



Town of *Wellesley*

FY2023 Budget Request

Executive Director Operating Narrative: Mission, Services & Priorities

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 and 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, manages the Office of the Select Board, and oversees economic development activities on behalf of the Select Board. The Public Information Officer organizes and manages the Town's strategic communications efforts, provides public information, town-wide news, event announcements, and operational program materials of community interest. The new Support Services Manager (FY22) position is principally responsible for the management of a variety of required functions of the Select Board including licensing, public records, appointments, leasing of public lands and support of Town Boards under the jurisdiction of the Select Board. The Clerical Assistant oversees the clerical and office management of the Executive Director's office.

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 Support Services Manager and the Clerical 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.



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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.

FY23 Goals

The Goals for FY23 will continue to focus on implementation of the Unified Plan, with particular focus on Municipal Facilities, Housing, Economic Development, Climate Action Plan Implementation, and Sustainable Mobility Plan Implementation.

Town Asset Management

- Continue to work with FMD and PBC to complete Design Development of the Town Hall Interior project to prepare for construction funding at a Fall FY23 Special Town Meeting.
- Prepare for the permanent transition of the Land Use Divisions out of Town Hall to leased office space.
- Prepare for the temporary transition of Town Hall staff to leased office space for Town Hall renovation.

Housing

- Working with the Housing Task Force, Wellesley Housing Development Corporation, 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.
- Work to complete 40B and 40R construction and for projects and to resolve outstanding legal cases on 680 Worcester Street and 16 Stearns Road.
- Work to establish an action plan for the WHDC upon completion of an affordable housing market study.

Economic Development

- Work on design and funding of Wellesley Square Amenities Plan
- Work collaboratively with landlords and property owners to identify and address ongoing commercial vacancies.
- Work on establishing community gathering spaces for outdoor events and activities such as farmers markets, retailer and restaurateur events.
- Identify and prioritize grants to support commercial revitalization, connecting people and the community to our business districts, and providing alternative modes of transportation to commercial and civic destinations.

Connectivity of People and Places

- Work with the Mobility Committee to implement the Sustainable Mobility Plan.
- Work with the MWRTA to expand the micro-transit Catch Connect 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.



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Sense of Community

- Continue to improve public service announcements, town-wide communication initiatives, and website enhancements.
- Work to implement the vision and goals established in Phase I of the Diversity, Equity, and Inclusion Task Force.
- Work on continuous community-wide dialogues as part of the Civil Discourse Initiative

Sustainability

- Work with the CAC to implement the goals and policies of the Climate Action Plan.
- Work with CAC and various Town Departments on funding and potentially commencing a Hazard Mitigation Plan
- Work with MLP, FMD, Traffic Committee and others to consider a town-wide solar policy for buildings and town land.

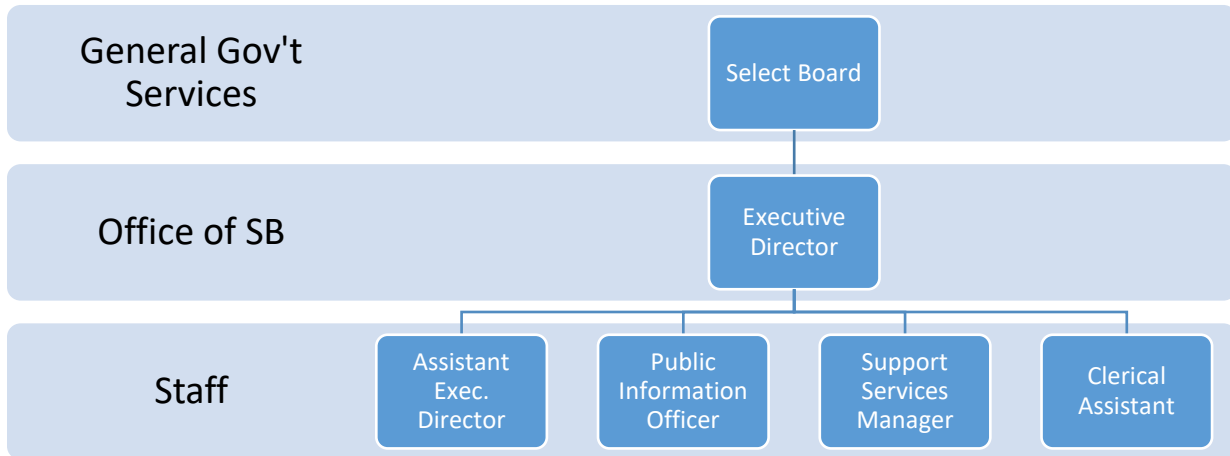


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Executive Director Operating Narrative: Mission, Services & Priorities

Operating Budget Summary



The Executive Director’s budget this year represents an **overall year increase of 1.82%**. The increase includes an assumed salary increase of 2.5% for all 50/60 series staff and 2.75% for 40 series staff. The Executive Director worked through much of FY22 to realign the positions and job descriptions to reflect the needs of the Select Board office. The Assistant Executive Director position continues to be evaluated for a job reclassification and funds have been detailed in FY23 based on the proposed realignment. **The FY23 budget reflects building on the Unified Plan, Housing Production Plan, Sustainable Mobility Plan, Climate Action Plan and on economic development, increasing communication and social initiative such as the DEI Task Force and the Civil Discourse Initiative, however, does not require operational budgetary increases.** The Executive Director’s Office has worked with the legislative delegation on grants, and earmarks to assist with initial implementation of the Wellesley Square Amenities Plan (\$100,000), the DEI Task Force Phase II (\$50,000), and the Select Board will be working to consider ARPA funding strategies for qualified projects.

