



Town of *Wellesley*

FY2022 Budget Request

Council on Aging Narrative: Mission, Services & Priorities

The Wellesley Council on Aging (COA) Board is pleased to present our FY22 Budget Request. As we continue to expand our services to reach more of the 6,463 Wellesley Residents over the age of 60, we will be striving to make our services/programs more accessible to all.

Mission

The Mission of the Wellesley Council on Aging is:

- to serve as the primary resource for residents over the age of 60;
- to empower individuals to reach their goals;
- to offer comprehensive programs, services and assistance that optimize quality of life; and
- to enable meaningful connections and collaborations that inspire a spirit of community across the generations in our Town.

Department overview

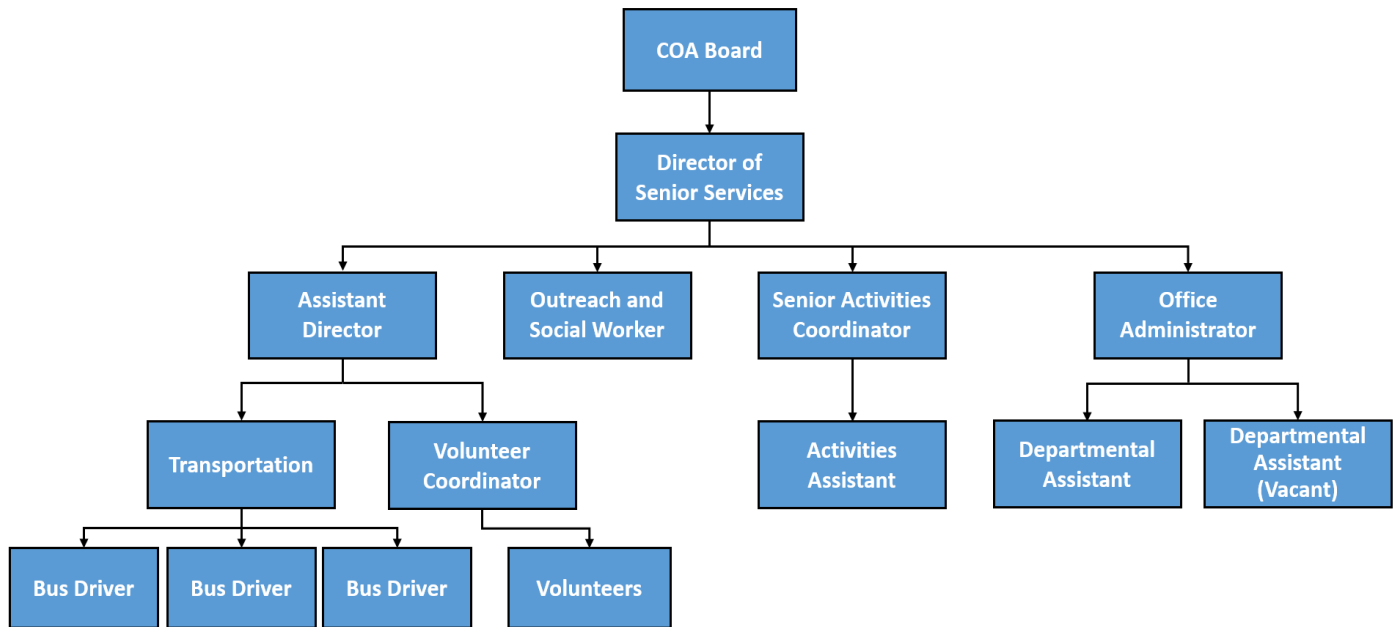
The COA is funded predominately by tax payer funds, which allow the department to run its day-to-day operations. The daily offerings of the COA include, but are not limited to: social activities, lectures/presentations, enrichment and health-based programs, social/outreach services, transportation services, fitness classes, a fitness center, support groups, volunteer opportunities, and a meal program.

