

TOWN OF WELLESLEY



MASSACHUSETTS

BOARD OF SELECTMEN

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

JACK MORGAN, CHAIR
MARJORIE R. FREIMAN, VICE CHAIR
ELLEN F. GIBBS, SECRETARY
ELIZABETH SULLIVAN WOODS
THOMAS H. ULFELDER

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BLYTHE C. ROBINSON
EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

SELECTMEN'S MEETING

TENTATIVE AGENDA

Town Hall – Juliani Room

6:30 P.M. Monday, December 17, 2018

1. 6:30 Call to Order – Open Session
2. 6:32 Citizen Speak
3. 6:35 Approve Common Victualler Application – Rice Burg
4. 6:45 Meeting with the HR Board
 - Discuss Amendment to the General Bylaws – Personnel Policies
 - Discuss Classification & Compensation Plan
5. 7:15 Joint Meeting with the School Committee:
 - Discuss SPED Stabilization Fund
 - Update on SBC Criteria for the shortlist of Hunnewell Options
6. 8:00 Discuss Status of Projects at Delanson Circle & 148 Weston Road
7. 8:40 Discuss FY20 operating & Capital Budgets
8. 9:20 Execute 2019 Town Election Warrant
9. 9:25 Executive Director's Report
 - Approval of Gift – Recreation
 - Appointment of Special Police Officer
 - Approve Extension of Hours & Holiday Sales of Beer/Wine
10. 9:35 New Business and Correspondence

[Please see the Board of Selectmen's Public Comment Policy](#)

Next Meeting Dates: Thursday, December 20, 2018 5:30pm – Great Hall; Joint SBC meeting
Tuesday, January 8, 2019 7:00 pm – Juliani Room
Monday, January 14, 2019 7:00 pm – Juliani Room

Board of Selectmen Calendar – FY19

Date	Selectmen Meeting Items	Other Meeting Items
12/20 Thursday	Joint Meeting with School Committee & SBC – 5:30pm Great Hall SMMA & Team's presentation on options for Hunnewell	
12/24 Monday	No Meeting	
12/25 Tuesday	TOWN HALL CLOSED – Christmas Day	
12/28 Friday	Close ATM Warrant	
12/31 Monday	No Meeting	
1/1 Tuesday	TOWN HALL CLOSED – New Year's Day	
1/7 Monday	No Meeting – Wellesley Club	
1/8 Tuesday	Meeting Discussion: Options for Hunnewell Proclamation for Girl Scout Troop (w NRC) – Jan = bring your own bag month Approve Fiorella's CV application Approve transfer of stock – 7:30 POSTED IN TOWNSMAN Appoint Firefighters? Approve Minutes	
1/11 Friday	Mid-year retreat?	
1/14 Monday	Review ATM Warrant Diversity Program w/WOW	
1/21 Monday	MLK – Town Hall Closed	
1/22 Tuesday	Review Town Hall Interior Feasibility Study Report Execute ATM Warrant	
1/28 Monday		
2/4 Monday		
2/11 Monday	No Meeting	
2/18 Monday	President's Day – Town Hall Closed	
2/19 Tuesday		
2/25 Monday		
3/4	Wellesley Club	

Date	Selectmen Meeting Items	Other Meeting Items
<i>Monday</i>		
<i>3/5 Tuesday</i>		
<i>3/11 Monday</i>		
<i>3/18 Monday</i>		
<i>3/25 Monday</i>	Start of ATM	
<i>3/26 Tuesday</i>	ATM	
<i>4/1 Monday</i>	ATM	
<i>4/2 Tuesday</i>	ATM	
<i>4/8 Monday</i>	ATM	
<i>4/9 Tuesday</i>	ATM	
<i>4/15 Monday</i>	NO ATM – School Vacation	
<i>4/16 Tuesday</i>	NO ATM – School Vacation	
<i>4/22 Monday</i>	ATM – if necessary	
<i>4/23 Tuesday</i>	ATM – if necessary	
<i>4/29 Monday</i>	ATM – if necessary	
<i>4/30 Tuesday</i>	ATM – if necessary	

Notes*Quarterly updates*

- *Traffic Committee (Deputy Chief Pilecki)*
- *Facilities Maintenance (Joe McDonough)*
- *Wellesley Club Dates 10/1/18, 11/5/18, 1/7/19, 3/4/19*

DECEMBER 17, 2018 MOTIONS

3. **MOVE** that the Board award a Common Victualler License to Jessica Shen to operate a restaurant called Rice Burg at 550 Washington Street until December 31, 2019.

5. **Move** to convene a Joint meeting with the School Committee.

Move to elect Jack Morgan as chair of the joint meeting.

Move to elect Matt Kelly as secretary of the joint meeting.

Move to dissolve the joint meeting of the Board of Selectmen and School Committee

8. **MOVE** that the Board execute the warrant for the annual town election to be held on March 5, 2019.

9. **MOVE** that the Board accept a gift from the Cottage Restaurant of \$1,200 for the 2019 summertime concert series.

9. **MOVE** that the Board accept a gift from Century Bank of \$1,950 for the purchase of lights and accessories in order to light trees in front of 258 Washington Street beginning in 2019.

9. **MOVE** that James Amalfi be appointed as a special police officer for the Town of Wellesley.

9. **Move** to approve the extension of liquor service until 1:00 am on New Year's Eve 2018 for the restaurants listed in the Board's agenda packet for December 17, 2019.

Move to approve the extension of the retail sale of beer and wine for Fells Market at 326 Weston Road from 10:00 am to 8:00 pm on Sunday December 23rd, and Sunday, December 30, 2018.

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Our meeting will begin on Monday at 6:30 in the Juliani Room.

1. Call to Order – Open Session

- Announcements

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EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT

MEMORANDUM

DATE: December 14, 2018
TO: Board of Selectmen
FROM: Blythe C. Robinson, Executive Director
SUBJECT: Weekly Report

Below are various activities of our office and various departments that I would like to bring to your attention.

- We have found runners for the two charities that were awarded bibs but did not have people to run for them. Thanks to Stephanie for knowing who to reach out to and find two Wellesley residents excited to support Stray Pets of Massachusetts and the Friends of the COA.
- The ZBA is set to have a meeting on Tuesday the 18th including an executive session to take up the resolution of 16 Mountview.
- The agenda for the meeting at Wellesley College is included in your FNM. Besides the agenda there is also a handout regarding the fire truck which shows a picture of what we propose to buy, and on the back is a list comparing the features of the old and new truck. The truck is estimated to cost \$735,000 (that includes a trade in of the old one). In 2012 Wellesley College contributed \$150,000 and Babson \$100,000. I'd suggest that we're requesting at least this much again.
- Our complete streets policy has been approved by the State DOT. We scored an 83 (out of 100) on the policy, however we get four bonus points for also being a community compact participant. According to Dave Hickey, this score is similar to what other towns around us have received. The next step in this process is for us to make a request

for Tier 2 grant funds in order to develop our prioritization of projects. Once that is done, we are eligible to apply for a grant to begin implementation of the program.

- Stephanie and Brian held a meeting this week with stakeholders across town departments to discuss the status of the website, and begin a process of meeting regularly to work on issues, changes, etc. Their next step is to review metrics of how the site is being used in order to inform what changes might make it more relevant to what people are using it for.

2. Citizen Speak

3. **Approve Common Victualler Application – Rice Burg**

Jessica Shen, the proprietor of a new restaurant called Rice Burg will be at the meeting on Monday night seeking board approval for her business. She will be taking over the space that was Yogurtology on Washington Street. As you will see from the application she has received all of the other required sign offs, there is no change of use, and she has provisions for trash removal. Evidently this is her first restaurant, building on the success she has had operating a food truck with this theme.

.

MOVE that the Board award a Common Victualler License to Jessica Shen to operate a restaurant called Rice Burg at 550 Washington Street until December 31, 2019.

TOWN OF WELLESLEY



MASSACHUSETTS

COMMON VICTUALLER LICENSE APPLICATION

Date Applied: <u>11/5/18</u>	Date Approved:	Date Issued:
Office Use Only	Fees Paid: <u>SD</u>	Tax Cert:
	Resumes:	T&P Info:
	Plan:	Interview:

The undersigned hereby applies for a Common Victualler License in accordance with the provisions of Massachusetts General Law 140, Section 2.

(PLEASE TYPE OR PRINT CLEARLY)

Name of Applicant: Jessica Shen Date: 11/1/18

D.O.B.: [REDACTED] S.S.N.: [REDACTED] Dr. Lic #: [REDACTED] Fed. ID #: _____

Business Address: _____

Home Address: [REDACTED]

Business Telephone: 646-371-6531 Home Telephone: _____- Name & Location of Establishment: Rice Burg, Inc. 552 Washington St, Wellesley, MAApplying for: Common Victualler License only ☒ Common Victualler & Liquor License _____

Common Victualler & Wine & Malt _____

Enclose Copy of Floor PlanSize of Floor Space (square feet.): 1160 SF Number of Seats: 26 Number of Employees: 5

CHECK ONE (If you are unsure ask the Building Department)

No Change of Use: ☒ Partial Change of Use: _____ Full Change of Use: _____ New Use: _____

(See attached details regarding Required Traffic & Parking Information.)

PLAN REVIEW AND/OR PRELIMINARY APPROVAL (Required Before Common Victualler License will be Approved)

Reviewing Department	Signature of Approving Authority	Date of Plan Review/Approval
Building Department:	<u>Michael</u>	<u>10/26/18</u>
Health Department:	<u>Cheryl</u>	<u>11/5/18</u>
Fire Department:	<u>Michael</u>	<u>10/26/18</u>
Design Review:	<u>[Signature]</u>	<u>TBD - pending</u>

COMMON VICTUALLER LICENSE APPLICATION (continued)

What will be the hours of operation? Mon-Fri 11am-9pm Sat 11-10pm Sun 12-7pm

Time(s) of Peak Customer Activity 12-3pm 6-8pm

Est. Number of Customers at Peak Time(s): 30-40 Est. Number of Employees at Peak Time(s): 5

What provisions have been made for trash removal? There are Dumpsters outside of my facility that get emptied everyday except for Sunday

How much parking is needed? 1-2 space

How will parking be provided? On street meter parking or ~~City~~ Town public parking lot next to my building

What are delivery times? All day, in partnership with UberEats

I the undersigned state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge:

Signature:  Printed Name: Jessica Shen Date: 11/1/18

Note: No Common Victualler License will be approved until the applicant addresses all issues and/or concerns to the satisfaction of the Board of Selectmen; and no CVL will be issued until all required inspections have been conducted, permits granted, and final approvals given.

FOR OFFICE USE ONLY

FINAL PERMITS/APPROVALS GRANTED (Required Before CVL will be Issued)

Approving Department	Yes	No	If "No," Reason Why	Date of Final Approval
Building Department:				
Health Department:				
Fire Department:				
Design Review:				

4. Meeting with the HR Board

- a. Discuss Amendment to the General Bylaws – Personnel Policies**
- b. Discuss Classification & Compensation Plan**

The members of the Human Resources Board will be attending the meeting to discuss two topics with the Board. The first is the HR Board's recommendation that Article 30.10 of the General Bylaws be amended to allow the HR Board to approve personnel policies for all applicable employees rather than the current language that requires that they are approved by Town Meeting. As you may recall, this was a recommendation by the Town Government Study Committee that did not go forward at that time. Included in your packet is a portion of the HR Board's recent agenda package on this topic.

The second item for discussion is a follow up to the joint meeting last month regarding the Town's classification and compensation system. The portion of the HR packet on this topic is also included in your packet, in which the HR Director has made several recommendations. Ellen Gibbs was at the most recent HR Board meeting and learned that the Board believes that based on the recent salary data, the HAY system is working and a full study is unnecessary at this time. She indicated that they recognize the need to take a closer look at certain positions and have them classified correctly, assure greater consistency of job descriptions & classification across the organization, improve the efficiency and transparency of the reclassification process and provide more training and assistance for the departments.

NO MOTION

TOWN OF WELLESLEY



MASSACHUSETTS

HUMAN RESOURCES DEPARTMENT

Town Hall
525 Washington Street
Wellesley, MA 02482

(781) 431-1019 ext. 2244
(781) 431-8643 fax
hr@wellesleyma.gov

To: Human Resources Board

From: Scott Szczebak, Director

Date: December 12, 2018

Re: Information for HR Board Meeting

Continued Discussion on the Personnel By-law Change

The Chairperson and Director will update the Human Resources Board on their meeting with the Advisory Committee and discussion with Town Counsel.

Current language:

30.10. Personnel Policies Nonunion Employees. The Board shall recommend personnel policies and procedures to all boards, officers and officials relating to their employees, and shall establish subject to approval by Town Meeting and administer such procedures and policies for all Town employees not covered by collective bargaining agreements.

Town Government Study Committee Language:

30.10. Personnel Policies ~~Nonunion Employees~~. The Board Director shall recommend and the Board may approve, following a public hearing with not less than three days' notice to the ~~heads of the department heads and the employees to whom the amendment applies,~~ Personnel Policies and procedures which shall apply applicable to all boards, officers and officials, relating to their and employees of the Town except employees of the School Committee and the Municipal Light Board. T and the Director shall establish subject to approval by Town Meeting and administer such procedures and policies for all Town employees, not covered by collective bargaining agreements.

Continued Discussion on the Vacation Variance Policy

The Human Resources Director may recommend, and the Chairperson of the Human Resources Board may grant, up to seven (7) years credit for previous service in a similar position within a governmental organization or within the same field of employment of a non-governmental organization towards the calculation of vacation time for new hires. In order to reduce any

vacation inequities that might exist, the Human Resources Director may recommend, and the Chairperson may grant credit for up to five (5) years of previous service retroactively to current employees using the same standard.

Bold = suggested edits by Mark Kaplan

Discussion on Merit Pay Plan Reserve Fund

We hope to have a brief discussion on how best to manage the allowance and distribution of funds coming from Human Resources for emergency or mid-year personnel changes to departments. This is the \$15,000 that has been set aside in the budget to help smaller departments that may not be able to cover personnel changes within their own budgets.

I will share with the Human Resources Board some suggestions and feedback that I have recently received.

Discussion on Salary and Classification Plan

A continuation of the discussion on how to proceed with possible changes to the salary and classification system.

My recommendations are as follows:

- Identify any anomalies from the data gathered and work with the department or board to decide if a review of the position is needed and, if so, if there needs to be a revision to the job description or an adjustment to the standing in the range.
- Work with the Human Resources Board to improve efficiency in the approval process for issues relating to new hires.
- Revise the process of using the Hay System by forming a three person committee within Human Resources to review and recommend changes to the classification plan.
- Provide more transparency in the classification process.

I will be able to further explain these steps at the meeting and how they would improve the current salary and classification system and process.

Request for Reclassification

Raina McManus; Vice Chair of the Natural Resources Commission, is requesting a reclassification for the position of Natural Resources Director from Job Group 57 to a Job Group 59. Please see the attached memo from Ms. McManus for additional information.

Job Group 57

Minimum	Midpoint	Maximum
58,800	73,900	89,000

30.10 Personnel Policies. The Human Resources Director shall recommend ~~to and~~ the Board Personnel Policies to be applicable to all boards, officers and employees of the Town except employees of the School Committee and Municipal Light Board. ~~may approve, following a public hearing with not less than twenty one days' notice to all Town Boards and Committees to whom the amendment applies,~~ Personnel Policies applicable to all boards, officers and employees of the Town except employees of the School Committee and Municipal Light Board. Any proposed changes to personnel policies shall be posted on the Town website, placed on file with the Town Clerk, and ~~a copy~~ provided to all chairpersons of Town Boards and Committees to whom the amendment applies, not less than twenty-one days' prior to a vote of the Board. The Board shall hold a public hearing on the proposed policies before voting whether to approve, amend and approve, or reject the Director's recommendations. No policy shall be effective without a vote of approval by the Board. The Director shall administer procedures and policies for all Town employees.

5. Joint Meeting with the School Committee:

- a. Discuss SPED Stabilization Fund**
- b. Update on SBC Criteria for the shortlist of Hunnewell Options**

This item is on the agenda so that the Boards can have a joint discussion about how to best prepare for funding special education costs that the Town will incur in the coming years.

Following up on the SBC meeting on December 13th, members of the Committee will be updating both boards on the criteria being utilized to shortlist the options to replace the Hunnewell School.

Move to convene a Joint meeting with the School Committee.

Move to elect Jack Morgan as chair of the joint meeting.

Move to elect Matt Kelly as secretary of the joint meeting.

Move to dissolve the joint meeting of the Board of Selectmen and School Committee.

6. Discuss Status of Projects at Delanson Circle & 148 Weston Road

Developer Victor Sheen and his architect are planning to attend the meeting on Monday and will be prepared to make a presentation on both alternatives for Delanson and 148 Weston Road. At present, the alternative for Delanson would consist of 35 units, plus an obligation for 7 affordable units off-site (4 of these would likely be in the recently acquired duplexes adjacent on Hollis Street; the remaining 3 would likely be provided by payment or acquisition of suitable property). As for 148 Weston Road, the project has not changed from the 18-unit version presented several weeks ago; although Victor and Michael Zehner have discussed an affordability requirement for this project, with a 2-unit off-site requirement resulting in the project count increasing to 22 and another floor being added to the building. I understand that this outcome is not preferred.

Concurrently, discussions have been on-going between Mr. Sheen and the College Heights neighborhood about the projects and whether or not there is support for these changes such that if they were to come before annual town meeting to affect a zoning change, there would be a favorable recommendation.

We anticipate that the Planning Board will recess its meeting to attend the Selectmen's meeting when this is discussed.

NO MOTION

7. Discuss FY20 operating & Capital Budgets

Your packet includes a number of items related to the FY20 budget. Those are:

- Overview of the Selectmen's FY20 budgets and all replacement pages. Jill Sheehan has also enclosed a sheet that explains all of the revisions. At this point the increase for all budgets under the BOS is 4.97%.
- The Executive Director's budget has increased significantly from the last version due to the addition of funding for an Economic Development Director for 10 months of the year, and expanding funding for the Licensing, Records and Project Manager to 12 months of the year. Marjorie, Ellen and I met with the HR Chair and Director last week about the job descriptions already proposed. The suggestion of the Economic Development Director came out of that conversation, after which I was asked to develop a job description, and include this position as well in the budget. When benefits for this position and desk/computer/phone/chair are added the overall increase is 40.73%. Included in your packet are all three job descriptions so that the Board can review them on Monday and discuss whether or not to fund them in the budget next year.
- Health insurance – Sheryl has provided a detailed overview of health insurance for discussion on Monday. What wasn't communicated clearly when this was reviewed on December 4th, was that this budget represents only the Town's share of insurance costs. Accounted for separately are all of the employee contributions to the coverages that they have. This topic is especially complicated because the plan lineup changed significantly from FY18 to FY19 due to the new contract, and it is difficult to project what elections of coverage employees will want to make in any given year. She will be prepared to walk you through the detail.
- Finally, now that we have all budgets in, we are able to give you a first look at the total picture for FY20. We are out of balance by \$659,099. The budgets with the most impact to this outcome are the schools at a 3.75% increase, and all "Town-side" budgets at 3.08%. The largest impact to the "Town-side" budgets are Executive Director as previously mentioned, and the insurance budget. Capital has been adjusted further with new information at the last week, and the combination of cash and financed debt inside the levy is at 6.57% of revenues, or stated another way, at about the mid-point of the debt policy.

NO MOTION

12/14/18 Friday Night Mail - Revised pages for FY20 Selectmen Budget packet:

FY2020 Summary Selectman Request reflecting the following changes:

122 Executive Director Department - (pages 1 – 6) – Added requested positions, no revised narrative at this time.

192 Facilities Management Department – (pages 43-66) – removed new 8 hr per week TPC custodian (was budgeted at \$8,513 in 01192140-511330) and increased OT for half-year in TPC by \$7,591 which is $\$36.50 * 8\text{hrs} * 26\text{wks}$ to line 01192175-513120. Overall change is a \$922 reduction in salaries. No revised narrative at this time.

180-181-690-693 (pages 87-88) - Selectmen Appointed Committees Operating Request – Added stipend for graves officer to the Memorial Day budget increasing it from \$2,500 to \$5,000.

220 Fire Department – (pages 109-112) – Added the anticipated 2% contract salary increase for Chief and Asst. Chief and adjusted the illness coverage line down to remain at 2.5% guideline.

4 Revised Capital Pages (Summary, Detail Summary and BOS) that reflect \$35,000 increase in Fire's capital for firetruck request.



Town of Wellesley

FY2020 Summary Selectmen Request

Page #	Dept.	Funding Item	FY19 USE OF FUNDS (BUDGET)			FY20 USE OF FUNDS (REQUESTED)			CHANGE - FY19 to FY20			
			FY19 Pers Srvs	FY19 Expenses	FY19 Total Ops	FY20 Pers Srvs	FY20 Expenses	FY20 Total Ops	\$ Variance Pers Srvs	\$ Variance Expenses	Variance Total - \$	Variance Total - %
GENERAL GOVERNMENT												
Administration												
1	122	Executive Director	466,023	33,225	499,248	616,798	85,800	702,598	150,775	52,575	203,350	40.73%
6	126	Sustainable Energy	33,980	5,425	39,405	35,409	10,725	46,134	1,429	5,300	6,729	17.08%
18	133	Finance Department	447,204	10,950	458,154	465,079	10,450	475,529	17,875	(500)	17,375	3.79%
22	145	Treasurer & Collector	314,307	129,750	444,057	347,897	107,200	455,097	33,590	(22,550)	11,040	2.49%
28	155	Information Technology	671,445	420,750	1,092,195	691,738	512,750	1,204,488	20,293	92,000	112,293	10.28%
36	195	Town Report	-	4,000	4,000	-	4,000	4,000	-	-	-	0.00%
37	199	Central Admin. Services	-	26,500	26,500	-	27,700	27,700	-	1,200	1,200	4.53%
		Subtotal - General & Financial Srvs.	\$ 1,932,959	\$ 630,600	\$ 2,563,559	\$ 2,156,921	\$ 758,625	\$ 2,915,546	\$ 223,962	\$ 128,025	\$ 351,987	13.73%
Facilities												
38	192	Facilities Management -Town	4,585,030	3,457,749	8,042,779	4,735,331	3,557,730	8,293,061	150,301	99,981	250,282	3.11%
		Subtotal - Facilities Management	\$ 4,585,030	\$ 3,457,749	\$ 8,042,779	\$ 4,735,331	\$ 3,557,730	\$ 8,293,061	\$ 150,301	\$ 99,981	\$ 250,282	3.11%
Human Services												
67	541	Council on Aging	373,713	63,446	437,159	388,891	59,176	448,067	15,178	(4,270)	10,908	2.50%
75	542	Youth Commission	84,498	17,090	101,588	86,791	17,090	103,881	2,293	-	2,293	2.26%
88	693	Memorial Day	-	2,500	2,500	-	5,000	5,000	-	2,500	2,500	100.00%
78	543	West Suburban Veterans District	-	69,150	69,150	-	70,825	70,825	-	1,675	1,675	2.42%
		Subtotal - Human Srvs.	\$ 458,211	\$ 152,186	\$ 610,397	\$ 475,682	\$ 152,091	\$ 627,773	\$ 17,471	\$ (95)	\$ 17,376	2.85%
Selectmen Shared Services												
80	135	Audit Committee	-	58,200	58,200	-	58,850	58,850	-	650	650	1.12%
81	151	Law	-	375,000	375,000	-	350,000	350,000	-	(25,000)	(25,000)	-6.67%
82	458	Street Lighting	-	145,000	145,000	-	140,000	140,000	-	(5,000)	(5,000)	-3.45%
83	945	Risk Management	-	435,679	435,679	-	448,762	448,762	-	13,083	13,083	3.00%
83	211	Injured on Duty Insurance	-	100,000	100,000	-	100,000	100,000	-	-	-	0.00%
		Subtotal - Sel. Shared Services	\$ -	\$ 1,113,879	\$ 1,113,879	\$ -	\$ 1,097,612	\$ 1,097,612	\$ -	\$ (16,267)	\$ (16,267)	-1.46%
Selectmen Appointed Committees												
84	176	Zoning Board of Appeals	76,725	11,940	88,665	78,279	7,190	85,469	1,554	(4,750)	(3,196)	-3.60%
87	180	Housing Development Corp	-	6,500	6,500	-	6,500	6,500	-	-	-	0.00%
87	690	Historical District Commission	-	-	-	-	-	-	-	-	-	0.00%
88	691	Historical Commission	-	750	750	-	750	750	-	-	-	0.00%
88	692	Celebrations Committee	-	4,700	4,700	-	4,700	4,700	-	-	-	0.00%
		Subtotal - Sel. Appnted Comms.	\$ 76,725	\$ 23,890	\$ 100,615	\$ 78,279	\$ 19,140	\$ 97,419	\$ 1,554	\$ (4,750)	\$ (3,196)	-3.18%
		GENERAL GOVERNMENT SUBTOTAL	\$ 7,052,925	\$ 5,378,304	\$ 12,431,229	\$ 7,446,213	\$ 5,565,198	\$ 13,031,411	\$ 383,288	\$ 206,894	\$ 600,182	4.83%
Public Safety												
89	210	Police Department	5,693,471	648,585	6,342,056	5,888,463	684,810	6,573,273	194,992	36,225	231,217	3.65%
105	220	Fire Rescue	5,215,425	265,770	5,481,195	5,351,153	267,270	5,618,423	135,728	1,500	137,228	2.50%
113	241	Building Department	508,297	40,600	548,897	542,076	41,000	583,076	33,779	400	34,179	6.23%
120	244	Sealer of Weights & Measures	16,000	2,550	18,550	15,000	2,700	17,700	(1,000)	150	(850)	-4.58%
123	299	Special School Police	127,606	3,183	130,789	129,254	3,263	132,517	1,648	80	1,728	1.32%
		Subtotal - Public Safety	\$ 11,560,799	\$ 960,688	\$ 12,521,487	\$ 11,925,946	\$ 999,043	\$ 12,924,989	\$ 365,147	\$ 38,355	\$ 403,502	3.22%
		SELECTMEN OPERATING SUBTOTAL	\$ 18,613,724	\$ 6,338,992	\$ 24,952,716	\$ 19,372,159	\$ 6,584,241	\$ 25,956,400	\$ 758,435	\$ 245,249	\$ 1,003,684	4.02%