	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request
PERMANENT STAFFING (FTEs)					
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	-	-	-	-	-
Economic Development Director	-	1.0	1.0	1.0	-
Public Information Officer*	1.0	1.0	1.0	1.0	1.0
Support Services Manager*	-	-	-	-	1.0
Clerical Assistant*	1.0	1.0	1.0	1.0	1.0
Total Number of Positions	0.0	5.0	5.0	5.0	5.0
* FY22 job classifications were modified					



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Executive Director Operating Request

Org	Object	Account # 01-122 Account Title	Explanation	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
PERSONAL SERVICES										
01122100	511010	Senior Administrator	Salary of the Executive Director	\$ 197,676	\$ 201,538	\$ 215,827	\$ 220,144	\$ 227,859	\$ 7,715	3.50%
01122100	511220	Other Professionals	Salaries of Asst. Exec. Dir., PIO, Support Services & Clerical Asst.	261,347	181,651	255,250	351,543	332,662	\$ (18,880)	-5.37%
01122100	512290	Temporary Help	Substitute Exec. Assistant (vacations/sick leave and transcription)	13,000	-	3,430		-	\$ -	0.00%
		Reclassification Funding						13,000	13,000	0.00%
01122100	515050	Longevity	Longevity payment due personnel with more than 15 years service.	-	-	-	-	-	\$ -	0.00%
PERSONAL SERVICES SUBTOTAL				472,023	383,189	474,507	571,687	573,521	1,835	0.32%
EXPENSES										
01122200	521010	Electricity	Cover Streetlight Deficit	-	1,397	4,589	-	-	\$ -	0.00%
01122200	524050	Computer Equipment Maint.	Replacement laptop for Asst Exec Dir.		-	-	1,000	1,000	\$ -	0.00%
01122200	530500	Training & Development	Training for staff members enables the department to stay informed about changes in laws and procedures related to their roles and responsibilities, laws etc.	2,500	837	230	3,000	3,000	\$ -	0.00%
01122200	530600	Appraisals & Surveys	Appraisals as required for land/municipal surveys.	2,000	-	-	2,000	2,000	\$ -	0.00%
01122200	530900	Other Professional Services	Consulting Services as needed	5,000	275	1,200	5,000	5,000	\$ -	0.00%
01122200	534010	Postage	For routine mailing and also to cover additional mailings (e.g., reports, surveys, etc.).	2,500	258	589	2,500	2,500	\$ -	0.00%
01122200	534020	Telephone	Cell Phone for Executive Director	-	-	-	-	-	\$ -	0.00%
01122200	534030	Advertising - General	These funds are for the cost of placing legal ads in local newspapers.	1,200	260	384	1,100	1,100	\$ -	0.00%
01122200	534035	Advertising- Employment	For employment advertising.	600	-	-	-	-	\$ -	0.00%
01122200	534040	Printing and Binding Expense	For large jobs which can't be handled by office copier (e.g., budgets and reports).	500	-	-	400	400	\$ -	0.00%
01122200	534060	Photocopying	Beginning FY11 all Townhall costs are part of Dept 199						\$ -	0.00%
01122200	534095	On Line subscriptions/databases	Social Media analytical tools		3,990	4,788	3,000	3,000	\$ -	0.00%
01122200	538030	Microfilming Services	Microfilming of department records which must be kept indefinitely.	-	-	-	-	-	\$ -	0.00%
01122200	542010	Office Supplies	Office supplies	3,000	285	2,190	3,000	3,000	\$ -	0.00%
01122200	549090	Other Food Service Supplies		-	368	-	500	500	\$ -	0.00%
01122200	555020	Periodicals & Newspapers	Newspaper subscriptions	300	94	71	300	300	\$ -	0.00%
01122200	557010	Programs and Activisties		-	125	160	-	-	\$ -	0.00%
01122200	571010	In-state travel (mileage)	For reimbursement of mileage	300	16	-	300	300	\$ -	0.00%
01122200	571110	Conf/Meetings Administrators	Attendance at in and out-of-state conferences enables the Town to keep current on new topics and ideas, and exert some influence on decisions by the state or other groups which may impact the Town.	3,625	1,712	2,342	3,400	3,400	\$ -	0.00%
01122200	573010	Dues-Administrators	Dues for professional organizations such as MMMA, AICP	2,800	1,552	1,211	3,000	3,000	\$ -	0.00%
01122200	573040	Dues-Committee/Board Members	Massachusetts Municipal Association and Norfolk County Selectmen's Association dues.	8,900	8,975	9,270	8,900	9,200	\$ 300	3.37%
01122200	578090	Unclassified Expenses	Inactive Account	-	-	-	-	-	\$ -	0.00%
01122200	542010	Office Supplies		-	-	-	-	-	\$ -	0.00%
01122200	583120	Office Machines Replacement	Cost for new position-desk, computer, etc.	-	2,277	-	-	2,000	\$ 2,000	0.00%
EXPENSES SUBTOTAL				33,225	22,422	27,023	37,400	39,700	\$ 2,300	6.15%
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal	-	-	-	-	-	\$ -	0.00%
			Benefits for Economic Development							
			Benefits for Licensing, Records &							
DEPARTMENT TOTAL				\$ 505,248	\$ 405,611	\$ 501,530	\$ 609,087	\$ 613,221	\$ 4,135	0.68%

CLIMATE ACTION COMMITTEE

Mission

Town Meeting established the Sustainable Energy Committee (SEC) 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 greenhouse (GHG) emissions 25% below 2007 levels by 2020. Wellesley met its 2020 emissions reduction goal and ATM 2021 adopted revised goals: to reduce town-wide emissions 50% below a 2007 baseline by 2030, 75% by 2040, and to net zero by 2050. ATM 2021 also changed the name of the Sustainable Energy Committee to the Climate Action Committee.

Department Description

The CAC develops and works collaboratively to implement initiatives to reduce GHG emissions from Wellesley's municipal, residential, commercial, and institutional sectors.

Organizational Structure

The CAC has seven appointed members, with staggered terms of three years. The Select Board (SB), Wellesley Municipal Light Plant, 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 CAC is under the Select Board and has two staff members: a Sustainability Director, currently at 35 hours/week, and a CAC Analyst, currently at 19 hours/week.

