



Town of *Wellesley*

FY2024 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.

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.

Working with 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; estimates, modifies and maintains voting precincts; administers Town property leases and certain grant applications; and is Town Ombudsman.

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, Finance Department, Facilities Management Department, Climate Action Committee, IT Department, Building Department, West Suburban Veterans District, Sealer of Weights and Measures, and multiple financial accounts. 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



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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, represents the Town at the West Suburban Health Group, and oversees economic development activities on behalf of the Town. 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 Support Services Manager position is principally responsible for the management of a variety of required functions of the Select Board including procurement, 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.

FY23 Goals Accomplished

Town Asset Management

- Worked with FMD and PBC to successfully secure funding of \$23M approved for the Town Hall Interior renovation project with inside the levy borrowing.
- In close coordination with FMD, prepared and moved all Land Use Departments to leased space at 888 Worcester Street.
- Prepared and completed bidding for the temporary transition of Town Hall staff to leased office space for Town Hall renovation.
- Received \$150,000 in ARPA funds and worked with FMD to have permitted a generator for the Warren Building. Installation will occur in FY24.

Housing

- Worked with development teams to complete 40B and 40R construction projects and to resolve outstanding legal cases on 680 Worcester Street and 16 Stearns Road.
- Worked with the WHDC upon completion of an affordable housing market study.
- Worked with the WHDC, CAC, and SB to consider renovation of 156 Weston Road for affordable housing including a decarbonization audit and a home inspection.

Economic Development

- Worked to initiate and communicate design objectives and potential costs associated with the Wellesley Square Amenities Plan
- Worked with Chamber, Merchants and Property owners to address storefront vacancies, support pop-up retail shops, assist with regional travel and tourism campaign, and aid ongoing community events.
- Worked to fund, create, construct and maintain three parklets for outdoor eating and community gathering spaces.
- Acquired and prioritized grants to support commercial revitalization in the amount of \$50,000, connecting people and the community to our business districts through gathering spaces, and providing alternative modes of transportation to commercial and civic destinations with Catch Connect services.
- Worked with Boston College students under the direction of Professor Ed Chazen on a study of the commercial redevelopment of properties on Walnut Street.

Connectivity of People and Places



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- Worked with the MWRTA to expand the micro-transit Catch Connect pilot program and ridership is at an all time high. A third bus was added to accommodate demand.
- Worked to continue to implement priority projects and intersections on the Complete Streets list. Identified Town is not eligible for complete street redesign until FY25 based on awarding of \$400,000 in FY21 for Great Plain Avenue.
- Worked closely with MBTA to improve service and ADA accessibility at the Wellesley Square, Wellesley Hills, and Wellesley Farms Commuter Rail Stations.
- Worked to receive \$82,000 in funding for covered bike racks at the Middle School.

Sense of Community

- Continued to improve public service announcements, town-wide communication initiatives, and completed a website refresh.
- Completed Phase 1 of the DEI Task Force goals and objectives and will bring action items to ATM 23.
- Worked on several community-wide dialogues as part of the Civil Discourse Initiative and facilitated discussions on values, education, housing and race.
- Conducted three 2-hour training sessions on Racialization for staff and board members.
- Established a Resolution and Citations Policy
- Worked to ascertain a 100% funded grant from MEMA to complete a Hazard Mitigation Plan.
- Worked with MLP, FMD, Traffic Committee and others to consider a town-wide solar policy and EV charging policy for buildings and town land.
- Established an EV Charging Traffic Regulation for charging in commuter/public parking lots.

FY24 Goals

Town Asset Management

- *Establish effective temporary Town Hall location*
- *Continue to digitize public records*
- *Finalize all Town Union Contracts*

Housing

- *Work with Planning Department and DHCD to comply with MBTA Communities program*
- *Continue to work with WHDC on the renovation and leasing for affordable housing the property located at 156 Weston Road*
- *Work with Planning Board to review Fair Housing Committee Structure*
- *Consider update to Housing Production Plan, or Housing Production Action Plan*

Economic Development

- *Define Economic Development Goals and Priorities*
- *Continue to complete and begin to implement the Wellesley Square Amenities Plan*
- *Evaluate alternative Parking Management Plans for Wellesley Square and flexible uses for municipal lots*

Sense of Community

- *Work with Diversity, Equity, and Inclusion (DEI) Task Force to implement DEI Resolution, conduct Equity Audit, and host educational seminars and trainings*
- *Work with on ADA Self-Assessment if awarded grant from the Massachusetts Office of Disability*
- *Continue to conduct Civil Discourse Dialogues*



