



Town of Wellesley
FY2023 Budget Request
Selectboard Appointed Committees

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. This year the cost was increased by \$800 to account for the rental of audio equipment for the Memorial Day and Veterans' Day services.

Select Board Appointed Committees Operating Request										
Org	Object	Committee	Explanation	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
01180200	534040	Housing Development Corp.	Postage, printing, and photocopying costs.	3,745	6,500	6,500	6,500	6,500	\$ -	0.00%
			Subtotal Housing Development	3,745	6,500	6,500	6,500	6,500	\$ -	0.00%
01691200	557010	Historical Commission	Programs & Activities	750	750	750	750	750	\$ -	0.00%
			Subtotal Historical Commission *	750	750	750	750	750	\$ -	0.00%
01692200	557010	Celebrations Committee	Funds provide for the Town's contribution to the Celebration's Committee activities.	4,700	4,700	4,700	4,700	4,700	\$ -	0.00%
			Funds provided for Grave flags - these costs are 75% reimbursable from the State and should be tracked with Veterans Ordinary Benefits. Funds for amplification and event advertising							
01693200	557010	Memorial Day		2,500	2,500	2,500	2,500	3,300	\$ 800	32.00%
01693200	557010	Memorial Day	Stipend for Joe Oliveira		2,500	2,500	2,500	2,500	\$ -	0.00%
			Subtotal Memorial Day	\$ 2,500	\$ 5,000	#####	\$ 5,000	\$ 5,800	\$ 800	16.00%

* Historical Commission budget proposed to be transferred to Planning beginning FY19



Town of *Wellesley*
FY2023 Budget Request
Zoning Board of Appeals: Mission, Services, & Priorities

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 FY23 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 FY23 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 98 new petitions were filed during FY21, including substantial review site plan applications for Wellesley Park, LLC, Wellesley Country Club, Delanson Realty Partners, and Town of Wellesley/Permanent Building Committee (Hunnewell School).

PERMANENT STAFFING (FTEs)	FY19	FY20	FY21	FY22	FY23
	Actual	Actual	Actual	Budget	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	0.5
Total Number of Positions	1.5	1.5	1.5	1.5	1.5



Town of *Wellesley*
FY2023 Budget Request
Zoning Board of Appeals: Mission, Services, & Priorities

Zoning Board of Appeals Operating Request										
Org	Obj	Account # 01-176 Account Title	Explanation	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
PERSONAL SERVICES										
01176100	511220	Other Professional Staff	Salary for Executive Secretary	\$ 55,421	\$ 56,964	\$ 58,165	\$ 59,474	\$ 59,474	\$ (0)	0.00%
01176100	511420	Other Support Staff	Vacant - 19hrs week Support Staffer	\$ 18,336	\$ 21,151	\$ 14,442	\$ 21,548	\$ 21,548	\$ (0)	0.00%
			PERSONAL SERVICES SUBTOTAL	73,757	78,115	72,607	81,022	81,022	\$ (0)	0.00%
EXPENSES										
01176200	534010	Postage	Mailing of Notices, Decisions, General Correspondence	2,680	1,942	4,114	3,500	3,500	\$ -	0.00%
			These funds are for the cost of placing legal ads and meeting agendas in local newspapers. Monthly bills are averaging \$250/per month.							
01176200	534030	Advertising - General	Imprinted envelopes, pads & stationary.	1,986	1,431	2,381	2,500	2,500	\$ -	0.00%
01176200	534040	Printing & Mailing Expense							\$ -	0%
01176200	534060	Photocopying	Beginning FY11 all Townhall copying costs are included as one line item in Dept 199						\$ -	0%
01176200	542010	Office Supplies	Supplies for the office such as;	4,758	161	1,460	1,250	1,250	\$ -	0.00%
01176200	573010	Dues-Administrators	Mass. Federation of Planning & Appeals Boards	-	-	-	140	140	\$ -	0.00%
01176200	573020	Dues-Professional Staff	Landlaw & Landletter Subscriptions	235	235	235	300	300	\$ -	0.00%
01176200	583120	Office Machine Replacement		829	-	-	1,500	1,500	\$ -	0.00%
			Estimated cost for office space, computer, chair, wiring for proposed new hire	-	-	-	-	-	\$ -	0%
			EXPENSE SUBTOTAL	10,488	3,770	8,190	9,190	9,190	\$ -	0.00%
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	290			-			
			DEPARTMENT TOTAL	\$ 84,536	\$ 81,885	\$ 80,797	\$ 90,212	\$ 90,212	\$ (0)	0.00%



Town of *Wellesley*

FY2023 Budget Request

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		FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
Org	Object							
01151200	530100 Legal Services	375,000	412,271	425,782	500,000	480,000	(20,000)	-4.00%
01151201	570000 Encumbered expenses from prior fiscal year	-		-	-		-	0.00%
TOTAL Expense		\$ 375,000	\$ 412,271	\$ 425,782	\$ 500,000	\$ 480,000	\$ (20,000)	-4.00%



Town of *Wellesley*

FY2023 Budget Request

Audit Committee Operating Request

MISSION

To ensure the timely annual examination of the Town's consolidated financial statements in accordance with generally accepted auditing standards and to ensure the Town maintains sufficient systems of Internal Control.

