



Town of *Wellesley*

FY2023 Budget Request

Council on Aging: Mission, Services & Priorities

Wellesley Council on Aging FY23 Tax Impact Budget Request

The Wellesley Council on Aging (COA) Board is pleased to present our FY23 Tax Impact Budget Request of \$500,754. As we continue to expand our services to reach more of the 6,596 Wellesley Residents over the age of 60, we will be striving to make our services/programs more accessible to all. This past year and current day continue to be challenging our programming and staff to meet our seniors where they are, which means a continued progressive return to in-person programming as well as continued availability of remote options.

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 six full-time employees and five part-time employees. The COA is informally divided into the following functions: Social Services/Outreach, Programs/Activities, Administration, Transportation, and Volunteerism.



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COA Organizational Chart



Highlights from the past year

The past year can best be described as a time of resilience and re-building. July of 2021 began with an initial slow return of services in-person to the COA. There are constant challenges to returning to the building, from many seniors who are not quite ready to return, some instructors who are not willing to return, and a certain comfort level and preference by many to continue remote programming.

As the 2021 calendar year is nearing to a close, there has been a steady increase in our patronage numbers, both with in-person programming and with transportation requests. While these numbers are still below pre-COVID numbers, they are steadily increasing as patrons are becoming more comfortable venturing out.

Upcoming year goals/initiatives

Work continues towards a hybrid programming option to eventually meet both in-person and remote audiences simultaneously. The plan is to continue to work closely with our patrons, check in with surveys, and follow the data to better improve and grow our programs.

Long-term goals/initiatives



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At the Board's retreat in October 2021, the Board established three sub-committees to work on longer range goals to increase participation and positive impact at the COA. These sub-committees are: Vibrancy, Visibility, and Vitality. The sub-committees will continue to meet and work on establishing directions for their goals.

Operating personal service budget summary

The COA FY23 Proposed Personal Services Budget of \$425,054, which includes 2.75% increases for Group 40 series employees requiring steps, and a 2.5% increase for Group 50/60 series, is \$16,707 more than the adjusted FY22 budget.

There are two changes to the FY23 budget that account for the 4.09% overall salaries increase over FY22. The first is the slight under-budgeting of the Assistant Director's Line for FY22 which, when an increase is applied for FY23, shows a 2.89% increase. The second, and more noteworthy, is the change of the original FY22 budget from two part-time departmental assistants (19 hrs/wk each) to one full-time departmental assistant (35 hrs/wk). This change occurred in early FY22 after over 35 interviews and more than seven job offers failed to fill both positions. After consultation with HR and Finance, the decision was made to make this position full-time. In the conversion, a full-time employee is entitled to step increases that were not originally planned but are now included in the FY23 budget, adjusting their increase to more than 2.75%.

Operating expense budget summary

The expense budget of \$75,700 is a 4.18% decrease or \$3,300 less than the requests from FY22. The projected line-itemed expenses decreased by a total of \$3,800 while other expenses increased by a total of \$500.

Line items decreased due to a lower need for those items, contract adjustments, meeting the needs in FY22, or through other funds. The line items and amounts which decreased are:

- Equipment Maintenance/Repair Supplies (\$850);
- Training and Development (\$1,500);
- In-state Travel (\$700); and
- Board Trainings/Seminars (\$750).

The only line item that increased was vehicle maintenance. Although the line item decreased from the prior year, additional expenses with the bus are being identified due to its increasing age. As a result, this line item increased (\$500).

Capital budget summary

The beautiful TPC has been open for four years. Some initial problems were discovered and fixed early on. Other adjustments have been or will be addressed with other funding sources. However, two major design problems that have no immediately identifiable design solutions have been on hold while the Board was dealing with staff rebuilding and pandemic issues. Those two problems in order of priority are: (1) the kitchen as built cannot be licensed for use, and (2) there is no line of sight from the office suite to the main entrance and most of the main hallway for safety and security. The Board



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is requesting \$50,000 in FY23 for an architectural study and cost estimates for options to address these problems, one of which greatly impacts any food program, and the other is a safety and security issue that requires a volunteer to be stationed at the entrance at all times the building is open. After options and costs are known, the Board would be able to make decisions about potential projects and an appropriate mix of funding sources.

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request
Position Titles:						
Director of Senior Services	1.0	1.0	1.0	1.0	1.0	1.0
Assistant Senior Administrator	1.0	1.0	1.0	1.0	1.0	1.0
Health & Social Services Admin.	1.0	1.0	1.0	1.0	1.0	1.0
Health Social Services Coverage	0.0	0.0	0.0	0.0	0.1	0.1
Office Administrator	1.0	1.0	1.0	1.0	1.0	1.0
Senior Activities Coordinator	1.0	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	0.54
Activities Assistant B (0 hrs./wk.)			0.25	0.00	0.00	0.00
Transportation Coordinator (0 hrs.)	0.48	0.48	0.48	0.00	0.00	0.00
Transportation Coordinator (0 hrs.)	0.48	0.48	0.48	0.00	0.00	0.00
Dept. Assistant (35 hrs./wk.)	0.00	0.00	0.00	0.00	0.00	1.00
Dept. Assistant A (19 hrs./wk.)	0.1	0.38	0.38	0.54	0.54	0.00
Dept. Assistant B (19 hrs./wk.)	0.0	0.00	0.00	0.54	0.54	0.00
Volunteer Coord (19 hrs./wk.)	0.38	0.54	0.54	0.54	0.54	0.54
Bus Driver A (16 hrs./wk.)	0.45	0.40	0.40	0.46	0.46	0.46
Bus Driver B (16 hrs./wk.)	0.45	0.40	0.40	0.46	0.46	0.46
Bus Driver C (8 hrs./wk.)		0.12	0.12	0.23	0.23	0.23
On-call Bus Driver (0 hr./wk.)	0.03	0.03	0.02	0.01	0.00	0.00
Total Number of Positions	7.8	8.2	8.5	8.3	8.4	8.3