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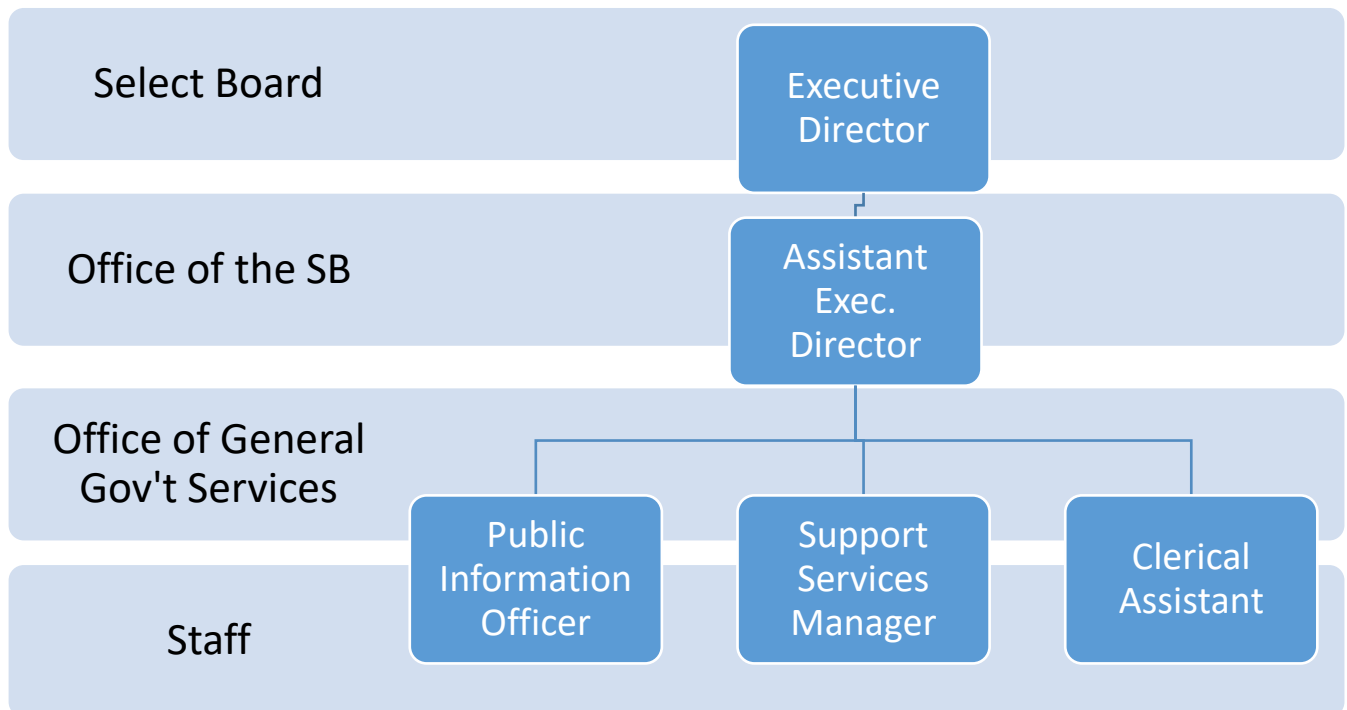
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Sustainability

- Continue to implement the Climate Action Plan
- Continue to implement the Sustainable Mobility Plan
- Finalize Hazard Mitigation Plan
- Implement findings of the Safe Routes to School walk and bike shed study
- Work to finalize the design for the shared use path on Rt. 135 between Bacon Street and Weston Road
- Work to improve bike and pedestrian connections in Commercial Districts with the Traffic Committee, including the installation of a bike repair station at the Warren Building and Rapid Flashing Beacon at the intersection of Washington and Church Streets
- Continue to work with the MBTA to make the Commuter Rail stations ADA Accessible
- Continue to promote MWTRA micro-transit platform, Catch Connect and work with Wellesley College, Babson College, and major businesses to have options for alternative modes of transportation

Operating Budget Summary



The Executive Director's budget this year represents an overall year increase of 2.17%. The increase includes an assumed salary increase of 2.0% for the Executive Director and all 50/60 series staff and 3% for 40 series staff. There are additional funds set aside to fund any performance evaluation for the Executive Director, overtime for the Clerk, and funds associated with reclassification. The FY24 budget reflects building on the Unified Plan, Housing



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Production Plan, Sustainable Mobility Plan, Climate Action Plan and on economic development, increasing communication and social efforts such as the DEI Task Force and the Civil Discourse Initiative, however, does not require operational budgetary increases.

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 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	1.0
Clerical Assistant*	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Total Number of Positions	5.0	5.0	5.0	5.0	5.0

* FY22 job classifications were modified



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Org	Object	Account # 01-122 Account Title	Explanation	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request	\$ Variance FY23-24	% Variance FY23-24
PERSONAL SERVICES										
01122100	511010	Senior Administrator	Salary of the Executive Director	\$ 201,538	\$ 215,827	\$ 222,302	\$ 228,971	\$ 232,655	\$ 3,684	1.61%
01122100	511220	Other Professionals	Salaries of Asst. Exec. Dir, PIO, Support Services & Clerical Asst.	181,651	255,250	264,204	338,890	345,476	\$ 6,585	1.94%
01122100	512290	Temporary Help	Substitute Exec. Assistant (vacations/sick leave and transcription)	-	3,430	665	-	-	\$ -	0.00%
		Funds to complete Performance Review, Reclassification and OT for Clerk					11,888	13,000	\$ 1,112	9.35%
01122100	515050	Longevity	Longevity payment due personnel with more than 15 years service.	-	-	-	-	-	\$ -	0.00%
PERSONAL SERVICES SUBTOTAL				383,189	474,507	487,170	579,749	591,131	11,382	1.96%
EXPENSES										
01122200	521010	Electricity	Cover Streetlight Deficit	1,397	4,589	861	-	-	\$ -	0.00%
01122200	524050	Computer Equipment Maint.	Digital Scanner	-	-	-	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.	837	230	5,700	3,000	4,000	\$ 1,000	33.33%
01122200	530600	Appraisals & Surveys	Appraisals as required for land/municipal surveys.	-	-	-	2,000	2,000	\$ -	0.00%
01122200	530900	Other Professional Services	Consulting Services as needed	275	1,200	5,000	5,000	6,000	\$ 1,000	20.00%
01122200	534010	Postage	For routine mailing and also to cover additional mailings (e.g., reports, surveys, etc.).	258	589	1,053	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.	260	384	480	1,100	1,000	\$ (100)	-9.09%
01122200	534035	Advertising- Employment	For employment advertising.	-	-	-	-	-	\$ -	0.00%
01122200	534040	Printing and Binding Expense	For large jobs which can't be handled by office copier (e.g., budgets and reports).	-	-	-	400	400	\$ -	0.00%
01122200	534060	Photocopying	Beginning FY11 all Townhall costs are part of Dept 199	-	-	-	-	-	\$ -	0.00%
01122200	534090	Other Communications Services	Digital web images	-	-	540	-	-	\$ -	0.00%
01122200	534095	On Line subscriptions/databases	Social Media analytical tools	3,990	4,788	4,788	3,000	4,800	\$ 1,800	60.00%
01122200	538030	Microfilming Services	Microfilming of department records which must be kept indefinitely.	-	-	-	-	-	\$ -	0.00%
01122200	542010	Office Supplies	Office supplies	285	2,190	3,336	3,000	3,000	\$ -	0.00%
01122200	549090	Other Food Service Supplies		368	-	83	500	500	\$ -	0.00%
01122200	555020	Periodicals & Newspapers	Newspaper subscriptions	94	71	73	300	300	\$ -	0.00%
01122200	557010	Programs and Activities		125	160	575	-	300	\$ 300	0.00%
01122200	571010	In-state travel (mileage)	For reimbursement of mileage	16	-	29	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.	1,712	2,342	545	3,400	3,400	\$ -	0.00%
01122200	573010	Dues-Administrators	Dues for professional organizations such as MMMA, AICP	1,552	1,211	1,305	3,000	3,000	\$ -	0.00%
01122200	573040	Dues-Committee/Board Members	Massachusetts Municipal Association and Norfolk County Selectmen's Association dues.	8,975	9,270	9,449	9,200	9,500	\$ 300	3.26%
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)	-100.00%
EXPENSES SUBTOTAL				22,422	27,023	33,817	39,700	42,000	\$ 2,300	5.79%
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal	-	379	-	-	-	\$ -	0.00%
DEPARTMENT TOTAL				\$ 405,611	\$ 501,909	\$ 520,987	\$ 619,449	\$ 633,131	\$ 13,682	2.21%