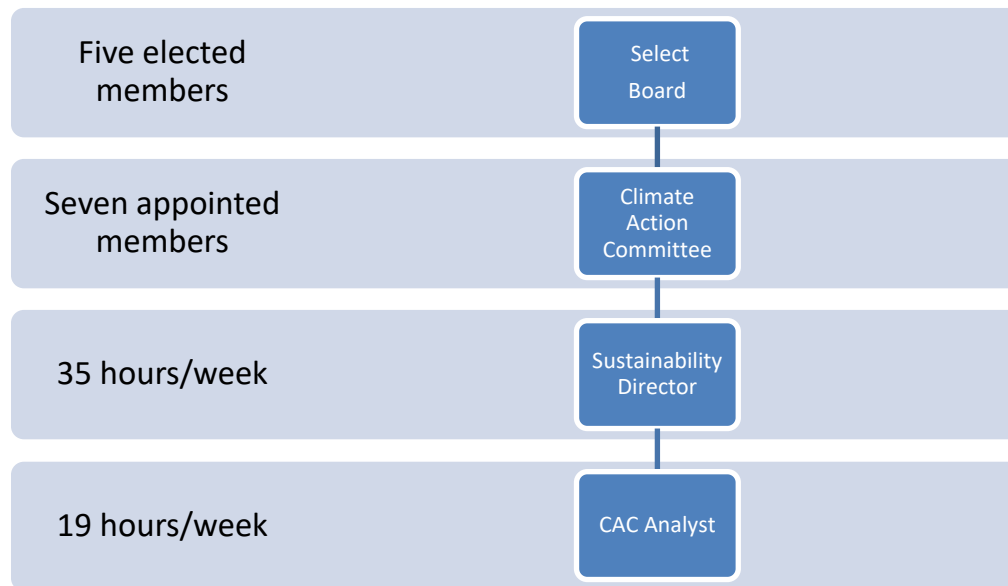


Figure 1: Climate Action Committee Organizational Chart

Department Activities

Green Communities - The CAC 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. Since 2018, Wellesley received \$475,170 in Green Communities grant funding.

Tracking of Energy Use and Greenhouse Gas Emissions – Every year, the CAC tracks energy use, and estimates town-wide GHG emissions from municipal, residential, commercial, and college sectors.

WasteWise Wellesley – The CAC coordinates the 3R (Reduce, Reuse, Recycle) Working Group (Department of Public Works, Natural Resources Commission, and CAC) to encourage sustainable materials management, a goal identified in the Unified Plan.

Sustainable Buildings – The CAC works to reduce GHG emissions from buildings town-wide.

Mobility Working Group – The CAC participates in the town-wide Mobility Working Group and works to reduce mobility-related emissions town-wide.

Green Collaborative - To connect over 30 environmentally interested groups across Town, the CAC facilitates “Wellesley’s Green Collaborative,” which hosts speakers on sustainability topics.

Climate Action Plan- The CAC launched a town-wide Climate Action Plan (CAP), a road map for achieving the town’s recently revised GHG emissions reduction goals and for building resilience to climate change impacts.

Fiscal Year 2023 (FY23) Goals

The Unified Plan calls on Wellesley to accelerate its rate of greenhouse gas emissions reduction, and organize town-wide systems and raise public awareness to support goals for energy and resource efficiency and green practices (p. 12-6). The most effective way to achieve these goals is through Climate Action Plan implementation. The CAP contains over eighty actions to be implemented over the next five to ten years. Together, these actions involve nearly every town department and every sector of our community in mitigating climate change and enhancing Wellesley’s resilience to climate change impacts. To coordinate and support this work the CAC will carry out data collection, research, analyses, public education, and municipal and community engagement. The CAC will also develop and implement local programs, collaborate with other towns, and advocate for state and federal policies that advance progress toward our climate targets.

Specific goals for FY23 include:

- Enhanced analysis and reporting of town-wide GHG emissions;
- Development of a CAP dashboard for tracking progress toward climate goals;
- Development of Implementation Blueprints outlining implementation details for each CAP action;
- Grant writing to seek technical and financial support for CAP implementation;
- Regional outreach and collaboration to realize economies of scale and increase chances for grant support;
- Education and engagement programs to support municipal, residential, commercial, and institutional sectors in reducing emissions and building resilience; and
- Public communication via public programs, direct mailings, news outlets, website, social media, and in-person and Zoom events.

Capital Budget Summary

Achieving Wellesley's climate goals will require significant shifts in the ways we build and power buildings, get around, consume, and dispose of materials, and care for open space. For example, one Climate Action Plan scenario for reaching greenhouse gas emissions reduction targets for 2030 involves nearly 2,000 solar installations, and electrification of approximately 1,800 residences, 78 commercial properties, and 6,000 vehicles. Facilitating this massive transition will require the Climate Action Committee to lead an unprecedented community-wide education and engagement campaign. To support this work, the CAC is requesting \$50,000 to support a CAP implementation pilot project involving:

- 1) **Strategy:** Part of the funds will be used to hire a consultant to develop a strategy, resources, and content to support climate education and engagement in municipal, residential, commercial, and institutional sectors of the Wellesley community; and
- 2) **Technical Assistance:** Part of the funds will be used to provide comprehensive technical assistance directly to community members to pursue sustainability transitions such as building retrofits, electric vehicle purchases, sustainable waste management, and sustainable landscaping. The Municipal Light Plant's partnership with Abode provides a successful example of this kind of technical support to residents.

Operating Budget Summary

The CAC's FY23 operating budget includes funding for the Sustainability Director, CAC Analyst, and expenses for dues, professional development, events such as workshops and large-scale meetings, and supplies required to run the CAC's various programs.

The FY23 budget reflects the following:

- **Increase in the Analyst position from part-time (19 hrs/wk) to full-time (35 hrs/wk).** This change corresponds to a \$28,815 increase over FY22. The work required for successful CAP implementation in FY23, and beyond, exceeds the CAC's current staffing. Additional hours are necessary to implement the Climate Action Plan. Additional Analyst tasks could include developing and maintaining a dashboard to track CAP implementation; supporting energy efficiency, electrification, and renewable energy initiatives and data analyses for residential, commercial, and institutional buildings; and supporting CAP implementation in Wellesley Public Schools.
- **A \$600 increase in ICLEI dues.** ICLEI provides ClearPath software and other support for Wellesley's greenhouse gas inventory and emissions reduction efforts.
- **A \$2,000 increase for Programs and Activities.** This increase will fund materials required for town-wide CAP communication, education, and engagement efforts.
- **A \$3,475 increase for postage.** The CAC will reach out to the community via a variety of channels, including direct mailings. Direct mailing is especially important for reaching households not accessible via digital communication.

Revenue

The CAC 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 measures and equipment). The CAC will also implement the municipality's Fuel-Efficient Vehicle Policy, and will work with departments across Town to reduce energy use via changes in occupant behavior. All these initiatives will reduce energy use and operating costs, and/or build resilience.

Above Guideline

The attached operating budget request exceeds guideline by 72% due mainly to increasing the Analyst position from part-time to full-time.

