our system goals.
- Offering appropriate general and special education programs and services and structuring the budget to insulate general education programs from the potential variability in special education expenses and revenue.
- Supporting enrollment increases and/or decreases by maintaining class size guidelines and student options accordingly.

- Providing competitive compensation and programming to support the recruitment, hiring, retention and development of quality professional and other instructional and administrative staff.
- Providing adequate supplies and equipment to support the educational program.
- Diligently searching for cost savings that can be realized without adversely affecting delivery of the educational program.

Available Revenue Based on Budget Guidelines:

Based on the Select Board and School Committee Budget Guidelines, the available revenue is calculated as:

Option 1: Joint Guidance

FY'21 Annual Town Meeting Appropriation	$80,379,651
2.50% Increase	$2,009,491
New Available Revenue	**$2,009,491**

Option 2: Additional Guidance from School Committee

FY'21 Annual Town Meeting Appropriation	$80,379,651
2.50% Increase	$2,009,491
Level Service	($179,487)
Level Service: COVID Related	$330,599
New Available Revenue	**$2,160,603**

As a point of comparison, we have included a historical view of the budget guidelines issued by the Select Board and School Committee.

Fiscal Year	Select Board Guideline	School Committee Guideline	School Department Voted Increase (w/o Health Benefits)
2016	4.00%	4.50%	4.98%
2017	4.00%	4.00%	4.25%
2018	3.50%	4.50%	3.49%
2019	3.50%	4.00%	3.44%
2020	3.00%	3.65%	3.37%
2021	Modified 3.50% + Spec. Ed. Funding	Option 1: 3.50% Option 2: 3.50% + Spec. Ed. Option 3: 4.25% + Spec. Ed.	3.82% + Spec. Ed. = 4.86%
2022	2.50%	Option 1: 2.50% Option 2: Level Service	2.69%

In FY'21, the budget guidelines from both the Select Board and the School Committee included an additional appropriation for Special Education for cost increases in four categories: caseload driven staff, transportation, out-of-district placements, and circuit breaker reimbursement reductions. The additional appropriation totaled $664,203 or an additional 1.04%.

With these guidelines in mind, the District Administrative team developed the FY'22 Administration's Request.

Budget Architecture



Historically, the budget process begins with the District's standard architecture that builds on Level Service needs with Strategic Plan and Other Critical Needs to reach a complete budget request to submit to the School Committee. The pandemic has created a greater level of uncertainty about state and local revenues. As an example, the Commonwealth of Massachusetts has yet to finalize the FY'21 General Appropriations Act (GAA) six months into the fiscal year. Given this, the Town has approached the FY'22 budget process utilizing a conservative approach of a 2.50% budget guideline for all Town Departments and the Schools.

A budget is an estimate of funds needed to cover planned expenses in a fiscal year. Staffing and special education are the two segments of the budget that can have significant variability between initial budget proposal and close out of the fiscal year. The district spends significant time and effort in recruiting candidates for each position. The actual salary for the hired individual may vary from the budgeted amount. Although there is turnover throughout the year in our teaching assistants and paraprofessional positions, most teacher position are filled and salaries known by mid-August. Therefore, a re-set to the budget in the early fall is appropriate. In fiscal year 2021, this timeframe was adjusted. With the ability for staff to take a Family First Coronavirus Response Act (FFCRA) leave of absence, and the need to create a system-wide remote learning school, personnel changes continued throughout the fall and early winter. The re-set budget is the base for fiscal year 2022 but was not presented to the School Committee in advance of the FY'22 Voted Budget. These budget changes include personnel changes (budget versus actual); revenue assumptions based on actual receipts at the close of fiscal year 2020; and student needs, both in terms of general and special education. As part of this process, the district updated the budget across types of expenses (Salary and Other Compensation and Expenses) and across the four categories (Administration, Student Services, Operations, Instruction. The FY'21 Adjusted Budget is the basis for building the FY'22 Voted Budget.

Significant Changes to the FY'21 Adjusted Budget by Category



A shared understanding of the budget architecture categories is an important beginning to the budget process. The FY'22 Voted Budget was guided by these definitions:

Level Service**:** a budget that supports providing the same standard of service as in the prior fiscal year. Under this definition, line items would increase or decrease depending on changes in need, such as enrollment increases or decreases or contract changes.

In fiscal year 2022, level service can also include additional costs to address education gaps created by the pandemic. Items recommended to address education gaps are noted as "COVID Related".

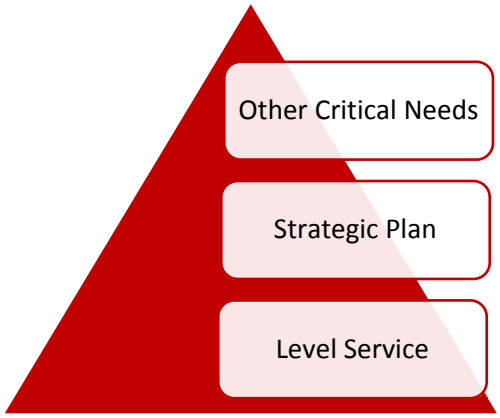
Strategic Plan: a budget that supports one of the three strategies of the District's current Strategic Plan:

1.) Focus on every child, in every classroom, every day
2.) Invest in our Educators
3.) Provide broad-based learning opportunities as part of a world class public school system
4.) Facilities Master Plan

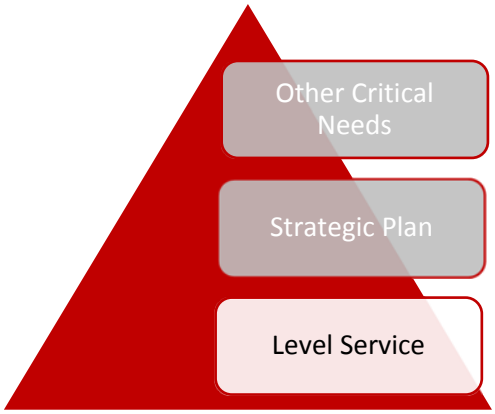
Other Critical Needs: a budget that supports additional changes not reflected in Level Service or Strategic Plan that are critical to the district's operation.

Under normal budget circumstances, the district develops a budget using three classifications: Level Service, Strategic Plan and Other Critical Needs. Given the current pandemic and the budget guidelines from the School Committee and Select Board, the FY'22 Voted Budget includes only Level Service items.

Fiscal Year 2021 Voted Budget



Fiscal Year 2022 Voted Budget
(Limited to Level Service Only)



Fiscal Year 2022 Voted Budget Recap:

The FY'22 Voted Budget is $82,540,254, which represents a 2.69% increase. The reduction in health benefits is not included in the FY'22 Voted Budget figures below. When the proposed health benefit savings is applied to the FY'22 Voted Budget amount, the increase is reduced to $1,958,103 or 2.44%.

As The table provides the FY'22 Voted Budget by functional categories:

Category	Salary and Other Comp.	Expenses	FY'22 Voted Budget	Variance FY22-FY21	% of Total Budget
320 Instruction	$51,465,757	$2,326,674	$53,792,431	$1,659,847	65.17%
330 Administration	$1,295,210	$172,027	$1,467,237	($282,316)	1.77%
340 Operations	$1,598,820	$1,410,279	$3,009,099	$75,847	3.65%
360 Student Services	$19,230,389	$5,041,098	$24,271,487	$707,226	29.40%
FY'22 Total Request	**$73,590,176**	**$8,950,078**	**$82,540,254**	**$2,160,603**	

Health Benefit Impact: ($202,500)

Below is a summary of the FY'22 Voted Budget by service level:

Category	Salary and Other Comp.	Expenses	FY'22 Total Request	% Incr.	Cum. % Incr.
Adjusted Budget	$70,862,362	$9,517,289	$80,379,651		
Level Service	$2,468,708	($638,703)	$1,830,005	2.28%	2.28%
Level Service (COVID Related)	$259,106	$71,493	$330,599	0.41%	2.69%
Strategic Plan	$0	$0	$0	0.00%	0.00%
Other Critical Needs	$0	$0	$0	0.00%	0.00%
FY'22 Total Request	**$73,590,176**	**$8,950,079**	**$82,540,254**	**2.69%**	**2.69%**

Health Benefit Impact: ($202,500)

The Student Services and Instruction areas of the budget account for 94.58% of the total budget. The chart below breaks the FY'22 Voted Budget into the four categories. All FY'22 Voted Budget changes are classified as Level Service, Strategic Plan, or Other Critical Needs. A summary of all changes is listed below for easy reference:

Level Service (Salary and Other Compensation):

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
PAWS	Tuition Offset (Increased Revenue)	0.00	($73,615)	$0
PAWS	Increase in Team Chair Position (from WHS Speech FTE)	0.20	$15,251	$0
PAWS	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$85,892	$0
Bates	Planned 18 Sections in SY'21-22 (Enrollment)	2.00	$152,508	$40,000
Bates	Visual Art Reduction (Enrollment)	(0.05)	($3,813)	$0
Bates	World Language Increase (Enrollment)	0.20	$15,251	$0
Bates	Fitness and Health Reduction (Enrollment)	(0.20)	($15,251)	$0
Bates	Librarian Increase	0.20	$15,251	$0
Bates	Kindergarten Teaching Assistant (Enrollment)	1.00	$28,631	$7,500
Bates	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)
Bates	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$148,411	$0
Fiske	Planned 15 Sections in SY'21-22 (Enrollment)	(2.00)	($152,508)	($40,000)
Fiske	Visual Art Reduction (Enrollment)	(0.10)	($7,625)	$0
Fiske	Fitness and Health Reduction (Enrollment)	(0.20)	($15,251)	$0
Fiske	Performing Arts Reduction (Enrollment)	(0.10)	($7,625)	$0
Fiske	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)
Fiske	Reduction of Remote Learning School Teaching Assistant	(1.00)	($28,631)	($7,500)
Fiske	Social Work – 20 Per Diem Summer Days (COVID Related)	0.00	$10,000	$0
Fiske	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$218,392	$0
Hardy	Planned 12 Sections in SY'21-22 (Enrollment)	(1.00)	($76,254)	($20,000)
Hardy	Visual Art Reduction (Enrollment)	(0.10)	($7,625)	$0
Hardy	Fitness and Health Reduction (Enrollment)	(0.20)	($15,251)	$0
Hardy	Librarian Increase	0.10	$7,625	$0
Hardy	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
Hardy	Spec. Ed.: Teaching Assistant Reduction (Case Load)	(1.00)	($27,549)	($7,500)
Hardy	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$122,286	$0
Hunnewell	Planned 14 Section in SY'21-22 (Enrollment)	1.00	$76,254	$20,000
Hunnewell	World Language Increase (Enrollment)	0.20	$15,251	$0
Hunnewell	Librarian Increase	0.10	$7,625	$0
Hunnewell	Performing Arts Increase (Enrollment)	0.10	$7,625	$0
Hunnewell	Kindergarten Teaching Assistant	1.00	$27,549	$7,500
Hunnewell	Reduction of RLS Kindergarten Teaching Assistant	(1.00)	($27,549)	($7,500)
Hunnewell	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)
Hunnewell	Spec. Ed.: Teaching Assistant Reduction (Case Load)	(1.00)	($27,549)	($7,500)
Hunnewell	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$320,332	$0
Schofield	Planned 18 Sections in SY'21-22 (Enrollment)	(2.00)	($152,508)	($40,000)
Schofield	Visual Art Reduction (Enrollment)	(0.05)	($3,813)	$0
Schofield	World Language Reduction (Enrollment)	(0.20)	($15,251)	$0
Schofield	Librarian Increase	0.20	$15,251	$0
Schofield	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)
Schofield	Return of Reading Instructional Para. from RLS	1.05	$35,768	$0
Schofield	Return of Teacher from RLS	1.00	$76,254	$0
Schofield	Social Work – 20 Per Diem Summer Days (COVID Related)	0.00	$10,000	$0
Schofield	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$380,442	$0
Sprague	Visual Art Reduction (Enrollment)	(0.20)	($15,251)	$0
Sprague	World Language Reduction (Enrollment)	(0.20)	($15,251)	$0
Sprague	Librarian Increase	0.20	$15,251	$0
Sprague	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)
Sprague	Spec. Ed.: Reduction of RLS Teacher	(1.00)	($76,254)	($20,000)
Sprague	Spec. Ed.: Teacher Reduction	(1.00)	($76,254)	($20,000)
Sprague	Spec. Ed.: Teaching Asst. to GF (Compliance per DESE)	6.00	$165,294	$0
Sprague	Spec. Ed.: Teaching Assistant Reduction	(1.00)	($27,549)	($7,500)

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
Sprague	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$239,497	$0
Upham	Librarian Increase	0.20	$15,251	$0
Upham	Reduction of RLS Kindergarten Teaching Assistant	(1.00)	($28,631)	($7,500)
Upham	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)
Upham	Spec. Ed.: Additional Teaching Assistant Position	1.00	$27,465	$7,500
Upham	Spec. Ed.: Additional Teaching Assistant Position	1.00	$27,465	$7,500
Upham	Spec. Ed.: RLS Teaching Assistant Reduction	(1.50)	($41,198)	($15,000)
Upham	Spec. Ed.: Paraprofessional Reduction	(1.00)	($38,768)	($7,500)
Upham	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$155,968	$0
WMS	Assistant Principal (FY'21 1x Expense)	0.00	($16,806)	$0
WMS	Athletics: Return of Sports (All Seasons)	0.00	$76,105	$0
WMS	Half Cluster Reduction (Grade 7: English)	(0.50)	($38,127)	($20,000)
WMS	Reduction of RLS Mathematics Teacher	(1.00)	($76,254)	($20,000)
WMS	Half Cluster Reduction (Grade 7: Mathematics)	(0.50)	($38,127)	($20,000)
WMS	Half Cluster Reduction (Grade 7: Science)	(0.50)	($38,127)	($20,000)
WMS	Leave of Absence Return: Social Studies	0.30	$22,876	$0
WMS	Half Cluster Reduction (Grade 7: Social Studies)	(0.50)	($38,127)	($20,000)
WMS	Spec. Ed.: Additional Teaching Assistant Position	2.00	$57,262	$15,000
WMS	Student Svcs.: Reduction of RLS Psychologist	(0.10)	($7,625)	$0
WMS	Spec. Ed.: Reduction of RLS Teaching Assistant Position	(2.00)	($57,262)	($15,000)
WMS	Spec. Ed.: Reduction of RLS Paraprofessional Position	(1.00)	($38,768)	($7,500)
WMS	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$759,463	$0
WHS	Title 1 (Academic Res. Center: ARC) (Grant Compliance)	(0.65)	($49,565)	$0
WHS	Acad. Resource Center (ARC) Teacher (COVID Related)	1.00	$76,254	$20,000
WHS	Science MCAS Tutor Support (COVID Related)	0.00	$3,000	$0
WHS	Athletics: Coaching Stipends	0.00	$40,252	$0
WHS	Reduction of RLS Guidance Counselor	(1.00)	($76,254)	($20,000)
WHS	Visual Arts: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
WHS	World Language: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0
WHS	English: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0
WHS	Child Lab: Reopen Program, Teachers to Revolving Fund	(0.70)	($77,162)	$0
WHS	Family & Cons. Sc.: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0
WHS	Fitness & Health: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0
WHS	Title 1 (Literacy) (Grant Compliance)	0.75	$57,191	$0
WHS	Reduction of RLS Mathematics Teacher	(0.20)	($15,251)	$0
WHS	Performing Arts: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0
WHS	Science: Reduction of 1 Section (Enrollment)	(0.25)	($19,064)	$0
WHS	Social Studies: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0
WHS	Reduction of Instructional Library Assistant (ILA)	(0.50)	($13,563)	$0
WHS	Spec. Ed.: Reduction of RLS Teacher	(1.00)	($76,254)	($20,000)
WHS	Spec. Ed.: Additional Teaching Assistant Positions	6.00	$162,750	$45,000
WHS	Spec. Ed.: Additional Paraprofessional Positions	2.00	$70,436	$15,000
WHS	Tutor (FY'21 1x Expense)	0.00	($5,591)	$0
WHS	Spec. Ed.: Reduction in Speech and Language Position	(0.20)	($15,251)	$0
WHS	Spec. Ed.: Reduction of a Teaching Assistant Position	(1.00)	($27,125)	($7,500)
WHS	Base Level Personnel Changes (Steps, Lanes, Late Starts)	0.00	$716,181	$0
District	Departmental Stipends (FY'21 1x Expense)	0.00	($21,466)	$0
District	Nurse: Athletic Offset	0.00	($5,648)	$0
District	Math / Literacy Summer Program K-12 (COVID Related)	0.00	$57,500	$0
District	Elementary Math Paraprofessionals (COVID Related)	3.00	$102,352	$22,500
District	Turnover Savings	0.00	($650,000)	$0
District	Anticipated Lane Changes	0.00	$300,000	$0
District	Other Salary Adjustments	0.00	$122,185	$0
District	Redefine Registrar / Human Resources Position	0.00	$12,123	$0
District	Spec. Ed.: Safety Care Training / Recertification	0.00	$47,000	$0
District	Spec. Ed.: Sprague Bd. Certified Behavioral Anal. (BCBA)	1.00	$76,254	$20,000

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
District	Vocational School Offset	0.00	$3,000	$0
District	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$180,679	$0
Sub-Total		**(3.04)**	**$2,727,814**	**($202,500)**

Level Service (Expenses):

School	Program / Expense Description	Cost
PAWS	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$1,206
Bates	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$2,804
Fiske	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$2,331
Hardy	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$2,174
Hunnewell	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$2,075
Schofield	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$2,816
Sprague	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$3,036
Upham	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$1,634
WMS	Info. Tech.: Nearpod and Padlet Licenses (COVID Related)	$6,014
WMS	Athletics: Recreation Rental	$20,702
WMS	Athletics: Transportation Costs	$21,125
WMS	Athletics: Official Pay	$6,250
WMS	Athletics: Revenue Offset	($51,798)
WHS	Athletics: Transportation	$11,698
WHS	Athletics: Recreation Facility Rental	$10,646
WHS	Reduction of RLS Virtual High School Licenses	($19,500)
WHS	Reduction of RLS Middlebury Licenses	($44,500)
WHS	Info. Tech.: Nearpod and Padlet Licenses (COVID Related)	$7,933
WHS	Athletics: Revenue Offset	($5,300)
District	Reduction of World Language Materials	($1,500)
District	School Health: Immunization Registry (COVID Related)	$1,530
District	COVID Related Personal Protective Equipment (1x FY'21 Expense)	($102,099)
District	Human Relations Services, Inc. (HRS) Inflation	$890

School	Program / Expense Description	Cost
District	COVID Related Viral Testing (1x FY'21 Expense)	($300,000)
District	Info. Tech.: Report Writer, On-Line Registration (COVID Related)	$22,200
District	Info. Tech.: Zoom, Neverwear, Mobile Device Mgt. License (COVID Related)	$15,740
District	Transportation Offset	($210,000)
District	Transportation: Eastern Bus Contractual Increase (180 School Days)	$235,739
District	Transportation: JSC Transportation (New 5-Year Contract, Summer/School Year)	$169,634
District	Transportation: Vehicle Replacement	$24,247
District	Vocational Schools: Reduction in Enrollment	($23,000)
District	Out of District Tuition: Out of State (2.26% Inflation)	($158,923)
District	Out of District Tuition: Collaborative (2.26% Inflation)	($302,716)
District	Out of District Tuition: Professional Services	$6,771
District	Out of District Tuition: Private Placements (2.26% Inflation)	$160,623
District	Out of District Tuition: Residential Placements (2.26% Inflation)	($109,927)
District	Circuit Breaker Reimbursement (Expect 75% Reimbursement Rate)	$22,235
Sub-Total		**($567,210)**

Strategic Plan (Salary and Other Compensation):
No recommended changes in FY'22.

Strategic Plan (Expenses):
No recommended changes in FY'22.

Other Critical Needs (Salary and Other Compensation):
No recommended changes in FY'22.

Other Critical Needs (Expenses):
No recommended changes in FY'22.

Summary of Changes to FY'21 Adjusted Budget:

School	Category	FTE	Cost	Benefits
All	Level Service	(7.04)	$1,830,005	($245,000)
All	Level Service (COVID Related)	4.00	$330,599	$42,500
All	Strategic Plan	0.00	$0	$0
All	Other Critical Needs	0.00	$0	$0
Total		**(3.04)**	**$2,160,604**	**($202,500)**

Salary Development:



Development of the salary budget is the most complex part of constructing the FY'22 budget. The process begins in the early fall with the approval of the FY'21 Adjusted Budget. This process realigns the budgeted salary lines, and associated full-time equivalents (FTEs), to mirror current staffing levels. Staff who are on a partial or full leave in FY'21 are assumed to return to their previous positions. This creates a bumping of individuals across multiple accounts. Bargaining unit employees who are not on the maximum step in their respective salary tables are advanced a step. As part of the Wellesley Educator Association (WEA) agreement, teachers can move a lane within their salary table with the attainment of a new degree or the accumulation of graduate credits. Notification of a potential lane movement in the FY'22 budget year was November 1, 2020. Since not all members who notify the Superintendent's Office achieve the goal in the upcoming year, the district has set aside funds in a similar means to prior years – approximately 70% of the total requests.

Staff turnover often results in a cost savings. Most employees who retire are at the top of the salary table. With a hiring target of a master's level with eight (8) years of teaching experience, the turnover savings for the replacement of one educator can result in a savings of approximately $35K. The turnover savings for instructional assistants and paraprofessionals is much less, approximately $5K per employee. The budgeted turnover savings in FY'21 was $650K. The FY'22 Voted Budget includes a projected turnover savings of $650K.

The elementary enrollment is expected to rebound with the return of in-person learning planned for in September 2021. Based on a review of projected enrollment by geographic area, we anticipate the need for 107 sections across all elementary schools in Kindergarten through Grade 5.

Remote Learning School / Pandemic Staffing:

During the pandemic, the Commonwealth of Massachusetts required all districts offer a fully-remote educational option to families. With approximately 500 students in preK to Grade 12 opting for the Remote Learning School (RLS), the district incurred significant costs related to the creation of this new school. Below is a summary of staff hired to fill and/or backfill related RLS positions. It is important to note that all 37.90 FTEs are intended to be one-time only (school year 2020-2021) given our assumption of a full return to in-person learning in September 2021.

Level	COVID Staff Hired (New and Backfilled)	Funded through General Fund	Funded through CARES Act/Supplemental
Pre-School	3.60	0.00	3.60
Elementary	16.90	4.50	12.40
Middle School	10.00	4.10	5.90
High School	5.10	2.20	2.90
K-12 District Wide	2.30	0.00	2.30
TOTAL	**37.90**	**10.80**	**27.10**

The 10.80 FTEs funded with General Fund dollars in school year 2020-2021 are removed in the FY'22 Voted Level Service budget scenario. Each position is identified as an "RLS" position to assist in the identification process.

Throughout the fall, discussions related to the financial impact on the school's budget was discussed with the School Committee, Select Board and Advisory Committee. The district identified an operating budget deficit related to the RLS and other pandemic related expenses. As of December 15th, the deficit for this fiscal year remained at $1.225M. The Town has dedicated $1.054M of CARES Act funds to cover a significant portion of the deficit. The balance of the deficit will either be covered through additional federal / state relief funds, a supplemental appropriation at annual town meeting, or through savings that may be identified in the school's budget throughout the winter/spring.

A total of 27.10 FTEs is not included in the FY'21 Adjusted Budget as these are currently being supported through the Town's CARES Act funds. We will continue to work closely with the Town Finance Office to identify the funding source for this school year 2020-2021 only positions.

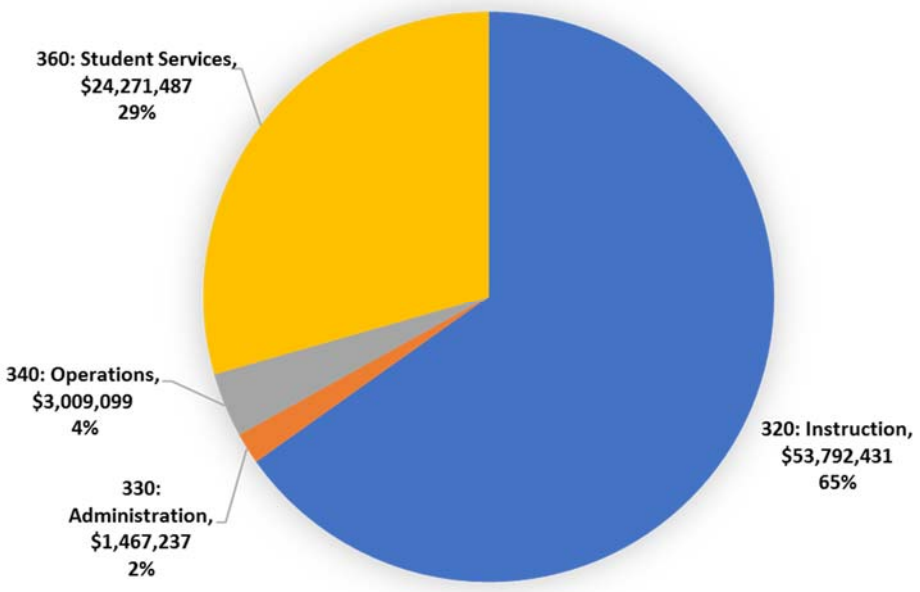
Full-Time Equivalents (FTEs) Changes Reflected in the FY'22 Voted Budget:

Although the General Fund FTE change shown below is a reduction of 3.04 FTE, the expected headcount decreases in FY'22 is eleven (11) employees. When we add in the one-time COVID related positions, the reduction is 30.14 FTEs with an expected reduction in headcount of 52 employees. Below is a summary of personnel changes in the FY'22 Recommended Budget by position type:

Classification	Position	FTE Change	Head Count Change
Librarian	Bates Librarian	0.20	
	Hardy Librarian	0.10	
	Hunnewell Librarian	0.10	
	Sprague Librarian	0.20	
	Schofield Librarian	0.20	
	Upham Librarian	0.20	
Paraprofessional	Elementary Math Paraprofessionals	3.00	3.00
	Schofield Reading Paraprofessionals	1.05	
	Upham Special Education	(1.00)	(1.00)
	WMS Special Education	(1.00)	(1.00)
Professional Support	Sprague Board Certified Behavioral Analyst (BCBA)	0.00	

Classification	Position	FTE Change	Head Count Change
	PAWS Team Chair	0.20	
	WHS Speech and Language Pathologist	(0.20)	
	WMS Psychologist	(0.10)	(1.00)
Teacher	Elementary Classroom Sections	(1.00)	(2.00)
	Child Lab (Funded in the Revolving Fund)	(0.70)	
	Fitness and Health (All Levels)	(0.80)	
	Special Education (Sprague and WHS)	(2.00)	(2.00)
	Performing Arts (All Levels)	(0.20)	
	Visual Art (All Levels)	(0.70)	(1.00)
	WHS Academic Resource Center (ARC)	1.00	1.00
	WHS Enrollment	(1.05)	
	WHS Title 1: Grant Compliance	0.10	
	WHS Remote Learning School (RLS) Positions	(1.20)	(2.00)
	WMS Enrollment	(2.00)	
	WMS Remote Learning School (RLS)/Leave	(0.70)	(1.00)
Teaching Assistants	Instructional Library Assistants (All Levels)	(6.24)	(7.00)
	Special Education (All Levels)	9.50	3.00
	Total FY'22 Recommended Budget Change:	**(3.04)**	**(11.00)**
	Reduction of One-Time COVID Related Staff (Non-General Fund):	(27.10)	(41.00)
	Total Expected Reduction of Staff (COVID and non-COVID):	**(30.14)**	**(52.00)**

As the tables above demonstrates, there are a number of proposed changes for FY'22. Below is a summary of the FY'22 Voted Budget by category and a summary of the types of expenses included in each category:



Instruction (320 code) accounts for 65.17% of the total budget. This category represents the core educational services provided to students in the general education area. Departmental budgets for core academic areas (math, science, etc.) and specials (art, music, etc.) are included in this category. Other categories of expenses include educational technology, English language learner, after school activities, intramural sports, athletics and guidance.

Administration (330 code) accounts for 1.78% of the total budget. This category includes district administration costs including the Superintendent's Office, Teaching and Learning, professional development (workshops and conferences), health benefit costs related to FY'22 personnel changes, and human resources and recruitment.

Operations (340 code) accounts for 3.65% of the total budget. This category includes network and computer technology, business office, information management, utilities, production center, homelessness transportation, and in-district transportation.

Student Services (360 code) accounts for 29.41% of the total budget. This category includes inclusion services, in and out-of-district transportation, and out-of-district educational placements.

The table below provides the same information in a more detailed format.

Wellesley Public Schools	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)	Percent Increase
Salary and Other Compensation							
320 Instruction	$49,663,077	525.14	$51,465,757	515.70	$1,802,680	(9.44)	
330 Administration	$1,277,526	11.00	$1,295,210	11.00	$17,684	0.00	
340 Operations	$1,594,016	18.10	$1,598,820	18.10	$4,804	0.00	
360 Student Services	$18,327,743	286.21	$19,230,389	292.61	$902,646	6.40	
Salary and Other Compensation Total	**$70,862,362**	**840.45**	**$73,590,176**	**837.41**	**$2,727,814**	**(3.04)**	**3.39%**
Expenses							
320 Instruction	$2,469,508	0.00	$2,326,674	0.00	($142,833)	0.00	
330 Administration	$472,027	0.00	$172,027	0.00	($300,000)	0.00	
340 Operations	$1,339,236	0.00	$1,410,279	0.00	$71,043	0.00	
360 Student Services	$5,236,518	0.00	$5,041,098	0.00	($195,420)	0.00	
Expenses Total	**$9,517,289**	**0.00**	**$8,950,078**	**0.00**	**($567,210)**	**0.00**	**-0.71%**
FY'22 Voted Budget	**$80,379,651**	**840.45**	**$82,540,254**	**837.41**	**$2,160,603**	**(3.04)**	**2.69%**
Health Benefits			($202,500)				
FY'22 Voted Budget with Health			**$82,337,754**	**837.41**	**$1,958,103**	**(3.04)**	**2.44%**
FY'22 Voted Budget without Health			**$82,540,254**	**837.41**	**$2,160,603**	**(3.04)**	**2.69%**

As the table above shows, salary and benefits accounts for 88.91% of the total budget. Education is a staff dependent profession. Therefore, staffing changes year-to-year are not uncommon. As a municipal school district, the Town carries employee benefit costs (health insurance, retirement, etc.) for benefit-eligible school employees in their budget. As with prior years, the district has included the initial year of health benefit costs of proposed staffing changes. For planning purposes, the Town has provided us the following guidelines:

- Professional staff member: Add or subtract $20,000 per 0.50 FTE or greater changed; and

- Teaching assistants and paraprofessional staff members: Add or subtract $7,500 per 0.50 FTE or greater changed.

The figures above include an estimated benefit reduction amount of $202,500. All five collective bargaining agreements are in effect from FY'20 through FY'22. The district has budgeted for all known and anticipated collective bargaining expenses.

Proposed Tuition/Fee Changes:

The FY'22 Voted Budget includes a proposal for two tuition/fee changes:

1. Increase the Child Development Lab (Child Lab) tuition from $5,800/year to $6,000/year. The $200 increase would generate an additional $3,600 of revenue.

2. Increase the Instrumentals and Vocal Extension Program (IVEP) by $3/hour in FY'22 and by another $2/hour in FY'23. The increase lesson fees are expected to generate $48,900 in revenue. This increased revenue would support an increase in the hourly rate our instructors earn with a $3/hour increase in FY'22 and an additional $2/hour in FY'23. The total expected cost over the two years is $40,000. The current private lesson rate is one of the lowest rates charged when comparing to neighboring communities.

Special Education Financing:

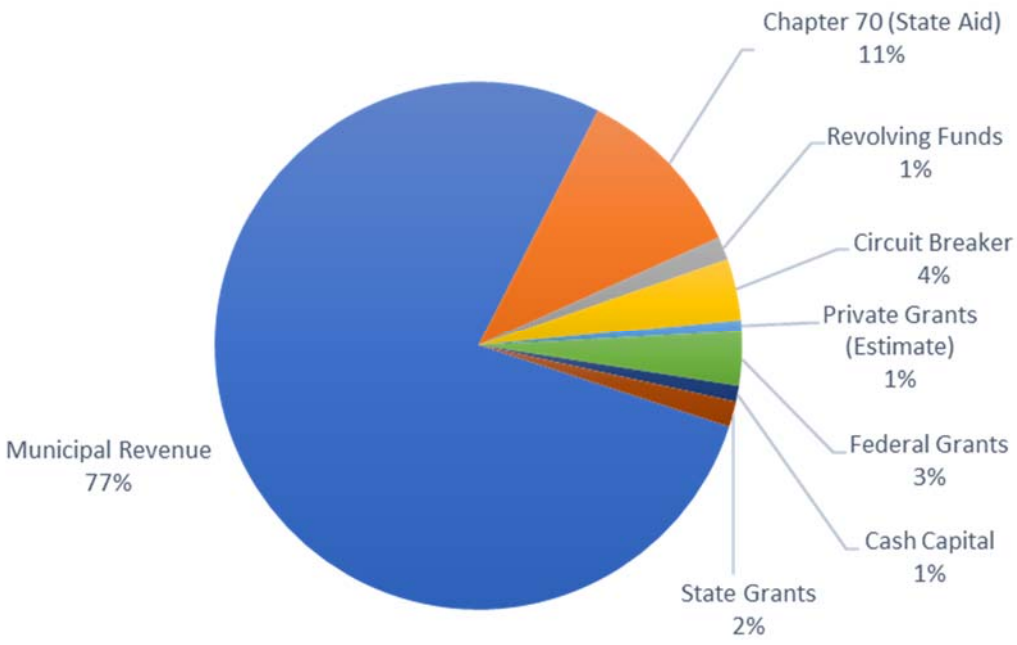
In FY'21, the Voted Budget has been developed with all known, reasonably known costs and no reserves. The budget includes the out of district school inflation amount of 2.26% - provided to the district by the Commonwealth of Massachusetts, Operational Services Division, Special Education Pricing division. This state agency is responsible for setting all day and residential costs of state approved schools.

The FY'22 Voted Budget for Student Services is $24,271,487 and represents 29.40% of the total Wellesley Public Schools' operating budget. The FY'22 Voted Budget for Student Services is $2,290,525 above the final FY'20 expended amount and $707,226 above the FY'21 Adjusted Budget.

Revenue Summary:

As a municipal school district, the main source of revenue for the operation of the Wellesley Public Schools is local property taxes and other municipal revenues. The other revenue sources include state education aid, commonly referred to as Chapter 70; fees and tuition collections applied as offsets to the general fund; and grant award including donations.

The Chapter 70, or state education aid, funds are dependent on the state funding formula and the state's General Appropriations Act (GAA). For budgeting purposes, the District has assumed level funding of Chapter 70 aid. Below is a summary of revenue sources to support the Wellesley Public Schools in FY'21:



Expected changes in revenue for fiscal year 2022 include the following:

- Federal and state grant revenue is expected to decrease by $1,160,607. The district was awarded several COVID related grants to cover unbudgeted and unexpected costs. These revenue sources will not be available next year.

- We anticipate fully expending the current year Circuit Breaker revenue resulting in no expected carry-forward revenue available for FY'22. In projecting FY'22 Circuit Breaker receipts, we are assuming a 75% reimbursement rate which results in a net change of revenue in FY'22 of $22,235.

- In December 2019, Governor Baker signed the Student Opportunity Act. This bill is expected to add $1.5 billion to the public education system over the next several years. While we anticipate a positive financial impact to the Town of Wellesley, it is early in the state's budget process to quantify the financial benefit in FY'22 in Chapter 70 and Circuit Breaker reimbursement. The Student Opportunity Act includes two significant changes to the Circuit Breaker program.

    - First, the Circuit Breaker reimbursement threshold is no longer tied to four-times foundation. The FY'20 reimbursement threshold is $45,793 – local share. In future years, this amount will be adjusted by the foundation inflation index.
    - Second, the act will phase in the reimbursement of out-of-district transportation costs required by individualized education programs for students with disabilities over a four-year time period (subject to state appropriation).
    - Finally, the Circuit Breaker reimbursement level for transportation and educational expenses is capped at 75% above the threshold, subject to state appropriation.

Although Wellesley received $13.7M in Circuit Breaker, budgeted offsets and Chapter 70 funds in fiscal year 2021; the district relies on local revenue, mainly property taxes, to fund the Wellesley Public Schools. Below is the expected growth of the municipal contribution to the Schools:

- FY'21 Municipal Contribution: $66,636,163
- FY'22 Estimated Municipal Contribution: $68,475,640

This amount assumes Chapter 70 is level funded. Any increase in Chapter 70 funds would result in a reduction of the municipal contribution.

What is a Budgeted Offset?

In Wellesley, the district collects revenue from multiple sources: ticket sales, activity and athletic fees, preschool tuition, etc. These revenues are deposited into the appropriate revolving fund. Expenses can either be charged directly to the revolving fund or through an accounting adjustment between the general fund and revolving fund. A budgeted offset is when revenues are collected and deposited to the revolving fund, but the expenses are carried in the general fund and a corresponding negative account (offset account) is present. The negative budget account represents the amount of the accounting adjustment between the general fund and revolving fund. A budgeted offset is useful when capturing the full program costs in a single funding source.

Without the use of budget offsets, program expenses would be included in the budget of two separate funds making it difficult to see the full expense of a program. In the example of pre-school, the use of program fees covers the cost of staff in the amount of $267,104 (offset amount).

The following revolving funds do not include budgeted offsets and all expenses are directly charged to the revolving fund:

- Child Lab Program,
- Textbook Revolving (lost book);
- Guidance (testing related to college admissions); and
- Elementary Before School Program.

All other revolving accounts are a mix of budgeted offset and direct charge to the revolving fund.

It is important to note that all budgeted offset amounts are included in the revolving fund revenue estimates for FY'21 and FY'22.

Financial Section

WELLESLEY PUBLIC SCHOOLS
Learning • Caring • Innovating

Financial Section



Wellesley Public Schools is funded through multiple sources including the general fund, special revenue funds, and capital funds. Below is a brief explanation of the various funds that will be discussed in more detail throughout the Financial Section.

General Fund revenue comes from two primary sources: state education funds (Chapter 70 funds) and local property taxes that are subject to appropriation by Town Meeting. Chapter 70 refers to the school funding formula created under the Education Reform Act of 1993 by which state aid is distributed to help establish educational equity among school districts. In Wellesley, Chapter 70 funds account for $9,273,504 or 11.54% of the total FY'21 budget. Local property taxes are our primary funding source and account for $66.64 million or 82.90% of the total FY'21 budget. With the reliance of local property taxes, the School Committee and School Administration are mindful in developing a budget that is fiscally responsible as indicated by the annual Budget Guidelines. The expenses charged to the General Fund are the core educational costs including administrator, teacher and staff salaries; instructional materials; textbooks and library materials; special education; math and literacy support; transportation; and professional development.

Cash Capital are General Funds set aside for small capital needs (non-vertical and non-horizontal construction). At the schools, cash capital funds are used to purchase and replace classroom furniture; purchase or repair classroom sound systems; purchase information technology; and vehicles.

Grant Funds are awarded in one of five methods: entitlement, allocation, continuation, other non-competitive and competitive processes and must be used for their stated purpose. There are three main sources of grant funds: Federal, State and Private. Examples of these funds include:

Federal: Title I, Title IIA
State: Metropolitan Council for Educational Opportunity (METCO)
Private: Wellesley Education Foundation (WEF)

Revolving Funds allow the district to raise revenues from a specific service and use those revenues, without further appropriation, to support the service. There are several revolving funds including, but not limited to:

Food Services (sales and costs associated with providing healthy, nutritious meals to students);
Athletics (user fees and gate receipts used to offset the cost of the athletic program);
Performing Arts (ticket sales used to offset the cost of the performances);
Facility Rental (revenue and expenses related to the rental of school buildings);
Pre-School (typically-developing student tuition fees used to offset their program costs); and
Guidance (revenue and expenses related to College Board testing).

Capital Fund revenue comes from borrowing or direct outlay for capital or fixed asset improvements. Capital funds are project specific and require Town Meeting authorization. As mentioned earlier, the school district has no legal authority to issue bonds. All capital projects are part of the Town's Capital Budget within the Facilities Management Department (FMD).

All Funds Summary (Revenue Overview)

There are multiple revenue sources that fund Wellesley Public Schools including federal, state, local and private monies. The following table provides historical and current revenues by source. The General Fund figures do not include any health benefit costs.

Description	FY'19 Actual	FY'20 Actual	FY'21 Adjusted Budget	FY'22 Budget Estimates	Variance FY'21-FY'20
General Fund (w/o Health)					
Chapter 70	$8,955,295	$9,273,504	$9,273,504	$9,273,504	$0
Budget Offset Revenue	$4,360,532	$4,985,270	$4,469,984	$4,791,110	$321,126
Municipal Contribution	$60,925,920	$61,220,790	$66,636,163	$68,475,640	$1,839,477
Turn Back to Town	$187,171	$1,304,366	$0	$0	$0
General Fund Sub-Total	$74,428,918	$76,783,930	$80,379,651	$82,540,254	$2,160,603
State Grants					
METCO	$967,825	$1,052,007	$1,105,070	$1,105,070	$0
Comprehensive Health	$3,000	$4,733	$20,000	$5,000	($15,000)
Puerto Rico USVI Hurricane	$1,517	$0	$0	$0	$0
Preservation Assessment	$0	$4,200	$0	$0	$0
Special Support Earmark	$0	$0	$20,833	$0	($20,833)
Influence 100	$0	$0	$1,000	$0	($1,000)
State Coronavirus Prevent.	$0	$0	$145,375	$0	($145,375)
Hate Crime Prevention	$0	$0	$55,322	$0	($55,322)
State Grant Sub-Total	$972,342	$1,060,940	$1,347,600	$1,110,070	($237,530)
Federal Grants					
Title I, Part A	$91,561	$126,516	$138,157	$138,157	$0
Title II, Part A	$49,390	$48,791	$65,557	$65,557	$0
Title III, Part A	$14,591	$4,599	$16,354	$16,354	$0
Title IV, Part A	$889	$10,000	$10,937	$10,937	$0
Early Childhood Spec. Ed.	$29,413	$27,416	$30,951	$30,951	$0
Special Education IDEA	$1,122,175	$1,126,752	$1,210,829	$1,210,829	$0
IDEA Targeted Special Ed.	$0	$0	$28,842	$0	($28,842)
System for Stud. Success	$0	$25,000	$25,000	$25,000	$0
Coronavirus Relief Fund	$0	$0	$1,103,269	$0	($1,103,269)
Remote Learning Tech.	$0	$0	$104,127	$0	($104,127)
Schl. Emergency Relief I/II	$0	$2,050	$121,469	$447,227	$325,758
Early Childhood Targeted	$0	$0	$3,202	$0	($3,202)
Leading Educational Access	$0	$0	$3,750	$0	($3,750)
IDEA Spec. Ed. Targeted	$0	$0	$5,645	$0	($5,645)
Federal Grants Sub-Total	$1,308,019	$1,371,124	$2,868,089	$1,945,012	($923,077)
Private Grants					
Wellesley Ed. Fnd. (WEF)	$223,768	$172,201	$490,000	$225,000	($265,000)
PTO	$165,683	$97,965	$100,000	$100,000	$0
Private Grant Sub-Total	$389,451	$270,166	$590,000	$325,000	($265,000)

Description	FY'19 Actual	FY'20 Actual	FY'21 Adjusted Budget	FY'22 Budget Estimates	Variance FY'21-FY'20
Cash Capital					
Furn., Fixtures & Equip.	$99,999	$205,018	$51,660	$52,693	$1,033
Information Technology	$847,630	$896,010	$777,031	$764,046	($12,985)
Sub-Total Cash Capital	$947,629	$1,101,028	$828,691	$816,739	($11,952)
Total Revenue Sources	**$78,046,359**	**$80,587,188**	**$86,014,031**	**$86,737,075**	**$723,044**

Description of Financial Information Provided

This section includes detailed financial information for the reader to gain a broader understanding of the FY'22 Voted Budget. Below is a brief summary of each item included in this section.

FY'22 Voted Budget by Category and Type:
The Wellesley Public Schools has grouped similar expense types into four categories. These categories include 320 Instruction, 330 Administration, 340 Operations and 360 Student Services. There are two types of expenses: salary and other compensation and expenses.

FY'22 Voted Budget by Type, Category and Budget Architecture:
Similar to the previous breakout, this includes a summary of expenses by the three budget architecture categories: Level Service, Strategic Plan, and Other Critical Needs. The FY'22 Voted Budget does not include any requests related to Strategic Plan or Other Critical Needs. Therefore, this table will reflect Level Service and Level Service (COVID Related).

FY'22 Voted Budget by Type and Object Code:
This breakout presents the FY'22 Voted Budget by type (salary and other compensation / expense) and object code (types of expense: teacher salary, instructional materials, etc.).

FY'22 Voted Budget by Program and Object Code:
This breakout presents the FY'22 Voted Budget by program (Art, Athletics, Music, Mathematics, etc.) and object code (types of expense: teacher salary, instructional materials, etc.).

FY'22 Voted Budget by Building:
To provide the reader with greater clarity around the specific budget requests being made in FY'22, we have expanded the building based information. Each building has an introductory narrative that includes contact information, general information about the school, a list of recent accomplishments, enrollment trends and the FY'22 Voted Budget architecture categories: Level Service, Strategic Plan, and Other Critical Needs. These requests are further broken out by type: salary and other compensation and expenses. The financials for each building by program and object code follow the narratives.

FY'22 Special Education:
Special education is a significant portion of the financial picture of the Wellesley Public Schools. Therefore, we have included more in-depth information about this category. The narrative includes information about Wellesley's in-district programs, out-of-district placement statistics, historical Circuit Breaker receipts, FY'22 staffing changes and calculation of the Special Education cost increases in FY'22.

Financial information is provided in three different views: by type and object; by program, type and object; and by location and object.

Special Revenue Funds:

Although the General Fund is the largest portion of the Wellesley Public Schools budget, there are other funds that provide a broader view of the financial aspects of the district. Detailed information is provided about the following special revenue funds:

- Grant Funds;
- Revolving Funds;
- Cash Capital Funds; and
- Town of Wellesley (Schedule 19 - Town in Support of Schools).

The following pages provide the Financial Section of the FY'22 Voted Budget.

WELLESLEY PUBLIC SCHOOLS

FY'22 Voted Budget by Category and Type

Category	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
320 Instruction								
Salary and Other Compensation	$46,475,480	$48,035,418	$49,663,077	525.14	$51,465,757	515.70	$1,802,680	(9.44)
Expenses	$1,783,941	$1,602,955	$2,469,508	0.00	$2,326,674	0.00	($142,833)	0.00
320 Instruction Total	**$48,259,421**	**$49,638,373**	**$52,132,585**	**525.14**	**$53,792,431**	**515.70**	**$1,659,847**	**(9.44)**
330 Administration								
Salary and Other Compensation	$1,042,102	$1,154,016	$1,277,526	11.00	$1,295,210	11.00	$17,684	0.00
Expenses	$138,364	$128,403	$472,027	0.00	$172,027	0.00	($300,000)	0.00
330 Administration Total	**$1,180,466**	**$1,282,418**	**$1,749,553**	**11.00**	**$1,467,237**	**11.00**	**($282,316)**	**0.00**
340 Operations								
Salary and Other Compensation	$1,539,041	$1,517,046	$1,594,016	18.10	$1,598,820	18.10	$4,804	0.00
Expenses	$1,109,274	$1,060,765	$1,339,236	0.00	$1,410,279	0.00	$71,043	0.00
340 Operations Total	**$2,648,315**	**$2,577,811**	**$2,933,252**	**18.10**	**$3,009,099**	**18.10**	**$75,847**	**0.00**
360 Student Services								
Salary and Other Compensation	$16,749,799	$17,131,218	$18,327,743	286.21	$19,230,389	292.61	$902,646	6.40
Expenses	$5,403,746	$4,849,744	$5,236,518	0.00	$5,041,098	0.00	($195,420)	0.00
360 Student Services Total	**$22,153,545**	**$21,980,962**	**$23,564,261**	**286.21**	**$24,271,487**	**292.61**	**$707,226**	**6.40**
FY'22 Voted Budget	**$74,241,747**	**$75,479,564**	**$80,379,651**	**840.45**	**$82,540,254**	**837.41**	**$2,160,603**	**(3.04)**
Health Benefits					**($202,500)**			
FY'22 Voted Budget with Health					**$82,337,754**	**837.41**	**$1,958,103**	**2.44%**
FY'22 Voted Budget without Health					**$82,540,254**	**837.41**	**$2,160,603**	**2.69%**

Wellesley Public Schools	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Salary and Other Compensation								
320 Instruction	$46,475,480	$48,035,418	$49,663,077	525.14	$51,465,757	515.70	$1,802,680	(9.44)
330 Administration	$1,042,102	$1,154,016	$1,277,526	11.00	$1,295,210	11.00	$17,684	0.00
340 Operations	$1,539,041	$1,517,046	$1,594,016	18.10	$1,598,820	18.10	$4,804	0.00
360 Student Services	$16,749,799	$17,131,218	$18,327,743	286.21	$19,230,389	292.61	$902,646	6.40
Salary and Other Compensation Total	**$65,806,423**	**$67,837,697**	**$70,862,362**	**840.45**	**$73,590,176**	**837.41**	**$2,727,814**	**(3.04)**
Expenses								
320 Instruction	$1,783,941	$1,602,955	$2,469,508	0.00	$2,326,674	0.00	($142,833)	0.00
330 Administration	$138,364	$128,403	$472,027	0.00	$172,027	0.00	($300,000)	0.00
340 Operations	$1,109,274	$1,060,765	$1,339,236	0.00	$1,410,279	0.00	$71,043	0.00
360 Student Services	$5,403,746	$4,849,744	$5,236,518	0.00	$5,041,098	0.00	($195,420)	0.00
Expenses Total	**$8,435,325**	**$7,641,866**	**$9,517,289**	**0.00**	**$8,950,078**	**0.00**	**($567,210)**	**0.00**
FY'22 Voted Budget	**$74,241,747**	**$75,479,564**	**$80,379,651**	**840.45**	**$82,540,254**	**837.41**	**$2,160,603**	**(3.04)**

WELLESLEY PUBLIC SCHOOLS

FY'22 Voted Budget by Type, Category and Budget Architecture

Category	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Level Service $	FY'22 Level Service FTE	FY'22 Level Service: COVID Related $	FY'22 Level Service: COVID Related FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Salary and Other Compensation										
320 Instruction	$49,663,077	525.14	$51,226,651	512.20	$239,106	3.50	$51,465,757	515.70	$1,802,680	(9.44)
330 Administration	$1,277,526	11.00	$1,295,210	11.00			$1,295,210	11.00	$17,684	0.00
340 Operations	$1,594,016	18.10	$1,598,820	18.10			$1,598,820	18.10	$4,804	0.00
360 Student Services	$18,327,743	286.21	$19,210,389	292.61	$20,000		$19,230,389	292.61	$902,646	6.40
Salary and Other Compensation Total	**$70,862,362**	**840.45**	**$73,331,070**	**833.91**	**$259,106**	**3.50**	**$73,590,176**	**837.41**	**$2,727,814**	**(3.04)**
Expenses										
320 Instruction	$2,469,508	0.00	$2,293,121	0.00	$33,553		$2,326,674	0.00	($142,833)	0.00
330 Administration	$472,027	0.00	$172,027	0.00			$172,027	0.00	($300,000)	0.00
340 Operations	$1,339,236	0.00	$1,372,339	0.00	$37,940		$1,410,279	0.00	$71,043	0.00
360 Student Services	$5,236,518	0.00	$5,041,098	0.00			$5,041,098	0.00	($195,420)	0.00
Expenses Total	**$9,517,289**	**0.00**	**$8,878,585**	**0.00**	**$71,493**		**$8,950,078**	**0.00**	**($567,210)**	**0.00**
FY'22 Voted Budget	**$80,379,651**	**840.45**	**$82,209,655**	**833.91**	**$330,599**	**3.50**	**$82,540,254**	**837.41**	**$2,160,603**	**(3.04)**

Health Benefits	**($202,500)**			
FY'22 Voted Budget with Health	**$82,337,754**	**837.41**	**$1,958,103**	**2.44%**
FY'22 Voted Budget without Health	**$82,540,254**	**837.41**	**$2,160,603**	**2.69%**

FY'22 Voted Budget by Type and Object Code

Category	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Salary and Other Compensation								
Accountant	$372,223	$383,171	$416,741	6.00	$426,373	6.00	$9,632	0.00
Adjmnt Counselor/Social Worker	$96,981	$101,476	$103,505	1.00	$105,575	1.00	$2,070	0.00
Administrative Assistant	$355,804	$369,594	$391,628	5.00	$395,592	5.00	$3,964	0.00
Assistant Director	$50,942	$62,995	$83,112	1.00	$84,759	1.00	$1,647	0.00
Attendant	$90,038	$94,785	$76,352	2.81	$103,427	2.81	$27,075	0.00
Clerical	$89,055	$91,812	$107,755	1.86	$138,324	2.36	$30,569	0.50
Computer Technician	$302,800	$287,249	$216,723	3.00	$216,723	3.00	$0	0.00
Counselor/Psychologist	$3,271,035	$3,427,269	$3,517,823	35.30	$3,713,426	34.20	$195,603	(1.10)
Director/Department Head	$3,100,104	$3,376,718	$3,537,169	26.60	$3,628,469	26.60	$91,300	0.00
Dispatcher	$17,400	$27,616	$28,072	0.51	$28,637	0.51	$565	0.00
Driver	$372,135	$399,911	$423,167	13.00	$472,456	13.00	$49,289	0.00
Instructional Assistant	$3,599,910	$3,622,399	$3,617,014	127.24	$3,810,500	128.50	$193,486	1.26
Instructional Coordinator	$561,391	$546,074	$578,241	5.00	$594,312	5.00	$16,071	0.00
Librarian	$687,008	$731,798	$762,980	7.70	$846,533	8.70	$83,553	1.00
Manager/Assistant Manager	$609,039	$631,746	$659,425	6.40	$659,113	6.40	($312)	0.00
METCO Grant Offset	($89,896)	($89,896)	($89,896)	0.00	($89,896)	0.00	$0	0.00
Monitor	$44,921	$39,199	$45,666	2.15	$61,954	2.15	$16,288	0.00
Nurse/Physician	$1,102,598	$1,116,451	$1,173,240	13.40	$1,193,797	13.40	$20,557	0.00
Other Professional Staff	$149,896	$186,753	$263,802	3.00	$247,448	3.00	($16,354)	0.00
Other Support Staff	$0	$62,976	$148,070	2.00	$149,352	2.35	$1,282	0.35
Other Temporary Salaries	$21,745	$11,283	$20,400	0.00	$20,808	0.00	$408	0.00
Other Temporary Staff	$1,026,879	$825,603	$969,221	0.51	$1,096,788	0.51	$127,567	0.00
Paraprofessional	$1,387,919	$1,463,788	$1,845,455	51.63	$2,064,557	55.68	$219,102	4.05
Principal/Assistant Principal	$2,010,029	$2,060,081	$2,124,030	14.00	$2,127,282	14.00	$3,252	0.00
Salary and Lane Change Reserve	$0	$0	$0	0.00	$411,741	0.00	$411,741	0.00
Scheduled Non-Program Overtime	$25,702	$16,068	$0	0.00	$0	0.00	$0	0.00
Scheduled Overtime	$195	$0	$15,300	0.00	$15,300	0.00	$0	0.00
Secretary	$1,387,663	$1,440,514	$1,465,566	27.23	$1,476,825	26.73	$11,259	(0.50)
Senior Administrators	$867,587	$989,053	$1,052,667	6.00	$1,052,667	6.00	$0	0.00
Special Education Team Chair	$455,643	$454,230	$467,386	4.00	$480,792	4.00	$13,406	0.00
Specialist	$1,876,687	$1,890,793	$1,885,497	17.80	$2,048,975	17.80	$163,478	0.00
Stipends	$238,083	$284,612	$341,772	0.00	$337,379	0.00	($4,393)	0.00
Substitute Other	$38,535	$16,634	$40,800	0.00	$41,616	0.00	$816	0.00
Substitute Secretary/Clerk	$13,441	$7,522	$15,000	0.00	$15,000	0.00	$0	0.00
Substitute Support Staff S-T	$47,332	$951	$94,399	0.00	$96,287	0.00	$1,888	0.00
Substitute Teacher-Long Term	$322,845	$191,801	$352,769	0.00	$359,824	0.00	$7,055	0.00
Substitute Teachers-Short Term	$524,497	$319,148	$483,562	0.00	$493,233	0.00	$9,671	0.00
Supervisor	$70,445	$50,933	$51,578	0.60	$52,611	0.60	$1,033	0.00
Teacher	$37,630,719	$39,093,290	$40,103,420	415.80	$41,605,483	406.40	$1,502,063	(9.40)
Teacher (Summer Programming)	$0	$0	$0	0.00	$57,500	0.00	$57,500	0.00
Technician	$18,299	$26,086	$19,038	0.30	$20,475	0.30	$1,437	0.00
Technology Assistant	$333,800	$394,730	$446,489	8.00	$446,060	8.00	($429)	0.00
Therapist	$3,045,192	$3,069,540	$3,139,282	31.61	$3,296,999	32.41	$157,717	0.80
Turnover Savings	$0	$0	$0	0.00	($650,000)	0.00	($650,000)	0.00
Tutor	$1,976	$0	$11,119	0.00	$5,528	0.00	($5,591)	0.00
Unapprop/Unassigned	($45,000)	$13,033	$0	0.00	$0	0.00	$0	0.00
Workshops	$166,713	$162,045	$146,637	0.00	$195,448	0.00	$48,811	0.00
PAWS Tuition Offset	($304,240)	($314,240)	($193,489)	0.00	($267,104)	0.00	($73,615)	0.00
Mid Schl Student Activity Fees	($18,500)	($26,000)	($19,500)	0.00	($19,500)	0.00	$0	0.00
WHS Parking Fees Offset	($35,000)	($9,750)	($35,000)	0.00	($35,000)	0.00	$0	0.00
WHS Student Activity Fees	($60,000)	($38,000)	($19,875)	0.00	($19,875)	0.00	$0	0.00
WHS Athletic Nursing Offset	($5,648)	($5,648)	$0	0.00	($5,648)	0.00	($5,648)	0.00
Transp. Homeless Reimbursement	($20,500)	($20,500)	($12,750)		($12,750)	0.00	$0	0.00
Transp. Vocational Reimbursement	$0	$0	($9,000)		($6,000)	0.00	$3,000	0.00
Salary and Other Compensation Total	**$65,806,423**	**$67,837,697**	**$70,862,362**	**840.45**	**$73,590,176**	**837.41**	**$2,727,814**	**(3.04)**

FY'22 Voted Budget by Type and Object Code

Category	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Expenses								
Accreditation Expense	$2,758	$0	$0	0.00	$0	0.00	$0	0.00
Advertising - Employment	$11,758	$12,768	$15,000	0.00	$15,000	0.00	$0	0.00
Advertising - General	$248	$745	$270	0.00	$270	0.00	$0	0.00
Athletic Officials Services	$57,298	$39,850	$66,332	0.00	$72,582	0.00	$6,250	0.00
Athletic Trips Transportation	$261,353	$174,490	$255,448	0.00	$288,271	0.00	$32,823	0.00
Auditorium Maintenance	$14,348	$6,990	$12,000	0.00	$12,000	0.00	$0	0.00
Bad Debt Provision	$0	$0	$2,000	0.00	$2,000	0.00	$0	0.00
Book Binding Services	$302	$0	$0	0.00	$0	0.00	$0	0.00
Computer Equipment Maintenance	$101,233	$83,875	$111,180	0.00	$111,180	0.00	$0	0.00
Computer Supplies	$31,997	$13,750	$60,324	0.00	$60,324	0.00	$0	0.00
Computers M&R Supplies	$19,908	$23,324	$32,399	0.00	$32,399	0.00	$0	0.00
Conf/Mtgs - Administrators	$10,759	$15,873	$35,593	0.00	$35,593	0.00	$0	0.00
Conf/Mtgs - Comm/Board Members	$7,511	$3,833	$0	0.00	$0	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$53,342	$48,624	$95,774	0.00	$95,774	0.00	$0	0.00
Conf/Mtgs - Students	$206	$0	$0	0.00	$0	0.00	$0	0.00
Conf/Mtgs - Support Staff	$0	$900	$942	0.00	$942	0.00	$0	0.00
Copier Supplies	$42,098	$16,376	$25,034	0.00	$25,034	0.00	$0	0.00
Counseling Services	$42,000	$42,840	$44,500	0.00	$45,390	0.00	$890	0.00
Credit Card Charges	$0	$605	$27,000	0.00	$27,000	0.00	$0	0.00
Dues - Administrators	$23,019	$24,253	$30,087	0.00	$30,087	0.00	$0	0.00
Dues - Committee/Board Members	$7,217	$0	$7,500	0.00	$7,500	0.00	$0	0.00
Dues - Organizational	$24,982	$25,112	$29,130	0.00	$29,130	0.00	$0	0.00
Dues - Professional Staff	$388	$859	$1,510	0.00	$1,510	0.00	$0	0.00
Electricity	$0	$0	$535	0.00	$535	0.00	$0	0.00
Electronic Media	$2,489	$1,754	$3,914	0.00	$3,914	0.00	$0	0.00
Employment Medical Exams	$7,242	$4,900	$305,000	0.00	$5,000	0.00	($300,000)	0.00
Equipment M&R Supplies	$7,561	$2,518	$6,875	0.00	$6,875	0.00	$0	0.00
Equipment Maintenance	$42,567	$37,142	$54,773	0.00	$54,773	0.00	$0	0.00
Expenses Related to COVID			$102,099	0.00	$0	0.00	($102,099)	0.00
Field Trips Transportation	$14,280	$5,258	$13,600	0.00	$13,600	0.00	$0	0.00
Fitness And Athletic Supplies	$98,302	$67,003	$107,673	0.00	$107,673	0.00	$0	0.00
Food - Departmental	$14,372	$9,218	$13,895	0.00	$13,895	0.00	$0	0.00
Gasoline	$31,220	$22,946	$40,500	0.00	$40,500	0.00	$0	0.00
Graduation Expenses	$19,868	$5,429	$0	0.00	$0	0.00	$0	0.00
In District Travel	$4,873	$4,968	$8,000	0.00	$8,000	0.00	$0	0.00
Information Technology Serv	$69,208	$70,620	$79,605	0.00	$79,605	0.00	$0	0.00
Instructional Equipment	$48,030	$60,811	$44,894	0.00	$44,894	0.00	$0	0.00
Instructional Materials	$447,547	$361,522	$477,161	0.00	$475,661	0.00	($1,500)	0.00
Instructional Software	$41,979	$57,198	$53,412	0.00	$85,435	0.00	$32,023	0.00
Late Fees/Interest Charges	$12,283	$23	$0	0.00	$0	0.00	$0	0.00
Legal Services-Labor Counsel	$8,883	$10,000	$29,000	0.00	$29,000	0.00	$0	0.00
Legal Services-Special Counsel	$55,231	$23,563	$55,000	0.00	$55,000	0.00	$0	0.00
Lumber And Wood	$13,110	$14,482	$16,570	0.00	$16,570	0.00	$0	0.00
Medical Supplies	$7,340	$8,736	$10,250	0.00	$10,250	0.00	$0	0.00
Office Supplies	$45,503	$37,048	$31,266	0.00	$31,266	0.00	$0	0.00
On-Line Databases/Subscription	$37,458	$40,658	$35,998	0.00	$35,998	0.00	$0	0.00
Other Communications Services	$33,747	$24,369	$32,067	0.00	$32,067	0.00	$0	0.00
Other Contractual Services	$26,346	$21,969	$66,135	0.00	$46,635	0.00	($19,500)	0.00
Other Employee Fringe Benefits	$30,575	$30,000	$35,000	0.00	$35,000	0.00	$0	0.00
Other General Supplies	$169,972	$197,436	$174,495	0.00	$174,495	0.00	$0	0.00
Other Insurance - Flood	$0	$0	$5,500	0.00	$5,500	0.00	$0	0.00
Other Liability Insurance	$0	$0	$975	0.00	$975	0.00	$0	0.00
Other Library Supplies	$3,234	$2,945	$4,925	0.00	$4,925	0.00	$0	0.00
Other Professional Services	$151,855	$99,567	$188,188	0.00	$194,959	0.00	$6,771	0.00

FY'22 Voted Budget by Type and Object Code

Category	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Other Purchased Services	$8,684	$10,423	$8,180	0.00	$8,180	0.00	$0	0.00
Other Temporary Staff	$12,133	$13,437	$0	0.00	$0	0.00	$0	0.00
Other Vehicular Supplies	$1,370	$4,565	$2,500	0.00	$2,500	0.00	$0	0.00
Paper And Stationery	$39,356	$32,366	$40,000	0.00	$40,000	0.00	$0	0.00
Periodicals And Newspapers	$2,003	$1,765	$7,518	0.00	$7,518	0.00	$0	0.00
Postage	$21,353	$24,860	$24,701	0.00	$24,701	0.00	$0	0.00
Print Resources	$45,122	$49,192	$44,049	0.00	$44,049	0.00	$0	0.00
Pupil Tutoring Services	$6,054	$1,558	$7,209	0.00	$7,209	0.00	$0	0.00
Recreational Facilities Rental	$92,467	$156,159	$192,110	0.00	$223,458	0.00	$31,348	0.00
Registration Costs	$1,950	$1,809	$2,520	0.00	$2,520	0.00	$0	0.00
Residential Tuition	$3,459,966	$3,826,573	$3,281,577	0.00	$3,171,650	0.00	($109,927)	0.00
School Bus Transportation	$1,860,428	$1,519,116	$1,591,903	0.00	$1,989,912	0.00	$398,009	0.00
School Transportation Homeless	$29,677	$9,061	$49,093	0.00	$56,457	0.00	$7,364	0.00
Software	$300	$395	$0	0.00	$0	0.00	$0	0.00
Software Licences	$41,930	$68,166	$68,500	0.00	$84,240	0.00	$15,740	0.00
Software Licenses	$209,245	$264,568	$264,687	0.00	$288,417	0.00	$23,730	0.00
Telecommunications	$2,000	$0	$2,500	0.00	$2,500	0.00	$0	0.00
Telephone	$57,587	$89,628	$85,000	0.00	$85,000	0.00	$0	0.00
Testing Protocols	$32,271	$51,876	$33,555	0.00	$33,555	0.00	$0	0.00
Textbooks And Related Software	$393,082	$280,418	$471,091	0.00	$426,591	0.00	($44,500)	0.00
Training And Development	$88,870	$120,670	$137,951	0.00	$137,951	0.00	$0	0.00
Translation/Interpretting Serv	$66,379	$52,704	$79,337	0.00	$79,337	0.00	$0	0.00
Transp Reimburse Parents	$10,000	$10,000	$10,000	0.00	$10,000	0.00	$0	0.00
Travel - Mileage	$3,119	$2,365	$8,150	0.00	$8,150	0.00	$0	0.00
Tuition Collaboratives	$689,720	$979,444	$995,843	0.00	$693,127	0.00	($302,716)	0.00
Tuition In-State Schools	$45,700	$10,830	$78,000	0.00	$78,000	0.00	$0	0.00
Tuition Out-Of-State Schools	$433,541	$318,312	$467,483	0.00	$308,560	0.00	($158,923)	0.00
Tuition Private Schools	$2,266,467	$2,345,045	$2,608,852	0.00	$2,769,475	0.00	$160,623	0.00
Tuition Vocational	$25,126	$33,940	$47,865	0.00	$24,865	0.00	($23,000)	0.00
Uniforms	$4,488	$1,473	$4,425	0.00	$4,425	0.00	$0	0.00
Vehicle Maintenance	$13,953	$11,170	$13,000	0.00	$13,000	0.00	$0	0.00
Vehicle Use	$77,446	$69,879	$110,703	0.00	$134,950	0.00	$24,247	0.00
Vehicular Parts & Accessories	$14,448	$17,041	$15,000	0.00	$15,000	0.00	$0	0.00
Vehicular Tires And Tubes	$3,039	$180	$3,000	0.00	$3,000	0.00	$0	0.00
Video Media	$0	$0	$1,050	0.00	$1,050	0.00	$0	0.00
Workbooks	$0	$0	$1,082	0.00	$1,082	0.00	$0	0.00
WMS Art Fees Offset	($20,000)	($10,000)	($15,000)	0.00	($15,000)	0.00	$0	0.00
WMS Perf. Arts Instrument Offset	($4,000)	($4,000)	$0	0.00	$0	0.00	$0	0.00
WMS Athletic Fees	($78,056)	($62,165)	($21,583)	0.00	($73,381)	0.00	($51,798)	0.00
WHS Art Fees Offset	($43,000)	($34,000)	($26,250)	0.00	($26,250)	0.00	$0	0.00
WHS Perf. Arts PD Offset	($5,000)	($5,000)	$0	0.00	$0	0.00	$0	0.00
WHS Perf. Arts Instrument Offset	($8,000)	($8,000)	$0	0.00	$0	0.00	$0	0.00
WHS Athletic Fees/Gate Receipts	($466,143)	($354,000)	($452,000)	0.00	($457,300)	0.00	($5,300)	0.00
Transp. Optional Busing Fees	($485,875)	($407,500)	($227,500)	0.00	($437,500)	0.00	($210,000)	0.00
WHS Special Education Tuition Offset	($90,000)	($44,951)	($95,970)	0.00	($95,970)	0.00	$0	0.00
Circuit Breaker Offset	($2,581,674)	($3,564,653)	($3,252,171)	0.00	($3,229,936)	0.00	$22,235	0.00
Expenses Total	**$8,435,325**	**$7,641,866**	**$9,517,289**	**0.00**	**$8,950,078**	**0.00**	**($567,210)**	**0.00**
FY'22 Voted Budget	**$74,241,747**	**$75,479,564**	**$80,379,651**	**840.45**	**$82,540,254**	**837.41**	**$2,160,603**	**(3.04)**

FY'22 Voted Budget by Program and Object Code

By Program and Object	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
After School Activities								
Conf/Mtgs - Students	$206	$0	$0	0.00	$0	0.00	$0	0.00
Dues - Organizational	$1,075	$1,299	$1,480	0.00	$1,480	0.00	$0	0.00
Field Trips Transportation	$5,460	$0	$3,600	0.00	$3,600	0.00	$0	0.00
Food - Departmental	$0	$0	$85	0.00	$85	0.00	$0	0.00
Other General Supplies	$1,514	$500	$1,400	0.00	$1,400	0.00	$0	0.00
Other Temporary Staff	$0	$6,051	$0	0.00	$0	0.00	$0	0.00
Stipends	$170,831	$188,402	$195,394	0.00	$208,919	0.00	$13,525	0.00
Travel - Mileage	$0	$0	$50	0.00	$50	0.00	$0	0.00
Mid Schl Student Activity Fees	($18,500)	($26,000)	($19,500)	0.00	($19,500)	0.00	$0	0.00
WHS Student Activity Fees	($60,000)	($38,000)	($19,875)	0.00	($19,875)	0.00	$0	0.00
After School Activities Total	**$100,586**	**$132,252**	**$162,634**	**0.00**	**$176,159**	**0.00**	**$13,525**	**0.00**
Athletics								
Assistant Director	$50,942	$62,995	$83,112	1.00	$84,759	1.00	$1,647	0.00
Athletic Officials Services	$57,298	$39,850	$66,332	0.00	$72,582	0.00	$6,250	0.00
Athletic Trips Transportation	$261,353	$174,490	$255,448	0.00	$288,271	0.00	$32,823	0.00
Director/Department Head	$140,659	$146,407	$149,305	1.00	$153,896	1.00	$4,591	0.00
Dues - Organizational	$19,573	$19,538	$20,800	0.00	$20,800	0.00	$0	0.00
Electricity	$0	$0	$535	0.00	$535	0.00	$0	0.00
Fitness And Athletic Supplies	$88,067	$56,935	$95,520	0.00	$95,520	0.00	$0	0.00
Gasoline	$218	$395	$1,500	0.00	$1,500	0.00	$0	0.00
Other Contractual Services	$12,500	$11,085	$13,785	0.00	$13,785	0.00	$0	0.00
Other Insurance - Flood	$0	$0	$5,500	0.00	$5,500	0.00	$0	0.00
Other Liability Insurance	$0	$0	$975	0.00	$975	0.00	$0	0.00
Other Professional Staff	$92,945	$94,750	$82,758	1.00	$58,745	1.00	($24,013)	0.00
Other Temporary Staff	$599,707	$485,749	$540,606	0.00	$656,963	0.00	$116,357	0.00
Recreational Facilities Rental	$92,467	$156,159	$192,110	0.00	$223,458	0.00	$31,348	0.00
Secretary	$55,238	$56,792	$57,717	1.00	$58,881	1.00	$1,164	0.00
Software Licences	$725	$1,590	$500	0.00	$500	0.00	$0	0.00
Travel - Mileage	$375	$0	$2,500	0.00	$2,500	0.00	$0	0.00
Vehicle Use	$51,588	$0	$25,000	0.00	$25,000	0.00	$0	0.00
WMS Athletic Fees	($78,056)	($62,165)	($21,583)	0.00	($73,381)	0.00	($51,798)	0.00
WHS Athletic Fees/Gate Receipts	($466,143)	($354,000)	($452,000)	0.00	($457,300)	0.00	($5,300)	0.00
Athletics Total	**$979,456**	**$890,570**	**$1,120,421**	**4.00**	**$1,233,489**	**4.00**	**$113,069**	**0.00**
Community Services								
Scheduled Overtime	$195	$0	$15,300	0.00	$15,300	0.00	$0	0.00
Community Services Total	**$195**	**$0**	**$15,300**	**0.00**	**$15,300**	**0.00**	**$0**	**0.00**
Curriculum & Instruction								
Conf/Mtgs - Administrators	$902	$0	$1,000	0.00	$1,000	0.00	$0	0.00
Dues - Administrators	$0	$0	$550	0.00	$550	0.00	$0	0.00
Instructional Materials	$9,471	$229	$5,770	0.00	$5,770	0.00	$0	0.00
Office Supplies	$5,579	$4,303	$700	0.00	$700	0.00	$0	0.00
Other Contractual Services	$0	$0	$6,500	0.00	$6,500	0.00	$0	0.00
Other Professional Staff	$28,656	$104,567	$110,620	1.00	$116,706	1.00	$6,086	0.00
Other Temporary Staff	$2,572	$488	$0	0.00	$0	0.00	$0	0.00
Textbooks And Related Software	$313,571	$219,800	$341,465	0.00	$341,465	0.00	$0	0.00
Workshops	$116,919	$109,394	$90,537	0.00	$92,348	0.00	$1,811	0.00
Curriculum & Instruction Total	**$477,671**	**$438,781**	**$557,142**	**1.00**	**$565,039**	**1.00**	**$7,897**	**0.00**
District Administration								
Accountant	$63,648	$67,848	$69,880	1.00	$72,985	1.00	$3,105	0.00
Administrative Assistant	$260,283	$261,204	$280,763	3.50	$282,811	3.50	$2,048	0.00
Advertising - Employment	$11,758	$12,768	$15,000	0.00	$15,000	0.00	$0	0.00
Advertising - General	$68	$233	$0	0.00	$0	0.00	$0	0.00
Book Binding Services	$302	$0	$0	0.00	$0	0.00	$0	0.00
Clerical	$54,756	$56,310	$57,829	1.00	$87,513	1.50	$29,684	0.50
Conf/Mtgs - Administrators	$4,032	$3,828	$5,000	0.00	$5,000	0.00	$0	0.00