CLIMATE ACTION COMMITTEE

Mission

The mission of the Climate Action Committee (CAC), previously the Sustainable Energy Committee (SEC), is to reduce town-wide greenhouse gas (GHG) emissions that lead to climate change. Wellesley met its 2020 GHG emissions reduction goal. In 2021, Annual Town Meeting adopted revised goals aligned with Massachusetts and United States climate targets: to reduce town-wide emissions 50% below a 2007 baseline by 2030, 75% by 2040, and to net-zero by 2050.

Department Description

The CAC supports, advises, and collaborates with Town of Wellesley departments and committees, and community stakeholders on initiatives to reduce GHG emissions from Wellesley's municipal, residential, commercial, and institutional sectors. The CAC engages with other towns and with state and federal agencies to advance Wellesley's climate goals. The CAC also tracks and reports on GHG emissions by sector.

Organizational Structure

The CAC has seven appointed members, with staggered terms of three years. The Select Board (SB), Wellesley Municipal Light Plant (MLP), 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, at 35 hours/week, who reports to the Executive of General Government Services, and a Sustainability Analyst, at 35 hours/week.

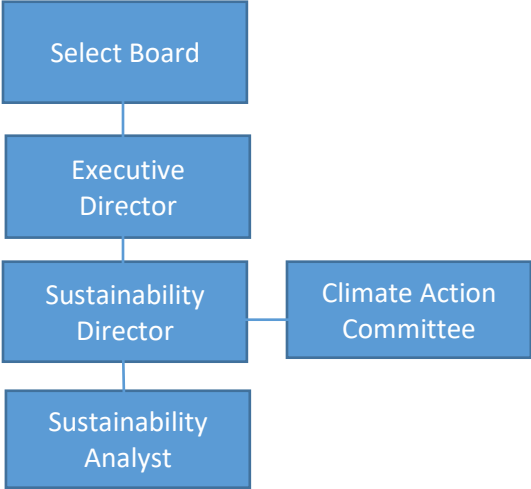


Figure 1: Climate Action Committee Organizational Chart

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. The CAC currently collaborates with the DPW on grants for water treatment plant heat pumps and Water and Sewer Garage LED lights. The CAC also assists the Police Department with an electric vehicle grant.

Additional Grants – Climate action-related grants this year also fund a Hazard Mitigation Plan and EV chargers in the Middle School parking lot.

Climate Action Plan – The CAC published a town-wide Climate Action Plan (CAP) in February 2022, a road map for achieving the town’s recently revised GHG emissions reduction goals and for building resilience to climate change impacts. CAP implementation involves action by municipal staff and boards, residents, businesspeople, and institutions across six pathways: governance, energy, buildings, mobility, natural resources, and waste. The CAC works to facilitate and accelerate this action through education, advice, advocacy, policy development, and technical and financial grant resources.

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. The CAP process produced a revised methodology for tracking emissions.

Advocating for a Strong Building Energy Code – The CAC advocated for a strong Municipal Opt-in Specialized Energy Code, voicing support for and feedback on Code drafts. ATM 2023’s adoption of this Code is essential in helping Wellesley meet its climate goals.

Building Energy Tracking and Reporting Program (BETR) - BETR is a Town of Wellesley initiative to assist large commercial, multi-family, and institutional properties in Wellesley with lowering energy costs, making buildings more sustainable, and reducing GHG emissions. The program includes energy tracking and reporting and a Building Energy Roundtable which meets quarterly.

WasteWise Wellesley – The CAC participates in 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.

Mobility Programs – The CAC participates in the town-wide Mobility Working Group and the Electric Vehicle Working Group. CAC staff drafted an EV First policy for consideration by the EV Working Group. The CAC also collaborates with the MLP and Sustainable Wellesley to host electric vehicle showcase and test drive events.