FTE	FY19	FY20	FY21	FY22	FY23
	Actual	Actual	Actual	Budget	Request
Director	1.00	1.00	1.00	1.00	1.00
Assistant (to be Analyst in FY22)	0.30	0.30	0.50	0.50	1.00
	1.30	1.30	1.50	1.50	2.00

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.



Town of Wellesley FY2023 Budget Request

Climate Action Committee Operating Request									
Org	Object	Account Title	Actual FY19	Actual FY20	Actual FY21	Budget FY22	Request FY23	\$ Variance FY22-23	% Variance FY22-23
01126100	511220	Other Professional Staff	24,011	26,475	35,531	41,596	41,596	0	0.00%
01126100	511420	Other Support Staff	9,635	10,729	31,018	34,217	63,032	28,815	84.21%
		PERSONAL SERVICES SUBTOTAL	\$ 33,646	\$ 37,204	\$ 66,549	\$ 75,813	\$ 104,628	28,815	38.01%
		Benefits for additional FTE							
		PERSONAL SERVICES + BENEFITS SUBTOTAL	\$ 33,646	\$ 37,204	\$ 66,549	\$ 75,813	\$ 104,628	28,815	38.01%
01126200	579999	ICLEI Dues	-	600	600	600	1,200	600	100.00%
01126200	571110	Conf/Mtgs		1,800	2,150	2,200	2,200	-	0.00%
01126200	557010	Programs and Activities	2,740	500	218	500	2,500	2,000	400.00%
01126200	542010	Office Supplies		300	211	300	300	-	0.00%
01126200	534010	Postage		25	4	25	3,500	3,475	13900.00%
01126200		CLIMATE ACTION PLAN		-	-	-	-	-	0.00%
		EXPENSES SUBTOTAL	\$ 2,740	\$ 3,225	\$ 3,184	\$ 3,625	\$ 9,700	6,075	167.59%
		TOTAL	\$ 36,386	\$ 40,429	\$ 69,733	\$ 79,438	\$ 114,328	\$ 34,890	43.92%

Town of *Wellesley*

FY2023 Budget Request

Central Administrative Services Operating Request



Department: 199

Department Head: Meghan Jop, Executive Director

Org	Object	Account Title	Explanation	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
01199200	523010	Water		2,558	1,885	119	2,000	2,000	-	0.00%
01199200	524030	Equipment Maintenance Contracts	Maintenance for 2 copiers	18,123	8,843	6,639	18,000	18,000	-	0.00%
01199200	534020	Telephone Usage	Telephone & Cell Phone monthly charges.	-					-	0.00%
01199200	534025	Telephone Repairs		-					-	0.00%
01199200	542010	Office Supplies	Centralized Office Supply Account for all of Townhall - administered by Treasurers Office	1,350	1,903	2,563	3,000	3,000	-	0.00%
01199200	542020	Copier Supplies	Centralized paper for all Town Hall copiers, printers & faxes.	4,215	3,512	4,413	4,700	4,700	-	0.00%
01199200	542090	Other Supplies/Copy Charges	Beginning FY2011 Copy charges will not be charged back to departments.	-					-	0.00%
011998xx	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	2,979	1,208				-	0.00%
Total Expenses				\$ 29,226	\$ 17,351	\$ 13,735	\$ 27,700	\$ 27,700	0	0.00%



Town of *Wellesley*

FY2023 Budget Request

Finance Department: Mission, Services & Priorities

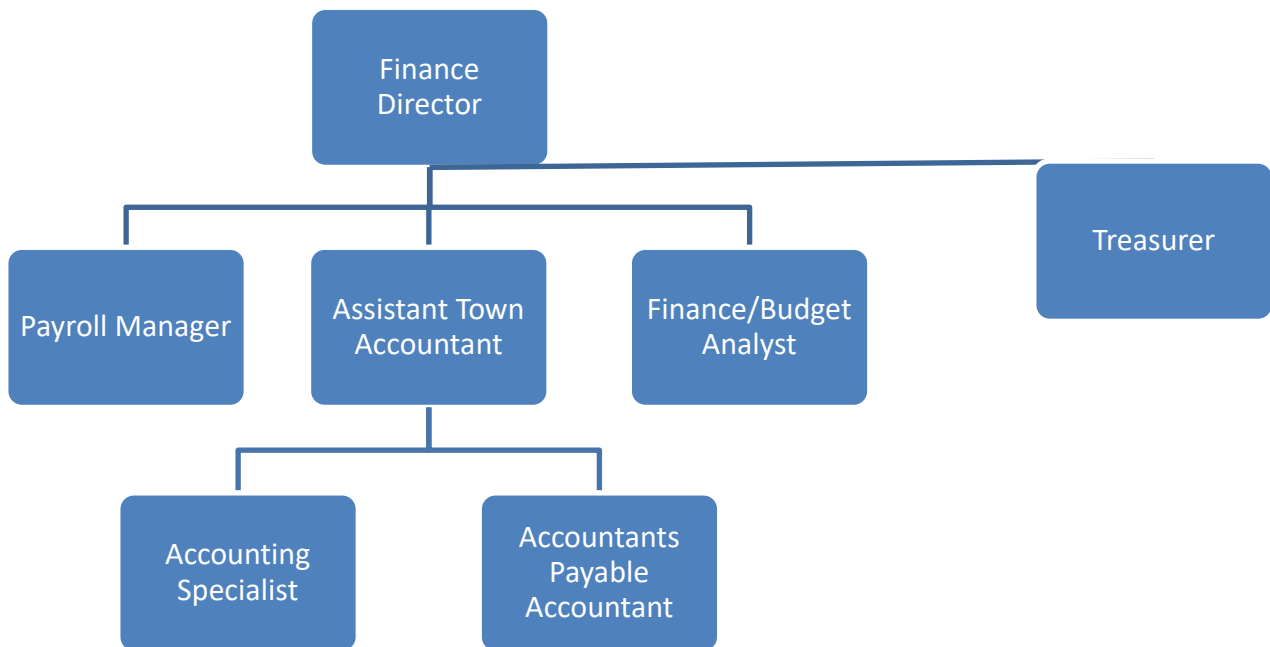
Mission

The Mission of the Finance Department is to provide the financial transactions, reconciliations, analytics, and timely reporting necessary to manage the finances of this fast-paced municipality and 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 as articulated 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 Finance Director is the liaison to the Audit Committee, the Ex-Office Member of the Wellesley Contributory Retirement Board, and appoints the Treasurer/Collector. The Finance Director works with the Executive Director, Treasurer/Collector, and Select Board to craft financial policies, establish controls, and manage debt. Maintaining the Town's longstanding Aaa Bond rating and history of financial conservatism continues to be a key value.