FY'22 Voted Budget by Program and Object Code

By Program and Object	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Conf/Mtgs - Comm/Board Members	$7,511	$3,833	$0	0.00	$0	0.00	$0	0.00
Dues - Administrators	$7,794	$13,806	$15,000	0.00	$15,000	0.00	$0	0.00
Dues - Committee/Board Members	$7,217	$0	$7,500	0.00	$7,500	0.00	$0	0.00
Dues - Organizational	$250	$250	$2,250	0.00	$2,250	0.00	$0	0.00
Employment Medical Exams	$7,242	$4,900	$305,000	0.00	$5,000	0.00	($300,000)	0.00
Food - Departmental	$7,252	$5,124	$5,000	0.00	$5,000	0.00	$0	0.00
In District Travel	$4,873	$4,968	$8,000	0.00	$8,000	0.00	$0	0.00
Legal Services-Labor Counsel	$8,883	$10,000	$29,000	0.00	$29,000	0.00	$0	0.00
Office Supplies	$5,005	$3,268	$5,000	0.00	$5,000	0.00	$0	0.00
Other Employee Fringe Benefits	$30,575	$30,000	$35,000	0.00	$35,000	0.00	$0	0.00
Other Temporary Salaries	$21,745	$11,283	$20,400	0.00	$20,808	0.00	$408	0.00
Periodicals And Newspapers	$236	$153	$175	0.00	$175	0.00	$0	0.00
Secretary	$0	$10,098	$46,117	1.00	$28,556	0.50	($17,561)	(0.50)
Senior Administrators	$641,669	$747,273	$802,537	4.50	$802,537	4.50	$0	0.00
Software Licenses	$32,722	$34,366	$36,102	0.00	$36,102	0.00	$0	0.00
Telecommunications	$2,000	$0	$2,500	0.00	$2,500	0.00	$0	0.00
Training And Development	$500	$0	$0	0.00	$0	0.00	$0	0.00
Travel - Mileage	$145	$906	$1,500	0.00	$1,500	0.00	$0	0.00
District Administration Total	**$1,180,466**	**$1,282,418**	**$1,749,553**	**11.00**	**$1,467,237**	**11.00**	**($282,316)**	**0.00**
Education Technology								
Computer Supplies	$5,249	$1,614	$5,747	0.00	$5,747	0.00	$0	0.00
Conf/Mtgs - Administrators	$289	$300	$3,300	0.00	$3,300	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$930	$1,565	$2,461	0.00	$2,461	0.00	$0	0.00
Director/Department Head	$140,659	$144,192	$147,062	1.00	$149,988	1.00	$2,926	0.00
Dues - Administrators	$0	$0	$1,208	0.00	$1,208	0.00	$0	0.00
Equipment Maintenance	$1,606	$500	$1,921	0.00	$1,921	0.00	$0	0.00
Instructional Coordinator	$234,861	$179,467	$106,318	1.00	$108,388	1.00	$2,070	0.00
Instructional Equipment	$0	$799	$0	0.00	$0	0.00	$0	0.00
Instructional Materials	$114	$437	$211	0.00	$211	0.00	$0	0.00
Instructional Software	$39,558	$54,083	$47,732	0.00	$79,755	0.00	$32,023	0.00
Office Supplies	$817	$1,009	$305	0.00	$305	0.00	$0	0.00
Other Professional Services	$482	$0	$3,000	0.00	$3,000	0.00	$0	0.00
Secretary	$24,321	$27,546	$33,590	0.60	$34,267	0.60	$677	0.00
Software Licenses	$70,370	$72,352	$62,879	0.00	$62,879	0.00	$0	0.00
Specialist	$454,238	$470,823	$477,180	4.00	$489,848	4.00	$12,668	0.00
Teacher	$21,835	$104,234	$0	0.00	$0	0.00	$0	0.00
Technology Assistant	$308,046	$355,570	$381,177	6.80	$381,096	6.80	($81)	0.00
Education Technology Total	**$1,303,376**	**$1,414,490**	**$1,274,091**	**13.40**	**$1,324,374**	**13.40**	**$50,283**	**0.00**
English & Language Arts								
Conf/Mtgs - Professional Staff	$4,645	$3,414	$3,300	0.00	$3,300	0.00	$0	0.00
Director/Department Head	$268,519	$296,535	$300,007	2.30	$305,480	2.30	$5,473	0.00
Dues - Administrators	$219	$0	$100	0.00	$100	0.00	$0	0.00
Electronic Media	$407	$0	$514	0.00	$514	0.00	$0	0.00
Instructional Materials	$2,784	$1,523	$4,450	0.00	$4,450	0.00	$0	0.00
Other Professional Services	$1,000	$0	$2,000	0.00	$2,000	0.00	$0	0.00
Periodicals And Newspapers	$118	$149	$1,600	0.00	$1,600	0.00	$0	0.00
Substitute Teacher-Long Term	$13,639	$0	$0	0.00	$0	0.00	$0	0.00
Teacher	$2,834,000	$2,905,081	$3,093,369	30.30	$3,075,735	29.60	($17,634)	(0.70)
Textbooks And Related Software	$26,875	$26,134	$24,411	0.00	$24,411	0.00	$0	0.00
Video Media	$0	$0	$250	0.00	$250	0.00	$0	0.00
English & Language Arts Total	**$3,152,207**	**$3,232,835**	**$3,430,001**	**32.60**	**$3,417,840**	**31.90**	**($12,161)**	**(0.70)**
English Language Learners								
Conf/Mtgs - Administrators	$0	$0	$300	0.00	$300	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$0	$2,872	$2,450	0.00	$2,450	0.00	$0	0.00
Director/Department Head	$76,081	$77,603	$79,155	0.60	$80,738	0.60	$1,583	0.00
Dues - Administrators	$0	$0	$200	0.00	$200	0.00	$0	0.00

FY'22 Voted Budget by Program and Object Code

By Program and Object	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Instructional Materials	$7,850	$1,446	$8,050	0.00	$8,050	0.00	$0	0.00
Office Supplies	$0	$0	$100	0.00	$100	0.00	$0	0.00
Stipends	$0	$122	$750	0.00	$750	0.00	$0	0.00
Teacher	$575,243	$649,892	$690,043	8.00	$716,112	8.00	$26,069	0.00
Training And Development	$0	$0	$5,000	0.00	$5,000	0.00	$0	0.00
Translation/Interpretting Serv	$24,671	$28,477	$44,337	0.00	$44,337	0.00	$0	0.00
English Language Learners Total	**$683,845**	**$760,412**	**$830,385**	**8.60**	**$858,037**	**8.60**	**$27,652**	**0.00**
Family & Consumer Science								
Conf/Mtgs - Professional Staff	$0	$0	$376	0.00	$376	0.00	$0	0.00
Director/Department Head	$25,360	$25,868	$26,385	0.20	$26,913	0.20	$528	0.00
Dues - Administrators	$89	$89	$130	0.00	$130	0.00	$0	0.00
Dues - Professional Staff	$0	$0	$85	0.00	$85	0.00	$0	0.00
Equipment Maintenance	$0	$371	$100	0.00	$100	0.00	$0	0.00
Food - Departmental	$6,116	$3,759	$6,720	0.00	$6,720	0.00	$0	0.00
Instructional Materials	$399	$716	$764	0.00	$764	0.00	$0	0.00
Periodicals And Newspapers	$510	$247	$355	0.00	$355	0.00	$0	0.00
Teacher	$560,978	$575,470	$572,637	6.05	$503,065	5.15	($69,572)	(0.90)
Textbooks And Related Software	$3,852	$0	$4,000	0.00	$4,000	0.00	$0	0.00
Unapprop/Unassigned	$0	$13,033	$0	0.00	$0	0.00	$0	0.00
Family & Consumer Science Total	**$597,305**	**$619,553**	**$611,552**	**6.25**	**$542,508**	**5.35**	**($69,044)**	**(0.90)**
Finance/Admin. Services								
Accountant	$247,589	$251,060	$273,186	4.00	$276,513	4.00	$3,327	0.00
Administrative Assistant	$71,309	$75,502	$79,834	1.00	$79,834	1.00	$0	0.00
Advertising - General	$180	$512	$270	0.00	$270	0.00	$0	0.00
Bad Debt Provision	$0	$0	$2,000	0.00	$2,000	0.00	$0	0.00
Clerical	$3,899	$3,534	$5,100		$5,100	0.00	$0	0.00
Computer Supplies	$1,005	$0	$1,500	0.00	$1,500	0.00	$0	0.00
Conf/Mtgs - Administrators	$782	$3,164	$2,750	0.00	$2,750	0.00	$0	0.00
Conf/Mtgs - Support Staff	$0	$225	$200	0.00	$200	0.00	$0	0.00
Credit Card Charges	$0	$605	$7,000	0.00	$7,000	0.00	$0	0.00
Dues - Administrators	$3,040	$3,100	$3,500	0.00	$3,500	0.00	$0	0.00
Equipment Maintenance	$557	$701	$1,700	0.00	$1,700	0.00	$0	0.00
Late Fees/Interest Charges	$12,283	$16	$0	0.00	$0	0.00	$0	0.00
Manager/Assistant Manager	$102,159	$112,920	$115,720	1.00	$115,720	1.00	$0	0.00
Office Supplies	$15,187	$9,454	$10,000	0.00	$10,000	0.00	$0	0.00
Other Purchased Services	$8,684	$10,423	$8,180	0.00	$8,180	0.00	$0	0.00
Postage	$6,818	$13,527	$7,500	0.00	$7,500	0.00	$0	0.00
Secretary	$48,205	$47,130	$27,992	0.50	$28,556	0.50	$564	0.00
Senior Administrators	$160,055	$163,920	$170,720	1.00	$170,720	1.00	$0	0.00
Software	$300	$0	$0	0.00	$0	0.00	$0	0.00
Software Licenses	$40,052	$28,787	$35,651	0.00	$35,651	0.00	$0	0.00
Training And Development	$2,869	$2,677	$3,000	0.00	$3,000	0.00	$0	0.00
Finance/Admin. Services Total	**$724,974**	**$727,256**	**$755,803**	**7.50**	**$759,694**	**7.50**	**$3,891**	**0.00**
Fitness and Health								
Conf/Mtgs - Administrators	$99	$302	$300	0.00	$300	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$2,479	$2,875	$4,185	0.00	$4,185	0.00	$0	0.00
Director/Department Head	$76,081	$77,603	$79,155	0.60	$80,738	0.60	$1,583	0.00
Dues - Administrators	$65	$65	$150	0.00	$150	0.00	$0	0.00
Equipment Maintenance	$5,610	$6,823	$8,240	0.00	$8,240	0.00	$0	0.00
Fitness And Athletic Supplies	$9,811	$9,629	$11,653	0.00	$11,653	0.00	$0	0.00
Instructional Materials	$257	$1,437	$690	0.00	$690	0.00	$0	0.00
Office Supplies	$195	$209	$200	0.00	$200	0.00	$0	0.00
Secretary	$13,111	$13,937	$15,231	0.31	$15,922	0.31	$691	0.00
Teacher	$1,788,731	$1,825,837	$1,909,216	17.50	$1,917,846	16.70	$8,630	(0.80)
Training And Development	$6,743	$3,120	$5,600	0.00	$5,600	0.00	$0	0.00
Uniforms	$4,488	$1,473	$4,425	0.00	$4,425	0.00	$0	0.00
Fitness and Health Total	**$1,907,671**	**$1,943,310**	**$2,039,045**	**18.41**	**$2,049,949**	**17.61**	**$10,904**	**(0.80)**

WELLESLEY PUBLIC SCHOOLS

FY'22 Voted Budget by Program and Object Code

By Program and Object	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
General Education Services								
Computer Supplies	$15,693	$8,758	$42,717	0.00	$42,717	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$15,501	$15,953	$17,339	0.00	$17,339	0.00	$0	0.00
Copier Supplies	$33,636	$11,005	$15,284	0.00	$15,284	0.00	$0	0.00
Equipment Maintenance	$3,293	$2,979	$9,770	0.00	$9,770	0.00	$0	0.00
Field Trips Transportation	$8,820	$5,258	$10,000	0.00	$10,000	0.00	$0	0.00
Instructional Assistant	$619,989	$771,542	$811,512	29.00	$874,257	29.00	$62,745	0.00
Instructional Materials	$75,242	$51,582	$58,673	0.00	$58,673	0.00	$0	0.00
Instructional Software	$0	$0	$1,500	0.00	$1,500	0.00	$0	0.00
METCO Grant Offset	($89,896)	($89,896)	($89,896)	0.00	($89,896)	0.00	$0	0.00
Other General Supplies	$162,652	$189,796	$165,149	0.00	$165,149	0.00	$0	0.00
Periodicals And Newspapers	$244	$0	$250	0.00	$250	0.00	$0	0.00
Salary and Lane Change Reserve	$0	$0	$0	0.00	$411,741	0.00	$411,741	0.00
Stipends	$24,520	$44,291	$105,037	0.00	$86,307	0.00	($18,730)	0.00
Substitute Support Staff S-T	$2,142	$0	$47,471	0.00	$48,420	0.00	$949	0.00
Substitute Teacher-Long Term	$309,206	$191,801	$352,769	0.00	$359,824	0.00	$7,055	0.00
Substitute Teachers-Short Term	$522,571	$319,148	$417,350	0.00	$425,697	0.00	$8,347	0.00
Teacher	$10,285,300	$10,641,762	$10,627,375	109.00	$11,252,917	107.00	$625,542	(2.00)
Teacher (Summer Programming)	$0	$0	$0	0.00	$57,500	0.00	$57,500	0.00
Textbooks And Related Software	$5,943	$5,788	$6,550	0.00	$6,550	0.00	$0	0.00
Turnover Savings	$0	$0	$0	0.00	($650,000)	0.00	($650,000)	0.00
General Education Services Total	**$11,994,856**	**$12,169,766**	**$12,598,850**	**138.00**	**$13,104,000**	**136.00**	**$505,150**	**(2.00)**
General Education Tutoring								
Other Temporary Staff	$1,882	$1,139	$5,877	0.00	$5,877	0.00	$0	0.00
General Education Tutoring Total	**$1,882**	**$1,139**	**$5,877**	**0.00**	**$5,877**	**0.00**	**$0**	**0.00**
Guidance								
Conf/Mtgs - Administrators	$0	$870	$950	0.00	$950	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$2,244	$985	$4,244	0.00	$4,244	0.00	$0	0.00
Copier Supplies	$245	$460	$450	0.00	$450	0.00	$0	0.00
Counselor/Psychologist	$1,544,754	$1,680,459	$1,724,157	17.00	$1,743,118	16.00	$18,961	(1.00)
Director/Department Head	$226,452	$234,578	$241,899	1.80	$253,539	1.80	$11,640	0.00
Dues - Administrators	$0	$0	$120	0.00	$120	0.00	$0	0.00
Dues - Organizational	$25	$25	$600	0.00	$600	0.00	$0	0.00
Dues - Professional Staff	$159	$219	$300	0.00	$300	0.00	$0	0.00
Food - Departmental	$0	$0	$490	0.00	$490	0.00	$0	0.00
Instructional Materials	$5,137	$5,528	$5,700	0.00	$5,700	0.00	$0	0.00
Office Supplies	$2,899	$654	$1,070	0.00	$1,070	0.00	$0	0.00
Other Contractual Services	$2,390	$550	$9,890	0.00	$9,890	0.00	$0	0.00
Postage	$148	$132	$500	0.00	$500	0.00	$0	0.00
Secretary	$98,948	$97,153	$94,972	1.93	$98,385	1.93	$3,413	0.00
Teacher	$114,662	$116,955	$119,294	1.00	$121,680	1.00	$2,386	0.00
Guidance Total	**$1,998,063**	**$2,138,568**	**$2,204,636**	**21.73**	**$2,241,036**	**20.73**	**$36,400**	**(1.00)**
Health and Nursing Services								
Conf/Mtgs - Administrators	$0	$0	$300	0.00	$300	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$1,008	$425	$1,750	0.00	$1,750	0.00	$0	0.00
Director/Department Head	$126,802	$130,058	$132,645	1.00	$135,283	1.00	$2,638	0.00
Equipment Maintenance	$6,597	$442	$3,810	0.00	$3,810	0.00	$0	0.00
Expenses Related to COVID			$102,099	0.00	$0	0.00	($102,099)	0.00
Medical Supplies	$7,340	$8,736	$10,250	0.00	$10,250	0.00	$0	0.00
Nurse/Physician	$1,102,598	$1,116,451	$1,173,240	13.40	$1,193,797	13.40	$20,557	0.00
Office Supplies	$284	$0	$750	0.00	$750	0.00	$0	0.00
Software Licenses	$7,000	$7,000	$8,200	0.00	$9,730	0.00	$1,530	0.00
Substitute Other	$38,535	$16,634	$40,800	0.00	$41,616	0.00	$816	0.00
WHS Athletic Nursing Offset	($5,648)	($5,648)	$0	0.00	($5,648)	0.00	($5,648)	0.00
Health and Nursing Services Total	**$1,284,516**	**$1,274,099**	**$1,473,844**	**14.40**	**$1,391,638**	**14.40**	**($82,206)**	**0.00**

FY'22 Voted Budget by Program and Object Code

By Program and Object	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Industrial Technology								
Conf/Mtgs - Professional Staff	$336	$0	$1,010	0.00	$1,010	0.00	$0	0.00
Director/Department Head	$108,074	$112,061	$117,349	0.90	$119,696	0.90	$2,347	0.00
Equipment Maintenance	$6,101	$1,310	$1,700	0.00	$1,700	0.00	$0	0.00
Instructional Materials	$22,347	$20,723	$25,482	0.00	$25,482	0.00	$0	0.00
Lumber And Wood	$13,110	$14,482	$16,570	0.00	$16,570	0.00	$0	0.00
Teacher	$373,435	$408,237	$405,269	4.00	$420,452	4.00	$15,183	0.00
Industrial Technology Total	**$523,403**	**$556,812**	**$567,380**	**4.90**	**$584,910**	**4.90**	**$17,530**	**0.00**
Information Management / Technology								
Computer Supplies	$1,600	$0	$1,600	0.00	$1,600	0.00	$0	0.00
Computer Technician	$302,800	$287,249	$216,723	3.00	$216,723	3.00	$0	0.00
Manager/Assistant Manager	$494,449	$485,479	$509,319	5.00	$508,319	5.00	($1,000)	0.00
Other Professional Staff	$28,295	($12,564)	$70,424	1.00	$71,997	1.00	$1,573	0.00
Other Temporary Staff	$16,198	$14,240	$10,000		$10,000	0.00	$0	0.00
Software	$0	$395	$0	0.00	$0	0.00	$0	0.00
Software Licenses	$42,350	$43,664	$47,695	0.00	$69,895	0.00	$22,200	0.00
Technology Assistant	$25,754	$39,160	$65,312	1.20	$64,964	1.20	($348)	0.00
Training And Development	$733	$3,869	$4,400	0.00	$4,400	0.00	$0	0.00
Information Management / Technology Total	**$912,180**	**$861,492**	**$925,473**	**10.20**	**$947,898**	**10.20**	**$22,425**	**0.00**
Intramural Sports								
Fitness And Athletic Supplies	$423	$439	$500	0.00	$500	0.00	$0	0.00
Other Temporary Staff	$36,829	$20,316	$41,350	0.00	$42,177	0.00	$827	0.00
Intramural Sports Total	**$37,253**	**$20,755**	**$41,850**	**0.00**	**$42,677**	**0.00**	**$827**	**0.00**
Library & Media								
Conf/Mtgs - Administrators	$0	$285	$300	0.00	$300	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$2,135	$650	$3,108	0.00	$3,108	0.00	$0	0.00
Copier Supplies	$47	$127	$500	0.00	$500	0.00	$0	0.00
Director/Department Head	$0	$129,338	$131,925	1.00	$134,563	1.00	$2,638	0.00
Dues - Professional Staff	$50	$50	$125	0.00	$125	0.00	$0	0.00
Electronic Media	$2,082	$1,754	$3,350	0.00	$3,350	0.00	$0	0.00
Equipment M&R Supplies	$7,561	$2,518	$6,875	0.00	$6,875	0.00	$0	0.00
Instructional Assistant	$239,308	$255,413	$251,180	8.74	$89,875	2.50	($161,305)	(6.24)
Librarian	$687,008	$731,798	$762,980	7.70	$846,533	8.70	$83,553	1.00
Office Supplies	$0	$243	$50	0.00	$50	0.00	$0	0.00
On-Line Databases/Subscription	$37,458	$40,658	$35,998	0.00	$35,998	0.00	$0	0.00
Other Library Supplies	$3,234	$2,945	$4,925	0.00	$4,925	0.00	$0	0.00
Periodicals And Newspapers	$0	$734	$561	0.00	$561	0.00	$0	0.00
Postage	$7	$6	$51	0.00	$51	0.00	$0	0.00
Print Resources	$45,122	$49,192	$44,049	0.00	$44,049	0.00	$0	0.00
Secretary	$29,311	$27,546	$22,393	0.40	$22,845	0.40	$452	0.00
Video Media	$0	$0	$600	0.00	$600	0.00	$0	0.00
Library & Media Total	**$1,053,322**	**$1,243,256**	**$1,268,970**	**17.84**	**$1,194,308**	**12.60**	**($74,662)**	**(5.24)**
Literacy								
Conf/Mtgs - Administrators	$275	$225	$300	0.00	$300	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$3,337	$5,077	$4,500	0.00	$4,500	0.00	$0	0.00
Director/Department Head	$47,339	$64,074	$65,194	0.50	$67,404	0.50	$2,210	0.00
Dues - Administrators	$0	$0	$150	0.00	$150	0.00	$0	0.00
Instructional Materials	$2,985	$3,190	$3,000	0.00	$3,000	0.00	$0	0.00
Office Supplies	$367	$0	$635	0.00	$635	0.00	$0	0.00
Paraprofessional	$237,236	$240,717	$217,553	5.97	$263,418	7.02	$45,865	1.05
Specialist	$693,753	$704,769	$745,322	6.80	$763,328	6.80	$18,006	0.00
Teacher	$446,711	$422,640	$464,651	4.55	$562,802	5.30	$98,151	0.75
Textbooks And Related Software	$12,348	$10,423	$12,625	0.00	$12,625	0.00	$0	0.00
Video Media	$0	$0	$200	0.00	$200	0.00	$0	0.00
Literacy Total	**$1,444,352**	**$1,451,116**	**$1,514,130**	**17.82**	**$1,678,362**	**19.62**	**$164,232**	**1.80**

WELLESLEY PUBLIC SCHOOLS

FY'22 Voted Budget by Program and Object Code

By Program and Object	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Maintenance and Operations								
Scheduled Non-Program Overtime	$25,702	$16,068	$0	0.00	$0	0.00	$0	0.00
Maintenance and Operations Total	**$25,702**	**$16,068**	**$0**	**0.00**	**$0**	**0.00**	**$0**	**0.00**
Mathematics								
Computer Supplies	$0	$0	$79	0.00	$79	0.00	$0	0.00
Conf/Mtgs - Administrators	$0	$0	$300	0.00	$300	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$4,088	$7,284	$4,689	0.00	$4,689	0.00	$0	0.00
Director/Department Head	$342,349	$328,042	$322,651	2.60	$332,348	2.60	$9,697	0.00
Dues - Administrators	$118	$174	$389	0.00	$389	0.00	$0	0.00
Instructional Coordinator	$114,662	$116,955	$119,294	1.00	$121,680	1.00	$2,386	0.00
Instructional Equipment	$0	$0	$386	0.00	$386	0.00	$0	0.00
Instructional Materials	$31,727	$1,723	$7,423	0.00	$7,423	0.00	$0	0.00
Office Supplies	$43	$0	$386	0.00	$386	0.00	$0	0.00
Paraprofessional	$36,255	$75,962	$82,810	2.44	$193,928	5.44	$111,118	3.00
Software Licenses	$0	$51,660	$51,660	0.00	$51,660	0.00	$0	0.00
Specialist	$728,696	$715,202	$662,995	7.00	$795,799	7.00	$132,804	0.00
Stipends	$6,732	$0	$0	0.00	$0	0.00	$0	0.00
Teacher	$2,975,526	$2,958,343	$3,161,895	34.10	$3,278,317	32.40	$116,422	(1.70)
Textbooks And Related Software	$11,919	$7,862	$14,616	0.00	$14,616	0.00	$0	0.00
Travel - Mileage	$0	$0	$300	0.00	$300	0.00	$0	0.00
Workbooks	$0	$0	$1,082	0.00	$1,082	0.00	$0	0.00
Mathematics Total	**$4,252,116**	**$4,263,209**	**$4,430,955**	**47.14**	**$4,803,382**	**48.44**	**$372,427**	**1.30**
Network / Computer Technology								
Computer Equipment Maintenance	$101,233	$83,875	$111,180	0.00	$111,180	0.00	$0	0.00
Computers M&R Supplies	$19,908	$23,324	$32,399	0.00	$32,399	0.00	$0	0.00
Information Technology Serv	$69,208	$70,620	$79,605	0.00	$79,605	0.00	$0	0.00
Other Communications Services	$28,961	$15,464	$25,002	0.00	$25,002	0.00	$0	0.00
Software Licences	$41,205	$66,576	$68,000	0.00	$83,740	0.00	$15,740	0.00
Training And Development	$1,560	$3,211	$4,451	0.00	$4,451	0.00	$0	0.00
Network / Computer Technology Total	**$262,075**	**$263,076**	**$320,637**	**0.00**	**$336,377**	**0.00**	**$15,740**	**0.00**
Office of the Principal								
Accreditation Expense	$2,758	$0	$0	0.00	$0	0.00	$0	0.00
Attendant	$90,038	$94,785	$76,352	2.81	$103,427	2.81	$27,075	0.00
Computer Supplies	$0	$0	$550	0.00	$550	0.00	$0	0.00
Conf/Mtgs - Administrators	$1,712	$1,887	$4,700	0.00	$4,700	0.00	$0	0.00
Conf/Mtgs - Support Staff	$0	$675	$592	0.00	$592	0.00	$0	0.00
Credit Card Charges	$0	$0	$20,000	0.00	$20,000	0.00	$0	0.00
Dues - Administrators	$11,017	$5,870	$6,030	0.00	$6,030	0.00	$0	0.00
Equipment Maintenance	$2,300	$615	$3,742	0.00	$3,742	0.00	$0	0.00
Food - Departmental	$786	$205	$1,500	0.00	$1,500	0.00	$0	0.00
Graduation Expenses	$19,868	$5,429	$0	0.00	$0	0.00	$0	0.00
Monitor	$44,921	$39,199	$45,666	2.15	$61,954	2.15	$16,288	0.00
Office Supplies	$6,834	$4,788	$3,250	0.00	$3,250	0.00	$0	0.00
Other Contractual Services	$11,050	$9,830	$35,125	0.00	$15,625	0.00	($19,500)	0.00
Other General Supplies	$3,497	$5,485	$4,800	0.00	$4,800	0.00	$0	0.00
Other Support Staff	$0	$62,976	$148,070	2.00	$149,352	2.35	$1,282	0.35
Other Temporary Staff	$2,200	$0	$2,164		$5,164	0.00	$3,000	0.00
Periodicals And Newspapers	$378	$386	$1,002	0.00	$1,002	0.00	$0	0.00
Postage	$8,632	$4,228	$11,650	0.00	$11,650	0.00	$0	0.00
Principal/Assistant Principal	$2,010,029	$2,060,081	$2,124,030	14.00	$2,127,282	14.00	$3,252	0.00
Secretary	$835,198	$874,170	$906,237	16.39	$922,474	16.39	$16,237	0.00
Stipends	$0	$6,797	$0	0.00	$0	0.00	$0	0.00
Substitute Secretary/Clerk	$13,441	$7,522	$15,000	0.00	$15,000	0.00	$0	0.00
WHS Parking Fees Offset	($35,000)	($9,750)	($35,000)	0.00	($35,000)	0.00	$0	0.00
Office of the Principal Total	**$3,029,659**	**$3,175,179**	**$3,375,460**	**37.35**	**$3,423,094**	**37.70**	**$47,634**	**0.35**

FY'22 Voted Budget by Program and Object Code

By Program and Object	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Performing Arts								
Auditorium Maintenance	$14,348	$6,990	$12,000	0.00	$12,000	0.00	$0	0.00
Conf/Mtgs - Administrators	$0	$0	$300	0.00	$300	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$2,051	$649	$3,460	0.00	$3,460	0.00	$0	0.00
Conf/Mtgs - Support Staff	$0	$0	$150	0.00	$150	0.00	$0	0.00
Director/Department Head	$130,393	$132,929	$132,572	1.00	$135,210	1.00	$2,638	0.00
Dues - Administrators	$142	$144	$300	0.00	$300	0.00	$0	0.00
Dues - Professional Staff	$179	$590	$1,000	0.00	$1,000	0.00	$0	0.00
Equipment Maintenance	$6,478	$5,398	$8,250	0.00	$8,250	0.00	$0	0.00
Instructional Materials	$14,455	$10,376	$13,950	0.00	$13,950	0.00	$0	0.00
Office Supplies	$671	$0	$500	0.00	$500	0.00	$0	0.00
Paraprofessional	$60,545	$60,449	$62,133	1.60	$63,352	1.60	$1,219	0.00
Secretary	$49,315	$50,651	$48,016	0.93	$48,984	0.93	$968	0.00
Teacher	$1,541,842	$1,507,528	$1,537,530	15.80	$1,598,207	15.60	$60,677	(0.20)
Technician	$18,299	$26,086	$19,038	0.30	$20,475	0.30	$1,437	0.00
Travel - Mileage	$0	$0	$350	0.00	$350	0.00	$0	0.00
WMS Perf. Arts Instrument Offset	($4,000)	($4,000)	$0	0.00	$0	0.00	$0	0.00
WHS Perf. Arts PD Offset	($5,000)	($5,000)	$0	0.00	$0	0.00	$0	0.00
WHS Perf. Arts Instrument Offset	($8,000)	($8,000)	$0	0.00	$0	0.00	$0	0.00
Performing Arts Total	**$1,821,718**	**$1,784,791**	**$1,839,549**	**19.63**	**$1,906,488**	**19.43**	**$66,939**	**(0.20)**
Production Center								
Accountant	$60,986	$64,262	$73,675	1.00	$76,875	1.00	$3,200	0.00
Clerical	$30,399	$31,969	$44,826	0.86	$45,711	0.86	$885	0.00
Computer Supplies	$269	$402	$750	0.00	$750	0.00	$0	0.00
Copier Supplies	$7,874	$4,783	$8,500	0.00	$8,500	0.00	$0	0.00
Equipment Maintenance	$189	$3,397	$2,000	0.00	$2,000	0.00	$0	0.00
Food - Departmental	$217	$130	$100	0.00	$100	0.00	$0	0.00
Office Supplies	$1,184	$4,414	$1,750	0.00	$1,750	0.00	$0	0.00
Paper And Stationery	$39,356	$32,366	$40,000	0.00	$40,000	0.00	$0	0.00
Secretary	$50,689	$52,208	$52,858	1.00	$53,912	1.00	$1,054	0.00
Production Center Total	**$191,164**	**$193,931**	**$224,459**	**2.86**	**$229,598**	**2.86**	**$5,139**	**0.00**
Professional Development								
Instructional Coordinator	$127,110	$130,631	$133,244	1.00	$135,909	1.00	$2,665	0.00
Other Professional Services	$4,000	$0	$4,000	0.00	$4,000	0.00	$0	0.00
Stipends	$36,000	$45,000	$40,591	0.00	$41,403	0.00	$812	0.00
Substitute Teachers-Short Term	$0	$0	$35,612	0.00	$36,324	0.00	$712	0.00
Training And Development	$76,325	$107,794	$115,000	0.00	$115,000	0.00	$0	0.00
Professional Development Total	**$243,436**	**$283,425**	**$328,447**	**1.00**	**$332,636**	**1.00**	**$4,189**	**0.00**
Science								
Computer Supplies	$581	$273	$581	0.00	$581	0.00	$0	0.00
Conf/Mtgs - Administrators	$100	$0	$300	0.00	$300	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$1,671	$298	$5,060	0.00	$5,060	0.00	$0	0.00
Director/Department Head	$235,165	$236,651	$249,513	1.90	$254,503	1.90	$4,990	0.00
Dues - Administrators	$0	$80	$150	0.00	$150	0.00	$0	0.00
Equipment Maintenance	$1,647	$4,421	$3,000	0.00	$3,000	0.00	$0	0.00
Instructional Materials	$83,191	$69,650	$89,642	0.00	$89,642	0.00	$0	0.00
Office Supplies	$0	$0	$285	0.00	$285	0.00	$0	0.00
Teacher	$3,030,562	$3,076,232	$3,140,867	32.20	$3,242,991	31.45	$102,124	(0.75)
Textbooks And Related Software	$9,974	$2,641	$12,040	0.00	$12,040	0.00	$0	0.00
Science Total	**$3,362,890**	**$3,390,246**	**$3,501,438**	**34.10**	**$3,608,552**	**33.35**	**$107,114**	**(0.75)**
Social Studies								
Computer Supplies	$495	$350	$600	0.00	$600	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$125	$770	$2,050	0.00	$2,050	0.00	$0	0.00
Director/Department Head	$203,346	$207,318	$211,462	1.60	$215,692	1.60	$4,230	0.00
Electronic Media	$0	$0	$50	0.00	$50	0.00	$0	0.00

FY'22 Voted Budget by Program and Object Code

By Program and Object	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Instructional Materials	$6,733	$9,060	$7,250	0.00	$7,250	0.00	$0	0.00
Periodicals And Newspapers	$0	$0	$3,325	0.00	$3,325	0.00	$0	0.00
Teacher	$2,752,482	$2,769,397	$2,807,717	28.80	$3,071,069	28.40	$263,352	(0.40)
Textbooks And Related Software	$5,822	$4,712	$4,230	0.00	$4,230	0.00	$0	0.00
Social Studies Total	**$2,969,002**	**$2,991,607**	**$3,036,684**	**30.40**	**$3,304,266**	**30.00**	**$267,582**	**(0.40)**
Spec. Ed. Inclusion								
Counselor/Psychologist	$53,781	$57,893	$59,647	0.50	$60,840	0.50	$1,193	0.00
Director/Department Head	$126,318	$134,049	$136,730	1.00	$142,801	1.00	$6,071	0.00
Equipment Maintenance	$255	$0	$0	0.00	$0	0.00	$0	0.00
Instructional Assistant	$948,437	$749,539	$932,290	32.50	$949,842	32.00	$17,552	(0.50)
Instructional Coordinator	$0	$0	$219,385	2.00	$228,335	2.00	$8,950	0.00
Instructional Equipment	$97	$0	$0	0.00	$0	0.00	$0	0.00
Instructional Materials	$12,365	$7,079	$13,300	0.00	$13,300	0.00	$0	0.00
Other Professional Services	$97,737	$38,845	$102,000	0.00	$102,000	0.00	$0	0.00
Other Temporary Staff	$77,952	$46,532	$61,240	0.51	$62,464	0.51	$1,224	0.00
Paraprofessional	$731,655	$796,143	$1,325,901	36.92	$1,371,503	36.92	$45,602	0.00
Teacher	$2,173,752	$2,442,605	$2,573,098	27.80	$2,677,150	27.80	$104,052	0.00
Therapist	$549,789	$562,869	$575,900	6.68	$669,824	7.68	$93,924	1.00
Travel - Mileage	$2,599	$1,460	$3,450	0.00	$3,450	0.00	$0	0.00
WHS Special Education Tuition Offset	($90,000)	($44,951)	($95,970)	0.00	($95,970)	0.00	$0	0.00
Spec. Ed. Inclusion Total	**$4,684,736**	**$4,792,062**	**$5,906,971**	**107.91**	**$6,185,539**	**108.41**	**$278,568**	**0.50**
Spec. Ed. Services								
Adjmnt Counselor/Social Worker	$96,981	$101,476	$103,505	1.00	$105,575	1.00	$2,070	0.00
Administrative Assistant	$24,212	$32,888	$31,031	0.50	$32,947	0.50	$1,916	0.00
Computer Supplies	$3,347	$2,353	$1,950	0.00	$1,950	0.00	$0	0.00
Conf/Mtgs - Administrators	$730	$165	$14,593	0.00	$14,593	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$5,225	$3,442	$27,242	0.00	$27,242	0.00	$0	0.00
Copier Supplies	$296	$0	$300	0.00	$300	0.00	$0	0.00
Counselor/Psychologist	$1,672,500	$1,688,918	$1,734,019	17.80	$1,909,468	17.70	$175,449	(0.10)
Director/Department Head	$541,391	$541,776	$675,190	5.00	$692,875	5.00	$17,685	0.00
Equipment Maintenance	$0	$0	$400	0.00	$400	0.00	$0	0.00
Instructional Assistant	$1,792,177	$1,845,906	$1,622,032	57.00	$1,896,526	65.00	$274,494	8.00
Instructional Materials	$30,043	$33,585	$55,648	0.00	$55,648	0.00	$0	0.00
Instructional Software	$0	$0	$180	0.00	$180	0.00	$0	0.00
Office Supplies	$1,460	$1,992	$1,470	0.00	$1,470	0.00	$0	0.00
Other General Supplies	$2,309	$1,655	$3,146	0.00	$3,146	0.00	$0	0.00
Other Professional Services	$48,637	$60,722	$77,188	0.00	$83,959	0.00	$6,771	0.00
Other Temporary Staff	$0	$0	$27,789	0.00	$28,345	0.00	$556	0.00
Paraprofessional	$286,445	$253,165	$119,945	3.70	$134,505	3.70	$14,560	0.00
Postage	$1,543	$1,367	$0	0.00	$0	0.00	$0	0.00
Pupil Tutoring Services	$6,054	$1,558	$7,209	0.00	$7,209	0.00	$0	0.00
Secretary	$170,216	$169,296	$145,212	2.86	$148,121	2.86	$2,909	0.00
Senior Administrators	$65,863	$77,860	$79,410	0.50	$79,410	0.50	$0	0.00
Software Licenses	$16,750	$26,739	$22,500	0.00	$22,500	0.00	$0	0.00
Special Education Team Chair	$455,643	$454,230	$467,386	4.00	$480,792	4.00	$13,406	0.00
Substitute Support Staff S-T	$45,190	$951	$46,928	0.00	$47,867	0.00	$939	0.00
Substitute Teachers-Short Term	$1,926	$0	$30,600	0.00	$31,212	0.00	$612	0.00
Teacher	$3,895,136	$4,142,066	$4,272,572	47.90	$4,302,893	46.10	$30,321	(1.80)
Testing Protocols	$32,271	$51,876	$33,555	0.00	$33,555	0.00	$0	0.00
Textbooks And Related Software	$1,458	$719	$5,654	0.00	$5,654	0.00	$0	0.00
Therapist	$2,495,403	$2,506,671	$2,563,382	24.93	$2,627,175	24.73	$63,793	(0.20)
Translation/Interpretting Serv	$41,708	$24,228	$35,000	0.00	$35,000	0.00	$0	0.00
Tutor	$1,976	$0	$11,119	0.00	$5,528	0.00	($5,591)	0.00
Unapprop/Unassigned	($45,000)	$0	$0	0.00	$0	0.00	$0	0.00
Workshops	$49,794	$52,651	$0	0.00	$0	0.00	$0	0.00
PAWS Tuition Offset	($304,240)	($314,240)	($193,489)	0.00	($267,104)	0.00	($73,615)	0.00
Spec. Ed. Services Total	**$11,437,443**	**$11,764,014**	**$12,022,666**	**165.19**	**$12,548,940**	**171.09**	**$526,274**	**5.90**

FY'22 Voted Budget by Program and Object Code

By Program and Object	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Spec. Ed. Services (CB)								
Circuit Breaker Offset	($2,581,674)	($3,564,653)	($3,252,171)	0.00	($3,229,936)	0.00	$22,235	0.00
Spec. Ed. Services (CB) Total	**($2,581,674)**	**($3,564,653)**	**($3,252,171)**	**0.00**	**($3,229,936)**	**0.00**	**$22,235**	**0.00**
Spec. Ed. Services (OOD)								
Residential Tuition	$3,459,966	$3,826,573	$3,281,577	0.00	$3,171,650	0.00	($109,927)	0.00
Tuition Collaboratives	$689,720	$979,444	$995,843	0.00	$693,127	0.00	($302,716)	0.00
Tuition In-State Schools	$41,900	$10,830	$0	0.00	$0	0.00	$0	0.00
Tuition Out-Of-State Schools	$433,541	$318,312	$467,483	0.00	$308,560	0.00	($158,923)	0.00
Tuition Private Schools	$2,266,467	$2,345,045	$2,608,852	0.00	$2,769,475	0.00	$160,623	0.00
Spec. Ed. Services (OOD) Total	**$6,891,594**	**$7,480,205**	**$7,353,755**	**0.00**	**$6,942,812**	**0.00**	**($410,943)**	**0.00**
Spec. Ed. Summer Program								
Other Temporary Staff	$0	$17,747	$0	0.00	$0	0.00	$0	0.00
Spec. Ed. Summer Program Total	**$0**	**$17,747**	**$0**	**0.00**	**$0**	**0.00**	**$0**	**0.00**
Student Services								
Conf/Mtgs - Administrators	$400	$2,314	$0	0.00	$0	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$220	$0	$0	0.00	$0	0.00	$0	0.00
Counseling Services	$42,000	$42,840	$44,500	0.00	$45,390	0.00	$890	0.00
Dues - Organizational	$4,059	$4,000	$4,000	0.00	$4,000	0.00	$0	0.00
Instructional Coordinator	$84,757	$119,021	$0	0.00	$0	0.00	$0	0.00
Instructional Equipment	$16,870	$17,423	$12,500	0.00	$12,500	0.00	$0	0.00
Legal Services-Special Counsel	$55,231	$23,563	$55,000	0.00	$55,000	0.00	$0	0.00
Office Supplies	$3,139	$6,148	$4,000	0.00	$4,000	0.00	$0	0.00
Other Temporary Staff	$301,671	$246,778	$280,195	0.00	$285,799	0.00	$5,604	0.00
Postage	$4,205	$5,599	$5,000	0.00	$5,000	0.00	$0	0.00
Tuition In-State Schools	$3,800	$0	$78,000	0.00	$78,000	0.00	$0	0.00
Workshops	$0	$0	$56,100	0.00	$103,100	0.00	$47,000	0.00
Student Services Total	**$516,352**	**$467,686**	**$539,295**	**0.00**	**$592,789**	**0.00**	**$53,494**	**0.00**
Transportation: In District								
Dispatcher	$17,400	$16,973	$18,235	0.33	$18,602	0.33	$367	0.00
Driver	$237,861	$282,867	$275,058	8.45	$307,096	8.45	$32,038	0.00
Dues - Administrators	$225	$745	$1,500	0.00	$1,500	0.00	$0	0.00
Gasoline	$11,116	$14,793	$15,120	0.00	$15,120	0.00	$0	0.00
Instructional Equipment	$29,965	$38,351	$29,258	0.00	$29,258	0.00	$0	0.00
Manager/Assistant Manager	$12,431	$33,347	$34,386	0.40	$35,074	0.40	$688	0.00
Other Communications Services	$1,819	$5,788	$3,065	0.00	$3,065	0.00	$0	0.00
Other Vehicular Supplies	$749	$2,998	$950	0.00	$950	0.00	$0	0.00
School Bus Transportation	$1,203,011	$1,077,239	$1,032,054	0.00	$1,304,579	0.00	$272,525	0.00
School Transportation Homeless	$29,677	$9,061	$49,093	0.00	$56,457	0.00	$7,364	0.00
Supervisor	$35,637	$32,927	$33,526	0.39	$34,197	0.39	$671	0.00
Vehicle Maintenance	$5,420	$7,184	$6,500	0.00	$6,500	0.00	$0	0.00
Vehicle Use	$9,826	$45,421	$34,441	0.00	$54,975	0.00	$20,534	0.00
Vehicular Parts & Accessories	$5,490	$10,987	$7,500	0.00	$7,500	0.00	$0	0.00
Vehicular Tires And Tubes	$1,155	$117	$1,200	0.00	$1,200	0.00	$0	0.00
Transp. Optional Busing Fees	($485,875)	($407,500)	($227,500)	0.00	($437,500)	0.00	($210,000)	0.00
Transp. Homeless Reimbursement	($20,500)	($20,500)	($12,750)		($12,750)	0.00	$0	0.00
Transportation: In District Total	**$1,095,406**	**$1,150,797**	**$1,301,636**	**9.57**	**$1,425,823**	**9.57**	**$124,187**	**0.00**
Transportation: OOD								
Dispatcher	$0	$10,643	$9,837	0.18	$10,035	0.18	$198	0.00
Driver	$134,274	$117,044	$148,109	4.55	$165,360	4.55	$17,251	0.00
Gasoline	$19,886	$7,758	$23,880	0.00	$23,880	0.00	$0	0.00
Instructional Equipment	$1,098	$4,239	$2,750	0.00	$2,750	0.00	$0	0.00
Other Communications Services	$2,967	$3,117	$4,000	0.00	$4,000	0.00	$0	0.00
Other Vehicular Supplies	$622	$1,566	$1,550	0.00	$1,550	0.00	$0	0.00
School Bus Transportation	$657,417	$441,878	$559,849	0.00	$685,333	0.00	$125,484	0.00

FY'22 Voted Budget by Program and Object Code

By Program and Object	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Supervisor	$34,808	$18,005	$18,052	0.21	$18,414	0.21	$362	0.00
Training And Development	$140	$0	$500	0.00	$500	0.00	$0	0.00
Transp Reimburse Parents	$10,000	$10,000	$10,000	0.00	$10,000	0.00	$0	0.00
Vehicle Maintenance	$8,533	$3,987	$6,500	0.00	$6,500	0.00	$0	0.00
Vehicle Use	$16,032	$24,458	$51,262	0.00	$54,975	0.00	$3,713	0.00
Vehicular Parts & Accessories	$8,958	$6,054	$7,500	0.00	$7,500	0.00	$0	0.00
Vehicular Tires And Tubes	$1,884	$63	$1,800	0.00	$1,800	0.00	$0	0.00
Transp. Vocational Reimbursement	$0	$0	($9,000)		($6,000)	0.00	$3,000	0.00
Transportation: OOD Total	**$896,618**	**$648,811**	**$836,589**	**4.94**	**$986,597**	**4.94**	**$150,008**	**0.00**
Utilities								
Telephone	$57,587	$89,628	$85,000	0.00	$85,000	0.00	$0	0.00
Utilities Total	**$57,587**	**$89,628**	**$85,000**	**0.00**	**$85,000**	**0.00**	**$0**	**0.00**
Video Production								
Equipment Maintenance	$0	$735	$1,000	0.00	$1,000	0.00	$0	0.00
Instructional Materials	$0	$9	$502	0.00	$502	0.00	$0	0.00
Office Supplies	$0	$0	$50	0.00	$50	0.00	$0	0.00
Teacher	$155,861	$161,442	$167,218	1.70	$173,271	1.70	$6,053	0.00
Video Production Total	**$155,861**	**$162,186**	**$168,770**	**1.70**	**$174,823**	**1.70**	**$6,053**	**0.00**
Visual Art								
Computer Supplies	$3,758	$0	$4,250	0.00	$4,250	0.00	$0	0.00
Conf/Mtgs - Administrators	$0	$395	$300	0.00	$300	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$2,450	$380	$3,700	0.00	$3,700	0.00	$0	0.00
Director/Department Head	$76,081	$104,505	$106,595	0.80	$108,727	0.80	$2,132	0.00
Dues - Administrators	$95	$115	$160	0.00	$160	0.00	$0	0.00
Equipment Maintenance	$7,200	$6,949	$6,640	0.00	$6,640	0.00	$0	0.00
Instructional Materials	$106,804	$109,030	$131,556	0.00	$131,556	0.00	$0	0.00
Instructional Software	$2,421	$3,114	$4,000	0.00	$4,000	0.00	$0	0.00
Office Supplies	$541	$90	$315	0.00	$315	0.00	$0	0.00
Other Contractual Services	$0	$0	$300	0.00	$300	0.00	$0	0.00
Registration Costs	$1,950	$1,809	$2,520	0.00	$2,520	0.00	$0	0.00
Secretary	$13,110	$13,987	$15,231	0.31	$15,922	0.31	$691	0.00
Teacher	$1,344,690	$1,363,372	$1,366,654	14.60	$1,370,240	13.90	$3,586	(0.70)
WMS Art Fees Offset	($20,000)	($10,000)	($15,000)	0.00	($15,000)	0.00	$0	0.00
WHS Art Fees Offset	($43,000)	($34,000)	($26,250)	0.00	($26,250)	0.00	$0	0.00
Visual Art Total	**$1,496,100**	**$1,559,746**	**$1,600,971**	**15.71**	**$1,607,380**	**15.01**	**$6,409**	**(0.70)**
Vocational Education								
Tuition Vocational	$25,126	$33,940	$47,865	0.00	$24,865	0.00	($23,000)	0.00
Vocational Education Total	**$25,126**	**$33,940**	**$47,865**	**0.00**	**$24,865**	**0.00**	**($23,000)**	**0.00**
World Languages								
Conf/Mtgs - Administrators	$1,439	$2,137	$600	0.00	$600	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$4,897	$1,986	$4,850	0.00	$4,850	0.00	$0	0.00
Director/Department Head	$209,034	$253,132	$232,375	1.80	$238,075	1.80	$5,700	0.00
Dues - Administrators	$215	$65	$450	0.00	$450	0.00	$0	0.00
Equipment Maintenance	$735	$2,500	$2,500	0.00	$2,500	0.00	$0	0.00
Instructional Materials	$35,643	$34,198	$45,100	0.00	$43,600	0.00	($1,500)	0.00
Office Supplies	$1,297	$477	$450	0.00	$450	0.00	$0	0.00
Other Contractual Services	$406	$504	$535	0.00	$535	0.00	$0	0.00
Paraprofessional	$35,782	$37,351	$37,113	1.00	$37,851	1.00	$738	0.00
Periodicals And Newspapers	$517	$96	$250	0.00	$250	0.00	$0	0.00
Teacher	$2,759,973	$3,022,197	$3,194,015	32.50	$3,320,736	32.30	$126,721	(0.20)
Textbooks And Related Software	$1,320	$2,339	$45,500	0.00	$1,000	0.00	($44,500)	0.00
World Languages Total	**$3,051,257**	**$3,356,982**	**$3,563,738**	**35.30**	**$3,650,897**	**35.10**	**$87,159**	**(0.20)**
FY'22 Voted Budget	**$74,241,747**	**$75,479,564**	**$80,379,651**	**840.45**	**$82,540,254**	**837.41**	**$2,160,603**	**(3.04)**

Executive Summary

This section includes a high-level summary of the FY'22 Voted Budget. The District is sensitive to the Town's fiscal short-and long-term challenges and developed a budget within this guideline while balancing the expectations of the community to provide an educational system that meets our core values of Academic Excellence, Cooperative and Caring Relationships, Respect for Human Differences and Commitment to Community. Each year the School Committee provides guidance to the Wellesley Public Schools administration for preparation of the budget.

As in every community throughout the Commonwealth, the pandemic has resulted in a loss of local revenue and created uncertainty in the level of state aid for FY'22. Additionally, there may still be unanticipated School and/or Town expenses in FY'21 that, when added to the other revenue/expense estimates, make the fiscal outlook for the Town of Wellesley very challenging for the next several years.

School Committee Budget Guidelines:

The following general guidance is meant to assist the Wellesley Public Schools administration in preparing the budget for Fiscal Year 2022. After discussion related to the Town's financial limitations, School Committee has directed the administration to prepare two separate operating budgets. The first will represent a 2.5% increase over the FY'21 budget. The second will represent a "level service" budget.

Key Assumptions:

- Not contemplating any new strategic investments
- Will be back in a regular full in-person model
- The budget assumes a full return to a regular schedule for all students and staff in FY'22. It remains unclear whether the District will incur ongoing COVID-related expenses next year. If so, any of these expenses, would be unbudgeted and likely require additional resources to address.
- Enrollment assumptions – use modified projections, modeled with low and high range
- Level service may include additional student interventions to close education gaps created by the pandemic.

On November 17, 2020, the School Committee voted the Operating Budget Guidance for FY'22:

The Committee is sensitive to the Town's fiscal short- and long-term challenges and will strive to develop a budget at guideline while balancing the expectations of the community to provide an educational system that meets our core values of Academic Excellence, Cooperative and Caring Relationships, Respect for Human Differences, and Commitment to Community. In the creation of the FY'22 budget, the Committee places priority on the following objectives:

- Meeting legal mandates.
- Supporting the achievement of our system goals.
- Offering appropriate general and special education programs and services and structuring the budget to insulate general education programs from the potential variability in special education expenses and revenue.
- Supporting enrollment increases and/or decreases by maintaining class size guidelines and student options accordingly.

- Providing competitive compensation and programming to support the recruitment, hiring, retention and development of quality professional and other instructional and administrative staff.
- Providing adequate supplies and equipment to support the educational program.
- Diligently searching for cost savings that can be realized without adversely affecting delivery of the educational program.

Available Revenue Based on Budget Guidelines:

Based on the Select Board and School Committee Budget Guidelines, the available revenue is calculated as:

Option 1: Joint Guidance

FY'21 Annual Town Meeting Appropriation	$80,379,651
2.50% Increase	$2,009,491
New Available Revenue	**$2,009,491**

Option 2: Additional Guidance from School Committee

FY'21 Annual Town Meeting Appropriation	$80,379,651
2.50% Increase	$2,009,491
Level Service	($179,487)
Level Service: COVID Related	$330,599
New Available Revenue	**$2,160,603**

As a point of comparison, we have included a historical view of the budget guidelines issued by the Select Board and School Committee.

Fiscal Year	Select Board Guideline	School Committee Guideline	School Department Voted Increase (w/o Health Benefits)
2016	4.00%	4.50%	4.98%
2017	4.00%	4.00%	4.25%
2018	3.50%	4.50%	3.49%
2019	3.50%	4.00%	3.44%
2020	3.00%	3.65%	3.37%
2021	Modified 3.50% + Spec. Ed. Funding	Option 1: 3.50% Option 2: 3.50% + Spec. Ed. Option 3: 4.25% + Spec. Ed.	3.82% + Spec. Ed. = 4.86%
2022	2.50%	Option 1: 2.50% Option 2: Level Service	2.69%

In FY'21, the budget guidelines from both the Select Board and the School Committee included an additional appropriation for Special Education for cost increases in four categories: caseload driven staff, transportation, out-of-district placements, and circuit breaker reimbursement reductions. The additional appropriation totaled $664,203 or an additional 1.04%.

With these guidelines in mind, the District Administrative team developed the FY'22 Administration's Request.

Budget Architecture



Historically, the budget process begins with the District's standard architecture that builds on Level Service needs with Strategic Plan and Other Critical Needs to reach a complete budget request to submit to the School Committee. The pandemic has created a greater level of uncertainty about state and local revenues. As an example, the Commonwealth of Massachusetts has yet to finalize the FY'21 General Appropriations Act (GAA) six months into the fiscal year. Given this, the Town has approached the FY'22 budget process utilizing a conservative approach of a 2.50% budget guideline for all Town Departments and the Schools.

A budget is an estimate of funds needed to cover planned expenses in a fiscal year. Staffing and special education are the two segments of the budget that can have significant variability between initial budget proposal and close out of the fiscal year. The district spends significant time and effort in recruiting candidates for each position. The actual salary for the hired individual may vary from the budgeted amount. Although there is turnover throughout the year in our teaching assistants and paraprofessional positions, most teacher position are filled and salaries known by mid-August. Therefore, a re-set to the budget in the early fall is appropriate. In fiscal year 2021, this timeframe was adjusted. With the ability for staff to take a Family First Coronavirus Response Act (FFCRA) leave of absence, and the need to create a system-wide remote learning school, personnel changes continued throughout the fall and early winter. The re-set budget is the base for fiscal year 2022 but was not presented to the School Committee in advance of the FY'22 Voted Budget. These budget changes include personnel changes (budget versus actual); revenue assumptions based on actual receipts at the close of fiscal year 2020; and student needs, both in terms of general and special education. As part of this process, the district updated the budget across types of expenses (Salary and Other Compensation and Expenses) and across the four categories (Administration, Student Services, Operations, Instruction. The FY'21 Adjusted Budget is the basis for building the FY'22 Voted Budget.

Significant Changes to the FY'21 Adjusted Budget by Category



A shared understanding of the budget architecture categories is an important beginning to the budget process. The FY'22 Voted Budget was guided by these definitions:

Level Service**:** a budget that supports providing the same standard of service as in the prior fiscal year. Under this definition, line items would increase or decrease depending on changes in need, such as enrollment increases or decreases or contract changes.

In fiscal year 2022, level service can also include additional costs to address education gaps created by the pandemic. Items recommended to address education gaps are noted as "COVID Related".

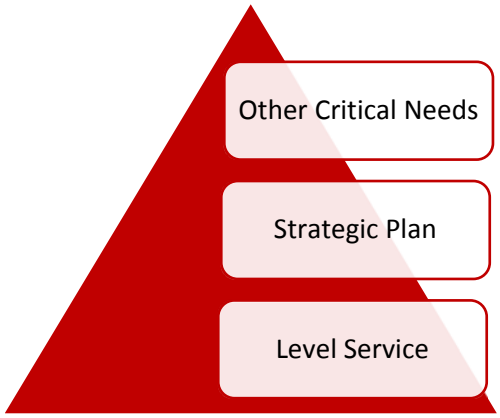
Strategic Plan: a budget that supports one of the three strategies of the District's current Strategic Plan:

1.) Focus on every child, in every classroom, every day
2.) Invest in our Educators
3.) Provide broad-based learning opportunities as part of a world class public school system
4.) Facilities Master Plan

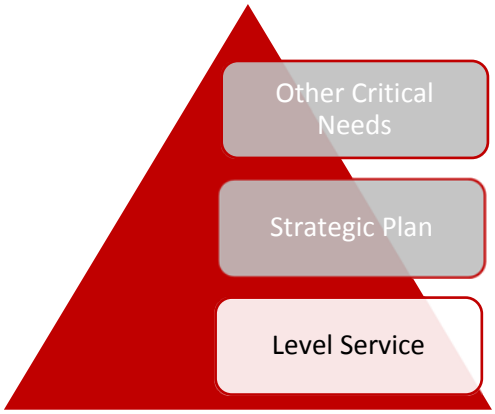
Other Critical Needs: a budget that supports additional changes not reflected in Level Service or Strategic Plan that are critical to the district's operation.

Under normal budget circumstances, the district develops a budget using three classifications: Level Service, Strategic Plan and Other Critical Needs. Given the current pandemic and the budget guidelines from the School Committee and Select Board, the FY'22 Voted Budget includes only Level Service items.

Fiscal Year 2021 Voted Budget



Fiscal Year 2022 Voted Budget
(Limited to Level Service Only)



Fiscal Year 2022 Voted Budget Recap:

The FY'22 Voted Budget is $82,540,254, which represents a 2.69% increase. The reduction in health benefits is not included in the FY'22 Voted Budget figures below. When the proposed health benefit savings is applied to the FY'22 Voted Budget amount, the increase is reduced to $1,958,103 or 2.44%.

As The table provides the FY'22 Voted Budget by functional categories:

Category	Salary and Other Comp.	Expenses	FY'22 Voted Budget	Variance FY22-FY21	% of Total Budget
320 Instruction	$51,465,757	$2,326,674	$53,792,431	$1,659,847	65.17%
330 Administration	$1,295,210	$172,027	$1,467,237	($282,316)	1.77%
340 Operations	$1,598,820	$1,410,279	$3,009,099	$75,847	3.65%
360 Student Services	$19,230,389	$5,041,098	$24,271,487	$707,226	29.40%
FY'22 Total Request	**$73,590,176**	**$8,950,078**	**$82,540,254**	**$2,160,603**	

Health Benefit Impact: *($202,500)*

Below is a summary of the FY'22 Voted Budget by service level:

Category	Salary and Other Comp.	Expenses	FY'22 Total Request	% Incr.	Cum. % Incr.
Adjusted Budget	$70,862,362	$9,517,289	$80,379,651		
Level Service	$2,468,708	($638,703)	$1,830,005	2.28%	2.28%
Level Service (COVID Related)	$259,106	$71,493	$330,599	0.41%	2.69%
Strategic Plan	$0	$0	$0	0.00%	0.00%
Other Critical Needs	$0	$0	$0	0.00%	0.00%
FY'22 Total Request	**$73,590,176**	**$8,950,079**	**$82,540,254**	**2.69%**	**2.69%**

Health Benefit Impact: *($202,500)*

The Student Services and Instruction areas of the budget account for 94.58% of the total budget. The chart below breaks the FY'22 Voted Budget into the four categories. All FY'22 Voted Budget changes are classified as Level Service, Strategic Plan, or Other Critical Needs. A summary of all changes is listed below for easy reference:

Level Service (Salary and Other Compensation):

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
PAWS	Tuition Offset (Increased Revenue)	0.00	($73,615)	$0
PAWS	Increase in Team Chair Position (from WHS Speech FTE)	0.20	$15,251	$0
PAWS	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$85,892	$0
Bates	Planned 18 Sections in SY'21-22 (Enrollment)	2.00	$152,508	$40,000
Bates	Visual Art Reduction (Enrollment)	(0.05)	($3,813)	$0
Bates	World Language Increase (Enrollment)	0.20	$15,251	$0
Bates	Fitness and Health Reduction (Enrollment)	(0.20)	($15,251)	$0
Bates	Librarian Increase	0.20	$15,251	$0
Bates	Kindergarten Teaching Assistant (Enrollment)	1.00	$28,631	$7,500
Bates	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)
Bates	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$148,411	$0
Fiske	Planned 15 Sections in SY'21-22 (Enrollment)	(2.00)	($152,508)	($40,000)
Fiske	Visual Art Reduction (Enrollment)	(0.10)	($7,625)	$0
Fiske	Fitness and Health Reduction (Enrollment)	(0.20)	($15,251)	$0
Fiske	Performing Arts Reduction (Enrollment)	(0.10)	($7,625)	$0
Fiske	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)
Fiske	Reduction of Remote Learning School Teaching Assistant	(1.00)	($28,631)	($7,500)
Fiske	Social Work – 20 Per Diem Summer Days (COVID Related)	0.00	$10,000	$0
Fiske	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$218,392	$0
Hardy	Planned 12 Sections in SY'21-22 (Enrollment)	(1.00)	($76,254)	($20,000)
Hardy	Visual Art Reduction (Enrollment)	(0.10)	($7,625)	$0
Hardy	Fitness and Health Reduction (Enrollment)	(0.20)	($15,251)	$0
Hardy	Librarian Increase	0.10	$7,625	$0
Hardy	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
Hardy	Spec. Ed.: Teaching Assistant Reduction (Case Load)	(1.00)	($27,549)	($7,500)
Hardy	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$122,286	$0
Hunnewell	Planned 14 Section in SY'21-22 (Enrollment)	1.00	$76,254	$20,000
Hunnewell	World Language Increase (Enrollment)	0.20	$15,251	$0
Hunnewell	Librarian Increase	0.10	$7,625	$0
Hunnewell	Performing Arts Increase (Enrollment)	0.10	$7,625	$0
Hunnewell	Kindergarten Teaching Assistant	1.00	$27,549	$7,500
Hunnewell	Reduction of RLS Kindergarten Teaching Assistant	(1.00)	($27,549)	($7,500)
Hunnewell	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)
Hunnewell	Spec. Ed.: Teaching Assistant Reduction (Case Load)	(1.00)	($27,549)	($7,500)
Hunnewell	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$320,332	$0
Schofield	Planned 18 Sections in SY'21-22 (Enrollment)	(2.00)	($152,508)	($40,000)
Schofield	Visual Art Reduction (Enrollment)	(0.05)	($3,813)	$0
Schofield	World Language Reduction (Enrollment)	(0.20)	($15,251)	$0
Schofield	Librarian Increase	0.20	$15,251	$0
Schofield	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)
Schofield	Return of Reading Instructional Para. from RLS	1.05	$35,768	$0
Schofield	Return of Teacher from RLS	1.00	$76,254	$0
Schofield	Social Work – 20 Per Diem Summer Days (COVID Related)	0.00	$10,000	$0
Schofield	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$380,442	$0
Sprague	Visual Art Reduction (Enrollment)	(0.20)	($15,251)	$0
Sprague	World Language Reduction (Enrollment)	(0.20)	($15,251)	$0
Sprague	Librarian Increase	0.20	$15,251	$0
Sprague	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)
Sprague	Spec. Ed.: Reduction of RLS Teacher	(1.00)	($76,254)	($20,000)
Sprague	Spec. Ed.: Teacher Reduction	(1.00)	($76,254)	($20,000)
Sprague	Spec. Ed.: Teaching Asst. to GF (Compliance per DESE)	6.00	$165,294	$0
Sprague	Spec. Ed.: Teaching Assistant Reduction	(1.00)	($27,549)	($7,500)

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
Sprague	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$239,497	$0
Upham	Librarian Increase	0.20	$15,251	$0
Upham	Reduction of RLS Kindergarten Teaching Assistant	(1.00)	($28,631)	($7,500)
Upham	Repurpose Instructional Library Assistants (ILA)	(0.82)	($22,521)	($7,500)
Upham	Spec. Ed.: Additional Teaching Assistant Position	1.00	$27,465	$7,500
Upham	Spec. Ed.: Additional Teaching Assistant Position	1.00	$27,465	$7,500
Upham	Spec. Ed.: RLS Teaching Assistant Reduction	(1.50)	($41,198)	($15,000)
Upham	Spec. Ed.: Paraprofessional Reduction	(1.00)	($38,768)	($7,500)
Upham	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$155,968	$0
WMS	Assistant Principal (FY'21 1x Expense)	0.00	($16,806)	$0
WMS	Athletics: Return of Sports (All Seasons)	0.00	$76,105	$0
WMS	Half Cluster Reduction (Grade 7: English)	(0.50)	($38,127)	($20,000)
WMS	Reduction of RLS Mathematics Teacher	(1.00)	($76,254)	($20,000)
WMS	Half Cluster Reduction (Grade 7: Mathematics)	(0.50)	($38,127)	($20,000)
WMS	Half Cluster Reduction (Grade 7: Science)	(0.50)	($38,127)	($20,000)
WMS	Leave of Absence Return: Social Studies	0.30	$22,876	$0
WMS	Half Cluster Reduction (Grade 7: Social Studies)	(0.50)	($38,127)	($20,000)
WMS	Spec. Ed.: Additional Teaching Assistant Position	2.00	$57,262	$15,000
WMS	Student Svcs.: Reduction of RLS Psychologist	(0.10)	($7,625)	$0
WMS	Spec. Ed.: Reduction of RLS Teaching Assistant Position	(2.00)	($57,262)	($15,000)
WMS	Spec. Ed.: Reduction of RLS Paraprofessional Position	(1.00)	($38,768)	($7,500)
WMS	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$759,463	$0
WHS	Title 1 (Academic Res. Center: ARC) (Grant Compliance)	(0.65)	($49,565)	$0
WHS	Acad. Resource Center (ARC) Teacher (COVID Related)	1.00	$76,254	$20,000
WHS	Science MCAS Tutor Support (COVID Related)	0.00	$3,000	$0
WHS	Athletics: Coaching Stipends	0.00	$40,252	$0
WHS	Reduction of RLS Guidance Counselor	(1.00)	($76,254)	($20,000)
WHS	Visual Arts: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
WHS	World Language: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0
WHS	English: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0
WHS	Child Lab: Reopen Program, Teachers to Revolving Fund	(0.70)	($77,162)	$0
WHS	Family & Cons. Sc.: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0
WHS	Fitness & Health: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0
WHS	Title 1 (Literacy) (Grant Compliance)	0.75	$57,191	$0
WHS	Reduction of RLS Mathematics Teacher	(0.20)	($15,251)	$0
WHS	Performing Arts: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0
WHS	Science: Reduction of 1 Section (Enrollment)	(0.25)	($19,064)	$0
WHS	Social Studies: Reduction of 1 Section (Enrollment)	(0.20)	($15,251)	$0
WHS	Reduction of Instructional Library Assistant (ILA)	(0.50)	($13,563)	$0
WHS	Spec. Ed.: Reduction of RLS Teacher	(1.00)	($76,254)	($20,000)
WHS	Spec. Ed.: Additional Teaching Assistant Positions	6.00	$162,750	$45,000
WHS	Spec. Ed.: Additional Paraprofessional Positions	2.00	$70,436	$15,000
WHS	Tutor (FY'21 1x Expense)	0.00	($5,591)	$0
WHS	Spec. Ed.: Reduction in Speech and Language Position	(0.20)	($15,251)	$0
WHS	Spec. Ed.: Reduction of a Teaching Assistant Position	(1.00)	($27,125)	($7,500)
WHS	Base Level Personnel Changes (Steps, Lanes, Late Starts)	0.00	$716,181	$0
District	Departmental Stipends (FY'21 1x Expense)	0.00	($21,466)	$0
District	Nurse: Athletic Offset	0.00	($5,648)	$0
District	Math / Literacy Summer Program K-12 (COVID Related)	0.00	$57,500	$0
District	Elementary Math Paraprofessionals (COVID Related)	3.00	$102,352	$22,500
District	Turnover Savings	0.00	($650,000)	$0
District	Anticipated Lane Changes	0.00	$300,000	$0
District	Other Salary Adjustments	0.00	$122,185	$0
District	Redefine Registrar / Human Resources Position	0.00	$12,123	$0
District	Spec. Ed.: Safety Care Training / Recertification	0.00	$47,000	$0
District	Spec. Ed.: Sprague Bd. Certified Behavioral Anal. (BCBA)	1.00	$76,254	$20,000

School	Salary and Other Compensation Changes	FTE	Cost	Benefits
District	Vocational School Offset	0.00	$3,000	$0
District	Base Level Personnel Changes (Steps, Leaves, Late Starts)	0.00	$180,679	$0
Sub-Total		**(3.04)**	**$2,727,814**	**($202,500)**

Level Service (Expenses):

School	Program / Expense Description	Cost
PAWS	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$1,206
Bates	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$2,804
Fiske	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$2,331
Hardy	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$2,174
Hunnewell	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$2,075
Schofield	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$2,816
Sprague	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$3,036
Upham	Info. Technology: Nearpod, Padlet, Seesaw Licensing (COVID Related)	$1,634
WMS	Info. Tech.: Nearpod and Padlet Licenses (COVID Related)	$6,014
WMS	Athletics: Recreation Rental	$20,702
WMS	Athletics: Transportation Costs	$21,125
WMS	Athletics: Official Pay	$6,250
WMS	Athletics: Revenue Offset	($51,798)
WHS	Athletics: Transportation	$11,698
WHS	Athletics: Recreation Facility Rental	$10,646
WHS	Reduction of RLS Virtual High School Licenses	($19,500)
WHS	Reduction of RLS Middlebury Licenses	($44,500)
WHS	Info. Tech.: Nearpod and Padlet Licenses (COVID Related)	$7,933
WHS	Athletics: Revenue Offset	($5,300)
District	Reduction of World Language Materials	($1,500)
District	School Health: Immunization Registry (COVID Related)	$1,530
District	COVID Related Personal Protective Equipment (1x FY'21 Expense)	($102,099)
District	Human Relations Services, Inc. (HRS) Inflation	$890

School	Program / Expense Description	Cost
District	COVID Related Viral Testing (1x FY'21 Expense)	($300,000)
District	Info. Tech.: Report Writer, On-Line Registration (COVID Related)	$22,200
District	Info. Tech.: Zoom, Neverwear, Mobile Device Mgt. License (COVID Related)	$15,740
District	Transportation Offset	($210,000)
District	Transportation: Eastern Bus Contractual Increase (180 School Days)	$235,739
District	Transportation: JSC Transportation (New 5-Year Contract, Summer/School Year)	$169,634
District	Transportation: Vehicle Replacement	$24,247
District	Vocational Schools: Reduction in Enrollment	($23,000)
District	Out of District Tuition: Out of State (2.26% Inflation)	($158,923)
District	Out of District Tuition: Collaborative (2.26% Inflation)	($302,716)
District	Out of District Tuition: Professional Services	$6,771
District	Out of District Tuition: Private Placements (2.26% Inflation)	$160,623
District	Out of District Tuition: Residential Placements (2.26% Inflation)	($109,927)
District	Circuit Breaker Reimbursement (Expect 75% Reimbursement Rate)	$22,235
Sub-Total		**($567,210)**

Strategic Plan (Salary and Other Compensation):
No recommended changes in FY'22.