Municipal Engagement – The CAC and Town Departments, including the Municipal Light Plant, Department of Public Works, Police Department, and Natural Resources Commission are deepening their collaborations on climate action.

Community Engagement – Stakeholder engagement during the CAP process, new programs such as BETR and the EV showcases, expanded communication channels, and a renewed Green Collaborative are increasing community participation in climate action events.

Fiscal Year (FY) 24 Goals

The CAP contains 90 actions to be implemented over the next five to ten years. Together, these actions involve 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 carries out data collection, research, analyses, public education, and municipal and community engagement. The CAC also develops and implements local programs, collaborates with other towns, and advocates for state and federal policies that advance progress toward our climate targets.

Specific goals for FY24 include:

- Lead Police Station energy audit;
- Enhance analysis and reporting of town-wide GHG emissions;
- Complete a CAP dashboard for tracking progress toward climate goals;
- Develop a web-based "Climate Action How-to Hub," to guide community members in taking climate action;
- Work with the MLP to launch a climate coaching program;
- Seek grant-funded technical and financial support for CAP actions;
- Collaborate regionally to further climate goals;
- Implement climate education, engagement, and equity programs to reduce emissions and build resilience; and
- Expand the climate action audience via interdepartmental and community collaborations, public programs, direct mailings, news outlets, websites, social media, and in-person and Zoom events.

Operating Budget Summary

The CAC's FY24 operating budget includes funding for the Sustainability Director, CAC Analyst, and expenses for dues, professional development, events, and supplies required to run the CAC's programs.

The CAC's FY24 operating budget remains level compared to FY23 except for an increase of \$43,370, equal to approximately half of the Director's salary. Since 2016 the MLP and CAC each covered half of the Director's salary. For the past several years the MLP Director and Director of General Government Services discussed the eventual migration of the full Director's salary to the Climate Action Committee budget. In Summer 2022 the MLP hired a Sustainability Coordinator, making FY24 an appropriate year to transition the CAC Director's salary fully into the CAC's budget.

Revenue and Cost Savings

The CAC will continue to identify and pursue Green Communities and other grant opportunities, alert the municipality to sustainability-related incentives, and work with departments across Town to reduce energy use.

Above Guideline

The attached operating budget request exceeds guideline by approximately 34% because the FY24 budget includes all, rather than half, of the Sustainability Director's salary.

FTE	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request
Director	1.00	1.00	1.00	1.00	1.00	1.00
Analyst	0.30	0.30	0.50	0.50	1.00	1.00
	1.30	1.30	1.50	1.50	2.00	2.00

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Climate Action Committee Operating Request										
Org	Object	Account Title	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Budget FY23	Request FY24	\$ Variance FY23-24	% Variance FY23-24
01126100	511220	Other Professional Staff	24,011	26,475	35,531	41,595	43,147	86,517	43,370	100.52%
01126100	511420	Other Support Staff	9,635	10,729	31,018	33,189	64,513	65,549	1,036	1.61%
		PERSONAL SERVICES SUBTOTAL	\$ 33,646	\$ 37,204	\$ 66,549	\$ 74,784	\$ 107,660	\$ 152,067	44,406	41.25%
		Benefits for additional FTE								
		PERSONAL SERVICES + BENEFITS SUBTOTAL	\$ 33,646	\$ 37,204	\$ 66,549	\$ 74,784	\$ 107,660	\$ 152,067	44,406	41.25%
01126200	579999	ICLEI Dues	-	600	600	600	1,200	1,200	-	0.00%
01126200	571110	Conf/Mtgs/USDN Dues		1,800	2,150	2,200	2,200	2,200	-	0.00%
01126200	557010	Programs and Activities	2,740	500	218	314	2,500	2,500	-	0.00%
01126200	542010	Office Supplies		300	211	386	300	300	-	0.00%
01126200	534010	Postage		25	4	25	3,500	3,500	-	0.00%
		EXPENSES SUBTOTAL	\$ 2,740	\$ 3,225	\$ 3,184	\$ 3,524	\$ 9,700	\$ 9,700	-	0.00%
		TOTAL	\$ 36,386	\$ 40,429	\$ 69,733	\$ 78,308	\$ 117,360	\$ 161,767	\$ 44,406	37.84%



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Finance Department: Mission, Services & Priorities