Page #	Dept.	Funding Item	FY19 USE OF FUNDS (BUDGET)			FY20 USE OF FUNDS (REQUESTED)			CHANGE - FY19 to FY20		
			FY19 Pers Svs	FY19 Expenses	FY19 Total Ops	FY20 Pers Svs	FY20 Expenses	FY20 Total Ops	\$ Variance Pers Svs	\$ Variance Expenses	Variance Total - %
CAPITAL & DEBT											
Tax Impact Capital											
122		BoS Cash Capital	-	240,679	240,679	-	582,089	582,089	-	341,410	141.85%
192		Facilities Capital	-	1,850,000	1,850,000	-	1,850,000	1,850,000	-	-	0.00%
		Subtotal - Capital	\$ -	\$ 2,090,679	\$ 2,090,679	\$ -	\$ 2,432,089	\$ 2,432,089	\$ -	\$ 341,410	16.33%
Debt Service											
710		Current Inside Levy Debt Service - Issued	-	4,002,083	4,002,083	-	2,913,706	2,913,706	-	(1,088,377)	-27.20%
		Current Inside Levy Debt Service - Unissued	-	-	-	-	1,408,500	1,408,500	-	1,408,500	0.00%
		Current Outside Levy Debt Service - Issued	-	12,552,089	12,552,089	-	11,057,052	11,057,052	-	(1,495,037)	-11.91%
		Subtotal - Debt Service	\$ -	\$ 16,554,172	\$ 16,554,172	\$ -	\$ 15,379,258	\$ 15,379,258	\$ -	\$ (1,174,914)	-7.10%
CAPITAL & DEBT SUBTOTAL			\$ -	\$ 18,644,851	\$ 18,644,851	\$ -	\$ 17,811,347	\$ 17,811,347	\$ -	\$ (833,504)	-4.47%
Employee Benefits											
126		Retirement	-	7,056,425	7,056,425	-	7,487,909	7,487,909	-	431,484	6.11%
127		Non-Contributory Pensions	-	19,100	19,100	-	19,478	19,478	-	378	1.98%
128		Unemployment Compensation	-	150,000	150,000	-	100,000	100,000	-	(50,000)	-33.33%
129		Workers Comp	-	287,700	287,700	-	287,700	287,700	-	-	0.00%
130		Group Insurance	-	18,984,487	18,984,487	-	20,050,762	20,050,762	-	1,066,275	5.62%
131		OPEB Inside Levy	-	3,432,000	3,432,000	-	3,432,000	3,432,000	-	-	0.00%
132		Compensated Absences	-	120,000	120,000	-	120,000	120,000	-	-	0.00%
		SHARED COST SUBTOTAL	\$ -	\$ 30,049,712	\$ 30,049,712	\$ -	\$ 31,497,849	\$ 31,497,849	\$ -	\$ 1,448,137	4.82%
SPECIAL ITEMS											
Property Tax Abatements											
810		State & County Assessments	-	750,000	750,000	-	750,000	750,000	-	-	0.00%
		SPECIAL ITEMS SUBTOTAL	\$ -	\$ 1,270,356	\$ 1,270,356	\$ -	\$ 1,295,763	\$ 1,295,763	\$ -	\$ 25,407	2.00%
BoS TOTAL TAX IMPACT BUDGET			\$ 18,613,724	\$ 57,053,911	\$ 75,667,635	\$ 19,372,159	\$ 57,939,200	\$ 77,311,359	\$ 758,435	\$ 885,289	1,643,724
BoS TOTAL TAX IMPACT (LESS EXEMPT DEBT)			\$ 18,613,724	\$ 44,501,822	\$ 63,115,546	\$ 19,372,159	\$ 46,882,148	\$ 66,254,307	\$ 758,435	\$ 2,380,326	3,138,761
NON-TAX IMPACT ITEMS											
27-293		Traffic & Parking Ops.	248,250	548,086	796,336	271,708	562,600	834,308	23,458	14,514	37,972
		NON-TAX IMPACT TOTAL	\$ 248,250	\$ 548,086	\$ 796,336	\$ 271,708	\$ 562,600	\$ 834,308	\$ 23,458	\$ 14,514	37,972
		NON-TAX IMPACT TOTAL	\$ 248,250	\$ 548,086	\$ 796,336	\$ 271,708	\$ 562,600	\$ 834,308	\$ 23,458	\$ 14,514	37,972
		NON-TAX IMPACT TOTAL	\$ 248,250	\$ 548,086	\$ 796,336	\$ 271,708	\$ 562,600	\$ 834,308	\$ 23,458	\$ 14,514	37,972
		NON-TAX IMPACT TOTAL	\$ 248,250	\$ 548,086	\$ 796,336	\$ 271,708	\$ 562,600	\$ 834,308	\$ 23,458	\$ 14,514	37,972



Town of Wellesley
FY2020 Budget Request
Executive Director Operating Narrative: Mission, Services & Priorities

EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

The Executive Director of General Government Services serves as the Chief Operating Officer for the Board of Selectmen, and manages the activities of the Office of the Board of Selectmen.

OFFICE OF THE BOARD OF SELECTMEN

The Board of Selectmen is the chief executive board of the Town. It is vested with authority and power to oversee, manage and direct 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 Board has the authority to appoint department heads to various Town offices. It appoints the Executive Director of General Government Services, Finance Director/Chief Financial Officer, IT Director, Fire Chief, Police Chief, Building Inspector and Town Counsel. 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. Through the Finance Department, the Board coordinates the preparation of General Government budgets for Central Administrative Services, Employee Benefits, Facilities Management, Risk Management (Insurance), Law, Memorial and Veterans' Days commemoration, Sealer of Weights and Measures, Town Report, and Unemployment Compensation.

Other Board responsibilities include authority to issue permits and licenses for alcoholic beverages, common Victualler, take-out food, entertainment, public conveyances, and others. It also oversees Town facilities management, addresses public safety matters, administers risk management programs, scholarship programs; coordinates, publishes and distributes the annual Town Report; implements traffic, regulatory signage, and pavement marking recommendations; assigns house numbers; approves voting precincts; administers Town property leases and certain grant applications; and is Town Ombudsman. In FY20 the office will continue to focus on implementation of the Unified Plan, Town-wide communications initiatives such as website enhancements, development of a social media strategy, and improvement of communication between town departments, residents and the general public. Staff support for various economic development projects and housing proposals will also be an important activity throughout the year.



Town of Wellesley

FY2020 Budget Request

Executive Director Operating Request

Department: 122
Department Head: Blythe Robinson, Executive Director

DEPARTMENT EXPENDITURES	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Personal Services							
Full Time	\$ 432,065	\$ 434,799	\$ 447,765	\$ 459,023	\$ 609,798	\$ 150,775	32.85%
Part Time/Temp/Seasonal	-	-	-	7,000	7,000	-	0.00%
Longevity	600	600	600	-	-	-	0.00%
Subtotal, Personal Services	432,665	435,399	448,365	466,023	616,798	150,775	32.35%
BENEFITS					40,000		
Expenses	20,817	24,963	24,970	33,225	45,800	12,575	37.85%
Encumbrances	1,507	-	39	-	-	-	-
	22,324	24,963	25,010	33,225	45,800	12,575	37.85%
TOTAL	\$ 454,989	\$ 460,362	\$ 473,374	\$ 499,248	\$ 702,598	\$ 203,350	40.73%

PERMANENT STAFFING (FTEs)

Position Titles:	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request
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	1.0	1.0	1.0	-	-
Economic Development Director	-	-	-	-	1.0
Licensing, Records & Project Mgr	-	-	-	-	1.0
Communications Officer	-	-	-	1.0	1.0
Executive Assistant*	2.0	2.0	2.0	1.0	1.0
Total Number of Positions	5.0	5.0	5.0	4.0	6.0

* FY19 Dep. Director position eliminated, Clerk position eliminated

Executive Director Operating Request

Org	Object	Account # 01-122 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
PERSONAL SERVICES										
01122100	511010	Senior Administrator	Salary of the Executive Director	\$ 191,462	\$ 195,116	\$ 193,800	\$ 197,676	\$ 203,180	\$ 5,504	2.78%
01122100	511220	Other Professionals*	Salaries of Asst. Exec. Dir, Deputy Asst't Director, Comm Officer. & Exec. Asst.	240,603	239,684	253,965	261,347	406,617	145,270	55.59%
01122100	512290	Temporary Help	Substitute Exec. Assistant (vacations/sick leave and transcription)	-	-	626	7,000	7,000	-	0.00%
01122100	515050	Longevity	Longevity payment due personnel with more than 15 years service.	600	600	1,200	-	-	-	0.00%
			PERSONAL SERVICES SUBTOTAL	432,665	435,399	449,591	466,023	616,798	150,775	32.35%
EXPENSES										
01122200	521010	Electricity	Cover Streetlight Deficit	-	-	93	-	-	-	0.00%
	524050		Replacement laptop for Asst Exec Dir.					1,000	1,000	0.00%
01122200	530500	Training & Development	Training for staff members enables the department to stay informed about	-	915	340	2,500	3,000	500	20.00%
01122200	530600	Appraisals & Surveys	Appraisals as required for land/municipal surveys.	1,460	4,500	2,000	2,000	3,500	1,500	75.00%
01122200	530900	Other Professional Services	Consulting Services as needed	2,801	2,835	856	5,000	5,000	-	0.00%
01122200	534010	Postage	For routine mailing and also to cover additional mailings (e.g., reports, surveys, etc.).	2,745	1,701	1,513	2,500	2,300	(200)	-8.00%
01122200	534020	Telephone	Cell Phone for Executive Director	-	-	705	-	700	700	0.00%
01122200	534030	Advertising - General	These funds are for the cost of placing legal ads in local newspapers.	455	931	582	1,200	1,100	(100)	-8.33%
01122200	534035	Advertising- Employment	For employment advertising.	-	-	-	600	-	(600)	-100.00%
		On Line								
	534095	subscriptions/databases	Social Media analytical tools					3,000	3,000	0.00%

Executive Director Operating Request

Org	Object	Account # 01-122 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
01122200	538030	Microfilming Services	Microfilming of department records which must be kept indefinitely.	-	-	-	-	-	-	0.00%
01122200	542010	Office Supplies	Office supplies	2,230	3,519	2,631	3,000	3,000	-	0.00%
01122200	549090	Other Food Service Supplies		213		433	-	500	500	0.00%
01122200	555020	Periodicals & Newspapers	Newspaper subscriptions	667	450	66	300	300	-	0.00%
01122200	571010	In-state travel (mileage)	For reimbursement of mileage	42	-	156	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	1,862	1,588	4,742	3,625	4,800	1,175	32.41%
01122200	573010	Dues-Administrators	Dues for professional organizations such as MMMA, AICP	-	-	2,157	2,800	3,000	200	7.14%
01122200	573040	Dues-Committee/Board Members	Massachusetts Municipal Association and Norfolk County Selectmen's Association	8,321	8,524	8,571	8,900	8,900	-	0.00%
01122200	578090	Unclassified Expenses	Inactive Account	-	-	-	-	-	-	0.00%
01122200	542010	Office Supplies	Cost for new position-desk, computer, etc.	-	-	-	-	5,000	5,000	0.00%
			EXPENSES SUBTOTAL	20,817	24,963	24,970	33,225	45,800	12,575	37.85%
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	1,507	-	39	-	-	-	0.00%
			Benefits for Economic Development Director					20,000		
			Benefits for Licensing, Records & Project Manager					20,000		
			DEPARTMENT TOTAL	\$ 454,989	\$ 460,362	\$ 474,601	\$ 499,248	\$ 702,598	\$ 203,350	40.73%

Executive Director Operating Request

Department: 122

Job Title Employee Name	FY19 Rate as of 6/30/2019		Group - Step	FY20 Starting Rate 7/1/2019		Total Yrly Salary	Salary Request (Dept 122)*
Executive Director Blythe Robinson	\$	3,801.46	69	\$	3,877.49	201,629	203,180
Assistant Executive Director	\$	2,256.60	61	\$	2,301.73	119,690	120,611
Economic Development Director**	\$	1,740.38	60	\$	1,775.19	92,310	77,043
Licensing, Records & Project Mgr	\$	1,421.15	57	\$	1,449.58	75,378	75,958
Communications & Project Mgr Stephanie Hawkinson	\$	1,326.92	56	\$	1,353.46	70,380	70,921
Executive Assistant Cay Meagher	\$	1,161.58	53	\$	1,184.81	61,610	62,084
Temporary help during vacations/sick	\$	-		\$	-	-	5,000
Temporary help - transcribing minutes	\$	-		\$	-	-	2,000
						620,998	\$ 616,798

*Note: FY20 Salary is based on 52.4 weeks

Assumptions:

40 series increase	2.00%	1.020
50,60 series increase	2.00%	1.020
Contract Employee	2.00%	1.020
Temp. Help \$30/hr for 4.5 weeks		

*Pay weeks in FY20 = 52.4

**Economic Development Director budget request for 10 months in FY20 - Assume hire date of 9/2/19, 43.4 weeks



Town of Wellesley
FY2020 Budget Request
Sustainable Energy Committee: Mission, Services, & Priorities

November 20, 2018

SUSTAINABLE ENERGY COMMITTEE

Mission

Town Meeting established the Sustainable Energy Committee (SEC) in 2010, to lead efforts to accomplish the goal adopted at the 2009 Annual Town Meeting: to reduce Town-wide greenhouse gas emissions 10% below 2007 levels by 2013, to monitor and report progress toward that goal, and to propose further goals for emissions reductions to Town Meeting. The 2014 Annual Town Meeting adopted the SEC proposal to establish a new goal to reduce Town-wide emissions 25% below 2007 levels by 2020.

Organizational Structure

The SEC has seven appointed members, with staggered terms of three years. The Board of Selectmen (BOS), Municipal Light Plant (MLP), and School Committee each appoint one board member, officer, official, or paid employee. The BOS appoints the remaining four members from among residents or others with relevant interests and expertise. Traditionally, Babson and Wellesley College have held one of the at-large seats on a rotating basis.

The SEC has two support staff: A Sustainable Energy Administrator at 25 hours/week and (as of July 2018) an SEC Assistant at 10 hours/week.

Recent Accomplishments

Green Communities - On December 27, 2017 the Massachusetts Department of Energy Resources (DOER) designated Wellesley a Green Community. This designation came with a \$137,250 grant which funded an exterior lighting retrofit project on the Department of Public Works campus and an energy audit of the Town's water and wastewater systems. The Green Communities designation also makes Wellesley eligible to apply for future grants to fund energy conservation measures. Over the past two years the SEC oversaw development of the Town's Green Communities Designation



TOWN OF WELLESLEY
Fiscal Year 2020 - OPERATING BUDGET REQUEST
Facilities Management Department: Mission, Services & Priorities

The overall 2.89% increase in total expenses is summarized in the table below:

<i>Increase Component</i>	<i>Cost Increase</i>	<i>Percentage of Increase</i>
Natural Gas increase	\$43,037	43%
Sewerage Increase	\$6,944	7%
School Security Equipment Replacement	\$50,000	50%
<i>Total</i>	<i>\$99,981</i>	<i>2.89% (of total expense budget)</i>



Town of Wellesley FY2020 Budget Request

Facilities Management Department Operating Request

Department: 192
Department Head: Joseph McDonough, Facilities Director

DEPARTMENT EXPENDITURES

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Change FY19-20
Subtotal, Personal Services	\$ 3,737,259	\$ 3,956,812	\$ 4,322,832	\$ 4,585,031	\$ 4,735,331	\$ 150,301	3.28%
Benefits, new position	3,737,259	3,956,812	4,322,832	4,585,031	4,735,331	150,301	3.28%
Expenses	2,802,453	3,299,958	3,154,918	3,457,749	3,557,730	99,981	2.89%
Encumbrances	16,994	2,443	5,786	-	-	-	-
Subtotal, Expenses	2,819,447	3,302,402	3,160,704	3,457,749	3,557,730	99,981	2.89%
TOTAL	\$ 6,556,706	\$ 7,259,213	\$ 7,483,537	\$ 8,042,780	\$ 8,293,061	\$ 250,281	3.11%

PERMANENT STAFFING (FTEs)

	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request
Position Titles:					
Management and Administration	8.5	9.0	11.0	12.0	12.0
Tradesmen	7.0	7.0	8.0	8.0	8.0
Custodians	49.3	51.2	52.6	52.6	52.8
Total Number of Positions	64.8	67.2	71.6	72.6	72.8

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
PERSONAL SERVICES											
Director's Office	01192100	511010	Senior Administrators	Explanation	\$ 139,017	\$ 144,801	\$ 149,649	\$ 153,008	\$ 157,277	\$ 4,270	2.79%
Director's Office	01192100	511130	Manager/Assistant Manager		383,323	399,729	456,064	458,418	477,180	18,762	4.09%
Director's Office	01192101	511220	Other Professional Staff		-	-	240	-	-	-	0.00%
Director's Office	01192100	511300	Accountant		62,880	65,162	66,685	66,667	80,592	13,925	20.89%
Director's Office	01192100	511310	Administrative Assistant		55,672	56,476	57,641	58,848	60,486	1,638	2.78%
Director's Office	01192100	511330	Custodians		-	-	-	-	-	-	0.00%
Director's Office	01192100	511340	Tradesman		211,303	226,710	295,622	302,116	310,512	8,396	2.78%
Director's Office	01192100	511370	Clerical		19,413	36,609	38,338	36,453	49,873	13,420	36.81%
Director's Office	01192100	512050	Temporary Custodians/Laborer		-	-	(13,771)	-	-	-	0.00%
Director's Office	01192100	513110	Emergency Overtime		-	-	1,246	-	-	-	0.00%
Director's Office	01192100	513120	Scheduled Overtime		70	1,328	538	-	-	-	0.00%
Director's Office	01192100	514010	Shift Differential	Custodians	266	-	-	-	-	-	0.00%
Town Hall	01192101	511330	Custodians		106,631	109,452	111,234	111,114	111,989	876	0.79%
Town Hall	01192101	513120	Scheduled Overtime		9,352	15,918	17,671	10,710	10,924	214	2.00%
Town Hall	01192101	513110	Emergency Overtime		771	799	907	510	520	10	2.00%
Town Hall	01192101	514010	Shift Differential	Custodians	1,392	1,386	1,381	1,768	1,768	-	0.00%
Town Hall	01192101	515050	Longevity		500	500	1,300	700	700	-	0.00%
Police	01192102	511330	Custodians		99,773	106,746	110,639	111,114	111,989	876	0.79%
Police	01192102	513120	Scheduled Overtime	Custodians	7,647	10,814	8,043	7,650	7,803	153	2.00%
Police	01192102	513110	Emergency Overtime	Custodians	501	1,387	1,932	510	520	10	2.00%
Police	01192102	515050	Longevity		700	700	1,700	900	900	-	0.00%
Fire	01192103	513120	Scheduled Overtime		1,230	6,835	4,788	-	-	-	0.00%
Warren	01192107	511330	Custodians	Custodians	113,581	117,587	124,927	123,538	124,759	1,222	0.99%
Warren	01192107	513120	Scheduled Overtime	Custodians	5,301	10,930	5,870	5,100	5,202	102	2.00%
Warren	01192107	513110	Emergency Overtime	Custodians	-	507	59	510	520	10	2.00%
Warren	01192107	515050	Longevity		300	300	800	600	600	-	0.00%
PAWS	01192110	511330	Custodians	Custodians	24,012	20,217	23,967	22,373	25,495	3,121	13.95%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
PAWS	01192110	513110	Emergency Overtime		338	159	82	-	-	-	0.00%
PAWS	01192110	513120	Scheduled Overtime		3,456	1,041	471	3,660	3,733	73	2.00%
PAWS	01192110	513125	Scheduled Non-Program Overtime		172	-	-	-	-	-	0.00%
Bates	01192111	511330	Custodians		114,622	109,892	120,398	128,622	132,209	3,587	2.79%
Bates	01192111	513120	Scheduled Overtime		4,539	8,788	4,384	11,475	11,705	230	2.00%
Bates	01192111	513110	Emergency Overtime		235	1,088	819	750	765	15	2.00%
Bates	01192111	513111	Class 1 Overtime		32	132	-	357	364	7	2.00%
Bates	01192111	513125	Scheduled Non-Program Overtime		(602)	-	-	-	-	-	0.00%
Bates	01192111	515050	Longevity		-	-	400	400	400	-	0.00%
Fiske	01192112	511330	Custodians		119,361	117,345	118,865	128,802	134,547	5,745	4.46%
Fiske	01192112	513120	Scheduled Overtime		8,702	6,174	1,967	8,430	8,599	169	2.00%
Fiske	01192112	513110	Emergency Overtime		540	517	104	765	780	15	2.00%
Fiske	01192112	513111	Class 1 Overtime		17	126	64	357	364	7	2.00%
Fiske	01192112	515050	Longevity		800	800	900	900	900	-	0.00%
Hardy	01192113	511330	Custodians		95,636	101,185	87,603	108,945	106,397	(2,548)	-2.34%
Hardy	01192113	513120	Scheduled Overtime		6,609	5,034	10,864	4,335	4,422	87	2.00%
Hardy	01192113	513110	Emergency Overtime		1,212	1,883	2,220	765	780	15	2.00%
Hardy	01192113	513111	Class 1 Overtime		32	-	88	357	364	7	2.00%
Hardy	01192113	515050	Longevity		700	700	900	900	-	(900)	-100.00%
Hardy	01192113	513125	Scheduled Non-Program Overtime		189	-	-	-	-	-	0.00%
Hunnewell	01192114	511330	Custodians		98,507	100,366	104,375	108,945	111,983	3,038	2.79%
Hunnewell	01192114	513120	Scheduled Overtime		4,213	8,856	4,271	4,335	4,422	87	2.00%
Hunnewell	01192114	513125	Scheduled Non-Program Overtime		293	-	-	-	-	-	0.00%
Hunnewell	01192114	513110	Emergency Overtime		302	1,008	619	765	780	15	2.00%
Hunnewell	01192114	513111	Class 1 Overtime		-	-	-	357	364	7	2.00%
Hunnewell	01192114	515050	Longevity		800	800	900	900	900	-	0.00%
Sprague	01192115	511330	Custodians		142,902	142,158	148,762	156,349	162,972	6,623	4.24%
Sprague	01192115	513120	Scheduled Overtime		7,580	6,609	7,368	6,885	7,023	138	2.00%
Sprague	01192115	513110	Emergency Overtime		182	849	314	765	780	15	2.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Sprague	01192115	513111	Class 1 Overtime		-	97	-	357	364	7	2.00%
Sprague	01192115	513125	Scheduled Non-Program Overtime		0	144	268	-	-	-	0.00%
Sprague	01192115	515050	Longevity		1,100	800	1,200	1,300	1,300	-	0.00%
Schofield	01192116	511330	Custodians		104,481	104,170	104,806	108,945	111,983	3,038	2.79%
Schofield	01192116	513120	Scheduled Overtime		6,482	5,313	6,307	4,335	4,422	87	2.00%
Schofield	01192116	513110	Emergency Overtime		634	769	209	765	780	15	2.00%
Schofield	01192116	513111	Class 1 Overtime		-	139	-	357	364	7	2.00%
Schofield	01192116	513125	Scheduled Non-Program Overtime		-	-	(97)	-	-	-	0.00%
Schofield	01192116	515050	Longevity		1,806	1,806	2,106	1,500	1,500	-	0.00%
Upham	01192117	511330	Custodians		89,281	100,266	104,333	108,945	111,983	3,038	2.79%
Upham	01192117	513120	Scheduled Overtime		2,608	7,956	8,365	4,335	4,422	87	2.00%
Upham	01192117	513125	Scheduled Non-Program Overtime		99	-	-	-	-	-	0.00%
Upham	01192117	513110	Emergency Overtime		242	837	295	765	780	15	2.00%
Upham	01192117	513111	Class 1 Overtime		-	103	-	357	364	7	2.00%
Upham	01192117	515050	Longevity		-	-	-	-	-	-	0.00%
MS	01192121	511330	Custodians		542,486	524,177	552,775	586,991	604,416	17,525	2.99%
MS	01192121	513120	Scheduled Overtime		14,376	24,051	11,629	15,555	15,866	311	2.00%
MS	01192121	513110	Emergency Overtime		1,046	2,629	816	1,275	1,301	26	2.00%
MS	01192121	513111	Class 1 Overtime		960	334	1,093	1,581	1,613	32	2.00%
MS	01192121	513125	Scheduled Non-Program Overtime		111	735	1,161	-	-	-	0.00%
MS	01192121	515050	Longevity		3,400	3,700	4,100	4,250	3,950	(300)	-7.06%
HS	01192131	511330	Custodians		594,182	573,480	591,782	622,653	641,431	18,778	3.02%
HS	01192131	513120	Scheduled Overtime		6,569	17,314	12,270	14,535	14,826	291	2.00%
HS	01192131	513110	Emergency Overtime		966	1,475	1,270	1,335	1,362	27	2.00%
HS	01192131	513111	Class 1 Overtime		441	754	1,100	1,020	1,040	20	2.00%
HS	01192131	513125	Scheduled Non-Program Overtime		291	1,635	(579)	-	-	-	0.00%
HS	01192131	515050	Longevity		2,300	1,500	2,700	2,650	2,850	200	7.55%
Field House	01192132	511330	Custodians		-	-	17,959	-	-	-	0.00%
House	01192132	511340	Tradesman		265,794	282,767	282,458	288,991	296,392	7,402	2.56%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Field House	01192132	513120	Scheduled Overtime		1,213	1,311	5,863	-	-	-	0.00%
Field House	01192132	513125				(35)		-	-	-	0.00%
Field House	01192132	513110	Emergency Overtime		1,650	1,099	2,682	3,000	3,060	60	2.00%
Field House	01192132	515050	Longevity		1,400	1,500	1,700	1,700	1,700	-	0.00%
District	01192139	511330	Custodians		73,491	71,085	71,119	76,868	78,405	1,537	2.00%
District	01192139	513110	Emergency Overtime		146	-	-	-	-	-	0.00%
District	01192139	513126	Community Service OT		7,125	6,268	3,249	4,080	4,162	82	2.00%
District	01192139	515060	Custodians-On Call/Standby		13,377	6,259	7,144	5,100	5,100	-	0.00%
District	01192139	519020	Sick Leave/Vacation Buyback		-	-	-	6,000	6,000	-	0.00%
Town	01192140	511330	Custodian-Floater		-	-	-	-	-	-	0.00%
	01192141	513120	Scheduled Overtime		-	1,034	842	-	-	-	0.00%
	01192141	511330	Custodians		-	1,185	-	-	-	-	0.00%
DPW	01192142	511330	Custodians	DPW Transfer - Highway	-	46,712	48,630	49,603	50,989	1,386	2.79%
	01192142	513110	Emergency Overtime		-	964	256	-	-	-	0.00%
DPW	01192142	513120	Scheduled Overtime	DPW Transfer-Highway	-	7,940	4,288	1,284	1,310	26	2.00%
DPW	01192142	515050	Longevity		-	950	1,050	1,150	1,150	-	0.00%
	01192146	515050	Longevity		-	-	-	-	-	-	0.00%
	01192146	513110	Emergency Overtime		-	227	-	-	-	-	0.00%
	01192146	513120	Scheduled Overtime		-	17,401	10,790	-	-	-	0.00%
DPW	01192147	511330	Custodians	DPW Transfer - Water/Sewer	-	28,190	29,760	29,671	30,497	827	2.79%
DPW	01192147	515050	Longevity		-	-	1,150	1,250	1,250	-	0.00%
Library	01192161	511330	Custodians		136,014	145,771	146,712	149,374	153,459	4,085	2.74%
Library	01192161	513120	Scheduled Overtime		5,663	7,851	6,723	3,223	3,287	64	2.00%
Library	01192161	513110	Emergency Overtime		698	2,018	2,302	750	765	15	2.00%
Library (Hills)	01192163	511330	Custodians		-	-	6,603	15,826	16,262	436	2.76%
	01192163	513110	Emergency Overtime		-	-	179	-	-	-	0.00%
	01192163	513120	Scheduled Overtime		-	-	7,541	-	-	-	0.00%
Library Toles Parsons	01192163	514010	Shift Differential		1,824	1,728	1,760	2,096	2,096	-	0.00%
	01192175	511330	Custodians		-	-	44,570	47,824	50,989	3,166	6.62%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Tolles Parsons	01192175	513110	Emergency Overtime		-	-	383	1,256	1,281	25	2.00%
Tolles Parsons	01192175	513120	Scheduled Overtime		-	-	3,057	1,050	1,071	21	2.00%
Tolles Parsons	01192175	513125	Scheduled, non program OT		-	-	1,708	2,100	9,733	7,633	363.47%
PBC	01192185	511130	Project Manager				74,281	203,381	198,765	(4,616)	-2.27%
PBC	01192185	511370	Project Assistant				45,957	54,021	55,528	1,504	2.78%
			Total Personal Services	PERSONAL SERVICES SUBTOTAL	3,737,259	3,956,812	4,322,832	4,585,031	4,735,331	150,301	3.28%