Strategic Plan (Expenses):
No recommended changes in FY'22.

Other Critical Needs (Salary and Other Compensation):
No recommended changes in FY'22.

Other Critical Needs (Expenses):
No recommended changes in FY'22.

Summary of Changes to FY'21 Adjusted Budget:

School	Category	FTE	Cost	Benefits
All	Level Service	(7.04)	$1,830,005	($245,000)
All	Level Service (COVID Related)	4.00	$330,599	$42,500
All	Strategic Plan	0.00	$0	$0
All	Other Critical Needs	0.00	$0	$0
Total		**(3.04)**	**$2,160,604**	**($202,500)**

Salary Development:



Development of the salary budget is the most complex part of constructing the FY'22 budget. The process begins in the early fall with the approval of the FY'21 Adjusted Budget. This process realigns the budgeted salary lines, and associated full-time equivalents (FTEs), to mirror current staffing levels. Staff who are on a partial or full leave in FY'21 are assumed to return to their previous positions. This creates a bumping of individuals across multiple accounts. Bargaining unit employees who are not on the maximum step in their respective salary tables are advanced a step. As part of the Wellesley Educator Association (WEA) agreement, teachers can move a lane within their salary table with the attainment of a new degree or the accumulation of graduate credits. Notification of a potential lane movement in the FY'22 budget year was November 1, 2020. Since not all members who notify the Superintendent's Office achieve the goal in the upcoming year, the district has set aside funds in a similar means to prior years – approximately 70% of the total requests.

Staff turnover often results in a cost savings. Most employees who retire are at the top of the salary table. With a hiring target of a master's level with eight (8) years of teaching experience, the turnover savings for the replacement of one educator can result in a savings of approximately $35K. The turnover savings for instructional assistants and paraprofessionals is much less, approximately $5K per employee. The budgeted turnover savings in FY'21 was $650K. The FY'22 Voted Budget includes a projected turnover savings of $650K.

The elementary enrollment is expected to rebound with the return of in-person learning planned for in September 2021. Based on a review of projected enrollment by geographic area, we anticipate the need for 107 sections across all elementary schools in Kindergarten through Grade 5.

Remote Learning School / Pandemic Staffing:

During the pandemic, the Commonwealth of Massachusetts required all districts offer a fully-remote educational option to families. With approximately 500 students in preK to Grade 12 opting for the Remote Learning School (RLS), the district incurred significant costs related to the creation of this new school. Below is a summary of staff hired to fill and/or backfill related RLS positions. It is important to note that all 37.90 FTEs are intended to be one-time only (school year 2020-2021) given our assumption of a full return to in-person learning in September 2021.

Level	COVID Staff Hired (New and Backfilled)	Funded through General Fund	Funded through CARES Act/Supplemental
Pre-School	3.60	0.00	3.60
Elementary	16.90	4.50	12.40
Middle School	10.00	4.10	5.90
High School	5.10	2.20	2.90
K-12 District Wide	2.30	0.00	2.30
TOTAL	**37.90**	**10.80**	**27.10**

The 10.80 FTEs funded with General Fund dollars in school year 2020-2021 are removed in the FY'22 Voted Level Service budget scenario. Each position is identified as an "RLS" position to assist in the identification process.

Throughout the fall, discussions related to the financial impact on the school's budget was discussed with the School Committee, Select Board and Advisory Committee. The district identified an operating budget deficit related to the RLS and other pandemic related expenses. As of December 15th, the deficit for this fiscal year remained at $1.225M. The Town has dedicated $1.054M of CARES Act funds to cover a significant portion of the deficit. The balance of the deficit will either be covered through additional federal / state relief funds, a supplemental appropriation at annual town meeting, or through savings that may be identified in the school's budget throughout the winter/spring.

A total of 27.10 FTEs is not included in the FY'21 Adjusted Budget as these are currently being supported through the Town's CARES Act funds. We will continue to work closely with the Town Finance Office to identify the funding source for this school year 2020-2021 only positions.

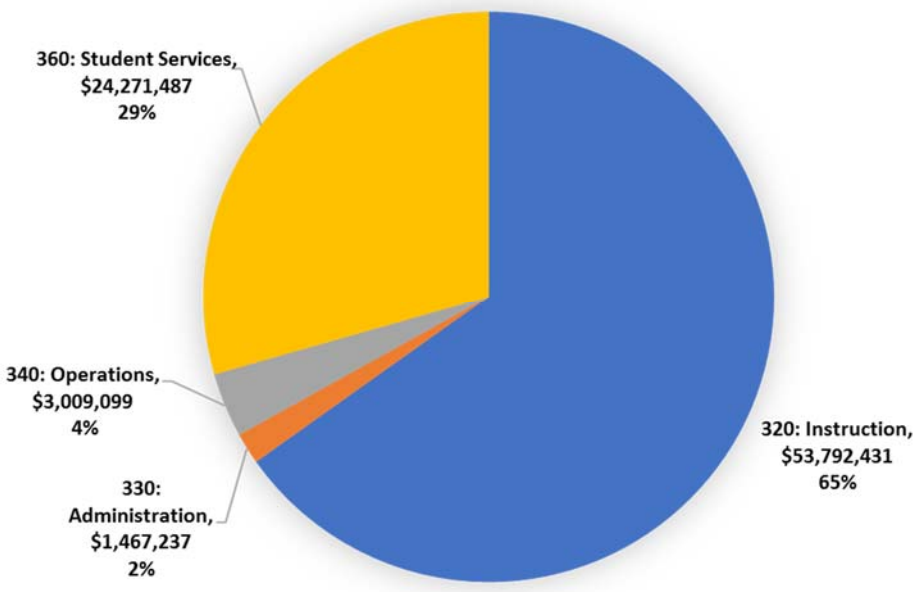
Full-Time Equivalents (FTEs) Changes Reflected in the FY'22 Voted Budget:

Although the General Fund FTE change shown below is a reduction of 3.04 FTE, the expected headcount decreases in FY'22 is eleven (11) employees. When we add in the one-time COVID related positions, the reduction is 30.14 FTEs with an expected reduction in headcount of 52 employees. Below is a summary of personnel changes in the FY'22 Recommended Budget by position type:

Classification	Position	FTE Change	Head Count Change
Librarian	Bates Librarian	0.20	
	Hardy Librarian	0.10	
	Hunnewell Librarian	0.10	
	Sprague Librarian	0.20	
	Schofield Librarian	0.20	
	Upham Librarian	0.20	
Paraprofessional	Elementary Math Paraprofessionals	3.00	3.00
	Schofield Reading Paraprofessionals	1.05	
	Upham Special Education	(1.00)	(1.00)
	WMS Special Education	(1.00)	(1.00)
Professional Support	Sprague Board Certified Behavioral Analyst (BCBA)	0.00	

Classification	Position	FTE Change	Head Count Change
	PAWS Team Chair	0.20	
	WHS Speech and Language Pathologist	(0.20)	
	WMS Psychologist	(0.10)	(1.00)
Teacher	Elementary Classroom Sections	(1.00)	(2.00)
	Child Lab (Funded in the Revolving Fund)	(0.70)	
	Fitness and Health (All Levels)	(0.80)	
	Special Education (Sprague and WHS)	(2.00)	(2.00)
	Performing Arts (All Levels)	(0.20)	
	Visual Art (All Levels)	(0.70)	(1.00)
	WHS Academic Resource Center (ARC)	1.00	1.00
	WHS Enrollment	(1.05)	
	WHS Title 1: Grant Compliance	0.10	
	WHS Remote Learning School (RLS) Positions	(1.20)	(2.00)
	WMS Enrollment	(2.00)	
	WMS Remote Learning School (RLS)/Leave	(0.70)	(1.00)
Teaching Assistants	Instructional Library Assistants (All Levels)	(6.24)	(7.00)
	Special Education (All Levels)	9.50	3.00
	Total FY'22 Recommended Budget Change:	**(3.04)**	**(11.00)**
	Reduction of One-Time COVID Related Staff (Non-General Fund):	(27.10)	(41.00)
	Total Expected Reduction of Staff (COVID and non-COVID):	**(30.14)**	**(52.00)**

As the tables above demonstrates, there are a number of proposed changes for FY'22. Below is a summary of the FY'22 Voted Budget by category and a summary of the types of expenses included in each category:



Instruction (320 code) accounts for 65.17% of the total budget. This category represents the core educational services provided to students in the general education area. Departmental budgets for core academic areas (math, science, etc.) and specials (art, music, etc.) are included in this category. Other categories of expenses include educational technology, English language learner, after school activities, intramural sports, athletics and guidance.

Administration (330 code) accounts for 1.78% of the total budget. This category includes district administration costs including the Superintendent's Office, Teaching and Learning, professional development (workshops and conferences), health benefit costs related to FY'22 personnel changes, and human resources and recruitment.

Operations (340 code) accounts for 3.65% of the total budget. This category includes network and computer technology, business office, information management, utilities, production center, homelessness transportation, and in-district transportation.

Student Services (360 code) accounts for 29.41% of the total budget. This category includes inclusion services, in and out-of-district transportation, and out-of-district educational placements.

The table below provides the same information in a more detailed format.

Wellesley Public Schools	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)	Percent Increase
Salary and Other Compensation							
320 Instruction	$49,663,077	525.14	$51,465,757	515.70	$1,802,680	(9.44)	
330 Administration	$1,277,526	11.00	$1,295,210	11.00	$17,684	0.00	
340 Operations	$1,594,016	18.10	$1,598,820	18.10	$4,804	0.00	
360 Student Services	$18,327,743	286.21	$19,230,389	292.61	$902,646	6.40	
Salary and Other Compensation Total	**$70,862,362**	**840.45**	**$73,590,176**	**837.41**	**$2,727,814**	**(3.04)**	**3.39%**
Expenses							
320 Instruction	$2,469,508	0.00	$2,326,674	0.00	($142,833)	0.00	
330 Administration	$472,027	0.00	$172,027	0.00	($300,000)	0.00	
340 Operations	$1,339,236	0.00	$1,410,279	0.00	$71,043	0.00	
360 Student Services	$5,236,518	0.00	$5,041,098	0.00	($195,420)	0.00	
Expenses Total	**$9,517,289**	**0.00**	**$8,950,078**	**0.00**	**($567,210)**	**0.00**	**-0.71%**
FY'22 Voted Budget	**$80,379,651**	**840.45**	**$82,540,254**	**837.41**	**$2,160,603**	**(3.04)**	**2.69%**
Health Benefits			($202,500)				
FY'22 Voted Budget with Health			**$82,337,754**	**837.41**	**$1,958,103**	**(3.04)**	**2.44%**
FY'22 Voted Budget without Health			**$82,540,254**	**837.41**	**$2,160,603**	**(3.04)**	**2.69%**

As the table above shows, salary and benefits accounts for 88.91% of the total budget. Education is a staff dependent profession. Therefore, staffing changes year-to-year are not uncommon. As a municipal school district, the Town carries employee benefit costs (health insurance, retirement, etc.) for benefit-eligible school employees in their budget. As with prior years, the district has included the initial year of health benefit costs of proposed staffing changes. For planning purposes, the Town has provided us the following guidelines:

- Professional staff member: Add or subtract $20,000 per 0.50 FTE or greater changed; and

- Teaching assistants and paraprofessional staff members: Add or subtract $7,500 per 0.50 FTE or greater changed.

The figures above include an estimated benefit reduction amount of $202,500. All five collective bargaining agreements are in effect from FY'20 through FY'22. The district has budgeted for all known and anticipated collective bargaining expenses.

Proposed Tuition/Fee Changes:

The FY'22 Voted Budget includes a proposal for two tuition/fee changes:

1. Increase the Child Development Lab (Child Lab) tuition from $5,800/year to $6,000/year. The $200 increase would generate an additional $3,600 of revenue.

2. Increase the Instrumentals and Vocal Extension Program (IVEP) by $3/hour in FY'22 and by another $2/hour in FY'23. The increase lesson fees are expected to generate $48,900 in revenue. This increased revenue would support an increase in the hourly rate our instructors earn with a $3/hour increase in FY'22 and an additional $2/hour in FY'23. The total expected cost over the two years is $40,000. The current private lesson rate is one of the lowest rates charged when comparing to neighboring communities.

Special Education Financing:

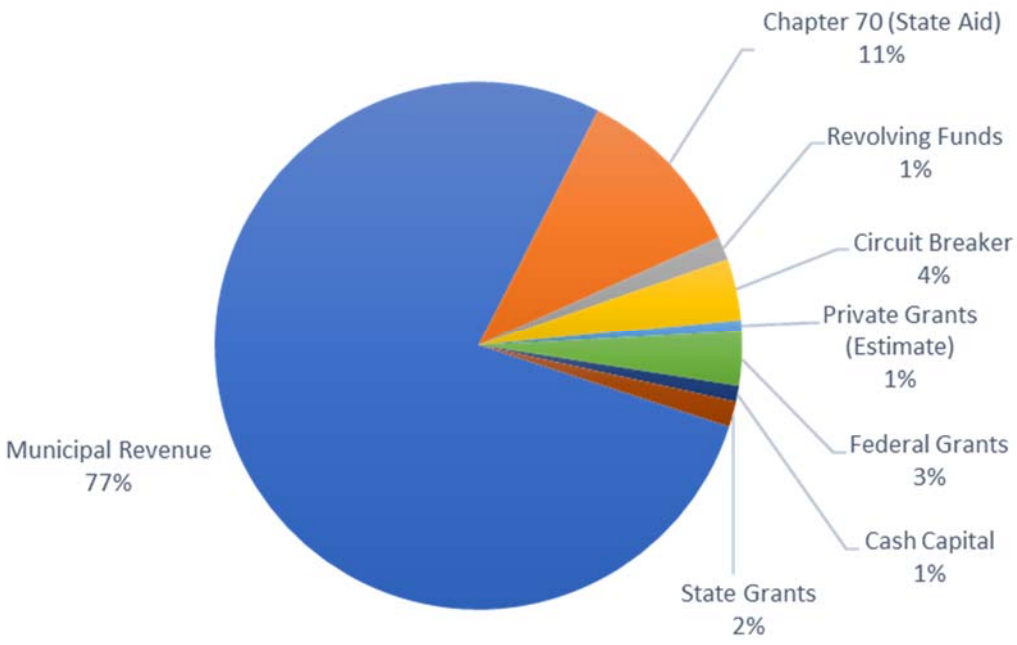
In FY'21, the Voted Budget has been developed with all known, reasonably known costs and no reserves. The budget includes the out of district school inflation amount of 2.26% - provided to the district by the Commonwealth of Massachusetts, Operational Services Division, Special Education Pricing division. This state agency is responsible for setting all day and residential costs of state approved schools.

The FY'22 Voted Budget for Student Services is $24,271,487 and represents 29.40% of the total Wellesley Public Schools' operating budget. The FY'22 Voted Budget for Student Services is $2,290,525 above the final FY'20 expended amount and $707,226 above the FY'21 Adjusted Budget.

Revenue Summary:

As a municipal school district, the main source of revenue for the operation of the Wellesley Public Schools is local property taxes and other municipal revenues. The other revenue sources include state education aid, commonly referred to as Chapter 70; fees and tuition collections applied as offsets to the general fund; and grant award including donations.

The Chapter 70, or state education aid, funds are dependent on the state funding formula and the state's General Appropriations Act (GAA). For budgeting purposes, the District has assumed level funding of Chapter 70 aid. Below is a summary of revenue sources to support the Wellesley Public Schools in FY'21:



Expected changes in revenue for fiscal year 2022 include the following:

- Federal and state grant revenue is expected to decrease by $1,160,607. The district was awarded several COVID related grants to cover unbudgeted and unexpected costs. These revenue sources will not be available next year.

- We anticipate fully expending the current year Circuit Breaker revenue resulting in no expected carry-forward revenue available for FY'22. In projecting FY'22 Circuit Breaker receipts, we are assuming a 75% reimbursement rate which results in a net change of revenue in FY'22 of $22,235.

- In December 2019, Governor Baker signed the Student Opportunity Act. This bill is expected to add $1.5 billion to the public education system over the next several years. While we anticipate a positive financial impact to the Town of Wellesley, it is early in the state's budget process to quantify the financial benefit in FY'22 in Chapter 70 and Circuit Breaker reimbursement. The Student Opportunity Act includes two significant changes to the Circuit Breaker program.

    - First, the Circuit Breaker reimbursement threshold is no longer tied to four-times foundation. The FY'20 reimbursement threshold is $45,793 – local share. In future years, this amount will be adjusted by the foundation inflation index.
    - Second, the act will phase in the reimbursement of out-of-district transportation costs required by individualized education programs for students with disabilities over a four-year time period (subject to state appropriation).
    - Finally, the Circuit Breaker reimbursement level for transportation and educational expenses is capped at 75% above the threshold, subject to state appropriation.

Although Wellesley received $13.7M in Circuit Breaker, budgeted offsets and Chapter 70 funds in fiscal year 2021; the district relies on local revenue, mainly property taxes, to fund the Wellesley Public Schools. Below is the expected growth of the municipal contribution to the Schools:

- FY'21 Municipal Contribution: $66,636,163
- FY'22 Estimated Municipal Contribution: $68,475,640

This amount assumes Chapter 70 is level funded. Any increase in Chapter 70 funds would result in a reduction of the municipal contribution.

What is a Budgeted Offset?

In Wellesley, the district collects revenue from multiple sources: ticket sales, activity and athletic fees, preschool tuition, etc. These revenues are deposited into the appropriate revolving fund. Expenses can either be charged directly to the revolving fund or through an accounting adjustment between the general fund and revolving fund. A budgeted offset is when revenues are collected and deposited to the revolving fund, but the expenses are carried in the general fund and a corresponding negative account (offset account) is present. The negative budget account represents the amount of the accounting adjustment between the general fund and revolving fund. A budgeted offset is useful when capturing the full program costs in a single funding source.

Without the use of budget offsets, program expenses would be included in the budget of two separate funds making it difficult to see the full expense of a program. In the example of pre-school, the use of program fees covers the cost of staff in the amount of $267,104 (offset amount).

The following revolving funds do not include budgeted offsets and all expenses are directly charged to the revolving fund:

- Child Lab Program,
- Textbook Revolving (lost book);
- Guidance (testing related to college admissions); and
- Elementary Before School Program.

All other revolving accounts are a mix of budgeted offset and direct charge to the revolving fund.

It is important to note that all budgeted offset amounts are included in the revolving fund revenue estimates for FY'21 and FY'22.

Wellesley Public Schools	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Salary and Other Compensation								
320 Instruction	$46,475,480	$48,035,418	$49,663,077	525.14	$51,465,757	515.70	$1,802,680	(9.44)
330 Administration	$1,042,102	$1,154,016	$1,277,526	11.00	$1,295,210	11.00	$17,684	0.00
340 Operations	$1,539,041	$1,517,046	$1,594,016	18.10	$1,598,820	18.10	$4,804	0.00
360 Student Services	$16,749,799	$17,131,218	$18,327,743	286.21	$19,230,389	292.61	$902,646	6.40
Salary and Other Compensation Total	**$65,806,423**	**$67,837,697**	**$70,862,362**	**840.45**	**$73,590,176**	**837.41**	**$2,727,814**	**(3.04)**
Expenses								
320 Instruction	$1,783,941	$1,602,955	$2,469,508	0.00	$2,326,674	0.00	($142,833)	0.00
330 Administration	$138,364	$128,403	$472,027	0.00	$172,027	0.00	($300,000)	0.00
340 Operations	$1,109,274	$1,060,765	$1,339,236	0.00	$1,410,279	0.00	$71,043	0.00
360 Student Services	$5,403,746	$4,849,744	$5,236,518	0.00	$5,041,098	0.00	($195,420)	0.00
Expenses Total	**$8,435,325**	**$7,641,866**	**$9,517,289**	**0.00**	**$8,950,078**	**0.00**	**($567,210)**	**0.00**
FY'22 Voted Budget	**$74,241,747**	**$75,479,564**	**$80,379,651**	**840.45**	**$82,540,254**	**837.41**	**$2,160,603**	**(3.04)**

WELLESLEY PUBLIC SCHOOLS

FY'22 Voted Budget by Type, Category and Budget Architecture

Category	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Level Service $	FY'22 Level Service FTE	FY'22 Level Service: COVID Related $	FY'22 Level Service: COVID Related FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Salary and Other Compensation										
320 Instruction	$49,663,077	525.14	$51,226,651	512.20	$239,106	3.50	$51,465,757	515.70	$1,802,680	(9.44)
330 Administration	$1,277,526	11.00	$1,295,210	11.00			$1,295,210	11.00	$17,684	0.00
340 Operations	$1,594,016	18.10	$1,598,820	18.10			$1,598,820	18.10	$4,804	0.00
360 Student Services	$18,327,743	286.21	$19,210,389	292.61	$20,000		$19,230,389	292.61	$902,646	6.40
Salary and Other Compensation Total	**$70,862,362**	**840.45**	**$73,331,070**	**833.91**	**$259,106**	**3.50**	**$73,590,176**	**837.41**	**$2,727,814**	**(3.04)**
Expenses										
320 Instruction	$2,469,508	0.00	$2,293,121	0.00	$33,553		$2,326,674	0.00	($142,833)	0.00
330 Administration	$472,027	0.00	$172,027	0.00			$172,027	0.00	($300,000)	0.00
340 Operations	$1,339,236	0.00	$1,372,339	0.00	$37,940		$1,410,279	0.00	$71,043	0.00
360 Student Services	$5,236,518	0.00	$5,041,098	0.00			$5,041,098	0.00	($195,420)	0.00
Expenses Total	**$9,517,289**	**0.00**	**$8,878,585**	**0.00**	**$71,493**		**$8,950,078**	**0.00**	**($567,210)**	**0.00**
FY'22 Voted Budget	**$80,379,651**	**840.45**	**$82,209,655**	**833.91**	**$330,599**	**3.50**	**$82,540,254**	**837.41**	**$2,160,603**	**(3.04)**

Health Benefits	**($202,500)**			
FY'22 Voted Budget with Health	**$82,337,754**	**837.41**	**$1,958,103**	**2.44%**
FY'22 Voted Budget without Health	**$82,540,254**	**837.41**	**$2,160,603**	**2.69%**

FY'22 Voted Budget by Type and Object Code

Category	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Salary and Other Compensation								
Accountant	$372,223	$383,171	$416,741	6.00	$426,373	6.00	$9,632	0.00
Adjmnt Counselor/Social Worker	$96,981	$101,476	$103,505	1.00	$105,575	1.00	$2,070	0.00
Administrative Assistant	$355,804	$369,594	$391,628	5.00	$395,592	5.00	$3,964	0.00
Assistant Director	$50,942	$62,995	$83,112	1.00	$84,759	1.00	$1,647	0.00
Attendant	$90,038	$94,785	$76,352	2.81	$103,427	2.81	$27,075	0.00
Clerical	$89,055	$91,812	$107,755	1.86	$138,324	2.36	$30,569	0.50
Computer Technician	$302,800	$287,249	$216,723	3.00	$216,723	3.00	$0	0.00
Counselor/Psychologist	$3,271,035	$3,427,269	$3,517,823	35.30	$3,713,426	34.20	$195,603	(1.10)
Director/Department Head	$3,100,104	$3,376,718	$3,537,169	26.60	$3,628,469	26.60	$91,300	0.00
Dispatcher	$17,400	$27,616	$28,072	0.51	$28,637	0.51	$565	0.00
Driver	$372,135	$399,911	$423,167	13.00	$472,456	13.00	$49,289	0.00
Instructional Assistant	$3,599,910	$3,622,399	$3,617,014	127.24	$3,810,500	128.50	$193,486	1.26
Instructional Coordinator	$561,391	$546,074	$578,241	5.00	$594,312	5.00	$16,071	0.00
Librarian	$687,008	$731,798	$762,980	7.70	$846,533	8.70	$83,553	1.00
Manager/Assistant Manager	$609,039	$631,746	$659,425	6.40	$659,113	6.40	($312)	0.00
METCO Grant Offset	($89,896)	($89,896)	($89,896)	0.00	($89,896)	0.00	$0	0.00
Monitor	$44,921	$39,199	$45,666	2.15	$61,954	2.15	$16,288	0.00
Nurse/Physician	$1,102,598	$1,116,451	$1,173,240	13.40	$1,193,797	13.40	$20,557	0.00
Other Professional Staff	$149,896	$186,753	$263,802	3.00	$247,448	3.00	($16,354)	0.00
Other Support Staff	$0	$62,976	$148,070	2.00	$149,352	2.35	$1,282	0.35
Other Temporary Salaries	$21,745	$11,283	$20,400	0.00	$20,808	0.00	$408	0.00
Other Temporary Staff	$1,026,879	$825,603	$969,221	0.51	$1,096,788	0.51	$127,567	0.00
Paraprofessional	$1,387,919	$1,463,788	$1,845,455	51.63	$2,064,557	55.68	$219,102	4.05
Principal/Assistant Principal	$2,010,029	$2,060,081	$2,124,030	14.00	$2,127,282	14.00	$3,252	0.00
Salary and Lane Change Reserve	$0	$0	$0	0.00	$411,741	0.00	$411,741	0.00
Scheduled Non-Program Overtime	$25,702	$16,068	$0	0.00	$0	0.00	$0	0.00
Scheduled Overtime	$195	$0	$15,300	0.00	$15,300	0.00	$0	0.00
Secretary	$1,387,663	$1,440,514	$1,465,566	27.23	$1,476,825	26.73	$11,259	(0.50)
Senior Administrators	$867,587	$989,053	$1,052,667	6.00	$1,052,667	6.00	$0	0.00
Special Education Team Chair	$455,643	$454,230	$467,386	4.00	$480,792	4.00	$13,406	0.00
Specialist	$1,876,687	$1,890,793	$1,885,497	17.80	$2,048,975	17.80	$163,478	0.00
Stipends	$238,083	$284,612	$341,772	0.00	$337,379	0.00	($4,393)	0.00
Substitute Other	$38,535	$16,634	$40,800	0.00	$41,616	0.00	$816	0.00
Substitute Secretary/Clerk	$13,441	$7,522	$15,000	0.00	$15,000	0.00	$0	0.00
Substitute Support Staff S-T	$47,332	$951	$94,399	0.00	$96,287	0.00	$1,888	0.00
Substitute Teacher-Long Term	$322,845	$191,801	$352,769	0.00	$359,824	0.00	$7,055	0.00
Substitute Teachers-Short Term	$524,497	$319,148	$483,562	0.00	$493,233	0.00	$9,671	0.00
Supervisor	$70,445	$50,933	$51,578	0.60	$52,611	0.60	$1,033	0.00
Teacher	$37,630,719	$39,093,290	$40,103,420	415.80	$41,605,483	406.40	$1,502,063	(9.40)
Teacher (Summer Programming)	$0	$0	$0	0.00	$57,500	0.00	$57,500	0.00
Technician	$18,299	$26,086	$19,038	0.30	$20,475	0.30	$1,437	0.00
Technology Assistant	$333,800	$394,730	$446,489	8.00	$446,060	8.00	($429)	0.00
Therapist	$3,045,192	$3,069,540	$3,139,282	31.61	$3,296,999	32.41	$157,717	0.80
Turnover Savings	$0	$0	$0	0.00	($650,000)	0.00	($650,000)	0.00
Tutor	$1,976	$0	$11,119	0.00	$5,528	0.00	($5,591)	0.00
Unapprop/Unassigned	($45,000)	$13,033	$0	0.00	$0	0.00	$0	0.00
Workshops	$166,713	$162,045	$146,637	0.00	$195,448	0.00	$48,811	0.00
PAWS Tuition Offset	($304,240)	($314,240)	($193,489)	0.00	($267,104)	0.00	($73,615)	0.00
Mid Schl Student Activity Fees	($18,500)	($26,000)	($19,500)	0.00	($19,500)	0.00	$0	0.00
WHS Parking Fees Offset	($35,000)	($9,750)	($35,000)	0.00	($35,000)	0.00	$0	0.00
WHS Student Activity Fees	($60,000)	($38,000)	($19,875)	0.00	($19,875)	0.00	$0	0.00
WHS Athletic Nursing Offset	($5,648)	($5,648)	$0	0.00	($5,648)	0.00	($5,648)	0.00
Transp. Homeless Reimbursement	($20,500)	($20,500)	($12,750)		($12,750)	0.00	$0	0.00
Transp. Vocational Reimbursement	$0	$0	($9,000)		($6,000)	0.00	$3,000	0.00
Salary and Other Compensation Total	**$65,806,423**	**$67,837,697**	**$70,862,362**	**840.45**	**$73,590,176**	**837.41**	**$2,727,814**	**(3.04)**

FY'22 Voted Budget by Type and Object Code

Category	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Expenses								
Accreditation Expense	$2,758	$0	$0	0.00	$0	0.00	$0	0.00
Advertising - Employment	$11,758	$12,768	$15,000	0.00	$15,000	0.00	$0	0.00
Advertising - General	$248	$745	$270	0.00	$270	0.00	$0	0.00
Athletic Officials Services	$57,298	$39,850	$66,332	0.00	$72,582	0.00	$6,250	0.00
Athletic Trips Transportation	$261,353	$174,490	$255,448	0.00	$288,271	0.00	$32,823	0.00
Auditorium Maintenance	$14,348	$6,990	$12,000	0.00	$12,000	0.00	$0	0.00
Bad Debt Provision	$0	$0	$2,000	0.00	$2,000	0.00	$0	0.00
Book Binding Services	$302	$0	$0	0.00	$0	0.00	$0	0.00
Computer Equipment Maintenance	$101,233	$83,875	$111,180	0.00	$111,180	0.00	$0	0.00
Computer Supplies	$31,997	$13,750	$60,324	0.00	$60,324	0.00	$0	0.00
Computers M&R Supplies	$19,908	$23,324	$32,399	0.00	$32,399	0.00	$0	0.00
Conf/Mtgs - Administrators	$10,759	$15,873	$35,593	0.00	$35,593	0.00	$0	0.00
Conf/Mtgs - Comm/Board Members	$7,511	$3,833	$0	0.00	$0	0.00	$0	0.00
Conf/Mtgs - Professional Staff	$53,342	$48,624	$95,774	0.00	$95,774	0.00	$0	0.00
Conf/Mtgs - Students	$206	$0	$0	0.00	$0	0.00	$0	0.00
Conf/Mtgs - Support Staff	$0	$900	$942	0.00	$942	0.00	$0	0.00
Copier Supplies	$42,098	$16,376	$25,034	0.00	$25,034	0.00	$0	0.00
Counseling Services	$42,000	$42,840	$44,500	0.00	$45,390	0.00	$890	0.00
Credit Card Charges	$0	$605	$27,000	0.00	$27,000	0.00	$0	0.00
Dues - Administrators	$23,019	$24,253	$30,087	0.00	$30,087	0.00	$0	0.00
Dues - Committee/Board Members	$7,217	$0	$7,500	0.00	$7,500	0.00	$0	0.00
Dues - Organizational	$24,982	$25,112	$29,130	0.00	$29,130	0.00	$0	0.00
Dues - Professional Staff	$388	$859	$1,510	0.00	$1,510	0.00	$0	0.00
Electricity	$0	$0	$535	0.00	$535	0.00	$0	0.00
Electronic Media	$2,489	$1,754	$3,914	0.00	$3,914	0.00	$0	0.00
Employment Medical Exams	$7,242	$4,900	$305,000	0.00	$5,000	0.00	($300,000)	0.00
Equipment M&R Supplies	$7,561	$2,518	$6,875	0.00	$6,875	0.00	$0	0.00
Equipment Maintenance	$42,567	$37,142	$54,773	0.00	$54,773	0.00	$0	0.00
Expenses Related to COVID			$102,099	0.00	$0	0.00	($102,099)	0.00
Field Trips Transportation	$14,280	$5,258	$13,600	0.00	$13,600	0.00	$0	0.00
Fitness And Athletic Supplies	$98,302	$67,003	$107,673	0.00	$107,673	0.00	$0	0.00
Food - Departmental	$14,372	$9,218	$13,895	0.00	$13,895	0.00	$0	0.00
Gasoline	$31,220	$22,946	$40,500	0.00	$40,500	0.00	$0	0.00
Graduation Expenses	$19,868	$5,429	$0	0.00	$0	0.00	$0	0.00
In District Travel	$4,873	$4,968	$8,000	0.00	$8,000	0.00	$0	0.00
Information Technology Serv	$69,208	$70,620	$79,605	0.00	$79,605	0.00	$0	0.00
Instructional Equipment	$48,030	$60,811	$44,894	0.00	$44,894	0.00	$0	0.00
Instructional Materials	$447,547	$361,522	$477,161	0.00	$475,661	0.00	($1,500)	0.00
Instructional Software	$41,979	$57,198	$53,412	0.00	$85,435	0.00	$32,023	0.00
Late Fees/Interest Charges	$12,283	$23	$0	0.00	$0	0.00	$0	0.00
Legal Services-Labor Counsel	$8,883	$10,000	$29,000	0.00	$29,000	0.00	$0	0.00
Legal Services-Special Counsel	$55,231	$23,563	$55,000	0.00	$55,000	0.00	$0	0.00
Lumber And Wood	$13,110	$14,482	$16,570	0.00	$16,570	0.00	$0	0.00
Medical Supplies	$7,340	$8,736	$10,250	0.00	$10,250	0.00	$0	0.00
Office Supplies	$45,503	$37,048	$31,266	0.00	$31,266	0.00	$0	0.00
On-Line Databases/Subscription	$37,458	$40,658	$35,998	0.00	$35,998	0.00	$0	0.00
Other Communications Services	$33,747	$24,369	$32,067	0.00	$32,067	0.00	$0	0.00
Other Contractual Services	$26,346	$21,969	$66,135	0.00	$46,635	0.00	($19,500)	0.00
Other Employee Fringe Benefits	$30,575	$30,000	$35,000	0.00	$35,000	0.00	$0	0.00
Other General Supplies	$169,972	$197,436	$174,495	0.00	$174,495	0.00	$0	0.00
Other Insurance - Flood	$0	$0	$5,500	0.00	$5,500	0.00	$0	0.00
Other Liability Insurance	$0	$0	$975	0.00	$975	0.00	$0	0.00
Other Library Supplies	$3,234	$2,945	$4,925	0.00	$4,925	0.00	$0	0.00
Other Professional Services	$151,855	$99,567	$188,188	0.00	$194,959	0.00	$6,771	0.00

FY'22 Voted Budget by Type and Object Code

Category	FY'19 Expended	FY'20 Expended	FY'21 Adjusted Budget	FY'21 Adjusted FTE	FY'22 Voted Budget	FY'22 Voted FTE	$ Variance (FY'22-FY'21)	FTE Variance (FY'22-FY'21)
Other Purchased Services	$8,684	$10,423	$8,180	0.00	$8,180	0.00	$0	0.00
Other Temporary Staff	$12,133	$13,437	$0	0.00	$0	0.00	$0	0.00
Other Vehicular Supplies	$1,370	$4,565	$2,500	0.00	$2,500	0.00	$0	0.00
Paper And Stationery	$39,356	$32,366	$40,000	0.00	$40,000	0.00	$0	0.00
Periodicals And Newspapers	$2,003	$1,765	$7,518	0.00	$7,518	0.00	$0	0.00
Postage	$21,353	$24,860	$24,701	0.00	$24,701	0.00	$0	0.00
Print Resources	$45,122	$49,192	$44,049	0.00	$44,049	0.00	$0	0.00
Pupil Tutoring Services	$6,054	$1,558	$7,209	0.00	$7,209	0.00	$0	0.00
Recreational Facilities Rental	$92,467	$156,159	$192,110	0.00	$223,458	0.00	$31,348	0.00
Registration Costs	$1,950	$1,809	$2,520	0.00	$2,520	0.00	$0	0.00
Residential Tuition	$3,459,966	$3,826,573	$3,281,577	0.00	$3,171,650	0.00	($109,927)	0.00
School Bus Transportation	$1,860,428	$1,519,116	$1,591,903	0.00	$1,989,912	0.00	$398,009	0.00
School Transportation Homeless	$29,677	$9,061	$49,093	0.00	$56,457	0.00	$7,364	0.00
Software	$300	$395	$0	0.00	$0	0.00	$0	0.00
Software Licences	$41,930	$68,166	$68,500	0.00	$84,240	0.00	$15,740	0.00
Software Licenses	$209,245	$264,568	$264,687	0.00	$288,417	0.00	$23,730	0.00
Telecommunications	$2,000	$0	$2,500	0.00	$2,500	0.00	$0	0.00
Telephone	$57,587	$89,628	$85,000	0.00	$85,000	0.00	$0	0.00
Testing Protocols	$32,271	$51,876	$33,555	0.00	$33,555	0.00	$0	0.00
Textbooks And Related Software	$393,082	$280,418	$471,091	0.00	$426,591	0.00	($44,500)	0.00
Training And Development	$88,870	$120,670	$137,951	0.00	$137,951	0.00	$0	0.00
Translation/Interpretting Serv	$66,379	$52,704	$79,337	0.00	$79,337	0.00	$0	0.00
Transp Reimburse Parents	$10,000	$10,000	$10,000	0.00	$10,000	0.00	$0	0.00
Travel - Mileage	$3,119	$2,365	$8,150	0.00	$8,150	0.00	$0	0.00
Tuition Collaboratives	$689,720	$979,444	$995,843	0.00	$693,127	0.00	($302,716)	0.00
Tuition In-State Schools	$45,700	$10,830	$78,000	0.00	$78,000	0.00	$0	0.00
Tuition Out-Of-State Schools	$433,541	$318,312	$467,483	0.00	$308,560	0.00	($158,923)	0.00
Tuition Private Schools	$2,266,467	$2,345,045	$2,608,852	0.00	$2,769,475	0.00	$160,623	0.00
Tuition Vocational	$25,126	$33,940	$47,865	0.00	$24,865	0.00	($23,000)	0.00
Uniforms	$4,488	$1,473	$4,425	0.00	$4,425	0.00	$0	0.00
Vehicle Maintenance	$13,953	$11,170	$13,000	0.00	$13,000	0.00	$0	0.00
Vehicle Use	$77,446	$69,879	$110,703	0.00	$134,950	0.00	$24,247	0.00
Vehicular Parts & Accessories	$14,448	$17,041	$15,000	0.00	$15,000	0.00	$0	0.00
Vehicular Tires And Tubes	$3,039	$180	$3,000	0.00	$3,000	0.00	$0	0.00
Video Media	$0	$0	$1,050	0.00	$1,050	0.00	$0	0.00
Workbooks	$0	$0	$1,082	0.00	$1,082	0.00	$0	0.00
WMS Art Fees Offset	($20,000)	($10,000)	($15,000)	0.00	($15,000)	0.00	$0	0.00
WMS Perf. Arts Instrument Offset	($4,000)	($4,000)	$0	0.00	$0	0.00	$0	0.00
WMS Athletic Fees	($78,056)	($62,165)	($21,583)	0.00	($73,381)	0.00	($51,798)	0.00
WHS Art Fees Offset	($43,000)	($34,000)	($26,250)	0.00	($26,250)	0.00	$0	0.00
WHS Perf. Arts PD Offset	($5,000)	($5,000)	$0	0.00	$0	0.00	$0	0.00
WHS Perf. Arts Instrument Offset	($8,000)	($8,000)	$0	0.00	$0	0.00	$0	0.00
WHS Athletic Fees/Gate Receipts	($466,143)	($354,000)	($452,000)	0.00	($457,300)	0.00	($5,300)	0.00
Transp. Optional Busing Fees	($485,875)	($407,500)	($227,500)	0.00	($437,500)	0.00	($210,000)	0.00
WHS Special Education Tuition Offset	($90,000)	($44,951)	($95,970)	0.00	($95,970)	0.00	$0	0.00
Circuit Breaker Offset	($2,581,674)	($3,564,653)	($3,252,171)	0.00	($3,229,936)	0.00	$22,235	0.00
Expenses Total	**$8,435,325**	**$7,641,866**	**$9,517,289**	**0.00**	**$8,950,078**	**0.00**	**($567,210)**	**0.00**
FY'22 Voted Budget	**$74,241,747**	**$75,479,564**	**$80,379,651**	**840.45**	**$82,540,254**	**837.41**	**$2,160,603**	**(3.04)**

Employee Benefits
Traffic & Parking

Group Insurance

The Group Insurance budget covers the Town's share of health Insurance premiums for active and retired employees. In addition, it includes life insurance, dental insurance, long term disability insurance, an employee assistance program, and the Town's share of the Federal Medicare Tax. The tax-impact budget request is net of reimbursements from the Enterprise Funds for their personnel.

Group Insurance benefits for active and retired Town and School employees continue to comprise a significant percentage of the total budget, with the health insurance component growing at a faster rate than revenues. In recent years, health insurance has been a major factor in the difficulty of balancing the Town's budget. In response, the Town has implemented a number of changes, many of which have been subject to collective bargaining.

Recently the Town reached an agreement with its unions, effective July 1, 2018, to replace the "Rate Saver Plans" purchased through the West Suburban Health Group with two "deductible" plans that are more cost effective for the Town. The change will moderate cost and continue to provide an excellent choice of health care plans for employees and retirees. Although the changes in plan offerings will slow the growth in health insurance costs to a more affordable level, **all staffing additions must be thoroughly vetted** because of their negative impact upon benefit costs.

Group Insurance Operating Request

Org	Object	Account # 01-914 Account Title	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
21914200	530259	OPEB Consulting	20,000	20,000	20,000	-	0.00%
21914200	575213	Group Health Insurance	16,848,690	17,784,013	17,629,688	(154,325)	-0.87%
21914200	578500, 578510 & 575219	FSA, HRA & HSA Administration, Claims	375,000	325,000	350,000	25,000	7.69%
21914200		Savings transferred from Health insurance fund	-	-	-	-	0.00%
21914200	575212	Health Insurance Consulting & Actuarial Services	10,000	37,500	10,000	(27,500)	-73.33%
21914200	575230	Medicare Tax	1,450,000	1,540,000	1,575,000	35,000	2.27%
21914200	575210	Medicare B Penalty & Refunds	65,000	60,000	58,000	(2,000)	-3.33%
21914200	575240	Long Term Disability	75,000	-	-	-	0.00%
21914200	575297	Allowance for Other Insurances	675,000	675,000	700,000	25,000	3.70%
21914200	578550	VOYA Fees	45,000	30,000	30,000	-	0.00%
21914200	575260	Employee Assistance Plan	64,800	64,800	90,000	25,200	38.89%
			$ 19,628,490	**$ 20,536,313**	**$ 20,462,688**	**$ (73,625)**	**-0.36%**

Workers Compensation

The Town self-funds its Workers' Compensation program and has a dedicated employee within the Human Resources department to manage all claims and cases. The program includes the cost of reinsurance to protect against catastrophic cases. An actuarial analysis is performed annually to determine the adequacy of the self-insurance fund and to identify an annual appropriation amount. Because of several years of good claims experience, the Town has reached the balance recommended by its actuarial firm and has therefore been able to keep the 2022 contribution level to 2021.

Org	Object	Account # 01-912 Account Title	FY18 Budget	FY19 Request	FY20 Actual	FY21 Request	FY22 Request	$ Variance FY21-22	% Variance FY21-22
01912200	578010	Approved Special Expenses	$517,860	$287,700	$287,700	$244,149	$244,149	$ -	0.00%

OPEB Liability Fund

Other (than Pension) Post- Employment Benefits (OPEB) liabilities are the cost of the Town's actuarially –determined obligation to subsidize a portion of retiree medical insurance for retired Town and School employees. Drivers of OPEB liability costs include health care costs, the size of the eligible population, and the level of benefits provided. Health care cost inflation, an aging population, consistent benefit offerings, and longer life expectancy have collectively served to increase OPEB costs in recent years.

Since 2006, the Town has been a leader in the Commonwealth in providing an aggressive strategy to fund its OPEB liabilities by 2037. OPEB contributions were increased annually over the course of a decade using a capital exclusion as part of the plan, and eventually OPEB contributions were funded entirely within the levy. The current actuarial funding schedule recommends a level annual appropriation of $3,432,000, which no longer adds a structural imbalance to the budget. The funded status has continued to improve and the Town now expects the past service liabilities to be fully funded by 2032, with an assumed interest rate of 6.625%. The Retirement Board manages the OPEB investment at the Town's request, and secures actuarial valuations every two years.

Org	Object	Account # 01-919 Account Title	FY18 Budget	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
01919200	596998	OPEB Non-Excluded	$3,432,000	$3,432,000	$3,432,000	$3,432,000	$3,432,000	$ -	0.00%
01919200	596999	OPEB Excluded	-	-	-	-		$ -	0.00%
		EXPENSES TOTAL	**$3,432,000**	**$3,432,000**	**$3,432,000**	**$3,432,000**	**$3,432,000**	**$ -**	**0.00%**

Pension/Retirement Contribution

The majority of Town employees participate in a defined benefit pension plan, the Wellesley Contributory Retirement System (WCRS). Public School teachers and certain administrators are members of the Massachusetts Teachers' Retirement System, to which the Town does not contribute. WCRS members are required to contribute between 7 and 11% of annual covered compensation (depending upon their hire date. The majority are now at the 11% level: 9% on the first $30,000, and an additional 2% on the rest). The Town is required to pay its share of the actuarially determined contribution, which includes amortization of past service costs. Employees do not participate in Social Security and contribute significantly more to their own retirement than private sector employees contribute to Social Security.

A chart of the town's pension contributions from FY18 – FY22 is shown below:

Retirement Operating Request

Org	Object	Account # 01-910 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
		Contributory Retirement Pension	$ 7,835,775	$ 8,350,000	$ 8,851,507	$ 9,438,070	$ 9,756,209	$ 318,139	3.37%
								$ -	0.00%
64*	575010	Sewer Contribution	(114,256)	(121,754)	(130,695)	(141,553)	(146,419)	$ (4,866)	3.44%
74*	575010	Water Contribution	(266,597)	(284,092)	(304,954)	(330,291)	(341,643)	$ (11,352)	3.44%
64	202049	MLP Contribution	(771,792)	(821,746)	(850,422)	(921,561)	(951,741)	$ (30,180)	3.27%
		West Suburban Veteran's District	(10,462)	(11,150)	(8,921)	(9,477)	(9,809)	$ (332)	3.50%
		Wellesley Housing Authority Contribution	(50,805)	(54,833)	(68,606)	(69,407)	(71,780)	$ (2,373)	3.42%
01910200	575010	Contributory Retirement Pension	**$ 6,621,863**	**$ 7,056,425**	**$ 7,487,909**	**$ 7,965,781**	**$ 8,234,817**	**$ 269,036**	**3.38%**

From FY97 until FY09, the Town did not make contributions to the WCRS, because the system was fully funded and investment earnings were more than sufficient to cover the annual cost to the Town. Town employees continued to make their contributions during this period, however. Following the severe downturn in global financial markets in 2008, the Retirement Board made the prudent decision to resume appropriating Town contributions to the system. Beginning with $1 million in funding for FY10, and ramping up quickly, the contribution increased each year for several years, to achieve an actuarial funding schedule, before leveling off at a rate in line with annual revenue increases by FY16.

The FY22 appropriation of $8,234,817 (up 3.38% from FY21), has been increased slightly to allow for an increase in the COLA (cost of living) base, which was recently approved by Town

Meeting. Scheduled increases slow to under 3.5% annually after 2021, falling into line with or under expected revenue growth.

This schedule will achieve full funding by 2030. The MLP, Water, Sewer and Wellesley Housing Authority each contribute their share of the pension costs. The current amortization schedule is based upon the assumption that the average annual investment return for pension assets will be 6.625%, which is more conservative than other systems within the Commonwealth, but in line with assumptions of other systems nationwide. As has been the case historically, the WCRS is one of the best funded systems in the Commonwealth.

Unemployment Compensation

The Unemployment Compensation budget is used to reimburse the Massachusetts Division of Employment Security for actual claims paid on behalf of the Town. The Town has the option of paying a fixed percentage of payroll, or actual expenses, and has chosen the latter, less expensive approach.

Unemployment Compensation Operating Request

Org	Object	Account # 01-913 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY21 Request	$ Variance FY21-22	$ Variance FY21-22
01913200	596087	Transfer to Unemployment Comp	$ 150,000	$ 150,000	$ 100,000	$ 100,000	$ 100,000	$ -	0.00%

Compensated Absences

The Compensated Absences budget provides funds to pay eligible employees for sick and vacation time earned in prior years upon retirement, termination or death subject to the provisions of the respective collective bargaining agreements. Because these payouts cannot always be predicted or absorbed, this appropriation serves as a reserve for non-school budgets. Any unused amounts at fiscal year- end revert to free cash. Non-union contract employees are not compensated for unused sick time, and vacation carryover is limited by Town bylaws and Human Resources Policy.

Compensated Absences Operating Request

Org	Object	Account # 01-950 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
01950100	519020	Sick Leave/Vacation Buyback	$ 142,786	$ 76,830	$ 120,000	$ 120,000	$ 120,000	$ -	0.00%

Mission

The mission of the Traffic and Parking Department is to facilitate vehicular and pedestrian safety and orderly movement throughout the community through the appropriate application of traffic regulatory and warning devices. The department also maintains municipal parking lots and on-street parking meters. This budget is funded from parking meter receipts.

Funds for Traffic and Parking expenditures are provided by parking meter receipts from on-street parking meters and the municipal parking lots and are deposited into the Town's Traffic and Parking Fund. In FY22, receipts are projected to be far below average. This budget funds the Traffic Fines Processing Department; traffic engineering services; meter maintenance; snow removal; sanding services for the Town's parking lots; and parking lot repair and maintenance.

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Full Time-Equivalent Employees					
Position Titles:					
Administrator	0.5	0.5	0.5	0.5	0.5
Parking Clerk	1.0	1.0	1.0	1.0	0.5
Meter/Sign Repair	0.5	0.5	0.5	0.5	0.5
Parking Attendants	2.6	2.6	2.6	2.6	2.6
Total Number of Positions	**4.6**	**4.6**	**4.6**	**4.6**	**4.1**

Traffic & Parking Operating Request

Org	Obj	Munis Object # Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	$ Variance FY21-22	% Variance FY21-22
PERSONAL SERVICES									
27293100	511010	Senior Administrator		$ 44,864	$ 62,006	$ 62,006	$ 75,749	$ 13,743	22.16%
27293100	511220	Other Professional	$ 90,072	$ 47,093	$ 32,297	$ 32,154	$ 32,060	$ (94)	-0.29%
27293100	511240	Unif Staff	72,420	67,612	69,273	93,020	93,020	$ -	0.00%
27293100	514010	Shift Diff	665	621	22	2,000	2,000	$ -	0.00%
27293100	511350	Laborer	54,355	46,191	39,392	55,000	55,000	$ -	0.00%
27293100	511230	Traffic Officer	33,409	35,958	36,085	36,085	36,556	$ 471	1.31%
27293100	511370	Clerk Assistance	-	4,600		-	-	$ -	0.00%
			250,921	**246,940**	**239,075**	**280,265**	**294,385**	**14,120**	**5.04%**
EXPENSES									
27293200	521010	Electricity	11,104	10,995	10,763	12,000	10,000	$ (2,000)	-16.67%
27293200	524015	Grounds Maint	37,077	32,458	19,846	32,000	34,000	$ 2,000	6.25%
27293200	524030	Equip Maint	1,443	-		-	-	$ -	0.00%
27293200	529030	Snow Removal	62,760	54,835	26,904	60,000	60,000	$ -	0.00%
27293200	530700	Arch/Eng	66,580	22,404	29,983	75,000	75,000	$ -	0.00%
27293200	530900	Other Prof	83,593	97,216	78,884	95,000	95,000	$ -	0.00%
27293200	534010	Postage	601	662	705	1,000	1,000	$ -	0.00%
27293200	534020	Telephone	1,277	1,046				$ -	0.00%
27293200	534030	Advertising - General	-	-	-	-	500	$ 500	0.00%
27293200	534040	Printing and Mailing	578	-	-	-	-	$ -	0.00%
27293200	536100	DPW-PW Services	9,980	17,490	15,757	20,000	20,000	$ -	0.00%
27293200	538090	Other Services	46,205	47,243	29,884	50,000	50,000	$ -	0.00%
27293200	542010	Office Supplies	2,376	522	412	750	800	$ 50	6.67%
27293200	542110	Uniforms	1,454	2,007	1,107	4,000	4,000	$ -	0.00%
27293200	543040	Equipment Supplies	548	2,990	3,672	5,000	5,000	$ -	0.00%
27293200	543050	Paint Supplies	55,654	45,015	48,617	60,000	60,000	$ -	0.00%
27293200	543090	Other M &R	23,902	12,620	11,474			$ -	0.00%
27293200	552030	Signs Supplies	26,234	22,546	21,847	30,000	32,000	$ 2,000	6.67%
27293200	571010	Travel-Mileage	2,151	1,804	1,767	3,000	3,000	$ -	0.00%
27293200	571540	Parking Lot Imp	-	12,768	12,654	20,000	20,000	$ -	0.00%
27293200	571550	Traffic Calming	-	46,131	9,608	60,000	60,000	$ -	0.00%
27293200	575210	Health Insurance	-	13,486	15,000	40,000	40,000	$ -	0.00%
27293200	578020	Credit card	20,786	19,936	17,998	30,000	30,000	$ -	0.00%
Expense Total			**454,303**	**464,175**	**356,882**	**597,750**	**600,300**	**2,550**	**0.43%**
P/S and Expenses Total			**$ 705,224**	**$ 711,114**	**$ 595,957**	**$ 878,015**	**$ 894,685**	**$ 16,670**	**1.90%**
Capital Request			**$ 680,000**	**$ 150,000**	**$ 100,000**	**$ 350,000**	**$ -**	**$ (350,000)**	**-100.00%**
Grand Total			**$ 1,385,224**	**$ 861,114**	**$ 695,957**	**$ 1,228,015**	**$ 894,685**	**$ (333,330)**	**-27.14%**

FY22-FY26

Departmental

Capital Requests

Town of *Wellesley*
Five Year Capital Budget Program FY2022-2026

Summary Schedule

	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2022-2026 Total
Cash Capital	3,881,232	4,260,119	10,381,894	7,762,033	8,749,126	7,444,372	38,597,544
Free Cash	-	-	-	-	-	-	-
CPC Funding	400,000	490,000	1,350,000	3,025,000	-	-	4,865,000
Gift/Fundraising	525,000	-	-	-	-	-	-
Chapter 90	790,000	790,000	790,000	790,000	790,000	790,000	3,950,000
Debt Capital Inside Levy	7,782,558	5,535,135	6,620,129	14,050,000	3,300,000	4,384,000	33,889,264
Debt Capital Exclusion *	12,765,059	128,100,000	15,500,000	-	-	-	143,600,000
Grand Total	**$ 26,143,849**	**$ 139,175,254**	**$ 34,642,023**	**$ 25,627,033**	**$ 12,839,126**	**$ 12,618,372**	**$ 224,901,808**

Note: This document represents all department capital requests for the years preferred by each department. Because the Town doesn't have the funding to afford every project in the requested year, capital needs are discussed and re-evaluated annually, in an effort the achieve the best result for the entire Town.

Town of Wellesley
Five Year Capital Detail Summary FY2022-2026

Department	FY21	FY22	FY23	FY24	FY25	FY26	FY22-26 Total
Cash Capital							
Selectmen/Central Admin	-	-	-	-	-	-	-
SEC	41,000	6,000	50,000	50,000	50,000	50,000	206,000
Information Technology	77,000	118,000	230,000	140,000	205,000	110,000	803,000
Police	76,066	-	69,654	64,179	86,675	16,699	237,207
Fire	134,000	175,000	127,500	151,500	173,500	125,000	752,500
Council on Aging	10,000	12,500	20,000	20,000	20,000	-	72,500
Library	70,725	122,880	213,720	190,300	145,300	147,300	819,500
Natural Resources Commission	78,750	90,000	245,000	245,000	495,000	110,000	1,185,000
Morses Pond	-	-	-	70,000	45,000	50,000	165,000
Town Clerk	-	16,000	23,000	-	75,000	-	114,000
Assessors	-	-	93,000	-	-	-	93,000
Planning Board	-	-	50,000	-	-	-	50,000
Department of Public Works	1,677,000	1,696,000	5,063,000	3,395,500	4,030,500	3,690,500	17,875,500
Schools	828,691	816,739	1,299,020	1,265,554	1,294,151	1,158,873	5,834,337
Facilities Management	888,000	1,207,000	2,898,000	2,170,000	2,129,000	1,986,000	10,390,000
Total Cash Capital	3,881,232	4,260,119	10,381,894	7,762,033	8,749,126	7,444,372	38,597,544
Other Funding Sources							
DPW Street Resurfacing (Ch 90)	790,000	790,000	790,000	790,000	790,000	790,000	3,950,000
MOPO Beachfront (CPC)	-	175,000	800,000	3,025,000	-	-	4,000,000
Morses Pond Shoreline Erosion (CPC)	-	-	150,000	-	-	-	150,000
Harvester (CPC)	-	315,000	-	-	-	-	315,000
WHA Assessment (CPC)	-	-	400,000	-	-	-	400,000
Softball fields (CPC)	400,000	-	-	-	-	-	-
Softball fields (CPC)	525,000	-	-	-	-	-	-
Total Other Sources	1,715,000	1,280,000	2,140,000	3,815,000	790,000	790,000	8,815,000
Debt Capital Inside Levy							
Dispatch Overhaul	-	435,135	195,129	-	-	-	630,264
DPW- Fuel Depot	-	-	-	100,000	1,000,000	-	1,100,000
Replacement/Renovation DPW Yard	-	-	-	1,000,000	-	-	1,000,000
DPW- Street Rehabilitations	2,750,000	3,250,000	2,450,000	2,050,000	2,000,000	-	9,750,000
DPW- Hunnewell Field/Softball field	300,000	-	-	-	-	-	-
Town Hall Interior Renovation	-	1,850,000	-	-	-	-	1,850,000
Middle School Parking Lot Paving	-	-	2,500,000	-	-	-	2,500,000
MOPO Beachfront	-	-	-	1,400,000	-	-	1,400,000
Warren HVAC Updgrade	-	-	375,000	2,500,000	-	-	2,875,000
Fire Engine	-	-	-	600,000	-	-	600,000
Main Library Space Utilization Reno	2,863,408	-	-	-	-	-	-
Main Library (Lighting, Roof, Carpet)	843,150	-	-	-	-	-	-
DPW RDF Repair Projects	-	-	-	-	300,000	1,600,000	1,900,000
DPW Highway & Park Renovation (PBC)	-	-	1,100,000	6,400,000	-	-	7,500,000
Bates School Projects	-	-	-	-	-	1,750,000	1,750,000
Sprague Projects	1,026,000	-	-	-	-	1,034,000	1,034,000
Total Borrowed Inside Levy	7,782,558	5,535,135	6,620,129	14,050,000	3,300,000	4,384,000	33,889,264
Debt Capital Exclusion							
Town Hall Interior Renovation	-	-	15,500,000	-	-	-	15,500,000
Middle School Bldg Systems	12,765,059	-	-	-	-	-	-
Hunnewell School Project	-	55,800,000	-	-	-	-	55,800,000
Hardy/Upham - MSBA	-	72,300,000	-	-	-	-	72,300,000
Total Capital Exclusion	12,765,059	128,100,000	15,500,000	-	-	-	143,600,000
Grand Total	**$ 26,143,849**	**$ 139,175,254**	**$ 34,642,023**	**$ 25,627,033**	**$ 12,839,126**	**$ 12,618,372**	**$ 224,901,808**

Town of *Wellesley*
FY2022-2026 **BOS** Capital Request

Capital Project	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY22-26 Total
Information Technology							
Server Virtualization	-	-	-	-	150,000	-	150,000
Telephone Upgrade (VoIP 2.0)	-	-	150,000	-	-	-	150,000
10GB Core Network Switches	65,000	-	-	-	-	75,000	75,000
MUNIS Upgrade	12,000	-	-	-	-	-	-
Upgrade Office Software	-	33,000	-	-	35,000	-	68,000
Recovery / Backup Appliance	-	85,000	-	-	-	-	85,000
10GB Edge Network Switches	-	-	-	50,000	-	-	50,000
Records Digitization/Mgmt.	-	-	75,000	75,000	-	-	150,000
Replace Wi-Fi Equipment	-	-	5,000	15,000	20,000	-	40,000
Wi-Fi Equipment at Warren Building	-	-	-	-	-	35,000	35,000
	77,000	118,000	230,000	140,000	205,000	110,000	803,000
Police							
Server Replacement	12,638	-	-	16,699	-	16,699	33,398
Mobile/Portable Radio Replacement	63,428	-	61,004	47,480	-	-	108,484
Forensic Computer Workstation	-	-	8,650	-	-	-	8,650
Electronic Control Devices	-	-	-	-	86,675	-	86,675
	76,066	-	69,654	64,179	86,675	16,699	237,207
Fire							
Office/Station Furniture	25,000	-	-	-	25,000	-	25,000
Fire Hose Equipment	-	20,000	-	20,000	-	20,000	60,000
Scott Air Bottles	-	-	45,500	-	-	-	45,500
Replace command vehicle(s)	49,000	-	57,000	-	58,000	-	115,000
Fire Turnout Gear	-	150,000	-	-	-	-	150,000
Fire Turnout Gear Lockers	-	-	-	50,000	-	-	50,000
Light Tower/Generator Trailer	-	-	-	10,000	-	-	10,000
Town AED Replacement	5,000	5,000	5,000	-	5,000	5,000	20,000
Radio System/Portables	55,000	-	-	-	75,000	-	75,000
Hydrolic Rescue Cutting Tool	-	-	-	-	10,500	-	10,500
SCBA Air Pacs Upgrade	-	-	-	71,500	-	-	71,500
Security Camera Upgrade	-	-	20,000	-	-	-	20,000
SCBA Masks/Thermal Camera	-	-	-	-	-	100,000	100,000
	134,000	175,000	127,500	151,500	173,500	125,000	752,500
Selectmen							
Town Hall Ground Floor Copier	-	-	-	-		-	-
North 40 Soil Testing/Master Plan	-	-	-	-		-	-
	-	-	-	-	-	-	-
SEC							
Climate Action Plan	41,000	-	50,000	50,000	50,000	50,000	200,000
Police Station Energy Assessment/Conservation Pilot	-	6,000	-	-		-	6,000
	41,000	6,000	50,000	50,000	50,000	50,000	206,000
Council on Aging							
A/V components/additions/modifications	-	-	-	-	-	-	-
Replacement Carpeting, Window Shades, Painting	-	-	-	-	20,000	-	20,000
Patron Technology/COVID Modifications)	-	12,500	-	-	-	-	12,500
Exercise Equipment	-	-	-	10,000	-	-	10,000
Participant tracking software/hardware upgrades	-	-	-	-	-	-	-
Replacement/Upgrade TPC furniture & fixtures	-	-	10,000	-	-	-	10,000
Replacements/Upgrade kitchen equipment	-	-	-	10,000	-	-	10,000
Replacements/Upgrade Daily Use Equipment	-	-	10,000	-	-	-	10,000
Replacements/Upgrade Photocopier/Printer	10,000	-	-	-	-	-	-
	10,000	12,500	20,000	20,000	20,000	-	72,500
BOS Cash Capital Total	338,066	311,500	497,154	425,679	535,175	301,699	2,071,207
Replace Fire Engine Vehicle(s)	-	-	-	600,000	-	-	600,000
Dispatch Overhaul	-	435,135	195,129	-	-	-	630,264
Total BOS Borrowed	-	435,135	195,129	600,000	-	-	1,230,264
Grand Total Selectmen	**$ 338,066**	**$ 746,635**	**$ 692,283**	**$ 1,025,679**	**$ 535,175**	**$ 301,699**	**$ 3,301,471**

Town of *Wellesley*

FY2022-2026 **Facilities** Capital Request

Building Description	FY21	FY22	FY23	FY24	FY25	FY26	FY22-26 Total
Town Cash Capital							
Townwide (Municipal)	30,000	80,000	30,000	30,000	30,000	94,000	264,000
Town Hall Annex Design	135,000	-	85,000	-	-	-	85,000
Police	-	25,000	65,000	170,000	16,000	20,000	296,000
Fire Department Main (Headquarters)	-	70,000	12,000	250,000	125,000	-	457,000
Fire Department Central (Station 1)	-	25,000	245,000	-	65,000	-	335,000
Warren (Recreation and Health)	-	85,000	527,000	-	200,000	42,000	854,000
Morses Pond	-	-	10,000	-	-	10,000	20,000
Main Library	100,000	75,000	225,000	344,000	289,000	66,000	999,000
Hills Library	-	-	15,000	-	-	75,000	90,000
Fells Library	-	-	10,000	-	-	-	10,000
DPW Operations	-	-	-	40,000	30,000	100,000	170,000
DPW Water & Sewer	-	-	-	-	45,000	144,000	189,000
DPW Highway & Park	-	-	-	-	-	165,000	165,000
DPW RDF (Sprinkler and Fabric shed)	400,000	-	175,000	-	300,000	25,000	500,000
Subtotal Cash Capital - Municipal	665,000	360,000	1,399,000	834,000	1,100,000	741,000	4,434,000
School Cash Capital							
Districtwide (Schools)	118,000	177,000	251,000	147,000	209,000	211,000	995,000
Preschool at Wellesley (PAWS)	-	10,000	25,000	-	-	-	35,000
Bates Elementary	-	-	70,000	160,000	40,000	60,000	330,000
Fiske Elementary	-	20,000	-	55,000	-	-	75,000
Hardy Elementary	-	35,000	-	85,000	-	-	120,000
Hunnewell Elementary	-	35,000	-	79,000	-	-	114,000
Sprague Elementary	105,000	65,000	200,000	225,000	80,000	65,000	635,000
Schofield Elementary	-	-	-	50,000	25,000	-	75,000
Upham Elementary	-	35,000	-	35,000	35,000	-	105,000
Middle School	-	345,000	150,000	-	140,000	122,000	757,000
High School	-	125,000	803,000	500,000	500,000	787,000	2,715,000
Subtotal Cash Capital - Districtwide	223,000	847,000	1,499,000	1,336,000	1,029,000	1,245,000	5,956,000
Other Unidentified Cash Capital	-	-	-	-		-	-
Total Cash Capital Requests	888,000	1,207,000	2,898,000	2,170,000	2,129,000	1,986,000	10,390,000
Other funding sources							
Total other funding sources	-	-	-	-	-	-	-
Borrowed Inside							
Town Hall Interior Renovation	-	1,850,000	-	-	-	-	1,850,000
Warren Heat Pumps Replacement	-	-	375,000	2,500,000	-	-	2,875,000
Main Library (Lighting, Roof, Carpet)	843,150	-	-	-	-	-	-
Main Library Space Utilization Reno Proje	2,863,408	-	-	-	-	-	-
Main Library HVAC System Renovation	-	-	150,000	1,000,000	-	-	1,150,000
MS Parking Lot Paving	-	-	2,500,000	-	-	-	2,500,000
Sprague HVAC System Renovation	-	-	200,000	1,500,000	-	-	1,700,000
Sprague Projects	1,026,000	-	-	-	-	1,034,000	1,034,000
Bates School Projects	-	-	-	-	-	1,750,000	1,750,000
Air-Condition Schools	-	-	-	-	-	1,476,000	1,476,000
New Bathhouse at Morses Pond	-	-	-	-	-	800,000	800,000
DPW RDF Admin Building	-	-	500,000	2,750,000	-	-	3,250,000
DPW RDF Repair Projects	-	-	-	-	300,000	1,600,000	1,900,000
DPW Highway & Park Renovation	-	-	1,100,000	6,400,000	-	-	7,500,000
Total Borrowed Inside	4,732,558	1,850,000	4,825,000	14,150,000	300,000	6,660,000	27,785,000
Town Hall Interior Renovation	-	-	15,500,000	-	-	-	15,500,000
Middle School Bldg Systems	12,765,059	-	-	-	-	-	-
Hunnewell School Project	-	55,800,000	-	-	-	-	55,800,000
Hardy/Upham Renov.	-	72,300,000	-	-	-	-	72,300,000
Total Borrowed Outside	12,765,059	128,100,000	15,500,000	-	-	-	143,600,000
Total FMD Capital Requests	**18,385,617**	**131,157,000**	**23,223,000**	**16,320,000**	**2,429,000**	**8,646,000**	**181,775,000**

Town of Wellesley
FY2022-2026 **Non-BOS Departments** Capital Request

Capital Project	FY21	FY22	FY23	FY24	FY25	FY26	FY22-26 Total
Natural Resources Commission							
Park Sidewalk Paths/ Parking Lot Repairs	-	15,000	15,000	15,000	15,000	15,000	75,000
Tree Planting/Management Program	28,750	40,000	55,000	55,000	55,000	55,000	260,000
Natural Landscape Development	35,000	25,000	25,000	25,000	25,000	25,000	125,000
Comprehensive Pond Improvements	-	-	100,000	100,000	-	-	200,000
Open Space and Recreation Plan Update	15,000	-	-	-	-	-	-
Playground Improvement/ADA Access	-	-	50,000	50,000	-	-	100,000
Town Forest Improvements	-	10,000	-	-	-	10,000	20,000
Existing Lighting Upgrades	-	-	-	-	400,000	-	400,000
Wildlife Cameras	-	-	-	-	-	5,000	5,000
Subtotal Cash Capital	78,750	90,000	245,000	245,000	495,000	110,000	1,185,000
Total NRC Capital	78,750	90,000	245,000	245,000	495,000	110,000	1,185,000
Morses Pond							
Stormwater Construction/Demo & Monitoring	-	-	-	10,000	-	-	10,000
Bylaw/Regulatory Review/Development	-	-	-	25,000	-	-	25,000
Selective Planting	-	-	-	35,000	35,000	-	70,000
Plant Monitoring	-	-	-	-	10,000	-	10,000
Morses Pond Beach Improvements	-	-	-	-	-	50,000	50,000
Subtotal Cash Capital	-	-	-	70,000	45,000	50,000	165,000
Morses Pond Shoreline Erosion (CPC)	-	-	150,000	-	-	-	150,000
Harvester (CPC)	-	315,000	-	-	-	-	315,000
Total Morses Pond Capital	-	315,000	150,000	70,000	45,000	50,000	630,000
Library							
Time Card system	-	-	-	10,000	-	-	10,000
Computer/Peripheral Replacement	52,300	55,300	57,300	57,300	59,300	59,300	288,500
IT Infrastructure Replacement	12,000	12,000	12,000	12,000	12,000	12,000	60,000
Automated Material Handler	-	-	-	10,000	-	-	10,000
Security Cameras	-	12,000	-	12,000	-	12,000	36,000
WFL Van	-	-	40,000	-	-	-	40,000
New Technology & Devices	6,425	30,000	30,000	30,000	40,000	40,000	170,000
Website Construction/Redesign	-	-	15,000	-	10,000	-	25,000
Self Check System	-	13,580	34,420	24,000	24,000	24,000	120,000
Traffic Study	-	-	25,000	-	-	-	25,000
Parking Lot Improvements	-	-	-	25,000	-	-	25,000
Strategic Planning	-	-	-	10,000	-	-	10,000
Total Library Cash Capital	70,725	122,880	213,720	190,300	145,300	147,300	819,500
Town Clerk							
Electronic Poll Books for Voter Lists	-	16,000	8,000	-	-	-	24,000
Electronic Voting Devices for Town Meeting	-	-	15,000	-	-	-	15,000
New Voting Equipment	-	-	-	-	75,000	-	75,000
Total Town Clerk Cash Capital	-	16,000	23,000	-	75,000	-	114,000
Electronic Voting Devices (FC)	-	-	-	-	-	-	-
Town Clerk Total	-	16,000	23,000	-	75,000	-	114,000
Board of Assessors							
CAMA database software	-	-	93,000	-	-	-	93,000
Total Assessors	-	-	93,000	-	-	-	93,000
Planning Board							
Digitization of Records	-	-	50,000	-	-	-	50,000
Planning Subtotal	-	-	50,000	-	-	-	50,000
	-	-	-	-		-	-
Planning Board Total	-	-	50,000	-	-	-	50,000
Recreation							
MOPO Beachfront - CPC	-	175,000	800,000	3,025,000	-	-	4,000,000
Recreation Subtotal	-	175,000	800,000	3,025,000	-	-	4,000,000
MOPO Beachfront (Borrowed)	-	-	-	1,400,000	-	-	1,400,000
Recreation Total	-	175,000	800,000	4,425,000	-	-	5,400,000
WHA Assesment (CPC)	-	-	400,000	-	-	-	400,000
Additional CPC	-	-	400,000	-	-	-	400,000

Capital Project	FY21	FY22	FY23	FY24	FY25	FY26	FY22-26 Total
School Department (non-Facilities)							
Infrastructure							-
Furniture/Furnishings/Equipment	-	52,693	134,142	135,631	137,161	138,733	598,360
Technology	828,691	764,046	1,164,878	1,129,923	1,156,990	1,020,140	5,235,977
Total School Capital	828,691	816,739	1,299,020	1,265,554	1,294,151	1,158,873	5,834,337

Town of *Wellesley*
FY2022-2026 **Public Works** Capital Request

Capital Project	FY21	FY22	FY23	FY24	FY25	FY26	FY22-26 Total
Cash Capital							
Street Improvement	370,500	380,500	950,500	680,500	680,500	680,500	3,372,500
Sidewalk Restoration	160,000	115,000	205,000	160,000	160,000	160,000	800,000
Sidewalk Street Projects	-	40,000	215,000	150,000	150,000	150,000	705,000
Private Ways	20,000	20,000	32,000	30,000	30,000	30,000	142,000
Drainage System Rehabilitation	-	265,500	474,500	370,000	370,000	370,000	1,850,000
Other Improvements	-	-	20,000	-	-	-	20,000
Vehicle/Equipment Procurement	838,000	715,000	1,425,000	1,230,000	1,500,000	1,500,000	6,370,000
DPW Facilities	23,500	45,000	469,000	170,000	170,000	170,000	1,024,000
Street Rehabilitation-Weston Road	-	75,000	75,000	160,000	-	160,000	470,000
Street Rehabilitation-TBD	-	-	-	-	-	-	-
Athletic/Playground Improvements	265,000	40,000	1,197,000	445,000	970,000	470,000	3,122,000
Total Cash Capital	1,677,000	1,696,000	5,063,000	3,395,500	4,030,500	3,690,500	17,875,500
Other Funding Sources:							
DPW Street Resurfacing (Ch 90)	790,000	790,000	790,000	790,000	790,000	790,000	3,950,000
Hunnewell Softball fields (CPC)	525,000	-	-	-	-	-	-
Hunnewell Softball fields (CPC)	400,000	-	-	-	-	-	-
Total Other Funding Sources:	1,715,000	790,000	790,000	790,000	790,000	790,000	3,950,000
Borrowed Inside							
DPW Fuel Depot Rehabilitation	-	-	-	100,000	1,000,000	-	1,100,000
Street Rehabilitation-Great Plain Avenue	2,750,000	-	-	-	-	-	-
Street Rehabilitation-Walnut Street	-		2,450,000	-	-	-	2,450,000
Street Rehabilitation-Weston Road	-	-		2,050,000	-	-	2,050,000
Street Rehabilitation-Grove Street	-	3,250,000	-	-	-	-	3,250,000
Street Rehabilitation-TBD	-	-	-	-	2,000,000	-	2,000,000
Hunnewell Field SoftballField	300,000	-	-	-	-	-	-
Replacement/Renovation DPW Yard	-	-	-	1,000,000	-	-	1,000,000
Sprague Field Artificial Turf	-	-	-	-	-	-	-
Total Borrowed	3,050,000	3,250,000	2,450,000	3,150,000	3,000,000	-	11,850,000
Debt Capital Exclusion:							
Public Works- DPW Administration Building	-	-	-	-	-	-	-
Free Cash:							
Park/Hwy Building HVAC Rehab Design	-	-	-	-	-	-	-
Total Free Cash	**-**						**-**
Grand Total DPW	**6,442,000**	**5,736,000**	**8,303,000**	**7,335,500**	**7,820,500**	**4,480,500**	**33,675,500**

Town of *Wellesley*

FY2022-2026 Budget Request

Information Technology Capital Request

Department: Information Technology

Dept #: 155

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
2022-1	Upgrade Office Software	33,000	-	-	35,000		68,000
2022-2	Recovery / Backup Appliance	85,000	-	-	-	-	85,000
2023-1	Telephone Upgrade (VoIP 2.0)	-	150,000	-	-		150,000
2023-2	Replace Wi-Fi Equipment	-	5,000	15,000	20,000		40,000
2023-3	Records Digitization / Mgmt.	-	75,000	75,000	-	-	150,000
2024-1	10GB Edge Network Switches	-	-	50,000	-	-	50,000
2025-1	Server Virtualization Platform	-	-	-	150,000	-	150,000
2026-1	10GB Core Network Switches	-	-	-	-	75,000	75,000
2026-2	Wi-Fi Equipment at Warren Bldg.	-	-	-	-	35,000	35,000

Total Capital Requests	118,000	230,000	140,000	205,000	110,000	803,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Information Technology	Project Title	MS Office Upgrades
Prepared by	Brian DuPont, IT Director	Project Reference #:	2022-1
Date		Project Cost	68,000

FY2022 Priority# **1** **------of------** **3**

Capital Request Description and Justification

MS Office Upgrades
ITD upgraded MS Office software on ~250 Town network PCs in FY'2016, and installs this software on all new PCs and laptops. This critical business productivity software supports email, word processing, spreadsheet, presentation, and database functions. According to Microsoft's "End of Support" documentation, this software will cease to work with our Office365 services in October of 2023. At that time, the Town will be required to purchase and install a more recent version of Office, or a version purchased through a user's annual Office365 subscription (Office Pro Plus). The IT Department has carried an amount of $60K in our cash capital budget for this purpose.

