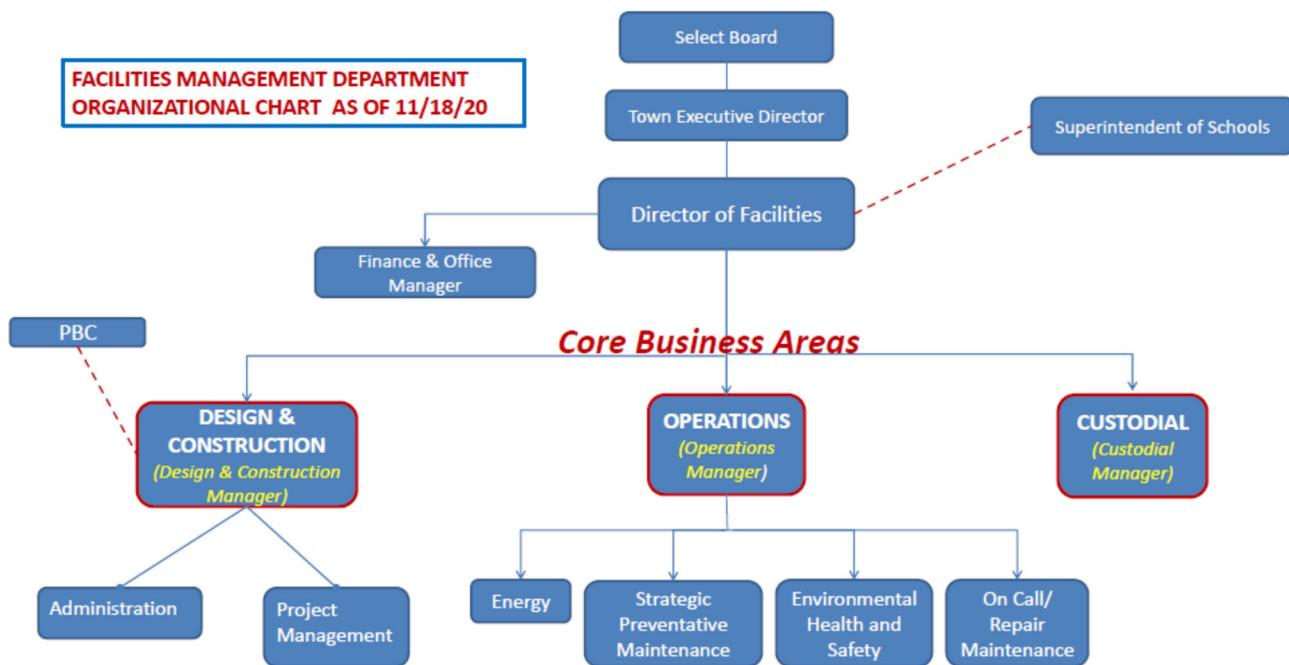




Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

Mission

To treat department managers as highly valued customers, by being responsive to their facility needs and allowing them to focus on their own core missions. Facilities will be professionally managed, operated and maintained in an efficient manner and within established budgets. FMD shall maximize service life of facilities and equipment, protecting valuable public assets, through regular preventive maintenance and collaboratively prepared long-term capital plans. FMD staff recognizes the uniqueness of each department's building and operational needs and accomplishes their work in a way that minimizes service interruption. Sustainability and energy efficiency are at the forefront of all FMD operations and practices, and staff shall endeavor to incorporate these into all aspects of their work.



Department Description

The Town of Wellesley Facilities Management Department (FMD) was created by Town Meeting vote in March 2012 and officially began operations on July 1, 2012. Overseen by the Town's Executive Director of Government Services, the department falls under the jurisdiction of the Select Board. The FMD is responsible for the operation and maintenance of all schools and municipal buildings in the Town, as well as all aspects of capital planning, design and construction. The Municipal Light Plant manages their own buildings with unofficial support from FMD. In July 2016 the FMD assumed custodial and maintenance responsibilities for eight Department of Public Works (DPW) buildings. FMD does not have established budgets to support the DPW's Water/Sewer buildings at the Municipal Way campus, as these are enterprise funded. Instead, FMD uses a charge back process to account for FMD costs incurred for these buildings.



Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

The FMD is responsible for custodial service, maintenance/operations, capital planning and project management for twenty-nine (29) buildings, totaling over 1.2 million square feet, with a staff of 72.6 FTEs. There is also a 0.50 FTE DPW custodian paid for with enterprise funds not included in this count. The staff currently includes a director, seven managers, eight maintenance technicians, 52.6 FTE custodians, a projects assistant, an administrative assistant, finance manager and office assistant. The FMD assumed building maintenance and custodial responsibility for the new Tolles-Parsons Senior Center in September 2017. In FY18, the PBC and BOS agreed to move salaries for the two existing PBC staff positions into the FMD's budget. These positions, Project Manager and Projects Assistant, are primarily assigned to support PBC projects. This organizational change yielded operational efficiencies in the FMD and improved support services to the PBC. The inventory of buildings for which FMD has responsibility includes the ten schools, Field House at Sprague, three libraries, two fire stations, the Police Station, Town Hall, Warren Building, Morses Pond bathhouse and the Senior Center. The DPW buildings for which FMD assumed responsibilities in FY17 are two garages and the administration building on the Municipal Way campus and five buildings at the Recycling and Disposal Facility (RDF). FMD's central office has been located in leased space in an office building at 888 Worcester Street since June 2015, for which the Town secured a new 5-year lease in June 2019.

The organizational structure of the FMD has three core business areas: custodial, operations (maintenance/energy/safety), and design & construction (including capital planning), each of which is overseen by a professional manager that reports to the Facilities Director. Preventive maintenance practices are a focus of the department, as are custodial procedures which incorporate "green cleaning" supplies, equipment, and techniques. Capital projects are identified during planning through a collaborative approach with department heads and school principals. Planning, design and construction is managed within the Department and also through outside design professionals. Building projects costing \$500,000 or more are managed by the Town's Permanent Building Committee (PBC). The FMD's Design & Construction Manager (DCM) leads FMD's efforts in supporting the day-to-day business of the PBC. The FMD's Operations Manager (OM) is also charged with managing energy consumption, with an eye towards sustainability issues. The OM is charged with addressing the changing needs of the department and its focus on preventive maintenance and strategic replacement of building systems, while continuing energy management. Maintenance work is primarily accomplished using FMD staff; however certain work is outsourced based on criteria including cost effectiveness, technical capabilities/specialty work, and backlog. The FMD utilizes a cloud-based, computerized maintenance management system (CMMS) to document and track repairs and preventive maintenance work, and processes approximately 1,500 maintenance work order requests annually.

FMD staff includes both union and non-union employees. Non-union staff include the managers and central office staff, while all full-time custodians and maintenance staff belong to a union or association (Libraries). The American Federation of State, County, and Municipal Employees (AFSCME), Council 93, Local 49 represents custodians and maintenance in all FMD buildings except the Libraries on collective bargaining issues. Custodians working in the Libraries are members of the Wellesley Free Library Staff Association union. A new three-year agreement with the Library Association began on July 1, 2020 (FY21). The AFSCME agreement expired on June 30, 2020 (FY20). *Negotiations began in March 2020 but were impacted by the COVID pandemic and are currently in progress. It is expected that a tentative agreement can be reached prior to the 2021 Annual Town Meeting (ATM).*



Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

FY2022 Goals

FMD's operationally related goals focus on providing the best day-to-day work and learning environments in all twenty-nine of the buildings that we maintain, as evidenced by the national green cleaning award that our custodial team received in 2018. The Design & Construction group will continue to provide day-to-day support to the Permanent Building Committee (PBC) as they continue to make progress on a challenging \$238M building construction program that the Town faces over the next ten-years.

Specific goals for FY22 are related to providing design and construction support serves for a number of major building projects including: Middle School Building Systems construction, Main Library Renovation and Roof Replacement construction and Town Hall Renovation Design. FMD's own Design & Construction team is expecting to assume Owner's Project Manager (OPM) responsibilities on all of these projects. FMD will continue its support of the two major school projects, Hunnewell and Hardy/Upham, by managing the outsourced OPMs and supporting PBC as the projects move toward a Fall 2021 Special Town Meeting at which construction appropriation request will be made.

Total Budget Request

The FMD's FY22 Operating Budget Request provides for the continued successful operation and maintenance of the buildings within its purview. *Overall, we are requesting \$8,398,703, a 1.25% increase in our FY22 budget, which is within guideline.* The overall budget is considered to be a **Base Budget**; Also of note is the fact that our FY22 budget assumes no increase in the personal services for AFSCME union employees, as their contract ended on June 30, 2020 and a new contract has yet to be reached. *So effectively, neither the current FY21 budget nor the proposed FY22 budget include amounts that reflect a formally agreed-upon union contract.* Nevertheless, FMD expects to be able to complete the negotiations prior to 2021 ATM that will result in a new contract with increases which will be within the FY22 guidelines. Additional information regarding the personal services and expenses components of the budget is provided.