Organizational structure

The Council on Aging (COA) is overseen by an eleven-member board, appointed by the Select Board. The department has five full-time employees and seven part-time employees. The COA is informally divided into the following functions: Social Services/Outreach, Programs/Activities, Administrative, Transportation, and Volunteerism.



Town of Wellesley Council on Aging Organizational Chart



Highlights from the past year

The past year’s programming was suddenly interrupted in March of 2020 when COVID19 hit. The COA staff worked diligently and deftly, to readapt. While the office staff rotated working remotely, the office always remained staffed. The department collaborated with the Board of Health and the Town to establish and staff a COVID19 call line for the Town. Simultaneously, our social worker worked closely with the Board of Health to establish a hot meal program to supplement Springwell’s Meals-on-Wheels program, which, due to COVID, had transitioned to frozen meals only.

The entire staff quickly mastered running Zoom meetings and worked with its current instructors and presenters to shift programming from in-person to on-line. By July, the department had converted most programs to an online format. Programming expanded and grew to include: social service, financial, mindfulness, and healthy aging programs. In September, the department worked with the Board of Health, FMD, and our custodian to create a plan to safely invite senior residents back into the fitness center. Patrons are COVID screened prior to admittance to use our fitness center, one household at a time. Also in September, our team was able to identify those who were most vulnerable and isolated and established a new comprehensive phone pal program incorporating training, materials, and monthly volunteer check-in meetings. During October, we partnered with Ten Acre School to connect our seniors as pen pals with students in their sixth grade class. We also assumed responsibility for the Hot Meals Program developed by the Board of Health, and the COA was fortunate to secure



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funding for this program through the end of December from the Almira Simons Fund. We subsequently applied and received a \$10k grant from Metro West Health Foundation to continue the program through the end of FY21.

As the new calendar year approaches, and once COVID 19 retreats, we have plans to expand our current services with new opportunities. In January, we will be adding more fitness center appointments as well as piloting new fitness programs, such as: Osteo, muscle strengthening, and Ta-Yo-Ba. In February, we will be partnering with AARP to provide free tax assistance to our seniors, as we have in the past, with modified in person appointments. We are also planning to offer in-person IT consultations for IT support, as well as reallocate building space for seniors to independently use iPads to participate in zoom programs in dedicated spaces at the center. Concurrently, we will be launching a virtual programming series on Aging-In-Place. And lastly, our Social Worker will be initiating additional support groups, starting remotely, and continuing to transition to in-person.

Upcoming year goals/initiatives

When COVID19 is over, and a new normal has arrived, the Tolles Parsons Center will reopen to our patrons. In doing so, we will provide a hybrid service, continuing some programs/classes remotely, while safely bringing seniors back into the building. We will be revamping, and hopefully expanding, our entire meals program while we work to seek funding to pilot some changes. We will be partnering with town restaurants to enhance nutritional components and to ensure that healthy, well-balanced meals are provided.

Long-term goals/initiatives

As we revert back to a pre-COVID operation, we will be further assessing our services and how they meet the needs of our senior community. A few of the areas that we plan to specifically focus on are: social services, food and nutrition, and programming beyond our regular operating hours. Using data and information realized during the COVID-19 pandemic, we will be evaluating the unmet social needs of our seniors, thereby assessing programs offered and social worker coverage, with the objective of providing the highest possible level of services.

Personal service budget summary

Our personal service budget is 7.61% higher, or \$32,711 more than the FY21 approved salaries budget. Of that \$32,711 increase, \$19,602 accounts for the recalibration of positions/wages, \$3,150 accounts for a new line for social worker coverage hours, and \$9,959 accounts for FY22 annual steps and increases.