There are currently ~300 computers on the Town's network, and ~100 of these computers are shared. The $33K in this capital request would fund Office upgrades on all shared computers. An additional $35K is budgeted in FY2025 to plan for the next software release on shared computers.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget
Most users of PCs that are not shared have an Office 365 license at the "G1" license, which does not include Office Pro Plus. Beginning in FY22, the Department is proposing to upgrade these 245 "G1" users to "G3", which does include Office Pro Plus. Doing so requires moving $27,000 from this capital request to operating, which would be paid annually. In essence, this spreads the one-time cost of purchasing Microsoft Office for these users out over several years.

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology	33,000			35,000		68,000
						-
						-
Totals	33,000	-	-	35,000	-	68,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Information Technology	Project Title	Recovery / Backup Appliance
Prepared by	Brian DuPont, IT Director	Project Reference #:	2022-2
Date		Project Cost	85,000

FY2022 Priority# **2** **------of------** **3**

Capital Request Description and Justification

Recovery / Backup Appliance
In FY18, ITD purchased two Unitrends Backup and Recovery appliances to protect against ransomware, archive all data on the Town's network, and improve disaster recovery response time. One appliance was installed in the Town Hall Computer Room, the other in a remote disaster recovery site. These appliances are a critical component of our multi-faceted appraoch to cybersecurity protection, and should be replaced every 3-5 years. While multple options exist for replacing this equipment, our strategic business partner for storage / backup (Storage Networks) assures the Department that a budget of $85K is sufficient.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology	85,000					85,000
						-
						-
Totals	85,000	-	-	-	-	85,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Information Technology	Project Title	Telephone Upgrade (VoIP 2.0)
Prepared by	Brian DuPont, IT Director	Project Reference #:	2022-3
Date		Project Cost	150,000

FY2023 Priority# **1** **------of------** **3**

Capital Request Description and Justification

Telephone Upgrade (VoIP 2.0)
The Town's current VoIP phone network (Avaya IP Office) was installed in FY2015. While this remains a viable solution for the Town's telephony needs for the forseeable future, steps should also be taken to plan for the eventual replacement of critical infrastructure (switches, handsets, etc.) that supports this network. Consideration should also be given to consolidating currently seprate voice and data networks, and/or a hosted VoIP solution. The figure listed here is a placeholder, which will be refined over the next year with vendor support in a rapidly evolving communications environment. Funds requested here would also support a maintenance and support contract for the newly designed phone system. A portion of funding for the overall cost of the project would come from the Town's WMLP and Water & Sewer enterprise funds.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology		150,000	-			150,000
						-
						-
Totals	-	150,000	-	-	-	150,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Information Technology	Project Title	Replace Wi-Fi Equipment
Prepared by	Brian DuPont, IT Director	Project Reference #:	2023-2
Date		Project Cost	40,000

FY2023 Priority# **2** **------of------** **3**

Capital Request Description and Justification

Replace Wi-Fi Equipment
The IT Department installed new business-grade Wi-Fi access points in Town Hall and the new Tolles Parsons Center in early FY18. These access points support public internet use for visitors and night meetings. Wi-Fi technology evolves rapidly, and a 5-7 year replacement schedule is consistent with current industry recommendations. Funds will be needed in FY23 to extend licensing for existing wireless access points in Town Hall and TPC. Funds in FY24 will be needed for assistance with relocating access points to leased swing space during the Town Hall interior renovation. Funds in FY25 are requested to properly outfit a fully-renovated Town Hall with new access points.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology		5,000	15,000	20,000		40,000
						-
						-
Totals	-	5,000	15,000	20,000	-	40,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Information Technology	Project Title	Records Digitization / Management
Prepared by	Brian DuPont, IT Director	Project Reference #:	2023-3
Date		Project Cost	150,000

FY2023 Priority# **3** **------of------** **3**

Capital Request Description and Justification

Records Digitization / Management
In early 2017, the Board of Selectmen signed a Community Compact with the Baker-Polito Administrator to "Implement a Solution to Digitize Paper Records that results in operational efficiencies and improved responsiveness to the public". After signing the Compact, the Town received a $15,000 grant to hire a third party consultant (Accufile) to develop a strategy for document digitization. Accufile's final report, delivered to the Town on September 16, 2019, presents a simple cost schedule for Town Hall departments to digitize existing paper records over 5 years. The funds in this request will support efforts of the IT Department, working with the Select Board staff and Financial Services, to digitize existing paper records and build paperless workflows for routine procedures (payroll, AP, licensing, etc.). Eliminating paper will help the Select Board Office and Financial Services Department to operate more efficiently, and is a small step towards reducing carbon dioxide emissions.

This project was originally planned to start in FY21, but delayed due to cirumstances surrounding COVID-19.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Operating funds may be required for support, maintenance, and/or upgrades for a new document management system.

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology		75,000	75,000			150,000
						-
						-
Totals	-	75,000	75,000	-	-	150,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Information Technology	Project Title	10GB Edge Network Switches
Prepared by	Brian DuPont, IT Director	Project Reference #:	2024-1
Date		Project Cost	

FY2024 Priority# **1** **------of------** **1**

Capital Request Description and Justification

10GB Edge Network Switches

As a follow-up to Project 2021-3 (10GB Core Network Switches), several of the Town network's edge / access switches (outside of Town Hall) and optical connectors (SFP+ modules) will need to be replaced to support 10GB uplink speeds for the buildings they support. The amount shown here is a placeholder, to be refined over the next few years.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology			50,000			50,000
						-
						-
Totals	-	-	50,000	-	-	50,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Information Technology	Project Title	Server Virtualization Platform
Prepared by	Brian DuPont, IT Director	Project Reference #:	2025-1
Date		Project Cost	

FY2025 Priority# **1** **------of------** **1**

Capital Request Description and Justificatic

Sever Virtualization Platform

Placeholder for the 5-year replacement of hardware (EMC/Dell Unity SAN and 3 Dell host servers) installed in FY19 that supports all virtualized servers in the Town Hall Computer Room. Server virtualization saves money by lowering acquisition costs, administrative overhead, and energy use. This project was moved to FY2025 to align with the Town Hall interior renovation project. Project architects are planning to leave the Town's current Computer Room in production while a new one is built in a different part of the building. New equipment requested here would be installed in the new Computer Room.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-ca

Impact on Annual Operating Budg

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology				150,000		150,000
						-
						-
Totals	-	-	-	150,000	-	150,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Information Technology	Project Title	10GB Core Network Switches
Prepared by	Brian DuPont, IT Director	Project Reference #:	2026-1
Date		Project Cost	75,000

FY2026 Priority# **1** **------of------** **2**

Capital Request Description and Justification

10GB Core Network Switches
Placeholder for the 5-7 year replacement of core network switches purchased under IT Department capital project 2021-1.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology					75,000	75,000
						-
						-
Totals	-	-	-	-	75,000	75,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Information Technology	Project Title	Wi-Fi Equipment at Warren Building
Prepared by	Brian DuPont, IT Director	Project Reference #:	2026-2
Date		Project Cost	35,000

FY2026 Priority# **2** **------of------** **2**

Capital Request Description and Justification

Wi-Fi Equipment at Warren Building
Enterprise-grade Wi-Fi solutions have been implemented at Town Hall and the Tolles Parsons Center, which leaves the Warren Recreation Building as the only "public use" building served by the IT Department without an adequate wireless solution. With funds requested here, the Department would hire a consultant to identify an appropriate number and location of wireless access points throughout the building to support Recreation Department programming, Health Department emergency services, and public / patron use.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology					35,000	35,000
						-
						-
Totals	-	-	-	-	35,000	35,000

Police Department Capital Request

Department: Police

Dept #: 210

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
2021-1	Mobile/Portable Radio Replacement	-	61,004	47,480	-	-	108,484
2021-2	Server Replacement	-	-	16,699	-	16,699	33,398
2021-3	Forensic Computer Workstation	-	8,650	-	-	-	8,650
2024-2	Electronic Control Devices	-	-	-	86,675	-	86,675
	Total Cash Capital	**-**	**69,654**	**64,179**	**86,675**	**16,699**	**237,207**
2022-1	Radio System Replacement	435,135	195,129	-	-	-	630,264
	Total Borrowed	**435,135**	**195,129**	**-**	**-**	**-**	**630,264**
	Total Capital Requests	**435,135**	**264,783**	**64,179**	**86,675**	**16,699**	**867,471**

Date

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Police	Project Title	Radio System Replacement
		Project	
Prepared by	Marie Cleary	Reference #:	2022-1
Date	12/2/2020	Project Cost	630,264

FY2022 Priority# **1** **------of------** **1**

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Capital Request Description and Justification

The current radio system and supporting equipment has surpassed it's useful life expectancy. The current Motorola Centracom Gold Elite Series Radio System was purchased in 2001 when the police and fire dispatching was consolidated. Motorola discontinued selling the Centracom Series in 2011 and ended support for the system in 2018. The radio system is utilized by the police, fire, paramedics and the Wellesley Emergency Communications Center has the ability to monitor and communicate with WMLP and DPW on their radio systems as well as communicate directly with surrounding police and fire departments on their radio frequencies. We anticipate the useful life expectancy of the new radio system to be at least 15 years.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment	435,135.47	195,129.00				630,264
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	435,135	195,129	-	-	-	630,264

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Police	Project Title	Mobile/Portable Radio Replacement
Prepared by	Marie Cleary	Project Reference #:	2023-1
Date	12/2/2020	Project Cost	108,484

FY2023 Priority# **1** **------of------** **3**

Capital Request Description and Justification

The mobile and portable radios are items that are not replaced, yet are more frequently used and are the most vital link between the street officer and communications center. The useful life of radios is approximately 10 years; the current radios were over 12 years in FY19. The radios were last replaced beginning in FY07 and were replaced over a 5 year period and we began doing the same beginning in FY19 replacing the oldest radios first and will continue until all of the mobile and portable radios have been replaced.

The FY23 request will be the 3rd year in the 5 year period to replace the radios. There will not be any mobile or portable radios purchased in FY22.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment		61,004	47,480		-	108,484
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	61,004	47,480	-	-	108,484

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Police	Project Title	Forensic Computer Workstation
		Project	
Prepared by	Marie Cleary	Reference #:	2023-2
Date	12/2/2020	Project Cost	8,650

FY2023 Priority# **2** **------of------** **3**

Capital Request Description and Justification

The purchase of this forensic workstation will replace the current forensic workstation. The workstation will have been in service to the town for over 10 years, it was purchased in 2008. The new workstation will assist the detectives with the processing of forensic computer cases as well as departmental data recovery operations when needed. As technology has evolved, the forensic software tools that are utilized for these types of investigations have as well. These tools require more processing power and memory to function efficiently than the current workstation we have allows for.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology		8,650				8,650
Other:specify						-
						-
Totals	-	8,650	-	-	-	8,650

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Police	Project Title	Server Replacement
		Project	
Prepared by	Marie Cleary	Reference #:	2024-1
Date	12/2/2020	Project Cost	-

FY2024 Priority# **1** **------of------** **1**

Capital Request Description and Justification

The purchase of this network server will replace current network servers. The servers will have been in service to the town for over 10 years. The new server will provide stability and redundancy in the police department's network by providing and assisting with some of the encore network and domain services that are needed to maintain the police department's system.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology			16,699		16,699	16,699
Other:specify						-
						-
Totals	-	-	16,699	-	16,699	16,699

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Police	Project Title	Electronic Control Device Replacement
Prepared by	Marie Cleary	Project Reference #:	2025-1
Date	12/2/2020	Project Cost	86,675

FY2025 Priority# **1** **------of------** **1**

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Capital Request Description and Justification

The department purchased electronic control devices in FY17 to provide officers with an additional method of control for combative individuals while minimizing the potential for physical injuries to officers and/or individuals as well as lowering the chance of a claim of excessive force. The useful life expectancy for the electronic control devices is approximately 5-7 years. The department will continue to evaluate the serviceability of the current electronic control devices.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment				86,675		-
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	-	86,675	-	86,675

Town of *Wellesley*
FY2022-2026 Budget Request

Fire Department Capital Request

Department: Fire

Dept #: 220

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
2020-2	Firefighter Turnout Gear	150,000	-	-	-	-	150,000
2020-3	Command Vehicle	-	57,000	-	58,000	-	115,000
2020-5	Town-wide AED replacement	5,000	5,000	-	5,000	5,000	20,000
2021-2	Office/Station Funiture	-	-	-	25,000	-	25,000
2021-3	Security Camera Upgrade	-	20,000	-	-	-	20,000
2022-2	Fire Hose Replacement	20,000	-	20,000	-	20,000	60,000
2023-1	Scott Air Bottles Upgrade 45min	-	45,500	-	-	-	45,500
2023-2	Light Tower/ Generator Trailer			10,000			10,000
2024-2	SCBA Air Pacs Upgrade	-	-	71,500		-	71,500
2024-3	Turnout Gear Lockers Sta 1 & 2	-	-	50,000	-	-	50,000
2025-1	SCBA Masks /Thermal Camera	-	-	-		100,000	100,000
2025-2	Hydrolic Rescue Cutting Tool	-	-	-	10,500	-	10,500
2025-3	Portables/Mobile Radios	-	-	-	75,000	-	
	Total Cash Capital	**175,000**	**127,500**	**151,500**	**173,500**	**125,000**	**752,500**
2024-1	Fire Engine Replacement			600,000			600,000
	Total Borrowed			600,000			600,000
Total Capital Requests		**175,000**	**127,500**	**751,500**	**347,000**	**125,000**	**1,526,000**

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Turnout Gear 2nd Set
Prepared by	Chief DeLorie	Project Reference #:	
Date		Project Cost	150,000

FY2022 Priority# **1** **------of------** **3**



Turnout gear needs to be replaced every 10 years based upon National Fire Protection Standards. Additionally, the vast majority of fire departments in our district are providing firefighters with two sets of gear. Two sets of gear enable staff to properly decontaminate gear, taking every measure to reduce personnel's career long occupational exposures to carcinogens found in house and car fire smoke and chemicals found in other hazardous materials. Cancer rate amongst firefighters has increased dramatically and cleaning of gear reduces the exposure potential. This request of gear spreads the cost over several years to enhance the health and safety of the firefighters. A number of recruit fire academy's are requiring two sets of gear to attend the program, to engrain in the recruit training the need to wash carcinogen laced gear. The enhanced health and safety of the firefighters is key and comparable gear among personnel is appropriate.
*Turnout gear consist of the bunker coat and pants.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Cash

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment	150,000			-		150,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	150,000	-	-	-	-	150,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Command Vehicle
Prepared by	Chief DeLorie	Project Reference #:	
Date		Project Cost	115,000

FY2021 Priority# _____ ------of------ _____

Capital Request Description and Justification

2021 - Replaces 2010 command vehicle.
This vehicle comes equipped with emergency lighting, siren and radios.

2023 - Replaces 2013 command vehicle.
This vehicle comes equipped with emergency lighting, siren and radios.

2025- Replaces 2016 command vehicle
This vehicle comes equipped with emergency lighting, siren and radios.

The Fire Department has 5 command vehicles with estimated life of 9 years in public safety.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Cash

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
ıd Improvements						-
Vehicle(s)		57,000		58,000		115,000
Equipment						-
Infrastructure						-
ation technology						-
Other:specify						-
						-
Totals	-	57,000	-	58,000	-	115,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Town AED Replacement
Prepared by	Chief DeLorie	Project Reference #:	
Date		Project Cost	20,000

FY2021 Priority# 5 ------of------



Capital Request Description and Justification

Replacing the existing public access AED's in various town wide buildings. The fire department will continue to inspect each unit on a routine basis and the batteries replacement over the life cycle of the unit will remain the responsibility of the building occupant.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Cash

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment	5,000	5,000		5,000	5,000	20,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	5,000	5,000	-	5,000	5,000	20,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Portable / Mobile Radios
Prepared by	Chief DeLorie	Project Reference #:	2021-1
Date		Project Cost	0

FY2021 Priority# **1** **------of------** **4**



Capital Request Description and Justification

This request would fund to replace the dated portable radios used by Fire Officers/Firefighters for emergency communications. The current portable radios have exceeded the expected service period. The new portable radios are critical for firefighter safety and incident operations.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Cash

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	-	-	-	-

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Office/ Station Funiture
Prepared by	Chief DeLorie	Project Reference #:	2021-5
Date		Project Cost	25,000

FY2023 Priority# _____ **------of------** _____

Capital Request Description and Justification

This request would fund funiture for the Administrative Offices and general station furniture.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Cash

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements				25,000		25,000
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	-	25,000	-	25,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Fire Hose Replacement
Prepared by	Chief DeLorie	Project Reference #:	2022-2
Date		Project Cost	60,000

FY2022 Priority# **1** **------of------** **2**

Capital Request Description and Justification

This request funds replacement of outdated fire hose in compliance with NFPA and manufacturers standards and will include some fire hose nozzels.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Cash

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment	20,000		20,000		20,000	60,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	20,000	-	20,000	-	20,000	60,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Scott Air Bottles
Prepared by	Chief DeLorie	Project Reference #:	2023-1
Date		Project Cost	45,500

FY2023 Priority# ------of------



Capital Request Description and Justification

Air bottle replacement as scheduled by NFPA and manufacturers specifications - requested first $45,500 in FY23

These bottles have a 15 year service period. Currently our department is using 30 minute bottles,most of our mutual aid partners have migrated to the 45 minute bottle for enhanced firefighter duration and compatability of surrounding towns.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Cash

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment		45,500				45,500
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	45,500	-	-		45,500

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Station Security Camera Upgrade
Prepared by	Chief DeLorie	Project Reference #:	2023-3
Date		Project Cost	20,000

FY2021 Priority# _____ ------of------ _____

Capital Request Description and Justification

This request would fund replacement of all of the security cameras at Headquarters and Station 1 with high resolution HD cameras

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Cash

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other:specify		20,000				20,000
						-
Totals	-	20,000	-	-	-	20,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Light Tower/Generator Trailer
Prepared by	Chief DeLorie	Project Reference #:	2023-2
Date		Project Cost	10,000

FY2021 Priority# **1** **------of------** **2**

Capital Request Description and Justification

This request would fund replacement of a 2004 Light Tower/ Generator used by Firefighters for emergency scene lighting after fires, car accidents, and large public events for croud safety.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Cash

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment		10,000				10,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	10,000	-	-		10,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Fire Engine Repalcement
Prepared by	Chief DeLorie	Project Reference #:	2024-1
Date		Project Cost	600,000

FY2024 Priority# **1** **------of------** **2**

Fire Engine Repalcement

The request would fund the replacement of the 2009 SeaGrave Fire Engine with a similar apparatus as the projected service schedule is 15 years front line service. We would retain the 2009 and utilize it as a reserve apparatus to enable front line apparatus to be serviced.

The new apparatus increases personnel safety with current safety enhancements such as front and side impact air bags,anti-roll system, a passenger emergency braking mechanism/switch, ABS brakes, and a back up camera.
This vehicle wil lbe more efficent, enhanced emissions and the potential to have a battery system take over on idling time.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment			600,000			600,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	600,000	-	-	600,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	SCBA Harness System
Prepared by	Chief DeLorie	Project Reference #:	2024-2
Date		Project Cost	71,500

FY2024 Priority# **2** ------of------ **3**



Capital Request Description and Justification

Self Contained Breathing Air (SCBA) Harness:
The SCBA Harness System carries the air bottle, motionless alarm system and lighter construction. This request provides up to date SCBA Harnesses for the 13 firefighers assigned to a shift. There are several existing harnesses that have been replaced and these will be used by day staff (Chief, Asst. Chief, Deputy Chief and Lt in Fire Prevention) and used to replace any harnesses that are having repairs or routine service.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

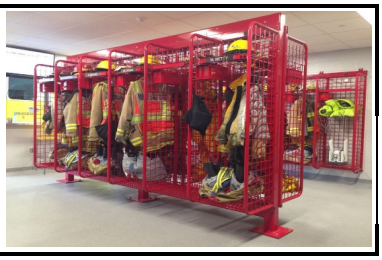
Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment			71,500			71,500
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	71,500	-	-	71,500

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Turnout Gear Lockers Sta. 1 & 2
Prepared by	Chief DeLorie	Project Reference #:	
Date		Project Cost	50,000

FY2024 Priority# **3** **------of------** **3**



Turnout Gear Lockers that provide sufficent space and can be periodically decontaminated to minimize carciogen exposures to gear and personnel. At present the lockers are wooden and were built 30 years ago at Fire HQ and replaced at the same time at Station One. Wooden gear lockers are not suitable to store two sets of gear and be cleaned properly.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Cash

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment			50,000			50,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	50,000	-	-	50,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	SCBA Mask with Thermal Camera
Prepared by	Chief DeLorie	Project Reference #:	2025-1
Date		Project Cost	100,000

FY2024 Priority# **1** **------of------** **1**



Capital Request Description and Justification

Self Contained Breathing Air (SCBA) MASK with Thermal Camera:
The SCBA Thermal Mask System provides our personnel with the ability to see in total blackout conditions enhancing the firefighters safety. Firefighters will see a small screen in their mask that has a computer/thermal driven colored image that will enable firefighters to find victims faster, see changing fire/heat conditions and locate the fire faster. These masks will enhance firefighter safety and reduce potential fire damage.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

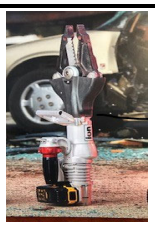
Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment				100,000		100,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	-	100,000	-	100,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Hydraulic Cutting Tool " Jaws of Life"
Prepared by	Chief DeLorie	Project Reference #:	2025-2
Date		Project Cost	10,500

FY2024 Priority# **1** **------of------** **2**



Capital Request Description and Justification

This request funds a compact battery powered combination rescue tool that combines capabilities of a cutter and spreader. It's a versatile "first on scene" tool for engines, ambulances, rescue trucks and tow recovery vehicles. It can be used to spread, cut and "pop" doors. It's powered by a DEWALT® FLEXVOLT® 60 Volt battery that can be shared with other DEWALT tools like saws and drills.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment				10,500		10,500
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	-	10,500	-	10,500

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	FIRE	Project Title	Portable / Mobile Radios
Prepared by	Chief DeLorie	Project Reference #:	2025-3
Date		Project Cost	75,000

FY2021 Priority# **1** **------of------** **4**



Capital Request Description and Justification

This request would fund to replace the dated portable radios used by Fire Officers/Firefighters for emergency communications. The current portable radios have exceeded the expected service period. The new portable radios are critical for firefighter safety and incident operations.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Cash

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment				75,000		75,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	-	75,000	-	75,000

Sustainable Energy Committee Capital Request

Department: Sustainable Energy Committee

Dept #: 126

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
2022-1	Police Station Energy Assessment	6,000	-	-	-	-	6,000
2023-1	Climate Action Plan Implementation	-	50,000	50,000	50,000	50,000	200,000
Total Cash Capital Requests		**6,000**	**50,000**	**50,000**	**50,000**	**50,000**	**206,000**

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	SEC	Project Title	Police Station Energy Assessment
Prepared by	MM	Project Reference #:	2022-1
Date	12/1/2020	Project Cost	$6,000

FY2022 Priority# **1** **------of------** **1**

Capital Request Description and Justification

This assessment would entail an American Society of Heating, Refrigeration and Air- Conditioning Engineers (ASHRAE) Level 2 Energy Audit to understand baseline energy use, and identify energy conservation measures (ECMs), including behavior-related measures. The Unified Plan calls for Wellesley to "incorporate energy conservation and renewable energy sources into all existing and new Town facilities" (p. 12-8). Energy conservation relates to the building itself, its mechanical systems, plug load and occupant behavior. The Police Station generally uses the highest amount of energy per square foot annually when compared to other Wellesley municipal buildings. Chief Pilecki requested that the SEC help the Police Department to decrease its energy use. High energy demand at the Police Station is due, in part, to the Station's 24 hour-per-day operation and its energy-intensive equipment needs. Nevertheless, the Station offers an excellent site for exploring opportunities to save energy through occupant behavior and other means.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash). **Project could receive a technical assistance grant**

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Police Station Energy Assessment/Conservatio	6,000					6,000
						-
						-
Totals	6,000	-	-	-	-	6,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	SEC	Project Title	Climate Action Plan
Prepared by	MM	Project Reference #:	2023-1
Date	12/1/2020	Project Cost	$50,000

FY2023 Priority# **1** **------of------** **1**

Capital Request Description and Justification

The Sustainable Energy Committee (SEC) is developing a town-wide Climate Action Plan (CAP). This Plan will engage the municipality and community in creating a road map to accelerate greenhouse gas emissions reductions as indicated in the Unified Plan. The CAP will identify actions to reduce carbon emissions in six areas: energy, buildings, mobility, natural resources, waste and governance to be implemented between CAP completion and 2050. Actions will undergo review and updating annually and will yield co-benefits through greater resiliency, public health improvements and avoided costs. The SEC, collaborating with other municipal departments, will be responsible for implementing many climate actions contained in the CAP. Implementation could require consultant support for technical analyses, communication materials and/or community engagement support. The SEC estimates $50,000 to cover these potential costs.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash). **This project could receive a Municipal Vulnerability Preparedr**

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Climate Action Plan Implementation		50,000.00	50,000	50,000	50,000	200,000
						-
						-
Totals	-	50,000	50,000	50,000	50,000	200,000

Council on Aging Capital Request

Department: Council on Aging

Dept #: 541

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
2022-1	COA Adaptations for Re-Opening	12,500	-	-	-	-	**12,500**
2023-1	IT Upgrades	-	10,000	-	-	-	**10,000**
2023-1	Replacement/Upgrade Daily Use Equipment	-	10,000	-	-	-	**10,000**
2024-1	Changing Needs for Furniture, Fixtures, Equipment	-	-	10,000	-	-	**10,000**
2024-2	Replacement Original Exercise Equipment	-	-	10,000	-	-	**10,000**
2025-1	Replacement Carpeting, Window Shades, Painting	-	-	-	20,000	-	**20,000**
2026-1	IT Upgrades	-	-	-	-	10,000	**10,000**
2026-2	Photocopier/Printer Upgrades	-	-	-	-	10,000	**10,000**
Total Capital Requests		**12,500**	**20,000**	**20,000**	**20,000**	**20,000**	**92,500**

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	COA	Project Title	AV components	
Prepared by	Heather M. Munroe	Project Reference #:	2021-1	
Date	10/17/2019	Project Cost	10,000	

FY2021 Priority# **1** **------of------** **2**

Capital Request Description and Justification
AV Components - Additions and Modifications to American Legion Post Room

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	-	-	-	-

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	COA	Project Title	Replacement/Upgrade Photocopier/Printer
Prepared by	Heather M. Munroe	Project Reference #:	2021-2
Date	10/17/2019	Project Cost	5,650

FY2021 Priority# **2** **------of------** **2**

Capital Request Description and Justification
Upgrade/Replacement of original photocopier/printer for all staff

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	-	-	-	-

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	COA	Project Title	Adaptations for Reopening
Prepared by	Heather M. Munroe	Project Reference #:	2022-2
Date	11/11/2020	Project Cost	12,500

FY2022 Priority# **1** **------of------** **1**

Capital Request Description and Justification
In preparing for reopening, post COVID 19, we recognize that we will have many potential modifications/changes to our center that will need to be in place prior to reopening. While some may be covered by CARES Act funding, we would anticipate that funding may not be available indefinitely. We would like to request $10k as our capital for FY22 in order to cover any unanticipated large purchases for safety and

In accrodance with the Climate Action Resolution of October 2020, we do not anticipate that this project will have any influence on greenhouse gas emissions and the Town's climate resiliency overall.

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other:specify	12,500					12,500
						-
Totals	12,500	-	-	-	-	12,500

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	COA	Project Title	IT Upgrades
Prepared by	Heather M. Munroe	Project Reference #:	2023-1
Date	11/11/2020	Project Cost	20,000

FY2023 Priority# **1** **------of------** **1**

Capital Request Description and Justification
Technology upgrades as needed for service to patrons to include electronic devices for program delivery and patron use. Specific device is not known at this time and will need to be reassessed as technology develops.

In accrodance with the Climate Action Resolution of October 2020, we do not anticipate that this project will have any influence on greenhouse gas emissions and the Town's climate resiliency overall.

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment		10,000				10,000
Infrastructure						-
Information technology		10,000				10,000
Other:specify						-
						-
Totals	-	20,000	-	-	-	20,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	COA	Project Title	Changing Needs for Furniture, Fixtures, Equipment
Prepared by	Heather M. Munroe	Project Reference #:	2024-1
Date	11/11/2020	Project Cost	10,000

FY2024 Priority# **1** ------of------ **2**

Capital Request Description and Justification
Changing needs for Fixtures needed due to modifications of programs and patron use.

In accrodance with the Climate Action Resolution of October 2020, we do not anticipate that this project will have any influence on greenhouse gas emissions and the Town's climate resiliency overall.

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment			10,000			10,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	10,000	-	-	10,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	COA	Project Title	Replacement of Original Exercise Equipment
Prepared by	Heather M. Munroe	Project Reference #:	2024-2
Date	11/11/2020	Project Cost	10,000

FY2024 Priority# **2** ------of------ **2**

Capital Request Description and Justification
Replacement of original exercise equipment installed in 2017, 2018

In accrodance with the Climate Action Resolution of October 2020, we do not anticipate that this project will have any influence on greenhouse gas emissions and the Town's climate resiliency overall.

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment			10,000			10,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	10,000	-	-	10,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	COA	Project Title	Replacement of Carpeting, Window Shades, Painting
Prepared by	Heather M. Munroe	Project Reference #:	2025-1
Date	11/11/2020	Project Cost	20,000

FY2024 Priority# **1** ------of------ **1**

Capital Request Description and Justification
Replacement of original carpeting, window shades, and fresh paint

In accrodance with the Climate Action Resolution of October 2020, we do not anticipate that this project will have any influence on greenhouse gas emissions and the Town's climate resiliency overall.

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements				20,000		20,000
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	-	20,000	-	20,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	COA	Project Title	IT Upgrades
Prepared by	Heather M. Munroe	Project Reference #:	2026-1
Date	11/11/2020	Project Cost	10,000

FY2024 Priority# **1** ------of------ **2**

Capital Request Description and Justification
Upgrade technological devices for program and patron use.

In accrodance with the Climate Action Resolution of October 2020, we do not anticipate that this project will have any influence on greenhouse gas emissions and the Town's climate resiliency overall.

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology					10,000	10,000
Other:specify						-
						-
Totals	-	-	-	-	10,000	10,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	COA	Project Title	Photocopier/Printer Upgrades
Prepared by	Heather M. Munroe	Project Reference #:	2026-2
Date	11/11/2020	Project Cost	10,000

FY2024 Priority# **2** ------of------ **2**

Capital Request Description and Justification
Replacement/upgrade of Photocopier/equipment from 2020.

In accrodance with the Climate Action Resolution of October 2020, we do not anticipate that this project will have any influence on greenhouse gas emissions and the Town's climate resiliency overall.

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment					10,000	10,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	-	-	10,000	10,000

Town of *Wellesley*

Fiscal Years 2022 - 2031 *ALL FMD REQUESTS*

Summary Departmental Cash Capital Budget Request

Department: FACILITIES MANAGEMENT
Dept #: 192
Date: 10/29/2020

Building Reference #:	Building Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total	FY2027	FY2028	FY2029	FY2030	FY2031	10 Year Total
TW	Townwide (Municipal)	80,000	30,000	30,000	30,000	94,000	264,000	92,000	34,000	34,000	34,000	34,000	492,000
TH	Town Hall	-	85,000	-	-	-	85,000	65,000	-	-	75,000	-	225,000
PD	Police	25,000	65,000	170,000	16,000	20,000	296,000	30,000	270,000	-	-	20,000	616,000
FDM	Fire Department Main (Headquarters)	70,000	12,000	250,000	125,000	-	457,000	40,000	-	50,000	-	-	547,000
FDC	Fire Department Central (Station 1)	25,000	245,000	-	65,000	-	335,000	-	800,000	-	-	375,000	1,510,000
W	Warren (Recreation and Health)	85,000	527,000	-	200,000	42,000	854,000	60,000	-	14,000	60,000	-	988,000
MP	Morse's Pond	-	10,000	-	-	10,000	20,000	10,000	-	-	12,000	-	42,000
ML	Main Library	75,000	225,000	344,000	289,000	66,000	999,000	406,000	364,000	90,000	163,000	82,000	2,104,000
HL	Hills Library	-	15,000	-	-	75,000	90,000	150,000	-	-	20,000	-	260,000
FL	Fells Library	-	10,000	-	-	-	10,000	-	-	-	15,000	-	25,000
DPWO	DPW Operations	-	-	40,000	30,000	100,000	170,000	-	-	-	40,000	-	210,000
DPWW	DPW Water & Sewer	-	-	-	45,000	144,000	189,000	-	-	-	550,000	-	739,000
DPWH	DPW Highway & Park	-	-	-	-	165,000	165,000	11,000	-	-	-	-	176,000
DPWR	DPW RDF	-	175,000	-	300,000	25,000	500,000	-	25,000	-	-	-	525,000
	Subtotal Townwide Requests	***360,000***	***1,399,000***	***834,000***	***1,100,000***	***741,000***	***4,434,000***	***864,000***	***1,493,000***	***188,000***	***969,000***	***511,000***	***8,459,000***
DW	Districtwide (Schools)	177,000	251,000	147,000	209,000	211,000	995,000	151,000	422,000	160,000	342,000	166,000	2,236,000
P	Preschool at Wellesley (PAWS)	10,000	25,000	-	-	-	35,000	-	-	15,000	-	-	50,000
B	Bates Elementary	-	70,000	160,000	40,000	60,000	330,000	756,000	-	120,000	-	-	1,206,000
FH	Field House	-	-	-	-	-	-	-	-	-	-	-	-
F	Fiske Elementary	20,000	-	55,000	-	-	75,000	-	-	30,000	-	65,000	170,000
HA	Hardy Elementary	35,000	-	85,000	-	-	120,000	-	-	-	-	-	120,000
HU	Hunnewell Elementary	35,000	-	79,000	-	-	114,000	-	-	-	-	-	114,000
SP	Sprague Elementary	65,000	200,000	225,000	80,000	65,000	635,000	-	190,000	-	50,000	-	875,000
SC	Schofield Elementary	-	-	50,000	25,000	-	75,000	-	-	-	-	-	75,000
U	Upham Elementary	35,000	-	35,000	35,000	-	105,000	-	-	-	-	-	105,000
MS	Middle School	345,000	150,000	-	140,000	122,000	757,000	-	14,000	-	76,000	130,000	977,000
HS	High School	125,000	803,000	500,000	500,000	787,000	2,715,000	-	140,000	714,000	-	-	3,569,000
	Subtotal Districtwide Requests	***847,000***	***1,499,000***	***1,336,000***	***1,029,000***	***1,245,000***	***5,956,000***	***907,000***	***766,000***	***1,039,000***	***468,000***	***361,000***	**9,497,000**
	Other Unidentified Cash Capital Projects					14,000		229,000					
	Total FMD Cash Capital Requests	**1,207,000**	**2,898,000**	**2,170,000**	**2,129,000**	**2,000,000**	**10,390,000**	**2,000,000**	**2,259,000**	**1,227,000**	**1,437,000**	**872,000**	**17,956,000**

FMD Debt Funded Capital Requests*		FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total	FY2027	FY2028	FY2029	FY2030	FY2031	10 Year Total
HU	Hunnewell School Project[1]	58,000,000					58,000,000						58,000,000
UP/HA	Upham/Hardy School Project[2]	73,300,000					73,300,000						73,300,000
TH	Town Hall Interior Renovation Project[3]	2,085,000	15,789,000				17,874,000						17,874,000
TH	Town Hall Annex Project[4]		1,300,000		8,218,000		9,518,000						9,518,000
W	Warren: HVAC System Renovation		375,000	2,500,000			2,875,000						2,875,000
ML	Main Library: HVAC System Renovation		150,000	1,000,000			1,150,000						1,150,000
SP	Sprague: HVAC System Renovation		200,000	1,500,000			1,700,000						1,700,000
MS	Middle School Paving Project[5]		2,500,000				2,500,000						2,500,000
MS	Middle School Roof Replacement						-	4,200,000					4,200,000
SP	Sprague School Projects[6]					1,034,000	1,034,000	438,000					1,472,000
B	Bates School Projects[7]					1,750,000	1,750,000	230,000					1,980,000
PAWS	New Preschool Building[8]						-	2,000,000	18,000,000				20,000,000
DPWR	DPW RDF New Admin. Bldg[9]		500,000	2,750,000			3,250,000						3,250,000
DPWH	DPW Highway & Park Renovation Project[10]		1,100,000	6,400,000			7,500,000						7,500,000
DPWR	DPW RDF Baler Repairs Projects[11]				300,000	1,600,000	1,900,000						1,900,000
B, SC, F, MS	Air-Condition Schools: Bates/Schofield/Fiske/MS[12]					1,476,000	1,476,000	14,000,000					15,476,000
	Total Debt Funded Requests	***133,385,000***	***21,914,000***	***14,150,000***	***8,518,000***	***5,860,000***	***183,827,000***	***20,868,000***	***18,000,000***	***0***	***0***	***0***	***222,695,000***

Notes: *These Debt Funded Projects **NOT** Included in Cash Capital above

1. Hunnewell/ School: $58,000,000 const. (FY22 - Fall STM)
2. Upham/Hardy School: $73,300,000 const. (FY22 - Fall STM)
3. Town Hall Interior Renovation: $2,085,000 (FY22) and $15,789,000 (FY23 - Fall STM)
4. Town Hall Annex: $1,300,000 (FY23) and $8,218,000 (FY25)
5. MS Paving: $70,000 design (FY22) and $2,500,000 const. (FY23)
6. Sprague: $1,034,000 Roof (FY26) and $438,000 Paving (FY27)
7. Bates: $1,750,000 Roof (FY26) and $230,000 Paving (FY27)
8. New Preschool: $2,000,000 design (FY27) $18,000,000 const. (FY28)
9. DPW RDF Admin. Bldg: $500k design (FY23) $2.75M const. (FY24)
10. DPW Highway & Park Renovation:$1.1M design (FY23) and $6.4M const. (FY24)
11. DPW RDF Baler Repairs: $300k design (FY25) $1.60M const. (FY26)
12. Add Air-Conditioning to Bates, Schofield, Fiske and MS: $1.48M design (FY26) and $14M const. (FY27)

Townwide Analysis for Cash Capital

FY22 Cash Capital Budget for Municipal = ***$360,000***

Townwide Project Totals

Number of FY22 Construction Projects = **7**

Number of FY21 Construction Projects = **3**

Districtwide Analysis for Cash Capital

FY22 Cash Capital Budget for Schools = ***$847,000***

Districtwide Project Totals

Number of FY22 Construction Projects = **5**

Number of FY21 Construction Projects = **1**

Town of Wellesley
Fiscal Years 2022 - 2031 Townwide
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
TW-1	Office Equipment	10,000	10,000	10,000	10,000	12,000	52,000	12,000	12,000	12,000	12,000	12,000	112,000
TW-2	Vehicle Replacement	50,000	0	0	0	60,000	110,000	60,000	0	0	0	0	170,000
TW-3	Custodial Equipment	10,000	10,000	10,000	10,000	12,000	52,000	10,000	12,000	12,000	12,000	12,000	110,000
TW-4	Grounds Equipment	10,000	10,000	10,000	10,000	10,000	50,000	10,000	10,000	10,000	10,000	10,000	100,000
Total Capital Requests		**80,000**	**30,000**	**30,000**	**30,000**	**94,000**	**264,000**	**92,000**	**34,000**	**34,000**	**34,000**	**34,000**	**492,000**

Town of Wellesley
Fiscal Years 2022 - 2031 FD Central
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
FDC-1	HVAC Recommissioning	25,000	-	-	-	-	25,000						25,000
FDC-2	Emergency Generator Installation	-	-	-	65,000	-	65,000						65,000
FDC-3	Roof & Envelope Repairs	-	245,000	-	-	-	245,000		800,000			375,000	1,420,000
Total Cash Capital Requests		**25,000**	**245,000**	**-**	**65,000**	**-**	**335,000**	**-**	**800,000**	**-**	**-**	**375,000**	**1,510,000**
Total Capital Requests		**25,000**	**245,000**	**-**	**65,000**	**-**	**335,000**	**-**	**800,000**	**-**	**-**	**375,000**	**1,510,000**

Town of Wellesley
Fiscal Years 2022 - 2031 FD Main
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
FDM-1	Generator Replacement	-	-	-	125,000	-	125,000						125,000
FDM-2	Flat Roof Replacement Study	35,000	-	250,000	-	-	285,000						285,000
FDM-3	HVAC Recommissioning	35,000	-	-	-	-	35,000	40,000					75,000
FDM-4	Plumbing Equipment Replacement	-	-	-	-	-	-			50,000			50,000
FDM-5	Flooring Replacement	-	12,000	-	-	-	12,000						12,000
Total Cash Capital Requests		**70,000**	**12,000**	**250,000**	**125,000**	**-**	**457,000**	**40,000**	**-**	**50,000**	**-**	**-**	**547,000**
Total Capital Requests		**70,000**	**12,000**	**250,000**	**125,000**	**-**	**457,000**	**40,000**	**-**	**50,000**	**-**	**-**	**547,000**

Town of Wellesley
Fiscal Years 2022 - 2031 Warren Building
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
W-1	Emergency Generator	-	-	-	50,000	-	50,000						50,000
W-2	Recommission HVAC System	-	40,000	-	-	-	40,000				60,000		100,000
W-3	Carpet Replacement	-	-	-	50,000	-	50,000						50,000
W-4	ECM: Lighting Upgrades	-	100,000	-	-	-	100,000						100,000
W-5	Tri-Annual Painting	-	12,000	-	-	12,000	24,000			14,000			38,000
W-6	Masonry Repair	-	-	-	100,000	-	100,000						100,000
W-7	Mechanical Equipment Replacement	85,000	375,000	2,500,000	-	-							-
W-8	Electrical Equipment Replacement	-	-	-	-	-		60,000					60,000
W-9	Plumbing Equipment Replacement	-	-	-	-	30,000	30,000						30,000
	Total Cash Capital Requests	***85,000***	***527,000***	***-***	***200,000***	***42,000***	***854,000***	***60,000***	***-***	***14,000***	***60,000***	***-***	***988,000***
	Total Capital Requests	***85,000***	***527,000***	***2,500,000***	***200,000***	***42,000***	***3,354,000***	***60,000***	***-***	***14,000***	***60,000***	***-***	***3,488,000***

Town of Wellesley
Fiscal Years 2022 - 2031 Morses Pond
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
MP-1	Tri-Annual Painting	-	10,000	-	-	10,000	20,000	10,000			12,000		42,000
	Total Capital Requests	**-**	**10,000**	**-**	**-**	**10,000**	**20,000**	**10,000**	**-**	**-**	**12,000**	**-**	**42,000**
	Total Capital Requests	**-**	**10,000**	**-**	**-**	**10,000**	**20,000**	**10,000**	**-**	**-**	**12,000**	**-**	**42,000**

Town of Wellesley
Fiscal Years 2022 - 2031 Fells Library
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
FL-1	HVAC Recommissioning	-	10,000	-	-	-	10,000				15,000	-	25,000
Total Capital Requests		**-**	***10,000***	**-**	**-**	**-**	***10,000***	**-**	**-**	**-**	***15,000***	**-**	***25,000***

Town of Wellesley
Fiscal Years 2022 - 2031 Hills Library
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
HL-1	HVAC Recommissioning	-	15,000	-	-	-	15,000				20,000		35,000
HL-2	Building Envelope Renovations	-	-	-	-	75,000	75,000	150,000					225,000
Total Cash Capital Requests		**-**	**15,000**	**-**	**-**	**75,000**	**90,000**	**150,000**	**-**	**-**	**20,000**	**-**	**260,000**
Total Capital Requests		**-**	**15,000**	**-**	**-**	**75,000**	**90,000**	**150,000**	**-**	**-**	**20,000**	**-**	**260,000**

Town of Wellesley
Fiscal Years 2022 - 2031 Main Library
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
ML-1	ECM: Lighting Replacement	-	-	250,000	-	-	250,000						250,000
ML-2	Carpeting Replacement	-	-	50,000	52,000	54,000	156,000	54,000	56,000	60,000	64,000	66,000	456,000
ML-3	HVAC Recommissioning	-	75,000	-	-	-	75,000				85,000		160,000
ML-4	Annual Painting	-	-	10,000	12,000	12,000	34,000	12,000	14,000	14,000	14,000	16,000	104,000
ML-5	Repair Retaining Walls	-	-	-	-	-	-	65,000	294,000				359,000
ML-6	Repave Parking Lot	-	-	34,000	225,000	-	259,000						259,000
ML-7	Replace Smoke Detectors	-	-	-	-		-			16,000			16,000
ML-8	Mechanical Equipment Replacement	75,000	150,000	1,000,000	-	-	1,225,000						1,225,000
ML-9	Electrical Equipment Replacement					-	-	50,000					50,000
ML-10	Plumbing Equipment Replacement					-	-	225,000					225,000
	Total Cash Capital Requests	***75,000***	***225,000***	***344,000***	***289,000***	***66,000***	***999,000***	***406,000***	***364,000***	***90,000***	***163,000***	***82,000***	***2,104,000***
	Total Capital Requests	***75,000***	***225,000***	***1,344,000***	***289,000***	***66,000***	***1,999,000***	***406,000***	***364,000***	***90,000***	***163,000***	***82,000***	***3,104,000***

Town of Wellesley
Fiscal Years 2022 - 2031 DPW Highway and Park (H&P)
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
DPWH-1	Renovation Project	-	-	1,100,000	6,400,000	-	7,500,000						7,500,000
DPWH-2	ECM: Lighting Upgrades	-	-	-	-	100,000	100,000						100,000
DPWH-3	HVAC Recommissioning	-	-	-	-	65,000	65,000						65,000
DPWH-4	Plumbing Equipment Replacement		-				-	11,000					11,000
Total Cash Capital Requests		**-**	**-**	**-**	**-**	**165,000**	**165,000**	**11,000**	**-**	**-**	**-**	**-**	**176,000**
Total Capital Requests		**-**	**-**	**1,100,000**	**6,400,000**	**165,000**	**7,665,000**	**11,000**	**-**	**-**	**-**	**-**	**7,676,000**

Town of Wellesley
Fiscal Years 2022 - 2031 DPW Operations Bldg
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
DPWO-1	ECM: Interior Lighting Upgrades	-	-	40,000	-	-	40,000						40,000
DPWO-2	HVAC Recommissioning	-	-	-	30,000	-	30,000				40,000		70,000
DPWO-3	Plumbing Equipment Replacement	-	-	-	-	100,000	100,000						100,000
Total Cash Capital Requests		**-**	**-**	**40,000**	**30,000**	**100,000**	**170,000**	**-**	**-**	**-**	**40,000**	**-**	**210,000**
Total Capital Requests		**-**	**-**	**40,000**	**30,000**	**100,000**	**170,000**	**-**	**-**	**-**	**40,000**	**-**	**210,000**

Town of Wellesley
Fiscal Years 2022 - 2031 DPW Recycling Disposal Facility (RDF)
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
DPWR-1	Baler Building Renovations	-	-	-	300,000	1,600,000	1,900,000						1,900,000
DPWR-2	New Admin. Building	-	500,000	2,750,000	-	-	3,250,000						3,250,000
DPWR-3	Replace Transfer Station Fabric Covering	-	175,000	-	-	-	175,000						175,000
DPWR-4	HVAC Recommissioning	-	-	-	-	25,000	25,000		25,000				50,000
Total Cash Capital Requests		**-**	**175,000**	**-**	**300,000**	**25,000**	**500,000**	**-**	**25,000**	**-**	**-**	**-**	**525,000**
Total Capital Requests		**-**	**675,000**	**2,750,000**	**300,000**	**1,625,000**	**5,350,000**	**-**	**25,000**	**-**	**-**	**-**	**5,375,000**

Town of Wellesley
Fiscal Years 2022 - 2031 DPW Water and Sewer (W&S)
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept. #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
DPWW-1	HVAC Recommissioning	-	-	-	45,000	-	45,000				50,000		95,000
DPWW-2	ECM: Garage Fans and Infrared Heaters	-	-	-	-	75,000	75,000						75,000
DPWW-3	Plumbing Equipment Replacement	-	-	-	-	25,000	25,000						25,000
DPWW-4	Electrical Equipment Replacement	-	-	-	-	44,000	44,000						44,000
DPWW-5	Mechanical Equipment Replacement	-	-	-	-	-	-				500,000		500,000
Total Cash Capital Requests		**-**	**-**	**-**	**45,000**	**144,000**	**189,000**	**-**	**-**	**-**	**550,000**	**-**	**739,000**
Total Capital Requests		**-**	**-**	**-**	**45,000**	**144,000**	**189,000**	**-**	**-**	**-**	**550,000**	**-**	**739,000**

Town of Wellesley
Fiscal Years 2022 - 2031 Fiske
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
F-1	HVAC Recommissioning	0	**0**	**55,000**	0	0	55,000					65,000	120,000
F-2	Steam Trap Replacement	20,000	-	-	-	-	20,000			30,000			50,000
F-3	Add Full Building Air-Conditioning	-	-	-	-	-	0	2,996,500					2,996,500
Total Cash Capital Requests		***20,000***	**-**	***55,000***	**-**	**-**	***75,000***	**-**	**-**	***30,000***	**-**	***65,000***	***170,000***
Total Capital Requests		***20,000***	**-**	***55,000***	**-**	**-**	***75,000***	***2,996,500***	**-**	***30,000***	**-**	***65,000***	***3,166,500***

Town of Wellesley
Fiscal Years 2022 - 2031 Hardy
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
HA-1	HVAC Recommissioning	0	0	50,000	0	0	50,000						50,000
HA-2	Triage Contingency	35,000	0	35,000	0	0	70,000						70,000
Total Capital Requests		***35,000***	**-**	***85,000***	**-**	**-**	***120,000***	**-**	**-**	**-**	**-**	**-**	120,000

Town of Wellesley
Fiscal Years 2022 - 2031 High School
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
HS-1	Pavement Markings	-	10,000	-	-	12000	22,000			14000			**36,000**
HS-2	HVAC Recommissioning	125,000	-	0	0	0	125,000		140,000				**265,000**
HS-3	ECM: Lighting Upgrades	-	793,000	500,000	500,000	225000	2,018,000						**2,018,000**
HS-4	Electrical Equipment Replacement						-			$ 250,000			**250,000**
HS-5	Plumbing Equipment Replacement						-			$ 450,000			**450,000**
HS-6	Mechanical Equipment Replacement					$ 550,000	550,000						**550,000**
												-	
	Total Cash Capital Requests	**125,000**	**803,000**	**500,000**	**500,000**	**787,000**	***2,715,000***	**-**	**140,000**	**714,000**	**-**	**-**	***3,569,000***
	Total Capital Requests	**125,000**	**803,000**	**500,000**	**500,000**	**787,000**	***2,715,000***	**-**	**140,000**	**714,000**	**-**	**-**	**3,569,000**

Town of Wellesley
Fiscal Years 2022 - 2031 Hunnewell
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
HU-1	HVAC Recommissioning	0	0	44,000	0	0	44,000						44,000
HU-2	Triage Contingency	35,000	0	35,000	0	0	70,000						70,000
Total Capital Requests		**35,000**	**-**	**79,000**	**-**	**-**	**114,000**	**-**	**-**	**-**	**-**	**-**	**114,000**

Town of Wellesley
Fiscal Years 2022 - 2031 Middle School
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total	FY2027	FY2028	FY2029	FY2030	FY2031	10 Year Total
MS-1	Paving Parking Lots and Driveways Project	70,000	2,500,000	-	-	-	2,570,000						2,570,000
MS-2	Roof Replacement	-	-	-	100,000	-	100,000	4,200,000					4,300,000
MS-3	Steam Trap Replacement	-	-	-	40,000	-	40,000				60,000		100,000
MS-4	ECM: Lighting Upgrades	275,000	-	-	-	-	275,000						275,000
MS-5	Central Office Carpet Replacement and Painting	-	100,000	-	-	-	100,000						100,000
MS-6	HVAC Recommissioning	-	-	-	-	110,000	110,000					130,000	240,000
MS-7	Pavement Marking	-	-	-	-	12,000	12,000		14,000		16,000		42,000
MS-8	Master Clock Replacement	-	50,000	-	-	-	50,000						50,000
MS-9	Add Full Building Air-Conditioning	-	-	-	-	-	-	8,385,000					8,385,000
	Total Cash Capital Requests	**345,000**	**150,000**	**-**	**140,000**	**122,000**	**757,000**	**-**	**14,000**	**-**	**76,000**	**130,000**	**977,000**
	Total Capital Requests	**345,000**	**2,650,000**	**-**	**140,000**	**122,000**	**3,257,000**	**12,585,000**	**14,000**	**-**	**76,000**	**130,000**	**16,062,000**

Town of Wellesley
Fiscal Years 2022 - 2031 PAWS
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
P-1	HVAC Recommissioning	10,000	0	0	0	0	10,000			15,000			25,000
P-2	ECM: Lighting Upgrades	0	25,000	0	0	0	25,000						25,000
	Total Cash Capital Requests	***10,000***	***25,000***	***-***	***-***	***-***	***35,000***	***-***	***-***	***15,000***	***-***	***-***	***50,000***
	Total Capital Requests	***10,000***	***25,000***	***-***	***-***	***-***	***35,000***	***-***	***-***	***15,000***	***-***	***-***	***50,000***

Town of Wellesley
Fiscal Years 2022 - 2031 Schofield
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
SC-1	HVAC Recommissioning	0	0	50,000	0	0	50,000						50,000
SC-2	MODS Bathroom Partition Replacement	0	0	0	25,000	0	25,000						25,000
SC-3	Add Full Building Air-Conditioning	0	0	0	0	0	0	1,820,000					1,820,000
Total Cash Capital Requests		**-**	**-**	***50,000***	***25,000***	**-**	***75,000***	**-**	**-**	**-**	**-**	**-**	***75,000***
Total Capital Requests		**-**	**-**	***50,000***	***25,000***	**-**	***75,000***	***1,820,000***	**-**	**-**	**-**	**-**	***1,895,000***

Town of Wellesley
Fiscal Years 2022 - 2031 Sprague
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
SP-1	"B" Wing Flooring Replacement	0	0	75,000	0	0	75,000						75,000
SP-2	ECM: Interior Lighting Replacement	0	0	100,000	0	0	100,000						100,000
SP-3	Gym Floor Refinishing	0	0	0	40,000	0	40,000						40,000
SP-4	Replace 38,100 sf Roof (original installed 2001)	0	0	50,000	125,000	1,034,000	1,209,000						1,209,000
SP-5	HVAC Recommissioning	0	0	0	0	65,000	65,000						65,000
SP-6	Replace Smoke Detectors	0	0	0	0	0	0	15,000					15,000
SP-7	Repave Parking Lot	0	0	0	40,000	0	40,000	438,000					478,000
SP-8	Mechanical Equipment Replacement	65,000	200,000	1,500,000	0	0	1,765,000						1,765,000
SP-9	Electrical Equipment Replacement	0	0	0	0	0	0				50,000		50,000
SP-10	Plumbing Equipment Replacement	0	0	0	0	0	0		190,000				190,000
	Total Cash Capital Requests	**65,000**	**200,000**	**225,000**	**80,000**	**65,000**	**635,000**	**-**	**190,000**	**-**	**50,000**	**-**	**875,000**
	Total Capital Requests	***65,000***	***200,000***	***1,725,000***	***205,000***	***1,099,000***	***3,294,000***	***453,000***	***190,000***	***-***	***50,000***	***-***	***3,987,000***

Town of Wellesley
Fiscal Years 2022 - 2031 Upham
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
U-1	HVAC Recommissioning	0	0	35,000	0	0	35,000						35,000
U-2	Triage Contingency	35,000	0	0	35,000	0	70,000						70,000
	Total Capital Requests	***35,000***	***-***	***35,000***	***35,000***	***-***	***105,000***	***-***	***-***	***-***	***-***	***-***	***105,000***

Town of Wellesley
Fiscal Years 2022 - 2031 Bates
Summary Departmental Capital Budget Request

Department: FACILITIES MANAGEMENT

Dept #: 192

		Expenditures per Fiscal Year											
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**FY2031**	**10 Year Total**
B-1	Replace 49,500 sf Roof (original installed 2003)			60,000	150,000	1,750,000	1,960,000						1,960,000
B-2	HVAC Recommissioning					60,000	60,000						60,000
B-3	ECM: Interior Lighting Upgrades			100,000			100,000						100,000
B-4	Replace Fire Alarm Control Panel (FACP)		45,000				45,000						45,000
B-5	Steam Trap Replacement						0	12,000					12,000
B-6	Smoke Detector Replacement						0	14,000					14,000
B-7	Staff Lunchroom Renovation		25,000				25,000						25,000
B-8	Mechanical Equipment Replacement						0	500,000					500,000
B-9	Plumbing Equipment Replacement						0			120,000			120,000
B-10	Repave Lot and Driveway				40,000	0	40,000	230,000					270,000
B-11	Add Full Building Air-Conditioning						0	2,275,000					2,275,000
Total Cash Capital Requests		**-**	**70,000**	**160,000**	**40,000**	**60,000**	**330,000**	**756,000**	**-**	**120,000**	**-**	**-**	***1,206,000***
Total Capital Requests		**-**	**70,000**	**160,000**	**190,000**	**1,810,000**	**2,230,000**	**3,031,000**	**-**	**120,000**	**-**	**-**	**5,381,000**

Natural Resources Commission Capital Request

Approved 11-20-2020

Department: Natural Resources Commission

Dept #: 171

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
2022-1	Tree Planting/Management Program	40,000	55,000	55,000	55,000	55,000	260,000
2022-2	Park Sidewalk Paths, Parking Lot Repairs	15,000	15,000	15,000	15,000	15,000	75,000
2022-3	Natural Landscape Development	25,000	25,000	25,000	25,000	25,000	125,000
2022-4	Town Forest Improvements*	10,000	-	-	-	10,000	20,000
2023-1	Playground Improvement/ADA Access*	-	50,000	50,000	-	-	100,000
2023-2	Comprehensive Pond Improvements*	-	100,000	100,000	-	-	200,000
2025-4	Existing Lighting Upgrades*	-	-	-	400,000	-	400,000
2026-6	Wildlife Cameras	-	-	-	-	5,000	5,000
	Total Cash Capital Requests	**90,000**	**245,000**	**245,000**	**495,000**	**110,000**	**1,185,000**
	Playground Improvement/ADA Access	-	-	-	-	-	-
	Comprehensive Pond Improvements	-	-	-	-	-	-
	Town Forest Improvements	-	-	-	-	-	
	Existing Lighting Upgrades*						
	Total CPC Funded Capital	**-**	**-**	**-**	-	-	**-**

*Possible CPC Projects

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Tree Management Program
Prepared by		Project Reference #:	2022-1
Date		Project Cost	$40-55K per year

FY2021 Priority# **1** **------of------** **4**

Approved 10-3-2019

Capital Request Description and Justification

This longstanding capital budget request of over 20 years serves to maintain Wellesley's 7,000 Public Shade Trees and preserve our important tree canopy. The Town loses trees continuously due to diseases, storms, drought, and gas leaks. All tree work is performed by the DPW and includes vandalism and storm damage repairs, hazard removals, stump removals as necessary, ongoing rotating assessment of existing trees, shade and park tree planting of 100 new trees annually, and management of new trees for one or two years.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash).

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
	40,000	55,000	55,000	55,000	55,000	260,000
						-
						-
Totals	40,000	55,000	55,000	55,000	55,000	260,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Park Sidewalk/Parking Lot Repairs
Prepared by		Project Reference #:	2022-2
Date		Project Cost	15,000 every year

FY2021 Priority# **2** **------of------** **4**

Approved 10-3-2019

Capital Request Description and Justification

Park Sidewalk/Parking Lot Repairs - The sidewalks, paths, and parking lots in the Town's parks and playgrounds require ongoing repair and maintenance to ensure safety for the Town's residents and to meet ADA accessibility requirements. This funding will ensure that emergency repairs are made as needed. This Capital request is made at the recommendation of the DPW, and all work will be completed by the DPW. This request has been in the NRC's budget for the past eight (8) years, and in FY 2018, previous carry-over funds were used to re-surface the Centennial park driveway and parking lot, and to install a stone dust path along Rice Street at Hunnewell Field.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash).

Annual Operating Budget Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
	15,000	15,000	15,000	15,000	15,000	75,000
						-
						-
Totals	15,000	15,000	15,000	15,000	15,000	75,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Natural Landscape Development
Prepared by		Reference #:	2022-3
Date		Project Cost	$ 25,000.00

FY2021 Priority# **3** **------of------** **4**

Approved 10-3-2019

Capital Request Description and Justification

This new annual capital request combines previous smaller requests, and is used to implement the Town of Wellesley's Organic Integrated Pest Management Turf Plan on the town's playing fields, as well as promote pollinator friendly and native landscapes and control invasive species throughout Town.
NRC-created, field-specific OIPM plans have resulted in good quality, safe, (chemical free) playing fields for our children, pets, adults, and wildlife - now and into the future. This pro-active organic approach focuses on soil improvement, which encourages healthy turf growth while preventing pest problems. This capital request has been in the budget since FY04 and supplements the DPW's budget, which allows our town to continue to follow this proven turf management plan.
Pollinator Corridor Development - In an effort to maintain and increase biodiverstiy in Wellesley, the NRC is devloping a pollinator corridor concept to replace non-native vegetation on Town land with pollinator friendly species. The pollinator garden at the Police station was an incredible success.The Fuller Brook Park Restoration Plan clearly outlined the extra and ongoing need for invasive species management. This initial $35,000 request provides the expertise and needed extra manpower to supplement and assist DPW staff with identifying, monitoring, and removing invasive species throughout the Park, and will continue to do so in other Town parkland.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash).

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
	25,000	25,000	25,000	25,000	25,000	125,000
						-
						-
Totals	25,000	25,000	25,000	25,000	25,000	125,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Town Forest Plan
Prepared by		Project Reference #:	2022-4
Date		Project Cost	$10,000

FY2022 Priority# **2** **------of------** **2**

Approved 10-3-2019

Capital Request Description and Justification

This request will fund partial execution of the Town Forest Management Plan. These funds can be matched from a grant from the DCR.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash).

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
	10,000	-	-	-	10,000	20,000
						-
						-
Totals	10,000	-	-	-	10,000	20,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Playground Improvement/ADA Access*
Prepared by		Project Reference #:	2023-1
Date		Project Cost	$100,000

FY2022 Priority# **1** **------of------** **2**

Approved 10-3-2019

Capital Request Description and Justification

This request will fund design, repairs and renovations at primary playground sites ideintified in the Playground Master Plan, ensuring they meet safety and accessibility standards.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash).

Annual Operating Budget Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
	-	50,000	50,000			100,000
						-
						-
Totals	-	50,000	50,000	-	-	100,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Comprehensive Pond Improvements
Prepared by		Project Reference #:	2023-2
Date		Project Cost	$200,000

FY2023 Priority# **1** **------of------** **1**

Approved 10-3-2019

Capital Request Description and Justification

In FY17, the CPC funded a project to assess 8 ponds under the NRC's jurisdiction. The analysis helped prioritize the preservation of the Town's ponds (Abbott Pond, Duck Pond, Longfellow Pond, Reeds Pond, Rockridge Pond, Farms Station Pond, and Bezanson Pond). Options for managing sediment, nutrients, algae and rooted plants are available, but the optimal combination of techniques and level of application is uncertain. Beyond effectiveness in addressing each targeted problem, the success of many management approaches hinges on impacts to non-target uses of the ponds, regulatory constraints, cost and public perception. This plan defines the aspects of possible management options and made short and long term recommendations for implementation. Based on the findings of the study, the NRC is seeking funds for permitting and implementation.

* May Be CPC Eligible

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash) **May be eligible for CPA funding.**

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
	-	100,000	100,000	-	-	200,000
						-
						-
						-
						-
						-
						-
						-
Totals	-	100,000	100,000	-	-	200,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Field Lighting Improvments
Prepared by		Project Reference #:	2026-5
Date		Project Cost	$500,000

FY2023 Priority# **2** **------of------** **3**

Approved 10-3-2019

Capital Request Description and Justification

The Community Preservation Committee funded an independent lighting consultant to review existing field lighting conditions at Hunnewell Fields. The Consultant plans to outline possible improvements to the existing lighting. This request is a place-holder for potential funding of lighting improvements. These improvements may be grant or CPA funding eligible. .

* May Be CPC Eligible

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash) **May be eligible for CPA funding.**

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
	-	-	-	400,000	-	400,000
						-
						-
						-
						-
						-
						-
						-
Totals	-	-	-	400,000	-	400,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Wldlife Cameras
Prepared by		Project Reference #:	2026-6
Date		Project Cost	$5,000

FY2023 Priority# **6** **------of------** **6**

Approved 10-3-2019

Capital Request Description and Justification

This funding request would support ongoing data collection about the importance of the Town's natural resources. Wildlife cameras could be employed in discrete locations at various parkland.

