



## Town of *Wellesley*

### FY2025 Budget Request

#### Zoning Board of Appeals: Mission, Services, & Priorities

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##### 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 Peter Covo. Richard L. Seegel retired as a Board member on May 15, 2023. Lenore R. Mahoney serves as Executive Secretary and Sandy Hobson serves as Technical Administrator.

The FY25 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.

Special Permit cases continue to be steady 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 remained steady, 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 73 new petitions were filed during FY23, including substantial review site plan applications for the Town of Wellesley/Town Hall, Town of Wellesley/Hardy School and Babson College.



# Town of *Wellesley*

## FY2025 Budget Request

### Zoning Board of Appeals Operating Request

Department: 176

Department Head: Lenore Mahoney

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Personal Services							
Full Time	\$ 58,165	\$ 59,474	\$ 60,871	\$ 63,737	\$ 65,582	\$ 1,845	2.89%
Part Time	\$ 14,442	\$ 16,015	\$ 17,586	\$ 21,467	\$ 21,548	\$ 81	0.38%
<b>Subtotal, Personal Services</b>	<b>72,607</b>	<b>75,489</b>	<b>78,458</b>	<b>85,204</b>	<b>87,130</b>	<b>1,926</b>	<b>2.26%</b>
Expenses	8,190	7,842	6,078	9,190	9,190	-	0.00%
Encumbrances		245				-	0.00%
<b>Subtotal, Expenses</b>	<b>8,190</b>	<b>8,087</b>	<b>6,078</b>	<b>9,190</b>	<b>9,190</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL</b>	<b>\$ 80,797</b>	<b>\$ 83,575</b>	<b>\$ 84,536</b>	<b>\$ 94,394</b>	<b>\$ 96,320</b>	<b>\$ 1,926</b>	<b>2.04%</b>

PERMANENT STAFFING (FTEs)	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 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
<b>Total Number of Positions</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

### Zoning Board of Appeals Operating Request

Org	Obj	Account # 01-176 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
<b>PERSONAL SERVICES</b>										
01176100	511220	Other Professional Staff	Salary for Executive Secretary	\$ 58,165	\$ 59,474	\$ 60,871	\$ 63,737	\$ 65,582	\$ 1,845	2.89%
01176100	511420	Other Support Staff	Vacant - 19hrs week Support Staffer	\$ 14,442	\$ 16,015	\$ 17,586	\$ 21,467	\$ 21,548	\$ 81	0.38%
			<b>PERSONAL SERVICES SUBTOTAL</b>	<b>72,607</b>	<b>75,489</b>	<b>78,458</b>	<b>85,204</b>	<b>87,130</b>	<b>\$ 1,926</b>	<b>2.26%</b>
<b>EXPENSES</b>										
01176200	524030	Equipment Maintenance		-	-	524	-		\$ -	0.00%
01176200	534010	Postage	Mailing of Notices, Decisions, General Correspondence	4,114	3,059	1,682	3,500	3,500	\$ -	0.00%
01176200	534030	Advertising - General	These funds are for the cost of placing legal ads and meeting agendas in local newspapers. Monthly bills are averaging \$250/per month.	2,381	2,082	1,961	2,500	2,500	\$ -	0.00%
01176200	534040	Printing & Mailing Expense	Imprinted envelopes, pads & stationary.						\$ -	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;	1,460	872	1,680	1,500	1,500	\$ -	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	250	230	300	300	\$ -	0.00%
01176200	583120	Office Machine Replacement		-	1,579	-	1,250	1,250	\$ -	0.00%
			<b>EXPENSE SUBTOTAL</b>	<b>8,190</b>	<b>7,842</b>	<b>6,078</b>	<b>9,190</b>	<b>9,190</b>	<b>\$ -</b>	<b>0.00%</b>
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year		245	-	-		\$ -	0%
			<b>DEPARTMENT TOTAL</b>	<b>\$ 80,797</b>	<b>\$ 83,575</b>	<b>\$ 84,536</b>	<b>\$ 94,394</b>	<b>\$ 96,320</b>	<b>\$ 1,926</b>	<b>2.04%</b>