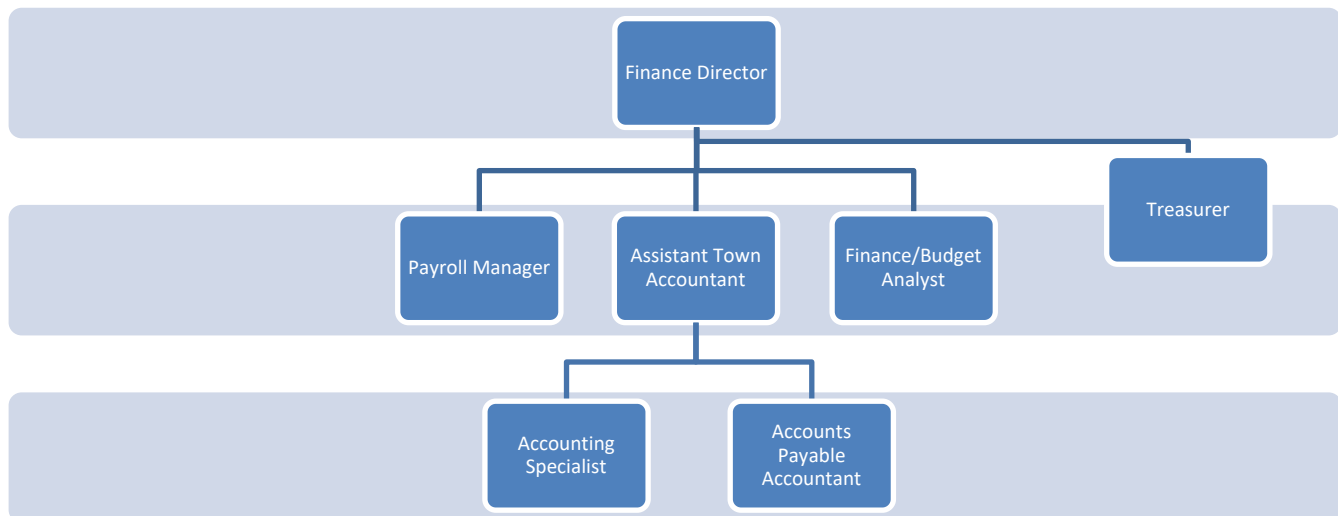
Mission

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 Accountant, who processes all vendor disbursements for the organization. There is also a **.5 FTE** Accounting Specialist 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.

FY2023 /FY2024

The department 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**. These documents can be found on the Town's website.

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. During the 2023 budget process, the award program changed to a direction supporting 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 presented a challenge to keeping the award, but we are committed to maintaining and enhancing the improved transparency created by continuing to prepare this detailed document.

FY2024 Goals

Federal and State governments have issued significant pandemic relief grants to municipalities, and the Town has taken advantage of the various opportunities. Grant management and reporting will continue to require a significant effort over the next several years.

The Town has issued much of the over \$150 million in long term (largely exempt from the constraints of Proposition 2 ½) debt authorized during the last 2 years. Projects included 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 continue to generate added disbursement activity and accounting and auditing requirements.

Town offices will be temporarily relocating during the spring of 2023, and considerable efforts will be expended to further digitize records.

The Department continues to prepare the Water and Sewer financial statements after the departure of the DPW Accountant.

Finance continues to invest in staff cross-training, and to support (their) career advancement by encouraging involvement in (Municipal Accounting) Certification programs. There has been recent turnover within the department, as the labor market has provided many new opportunities. Cross-training and documentation of policies and procedures will continue to ensure that financial controls are maintained while staff grow.

Base Level request

The budget requested for FY2024 provides the resources necessary to meet the department's objectives. It meets guideline and maintains current staffing levels.

PERMANENT STAFFING (FTEs)	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 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*	<u>0.4</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total Number of Positions	5.4	5.5	5.5	5.5	5.5

* The Town administratively supports the West Suburban Veterans' District, which is a separate entity from the Town. The Town charges WSVD the equivalent of 1/2 position in lieu of an assessment for Accounting and Treasury services, use of the financial software, and other Town resources.

Finance Department Operating Request

Org	Object	Account # 01-133 Account Title	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request	\$ Variance FY23-24	% Variance FY23-24
PERSONAL SERVICES									
01133100	511010	Senior Administrator	\$ 160,223	\$ 165,198	\$ 170,808	\$ 180,692	\$ 185,000	\$ 4,308	2.38%
01133100	512490	Other Salaries (Payroll Mgr)	-	31,692	81,061	81,061	86,700	\$ 5,639	6.96%
01133100	511220	Other Professionals	161,329	142,426	136,024	136,080	138,270	\$ 2,190	1.61%
01133100	511420	Other Professional Staff	60,745	62,026	63,421	64,911	63,118	\$ (1,794)	-2.76%
01133100	512290	Fill position at existing step		-	-	13,334	5,965	\$ (7,369)	-55.26%
01133100	569555	Assessments	(34,000)	(34,000)	(34,000)	(34,850)	(34,850)	\$ -	0.00%
01133100	511370	Clerical	109,123	62,194	5,618	51,887	63,511	\$ 11,624	22.40%
01133100	511370	Temporary clerical support	-	-	-	-	-	\$ -	0.00%
01133100	511399	Retirement Administrator Dep	30	0	(1,236)	-	-	\$ -	0.00%
01133100	515050	Longevity	1,100	800		-	-	\$ -	0.00%
			458,549	430,336	421,698	493,116	507,714	14,598	2.96%
01133200	529050	Recycled Materials Disposal	230	-	-	-		\$ -	0.00%
01133200	530200	Accounting & Auditing Services	-	-	575	-		\$ -	0.00%
01133200	530500	Training & Development	750	1,938	60	5,000	5,000	\$ -	0.00%
01133200	534010	Postage	49	20	18	200	200	\$ -	0.00%
01133200	534035	Advertising- Employment	-	-	-	200	200	\$ -	0.00%
01133200	542010	Office Supplies	271	1,760	1,561	3,000	3,000	\$ -	0.00%
01133200	571010	In-state travel (mileage)	-	-	51	800	800	\$ -	0.00%
01133200	571110	Conf/Meetings Administrators	795	440	-	3,650	3,650	\$ -	0.00%
01133200	573010	Dues-Administrators	760	850	790	1,000	1,000	\$ -	0.00%
1133200	578010	Approved Special Dept Exp	-	445	-	-		\$ -	0.00%
01133200	583120	Office Machines Rep	-	-	-	-		\$ -	0.00%
			2,855	5,452	3,054	13,850	13,850	-	0.00%
	570000	Other Charges & Expenses				-		\$ -	0.00%
			\$ 461,404	\$ 435,788	\$ 424,752	\$ 506,966	\$ 521,564	14,598	2.88%