* May Be CPC Eligible

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash) **May be eligible for CPA funding.**

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
	-	-	-	-	5,000	5,000
						-
						-
						-
						-
						-
						-
						-
Totals	-	-	-	-	5,000	5,000

Morses Pond Capital Request

Department: Morses Pond

Dept. #: 172

Approved 11-20-2020

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
2024-1	Bylaw/Regulatory Review & Development	-	-	25,000	-	-	25,000
2024-2	Stormwater Construction/Demo & Monitoring	-	-	10,000	-	-	10,000
2024-3	Planting	-	-	35,000	35,000	-	70,000
2025-2	Plant Monitoring	-	-	-	10,000	-	10,000
2026-1	MOPO Beach Improvements					50,000	50,000
	Total Cash Capital Requests	**-**	**-**	**70,000**	**45,000**	**50,000**	**165,000**
2022-2	Harvester*	315,000	-	-	-	-	315,000
2022-1	Morses Pond Shoreline and Pond Improvements*	-	150,000	-	-	-	150,000
	Total CPC Funded Capital	**315,000**	**150,000**	**-**	**-**	**-**	**465,000**

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Harvester
Prepared by		Project Reference #:	2022-2
Date		Project Cost	$315,000

Approved 10-3-2019

FY2022 Priority# **1** **------of------** **1**

0
0

Capital Request Description and Justification

In 2022, the large Harvester will be 15 years old. The NRC, along with the DPW and the Pond Manager consulting on the Morses Pond Management plan have taken steps to preserve the existing machine, but it continues to show signs of age and will continue to be a maintenance issue moving forward. This request will fund a new harvester and trailer to ensure that the primary goals of the management program are fulfilled.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash).

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements	315,000	-	-	-	-	315,000
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other: Long Range Planning/Special Planning						-
						-
Totals	315,000	-	-	-	-	315,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	MOPO Shoreline/Pond Improvements
Prepared by		Project Reference #:	2023-1
Date		Project Cost	450,000

Approved 10-3-2019

FY2022 Priority# **1** **------of------** **1**

Capital Request Description and Justification

This year's request $150,000 will fund construction of treatments to address priority shoreline erosion and deposition problem areas caused by stormwater practices and human impact, as recommended in the Morses Pond Erosion Study report, which has now been approved by Wetlands Protection committee.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash). This will be funded by the CPC.

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements	-	150,000	-	-	-	150,000
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other: Long Range Planning/Special						-
						-
Totals	-	150,000	-	-	-	150,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Watershed bylaw/reg review and development
Prepared by		Project Reference #:	2023-1
Date		Project Cost	25,000

Approved 10-3-2019

FY2023 Priority# **1** ------of------ **3**

Capital Request Description and Justification

This request will pay for a review and rewrite of the Town's current bylaws protecting watersheds.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash).

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
	25,000	-	-	-	-	-
						-
						-
						-
						-
						-
						-
Totals	-	-	-	-	-	-

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Stormwater construction and demo and monitoring
Prepared by		Project Reference #:	2023-2
Date		Project Cost	$10,000

Approved 10-3-2019

FY2023 Priority# **2** **------of------** **3**

Capital Request Description and Justification
This request will cover expenses related to restoring and enhancing aging infrastructure with more modern best management practices.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash).

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure	-	10,000	-	-	-	10,000
Information technology						-
Other: Long Range Planning/Special Planning						-
						-
Totals	-	10,000	-	-	-	10,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Planting
Prepared by		Project Reference #:	2024-1
Date		Project Cost	35,000 per year

Approved 10-3-2019

FY2024 Priority# **3** **------of------** **3**

Capital Request Description and Justification

This will pay for the procurement and planting of aquatic species to help re-establish the native plant community that is currently being over-run by invasive nuisance species.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash).

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements	-	35,000	35,000	-	-	70,000
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other: Long Range Planning/Special Planning						-
						-
Totals	-	35,000	35,000	-	-	70,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	Plant Monitoring
Prepared by		Project Reference #:	2025-1
Date		Project Cost	$10,000

Approved 10-3-2019

FY2025 Priority# **2** **------of------** **2**

Capital Request Description and Justification

This request will cover any costs associated with monitoring the success of plantings done within the pond to establish the native plant community.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash).

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements	-	-	10,000	-	-	10,000
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other: Long Range Planning/Special Planning						-
						-
Totals	-	-	10,000	-	-	10,000

Town of Wellesley
FY2022-2026
Capital Budget Request

Department	NRC	Project Title	MOPO Beach/Bathouse
Prepared by		Project Reference #:	2026-1
Date		Project Cost	$50,000

Approved 10-3-2019

FY2026Priority# **1** **------of------** **1**

Capital Request Description and Justification

The Recreation Commission conducted a feasibility study for improvements to the Morses Pond Beach and Beach parking area in FY21. The Natural Resources Commission supports the efforts to improve the recreational experience at the beach. These funds will help support changes to the beach area, and ensure that the improvements meet the NRC's sustainability goals.

Funding Source (i.e. grants, CPA, trade-in debt, general fund-cash).

Annual Operating Budget

Impact on N/A

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements	-	-		-	50,000	50,000
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology						-
Other: Long Range Planning/Special Planning						-
						-
Totals	-	-	-	-	50,000	50,000

Library Capital Request

Department: Library

Dept #: 610

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
2022-1	IT Infrastructure Replacement	12,000	12,000	12,000	12,000	12,000	60,000
2022-2	Computer & Peripheral Replacement	55,300	57,300	57,300	59,300	59,300	288,500
2022-3	New Technology & Devices	30,000	30,000	30,000	40,000	40,000	170,000
2022-4	Self Check Machines	13,580	34,420	24,000	24,000	24,000	120,000
2023-5	WFL Van	-	40,000	-	-	-	40,000
2022-5	Security Cameras	12,000	-	12,000	-	12,000	36,000
2023-1	Traffic Study	-	25,000	-	-	-	25,000
2023-2	Website Designs updates	-	15,000	-	10,000	-	25,000
2023-3	Time card system	-	-	10,000	-	-	10,000
2024-1	Strategic Planning	-	-	10,000	-	-	10,000
2024-2	Parking Lot Improvements	-	-	25,000	-	-	25,000
2024-3	Automated Material Handler (AMH)	-	-	10,000	-	-	10,000
	Total Capital Requests	**122,880**	**213,720**	**190,300**	**145,300**	**147,300**	**819,500**

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Library	Project Title	IT Infrastructure replacement
Prepared by	J. Jurgensen	Project Reference #:	2022-1
Date	10/6/2019	Project Cost	60,000

FY2021 Priority# **tbd*** **------of------** **5**

*Rather than eliminating entire projects, projects would be cut by a percentage if needed

Capital Request Description and Justification

Replacement cost of servers as recommended (normally one per year). When a physical server can't be moved to the cloud, it is replaced. If a physical server is needed, one with the capability to host virtual servers is purchased. Switches, security and IT closet peripherals such as racks also need to be updated in order to ensure superior and seamless technology experiences for an average of 1,000 visitors per day.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General Fund

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
ıilding and Improvements	-	-	-	-	-	-
Vehicle(s)	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-
Information technology	12,000	12,000	12,000	12,000	12,000	60,000
Other:specify	-	-	-	-	-	-
Totals	12,000	12,000	12,000	12,000	12,000	60,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Library	Project Title	Computers & peripheral replacement
Prepared by	J. Jurgensen	Project Reference #:	2022-2
Date	10/6/2019	Project Cost	288,500

FY2021 Priority# **tbd*** **------of------** **5**

*Rather than eliminating entire projects, projects would be cut by a percentage if needed

Capital Request Description and Justification

Yearly replacement schedule for computers & peripherals
Replacement of equipment that doesn't meet current industry/expected standards
Circulation and Information Services technology management needs
.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General Fund

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
uilding and Improvements	-	-	-	-	-	-
Vehicle(s)	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-
Information technology	55,300	57,300	57,300	59,300	59,300	288,500
Other:specify	-	-	-	-	-	-
						-
Totals	55,300	57,300	57,300	59,300	59,300	288,500

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Library	Project Title	New Technology & Devices
Prepared by	J. Jurgensen	Project Reference #:	2022-3
Date	10/6/2019	Project Cost	170,000

FY2021 Priority# **tbd*** **------of------** **5**

*Rather than eliminating entire projects, projects would be cut by a percentage if needed

Capital Request Description and Justification

New technology for libraries occurs at a fast pace. This would cover the estimated cost of a new technology initiative.
In FY22, funds will cover the 2nd floor switch project.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General Fund

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
ıilding and Improvements	-	-	-	-	-	-
Vehicle(s)	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-
Information technology	30,000	30,000	30,000	40,000	40,000	170,000
Other:specify	-	-	-	-	-	-
Totals	30,000	30,000	30,000	40,000	40,000	170,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Library	Project Title	Self check machines
Prepared by	J. Jurgensen	Project Reference #:	2022-4
Date	10/6/2019	Project Cost	120,000

FY2022 Priority# **tbd*** ------of------ **7**

*Rather than eliminating entire projects, projects would be cut by a percentage if needed

Capital Request Description and Justification

The library currently uses 6 professional self check machines. This covers the cost of a replacement schedule.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General Fund

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
ilding and Improvements	-	-	-	-	-	-
Vehicle(s)	-	-	-	-	-	-
Equipment	13,580	34,420	24,000	24,000	24,000	120,000
Infrastructure	-	-	-	-	-	-
Information technology	-	-	-	-	-	-
Other:specify	-	-	-	-	-	-
						-
Totals	13,580	34,420	24,000	24,000	24,000	120,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Library	Project Title	WFL Van
Prepared by	J. Jurgensen	Project Reference #:	2023-5
Date	10/6/2019	Project Cost	40,000

FY2022 Priority# **tbd*** **------of------** **7**

*Rather than eliminating entire projects, projects would be cut by a percentage if needed

Capital Request Description and Justification

The van makes all internal book and deliveries for the library. This is the estimated cost of a new van.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General Fund

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
ıilding and Improvements	-	-	-	-	-	-
Vehicle(s)		40,000		-	-	40,000
Equipment	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-
Information technology	-	-	-	-	-	-
Other:specify	-	-	-	-	-	-
						-
Totals	-	40,000	-	-	-	40,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Library	Project Title	Relocate stacks for carpet
Prepared by	J. Jurgensen	Project Reference #:	2022-5
Date	10/6/2019	Project Cost	36,000

FY2022 Priority# **tbd*** **------of------** **7**

*Rather than eliminating entire projects, projects would be cut by a percentage if needed

Capital Request Description and Justification

FMD purchased a Genetec security system. Cameras that were in place at the time of purchase were not replaced. Cameras are warranteed for 3 years and have a 3-5 year life. Most cameras are reaching end of life and failing. Cameras cost approx $1500 when replaced. The library has 16 cameras. This cost would start a replacement cycle for failing cameras that would otherwise cripple the IT budget.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General Fund

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
ilding and Improvements	12,000	-	12,000	-	12,000	36,000
Vehicle(s)	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-
Information technology	-	-	-	-	-	-
Other:specify	-	-	-	-	-	-
Totals	12,000	-	12,000	-	12,000	36,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Library	Project Title	Traffic Study
Prepared by	J. Jurgensen	Project Reference #:	2023-1
Date	10/6/2019	Project Cost	25,000

FY2023 Priority# **tbd*** **------of------** **8**

*Rather than eliminating entire projects, projects would be cut by a percentage if needed

Capital Request Description and Justification

Traffic has increased in the parking lot since the library opened. Study would determine priorities for improvement of the parking lot and related areas.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General Fund

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
ıilding and Improvements	-	25,000	-		-	25,000
Vehicle(s)	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-
Information technology	-				-	-
Other:specify	-	-	-	-	-	-
Totals	-	25,000	-	-	-	25,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Library	Project Title	Website designs update
Prepared by	J. Jurgensen	Project Reference #:	2023-2
Date	10/6/2019	Project Cost	25,000

FY2023 Priority# **tbd*** ------of------ **8**

*Rather than eliminating entire projects, projects would be cut by a percentage if needed

Capital Request Description and Justification

The cost of website design refresh to incorporate any new technology and keep online technology updated.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General Fund

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
ıilding and Improvements	-	-	-	-	-	-
Vehicle(s)	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-
Information technology	-	15,000	-	10,000	-	25,000
Other:specify	-	-	-	-	-	-
						-
Totals	-	15,000	-	10,000	-	25,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Library	Project Title	Time card system
Prepared by	J. Jurgensen	Project Reference #:	2023-3
Date	10/6/2019	Project Cost	35,000

FY2023 Priority# **tbd*** **------of------** **8**

*Rather than eliminating entire projects, projects would be cut by a percentage if needed

Capital Request Description and Justification

This would cover the cost of any updates specific to the department.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General Fund

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
ıilding and Improvements	-	-	-	-	-	-
Vehicle(s)	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-
Information technology			10,000	-	-	10,000
Other:specify	-	-	-	-	-	-
Totals	-	-	10,000	-	-	10,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Library	Project Title	Strategic Planning
Prepared by	J. Jurgensen	Project Reference #:	2024-1
Date	10/6/2019	Project Cost	10,000

FY2024 Priority# **tbd*** **------of------** **8**

*Rather than eliminating entire projects, projects would be cut by a percentage if needed

Capital Request Description and Justification

Every 5 years, the library creates a 5 year strategic plan as required by the state. A planning study and observation study of activities in the library over a multi-month period is essential in determing how the library should serve the community.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General Fund

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
ıilding and Improvements	-	-	-	-	-	-
Vehicle(s)	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Infrastructure	-	-	10,000	-	-	10,000
Information technology	-				-	-
Other:specify	-	-	-	-	-	-
Totals	-	-	10,000	-	-	10,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Library	Project Title	Parking Lot Improvement
Prepared by	J. Jurgensen	Project Reference #:	2024-2
Date	10/6/2019	Project Cost	25,000

FY2024 Priority# **tbd*** **------of------** **8**

*Rather than eliminating entire projects, projects would be cut by a percentage if needed

Capital Request Description and Justification

Improvements to the parking lot and related areas.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General Fund

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
ıilding and Improvements	-	-	25,000	-	-	25,000
Vehicle(s)	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-
Information technology	-				-	-
Other:specify	-	-	-	-	-	-
Totals	-	-	25,000	-	-	25,000

Town of Wellesley

Fiscal Years 2022-2026

Capital Budget Request

Department	Library	Project Title	Automated Material Handler
Prepared by	J. Jurgensen	Project Reference #:	2024-3
Date	10/6/2019	Project Cost	10,000

FY2023 Priority# **tbd*** ------of------ **8**

*Rather than eliminating entire projects, projects would be cut by a percentage if needed

Capital Request Description and Justification

Automated Material Handlers check in and rough sort material. Replacement of bins and other perpiherals will be necessary due to use.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General Fund

Impact on Annual Operating Budget

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements	-	-	-	-	-	-
Vehicle(s)	-	-	-	-	-	-
Equipment	-	-	-	-	-	-
Infrastructure	-	-	-	-	-	-
Information technology	-	-	-	-	-	-
Other: specify		-	10,000	-	-	10,000
						-
Totals	-	-	10,000	-	-	10,000

Town Clerk Request

Department: Town Clerk

Dept #: 161

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
2021-1	Electronic Poll Books for Voter Lists	16,000	8,000	-	-	-	24,000
2022-1	Electronic Voting Devices for Town Meeting	-	15,000	-	-	-	15,000
2025-1	New Voting Equipment	-	-	-	75,000	-	75,000
	Total Capital Requests	16,000	23,000	-	75,000	-	114,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Town Clerk	Project Title	Electronic Poll Books for Voter Lists
Prepared by	KC Kato	Project Reference #:	2022-1
Date	12/3/2020	Project Cost	36,000

FY2022 Priority# **1** ------of------ **1**

Capital Request Description and Justification

Many in the state are moving to using electronic poll books for checking in at election polls. It improves accuracy in voter counts and voter history information. In addition, it is a necessity for early voting. We pilot tested the poll books in 2018 and 2020 thanks to a grant from the State. In FY21, We were able to purchase 4 poll books with a grant from the Center for Technology and Civic Life to continue using the poll books. We would like to use the poll books for all precincts. The estimated cost in 2020 of the poll books is $2000 per tablet. We would need 16 poll books. In addition, there is a $300 per poll book 1 year warranty fee. The roll out plan would be to purchase an additional 8 poll books in FY22 and another 4 in FY23 to have 2 books per precinct.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General fund.

Impact on Annual Operating Budget

There is an annual $300 per poll book per year charge for the warranty and licensing fees.

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology	16,000	8,000				24,000
Other:warranty						-
						-
Totals	16,000	8,000	-	-	-	24,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Town Clerk	Project Title	Electronic Voting Devices for Town Meeting
Prepared by	KC Kato	Project Reference #:	2023-2
Date	12/3/2020	Project Cost	15,000

FY2023 Priority# **1** **------of------** **1**

Capital Request Description and Justification

Many in the state are moving to using electronic voting devices for Town Meeting. The benefits of electronic voting devices at town meeting is for counted votes to improve speed, accuracy and accountability. We pilot tested electronic voting devices at Town Meeting in FY20 through a lease. Due to COVID and remote Town Meetings, we did not use the electronic voting devices in FY21. We expect to go back to in-person Town Meetings in FY23 and plan to use the electronic voting devices at that point. The estimated cost for 250 (240 members plus 10 extra) electronic voting devices is $15,000.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

General fund.

Impact on Annual Operating Budget

There cost of running the system at Town Meeting is approximately $3000 per year in personnel and $250 in accessories/batteries.

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology		15,000				15,000
Other:warranty						-
						-
Totals	-	15,000	-	-	-	15,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Town Clerk	Project Title	New Voting Equipment
Prepared by	KC Kato	Project Reference #:	2025-1
Date	12/3/2020	Project Cost	75,000

FY2025 Priority# **1** **------of------** **1**

Capital Request Description and Justification
The current election tabulating machines will be 10 years old in FY2025. Due to changing technology, it is possible that the State will change their tabulator machine requirements.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
General fund.

Impact on Annual Operating Budget
No change.

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology				75,000		75,000
Other:warranty						-
						-
Totals	-	-	-	75,000	-	75,000

Assessor Capital Request

Department: Assessor

Dept #: 141

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
2023-1	CAMA database software	-	93,000	-	-	-	93,000
	Total Capital Requests	-	93,000	-	-	-	93,000

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	Assessor	Project Title	CMA system
Prepared by	Donna McCabe, Chief Assessor	Project Reference #:	2023-1
Date	10/18/2018	Project Cost	93,000

FY2023 Priority# **1** **------of------** **1**

Capital Request Description and Justification

A computer-assisted mass appraisal (CAMA) system is an automated system for assessment administration, maintaining property data, analyzing data, valuing property, notifying owners and ensuring tax equity through uniform valuations. Although the current assessor's database has been very reliable and stable, it is over 20 years old. The next assessor will want to advance the office and take advantage of newer technology. Advancements in CAMA software allows for improved analytical capabilities, customization for special features (i.e. underground sports courts, elevators…); efficiency in assessment administration (i.e. processing exemptions, abatement, DOR reports, public records request); technology for data collection, measuring and sketching of buildings.
The cost is estimated at about $10 per parcel for software, file conversion and valuation testing. (about 9,300 real estate and personal property)

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment						-
Infrastructure						-
Information technology		93,000				93,000
						-
						-
Totals	-	93,000	-	-	-	93,000

Planning Department Capital Request

Department: Planning

Dept #: 175

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
2022-1	Digitization of Records	-	50,000	-	-	-	50,000
2023-1		-	-	-	-	-	-
2024-1		-	-	-	-	-	-
	Total Capital Requests	-	50,000	-	-	-	50,000

Town of *Wellesley*
FY2022-2026 Budget Request

Department: Recreation Department

Dept #: 192

		Expenditures per Fiscal Year					
Project Reference #:	**Project Description**	**FY2022**	**FY2023**	**FY2024**	**FY2025**	**FY2026**	**5 Year Total**
REC-1	Morses Pond Beach & Bathhouse Design & Construction	175,000	800,000	-	-	-	***975,000***
REC-2	Morses Pond Beach & Bathhouse Renovation	-	-	-	4,425,000	-	***4,425,000***
Total CPC Capital Requests		***175,000***	***800,000***	**-**	***3,025,000***	**-**	***4,000,000***
Total Borrowing Requests		**-**	**-**	**-**	***1,400,000***	**-**	***1,400,000***
Grand Total Capital Requests		***175,000***	***800,000***	**-**	***4,425,000***	**-**	***5,400,000***

Town of Wellesley
Fiscal Years 2022 - 2026 Recreation
Capital Budget Request

Department	REC	Project Title	Bathouse Design & Construction
Prepared by	M.Chin	Project Reference #:	REC-1
Date	10/31/19	Project Cost	975,000

Previously Requested? No

FY2022 Priority #1

Project Type: Non -Recurring

Consultants Weston & Sampson were engaged in Summer of 2019 to prepare a "Morses Pond Beach & Bathhouse Utilization and Feasibility Study" that could ultimately lead to a major renovation of Morses Beach & Bathhouse, which has not had any major renovations done since the bathhouse was built in the 1940's and beach area was moved in the 1960's. The study is in process at the time of this budget preparation. Currently, FMD is carrying a $1 million place holder in their FY 2025 capital budget for a Morses Pond bathhouse replacement. With the addition of a beachfront renovation, current estimates have an approximate total project cost of $2 million. Upon consultants advice, we are using 10% to account for construction & design estimates.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Debt
Possible CPC Grants

Impact on Annual Operating Budget
N/A

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building Construction	-					-
Site Construction						-
Vehicle(s)						-
Equipment						-
Energy Conservation						-
Other: Engineering/Design	175,000	800,000	-	-	-	975,000
						-
Totals	175,000	800,000	-	-	-	975,000

Town of Wellesley
Fiscal Years 2022 - 2026 Recreation
Capital Budget Request

Department	REC	Project Title	Morses Pond Beach renovation
Prepared by	M.Chin	Project Reference #:	REC-2
Date	10/31/19	Project Cost	4,425,000

Previously Requested? No

FY2023 Priority #1

Project Type: Non -Recurring

Consultants Weston & Sampson were engaged in Summer of 2019 to prepare a "Morses Pond Beach & Bathhouse Utilization and Feasibility Study" that could ultimately lead to a major renovation of Morses Beach & Bathhouse, which has not had any major renovations done since the bathhouse was built in the 1940's and beach area was moved in the 1960's. The study is in process at the time of this budget preparation. Current estimates have an approximate beach front renovation cost of $1 million. This would include hard and soft landscaping and various amenities being added to the Morses Pond beachfront. FMD is carrying a $1 million place holder in their FY 2025 capital budget for a Morses Pond bathhouse replacement.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)
Debt
Possible CPC Grants

Impact on Annual Operating Budget
NA

	Total Amount Requested					
Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building Construction						-
Site Construction						-
Vehicle(s)						-
Equipment						-
Energy Conservation						-
Other: Engineering/Design			-	4,425,000	-	4,425,000
						-
Totals	-	-	-	4,425,000	-	4,425,000

WELLESLEY
PUBLIC SCHOOLS

Five-Year Cash Capital Plan:

Org	Obj	Description	FY'22 Request	FY'23 Planned	FY'24 Planned	FY'25 Planned	FY'26 Planned
134-31-X06	583010	Furniture	$ -	$ 5,000	$ 5,000	$ 5,000	$ 5,000
134-31-X06	583090	Other Equipment (Copiers)	$ 52,693	$ 54,142	$ 55,631	$ 57,161	$ 58,733
134-31-X06	583110	Furniture Replacement	$ -	$ 75,000	$ 75,000	$ 75,000	$ 75,000
Furniture, Fixtures & Equipment Total:			**$ 52,693**	**$ 134,142**	**$ 135,631**	**$ 137,161**	**$ 138,733**
134-33-901	583030	Technology Equip.	$ 23,000	$ 57,200	$ 57,200	$ 57,200	$ 57,200
134-33-901	583130	Technology Equip. Repl.	$ 733,546	$ 1,100,178	$ 1,065,223	$ 1,092,290	$ 955,440
134-33-901	583190	Other Equip. Repl.	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500
Technology:			**$ 764,046**	**$ 1,164,878**	**$ 1,129,923**	**$ 1,156,990**	**$ 1,020,140**
Wellesley Public Schools Five-Year Capital Plan:			**$ 816,739**	**$ 1,299,020**	**$ 1,265,554**	**$ 1,294,151**	**$ 1,158,873**

Five-Year Cash Capital Technology Plan:

Org	Obj	Description	FY'22 Planned	FY'23 Planned	FY'24 Planned	FY'25 Planned	FY'26 Planned	Notes
134-33-901	583030	Technology Equip.	$ 18,000	$ 18,000	$ 18,000	$ 18,000	$ 18,000	New-01: Computers for Enrollment and Program Changes
134-33-901	583030	Technology Equip.	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	New-02: 1:1 BYOL at WHS
134-33-901	583030	Technology Equip.	$ -	$ 25,200	$ 25,200	$ 25,200	$ 25,200	New-03: Soundfield systems for all classrooms
134-33-901	583030	Technology Equip.	$ -	$ 9,000	$ 9,000	$ 9,000	$ 9,000	New-07: Assistive Technology
134-33-901	583130	Technology Equip. Repl.	$ 26,500	$ -	$ 58,750	$ 132,750	$ 52,500	Rep-01: Desktop Replacement
134-33-901	583130	Technology Equip. Repl.	$ 221,400	$ 266,100	$ 243,000	$ 198,000	$ 151,200	Rep-02: Laptop Replacement
134-33-901	583130	Technology Equip. Repl.	$ 29,000	$ 142,800	$ 179,160	$ 204,650	$ 193,850	Rep-03: Mobile Device Replacement (iPad & Chromebook)
134-33-901	583130	Technology Equip. Repl.	$ 104,815	$ 133,560	$ 112,560	$ 128,940	$ 128,940	Rep-04: K-5 1:1 Replacement (iPads)
134-33-901	583130	Technology Equip. Repl.	$ 272	$ 35,588	$ 17,930	$ 17,930	$ 17,930	Rep-05: Printer Replacement
134-33-901	583130	Technology Equip. Repl.	$ 40,000	$ 80,000	$ 80,000	$ 90,000	$ 90,000	Rep-06: Network Infrastructure Replacement
134-33-901	583130	Technology Equip. Repl.	$ 150,000	$ 75,000	$ 75,000	$ 75,000	$ 75,000	Rep-07: Server Replacement
134-33-901	583130	Technology Equip. Repl.	$ 3,000	$ 3,000	$ 3,000	$ 2,000	$ 3,000	Rep-08: UPS Replacement
134-33-901	583130	Technology Equip. Repl.	$ 10,000	$ 60,000	$ 60,000	$ 60,000	$ 60,000	Rep-09: Projector Replacement
134-33-901	583130	Technology Equip. Repl.	$ 2,271	$ 2,580	$ 2,580	$ 2,580	$ 2,580	Rep-10: Digital Video Cameras
134-33-901	583130	Technology Equip. Repl.	$ -	$ 12,000	$ 12,000	$ 12,000	$ 12,000	Rep-11: Document Camera Replacement
134-33-901	583130	Technology Equip. Repl.	$ 47,000	$ -	$ -	$ -	$ -	Rep-12: HS Projector Replacement
134-33-901	583130	Technology Equip. Repl.	$ 6,288	$ 31,440	$ 31,440	$ -	$ -	Rep-13.1: Secondary Soundfield System Replacements
134-33-901	583130	Technology Equip. Repl.	$ -	$ -	$ -	$ 31,440	$ 31,440	Rep-13.2: Elementary Soundfield System Replacements
134-33-901	583130	Technology Equip. Repl.	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	Rep-15: Smartboard Replacements
134-33-901	583130	Technology Equip. Repl.	$ 8,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	Rep-17: Security Items
134-33-901	583130	Technology Equip. Repl.	$ -	$ 124,110	$ -	$ -	$ -	Rep-17.1: Security Servers
134-33-901	583130	Technology Equip. Repl.	$ -	$ -	$ 18,503	$ -	$ -	Rep-17.2: Security Workstations
134-33-901	583130	Technology Equip. Repl.	$ -	$ 4,000	$ 14,300	$ -	$ -	Rep-17.3: Security Badge Printers
134-33-901	583130	Technology Equip. Repl.	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	Rep-18: Fiber Network
134-33-901	583130	Technology Equip. Repl.	$ -	$ -	$ 15,000	$ 15,000	$ 15,000	Rep-19: Makerspace replacements
134-33-901	583130	Technology Equip. Repl.	$ -	$ 20,000	$ 17,000	$ 17,000	$ 17,000	Rep-20: Public Address Systems
134-33-901	583130	Technology Equip. Repl.	$ 20,000	$ 30,000	$ 30,000	$ -	$ -	Rep-21: WMS Audio-Visual Wiring Replacement
134-33-901	583130	Technology Equip. Repl.	$ -	$ -	$ -	$ 40,000	$ 40,000	Rep-22: Elementary Audio-Visual Wiring Replacements
134-33-901	583130	Technology Equip. Repl.	$ 35,000	$ 35,000	$ 50,000	$ -	$ -	Rep-23: WHS Creston System Replacement (Auditorium)
134-33-901	583130	Technology Equip. Repl.	$ -	$ -	$ -	$ 20,000	$ 20,000	Rep-24: Elementary Gymnasium Audio-Visual Standardization
134-33-901	583190	Other Equip. Repl.	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	Installation Costs
Wellesley Public Schools Five-Year Cash Capital Technology Plan:			**$ 764,046**	**$ 1,164,878**	**$ 1,129,923**	**$ 1,156,990**	**$ 1,020,140**	

Cash Capital:

Org	Obj	Description	FY'18 Budget	FY'19 Budget	FY'20 Budget	FY'21 Budget	FY'22 Budget Request	$ Change	% Change	Notes
134-31-006	583010	Furniture	$ -	$ 1,320	$ -	$ -	$ -	$ -		
134-31-006	583110	Furniture Replacement	$ -	$ -	$ -	$ -	$ -	$ -		
		Pre-School at Wellesley Schools	**$ -**	**$ 1,320**	**$ -**	**$ -**	**$ -**	**$ -**		
134-31-106	583010	Furniture	$ -	$ -	$ -	$ -	$ -	$ -		
134-31-106	583090	Other Equipment	$ 2,930	$ -	$ 14,000	$ -	$ -	$ -		
134-31-106	583110	Furniture Replacement	$ -	$ 1,000	$ 5,676	$ -	$ -	$ -		
134-31-106	583110	Furniture Replacement	$ -	$ -	$ 4,018	$ -	$ -	$ -		
		Bates Elementary School	**$ 2,930**	**$ 1,000**	**$ 23,694**	**$ -**	**$ -**	**$ -**		
134-31-206	583010	Furniture	$ 5,400	$ -	$ -	$ -	$ -	$ -		
134-31-206	583090	Other Equipment	$ -	$ -	$ 3,500	$ -	$ -	$ -		
134-31-206	583110	Furniture Replacement	$ -	$ 4,000	$ -	$ -	$ -	$ -		
		Fiske Elementary School	**$ 5,400**	**$ 4,000**	**$ 3,500**	**$ -**	**$ -**	**$ -**		
134-31-306	583010	Furniture	$ 3,580	$ 2,545	$ -	$ -	$ -	$ -		
134-31-306	583090	Other Equipment	$ 900	$ -	$ -	$ -	$ -	$ -		
134-31-306	583110	Furniture Replacement	$ -	$ -	$ 7,124	$ -	$ -	$ -		
		Hardy Elementary School	**$ 4,480**	**$ 2,545**	**$ 7,124**	**$ -**	**$ -**	**$ -**		
134-31-406	583010	Furniture	$ 3,800	$ -	$ -	$ -	$ -	$ -		
134-31-406	583090	Other Equipment	$ -	$ -	$ -	$ -	$ -	$ -		
134-31-406	583110	Furniture Replacement	$ -	$ -	$ -	$ -	$ -	$ -		
		Hunnewell Elementary School	**$ 3,800**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
134-31-506	583010	Furniture	$ 2,040	$ -	$ -	$ -	$ -	$ -		
134-31-506	583090	Other Equipment	$ -	$ -	$ -	$ -	$ -	$ -		
134-31-506	583110	Furniture Replacement	$ -	$ -	$ -	$ -	$ -	$ -		
		Sprague Elementary School	**$ 2,040**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**		
134-31-606	583010	Furniture	$ -	$ -	$ -	$ -	$ -	$ -		
134-31-606	583090	Other Equipment	$ -	$ -	$ -	$ -	$ -	$ -		
134-31-606	583110	Furniture Replacement	$ 30,000	$ 10,000	$ 36,000	$ -	$ -	$ -		
134-31-606	583110	Furniture Replacement	$ -	$ -	$ 24,000	$ -	$ -	$ -		
		Schofield Elementary School	**$ 30,000**	**$ 10,000**	**$ 60,000**	**$ -**	**$ -**	**$ -**		

Org	Obj	Description	FY'18 Budget	FY'19 Budget	FY'20 Budget	FY'21 Budget	FY'22 Budget Request	$ Change	% Change	Notes
134-31-706	583010	Furniture	$ 1,397	$ -	$ -	$ -	$ -	$ -		
134-31-706	583090	Other Equipment	$ -	$ 850	$ -	$ -	$ -	$ -		
134-31-706	583110	Furniture Replacement	$ -	$ -	$ 18,000	$ -	$ -	$ -		
Upham Elementary School			**$ 1,397**	**$ 850**	**$ 18,000**	**$ -**	**$ -**	**$ -**		
134-32-106	583010	Furniture	$ -	$ -	$ 5,000	$ -	$ -	$ -		
134-32-106	583090	Office/Other Equipment	$ 47,135	$ 4,000	$ 7,000	$ -	$ -	$ -		
134-32-106	583090	Office/Other Equipment	$ -	$ -	$ -	$ -	$ -	$ -		
134-32-106	583110	Furniture Replacement	$ -	$ -	$ 6,000	$ -	$ -	$ -		
Wellesley Middle School			**$ 47,135**	**$ 4,000**	**$ 18,000**	**$ -**	**$ -**	**$ -**		
134-33-106	583010	Furniture	$ 18,398	$ -	$ -	$ -	$ -	$ -		
134-33-106	583090	Other Equipment	$ -	$ 5,725	$ 11,800	$ -	$ -	$ -		
134-33-106	583110	Furniture Replacement	$ -	$ 1,759	$ -	$ -	$ -	$ -		
Wellesley High School			**$ 18,398**	**$ 7,484**	**$ 11,800**	**$ -**	**$ -**	**$ -**		
134-33-901	583030	Technology Equipment	$ 728,857	$ 102,822	$ 18,000	$ 18,000	$ 18,000	$ -	0.00%	**New-01: Computers for 15 New Staff Members**
134-33-901	583030	Technology Equipment	$ -	$ -	$ 5,000	$ 5,000	$ 5,000	$ -	0.00%	**New-02: 1:1 BYOL @ Wellesley High School**
134-33-901	583030	Technology Equipment	$ -	$ -	$ 25,200	$ 25,200	$ -	$ (25,200)	-100.00%	New-03: Soundfield Systems for Schools
134-33-901	583030	Technology Equipment	$ -	$ -	$ 4,000	$ -	$ -	$ -		New-06: Document Cameras @ PAWS (5)
134-33-901	583030	Technology Equipment	$ -	$ -	$ -	$ 9,000	$ -	$ (9,000)	-100.00%	New-07: Assistive Technology
134-33-901	583130	Technology Equipment Replacement	$ 1,056,826	$ 737,308	$ 19,000	$ 25,250	$ 26,500	$ 1,250	4.95%	Rep-01: Desktop Replacements (21 Macs)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 66,000	$ 117,481	$ 221,400	$ 103,919	88.46%	Rep-02: Laptop Replacements (182 Macs, 2 PCs)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 108,360	$ 171,850	$ 29,000	$ (142,850)	-83.12%	Rep-03: Device Replacement (50 iPads, 20 Chromebooks)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ -	$ 58,800	$ 104,815	$ 46,015	78.26%	Rep-04: 1:1 Replacements (160 iPads)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 17,330	$ 17,930	$ 272	$ (17,658)	-98.48%	Rep-05: Printer Replacement (15 B&W, 2 Color)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 186,000	$ 40,000	$ 40,000	$ -	0.00%	Rep-06: Network Infrastructure Replacement
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 175,000	$ -	$ 150,000	$ 150,000		Rep-07: Server Replacement
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 9,000	$ 2,000	$ 3,000	$ 1,000	50.00%	Rep-08: UPS/Battery Replacements
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 120,000	$ 60,000	$ 10,000	$ (50,000)	-83.33%	Rep-09: Projector Replacements (8)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 2,580	$ 2,580	$ 2,271	$ (309)	-11.98%	Rep-10: Digital Video Cameras (2-3/Year)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 16,000	$ 16,000	$ -	$ (16,000)	-100.00%	Rep-11: Document Cameras (20/Year)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 47,000	$ 47,000	$ 47,000	$ -	0.00%	Rep-12: WHS Projector Replacement (25)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 31,440	$ 31,440	$ 6,288	$ (25,152)	-80.00%	Rep-13: Sound Field System (WMS; 15/Year)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 5,000	$ 5,000	$ 5,000	$ -	0.00%	Rep-15: Smart Boards (2)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 11,600	$ -	$ -	$ -		Rep-16: Assistive Tech. Replacements (12)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ -	$ 32,000	$ 8,000	$ (24,000)	-75.00%	Rep-17: Security Items
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ 22,000	$ 25,000	$ 25,000	$ -	0.00%	Rep-18: Fiber Network with MLP
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ -	$ 20,000	$ 20,000	$ -	0.00%	Rep-21: WMS Audio-Video Wiring
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ -	$ 40,000	$ -	$ (40,000)	-100.00%	Rep-23: WHS Creston System (Auditorium)
134-33-901	583130	Technology Equipment Replacement	$ -	$ -	$ -	$ -	$ 35,000	$ 35,000		Rep-24: Elementary Gymnasium Audio-Visual
134-33-901	583190	Other Equipment Replacement	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ -	0.00%	Installation Costs
Technology			**$ 1,793,183**	**$ 847,630**	**$ 896,010**	**$ 777,031**	**$ 764,046**	**$ (12,985)**	**-1.67%**	

Org	Obj	Description	FY'18 Budget	FY'19 Budget	FY'20 Budget	FY'21 Budget	FY'22 Budget Request	$ Change	% Change	Notes
133-03-913	583090	Other Equipment	$ -	$ -	$ 5,400	$ -	$ -	$ -		
133-03-913	583090	Other Equipment/AV Equipment	$ 100,489	$ 68,800	$ 57,500	$ 51,660	$ 52,693	$ 1,033	2.00%	Copier Leases and Replacements
District Wide			**$ 100,489**	**$ 68,800**	**$ 62,900**	**$ 51,660**	**$ 52,693**	**$ 1,033**	**2.00%**	
Wellesley Public Schools Cash Capital Total			**$ 2,009,252**	**$ 947,629**	**$ 1,101,028**	**$ 828,691**	**$ 816,739**	**$ (11,952)**	**-1.44%**	

Cash Capital Alternative Funding Sources:

Org	Obj	Description	FY'18 Budget	FY'19 Budget	FY'20 Budget	FY'21 Budget	FY'22 Budget Request	$ Change	% Change	Notes
2832-0337	542090	Other General Supplies	$ -	$ -	$ 11,723	$ -	$ -	$ -		
Integrated Pre-School Revolving Fund			**$ -**	**$ -**	**$ 11,723**	**$ -**		**$ -**		
2834-3970	582590	Other Building Improvements	$ -	$ -	$ -	$ 350	$ -	$ (350)	-100.00%	Hardy Wellness Room (Dividers)
2834-3970	582590	Other Building Improvements	$ -	$ -	$ -	$ 479	$ -	$ (479)	-100.00%	Hardy Wellness Room (Carpet)
2834-3970	582590	Other Building Improvements	$ -	$ -	$ -	$ 500	$ -	$ (500)	-100.00%	Hardy Conference Room Table
2834-3970	582590	Other Building Improvements	$ -	$ -	$ -	$ 170	$ -	$ (170)	-100.00%	Sprague Classroom Easel
2834-3970	582590	Other Building Improvements	$ -	$ -	$ -	$ 300	$ -	$ (300)	-100.00%	Sprague Classroom Rug
2834-3970	582590	Other Building Improvements	$ -	$ -	$ -	$ 1,600	$ -	$ (1,600)	-100.00%	WMS Nurse's Office Ice Maker
2834-3970	582590	Other Building Improvements	$ -	$ -	$ -	$ 600	$ -	$ (600)	-100.00%	WMS Nurse's Office Cots
2834-3970	582590	Other Building Improvements	$ -	$ -	$ 36,744	$ -	$ -	$ -		
Facility Rental Revolving Fund			**$ -**	**$ -**	**$ 36,744**	**$ 3,999**	**$ -**	**$ (3,999)**	**-100.00%**	
Cash Capital Alternative Funding Sources Total:			**$ -**	**$ -**	**$ 48,467**	**$ 3,999**	**$ -**	**$ (3,999)**	**-100.00%**	

TOWN OF WELLESLEY

Wellesley, Massachusetts 02481

COMMISSIONERS

Ellen L. Korpi
Jeffrey P. Wechsler
Scott Bender

David A. Cohen
Director
20 Municipal Way
Tel: 781-235-7600
Fax: 781-237-1936

BOARD OF PUBLIC WORKS

March 24, 2021

To: Advisory Committee

From: David A. Cohen, Director

Re: **Board of Public Works – Revised FY22 Tax Impact Capital Budget & Five-Year Plan**

We respectfully submit the attached FY22 Tax Impact Capital Budget, Version 6 that was approved by the Board of Pubic works on March 24, 2021. The only change is a reduction in the FY22 bonding request for Grove Street from $3,250,000 to $3,000,000. This change is due to the favorable bid that was awarded for this project that lowered the estimated amount needed to complete the work.

Please contact me if you have any questions or would like further information about any items in our request.

Attachment - Board of Public Works Tax Impact Capital Budget for FY2022 Version 6

TOWN OF WELLESLEY
DEPARTMENT OF PUBLIC WORKS

FY2022 TAX IMPACT CAPITAL FUNDING REQUEST

TABLE 1 - PROGRAM SUMMARY

Program	Cash Capital	Bonding/Other	Total
A - Street Improvement	$380,500	$790,000	$1,170,500
B - Street Rehabilitation	$75,000	$3,000,000	$3,075,000
C - Sidewalk Restoration	$155,000	$0	$155,000
D - Private Ways	$20,000	$0	$20,000
E - Drainage Improvements	$265,500	$0	$265,500
F - DPW Facilities	$45,000	$0	$45,000
G - Other	$0	$0	$0
H - Athletic Field/Playground Improvements	$40,000	$0	$40,000
I - Equipment Procurement	$715,000	$0	$715,000
Total Capital Request	**$1,696,000**	**$3,790,000**	**$5,486,000**

TABLE 2 - DPW FY2022 CAPITAL FUNDING REQUEST AND FIVE YEAR PLAN

Program	Fund Code	FY2019 Funding	FY2020 Funding	FY2021 Funding	FY2022 Plan	FY2023 Plan	FY2024 Plan	FY2025 Plan	FY2026 Plan
A. Street Improvement									
1. Street Resurfacing	GF	300,000	320,000	310,000	**320,000**	755,000	485,000	485,000	485,000
2. Street Resurfacing (Chapter 90)	CH	820,000	790,000	790,000	**790,000**	790,000	790,000	790,000	790,000
3. Crack Sealing	GF	55,000	55,000	60,500	**60,500**	60,500	60,500	60,500	60,500
4. Guardrail Replacement	GF	60,000	10,000	0	**0**	60,000	60,000	60,000	60,000
5. Crosswalk Renovations	GF	0	0	0	**0**	75,000	75,000	75,000	75,000
Subtotal		**1,235,000**	**1,175,000**	**1,160,500**	**1,170,500**	**1,740,500**	**1,470,500**	**1,470,500**	**1,470,500**
B. Street Rehabilitation									
1. Weston Road Design	GF	0	0	0	**75,000** Weston Road	75,000	160,000	0	160,000
2. Road Reconstruction - Walnut Street	B	2,000,000 Reappropriated to FY21 GPA Rotary	0	2,750,000 Great Plain Ave Rotary	**0**	2,450,000 Walnut Street	2,050,000 Weston Road	2,000,000	0
3. Road Reconstruction - Grove Street	B			0	**3,000,000** Grove Street	0	0	0	0
Subtotal		**2,000,000**	**0**	**2,750,000**	**3,075,000**	**2,525,000**	**2,210,000**	**2,000,000**	**160,000**
C. Sidewalk Restoration									
1. Sidewalk Restoration	GF	100,000	50,000	160,000	**115,000**	205,000	160,000	160,000	160,000
2. Complete Street Sidewalk Projects	GF	0	0	0	**40,000**	215,000	150,000	150,000	150,000
Subtotal		**100,000**	**50,000**	**160,000**	**155,000**	**420,000**	**310,000**	**310,000**	**310,000**
D. Private Ways									
1. Private Ways	GF	20,000	20,000	20,000	**20,000**	32,000	30,000	30,000	30,000
Subtotal		**20,000**	**20,000**	**20,000**	**20,000**	**32,000**	**30,000**	**30,000**	**30,000**
E. Drainage Improvements									
1. Drainage System Rehabilitation	GF	125,000	125,000	0	**185,500**	354,500	270,000	270,000	270,000
2. Drainage System Repairs (Highway)	GF	0	0	0	**80,000**	120,000	100,000	100,000	100,000
3. Town Hall Roadway Bridge, Drainage, Culvert & Headwalls	GF	18,000 Design	75,000 Construction	0	**0**	0	0	0	0
Subtotal		**143,000**	**200,000**	**0**	**265,500**	**474,500**	**370,000**	**370,000**	**370,000**

TABLE 2 - DPW FY2022 CAPITAL FUNDING REQUEST AND FIVE YEAR PLAN

Program	Fund Code	FY2019 Funding	FY2020 Funding	FY2021 Funding	FY2022 Plan	FY2023 Plan	FY2024 Plan	FY2025 Plan	FY2026 Plan
F. DPW Facilities									
1. DPW Facilities - Phased Replacement/Renovation of DPW Yard Facilities	B	0	0	0	**0**	0	1,000,000 Storage Areas	0	0
2. DPW Fuel Depot Rehabilitation	B	0	0	0	**0**	0	100,000 Design	0	0
2. DPW Fuel Depot Rehabilitation	B	0	0	0	**0**	0	0	1,000,000 Construction	0
3. Park/Highway Building & Grounds Improvements	GF	30,000	30,000	23,500	**15,000**	91,500	30,000	30,000	30,000
4. RDF Container Replacement	GF	25,000	25,000	0	**0**	82,500	30,000	30,000	30,000
5. RDF Paved Areas, Grounds and Site Improvements	GF	10,000	30,000	0	**0**	150,000	50,000	50,000	50,000
6. Automated Brine Processor	GF	0	0	0	**0**	85,000	0	0	0
7. Sustainability Improvements	GF	0	0	0	**30,000**	60,000	60,000	60,000	60,000
Subtotal		**65,000**	**85,000**	**23,500**	**45,000**	**469,000**	**1,270,000**	**1,170,000**	**170,000**
G. Other									
1. Traffic Island and Streetscape Renovations	GF	10,000	10,000	0	**0**	0	0	0	0
2. Fence/Flag/Flag Pole Replacement	GF	10,000	10,000	0	**0**	0	0	0	0
3. Clock Tower Bell Housing	GF		0	0	**0**	20,000	0	0	0
Subtotal		**20,000**	**20,000**	**0**	**0**	**20,000**	**0**	**0**	**0**

TABLE 2 - DPW FY2022 CAPITAL FUNDING REQUEST AND FIVE YEAR PLAN

Program	Fund Code	FY2019 Funding	FY2020 Funding	FY2021 Funding	FY2022 Plan	FY2023 Plan	FY2024 Plan	FY2025 Plan	FY2026 Plan
H. Athletic Field/Playground Improvements									
1. Sprague Field Improvements	GF	25,000	25,000	20,000	**15,000**	35,000	25,000	25,000	25,000
2. Elementary School Field Improvements	GF	35,000 Town Wide	35,000	0	**0**	50,000 Kelly & Oullet	30,000 Reidy	35,000	35,000
3. High School/Hunnewell Field	GF	30,000	35,000	20,000	**0**	155,000 Irrigation Replacement	25,000	25,000	25,000
4. Playground Equipment Replacement	GF	60,000	40,000	25,000	**25,000**	45,000	25,000	25,000	25,000
5. Playground Reconstruction	GF	0	200,000 Bates rear	200,000 PAWS	**0**	600,000 Perrin & Upham	300,000 Bates front	300,000 Schofield	300,000 Warren
6. ADA Requirements	GF	10,000	10,000	0	**0**	102,000 Outlett & Brown	40,000 Philips	60,000 Warren	20,000 Perrin
7. Tennis and Basketball Court Improvements	GF	150,000 Sprague Reconstruction	25,000 Schofield	0	**0**	210,000 Hunnewell & Schofield	0	500,000 Hunnewell	40,000 Sprague
8. Drinking Water Fountains	GF	10,000	10,000	0	**0**	0	0	0	0
9. Hunnewell Field Master Plan -- Renovation of Baseball/Softball Fields	O	0	0	400,000	**0**	0	0	0	0
10. Sprague Field Artificial Turf Replacement	B	0	1,200,000	0	**0**	0	0	0	0
11. Hunnewell Field Master Plan -- Renovation of Baseball/Softball Fields	O	0	300,000	0	**0**	0	0	0	0
Subtotal		**320,000**	**1,880,000**	**665,000**	**40,000**	**1,197,000**	**445,000**	**970,000**	**470,000**
I. Equipment Procurement									
1. DPW Vehicle and Equipment Replacement	GF	943,000	1,136,000	838,000	**715,000**	1,425,000	1,230,000	1,500,000	1,500,000
Subtotal		**943,000**	**1,136,000**	**838,000**	**715,000**	**1,425,000**	**1,230,000**	**1,500,000**	**1,500,000**

TABLE 2 - DPW FY2022 CAPITAL FUNDING REQUEST AND FIVE YEAR PLAN

Program	Fund Code	FY2019 Funding	FY2020 Funding	FY2021 Funding	FY2022 Plan	FY2023 Plan	FY2024 Plan	FY2025 Plan	FY2026 Plan
DPW GRAND TOTAL		4,846,000	4,566,000	5,617,000	**5,486,000**	8,303,000	7,335,500	7,820,500	4,480,500
FUNDING CATEGORIES									
Improvements - DPW Sponsored - General Fund (GF)		763,000	760,000	574,000	**941,000**	2,441,000	1,720,500	1,560,500	1,720,500
Equipment Purchases - General Fund		943,000	1,136,000	838,000	**715,000**	1,425,000	1,230,000	1,500,000	1,500,000
Improvements - Multi-User Sponsored - General Fund (GF)		320,000	380,000	265,000	**40,000**	1,197,000	445,000	970,000	470,000
"Cash Capital" Subtotal		**2,026,000**	**2,276,000**	**1,677,000**	**1,696,000**	**5,063,000**	**3,395,500**	**4,030,500**	**3,690,500**
DPW Improvements - Bonding (B)		2,000,000	0	2,750,000	**3,000,000**	2,450,000	3,150,000	3,000,000	0
Multi-User Sponsored - Bonding (B)		0	1,200,000	0	**0**	0	0	0	0
Other Funding Chapter 90		820,000	790,000	790,000	**790,000**	790,000	790,000	790,000	790,000
Other CPC/Grants/Gifts		0	300,000	400,000	**0**	0	0	0	0
DPW GRAND TOTAL		**4,846,000**	**4,566,000**	**5,617,000**	**5,486,000**	**8,303,000**	**7,335,500**	**7,820,500**	**4,480,500**

Fund Codes: GF = General Fund CH = Chapter 90 O = Other B = Borrowing

TABLE 3 - FY2022 TAX IMPACT EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2023-2024

FY	Division	Equip #	Unit To Be Replaced	Age @	Replaced By	Functions Served	Unit Cost
2022	Highway	**55**	1994 VOLVO WG42	28	Dump Truck	Maintenance, Construction, Plowing	200,000
2022	Highway	**88**	2007 BOBCAT T-140	15	Skid Steer With Attachments	Maintenance, Construction, Plowing	100,000
2022	Park	**19**	2007 CHEVROLET SILVERADO	15	Pickup Truck with Hybrid Conversion	Park Maintenance	40,000
2022	Park	**35**	2007 CHEVROLET SILVERADO	15	Pickup Truck with Hybrid Conversion	Park Maintenance	60,000
2022	Park	**39**	2006 INTERNATIO 7300SFA	16	35k GVW Chassis W/aerial Lift	Tree Maintenance	225,000
2022	Recycling & Disposal	**344**	2013 BOBCAT S650	9	Skid Steer	Recycled Product Handling	60,000
2022	Winter	**46**	1991 FORD F700	31	Replacing this vehicle w/slide in sprayer for Unit 5	Treating Roads	30,000
						FY2022 TOTAL:	**715,000**
2023	Engineering	**202**	2012 FORD ESCAPE	11	Hybrid/Electric SUV	Surveys And Inspections	30,000
2023	Engineering	**203**	2011 FORD ESCAPE	12	Hybrid/Electric SUV	Surveys And Inspections	30,000
2023	Highway	**18**	2012 FORD F550	11	1 Ton Dump Truck W/plow	Maintenance, Construction, Plowing	90,000
2023	Highway	**20**	2012 FORD F550	11	1 Ton Dump Truck W/plow	Maintenance, Construction, Plowing	90,000
2023	Highway	**21**	2012 FORD F550	11	1 Ton Dump Truck W/plow	Maintenance, Construction, Plowing	90,000
2023	Highway	**22**	2012 FORD F550	11	1 Ton Dump Truck W/plow	Maintenance, Construction, Plowing	90,000
2023	Highway	**32**	1993 FORD F350	30	Box Truck	Camera Truck	50,000
2023	Highway	**90**	2006 JOHN DEERE 410G	17	Backhoe/ Loader	Highway Maintenance	130,000
2023	Highway	**109**	1995 ROSCO _	28	Roller	Roller	10,000
2023	Park	**27**	2008 CHEVROLET SILVERADO	15	Pickup Truck - Hybrid Conversion	Pickup Truck	35,000
2023	Park	**80**	2013 KUBOTA M7060HDC1	10	Wheel Tractor	Wheel Tractor	60,000
2023	Recycling & Disposal	**365**	2003 CATERPILLA 320CL	20	Excavator	Trash And Wood Loading	180,000
2023	Fleet Services	**16**	2011 FORD TRANSIT	12	Parts Van Hybrid or Electric Vehicle	Parts Van	25,000
2023	Fleet Maintenance	**MISC2**	MISC. EQUIPMENT	--	Shop Equipment	Misc. Small Equipment	25,000
2023	Winter	**49**	2004 VOLVO VHD42B	19	41000 GVW	41000 GVW	180,000
2023	Winter	**64**	2009 INTERNATIO 7400SFA	14	Combo Body	Maintenance, Construction, Plowing	145,000
2023	Winter	**79**	2004 TRACKLESS MT5T	19	Sidewalk Tractor	Sidewalk Tractor	165,000
						FY2023 TOTAL:	**1,425,000**
2024	Engineering	**2**	2014 TOYOTA PRIUS	10	Hybrid/Electric Passenger Vehicle	Town Engineer	28,000
2024	Engineering	**201**	2016 FORD ESCAPE	8	Hybrid/Electric SUV	Surveys And Inspections	30,000
2024	Highway	**31**	2016 FORD TRANSIT	8	Hybrid/Electric Small Van	Sign And Parking Meter Maintenance T	50,000
2024	Highway	**84**	2009 BOBCAT T-190	15	Skid Steer	Maintenance, Construction, Plowing	50,000
2024	Highway	**100**	2016 ELGIN PELICAN	8	Street Sweeper	Sweeping Streets	240,000
2024	Highway	**041004**	2005 BRIMAR DT610-10	19	Trailer	Equipment And Material Transport	10,000
2024	Highway	**424**	2002 CAM UTILITY	22	Trailer	Equipment And Material Transport	15,000
2024	Highway	**600**	2010 LONG TRAILERPUMP	14	Pump	Pump	12,000
2024	Highway	**84P**	2010 PLANAR UTILITY	14	4" Pump	4" Pump	20,000
2024	Park	**15**	2014 FORD F350	10	Pickup Truck	Pickup Truck	40,000
2024	Park	**24**	2012 FORD F350	12	Pickup Truck	Pickup Truck	50,000
2024	Park	**36**	2011 FORD F550	13	1 Ton Dump Truck	Park Maintenance	70,000
2024	Recycling & Disposal	**346**	2014 INTERNATIO 7600SER	10	Rolloff Truck	Material Hauling/handling, Plowing	220,000
2024	Fleet Services	**1**	2016 FORD EXPLORER	8	Hybrid/Electric Passenger Vehicle	Director	40,000
2024	Fleet Maintenance	**MISC4**	MISC. EQUIPMENT	--	Small Equipment	Misc. Small Equipment	25,000
2024	Winter	**77**	2008 TRACKLESS MT5T	16	Sidewalk Tractor	Sidewalk Tractor	165,000
2024	Winter	**78**	2003 TRACKLESS MT5T	21	Sidewalk Tractor	Sidewalk Tractor	165,000
						FY2024 TOTAL:	**1,230,000**

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Potential Green Upgrade

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: A1

Project Name: **Street Resurfacing**

Purpose: To maintain a reliable and safe roadway network and avoid costly reconstruction.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$310,000**	$320,000	$755,000	$485,000	$485,000	$485,000
Planned Expenditures:						
Personal Services	**$70,000**	**$75,000**	**$190,000**	**$121,250**	**$121,250**	**$121,250**
Expenses	**$240,000**	**$245,000**	**$565,000**	**$363,750**	**$363,750**	**$363,750**
TOTAL:	**$310,000**	**$320,000**	**$755,000**	**$485,000**	**$485,000**	**$485,000**

Justification: The DPW resurfacing program maintains approximately 95 miles of “non-connector” streets. Major roadways are taken care of using Road Reconstruction funding for the Town's "major connector" streets are addressed as individual capital projects when reconstruction is required. The DPW follows a preventative maintenance strategy which slows the deterioration rate of pavement, extends service life and delays cost and disruption of full reconstruction almost indefinitely. We use chipseal, standard hot mix asphalt overlay, or grinding and overlay of the existing road surface in a 10-14 year cycle. Grinding is used where there will be a loss of existing curb reveal and/or puddling will occur in driveways or intersecting streets due to an additional overlay. Chipseal is used as an economical treatment where appropriate.

This request (combined Cash Capital and Chapter 90 Funding) aims to resurface approximately 10 miles of street from a candidate list of streets. This is the optimum amount to minimize repair costs and preserve the roadway system. The number and mileage of streets is dependent on the combination of treatment types implemented. The list of streets to be resurfaced are developed in to 3 to 5 year paving plan with the first year being finalized after post-winter road condition inspections are completed in the spring. As part of the Town's request to reduce the cash capital budget, this program was reduced by $130,000 in FY21 and an additional $10,000 in FY22.

Lead Division: Highway **Project Code:** **95210** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: A2

Project Name: **Street Resurfacing (Chapter 90)**

Purpose: To maintain a reliable and safe roadway network and avoid costly reconstruction.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$790,000**	$790,000	$790,000	$790,000	$790,000	$790,000
Planned Expenditures:						
Personal Services	**$180,000**	**$180,000**	**$180,000**	**$180,000**	**$180,000**	**$180,000**
Expenses	**$610,000**	**$610,000**	**$610,000**	**$610,000**	**$610,000**	**$610,000**
TOTAL:	**$790,000**	**$790,000**	**$790,000**	**$790,000**	**$790,000**	**$790,000**

Justification: The DPW resurfacing program maintains approximately 95 miles of “non-connector” streets. Major roadways are taken care of using Road Reconstruction funding for the Town's "major connector" streets are addressed as individual capital projects when reconstruction is required. The DPW follows a preventative maintenance strategy which slows the deterioration rate of pavement, extends service life and delays cost and disruption of full reconstruction almost indefinitely. We use chipseal, standard hot mix asphalt overlay, or grinding and overlay of the existing road surface in a 10-14 year cycle. Grinding is used where there will be a loss of existing curb reveal and/or puddling will occur in driveways or intersecting streets due to an additional overlay. Chipseal is used as an economical treatment where appropriate.

This request (combined Cash Capital and Chapter 90 Funding) aims to resurface approximately 10 miles of street from a candidate list of streets. This is the optimum amount to minimize repair costs and preserve the roadway system. The number and mileage of streets is dependent on the combination of treatment types implemented. The list of streets to be resurfaced are developed into a 3 to 5 year paving plan with the first year being finalized after post-winter road condition inspections are completed in the spring.

Lead Division: Highway **Project Code:** **95210** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: A3

Project Name: **Crack Sealing**

Purpose: To maintain a reliable and safe roadway network and avoid costly reconstruction.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$60,500**	$60,500	$60,500	$60,500	$60,500	$60,500
Planned Expenditures:						
Personal Services	**$11,000**	**$11,000**	**$11,000**	**$11,000**	**$11,000**	**$11,000**
Expenses	**$49,500**	**$49,500**	**$49,500**	**$49,500**	**$49,500**	**$49,500**
TOTAL:	**$60,500**	**$60,500**	**$60,500**	**$60,500**	**$60,500**	**$60,500**

Justification: Crack sealing is the first step in the street maintenance program and extends the life of pavement by preventing the intrusion of water. Sealing cracks with rubberized asphalt can defer the need for street resurfacing by 3 to 5 years and plays an important role in the DPW's overall strategy for street maintenance and is the most cost effective method of preventative pavement maintenance treatments. This work is primarily contracted out and this request will allow us to treat approximately 4 miles of streets.

Lead Division: Highway **Project Code:** **95220** **Date:** 2/17/2021

3/23/2021 9:03:34 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: A4

Project Name: **Guardrail Replacement**

Purpose: To maintain, repair, replace and install guardrail where needed.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$60,000	$60,000	$60,000	$60,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$6,000**	**$6,000**	**$6,000**	**$6,000**
Expenses	**$0**	**$0**	**$54,000**	**$54,000**	**$54,000**	**$54,000**
TOTAL:	**$0**	**$0**	**$60,000**	**$60,000**	**$60,000**	**$60,000**

Justification: The DPW maintains approximately six miles of guardrail throughout Town. Funding for this program addresses prioritized sections in need of maintenance and replacement for traffic safety. Current pricing for removal and replacement of guardrail is approximately $30 per foot and the proposed plan will address approximately 2,000 linear feet per year. As part of the Town's request to reduce Cash Capital, this program has been reduced by $60,000 in FY22.

Lead Division: Highway **Project Code:** **95270** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: A5

Project Name: **Crosswalk Renovations**

Purpose: Renovation or Replacement of Brick Crosswalks in Wellesley Square

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$75,000	$75,000	$75,000	$75,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$5,000**	**$5,000**	**$5,000**	**$5,000**
Expenses	**$0**	**$0**	**$70,000**	**$70,000**	**$70,000**	**$70,000**
TOTAL:	**$0**	**$0**	**$75,000**	**$75,000**	**$75,000**	**$75,000**

Justification: There are thirty three (33) brick crosswalk locations in the Wellesley Square Commercial Area in need of renovation and / or replacement. Crosswalk conditions vary from good to poor with various patching. The specific work locations will be prioritized over the next 5 years. The work most likely will be contracted with a combination of day and night work depending on the location. Cost of renovation will depend on the selected treatment. Alternatives include brick crosswalks, street print asphalt (used at Linden Square) and basic standard crosswalk painting. The projected unit cost for each standard crosswalk (8 ft. X 40 ft.) is as follows: Brick: $24,000 ea. Street Print: $19,000 Pave & Paint: $14,000

Lead Division: Highway **Project Code:** **95270** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: B1

Project Name: **Weston Road Design**

Purpose: Reconstruct Weston Road, from Route 9 to the Weston town line, a distance of approximately 0.8 miles (4,170 linear feet).

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$75,000 Weston Road	$75,000	$160,000	$0	$160,000
Planned Expenditures:						
Personal Services	**$0**	**$75,000**	**$75,000**	**$160,000**	**$0**	**$160,000**
Expenses	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
TOTAL:	**$0**	**$75,000**	**$75,000**	**$160,000**	**$0**	**$160,000**

Justification: Weston Road is a major north/south arterial route through Wellesley that runs from Route 9 to the Weston town line. Weston Road was last resurfaced in 1995 and 2011. It has undergone numerous resurfacings resulting in the elimination of the curb reveal on both sides of the street in many locations. This results in the roadway and sidewalk at the same elevation at those locations, creating safety issues and conserns for pedestrians. The condition of the sidewalk at certain locations is also poor. From a technical engineering perspective, the sidewalk and curbing issues are best addressed at the same time the roadway reconstruction is performed. It is anticipated that the cold planing of the roadway will be performed. Roadway borings and pavement cores are scheduled. Based upon the boring results, it will determine if cold planing and overlay of the road or possibly full depth reclamation is required. Safety and maintenance of the residential character of the neighborhood will be important considerations during design. The project will provide for a new roadway surface, new sidewalks and storm drainage as required. As part of the Town's request to reduce the Cash Capital, this program was reduced by $75,000.

Lead Division: Engineering **Project Code:** **95102** **Date:** 2/17/2021

3/23/2021 9:03:35 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: B2

Project Name: **Road Reconstruction - Walnut Street**

Purpose: Reconstruct Walnut Street, a distance of approximately 0.9 miles (4,722 linear feet) from Washington Street to the town line with Newton.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$2,750,000** Great Plain Ave Rotary	$0	$2,450,000 Walnut Street	$2,050,000 Weston Road	$2,000,000	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$2,750,000**	**$0**	**$2,450,000**	**$2,050,000**	**$2,000,000**	**$0**
TOTAL:	**$2,750,000**	**$0**	**$2,450,000**	**$2,050,000**	**$2,000,000**	**$0**

Justification: Walnut Street is a major arterial route that runs from Washington Street to the Newton town line at the Wales Street Bridge (at the Charles River). Walnut Street was last resurfaced in 1998. The project will provide for a new roadway surface, new sidewalks and storm drainage as required.

Pavement cores were taken in 2019 to determine the paving thickness and provide information for the pavement rehabilitation on the Walnut Street roadway. The street has undergone several resurfacings resulting in the reduction of curb reveal in the westerly section of Walnut Street. This results in the roadway and sidewalk being at the same elevation at these locations, creating safety issues and concerns for pedestrians. Also, there is no defined sidewalk area in the easterly section of Walnut Street.

It is anticipated that cold planing of the roadway will be performed and that sidewalks will be removed and replaced where warranted. There are some known drainage issues which will be investigated and corrected during the design process and a complete streets assessment will be undertaken.

Due to limits on the Town's borrowing capacity, this project has been deferred to FY23. If this project is approved, the DPW will develop construction plans and specifications to solicit bids in calendar year 2022. The actual construction will begin in late spring 2023.

Lead Division: Engineering **Project Code:** **95102** **Date:** 2/17/2021

3/23/2021 9:03:35 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: B3

Project Name: **Road Reconstruction - Grove Street**

Purpose: Reconstruct Grove Street from Post Office Square to the Needham Town Line, a distance of approximately 1.38 miles (7,311 linear feet).

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$3,000,000 Grove Street	$0	$0	$0	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$3,000,000**	**$0**	**$0**	**$0**	**$0**
TOTAL:	**$0**	**$3,000,000**	**$0**	**$0**	**$0**	**$0**

Justification: Grove Street is a major north/south arterial route that runs from the Needham town line to Wellesley Square at the intersection of Washington Street and Central Street. Grove Street was last resurfaced in 1993 and a leveling top course of paving was placed on portions of Grove Street between Benvenue Street and Pembroke Road in 2017. The street has undergone several resurfacings resulting in the reduction of the curb reveal on both sides of the street in some locations. This results in the roadway and sidewalk being at the same elevation at those locations, creating safety issues and concerns for pedestrians. The condition of the sidewalk at certain location is also poor. From a technical engineering perspective, the sidewalk and curbing issues are best addressed at the same time the roadway reconstruction is performed.

This project will provide a new roadway surface, replacement of sidewalks, storm drainage system improvements and signs and pavement markings as required. Pavement coring samples have been completed to determine existing pavement thickness and soil conditions under the existing pavement. There are known drainage issues which were investigated and will be corrected. Also, a complete street assessment was accomplished.

The DPW has developed construction plans and specifications and if approved will solicit bids in calendar year 2021. The actual construction will begin in late spring of 2022. This project was first approved at the 2018 Annual Town Meeting and funds were rescinded at the 2020 Annual Town Meeting.

Lead Division: Engineering **Project Code:** **95102** **Date:** 2/17/2021

3/23/2021 9:03:35 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: C1

Project Name: **Sidewalk Restoration**

Purpose: To restore or reconstruct bituminous and concrete sidewalks in order to improve safety and mobility throughout town.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$160,000**	$115,000	$205,000	$160,000	$160,000	$160,000
Planned Expenditures:						
Personal Services	**$100,000**	**$70,000**	**$125,000**	**$100,000**	**$100,000**	**$100,000**
Expenses	**$60,000**	**$45,000**	**$80,000**	**$60,000**	**$60,000**	**$60,000**
TOTAL:	**$160,000**	**$115,000**	**$205,000**	**$160,000**	**$160,000**	**$160,000**

Justification: The DPW is responsible for maintaining 118 miles of sidewalk including about 60 miles of school walking routes and commercial area sidewalks that are given priority attention.

This request provides for about 1.5 miles of sidewalk restoration annually. The detailed nature of the handwork required for sidewalks results in a greater per mile cost than street resurfacing and includes coordinating grades and slopes with driveway aprons, crosswalks and A.D.A ramps.

Presently there is $560,000 identified for needed replacement and $482,000 for new construction. In addition, the Town has identified nearly $5,000,000 in complete streets sidewalk projects and this will further delay their construction. As part of the Town's request to reduce the cash capital budget, this program was reduced by $45,000. We will continue to seek grant funding for these projects.

Lead Division: Highway **Project Code:** **95230** **Date:** 2/17/2021

3/23/2021 9:03:35 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: C2

Project Name: **Complete Street Sidewalk Projects**

Purpose: Complete Street Sidewalk Grant Projects

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$40,000	$215,000	$150,000	$150,000	$150,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$40,000**	**$215,000**	**$150,000**	**$150,000**	**$150,000**
TOTAL:	**$0**	**$40,000**	**$215,000**	**$150,000**	**$150,000**	**$150,000**

Justification: The DPW is responsible for maintaining 118 miles of sidewalk including about 60 miles of school walking routes and commercial area sidewalks that are given priority attention. The department is planning to seek this grant to help fund identified sidewalk improvements and additions. FY22 funds would be targeted at completing the Dover Road sidewalk renovation started in FY20 by creating a continuous sidewalk from Roanoke Road to Ingraham Road and possible extension to Benvenue Street. This work would also connect the Fuller Brook Path to a continuous sidewalk system. FY23 funds would be planned for connecting sidewalks in the Fuller Brook Road, Wildon Road, Juniper areas or the Alba Road, Wall Street, Windemere neighborhoods. As part of the Town's request to reduce the Cash Capital budget, this program was reduced by $75,000. The Town has identified nearly $5,000,000 in projects and this will further delay their construction. We will continue to seek grant funding for these projects.

Lead Division: Highway **Project Code:** **95230** **Date:** 2/17/2021

3/23/2021 9:03:35 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: D1

Project Name: **Private Ways**

Purpose: To provide temporary minor repairs to the Town's 13 miles of private ways when such repairs are requested under Town Bylaw 29.10 to eliminate safety hazards and impediments to the delivery of fire, police and ambulance services.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$20,000**	$20,000	$32,000	$30,000	$30,000	$30,000
Planned Expenditures:						
Personal Services	**$15,000**	**$15,000**	**$21,000**	**$20,000**	**$20,000**	**$20,000**
Expenses	**$5,000**	**$5,000**	**$11,000**	**$10,000**	**$10,000**	**$10,000**
TOTAL:	**$20,000**	**$20,000**	**$32,000**	**$30,000**	**$30,000**	**$30,000**

Justification: Although the Town is not responsible for maintaining its 13 miles of private ways, it is responsible for providing essential police, fire and ambulance services to, and securing the safety of, the abutters.

This capital program funds the cost of 'temporary minor repairs' to allow the delivery of such services or when the repairs are requested by a majority of the abutters to the private way in accordance with Town Bylaw 29.10. There are an average of 6 petitions for these repairs each year. As part of the Town's request to reduce the Cash Capital budget, this program was reduced by $2,000.

Lead Division: Highway **Project Code:** **95260** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: E1

Project Name: **Drainage System Rehabilitation**

Purpose: Drainage System Improvements

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$185,500	$354,500	$270,000	$270,000	$270,000
Planned Expenditures:						
Personal Services	**$0**	**$92,750**	**$177,250**	**$135,000**	**$135,000**	**$135,000**
Expenses	**$0**	**$92,750**	**$177,250**	**$135,000**	**$135,000**	**$135,000**
TOTAL:	**$0**	**$185,500**	**$354,500**	**$270,000**	**$270,000**	**$270,000**

Justification: The Town's stormwater drainage system contains 120 miles of storm drains, several miles of culverts, approximately 100 headwalls, and over 3,600 catch basins. Funding for this program will provide for drainpipe and structure rehabilitation or replacement throughout the system. There are currently over 60 projects identified with preliminary estimates total approximately $1,000,000. Due to budget cuts, the initial request was reduced by an additional $50,000 ($235,000 to $185,000) which will result in delays in completing our list of needed improvement projects.