Personal Services

Overall, the personal services budget increase is 1.14% for FY22; however, it should be understood that this budget does not include expected increases for AFSCME union members. FMD is confident that a new contract will be secured for which overall budget will be within the 2.5% guideline.

The personal services budget is comprised of three items:

1. *Cost-of-Living Allowance (COLA):* The guideline 2% increase for personal services was followed for Series 40, 50 and 60 employees. Employees covered under the Library Association's new contract will also receive a 2% COLA in FY22. *As indicated, the budget includes no COLA increase for current AFSCME union positions for the second year in a row. The budgeted cost of living increase for these employees is \$12,652.*
2. *Net Salary Change:* This item includes changes to steps, longevity, and other adjustments. Both union and non-union hourly employees have compensation that is based on increasing salary rates per "steps"



Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

over time, with an upper limit. These employees also have a lump sum “longevity” allowance per year, which is paid to them each year after they reach a certain milestone. In addition, part time employees covered by the Library Association’s new contract will now receive step increases in FY22 based upon the number of hours worked. *The budgeted cost for net salary change is \$23,807*

3. *Salary Change – Project Manager:* This item is to account for an increased salary to fill the currently vacant Project Manager position. *The budgeted cost for the change in job group for the position is \$17,474.*

The overall 1.56% increase in personal services is summarized in the table below:

<i>Increase Component</i>	<i>Cost Increase</i>
COLA and Net Salary Changes (Steps)	\$36,459
Salary Change: Project Manager	\$17,474
<i>Total</i>	<i>\$53,933</i>

Expenses

The overall expense budget increase request is \$49,812 or 1.40% for FY22. Expenses within the FMD budget fall into five general categories: Custodial, Maintenance, Utilities, Vehicle Maintenance, and Central Office. *The FY22 expense falls within the 2.5% overall guideline.* Electricity and water budgets did not change; however, there are natural gas and sewer increases reflecting expected higher unit prices. *A 2.5% increase was taken on non-utility expenses for the first time in nine years.* A brief description of the items included in each category is provided, with some additional details surrounding the utilities. Expense budgets for DPW Water/Sewer buildings are not included, as these are enterprise funded functions, so FMD costs associated with these buildings are transferred back to DPW during the fiscal year.

Custodial: This includes cleaning supplies and equipment and uniforms. *A 2.5% increase is requested, which totals \$19,581*

Maintenance: This includes parts/equipment/supplies for use by in-house maintenance technicians, as well as cost of out-sourced work to vendors for work which cannot be accomplished by in-house staff. The outsourced maintenance budgets are further itemized to track preventive maintenance expenses (Building Maintenance) and repair maintenance (Other Contractual Services). *A 2.5% increase is requested, which totals \$13,539.*

Vehicle Maintenance: There are nine existing vehicles in the FMD. The five budgets within this category provide for gasoline, parts/supplies/equipment and outsourced repair and preventive maintenance of these vehicles, which cannot be performed by the in-house maintenance/mechanic. *A 2.5% increase is requested, which totals \$530.*

Central Office: This budget category provides for office equipment, supplies, training/professional development, computers, cell phones and work-related mileage reimbursement. *A 2.5% increase is requested, which totals \$538.*



Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

New FMD Office Lease: In 2020 FMD entered into a second five-year lease for its central office space at 888 Worcester Street. Our FY21 budget included an estimated increase of 25% for a new lease; however, the actual lease increase was only 14%, resulting in a \$9,000 *decrease* in our FY22 budget.

Utilities: There are seven budgets within this category. Telephone service charges and telephone repairs are not part of the FMD's responsibilities.

Electricity: This is the largest utility cost, and the Town has been fortunate to have had minimal increases only over the past several years. The Wellesley Municipal Light Plant (MLP) has informed us that no increase in the price of electricity is expected in FY22. *Therefore, no increase is assumed for this item.*

Green Power Premium: Prior to this budget, the FMD had carried this budget for the purchase of Green Power for the *entire Town* as part of our requirement to be a DOER designated Green Community. For FY22 the MLP estimated this cost would increase significantly to \$45,130. In part due to the large increase, the Select Board has decided to remove this item from the FMD's budget and it is being carried in a separate non-FMD budget.