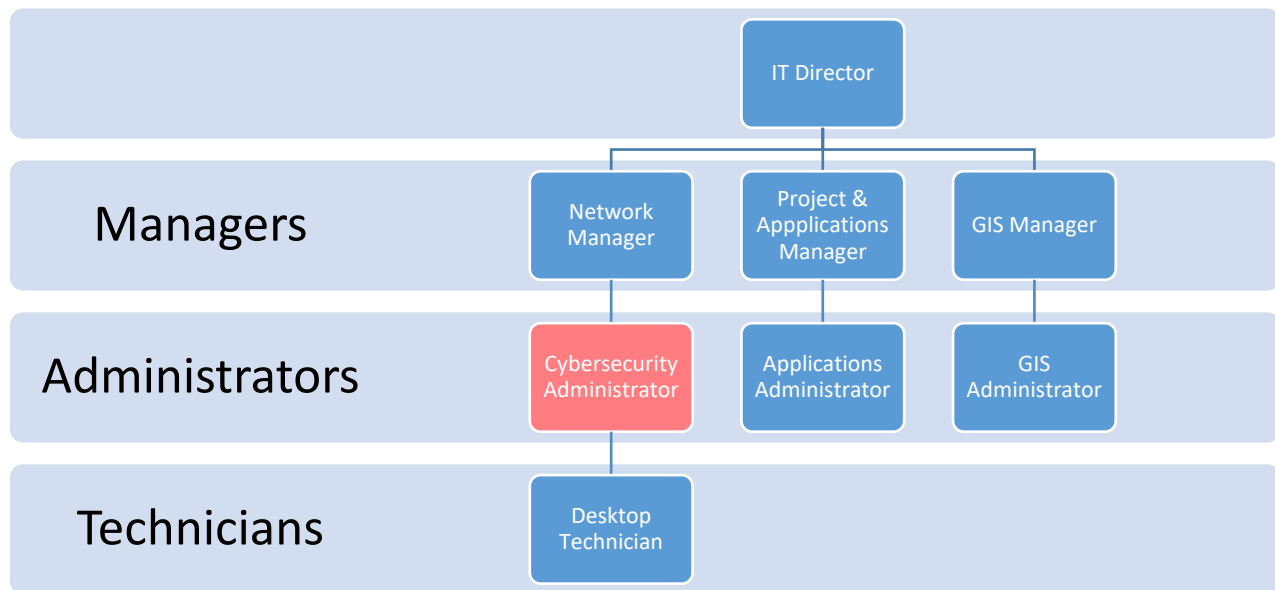


Town of *Wellesley*
FY2024 Budget Request
Information Technology: Mission, Services & Priorities

Mission

The Information Technology Department (ITD) serves to provide the best available Information Technology (IT) resources 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 working with Town Government staff to plan for the application of technology resources in new areas where appropriate. The Department values good customer service and operates with a vision that technology 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:



In FY22, the Department contracted with GreenPages Technology Solutions to perform a Cybersecurity Assessment, and the recommendations from that assessment weigh heavily on this year’s budget request. First, the Department is working with the Human Resources Board to reclassify our existing Systems Administrator position (currently vacant) into a new Cybersecurity Administrator role. This move would not increase the Department’s staffing levels, but may require a higher level of funding (vs. FY22) to attract the right candidate with an appropriate skill set in an increasingly competitive technology job market. The Cybersecurity Administrator will work with the IT Director and Network Manager and lead



Town of *Wellesley*

FY2024 Budget Request

Information Technology: Mission, Services & Priorities

efforts to build out a more formal and comprehensive risk and vulnerability management program for the Town. Such a program would include new IT policies, additional cybersecurity training for all staff, incident response planning, management of the Town's Office365 tenant, and implementation of modern tools for responding to cybersecurity threats.

This budget request also includes funding for several new strategic investments recommended by GreenPages, which are critical to the Town's continued security against modern cyber threats:

- **\$12,888** for Microsoft Defender for Office365 licensing... which will help safeguard our users against malicious threats posed by email, attachments, and links contained therein.
- **\$35,773** for Azure Active Directory Premium P1 licensing... which can be used to secure cloud and local applications with conditional access and enable expanded use of multi-factor authentication.
- **\$68,210** for an MDR system (Managed Detection and Response), which will enhance the Town's ability to recognize, respond to, and recover from cybersecurity threats 24/7/365.

When added to existing expenses, these new strategic investments --- plus the reclassification of our new Cybersecurity Administrator position --- brings the Department's total budget devoted to cybersecurity to ~\$250,000. That's roughly 16% of the Department's total expenses, which is consistent with national trends (see <https://blog.knowbe4.com/cybersecurity-spend-is-now-more-than-20-of-the-average-it-budget-as-91-of-organizations-suffering-an-attack-had-operations-impacted>).

The FY24 operating budget submitted for the IT Department also accounts for standard pay increases for staff, a standing-in-range adjustment for our GIS Manager position (not funded by the Human Resources Board), and the continuation of all services provided in FY23. Increases in some the Department's expense accounts are driven by rising software subscription, support, and maintenance fees, and still-present supply chain problems for computer supplies. One prime example of rising software costs is the Town's Tyler/MUNIS financial software, which increases predictably by 5% year-over-year. In FY24, the maintenance, support, and licensing for Tyler/MUNIS will increase by nearly \$21,000... That amount alone represents an increase of **1.5%** over the Department's total planned FY23 operating expenses. Costs for other enterprise software licensing and subscriptions increase anywhere between 5 and 9% each year.

On the capital front... The IT Department is seeking **\$245,000** in FY24 for the scheduled replacement of hardware that supports the Town's virtual servers. Server virtualization saves the Town money and helps to minimize our computer room's carbon footprint by lowering server acquisition/replacement costs, administrative overhead, and energy use. Current hardware was installed in FY19 and is approaching the end of its useful life and



Town of *Wellesley*
 FY2024 Budget Request
 Information Technology: Mission, Services & Priorities

vendor support period. This investment schedule aligns well with the Town Hall interior project, and the current plan is to install new hardware in a fully renovated computer room in the Fall of 2024.