Lead Division: Highway **Project Code:** **95240** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: E2

Project Name: **Drainage System Repairs (Highway)**

Purpose: Renovate and Replacement of Drainage Structures & Pipe

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$80,000	$120,000	$100,000	$100,000	$100,000
Planned Expenditures:						
Personal Services	**$0**	**$40,000**	**$60,000**	**$50,000**	**$50,000**	**$50,000**
Expenses	**$0**	**$40,000**	**$60,000**	**$50,000**	**$50,000**	**$50,000**
TOTAL:	**$0**	**$80,000**	**$120,000**	**$100,000**	**$100,000**	**$100,000**

Justification: The Town's stormwater drainage system contains 120 miles of storm drains, several miles of culverts, approximately 100 headwalls, and over 3,600 catch basins. Work includes installing berm, adjusting driveway aprons and regrading sidewalk or roadway section to improve stormwater drainage. There are currently over 30 locations identified needing renovation or replacement. Due to budget cuts, the initial request was reduced by an additional $20,000 ($100,000 to $20,000) which will result in fewer repairs to the drainage system.

Lead Division: Highway **Project Code:** **95240** **Date:** 2/17/2021

3/23/2021 9:03:35 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: F1

Project Name: **DPW Facilities - Phased Replacement/Renovation of DPW Yard Facilities**

Purpose: To provide safe and efficient physical facilities to support the ongoing work of the Department of Public Works.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$0	$1,000,000 Storage Areas	$0	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$0**	**$0**	**$1,000,000**	**$0**	**$0**
TOTAL:	**$0**	**$0**	**$0**	**$1,000,000**	**$0**	**$0**

Justification: In FY24, the plan is to renovate the enclosed storage sheds and outdoor areas.

Lead Division: Management **Project Code:** **95900** **Date:** 2/17/2021

3/23/2021 9:03:35 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: F2

Project Name: **DPW Fuel Depot Rehabilitation**

Purpose: To replace the DPW Fuel Depot which is approaching the end of its expected life.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$0	$100,000 Design	$0	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$0**	**$0**	**$100,000**	**$0**	**$0**
TOTAL:	**$0**	**$0**	**$0**	**$100,000**	**$0**	**$0**

Justification: The DPW Fuel Depot consists of one 10,000 gallon diesel and two 10,000-gallon gasoline tanks, pumps and dispensers at the DPW complex at 20 Municipal Way. These tanks were installed in 1995 and have an expected life of 20 years. Although these tanks have already outlived their expected life, annual inspection and testing show that they are in good condition and are not expected to need replacing until at least FY24.

Lead Division: Management **Project Code:** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: F2

Project Name: **DPW Fuel Depot Rehabilitation**

Purpose: To replace the DPW Fuel Depot which is approaching the end of its expected life.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$0	$0	$1,000,000 Construction	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$0**	**$0**	**$0**	**$1,000,000**	**$0**
TOTAL:	**$0**	**$0**	**$0**	**$0**	**$1,000,000**	**$0**

Justification: The DPW Fuel Depot consists of one 10,000 gallon diesel and two 10,000-gallon gasoline tanks, pumps and dispensers at the DPW complex at 20 Municipal Way. These tanks were installed in 1995 and have an expected life of 20 years. Although these tanks have already outlived their expected life, annual inspection and testing show that they are in good condition and are not expected to need replacing until at least FY24.

Lead Division: Management **Project Code:** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: F3

Project Name: **Park/Highway Building & Grounds Improvements**

Purpose: To provide safe and efficient physical facilities to support the ongoing work of the Department of Public Works.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$23,500**	$15,000	$91,500	$30,000	$30,000	$30,000
Planned Expenditures:						
Personal Services	**$0**	**$2,500**	**$15,000**	**$7,500**	**$7,500**	**$7,500**
Expenses	**$23,500**	**$12,500**	**$76,500**	**$22,500**	**$22,500**	**$22,500**
TOTAL:	**$23,500**	**$15,000**	**$91,500**	**$30,000**	**$30,000**	**$30,000**

Justification: The Park and Highway yard includes a 10.7 acre area with a 34,840 square foot facility that was built in 1947 and includes garage, office, and storage space.

This program includes 15,720 square feet of ancillary structures and repair items identified in the Department's annual maintenance inspection program and not typically covered by the Facilities Maintenance Department (FMD). These items include repairs or replacements to storage structures, material bunkers, and other grounds related improvements. Plan for FY22 will be to replace the last two Garage Doors on the outside shed ($15,000) . A Request of $50,000 has been made starting in FY23 to address needed repairs to the Park & Highway Garage and the resurfacing of parking and storage areas. As part of the Town's request to reduce the cash capital budget, this program was reduced by $6,500 in FY21 and by $35,000 in FY22.

Lead Division: Highway **Project Code:** **95290** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: F4

Project Name: **RDF Container Replacement**

Purpose: To replace RDF containers and caster bins and provide additional material storage.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$82,500	$30,000	$30,000	$30,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$0**	**$82,500**	**$30,000**	**$30,000**	**$30,000**
TOTAL:	**$0**	**$0**	**$82,500**	**$30,000**	**$30,000**	**$30,000**

Justification: The RDF uses a total of 64 containers for trash and recycling operations including 13 closed top containers (50 cubic yards), 30 open top containers (15, 20, 30, 40, and 50 cubic yards), and 21 caster bins (6 and 10 cubic yards). The average age of the containers are 10 years old, though at least two containers are over 25 years old. Although the RDF repaints and spot-welds containers to extend their life, the constant loading and unloading of the containers and exposure to the weather cause extensive wear. This funding request typically provides for the purchase or major repair of 3-5 containers annually. As part of the Town's request to reduce the cash capital budget this program was reduced by $27,500 in FY21 and by $27,500 in FY22.

Lead Division: RDF **Project Code:** **95410** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: F5

Project Name: **RDF Paved Areas, Grounds and Site Improvements**

Purpose: To provide safe and efficient physical infrastructure to support the public and work areas of the Recycling and Disposal Facility.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$150,000	$50,000	$50,000	$50,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$0**	**$150,000**	**$50,000**	**$50,000**	**$50,000**
TOTAL:	**$0**	**$0**	**$150,000**	**$50,000**	**$50,000**	**$50,000**

Justification: The RDF is an 88-acre facility with extensive paved roadways, parking areas, sidewalks, material storage areas, storage structures, and residential drop-off areas not covered by the Facilities Maintenance Department. Funding for this project allows for the regular maintenance and periodic repair of these areas. As part of the Town's request to reduce the cash capital budget, this program was reduced by $50,000 in FY21 and $50,000 in FY22.

Lead Division: RDF **Project Code:** **95414** **Date:** 2/17/2021

3/23/2021 9:03:35 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: F6

Project Name: **Automated Brine Processor**

Purpose: To increase efficiency and production of Salt Brine for Winter De-Icing of roadway.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$85,000	$0	$0	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$0**	**$85,000**	**$0**	**$0**	**$0**
TOTAL:	**$0**	**$0**	**$85,000**	**$0**	**$0**	**$0**

Justification: Anti icing and deicing products including salt brine, beet juice, soybean oil, and corn oil help reduce the use of road salt to help protect Wellesley's Water Shed and meet Federal Storm Water Guidelines. Salt Brine uses a quarter of the amount of rock salt in treating roadways is faster acting at melting ice. Average per-storm salt use was reduced by 19% from FY19 to FY20, keeping 1,368 tons of salt off of the road and out of our Water Shed. Presently, two employees are needed to feed, mix, test, and pump the finished brine into the storage tanks. This upgrade will reduce this operation to a single employee and improve the overall efficiency of the operation.

Lead Division: RDF **Project Code:** **95413** **Date:** 2/17/2021

3/23/2021 9:03:35 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2021**
Project ID: F7

Project Name: **Sustainability Improvements**

Purpose: To mitigate climate change, improve resiliency, and increase energy efficiency.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$30,000	$60,000	$60,000	$60,000	$60,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$30,000**	**$60,000**	**$60,000**	**$60,000**	**$60,000**
TOTAL:	**$0**	**$30,000**	**$60,000**	**$60,000**	**$60,000**	**$60,000**

Justification: This is a new program to fund sustainability initiatives including reducing emissions, gas & oil use, and noise pollution. This budget includes up to $20,000 per year for the electrification and systematic replacement of gas powered landscape equipment and up to $40,000 per year for alternative fuel vehicle upgrades. FY22 funding is intended to target the electrification of string trimmers, handheld blowers, pickup trucks, and American Green Zone Alliance certification areas 'Green Zone' areas in town where gas-powered equipment would be restricted. Due to requested budget cuts, the AGZA certification will be deferred and equipment purchases will be prioritized with available funds.

Lead Division: MGT **Project Code:** **95413** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: G3

Project Name: **Clock Tower Bell Housing**

Purpose: Clock Tower Bell Housing

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$20,000	$0	$0	$0
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$0**	**$0**	**$20,000**	**$0**	**$0**	**$0**
TOTAL:	**$0**	**$0**	**$20,000**	**$0**	**$0**	**$0**

Justification: This request is to supplement the $40,000 in funding appropriated to the CPC at the 2017 Annual Town Meeting for the historic preservation portion of a large maintenance project and will involve the restoration of the cupola, weathervane, and the bell. Initial estimates from the consultant are now believed to be inefficient. A portion of the woodworking and painting will be performed by DPW staff and the repairs to the cupola, weathervane , and bell will be performed by a contractor.

Lead Division: Park **Project Code:** **Date:**

3/23/2021 9:03:35 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: H01

Project Name: **Sprague Field Improvements**

Purpose: To fund an ongoing long term plan for the improvement of the 23 acre Sprague Athletic Field complex.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$20,000**	$15,000	$35,000	$25,000	$25,000	$25,000
Planned Expenditures:						
Personal Services	**$5,000**	**$2,500**	**$7,500**	**$5,000**	**$5,000**	**$5,000**
Expenses	**$15,000**	**$12,500**	**$27,500**	**$20,000**	**$20,000**	**$20,000**
TOTAL:	**$20,000**	**$15,000**	**$35,000**	**$25,000**	**$25,000**	**$25,000**

Justification: This recurring request funds on-going repairs, sod replacement, aeration, topdressing and soil amenities of the heavily used natural grass fields. Unexpected minor repairs needed for synthetic field or other amenities at this extensively used recreation facility will also be covered. As part of the Town's request to reduce the cash capital budget, this program was reduced by $10,000 in FY22.

Lead Division: Park **Project Code:** **95330** **Date:** 2/17/2021

3/23/2021 9:03:35 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: H02

Project Name: **Elementary School Field Improvements**

Purpose: To fund the systematic improvement of Wellesley's athletic fields.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$50,000 Kelly & Oullet	$30,000 Reidy	$35,000	$35,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$20,000**	**$10,000**	**$12,500**	**$12,500**
Expenses	**$0**	**$0**	**$30,000**	**$20,000**	**$22,500**	**$22,500**
TOTAL:	**$0**	**$0**	**$50,000**	**$30,000**	**$35,000**	**$35,000**

Justification: Funding will be used for the reconstruction of Elementary School and neighborhood park fields, with specific locations and tasks to be determined according to needs and field conditions. Funds are used to add new infield clay, replace irrigation, repair backstops and sod small damaged grass areas at the town baseball & softball infields, along with helping sod other grass field areas used by the schools and youth sports.

Funds remaining from previous years will be used to renovate the Brown Park Baseball Backstop. FY22 funding has been deferred until FY23 and are intended to be used for renovating the four infields at Kelly Memorial Park. As part of the Town's request to reduce the cash capital budget, this program was reduced by $30,000 in FY21 and by $35,000 in FY22.

Lead Division: Park **Project Code:** **95310** **Date:** 2/17/2021

3/23/2021 9:03:35 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: H03

Project Name: **High School/Hunnewell Field**

Purpose: Phased improvements to the High School and Hunnewell Fields.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$20,000**	$0	$155,000 Irrigation Replacement	$25,000	$25,000	$25,000
Planned Expenditures:						
Personal Services	**$9,500**	**$0**	**$35,000**	**$5,000**	**$5,000**	**$5,000**
Expenses	**$10,500**	**$0**	**$120,000**	**$20,000**	**$20,000**	**$20,000**
TOTAL:	**$20,000**	**$0**	**$155,000**	**$25,000**	**$25,000**	**$25,000**

Justification: Funds will be used for a phased plan to restore the athletic facilities (12 acres) at the High School/Hunnewell complex. Expected work includes adjusting grades, renovating the irrigation system, improving drainage, aeration, overseeding, topdressing, fence replacement and sod over the total complex.

Past work has included aggressive aeration, topdressing and seeding program to help maintain the intensive activity on Field #1 from soccer, lacrosse and summer camps and the heavy fall use on practice fields and the lighted Multi-Purpose Field (Field 2) from football activity.

FY 23 funds are designated for replacing a 40 year old irrigation system that waters over 5 acres of athletic field turf and two baseball infields. The department has responded to several large irrigation pipe breaks over the past several summers. As part of the Town's request to reduce the cash capital budget, this program was reduced by $20,000 in FY21 and $25,000 in FY22.

Lead Division: Park **Project Code:** **95320** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: H04

Project Name: **Playground Equipment Replacement**

Purpose: Replace and/or renovate playground equipment to meet current safety guidelines and renovate safety surfaces around playground equipment. The department coordinates projects with individual school PTO's that help fund renovations and new equipment.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$25,000**	$25,000	$45,000	$25,000	$25,000	$25,000
Planned Expenditures:						
Personal Services	**$12,500**	**$12,500**	**$22,500**	**$12,500**	**$12,500**	**$12,500**
Expenses	**$12,500**	**$12,500**	**$22,500**	**$12,500**	**$12,500**	**$12,500**
TOTAL:	**$25,000**	**$25,000**	**$45,000**	**$25,000**	**$25,000**	**$25,000**

Justification: This project funds the major repair and component replacement of playground equipment and amenities such as trash and recycling receptacles. Most importantly it funds the ongoing replacement of safety mulch and new edging around the Town's schools and playgrounds. Funds from this program are also used to help provide some support to individual PTO's and neighborhood groups in replacing playground equipment in the town.

In FY20 & FY21 all playgrounds received safety mulch and swing chains / seats replaced as needed. Other work included replacing a toddler spring toy at Warren Playground and playstructure decking & play panel at the Bates School front playground.

As part of the Town's request to reduce the cash capital budget, this program was reduced by $20,000 in FY21.

Lead Division: Park **Project Code:** **95340** **Date:** 2/17/2021

3/23/2021 9:03:36 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: H05

Project Name: **Playground Reconstruction**

Purpose: Playground Reconstruction

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$200,000** PAWS	$0	$600,000 Perrin & Upham	$300,000 Bates front	$300,000 Schofield	$300,000 Warren
Planned Expenditures:						
Personal Services	**$10,000**	**$0**	**$100,000**	**$50,000**	**$50,000**	**$50,000**
Expenses	**$190,000**	**$0**	**$500,000**	**$250,000**	**$250,000**	**$250,000**
TOTAL:	**$200,000**	**$0**	**$600,000**	**$300,000**	**$300,000**	**$300,000**

Justification: The Park and Tree Division maintains 16 playground sites. These sites include large and small playground structures that have a life expectancy of 15 to 20 years. The following funding is designed to replace these structures to meet the present and future needs of each school and user group. A typical structure will be designed to accommodate approximately 100 participants at a time in a 3,500 sq. ft. area with a poured in place rubber surface to improve ADA accessibility and to reduce annual surface maintenance costs. In FY22 remaining capital funds will be used to renovate the Hardy School structure to extend the life until the new school is built. Due to the Natural Resource Commission`s concerns of protecting existing trees, which are enjoyed by the public for their shade at this playground, a limited renovation will take place. To address this concern the renovations will be made to the toddler structure, toddler play house and one or two stand alone pieces of playground equipment. These renovation will have limited excavation that will help address the Tree Protection concerns. Due to budget cuts, this project has been deferred until FY23. Also part of FY23 funding will be used to work with a consultant towards the renovation of the Upham School playground in FY23.

Lead Division: Park **Project Code:** **95341** **Date:** 2/17/2021

3/23/2021 9:03:36 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: H06

Project Name: **ADA Requirements**

Purpose: Funding of an ongoing program to bring the Town's open space facilities into compliance with the Americans with Disabilities Act (ADA).

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$102,000 Outlett & Brown	$40,000 Philips	$60,000 Warren	$20,000 Perrin
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$52,000**	**$20,000**	**$30,000**	**$10,000**
Expenses	**$0**	**$0**	**$50,000**	**$20,000**	**$30,000**	**$10,000**
TOTAL:	**$0**	**$0**	**$102,000**	**$40,000**	**$60,000**	**$20,000**

Justification: To improve accessibility and mobility on and between park and school sites. Projects include improvements to pathways, ramps, signage, playgrounds and picnic tables and are prioritized based on residents' and recommendations in the Town`s Playground Master Plan.

Funds remaining from previous years will be used in FY21 to make ADA improvements at the Hunnewell Field Tot Lot. As part of the Town's request to reduce the cash capital budget this program was reduced by $10,000 in FY21 and $10,000 in FY22.

Lead Division: Park **Project Code:** **95360** **Date:** 2/17/2021

3/23/2021 9:03:36 AM

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: H07

Project Name: **Tennis and Basketball Court Improvements**

Purpose: To maintain the Town's public tennis and basketball courts.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$0**	$0	$210,000 Hunnewell & Schofield	$0	$500,000 Hunnewell	$40,000 Sprague
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$40,000**	**$0**	**$0**	**$5,000**
Expenses	**$0**	**$0**	**$170,000**	**$0**	**$500,000**	**$35,000**
TOTAL:	**$0**	**$0**	**$210,000**	**$0**	**$500,000**	**$40,000**

Justification: This program provides funding to address safety concerns and also provides for equipment replacement, fencing, crack sealing, paving, and surface painting of basketball and tennis courts as needed. This program also periodically reconstructs courts that can no longer be maintained by sealing, resurfacing, and/or painting.

The Tennis Court at Hunnewell was sealed in FY19 and additional cracking of the court will require crack sealing and painting in FY23 to extend its life until planned replacement in FY25. Funding in FY23 will go to replacing the fencing around the Schofield School Tennis Courts. As part of the Town's request to reduce the FY21 cash capital budget by 25%, this program was reduced by $50,000.

Lead Division: Park **Project Code:** **95350** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
CAPITAL PROJECT PLANNING SHEET

Fiscal Year: **2022**
Project ID: I1

Project Name: **DPW Vehicle and Equipment Replacement**

Purpose: To minimize vehicle expenditures while ensuring that DPW personnel have the vehicles and equipment needed to provide services in the most efficient and cost effective manner.

	2021	2022	2023	2024	2025	2026
Funding Requirements:	**$838,000**	$715,000	$1,425,000	$1,230,000	$1,500,000	$1,500,000
Planned Expenditures:						
Personal Services	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Expenses	**$838,000**	**$715,000**	**$1,425,000**	**$1,230,000**	**$1,500,000**	**$1,500,000**
TOTAL:	**$838,000**	**$715,000**	**$1,425,000**	**$1,230,000**	**$1,500,000**	**$1,500,000**

Justification: The Department of Public Works maintains 92 vehicles and over 200 pieces of supporting equipment such as plows and trailers. The total estimated replacement value of the fleet is over $16,000,000. The DPW uses the age of a vehicle as the initial indicator that the vehicle should be considered for replacement. However, the DPW continues to use and repair the vehicle as long as possible. Each year, the Director, Division Superintendents and Fleet Maintenance staff review all the vehicles in the fleet and update a multi-year replacement schedule (DPW Vehicle Roster and Replacement Plan) to most accurately project the remaining useful life of each vehicle. This replacement schedule considers the current condition of each vehicle, the ability of the vehicle to be operated and driven safely, projected repair costs to keep the vehicle running, and the activities performed by the vehicle. In addition, the schedule identifies vehicles that could be replaced with used rather than new vehicles. Finally, the schedule also considers spreading vehicle replacement costs to minimize the impact on the Town's capital budget.

Vehicle Replacement Profiles and the DPW Vehicle Roster and Five Year Replacement Plan are provided on the following pages. As part of the Town's request to reduce the cash capital budget, this program was reduced by $235,000 in FY21 and by $570,000 in FY22.

Lead Division: Fleet **Project Code:** **95510** **Date:** 2/17/2021

Town of Wellesley
Department of Public Works
VEHICLE REPLACEMENT PROFILE

Fiscal Year: 2022
Project ID: I1

Unit: 55

Year/Make/Model: 1994 VOLVO WG42

Division: Highway

Replacement Cost: $200,000

Purpose: Maintenance, Construction, Plowing

Replacement: Dump Truck



Class:	**07 - Heavy Trucks**
Age at Replacement:	**28**
Expected Life:	**15**
FY20 Usage Miles:	**411**
Current Mileage:	**121,776**
FY20 Downtime Hours:	**12**
FY20 Road Calls:	**2**
Parts Availability:	**Poor**
Life to Date Repair Cost:	**$144,081**
To Be Traded?:	**Yes**
Trade Value:	**$1,500**

Background: This vehicle is used primarily for hauling materials such as asphalt, gravel, and loam, and also plowing snow during the winter. This vehicle is beyond its useful life, the cab floors are rotting and it is becoming less reliable as a daily use vehicle. The proposed replacement will have a higher weight rating to allow fuller loads and fewer trips. It will also have an automatic transmission for ease of operation and improved fuel efficiency.

Town of Wellesley
Department of Public Works
VEHICLE REPLACEMENT PROFILE

Fiscal Year: 2022
Project ID: I1

Unit: 88
Year/Make/Model: 2007 BOBCAT T-140
Division: Highway
Replacement Cost: $100,000
Purpose: Maintenance, Construction, Plowing
Replacement: Skid Steer With Attachments



Class:	**14 - Skid-Steers**
Age at Replacement:	**15**
Expected Life:	**15**
FY20 Usage Hours:	**216**
Current Hours:	**1,953**
FY20 Downtime Hours:	**48**
FY20 Road Calls:	**1**
Parts Availability:	**Good**
Life to Date Repair Cost:	**$34,721**
To Be Traded?:	**Yes**
Trade Value:	**$5,000**

Background: This piece of equipment is used primarily to support the Highway Division during construction projects. It is also used during snow removals for clearing and loading snow into trucks. This equipment has reached the end of it's expected life and has become less reliable due to its age.

Town of Wellesley
Department of Public Works
VEHICLE REPLACEMENT PROFILE

Fiscal Year: 2022
Project ID: I1

Unit: 19

Year/Make/Model: 2007 CHEVROLET SILVERADO

Division: Park

Replacement Cost: $40,000

Purpose: Park Maintenance

Replacement: Pickup Truck with Hybrid Conversion



Class:	**04 - Light Trucks**
Age at Replacement:	**15**
Expected Life:	**8**
FY20 Usage Miles:	**1,022**
Current Mileage:	**76,081**
FY20 Downtime Hours:	**29**
FY20 Road Calls:	**0**
Parts Availability:	**Good**
Life to Date Repair Cost:	**$35,937**
To Be Traded?:	**Yes**
Trade Value:	**$1,000**

Background: This vehicle is primarily used for hauling a portable water tank to water trees, plantings, and flowers. It also transports plants, tools and other materials to different work sites and is used for snowplow operations in the winter. The body of the truck and frame are rotting out and the vehicle is in need of replacement.It is anticipated that a hybrid retrofit will be installed in this vehicle to improve its fuel efficiency which currently averages 7 mpg.

Town of Wellesley
Department of Public Works
VEHICLE REPLACEMENT PROFILE

Fiscal Year: 2022
Project ID: I1

Unit: 35
Year/Make/Model: 2007 CHEVROLET SILVERADO
Division: Park
Replacement Cost: $60,000
Purpose: Park Maintenance
Replacement: Pickup Truck with Hybrid Conversion



Class:	**04 - Light Trucks**
Age at Replacement:	**15**
Expected Life:	**8**
FY20 Usage Miles:	**1,732**
Current Mileage:	**96,081**
FY20 Downtime Hours:	**72**
FY20 Road Calls:	**0**
Parts Availability:	**Good**
Life to Date Repair Cost:	**$53,928**
To Be Traded?:	**Yes**
Trade Value:	**$1,000**

Background: This vehicle is used primarily for collecting trash and other large items throughout town park areas. It also has a lift gate and is used to transport large materials including snow blowers to areas that are inaccessible to sidewalk tractors. The body of the truck is rotting due to age and the cab is in poor condition and should be replaced by a similar vehicle with lift gate. It is anticipated that a hybrid retrofit will be installed in this vehicle to improve its fuel efficiency which currently averages 6 mpg.

Town of Wellesley
Department of Public Works
VEHICLE REPLACEMENT PROFILE

Fiscal Year: 2022
Project ID: I1

Unit: 39
Year/Make/Model: 2006 INTERNATIO 7300SFA
Division: Park
Replacement Cost: $225,000
Purpose: Tree Maintenance
Replacement: 35k GVW Chassis W/aerial Lift



Class:	**07 - Heavy Trucks**
Age at Replacement:	**16**
Expected Life:	**15**
FY20 Usage Hours:	**1,266**
Current Hours:	**12,039**
FY20 Downtime Hours:	**61**
FY20 Road Calls:	**0**
Parts Availability:	**Good**
Life to Date Repair Cost:	**$69,421**
To Be Traded?:	**Yes**
Trade Value:	**$20,000**

Background: This vehicle is an essential piece of equipment used by the tree crew. The bucket truck is used for tree trimming throughout the town. It is also used during inclement weather to respond to tree emergencies. Due to age and high hour usage, it has become less reliable and should be replaced with a similar bucket truck.

Town of Wellesley
Department of Public Works
VEHICLE REPLACEMENT PROFILE

Fiscal Year: 2022
Project ID: I1

Unit: 344
Year/Make/Model: 2013 BOBCAT S650
Division: Recycling & Disposal
Replacement Cost: $60,000
Purpose: Recycled Product Handling
Replacement: Skid Steer



Class:	**14 - Skid-Steers**
Age at Replacement:	**9**
Expected Life:	**8**
FY20 Usage Hours:	**205**
Current Hours:	**3,543**
FY20 Downtime Hours:	**16**
FY20 Road Calls:	**1**
Parts Availability:	**Good**
Life to Date Repair Cost:	**$37,688**
To Be Traded?:	**Yes**
Trade Value:	**$6,000**

Background: This vehicle is used daily for moving and loading materials such as recycling, earth products, trash and special wastes.

Town of Wellesley
Department of Public Works
VEHICLE REPLACEMENT PROFILE

Fiscal Year: 2022
Project ID: I1

Unit: 46
Year/Make/Model: 1991 FORD F700
Division: Winter
Replacement Cost: $30,000
Purpose: Treating Roads
Replacement: Replacing this vehicle w/slide in sprayer for Unit 55



Class:	**07 - Heavy Trucks**
Age at Replacement:	**31**
Expected Life:	**10**
FY20 Usage Miles:	**16**
Current Mileage:	**43,705**
FY20 Downtime Hours:	**9**
FY20 Road Calls:	**0**
Parts Availability:	**Poor**
Life to Date Repair Cost:	**$94,432**
To Be Traded?:	**Yes**
Trade Value:	**$500**

Background: This unit is used in the Winter de-icing program to distribute even layers of salt brine on the roads as a pretreatment to snow events. Funding will be used to purchase a slide in spray unit and eliminate the need for Unit 46. Slide in spray unit provides more flexibility in operations than a dedicated swap loader.

TABLE 4 - FY2022 TAX IMPACT EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2023-2026

Unit #	Year	Make and Model	Function	Div	Status	Repl. Year	Est. Cost	Exp Life	Age @ Repl.	2022	2023	2024	2025	2026
2	2014	TOYOTA PRIUS	Town Engineer	410	1	2024	28,000	8	10			28,000		
9	2019	FORD ESCAPE	Survey/inspection	410	1	2027	30,000	8	8					
201	2016	FORD ESCAPE	Survey/inspection	410	1	2024	30,000	8	8			30,000		
202	2012	FORD ESCAPE	Survey/inspection	410	1	2023	30,000	8	11		30,000			
203	2011	FORD ESCAPE	Survey/inspection	410	1	2023	30,000	8	12		30,000			
204	2020	TOYOTA RAV4	Survey/inspection	410	1	2028	30,000	8	8					
205	2020	TOYOTA PRIUS	Survey/inspection	410	1	2028	30,000	8	8					
206	2010	TOYOTA PRIUS	Asst. Town Engineer	410	1	2020	28,000	8	10					
4	2018	FORD ESCAPE	Prk/hwy Supt.	420	1	2026	30,000	8	8					30,000
17	2017	FORD F250	General Foreman	420	1	2025	60,000	8	8				60,000	
18	2012	FORD F550	Foreman	420	1	2023	90,000	10	11		90,000			
20	2012	FORD F550	Foreman	420	1	2023	90,000	10	11		90,000			
21	2012	FORD F550	Foreman	420	1	2023	90,000	10	11		90,000			
22	2012	FORD F550	Foreman	420	1	2023	90,000	10	11		90,000			
23	2009	FORD F350	1 Ton Dump	420	1	2026	72,000	10	17					72,000
31	2016	FORD TRANSIT	Sign Shop Truck	420	1	2024	50,000	8	8			50,000		
32	1993	FORD F350	Drainage Pipe Camera Tr	420	1	2023	50,000	15	30		50,000			
34	2006	CHEVROLET SILVERADO	Craftsman	420	1	2021	65,000	8	15					
38	2012	INTERNATIO 7400SFA	Dump Truck	420	1	2027	154,000	15	15					
45	2019	MACK GR42F	Dump Truck	420	1	2034	200,000	15	15					
48	1996	VOLVO WG64	Vactor	420	1	2021	480,000	10	25					
50	2004	EAGERBEAVE 35GSLS4S	Lowbed Trailer	420	1	2026	15,000	15	22					15,000
51	2012	INTERNATIO 7400SFA	Dump Truck	420	1	2027	154,000	15	15					
53	2018	MACK GU712	Dump Truck	420	1	2033	190,000	15	15					
55	1994	VOLVO WG42	Dump Truck	420	1	2022	200,000	15	28	200,000				
56	2018	MACK GU712	Dump Truck	420	1	2033	190,000	15	15					
58	2018	MACK GU712	Dump Truck	420	1	2033	190,000	15	15					
60	2019	MACK GR42F	Dump Truck	420	1	2034	200,000	15	15					
61	2015	MACK 700SER	Tractor	420	1	2030	140,000	15	15					
65	2008	RS UTILTY	Equip Transport	420	3	2030	25,000	10	22					
84	2009	BOBCAT T-190	Highway Construction	420	1	2024	50,000	15	15			50,000		
86	2018	JOHN DEERE 410L	Backhoe	420	1	2033	200,000	15	15					
87	2003	JOHN DEERE 544H	Loader	420	1	2026	200,000	15	23					200,000
88	2007	BOBCAT T-140	Construction/plowing	420	1	2022	100,000	15	15	100,000				
89	2002	JOHN DEERE 624H	Loader	420	1	2026	170,000	15	24					170,000
90	2006	JOHN DEERE 410G	Backhoe/ Loader	420	1	2023	130,000	15	17		130,000			

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TABLE 4 - FY2022 TAX IMPACT EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2023-2026

Unit #	Year	Make and Model	Function	Div	Status	Repl. Year	Est. Cost	Exp Life	Age @ Repl.	2022	2023	2024	2025	2026
91	2016	VOLVO L90H	Loader	420	1	2026	170,000	15	10					170,000
97	1971	CATERPILLA D7	Dozer	420	2	2026	25,000	10	55					25,000
98	2018	JOHN DEERE 624K11	Loader	420	1	2033	200,000	15	15					
99	2020	RAVO 5ISERIES	Street Sweeper	420	1	2030	240,000	10	10					
100	2016	ELGIN PELICAN	Street Sweeper	420	1	2024	240,000	10	8			240,000		
107	2005	WACKER RT82-SC	Trench Roller	420	1	2020	30,000	15	15					
109	1995	ROSCO _	Roller	420	1	2023	10,000	15	28		10,000			
110	2018	DOOSAN P185WDO	Compressor	420	1	2033	15,000	15	15					
405	2001	CAM UTILITY	Highway Trailer	420	1	2026	15,000	15	25					15,000
041004	2005	BRIMAR DT610-10	Trailer	420	1	2024	10,000	15	19			10,000		
413	2014	CAM UTILITY	Highway Trailer	420	1	2029	15,000	15	15					
416	2021	CAM UTILITY		420										
417	2020	CAM UTILITY	Trailer	420	1	2035	15,000	15	15					
422	2014	ATLAS COMPRESSOR	Compressor	420	1	2029	17,000	15	15					
424	2002	CAM UTILITY	Trailer	420	1	2024	15,000	15	22			15,000		
432	2008	CAM UTILITY	Trailer	420	1	2025	15,000	15	17				15,000	
433	2012	MULTIQUIP MULTIQUIP	Light Tower	420	1	2027	15,000	15	15					
435	2010	PACE UTILITY	Sign Shop Trailer	420	1	2025	15,000	15	15				15,000	
436	2010	PACE UTILITY	Trench Trailer	420	1	2025	15,000	15	15				15,000	
441	2011	CHAMPION HR10-12	Compressor	420	1	2026	15,000	15	15					15,000
443	2016	ATS UTILITY	Message Board	420	1	2031	15,000	15	15					
448	2016	ATS UTILITY	Message Board	420	1	2031	15,000	15	15					
475	2015	SPAULDING T4DRSD	Hot Mix Paver Box	420	1	2025	40,000	10	10				40,000	
600	2010	LONG TRAILERPUMP	4" Pump	420	1	2024	12,000	15	14			12,000		
601	2010	LONG TRAILERPUMP	4" Pump	420	1	2025	12,000	15	15				12,000	
84P	2010	PLANAR UTILITY	4" Pump	420	1	2024	20,000	10	14			20,000		
451A	1997	SALSCO MINIPAVER	Paving Equip.	420	1	2025	50,000	15	28				50,000	
451B	1997	SALSCO MINIPAVER	Paving Equip.	420	1	2025	13,000	15	28				13,000	
7	2020	SUBARU CROSSTREK	Asst. Supt.	430	1	2028	30,000	8	8					
15	2014	FORD F350	Park General Foreman	430	1	2024	40,000	8	10			40,000		
19	2007	CHEVROLET SILVERADO	Park Maint. Pickup	430	2	2022	40,000	8	15	40,000				
24	2012	FORD F350	Park Maint.	430	1	2024	50,000	10	12			50,000		
26	2019	FORD F550	Dump Truck	430	1	2029	85,000	10	10					
27	2008	CHEVROLET SILVERADO	Park Maint. Pickup	430	1	2023	35,000	8	15		35,000			
28	2012	FORD F550	Park Maint.	430	1	2026	75,000	10	14					75,000
30	2017	FORD F550	Park Maint.	430	1	2027	85,000	10	10					

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TABLE 4 - FY2022 TAX IMPACT EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2023-2026

Unit #	Year	Make and Model	Function	Div	Status	Repl. Year	Est. Cost	Exp Life	Age @ Repl.	2022	2023	2024	2025	2026
33	2012	FORD F550	Park Maint.	430	1	2026	75,000	10	14					75,000
35	2007	CHEVROLET SILVERADO	Park Maint. Stake Body	430	1	2022	60,000	8	15	60,000				
36	2011	FORD F550	Park Maint.	430	1	2024	70,000	10	13			70,000		
37	2012	FORD F550	Park Maint.	430	1	2026	75,000	10	14					75,000
39	2006	INTERNATIO 7300SFA	Bucket Truck	430	1	2022	225,000	15	16	225,000				
44	2011	INTERNATIO 7300SFA	Park Maint.	430	1	2026	130,000	15	15					130,000
52	1984	AMGENERAL M923	Crane	430	1	2027	50,000	15	43					
54	2002	VOLVO VHD84B	Rolloff Truck	430	1	2026	220,000	10	24					220,000
66	2019	FORD F350	Park Maint.	430	1	2029	75,000	10	10					
80	2013	KUBOTA M7060HDC1	Wheel Tractor	430	1	2023	60,000	12	10		60,000			
82	2018	KUBOTA L6060HSTC	Wheel Tractor	430	1	2030	60,000	12	12					
85	2010	KUBOTA M7040HDC-1	Wheel Tractor	430	1	2025	50,000	12	15				50,000	
92	2014	MONSTER UTILITY	Landscape Utility	430	1	2029	14,000	15	15					
105	2016	BANDIT 255	Chipper	430	1	2031	60,000	15	15					
122	2005	BANDIT 1590	Chipper	430	1	2027	60,000	10	22					
407	2006	FEATHERLIG UTILITY	Fold Up Stage	430	1	2026	15,000	15	20					15,000
411	2006	HOMEMADE UTILITY	Trailer	430	1	2025	12,000	15	19				12,000	
412	2010	CROSS UTILITY	Cross Trailer	430	1	2029	10,000	15	19					
419	2021	BRAVO TRAILER	Trailer	430	1	2036	12,000	15	15					
420	2013	BRAVO UTILITY	Covered Trailer	430	1	2028	12,000	15	15					
421	2012	BRAVO UTILITY	Covered Trailer	430	1	2028	12,000	15	16					
425	2010	CROSS UTILITY	Trailer	430	1	2029	10,000	15	19					
426	2003	CROSS UTILITY	Trailer	430	1	2025	12,000	15	22				12,000	
438	2002	CROSS UTILITY	Trailer	430	1	2025	10,000	15	23				10,000	
76F	1999	TRACKLESS MISC.	Boom Flail	430	1	2025	28,000	10	26				28,000	
510	2007	AQSYS WEED HARVESTE	Weed Harvesting	439	1	2030	95,000	15	23					
511	2007	AQSYS TRAILER	Weed Hrvst Trailer	439	1	2030	95,000	15	23					
512	2007	AQSYS CONVEYOR	Weed Hrvst Trailer	439	1	2030	95,000	15	23					
520	2018	ALPHA WEED HARVESTE	Weed Harvesting	439	1	2033	200,000	15	15					
521	2018	ALPHA TRAILER	Weed Hrvst Trailer	439	1	2033	10,000	15	15					
340	2021	TOYOTA PRIUS	RDF Supt.	440	1	2031	28,000	8	10					
341	2021	CATERPILLA 906M	Compact Ldr	440	1	2036	120,000	15	15					
341	2021	CATERPILLA 906M		440										
342	2013	VOLVO EC220DL	Trash/Recyc Loading	440	1	2028	190,000	10	15					
343	2020	MACK GR64F	Rolloff Truck	440	1	2030	220,000	10	10					
344	2013	BOBCAT S650	Skid Steer	440	1	2022	60,000	8	9	60,000				

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TABLE 4 - FY2022 TAX IMPACT EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2023-2026

Unit #	Year	Make and Model	Function	Div	Status	Repl. Year	Est. Cost	Exp Life	Age @ Repl.	2022	2023	2024	2025	2026
345	2016	TOYOTA 8FDU32	Forklift	440	1	2026	60,000	10	10					60,000
346	2014	INTERNATIO 7600SER	Rolloff Truck	440	1	2024	220,000	10	10			220,000		
347	2018	MACK GU713	Rolloff Truck	440	1	2028	220,000	10	10					
348	2019	JOHN DEERE 624K11	Loader	440	1	2034	200,000	15	15					
349	2020	FREIGHTLIN M2-106	Trash/recycling	440	1	2028	150,000	8	8					
351	2021	FORD F350		440										
352	2017	KOMATSU WA320-8	Loader	440	1	2032	210,000	15	15					
353	1989	KENWORTH T400A	Tractor	440	2	2026	25,000	30	37					25,000
356	1989	WABSH SEMI-TLR	Walking Floor	440	1	2026	70,000	15	37					70,000
357	2014	SPECTEC SEMI-TLR	Walking Floor	440	1	2030	70,000	15	16					
358	2005	BLACKROCK UTILITY	Recyclemobile	440	1	2025	20,000	15	20				20,000	
359	2006	MCCLOSKEY MCB512R	Trommel Screen	440	1	2026	150,000	15	20					150,000
360	2017	EAST SEMI-TLR	Walking Floor	440	1	2032	70,000	15	15					
361	2000	VOLVO ACL64B	Tractor	440	1	2021	130,000	15	21					
364	2018	ATS UTILITY	Message Board	440	1	2033	15,000	15	15					
365	2003	CATERPILLA 320CL	Trash & Wood Loading	440	1	2023	180,000	15	20		180,000			
366	2004	FORD F350	1 Ton Dump	440	3	2020	20,000	10	16					
367	2009	INTERNATIO 4300SBA	Trash/recycling	440	1	2029	140,000	10	20					
040703	2005	FORD F550	Park Vehicle	440	1	2026	100,000	10	21					100,000
1	2016	FORD EXPLORER	Director	454	1	2024	40,000	8	8			40,000		
12	2019	FORD ESCAPE	Fleet Supervisor	454	1	2027	30,000	8	8					
13	2017	TOYOTA PRIUS	Asst. Director	454	1	2025	28,000	8	8				28,000	
16	2011	FORD TRANSIT	Parts Van	454	1	2023	25,000	8	12		25,000			
29	1990	FORD F350	Welding Truck	454	2	2025	18,000	10	35				18,000	
69	2003	HYSTER U5041	Forklift	454	1	2020	20,000	10	17					
362	2008	FORD F350	Fleet Service Truck	454	1	2026	55,000	10	18					55,000
363	2010	TOYOTA PRIUS	Fleet Loaner	454	1	2026	28,000	8	16					28,000
MISC1		MISC. EQUIPMENT	Repair Shop tools	454	1	2021	15,000	10	--					
MISC2		MISC. EQUIPMENT	Repair Shop tools	454	1	2023	25,000	10	--		25,000			
MISC3		MISC. EQUIPMENT	Repair Shop tools	454	1	2025	25,000	10	--				25,000	
MISC4		MISC. EQUIPMENT	Repair Shop tools	454	1	2024	25,000	10	--			25,000		
40	2016	MACK GU712	Dump Truck	456	1	2031	220,000	15	15					
43	1978	SICARD 5250	Snow Removal	456	1	2026	30,000	10	48					30,000
46	1991	FORD F700	Calcium Truck	456	2	2022	30,000	10	31	30,000				
47	2002	VOLVO VHD42B	Dump Truck	456	1	2026	180,000	15	24					180,000
49	2004	VOLVO VHD42B	41000 GVW	456	1	2023	180,000	10	19		180,000			

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TABLE 4 - FY2022 TAX IMPACT EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2023-2026

Unit #	Year	Make and Model	Function	Div	Status	Repl. Year	Est. Cost	Exp Life	Age @ Repl.	2022	2023	2024	2025	2026
57	2016	MACK GU712	Dump Truck	456	1	2031	220,000	15	15					
62	1986	KENWORTH M334475	Sander	456	3	2026	25,000	15	40					25,000
64	2009	INTERNATIO 7400SFA	Combo Body	456	1	2023	145,000	15	14		145,000			
70	2015	TRACKLESS MT6	Sidewalk Tractor	456	1	2030	165,000	15	15					
71	2008	TRACKLESS MT5T	Sidewalk Tractor	456	1	2027	165,000	15	19					
72	2013	TRACKLESS MT6	Sidewalk Tractor	456	1	2028	165,000	15	15					
73	2013	TRACKLESS MT6	Sidewalk Tractor	456	1	2028	165,000	15	15					
74	1997	TRACKLESS MT5T	Sidewalk Tractor	456	1	2035	165,000	15	38					
75	2014	TRACKLESS MT6	Sidewalk Tractor	456	1	2029	165,000	15	15					
76	2020	TRACKLESS MT7	Sidewalk Tractor	456	1	2035	165,000	15	15					
77	2008	TRACKLESS MT5T	Sidewalk Tractor	456	1	2024	165,000	15	16			165,000		
78	2003	TRACKLESS MT5T	Sidewalk Tractor	456	1	2024	165,000	15	21			165,000		
79	2004	TRACKLESS MT5T	Sidewalk Tractor	456	1	2023	165,000	15	19		165,000			
95	1987	SICARD 5250	Snow Removal	456	2	2025	30,000	15	38				30,000	
98D	2019	FAIR 948D	Loader Mounted Blower	456	1	2034	200,000	15	15					
P999		SNOW PLOW REHABILIT	Snow Removal	456	1	2026	25,000	8	--					25,000
P999		SNOW PLOW REPLACEM	Snow Removal	456	1	2026	24,000	8	--					24,000
P999		SNOW PLOW REPLACEM	Snow Removal	456	1	2027	26,000	8	--					
117	2012	FORD F350	Sewer Maint.	460	1	2022	65,000	10	10	65,000				
118	2004	FORD F350	Sewer Rodder	460	1	2026	85,000	10	22					85,000
119	2014	FORD F250	Station Operator	460	1	2023	70,000	8	9		70,000			
120	2021	FREIGHTLIN M2-106	Sewer Flusher Truck	460	1	2036	325,000	15	15					
125	2019	FORD F250	Station Operator	460	1	2027	70,000	8	8					
128	2010	FORD F250	Station Operator	460	1	2023	70,000	8	13		70,000			
410	2020	SURE-TRAC ST6210	Utility Trailer	460	1	2035	25,000	15	15					
5	2018	TOYOTA PRIUS	Asst. Supt.	470	1	2026	28,000	8	8					28,000
11	2015	TOYOTA PRIUS	Superintendent	470	1	2023	30,000	8	8		30,000			
96	2016	KOMATSU PC45MR-5	Mini Excavator	470	1	2026	80,000	10	10					80,000
111	2018	FORD F150	General Foreman	470	1	2026	50,000	8	8					50,000
112	2018	FORD F150	General Foreman	470	1	2026	50,000	8	8					50,000
113	2009	FORD F150	Utility Vehicle	470	1	2022	58,000	8	13	58,000				
115	2017	FORD F550	1 Ton Dump	470	1	2026	85,000	8	9					85,000
116	2009	FORD E350	Meter Van	470	1	2022	55,000	8	13	55,000				
121	2017	FORD F450	Trouble Truck	470	1	2025	75,000	8	8				75,000	
123	2016	FORD F550	1 Ton Dump	470	1	2026	90,000	10	10					90,000
124	2014	FORD F450	Hi-top Utility	470	1	2024	70,000	10	10			70,000		

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TABLE 4 - FY2022 TAX IMPACT EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2023-2026

Unit #	Year	Make and Model	Function	Div	Status	Repl. Year	Est. Cost	Exp Life	Age @ Repl.	2022	2023	2024	2025	2026
126	2014	FORD TRANSIT	Utility Van	470	1	2023	30,000	8	9		30,000			
127	2010	TOYOTA PRIUS	W/S Systems Engineer	470	1	2021	30,000	8	11					
129	2012	INTERNATIO 7400SFA	Dump Truck	470	1	2021	200,000	15	9					
131	2018	MACK GU712	Dump Truck	470	1	2033	190,000	10	15					
135	2015	INTERNATIO 4300SBA	Utility Vehicle	470	1	2024	225,000	10	9			225,000		
136	2012	FORD F550	Dump Truck	470	1	2022	87,000	10	10	87,000				
139	2008	CATERPILLA 430E	Loader/backhoe	470	1	2025	130,000	15	17				130,000	
140	2020	FREIGHTLIN 114SD	Vactor	470	1	2035	175,000	15	15					
141	2004	JOHN DEERE 310SG	Loader/backhoe	470	1	2020	100,000	15	16					
142	1991	SULLIVAN 185CFM	Compressor	470	1	2026	15,000	20	35					15,000
145	2018	ATLAS V5	Compressor	470	1	2028	15,000	10	10					
409	2019	SURE-TRAC ST6210	Utility Trailer	470	1	2034	25,000	15	15					
415	2014	CAM UTILITY	Highway Trailer	470	1	2029	15,000	15	15					
124T	2005	WACH UTILITY	Tlv300/trailer	470	1	2021	50,000	15	16					
136A	1994	LEROI 185CFM	Compressor	470	1	2026	12,000	20	32					12,000
Total							**16,199,000**			**980,000**	**1,625,000**	**1,525,000**	**658,000**	**2,569,000**

Water/Sewer	**2,680,000**	**265,000**	**200,000**	**295,000**	**205,000**	**495,000**
Street Permit Program	**0**	**0**	**0**	**0**	**0**	**0**
Winter Only	**2,985,000**	**30,000**	**490,000**	**330,000**	**30,000**	**284,000**
Tax Impact without Winter Only	**10,039,000**	**685,000**	**935,000**	**900,000**	**423,000**	**1,790,000**
Total Tax Impact	**13,024,000**	**715,000**	**1,425,000**	**1,230,000**	**453,000**	**2,074,000**
Total	**16,199,000**	**980,000**	**1,625,000**	**1,525,000**	**658,000**	**2,569,000**

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Town of *Wellesley*
FY2022-2026 Budget Request

Traffic and Parking Capital Request

Department: Traffic and Parking

Dept #: 293

Project Reference #:	Project Description	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
2021-1	Parking Lot Paving	-	100,000	100,000	-	-	200,000
2021-2	Traffic Signal Upgrades/Refurbishment	-	225,000	175,000	125,000	100,000	625,000
2024-1	ALPR Technology for Parking Lots			50,000	50,000	50,000	150,000
							-
Total Capital Requests		-	325,000	325,000	175,000	150,000	975,000

12/2/2020

Date

Town of Wellesley
Fiscal Years 2022-2026
Capital Budget Request

Department	T&P	Project Title	Traffic Signal Upgrades and Refurbishment
		Project Reference #:	2024-1
Prepared by	Lt. Showstead		
Date	12/2/2020	Project Cost	150,000

FY2021 Priority# **3** **------of------** **3**

Capital Request Description and Justification

Emerging Automated License Plate Reading technology allows for more efficient management of parking payments in all day parking lots. Adopting this technology to manage usage in lots will provide for more efficient enforcement of violations and free up parking attendants to spend more time enforceing metered on street parking areas.

Funding Source (i.e. grants, CPA, trade-in, debt, general fund-cash)

Traffic and Parking Capital

Impact on Annual Operating Budget

Category	FY2022	FY2023	FY2024	FY2025	FY2026	5 Year Total
Building and Improvements						-
Vehicle(s)						-
Equipment			50,000	50,000	50,000	150,000
Infrastructure						-
Information technology						-
Other:specify						-
						-
Totals	-	-	50,000	50,000	50,000	150,000

WELLESLEY MUNICIPAL LIGHT PLANT
FISCAL YEAR 2022 CAPITAL WORK PLAN

SECTION 1

Executive Summary	1-1 to 1-3
Man-Hours Available for FY22 Capital Work	1-4
Capital Work Plan Summary	1-5
Five Year Capital Forecast	1-6

SECTION 2

SPECIFIC CAPITAL DISTRIBUTION PROJECTS

Summary of Distribution Projects	2-1
1587 13.8kV Line to Wellesley Square Expansion	2-2
Small Cell Project	2-2
Internet Expansion	2-2
Annual Pole Inspection & Replacements	2-2
Transformer Upgrades & New Purchases	2-3
Additional Overhead & Underground Work	2-3
Street Lighting	2-3

SECTION 3

OTHER CAPITAL INVESTMENTS

Summary of Non-Distribution Infrastructure Projects	3-1
Advanced Metering Infrastructure (AMI) Project	3-2
Vehicle Replacements: 6, 160, 162	3-2
Customer Related Work	3-2
200 AMP House Services	3-3
400, 600, and 800 AMP House Services	3-3
Electric Meters	3-3
SCADA Upgrades	3-3
Outage Management System & GIS Circuit Maps	3-3
General Plant	3-3 to 3-4
Small Capital Investments	3-4

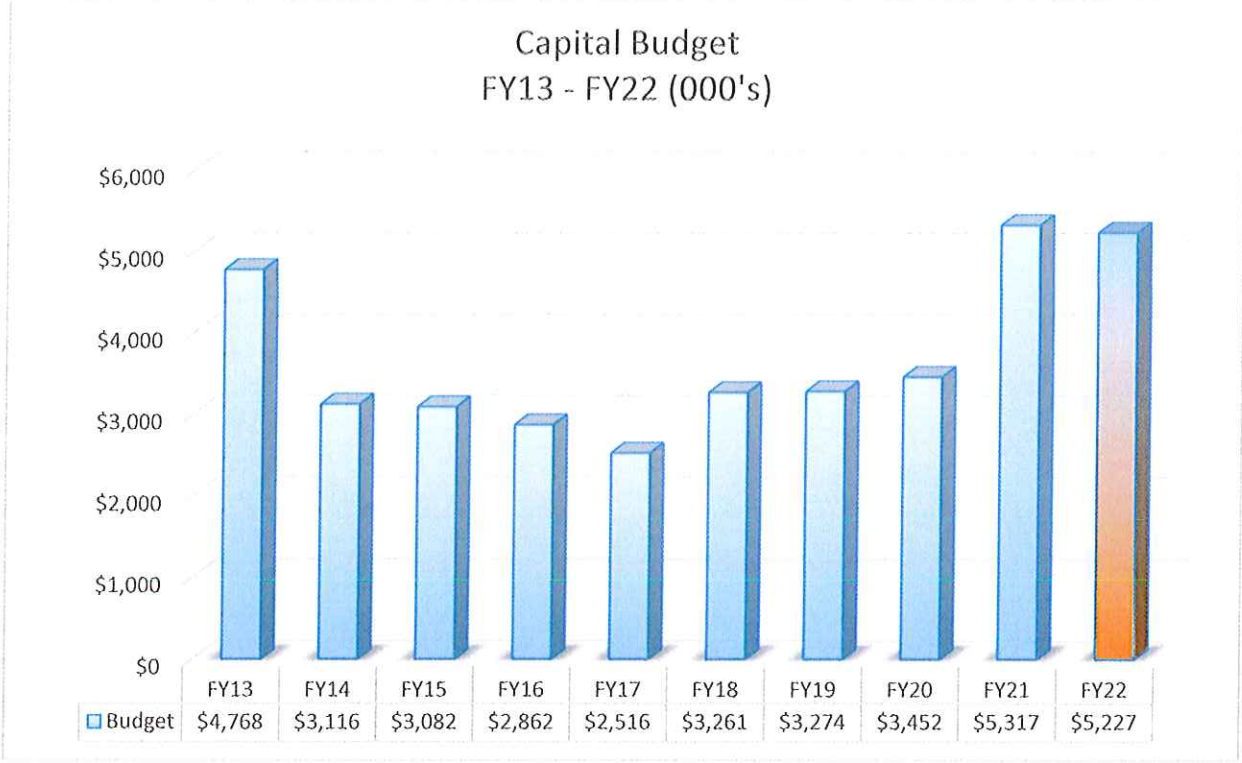
SECTION 4

Capital Project Cost Estimates	4-1 to 4-8

WELLESLEY MUNICIPAL LIGHT PLANT

Fiscal Year 2022 Capital Work Plan
Executive Summary

The end of Fiscal Year 2020 ("FY20") was a challenging period due to COVID-19. While there are still uncertainties due to the pandemic that could have an impact on how much is accomplished during Fiscal Year 2021 ("FY21"), the Municipal Light Plant ("MLP") continues making progress with the FY21 projects, while it keeps vigilant, and attentive to the latest precautions needed to maintain the safety of the employees and the public. When it comes to capital expending for the last ten years, the bar graph below compares the MLP's capital expenditures from Fiscal Year 2013 ("FY23") through, and including Fiscal Year 2022 ("FY22") request.



The MLP's FY22 Capital Work Plan is $2,159,285 less than the estimate provided in the five-year Distribution Work Plan presented in the FY21 Capital Work Plan. This decrease is mainly due to the multi-year implementation approach proposed for the Advanced Metering Infrastructure ("AMI") Project. This approach will allow the MLP to manage the installation process better, avoid major installation issues, and incrementally purchase AMI meters with proven functionality. The second factor contributing to the decrease of FY22 amount is the decrease of small cell antennas installations for that period.

Long term reliability planning begins with the evaluation of the bulk infrastructure required to serve the residents and businesses and ends with service at the customer's meter. The summary below provides a snapshot of the evaluation process:

- **Use Rights and MLP system peaks.** The MLP's peak demand of 68,863 kilowatts (kW) occurred in August 2018. The previous peak of 65,609 kW was set in June 2008. The added load due to Wellesley College ("WC") in the summer of 2018 accounts for the increase. Otherwise, peak load growth has been flat for the past ten years. The flattened demand growth is attributed to conservation efforts and to increase in solar generation in Wellesley. To bring electricity into Wellesley, the MLP has purchased 56,000 kilowatts ("kW") and 40,000 kW of Use Rights in the Eversource Substations in Newton and Needham, respectively. Barring a transformational shift in the trend for energy usage, such as the transportation sector going 100% electric, the MLP does not need to invest in additional Use Rights for numerous years ahead.

- **Supply Lines.** The MLP distribution system is powered at 13.8kV by nine Supply Lines. Six of the Supply Lines come from Eversource Station 292 in Newton, and three come from Eversource Station 148 in Needham. By the end of FY21, the MLP will have four supply lines out of Station 148 in Needham. A conservative value for the useful life of a Supply Line is forty years. Several of our Supply Lines will approach that age over the next few years. During the summer of 2018, the MLP set an all-time peak of 68.9 MW. During the summer of 2019, the weather and other factors did not align to produce a high summer peak load. While the summer of 2020 reached high temperatures, the peak was not substantial due to the impact of COVID-19 on the energy usage of commercial and primary customers. Nevertheless, we will have another summer like 2018, and our system peak will then be at the same level or higher due to known large load additions since the summer of 2018. We must also build enough capacity into our Supply Lines to allow for outages at peak. The MLP needs to have enough transferable capacity in the event one of the supply lines goes down in the middle of a peak period.

- **Wellesley Substations.** The MLP plans substation transformer capacity to have sufficient capacity to serve all the 4.16 kV load with one transformer out of service during a system peak. Depending on how fully loaded substations are, the useful life can range from 50 to 60 years. The Weston Road Substation was rebuilt in 2006, and the Wellesley Hills Substation was partially rebuilt in 2008. The Cedar Street Substation was built in 1965. During the FY20 Capital Plan, the last of the 4.16 kV load, supplied out of the Cedar Street Substation, was converted to 13.8 kV. This conversion eliminated the need to replace much of the equipment at that substation.

The MLP staff has been working towards the conversion of the 4.16 kV circuits at the Weston Road Substation. It is expected that, by the end of Fiscal Year 2023, to have all the circuits converted to 13.8 kV. This conversion will eliminate substation transformers and free up a piece of distribution switchgear that will have better use at a different substation.

- **Distribution Circuits, Secondaries, and Services:** The MLP provides electric service using 30 distribution circuits. Based on condition and performance/reliability, the MLP has systematically rebuilt and upgraded portions of or entire circuits. For planning purposes, the distribution plant should, on average, be replaced every 40 years. Secondaries and services are usually included with the reconstruction of distribution circuits.

- **Poles:** The MLP has 5,200 wooden poles. The staff usually budgets to replace approximately 130 poles each year. Of this amount, 40% to 50% are typically replaced as part of an overhead capital project, and the remainder based on an independent pole inspection.

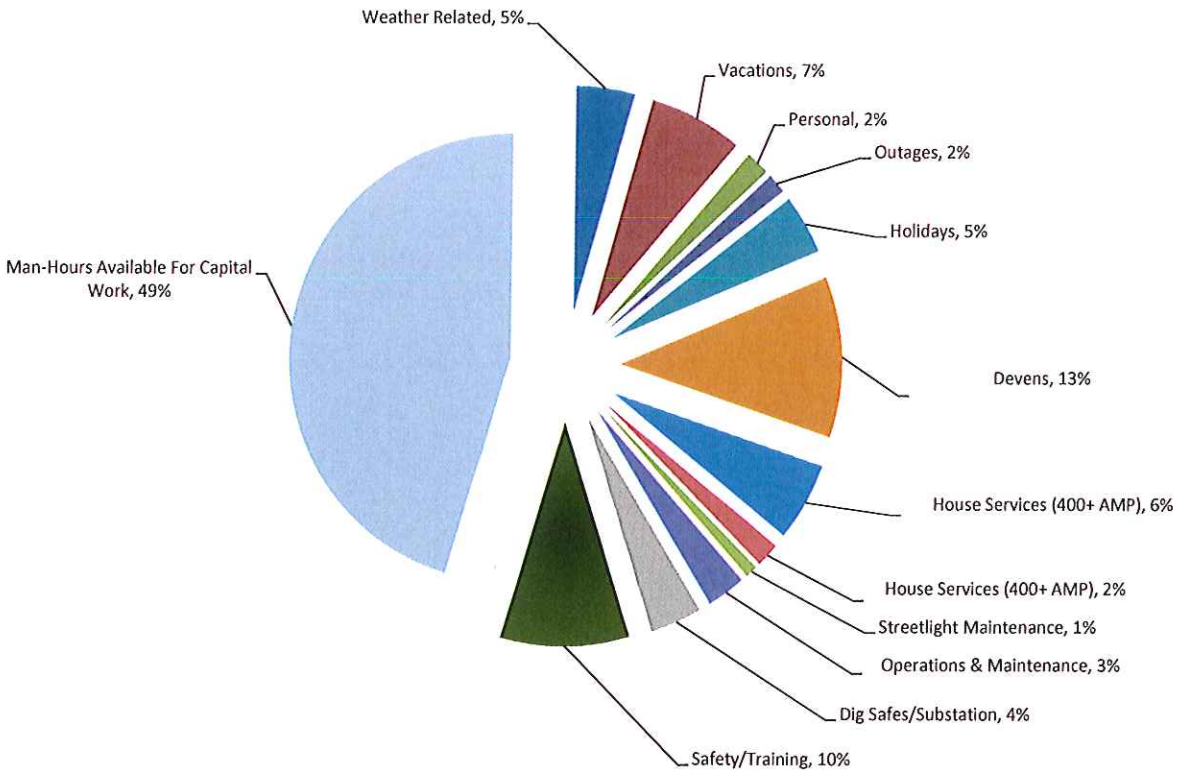
The MLP has twelve cross-trained line workers and three support positions providing 31,200 total hours for FY22. Adjusting for vacations, outages, holidays, etc., the remaining available hours are 24,920. These hours are further reduced to support operations and maintenance, Devens, house services, training, etc. leaving 15,304 hours to perform the capital plan work. The two charts in Section 1-5 summarize the available hours and allocation for FY22 line work.

The details of the FY22 capital projects are provided in Section 2. Several important factors weighed heavily in prioritizing the recommended projects. The MLP is continuing to execute a multi-year plan to convert all 4.16 kV circuits to 13.8 kV. The conversion to 13.8 kV eliminates the need for a costly rebuild of substations and reduces distribution losses. Another factor is that the projects we are funding must create operating and switching flexibility for the possibility of increased system peak demand from Wellesley College and other large loads. Finally, we are funding the expansion of our fiber infrastructure to support the Internet Initiative. When possible, the projects we have proposed funding address more than one of these factors.

WELLESLEY MUNICIPAL LIGHT PLANT
Capital Work Man-Hour Breakdown
Fiscal Year 2022 Specific Allocation

AVAILABLE MAN HOURS	
TOTAL AVAILABLE HOURS	31,200
Weather Related	1,440
Vacations	2,320
Personal	600
Outages	480
Holidays	1,440
Mass Development-Devens	3,900
Streetlight Maintenance	300
Operations & Maintenance	960
Dig Safes/Substation	1,272
Safety/Training	3,184
House Services	0
Man-Hours Available For Capital Work	**15,304**

SPECIFIC FY22 ALLOCATION BY PROJECT	
Advanced Metering Infrastructure (AMI) Project	1,708
1587 13.8kV Line to Wellesley Sq. Expansion	761
Small Cell Project	3,118
Internet Expansion	1,006
Annual Pole Replacements	2,300
Transformer Upgrades and New Purchases	456
Customer Related Work	1,059
House Services (200 AMP)	1,600
House Services (400+ AMP)	1,900
Additional Overhead Work	588
Additional Underground Work	588
Street Lighting	155
Outage Management System & GIS Circuit Maps	200
Sum of FY22 Capital Project Man-Hours	**15,439**
Available Hours	**15,304**
Overage/Shortfall Hours	**-135**



WELLESLEY MUNICIPAL LIGHT PLANT FY22 Capital Work Plan Summary		
Capital Cost Allocation	**Amount**	**Page Reference**
Distribution Upgrades:		
1587 13.8kV Line to Wellesley Square Expansion	$222,152	2-2
Internet Expansion	$274,025	2-2
Annual Pole Inspection/Replacements	$325,550	2-2
Transformer Upgrades and New Purchases	$432,962	2-3
Additional Overhead & Underground Work	$152,925	2-3
Street Lighting	$54,745	2-3
Total FY22 Distribution Projects	***$2,119,702***	
Other Capital Projects:		
Advanced Metering Infrastructure (AMI) Project	$1,700,417	3-2
Vehicle Replacements: 6,160,162	$150,000	3-2
Customer Related Work	$242,875	3-2
200 AMP House Services	$403,175	3.2
400/600/800 AMP Services	$395,529	3-3
SCADA Upgrades	$40,000	3-3
Outage Managerment System & GIS Circuit Maps	$110,000	3-3
General Plant	$50,000	3-3 to 3-4
Small Capital Investments	$15,000	3-4
Total Non-Distribution Projects	***$3,106,995***	
Total Capital Projects	**$5,226,697**	

WELLESLEY MUNICIPAL LIGHT PLANT FIVE YEAR DISTRIBUTION WORK PLAN

FISCAL YEAR	PROJECT TITLE	MATERIALS/ SERVICES	VEHICLES	LABOR	PROJECT TOTAL	MAN HOURS
22	Advanced Metering Infrastructure (AMI) Project	$1,512,500	$17,083	$170,833	$1,700,417	1,708
22	1587:13.8kV Line to Wellesley Square Expansion	$136,987	$9,062	$76,103	$222,152	761
22	Small Cell Project	$137,300	$55,300	$311,818	$504,418	3,118
22	Internet Expansion	$143,640	$29,820	$100,565	$274,025	1,006
22	Annual Pole Inspections & Replacements	$50,550	$45,000	$230,000	$325,550	2,300
22	Transformer Upgrades & New Purchases	$380,522	$6,840	$45,600	$432,962	456
22	Additional Overhead & Underground Work	$173,250	$15,000	$117,600	$305,850	1176
22	Customer Related Work & Service Upgrades	$527,599	$58,080	$455,900	$1,041,579	4559
22	Street Lighting	$37,265	$1,980	$15,500	$54,745	155
22	Vehicle Replacements: 6,160,162	$150,000	$0	$0	$150,000	0
22	SCADA Upgrades	$40,000	$0	$0	$40,000	0
22	Outage Management System & GIS Circuit Maps	$90,000	$0	$20,000	$110,000	200
22	General Plant	$50,000	$0	$0	$50,000	0
22	Small Capital Investments	$15,000	$0	$0	$15,000	0
	FISCAL YEAR 2022 TOTAL	**$3,444,613**	**$238,165**	**$1,543,919**	**$5,226,697**	**15,439**
23	New Supply Line Station 292 - 41	$1,799,902	$50,160	$334,400	$2,184,462	3,344
23	Advanced Metering Infrastructure (AMI) Project	$512,500	$17,083	$170,833	$700,417	1,708
23	500 Line Area Reconstruction	$35,500	$22,025	$125,800	$183,325	1,250
23	Boulder road	$42,550	$24,330	$114,200	$181,080	1142
23	Postage & Folding/Stuffing Machines Purchase	$30,000	$0	$0	$30,000	0
23	Weston Road Substation 4kV Feeder Conversion	$150,430	$37,960	$147,857	$336,247	1739
23	Internet Expansion	$147,231	$30,566	$103,079	$280,876	1,207
23	Annual Pole Inspections & Replacements	$51,814	$46,125	$235,750	$333,689	2,300
23	Transformer Upgrades & New Purchases	$390,035	$7,011	$46,740	$443,786	456
23	Additional Overhead & Underground Work	$177,581	$15,375	$120,540	$313,496	1,176
23	Customer Related Work & Service Upgrades	$540,788	$59,532	$467,298	$1,067,618	4,559
23	Street Lighting	$38,197	$2,030	$15,888	$56,114	155
23	Vehicle Replacements: 3, 8, 182	$225,000	$0	$0	$153,750	0
23	SCADA Upgrades	$15,000	$0	$0	$15,000	0
23	General Plant	$51,250	$0	$0	$51,250	0
23	Small Capital Investments	$15,375	$0	$0	$15,375	0
	FISCAL YEAR 2023 TOTAL	**$2,423,251**	**$262,036**	**$1,547,984**	**$4,162,022**	**15,692**
24	New Supply Line Station 292 - 41	$1,844,900	$51,414	$342,760	$2,239,074	3,344
24	Advanced Metering Infrastructure (AMI) Project	$512,500	$17,083	$170,833	$700,417	1,708
24	Relocate the Weston Road 4kV SG to Cedar Street	$650,000	$24,990	$166,600	$841,590	1,666
24	Convert Wellesley Hills 4kV	$34,500	$8,060	$50,000	$92,560	500
24	1512 Line Area Reconstruction	$36,388	$22,576	$128,945	$187,908	1,480
24	Substation Capacitors, Weston Rd & Wellesley Hills	$35,000	$5,000	$10,000	$50,000	50
24	Washington Street & Pond Road	$65,890	$18,300	$122,000	$206,190	1220
24	Telephone System Replacement	$25,000	$0	$0	$25,000	0
24	Internet Expansion	$150,912	$31,330	$105,656	$287,898	1,448
24	Annual Pole Inspections & Replacements	$53,109	$47,278	$241,644	$342,031	2,300
24	Transformer Upgrades & New Purchases	$399,786	$7,186	$47,909	$454,881	456
24	Additional Overhead & Underground Work	$182,021	$15,759	$123,554	$321,334	1,176
24	Customer Related Work & Service Upgrades	$554,308	$61,020	$478,980	$1,094,308	4,559
24	Street Lighting	$39,152	$2,080	$16,285	$57,516	155
24	Vehicle Replacements: 169	$325,000	$0	$0	$157,594	0
24	SCADA Upgrades	$15,375	$0	$0	$15,375	0
24	General Plant	$52,531	$0	$0	$52,531	0
24	Small Capital Investments	$15,759	$0	$0	$15,759	0
	FISCAL YEAR 2024 TOTAL	**$2,634,730**	**$243,580**	**$1,491,571**	**$4,202,475**	**15,010**
25	New Supply Line Station 292 - 41	$1,891,022	$52,699	$351,329	$2,295,051	3,344
25	Convert Wellesley Hills 4kV	$35,363	$8,262	$51,250	$94,874	500
25	900 Line Area Reconstruction	$37,297	$23,140	$132,169	$192,606	1276
25	Internet Expansion	$154,685	$32,113	$108,298	$295,095	1,665
25	Annual Pole Inspections & Replacements	$54,437	$48,460	$247,685	$350,582	2,300
25	Transformer Upgrades & New Purchases	$409,781	$7,366	$49,106	$466,253	456
25	Additional Overhead & Underground Work	$186,571	$16,153	$126,642	$329,367	1,176
25	Customer Related Work & Service Upgrades	$568,166	$62,546	$490,954	$1,121,666	4,559
25	Street Lighting	$40,130	$2,132	$16,692	$58,954	155
25	Vehicle Replacements: 174	$375,000	$0	$0	$161,534	0
25	SCADA Upgrades	$15,759	$0	$0	$15,759	0
25	General Plant	$53,845	$0	$0	$53,845	0
25	Small Capital Investments	$16,153	$0	$0	$16,153	0
	FISCAL YEAR 2025 TOTAL	**$3,838,209**	**$252,871**	**$1,574,125**	**$5,451,738**	**15,431**
26	New Supply Line Station 292 - 41	$1,938,298	$54,017	$360,112	$2,352,427	3,344
26	Convert Wellesley Hills 4kV	$36,247	$8,468	$52,531	$97,246	500
26	RTAC Distribution Automation Expansion	$175,000	$10,000	$25,000	$210,000	1000
26	Internet Expansion	$158,552	$32,916	$111,005	$302,472	1,915
26	Annual Pole Inspections & Replacements	$55,798	$49,672	$253,877	$359,346	2,300
26	Transformer Upgrades & New Purchases	$420,025	$7,550	$50,334	$477,909	456
26	Additional Overhead & Underground Work	$191,236	$16,557	$129,808	$337,601	1,176
26	Customer Related Work & Service Upgrades	$582,370	$64,109	$503,228	$1,149,708	4,559
26	Street Lighting	$41,134	$2,186	$17,109	$60,428	155
26	Vehicle Replacements: 177	$350,000	$0	$0	$165,572	0
26	SCADA Upgrades	$16,153	$0	$0	$16,153	0
26	General Plant	$55,191	$0	$0	$55,191	0
26	Small Capital Investments	$16,557	$0	$0	$16,557	0
	FISCAL YEAR 2026 TOTAL	**$2,098,261**	**$191,458**	**$1,142,893**	**$3,248,184**	**15,405**

WELLESLEY MUNICIPAL LIGHT PLANT FY22 Distribution Capital Plan Summary Summary of Distribution Projects			
Capital Project	**Labor**	**Materials/ Vehicles/ Other**	**Total**
Distribution Upgrades:			
1587 13.8kV Line to Wellesley Square Expansion	$76,103	$146,049	$222,152
Small Cell Project	$311,818	$192,600	$504,418
Internet Expansion	$100,565	$173,460	$274,025
Annual Pole Inspection/Replacements	$230,000	$95,550	$325,550
Transformer Upgrades and New Purchases	$45,600	$387,362	$432,962
Additional Overhead	$58,800	$94,125	$152,925
Additional Underground	$58,800	$94,125	$152,925
Street Lighting	$15,500	$39,245	$54,745
Total FY22 Distribution Projects	***$897,186***	***$1,222,516***	***$2,119,702***

SECTION 2: SPECIFIC CAPITAL DISTRIBUTION PROJECTS

1587: 13.8kV to Wellesley Square - Expansion **$222,152**

This commercial area is served by three distribution circuits, 1300, 1400, and 1600. During Fiscal Year 2018, the 60-year old secondary cables were replaced, along with much of the network equipment. The FY22 capital work involves the replacement of approximately 6,000 feet of 500 and 1,000 MCM cable. To minimize the impact of lengthy outages to commercial customers, the staff estimates 315 hours of nighttime work will be required. An itemization of the costs involved to complete this project is in Section 4-2. Sketch of expansion area is in Section 4-3.