EXPENSES

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Director's Office	01192200	517020	Medical Check-up		-	-	-	-	-	-	0.00%
Director's Office	01192200	517050	Professional Licenses		254	125	506	-	-	-	0.00%
Director's Office	01192200	521020	Natural Gas		-	457	(6,600)	-	-	-	0.00%
Director's Office	01192200	524010	Building Maintenance		1,849	45	32	-	-	-	0.00%
Director's Office	01192200	524090	Other Contractual Services		943	4,936	-	-	-	-	0.00%
Director's Office	01192200	527010	Building Rental/Lease		84,000	84,000	84,000	84,000	84,000	-	0.00%
Director's Office	01192200	527030	Equipment Rental/Lease		582	318	503	-	-	-	0.00%
Director's Office	01192200	527050	Copier Rental/Lease		2,978	3,239	2,996	3,178	3,176	-	0.00%
Director's Office	01192200	530400	Network & Information Services		-	3,699	-	-	-	-	0.00%
Director's Office	01192200	530500	Training and Development		2,488	5,272	6,936	4,500	4,500	-	0.00%
Director's Office	01192200	530900	Other Professional Services		-	1,656	-	-	-	-	0.00%
Director's Office	01192200	534010	Office Supplies		-	146	163	-	-	-	0.00%
Director's Office	01192200	534020	Telephone		-	-	-	-	-	-	0.00%
Director's Office	01192200	534030	Advertising - General		228	554	361	-	-	-	0.00%
Director's Office	01192200	534035	Advertising - Employment		-	-	107	-	-	-	0.00%
Director's Office	01192200	534050	Telecommunications		2,465	2,506	2,837	2,580	2,580	-	0.00%
Director's Office	01192200	541010	Gasoline		440	-	-	-	-	-	0.00%
Director's Office	01192200	542010	Office Supplies		10,264	6,958	5,020	2,450	2,450	-	0.00%
Director's Office	01192200	542090	Other General Supplies		205	331	272	198	198	-	0.00%
Director's Office	01192200	542130	Work Clothing		48	248	950	600	600	-	0.00%
Director's Office	01192200	543010	Building M&R Supplies		10,231	286	1,384	-	-	-	0.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Director's Office	01192200	543060	Custodial M&R Supplies		204	206	308	-	-	-	0.00%
Director's Office	01192200	543090	Other M&R Supplies		-	-	2,393	-	-	-	0.00%
Director's Office	01192200	571010	Travel - Mileage		4,906	4,226	3,094	2,148	2,148	-	0.00%
Director's Office	01192200	571090	Travel - Other		-	-	8	-	-	-	0.00%
Director's Office	01192200	571110	Conf/Mtgs-Administrators		-	170	-	-	-	-	0.00%
Director's Office	01192200	573010	Dues - Administrators		-	300	-	-	-	-	0.00%
Director's Office	01192200	563010	Furniture		12,295	14,971	928	-	-	-	0.00%
Director's Office	01192200	583120	Office Machine Replacement		1,822	8,764	160	5,000	5,000	-	0.00%
Town Hall	01192201	521010	Electricity		34,568	31,460	32,610	36,023	36,023	-	0.00%
Town Hall	01192201	521020	Natural Gas		19,060	16,320	15,905	19,685	20,669	984	5.00%
Town Hall	01192201	523010	Water		1,350	1,591	1,614	3,191	3,191	-	0.00%
Town Hall	01192201	523020	Sewerage		1,605	1,585	1,653	5,916	6,212	296	5.00%
Town Hall	01192201	524010	Building Maintenance	Town Hall systems contracts and expenses	10,656	17,327	17,867	5,608	5,608	-	0.00%
	01192201	524030	Equipment Maintenance		-	-	59	-	-	-	0.00%
Town Hall	01192201	524090	Other Contractual Services		6,358	6,632	-	5,608	5,608	-	0.00%
Town Hall	01192201	524091	Other Cont Svcs: Custodian		-	205	1,195	500	500	-	0.00%
	01192201	527010	Building Rental/Lease		-	-	956	-	-	-	0.00%
Town Hall	01192201	527031	Equip Svc/Repair: Custodian		253	-	505	650	650	-	0.00%
Town Hall	01192201	529020	Rubbish/Garbage Pickup	Weekly trash disposal and recycling fee for the Town Hall.	2,100	1,050	2,100	2,100	2,100	-	0.00%
Town Hall	01192201	529050	Recycled Materials Disposal		-	1,050	-	-	-	-	0.00%
Town Hall	01192201	542130	Work Clothing	Uniforms for the custodians.	361	262	564	800	800	-	0.00%
Town Hall	01192201	543010	Building M&R Supplies	Building supplies for the Town Hall.	9,031	9,573	9,741	3,900	3,900	-	0.00%
Town Hall	01192201	543060	Custodial M&R Supplies		7,413	17,534	5,036	7,637	7,637	-	0.00%
Town Hall	01192201	571010	Travel-Mileage	Per mile reimbursement	535	-	-	-	-	-	0.00%
Police	01192202	521010	Electricity		56,872	50,428	51,667	55,190	55,190	-	0.00%
Police	01192202	521020	Natural Gas		15,119	22,016	19,693	29,492	30,967	1,475	5.00%
Police	01192202	523010	Water		1,685	1,525	1,427	2,529	2,529	-	0.00%
Police	01192202	523020	Sewerage		3,244	3,145	3,037	4,423	4,645	221	5.00%
Police	01192202	524010	Building Maintenance	Building Maint-Police Station	9,350	7,400	10,097	10,080	10,080	-	0.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Police	01192202	524030	Equipment Maintenance		-	-	817	-	-	-	0.00%
Police	01192202	524031	Maintenance - painting		-	-	-	-	-	-	0.00%
Police	01192202	524090	Other Contractual Services		2,249	14,138	7,063	5,427	5,427	-	0.00%
Police	01192202	524091	Other Contractual Services: Custodians		-	4,915	-	-	-	-	0.00%
Police	01192202	527030	Equipment Rental/Lease		-	-	-	-	-	-	0.00%
Police	01192202	527031	Equip Svc/Repair: Custodian		796	-	853	705	705	-	0.00%
Police	01192202	542130	Work Clothing		167	207	490	300	300	-	0.00%
Police	01192202	543010	Building M&R Supplies	Building supplies for the Police	3,463	3,843	5,051	5,000	5,000	-	0.00%
Police	01192202	543060	Custodian M&R Supplies	Custodial supplies for the Police	5,614	15,661	4,844	3,995	3,995	-	0.00%
Police	01192202	571010	Travel-Mileage		535	-	-	-	-	-	0.00%
Police	01192202	578015	Late Fees/Interest Charges		-	1	-	-	-	-	0.00%
Fire	01192203	521010	Electricity		25,834	25,961	26,366	35,053	35,053	-	0.00%
Fire	01192203	521020	Natural Gas		23,700	28,922	32,017	37,198	39,058	1,860	5.00%
Fire	01192203	523010	Water		2,321	1,408	2,562	2,262	2,262	-	0.00%
Fire	01192203	523020	Sewerage		4,708	4,621	4,624	6,796	7,136	340	5.00%
Fire	01192203	524010	Building Maintenance	Building Maint - Fire Station	7,779	9,305	10,633	9,788	9,788	-	0.00%
Fire	01192203	524030	Equipment Maintenance		-	-	270	-	-	-	0.00%
Fire	01192203	524090	Other Contractual Services		3,053	10,379	1,092	9,287	9,287	-	0.00%
Fire	01192203	524091	Other Contractual Services-Custodian		350	810	-	1,500	1,500	-	0.00%
Fire	01192203	527031	Equip Svc/Repair: Custodian		160	-	242	1,113	1,113	-	0.00%
Fire	01192203	542130	Work Clothing		225	117	253	-	-	-	0.00%
Fire	01192203	543010	Building M&R Supplies		4,398	8,178	5,046	3,338	3,338	-	0.00%
Fire	01192203	543060	Custodian M&R Supplies		5,221	7,160	3,241	5,225	5,225	-	0.00%
Fire	01192203	571010	Travel-Mileage		535	-	-	-	-	-	0.00%
Warren	01192204	543060	Custodial M&R Supplies		-	9	-	-	-	-	0.00%
Warren	01192207	521010	Electricity		32,641	31,950	34,705	35,299	35,299	-	0.00%
Warren	01192207	521020	Natural Gas		11,959	15,081	15,453	18,748	19,685	937	5.00%
Warren	01192207	523010	Water		928	2,277	2,429	3,640	3,640	-	0.00%
Warren	01192207	523020	Sewerage		1,465	3,006	3,521	2,896	3,041	145	5.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Warren	01192207	524010	Building Maintenance	Building Maint-Warren Building	16,746	21,768	14,326	14,649	14,649	-	0.00%
Warren	01192207	524030	Equipment Maintenance		-	-	223	-	-	-	0.00%
Warren	01192207	524031	Maintenance - painting		-	-	-	-	-	-	0.00%
Warren	01192207	524090	Other Contractual Services		10,938	14,451	14,818	9,766	9,766	-	0.00%
Warren	01192207	524091	Other Contract Svcs: Custodian		600	716	-	-	-	-	0.00%
Warren	01192207	527030	Equipment Rental/Lease		432	523	641	-	-	-	0.00%
Warren	01192207	527031	Equip Svc/Repair: Custodian		646	-	702	750	750	-	0.00%
Warren	01192207	542130	Work Clothing		165	195	679	300	300	-	0.00%
Warren	01192207	543010	Building M&R Supplies	Building supplies for Recreation	15,439	2,864	5,598	5,700	5,700	-	0.00%
Warren	01192207	543060	Custodian M&R Supplies	Custodial supplies for Recreation	9,113	19,196	4,354	5,750	5,750	-	0.00%
Warren	01192007	571010	Travel-Mileage		535	-	-	-	-	-	0.00%
PAWS	01192210	521010	Electricity		12,422	8,351	9,624	13,270	13,270	-	0.00%
PAWS	01192210	521020	Natural Gas		7,287	5,425	5,664	6,999	7,349	350	5.00%
PAWS	01192210	523010	Water		584	681	685	784	784	-	0.00%
PAWS	01192210	523020	Sewerage		1,123	1,215	1,254	1,573	1,652	79	5.00%
PAWS	01192210	524010	Building Maintenance		4,528	4,242	6,762	2,775	2,775	-	0.00%
PAWS	01192210	524030	Equipment Maintenance		103	93	38	160	160	-	0.00%
PAWS	01192210	524090	Other Contractual Services		60	-	-	1,725	1,725	-	0.00%
PAWS	01192210	524091	Other Contract Svcs: Custodian		350	361	-	450	450	-	0.00%
PAWS	01192210	527030	Equipment Rental/Lease		-	-	-	40	40	-	0.00%
PAWS	01192210	527031	Equip Svc/Repair: Custodian		-	-	84	315	315	-	0.00%
PAWS	01192210	529050	Recycled Materials Disposal		-	-	-	2,081	2,081	-	0.00%
PAWS	01192210	542130	Work Clothing		226	205	94	225	225	-	0.00%
PAWS	01192210	543010	Building M&R Supplies		1,351	1,366	927	2,750	2,750	-	0.00%
PAWS	01192210	543060	Custodian M&R Supplies		3,630	3,310	1,657	2,785	2,785	-	0.00%
PAWS	01192210	571010	Travel-Mileage		653	-	-	-	-	-	0.00%
Bates	01192211	513120	Scheduled Overtime		(287)	-	-	-	-	-	0.00%
Bates	01192211	521010	Electricity		41,431	35,772	37,269	41,044	41,044	-	0.00%
Bates	01192211	521020	Natural Gas		51,719	50,697	54,125	52,231	54,843	2,612	5.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Bates	01192211	523010	Water		2,716	2,909	2,770	3,649	3,649	-	0.00%
Bates	01192211	523020	Sewerage		4,212	4,177	3,940	6,515	6,841	326	5.00%
Bates	01192211	524010	Building Maintenance		9,221	7,015	15,442	10,075	10,075	-	0.00%
Bates	01192211	524030	Equipment Maintenance		326	93	440	1,540	1,540	-	0.00%
Bates	01192211	524090	Other Contractual Services		1,745	1,040	-	5,425	5,425	-	0.00%
Bates	01192211	524091	Other Cont Svcs: Custodian		225	1,722	375	1,400	1,400	-	0.00%
Bates	01192211	527030	Equipment Rental/Lease		577	604	604	335	335	-	0.00%
Bates	01192211	527031	Equip Svc/Repair: Custodian		605	60	2,436	1,125	1,125	-	0.00%
Bates	01192211	529020	Rubbish/Garbage Pickup		2,105	2,453	2,044	5,060	5,060	-	0.00%
Bates	01192211	529050	Recycled Materials Disposal		770	864	824	2,081	2,081	-	0.00%
Bates	01192211	542130	Work Clothing		700	667	902	530	530	-	0.00%
Bates	01192211	543010	Building M&R Supplies		13,776	6,492	6,745	10,150	10,150	-	0.00%
Bates	01192211	543060	Custodian M&R Supplies		32,682	32,359	6,960	6,375	6,375	-	0.00%
Bates	01192211	571010	Travel-Mileage		535	-	-	-	-	-	0.00%
Fiske	01192212	521010	Electricity		41,882	33,251	37,778	48,058	48,058	-	0.00%
Fiske	01192212	521020	Natural Gas		37,184	45,747	38,218	41,480	43,554	2,074	5.00%
Fiske	01192212	523010	Water		2,033	3,710	5,534	4,288	4,288	-	0.00%
Fiske	01192212	523020	Sewerage		2,857	8,189	10,065	7,732	8,118	387	5.00%
Fiske	01192212	524010	Building Maintenance		8,832	15,991	16,791	6,490	6,490	-	0.00%
Fiske	01192212	524030	Equipment Maintenance		675	10	932	1,070	1,070	-	0.00%
Fiske	01192212	524090	Other Contractual Services		569	10,306	-	5,310	5,310	-	0.00%
Fiske	01192212	524091	Other Contract Svcs: Custodian		-	1,828	375	600	600	-	0.00%
Fiske	01192212	527030	Equipment Rental/Lease		512	485	578	205	205	-	0.00%
Fiske	01192212	527031	Equip Svc/Repair: Custodian		742	-	1,541	1,050	1,050	-	0.00%
Fiske	01192212	529020	Rubbish/Garbage Pickup		2,361	2,222	2,441	5,060	5,060	-	0.00%
Fiske	01192212	529050	Recycled Materials Disposal		770	792	824	2,081	2,081	-	0.00%
Fiske	01192212	542130	Work Clothing		585	609	649	530	530	-	0.00%
Fiske	01192212	543010	Building M&R Supplies		3,806	8,930	8,759	7,805	7,805	-	0.00%
Fiske	01192212	543060	Custodian M&R Supplies		8,939	32,499	8,482	5,950	5,950	-	0.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Fiske	01192212	571010	Travel-Mileage		535				-	-	0.00%
Hardy	01192213	521010	Electricity		23,501	25,655	26,104	33,230	33,230	-	0.00%
Hardy	01192213	521020	Natural Gas		34,962	41,947	44,680	47,493	49,868	2,375	5.00%
Hardy	01192213	523010	Water		3,037	2,236	2,340	2,628	2,628	-	0.00%
Hardy	01192213	523020	Sewerage		6,001	4,392	4,363	5,462	5,735	273	5.00%
Hardy	01192213	524010	Building Maintenance		8,870	10,364	19,277	7,354	7,354	-	0.00%
Hardy	01192213	524030	Equipment Maintenance		139	10	481	1,220	1,220	-	0.00%
Hardy	01192213	524090	Other Contractual Services		196	395	522	6,545	6,545	-	0.00%
Hardy	01192213	524091	Other Contract Svcs: Custodian		400	413	-	550	550	-	0.00%
Hardy	01192213	527030	Equipment Rental/Lease		330	363	363	255	255	-	0.00%
Hardy	01192213	527031	Equip Svc/Repair: Custodian		2,116	-	2,311	1,050	1,050	-	0.00%
Hardy	01192213	529020	Rubbish/Garbage Pickup		2,070	2,215	2,159	5,060	5,060	-	0.00%
Hardy	01192213	529050	Recycled Materials Disposal		770	916	824	2,081	2,081	-	0.00%
Hardy	01192213	542130	Work Clothing		571	540	609	530	530	-	0.00%
Hardy	01192213	543010	Building M&R Supplies		6,268	3,774	9,732	8,700	8,700	-	0.00%
Hardy	01192213	543060	Custodian M&R Supplies		8,372	20,121	6,136	5,950	5,950	-	0.00%
Hardy	01192213	571010	Travel-Mileage		535	-	-	-	-	-	0.00%
Hunnewell	01192214	521010	Electricity		19,233	17,853	19,089	26,502	26,502	-	0.00%
Hunnewell	01192214	521020	Natural Gas		37,950	49,432	54,879	60,244	63,256	3,012	5.00%
Hunnewell	01192214	523010	Water		2,521	2,709	2,834	4,212	4,212	-	0.00%
Hunnewell	01192214	523020	Sewerage		3,969	3,918	4,315	6,701	7,036	335	5.00%
Hunnewell	01192214	524010	Building Maintenance		9,329	6,870	12,520	7,220	7,220	-	0.00%
Hunnewell	01192214	524030	Equipment Maintenance		342	10	651	920	920	-	0.00%
Hunnewell	01192214	524090	Other Contractual Services		260	574	1,317	7,880	7,880	-	0.00%
Hunnewell	01192214	524091	Other Cont Svcs: Custodian		-	102	375	650	650	-	0.00%
Hunnewell	01192214	527030	Equipment Rental/Lease		419	536	523	255	255	-	0.00%
Hunnewell	01192214	527031	Equip Svc/Repair: Custodian		1,095	-	726	1,080	1,080	-	0.00%
Hunnewell	01192214	529020	Rubbish/Garbage Pickup		1,939	2,122	2,061	5,060	5,060	-	0.00%
Hunnewell	01192214	529050	Recycled Materials Disposal		770	864	824	2,081	2,081	-	0.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Hunnewell	01192214	542130	Work Clothing		571	606	619	530	530	-	0.00%
Hunnewell	01192214	543010	Building M&R Supplies		4,464	5,471	10,574	8,375	8,375	-	0.00%
Hunnewell	01192214	543060	Custodian M&R Supplies		8,105	22,635	6,366	7,120	7,120	-	0.00%
Hunnewell	01192214	571010	Travel-Mileage		535	-	-	-	-	-	0.00%
Sprague	01192215	521010	Electricity		81,011	77,299	81,325	94,888	94,888	-	0.00%
Sprague	01192215	521020	Natural Gas		41,516	47,222	51,393	55,765	58,554	2,788	5.00%
Sprague	01192215	523010	Water		4,824	4,581	5,634	6,982	6,982	-	0.00%
Sprague	01192215	523020	Sewerage		7,079	6,372	8,018	10,977	11,526	549	5.00%
Sprague	01192215	524010	Building Maintenance		20,049	28,072	27,337	15,975	15,975	-	0.00%
Sprague	01192215	524030	Equipment Maintenance		359	10	569	1,300	1,300	-	0.00%
Sprague	01192215	524090	Other Contractual Services		960	3,508	799	9,025	9,025	-	0.00%
Sprague	01192215	524091	Other Contract Svcs: Custodian		800	930	800	1,400	1,400	-	0.00%
Sprague	01192215	527030	Equipment Rental/Lease		478	521	456	275	275	-	0.00%
Sprague	01192215	527031	Equip Svc/Repair: Custodian		1,033	-	4,546	1,500	1,500	-	0.00%
Sprague	01192215	529020	Rubbish/Garbage Pickup		2,039	2,411	2,164	5,060	5,060	-	0.00%
Sprague	01192215	529050	Recycled Materials Disposal		770	864	825	2,081	2,081	-	0.00%
Sprague	01192215	542130	Work Clothing		932	840	1,004	555	555	-	0.00%
Sprague	01192215	543010	Building M&R Supplies		18,070	6,955	13,918	13,575	13,575	-	0.00%
Sprague	01192215	543060	Custodian M&R Supplies		12,726	28,458	13,221	10,000	10,000	-	0.00%