All in all, the total operating budget requested for the Department in FY24 is **\$1,534,264**. This amount represents an increase of \$165,514, or **%12.09** over FY23 levels, which is well above the 3% guideline established by the Select Board for all Departments. Personal services account for roughly 50% of the Department’s total FY24 operating budget request, down slightly from 53% in FY23. 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.

PERMANENT STAFFING (FTEs)	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request
Position Titles:					
Director	1.0	1.0	1.0	1.0	1.0
Assistant Director	1.0	0.0	0.0	0.0	0.0
Managers (Network, GIS, Project & Apps.)	2.0	3.0	3.0	3.0	3.0
Admins (Cybersecurity, GIS, Applications)	4.0	4.0	3.0	3.0	3.0
Technicians (Desktop)	<u>0.0</u>	<u>0.0</u>	<u>1.0</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

FY2024 Budget Request

Information Technology: Mission, Services & Priorities

Information Technology Department Operating Request										
Org	Object	Account # 01-155 Account Title	Explanation	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request	\$ Variance FY23-24	% Variance FY23-24
PERSONAL SERVICES										
01155100	511010	Senior Administrator	Information Technology Director	\$ 113,615	\$ 116,012	\$ 118,911	\$ 121,885	\$ 123,846	\$ 1,961	1.61%
01155100	511220	Other Professionals	3 Managers (Project & Apps., Network, & GIS); 3 Administrators (Cybersecurity, GIS, Applications), 1 Technician (Desktop)	442,130	475,907	551,788	610,651	646,643	\$ 35,992	5.89%
01155100	512590	Recognition Award Payment	Recognition Award Payment						\$ -	0.00%
PERSONAL SERVICES SUBTOTAL				555,745	591,919	670,699	732,536	770,489	\$ 37,953	5.18%
EXPENSES										
01155200	524030	Equipment Maintenance	Annual support/maintenance contracts for servers, switches, and cybersecurity devices (web filter, firewall, back-up/recovery, etc.).	31,951	39,770	32,274	25,500	22,500	\$ (3,000)	-11.76%
01155200	530400	Information Technology Services	Provides for outside application development and professional services for special projects.	2,970	2,466	7,949	10,000	10,000	\$ -	0.00%
01155200	530405	Cybersecurity	For hardware, software, and services specifically related to cybersecurity systems. Some items budgeted here were previously budgeted under Equipment Maintenance or Computer Software Services.				41,000	162,000	121,000	295.12%
01155200	530500	Training & Development	For professional development of IT staff, and for training staff in all departments on Town-wide enterprise applications.	-	-	3,960	5,000	5,000	\$ -	0.00%
01155200	530800	Computer Software Services (Tyler/MUNIS)	Annual support/maintenance contracts for all Tyler Technologies products (MUNIS).	168,849	180,180	189,259	195,464	216,425	\$ 20,961	10.72%
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).	150,669	190,005	238,612	255,000	243,600	\$ (11,400)	-4.47%
01155200	534010	Postage	Mail	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.	32,868	34,114	32,945	35,000	35,000	\$ -	0.00%
01155200	534035	Advertising		-	-	390	-		\$ -	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.	6,394	8,376	2,365	8,000	8,000	\$ -	0.00%
01155200	542040	Paper & Stationary	Paper and other supplies for the GIS Office's wide-format printer.	-	239	-	500	500	\$ -	0.00%
01155200	542090	Other General Supplies	Print cartridges, office supplies, and other technology accessories.	3,253	4,823	2,361	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.	19,493	21,723	37,160	55,000	55,000	\$ -	0.00%
01155200	571010	Travel - Mileage	Reimburse staff for use of personal vehicles as needed.	41	-	18	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).	375	2,465	30	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.	100	-	-	150	150	\$ -	0.00%
01155200	578015	Late Fees/Interest Charges		1	-	-	-		\$ -	0.00%
EXPENSES SUBTOTAL				416,996	484,160	547,323	636,214	763,775	127,561	20.05%
	570000	Other Charges & Expenses	Encumbered expenses (invoices received/paid in the following fiscal year)	44,717	79,982	-				0.00%
EXPENSES TOTAL				461,713	564,142	547,323	636,214	763,775	127,561	20.05%
REIMBURSEMENTS										
01155600	599999	Enterprise Reimbursements	* See note below.	(307,072)	(314,749)	(322,618)	(330,683)	TBD		
DEPARTMENT TOTAL*				1,017,458	1,156,061	1,218,022	1,368,749	1,534,264	165,514	12.09%

*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.



Town of *Wellesley*

FY2024 Budget Request

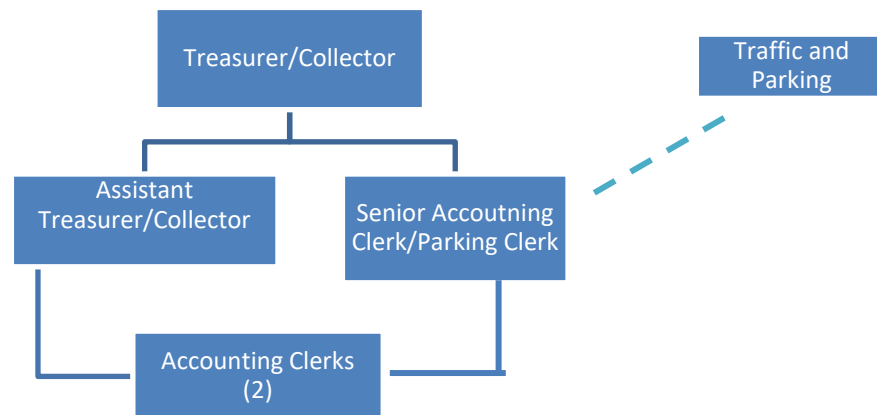
Treasurer/Collector Department: Mission, Services & Priorities