Finance is responsible for accounting, analysis, and financial statement preparation for the organization; coordinating the town-wide budget process, and preparing/auditing warrants for all vendor disbursements and employee payrolls. 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 Annual Comprehensive Financial Report. The department communicates the Select Board's annual budget guidelines to the other departments, issues templates/instructions to coordinate departmental budget submissions, prepares summary schedules of Select Board 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 /FY2022

The Town earned the **Distinguished Budget Award** from the Government Finance Officers' Association for its 2021 and 2022 budget efforts, and will continue to improve the document and address the recommendations from the adjudication process.

The award program is heading in a direction that supports a more centralized approach to government than Wellesley's structure affords; with a focus on mapping department goals to a central strategic plan and (centrally) measuring outcomes. Wellesley's form of government may present a challenge to keeping the award, but we are committed to maintaining and enhancing the improved transparency that we've created by creating this document.

The department also continues to be committed to producing its Annual Comprehensive Financial Report.(ACFR), which has won annual **Awards for Excellence in Financial Reporting every year since 2004.**

The Department has continued to operate, usually in person, through the confusion and constantly changing environment of the global pandemic. Staff have adapted to the increased workload and have remained flexible, while ensuring that employees and vendors are paid timely and financial safeguards and reporting accuracy are maintained.

FY2023 Goals

The Federal and State governments have issued significant pandemic relief grants to municipalities, and the Town is developing a strategy to take advantage of the various opportunities. It is already clear that grant management and reporting will require a significant effort over the next several years.

The Town approved over \$150 million in long term debt during the last 1 ½ years, most of it Exempt from the constraints of Proposition 2 ½. The projects include two new Elementary Schools, Major construction of Middle School systems, building modifications, and road infrastructure. In addition to the added record keeping for this debt, the projects themselves generate added disbursement activity and accounting and auditing requirements.

The Department has resumed responsibility for preparing the Water and Sewer financial statements after the departure of the DPW Accountant. Finance continues to invest in staff cross training and (Municipal Accounting) Certification programs.

Base Level request

The budget requested for FY2023 provides the resources necessary to meet the department's objectives. It meets guideline and maintains current staffing levels.

PERMANENT STAFFING (FTEs)

	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 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	0.5	0.5	0.5
Total Number of Positions	5.4	5.4	5.5	5.5	5.5

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

Finance Department Operating Request

Org	Object	Account # 01-133 Account Title	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
PERSONAL SERVICES									
01133100	511010	Senior Administrator	\$ 153,459	\$ 160,223	\$ 165,198	\$ 170,154	\$ 174,408	\$ 4,254	2.50%
01133100	512490	Other Salaries (Payroll Mgr)	-	-	31,692	81,059	81,061	\$ 2	0.00%
01133100	511220	Other Professionals	147,588	161,329	142,426	142,482	142,481	\$ (0)	0.00%
01133100	511420	Other Professional Staff	59,099	60,745	62,026	63,421	63,421	\$ 0	0.00%
01133100	569555	Assessments	(32,609)	(34,000)	(34,000)	(34,000)	(34,850)	\$ (850)	2.50%
01133100	511370	Clerical	112,498	109,123	62,194	61,030	62,708	\$ 1,678	2.75%
01133100	511370	Temporary clerical support	-	-	-	-	-	\$ -	0.00%
01133100	511399	Retirement Administrator Dep	82	30	0	-	-	\$ -	0.00%
01133100	515050	Longevity	1,100	1,100	800	-	-	\$ -	0.00%
			441,216	458,549	430,336	484,145	489,230	5,085	1.05%
01133200	529050	Recycled Materials Disposal	700	230	-	-	-	\$ -	0.00%
01133200	530200	Accounting & Auditing Services	725	-	-	-	-	\$ -	0.00%
01133200	530500	Training & Development	300	750	1,938	5,000	5,000	\$ -	0.00%
01133200	534010	Postage	50	49	20	200	200	\$ -	0.00%
01133200	534035	Advertising- Employment	-	-	-	200	200	\$ -	0.00%
01133200	542010	Office Supplies	1,467	271	1,760	2,500	3,000	\$ 500	20.00%
01133200	571010	In-state travel (mileage)	38	-	-	800	800	\$ -	0.00%
01133200	571110	Conf/Meetings Administrators	3,252	795	440	3,000	3,650	\$ 650	21.67%
01133200	573010	Dues-Administrators	830	760	850	750	1,000	\$ 250	33.33%
1133200	578010	Approved Special Dept Exp	-	-	445	-	-	\$ -	0.00%
01133200	583120	Office Machines Rep	2,839	-	-	-	-	\$ -	0.00%
			10,201	2,855	5,452	12,450	13,850	1,400	11.24%
	570000	Other Charges & Expenses					-	\$ -	0.00%
			\$ 451,417	\$ 461,404	\$ 435,788	\$ 496,595	\$ 503,080	6,485	1.31%