Sprague	01192215	571010	Travel-Mileage		535	-	-	-	-	-	0.00%
Schofield	01192216	521010	Electricity		49,701	41,432	46,925	56,910	56,910	-	0.00%
Schofield	01192216	521020	Natural Gas		25,897	26,915	27,300	46,388	48,707	2,319	5.00%
Schofield	01192216	523010	Water		1,259	1,118	2,409	2,751	2,751	-	0.00%
Schofield	01192216	523020	Sewerage		2,288	2,317	4,474	5,759	6,047	288	5.00%
Schofield	01192216	524010	Building Maintenance		6,896	11,925	19,287	6,545	6,545	-	0.00%
Schofield	01192216	524030	Equipment Maintenance		161	10	475	1,060	1,060	-	0.00%
Schofield	01192216	524090	Other Contractual Services		3,481	2,965	-	5,555	5,555	-	0.00%
Schofield	01192216	524091	Other Contract Svcs: Custodian		-	450	300	1,400	1,400	-	0.00%
Schofield	01192216	527030	Equipment Rental/Lease		575	653	766	215	215	-	0.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Schofield	01192216	527031	Equip Svc/Repair: Custodian		367	-	1,008	1,125	1,125	-	0.00%
Schofield	01192216	529020	Rubbish/Garbage Pickup		140	2,037	2,162	5,060	5,060	-	0.00%
Schofield	01192216	529050	Recycled Materials Disposal		644	792	818	2,081	2,081	-	0.00%
Schofield	01192216	542130	Work Clothing		625	647	655	530	530	-	0.00%
Schofield	01192216	543010	Building M&R Supplies		3,734	2,781	5,354	8,575	8,575	-	0.00%
Schofield	01192216	543060	Custodian M&R Supplies		7,923	23,119	6,759	6,375	6,375	-	0.00%
Schofield	01192216	571010	Travel-Mileage		535	-	-	-	-	-	0.00%
Upham	01192217	521010	Electricity		25,497	24,478	26,282	29,659	29,659	-	0.00%
Upham	01192217	521020	Natural Gas		23,716	24,150	28,062	32,707	34,343	1,635	5.00%
Upham	01192217	523010	Water		2,778	2,762	2,964	2,992	2,992	-	0.00%
Upham	01192217	523020	Sewerage		4,311	3,875	4,287	4,933	5,179	247	5.00%
Upham	01192217	524010	Building Maintenance		6,469	5,804	10,597	5,310	5,310	-	0.00%
Upham	01192217	524030	Equipment Maintenance		103	10	272	820	820	-	0.00%
Upham	01192217	524090	Other Contractual Services		681	827	1,775	6,690	6,690	-	0.00%
Upham	01192217	524091	Other Contract Svcs: Custodian		225	545	488	700	700	-	0.00%
Upham	01192217	527030	Equipment Rental/Lease		64	494	517	155	155	-	0.00%
Upham	01192217	527031	Equip Svc/Repair: Custodian		2,538	-	1,545	1,050	1,050	-	0.00%
Upham	01192217	529020	Rubbish/Garbage Pickup		1,939	2,215	2,112	5,060	5,060	-	0.00%
Upham	01192217	529050	Recycled Materials Disposal		770	864	824	2,081	2,081	-	0.00%
Upham	01192217	542130	Work Clothing		512	509	602	480	480	-	0.00%
Upham	01192217	543010	Building M&R Supplies		1,842	1,448	2,397	9,375	9,375	-	0.00%
Upham	01192217	543060	Custodian M&R Supplies		12,011	24,523	7,637	5,950	5,950	-	0.00%
Upham	01192217	571010	Travel-Mileage		535	-	-	-	-	-	0.00%
MS	01192221	521010	Electricity		155,226	152,062	166,172	173,630	173,630	-	0.00%
MS	01192221	521020	Natural Gas		168,178	168,086	179,096	215,434	226,206	10,772	5.00%
MS	01192221	521030	Fuel Oil		79	544	263	-	-	-	0.00%
MS	01192221	523010	Water		6,932	6,408	6,091	8,491	8,491	-	0.00%
MS	01192221	523020	Sewerage		12,662	11,073	10,371	15,027	15,778	751	5.00%
MS	01192221	524010	Building Maintenance		41,051	35,830	61,716	36,210	36,210	-	0.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
MS	01192221	524030	Equipment Maintenance		1,677	10	437	2,000	2,000	-	0.00%
MS	01192221	524090	Other Contractual Services		6,877	12,540	5,282	20,190	20,190	-	0.00%
MS	01192221	524091	Other Contract Svcs: Custodian		1,400	3,911	1,500	2,000	2,000	-	0.00%
MS	01192221	527030	Equipment Rental/Lease		768	946	968	425	425	-	0.00%
MS	01192221	527031	Equip Svc/Repair: Custodian		6,774	-	5,106	3,750	3,750	-	0.00%
MS	01192221	529020	Rubbish/Garbage Pickup		11,017	12,110	11,148	14,614	14,614	-	0.00%
MS	01192221	529050	Recycled Materials Disposal		3,023	3,015	2,805	4,485	4,485	-	0.00%
MS	01192221	542130	Work Clothing		3,037	2,794	3,821	610	610	-	0.00%
MS	01192221	543010	Building M&R Supplies		22,872	22,237	29,419	24,075	24,075	-	0.00%
MS	01192221	543060	Custodian M&R Supplies		44,516	68,456	30,117	31,250	31,250	-	0.00%
MS	01192221	571010	Travel-Mileage		535	-	-	-	-	-	0.00%
HS	01192231	513120	Scheduled Overtime		-	-	-	-	-	-	0.00%
HS	01192231	521010	Electricity		307,238	317,909	330,811	341,150	341,150	-	0.00%
HS	01192231	521020	Natural Gas		76,397	89,256	102,821	108,060	113,463	5,403	5.00%
HS	01192231	521030	Fuel Oil		864	507	-	-	-	-	0.00%
HS	01192231	523010	Water		8,230	8,295	10,838	20,504	20,504	-	0.00%
HS	01192231	523020	Sewerage		13,926	12,829	17,956	41,470	43,543	2,073	5.00%
HS	01192231	524010	Building Maintenance		84,200	70,123	76,697	64,850	64,850	-	0.00%
HS	01192231	524030	Equipment Maintenance		425	10	3,349	6,680	6,680	-	0.00%
HS	01192231	571010	Travel-Mileage		535	-	-	-	-	-	0.00%
HS	01192231	524090	Other Contractual Services		18,084	38,207	34,820	10,950	10,950	-	0.00%
HS	01192231	524091	Other Contract Svcs: Custodian		-	1,992	2,450	3,000	3,000	-	0.00%
HS	01192231	527030	Equipment Rental/Lease		330	380	285	1,545	1,545	-	0.00%
HS	01192231	527031	Equip Svc/Repair: Custodian		9,584	-	4,542	5,422	5,422	-	0.00%
HS	01192231	529020	Rubbish/Garbage Pickup		10,827	13,475	11,427	16,750	16,750	-	0.00%
HS	01192231	529050	Recycled Materials Disposal		2,420	2,640	2,509	7,635	7,635	-	0.00%
HS	01192231	542130	Work Clothing		3,944	2,807	4,365	560	560	-	0.00%
HS	01192231	543010	Building M&R Supplies		25,063	21,891	37,404	22,100	22,100	-	0.00%
HS	01192231	543060	Custodian M&R Supplies		68,201	61,702	50,193	50,728	50,728	-	0.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
HS	01192231	578015	Late Fees/Interest Charges		-	2	-	-	-	-	0.00%
Field House	01192232	521010	Electricity		2,916	2,969	3,021	3,339	3,339	-	0.00%
Field House	01192232	521020	Natural Gas		5,375	5,096	5,787	7,841	8,233	392	5.00%
Field House	01192232	523010	Water		209	235	233	326	326	-	0.00%
Field House	01192232	523020	Sewerage		309	268	260	507	532	25	5.00%
Field House	01192232	524010	Building Maintenance		3,821	9,415	2,293	-	-	-	0.00%
Field House	01192232	524030	Equipment Maintenance		123	-	326	-	-	-	0.00%
Field House	01192232	524090	Other Contractual Services		575	-	-	-	-	-	0.00%
Field House	01192232	534020	Telephone Expense		-	-	996	-	-	-	0.00%
Field House	01192232	542130	Work Clothing		572	477	665	-	-	-	0.00%
Field House	01192232	543010	Building M&R Supplies		2,015	1,312	1,416	-	-	-	0.00%
Field House	01192232	543060	Custodial M&R Supplies		601	176	-	-	-	-	0.00%
Field House	01192232	571010	Travel-Mileage		-	2	5	-	-	-	0.00%
District	01192239	524010	Building Maintenance		1,770	564	38	-	-	-	0.00%
District	01192239	524020	Vehicle Maintenance		3,118	6,966	11,785	3,000	3,000	-	0.00%
District	01192399	524030	Equipment Maintenance		-	274	402	-	50,000	50,000	0.00%
District	01192239	524031	Maintenance - painting		6,774	5,377	3,114	1,090	1,090	-	0.00%
District	01192239	527030	Equipment Rental/Lease		-	4,536	-	-	-	-	0.00%
District	01192239	530500	Training and Development		-	-	-	1,300	1,300	-	0.00%
District	01192239	534020	Telephone Expense		-	-	219	-	-	-	0.00%
District	01192239	534050	Telecommunications		8,737	9,485	7,886	2,600	2,600	-	0.00%
District	01192239	541010	Gasoline		7,817	8,058	9,663	14,500	14,500	-	0.00%
District	01192239	542010	Office Supplies		125	56	403	3,124	3,124	-	0.00%
District	01192239	542130	Work Clothing		35	712	-	-	-	-	0.00%
District	01192239	543010	Building M&R Supplies		-	14,285	51	-	-	-	0.00%
District	01192239	543060	Custodial M&R Supplies		50	-	-	-	-	-	0.00%
District	01192239	548010	Vehicular Parts & Accessories		2,237	1,732	1,760	2,000	2,000	-	0.00%
District	01192239	548020	Vehicular Tires & Tubes		153	2,526	703	1,200	1,200	-	0.00%
District	01192239	548090	Other Vehicular Supplies		160	-	35	500	500	-	0.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
District	01192239	553060	Computer Supplies			75	-	75	75	-	0.00%
District	01192239	571010	Travel - Mileage		60	-	167	882	882	-	0.00%
DPW	01192241	521010	Electricity	DPW - Engineering/Management	-	38,876	56,058	3,717	3,717	-	0.00%
DPW	01192241	521020	Natural Gas	DPW - Engineering/Management	-	1,170	-	14,790	15,530	740	5.00%
DPW	01192241	523010	Water		-	1,603	2,361	-	-	-	0.00%
DPW	01192241	523020	Sewerage		-	1,758	2,691	-	-	-	0.00%
DPW	01192241	524010	Building Maintenance	DPW - Engineering/Management	-	4,033	8,482	2,500	2,500	-	0.00%
DPW	01192241	524090	Other Contractual Services	DPW - Engineering/Management	-	-	-	1,250	1,250	-	0.00%
DPW	01192241	524091	Other Contract Svcs: Custodian		425	1,113	-	-	-	-	0.00%
DPW	01192241	527030	Equipment Rental/Lease		-	1,398	1,262	-	-	-	0.00%
DPW	01192241	527031	Equip Svc/Repair: Custodian		-	-	72	-	-	-	0.00%
DPW	01192241	542130	Work Clothing		-	137	73	-	-	-	0.00%
DPW	01192241	543010	Building M&R Supplies	DPW - Engineering/Management	-	1,666	4,870	5,000	5,000	-	0.00%
DPW	01192241	543060	Custodial M&R Supplies	DPW - Engineering/Management	4,168	8,435	866	5,000	5,000	-	0.00%
DPW	01192242	521010	Electricity	DPW - Highway/Fleet	-	15,741	-	29,925	29,925	-	0.00%
DPW	01192242	521020	Natural Gas	DPW - Highway/Fleet	-	21,584	16,460	35,190	36,950	1,760	5.00%
DPW	01192242	523010	Water	DPW - Highway/Fleet	-	1,324	-	3,000	3,000	-	0.00%
DPW	01192242	523020	Sewerage	DPW - Highway/Fleet	-	912	-	2,163	2,271	108	5.00%
DPW	01192242	524010	Building Maintenance	DPW - Highway/Fleet	-	8,995	6,880	5,600	5,600	-	0.00%
DPW	01192242	524090	Other Contractual Services	DPW - Highway/Fleet	-	22,554	-	5,600	5,600	-	0.00%
DPW	01192242	524091	Other Contract Svcs: Custodian		425	727	-	-	-	-	0.00%
DPW	01192242	524031	Equip Svc/Repair: Custodian		-	-	936	-	-	-	0.00%
DPW	01192242	542130	Work Clothing		-	343	425	25	25	-	0.00%
DPW	01192242	543010	Building M&R Supplies	DPW - Highway/Fleet	-	3,353	1,880	8,000	8,000	-	0.00%
DPW	01192242	543060	Custodial M&R Supplies	DPW - Highway/Fleet	4,168	12,418	5,858	8,000	8,000	-	0.00%
DPW	01192242	578015	Late Fees/Interest Charges		-	1	-	-	-	-	0.00%
DPW	01192246	521010	Electricity	DPW - RDF	-	32,582	35,121	42,000	42,000	-	0.00%
DPW	01192246	521020	Natural Gas		-	635	-	-	-	-	0.00%
DPW	01192246	521030	Fuel Oil		-	672	-	-	-	-	0.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
DPW	01192246	523010	Water	DPW - RDF	-	299	233	498	498	-	0.00%
DPW	01192246	523020	Sewerage	DPW - RDF	-	617	697	701	736	35	5.00%
DPW	01192246	524010	Building Maintenance	DPW - RDF	-	30,072	14,746	9,250	9,250	-	0.00%
DPW	01192246	524090	Other Contractual Services	DPW - RDF	-	6,776	5,249	17,500	17,500	-	0.00%
	01192246	524091	Other Contract Svcs: Custodian		-	102	-	-	-	-	0.00%
	01192246	527031	Equipment Svc/Repair: Custodian		-	-	72	-	-	-	0.00%
DPW	01192246	542130	Work Clothing		-	179	361	-	-	-	0.00%
DPW	01192246	543010	Building M&R Supplies	DPW - RDF	-	3,246	2,511	10,000	10,000	-	0.00%
DPW	01192246	543060	Custodial M&R Supplies	DPW - RDF	5,204	7,952	3,005	6,700	6,700	-	0.00%
DPW	01192246	524091	Other Contract Svcs: Custodian		425	102	-	-	-	-	0.00%
	01192247	524091	Other Contract Svcs: Custodian		425	-	-	-	-	-	0.00%
	01192247	542130	Work Clothing		-	38	412	25	25	-	0.00%
	01192247	543060	Custodial M&R Supplies		4,168	152	-	-	-	-	0.00%
	01192247	578015	Late Fees/Interest Charges		-	3	-	-	-	-	0.00%
Library	01192261	521010	Electricity		120,014	117,244	116,881	133,935	133,935	-	0.00%
Library	01192261	521020	Natural Gas		16,672	22,719	22,313	19,991	20,991	1,000	5.00%
Library	01192261	523010	Water		4,007	4,051	3,812	4,605	4,605	-	0.00%
Library	01192261	523020	Sewerage		5,810	5,942	5,932	7,436	7,807	372	5.00%
Library	01192261	524010	Building Maintenance		22,435	38,889	35,797	40,333	40,333	-	0.00%
Library	01192261	529020	Rubbish/Garbage Pickup		2,100	1,050	2,100	-	-	-	0.00%
Library	01192261	529050	Recycled Materials Disposal		-	1,050	-	-	-	-	0.00%
Library	01192261	524030	Equipment Maintenance		183	-	201	1,700	1,700	-	0.00%
Library	01192261	524031	Maintenance - painting		-	470	-	800	800	-	0.00%
Library	01192261	524090	Other Contractual Services		12,695	18,267	6,636	25,487	25,487	-	0.00%
Library	01192261	524091	Other Contract Svcs: Custodian		9,250	5,007	6,750	13,450	13,450	-	0.00%
Library	01192261	527031	Equip Svc/Repair: Custodian		890	-	1,698	1,350	1,350	-	0.00%
Library	01192261	542130	Work Clothing		733	907	809	-	-	-	0.00%
Library	01192261	543010	Building M&R Supplies		6,818	6,308	7,477	12,525	12,525	-	0.00%
Library	01192261	543060	Custodian M&R Supplies		13,342	45,587	16,532	10,650	10,650	-	0.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
Library	01192261	571011	Travel-Mileage		535	-	-	-	-	-	0.00%
Library	01192261	578015	Late Fees/Interest Charges		-	1	-	-	-	-	0.00%
Library	01192263	529020	Rubbish/Garbage Pickup		-	-	-	2,100	2,100	-	0.00%
Library (Hills)	01192263	521010	Electricity		-	-	1,648	2,940	2,940	-	0.00%
Library (Hills)	01192263	521020	Natural Gas		-	-	2,789	3,500	3,675	175	5.00%
Library (Hills)	01192263	523010	Water		-	-	-	150	150	-	0.00%
Library (Hills)	01192263	523020	Sewerage		-	-	220	158	165	8	5.00%
Library (Hills)	01192263	524010	Building Maintenance		-	-	529	-	-	-	0.00%
	01192263	542130	Work Clothing		-	-	297	-	-	-	0.00%
Tolles Parsons	01192275	521010	Electricity		-	-	17,551	11,813	11,813	-	0.00%
Tolles Parsons	01192275	521020	Natural Gas		-	-	1,266	7,500	7,875	375	5.00%
Tolles Parsons	01192275	521030	Fuel Oil		-	-	-	-	-	-	0.00%
Tolles Parsons	01192275	523010	Water		-	-	343	750	750	-	0.00%
Tolles Parsons	01192275	523020	Sewerage		-	-	517	1,733	1,819	87	5.00%
Tolles Parsons	01192275	524010	Building Maintenance		-	-	6,468	12,750	12,750	-	0.00%
Tolles Parsons	01192275	524030	Equipment Maintenance		-	-	-	-	-	-	0.00%
Tolles Parsons	01192275	524090	Other Contractual Services		-	-	-	375	375	-	0.00%
Tolles Parsons	01192275	524091	Other Contract Svcs: Custodian		-	-	-	-	-	-	0.00%
Tolles Parsons	01192275	527030	Equipment Rental/Lease		-	-	72	-	-	-	0.00%
Tolles Parsons	01192275	527031	Equip Svc/Repair: Custodian		-	-	-	-	-	-	0.00%
Tolles Parsons	01192275	529020	Rubbish/Garbage Pickup		-	-	-	750	750	-	0.00%
Tolles Parsons	01192275	529050	Recycled Materials Disposal		-	-	-	-	-	-	0.00%
Tolles Parsons	01192275	542130	Work Clothing		-	-	280	150	150	-	0.00%
Tolles Parsons	01192275	543010	Building M&R Supplies		-	-	933	1,275	1,275	-	0.00%
Tolles Parsons	01192275	543060	Custodial M&R Supplies		-	-	4,265	4,000	4,000	-	0.00%
PBC	01192285	530500	Training and Development		-	-	200	500	500	-	0.00%
PBC	01192285	534010	Postage		-	-	34	100	100	-	0.00%
	01192285	534030	Advertising - General		-	-	49	-	-	-	0.00%
PBC	01192285	542010	Office Supplies		-	-	404	900	900	-	0.00%

Facilities Management Department FY20 Operating Budget

Location	Org #	Obj	Account # 01-192 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
	01192285	549090	Other Food Service Supplies				63		-	-	0.00%
PBC	01192285	542010	Food Service Supplies					500	500	-	0.00%
	01192285	571010	Travel - Mileage				115		-	-	0.00%
PBC	01192285	583120	Office Machine Replacement				6,254	3,000	3,000	-	0.00%
	01192240	521500	Green Power Premium		15,002	17,655	17,832	20,000	20,000	-	0.00%
	01192200	524090	Other Contractual Services		943	4,936	-		-	-	0.00%
			Total Expenses	EXPENSES SUBTOTAL	2,802,453	3,299,958	3,154,918	3,457,749	3,557,730	99,981	2.89%
	01192809	570000	Encumbrances	Other charges and expenses	16,994	2,443	5,786		-	-	-
			Total Request	DEPARTMENT SUBTOTAL	\$ 6,556,706	\$ 7,259,213	\$ 7,483,537	\$ 8,042,780	\$ 8,293,061	\$ 250,281	3.11%