## Zoning Board of Appeals Operating Request

Job Title Employee Name	FY24 Rate as of 6/30/2024	FY25 RATE REQUEST				Total Budget Request FY25
		Group - Step	FY25 Starting Rate 7/1/24	Step Adjustment Date	Adjusted Rate	
Lenore R. Mahoney Executive Secretary	\$ 1,225.72	51	\$ 1,256.36	N/A	N/A	65,582
Alexandra Hobson- Other Support Staff - 19 hrs per week	\$ 20.88	DA01	\$ 404.65	N/A	N/A	21,123
Additional Part Time Hours						425
						Total Salary \$ 87,130

\*Note: FY25 Salary is based on 52.2 weeks

50,60 series increase 2.5% 1.025  
Pay periods in FY25= 52.2



# Town of *Wellesley* FY2025 Budget Request

## Select Board Appointed Committees Operating Request

Org	Object	Committee	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01180200	534040	Housing Development Corp.	Postage, printing, and photocopying costs.	4,140	4,025	3,915	6,500	6,500	\$ -	0.00%
			<b>Subtotal Housing Development</b>	<b>4,140</b>	<b>4,025</b>	<b>3,915</b>	<b>6,500</b>	<b>6,500</b>	<b>\$ -</b>	<b>0.00%</b>
01691200	557010	Historical Commission	Programs & Activities	750	471	378	750	750	\$ -	0.00%
			<b>Subtotal Historical Commission *</b>	<b>750</b>	<b>471</b>	<b>378</b>	<b>750</b>	<b>750</b>	<b>\$ -</b>	<b>0.00%</b>
01692200	557010	Celebrations Committee	Funds provide for the Town's contribution to the Celebration's Committee activities.	4,700	9,400	4,700	5,000	5,000	\$ -	0.00%
01693200	557010	Memorial Day	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	2,500	2,163	3,425	3,450	3,450	\$ -	0.00%
01693200	557010	Memorial Day	Stipend for Graves Officer	2,500	2,500	2,500	2,500	2,500	\$ -	0.00%
			<b>Subtotal Memorial Day</b>	<b>\$5,000</b>	<b>\$ 4,663</b>	<b>\$ 5,925</b>	<b>\$ 5,950</b>	<b>\$ 5,950</b>	<b>\$ -</b>	<b>0.00%</b>

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



# Town of *Wellesley*

## FY2025 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 Select Board 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.

Org	Object	DEPARTMENT EXPENDITURES		FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01151200	530100	Legal Services		425,782	404,796	486,979	480,000	480,000	-	0.00%
01151201	570000	Encumbered expenses from prior fiscal year		-	-	-	-		-	0.00%
<b>TOTAL Expense</b>				<b>\$ 425,782</b>	<b>\$ 404,796</b>	<b>\$ 486,979</b>	<b>\$ 480,000</b>	<b>\$ 480,000</b>		<b>0.00%</b>



# Town of *Wellesley*

## FY2025 Budget Request

### Audit Committee Operating Request

Department: 135

Department Head: Sheryl Strother, Finance Director

#### **DEPARTMENT EXPENDITURES**

Org	Obj	Town's General Purpose Financial Statements (GPFS) & reports	FY21	FY22	FY23	FY24	FY25	\$ Variance	% Variance
			Actual	Actual	Actual	Budget	Request	FY24-25	FY24-25
01135200	530200		\$ 58,630	\$ 60,400	\$ 60,530	\$ 60,850	\$ 62,250	\$ 1,400	2.30%
			<b>\$ 58,630</b>	<b>\$ 60,400</b>	<b>\$ 60,530</b>	<b>\$ 60,850</b>	<b>\$ 62,250</b>	<b>\$ 1,400</b>	<b>2.30%</b>