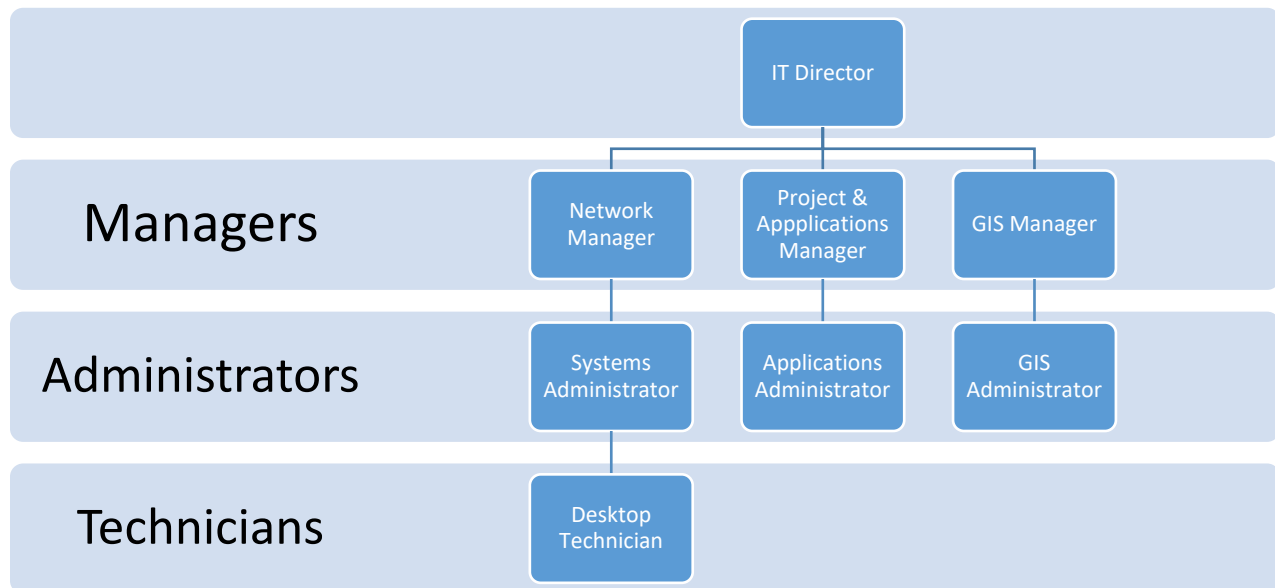


Town of *Wellesley*
FY2023 Budget Request
Information Technology: Mission, Services & Priorities

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 three administrators and one technician, as shown in the organizational chart below:



Both an FY22 Cybersecurity Assessment and the planned renovation of the Town Hall interior weigh heavily on the Department’s FY23 budget submission and future project workload. As of this writing, a selection committee with representation from IT Department, Treasurer’s Office, Department of Public Works, and Municipal Light Plant is currently reviewing vendor proposals to conduct the Cybersecurity Assessment. Results won’t be available to inform the Department’s FY23 budget request, but will help the Department make decisions on two approved capital projects --- one, to replace the Town’s core network switches and the other, to upgrade backup and disaster recovery systems.



Town of *Wellesley*

FY2023 Budget Request

Information Technology: Mission, Services & Priorities

For this year's budget request, the Department has also established a new operating expense account specifically for hardware, software, and services related to cybersecurity systems. A recent Gartner report suggests that government IT organizations spend close to 6% of their overall budget on security measures, and that worldwide spending on IT security and risk management technology and services is expected to grow over the next few years*. This new account will help the Department establish a benchmark for the Town's own security spending and plan for future projects that may be recommended by the Cybersecurity Assessment.

Pending approval of a debt exclusion by a Fall 2022 Special Town Meeting and subsequent Town election, the interior renovation of Town Hall is scheduled to start sometime in early 2023. Town Hall serves as the IT Department's base of operations, and houses the Computer Room, all servers, core switches, internet connections, and backup/recovery equipment. The Department plans to vacate Town Hall during the renovation and move all of this equipment to its off-site disaster recovery location. Unrelated to the construction, the Department has been planning for several years to execute some large technology projects --- most notably, upgrading our server platform, edge switches, and phone network --- during the renovation window. Timing of these technology investments have been adjusted on the Department's 5-year Capital request to align with key Town Hall interior project milestones.

The FY23 budget submitted for the IT Department accounts for pay increases for staff and continuation of the services provided in FY22, including new services introduced during the COVID pandemic to enhance remote work capacity. Increases in some the Department's expense accounts are driven by predictably rising software subscription, support, and maintenance fees and, more recently, by COVID-related supply chain problems for computer supplies.

The total operating budget requested for the Department in FY23 is **\$1,370,038**. This amount represents an increase of \$36,154, or **2.71%** over FY22 levels, which is below the 2.75% guideline established by the Select Board for all Departments. Personal services make up roughly 53% of the IT Department's FY22 operating budget request, with other expenses comprising the remaining 47%. Please note that the Town's enterprise funds (Water & Sewer and Municipal Light Plant) reimburse the Town for services provided by the IT Department. Reimbursement covers the enterprise funds' share of the IT Department's personnel costs and related expenses.

* see <https://www.gartner.com/en/newsroom/press-releases/2021-05-17-gartner-forecasts-worldwide-security-and-risk-managem>



Town of *Wellesley*
FY2023 Budget Request
Information Technology: Mission, Services & Priorities

PERMANENT STAFFING (FTEs)	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Request</u>
Position Titles:					
Director	1.0	1.0	1.0	1.0	1.0
Assistant Director	1.0	1.0	0.0	0.0	0.0
Managers (Network, GIS, Project & Apps.)	3.0	2.0	3.0	3.0	3.0
Admins (Systems, GIS, Applications)	3.0	4.0	4.0	3.0	3.0
Technicians (Desktop)	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>1.0</u>	<u>1.0</u>
Total Number of Positions	8.0	8.0	8.0	8.0	8.0