ORGANIZATION

The Committee consists of five members with professional audit management experience appointed by the Moderator. The term is two- years, with one extension. Activities include the selection of an outside auditing firm to examine the financial statements of the Town, including all its departments. The Audit Committee defines the scope of the auditor's assignments and reviews their findings and recommendations with the appropriate Boards and Committees.

ACCOMPLISHMENTS

The FY2021 Audit was completed timely in November 2021. Management Letter findings were limited. The Annual Comprehensive Financial Report has received an award from the Government Finance Officers' Association (GFOA) each year since 2004.

FY2023 REQUEST

This request reflects a new three-year contract (starting with the FY2021 Audit) with two optional one-year extensions.

Department: 135

Department Head: Sheryl Strother, Finance Director

DEPARTMENT

EXPENDITURES

Org	Obj		FY19	FY20	FY21	FY22	FY23	\$ Variance	% Variance
			Actual	Actual	Actual	Budget	Request	FY22-23	FY22-23
01135200	530200	Town's General Purpose Financial Statements (GPFS) & reports	\$ 58,200	\$ 58,850	\$ 58,630	\$ 60,400	\$ 60,850	\$ 450	0.75%
			\$ 58,200	\$ 58,850	\$ 58,630	\$ 60,400	\$ 60,850	\$ 450	0.75%

The Enterprise Funds (MLP, Water, Sewer) and Retirement Fund are audited annually. The cost is charged to each entity as follows:

	FY19	FY20	FY21	FY22	FY23
Town	\$58,100	\$58,100	\$58,100	\$60,000	\$60,000
Copying fees *	\$0	\$750	\$750	\$400	\$850 *
MLP	\$18,800	\$18,800	\$18,800	\$19,500	\$19,500
Retirement	8,600	8,600	8,600	9,000	9,000
Water	6,500	6,500	6,500	7,000	7,000
Sewer	6,500	6,500	6,500	7,000	7,000
Total Contract	\$98,500	\$99,250	\$99,250	\$102,900	\$103,350

*The Accounting budget has absorbed these costs in the past



Town of *Wellesley* FY2023 Budget Request

Risk Management Operating Request

Department: 945/211

Department Head: Meghan Jop, Executive Director

The insurance budget provides for the premium costs for general liability, automobile, property and public official liability insurance for all Town operations, as well as occupational health services. The work-related medical expenses of retired disabled uniformed police and fire personnel are also funded within this budget.

These insurance policies include General Property, Auto, Boiler and Machinery, School Leaders, Public Officials, Umbrella and Flood, as well as various official bonds. The Other Liability Insurance line item included funds for Flood Insurance and buildings taken off of Builders Risk and added to the Statement of Values.

The Enterprise Fund offsets derive from the MLP, Water, and Sewer Departments, which provide reimbursement to the insurance account based premium breakdowns from our insurance carrier. Each account's return is expected to rise proportionately with the expected rise in insurance costs.

Org	Object	Account Title	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Request	\$ Variance FY22-23	% Variance FY22-23
01945200	574010	Comprehensive Liability Insurance Premium	\$ 561,227	\$ 576,744	\$ 579,035	\$ 638,622	\$ 700,000	\$ 61,378	9.61%
	574013	Endorsements		\$ 656				\$ -	-
01945200	574016	Insurance Deductibles	15,822	31,213	25,000	25,000	25,000	\$ -	0.00%
	574011, 574012, 574014, 574017	Rewards/Credits/Early Payment Incentive							
01945200			(65,544)	(90,506)	(25,000)	(25,000)	(25,000)	\$ -	0.00%
01945200	574015	Enterprise Allocation (Water, Sewer, MLP)	(112,584)	(121,433)	(115,000)	(140,000)	(150,000)	\$ (10,000)	7.14%
01945200	574010	Comprehensive Liability - Tax Impact Portion	398,921	396,674	464,035	498,622	550,000	\$ 51,378	10.30%
01945200	574018	Notary Insurance		1,036				\$ -	-
01945200	517010	Medical Expense	-	2,089	3,075	3,075	3,075	\$ -	0.00%
01945200	530900	Other Professional Services	9,750	-	-	-	-	\$ -	-
	574090, 574096	Other Liability Insurance	9,225	8,958	9,225	9,225	9,225	\$ -	0.00%
			417,896	408,758	476,335	510,922	562,300	\$ 51,378	10.06%
	570000	Encumbrances	20,945	20,000	-		-	\$ -	-
			408,146	448,762	476,335	510,922	562,300	\$ 51,378	10.06%
01211200	530900	Injured on Duty-Police & Fire Accident Policy	\$ 100,000	\$ -	0.00%				



Town of *Wellesley*

FY2023 Budget Request

Street Lighting Operating Narrative: Mission, Services & Priorities

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.

Org	Object	DEPARTMENT		FY19	FY20	FY21	FY22	FY23	\$ Variance	% Variance
		EXPENDITURES		Actual	Actual	Actual	Budget	Request	FY22-23	FY22-23
14582430	521010	Expense Total		\$ 145,000	\$ 140,000	\$ 142,000	\$ 142,000	\$ 142,000	\$ -	0.00%