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Council On Aging - FY23 Operating Budget Request										
Org	Object	Account # 01-541 Account Title	Explanation	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22- 23	% Variance FY22-23
PERSONAL SERVICES										
01541100	511010	Senior Administrator	Director of Senior Services	\$ 81,923	\$ 83,541	94,984	97,121	97,121	\$ 0	0.00%
01541100	511015	Senior Accounting Clerk	Assistant Director of Senior Services			32,908	63,270	63,509	\$ 239	0.38%
01541100	511220	Other Professionals	Health & Social Services Administrator	119,663	109,249	66,131	62,909	62,909	\$ (0)	0.00%
01541100	511370	Clerical	Office Administrator, Senior Activities Coordinator; Departmental Assistant	88,284	107,797	105,294	112,214	159,070	\$ 46,856	41.76%
01541100	512290	Part-time	Activities Assistant, Volunteer Coordinator	98,784	66,632	90,088	82,338	45,441	\$ (36,897)	-44.81%
01541100	512490	Coverage for HHSA	Coverage for HHS Admin	-	-	-	3,150	3,150	\$ (0)	0.00%
01541100	511360	Transportation Wages	3 Bus Drivers	-	-	-	39,944	41,042	\$ 1,098	2.75%
01541100	569500	Offsetting Grants	EOEA, Eastern Development	(43,432)	(53,432)	(45,000)	(52,600)	(52,600)	\$ -	0.00%
			PERSONAL SERVICES SUBTOTAL	345,222	313,787	344,405	408,346	419,641	\$ 11,294	2.77%
EXPENSES										
01541200	524020	Public Transportation	Vehicle Maintenance	2,856	4,933	1,989	5,500	6,000	\$ 500	9.09%
01541200	524030	Equipment Maintenance	Senior Registration Program hardware upgrades		-	-	1,000	1,000	\$ -	0.00%
01541200	534080	Software Licenses	MySeniorCenter, Assisted Rides, InDesign, Adobe, Doodle, Zoom 2 accounts (\$30/month-\$720)	4,704	4,534	4,034	5,750	5,750	\$ -	0.00%
01541200	524050	Computer Equipment Maintenance	Office Technology Needs outside scope of Town	930	4,540	3,463	2,000	2,000	\$ -	0.00%
01541200	543040	Equipment Maintenance /Repair Supplies	TPC kitchen equipment; fitness center equipment annual maintenance/repair	917	1,724	700	5,000	4,150	\$ (850)	-17.00%
01541200	530500	Training & Development	Staff Professional Development Opportunities - Not MCOA & NCOA	6,483	84	2,457	4,000	2,500	\$ (1,500)	-37.50%
01541200	530900	Other Professional Services	Heavy duty TPC kitchen cleaning 1x/month - \$150/mo + 3 special	270	405	-	2,150	2,150	\$ -	0.00%
01541200	573010	Dues - Administrators	NCOA and MCOA annual dues - NCOA \$200, MCOA \$1500	1,231	1,448	145	1,700	1,700	\$ -	0.00%
01541200	541010	Public Transportation	Gasoline - \$4,626 base, but add more offsite trips with expanded programming	3,908	2,340	1,221	6,000	6,000	\$ -	0.00%
01541200	534010	Postage	General postage-doesn't include newsletter	1,044	708	645	1,500	1,500	\$ -	0.00%
01541200	534020	Telephone	4 POTS lines @ TPC - POTS \$1,600, Cell phones (SW, Bus, Director, Activities)-\$225/month	1,913	1,529	1,975	4,300	4,300	\$ -	0.00%
01541200	534055	Cable and Internet	Monthly Hulu -\$80/month	857	967	701	1,000	1,000	\$ -	0.00%
01541200	534040	Printing and Mailing Expense	Newsletter mailings to households 60+ 6X/year (approx. \$1500/ mailing)	7,851	8,470	12,760	9,000	9,000	\$ -	0.00%
01541200	534060	Photocopying	Ink, toner, paper, repairs	973	1,555	1,781	2,400	2,400	\$ -	0.00%
01541200	542010	Office Supplies	Office Supplies, PPE and Hand Sanitizer costs	1,573	2,283	5,358	3,700	3,700	\$ -	0.00%
01541200	549050	Food - Departmental		-	136	-	-	-	\$ -	0.00%
01541200	557010	Programs and Activities	Program costs, presenter fees, subscription fees, and supplies	13,991	10,043	17,125	19,000	19,000	\$ -	0.00%
01541200	557020	Social and Cultural Programs		-	150	-	-	-	\$ -	0.00%
01541200	571010	In-state travel (mileage)	Staff business related - Home visits, errands, travel training	976	154	43	1,800	1,100	\$ (700)	-38.89%
01541200	557030	COA Survey	Possible survey	2,010	-	-	-	-	\$ -	0.00%
01541200		Board Training/Seminars	Board training, seminars, retreat professional costs			-	1,400	650	\$ (750)	-53.57%
01541200	571110	Conferences/Meetings Administrators	Conference Fees	1,240	84	125	1,800	1,800	\$ -	0.00%
		Offsetting Grants	Summary		(14,100)	(7,600)			\$ -	0.00%
			EXPENSE SUBTOTAL	53,728	31,987	46,922	79,000	75,700	\$ (3,300)	-4.18%
	570000	Other Charges & Expenses	year	\$ -	\$ -	\$ -		\$ -	\$ -	
			DEPARTMENT TOTAL	\$ 398,950	\$ 345,774	\$ 458,207	\$ 487,346	\$ 495,341	\$ 7,994	1.64%