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 happened again within the Department in FY22. The Treasurer/Collector and the Assistant Treasurer/Collector positions became available. Personnel restructuring allowed for the Assistant Treasurer/Collector position to be filled internally, and the new Treasurer/Collector position was filled with an experienced Treasurer/Collector from a neighboring community. 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. We anticipate additional interest income in FY23 due to us taking advantage of the rising interest rates and investing the idol funds in safe but high yielding liquid accounts.

PERMANENT STAFFING (FTEs)	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request
Position Titles:					
Treasurer/Collector	1.0	1.0	1.0	1.0	1.0
Ass't. Treasurer/Collector	1.0	1.5	1.5	1.0	1.0
Sr. Accounting Clerk Parking & Collections	-	0.5	0.5	0.5	0.5
Accounting Clerks	2.0	1.5	1.5	2.0	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	4.5	4.5	4.5	4.5

Treasurer/Collector Department Operating Request

Org	Obj	Account # 01-145 Account Title	Explanation	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request	\$ Variance FY23-24	% Variance FY23-24
PERSONAL SERVICES										
01145100	511010	Senior Administrator	Treasurer/Collector	\$ 125,487	\$ 120,715	\$ 113,257	\$ 125,022	\$ 127,033	\$ 2,012	1.61%
01145100	511015	Senior Accounting Clerk	Senior Accounting Clerk/Parking Clerk - Starting in FY20 (50% paid by parking)	\$ 26,239	\$ 32,061	\$ 32,702	\$ 34,107	\$ 33,942	\$ (165)	-0.48%
01145100	511220	Other Professional Staff	Assistant Treasurer/Collector	92,550	113,651	76,644	75,787	77,007	\$ 1,220	1.61%
01145100	511370	Clerical	Full-Time Clerks	56,108	54,408	64,528	96,662	100,029	\$ 3,367	3.48%
01145100	512290	Part-time Help	Part-Time Clerk/Intern	36,348	22,288	9,056	30,473	30,473	\$ -	0.00%
01145100	515050	Longevity		300	-	-	-	-	\$ -	0.00%
			PERSONAL SERVICES SUBTOTAL	\$ 337,033	\$ 343,123	\$ 296,187	\$ 362,051	\$ 368,484	\$ 6,433	1.78%
EXPENSES										
01145200	524030	Equipment Maintenance	This covers the cost of maintenance for the Department's copier, typewriter and postal equipment.	3,109	1,536	2,308	3,000	3,000	\$ -	0.00%
01145200	527030	Equipment Rental/Lease	Cover cost of postage system that was installed in FY05.	2,415	3,087	2,315	3,500	3,500	\$ -	0.00%
01145200	530900	Other Professional Services	Banking services include lockbox, depository, custodial and checking services.	48,281	43,852	38,364	52,000	52,000	\$ -	0.00%
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.	34,327	40,111	43,375	40,000	46,000	\$ 6,000	15.00%
01145200	534030	Advertising - General	Notification to the public that tax bills have been mailed and legal advertisement for tax takings.	196	616	113	700	700	\$ -	0.00%
01145200	534040	Printing & Mailing Expense	The printing/mailling 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.	3,320	2,568	4,591	4,000	4,800	\$ 800	20.00%
01145200	542010	Office Supplies	Standard office supplies plus supplies for personal copier, LaserJet and mail machine. Annual Quickbooks subscription.	5,285	5,029	5,784	6,000	6,500	\$ 500	8.33%
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.	244	140	60	1,200	1,200	\$ -	0.00%
01145200	572110	Conf/Mtgs - Administrators	The Treasurer & Asst. Treasurer attends the annual MCTA Conference.	-	-	955	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	260	530	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.	2,423	2,214	3,345	4,700	4,700	\$ -	0.00%
01145200	578035	Over/Short	Deposit Over/Short						\$ -	0.00%
01145200	569998	Check Error/Bank Fees		1,732	-	-	-		\$ -	0.00%
01145200	569999	IRS Penalties	Charges for tax payment errors		1,795				\$ -	0.00%
01145200	583090	Other Equipment			-	798	-			
01145200	595540	Tax Title Costs	Tax Taking costs, including attorney and filing.	3,469	2,756	4,134	5,000	5,000	\$ -	0.00%
01145200	599999	Unapprop/Unassigned		-	-	212	-		\$ -	0.00%
			EXPENSES SUBTOTAL	105,286	103,965	106,883	122,200	129,500	\$ 7,300	5.97%
		570000 Other Charges & Expenses	Encumbered expenses from prior fiscal year	653	2,887	-			\$ -	0.00%
			DEPARTMENT TOTAL	\$ 442,972	\$ 449,975	\$ 403,070	\$ 484,251	\$ 497,984	13,733	2.84%



Town of *Wellesley*

FY2024 Budget Request

Town Report Operating Request

Department: 195

Department Head: Meghan Jop, Executive Director

Org	Object	Account Title	Explanation	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request	\$ Variance FY23-24	% Variance FY23-24
01195200	534040	Town Report	For printing the Town Report and mailing copies to Town Meeting members.	\$ 2,046	\$ 1,235	\$ 1,417	\$ 3,000	\$ 2,500	\$ (500)	-16.67%