Facilities Management Department FY20 Salaries

FY20 RATE REQUEST***																		
Facilities																		
Org	Object	Employee Name	Title	Building	Hrs per week	FTE	Hrly Rate	FY19 Weekly Rate as of June 30	FY19 Salary as of June 30	Group - Step as of 6/30/2019	Contract/Pay Plan	Hrly Starting Rate 7/1/19	Weekly Starting Rate 7/1/19	Step Adjustment Date	Adjusted Rate	Adjusted Weekly	Salary Request (Dept 192)	Subtotal by Org/Obj
01192100	511010	McDonough, Joseph	Director of Facilities	Admin	35	1.0	84.07 \$	2,942.62	153,016	A65C-0	AMPP	85.76	\$ 3,001.47	N/A			157,277.23	157,277
01192100	511130	Murray, Joseph	Project Manager	Admin	35	1.0	49.96 \$	1,748.65	90,930	A60J-0	AMPP	50.96	\$ 1,783.62	N/A			93,461.79	
01192100	511130	Santangelo, Michael	Custodial Service Manager	Admin	35	1.0	43.96 \$	1,538.46	80,000	A58K-0	AMPP	44.84	\$ 1,569.23	N/A			82,227.61	
01192100	511130	Hebert, Allen	Operations Manager	Admin	35	1.0	52.66 \$	1,843.23	95,848	A59H-0	AMPP	53.72	\$ 1,880.09	N/A			98,516.93	
01192100	511130	Andersen, Michael	Maintenance Manager	Admin	35	1.0	46.70 \$	1,634.62	85,000	A58L-0	AMPP	47.64	\$ 1,667.31	N/A			87,367.12	
01192100	511130	Gagosian, Stephen	Senior Project Manager	Admin	35	1.0	61.80 \$	2,162.98	112,475	A61G-0	AMPP	63.04	\$ 2,206.24	N/A			115,606.90	477,180
01192100	511300	Ganley, Danielle	Finance & Office Manager	Admin	35	1.0	43.08 \$	1,507.85	78,408	A57L-0	AMPP	43.94	\$ 1,538.01	N/A			80,591.51	80,592
01192100	511310	Bond, Meghan	Administrative Assistant	Admin	35	1.0	32.33 \$	1,131.67	58,847	A51H-0	AMPP	32.98	\$ 1,154.31	N/A			60,485.63	60,486
01192100	511370	Yee, Beverly	Department Assistant	Admin	35	1.0	26.09 \$	913.15	47,484	B47S-4	B40S	26.61	\$ 931.41	01/01/20	27.78	972	49,873.47	49,873
01192185	511130	Elliott, Richard	Project Manager	Admin	35	1.0	54.95 \$	1,923.08	100,000	A60J-0	AMPP	56.04	\$ 1,961.54				102,784.70	102,785
01192185	511130	Kennedy, Kevin	Project Manager	Admin	35	1.0	51.31 \$	1,795.77	93,380	A60J-0	AMPP	52.33	\$ 1,831.68				95,980.29	95,980
01192185	511370	La Francesca, Abbie	Projects Assistant	Admin	35	1.0	29.68 \$	1,038.87	54,021	B48K-6	B40S	30.28	\$ 1,059.65	N/A			55,525.52	55,526
01192100	511340	Innis, Stephen	Mechanical Technician	Admin	40	1.0	36.31 \$	1,452.40	75,525	B19B-6	KFAC	37.04	\$ 1,481.45				77,627.88	
01192100	511340	Landers, Mark	Maintenance Craftsman	Admin	40	1.0	36.31 \$	1,452.40	75,525	B19B-6	KFAC	37.04	\$ 1,481.45				77,627.88	
01192100	511340	Neville, Daniel	Electrician	Admin	40	1.0	36.31 \$	1,452.40	75,525	B19B-6	KFAC	37.04	\$ 1,481.45				77,627.88	
01192100	511340	Hoffmann, Steven	HVAC Controls Technician	Admin	40	1.0	36.31 \$	1,452.40	75,525	B19B-6	KFAC	37.04	\$ 1,481.45				77,627.88	
01192101	511330	Gagne, Dorothy	Custodian	Town Hall	40	1.0	24.32 \$	972.80	50,586	B44B-6	KFAC	24.33	\$ 973.20				50,995.68	310,512
01192101	511330	Newton, William	Head Maintenance Custodian	Town Hall	40	1.0	29.10 \$	1,164.00	60,528	B48A-6	KFAC	29.10	\$ 1,164.00				60,993.60	111,989
01192102	511330	Srinivasteen, Henry	Custodian	Police	40	1.0	24.32 \$	972.80	50,586	B44B-6	KFAC	24.33	\$ 973.20				50,995.68	
01192102	511330	McDonald, Paul	Custodian	Police	40	1.0	29.10 \$	1,164.00	60,528	B48B-6	KFAC	29.10	\$ 1,164.00				60,993.60	111,989
01192107	511330	Colleton, Ronald	Custodian	Warren	40	1.0	24.32 \$	972.80	50,586	B44B-6	KFAC	24.33	\$ 973.20				50,995.68	
01192107	511330	Finlay, Richard	Custodian	Warren	40	1.0	29.10 \$	1,164.00	60,528	B48B-6	KFAC	29.10	\$ 1,164.00				60,994	
01192107	511330	Hernandez, Randall	Custodian	Warren	12	0.3	19.91 \$	238.92	12,424	B44F-1	B40S	20.31	\$ 243.70				12,770.05	124,759
01192110	511330	Sanjier, Andrew*	Custodian	PAWS	20	0.5	23.85 \$	477.00	24,804	K15A-6	KFAC	24.33	\$ 486.54				25,495	25,495
01192111	511330	Castro, Eduardo	Head Custodian - Elementary School	Bates	40	1.0	28.53 \$	1,141.20	59,342	K17A-6	KFAC	29.10	\$ 1,164.00				60,994	
01192111	511330	Martineti, Alfred	Custodian	Bates	40	1.0	23.85 \$	954.00	49,608	K15A-6	KFAC	24.33	\$ 973.20				50,995.68	
01192111	511330	Sanjier, Richard	Custodian	Bates	19	0.5	19.91 \$	378.30	19,671	B44F-1	B40S	20.31	\$ 385.86				20,219.25	132,209
01192112	511330	Costa, Marcos	Custodian	Fiske	40	1.0	21.86 \$	874.40	45,469	K15A-4	KFAC	22.30	\$ 891.89	11/09/19	23.28	931	48,055.81	
01192112	511330	McHale, Stephen	Head Custodian-Elementary	Fiske	40	1.0	27.32 \$	1,092.80	56,826	K17A-5	KFAC	29.10	\$ 1,164.00	07/01/19			60,994	
01192112	511330	Sanjier, Andrew*	Custodian	Fiske	20	0.5	23.85 \$	477.00	24,804	K15A-6	KFAC	24.33	\$ 486.60				25,498	134,547

Facilities Management Department FY20 Salaries

FY20 RATE REQUEST***																		
Facilities																		
Org	Object	Employee Name	Title	Building	Hrs per week	FTE	Hrly Rate	FY19 Weekly Rate as of June 30	FY19 Salary as of June 30	Group - Step as of 6/30/2019	Contract/Pay Plan	Hrly Starting Rate 7/1/19	Weekly Starting Rate 7/1/19	Step Adjustment Date	Adjusted Rate	Adjusted Weekly	Salary Request (Dept 192)	Subtotal by Org/Obj
01192113	511330	Seaver, Christopher	Custodian	Hardy	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08			-	50,989	
01192113	511330	Gigliotti, Luigi	Head Custodian - Elementary School	Hardy	40	1.0	23.93	\$ 957.20	49,774	K17B-2	KFAC	24.41	\$ 976.40	08/08/19	26.63	1,065	55,408	106,397
01192114	511330	Gillespie, Thomas	Custodian	Hunnewell	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989.39	
01192114	511330	Pellegrini, Loreto	Head Custodian - Elementary School	Hunnewell	40	1.0	28.53	\$ 1,141.20	59,342	K17B-6	KFAC	29.10	\$ 1,164.00			-	60,994	111,983
01192115	511330	Carter, Robert	Custodian	Sprague	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989.39	
01192115	511330	Parmigliane, Roger	Custodian	Sprague	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08			-	50,989	
01192115	511330	Grady, Scott	Head Custodian - Elementary School	Sprague	40	1.0	28.53	\$ 1,141.20	59,342	K17A-6	KFAC	29.10	\$ 1,164.00			-	60,994	162,972
01192116	511330	Donahue, Daniel	Custodian	Schofield	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989.39	
01192116	511330	Hurley, Robert	Head Custodian - Middle School	Schofield	40	1.0	28.53	\$ 1,141.20	59,342	K17B-6	KFAC	29.10	\$ 1,164.00				60,993.60	111,983
01192131	511330	Leon, Wesley	Custodian	Upham	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989.39	
01192117	511330	Burke, James	Head Custodian - Elementary School	Upham	40	1.0	28.53	\$ 1,141.20	59,342	K17B-6	KFAC	29.10	\$ 1,164.00			-	60,994	111,983
01192121	511330	Barisano, Mark	Facility Supervisor- Middle School	MS	40	1.0	32.34	\$ 1,293.60	67,267	K22A-6	KFAC	32.99	\$ 1,319.47				69,140.33	
01192121	511330	Boralesse, James	Custodian	MS	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989.39	
01192121	511330	Castro, Marco	Custodian	MS	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.20			-	50,995.68	
01192121	511330	Parada-Alvarado, Carlos	Custodian	MS	40	1.0	22.82	\$ 912.80	47,466	K15A-5	KFAC	23.28	\$ 931.20	02/23/19	24.33	973	49,567.68	
01192121	511330	Smus, Joseph	Custodian	MS	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08			-	50,989.39	
01192121	511330	Burgos, Moises	Custodian	MS	40	1.0	20.90	\$ 836.00	43,472	K15A-3	KFAC	21.32	\$ 852.80	07/31/19	22.30	892	46,568.32	
01192121	511330	Lavoie, Richard	Custodian	MS	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.20				50,995.68	
01192121	511330	Perez, Francis	Custodian	MS	40	1.0	20.90	\$ 836.00	43,472	K15A-3	KFAC	21.32	\$ 852.80	07/06/19	22.30	892	46,701.60	
01192121	511330	Murray, David*	Custodian	HS/MS Split	20	0.5	23.85	\$ 477.00	24,804	K15A-6	KFAC	24.33	\$ 486.54			-	25,494.70	
01192121	511330	Peterson, Christopher	Custodian	MS	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989.39	
01192121	511330	Sullivan, Wayne	Custodian	MS	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989.39	
01192121	511330	Vassiliadis, Emmanuel	Custodian Night Supervisor	MS	40	1.0	28.53	\$ 1,141.20	59,342	K17A-6	KFAC	29.10	\$ 1,164.02				60,995	604,416
01192131	511330	Vassiliadis, Antonios	Custodian Night Supervisor	HS	40	1.0	27.32	\$ 1,092.80	56,826	K17A-5	KFAC	29.10	\$ 1,164.00	07/01/19			60,994	
01192131	511330	Bailey, Daniel	Custodian	HS	40	1.0	20.90	\$ 836.00	43,472	K15A-3	KFAC	21.32	\$ 852.80	03/27/19	22.30	892	45,219.84	
01192131	511330	Bucaro, Edgar	Custodian	HS	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989.39	
01192131	511330	Burnham-Taylor, Scott	Custodian	HS	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989.39	
01192131	511330	Foley, Mark	Custodian	HS	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08			-	50,989.39	
01192131	511330	Lepage, Glen	Custodian	HS	40	1.0	23.85	\$ 954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989.39	
01192131	511330	Riley, Ron	Custodian	HS	40	1.0	19.99	\$ 799.60	41,579	K15A-2	KFAC	20.40	\$ 816.00	09/28/19	21.32	853	44,216	

Facilities Management Department FY20 Salaries

FY20 RATE REQUEST***																		
																	Facilities	
Org	Object	Employee Name	Title	Building	Hrs per week	FTE	Hrly Rate	FY19 Weekly Rate as of June 30	FY19 Salary as of June 30	Group - Step as of 6/30/2019	Contract/Pay Plan	Hrly Starting Rate 7/1/19	Weekly Starting Rate 7/1/19	Step Adjustment Date	Adjusted Rate	Adjusted Weekly	Salary Request (Dept192)	Subtotal by Org/Obj
01192131	511330	Marchi, Carl	Custodian	HS	40	1.0	23.85 \$	954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989.39	
01192131	511330	Murray, David*	Custodian	HS/MS Split	20	0.5	23.85 \$	477.00	24,804	K15A-6	KFAC	24.33	\$ 486.54			-	25,494.70	
01192131	511330	Rejis, Paulo	Custodian	HS	40	1.0	22.82 \$	912.80	47,466	K15A-5	KFAC	23.28	\$ 931.06	03/06/20	24.33	973	49,495	
01192131	511330	Casey, Thomas	Custodian	HS	40	1.0	21.86 \$	874.40	45,469	K15A-4	KFAC	22.30	\$ 891.89	05/01/20	23.28	931	47,073.01	
01192131	511330	Vacant	Custodian	HS	40	1.0	20.90 \$	836.00	43,472	K15A-3	KFAC	21.32	\$ 852.80	06/01/20	22.30	892	44,851.36	
01192131	511330	Zinck, Thomas	Facilities Supervisor	HS	40	1.0	32.34 \$	1,293.60	67,267	K23A-6	KFAC	32.99	\$ 1,319.47				69,140.33	641,431
01192132	511340	Baylantes, John	Plumber	Field House	40	1.0	36.31 \$	1,452.40	75,525	K23C-6	KFAC	37.04	\$ 1,481.45				77,628	
01192132	511340	Lavoie, Frederick	Inventory/Equip. Tech	Field House	40	1.0	30.00 \$	1,200.00	62,400	K18A-6	KFAC	30.30	\$ 1,212.00				63,509	
01192132	511340	Towne, Jeffrey	HVAC Technician	Field House	40	1.0	36.31 \$	1,452.40	75,525	K23B-6	KFAC	37.04	\$ 1,481.45				77,628	
01192132	511340	Watkins, David	Electrician	Field House	40	1.0	36.31 \$	1,452.40	75,525	K23D-6	KFAC	37.04	\$ 1,481.45				77,628	296,392
01192142	511330	Ohara, Timothy	Custodian	DPW	40	1.0	23.85 \$	954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989	
01192147	511330	Vasquez, Oscar*	Custodian	DPW	20	1.0	28.53 \$	570.60	29,671	K17A-6	KFAC	29.10	\$ 582.01				30,497	81,487
01192161	511330	Groh, Michael	Facilities Supervisor	Library	40	1.0	32.64 \$	1,305.60	67,891	L09B-7	LLIB	33.29	\$ 1,331.71				69,782	
01192161	511330	Perez Ventura, Jose	Custodian	Library	40	1.0	22.81 \$	912.40	47,445	L40A-4	LLIB	23.26	\$ 930.40			-	48,753	
01192161	51330	Shurtleff, Jason	Custodian	Library	10	0.5	20.29 \$	202.90	10,551	L40B-1	LLIB	20.69	\$ 206.90				10,841.56	
01192161	51330	Shurtleff, Jason	Custodian	Library-Sundays	6		\$			L40B-1	LLIB	31.04	\$ 186.21				7,820.82	
01192161	511330	Collins, Julie	Custodian	Library	15	0.4	20.29 \$	304.35	15,826	L40B-1	LLIB	20.69	\$ 310.35				16,262.34	153,459
01192163	511330	Collins, Kayla	Custodian	Library (Hills)	15	0.4	20.29 \$	304.35	15,826	L40-B1	LLIB	20.69	\$ 310.35				16,262.34	16,262
01192139	515060	Delaney, Matthew	Custodian, On Call	OC			19.91 \$		2,000	B44F-1	B40S	20.31	\$ -				2,550	
01192139	515060	Cedigan, Christian	Custodian, On Call	OC			19.91 \$		2,000	B44F-1	B40S	20.31	\$ -				2,550	5,100
01192140	511330	Vacant-Poposed	Custodian-Floater	Townwide	8	0.2	\$	-	-	K15A-	B40S	20.31	\$ 162.47				-	
01192175	511330	Cole, Dawnmarie	Custodian	Tolles-Parsons	40	1.0	23.85 \$	954.00	49,608	K15A-6	KFAC	24.33	\$ 973.08				50,989.39	50,989

Facilities Management Department FY20 Salaries

FY20 RATE REQUEST***																		
																	Facilities	
Org	Object	Employee Name	Title	Building	Hrs per week	FTE	Hrly Rate	FY19 Weekly Rate as of June 30	FY19 Salary as of June 30	Group - Step as of 6/30/2019	Contract/Pay Plan	Hrly Starting Rate 7/1/19	Weekly Starting Rate 7/1/19	Step Adjustment Date	Adjusted Rate	Adjusted Weekly	Salary Request (Dept 192)	Subtotal by Org/Obj
																	78,405	
			Seasonal Custodians														142,907	
			Overtime														6,000	
	519020	Vacation Buyback															3,864	249,276
		Shift Differential							4,343,856								\$ 4,735,331	4,735,331



Town of Wellesley

FY2020 Budget Request

Selectmen Appointed Committees Operating Request

Org	Object	Committee	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
01180200	511220	Housing Development Corp.	Accounting Service 990 filing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
01180200	524090	Housing Development Corp.	Other Contractual Services	-	-	-	-	-	-	0.00%
01180200	530900	Housing Development Corp.	Other Professional Services	-	-	-	-	-	-	0.00%
01180200	534040	Housing Development Corp.	Postage, printing, and photocopying costs.	2,375	6,700	3,500	6,500	6,500	-	0.00%
			Subtotal Housing Development	2,375	6,700	3,500	6,500	6,500	-	0.00%
01690200	534030	Historical District Commission	Postage for mailing to Commission members, notification to abutters, supplies, membership in State & Federal historic preservation organizations, & conference registrations	195	228	-	-	-	-	0.00%
01691200	534010	Historical Commission	Postage for routine mailings	41	19	17	-	-	-	0.00%
01691200	534055	Historical Commission	Cable and Internet	93	-	94	-	-	-	0.00%
01691200	542010	Historical Commission	Office Supplies	23	-	-	-	-	-	0.00%

Selectmen Appointed Committees Operating Request

Org	Object	Committee	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
01691200	557010	Historical Commission	Programs & Activities	251	363	396	750	750	-	0.00%
			Subtotal Historical Commission *	602	611	507	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%
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	1,268	1,568	2,500	2,500	2,500	-	0.00%
01693200	557010	Memorial Day	Stipend for Joe Oliveira					2,500	2,500	-

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

Fire Department Operating Request										
Org	Object	Account # 01-220 Account Title	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20	
PERSONAL SERVICES										
01220100	511010	Senior Administrator	\$ 258,873	\$ 265,175	\$ 292,000	\$ 297,840	\$ 306,885	\$ 9,045	3.04%	
01220100	511140	Supervisor	959,870	1,043,723	1,054,041	1,020,575	1,049,877	29,302	2.87%	
01220100	511220	Other Professional Staff	436,310	445,044	464,981	464,306	480,455	16,149	3.48%	
01220100	511230	Non-Supervisory Uniformed Professionals	2,120,282	2,136,105	2,007,436	2,355,180	2,413,500	58,320	2.48%	
01220100	511370	Clerical	55,963	57,149	58,074	59,235	60,885	1,650	2.78%	
01220100	511420	Other Support Staff	70,748	72,979	75,165	75,525	77,628	2,103	2.78%	
01220100	513210	O/T - Vacation	272,133	303,115	350,494	335,274	341,979	6,705	2.00%	
01220100	513220	Illness Coverage	155,634	130,502	203,167	163,557	167,972	4,415	2.70%	
01220100	513230	O/T - Personal Days	272,691	257,211	364,698	226,625	231,158	4,533	2.00%	
01220100	513260	O/T - Specialized Training	27,231	11,562	72,461	78,000	78,000	-	0.00%	
01220100	514010	Shift Differential	52,540	51,240	48,136	-	-	-	0.00%	
01220100	515010	Holiday Pay	102,982	100,241	97,943	118,408	120,776	2,368	2.00%	
01220100	515050	Longevity	18,200	18,500	21,800	20,900	21,700	800	3.83%	
01220100	519020	Sick Leave/Vacation Buyback	(14,471)	-	8,858	-	-	-	0.00%	
		Personal Service Subtotal	4,788,986	4,892,545	5,119,254	5,215,425	5,350,815	135,390	2.60%	
		519000 Other Personal Services	-	-	-	-	-	-	0.00%	

Fire Department Operating Request										
Org	Object	Account # 01-220 Account Title	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20	
EXPENSES										
01220200	517010	Medical Expense	-	-	2,590	2,000	2,000	-	0.00%	
01220200	517020	Medical Checkup	-	-	458	1,000	1,000	-	0.00%	
01220200	517040	Tuition Reimbursement	-	10,000	-	10,000	10,000	-	0.00%	
01220200	524030	Equipment Maintenance	4,453	4,639	6,564	7,000	7,000	-	0.00%	
01220200	524060	Communications Maintenance	15,521	2,849	7,897	12,000	12,000	-	0.00%	
01220200	527070	Laundry Services	1,560	1,530	1,590	1,800	1,800	-	0.00%	
01220200	530500	Training and Development	1,932	10,366	10,905	8,500	10,000	1,500	17.65%	
01220200	534010	Postage	160	151	235	460	460	-	0.00%	
01220200	534020	Telephone - Cell phones and data plans	8,762	10,067	10,509	12,500	12,500	-	0.00%	
01220200	541010	Gasoline	9,305	6,153	7,154	8,000	8,000	-	0.00%	
01220200	541020	Diesel Fuel	10,932	14,134	16,991	16,839	16,839	-	0.00%	
01220200	542010	Office/ Building Materials	4,795	5,072	5,091	5,200	5,200	-	0.00%	
01220200	542040	Paper and Stationary	495	590	174	350	350	-	0.00%	
01220200	542110	Uniforms	11,964	15,683	13,158	16,800	16,800	-	0.00%	
01220200	542120	Protective Clothing	1,215	7,273	24,123	11,500	11,500	-	0.00%	
01220200	542130	Work Clothing	21,797	22,181	22,450	26,500	26,500	-	0.00%	
01220200	543010	Building M&R Supplies	4,015	2,688	2,756	3,500	3,500	-	0.00%	
01220200	543020	Grounds keeping M&R Supplies	845	81	-	750	750	-	0.00%	

Fire Department Operating Request										
Org	Object	Account # 01-220 Account Title	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20	
01220200	543060	Custodial M&R Supplies	2,268	2,116	1,538	2,571	2,571	-	0.00%	
01220200	548010	Vehicle Parts & Accessories	52,051	44,174	31,177	60,000	60,000	-	0.00%	
01220200	550010	Medical Supplies	15,965	11,381	8,383	6,800	6,800	-	0.00%	
01220200	552060	Firefighting Supplies	10,276	9,605	14,848	15,500	15,500	-	0.00%	
01220200	553060	Computer Supplies	10,695	10,505	9,386	11,000	11,000	-	0.00%	
01220200	557010	Programs & Activities	2,601	2,551	5,872	4,000	4,000	-	0.00%	
01220200	571010	Travel - Mileage/In State	65	92	490	500	500	-	0.00%	
01220200	571110	Conf/Mtgs - Administrators	1,503	755	494	1,500	1,500	-	0.00%	
01220200	571120	Conf/Mtgs - Professional Staff	259	204	470	500	500	-	0.00%	
01220200	572110	Conf/Mtgs - Admin. Out of State	-	-	3,373	2,500	2,500	-	0.00%	
01220200	573010	Dues - Administrators	4,838	4,448	4,498	6,500	6,500	-	0.00%	
01220200	573020	Dues - Professional Staff	4,015	3,099	3,050	4,450	4,450	-	0.00%	
01220200	573030	Dues - Non Prof. (Mechanic)	220	70	-	250	250	-	0.00%	
01220200	583010	Furniture	4,459	10,020	4,157	5,000	5,000	-	0.00%	
		Expense Subtotal	206,965	212,478	220,380	265,770	267,270	1,500	0.56%	
	570000	Other Charges & Expenses	12,451	-	-	-	-	-	0.00%	
		Departmental Total	\$ 5,008,402	\$ 5,105,023	\$ 5,339,634	\$ 5,481,195	\$ 5,618,085	\$ 136,890	2.50%	