Town of Wellesley

FY2023 Budget Request

Information Technology: Mission, Services & Priorities

Information Technology Department Operating Request										
Org	Object	Account # 01-155 Account Title	Explanation	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
PERSONAL SERVICES										
01155100	511010	Senior Administrator	Information Technology Director	\$ 106,066	\$ 113,615	\$ 116,012	\$ 118,911	\$ 118,912	\$ 0	0.00%
01155100	511220	Other Professionals	3 Managers (Project & Apps., Network, & GIS); 4 Administrators (Systems, GIS, Applications & Desktop)	495,006	442,130	475,907	598,722	597,014	\$ (1,708)	-0.29%
01155101	512590	Recognition Award Payment	Recognition Award Payment	6,242					\$ -	0.00%
PERSONAL SERVICES SUBTOTAL				607,314	555,745	591,919	717,634	715,926	\$ (1,708)	-0.24%
EXPENSES										
01155200	524030	Equipment Maintenance	Annual support/maintenance contracts for servers, switches, and cybersecurity devices (web filter, firewall, back-up/recovery, etc.).	47,331	31,951	39,770	49,000	25,500	\$ (23,500)	-47.96%
01155200	530400	Information Technology Services	Provides for outside application development and professional services for special projects.	7,619	2,970	2,466	10,000	10,000	\$ -	0.00%
01155200	530405	Cybersecurity	New account for hardware, software, and services specifically related to cybersecurity systems. Items budgeted here were previously budgeted under Equipment Maintenance or Computer Software Services.					41,000	\$ 41,000	100.00%
01155200	530500	Training & Development	For professional development of IT staff, and for training staff in all departments on Town-wide enterprise applications.	4,730	-	-	5,000	5,000	\$ -	0.00%
01155200	530800	Computer Software Services (Tyler/MUNIS)	Annual support/maintenance contracts for all Tyler Technologies products (MUNIS).	161,027	168,849	180,180	186,156	195,464	\$ 9,308	5.00%
01155200	530800	Computer Software Services (Other)	Annual subscription, support, and maintenance contracts for all other enterprise applications (e.g. Office365, GIS, VMWare, Citrix, CivicPlus/website, OpenGov, GovOS, Kronos, Zoom).	97,186	150,669	190,005	268,844	255,000	\$ (13,844)	-5.15%
01155200	534010	Postage	Mail	3	33	-	100	100	\$ -	0.00%
01155200	534020	Telephone	Provides for phone lines for all extensions on the Town's new VoIP system, except for those in MLP and DPW. Also provides for high-speed internet access for all PCs on the Town's network, cell phones for staff of the IT Dept., and copper land lines for Town Hall and other buildings.	27,641	32,868	34,114	35,000	35,000	\$ -	0.00%
01155200	534035	Advertising		-	-	-	-	-	\$ -	0.00%
01155200	534060	Photocopying							\$ -	0.00%
01155200	534090	Other Communications	Maintenance/usage fees and supplies for the Town's fiber optic data and phone networks.	2,811	6,394	8,376	8,000	8,000	\$ -	0.00%
01155200	542040	Paper & Stationary	Paper and other supplies for the GIS Office's wide-format printer.	437	-	239	500	500	\$ -	0.00%
01155200	542090	Other General Supplies	Print cartridges, office supplies, and other technology accessories.	4,407	3,253	4,823	4,000	4,000	\$ -	0.00%
01155200	553060	Computer Supplies	For scheduled maintenance, upgrades, and replacement of over 300 PCs on the Town's network.	46,573	19,493	21,723	48,000	55,000	\$ 7,000	14.58%
01155200	571010	Travel - Mileage	Reimburse staff for use of personal vehicles as needed.	56	41	-	500	500	\$ -	0.00%
01155200	571120	Conf/Mtgs - Professional & Administration Staff	Registration, travel, and accommodations for IT/GIS conferences (e.g. MMA Annual Conference, NortheastArc User Group, MUNIS / Tyler Connect).	180	375	2,465	1,000	1,000	\$ -	0.00%
01155200	572120	Conf/Mtgs - Administrative Staff							\$ -	0.00%
01155200	573020	Dues - Professional Staff	Dues for IT/GIS professional organizations.	160	100	-	150	150	\$ -	0.00%
01155200	578015	Late Fees/Interest Charges		-	1	-	-	-	\$ -	0.00%
EXPENSES SUBTOTAL				400,162	416,996	484,160	616,250	636,214	19,964	3.24%
	570000	Other Charges & Expenses	Encumbered expenses (invoices received/paid in the following fiscal year)	-	44,717	79,982	-	-	\$ -	0.00%
EXPENSES TOTAL				400,162	461,713	564,142	616,250	636,214	19,964	3.24%
REIMBURSEMENTS										
01155600	599999	Enterprise Transfers	* See note below.	(299,583)	(307,072)	(314,749)	(322,618)	(330,683)	(8,065)	2.50%
DEPARTMENT TOTAL*				1,007,476	1,017,458	1,156,061	1,333,884	1,352,139	18,256	1.37%

*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 FY22 reimbursement amount.



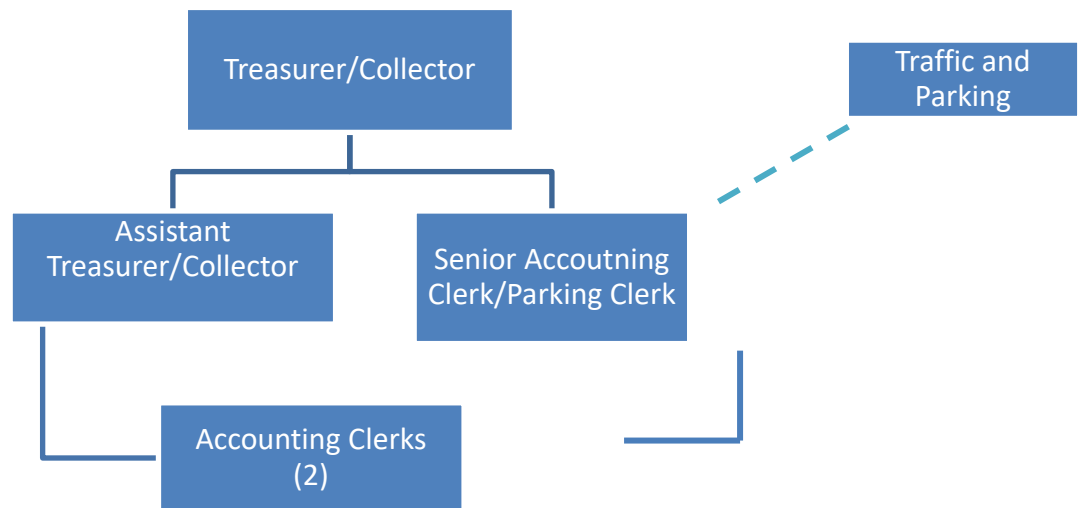
Town of Wellesley
FY2023 Budget Request
Treasurer/Collector Department: Mission, Services & Priorities

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, Assistant T/C, Sr. Accounting Clerk for Parking & Collections (funded half in this budget and half from Traffic & Parking), and 2.0 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, assisting with the Budget preparation and payment of invoices
- Administering the Town's additional insurances program, including Life Insurance, Dental Insurance, AFLAC and Eyemed in conjunction with Human Resources, assisting with the Budget preparation and payment of invoices
- 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, assisting with the Budget preparation and payment of invoices

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 and Assistant Treasurer in May 2021. Personnel restructuring allowed for internal succession for both of these positions and a considerable effort of training was made to plan for a smooth transition.

Goals

Continue the effort of cross-training and succession planning.