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<u>Position/Factor</u>	<u>Reason/Description</u>	<u>Amount</u>
Assistant Director	Rescored to 55/New hire, midpoint adjustment	(937)
Director	New hire, midpoint adjustment	12,495
Volunteer Coordinator	Scored higher than HR estimated (46 versus 43)	3,104
Office Administrator	FY21 Step calculated adjustment	1,799
Departmental Assistant	2 positions- calculated adjustment	1,091
Various	Minor variances	6
Activity Coordinator	FY21 Step calculated adjustment	1,499
Activities Assistant	Calculated adjustment	545
Reclassification Subtotal		\$19,602
Social Worker Coverage	New coverage line for FY22	3,150
Annual Increases	FY22 Budget - 2% COLAs and additional steps for two 40 series	9,959
TOTAL FY21 Approved to FY22 Request		\$ 32,711

Last year, our FY21 budget was presented prior to a department-wide recalibration of all job descriptions and placements of positions within the Hay system, after discovering that all part-time positions were in the general wage class. The figures used as placeholders for the FY21 budget were HR’s best estimates at the time. Upon completion of the reclassification process, two positions ultimately placed higher than anticipated, impacting the FY21 Approved Personal Services Budget, contributing to a higher actual Personal Services Budget than the FY21 Approved.

When looking at our FY22 Proposed Personal Services Budget, which includes 2% increases and required steps, the budget is \$9,959 more than what FY21’s numbers are if reclassified with adjustments to steps and pay.

Expense budget summary

Our expense budget is a 2.11% decrease or \$1,700 less than our requests from FY21. Our projected line-itemed expenses decreased by a total of \$7,500 while other expenses increased by a total of \$5,350.

Line items decreased due to a lower need for those items, based on contract adjustments, and addressing of the needs in FY21 or through other funds. The line items and amounts which decreased are:

- Vehicle maintenance (\$500);
- MSC hardware upgrade (\$3,500);
- Staff laptop replacement (\$2,000);
- Monthly Comcast (\$50); and
- Survey (\$1,000).



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Line items increased due to contract adjustments, increased expectation of use (postage), additional expense responsibilities (hand sanitizer, PPE, Zoom accounts), and funding for Board professional development/retreat(s). The line items and amounts which increased are:

- Software licenses (\$750);
- COA/MCOA dues (\$200);
- Postage (\$300);
- Telephone (\$1,600);
- Office supplies (\$1,100); and
- Board professional development/retreat(s) (\$1400).

Why a department needs more resources or cannot comply with guidelines

Due to the reclassification of our personnel, bringing job descriptions up-to-date and transitioning everyone to the Hay system, we were unable to stay within guideline. Comparing our FY21 reclassified numbers to FY22, the total increase of our budget year-to-year is \$11,409, or 2.39%.



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

Council On Aging - FY22 Operating Budget Request									
Org	Object	Account # 01-541 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance Adj 21- 22	% Variance Adj 21-22
PERSONAL SERVICES									
01541100	511010	Senior Administrator	\$ 80,120	\$ 81,923	\$ 83,541	82,489	94,984	\$ 12,495	15.15%
01541100	511220	Other Professionals				62,937	62,000	\$ (937)	-1.49%
01541100	511220	Social Worker	116,900	119,663	109,249	61,375	61,375	\$ (0)	0.00%
01541100	511370	Clerical	100,570	88,284	107,797	105,280	112,214	\$ 6,934	6.59%
01541100	512290	Part-time	90,795	98,784	66,632	78,392	83,133	\$ 4,741	6.05%
01541100		Coverage for HHSA	-	-	-	-	3,150	\$ 3,150	
01541100		Transportation Wages	-	-	-	39,634	39,150	\$ (484)	-1.22%
01541100	569500	Offsetting Grants	(43,432)	(43,432)	(53,432)	(52,600)	(52,600)	\$ -	0.00%
			344,953	345,222	313,787	377,507	403,405	\$ 25,898	6.86%