Fire Rescue FY20 Operating Budget Request - Salaries																				
Org	Employee Name	Job Title	FY19 rate as of 6/30/19	Group - Step on 7/1/19	Starting rate 7/1/2019	Ed Benefits	Ed Degrees	Ed Proboard Certs	Ed Emt Stipend	Night Diff	Total Weekly	New Step	New Step Rate	Ed Degree	Ed Proboard Certs	Ed Emt Stipend	Night Diff	Total Adj	Step Adj Date	Total
511010	DeLone, Richard	Fire Chief	3,244.48	A62	\$ 3,309	NOTR-Admin Contract					3,309.37									\$ 173,411
511010	Peterson, Jeffrey	Assistant Fire Chief	2,497.27	A60	\$ 2,547	NOTR-Admin Contract					2,547.22									\$ 133,474
511010	Total																			\$ 306,885
511140	Claflin, Jim	Lieutenant	1,297.08	F30-4	\$ 1,393			15.87	69.63	20.42	1,498.56									\$ 78,525
511140	Corda, Matthew	Lieutenant	1,365.33	F30-4	\$ 1,393		86.54	15.87	69.63	20.42	1,585.10									\$ 83,059
511140	Delaney, Paul	Lieutenant	1,365.33	F30-4	\$ 1,393		48.08	21.15	69.63	20.42	1,551.92									\$ 81,321
511140	DeLone, William	Lieutenant	1,365.33	F30-4	\$ 1,393		48.08	15.87	69.63	20.42	1,546.64									\$ 81,044
511140	DeMerchant, Kenneth	Lieutenant	1,365.33	F30-4	\$ 1,393		48.08	15.87	69.63	20.42	1,546.64									\$ 81,044
511140	Donahue, Matthew	Lieutenant	1,365.33	F30-4	\$ 1,393			21.15	69.63	20.42	1,503.84									\$ 78,801
511140	Foley, Thomas	Lieutenant	1,365.33	F30-4	\$ 1,393		48.08	5.29		20.42	1,466.43									\$ 76,841
511140	Gigante, Michael	Lieutenant	1,365.33	F30-4	\$ 1,393			15.87	69.63	20.42	1,498.56									\$ 78,525
511140	Giulioti, Robert	Lieutenant	1,365.33	F30-4	\$ 1,393		48.08	5.29	69.63	20.42	1,536.06									\$ 80,490
511140	Massarelli, Robert	Lieutenant	1,365.33	F30-4	\$ 1,393		48.08	15.87	69.63	20.42	1,546.64									\$ 81,044
511140	Mortarelli, Stephen	Lieutenant	1,365.33	F30-4	\$ 1,393		86.54	10.58	69.63	20.42	1,579.81									\$ 82,782
511140	Wagstaff, Matthew	Lieutenant	1,365.33	F30-4	\$ 1,393		48.08	15.87	69.63	20.42	1,546.64									\$ 81,044
511140	Leach, Michael	Lieutenant FP	1,460.90	F30-4	\$ 1,490		48.08	21.15	69.63	-	1,628.98									\$ 85,359
511140	Total																			\$ 1,049,877
511220	Brady, Nathaniel	Deputy Chief	1,602.77	F40-4	\$ 1,635		86.54	15.87	69.63	21.65	1,828.51									\$ 95,814
511220	Dennehy, James	Deputy Chief	1,602.77	F40A-4	\$ 1,635		86.54	21.15	69.63	21.65	1,833.79									\$ 96,091
511220	DiGiandomenico,	Deputy Chief	1,714.96	F40B-4	\$ 1,749		48.08	21.15	69.63	-	1,888.12									\$ 98,937
511220	Charles	Deputy Chief	1,602.77	F40A-4	\$ 1,635		48.08	15.87	69.63	21.65	1,790.05									\$ 93,799
511220	Donahue, Kevin	Deputy Chief	1,602.77	F40A-4	\$ 1,635		86.54	15.87	69.63	21.65	1,828.51									\$ 95,814
511220	Marchetti, David	Deputy Chief	1,602.77	F40A-4	\$ 1,635		86.54	15.87	69.63	21.65	1,828.51									\$ 480,455
511230	Total																			\$ 62,598
511230	Vacancy	Firefighter	1,187.20	F10-2	\$ 1,090	-		15.87	69.63	19.19	1,194.62									\$ 62,598
511230	Vacancy	Firefighter	1,187.20	F10-2	\$ 1,090	-		15.87	69.63	19.19	1,194.62									\$ 62,598
511230	Vacancy	Firefighter	1,187.20	F10-2	\$ 1,090	-		15.87	69.63	19.19	1,194.62									\$ 62,598
511230	Vacancy	Firefighter	1,187.20	F10-2	\$ 1,090	-		15.87	69.63	19.19	1,194.62									\$ 62,598
511230	Beckwith, Bryan	Firefighter	1,187.20	F10-4	\$ 1,211	-	48.08	15.87	69.63	19.19	1,363.71									\$ 71,458
511230	Blessing, Chris	Firefighter	1,009.16	F10-2	\$ 1,090	-		15.87	69.63	19.19	1,194.62	F10-3	1,150.35	15.87	15.87	68.27	19.19	1,253.68	4/25/2020	\$ 63,153
511230	Casillo, Pablo	Firefighter	1,009.16	F10-2	\$ 1,090	-		15.87	69.63	19.19	1,194.62	F10-3	1,150.35	15.87	15.87	68.27	19.19	1,253.68	4/25/2020	\$ 63,153
511230	Connelly, Thomas	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,315.63									\$ 68,939
511230	Corda, Christopher	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,315.63									\$ 68,939
511230	Cullinan, Joan	Firefighter	1,187.20	F10-4	\$ 1,211	-	86.54	15.87	69.63	19.19	1,402.17									\$ 73,474
511230	Cullinan, Joan	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,315.63									\$ 68,939
511230	DeLone, Lindsay	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,315.63									\$ 68,939
511230	DeLone, Richard (DOH-927/16)	Firefighter	1,127.79	F10-4	\$ 1,211	-	86.54	10.58	69.63	19.19	1,396.88									\$ 73,197
511230	Fitzpatrick, Danielle	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,315.63									\$ 68,939
511230	Gerrans, Dana	Firefighter	1,187.20	F10-4	\$ 1,211	-	48.08	21.15	109.63	19.19	1,408.99									\$ 73,831
511230	Hampton, Benjamin	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,315.63									\$ 68,939
511230	Lindsey, Christopher	Firefighter	1,009.16	F10-2	\$ 1,090	-		15.87	69.63	19.19	1,194.62	F10-3	1,150.35	15.87	15.87	68.27	19.19	1,253.68	4/25/2020	\$ 63,153
511230	Hester, Brian	Firefighter	1,187.20	F10-4	\$ 1,211	-	48.08	15.87	69.63	19.19	1,363.71									\$ 71,458
511230	Indresano, Peter	Firefighter	1,187.20	F10-4	\$ 1,211	-	48.08	5.29	69.63	19.19	1,353.13									\$ 70,904
511230	Indresano, Stephen	Firefighter	1,187.20	F10-4	\$ 1,211	-		21.15	69.63	19.19	1,320.91									\$ 69,216
511230	Jones, Gerard	Firefighter	1,009.16	F10-2	\$ 1,090	-		10.58	69.63	19.19	1,189.33	F10-3	1,150.35	10.58	10.58	68.27	19.19	1,248.39	12/27/2019	\$ 63,892
511230	Kelley, Ryan	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,315.63									\$ 68,939
511230	Larsen, Christopher	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,315.63									\$ 68,939
511230	McMakin, Ian	Firefighter	1,187.20	F10-4	\$ 1,211	-	86.54	21.15	69.63	19.19	1,407.45									\$ 73,750
511230	Miller, Mark	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,315.63									\$ 68,939
511230	Miller, Mark	Firefighter	1,187.20	F10-4	\$ 1,211	-	86.54	15.87	69.63	19.19	1,407.45									\$ 73,750
511230	Millan, Tim	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,315.63									\$ 68,939
511230	Murray, Robert	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,315.63									\$ 68,939
511230	O'Neill, Jared (DOH-928/16)	Firefighter	1,127.79	F10-4	\$ 1,211	-	86.54	10.58	69.63	19.19	1,396.88									\$ 73,197
511230	Papazian, David	Firefighter	1,187.20	F10-4	\$ 1,211	-	86.54	15.87	69.63	19.19	1,402.17									\$ 73,474
511230	Papazian, David	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,315.63									\$ 68,939
511230	Sullivan II, Gerard	Firefighter	1,187.20	F10-4	\$ 1,211	-	48.08	5.29	69.63	19.19	1,353.13									\$ 70,904
511230	Sullivan, Gerard	Firefighter	1,187.20	F10-4	\$ 1,211	-	86.54	15.87	69.63	19.19	1,402.17									\$ 73,474
511230	Smith, Scott	Firefighter	1,187.20	F10-4	\$ 1,211	-		10.58	69.63	19.19	1,310.34									\$ 68,662
511230	Tedeschi, Matthew	Firefighter	1,187.20	F10-4	\$ 1,211	-		15.87	69.63	19.19	1,363.71									\$ 71,458
511230	Toji, Donald	Firefighter	1,187.20	F10-4	\$ 1,211	-	48.08	15.87	69.63	19.19	1,363.71									\$ 71,458
511230	Total																			\$ 68,939
511230	Wier, Peter	Firefighter	1,187.20	F10-4	\$ 1,211	-	48.08	5.29	69.63	19.19	1,353.13									\$ 70,904
511230	Wilson, Ronald	Firefighter	1,187.20	F10-4	\$ 1,211	-	48.08	5.29		19.19	1,283.50									\$ 67,255
511230	Total																			\$ 2,413,500
511370	Miller, Joan	Assistant	1,139.14	47-6	\$ 1,162	-					1,161.92									\$ 60,885
511370	Miller, Joan	Assistant	1,139.14	47-6	\$ 1,162	-					1,161.92									\$ 60,885
511370	Total																			\$ 60,885
511420	Audette, Steven	Mechanic	1,452.40	F19-6	\$ 1,481	-					1,481.45									\$ 77,628
511420	Audette, Steven	Mechanic	1,452.40	F19-6	\$ 1,481	-					1,481.45									\$ 77,628
511420	Total																			\$ 77,628
511420	Total																			\$ 4,389,230



Town of Wellesley

Five Year Capital Budget Program FY2020-2024

Summary Schedule

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2020-2024 Total
Cash Capital	5,305,108	5,994,917	6,648,184	7,578,944	7,446,503	6,955,894	34,624,442
Free Cash	-	15,000	-	-	-	-	15,000
CPC Funding	617,000	500,000	-	-	-	-	500,000
Gift/Fundraising	175,000	48,467	-	-	-	-	48,467
Other	40,000	917,000	-	-	-	-	917,000
Chapter 90	820,000	970,000	790,000	790,000	790,000	790,000	4,130,000
Debt Capital Inside Levy	11,973,814	12,535,000	11,355,000	9,562,500	2,941,804	5,700,000	42,094,304
Debt Capital Exclusion *	-	-	12,800,000	105,000,000	17,000,000	-	134,800,000
Grand Total	\$ 18,930,922	\$ 20,980,384	\$ 31,593,184	\$ 122,931,444	\$ 28,178,307	\$ 13,445,894	\$ 217,129,213

Note: The Board of Selectmen have approved a Debt Policy and are working on a Capital Policy.

A new process for evaluating, timing, and prioritizing projects for the Five Year Capital Plan is being discussed.

This document represents Board requests at this time and is for discussion purposes only



Town of Wellesley
Five Year Capital Detail Summary FY2020-2024

Department	FY19	FY20	FY21	FY22	FY23	FY24	FY20-24 Total
Cash Capital							
Selectmen/Central Admin	14,400	168,000	50,000	-	-	-	218,000
Information Technology	75,000	70,000	75,000	165,000	130,000	120,000	560,000
Police	78,279	119,089	78,234	117,760	144,583	101,539	561,205
Fire	65,000	165,000	154,000	175,000	89,000	100,000	683,000
Council on Aging	8,000	10,000	40,000	25,000	20,000	20,000	115,000
Library	76,800	124,300	169,300	171,300	171,300	183,300	819,500
Natural Resources Commission	99,000	81,500	204,000	196,500	219,000	160,000	861,000
Morses Pond	40,000	-	39,000	325,000	35,000	95,660	494,000
Town Clerk	-	-	36,000	-	-	-	36,000
Assessors	-	30,000	-	-	93,000	-	93,000
Planning Board	25,000	2,276,000	2,532,100	2,863,000	3,036,500	2,963,500	13,671,100
Department of Public Works	2,026,000	1,101,028	1,105,550	1,507,384	1,304,120	1,040,555	6,058,637
Schools	947,629	1,850,000	2,165,000	2,033,000	2,204,000	2,172,000	10,424,000
Facilities Maintenance	1,850,000	5,994,917	6,648,184	7,578,944	7,446,503	6,955,894	34,624,442
Total Cash Capital	5,305,108	5,994,917	6,648,184	7,578,944	7,446,503	6,955,894	34,624,442
Other Funding Sources							
Tollies (Gift)	-	-	-	-	-	-	-
DPW Street Resurfacing (Ch 90)	820,000	970,000	790,000	790,000	790,000	790,000	4,130,000
DPW Street Rehab - Walnut St. (from Cliff	-	150,000	-	-	-	-	150,000
Planning Projects (CPC)	25,000	-	-	-	-	-	-
Fells Roof (CPC)	31,000	-	-	-	-	-	-
NRC Various	96,000	267,000	-	-	-	-	267,000
Reconstruct Tennis courts (CPC)	150,000	500,000	-	-	-	-	500,000
Softball fields (CPC)	100,000	500,000	-	-	-	-	500,000
Sprague Turf Fields (Revolving)	-	-	-	-	-	-	-
Stadium Restrooms- Gift/Fundraising	175,000	-	-	-	-	-	-
Stadium Restrooms (CPC)	175,000	-	-	-	-	-	-
Recreation - Site-Side Study (Revolving)	40,000	-	-	-	-	-	-
Recreation - Site-Side Study (CPC)	40,000	-	-	-	-	-	-
Town Ck Electronic Voting (Free Cash)	-	15,000	-	-	-	-	15,000
FF&E From Revolving	-	48,467	-	-	-	-	48,467
Total Other Sources	1,652,000	2,450,467	790,000	790,000	790,000	790,000	5,610,467
Debt Capital Inside Levy							
Selectmen - Granite Street Acceptance	255,000	-	-	312,500	116,804	-	429,304
Police Radio System and Antenna	-	-	-	-	-	-	-
Library Material "Handler"	350,000	-	-	1,000,000	-	1,000,000	2,000,000
DPW - Facility Renovations	-	-	-	-	-	-	-
DPW - Sprague Turf	-	500,000	-	-	-	-	500,000
DPW - Street Rehabilitations	2,000,000	-	1,750,000	1,750,000	2,000,000	-	5,500,000
DPW- Hunnewell Field/Softball field	-	300,000	-	-	-	-	300,000
Stadium Restrooms	175,000	-	-	-	-	-	-
HHU Feasibility Study: Hardy/Upham	2,500,000	-	-	-	-	-	-
HHU Feasibility - Hunnewell	1,000,000	-	-	-	-	-	-
Town Hall Envelope	5,177,239	-	-	-	-	-	-
Town Hall Annex Project	-	-	1,500,000	6,500,000	-	-	8,000,000
Town Hall Interior Design	-	-	2,000,000	-	-	-	2,000,000
Middle School Parking Lot Paving	-	-	1,700,000	-	-	-	1,700,000
MS Steam Pipes	391,575	4,200,000	-	-	-	-	4,200,000
Middle School Bldg Systems	-	1,500,000	-	-	-	-	1,500,000
"Early" Hunnewell	-	5,000,000	-	-	-	-	5,000,000
Middle School Other Feasibility	125,000	-	-	-	-	-	-
Warren HVAC Upgrade	-	-	500,000	-	-	-	500,000
Fire Station HQ Roof	-	-	-	-	525,000	-	525,000
Fire Engine	-	735,000	-	-	-	-	735,000
Main Library Space Utilization Reno	-	300,000	3,200,000	-	-	-	3,500,000
Main Library (Lighting, Roof, Carpet)	-	-	705,000	-	-	-	705,000
Main Library Roof Replacement	-	-	-	-	-	-	-
DPW ROF Repair Projects	-	-	-	-	100,000	1,200,000	1,300,000
DPW Highway & Park Renovation	-	-	-	-	200,000	1,500,000	1,700,000
Bates School Projects	-	-	-	-	-	1,350,000	1,350,000
Sprague School Projects	-	-	-	-	-	650,000	650,000
Total Borrowed Inside Levy	11,973,814	12,535,000	11,355,000	9,562,500	2,941,804	5,700,000	42,094,304
Debt Capital Exclusion							
Town Hall Renovation	-	-	-	-	17,000,000	-	17,000,000
Middle School Bldg Systems	-	-	12,800,000	-	-	-	12,800,000
Hunnewell School Project	-	-	-	50,000,000	-	-	50,000,000
Hardy/Upham - MSBA	-	-	-	55,000,000	-	-	55,000,000
Total Capital Exclusion	-	-	12,800,000	105,000,000	17,000,000	-	134,800,000
Grand Total	\$ 18,930,922	\$ 20,980,384	\$ 31,593,184	\$ 122,831,444	\$ 28,176,307	\$ 13,445,894	\$ 217,129,213



Town of Wellesley

FY2020-2024 BOS Capital Request

Capital Project	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY20-24 Total
Information Technology							
Server Virtualization	75,000	-	-	-	-	120,000	120,000
VoIP Maintenance Contract	-	35,000	-	-	-	-	35,000
Telephone Upgrade (VoIP 2.0)	-	-	-	-	100,000	-	100,000
10GB Network Switches	-	-	60,000	-	-	-	60,000
Windows Server 2019 Licensing	-	35,000	-	-	-	-	35,000
MUNIS Upgrade	-	-	15,000	-	-	-	15,000
Upgrade Office Software	-	-	-	60,000	-	-	60,000
Recovery / Backup Appliance	-	-	-	85,000	-	-	85,000
Aerial Flyover & Orthophotography	-	-	-	20,000	-	-	20,000
Replace Wi-Fi Equipment	-	-	-	-	30,000	-	30,000
	75,000	70,000	75,000	165,000	130,000	120,000	560,000
Police							
Server Replacement	13,908	-	13,833	-	-	21,789	35,622
Mobile/Portable Radio Replacement	64,371	64,401	64,401	60,694	54,533	-	244,029
Zetron IP Fire Station Alerting System	-	-	-	57,066	-	-	57,066
Forensic Crime Scope/Light Source	-	36,973	-	-	-	-	36,973
Kingsbury Room Furniture Replacement	-	17,715	-	-	-	-	17,715
Dispatch Workstation Replacement	-	-	-	-	90,050	-	90,050
Electronic Control Devices	-	-	-	-	-	79,750	79,750
	78,279	119,089	78,234	117,760	144,583	101,539	561,205
Fire							
Fire Hose Equipment	-	-	-	20,000	-	-	20,000
Fire Alarm Master Box Upgrade	55,000	-	-	-	-	-	-
Scott Air Bottles	10,000	-	10,000	-	-	-	10,000
Replace command vehicle(s)	-	-	49,000	-	49,000	50,000	148,000
Fire Turnout Gear	-	150,000	-	150,000	-	-	300,000
Fire Turnout Gear Lockers	-	-	-	-	-	50,000	50,000
Pulse/Oxygen/CO Meter	-	10,000	-	-	-	-	10,000
Light Tower/Generator Trailer	-	-	-	-	10,000	-	10,000
Town AED Replacement	-	5,000	5,000	5,000	5,000	-	20,000
Radio System/Portables	-	-	55,000	-	-	-	55,000
Air Mask Fit Testing Unit	-	-	15,000	-	-	-	15,000
Security Camera Upgrade	-	-	20,000	-	-	-	20,000
Office Rehab	-	-	-	-	25,000	-	25,000
	65,000	165,000	154,000	175,000	89,000	100,000	683,000



Town of Wellesley

FY2020-2024 BOS Capital Request

Capital Project	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY20-24 Total
Selectmen							
Konica Minolta BizHub C458- Copier (Cent Admin)	14,400	-	-	-	-	-	-
Town Hall Ground Floor Copier	-	13,000	-	-	-	-	13,000
North 40 Soil Testing/Master Plan	-	75,000	50,000	-	-	-	125,000
Classification & Comp. Study	-	80,000	-	-	-	-	80,000
	14,400	168,000	50,000	-	-	-	218,000
Council on Aging							
AV components/additions/modifications	-	10,000	-	-	-	-	10,000
TPC Additional Equipment	8,000	-	-	-	-	-	-
Supplemental Vehicle for Transportation Program	-	-	20,000	-	-	-	20,000
iPads for Class	-	-	10,000	15,000	-	-	15,000
Exercise Equipment	-	-	-	-	-	10,000	10,000
Participant tracking software/hardware upgrades	-	-	-	10,000	-	-	10,000
Replacements/Upgrade TPC furniture & fixtures	-	-	-	-	-	10,000	10,000
Replacements/Upgrade kitchen equipment	-	-	-	-	-	-	-
Replacements/Upgrade Daily Use Equipment	-	-	-	-	10,000	-	10,000
Replacements/Upgrade Photocopier/Printer	-	-	10,000	-	-	-	10,000
	8,000	10,000	40,000	25,000	20,000	20,000	115,000
BOS Subtotal	240,679	532,089	397,234	482,760	383,583	341,539	2,137,205
Facilities Maintenance Cash Capital	1,850,000	1,850,000	2,165,000	2,033,000	2,204,000	2,172,000	10,424,000
Total BOS Cash Capital	2,090,679	2,382,089	2,562,234	2,515,760	2,587,583	2,513,539	12,561,205
Replace Fire Engine Vehicle(s)	-	735,000	-	-	-	-	735,000
Replace Police Radio System and Antenna	-	-	-	312,500	116,804	-	429,304
Granite Street Acceptance	255,000	-	-	-	-	-	-
Facilities Debt Funded Projects	9,193,814	11,000,000	22,405,000	111,500,000	17,825,000	4,700,000	167,430,000
	9,448,814	11,735,000	22,405,000	111,812,500	17,941,804	4,700,000	168,594,304
Total Borrowed	9,448,814	11,735,000	22,405,000	111,812,500	17,941,804	4,700,000	168,594,304
Grand Total Selectmen	11,539,493	14,117,089	24,967,234	114,328,260	20,529,387	7,213,539	181,155,509

TOWN OF WELLESLEY

Position Description

TITLE:	Assistant Executive Director (62)	DATE: 12/12/2018
DEPARTMENT:	General Government Services	APPROVED: //
DIVISION:	Selectmen	HUMAN RESOURCES: /S. Szczebak/

ACCOUNTABILITY OBJECTIVES

The Assistant Executive Director provides management and administrative support to the Executive Director of General Government Services and to the Board of Selectmen (BOS), and manages the Selectmen's Office. He or she is responsible for oversight of the Town's economic development functions including attracting increased capital investments; expanding and diversifying employment opportunities; and establishing, strengthening and maintaining public/private partnerships with educational institutions, commercial and retail interests, for positive long-term economic change in the Town. The incumbent may act as Director in the Executive Director's absence.

NATURE OF POSITION

The Board of Selectmen is the chief executive board of the Town and oversees the Town's public safety, finance and treasury, facilities, building department and information technology operations. The BOS sets policies for the Town and serves as the Fire Engineers for the Town. The Office of General Government Services is responsible for carrying out the directions and policies of the BOS and those they appoint and oversees all financial activities of the Town.

Reporting to the Executive Director, the Assistant Executive Director's primary responsibilities are to ensure that the BOS' departments are operating effectively and efficiently, to provide management support to departments under the Board's jurisdiction. . The incumbent (directly or through her/his staff) serves as the principal staff on Town-wide initiatives and projects, including the Unified Plan. He or she oversees the Town's economic development functions.

The Assistant Executive Director is the Department's assigned representative to the Town's Traffic Committee. He or she provides analysis on projects that may impact Town-wide traffic and services. The Assistant Executive Director coordinates on behalf of the Selectmen's Office the study and implementation of any projects that will impact commercial and retail districts, educational institutions, or neighborhoods of the Town.

The incumbent interacts frequently with the general public, both face-to-face and over the telephone, and with Town boards and senior personnel from other departments. He/she meets

regularly with outside organizations and works with minimal supervision. The Assistant Executive Director directly supervises the Economic Development Director, Licensing, Records & Project Manager, Communications & Projects Manager, Veteran's Service Officer, and the Sealer of Weights and Measures.

DIMENSIONS

The combined FY 19 operating budgets for the departments under the jurisdiction of the Board of Selectmen is \$63 million.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Manages the day-to-day operations of the Selectmen's Office. Responsible for the productivity and efficiency of the BOS' office.
2. Supervises the Economic Development Director and oversees the development of short and long-term economic development strategy of the Town..
3. Represents the Selectmen's Office as the principal staff person on Town-wide initiatives and projects (e.g., Wellesley Office Park, renovation/replacement of Hardy/Hunnewell/Upham elementary schools). Manages BOS input into the Project of Significant Impact (PSI) process. As assigned, serves as a voting member of committees formed to advance such initiatives.
4. Responsible for management and implementation of the Unified Plan. Interacts with boards and departments to facilitate the development of plan goals and action plans.
5. Ensures the effectiveness of the BOS' departments' delivery of services to other Town departments, boards, commissions, citizens, and the general public. Makes and/or implements recommendations of methods designed to improve the efficiency and effectiveness of service delivery.
6. Represents the Selectmen's Office on all roadway and traffic-related matters, including participation on the Town-wide Traffic Committee. Provides analysis and support to the Executive Director and Selectmen on projects that that may impact Town-wide traffic and services. Coordinates on behalf of the Selectmen's Office the study and implementation of any projects that will impact commercial and retail districts or neighborhoods of the Town. Manages the BOS' portion of municipal systems impact analysis performed with respect to Projects of Significant Impact, and serves as liaison with the Department of Public Works as it relates to plans for the maintenance of the Town's roads.
7. Manages the eligibility progress on MGL Ch. 40B housing applications for the BOS, working with Town Counsel, the Planning Director, ZBA and other individuals or entities. Provides zoning, site eligibility, project process and other explanatory materials and background to the BOS.

8. Supports the Selectmen by providing research and supporting materials for their meetings; oversees the preparation of the weekly informational packages distributed to the Selectmen; responds to questions and assists the Selectmen in their daily work; and communicates directly with the general public.
9. As assigned, investigates citizen complaints and requests for service. Interacts with the public, ensuring that all inquiries and problems are addressed in a timely and professional manner.
10. Assists the Executive Director and the Human Resources Director with preparations for collective bargaining negotiations. As assigned, solicits the BOS' support for contract proposals and participates in negotiation sessions as a member of the management team.
11. Oversees preparations for Town Meetings including posting of required notices, drafting of warrant articles and motion language, and coordinates with Town Counsel, Town Moderator and other Town boards and departments.
12. As assigned, prepares Requests for Proposal for services under the jurisdiction of the BOS. As provided in M.G.L. Chapter 30B, section 19, may be designated by the Executive Director as the Town's Chief Procurement Officer. Ensures that all contract documents for goods and services executed by the Town are complete and in compliance with applicable state and local regulations.
13. Supervises the Economic Development Director, Licensing, Records & Project Manager, Communications & Projects Manager, Veterans Service Officer, and the Sealer of Weights and Measures. Monitors and evaluates their performance and provides direction and feedback as appropriate.
14. Researches and completes assigned special projects accurately and on time.
15. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Master's Degree in Public Administration, Management, Political Science, Planning or other related field.
- Seven to ten years of progressively responsible experience in municipal government to include three years of supervisory experience.
- Demonstrated knowledge of general municipal government operations.
- Demonstrated ability to influence and gain the confidence of board members and department heads.
- Proficiency in word processing, spreadsheets, databases and presentation software.