Small Cell Project **$504,418**

This project encompasses the MLP's expansion of its existing pole-mounted antenna system. On January 27, 2020, the Municipal Light Board approved this small cell wireless expansion with AT&T. Unlike the American Tower Corporation ("ATC") antenna network, which primarily focused on commuters, the AT&T installation has been designed to provide cellular coverage to most areas within Wellesley. The MLP will be installing 35 small cell antennas, which are almost identical to other antennas already deployed within Wellesley. Also, the MLP will utilize its fiber optic backbone and resources to connect these antennas to AT&T's Main Hub. An itemization of the costs involved to complete this project is in Section 4-4.

Internet Expansion **$274,025**

This project allows for the further expansion of the WMLP WellesleyNET Internet Service, which started in FY19. This budget amount is based on an aggressive sales and marketing strategy. Actual spending will be based on actual connections and revised forecasts, as the MLP's staff monitors progress and success. We will make prudent investments in infrastructure as needed. Estimated costs to complete this project are in Section 4-5.

Annual Pole Inspection/Replacements **$325,550**

It is a sound utility practice to inspect poles every ten years. In December 2014, the MLP purchased Verizon's interest in all jointly-owned utility poles in Wellesley. As part of the negotiation strategy, the MLP funded 50% of the inspection of the utility poles in Verizon's maintenance area. As a result, the pole inspection in the MLP's set area (north of Route 9) had gone twelve years before the April 2015 inspection. The FY22 Capital Plan has scheduled the continued replacement of poles in poor condition to maintain a 40-year life cycle. A breakdown of the costs involved in this project is in Section 4-6.

Transformer Upgrades & New Purchases **$432,962**

As residential usage of electronics expands, more people buy electric cars, home additions are built, and smaller homes are replaced with larger houses, distribution transformers would become overloaded if not addressed. An overloaded transformer will create voltage issues and other reliability and power quality issues for customers. The MLP analyzes transformer loading anytime we receive an application to upgrade or add a service. We install additional transformers or upgrade existing transformers as needed. This budget item also includes replacing older transformers or transformers in poor condition before they fail. These practices result in better service quality and fewer outages. A breakdown of the costs involved in this project is in Section 4-7.

Additional Overhead & Underground Work **$152,925/$152,925**

Each year there are unplanned events that require capital expenditures. These include occurrences such as:

- Pole accidents;
- Cable faults;
- Major weather events; and
- Premature equipment failure.

Street Lighting **$54,774**

The MLP maintains the Town's traffic signals, crosswalk signals, and pedestrian crossing lights. The MLP also maintains all Wellesley streetlights. Capital costs are incurred for "hit and run" accidents and to replace older Town & Country streetlights. FY22 will be the third year operating with Light Emitting Diode fixtures after the replaced high-pressure sodium lights.

WELLESLEY MUNICIPAL LIGHT PLANT FY22 Other Capital Investments Summary of Non-Distribution Infrastructure Projects			
Other Capital Projects	**Labor**	**Materials/ Vehicles/ Other**	**Total**
Advanced Metering Infrastructure (AMI) Project	$170,833	$1,529,583	$1,700,417
Vehicle Replacements: 6,160,162	$0	$150,000	$150,000
Customer Related Work	$105,900	$136,975	$242,875
200 AMP House Services	$160,000	$243,175	$403,175
400/600/800 AMP Services	$190,000	$205,529	$395,529
SCADA Upgrades	$0	$40,000	$40,000
Outage Managerment System & GIS Circuit Maps	$20,000	$90,000	$110,000
General Plant	$0	$50,000	$50,000
Small Capital Investments	$0	$15,000	$15,000
Total Non-Distribution Projects	***$646,733***	***$2,460,262***	***$3,106,995***

SECTION 3: OTHER CAPITAL PROJECTS

Advanced Metering Infrastructure (AMI) Project **$1,700,417**

The MLP metering system has been built on Automatic Meter Reading (AMR) technology, which is becoming outdated, especially with the many technological advances and needs of data to better manage energy consumption. The MLP's staff, after evaluating various proposals, and with the assistant of consultant Weston & Sampson, recommended to the MLP Board to move forward with an AMI PILOT program to prove the new technology in Wellesley's densely tree populated terrain. Assuming a successful PILOT program, the MLP staff is anticipating to recommend to the Board a partial deployment of an AMI system. The three-year plan will start with the acquisition and installation of all the software necessary for the deployment, and the scheduling and installation of 3,417 meters. The second and third year will target the scheduling and installation of an equal amount of meters. An itemization of the costs involved to complete this project is in Section 4-1.

Vehicle Replacements **$150,000**

#6 Ford Fusion - #160 Ford Explorer - #162 Chevy Colorado

Car #6 is a 2014 Ford Fusion with approximately 76,000. This vehicle is approaching its end of useful life and needs of replacement.

Truck #160 is a 2013 Ford Explorer, primarily used for our operations' staff to commute to Devens, but also used for multiple tasks and errands when regularly stationed in Town.

Truck #162 is a 2012 Chevrolet Colorado with eight years of extreme "stop and go" mileage performing dig safes and other tasks. The continuous in-Town driving done every day on this vehicle has it at the end of its useful life.

The estimated cost of replacement for all these vehicles, including the installation of mobile radios and emergency warning lights, is $150,000. Section 4-8 includes these purchases.

Customer Related and Service Upgrades **$242,875**

In addition to 200, 400, 600, and 800 AMP services, the MLP assigns line workers to respond to other customer-related work requests. Most of this work is reimbursable, with the MLP recovering all costs. Approximately 10% of work in this category is not reimbursable and includes costs incurred to repair or replace poles in Hit-and-Run accidents. A breakdown of the costs involved in this unit can be found in Section 4-8.

200 AMP House Services **$403,175**

Historically, the MLP has expended approximately 2,000 hours of line worker and electrician hours and 700 hours of supervisory time to replace and install 200 AMP electrical services. Based on a five-year average, the MLP is projecting an expenditure of $403,175 in FY22. The MLP is not compensated to repair house services that fail due to age or the cost of transformers. Failures due to age are typically direct buried electrical lines installed fifty or more years ago. Historically 15 to 20 "burnt-out" services need to be replaced every year. The breakdown is in Section 4-8.

400, 600, and 800 AMP Services **$395,529**

A majority of the homes demolished in Wellesley request an upgraded service when the new house is built. Electrification and electric vehicle charging stations are also contributing to larger service upgrades. The MLP installs on the order of 50 services of 400 AMP or higher each year. Based on a review of the five-year trend, the MLP is projecting an expenditure of $395,529 in FY22. The details are in Section 4-8.

SCADA Upgrades **$40,000**

Each year the MLP identifies opportunities and needs to upgrade SCADA systems and components to keep pace with improvements and expansion of the distribution system. For FY22, the staff will be doing some SCADA RTU upgrades to Station 41 and Station 378 to be able to monitor these two substations more effectively. Details are in Section 4-8.

Outage Management System & GIS Circuit Maps **$110,000**

With information technology advancing every year, the MLP is looking to get the services and software platform necessary for an Outage Management System ("OMS"). In conjunction, the MLP will look to migrate its electrical circuit maps to a GIS-based platform that can be integrated with the OMS. These two combined platforms and the addition of AMI will allow the MLP to get quicker outage notifications, provide web-based public updates regarding outage situations, and maintain more effective and updatable electrical circuit maps. We will have the capability of viewing circuit maps electronically, if necessary, instead of paper form. Details are in Section 4-8.

General Plant **$50,000**

There are several capital costs that the MLP incurs on an annual and one-time basis that are part of the General Plant, and not included in any other category of the FY22 Capital Work Plan. Historically the MLP has not expended the budgeted amount in this category but has included these costs to cover unforeseen expenses. These costs are detailed below and include:

Tools – purchase of replacements tools and line equipment used in construction and maintenance of all distribution and substation facilities. In FY22 MLP will continue the replacement of automated external defibrillators (AEDs). Estimated annual cost: $20,000.

Laboratory Equipment – Includes the purchase of electrical testing and recording equipment, utilized by line workers, substation operators, and engineering staff. This equipment includes low voltage and high voltage voltmeters and ammeters used in the field daily. Also included are voltage recorders which are used to solve customer problems as well as natural gas detection monitors. Estimated cost: $2,000.

Communications Equipment – Contains the purchase, installation, and maintenance of vehicle and base station radio units. The WMLP uses VHF for its substation and line operations communication and relies heavily on our radio equipment in emergencies. For FY22, this is expected to include the addition of equipment at the Pierce Reservoir. Estimated annual cost: $12,000.

Office Furniture and Equipment – For the purchase of computers, bookcases, desks, chairs, and other office supplies and related equipment. Estimated annual cost: $12,000.

Miscellaneous – Includes the cost of equipment and apparatus not classified within any of the other four General Plant categories. Estimated cost: $4,000.

Other Capital Investments **$15,000**

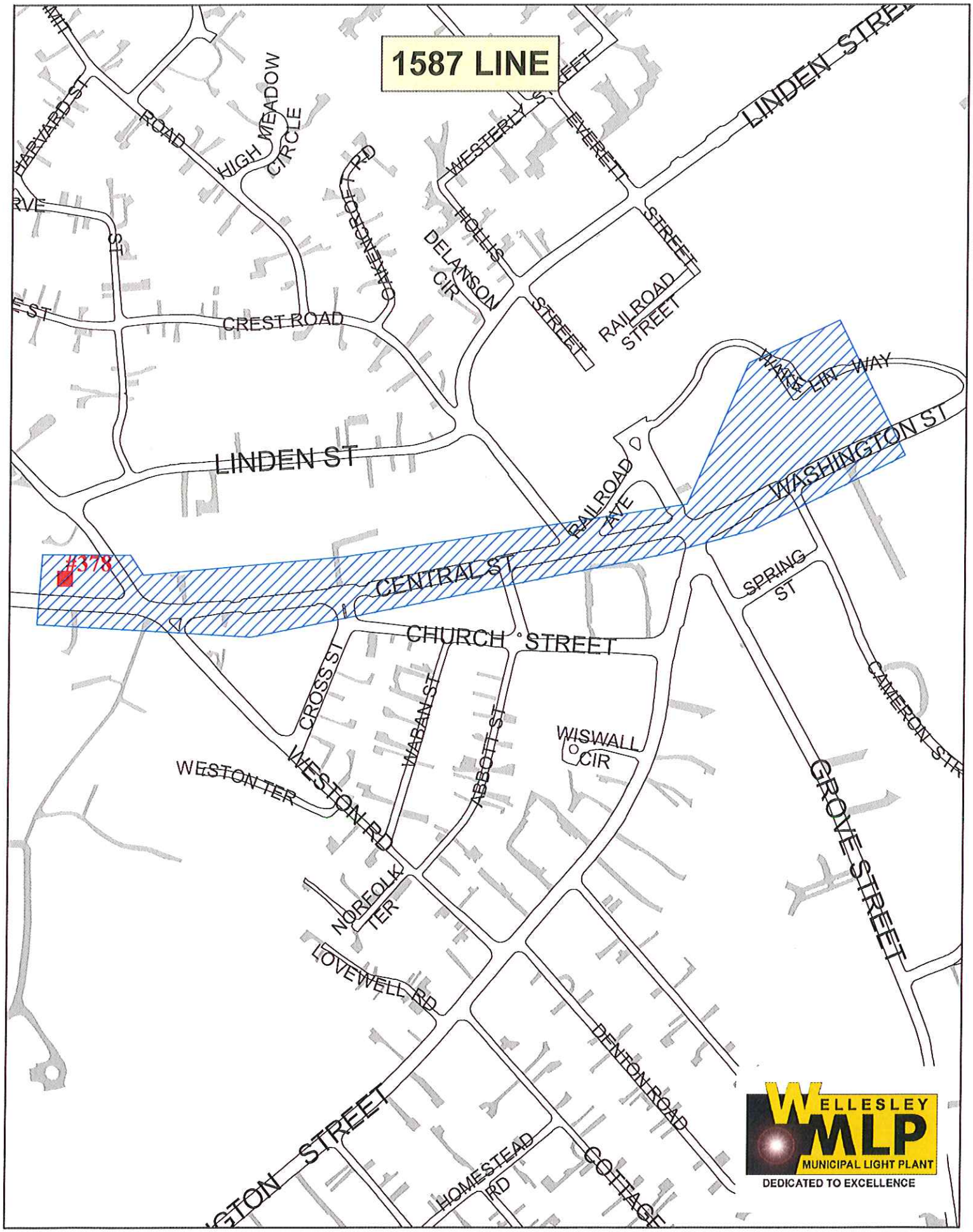
The FY22 Capital Plan includes smaller equipment that the Federal Energy Regulatory Commission Uniform System of Accounting requires to be capitalized. These purchases are necessary for the operation of the MLP's electrical distribution infrastructure, customer billing, and store purchases. Included in Section 4-8.

WELLESLEY MUNICIPAL LIGHT PLANT
Fiscal Year 2022 Capital Work Plan
Advanced Meter Infrastructure

NO.	ITEM	QTY.	UNITS	UNIT COSTS					ITEM COSTS			TOTAL	MAN HOURS
				MATERIAL / SERVICES	TRUCK HOURS	TRUCKS	MAN HOURS	LABOR	MATERIAL / SERVICES	TRUCKS	LABOR		
1	New AMI meters	3,417	EA	$150	0.5	$5	0.5	$50	$512,500	$17,083	$170,833	$700,417	1,708
2	AMI communications network	1	EA	$750,000	0.0	$0	0.0	$0	$750,000	$0	$0	$750,000	0
3	AMI "backend" integration with Munis, etc	1	EA	$250,000	0.0	$0	0.0	$0	$250,000	$0	$0	$250,000	0
	PAGE TOTAL								**$1,512,500**	**$17,083**	**$170,833**	**$1,700,417**	**1,708**

WELLESLEY MUNICIPAL LIGHT PLANT
Fiscal Year 2022 Capital Work Plan
1587 Line Underground Expansion

NO.	ITEM	QTY.	UNITS	UNIT COSTS					ITEM COSTS			TOTAL	MAN
				MATERIAL /	TRUCK	TRUCKS	MAN	LABOR	MATERIAL /	TRUCKS	LABOR		
1	1000' 500 MCM 3-Phase EPR	1	EA	$40,000	60.0	$1,800	96.0	$9,600	$40,000	$1,800	$9,600	$51,400	96
2	3000' 350 MCM 3-Phase EPR	1	EA	$90,000	115.0	$3,450	192.0	$19,200	$90,000	$3,450	$19,200	$112,650	192
3	3000' 1/0 3-Phase EPR	1	EA	$45,000	153.0	$4,590	255.0	$25,500	$45,000	$4,590	$25,500	$75,090	255
4	Install Padmount Transformers	8	EA	$1,000	6.0	$180	12.0	$1,200	$8,000	$180	$9,600	$17,780	96
5	Install Loadbreak Elbows	48	EA	$50	2.0	$60	4.0	$400	$2,400	$60	$19,200	$21,660	192
6	Elastimold Wye Splices	24	EA	$700	4.0	$120	8.0	$800	$16,800	$120	$19,200	$36,120	192
7	Rachem Straight Splices	18	EA	$300	4.0	$120	8.0	$800	$5,400	$120	$14,400	$19,920	144
8	Switching	1	EA	$0	32.0	$960	64.0	$6,400	$0	$960	$6,400	$7,360	64
9	Cleaning and Racking Manholes	15	EA	$200	1.0	$30	2.0	$200	$3,000	$30	$3,000	$6,030	30
10	Police Detail	32	DAYS	$512		$0		$0	$16,384	$0	$0	$16,384	0
99	*FY21 Work Performed Reduction*								*$89,997*	*$2,248*	*$49,997*	*$142,242*	*500*
	PAGE TOTAL								**$136,987**	**$9,062**	**$76,103**	**$222,152**	**761**


1587 LINE
LINDEN STREET
HARVARD ST
ROAD
HIGH MEADOW CIRCLE
WESTERLY ST
EVERETT STREET
HOLLIS
DELANSON CIR
RAILROAD STREET
CREST ROAD
LINDEN ST
WASHINGTON ST
RAILROAD AVE
#378
CENTRAL ST
CHURCH STREET
SPRING ST
CAMERON STR
GROVE STREET
CROSS ST
WABAN ST
ABBOTT ST
WISWALL CIR
WESTON TER
WESTON RD
NORFOLK TER
LOVEWELL RD
DENTON ROAD
HOMESTEAD RD
COTTAGE
WELLESLEY MLP
MUNICIPAL LIGHT PLANT
DEDICATED TO EXCELLENCE

WELLESLEY MUNICIPAL LIGHT PLANT
Fiscal Year 2022 Capital Work Plan
Small Cell Project

NO.	ITEM	QTY.	UNITS	UNIT COSTS					ITEM COSTS				
				MATERIAL / SERVICES	TRUCK HOURS	TRUCKS	MAN HOURS	LABOR	MATERIAL / SERVICES	TRUCKS	LABOR	TOTAL	MAN HOURS
1	Dropping and Re-hanging Splice Cases	35	EA	$10	2.0	$60	4.0	$400	$350	$2,100	$14,000	$16,450	140
2	Splicing from Node to Hub	35	EA	$500	16.0	$480	16.0	$1,600	$17,500	$16,800	$56,000	$90,300	560
3	Provide and Splice 4 LC Pigtails	35	EA	$500	0.0	$0	0.0	$0	$17,500	$0	$0	$17,500	0
4	Police Detail	30	DAYS	$400	0.0	$0	0.0	$0	$12,000	$0	$0	$12,000	0
5	Provide Electricity	35	EA	$20	1.7	$50	3.1	$309	$700	$1,750	$10,818	$13,268	108
6	Install Antenna and Radio	35	EA	$50	8.0	$240	16.0	$1,600	$1,750	$8,400	$56,000	$66,150	560
7	Install and Splice Fiber	35	EA	$2,500	25.0	$750	50.0	$5,000	$87,500	$26,250	$175,000	$288,750	1,750
	PAGE TOTAL								$137,300	$55,300	$311,818	$504,418	3,118

WELLESLEY MUNICIPAL LIGHT PLANT
Fiscal Year 2022 Capital Work Plan
Internet Expansion

NO.	ITEM	QTY.	UNITS	UNIT COSTS					ITEM COSTS			TOTAL	HOURS
				SERVICES	HOURS	TRUCKS	HOURS	LABOR	SERVICES	TRUCKS	LABOR		
1	Install 4" PVC Conduit	500	FT	$40	0.00	$0	0.00	$0	$20,000	$0	$0	$20,000	0
2	Dress Poles	50	EA	$100	1.00	$30	2.00	$200	$5,000	$1,500	$10,000	$16,500	100
3	Install Pull Ropes	50	EA	$100	1.00	$30	1.00	$100	$5,000	$1,500	$5,000	$11,500	50
4	Dead-ending / Slack Loops	10	EA	$500	2.65	$80	5.30	$530	$5,000	$795	$5,300	$11,095	53
5	Splicing	1	EA	$50,000	0.00	$0	0.00	$0	$50,000	$0	$0	$50,000	0
6	Install Internet Service and ONT	50	EA	$300	0.50	$15	1.00	$100	$15,000	$750	$5,000	$20,750	50
7	Install Fiber Optic Cable (12 Strand)	1,875	FT	$1	0.06	$2	0.06	$6	$1,125	$3,375	$11,025	$15,525	110
8	Install Fiber Optic Cable (72 Strand)	3,250	FT	$1	0.04	$1	0.04	$4	$2,275	$3,900	$11,440	$17,615	114
9	Install Fiber Optic Cable (144 Strand) OH	3,750	FT	$2	0.04	$1	0.04	$4	$5,625	$4,500	$13,200	$23,325	132
10	Install Fiber Optic Cable (288 Strand) OH	3,750	FT	$2	0.04	$1	0.04	$4	$8,438	$4,500	$13,200	$26,138	132
11	Install Fiber Optic Cable (144 Strand) UG	3,750	FT	$2	0.04	$1	0.04	$4	$6,563	$4,500	$13,200	$24,263	132
12	Install Fiber Optic Cable (288 Strand) UG	3,750	FT	$3	0.04	$1	0.04	$4	$9,375	$4,500	$13,200	$27,075	132
13	Police Detail	20	DAYS	$512				$0	$10,240	$0	$0	$10,240	0
	PAGE TOTAL								**$143,640**	**$29,820**	**$100,565**	**$274,025**	**$1,006**

WELLESLEY MUNICIPAL LIGHT PLANT
Fiscal Year 2022 Capital Work Plan
Annual Pole Replacements

NO.	ITEM	QTY.	UNITS	UNIT COSTS					ITEM COSTS			TOTAL	MAN HOURS
				MATERIAL / SERVICES	TRUCK HOURS	TRUCKS	MAN HOURS	LABOR	MATERIAL / SERVICES	TRUCKS	LABOR		
1	Install 40' CL2 Pole	50	EA	$400	20.0	$600	24.0	$2,400	$20,000	$30,000	$120,000	$170,000	1,200
2	Transfer House Service & Streetlights	100	EA	$40	1.5	$45	3.0	$300	$4,000	$4,500	$30,000	$38,500	300
3	Top Old Pole / Remove Deadwood	50	EA	$0	1.0	$30	4.0	$400	$0	$1,500	$20,000	$21,500	200
4	Frame Pole for Three Phase Primary	50	EA	$275	6.0	$180	12.0	$1,200	$13,750	$9,000	$60,000	$82,750	600
5	Police Detail	25	DAYS	$512		$0		$0	$12,800	$0	$0	$12,800	0
	PAGE TOTAL								$50,550	$45,000	$230,000	$325,550	2,300

WELLESLEY MUNICIPAL LIGHT PLANT
Fiscal Year 2022 Capital Work Plan
Transformer Upgrades and New Purchases

NO.	ITEM	QTY.	UNITS	UNIT COSTS					ITEM COSTS			TOTAL	MAN HOURS
				MATERIAL / SERVICES	TRUCK HOURS	TRUCKS	MAN HOURS	LABOR	MATERIAL / SERVICES	TRUCKS	LABOR		
1	Set New Poles (WMLP)	10	EA	$400	12.0	$360	24.0	$2,400	$4,000	$3,600	$24,000	$31,600	240
2	Frame Pole for Single Phase Primary	10	EA	$225	2.0	$60	4.0	$400	$2,250	$600	$4,000	$6,850	40
3	Install Single Phase Transformer	10	EA	$225	6.0	$180	12.0	$1,200	$2,250	$1,800	$12,000	$16,050	120
4	Install Guy	3	EA	$275	1.0	$30	2.0	$200	$825	$90	$600	$1,515	6
5	Transfer House Services	10	EA	$50	1.0	$30	2.0	$200	$500	$300	$2,000	$2,800	20
6	Transfer Street Lights	5	EA	$25	1.0	$30	2.0	$200	$125	$150	$1,000	$1,275	10
7	Top Old Poles	10	EA	$0	1.0	$30	2.0	$200	$0	$300	$2,000	$2,300	20
8	Transformer Purchases - Overhead	77	EA	$2,500		$0		$0	$192,500	$0	$0	$192,500	0
9	Transformer Purchases - Underground	10	EA	$17,500		$0		$0	$175,000	$0	$0	$175,000	0
10	Police Detail	6	DAYS	$512		$0		$0	$3,072	$0	$0	$3,072	0
	PAGE TOTAL								$380,522	$6,840	$45,600	$432,962	456

WELLESLEY MUNICIPAL LIGHT PLANT
Fiscal Year 2022 Capital Work Plan
Other Capital Work

NO.	ITEM	QTY.	UNITS	UNIT COSTS					ITEM COSTS				
				MATERIAL / SERVICES	TRUCK HOURS	TRUCKS	MAN HOURS	LABOR	MATERIAL / SERVICES	TRUCKS	LABOR	TOTAL	MAN HOURS
1	Additional Overhead Work	1	EA	$86,625	250.0	$7,500	588.0	$58,800	$86,625	$7,500	$58,800	$152,925	588
2	Additional Underground Work	1	EA	$86,625	250.0	$7,500	588.0	$58,800	$86,625	$7,500	$58,800	$152,925	588
3	Customer Related Work	1	EA	$123,475	450.0	$13,500	1059.0	$105,900	$123,475	$13,500	$105,900	$242,875	1,059
4	200 Amp Services	1	EA	$222,805	679.0	$20,370	1600.0	$160,000	$222,805	$20,370	$160,000	$403,175	1,600
5	400 / 600 Amp Services	1	EA	$181,319	807.0	$24,210	1900.0	$190,000	$181,319	$24,210	$190,000	$395,529	1,900
7	Street Lighting	1	EA	$37,265	66.0	$1,980	155.0	$15,500	$37,265	$1,980	$15,500	$54,745	155
8	Vehicle Replacement 6,160,162	1	EA	$150,000	0.0	$0	0.0	$0	$150,000	$0	$0	$150,000	0
9	SCADA Upgrades	1	EA	$40,000	0.0	$0	0.0	$0	$40,000	$0	$0	$40,000	0
10	Outage Management System & GIS Circuit Maps	1	EA	$90,000	0.0	$0	200.0	$20,000	$90,000	$0	$20,000	$110,000	200
11	General Plant	1	EA	$50,000	0.0	$0	0.0	$0	$50,000	$0	$0	$50,000	0
12	Small Capital Investments	1	EA	$15,000	0.0	$0	0.0	$0	$15,000	$0	$0	$15,000	0
	PAGE TOTAL								**$1,083,114**	**$75,060**	**$609,000**	**$1,767,174**	**6,090**

Appendix
Financial Policies
&
Statistics

APPENDIX A

Town of *Wellesley*

Fiscal Year 2022
Budget Preparation Manual

Finance Department

November 5, 2020
Revised November 10, 2020

Budget Preparation Overview

Boards and Committees

The Town of Wellesley strives to provide excellent services to its citizens through its numerous elected and volunteer Boards and departmental managers. Each board/department has a mission statement and work plan which forms the basis for its annual operating and five-year capital request.

The Town has long valued its fiscal strength, stability, and financial leadership, as evidenced by its continually maintained Aaa bond rating, multi-year financial awards, formal reserve and investment policies, and commitment to funding its past service liabilities (Pension, OPEB). The Select Board is charged with bringing forth a balanced annual town-wide budget (in addition to articulating a longer term town-wide financial plan (TWFP)) that maintains this fiscal strength. Guidelines are an important method of allocating the resources available after providing for long-term financial responsibilities.

The current method of allocating available resources begins with the Select Board's review and analysis of current revenues and revenue enhancement opportunities presented by the Finance Director. After factoring in fixed costs, such as issued debt and past service liabilities, the Select Board develops budget guidelines to help allocate remaining available funds to all of the departments. Each Board is expected to develop a budget within guideline. New initiatives and costs beyond guideline will be discussed and further evaluated by the Advisory Committee and the Select Board during the budget cycle. Other funding mechanisms (such as an override or debt exclusion) may ultimately be proposed if a critical initiative cannot be funded within the current year's resources.

Under the Town's bylaws, the Select Board is responsible for coordinating the annual budget submissions for all boards; coordinating the timing of capital requests and determining methods for financing capital needs; estimating available revenues; and developing the Town-Wide Financial Plan and Five-Year Capital Budget Program. In order to accurately create (1) the "Sources and Uses" format required by Article 19.16.1, (2) the Town-Wide Financial Plan, and (3) the Five-Year Capital Budget Program, the Finance Department, under the direction of the Select Board and Executive Director, has developed standard formats for receiving departmental requests. The format includes a departmental narrative outlining departmental responsibilities and current objectives with emphasis on current year needs, a revenue summary, and detailed operating budget requests showing a four-year history. The Finance Director, under Article 19.42 c of the bylaws, assists "in the development of budgets and reviewing all budgets for format, completeness, and accuracy before submission to the Advisory Committee".

Budgetary Fund Structure

The Town maintains 26 different funds, structured according to the Uniform Municipal Accounting System (UMAS) developed by the Department of Revenue of the Commonwealth of Massachusetts. The complete structure is described in the Town's Comprehensive Annual Financial Reports (CAFR), but the basic framework includes the general fund, ten special revenue funds, three Enterprise Funds, three capital project funds, a stabilization fund, three trust funds, three agency funds, a debt fund, and a fixed asset fund. The Retirement system is a separate entity governed by an independent board.

The internal general fund (versus the full accrual external financial statement general fund) is maintained on a budgetary basis and the annual budget process is generally one of creating and approving the general fund budget. There are limited one-time revenue sources from other funds. More likely is the transfer of

annual appropriation (expenditure) in the general fund budget to reserves such as the stabilization fund, Other Post-Employment Benefits (OPEB) Fund, or Worker's Compensation reserve. There are minor transfers to offset general fund administrative costs in support of the three enterprise funds, but these funds are primarily funded through utility rates.

The Town has adopted legislation allowing an additional 1% community preservation surcharge and some of these funds are appropriated annually to fund capital projects specifically related to open space protection, historic preservation, affordable housing and outdoor recreation. In addition, several of the major capital projects are funded by debt that is excluded from the constraints of Proposition 2 ½ tax limits, which acts as a wholly independent revenue source.

The detailed Sources and Uses budget document provides considerable detail about the components of the annual "Omnibus" budget.

INDEX

Introduction	P. 1
1.0 Personal Services	P. 1
1.1 Overview	P. 1
1.1.1 Budget Templates	P. 1
1.2 Pay Weeks	P. 2
1.3 Employee Job Classes	P. 2
1.4 Vacant Positions	P. 3
1.5 Salary Tab	P. 3
1.6 New Employees	P. 4
2.0 Expenses	P. 4
2.1 Overview	P. 4
2.2 Categorizing Expenses	P. 4
2.3 Centralized Expenses	P. 5
2.4 Budgeting for IT Equipment and Services	P. 5
2.5 Encumbrances	P. 6
3.0 Narratives	P. 6
3.1 Narrative Overview	P. 6
3.2 Mission Statement	P. 6
3.3 Organizational Structure	P. 6
3.4 Previous Accomplisments	P. 6
3.5 Department Goals	P. 6
3.6 Warrant Article Requests	P. 7
3.7 Operating Budget Summary	P. 7
3.8 Revenue Explanation	P. 7
3.9 Out of Guideline	P. 7
Capital Budget Process	P. 8
Budget Submission Timeline	P. 9
Operating Budget Checklist	P. 10
Capital Budget Checklist	P. 11
Appendix A	P. 12
Appendix B	P. 13

Application of Operating Budget Guidelines

Introduction

Operating budget guidelines are established by the Select Board generally in early Fall for the upcoming fiscal year. Due to the unknown financial circumstances created by COVID-19, the Select Board delayed issuance of a guideline until November 2, 2020. The Select Board makes the determination after evaluating the Town's financial position as presented by the Finance Director, and with input from other boards and committees regarding their anticipated priorities. In recent years there has been a separate budget guideline for school and non-school departments, but this year the guideline is the same for both. Guidelines are provided for operating expenses and may or may not be the same as for personal services.

All departments must create budgets that meet the stated guidelines after all factors (contracts, steps, longevity, merit pay, etc.) are taken into consideration. For FY22 the Select Board have set the operating budget guideline at a 2.5% increase in the School department budget, and a 2.5% increase in all other Town department budgets. Budgets shall be submitted meeting the 2.5% guideline threshold. Departmental initiatives that would exceed the guideline should be detailed and quantified. Due to the current $3.1M deficit, individual requests will be reviewed and vetted during the budget cycle discussions. The Select Board may or may not support initiatives that cannot fit within the guidelines.

1.0 Personal Services

1.1 Overview

There are five types of employees to consider when calculating wage increases for the upcoming year.

- 40-series employees who typically receive a set percentage increase, recommended by the HR Board, which is based upon analysis of market conditions.
- 50/60 series employees who are compensated through a merit pay plan which is administered and appropriated by the Human Resources Department.
- Unionized employees – there are 13 town and school unions which have agreements that specify the percentage Cost of Living Adjustment (COLA) received by these groups each year.
- Contract employees – Executive level positions whose compensation is set by their respective Board.
- Non-union unclassified positions – positions are generally part-time, temporary and/or seasonal positions. Wage increases for these positions are developed through a request made by a department head to Human Resources to set a wage schedule for the ensuing fiscal year.

1.1.1 Budget templates

Locate the department's operating budget template. Each year, Finance updates the basic information on the templates and places them on the H-drive under the "FIN" folder. This allows department heads and their boards to spend more time budgeting for the fiscal year instead of changing formatting details and entering previous year actuals. From there, find the folder labeled "FY22 Operating Budgets" and locate the department's template under either the "Select Board" or "Non-Select Board" sub-folder. Please make a copy of that excel file and save it to your personal F or G drive. The template is made up of three tabs: Salaries, Personal Services & Expenses, and Summary. In these three tabs, the salary tabs links to the PS&E tab, which links to the summary tab. Updating the salaries on the salary tab and the expenses on the PS&E should be enough to

link your items correctly. It is important to check the template and calculations to ensure all the items are linking correctly once you have finished working. Do not forget to periodically save the template while updating it. This will prevent any changes from being lost.

1.2 Pay Weeks

Please keep in mind that you must budget for a varying number of work weeks each year. In FY22, you will need to budget 52.2 weeks of pay in your operating budget. From year to year this number changes, so please ensure that your operating template reflects the correct number of weeks. To the right you will see the work weeks that will be used in the operating budgets for the next two years. In the operating templates that Finance updates initially, this calculation should already be completed. However, it is the responsibility of department heads to ensure that this is correct before submitting the budget. If you wish to check that the formula in your template is correct, you can view the work week multiplier in the total column on the salary tab of your operating budget document.

FY20	52.4
FY21	52.2
FY22	52.2
FY23	52.2

1.3 Employee Job Classes

As outlined in the overview, there are five main types of employees in the Town and each group has special budgeting requirements. The requirements are detailed below:

- 40-series employees are the hourly clerical "town" staff. The amount of increase for these employees is determined by the Human Resources Board and the percentage increase will be communicated to all departments by Finance once the guidelines are finalized. This salary increase amount remains in department operating budgets throughout the budget process and is never removed. These employees may be eligible for longevity increases as well. Please consult the (40 Series) longevity table to the right and add longevity increases to the budget where appropriate.

Years of Service	Amount
30 or more	$ 800.00
25-29 years	$ 700.00
20-24 years	$ 600.00
15-19 years	$ 500.00
10-14 years	$ 300.00

- 50/60-series employees are salaried "town" staff eligible for increased compensation through the merit pay plan, based upon the result of their annual performance review. The HR Board recommends a pool of funds for fiscal-year merit bonuses, usually as a percentage increase in payroll costs. Because the results of performance evaluations are unknown at the time the budget is created, departments must factor into their calculations providing this increase for their eligible employees. After budgets are turned in, the Finance Department removes the funds from these budgets and appropriates a like amount in a separate article at Town Meeting. This process enables all relevant parties to see the estimated true cost of employee salaries.
- Unionized employees receive their compensation based upon their respective union agreement with the Town and Schools. All COLA, steps, lanes, certifications, stipends, longevity and any other benefits associated with the contracts must be calculated in the operating budget submission. Some bargaining agreements also have mid-year steps that departments will have to budget for as well. These amounts remain in the operating budget through the process and are not accounted for separately.
- Contracted employees There are six "town" employees under contract (Executive Director, Finance Director, Police Chief, Deputy Police Chief, Fire Chief and Assistant Fire Chief) as well as a number of School department personnel. Estimated increases for these positions must be built into the operating budget and the increase does not get removed. Departments must include

monies for this purpose based either on the language of the employee's contract, or on what the Board estimates might be an increase in compensation for the ensuing year.

- Non-Union Unclassified Positions are generally hourly part-time, seasonal or temporary hires. Examples of such positions include recreation seasonal staff, crossing guards, part-time "on call" staff and per diem employees. Department heads should contact the Human Resource Director to discuss hourly rates and wage schedules as part of the budget development process.

There are several other points to consider in budgeting for personal services:

- Unsettled union contracts: There remains one unsettled union contract. Estimates should be made based upon the ongoing contract negotiations for a COLA settlement. The Town will set aside the amount in a separate fund for payment upon settlement.
- Effective July 1, 2019, the School contracts are settled (2020 through 2022). Seven (7) of the Town contracts have been settled through June 30, 2023.
- For settled contracts the salary increases should be budgeted in the submitted operating budget

1.4 Vacant Positions

If positions have remained vacant for several years, the Department Head should re-evaluate whether or not the position is still necessary. If it is determined that a vacant position is still needed, Departments are encouraged to budget vacant positions at the **mid-point** of the salary range. If a department had a long-time employee who was at the top of the range in their job class and has recently retired, replacing the position with a less senior employee may generate a savings. As the salary tables are created by the Human Resources Department, based on comparable industry standards, this method of budgeting allows for fair compensation of employees while helping control the growth rate in a department's budget.

1.5 Salary Tab

The salary tab of the operating budget is where all of the personal services calculations will be entered.

Please list all employees by name and title. Then show each employee's current year weekly salary followed by his/her starting weekly salary amount in the budget request year. Itemize any additional stipends and add to a total weekly pay amount. For union or 40 series employees who have a mid- year step, list their new weekly mid-year amount, followed by their stipends and add to a total weekly amount. For those who do not have mid-year steps, simply take the weekly amount and multiply that by the number of the pay weeks for that fiscal year. If there is a mid-year step, it will be necessary to calculate how many weeks the employee will be at the first weekly salary and how many weeks at the second weekly salary to come to a grand total for the fiscal year. The examples below show a regular 60-series employee with no stipends or steps followed by a union employee with an education stipend and a mid-year step increase. Please also keep in mind that 40-series employees are eligible for a step increase six months after they begin working for the Town. This six-month anniversary then becomes the one-year anniversary for subsequent step increases. Union employees on steps should follow contract provisions.

Job Title Employee Name	FY19 Rate as of 6/30/19	Group - Step	FY20 Starting Rate 7/1/2019	Ed. Stipend	Weekly	Group-Step	Step Rate	Ed. Stipend	New Weekly	Total Budget Request
Municipal Zoo Director Don Duqette	$ 2,200.00	62	$ 2,244.00	N/A	N/A	N/A	N/A	N/A	N/A	117,586
Municipal Zoo Coordinator Anthony Tigre Date of hire 6-1-18	$ 1,000.00	Z50-1 7-1-18	$ 1,020.00	$ 15.00	$ 1,035.00	B40-2	1,040.40	15.00	1,055.40	54,764

1.6 New Employees

Requests to add new employees generate additional costs and therefore require additional procedures. First, the Human Resources Board must approve any new position by December 1st. This process allows enough lead time for HR to evaluate the position, prepare job descriptions and go through its internal process. The Human Resources Board encourages any department contemplating a new position to begin the process as early as possible in the budget season. The **Human Resources Board's process** includes discussing the need for the position and approval of the final job description; by doing so, the Board sets the grade for the position which dictates the salary range to which it is assigned. Second, the Advisory Committee must be provided sufficient time to review the new position request. Lastly, once the new position is approved, the position must be added to the operating budget with an extra $20,000 to show the true cost of a full-time benefited employee. The $20,000 budget was developed several years ago to account for all of the benefits provided to a full-time position. The assumptions include various insurances: (family health plan, long-term disability, life, dental insurance and worker's compensation) as well as Medicare taxes. For employees less than full-time, please provide a prorated benefits cost. The benefited amount, along with merit pay, **will be removed from the department budget** prior to Town Meeting and budgeted with other benefit costs. However, operating budgets must be evaluated versus guideline with benefits included in the department total.

In order to assist departments with planning for a new position, a new form has been included (Appendix B on page 15) which should be used to project work space and tools needed by a new employee. Examples of this include: a new computer, phone, office supplies, and anything else relevant for that employee to complete his/her specific job. This form should be completed, signed by the department head or board chair, and submitted with the operating budget. It is pre-populated with typical items and average costs. The items listed on the new employee form should also appear in the operating budget in both the personal services and expense part of the budget request. This form can be found in the H-Drive under the "FIN" folder then "Forms" subfolder.

2.0 Expenses

2.1 Overview

The expense part of the budget can be found on the middle tab of the operating budget template titled "Personal Services & Expenses." On this tab, please add all the necessary items that are not related to salaries. This section includes office supplies, conferences, training and development, travel and anything else the department might need to fulfil its mission. The expense part of the operating budget has four parts in addition to the price for any line item: Munis Org, Munis Object, the account title, and the explanation. All of these pieces should be filled in for each item in the expense budget. Please research costs by calling vendors and evaluating past expenditures to develop a defensible budget. Expense budgets will be scrutinized this year in light of COVID-19 and reductions in costs for conferences and commuting to meetings etc. Departments should

also be prepared to answer questions from Advisory and provide calculations and backup for specific line items.

2.2 Categorizing Expenses

Expenses should be placed with the corresponding account title and explanation. The account title relates to the Munis Org and Object. For most departments, generic expenses have been set up in Munis and many of the account titles will already be there. However, some departments may have unique expenses that do not fit in with existing Munis codes. For example, a department may have to purchase paper bags for an initiative. Such an item would not appropriately go under office supplies or any other Munis code description. Therefore, it is recommended that departments work with Finance to determine when it is appropriate to have new accounts created. Finance will create new Munis codes if the situation merits it. Please see Appendix A on page 14 for a list of commonly used expense charge codes. When adding a new expense line, please refer to this list to see what is available. The Explanation part of the budget is more of a free-text field where details can be given about the specifics of a line item request. The Munis description "Conferences" can list specific conferences that the staff of a department is planning to attend in the coming year. Please provide as much specificity as possible to better inform those who review the departmental budgets.

2.3 Centralized Expenses

Gas and Utility costs are centrally managed and budgeted by the Facilities Management Department. Fuel costs are managed by the Department of Public Works. The Executive Director's office prepares centralized Legal, Liability Insurance, and Compensated Absences budgets. Each year, Human Resources will disseminate the updated IRS per-mile employee reimbursement rate to be used when estimating annual mileage. Employee benefit costs such as Health Insurance, the $20,000 "benefit assessment "for adding a position, Unemployment, Medicare, Pension, and OPEB are budgeted centrally.

2.4 Budgeting for IT Equipment and Services

The IT Department (ITD) budgets for maintenance and upgrades to enterprise systems used town-wide (e.g. MUNIS, MS Office, and GIS). Following conversion to a new VoIP telephone network in 2015, budgets for basic telephone service were also consolidated into the ITD operating budget. In FY18, the ITD developed a preventative maintenance schedule and now budgets centrally for the replacement of all existing PCs physically connected to the Town's data network. Laptops, printers, scanners, phones, and other software or equipment that are specific to a department's mission should be budgeted by those departments in the account numbers listed below. Specific consideration should be given to laptop and remote work capabilities. The ITD will work with your department during the budget planning process to establish an appropriate equipment replacement schedule for those items and discuss future needs. All new software and equipment purchases for non-School departments must be made through/by the ITD to ensure compatibility with existing systems, and to establish a single point of contact with vendors for billing and technical support.

- **530800** (Computer Software Services), **534080** (Software Licenses), **542060** (Software) – Include licensing, subscription, and maintenance/support contracts for software used exclusively by your department (e.g. AutoCAD, RecTrac, MySeniorCenter, Quickbooks, etc.)
- **534020** (Telephone), **534050** (Telecommunications), **534055** (Cable and Internet) – Include monthly changes for internet or wire-line telephone service from Comcast, Verizon, or another provider. Also include any expenses related to wireless/cellular phone service.
- **543030** (Computers Maintenance), **543040** (Equipment Maintenance), **583030** (Technology Equipment) – Include new printers, laptops, tablets, scanners, projectors, routers and other accessory devices that support your Department's mission. Costs will vary greatly by use/configuration and ITD will work with you to obtain quotes for budgeting purposes.

2.5 Encumbrances

When updating the column on the expense tab that represents the most recently completed year, please update the encumbrance amount at the bottom of that column. The total encumbrance amount for the most recent completed year should be what was actually spent the following year, not the grand total that was encumbered. For example, for the FY22 budget request submission, the most recently completed year would be FY20. The total encumbrance to be updated in FY20 would then be what was actually spent in FY21, not the total amount that was originally encumbered. Therefore, if $500 was originally encumbered from FY20 but only $400 was spent, $400 would be recorded in the FY20 column.

3.0 Narratives

3.1 Narrative Overview

All departments must submit narratives and updated organization charges for the Budget Book which is reviewed by the Advisory Committee and the Finance Department with the budget requests. The narrative is a department's opportunity to discuss the mission of the Board or Department, past initiatives, current initiatives, future goals, benchmarking, relevant statistical data, and any other aspects that might be of interest to Advisory and the public. The department narrative is where a department should outline current challenges, identified efficiencies, operational changes and, in this year's difficult budget climate, demonstrate why any funding above the guideline is necessary, if applicable. The narrative of each department should be formatted to include the following sections: Mission, department overview/organizational structure, highlights from the past year, upcoming year goals/initiatives, long-term goals/initiatives, personal service budget summary, expense budget summary, revenue chart, if applicable, and a section explaining why a department needs more resources or cannot comply with guidelines (if necessary).

3.2 Mission Statement

The Mission Statement section of the departmental narrative should describe the department's purpose, the services it provides, and the manner in which services are to be delivered. Well-crafted Mission Statements can be communicated at a high level and don't necessarily need to be lengthy.

3.3 Organizational Structure

The department overview/organizational structure will describe the leadership and reporting structure of the department, responsibilities of the various positions, and will include the number of employees.

3.4 Previous Accomplishments

In this section, the department should discuss goals and initiatives completed during the past year and how those achievements have benefitted the Town. This space can be used to describe completed projects and their impact, studies that were completed, new programs that were rolled out, and any other relevant statistics or items of interest.

3.5 Department Goals

The next section should describe what the department wishes to accomplish in the coming year. This should include new programs, projects, initiatives, and goals along with how these items will benefit the Town. Should any of your goals result in a financial impact to another board or department, please be specific about the operational and financial impacts.

3.6 Warrant Article Requests

Please give consideration to other initiatives that are not typically included in an operating budget or the capital budget for which you are considering making a request. These might either be cross-departmental projects, or isolated items for which funds are needed next year. Please include a list of the items and the project budget required so that they can be included as we determine the total amount of funds to be requested at Town Meeting and the ability to finance them.

3.7 Operating Budget Summary

The next two sections should be summaries of the personal service and expense budgets. Departments should describe any special situations that make up their personal service budget (contract employees, union agreements, mid-year steps, etc.) and provide detail on any new staffing requirements. The expense budget section is the opportunity to speak about initiatives that are driving costs and any other details that might raise questions from Advisory or the Select Board (conferences, mileage, new expense items, etc.). Additionally, Departments should explain what is driving their expense budget if the expense budget is not within guideline.

Beginning in fiscal 2021, budget requests should break the budget into several components so that Town Budgets are characterized similar to Schools: The **Base Budget** is the budget for existing staff, including contractual increases, and existing expenses with expected escalation. The **Level Service Budget** would include any services associated with a new law or mandate. **Strategic Plan Budget** items are new costs to help achieve that plan. **Unified Plan** items are new operating costs to implement programs that have been prioritized in the Unified Plan as a multi-departmental effort. **Critical needs** costs encompass new operating costs that benefit the departmental operation and do not fall in other categories but are deemed by the department to be essential for operation.

This year's limited guideline will primarily focus on the Base Budget and Level Service Budgets.

3.8 Revenue Explanation

As part of departmental operations, some departments collect payments for various services or programs. All departments that take in revenue of any kind should create a section in their narratives devoted to an explanation of those activities and a revenue chart showing the total amount of money collected for the last three completed years, a year-to-date total for the current year, and an estimate for the coming year. The coming year estimates should include impacts to revenue as a result of COVID-19.

Existing departmental revolving funds should be listed and considered this year as a source of revenue to offset costs.

3.9 Out of Guideline

The final section of the operating budget narrative provides the opportunity, if necessary, for the department to request more resources and explain in further detail why it cannot comply with guidelines. To clarify, out of guideline is defined as the percentage increase in a budget being higher than a 2.5% increase in "Town" budgets and a 2.5% increase in School budgets from what was approved in FY21.

The total financial impact of this 'over guideline' initiative should be clearly quantified. Much consideration should be given to this section so that the requests being made by the department are clear. All sections of the narratives should be written so that a person who has no familiarity with municipal government can understand what is being described. This reduces the number of questions relevant parties might have and makes for a much less complicated request process.

Capital Budget Process

Boards submit a detailed five-year capital plan annually, and they should take care to include all of their anticipated capital needs, for that timeframe, including cash capital and projects financed by debt or any other source. Capital requests should support the Department's strategic direction, and the financial and operational impact of each requested capital purchase should be quantified. Because financial resources are limited, boards are asked to internally prioritize capital needs and should fully research the cost of each item to better inform the discussion of which projects should be funded in a given year. Doing a thorough job of analyzing capital needs can help avoid sudden unanticipated requests in the current budget cycle, and greatly aids the financial planning process. With a rise in the inside the levy borrowing, available funding for cash capital projects is restricted.

The Select Board has adopted a policy allocating between 6.2% - 6.8% of budgeted (inside the levy) revenues, for combined capital and debt service expenditures, as the appropriate level for maintaining assets, while avoiding operating overrides or compromising operating budgets. A number of meetings were held to evaluate different methods of prioritizing capital projects. In the end, Department Heads were comfortable with discussing their needs with the Executive Director and Finance Director and accepting guidance as to the timing of projects - making reductions or deferring projects as requested. In review of past five-year capital plans the total cost is rising far in excess of the 6.2%-6.8% debt policy range

and is hovering around the 9.3% range for FY23 and FY24. With this gap, Departments annually feel their capital requests are being "cut", but the reality is that the Town is working to bring capital requests into alignment with the adopted policy range of 6.2%-6.8%. The five-year capital plan should strive to be closer to the upper threshold of the debt policy range to reduce the optics of deferment or cuts. In FY22 there is a maximum of $4.2M available for all cash capital projects. In FY23 there is currently a projected $3.1M available, and in FY24 there is a current projection of $3.2M available for cash capital projects. Capital requests should be submitted accordingly. **The Select Board has established a 6.2% target range for Capital requests in FY22.**

As of October 26, 2020, Town Meeting has adopted a Climate Action Resolution that requires the Town to proactively consider the impacts of Town funded projects and programs by including in any capital request a rationale for how the project or programs may influence greenhouse gas emissions and the Town's climate resiliency overall. As part of your capital request narrative please include this information.

The threshold for cash capital items is $10,000. Capital requests for the five-year capital plan shall be prioritized and itemized as follows:

1. Federal or State Mandate
2. Impact on Service to the Public
    a. Service addresses an immediate public health, safety, accreditation, or maintenance need
    b. Service is improved and addresses a public health, safety, accreditation or maintenance need
    c. Service is greatly improved
3. Urgency of Maintenance/Replacement Need
    a. Whether service or replacement is currently interrupted
    b. Whether project/expense/replacement requested will result in full restoration of service
    c. Whether project/expense/replacement is the most cost-effective method of providing or maintaining service
    d. Where service is not currently interrupted, the likelihood that it will be in the next five years if the project/expense/replacement is not funded
    e. Will costs increase (beyond inflation) if the project/purchase/replacement is delayed
    f. Project/expense/replacement is being requested to meet existing replacement schedule
4. Proportion of project/expense funded previously
    a. Request will complete project
    b. Request will move project to Feasibility
    c. Request will move project to Schematic Design
    d. Request will move project to construction
5. Proposed capital expenditure meets a goal or initiative of the Unified Plan
6. Proposed capital expenditure a goal or initiative of the Municipal Vulnerability Study
7. Proposed capital expenditure a goal or initiative of the department, board, or committee

For Departments that include vehicle purchases in their capital requests, the SEC asks that you consult the Town's Fuel Efficient Vehicle Policy (FEVP). For "non-exempt" vehicles, as defined in the FEVP, all departments/divisions shall purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

Capital request forms have been included and prioritization is mandated. Quotes and pictures are extremely helpful.

Budget Submission Timeline

- June 22, 2020 Annual Town Meeting (Delayed due to COVID-19)
- July 1, 2020 Fiscal Year begins
- August 26 --- Finance Director and BOS Chairs to Advisory with FY2019 update
- August 31 -- Finance Director updates BOS on FY2020 results
- October 5 – BOS Begins FY 2022 Budget guideline discussions
- October 14 – BOS continues guideline discussions
- October 26 - BOS continues guideline discussions
- October 29 – Inter-Board Meeting (evening)
- October 30 – Inter-Board Meeting (morning)
- November 2 – FY 2022 Operating Budget guideline finalized/ Capital planning discussion
- November 2 – Town-wide FMD Capital update
- November 5 – Operating budget manual & forms distributed; capital forms distributed
- November 12 – HR provides guidelines for 40/50/60 series
- November 16 – Open Annual Town Meeting Warrant
- December 2 – Capital budget requests submitted to Finance from all departments
- December 7 – Operating budgets due from Selectmen's departments. Finance begins budget compilation
- December 7 – Tax Classification Hearing
- December 14 – Select Board's Budget Workshop (Day)
- December 14 – BOS Budget Roll Up to SB for Review
- December 14 – Operating budgets due to Finance from non-school departments (early submissions encouraged)
- December 23– Warrant Closes for Annual Town Meeting
- January 12 – Superintendent's operating budget due
- January 19– Determine budget gap & begin closing process
- February 23– School Committee votes School Department operating budget
- Annual Town Meeting to begin April 26, April 27
- Annual Town Meeting to continue May 3, May 4, May 10, May 11

- **Operating Budget Checklist**

____	1	Review Guidelines
____	2	Obtain template from the H Drive under Finance
____	3	Save template to personal F or G drive
____	4	Save your template periodically as you work
____	5	Confirm that salaries are correct in the current year column on the salaries tab
____	6	Confirm that union employees and 40-series employees have the agreed to increases in the budget request year on the salaries tab
____	7	Confirm that the 50/60 series has the correct estimate for the merit pay increase in the budget request year on the salaries tab
____	8	Confirm that the "Total Salary Request" column on the salary tab is multiplying all employee salaries by the correct amount of pay weeks
____	9	Confirm that all employees who are eligible for longevity by July 1st of the current fiscal year have their longevity budgeted on the salary tab
____	10	Confirm that the actuals are correct in the previous fiscal years on the Personal Services and Expense tab (PSE)
____	11	Confirm that the current year budget column is correct on the PSE tab
____	12	Confirm that the formulas are correctly pulling the salaries from the salaries tab into the budget request column on the PSE tab
____	13	Confirm that the "Variance" columns are correct for personal services on the PSE tab
____	14	Confirm that the personal service subtotals are correct on the PSE tab
____	15	Enter expense requests in the budget request year column on the PSE tab
____	16	Confirm that the "Variance" columns are correct for Expenses on the PSE tab
____	17	Confirm that the Expense subtotals are correct on the PSE tab
____	18	Confirm that the encumbrance request amounts are correctly in the years they were spent in on the PSE tab
____	19	Confirm that the "Department Total" are correct on the PSE tab
____	20	Confirm that all totals on the "Summary Schedule" tab are correctly flowing from the PSE tab by the descriptions on the left side of the page
____	21	Confirm that the Subtotal for Personal Services and Expenses is correctly adding from the information above it on the Summary Schedule tab
____	22	Confirm the "Total" at the bottom of the Summary Schedule tab is correctly adding the two subtotals on that page
____	23	Confirm the Permanent Staffing totals at the bottom of the Summary Schedule tab

Capital Budget Checklist

____	1	Review Procedures
____	2	Obtain template from the H Drive under Finance if template was not sent to you directly
____	3	Inform Finance if you need assistance adding additional project tabs to your template
____	4	Save template to personal F or G drive
____	5	Save your template periodically as you work
____	6	Confirm that projects and dollar amounts from the previous fiscal years are the same and change them where necessary **on the individual project tabs**
____	7	Confirm that all project reference numbers and descriptions on the Summary tab match the project reference numbers and project descriptions on the individual tabs of your template
____	8	Confirm that all descriptions of current projects are still relevant on all project tabs of your template
____	9	Create and fill in any new project tabs on your template
____	10	Check that all the fiscal year total columns on all your project tabs link to the summary page in the matching fiscal year
____	11	Confirm that the formulas in the Total Capital Requests row and the 5 Year Total column are adding correctly on the Summary tab

Appendix A

Common Munis Expense Accounts

Object	Description
521030	FUEL OIL
524010	BUILDING MAINTENANCE
524020	VEHICLE MAINTENANCE
524030	EQUIPMENT MAINTENANCE
524040	OFFICE EQUIPMENT MAINTENANCE
524045	COPIER MAINTENANCE
524050	COMPUTER EQUIPMENT MAINTENANCE
524060	COMMUNICATIONS MAINTENANCE
524090	OTHER CONTRACTUAL SERVICES
527010	BUILDING RENTAL/LEASE
527030	EQUIPMENT RENTAL/LEASE
527050	COPIER MACHINES RENTAL/LEASE
527090	OTHER RENTALS/LEASES
530100	LEGAL SERVICES
530500	TRAINING AND DEVELOPMENT
530600	APPRAISALS AND SURVEYS
530700	ARCHITECTS AND ENGINEERS
530750	PROJECT MANAGEMENT SERVICES
530800	COMPUTER SOFTWARE SERVICES
530900	OTHER PROFESSIONAL SERVICES
534010	POSTAGE
534020	TELEPHONE
534030	ADVERTISING - GENERAL
534035	ADVERTISING - EMPLOYMENT
534040	PRINTING AND MAILING EXPENSE
534050	TELECOMMUNICATIONS
534055	CABLE AND INTERNET
534060	PHOTOCOPYING
534080	SOFTWARE LICENCES
534090	OTHER COMMUNICATIONS SERVICES
538090	OTHER PURCHASED SERVICES
541010	GASOLINE
541020	DIESEL FUEL
542010	OFFICE SUPPLIES
542020	COPIER SUPPLIES
542060	SOFTWARE
542090	OTHER GENERAL SUPPLIES
542110	UNIFORMS
542130	WORK CLOTHING
543010	BUILDING MAINTENANCE/REPAIR SUPPLIES
543030	COMPUTERS MAINTENANCE/REPAIR SUPPLIES
543040	EQUIPMENT MAINTENANCE/REPAIR SUPPLIES
543060	CUSTODIAL MAINTENANCE/REPAIR SUPPLIES
543090	OTHER MAINT/REPAIR SUPPLIES
545000	CUSTODIAL SUPPLIES
549095	PROMOTIONAL MATERIALS
554200	OTHER PURCHASED PRODUCTS
555160	SUPPLIES
566010	SALES TAX
566020	FUEL TAX
566030	MEALS TAX
571010	TRAVEL - MILEAGE
571110	CONF/MTGS - ADMINISTRATORS
571120	CONF/MTGS - PROFESSIONAL STAFF
571130	CONF/MTGS - SUPPORT STAFF
571140	CONF/MTGS - COMM/BOARD MEMBERS
573090	DUES - OTHER
583030	TECHNOLOGY EQUIPMENT

Appendix B

New Position Form

This form to be used when a Department is requesting a new position. Positions must be approved by Human Resources by December 1st, so please allow adequate lead time (check with HR). Once this is done, use this form to calculate the true cost of a new position by entering all the information requested below. Have your Department Head or Board Chair Person sign off on the completed form and submit this form with your operating budget.

1. Employee Job Title	2. Employee Job Class	3. Hourly Rate	4. Hours Per Week	5. Pay Weeks	Personal Services
					$ -

New positions require $20,000 standard benefit assessment n/a

Subtotal Personal Services #VALUE!

	Y	N	Amount	
6. Work Space for new Employee?	☐	☐		Consult IT for wiring costs
7. New Computer for Employee?	☐	☐	-	
8. New Telephone for Employee?	☐	☐	-	
9. New Chair for Employee?	☐	☐		Enter cost manually
10. Conferences	☐	☐		Enter cost manually
11. Dues	☐	☐		Enter cost manually
12.Travel/Mileage	☐	☐		Enter cost manually
13. Misc Office Supplies for Employee?	☐	☐		Enter cost manually

New Employee Grand Total **#VALUE!**

APPENDIX B

TWO SIDED DOCUMENT DEC - 7 2012

TOWN OF WELLESLEY
FINANCIAL
RESERVES POLICY

BACKGROUND

The Town desires to set out a policy for determining the appropriate level and use of Financial Reserves (Reserves) as part of its annual financial planning process. Reserves have been used over the years to accomplish several objectives, including resolving emergencies or for long term purposes such as capital expenditures. Reserves have also been used, at times, to balance the operating budgets.

As part of the long range planning process, it has been suggested that the Selectmen put a policy in place on the use of the Town's Reserves. As part of the annual Town wide Financial Plan, a critical component of the analysis is the determination of the level of Reserves.

The Government Finance Officers' Association recommends maintaining balances of Reserves in the amount of 5-15% of Budgeted Operating Revenues.

DEFINITIONS

Free Cash: Sum of funds appropriated and raised by the Town, but not expended in the years for which they were appropriated, plus unanticipated revenues, minus uncollected taxes of prior years. This amount must be certified by the Massachusetts Bureau of Accounts before it can be used. The determination is made annually in the late fall, based on sums as of the end of the previous fiscal year.

General Purpose Stabilization Fund: A special reserve account created to provide for any lawful purpose pursuant to MGL c. 40, section 5B. The Town may appropriate into this fund in any year an amount no more than 10% of the prior year's tax levy. The outstanding balance in the account cannot exceed 10% of the Town's equalized valuation. Creation of, and appropriation to and from, the General Purpose Stabilization Fund requires a two-thirds vote of Town Meeting.

Budgeted Operating Revenues: For purposes of this policy, the definition includes taxes and state and local receipts used for the operating budget. Self-supporting items such as traffic and parking receipts reserved for appropriation, Community Preservation Act Funds, Enterprise Funds, and excluded items (exempt debt and the funding

exclusion for Other Post Employment Benefits [OPEB]) are not included in the Budgeting Operating Revenue total.

Reserves: Free Cash and the Stabilization Funds.

Special Purpose Stabilization Fund: A stabilization fund set up for a specific purpose in order to encourage long-term planning and anticipated expenditures. Creation of, and appropriation to and, from the special purpose stabilization fund requires a two-thirds vote of Town Meeting.

POLICY STATEMENT

The determination of the appropriate level of Reserves must be evaluated in the context of the Town's overall financial picture which includes not only OPEB and Pension obligations but also funds set aside and used for specific purposes such as Community Preservation Act Funds, Chapter 90 Funds, and the Enterprise Funds. Maintenance of the proper level of Reserves will be part of the annual budget process.
Good financial policy articulates, and continues to reevaluate, the appropriate levels and use of Reserves to achieve the Town's long- range goals.

POLICY

The Town of Wellesley hereby adopts a policy on Reserves as follows:

1) Reserves shall be maintained at a level sufficient to provide required financial resources to:

   a. Maintain top tier bond rating,
   b. Ensure short-term cash availability when revenue is unavailable or there are unanticipated expenditures or emergency cash needs,
   c. Minimize interest expense from short-term borrowing for operating budget needs,
   d. Provide for investment income,
   e. Provide for stable tax rates, and
   f. Enhance planning for contingencies and long term planning.

2) Reserves shall be maintained in a range of 8 to 12% of the current period's Budgeted Operating Revenues.

a. Reserves in excess of 8 % but less than 12 % may be utilized for the following purposes:

1. Stabilizing tax rates or fluctuations in cash flow requirements,
2. Meeting anticipated capital needs, and.
3. Avoiding or deferring an Override.

b. Reserves in excess of 12% may be used in accordance with the Town wide Financial Plan and can be available for appropriation at Town Meeting.

3) Reserves may be drawn below 8% for one or more extraordinary or unforeseen expenditures which are one-time, non-recurring expenditures.

Promulgated this 10th day of December, 2012 effective upon the filing of a copy hereof with the Town Clerk

WELLESLEY BOARD OF SELECTMEN

Terri Tsagaris, Chairman

Ellen F. Gibbs, Vice Chairman

Barbara D. Searle, Secretary

Katherine L. Babson, Jr.

Donald S. McCauley

Reserve Calculation for Subsequent Budget

		Year		Amount
Free Cash Balance (from prior year end)		6/30/2012	$	10,499,623
Stabilzation balance (from prior year end)		6/30/2012	$	3,071,289
	Total Reserves		$	13,570,912
	Current year beginning reserve %			11.37%
Possible Current year changes				
Current year (2013) estimated revenue shortfall - State			$	(250,000)
Current year (2013) estimated expense turnback 2013			$	750,000
Additional current year (2013) Snow and Ice		current - STM	$	(600,000)
Proposed to balance subsequent (2014) year budget		next year - ATM	$	(2,500,000)
Other Unanticipated needs				
Change in Retirement Funding schedule (2014 budget)			$	(600,000)
Other			$	-
Estimated Uses before recertification			$	(3,200,000)
Estimated ending Reserves after estimated uses			$	10,370,912
				Estimated Reserve Balance
Current year revenue budget (as calculated per policy)	$	119,305,603		8.693%

Town of Wellesley

Prior year (ending) Reserves as a percentage of current year revenues

(For purposes of determining subsequent year action)

12/7/2012 10:21

1-Jul	Prior year Free Cash*	Prior Year General purpose Stabilization	Current Year Sources and Uses Revenue*	Subtract Debt - Excluded Revenue	Subtract OPEB Exclusion	Subtract CPC & Traffic	Current Net Revenue	General Reserves % of Revenue
2013	$ 10,499,623	$ 3,071,289	$ 133,159,065	$ 10,436,702	$ 1,800,000	$ 1,616,760	$ 119,305,603	11.37%
2012	$ 8,439,070	$ 3,045,628	$ 127,197,630	$ 10,058,107	$ 1,800,000	$ 1,476,136	$ 113,863,387	10.09%
2011	$ 9,471,751	$ 3,022,256	$ 124,030,778	$ 8,954,941	$ 1,800,000	$ 1,675,161	$ 111,600,676	11.20%
2010	$ 9,145,674	$ 2,786,551	$ 118,333,453	$ 6,504,369	$ 1,800,000	$ 2,170,133	$ 107,858,951	11.06%
2009	$ 10,692,354	$ 2,150,628	$ 115,043,010	$ 5,033,306	$ 1,800,000	$ 3,024,798	$ 105,184,906	12.21%
2008	$ 6,786,366	$ 1,980,183	$ 105,664,965	$ 3,743,001	$ 1,800,000	$ 1,175,370	$ 98,946,594	8.86%
2007	$ 4,028,225	$ 1,992,348	$ 98,131,055	$ 3,794,401	$ -	$ 1,031,302	$ 93,305,352	6.45%

APPENDIX C

Administrative Policy and Procedure	Board of Selectmen DEBT POLICY Approved – February 12, 2018

PURPOSE:

To manage the portion of the Town's annual budget spent on cash capital and long-term debt financed within the Town's levy limit so as to provide a predictable funding stream for capital expenditures without negatively impacting annual operating budgets. Managing these costs will help insure that the Town maintains its Aaa bond rating which enables it to obtain the most favorable rates when money is borrowed for such projects.

APPLICABILITY:

This policy is applicable to all capital expenditures financed "inside the levy". This includes items financed with cash when possible, and other sources that may be available (grants, gifts, or the CPA surcharge), and projects that are borrowed but paid for inside the Town's levy. Debt that is issued as a result of a voter-approved debt exclusion is not applicable to this policy.

POLICY:

1. In order to best manage resources inside the levy, the Town's policy is to provide for a combination of cash capital and inside the levy debt to between 6.2% and 6.8% of recurring operating revenues (the combination of the (inside) levy, State revenues, and Local receipts). Any increase in this percentage will negatively impact the funds available for departmental operating budgets.
2. Inside the levy debt is intentionally structured to be of short average duration. The Town attempts to avoid issuing debt by financing capital needs with cash, when possible, or with other sources, including grants, gifts, and the CPA surcharge.
3. Debt may be issued for assets having a life longer than three to five years. Massachusetts Municipal Law governs the type of projects that may be borrowed and limits the maximum duration of the amortization, although the Town typically chooses a shorter life. Debt is used in part to smooth the financial impact of capital projects on the tax rate and assign costs to the period that the asset is in service.

IMPLEMENTATION PROCEDURE:

1. It is the policy of the Board of Selectmen to continue to support the longstanding practice of amortizing debt on depreciable assets on a level principal, rather than level debt service, basis. Level principal amortization is a conservative practice which allows rapid reduction of debt. The only level debt service debt issued is on non- depreciating assets such as land purchases.
2. Issuing and structuring debt is the responsibility of the Treasurer under Mass General Law. The Treasurer and financial team, under the direction of the Board of Selectmen, will finance projects voted by Town meeting or by referendum in a fiscally prudent and affordable manner. The financial team may also seek advice from an outside financial advisor specializing in municipal debt.

3. The Financial Team will recommend to the Board of Selectmen a combination of cash capital and borrowed debt that falls within the guideline set by the Board in order to appropriately finance the projects prioritized by the Town in each budget year.
4. Town Meeting must authorize all debt funded projects through a two-thirds vote at Town Meeting.
5. The Board of Selectmen must approve all debt at a posted public meeting.
6. Funds necessary to conduct feasibility studies on projects slated to be considered for exclusion may be borrowed on a temporary basis. If the project is eventually authorized, the funds may be rolled into the exclusion. If the project fails, the feasibility funds must be borrowed inside the levy with a shortened amortization period (*G.L.* c.44 § 7).

EXCLUDED DEBT GUIDANCE:

Debt exclusions (exempt from limits of Proposition 2 ½) are utilized to temporarily add a direct funding source to the Tax Levy, thereby avoiding a negative impact upon the operating budget. At present, 89% of the Town's outstanding general fund debt has been financed in this manner, primarily attributable to major school building projects. The Town has not established specific limits for excluded debt at this time, but it is expected that the Town will continue to find it necessary to finance large school replacements and significant renovations to other buildings in the foreseeable future. It is the responsibility of the financial team to inform the legislative body as they consider the potential cost of a project, through modeling the potential tax impact to an average household as ultimately taxpayer votes will determine the amount of exempt debt – subject to MGL limits.

DEFINITION:

1. Inside the levy debt is defined as items financed with cash and projects that are borrowed but paid for inside the Town's levy.
2. Total debt is limited by MGL to 5% of the Equalized Valuation ($587.5 million at 6/30/16) and the Town's outstanding general fund debt is about 27% of this limit as of 6/30/16.

REGULATORY / STATUTORYS REFERENCES:

This policy is subject to the requirements set forth in *G.L.* c.44 § 1-20.

Administrative Policy and Procedure

Board of Selectmen
DEBT POLICY
Approved – February 12, 2018

APPROVED BY:

Board of Selectmen, Chair: Ellen F. Gibbs

Board of Selectmen: Jack Morgan

Board of Selectmen: Marjorie R. Freiman

Board of Selectmen: Thomas H. Ulfelder

Board of Selectmen: Elizabeth Sullivan Woods

Original date: ..... January 30, 2018
Revised dates: .....

APPENDIX D

TOWN OF WELLESLEY INVESTMENT POLICY

(revised 5/14/12)

Background

The Town of Wellesley is responsible for the management of various Town funds for the liquidity needs for Town operations and for the maintenance of reserves for future uses.

Policy Statement

The Town's Investment Policy is intended to set forth investment objectives, establish guidelines and define responsibilities for the investment of the Town Funds. The Town Funds are to be invested in a manner which will meet the daily cash flow demands of the Town, conform to state statutes and Town Bylaws governing the investment of public funds and provide maximum security of such funds, taking into account the three principles of municipal investment policy: safety, liquidity and yield. This investment policy will be shared with all financial institutions that the Town utilizes for non-retirement banking and investment activities.

Definitions

A. **Operating Funds:** All funds of the Town and its utilities generated through normal operations and borrowing except for the Funds set forth below;

B. **Reserve Funds:** All Town funds held separately in accounts for future uses, such as the Stabilization, Unemployment, Workers' Compensation, and Liability Insurance Accounts as well as any new account established by the appropriate public authority and designated as a Reserve Fund.