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EXPENSES									
01541200	524020	Public Transportation	2,218	2,856	4,933	6,000	5,500	\$ (500)	-8.33%
01541200	524030	Equipment Maintenance	-	-	-	4,500	1,000	\$ (3,500)	-77.78%
01541200	534080	Software Licenses	3,723	4,704	4,534	5,000	5,750	\$ 750	15.00%
01541200	524050	Computer Equipment Maintenance	-	930	4,540	4,000	2,000	\$ (2,000)	-50.00%
01541200	543040	Equipment Maintenance /Repair Supplies	433	917	1,724	5,000	5,000	\$ -	0.00%
01541200	527010	Building Rental/Lease	33,766	-	-	-	-	\$ -	
01541200	530500	Training & Development	3,732	6,483	84	4,000	4,000	\$ -	0.00%
01541200	530900	Other Professional Services	48	270	405	2,150	2,150	\$ -	0.00%
01541200	573010	Dues - Administrators	1,231	1,231	1,448	1,500	1,700	\$ 200	13.33%
01541200	541010	Public Transportation	3,186	3,908	2,340	6,000	6,000	\$ -	0.00%
01541200	534010	Postage	635	1,044	708	1,200	1,500	\$ 300	25.00%
01541200	534020	Telephone	416	1,913	1,529	2,700	4,300	\$ 1,600	59.26%
01541200	534055	Cable and Internet	693	857	967	1,050	1,000	\$ (50)	-4.76%
01541200	534040	Printing and Mailing Expense	11,733	7,851	8,470	9,000	9,000	\$ -	0.00%
01541200	534060	Photocopying	1,003	973	1,555	2,400	2,400	\$ -	0.00%
01541200	542010	Office Supplies	2,408	1,573	2,283	2,600	3,700	\$ 1,100	42.31%
01541200	549050	Food - Departmental	-	-	136	-	-	\$ -	0.00%
01541200	557010	Programs and Activities	12,237	13,991	10,043	19,000	19,000	\$ -	0.00%
01541200	557020	Social and Cultural Programs	-	-	150	-	-	\$ -	0.00%
01541200	571010	In-state travel (mileage)	1,010	976	154	1,800	1,800	\$ -	0.00%
01541200	557030	COA Survey	-	2,010	-	1,000	-	\$ (1,000)	-100.00%
01541200		Board Training/Seminars	-	-	-	-	1,400	\$ 1,400	0.00%
01541200	571110	Conferences/Meetings Administrators	1,183	1,240	84	1,800	1,800	\$ -	0.00%
		Offsetting Grants			(14,100)				
			79,654	53,728	31,987	80,700	79,000	\$ (1,700)	-2.11%
	570000	Other Charges & Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
			\$ 424,607	\$ 398,950	\$ 345,774	\$ 458,207	\$ 482,405	\$ 24,198	5.28%



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

The **West Suburban Veteran’s District (WSVD)**, was established in March of 2010 and included the towns of Wellesley, Needham, and Weston. Wayland joined the group in July of 2012. These communities share the management of the district through its staff, and vote an annual operating budget. The operating budget is assessed to the member communities on a pro-rata basis determined by population size.

The District Director and Assistant Director maintain office hours in the member towns, to provide support and outreach to local veterans. A part-time clerk, who also has a part-time role within Wellesley’s Finance Department, does the accounting for the system. Wellesley provides office space; computer resources; a dedicated “fund” within its financial system, transaction processing, financial reporting, oversight and training; and human resource activities; these expenses are all included as part of the “salary” assessment for the shared part time clerk. Actual health insurance costs for covered employees, and pension and OPEB liabilities per the actuarial studies are assigned to the district. The total of these personal service costs and expenses comprise the WSVD operating budget.

Each town also appropriates the amount of its expected direct costs of Veterans’ benefits, which are distributed by the District.

WSVD is not a town department. The budget represents an assessment. Wellesley’s assessment reflects a 0% increase for FY22.