- Excellent written and oral communication skills.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, database, and presentation software; printers; photocopying and fax machines; and telephone.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to walk, sit, talk, and hear. The incumbent is occasionally required to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet to moderate.

EVENING MEETING EXPECTATIONS

Attendance at regular BOS meetings and selected project-related meetings on weekday evenings is expected, as is attendance at the BOS meetings prior to all Town Meetings and the Town Meetings themselves.

TOWN OF WELLESLEY

Position Description

TITLE: Economic Development Director (TBD) **DATE:** 12/12/2018
DEPARTMENT: General Government Services **APPROVED:** //
DIVISION: Selectmen **HUMAN RESOURCES:**
/S. Szczebak/

ACCOUNTABILITY OBJECTIVES

The Economic Development Director plans, organizes and implements economic development functions from conception to completion, including business retention, business attraction and incentive programs, research and planning and organizational capacity and facility development; performs a variety of responsible administrative, professional and technical tasks. The incumbent implements economic development goals and objectives for the Town, interfaces and coordinates with the development community, local businesses and various Town departments and staff. He or she is also responsible for expanding and diversifying employment opportunities; and establishing, strengthening and maintaining public/private partnerships with educational institutions, commercial and retail interests, for positive long-term economic change in the Town.

NATURE OF POSITION

The Board of Selectmen is the chief executive board of the Town and oversees the Town's public safety, finance and treasury, facilities, building department and information technology operations. The BOS sets policies for the Town. The Office of General Government Services is responsible for carrying out the directions and policies of the BOS and those they appoint and oversees all financial activities of the Town.

Reporting to the Assistant Executive Director, the Economic Development Director's primary responsibilities are to assume management responsibilities for all services and activities of economic development including attracting increased capital investments and expanding and diversifying employment opportunities; establishes and maintains a private/public partnership for positive long-term economic change. He or she plans, organizes and implements economic development functions from conception to completion including business attraction, business retention, and incentive programs. Attendance at night meetings is required.

DIMENSIONS

The combined FY 19 operating budgets for the departments under the jurisdiction of the Board of Selectmen is \$63 million.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports and recommendations to achieve such goals.
2. Analyzes existing economic situations relative to business attraction and expansion; review modern techniques for business attraction and retention and negotiates and resolves sensitive and controversial issues; monitors program performance and provides reports to the Executive Director and Board of Selectmen.
3. Becomes familiar with the existing inventory of available building and businesses in the Town. This will include both public and private building and land areas.
4. Monitors and evaluates the effectiveness of various economic development programs and efforts.
5. Manages the development and implementation of economic change through retention, expansion, attraction of commerce and light industry and the creation of incentive zone/programs.
6. Keeps abreast of legislative developments which may impact economic development programs, policies and/or procedures and implements approved follow-up action
7. As appropriate, develop infrastructure (industrial parks, shell buildings, utilities, transportation, etc.) to support business growth and expansion.
8. Represents the Town at appropriate civic, cultural, charitable, business and community activities as well as serves on boards, commissions, committees and organizations related to the areas that are critical to the Town's goals and interest.
9. Prepares and presents annual budget for approval.
10. Maintains a liaison with various local, state and federal agencies, coordinating projects with agencies as deemed necessary and appropriate.
11. Provides information and make presentations to boards, commissions, civic groups, businesses, individuals, and the public on economic development issues, programs, services and plans.
12. Oversees the administration of the Town's tax credit programs if applicable.

13. Identifies workforce skill needs of the business community and coordinates action with educational and training institutions to develop and provide the appropriate training and educational programs.
14. Convenes and facilitates Town Development Review Team (TDRT) meetings involving BOS projects, including representatives from the BOS and other Town boards and departments, Town Counsel and developers. Facilitates interdepartmental meetings and coordinates interdepartmental efforts, and identifies/pursues opportunities to improve the effectiveness and efficiency of the Town's consolidated operations.
15. Researches and completes assigned special projects accurately and on time.
16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in a related economic development or business field and five years' substantial experience in planning, economic and/or community development, business or related field OR equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Experience managing projects and people in a nonprofit, public agency or private company.
- Direct experience developing close working relationships with governmental groups at the local, state and federal level, and constituents/stakeholders which might include elected officials, board of directors, employees and other business and community support organizations.
- Demonstrated knowledge of general municipal government operations.
- Demonstrated ability to influence and gain the confidence of board members and department heads.
- Proficiency in word processing, spreadsheets, databases and presentation software.
- Excellent written and oral communication skills.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, database, and presentation software; printers; photocopying and fax machines; and telephone.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to walk, sit, talk, and hear. The incumbent is occasionally required to finger, handle, feel, or operate objects, tools, or

controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet to moderate.

TOWN OF WELLESLEY

Position Description

TITLE: Licensing, Records & Project Manager (57) **DATE:** 11/30/2018

DEPARTMENT: General Government Services **APPROVED:** //

DIVISION: Selectmen **HUMAN RESOURCES:** //

ACCOUNTABILITY OBJECTIVES

Under the guidance of the Assistant Executive Director of General Government Services, the Licensing, Records & Project Manager manages the licensing and leasing functions for the Selectmen's office, serves as one of the Town's Record Access officers, writes and administers grants flowing through the Selectmen's Office and other projects as assigned. The incumbent also provides additional management and administrative support to the day-to-day operation of the Selectmen's Office within the Office of General Government Services. The incumbent acts as Assistant Executive Director in his/her absence.

NATURE OF POSITION

The Office of General Government Services is responsible for carrying out the directions and policies of the Board of Selectmen and those they appoint, and all financial activities of the Town. The Board of Selectmen oversees the Town's public safety, financial, facilities management, information technology and building departments.

The Licensing, Records & Project Manager has principal responsibility for the management of a variety of required functions of the Board of Selectmen including licensing, public records, leasing of public lands and support of Town Boards under the jurisdiction of the Selectmen. The Licensing, Records & Project Manager is also responsible for special projects and coordinating activities on various one-time type projects.

The incumbent supports the Assistant Executive Director of General Government Services in managing the day-to-day operations of the Selectmen's Office. The incumbent is also responsible for insuring that the for coordinating the preparation of Town Meeting materials, including the Town Meeting Warrant; and otherwise supporting the BOS as requested. The Licensing, Records & Project Manager supports the Assistant Executive Director in the implementation of Town goals and objectives expressed in the Unified Plan. The Licensing, Records & Project Manager is also responsible for special projects and coordinating activities on various one-time type projects.

The Licensing, Records & Project Manager works with limited supervision.

Requires attendance at frequent evening meetings.

DIMENSIONS

The combined FY 19 operating budgets for the departments under the jurisdiction of the Board of Selectmen is \$63 million.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Manages all BOS licensing activities including but not limited to Common Victualler, alcohol, take-out food, mobile food vendors and entertainment.
2. Serves as a Town's Records Access Officer (RAO). Ensures that the contact information for the Town's other RAOs and the "commonly available" public records is available on the web site; coordinates the Town's response to requests for access to public records, ensuring that requests are forwarded to the appropriate RAO and that the response is provided within the legal time limit; assists individuals seeking public records in identifying the records requested; assists the custodian of the records in preserving public records; and prepares guidelines that enable requestors to make informed requests.
3. Oversees administration of the Cochituate Aqueduct leases and other license and development agreements executed by the BOS.
4. Supports the Assistant Executive Director's management of the Unified Plan on behalf of the Board of Selectmen. Assists Boards and departments in furthering plan goals, implementing action plans and reporting progress.
5. Researches, analyzes and writes grant applications for submission on behalf of the Selectmen's Office, with the review and approval of the Assistant Executive Director and the BOS.
6. Assists the Assistant Executive Director of General Government Services in the day-to-day management of the Selectmen's Office. This includes assisting with Board of Selectmen's Office staff by serving as an information resource, assigning work and monitoring progress, and providing coaching as needed; assisting in the creation of material for the weekly informational packages; identifying issues concerning the coordination of interdepartmental efforts and in developing methods designed to enhance the ability of departments to coordinate efforts with one another, communicating directly with the general public; and administration of selected contracts.
7. Provides administrative support for various boards appointed by the Board of Selectmen without their own staff, including but not limited to the Historical Commission and Youth Commission, to perform special projects as assigned.

8. Coordinates, with Town Counsel, the preparation of Town Meeting materials, ensuring that all Articles and necessary legal documents are properly completed by mandated deadlines. Coordinates preparation of Town Meeting Warrant to ensure it includes the appropriate legal language. Prepares presentations for the Executive Director and Selectmen. Serves as a member of the Town Meeting Management Team assisting with the compilation, coordination, and distribution of all article materials and information. Attends all sessions of Town Meeting to runs presentation technology. Attends relevant public hearings.
9. Under the direction of the Assistant Executive Director, Finance Director or the Executive Director, prepares materials for inclusion in the Town-wide Financial Plan and Five-year Capital Budget Program for the Annual Town Meeting. Prepares BOS and Town Meeting presentations.
10. Receives, organizes and creates orderly computer presentations for Town Meeting; provides Town Meeting Members with updated Motions and other information; coordinates with facility AV staff on logistics; and operates computer projection of Town Meeting presentations.
11. Reviews the General Government Services office's record keeping procedures and recommends to the Assistant Executive Director methods to improve their efficiency.
12. Assists in the collective bargaining process by collection and analysis of wage and benefit data from comparable communities and calculates the cost of proposals made by unions.
13. Oversees compliance with the Massachusetts Open Meeting Law for the BOS and BOS-appointed boards
14. Reviews the General Government Services office's record keeping procedures and recommends to the Assistant Executive Director methods to improve their efficiency.
15. Assists in the collective bargaining process by collection and analysis of wage and benefit data from comparable communities and calculates the cost of proposals made by unions.
16. Ensures that all board and staff appointments under the jurisdiction of the BOS are made on a timely basis.
17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Management, Political Science or another related field.
- Three to five years' experience in municipal government.
- Demonstrated knowledge of general municipal government operations.

- Demonstrated computer skills in Microsoft Word, Excel, PowerPoint (?).
- Demonstrated written and oral communication skills.
- Demonstrated ability to communicate effectively orally and in writing.
- Ability to plan, organize and coordinate projects.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, database, presentation and GIS software; photocopying and fax machines; telephone system; and other technology-based systems.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to walk, sit, talk, and hear. The incumbent is occasionally required to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent will primarily be working in an office environment.

The noise level in the work environment is usually quiet to moderate, but may occasionally be loud during visits to assess traffic or construction work.

Health Insurance 2019

sds 12/14/18

Background

Health Insurance is provided to the Town's benefit eligible employees and retirees under MGL Chapter 32 B and is a mandatory subject of collective bargaining. Changes to the health insurance plans require union approval and negotiations are often difficult and complicated. Nevertheless, the Town and its unions have taken a variety of steps over the last dozen years to continue to try to make health insurance offerings more affordable to the Town's budget, as the cost is very significant.

The Town Offers health insurance through a joint purchase group, the West Suburban Health Group (WSHG). WSHG establishes a variety of plans with different carriers and establishes annual rates. Member Towns decide the split of between what portion will be borne by the individual Town and its employees. Over the last decade the plan offerings have changed significantly in response to changes in the Healthcare industry. While one can compare Town appropriations for health insurance over this timeframe, the plans have evolved significantly. Some significant factors that have occurred have been the transition of Medicare- eligible employees to Medicare, a shift to lower-cost Fallon as the predominant carrier for the town, the transition from co-pays to deductible plans, offering opt out payments (for an employee not to take Town insurance), paying incentives to those choosing high deductible plans, new voluntary supplemental insurance offerings, and increases in employee contributions.

In budgeting for Health Insurance, one needs to estimate how many employees will enroll in each of the various plans offered, 1 ½ years in advance (sheet A : 2019 enrollment vs 2020 enrollment)). WSHG determines the cost of the various plans in mid- February each year, but preliminary appropriations in November are based upon estimates of those rates. The goal is to accurately predict revenues and associated costs so that the net health insurance balance is as close as possible to zero at the end of each fiscal year- a challenging task!

Accounting

Because the cost of insurance is borne by both the Town and its employees, the accounting is done in a separate fund, with the goal of getting to zero. The Town appropriations are expensed in the general fund (in the amount appropriated/budgeted) and the Enterprise appropriations are expensed in the Enterprise Funds, where they become revenues to the Health Insurance fund (21). Similarly, Employee contributions are withheld from payroll or directly billed to former employees and these transfer in as revenues to the fund. The bills from WSHG become expenses to this fund, as do the bills for the AFLAC and other insurances, OPEB consultants and Medicare payments.

Attachments:

1. 2018 general fund. Budgeted appropriation = actual amount transferred to Fund 21 Health Insurance
2. Appropriation is added to employee, retiree, and Enterprise contributions. SHG and other bills are charged here. Goal is revenues = expenses. 2018 saw a slight deficit.
3. Detailed appropriation budgets for the general fund. The offerings are very different in the agreement that began in 2019.
4. Predicted enrollments and detailed cost estimate

EMPLOYERS SHARE - GENERAL FUND



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glytdbud

12/12/2018 09:41
sstrother

Town of Wellesley
HEALTH INSURANCE GENERAL FUND

FOR 2018 13

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
01914200 GROUP INSURANCE							
512290 OTHER TEMPORARY STAFF	16,700	.00	16,700.00	16,700.00	.00	.00	100.0%
530259 OPEB INV CONSULT	20,000	.00	20,000.00	20,000.00	.00	.00	100.0%
575210 GROUP HEALTH INSURANCE	15,582,688	.00	15,582,688.00	15,582,688.00	.00	.00	100.0%
575212 OPEB ACTUARY	2,500	.00	2,500.00	2,500.00	.00	.00	100.0%
575215 FSA & HRA ADMINISTRATION F	136,800	.00	136,800.00	136,800.00	.00	.00	100.0%
575220 GROUP LIFE INSURANCE	48,000	.00	48,000.00	48,000.00	.00	.00	100.0%
575230 MEDICARE TAX	1,450,000	.00	1,450,000.00	1,450,000.00	.00	.00	100.0%
575240 LONG TERM DISABILITY INSUR	46,000	.00	46,000.00	46,000.00	.00	.00	100.0%
575250 DENTAL INSURANCE	230,000	.00	230,000.00	230,000.00	.00	.00	100.0%
575260 EMPLOYEE ASSISTANCE PROGRA	43,600	.00	43,600.00	43,600.00	.00	.00	100.0%
TOTAL GROUP INSURANCE	17,576,288	.00	17,576,288.00	17,576,288.00	.00	.00	100.0%
GRAND TOTAL	17,576,288	.00	17,576,288.00	17,576,288.00	.00	.00	100.0%

** END OF REPORT - Generated by Strother, Sheryl - FIN **

Health Insurance 2018 - Fund 21

(2018 was used to illustrate a completed year)

	TOWN APPROPRIATION		EMPLOYEE CONTRIBUTIONS	
	TRANSFER FROM GENERAL FUND		ENTERPRISE/OTHER	
Town Appropriation	\$ 15,582,688	\$	-	
Employee Portion withheld from pay	-		3,891,750	
Enterprise Employee Portion transferred	-		993,361	
Retirees portion withheld	-		763,717	
Retired Teachers' portion withheld	-		706,933	
Grants and other withholdings	-		90,072	
Town Appropriation Medicare	1,450,000		-	
Enterprise medicare	-		69,085	
	-		-	
Staffing Appropriation	16,700		-	
OPEB Investment advice and actuarial studies appropriated	22,500		-	
FSA Admin fee	136,800		-	
EAP Appropriation	43,600		-	
Dental Appropriation	230,000		-	
Dental withheld	-		513,608	
Group Life	48,000		-	
group life withheld	-		87,995	
LTD	46,000		-	
Ltd withheld	-		138,417	
Interest earnings	-		38,768	
Total "Revenue" to Fund 21	\$ 17,576,288	\$	7,293,705	\$ 24,869,993

①

Total 2018 fund 21 health insurance expenses

\$ 25,077,464

NET 2018 Result (every year the goal is to get close to zero)

\$ (207,470)



Town of Wellesley FY2020 Budget Request

Group Insurance Operating Request

Department: 914/912
Department Head: Marc Waldman, Treasurer/Collector

The Group Insurance budget comprises the line items identified in the matrix below.

*Prior offerings -
new plans in 2019*

Org	Object	Account # 01-914 Account Title	Explanation	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget	FY20 Request	\$ Variance FY19-20	% Variance FY19-20
21914100	511370	Benefits Administrator Clerical Support (Grade 44 @ 16 hrs/wk)	Provides support to the HR staff for the substantial record keeping requirements of the Town's benefits programs	\$ 16,325	\$ 16,700	\$ 16,700	\$ 16,400	\$ 16,900	\$ 500	3.05%
21914200	530259	OPEB Consulting & Actuarial Study	Provides investment and actuarial consulting services to the OPEB program	-	35,000	20,000	20,000	30,000	10,000	50.00%
21914200	575213	Group Health Insurance	Provides coverage for 1,700 employees and retirees	14,481,761	14,335,304	15,672,698	16,454,217	17,303,097	848,880	5.16%
21914200	578500	FSA & HRA Administration, Claims, Town Match Fees	Provides admin for 1,000 employees and retirees, plus HRA claims costs.	150,000	151,800	136,800	246,770	400,000	153,230	62.09%
21914200		Savings transferred from Health Insurance fund				(90,010)				0.00%
21914200	575212	Health Insurance Consulting	Provides special purpose consulting and legal services to the Group Insurance program	2,500	2,500	2,500	2,500	2,500	-	0.00%
21914200	575230	Medicare Tax	Employer share of the 2.9% of salary for employees hired after 4/1/86	1,185,000	1,235,000	1,450,000	1,435,000	1,375,000	(60,000)	-4.18%
21914200	575210	Medicare B Penalty	For those who were forced into Medicare					65,000	65,000	0.00%
21914200	575240	Long Term Disability	Provides coverage to all benefit eligible employees with a basic level of protection	46,000	46,000	46,000	46,000	75,000	29,000	63.04%
21914200	575220	Group Life Insurance *	Now part of Allowance	42,000	48,000	48,000	-	-	-	0.00%
21914200	575250	Group Dental Insurance *	Now part of Allowance	245,000	230,000	230,000	-	-	-	0.00%
		Allowance for Other Insurances *	Per agreement, Town contributes \$600/family, \$500/indiv. And \$297/eligible not enrolled				698,800	688,465	(10,335)	-1.48%
21914200	578550	VOYA Fees	Town now pays for the OBRA Plan Voya fees					30,000	30,000	0.00%
21914200	575260	Employee Assistance Plan	Provides local emergency intervention services to all employees.	38,115	38,000	43,600	64,800	64,800	-	0.00%
TOTAL				\$ 16,206,701	\$ 16,138,304	\$ 17,576,288	\$ 18,984,487	\$ 20,050,762	\$ 1,066,275	5.62%

* Effective 7/1/18, through bargaining, Town switched from direct contributions to Life and Dental to offering an allowance towards the participants selection of Other Insurances

A.

FY20 BUDGET PROJECTIONS

PLAN	FY19 ENROLLMENT	FY20 ENROLLMENT	COST TO TOWN
OPT OUT PAYMEN	54	60	\$250,000

FY2020 BENCHMARK HMO'S W/ TOWN CONTRIBUTION TO FSA MATCH						
PLAN	19 ENROLLMENT	20 ENROLLMENT	FY19 RATE	FY20 RATE	% PAID BY TOWN	COST TO TOWN
TUFTS (F)	20	19	\$2,474.00	\$2,721.40	0.6	\$380,838
" (I)	38	37	\$945.00	\$1,038.50	0.6	\$293,573
HPHC (F)	20	19	\$2,305.00	\$2,535.50	0.62	\$366,968
" (I)	38	37	\$885.00	\$973.50	0.62	\$284,635
HMO BLUE (F)	5	5	\$2,628.00	\$2,890.80	0.55	\$97,646
" (I)	8	8	\$980.00	\$1,078.00	0.55	\$60,518
FALLON SELECT(F)	395	396	\$1,873.00	\$2,060.30	0.79	\$7,912,731
" (I)	255	258	\$695.00	\$764.50	0.79	\$1,970,550
FALLON DIRECT(F)	7	7	\$1,743.00	\$1,917.30	0.79	\$130,382
" (I)	16	16	\$647.00	\$711.70	0.79	\$115,151
	802	800				\$11,612,992

FY2020 HDHP W/ TOWN CONTRIBUTION TO H S A						
PLAN	FY19 ENROLLMENT	FY20 ENROLLMENT	FY19 RATE	FY20 RATE	% PAID BY TOWN	COST TO TOWN
TUFTS (F)	7	7	\$1,952.00	\$2,147.20	0.64	\$129,433
" (I)	9	9	\$745.00	\$819.50	0.64	\$74,844
HPHC (F)	21	21	\$1,820.00	\$2,002.00	0.68	\$385,083
" (I)	10	10	\$698.00	\$767.80	0.68	\$82,652
HMO BLUE (F)	5	5	\$2,166.00	\$2,382.60	0.58	\$92,914
" (I)	5	5	\$807.00	\$887.70	0.58	\$40,892
FALLON SELECT(F)	102	110	\$1,498.00	\$1,647.80	0.79	\$1,938,326
" (I)	82	90	\$556.00	\$611.60	0.79	\$701,817
FALLON DIRECT(F)	1	1	\$1,808.00	\$1,768.80	0.79	\$18,768
" (I)	7	7	\$596.00	\$655.80	0.79	\$57,506
TOWN H S A (F)		151		\$2,000.00		\$302,000
TOWN H S A (I)		118		\$1,000.00		\$118,000
HDHP CONVERSION BONUS	125 249	20 285	\$1,000.00	\$750.00		\$15,000 \$3,957,016

FY2020 PROJECTION FOR INDEMNITY PLANS-ACTUAL RATES						
PLAN	FY19 ENROLLMENT	FY20 ENROLLMENT	FY19 RATE	FY20 RATE	% PAID BY TOWN	COST TO TOWN
HPHC PPO (F)	0	0	\$5,800.00	\$6,206.00	0.5	\$0.00
" (I)	1	1	\$2,612.00	\$2,873.20	0.5	\$17,239
	1	1				\$44,361

FY2020 PROJECTION FOR MEDICARE SUPPLEMENT PLANS-ACTUAL RATES						
PLAN	FY19 ENROLLMENT	FY20 ENROLLMENT	FY19 CY19 RATE	FY20 RATE	AMT PAID BY TOWN	COST TO TOWN
MEDEX	291	293	\$392.00	\$411.60	\$276.94	\$873,721
TUFTS MED W/PDI	138	139	\$369.00	\$387.45	\$264.87	\$441,795
TUFTS MED PREFI	108	109	\$369.00	\$387.45	\$264.87	\$346,443
HPHC MEDICARE I	200	202	\$370.00	\$388.50	\$265.39	\$643,305
MANAGED BLUE F	14	14	\$365.00	\$383.25	\$262.77	\$44,145
FALLON SR. PLAN	4	4	\$399.00	\$418.95	\$280.62	\$13,470
	755	761				\$2,462,879

1807 1827 FY20 GRAND TOTAL \$18,327,247

ASSUMPTIONS:	LESS ENT. FUND F	-\$1,023,750.00
INCLUDES SETTLED OPT OUT & TOC PAYMENTS	LESS INTEREST	-\$400.00
BENCHMARK & HDHP RATE INCREASE 10% OVER FY19		
MEDICARE SUPP PLANS UP 10% FR CY2019 CONTRIBUTION		
NOV 2018 ENROLLMENTS PLUS 20		

TOTAL FY20 APPROPRIATION \$17,303,097
FY19 APPROPRIATION \$16,454,217.00
BUDGET CHANGE 5.16%

2
2

Guideline Scenarios

2020

	Projected 2020		12/13/2018 Rollup	
	RECAP FY19	Guidelines	Fall 2018	Alt FY20
Sources				
Property Taxes	\$ 128,943,120		\$ 133,668,791	\$ 133,966,698
State Aid	10,347,974		10,347,974	10,347,974
Local Revenue	10,136,758		11,676,000	10,926,000
Free Cash	2,646,079		2,500,000	2,500,000
Enterprise	1,299,584		1,300,000	1,307,072
Other	163,843		168,250	182,116
	153,537,358		159,661,015	159,229,860
Uses				
Schools	74,428,918	3.0%	76,661,786	77,224,377
Town Departments	37,700,742	2.5%	38,643,261	38,861,562
	112,129,660		115,305,047	116,086,039
				average
				562,591
				218,401
Cash Capital	5,305,108		6,945,252	5,994,917
Debt Service (Inside)	4,002,083		3,978,675	4,300,000
Pension	7,056,425		7,687,909	7,487,909
OPEB	3,432,000		3,432,000	3,432,000
Health Insurance	18,984,487	7.0%	20,313,401	20,050,762
All other employee benefits	576,800		433,014	527,178
State & County Assmts	1,260,154		1,260,154	1,260,154
Abatements	790,641		650,000	750,000
	41,407,698		44,700,405	43,802,920
	153,537,358		160,005,452	159,888,959
Projected Surplus/(Deficit)	\$ -		\$ (344,437)	\$ (659,099)

* SRO and School Capital added since TWFP

6.57%
cash cap & debt

average
562,591
218,401

*

19 actual

8. Execute 2019 Town Election Warrant

Included in your packet is the warrant for the annual town election that takes place on March 5, 2019. The list of offices up for election and the number of seats for each is detailed in the warrant. The Town Clerk has asked that the Board act on it so it can be posted.