Natural Gas: This is the second largest utility cost. Our gas cost has two components: a National Grid (NGrid) cost to deliver the gas locally and a third party supplier from whom the Town contracts for commodity and transmission costs. FMD closely monitors and tracks gas costs in the market all year. In March 2020 the FMD was able to secure a favorable, three-year contract for FY22, FY23 and FY24 from a new third party supplier. As a result, there was no increase in commodity cost; however, based upon recent annual increases, we expect that NGrid distribution costs will again *increase* by about 5% in FY22. Since Ngrid costs make up only about half of our total natural gas cost, we are budgeting one-half of the 5% increase, or a 2.5% net increase for FY22, which equals \$23,724. *This increase represents 47.6% of the total \$49,812 expense budget increase*

Water and Sewerage: These utilities are provided by the DPW and Massachusetts Water Resources Authority and managed locally by the DPW. Per DPW recommendations, no increase is assumed for water and a 4% increase is assumed for sewerage, which equals \$5,773. *This increase represents 11.6% of the total \$49,812 expense budget increase.*

School Trash and Recycling: The School Department currently is in a year-to-year contract with a vendor to haul waste and single-stream recycling. The single-stream recycling program has increased overall recycling in the schools. We are continuing to work with the DPW's staff at the Recycling & Disposal Facility (RDF) to investigate options for FY22, which could include the RDF taking over some or all of this work, continued outsourcing of this work, or a combination of the two options. *A 2.5% increase is requested, which totals \$2,408. This increase represents 4.8% of the total \$49,812 expense budget increase.*

Fuel Oil: All FMD buildings are heated using natural gas, including the Fells Library, which was converted to gas when FMD installed a new furnace in 2015. Diesel fuel is needed for emergency generators at the Middle School and High School. *No increase is requested for FY22.*

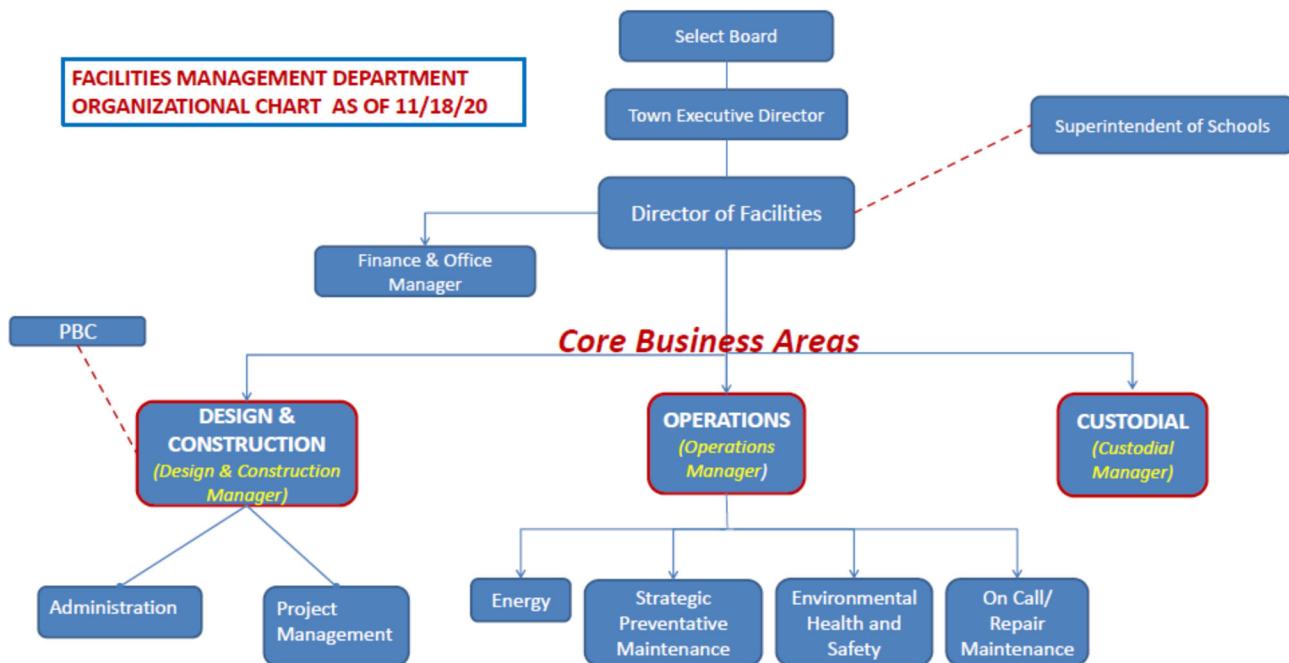


Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

The overall 1.40% increase in total expenses is summarized in the table below:

<i>Increase Component</i>	<i>Cost Increase</i>	<i>Percentage of Increase</i>	
FMD Lease decrease	(\$9,000)	(18%)	100%
Natural Gas	\$23,724	48%	
Sewerage	\$5,773	12%	
Trash & Recycling	\$2,408	5%	
All Other Expenses	\$26,907	53%	
Total	\$49,812	1.40% (of total expense budget)	

To treat department managers as highly valued customers, by being responsive to their facility needs and allowing them to focus on their own core missions. Facilities will be professionally managed, operated and maintained in an efficient manner and within established budgets. FMD shall maximize service life of facilities and equipment, protecting valuable public assets, through regular preventive maintenance and collaboratively prepared long-term capital plans. FMD staff recognizes the uniqueness of each department's building and operational needs and accomplishes their work in a way that minimizes service interruption. Sustainability and energy efficiency are at the forefront of all FMD operations and practices, and staff shall endeavor to incorporate these into all aspects of their work.





**Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities**

Department Description

The Town of Wellesley Facilities Management Department (FMD) was created by Town Meeting vote in March 2012 and officially began operations on July 1, 2012. Overseen by the Town's Executive Director of Government Services, the department falls under the jurisdiction of the Select Board. The FMD is responsible for the operation and maintenance of all schools and municipal buildings in the Town, as well as all aspects of capital planning, design and construction. The Municipal Light Plant manages their own buildings with unofficial support from FMD. In July 2016 the FMD assumed custodial and maintenance responsibilities for eight Department of Public Works (DPW) buildings. FMD does not have established budgets to support the DPW's Water/Sewer buildings at the Municipal Way campus, as these are enterprise funded. Instead, FMD uses a charge back process to account for FMD costs incurred for these buildings.

The FMD is responsible for custodial service, maintenance/operations, capital planning and project management for twenty-nine (29) buildings, totaling over 1.2 million square feet, with a staff of 72.6 FTEs. There is also a 0.50 FTE DPW custodian paid for with enterprise funds not included in this count. The staff currently includes a director, seven managers, eight maintenance technicians, 52.6 FTE custodians, a projects assistant, an administrative assistant, finance manager and office assistant. The FMD assumed building maintenance and custodial responsibility for the new Tolles-Parsons Senior Center in September 2017. In FY18, the PBC and BOS agreed to move salaries for the two existing PBC staff positions into the FMD's budget. These positions, Project Manager and Projects Assistant, are primarily assigned to support PBC projects. This organizational change yielded operational efficiencies in the FMD and improved support services to the PBC. The inventory of buildings for which FMD has responsibility includes the ten schools, Field House at Sprague, three libraries, two fire stations, the Police Station, Town Hall, Warren Building, Morses Pond bathhouse and the Senior Center. The DPW buildings for which FMD assumed responsibilities in FY17 are two garages and the administration building on the Municipal Way campus and five buildings at the Recycling and Disposal Facility (RDF). FMD's central office has been located in leased space in an office building at 888 Worcester Street since June 2015, for which the Town secured a new 5-year lease in June 2019.

The organizational structure of the FMD has three core business areas: custodial, operations (maintenance/energy/safety), and design & construction (including capital planning), each of which is overseen by a professional manager that reports to the Facilities Director. Preventive maintenance practices are a focus of the department, as are custodial procedures which incorporate "green cleaning" supplies, equipment, and techniques. Capital projects are identified during planning through a collaborative approach with department heads and school principals. Planning, design and construction is managed within the Department and also through outside design professionals. Building projects costing \$500,000 or more are managed by the Town's Permanent Building Committee (PBC). The FMD's Design



Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

& Construction Manager (DCM) leads FMD's efforts in supporting the day-to-day business of the PBC. The FMD's Operations Manager (OM) is also charged with managing energy consumption, with an eye towards sustainability issues. The OM is charged with addressing the changing needs of the department and its focus on preventive maintenance and strategic replacement of building systems, while continuing energy management. Maintenance work is primarily accomplished using FMD staff; however certain work is outsourced based on criteria including cost effectiveness, technical capabilities/specialty work, and backlog. The FMD utilizes a cloud-based, computerized maintenance management system (CMMS) to document and track repairs and preventive maintenance work, and processes approximately 1,500 maintenance work order requests annually.