C. **Trust Funds:** Gifts and bequests made to the Town for a specific long term purpose. The gift or bequest must be accepted by the appropriate public authority pursuant to Town Bylaw Article 5.6 and specifically identified as a Trust Fund.

D. **Retirement Funds:** Assets of the Wellesley Contributory Retirement System held separately from Town funds and managed under MGL c. 32. Such funds are not subject to this Investment Policy.

E. **OPEB Funds:** Retiree Healthcare funds ("OPEB") held separately pursuant to Acts of 2004, c. 88, which are invested under the guidance of the Town's Retirement Board. Such Funds are not subject to this Investment Policy.

F. **Treasurer:** The person appointed under the provisions of Town Bylaw Article 19.43 and, in his/her absence, the person designated by the Treasurer to serve as the Assistant Treasurer/Collector.

G. **Fixed Income Securities:** Bonds, Notes and Certificates of Deposit (CD's), with a maturity of greater than one year but not to exceed ten years and are legal for investment by Massachusetts municipalities. This can include Equity Linked Certificates of Deposit, as long as all CD's carry current applicable FDIC limits and are represented by an FDIC number. The average maturity for the Fixed Income portfolio at any time shall not exceed five years

Objective

The objective of this Investment Policy is to set general guidelines for the investment of the Town of Wellesley's available Operating, Reserve and Trust Funds in a manner that ensures the following:

A. **Operating Funds:** First and foremost, preserving capital of the overall portfolio through diversification and prudent selection of investment instruments; maintaining sufficient liquidity to meet all operating and debt

service requirements; and attaining a market average rate of return comparable to portfolios of similar investment mix and maturities, throughout budgetary and economic cycles taking into account the legal requirements detailed below and the cash flow characteristics of the portfolio

B. **Reserve Funds:** Continued emphasis on preserving capital and maintaining liquidity, while attaining a slightly better rate of return than that of Operating Funds as a result of more flexible investment opportunities provided by state law

C. **Trust Funds:** Although the emphasis on safety remains, Trust Funds have a longer investment horizon which provides for more flexible investment opportunities through the possible use of Fixed Income Securities and equities provided by state law.

Responsibilities

- The Board of Selectmen has the responsibility to set the guidelines and criteria for investments of Town Funds and to establish adequate procedures for issuing reports on investment activities. (Town Bylaw Article 19.5.3.)
- The Treasurer has responsibility for the investment of Town Funds (Town Bylaw Article 19.43).
- The Treasurer shall make all decisions regarding the management of the investment program; however, if the Treasurer wishes to make a decision to deviate from the terms of this policy, the Treasurer shall obtain prior written approval from the Board of Selectmen.
- The Treasurer and those responsible to the Treasurer shall be bonded as required by law, and insured for their fiduciary responsibilities to limits set by the Board of Selectmen on the advice of the Town's insurance consultant.
- The Treasurer shall be responsible for monitoring changes to the General Laws governing the type and method of investing Town funds referred to in this Investment Policy.

Statutory Authority

A. **Operating Funds:** MGL c. 44, § 55B requires that all funds of the Town which are not required to be kept liquid for purposes of immediate distribution, shall be invested at the highest possible interest rate reasonably available, taking into account the three principles of municipal investment policy: safety; liquidity; and yield. MGL c. 44, § 55 limits the investment options which are legal for municipal Treasurers to the following:

1. Certificates of Deposit with a maximum maturity of one year or less as defined in MGL c. § 55 issued by commercial banks, mutual savings banks, savings and loans and cooperative banks;
2. Money Market Deposit Accounts with commercial banks, mutual savings banks, savings and loans and cooperative banks;
3. Repurchase Agreements with a maturity of less than 90 days, issued by a bank and secured by U.S. Government or Agency obligations;
4. Pooled Investment Funds operated under the authority of the State Treasurer;
5. U.S. Treasury instruments or U.S. Government Agency obligations with a maximum maturity as defined in MGL C. 44, § 55;
6. Money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940, as amended, operated in accordance with Section 270.2a-7 of Title 17 of the Code of Federal Regulations, that have received the highest possible rating from at least one nationally recognized statistical rating organization.

B. **Reserve Funds:** The following are the legal requirements for investment of the Reserve Funds:

1. Stabilization Fund: MGL c. 40, § 5B provides for investment in savings banks, co-operative banks or trust companies organized under the laws of the Commonwealth, or invest in securities which are legal for the investment of funds of savings banks under the laws of the Commonwealth or in federal savings and loans associations situated in the Commonwealth.
2. Unemployment Compensation Fund: MGL c. 40, § 5E provides for investment in such manner as may be legal for other city, town or district funds under the laws of the Commonwealth including, without limitation, the Massachusetts Municipal Depository Trust.
3. Workers Compensation Fund: MGL c. 40, § 13A provides that the Fund shall be under the management of the "commissioners of trust funds" but there is no statutory investment requirement set forth.
4. Liability Insurance Fund: The Town of Wellesley's special act, creating the Liability Insurance Fund (Acts of 1987, c. 751), provides that the investment of such Fund shall be in such a manner as may be legal for the investment of municipal trust funds (see C. below).

C. **Trust Funds**: MGL c. 44, § 54 provides that the funds shall be deposited into savings banks, trust companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation ("FDIC"); national banks; or invested in participation units in a combined investment fund under MGL c. 29, § 38A, in paid–up shares and accounts of and in co-operative banks; in shares of savings and loan associations; or in shares of savings deposits of federal savings and loan associations doing business in the Commonwealth. In addition, such funds may be invested in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth; provided that not more than fifteen percent (15%) of any such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent (1.5%) of such funds be invested in the stock of any one bank or insurance company.

Investment Guidelines

A. **Operating Funds**

1. Diversification: The Town of Wellesley will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and the State Treasurer's investment pools, no more than 25% of the Town's total investment portfolio may be invested in a single security type referenced in the following Sections 2 through 7 or with a single financial institution, unless that investment category carries full FDIC insurance or that single financial institution's investments are fully collateralized.
2. Selection of Banks for Investments: It is the responsibility of the Treasurer to assess the financial condition of the banks in which the Town of Wellesley invests by reviewing bank rating guides and banks' Reports of Financial Condition and by periodic discussions with the institutions about their financial condition. Primary emphasis will be placed on a bank's capital adequacy, loan quality and profitability before determining suitability for Town investments. MGL c. 44, § 55 specifies that a municipality may not at any one time have on deposit in a bank or trust company an amount exceeding 60% of the capital and surplus of that institution and a total of all the municipality's accounts must not exceed 60% of the bank's net equity. For purposes of this policy, the Town of Wellesley will not have on deposit amounts exceeding 10% of capital and surplus and 10% of net equity, unless those deposit carry full FDIC insurance or are fully collateralized. In addition, it is the Town's policy that at no time shall any single bank or bank holding company hold in excess of 25% of the cash balance under the control of the Treasurer for more than three consecutive days.

3. Investment Size and Collateralization: The size of the Town's investment portfolio precludes the use of only FDIC insured products. Efforts will be made to maximize FDIC insurance protection and periodic modifications to this policy may be made to take advantage of changing FDIC regulations. Massachusetts has no legal requirement for collateralizing public deposits. Until adoption of collateralization legislation, the Treasurer will provide as much security as possible for the Town of Wellesley's bank investments through the prudent selection process described above.

4. Utilization of State Treasurer's Investment Pools: The Massachusetts Municipal Depository Trust (MMDT) combines the funds of Massachusetts public units and invests on their behalf in short-term instruments of U.S. Treasury and Government Agencies and large corporations and financial institutions, thus offering investors, such as the Town of Wellesley, the opportunity to earn higher yields through a professionally managed fund. Investments in these pools are not a deposit in a bank and are neither insured nor guaranteed by the Commonwealth of Massachusetts, the FDIC, or the U.S. Government or any of its agencies. Although the Cash Portfolio is managed to seek to maintain a stable $1.00 unit price, there is no guarantee it will be able to do so and a loss of principal is possible with these pools. Assets will be invested only in "tier 1" and "tier 2"credit quality securities as defined by the guidelines in SEC rule 2a-7. This degree of safety is recognized by the Government Accounting Standards Board in its qualification of state investment pools in financial statements.

   The Town of Wellesley will continue to utilize this highly liquid, comparatively safe pool as an integral part of its overall investment strategy.

5. Third Party Custody: For administrative ease, custody accounts may be established in the name of the Town of Wellesley in order to receive and hold book entry U.S. Treasury and Government Agency securities purchased by the Town from commercial banks, collateral for any repurchase agreements to which the Town is party, and collateral against any bank investments the Town may require.

6. U.S. Treasury and Government Agency Securities: The Town will utilize these securities, with a maturity of one year or less, for reasons of diversification and security. Treasury securities will be purchased either at auction or through the secondary market. Agency securities will only be purchased through registered dealers.

7. Repurchase Agreements: Repurchase agreements may be used on a limited basis for durations of 90 days or less. Except in the case of overnight repurchase agreements used for the investment of available float in one of the Town's operating accounts, any agreement entered into by the Town will be on a delivery versus payment basis and in the format of the Public Securities Association Master Repurchase Agreement. Collateral will be in the form of U.S. Treasury or Government Agency securities delivered to the Town's third party custodian.

B. **Reserve Funds**

1. The Investment Guidelines and Options for Operating Funds also are applicable to the investment of Reserve Funds.

2. The investment options available for Reserve Funds also will include such securities as are legal for the investment of funds of savings banks under the laws of the Commonwealth. However, unlike trust funds, Reserve Funds have a much higher liquidity requirement and a greater need for preservation of principal thus precluding the use of equities that would normally be permitted under statutory authority. The investment portfolio for Reserve Funds shall not consist of more than 75% in Fixed Income Securities. All securities must maintain active secondary markets, and hence be able to liquidate within five business days.

C. **Trust Funds**

1. The Investment Guidelines and Options for Reserve Funds are also applicable to the investment of Trust Funds.
2. The investment options available for Trust Funds also will include those options set forth in MGL c. 44, §54, allowing a municipality to invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth; provided that no more than fifteen percent (15%) of such trust funds shall be invested in bank stocks and insurance company stocks, nor shall more than one and one-half percent (1.5%) of such funds be invested in the stock of any one bank or insurance company.

Review And Reporting

A. **Review**: To comply with Town Bylaw Article 19.5.3 this policy shall be reviewed by the Board of Selectmen every three years.

B. **Reporting by the Treasurer**:

1. Cash Analysis: The Treasurer shall prepare a Cash Analysis report monthly for the Finance Director and Executive Director in a form substantially as attached hereto and the Treasurer will submit it to the Board of Selectmen on a quarterly basis for its review.
2. Trust/Reserve Fund Report: The Treasurer shall prepare quarterly for the Finance Director and Executive Director the Trust/Reserve Fund Report in a form substantially as attached hereto and the Treasurer will submit it to the Board of Selectmen on an annual basis for its review.

The Board of Selectmen voted to adopt the within Investment Policy Statement at its meeting held on May 1, 2012. The Board of Selectmen filed the within Investment Policy with the Town Clerk, and posted it on the Town website on May 15, 2012.

Barbara D. Searle, Chair

Terri Tsagaris, Vice Chair

Ellen F. Gibbs, Secretary

Katherine L. Babson, Jr.

Donald S. McCauley

APPENDIX E

Statistical Section

This part of the Town of Wellesley's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

Financial Trends

- These schedules contain trend information to help the reader understand how the Town's financial performance and well-being have changed over time.

Revenue Capacity

- These schedules contain information to help the reader assess the Town's most significant local revenue source, the property tax.

Debt Capacity

- These schedules present information to help the reader assess the affordability of the Town's current levels of outstanding debt and the Town's ability to issue additional debt in the future.

Demographic and Economic Information

- These schedules offer demographic and economic indicators to help the reader understand the environment within which the Town's financial activities take place.

Operating Information

- These schedules contain service and infrastructure data to help the reader understand how the information in the Town's financial report relates to the services the Town provides and the activities it performs.

SOURCES: Unless otherwise noted, the information in these schedules is derived from the audited financial reports for the relevant year.

Net Position By Component
Last Ten Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Governmental activities										
Net investment in capital assets	$ 122,874,236	$ 136,010,244	$ 140,647,943	$ 139,229,485	$ 141,158,278	$ 148,818,623	$ 155,132,937	$ 157,153,332	$ 162,153,159	$ 162,479,778
Restricted	11,789,893	8,279,834	9,177,754	11,350,777	10,394,774	10,572,176	10,236,030	10,715,597	11,918,885	12,883,650
Unrestricted	37,090,605	41,155,077	40,250,651	(1,146,424)	(1,065,091)	(126,380)	(60,532,686)	(56,118,900)	(61,737,797)	(46,377,393)
Total governmental activities net position	$ 171,754,734	$ 185,445,155	$ 190,076,348	$ 149,433,838	$ 150,487,961	$ 159,264,419	$ 104,836,281	$ 111,750,029	$ 112,334,247	$ 128,986,035
Business-type activities										
Net investment in capital assets	$ 76,222,981	$ 79,158,029	$ 82,672,463	$ 83,609,607	$ 84,703,679	$ 85,594,311	$ 87,359,541	$ 87,482,288	$ 88,572,516	$ 88,576,032
Restricted	-	2,458,152	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	1,000,000	1,000,000
Unrestricted	13,714,674	13,935,227	14,212,650	7,139,890	7,808,653	12,792,675	11,907,658	9,481,231	7,303,769	7,743,526
Total business-type activities net position	$ 89,937,655	$ 95,551,408	$ 98,885,113	$ 92,749,497	$ 94,512,332	$ 100,386,986	$ 101,267,199	$ 98,963,519	$ 96,876,285	$ 97,319,558
Primary government										
Net investment in capital assets	$ 199,097,217	$ 215,168,273	$ 223,320,406	$ 222,839,092	$ 225,861,957	$ 234,412,934	$ 242,492,478	$ 244,635,620	$ 250,725,675	$ 251,055,810
Restricted	11,789,893	10,737,986	11,177,754	13,350,777	12,394,774	12,572,176	12,236,030	12,715,597	12,918,885	13,883,650
Unrestricted	50,805,279	55,090,304	54,463,301	5,993,466	6,743,562	12,666,295	(48,625,028)	(46,637,669)	(54,434,028)	(38,633,867)
Total primary government net position	$ 261,692,389	$ 280,996,563	$ 288,961,461	$ 242,183,335	$ 245,000,293	$ 259,651,405	$ 206,103,480	$ 210,713,548	$ 209,210,532	$ 226,305,593

The Town implemented GASB Statements #67, #68, and #71 in 2015 which required the net pension liability to be recorded for the first time. This also required the revision of the ending net position in 2014.
The Town implemented GASB Statements #75 in 2018 which required the net OPEB liability to be recorded for the first time. This also required the revision of the ending net position in 2017.
The 2019 column reflects the change in measurement date for GASB Statement #75.

Changes in Net Position
Last Ten Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Expenses										
Governmental activities:										
General government	$ 8,039,353	$ 9,670,731	$ 12,874,364	$ 14,414,151	$ 14,818,677	$ 16,065,450	$ 8,805,331	$ 8,814,934	$ 9,704,821	$ 9,141,425
Facilities maintenance	-	-	-	-	-	-	11,880,224	12,350,521	13,992,663	12,484,919
Natural resources	-	-	-	-	-	-	636,909	725,662	650,341	578,406
Public safety	14,807,588	16,064,398	16,973,654	17,710,263	18,190,686	19,814,209	17,132,944	17,548,998	19,887,928	17,824,882
Public education	90,309,800	99,679,399	99,210,900	102,344,740	107,336,897	111,214,742	118,927,884	122,811,840	130,968,311	127,265,999
Public works	10,574,130	10,315,238	9,709,246	10,865,268	11,612,335	11,467,571	14,112,079	13,920,456	14,985,459	14,813,731
Health	1,481,237	1,558,985	1,597,225	1,683,576	1,771,888	1,762,755	1,103,030	1,001,200	1,212,242	1,292,687
Library	3,639,739	3,907,255	3,853,620	4,004,455	4,092,547	4,509,513	4,251,592	4,420,548	4,492,512	4,582,627
Recreation	2,535,659	2,548,867	2,456,850	2,717,234	2,861,127	2,798,705	3,176,831	2,607,564	2,627,843	1,992,469
Traffic and parking management	523,460	541,165	598,789	659,832	651,374	761,292	832,610	789,994	725,300	1,039,262
Community preservation	669,739	789,270	105,345	19,992	35,941	75,855	187,011	687,669	357,988	331,855
COVID-19	-	-	-	-	-	-	-	-	-	413,825
Interest	3,790,479	4,100,237	3,816,585	3,442,724	3,080,832	5,219,877	4,830,418	4,391,453	4,416,324	4,008,703
Total government activities expenses	136,371,184	149,175,545	151,196,578	157,862,235	164,452,304	173,689,969	185,876,863	190,070,839	204,021,732	195,770,790
Business-type activities:										
Sewer	6,494,844	6,798,842	6,799,922	7,010,402	7,183,205	7,065,470	7,403,979	7,452,341	7,784,577	7,725,163
Water	5,341,473	5,414,502	5,189,293	5,938,980	6,293,253	5,741,906	6,100,706	6,707,078	7,235,256	7,879,097
Municipal light	30,330,724	28,865,770	31,253,122	32,845,603	33,471,296	31,752,049	33,237,686	38,605,006	39,196,975	34,014,913
Total business-type activities expenses	42,167,041	41,079,114	43,242,337	45,794,985	46,947,754	44,559,425	46,742,371	52,764,425	54,216,808	49,619,173
Total primary government expenses	$ 178,538,225	$ 190,254,659	$ 194,438,915	$ 203,657,220	$ 211,400,058	$ 218,249,394	$ 232,619,234	$ 242,835,264	$ 258,238,540	$ 245,389,963
Program Revenues										
Governmental activities:										
Education charges for services	$ 2,945,519	$ 3,445,765	$ 3,284,351	$ 3,780,607	$ 4,133,754	$ 4,588,795	$ 4,868,667	$ 4,968,173	$ 5,242,307	$ 4,102,835
Public safety charges for services	3,139,731	3,083,319	2,894,844	3,991,467	4,095,532	4,272,574	3,852,917	6,577,435	5,600,029	3,815,847
Other charges for services	4,145,090	3,816,824	3,640,168	3,793,602	3,739,997	4,044,264	4,804,745	4,061,182	4,249,760	3,337,844
Education operating grants and contributions	23,240,231	24,030,559	24,201,659	25,190,552	21,027,295	26,120,256	30,971,700	32,205,325	33,102,976	38,117,534
Other operating grants and contributions	1,306,643	973,067	1,391,765	1,083,745	752,440	1,358,563	872,209	1,063,246	1,493,174	3,346,835
Education capital grant and contributions	16,833,405	13,255,854	-	-	-	1,174,029	3,020,319	-	-	-
Other capital grant and contributions	1,048,294	258,148	2,345,265	990,827	1,950,446	2,446,151	1,028,260	580,951	1,169,737	1,968,482
Total government activities program revenues	52,658,913	48,863,536	37,758,052	38,830,800	35,699,464	44,004,632	49,418,817	49,456,312	50,857,983	54,689,377
Business-type activities:										
Municipal light charges for services	33,971,542	33,845,457	33,775,820	33,747,559	34,209,512	34,885,519	34,592,292	35,313,607	37,268,992	35,661,467
Sewer and water charges for services	13,087,800	13,179,396	13,359,209	13,899,712	14,350,065	14,683,479	15,837,178	15,119,727	15,088,805	14,859,420
Municipal light capital grant and contributions	1,110,888	550,447	441,013	602,671	1,151,012	1,636,744	663,708	880,585	771,777	541,559
Other capital grant and contributions	188,010	117,567	-	-	-	228,337	-	146,826	-	-
Total business-type activities program revenues	48,358,240	47,692,867	47,576,042	48,249,942	49,710,589	51,434,079	51,093,178	51,460,745	53,129,574	51,062,446
Total primary government program revenues	$ 101,017,153	$ 96,556,403	$ 85,334,094	$ 87,080,742	$ 85,410,053	$ 95,438,711	$ 100,511,995	$ 100,917,057	$ 103,987,557	$ 105,751,823
Net (Expense)/Revenue										
Governmental activities	$ (83,712,271)	$ (100,312,009)	$ (113,438,526)	$ (119,031,435)	$ (128,752,840)	$ (129,685,337)	$ (136,458,046)	$ (140,614,527)	$ (153,163,749)	$ (141,081,413)
Business-type activities	6,191,199	6,613,753	4,333,705	2,454,957	2,762,835	6,874,654	4,350,807	(1,303,680)	(1,087,234)	1,443,273
Total primary government net expense	$ (77,521,072)	$ (93,698,256)	$ (109,104,821)	$ (116,576,478)	$ (125,990,005)	$ (122,810,683)	$ (132,107,239)	$ (141,918,207)	$ (154,250,983)	$ (139,638,140)
General Revenues and other Changes in Net Position										
Governmental activities:										
Real estate and personal property taxes, net of tax refunds payable	$ 99,994,520	$ 104,498,139	$ 108,975,300	$ 112,155,012	$ 120,017,005	$ 127,800,794	$ 131,146,331	$ 135,997,161	$ 140,554,509	$ 144,857,998
Community preservation tax	897,294	944,740	982,069	1,019,365	1,084,562	1,153,629	1,201,441	1,247,964	1,301,988	1,341,104
Motor vehicle and other excise taxes	3,774,776	4,241,411	4,481,517	4,824,229	5,065,773	5,464,687	5,265,624	5,847,263	5,919,710	5,650,461
Meals tax	473,820	510,083	527,124	547,618	583,551	620,369	637,046	658,814	684,631	611,589
Nonrestricted grants, contributions, and other	2,158,510	2,338,231	1,761,581	1,919,920	1,793,829	1,794,382	2,102,798	1,735,859	2,057,273	1,914,868
Unrestricted investment income	738,342	469,826	342,128	297,426	262,241	627,934	582,309	1,041,214	2,229,856	2,357,181
Transfers	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Total governmental activities	109,037,262	114,002,430	118,069,719	121,763,570	129,806,961	138,461,795	141,935,549	147,528,275	153,747,967	157,733,201
Business-type activities:										
Transfers	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
Total primary government	$ 108,037,262	$ 113,002,430	$ 117,069,719	$ 120,763,570	$ 128,806,961	$ 137,461,795	$ 140,935,549	$ 146,528,275	$ 152,747,967	$ 156,733,201
Changes in Net Position										
Governmental activities	$ 25,324,991	$ 13,690,421	$ 4,631,193	$ 2,732,135	$ 1,054,121	$ 8,776,458	$ 5,477,503	$ 6,913,748	$ 584,218	$ 16,651,788
Business-type activities	5,191,199	5,613,753	3,333,705	1,454,957	1,762,835	5,874,654	3,350,807	(2,303,680)	(2,087,234)	443,273
Total primary government	$ 30,516,190	$ 19,304,174	$ 7,964,898	$ 4,187,092	$ 2,816,956	$ 14,651,112	$ 8,828,310	$ 4,610,068	$ (1,503,016)	$ 17,095,061

Note: In 2017 the Town CAFR renamed/revised the functional expense groupings. Functional groupings prior to 2017 were not revised.
Note: The 2019 column reflects the change in measurement date for GASB Statement #75.

Fund Balances, Governmental Funds
Last Ten Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
General Fund										
Committed	$ 4,579,461	$ 2,106,100	$ 2,785,748	$ 1,936,883	$ 4,240,335	$ 2,990,300	$ 3,950,943	$ 5,080,885	$ 1,880,827	$ 1,743,287
Assigned	1,204,575	993,682	3,633,780	5,169,365	3,726,971	3,834,068	5,949,459	3,478,397	5,021,045	6,332,723
Unassigned	15,961,930	18,632,699	15,342,967	15,230,000	14,521,699	18,092,104	18,566,100	20,788,871	24,245,720	26,918,753
Total general fund	$ 21,745,966	$ 21,732,481	$ 21,762,495	$ 22,336,248	$ 22,489,005	$ 24,916,472	28,466,502	$ 29,348,153	$ 31,147,592	$ 34,994,763
All Other Governmental Funds										
Nonspendable	$ 210,612	$ 210,612	$ 210,612	$ 357,953	$ 357,953	$ 357,953	$ 357,953	$ 357,952	$ 474,055	$ 437,266
Restricted	43,284,958	24,249,828	21,151,572	18,248,261	34,628,603	29,736,594	20,707,687	26,564,000	28,739,533	22,635,442
Unassigned	-	-	(41,158)	(807,356)	-	-	-	-	-	-
Total all other governmental funds	$ 43,495,570	$ 24,460,440	$ 21,321,026	$ 17,798,858	$ 34,986,556	$ 30,094,547	$ 21,065,640	$ 26,921,952	$ 29,213,588	$ 23,072,708

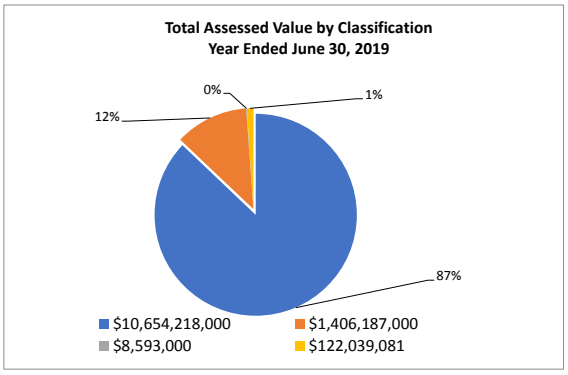
Changes in Fund Balances, Governmental Funds
Last Ten Years

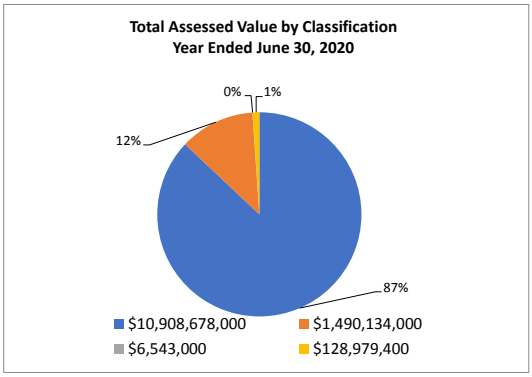
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Revenues:										
Real estate and personal property taxes, net of tax refunds	$ 99,818,198	$ 104,226,073	$ 108,739,508	$ 112,573,209	$ 119,526,163	$ 127,955,497	$ 131,692,216	$ 135,032,080	$ 140,561,739	$ 144,447,614
Motor vehicle and other excise taxes	4,176,809	4,228,910	4,327,860	5,382,154	4,956,214	5,616,703	5,544,062	5,843,270	5,901,008	5,534,128
Meals tax	473,820	510,083	527,124	547,618	583,551	620,369	637,046	658,814	684,631	611,589
Community preservation taxes	897,294	944,740	982,069	1,019,365	1,084,562	1,153,629	1,201,441	1,247,964	1,301,988	1,341,104
Charges for service	1,027,099	1,093,207	1,058,774	1,118,806	1,215,693	1,291,915	1,482,112	1,503,011	1,549,919	1,102,284
Intergovernmental	42,988,428	39,931,269	28,646,792	26,896,444	24,027,252	29,706,452	36,376,415	34,095,554	35,948,591	41,425,334
Departmental and other	11,664,631	11,542,943	10,967,308	12,658,370	12,833,870	16,715,684	14,967,860	17,205,908	18,088,147	15,400,684
Total Revenue	161,046,279	162,477,225	155,249,435	160,195,966	164,227,305	183,060,249	191,901,152	195,586,601	204,036,023	209,862,737
Expenditures:										
General government	5,408,845	6,877,414	10,298,877	11,542,295	11,684,930	12,860,407	4,540,347	4,610,308	5,263,101	5,164,269
Facilities maintenance	-	-	-	-	-	-	8,539,854	8,692,135	9,858,158	8,812,222
Natural resources	-	-	-	-	-	-	440,230	510,259	465,353	415,933
Public safety	11,083,552	10,816,829	11,460,664	11,565,484	11,805,762	12,339,995	12,296,502	13,592,778	13,889,443	13,892,751
Public education	61,973,391	67,902,646	66,984,931	69,318,778	77,020,768	77,139,421	79,160,007	84,322,361	86,595,124	87,167,344
Public works	8,564,830	7,763,448	7,088,348	8,503,550	9,215,863	8,640,708	7,909,141	8,301,071	8,290,037	8,355,908
Health	1,267,769	1,268,209	1,273,950	1,116,404	1,182,446	1,127,921	707,180	754,201	828,863	997,006
Recreation	1,732,633	1,671,069	1,558,082	1,572,670	1,584,791	1,488,351	2,246,211	1,847,868	1,975,394	1,740,630
Library	2,672,071	2,677,590	2,533,327	2,452,277	2,486,348	2,663,336	2,734,755	2,921,632	2,624,097	2,911,780
Pension benefits - Teachers Retirement	10,681,200	11,056,041	11,576,070	11,910,914	7,856,302	11,839,507	16,440,703	17,404,000	17,746,000	22,691,000
Pension benefits	1,714,065	2,647,015	3,226,373	5,024,893	5,952,739	6,161,639	6,408,377	6,640,351	7,073,362	7,487,909
Employee benefits and insurances	17,203,335	18,376,472	19,223,856	19,112,319	20,025,444	20,170,637	20,188,388	21,869,262	21,387,830	21,980,846
Capital outlay	49,457,590	35,072,030	12,426,663	7,076,881	52,519,057	20,205,770	22,588,576	12,460,987	10,480,193	12,669,833
Community preservation	669,739	789,270	105,345	19,993	35,941	75,855	187,011	687,669	357,988	331,855
COVID-19	-	-	-	-	-	-	-	-	-	413,825
State and county charges	1,054,462	1,087,753	1,140,498	1,139,836	1,172,460	1,222,643	1,230,199	1,239,256	1,262,764	1,263,722
Other	523,460	541,165	598,789	659,832	651,374	761,292	832,610	789,994	725,300	1,039,262
Debt service										
Principal	9,395,000	9,740,000	11,390,000	8,915,000	8,825,000	11,245,000	11,380,000	11,840,000	11,643,000	11,020,000
Principal payment on current refunding	-	-	-	-	-	-	-	-	-	21,000,000
Interest	3,784,370	4,262,024	3,970,894	3,665,637	3,364,814	5,502,309	5,227,790	4,883,736	5,022,317	5,235,696
Total Expenditures	187,186,312	182,548,975	164,856,667	163,596,763	215,384,039	193,444,791	203,057,880	203,367,868	205,488,324	234,591,791
Excess (Deficiency) of revenues over (under) expenditures	(26,140,033)	(20,071,750)	(9,607,232)	(3,400,797)	(51,156,734)	(10,384,542)	(11,156,728)	(7,781,267)	(1,452,301)	(24,729,054)
Other Financing Sources (Uses)										
Issuance of bonds and notes	22,610,000	-	10,505,000	-	68,840,000	15,445,700	5,860,000	12,443,000	4,245,000	18,530,000
Premium from issuance of bonds	347,144	23,135	1,344,535	-	1,973,541	1,612,743	392,000	1,076,230	298,376	2,905,345
Payments to refunded bond escrow agent	-	-	(6,351,703)	-	(4,274,541)	(11,738,443)	-	-	-	-
Transfers in	1,596,641	5,135,568	2,512,416	1,538,218	10,797,345	7,523,635	1,852,893	1,906,337	4,694,134	4,632,213
Transfers out	(596,641)	(4,135,568)	(1,512,416)	(538,218)	(8,839,156)	(4,923,635)	(1,869,135)	(906,337)	(3,694,134)	(3,632,213)
Total other financing sources (uses)	23,957,144	1,023,135	6,497,832	1,000,000	68,497,189	7,920,000	6,235,758	14,519,230	5,543,376	22,435,345
Net change in fund balance	$ (2,182,889)	$ (19,048,615)	$ (3,109,400)	$ (2,400,797)	$ 17,340,455	$ (2,464,542)	$ (4,920,970)	$ 6,737,963	$ 4,091,075	$ (2,293,709)
Debt service as a percentage of noncapital expenditures	9.57%	9.49%	10.08%	8.04%	7.48%	9.67%	9.20%	8.76%	8.55%	7.32%

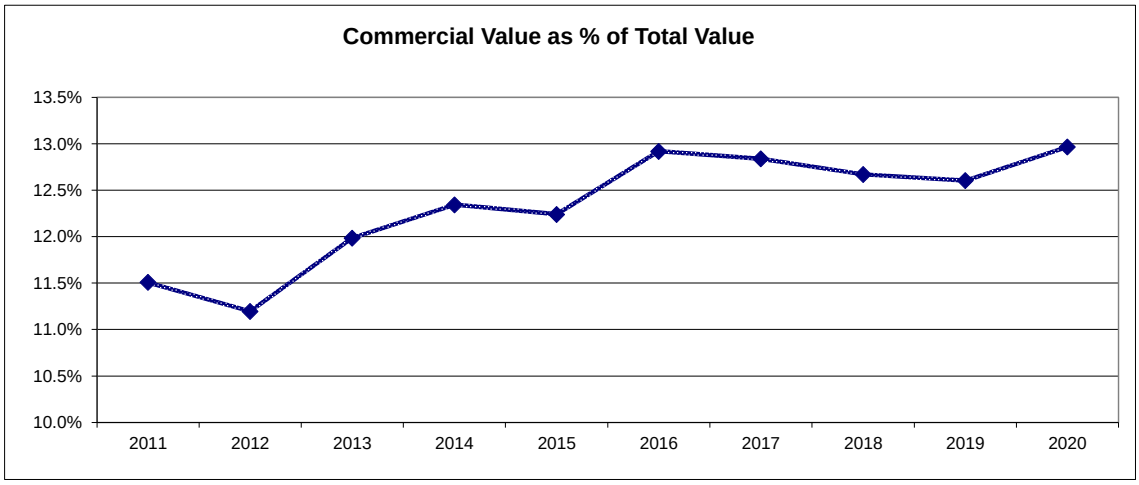
Notes: In 2015 Intergovernmental revenues and Teacher's pension benefits were lower due to the way the State calculated these amounts in that year.
In 2017 the Town CAFR renamed/revised the functional expenditure groupings. Functional groupings prior to 2017 were not revised.

Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates
Last Ten Years

Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Residential % of Total Value	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Total Town Value
2011	$7,753,180,000	11.43	88.49%	$904,740,000	$6,622,000	$97,082,100	$1,008,444,100	11.43	11.51%	$8,761,624,100
2012	$8,125,029,000	11.48	88.80%	$921,119,000	$7,110,000	$96,383,800	$1,024,612,800	11.48	11.20%	$9,149,641,800
2013	$8,234,182,000	11.70	88.01%	$1,005,915,000	$7,438,000	$108,072,185	$1,121,425,185	11.70	11.99%	$9,355,607,185
2014	$8,550,806,000	11.54	87.65%	$1,087,234,000	$7,814,000	$109,281,300	$1,204,329,300	11.54	12.35%	$9,755,135,300
2015	$9,116,045,000	11.56	87.76%	$1,159,807,000	$8,155,000	$103,805,900	$1,271,767,900	11.56	12.24%	$10,387,812,900
2016	$9,382,323,000	11.83	87.76%	$1,269,582,000	$8,380,000	$114,193,700	$1,392,155,700	11.83	12.92%	$10,774,478,700
2017	$9,721,777,000	11.79	87.16%	$1,309,028,000	$7,801,000	$115,324,400	$1,432,153,400	11.79	12.84%	$11,153,930,400
2018	$9,935,541,000	11.95	87.33%	$1,318,844,000	$7,330,000	$115,824,600	$1,441,998,600	11.95	12.67%	$11,377,539,600
2019	$10,654,218,000	11.57	87.39%	$1,406,187,000	$8,593,000	$122,039,081	$1,536,819,081	11.57	12.61%	$12,191,037,081
2020	$10,908,678,000	11.56	87.03%	$1,490,134,000	$6,543,000	$128,979,400	$1,625,656,400	11.56	12.97%	$12,534,334,400







Source: Assessor's Department, Town of Wellesley
All property in the Commonwealth of Massachusetts is assessed at 100% of fair cash value.

Note: Chapter 59, Section 21C of the Massachusetts General Laws, known as "Proposition 2 1/2", imposes 2 separate limits on the annual tax levy of the Town. The primary limitation is that the tax levy cannot exceed 2 1/2 percent of the full and fair cash value. The secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding fiscal year as determined by the State Commissioner of Revenue by more than 2 1/2 percent, subject to an exception for property added to the tax rolls and for certain substantial valuation increases other than as part of a general revaluation. The secondary limit may be exceeded in any year by a majority vote of the voters, however it cannot exceed the primary limitation.

Principal Taxpayers
Current Year and Nine Years Ago

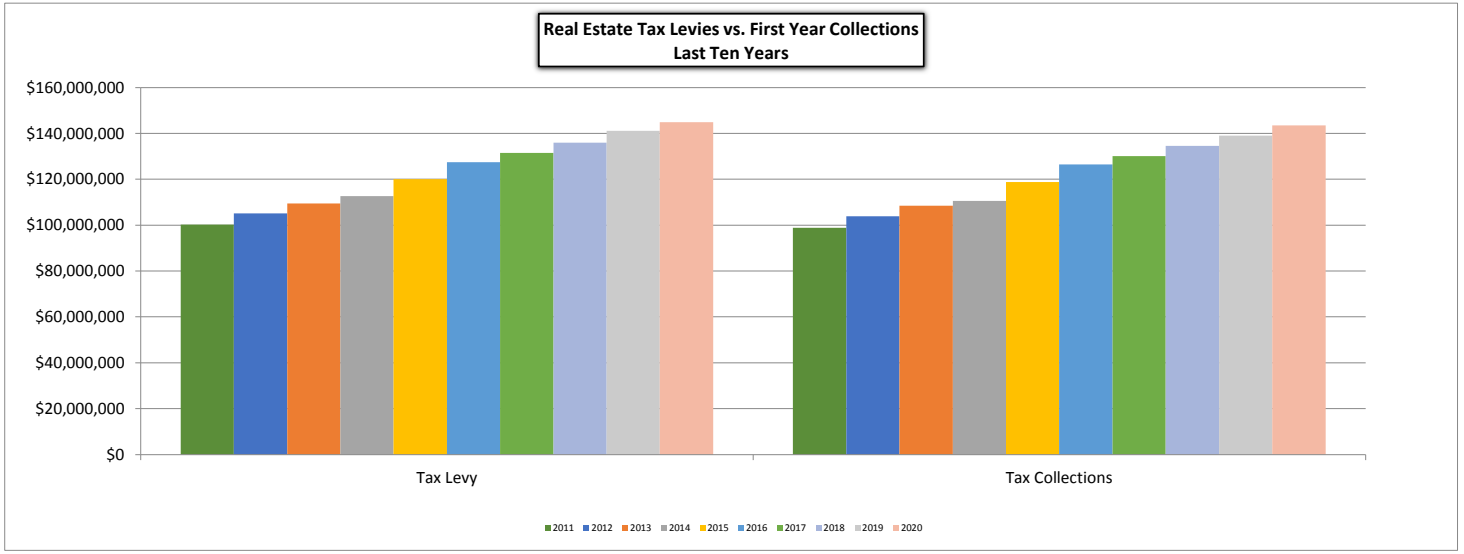
Name	Nature of Business	2020 Assessed Valuation	2020 Rank	2020 Percentage of Total Taxable Assessed Value	2011 Assessed Valuation	2011 Rank	2011 Percentage of Total Taxable Assessed Value
John Hancock	Insurance and Financial Services	$ 236,277,000	1	2.08%	126,080,000	2	1.34%
Haynes Management	Office Buildings/Real Estate	192,578,000	2	1.69%	132,920,000	1	1.41%
Eastern Development/FR Linden Square	Retail/Real Estate	192,369,000	3	1.69%	87,925,000	3	0.93%
Sun Life Assurance	Insurance and Financial Services	127,925,000	4	1.12%	76,506,000	4	0.81%
Wellesley Gateway	Higher Education	97,444,000	5	0.86%	67,528,000	5	0.72%
Wellesley College	Real Estate	96,899,000	6	0.85%	-	N/A	N/A
Linear Realty	Senior Living	42,195,000	7	0.37%	-	N/A	N/A
Wellesley Washington Street / Waterstone	Senior Living	40,250,000	8	0.35%	29,729,000	8	0.32%
Hunnewell Family	Residential	38,931,000	9	0.34%	25,674,000	9	0.27%
Newton Wellesley Executive Office Park	Office Buildings	37,633,000	10	0.33%	-	N/A	N/A
Harvard Pilgrim Health	Office Buildings	-	N/A	N/A	54,270,000	6	0.58%
GPT Realty	Residential	-	N/A	N/A	30,040,000	7	0.32%
Grignaffini & Sons	Real Estate Development	-	N/A	N/A	19,494,100	10	0.21%
	Totals	$ 1,102,501,000		9.69%	$ 650,166,100		6.90%

Source: Board of Assessors

N/A = Value not included because not in the Top 10 taxpayers.

Property Tax Levies and Collections
Last Ten Years

Year	(1) Total Tax Levy	Less Abatements & Exemptions	(1) Net Tax Levy	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Net Tax Levy
2011	$100,145,363	$473,167	$99,672,196	$98,786,724	99.1%	$548,280	$99,335,004	99.66%
2012	$105,037,888	$482,547	$104,555,341	$103,876,244	99.4%	$574,623	$104,450,867	99.90%
2013	$109,460,604	$511,863	$108,948,741	$108,403,084	99.5%	$510,101	$108,913,185	99.97%
2014	$112,574,261	$417,132	$112,157,130	$110,515,646	98.5%	$554,853	$111,070,499	99.03%
2015	$120,083,117	$748,894	$119,334,224	$118,816,355	99.6%	$289,485	$119,105,840	99.81%
2016	$127,462,083	$465,399	$126,996,684	$126,399,234	99.5%	$617,760	$127,016,994	100.02%
2017	$131,504,839	$436,914	$131,067,925	$130,108,550	99.3%	$833,634	$130,942,184	99.90%
2018	$135,961,598	$431,814	$135,529,784	$134,533,542	99.3%	$467,956	$135,001,498	99.61%
2019	$141,050,299	$482,325	$140,567,974	$138,984,438	98.9%	$574,976	$139,559,414	99.28%
2020	$144,896,906	$464,738	$144,432,168	$143,428,814	99.3%	$0	$143,428,814	99.31%



Source: Assessor's Department, Town of Wellesley

(1) Includes tax liens.

Ratios of Outstanding Debt and General Bonded Debt
Last Ten Years

Year	U. S. Census Population (1)	Personal Income	Assessed Value	Governmental Activities Debt: General Obligation Bonds	Per Capita	Percentage of Personal Income	Percentage of Assessed Value
2011	27,982	$1,876,105,536	$8,761,624,100	$116,457,400	$4,162	6.21%	1.33%
2012	27,982	$1,913,627,647	$9,149,641,800	$106,588,272	$3,809	5.57%	1.16%
2013	27,982	$1,951,900,200	$9,355,607,185	$99,957,468	$3,572	5.12%	1.07%
2014	27,982	$1,997,047,358	$9,755,135,300	$90,853,790	$3,247	4.55%	0.93%
2015	27,982	$2,015,991,172	$10,387,812,900	$148,129,507	$5,294	7.35%	1.43%
2016	27,982	$2,007,232,806	$10,774,478,700	$142,800,780	$5,103	7.11%	1.33%
2017	27,982	$2,058,875,872	$11,153,930,400	$137,232,552	$4,904	6.67%	1.23%
2018	27,982	$2,228,234,642	$11,377,539,600	$138,365,189	$4,961	6.21%	1.22%
2019	27,982	$2,236,181,530	$12,191,037,081	$130,629,055	$4,668	5.84%	1.07%
2020	27,982	$2,327,067,066	$12,534,334,400	$118,961,669	$4,251	5.11%	0.95%

Year	Business-Type Activities (2): General Obligation Bonds	Total Primary Government: Total Debt Outstanding	Per Capita	Percentage of Personal Income	Percentage of Assessed Value
2011	$8,214,419	$124,671,819	$4,455	6.65%	1.42%
2012	$7,264,429	$113,852,701	$4,069	5.95%	1.24%
2013	$7,759,000	$107,716,468	$3,849	5.52%	1.15%
2014	$6,987,483	$97,841,273	$3,497	4.90%	1.00%
2015	$7,430,628	$155,560,135	$5,559	7.72%	1.50%
2016	$7,145,662	$149,946,442	$5,359	7.47%	1.39%
2017	$5,281,787	$142,514,339	$5,093	6.92%	1.28%
2018	$5,811,011	$144,176,200	$5,169	6.47%	1.27%
2019	$5,049,490	$135,678,545	$4,849	6.07%	1.11%
2020	$4,277,109	$123,238,778	$4,404	5.30%	0.98%

(1) 2010 Census, US Census Bureau
(2) Municipal Light Plant, Sewer Fund, and Water Fund.
Source: Audited Financial Statements, U. S. Census.

Direct and Overlapping Governmental Activities Debt

As of June 30, 2020

Town of Wellesley, Massachusetts		Debt Outstanding	Estimated Percentage Applicable		Estimated Share of Overlapping Debt
Debt repaid with property taxes:					
Norfolk County	$	16,130,000	8.17%	$	1,317,821
Town direct debt		118,961,669			118,961,669
Total direct and overlapping debt	$	135,091,669		$	120,279,490

The overlapping debt percentage used to arrive at the Town's share of the total Norfolk County outstanding debt is the ratio of the Town's operating assessment for FY20 paid to the County divided by the total of all assessments paid by each municipality within the jurisdictional boundary of the County.

Source: Norfolk County Treasurer's Office

Computation of Legal Debt Margin
Last Ten Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Equalized Valuation	$ 10,032,866,400	$ 9,773,806,800	$ 9,773,806,800	$ 10,212,968,600	$ 10,212,968,600	$ 11,749,686,900	$ 11,749,686,900	$ 11,377,539,600	$ 11,377,539,600	$ 13,524,019,800
Debt Limit -5% of Equalized Valuation	$ 501,643,320	$ 488,690,340	$ 488,690,340	$ 510,648,430	$ 510,648,430	$ 587,484,345	$ 587,484,345	$ 568,876,980	$ 568,876,980	$ 676,200,990
Less:										
Outstanding debt applicable to limit	115,015,000	105,275,000	97,670,000	90,853,790	145,550,000	138,860,700	137,232,552	138,365,189	126,545,700	118,961,669
Authorized and unissued debt	25,450,146	27,406,452	22,360,581	40,499,698	13,269,526	18,282,590	13,856,229	8,125,350	11,938,021	11,962,297
Legal debt margin	$ 361,178,174	$ 356,008,888	$ 368,659,759	$ 379,294,942	$ 351,828,904	$ 430,341,055	$ 436,395,564	$ 422,386,441	$ 430,393,259	$ 545,277,024
Total debt applicable to the limit as a percentage of debt limit	28.00%	27.15%	24.56%	25.72%	31.10%	26.75%	25.72%	25.75%	24.34%	19.36%

Source: Massachusetts Department of Revenue - Equalized valuations are established as of January 1 of even-numbered years for the next two years.

Demographic and Economic Statistics
Last Ten Years

Year	Population Estimates	Personal Income	Per Capita Personal Income	Median Age	School Enrollment	Unemployment Rate	
2011	27,982	$1,876,105,536	$67,047	37.0	4,892	4.0%	
2012	27,982	$1,913,627,647	$68,388	37.0	4,986	4.0%	
2013	27,982	$1,951,900,200	$69,756	37.0	4,857	5.8%	
2014	27,982	$1,997,047,358	$71,369	38.2	4,940	4.2%	
2015	27,982	$2,015,991,172	$72,046	37.1	4,970	4.2%	
2016	27,982	$2,007,232,806	$71,733	38.2	4,923	3.9%	
2017	27,982	$2,065,519,312	$73,816	38.2	4,917	2.9%	
2018	27,982	$2,228,234,642	$79,631	38.2	4,908	2.7%	
2019	27,982	$2,236,181,530	$79,915	38.2	4,863	2.7%	
2020	27,982	$2,327,067,066	$83,163	38.2	4,758	9.4%	*

Sources: 2010 US Census, Wellesley Public Schools, Mass. Executive Office of Labor and Workforce Development.

* COVID - 19

Principal Employers (excluding the Town)
Current Year and Nine Years Ago

Employer	Nature of Business	2020 Employees	2020 Rank	2020 Percentage of Total Town Employment	2011 Employees	2011 Rank	2011 Percentage of Total Town Employment
Wellesley College	Higher Education	1,080	1	8.69%	1,200	2	9.04%
Sun Life Financial	Insurance Company	1,012	2	8.14%	1,661	1	12.51%
Babson College	Higher Education	900	3	7.24%	850	3	6.40%
Harvard Pilgrim Health Care	Insurance Company	442	4	3.55%	490	4	3.69%
Roche Brothers	Grocery	332	5	2.67%	330	5	2.49%
Harvard Vanguard Medical Associates	Healthcare	327	6	2.63%	N/A	N/A	N/A
Mass Bay Community College	Higher Education	287	7	2.31%	250	6	1.88%
Dana Hall School	Private School	260	8	2.09%	220	8	1.66%
Whole Foods	Grocery	250	9	2.01%	N/A	N/A	N/A
Wellesley Country Club	Private Recreation Club	174	10	1.40%	250	7	1.88%
Biogen IDEC	Bio-pharmaceutical	N/A	N/A	N/A	210	9	1.58%
Towers Watson	Actuary	N/A	N/A	N/A	200	10	1.51%
		5,064		40.72%	5,661		42.63%

According to the Massachusetts Workforce Development Data, in June 2020 Wellesley had a total labor force of 12,435, of whom 11,263 were employed and 1,172 were unemployed.

Sources: Mass. Labor and Workforce Development, Wellesley local employers
N/A = No previous historical data

Operating Indicators by Function/Program
Last Ten Years

Function/Program	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
General Government										
Facilities maintenance work orders	unavailable	unavailable	1,353	1,254	1,371	1,102	1,006	1,763	1,525	1,329
Building										
New home building permits	33	61	71	67	69	69	79	37	45	49
Residential Additions	91	103	84	104	119	108	100	83	97	68
Residential Alterations	352	326	331	352	425	419	348	332	348	300
Residential Demolition	38	59	71	64	65	104	89	36	45	44
Commercial Alterations	141	133	189	96	103	121	104	120	143	57
Police										
Physical arrests	234	190	190	199	206	167	169	140	189	146
Motor vehicle violations	7,541	7,524	6,984	8,596	8,460	7,681	6,723	7,041	5,717	5,046
Police personnel and officers	57	56	56	57	58	58	59	60	60	60
Fire										
Inspections	1,864	2,076	2,160	2,024	2,469	2,222	1,967	2,130	2,158	1,150
Emergency responses	3,894	3,924	3,881	3,924	4,140	4,233	4,221	4,311	4,226	3,878
Fire personnel and officers	58	55	55	58	57	57	58	58	57	57
Education										
Number of public school students	4,892	4,986	4,857	4,940	4,970	4,923	4,917	4,908	4,863	4,758
Health services										
Number of vaccinations	1,716	1,162	942	771	680	669	946	712	1,040	1,045
Reported Disease Investigations	82	120	173	188	197	174	283	283	194	581
Library										
Volumes in circulation	672,094	730,474	741,704	758,179	743,337	739,316	760,434	774,617	782,598	628,787
eBook Collection (1)	3,640	8,649	15,816	20,334	66,894	171,292	85,824	90,966	60,153	62,856
Reference Questions Answered	64,680	102,432	93,024	96,876	110,256	86,184	106,089	110,760	133,368	126,684
Recreation										
Total program revenue	$963,609	$1,002,059	$914,214	$1,061,929	$1,060,831	$1,205,072	$1,369,561	$1,417,819	$1,582,803	$1,265,017
Programs Ran	unavailable	unavailable	541	530	605	610	702	1,021	774	749
Program Participants	unavailable	unavailable	10,343	7,592	6,920	9,551	7,267	7,241	9,624	9,280
Morses Pond Attendance	27,736	36,260	41,782	17,893	24,170	24,263	28,387	23,367	18,199	21,619
Traffic and parking management										
Total parking revenue	$647,623	$784,911	$882,648	$835,971	$832,488	$905,227	$881,374	$874,404	$950,212	$730,185
Meters Repaired	unavailable	unavailable	unavailable	unavailable	659	302	unavailable	212	88	33
Sewer										
Number of accounts	8,125	8,126	8,122	8,130	8,093	8,181	8,129	8,173	8,059	8,188
Feet rodded/flushed	305,337	398,951	275,776	327,635	293,000	254,755	303,770	233,573	158,144	111,070
Water										
Number of accounts	12,006	12,041	12,100	12,188	8,296	8,388	8,373	8,357	8,250	8,381
Consumption in gallons (millions)	871	847	864	1,036	919	942	973	915	849	897
Daily consumption (millions)	2.39	2.21	2.11	2.84	2.52	2.57	3.00	2.50	2.33	2.45
Municipal Light										
Total kilowatt hour sales	241,443,224	238,399,850	248,169,479	247,815,724	245,245,456	236,712,233	240,208,941	237,285,787	250,561,304	237,580,900
Municipal kilowatt hour usage	10,898,822	10,880,167	11,214,680	11,617,297	11,527,241	11,283,168	11,626,264	11,712,227	11,459,336	9,875,581
Streetlight kilowatt hour usage (2)	2,256,278	1,875,180	1,879,056	1,879,380	1,879,505	1,880,308	1,880,192	1,880,192	970,060	925,581

Source: Various Town Departments

(1) The eBook collection is lower in 2017 as a result of a vendor changing contracts to reduce the number of available titles and increase the quality of selection.

(2) The LED lighting project decreased usage beginning in 2019.

Full-time Equivalent Town Employees by Function
Last Ten Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Function										
General government	53	53	71	71	72	74	78	79	79	80
Public safety	121	121	121	121	122	122	124	124	125	125
School custodians	35	35	40	40	40	40	40	39	39	39
* Public education	742	744	749	773	804	822	843	853	868	885
Public works	87	88	88	88	89	89	87	87	89	89
Health services	6	6	5	5	5	5	5	5	5	6
* Library	34	34	31	31	31	31	31	31	31	31
Recreation	7	7	5	5	5	5	5	5	5	5
Water/Sewer	25	28	28	29	29	29	28	28	28	28
Municipal light	34	32	32	33	33	32	32	32	32	32
Total	1,144	1,148	1,170	1,196	1,230	1,249	1,273	1,283	1,301	1,320

Source: Various Town Departments, Payroll count

*School Lunch outsourced in FY12, therefore FTE count omits these employees.

* Public Education employee count was recast and is now based on numbers provided in the School Budget.

* Library lost two full time custodians to General Government in 2013.

Capital Asset Statistics by Function/Program
Last Ten Years

Function/Program	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
General Government										
Number of buildings	4	4	4	4	4	4	5	5	5	5
Police										
Number of stations	1	1	1	1	1	1	1	1	1	1
Fire										
Number of stations	2	2	2	2	2	2	2	2	2	2
Education										
Number of elementary schools	7	7	7	7	7	7	7	7	7	7
Number of preschools	1	1	1	1	1	1	1	1	1	1
Number of middle schools	1	1	1	1	1	1	1	1	1	1
Number of high schools	1	1	1	1	1	1	1	1	1	1
Public Works										
Streets to maintain (miles)	110	110	110	110	110	110	110	110	110	110
Sidewalks to maintain (miles)	118	118	118	118	118	118	118	118	118	118
Library										
Buildings	3	3	3	3	3	3	3	3	3	3
Recreation										
Park and playground (acreage)	365	365	365	365	365	365	365	365	365	365
Feet of public beach front	660	660	660	660	660	660	660	660	660	660
Public beaches	1	1	1	1	1	1	1	1	1	1
Tennis courts	16	16	16	16	16	16	16	16	16	16

Source: Various Town Departments

Free Cash and Stabilization Fund Balances

Last Ten Years

Year		Free Cash	Stabilization Funds			
			General	Baler Fund	IOD Fund	SPED Fund
2020	(A)	$ 18,200,000	3,555,097	$ 846,430	$ 593,257	$ 789,808
2019		16,171,779	3,371,774	806,179	564,669	760,775
2018		14,615,285	3,289,225	741,191	502,818	106,133
2017		12,129,416	3,274,957	732,942	500,332	-
2016		11,858,182	3,271,285	732,000	387,888	-
2015		8,831,500	3,170,851	-	292,471	-
2014		10,336,925	3,134,152	-	250,220	-
2013		10,950,782	3,094,076	-	-	-
2012		10,499,623	3,071,289	-	-	-
2011		8,439,070	3,045,628	-	-	-

Source: Town Records
(A) = Estimated Free Cash as of June 30, 2020

Baler Fund = Reserve for the replacement of the Town's baler
IOD Fund = Injured on Duty stabilization fund
SPED Fund = Special Education stabilization fund

APPENDIX F- GLOSSARY

Common Terms Used in Town Finance

Appropriations

Money can be appropriated from the tax levy only at the Annual Town Meeting or at a Special Town Meeting prior to the fixing of the tax rate. Money appropriated at a Special Town Meeting may be raised by borrowing or by transferring funds from available funds such as Free Cash. The Town Meeting may appropriate money for a specific purpose only when there is an article in the Warrant to cover the matter.

Town Revenues

While real estate taxes are the chief single source of income for the Town, there is revenue from many other sources. The Commonwealth allocates money to Wellesley for various programs, including school aid, school building assistance and highway programs, which it has raised by income and sales taxes and the lottery. The Federal Government makes available certain grant programs for school and public works programs. Wellesley collects a substantial amount of money from the motor vehicle excise tax (approximately $5.5 million) and also collects fees for services of the various Town Departments as well as charges for various licenses and permits. In Wellesley, where we have municipally owned and operated light, water, and sewer services, the income and expenses of these enterprises are accounted for by the Town in separate "Enterprise" funds.

Proposition 2½

A statewide tax limitation law limits the property tax levy in cities and towns in the Commonwealth to 2½ % of the full and fair cash valuation of the taxable real estate and personal property in that city or town. The statute also places an annual growth cap of 2½ % on the increase in the total property tax levy, exclusive of growth resulting from new construction.

Override

A provision of Proposition 2½ that allows the voters to add funds on a permanent basis to the total tax levy, thus increasing the amount of taxes a community can raise. A majority vote from the voters is required for passage.

Exclusions

An EXCLUSION is a provision of Proposition 2½ that allows the voters to add funds on a **temporary** basis to the total tax levy. An EXCLUSION is usually a capital expenditure and increases the town's taxing capabilities for one year. A DEBT EXCLUSION increases the Town's taxing capabilities for as long as the debt is in service. It diminishes as the debt service diminishes over a specified number of years or until the debt is paid off. A majority vote from the voters is required for passage.

Cherry Sheet

The "Cherry Sheet" takes its name from the color of the paper on which it was once printed. It is issued annually to the Assessors by the Department of Revenue of the Commonwealth. It contains an estimate of the charges the Town will be required to pay

for its share of the costs of operating certain programs of the Commonwealth, Norfolk County government, or metropolitan assessments. It also contains an estimate of the funds the Town will receive from the Commonwealth. The Assessors must use these estimates in computing the tax rate.

Free Cash

Free cash is the unencumbered/unrestricted portion of the General Fund balance, after formal certification by the Department of Revenue, that is available for town meeting appropriation. Free cash is the cumulative total of all previous fiscal year operating results (revenues – expenditures), reduced by amounts already committed to some other purpose. Reserves (which include Free Cash and the Stabilization Funds) will be maintained in a range of 8 to 12% of Current Net Revenue in accord with the Financial Reserves Policy established by the Select Board.

O*verlay*

The overlay is the sum of money, in excess of appropriations, which the Assessors add to the tax rate. It is used to cover abatements granted on real estate and personal property taxes and to avoid fractions in the tax rate.

Overlay Reserve

After the tax accounts of any year have been settled, the remaining money in the overlay is transferred to the Overlay Reserve. The funds in the Overlay Reserve may be used by vote of Town Meeting.

Reserve Fund

This fund is established by the voters at the Annual Town Meeting and may be composed of an appropriation not exceeding 5% of the tax levy. Transfers out of the Reserve Fund are within the exclusive control of the Advisory Committee and are for extraordinary or unforeseen expenditures that occur after Town Meeting approval of the Town budget and which cannot be accommodated within a department or committee's budget.

Stabilization Funds

These Funds are special accounts created to provide reserves for different types of variable expenditures. These Funds help to even out the impact of capital projects or provide insurance against unexpected expenditures. Appropriations from these Funds can be made only by Town Meeting and with the approval of two-thirds of the members voting.

Tax Rate

The formula for figuring the tax rate is:

Add: 1. All appropriations voted since the last tax rate was set.
2. Debt service not otherwise provided for.
3. An amount for overlay.
4. Estimates of charges or assessments of the Cherry Sheet.
5. Any other amounts required to be raised.

Subtract:

1. Estimates of receipts in the Cherry Sheet.
2. Estimates of motor vehicle excise taxes and departmental receipts.
3. Amounts voted from Free Cash or other available funds.
4. Municipal Light Plant contribution.

Balance is the amount to be raised by the tax levy. Divide the answer by the total assessed value of real and personal property. That gives the amount necessary to raise $1.00, which is multiplied by 1,000 to give the official tax rate per $1,000 property valuation.

TOWN OF WELLESLEY
SCHEDULE OF BOND MATURITIES AND BOND INTEREST
PRINCIPAL & INTEREST PAYMENTS

GENERAL FUND (Inside Debt Limit)

FY Ending June 30.	DPW Loading Structure ($350k) (Inside)	+	DPW Loading Structure ($220k) (Inside)	+	Town Hall HVAC (Inside)	+	Bacon Street (Inside)	+	Kingsbury Street (Inside)	+	Fire Truck (Inside)	+
2022	37,800		21,600		21,600		10,800		64,800		59,400	
2023	36,400		20,800		20,800		10,400		62,400		57,200	
2024												
2025												
Total	$ 74,200		$ 42,400	$-	$ 42,400		$ 21,200		$ 127,200		$ 116,600	

GENERAL FUND (Inside Debt Limit)

FY Ending June 30.	+	Fuller Brook Park (Inside)	Police/Fire HVAC (Inside)	+	MS Auditorium Seats (Inside)	+	Sprague Chiller (Inside)	+	Library Roof (Inside)	+	Library Refresh (Inside)	+	Great Plain Avenue (Inside)	+
2022		52,200	145,000		34,800		$119,222		$81,543		$388,056		$178,833	
2023		50,400	140,000		33,600		$116,000		$78,250		$370,500		$174,000	
2024		48,600	135,000		32,400		$112,000		$75,500		$356,250		$168,000	
2025		46,800	130,000		31,200		$108,000		$72,750		$342,000		$162,000	
2026							$104,000		$65,000		$327,750		$156,000	
2027							$100,000		$62,500		$313,500		$150,000	
2028							$96,000		$60,000		$299,250		$144,000	
2029							$92,000		$57,500				$138,000	
2030							$88,000		$55,000				$132,000	
2031							84,000		52,500				$126,000	
Total		$ 198,000	$ 550,000		$ 132,000		$ 1,019,222		$ 660,543		$2,397,306		$1,528,833	

GENERAL FUND (Inside Debt Limit)

FY Ending June 30.	+	900 Worcester Taxable (Inside)	+	900 Worcester Non-Taxable (Inside)	+	494 Washington Street (Inside)	+	Architect's Bundle (Inside)	+	Park/HWY Garage Construction (Inside)	+	Turf Field High School Stadium (Inside)
2022		199,106		90,775		97,419		172,356		60,500		117,600
2023		199,906		90,775		94,819		167,756		59,400		113,800
2024		200,556		90,775		92,219		163,156		58,300		110,000
2025		201,056		90,775		89,619		158,556		57,200		106,200
2026		201,406		90,775		87,019		153,956		56,100		102,400
2027		201,606		90,775		84,419		149,356				93,600
2028		201,450		90,775		81,819		144,756				
2029		200,925		90,775		79,869		141,306				
2030		200,019		90,775		77,919		137,856				
2031		203,719		90,775		75,888		134,263				
2032		202,069		90,775		73,775		130,525				
2033				240,775		71,663		126,788				
2034				235,713		69,469		122,906				
2035				240,650		67,271		119,028				
2036				240,050								
2037				239,275								
2038				238,325								
2039				237,200								
2040				240,000								
2041				237,400								
2042				239,600								
2043				236,400								
2044				238,000								
2045				239,200								
Total		$ 2,211,818		$ 4,101,113	$-	$ 1,143,187		$ 2,022,564	#	$ 291,500		$643,600

GENERAL FUND (Inside Debt Limit)

FY Ending June 30,	+ Hunnewell School Feasability Study (Inside)	+ MS Steam Pipes (Inside)	+ Rt.9/Kingsbury Intersection (Inside)	+ Town Hall Construction (Inside)	+ Reconstruct Cliff Road (Inside)	+ Worcester St 3 Land Parcels (Inside)
2022	220,000	323,800	67,500	83,050	241,600	273,700
2023	212,000	313,800	65,000	80,300	229,600	265,450
2024	204,000	298,900	62,500	77,550	218,750	257,200
2025		289,100	60,000	74,800	210,000	248,950
2026		279,300	57,500	72,050	201,250	240,700
2027		269,500	55,000	69,300	192,500	232,450
2028		259,700	52,500	66,550	183,750	219,200
2029		249,900		63,800		211,200
2030				61,600		204,800
2031				59,950		200,000
2032				58,300		195,200
2033				56,650		190,400
2034						185,600
2035						180,600
2036						175,600
2037						170,400
2038						165,200
Total	$ 636,000	$ 2,284,000	$ 420,000	$ 823,900	$ 1,477,450	$ 3,616,650

GENERAL FUND (Inside Debt Limit)

FY Ending June 30,	+ WHS Fieldhouse (Inside)	+ Middle School Steam Design (Inside)	+ Town Hall Construction II (Inside)	+ Police Station (Inside)	= SUBTOTAL INSIDE DEBT LIMIT
2022	32,900	77,000	480,900	142,000	3,895,860
2023	29,400	73,500	459,900	137,400	3,763,556
2024			444,150	132,800	3,338,606
2025			428,400	123,200	3,030,606
2026			412,650	118,800	2,726,656
2027			396,900	114,400	2,575,806
2028			381,150		2,280,900
2029			365,400		1,690,675
2030			352,800		1,400,769
2031			343,350		1,370,445
2032			333,900		1,084,544
2033			324,450		1,010,726
2034					613,688
2035					607,549
2036					415,650
2037					409,675
2038					403,525
2039					237,200
2040					240,000
2041					237,400
2042					239,600
2043					236,400
2044					238,000
2045					239,200
	$ 62,300	$ 150,500	$ 4,723,950	$768,600	32,287,036

FY Ending June 30,	Middle School Phase 1 +	Middle School Phase 2 +	Middle School Phase 3 +	Seaver St Land for HS +	High School Planning ($797K) (Outside) +	High School Planning ($2.59M) (Outside)	High School Construction ($8M) (Outside) +	High School #2 Construction ($35M) (Outside) +
	<_____GENERAL FUND (EXEMPT (FROM 2 1/2) DEBT _____>							
2022	481,400	468,200	712,800	223,360	51,300	157,848	486,720	1,908,144
2023	464,200	462,800	686,400	216,360	49,700	153,048	471,920	1,852,894
2024	447,000	467,000		209,360	43,100	148,248	452,120	1,807,394
2025	428,400	470,400		202,360	41,700	143,448	437,520	1,756,144
2026		468,000		195,360	40,300	138,648	422,920	1,709,394
2027				183,360	38,900	133,848	408,320	1,651,894
2028				170,560	35,000	123,248	388,720	1,599,144
2029					31,200	116,480	372,320	1,540,894
2030								1,487,394
2031								1,431,194
2032								1,375,194
2033								1,314,794
2034								1,258,550
2035								1,201,438
Total	$ 1,821,000	$ 2,336,400	$ 1,399,200	$ 1,400,720	$ 331,200	$ 1,114,816	$ 3,440,560	$ 21,894,463

FY Ending June 30,	High School Construction ($22M) (Outside) +	Morse Pond Dredge ($485K) (Outside) +	DPW Office Building ($1.96M) (Outside) +	Storm Water Drainage ($350K) (Outside) +	Schofield/Fisk Engineering +	Schofield/Fisk Construction +	Middle School Systems +
2022	1,314,215	48,600	210,600	21,600	155,475	1,002,269	1,998,271
2023	1,281,500	46,800	202,800	20,800	151,275	975,469	2,000,500
2024	1,242,500				147,075	948,669	1,181,250
2025	1,203,250				137,875	916,869	1,134,000
2026	1,163,750				133,875	890,269	1,092,000
2027	1,119,000				129,875	863,669	1,050,000
2028	1,074,250				125,875	837,069	1,008,000
2029	1,029,500				122,875	817,119	966,000
2030	989,750				119,875	797,169	924,000
2031	939,750				116,750	776,388	882,000
2032					113,500	754,775	
2033					110,250	733,163	
2034					106,875	710,719	
2035					103,500	688,275	
Total	$ 11,357,465	$ 95,400	$ 413,400	$ 42,400	$ 1,774,950	$ 11,711,891	$ 12,236,021

NOTE: Debt Limit/Inside - loans authorized may not exceed 5% of the equalized valuation (Massachusetts General Laws Chapter 44, section 10)
Debt Limit/Outside - loans authorized may not exceed 10% of the equalized valuation (Massachusetts General Laws Chapter 44, section 10)

Debt service on some projects is exempt from the constraints of Proposition 2 1/2

FY Ending June 30,	North 40 CPA Portion	+	North 40 Non-Taxable	+	North 40 Taxable	+	Middle School Windows	Senior Center Construction	=	SUBTOTAL EXEMPT DEBT	TOTAL GENERAL FUND
	<_____GENERAL FUND (EXEMPT (FROM 2 1/2) DEBT _____>										
2022	549,444		571,350		858,075		162,400	155,456		11,537,527	15,433,387
2023	550,244		568,550		855,525		156,800	152,856		11,320,441	15,083,997
2024	550,644		565,750		857,525		151,200	150,256		9,369,091	12,707,697
2025	550,644		562,950		858,925		145,600	142,656		9,132,741	12,163,347
2026	550,244		560,150		854,725			140,156		8,359,791	11,086,447
2027	549,444		562,350		855,075			137,656		7,683,391	10,259,197
2028	553,244		559,350		858,981			135,156		7,468,597	9,749,497
2029	549,394		557,100		856,231			132,656		7,091,769	8,782,444
2030	550,394		554,850		856,931			130,156		6,410,519	7,811,288
2031	550,705		552,506		855,856			127,656		6,232,806	7,603,251
2032	550,306		550,069		858,906					4,202,750	5,287,294
2033	549,581		547,631		854,906					4,110,326	5,121,052
2034	553,106		1,310,100							3,939,350	4,553,038
2035	551,125		1,306,750							3,851,088	4,458,637
2036	548,350		1,306,475							1,854,825	2,270,475
2037	550,225		1,310,150							1,860,375	2,270,050
2038	551,575		1,307,600							1,859,175	2,262,700
2039	552,400		1,309,000							1,861,400	2,098,600
2040	550,600		1,309,200							1,859,800	2,099,800
2041	553,200		1,307,800							1,861,000	2,098,400
2042	550,000		1,309,800							1,859,800	2,099,400
2043	551,200		1,310,000							1,861,200	2,097,600
2044	551,600		1,308,400							1,860,000	2,098,000
2045	551,200		1,300,000							1,851,200	2,090,400
Total	$ 13,218,868		$ 22,407,881		$ 10,281,663		$ 616,000	$ 1,404,663		119,298,960	151,585,996

		<__ENTERPRISE FUNDS __>							
Ending June 30,	Treatment Plant Water/Sewer Garage	MWRA Sewer	MWRA Sewer	MWRA Water	MWRA Water	Morse Pond Wells	TOTAL ENTERPRISE FUNDS	Total All funds
2022	415,172	35,891	69,091	59,682	90,000	140,400	810,236	16,243,623
2023	402,172	35,891	69,091	55,182	90,000	135,200	787,536	15,871,533
2024	389,172		69,091	21,750	90,000		570,013	13,277,710
2025	371,172		69,091	17,250	90,000		547,513	12,710,860
2026	358,372		69,091	12,750	85,000		525,213	11,611,660
2027	345,572			8,500	85,000		439,072	10,698,269
2028	332,072			4,250	85,000		421,322	10,170,819
2029							-	8,782,444
2030							-	7,811,288
2031							-	7,603,251
2032							-	5,287,294
2033							-	5,121,052
2034							-	4,553,038
2035							-	4,458,637
2036							-	2,270,475
2037							-	2,270,050
2038							-	2,262,700
2039							-	2,098,600
2040							-	2,099,800
2041							-	2,098,400
2042							-	2,099,400
2043							-	2,097,600
2044							-	2,098,000
2045							-	2,090,400
Total	$ 2,613,704	$ 71,782	$ 345,455	$ 179,364	$ 615,000	$ 275,600	$ 4,100,905	$ 155,686,901