MOVE that the Board execute the warrant for the annual town election to be held on March 5, 2019.

Commonwealth of Massachusetts



Town of Wellesley

Warrant for the 2019 Town Election

Commonwealth of Massachusetts
Norfolk, ss.

To: Constable, Philip Juliani, of the Town of Wellesley in said County of Norfolk:

In the name of the Commonwealth aforesaid, you are hereby required to notify the qualified voters of said Town of Wellesley to meet in their respective voting places on March 5, 2019:

The voters of Precinct A, in Katharine Lee Bates School, 116 Elmwood Road;

The voters of Precinct B, in Isaac Sprague School, 401 School Street;

The voters of Precinct C, in Ernest F. Upham School, 35 Wynnewood Street;

The voters of Precinct D, in Otho L. Schofield School, 27 Cedar Street;

The voters of Precinct E, in Joseph E. Fiske School, 45 Hastings Street;

The Voters of Precinct F, in Dana Hall School, Shipley Center, 142 Grove Street;

The voters of Precinct G, in Wellesley Free Library, 530 Washington Street;

The Voters of Precinct H, in Tolles Parsons Center, 500 Washington St.

at 7:00 A.M., at which time the polls in said precincts will be opened and remain open continuously until 8:00 P.M. of said day when they will be closed, during which time aforesaid qualified voters of said Town may bring in their ballots to the Election Officers, duly appointed and sworn for said precincts of said Town of Wellesley, in said meetings so assembled for the following:

To cast their votes in the Town Election for the election of candidates for the following offices:

<u>OFFICE</u>	<u>VACANCIES</u>	<u>TERM</u>
Board of Assessors	One	Three Years
Board of Health	One	Three Years
Board of Public Works	One	Three Years
Board of Selectmen	One	Three Years
Housing Authority	One	Five Years
Moderator	One	One Year
Natural Resources Commission	One	Three Years
Planning Board	One One	Five Years One Year
Recreation Commission	Two One	Three Years One Year
School Committee	One	Three Years
Trustees of the Wellesley Free Library	Two	Three Years

and for **TOWN MEETING MEMBERS in all precincts**, under the provision of Chapter 202 of the Acts of 1932, as amended.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said meeting. Given under our hands this ____ day of DECEMBER 2018.

WELLESLEY BOARD OF SELECTMEN

Jack Morgan

Marjorie R. Freiman

Ellen F. Gibbs

Thomas H. Ulfelder

Elizabeth Sullivan Woods

A true copy:

DATE: _____

Attest: _____

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

Wellesley

I have caused the within warrant to be served by posting two copies in two conspicuous public places, i.e. the Town Hall and Wellesley Square, and causing the warrant to be posted on the Town of Wellesley website (www.wellesleyma.gov)

9. **Executive Director's Report**

a. **Acceptance of Gifts**

Included in your packet is a memo from Recreation Director Matt Chin asking that the Board approve the acceptance of a gift of \$1,200 from The Cottage Restaurant donated towards the 2019 summertime concert series.

MOVE that the Board accept a gift from the Cottage Restaurant of \$1,200 for the 2019 summertime concert series.

MOVE that the Board accept a gift from Century Bank of \$1,950 for the purchase of lights and accessories in order to light trees in front of 258 Washington Street beginning in 2019.

TOWN OF WELLESLEY



RECREATION DEPARTMENT

WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MASSACHUSETTS 02481

DIRECTOR
MATTHEW G. CHIN

TELEPHONE: 781-235-2370
FAX: 781-237-3558
WWW.WELLESLEYMA.GOV/RECREATION

DEPUTY DIRECTOR
BRANDON G. FITTS

December 11, 2018

**Board of Selectmen
Town Hall
525 Washington Street
Wellesley, MA 02482**

To the Wellesley Board of Selectmen,

On behalf of the Recreation Commission, we ask the Wellesley Board of Selectmen to accept the donation received from **The Cottage, Wellesley, in the amount of \$1,200.**

The check has been deposited and a thank you letter has been sent. This donation is for the **SUMMERTIME 2019 Concert series** and Special Events.

Thank you in advance for your assistance.

Matthew G. Chin
Director of Recreation

Robinson, Blythe

From: Beth Sullivan Woods
Sent: Thursday, December 13, 2018 6:19 PM
To: Jack Morgan
Cc: Robinson, Blythe
Subject: FW: Holiday Tree Lighting Program

Hi Jack. I just left you a voicemail about this. The trees have been inspected and approved by Park and Tree; they also provided the cost of the lights and accessory elements necessary to add the trees to the town's lighting initiative. Can you confirm that we can add this to the agenda so the gift can be acknowledged this year and then I will let Stanley know that we will need a check after the vote by the end of the calendar year.

FYI, the other inquiry we received about adding lights at 135/Wellesley Ave is taking a little longer to finalize so it will likely come to the board at a later date.

Thanks so much.

Beth

From: Stanley Brooks [mailto:sabrookslaw@gmail.com]
Sent: Thursday, December 13, 2018 4:35 PM
To: Beth Sullivan Woods <bsullivanwoods@wellesleyma.gov>
Cc: Jack Morgan <jmorgan@wellesleyma.gov>
Subject: Holiday Tree Lighting Program

Hi Beth:

Following up our conversation last evening, Century Bank, 258 Washington Street, in the Hills, while disappointed that the lights cannot up this season, wishes to make a one-time gift to the Town's Holiday Tree Lighting Program of \$1,950.00 for lights to adorn the three trees immediately in front of their building at 258 Washington Street. The Bank understands that this a one-time gift for the purchase, and annual installation, operation and subsequent removal, each year, of the lights, and the 3 trees will be lit in perpetuity (or, of course, as long as the lights last).

The Bank also would like to participate in the wreath program you described, so let me know how to accomplish that as well.

You mentioned that this gift could be addressed and, if the Board is amenable, accepted at the upcoming Board meeting on Monday, December 17. If it would be appropriate for a representative of the Bank to be present, please let me know as soon as possible so arrangements may be made.

Also, if you would be so kind as to advise as to timing and any other process matters to accomplish this, it would be greatly appreciated. For instance, do you need the gift in hand at the time of the meeting? Do you need a more formal letter, or will this email suffice?

Thanks for your assistance on this, and for all the work you do on behalf of the Town.

Best regards,
Stanley

cc: James M. Flynn

Senior Vice President
Century Bank

Stanley A. Brooks, Esq.
Wellesley, MA 02481
781-235-9777
Cell: 617-538-3716
sabrookslaw@gmail.com

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Disclaimer regarding Uniform Electronic Transactions Act ("UETA"): If this communication concerns negotiation of a contract or agreement, UETA does not apply to this communication. Contract formation in this matter shall occur only with manually affixed original signatures on original documents unless otherwise specifically stated herein. Nothing contained in this email is intended to be nor shall be interpreted or deemed to give rise to binding contractual obligations of any nature whatsoever, such obligations may only be created by and require manual signatures.

b. Appointment of Special Police Officer

Chief Jack Pilecki has made a request that retired police officer James Amalfi be appointed as a special officer for the purpose of allowing him to work detail shifts as well as special events such as the Boston Marathon and Wellesley Parade.

MOVE that James Amalfi be appointed as a special police officer for the Town of Wellesley.



TOWN OF WELLESLEY | POLICE DEPARTMENT

WELLESLEY, MA 02482
Telephone 781-235-1212

JACK PILECKI
Chief of Police

MEMORANDUM

TO: HONORABLE BOARD OF SELECTMEN
FROM: JACK PILECKI
CHIEF OF POLICE
CC: BLYTHE ROBINSON, EXECUTIVE DIRECTOR
SUBJECT: APPOINTMENT OF SPECIAL POLICE OFFICER
DATE: DECEMBER 7, 2018

Ladies and Gentlemen,

The intent of this memo is to recommend that retired Wellesley Police Officer James Amalfi be appointed as a Wellesley Special Police Officer by the Board of Selectmen. Historically, the Board of Selectmen has appointed retired Wellesley officers as Wellesley Special Police Officers if the Chief of Police approves them to work details. In this case, Officer Amalfi has served this department for 34 years with honor and integrity and I whole-heartedly approve of him working details. Officer Amalfi will also be able to work special events such as the Boston Marathon and the Wellesley Parade.

Please let me know if you have any questions.

RESPECTFULLY SUBMITTED,

A handwritten signature in cursive script, reading "Chief Jack Pilecki".

JACK PILECKI
CHIEF OF POLICE

c. Approve Extension of Hours - Holiday Sales of Beer/Wine

There are two items that require the board's action prior to the end of the calendar year as this will be the last regular meeting of the board prior to 2019. Both items are related to the serving and sale of alcohol.

- Extension of Hours

In past years, several restaurants have asked for an extension of hours for alcohol service until 1:00 am on New Year's Eve. We have reached out to several of the restaurants and have heard back from those on the attached spreadsheet. Please note that Door #7 is contingent upon their opening prior to New Year's Eve.

- Holiday Beer and Wine Sale Extensions

We have received a request from Fells Market to be able to sell beer and wine on Sunday, December 23rd and Sunday, December 30th. While they typically do not have sales on Sundays, they are asking for permission to do so to take advantage of the run up to the Christmas holiday and New Year's Eve. Staff have confirmed with the ABCC that the extension of hours is at the Board of Selectmen's discretion. Staff recommends approval.

Move to approve the extension of liquor service until 1:00 am on New Year's Eve 2018 for the restaurants listed in the Board's agenda packet for December 17, 2019.

Move to approve the extension of the retail sale of beer and wine for Fells Market at 326 Weston Road from 10:00 am to 8:00 pm on Sunday December 23rd, and Sunday, December 30, 2018.

Name	Address	NOTES
Alta Strada	92 Central Street	
Bocado	45 Church Street	
The Cottage	190 Linden Street	
Papa Razzi Trattoria	16 Washington Street	for function room - no function scheduled but wanted the option
Door No. 7	165 Linden Street	Contingent on opening prior to Jan 1st.
Asian Wellesley d/b/a Jin's Fine Asian Cuisine	11 Washington Street	
Spoon & Fork, Inc. d/b/a Juniper	13 Central Street	

THE LAW OFFICE OF DAVID J. HIMMELBERGER

Attorney at Law
One Hollis Street, Suite 400
Wellesley, Massachusetts 02482

Telephone (781) 237-8180
Fax (781) 235-8242

David J. Himmelberger

Admitted to practice in MA, RI & NY

December 7, 2018

Jack Morgan, Chair
Wellesley Board of Selectmen
525 Washington Street
Wellesley, MA 02482

RE: Application for Extension of Holiday Sunday Hours for Alcohol License for sale
of Wine and Malt Beverages
Fells Market, 326 Weston Road, Wellesley, MA 02482

Dear Mr. Morgan:

I represent G&D, Inc., d/b/a Fells Market, of 326 Weston Road, Wellesley. On behalf of my client I am requesting that the permissible hours for sale of beer and wine be extended to the two Sundays immediately preceding Christmas and New Year's Day this year. , My client would like permission to expand the permissible hours of sales to 10:00 am to 8:00 pm on December 23, and 30, 2017.

On behalf of the Fells Market, I thank you for your attention to this matter, and look forward to the appearing before you and the Board on Monday, December 17, 2018 to present this request.

Very truly yours,



David J. Himmelberger

10. New Business and Correspondence - Other Documents: The Board will find documents the staff are not seeking action on, but is for informational purposes only. Please find the following:

- ❖ Email from B. DuPont – Background on Time Management System
- ❖ Pilot Payment History
- ❖ MassHousing correspondence re: Burke Lane
- ❖ Correspondence from Berkshire Hathaway re: 16 Mountview

Robinson, Blythe

From: DuPont, Brian
Sent: Wednesday, December 12, 2018 8:40 AM
To: Robinson, Blythe
Cc: Strother, Sheryl
Subject: RE: Background info on Time Management

A breakdown of the 520 licenses is as below. From data in MUNIS, confirmed by Department Heads, we've calculated a need for 493 total licenses, with some extra for growth and on/off-boarding employees.

Kronos License Counts					
Dept. Code	Dept. Description	Total	Salaried	Hourly	Hourly (Seasonal)
T192	Facilities Management Department	102	12	65	25
T410	DPW - Engineering Division	18	8	5	5
T420	DPW - Highway Division	31	4	22	5
T430	DPW - Park Division	27	3	19	5
T440	DPW - Recycling & Disposal Division	19	4	10	5
T450	DPW - Administration Division	20	8	7	5
T454	DPW - Fleet Services Division	6	1	5	0
T460	DPW - Water & Sewer Division	34	7	22	5
T490	Municipal Light Plant	34	11	23	0
T610	Wellesley Free Library	71	5	66	0
T630	Recreation	131	6	25	100
	Total	493	69	269	155
	QUOTE	520	75	280	165

Brian DuPont, IT Director

Town of Wellesley
525 Washington Street
Wellesley, MA 02482
(p) 781-431-1019 x2280
(d) 781-489-4268
(c) 781-258-9256

From: Robinson, Blythe <brobins@wellesleyma.gov>
Sent: Wednesday, December 12, 2018 8:23 AM
To: DuPont, Brian <bdupont@wellesleyma.gov>
Cc: Strother, Sheryl <sstrother@wellesleyma.gov>
Subject: RE: Background info on Time Management

Brian,

Great, very thorough. Would you please make one edit which would be to insert approximately how many of all "town-side" employees this system would cover. I recall that the # is 500, but I don't recall how many employees we have in total on our side of the ledger. Please send it back tomorrow so I can put in in the FNM.

Blythe

Blythe C. Robinson
Executive Director- General Government
Town of Wellesley
525 Washington Street
Wellesley, MA 02482
P – 781-431-1019, ext. 2200
brobinson@wellesleyma.gov

From: DuPont, Brian
Sent: Tuesday, December 11, 2018 9:50 AM
To: Robinson, Blythe <brobinson@wellesleyma.gov>
Cc: Strother, Sheryl <sstrother@wellesleyma.gov>
Subject: Background info on Time Management

Blythe... Please see my write-up on the time management project below.

Sheryl... Please feel free to add any additional information.

Thanks,
Brian

This project started in Fall 2017, when the Wellesley Free Library submitted a request for capital funding for an electronic timecard solution. When Blythe and Sheryl saw this request, they asked me to convene a group to consider a joint solution, understanding that FMD had similar time management needs, that DPW had been long-time users of Kronos for time cards, *and* that the Schools had already committed resources to a different solution. The group had representation from the Library, School Business Office, FMD, DPW, Recreation, and WMLP. Police and Fire were invited to participate, but showed little interest.

Since payroll for most Town employees defaults to a standard 35-hour work week that is paid from a single account (i.e. “auto-pay”), our focus was on Departments that employ a significant number of hourly or seasonal staff, and/or Departments whose budgets (and payroll) is structured by program. Generally speaking, these Departments all struggle to manage absences, fill schedules/rosters, document time spent on particular jobs, track vehicle/equipment usage, and most importantly, process weekly payroll.

I made it clear that I wanted to limit our review to cloud-based systems, which offer the Town long-term savings on hardware and energy, and far greater accessibility --- especially important for a system that might be shared by Town and Schools and serve employees that might not otherwise have a Town network login/account. After reviewing vendor offerings in this sector, the group saw demonstrations and solicited pricing info on 3 solutions:

1. NovaTime --- currently being implemented by the School Business Office
2. Kronos --- already used by the DPW for many years, and
3. Executime --- from Tyler Technologies, the parent company of our MUNIS financial software

Unfortunately, our research found no financial benefit to “piggybacking” on the Schools’ NovaTime implementation. They are marching ahead with their implementation of NovaTime, which should be complete soon. Since up-front and ongoing costs were similar for all 3 systems, the rest of the group unanimously agreed that Kronos offered the most robust set of features and functionality.

After selecting a vendor, our group turned its attention to establishing a project budget. Costs for Year 1 are estimated at ~\$50,000. This would include annual charges for 520 licenses, migration of DPW’s existing Kronos database,

implementation for new Departments, and training. In Year 2, the Town would be charged only for the 520 licenses at ~\$25,000.

The Library has made it clear that they intend to move forward with another capital request this Fall for this project in the amount of \$30,000. The Library Director and Board of Trustees are committed to this project and sent me a written statement of their financial support that reads...

The Board of Library Trustees is committed to meeting the needs of its department as well as partnering with the Town in order to get this vital project off the ground. To meet that common goal, the Trustees look forward to collaborating and making the best use of their FY20 requested capital funds to help the library and the Town move forward with this project.

Additionally, DPW is willing to contribute ~\$20,000 towards a shared implementation from their FY19 operating budget. DPW had already budgeted this amount for an upgrade to their existing Kronos implementation. So... \$30K from the Library + \$20K from DPW would cover the \$50K Year 1 costs. I have included \$25K in funding for Year 2 and beyond in the IT Department's FY20 operating budget request.

Ideally, a joint project like this one would be budgeted solely by the IT Department with a capital request to cover Year 1, resulting in an operating increase in Year 2 and beyond (that's the model we've followed for Online Permitting). But given the Library's strong desire to see this project through, I'm reasonably confident that this piecemeal approach to funding Year 1 of the project will work.

Brian

Brian DuPont, IT Director

Town of Wellesley
525 Washington Street
Wellesley, MA 02482
(p) 781-431-1019 x2280
(d) 781-489-4268
(c) 781-258-9256

PILOT PAYMENT HISTORY BY ENTITY

Entity	Year	PILOT Payment	Fire Truck Contribution	Town Scholarships	Other	FY 17 Real Estate Taxes	FY 18 Real Estate Taxes	FY 19 Real Estate Taxes
Babson College	Annual	\$ 75,000.00 \$1,443	\$ 100,000.00	\$ 30,000.00		\$ 224,753.00 \$225,047	\$227,791	\$250,296
Dana Hall School	1999	4,000.00	N/A			N/A	\$0	\$0
Harvard Vanguard	Expired (PILOT started FY81 and ran for 30 years)					\$0	\$0	\$0
Wellesley College		N/A 5th highest taxpayer	150,000.00	410,300.00	267,500.00	1,028,241.00 \$1,028,241	\$1,034,081	\$1,121,561

Notes

Babson College Made PILOT payments since 1976, more recent years is \$75K annually
Reserves \$30k/annually for graduates of Wellesley High School since 2010
Fire truck contribution - 2012

Notes from assessor's office

PILOT agreement signed in 1952
PILOT payment = \$124,700 value X current year's tax rate
RE Taxes paid for 17 Seaver St, campus post office and
Boston Sports (paid by tenant, not college)
\$75,000 payment is NOT billed thru assessor's

Dana Hall School Files indicate last payment made in 1999, previous payments for a couple yrs \$3,000

Notes from assessor's office

no formal PILOT agreement. Along with core campus,
20 houses adjacent to campus are also exempt

Wellesley College Fire truck contribution - 2012
Other = Weston Road Fire Station Renovation, date unknown
Scholarships - dated information calls for 10 scholarships at \$41,030 each

Notes from assessor's office

1884 special legislation basically exempt's core campus
(regardless of use) but everything outside this area is
taxable (regardless of use)



Massachusetts Housing Finance Agency
One Beacon Street, Boston, MA 02108

TEL: 617.854.1000
FAX: 617.854.1091 | www.masshousing.com

Videophone: 857.366.4157 or Relay: 711

December 7, 2018

Jack Morgan, Chair
Board of Selectmen
Town of Wellesley
525 Washington Street, 3rd Floor
Wellesley, MA 02428

**Re: Cedar Place Apartments
Site Approval Application Notification
MH ID No. 1012**

Dear Mr. Morgan:

MassHousing is currently reviewing an application for Site Approval submitted by Cedar Place, LLC (the Applicant). The proposed development will consist of 16 rental units on approximately 0.95 acres of land located at 2-3 Burke Lane in Wellesley, MA.

The site approval process is offered to project sponsors who intend to apply for a comprehensive permit under Chapter 40B. MassHousing's review involves an evaluation of the site, the design concept, the financial feasibility of the proposal, and the appropriateness of the proposal in relation to local housing needs and strategies. As part of our review, we are soliciting comments from the local community and we would appreciate your input. You also may wish to include in your response, issues or concerns raised by other town boards, officials or other interested parties. Pursuant to the Massachusetts General Laws Chapter 40B regulations (760 CMR 56.00) your comments may include information regarding municipal actions previously taken to meet affordable housing needs such as inclusionary zoning, multifamily districts adopted under G.L. c.40A and overlay districts adopted under G.L. c.40R. Your comments will be considered as part of our review.

We have been informed by the Applicant that the Town has received a copy of the application and plans for Sailmaker Place. Please inform us of any issues that have been raised or are anticipated in the Town's review of this application. We request that you submit your comments to this office by Monday, January 7, 2019, within 30 days of the date this letter is issued, so we may process this application in a timely manner.

During the course of its review, MassHousing will conduct a site visit, which Local Boards, as defined in 760 CMR 56.02, may attend. The site visit for Place Apartments has been tentatively

scheduled for Wednesday, December 19th at 10:00 a.m. Please notify me promptly if any representatives of your office or if other Local Boards plan to attend the scheduled site visit.

Please note that if and when an application is submitted for a comprehensive permit, assistance is available to Wellesley's Zoning Board of Appeals (ZBA) to review the permit application. The Massachusetts Housing Partnership's (MHP) *Ch. 40B Technical Assistance Program* administers grants to municipalities for up to \$15,000 to engage qualified third-party consultants to work with the town's ZBA in reviewing the Chapter 40B proposal. For more information about MHP's technical assistance grant visit MHP's web site, www.mhp.net/40B or e-mail MHP at pcrean@mhp.net.

If you have any questions, please do not hesitate to contact me at (617) 854-1116.

Thank you for your assistance.

Sincerely,



Katherine Miller
Planning and Programs

cc: Blythe C. Robinson, Executive Director
Richard L. Seegel, Chairman, Zoning Board of Appeals
Michael Zehner, AICP, Planning Director



BERKSHIRE HATHAWAY | Town and Country Real Estate
HomeServices

To Whom It May Concern:

Erosion of the public trust seems to be a theme in our country today. We believe we have an example of that right here in the Town of Wellesley.

The Town of Wellesley Building Department has a regional reputation of being tough but fair. It's a Building Department that works with the citizens and trades people living and working in the town. The rules, regulations, guidelines and codes that are written documented and enforced are extensive.

This causes great concern and consternation when all of these codes and regulations are followed by a Master Builder to construct the beautiful home located at 16 Mountview. These codes and regulations are then scrupulously inspected by a trusted long term town employee as head of the Building Department and a Certificate of Occupancy is issued on the property. This is very typical of the normal process that happens in the Town of Wellesley, dozens and dozens of times throughout the year.

Now that process is questioned, that certificate of occupancy questioned, in fact the whole process questioned, every Certificate of Occupancy issued could be questioned and the Town of Wellesley Building Department professional process and abilities are questioned.

There are many people that are being adversely affected by this overturn of the C.O. on Mountview. Of course the Master Builder, the buyers, a young family that had hoped to reside in the property and join our community on October 31st and celebrate Halloween in Wellesley.

Not only has this erosion of trust occurred in the Town of Wellesley Building Department but the delays that the parties have suffered are uncalled for.

Can the other Boards not find time to make a decision? Delays and postponements have caused the potential for the buyers to be forced to find a new home. Will they choose Wellesley?

It's caused the Master Builder potentially significant financial hardship. The real estate agents and companies involved have worked for months and months on this home sale.

Town and Country Real Estate

239 Washington Street • Wellesley, Massachusetts 02481 • Office: 781-237-8787 • Fax: 781-237-8788 • BHHStownandcountry.com

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BERKSHIRE HATHAWAY | Town and Country Real Estate
HomeServices

There are heavy financial costs to this decision. The town boards delaying and postponing their decision have added an emotional cost that is uncalled for.

The true cost of this is loss of trust; questioning and over turning the decision of the Town of Wellesley Building Department sets a bad precedent. This decision affects this property but potentially many more. Who will be next?

Respectfully submitted,

Gail Lockberg

Gary Lockberg

Town and Country Real Estate

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