Base Level Budget

This budget is within guideline. Personnel changes allowed for re-allocation of funds to the part-time help line, with the goal of increasing staff cross-training and additional resources. Expense increase primarily in bank fees due to more online and non-cash payment being encouraged.

PERMANENT STAFFING (FTEs)	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request
Position Titles:					
Treasurer/Collector	1.0	1.0	1.0	1.0	1.0
Ass't. Treasurer/Collector	1.0	1.0	1.5	1.5	1.0
Sr. Accounting Clerk Parking & Collections	-	-	0.5	0.5	0.5
Accounting Clerks	2.0	2.0	1.5	1.5	2.0
Part-Time/Intern	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total Number of Positions	4.0	4.0	4.5	4.5	4.5

Treasurer/Collector Department Operating Request

Org	Obj	Account # 01-145 Account Title	Explanation	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
PERSONAL SERVICES										
01145100	511010	Senior Administrator	Treasurer/Collector	\$ 122,087	\$ 125,487	\$ 120,715	\$ 118,873	\$ 118,873	\$ 0	0.00%
01145100	511015	Senior Accounting Clerk	Senior Accounting Clerk/Parking Clerk - Starting in FY20 (50% paid by parking)	\$ -	\$ 26,239	\$ 32,061	\$ 32,701	\$ 32,701	\$ 0	0.00%
01145100	511220	Other Professional Staff	Assistant Treasurer/Collector	74,915	92,550	113,651	76,594	76,593	\$ (1)	0.00%
01145100	511370	Clerical	Full-Time Clerks	99,955	56,108	54,408	92,180	96,326	\$ 4,146	4.50%
01145100	512290	Part-time Help	Part-Time Clerk/Intern	17,050	36,348	22,288	38,012	33,866	\$ (4,146)	-10.91%
01145100	515050	Longevity		300	300	-	-	-	\$ -	0.00%
			PERSONAL SERVICES SUBTOTAL	\$ 314,306	\$ 337,033	\$ 343,123	\$ 358,361	\$ 358,360	\$ (1)	0.00%
EXPENSES										
01145200	524030	Equipment Maintenance	This covers the cost of maintenance for the Department's copier, typewriter and postal equipment.	4,361	3,109	1,536	2,980	3,000	\$ 20	0.67%
01145200	527030	Equipment Rental/Lease	Cover cost of postage system that was installed in FY05.	3,220	2,415	3,087	3,220	3,500	\$ 280	8.70%
01145200	530900	Other Professional Services	Banking services include lockbox, depository, custodial and checking services.	40,574	48,281	43,852	50,000	52,000	\$ 2,000	4.00%
01145200	534010	Postage	The postage budget for the Treasurer's Office covers postage costs for mailing real estate, personal property and motor vehicle excise bills and payroll and expense checks, W-2 and 1099 forms, miscellaneous billings plus all departmental correspondence. The Treasurer's Office oversees the processing of outgoing mail from the Town Hall. Of the approx. 77,000 (exclusive of tax bills which are mailed by MLP but paid for out of this budget) pieces of mail processed annually, this budget covers the department's 31,000 pieces while the 46,000 other pieces are charged back to various departments.	32,107	34,327	40,111	36,000	40,000	\$ 4,000	11.11%
01145200	534030	Advertising - General	Notification to the public that tax bills have been mailed and legal advertisement for tax takings.	250	196	616	300	700	\$ 400	133.33%
01145200	534040	Printing & Mailing Expense	The printing/ mailing budget for the Treasurer's Office covers the cost of printing the stock forms for real estate, personal property, excise bills, W-2's, 1099's and the check stock for payroll and expense checks. In addition, envelopes for mailing all the above items are purchased from this account. Tax billing is contracted to the MLP through their Pitney Bowes equipment.	2,391	3,320	2,568	4,000	4,000	\$ -	0.00%
01145200	542010	Office Supplies	Standard office supplies plus supplies for personal copier, LaserJet and mail machine. Annual Quickbooks subscription.	3,302	5,285	5,029	6,000	6,000	\$ -	0.00%
01145200	571110	Conf. Meetings - Administrators	The Treasurer attends meetings of the Mass. Govt. Finance Officers Assoc. and the Mass Collector/Treasurer Assoc. This also covers the cost of attending the annual MMA Meeting in Boston.	500	244	140	600	1,200	\$ 600	100.00%
01145200	572110	Conf/Mtgs - Administrators	The Treasurer attends the annual GFOA Conference.	-	-	-	1,500	1,500	\$ -	0.00%
01145200	573010	Dues - Administrators	Treasurer and Asst. Treasurer belong to Mass. Collectors & Treasurers Assoc. and the Treasurer belongs to the Mass. Government Finance Officers Assoc. & Government Finance Officers Assoc. of U.S. & Canada.	485	485	260	600	600	\$ -	0.00%
01145200	574120	Public Employee Bond	M.G.L.'s require that the Treasurer/Collector and both Assistant maintain bonds each and that the Town's Deputy Collector be bonded.	2,076	2,423	2,214	4,700	4,700	\$ -	0.00%
01145200	578035	Over/Short	Deposit Over/Short	2,388					\$ -	0.00%
01145200	569998	Check Error/Bank Fees		-	1,732	-	-	-	\$ -	0.00%
01145200	569999	IRS Penalties	Charges for tax payment errors	1,276		1,795			\$ -	0.00%
01145200	595540	Tax Title Costs	Tax Taking costs, including attorney and filing.	3,714	3,469	2,756	5,000	5,000	\$ -	0.00%
			EXPENSES SUBTOTAL	96,644	105,286	103,965	114,900	122,200	7,300	6.35%
		570000 Other Charges & Expenses	Encumbered expenses from prior fiscal year	722	653	2,887	-		\$ -	0.00%
			DEPARTMENT TOTAL	\$ 411,672	\$ 442,972	\$ 449,975	\$ 473,261	\$ 480,560	7,299	1.54%



Town of *Wellesley* FY2023 Budget Request

Town Report Operating Request

Department: 195

Department Head: Meghan Jop, Executive Director

Org	Object	Account Title	Explanation	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
01195200	534040	Town Report	For printing the Town Report and mailing copies to Town Meeting members.	\$ 2,042	\$ 2,046	\$ 1,235	\$ 4,000	\$ 3,000	\$ (1,000)	-25.00%