West Suburban Veterans District Operating Request									
Org	Object	Account # 01-543 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
EXPENSES									
01543200	577010	Ordinary Veterans Benefits ¹	\$ -	\$ -	\$ -	\$ -	-	\$ -	0.00%
01543200	569555	Veteran's District Assessment	\$ 68,000	69,150	70,502	70,822	70,822	\$ -	0.00%
EXPENSE SUBTOTAL			68,000	69,150	70,502	70,822	70,822	\$ -	0.00%
		570000 Other Charges & Expenses	-	-	-	-	-	\$ -	0.00%
DEPARTMENT TOTAL			\$ 68,000	\$ 69,150	\$ 70,502	\$ 70,822	\$ 70,822	\$ -	0.00%
¹ The ordinary benefits & grave flags are reimbursable from the State at 75%									



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Youth Commission Operating Narrative: Mission, Services & Priorities

Mission

The Wellesley Youth Commission provides programs and services designed to ensure that Wellesley's youth feel that they are a valued part of the Wellesley community. By providing a wide variety of community-based events, programs, and services, the Youth Commission strives to appeal to and meet the needs of a broad spectrum of middle and high school aged youth and their families. Programs and organization provided by the Youth Commission are implemented and managed by the Youth Director. Youth Commission programs planned for FY 2022 include the continuation of the following:

- **Wellesley Fire Rescuers Summer Program**, this is an educational summer program for middle school aged youth run collaboratively by the Youth Commission and the Wellesley Fire Department. Participants spend a week with Wellesley Fire personnel where they gain a valuable perspective on the importance of emergency service personnel within the Wellesley community, while learning about careers in fire and public safety.
- **Wellesley Police Department Youth Academy** is a weeklong program for youth interested in exploring the Wellesley Police Department and who are entering grades 6, 7, and 8. Participants spend a week with Wellesley Police personnel where they gain a valuable perspective on the importance of law enforcement within their community. While learning about law enforcement careers, Cadets will also get to know local police officers, which enable youth to build rapport with the department.
- **Wellesley Media Summer Program** is a weeklong exploration for middle school aged youth with Wellesley Media Corporation. Highlights for this program include learning the art of program planning; learning to operate Wellesley Media studio equipment including cameras, audio, and editing devices; and gaining the skills to produce a public service announcement or news piece for Wellesley Media Corporation.
- **Wellesley Media Exploration** is a program that was piloted in FY14 between the Youth Commission and Wellesley Media Corporation established an afterschool program for interested middle school aged youth. This program allows for additional youth to participate in the activities highlighted above in the Wellesley Media Summer Program description. With limited space at the Wellesley Media studio, only 6-10 youth can participate at a time. This afterschool opportunity allows for us to offer three sections, expanding the opportunity to additional youth; one in the fall, winter, and spring.

The Youth Commission will continue to provide social educational programming for the Wellesley Public Schools; these programs are based on trends facing youth and their families, in real time.

The Youth Director in collaboration with the Youth Safety Officer co-facilitate programs for fourth, fifth, sixth, eighth, and tenth grade students. In the fifth grade, students participate in a five session unit centered on decision making. This unit offers a series of five one-hour lessons focused on the following topics; friendship, peer pressure, decision making, and internet safety. The goal of this unit is to facilitate discussion, both in school and at home; share and discuss ideas and feelings, all building vital social skills important for adolescence



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Youth Commission Operating Narrative: Mission, Services & Priorities

and beyond. In the sixth grade, students learn how to keep themselves and their devices safe through our internet safety presentations. In the eighth grade, students are learning about the good and bad of social media and how to keep themselves and their friend’s safe from alcohol and other drugs. In the tenth grade the Youth Commission collaborates with the Police Department, Fire Department, Paramedics, and Health and Fitness teachers to offer “Thinking about Drinking” Harm Reduction curriculum. This program provides students with the necessary information to make informed decisions regarding alcohol and other drugs.