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West Suburban Veteran's District: Mission, Services & Priorities

The **West Suburban Veteran's District (WSVD)**, was established in March of 2010 and included the towns of Wellesley, Needham, and Weston. Wayland joined the group in July of 2012, and Westwood joined the group in April 2021. 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 12.75% **decrease** for FY23, due to Westwood's joining the district and redistributing costs.

PERMANENT STAFFING (FTEs)	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request
Position Titles:					
Director of Veterans' Services	1.0	1.0	1.0	1.0	1.0
Services	0.0	0.0	0.70	1.0	1.0
District Administrative Support	0.6	0.6	0.6	0.6	0.6
Total Number of Positions ¹	1.60	1.60	2.30	2.60	2.60

West Suburban Veterans District Operating Request									
Org	Object	Account # 01-543 Account Title	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
EXPENSES									
01543200	577010	Ordinary Veterans Benefits ¹	\$ -	\$ -	\$ -	\$ -	-	\$ -	0.00%
01543200	569555	Veteran's District Assessment	69,150	70,502	70,822	70,822	61,791	\$ (9,031)	-12.75%
		EXPENSE SUBTOTAL	69,150	70,502	70,822	70,822	61,791	\$ (9,031)	-12.75%
		570000 Other Charges & Expenses	-	-	-	-	-	\$ -	0.00%
		DEPARTMENT TOTAL	\$ 69,150	\$ 70,502	\$ 70,822	\$ 70,822	\$ 61,791	\$ (9,031)	-12.75%
¹ The ordinary benefits & grave flags are reimbursable from the State at									



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Youth Commission: Mission, Services & Priorities

The Wellesley Youth Commission provides programs and services designed to ensure that Wellesley's youth feel 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 services provided by the Youth Commission are implemented and managed by the Youth Director. Youth Commission programs planned for FY 2023 include the continuation of the following:

- **Wellesley Fire Rescuers Summer Program** 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 Eco 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.

And the addition of:

- **Wellesley Department of Public Works and Wellesley Municipal Light Plant Exploration** is a weeklong program offers an exclusive opportunity to experience the behind the scenes of two essential town departments.

The Youth Commission will continue to provide social educational programming in collaboration with the Wellesley Police Department for the Wellesley Public Schools; these programs are based on trends facing youth and their families, in real time. The Youth Director will continue to work closely with the Health Department to assess and serve the needs of Wellesley's most vulnerable families living in subsidized public housing.

PERMANENT STAFFING (FTEs)	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Actual</u>	<u>FY22 Budget</u>	<u>FY23 Request</u>
Position Titles:					
Senior Administrator	1.0	1.0	1.0	1.0	1.0
Student Intern	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total Number of Positions	1.5	1.5	1.5	1.5	1.5



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Youth Commission: Mission, Services & Priorities

Youth Commission Operating Request

Department: 542

Department Head: Maura Renzella, Youth Director

DEPARTMENT	FY19	FY20	FY21	FY22	FY23	\$ Variance	% Variance
EXPENDITURES	Actual	Actual	Actual	Budget	Request	FY22-23	FY22-23
Personal Services							
Full Time	\$ 76,767	\$ 79,291	\$ 81,082	\$ 82,906	\$ 82,906	\$ 0	0.00%
Student Intern	6,914	1,855	8,240	8,404	8,635	\$ 231	2.75%
Subtotal, Personal Services	83,681	81,146	89,322	91,310	91,541	231	0.25%
Expenses	16,133	11,702	15,373	17,090	17,090	\$ -	0.00%
Encumbered Expenses	-	-	-	-	-	\$ -	0.00%
Subtotal, Expenses	16,133	11,702	15,373	17,090	17,090	-	0.00%
TOTAL TAX IMPACT	\$ 99,814	\$ 92,848	\$ 104,695	\$ 108,400	\$ 108,631	\$ 231	0.21%