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

	FY21	FY22	FY23	FY24	FY25
Town	\$58,100	\$60,000	\$60,000	\$60,000	\$61,400
Copying fees	\$750	\$400	\$850	\$850	\$850
MLP	\$18,800	\$19,500	\$19,500	\$19,500	\$20,000
Retirement	8,600	9,000	9,000	9,000	\$9,200
Water	6,500	7,000	7,000	7,000	7,200
Sewer	6,500	7,000	7,000	7,000	7,200
Total Contract	<b>\$99,250</b>	<b>\$102,900</b>	<b>\$103,350</b>	<b>\$103,350</b>	<b>\$105,850</b>

A Stormwater Enterprise Fund was added in FY2024. The Water/Sewer allocation may be revised in the future.

#### **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 who are 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 Town has produced a timely audit with a clean "Un-Qualified" opinion for eighteen consecutive years.

#### **FY2025 REQUEST**

The fiscal 24 Audit (FY 2025 budget) is the first of two optional contract extensions



# Town of *Wellesley*

## FY2025 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	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01945200	517010	Medical Expense	2,040	1,113	\$ 95	\$ 3,075	\$ 3,100	\$ 25	0.81%
01945200	530900	Other Professional Services	-	-	-	-		\$ -	-
01945200	574010	Comprehensive Liability Insurance Premium	\$ 638,622	\$ 710,744	\$ 777,471	\$ 896,500	\$ 986,150	\$ 89,650	10.00%
01945200	574011	Rewards Credit	\$ (34,180)	\$ (26,334)	\$ (31,776)	\$ (26,000)	\$ (26,000)	\$ -	0.00%
01945200	574012	Early Pay Discount	\$ (19,159)	\$ (17,769)	\$ (19,403)	\$ (20,000)	\$ (20,000)	\$ -	0.00%
01945200	574013	Endorsements		\$ 29,973	\$ 1,200	\$ 30,000	\$ 30,000	\$ -	0.00%
01945200	574014	Endorsement Credit/Participation Credit	\$ (35,481)	\$ (20,836)	\$ (44,468)	\$ (22,000)	\$ (22,000)	\$ -	0.00%
01945200	574015	Enterprise Allocation (Water, Sewer, MLP)	(134,671)	(144,396)	(146,781)	(165,000)	(165,000)	\$ -	0.00%
01945200	574016	Insurance Deductibles	53,822	37,278	54,247	30,000	30,000	\$ -	0.00%
01945200	574018	Notary Insurance	1,066	1,079	1,101	1,100	1,100	\$ -	0.00%
01945200	574090	Other Liability Insurance	2,222	3,897	7,478	4,025	5,000	\$ 975	24.22%
01945200	574096	Other Liability Insurance - Weston Rd	4,547	4,897	3,195	4,300	4,300	\$ -	0.00%
			<b>478,827</b>	<b>579,647</b>	<b>602,359</b>	<b>736,000</b>	<b>826,650</b>	<b>\$ 90,650</b>	<b>12.32%</b>
	570000	Encumbrances	-	-				\$ -	-
			<b>478,827</b>	<b>579,647</b>	<b>602,359</b>	<b>736,000</b>	<b>826,650</b>	<b>\$ 90,650</b>	<b>12.32%</b>
01211200	530900	Injured on Duty-Police & Fire Accident Policy	\$ 61,395	\$ 66,738	\$ 70,755	\$ 100,000	\$ 100,000	\$ -	0.00%



# Town of *Wellesley*

## FY2025 Budget Request

### Street Lighting Operating Request

Department: 458

Department Head: Meghan Jop, Executive Director

This program provides a reliable electric street lighting system for convenience, safety and security to the Wellesley community.

Massachusetts General Law Chapter 164, Section 58 determines the annual street light rate, and the services are provided by the Town's Municipal .

Light Plant This budget has been increased to reflect modest operational cost increases.

Org	Object	DEPARTMENT EXPENDITURES		FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
14582430	521010	Expense Total		\$ 142,000	\$ 128,911	\$ 130,368	\$ 142,000	\$ 142,000	\$ -	0.00%