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Senior Administrator	1.0	1.0	1.0	1.0	1.0
Student Intern	0.5	0.5	0.5	0.5	0.5
Total Number of Positions	1.5	1.5	1.5	1.5	1.5

Youth Commission Operating Request									
Org	Object	Account # 01-542 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
PERSONAL SERVICES									
01542100	511010	Senior Administrator	\$ 75,079	\$ 76,767	\$ 79,291	\$ 81,082	\$ 81,082	\$ (0)	0.00%
01542100	512020	Student Intern/ temp	7,488	6,914	1,855	8,240	8,404	\$ 164	2.00%
			82,567	83,681	81,146	89,322	89,486	164	0.18%
EXPENSES									
01542200	534010	Postage	-	88	9	100	100	\$ -	0.00%
01542200	538090	Other Purchased Services	-	-	-	60	60	\$ -	0.00%
01542200	542010	Office Supplies	-	426	254	500	500	\$ -	0.00%
01542200	557020	Social and Cultural Programs	15,318	15,469	11,289	16,280	16,280	\$ -	0.00%
01542200	573010	Dues - Administrators	150	150	150	150	150	\$ -	0.00%
			15,468	16,133	11,702	17,090	17,090	-	0.00%
	570000	Other Charges & Expenses	-	-				\$ -	0.00%
			\$ 98,035	\$ 99,814	\$ 92,848	\$ 106,412	\$ 106,576	\$ 164	0.15%



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Selectboard Appointed Committees

The **Wellesley Housing Development Corporation (WHDC)** is a separate 501 ©3 corporation established to increase the amount of affordable housing within the Town. From time to time, capital funds are appropriated by Town Meeting from Community Preservation funds and transferred to WHDC to fund housing purchases. The small WHDC operating budget request (\$6,500) covers the annual 990 audit filing and some minor maintenance of the various WHDC properties.

The **Celebrations Committee** budget represents a contribution to the annual Wellesley's Wonderful Weekend celebration. Dedicated volunteers raise significant additional funding to present a parade, concerts, activities, and fireworks for the community.

Memorial Day budget represents the cost of flags for veterans' graves (75% reimbursable by the Commonwealth) and a stipend for the graves officer.

Selectboard Appointed Committees Operating Request									
Org	Object	Committee	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
01180200	534040	Housing Development	3,500	3,745	6,500	6,500	6,500	\$ -	0.00%
			3,500	3,745	6,500	6,500	6,500	\$ -	0.00%
01691200	534010	Historical Commission	17	-				\$ -	0.00%
01691200	534055	Historical Commission	94	-				\$ -	0.00%
01691200	557010	Historical Commission	396	750	750	750	750	\$ -	0.00%
			507	750	750	750	750	\$ -	0.00%
01692200	557010	Celebrations	4,700	4,700	4,700	4,700	4,700	\$ -	0.00%
01693200	557010	Memorial Day	2,500	2,500	2,500	2,500	2,500	\$ -	0.00%
01693200	557010	Memorial Day			2,500	2,500	2,500	\$ -	0.00%
* Historical Commission budget proposed to be transferred to Planning beginning FY19									



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Zoning Board of Appeals: Mission, Services, & Priorities

DEPARTMENT MISSION

The Zoning Board of Appeals is empowered to hear and decide Appeals, petitions for Variances, Special Permits, Findings, Site Plan Approvals, and Comprehensive Permits pursuant to the provisions of and in compliance with the Zoning Bylaw of the Town and the Zoning Act (MGL Chapter 40A and 40B).

The Zoning Board of Appeals consists of three permanent members and three associate members, each appointed by the Board of Selectmen for a three-year term. The permanent members on the current Board are J. Randolph Becker, Chairman, Robert W. Levy, Vice Chairman, and David G. Sheffield. The associate members are Walter B. Adams, Derek B. Redgate and Richard L. Seegel. Lenore R. Mahoney serves as Executive Secretary and Sandy Hobson serves as Technical Administrator.

The FY22 budget includes continued funding for the part-time Technical Administrator position. Reporting to the Executive Secretary, the Technical Administrator's primary responsibilities include updating and maintaining the ZBA's website, interacting with Board members, various Town departments and the public, and preparing documentation which, at times, involves extensive research of ZBA and Town records. The FY22 budget includes funding for a new office machine.

Special Permit cases continue to rise with backlogs of generally 1-2 months for regular hearing dockets. The ZBA has capped the docket list to 10 applications to reduce the workload. Dockets for large projects have increased with frequency, generating considerable paperwork with minutes and decisions under statutory time constraints. Timing is critical for all special permit, site plan, and comprehensive permit reviews which have specific time periods for opening hearings once submitted, otherwise they are constructively approved. A total of 69 new petitions were filed during FY21, including substantial review site plan applications for Wellesley Plaza, LLC and Wellesley Country Club. The Board also heard 51 continued cases. One request for a Chapter 40R Site Plan Approval was filed in FY20.

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Executive Secretary	1.0	1.0	1.0	1.0	1.0
Support Staff	-	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total Number of Positions	1.0	1.5	1.5	1.5	1.5



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Zoning Board of Appeals: Mission, Services, & Priorities

Zoning Board of Appeals Operating Request									
Org	Obj	Account # 01-176 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
PERSONAL SERVICES									
01176100	511220	Other Professional Staff	\$ 54,334	\$ 55,421	\$ 56,964	\$ 58,165	\$ 58,165	\$ (0)	0.00%
01176100	511420	Other Support Staff	\$ -	\$ 18,336	\$ 21,151	\$ 21,548	\$ 21,548	\$ (0)	0.00%
			54,334	73,757	78,115	79,713	79,713	(0)	0.00%
EXPENSES									
01176200	534010	Postage	2,289	2,680	1,942	3,500	3,500	\$ -	0.00%
01176200	534030	Advertising - General	1,849	1,986	1,431	2,500	2,500	\$ -	0.00%
01176200	542010	Office Supplies	1,259	4,758	161	1,750	1,250	\$ (500)	-28.57%
01176200	573010	Dues-Administrators	-	-	-	140	140	\$ -	0.00%
01176200	573020	Dues-Professional Staff	235	235	235	300	300	\$ -	0.00%
01176200	583120	Office Machine Replacement	-	829	-	-	1,500	\$ 1,500	0%
				-	-	-	-	\$ -	0%
			5,632	10,488	3,770	8,190	9,190	1,000	12.21%
	570000	Other Charges & Expenses	-	-	-	-	-	-	0%
		Request Total	\$ 59,965	\$ 84,246	\$ 81,885	\$ 87,903	\$ 88,903	\$ 1,000	1.14%



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Law Department Operating Narrative: Mission, Services & Priorities

Law Department Operating Request

Department: 151

Department Head: Meghan Jop, Executive Director

The Law budget provides funds for legal services for Town Boards and departments. Funds also provide for Town Counsel's attendance at Town Meetings, selected Selectmen's meetings and other governmental board meetings and miscellaneous routine telephone and office conferences. Funds provide for Labor Counsel services including telephone calls and meetings. This budget also provides for Town Counsel, Labor Counsel and Special Counsel expenses beyond such things as recording fees, transcripts, copying charges, and expert witness fees.

DEPARTMENT EXPENDITURES			FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
Org	Object								
01151200	530100	Legal Services	248,823	375,000	340,000	350,000	350,000	-	0.00%
		Encumbered expenses from prior fiscal year							
01151201	570000		-	-			-	-	0.00%
TOTAL Expense			\$ 248,823	\$ 375,000	\$ 340,000	\$ 350,000	\$ 350,000	\$ -	0.00%



Town of *Wellesley*
 FY2022 Budget Request
 Audit Committee

Audit Committee consists of five highly-qualified financial professionals, appointed by the Moderator, to two-year staggered terms. The Committee contracts audit services for a three-year term, with two year optional renewals. The Town recently conducted a competitive procurement process. Powers and Sullivan, the town’s previous auditor, was selected again, but with a new management team. It is hoped that the new team will provide a “fresh look”.

<u>Audit Committee Operating Request</u>									
DEPARTMENT									
EXPENDITURES			FY18	FY19	FY20	FY21	FY22	\$ Variance	% Variance
Org	Obj		Actual	Actual	Actual	Budget	Request	FY21-22	FY21-22
		Town's General Purpose Financial Statements (GPFS) & reports							
01135200	530200		\$ 58,100	\$ 58,200	\$ 58,850	\$ 58,850	\$ 60,400	\$ 1,550	2.63%
			\$58,100	\$58,200	\$58,850	\$58,850	\$60,400	\$ 1,550	2.63%



Town of *Wellesley*
 FY2022 Budget Request
 Risk Management

Risk Management includes funding for the Town’s general liability, professional liability insurance, cyber security, flood, and other insurance. The Enterprise Funds are billed for their portions of the policy.

There is a separate line item to provide for the premiums to cover Public Safety Injured on Duty exposures. Unspent funds in this line item are frequently appropriated to the Special Injury Indemnity Fund, which guards against catastrophic losses.

Risk Management Operating Request									
			FY18	FY19	FY20	FY21	FY22	\$ Variance	% Variance
Org	Object	Account Title	Actual	Actual	Actual	Budget	Request	FY21-22	FY21-22
01945200	574010	Comprehensive Liability Insurance Premium	\$ 503,158	\$ 561,227	\$ 576,744	\$ 579,035	\$ 638,622	\$ 59,587	10.29%
	574013	Endorsements	\$ 11,018		\$ 656			\$ -	-
01945200	574016	Insurance Deductibles	25,000	15,822	31,213	25,000	25,000	\$ -	0.00%
01945200	574011, 574012, 574014, 574017	Rewards/Credits/Early Payment Incentive	(67,643)	(65,544)	(90,506)	(25,000)	(25,000)	\$ -	0.00%
01945200	574015	Enterprise Allocation (Water, Sewer, MLP)	(108,257)	(112,584)	(121,433)	(115,000)	(140,000)	\$ (25,000)	21.74%
01945200	574010	Comprehensive Liability - Tax Impact Portion	363,276	398,921	396,674	464,035	498,622	\$ 34,587	7.45%
01945200	574018	Notary Insurance			1,036			\$ -	-
01945200	517010	Medical Expense	1,156	-	2,089	3,075	3,075	\$ -	0.00%
01945200	530900	Other Professional Services		9,750	-	-	-	\$ -	-
01945200	574090, 574096	Other Liability Insurance	4,018	9,225	8,958	9,225	9,225	\$ -	0.00%
			368,449	417,896	408,758	476,335	510,922	\$ 34,587	7.26%
	570000	Encumbrances	22,190	20,945	20,000	-	-	\$ -	-
			390,639	408,146	448,762	476,335	510,922	\$ 34,587	7.26%
01211200	530900	Injured on Duty-Police & Fire Accident Policy	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%



Town of *Wellesley*

FY2022 Budget Request

Street Lighting Operating Narrative: Mission, Services & Priorities

Funding for **Street Lighting** provides for the maintenance of a reliable electric street lighting system, providing convenience, safety, and security. The MLP provides the street lighting service. This budget has decreased significantly because of the recent Town-wide LED retrofit initiative currently undertaken by MLP.

Street Lighting Operating Request									
	DEPARTMENT		FY18	FY19	FY20	FY21	FY22	\$ Variance	% Variance
	EXPENDITURES		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Request</u>	<u>FY21-22</u>	<u>FY21-22</u>
Org	Object								
14582430	521010	Expense Total	\$ 246,876	\$ 145,000	\$ 140,000	\$ 142,000	\$ 142,000	\$ -	0.00%