FMD staff includes both union and non-union employees. Non-union staff include the managers and central office staff, while all full-time custodians and maintenance staff belong to a union or association (Libraries). The American Federation of State, County, and Municipal Employees (AFSCME), Council 93, Local 49 represents custodians and maintenance in all FMD buildings except the Libraries on collective bargaining issues. Custodians working in the Libraries are members of the Wellesley Free Library Staff Association union. A new three-year agreement with the Library Association began on July 1, 2020 (FY21). The AFSCME agreement expired on June 30, 2020 (FY20). *Negotiations began in March 2020 but were impacted by the COVID pandemic and are currently in progress. It is expected that a tentative agreement can be reached prior to the 2021 Annual Town Meeting (ATM).*

FY2022 Goals

FMD's operationally related goals focus on providing the best day-to-day work and learning environments in all twenty-nine of the buildings that we maintain, as evidenced by the national green cleaning award that our custodial team received in 2018. The Design & Construction group will continue to provide day-to-day support to the Permanent Building Committee (PBC) as they continue to make progress on a challenging \$238M building construction program that the Town faces over the next ten-years.

Specific goals for FY22 are related to providing design and construction support serves for a number of major building projects including: Middle School Building Systems construction, Main Library Renovation and Roof Replacement construction and Town Hall Renovation Design. FMD's own Design & Construction team is expecting to assume Owner's Project Manager (OPM) responsibilities on all of these projects. FMD will continue its support of the two major school projects, Hunnewell and Hardy/Upham, by managing the outsourced OPMs and supporting PBC as the projects move toward a Fall 2021 Special Town Meeting at which construction appropriation request will be made.



Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

Total Budget Request

The FMD's FY22 Operating Budget Request provides for the continued successful operation and maintenance of the buildings within its purview. *Overall, we are requesting \$8,418,671, a 1.49% increase in our FY22 budget, which is within guideline.* The overall budget is considered to be a **Base Budget**;

Also of note is the fact that our FY22 budget assumes no increase in the personal services for AFSCME union employees, as their contract ended on June 30, 2020 and a new contract has yet to be reached. *So effectively, neither the current FY21 budget nor the proposed FY22 budget include amounts that reflect a formally agreed-upon union contract.* Nevertheless, FMD expects to be able to complete the negotiations prior to 2021 ATM that will result in a new contract with increases which will be within the FY22 guidelines. Additional information regarding the personal services and expenses components of the budget is provided.

Personal Services

Overall, the personal services budget increase is 1.56% for FY22; however, it should be understood that this budget does not include expected increases for AFSCME union members. FMD is confident that a new contract will be secured for which overall budget will be within the 2.5% guideline.

The personal services budget is comprised of three items:

1. *Cost-of-Living Allowance (COLA):* The guideline 2% increase for personal services was followed for Series 40, 50 and 60 employees. Employees covered under the Library Association's new contract will also receive a 2% COLA in FY22. *As indicated, the budget includes no COLA increase for current AFSCME union positions for the second year in a row. The budgeted cost of living increase for these employees is \$32,619.*
2. *Net Salary Change:* This item includes changes to steps, longevity, and other adjustments. Both union and non-union hourly employees have compensation that is based on increasing salary rates per "steps" over time, with an upper limit. These employees also have a lump sum "longevity" allowance per year, which is paid to them each year after they reach a certain milestone. In addition, part time employees covered by the Library Association's new contract will now receive step increases in FY22 based upon the number of hours worked. *The budgeted cost for net salary change is \$23,807*
3. *Salary Change – Project Manager:* This item is to account for an increased salary to fill the currently vacant Project Manager position. *The budgeted cost for the change in job group for the position is \$17,474.*



Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

The overall 1.56% increase in personal services is summarized in the table below:

<i>Increase Component</i>	<i>Cost Increase</i>
COLA and Net Salary Changes (Steps)	\$56,426
Salary Change: Project Manager	\$17,474
Total	\$73,900

Expenses

The overall expense budget increase request is \$49,812 or 1.40% for FY22. Expenses within the FMD budget fall into five general categories: Custodial, Maintenance, Utilities, Vehicle Maintenance, and Central Office. *The FY22 expense falls within the 2.5% overall guideline.* Electricity and water budgets did not change; however, there are natural gas and sewer increases reflecting expected higher unit prices. *A 2.5% increase was taken on non-utility expenses for the first time in nine years.* A brief description of the items included in each category is provided, with some additional details surrounding the utilities. Expense budgets for DPW Water/Sewer buildings are not included, as these are enterprise funded functions, so FMD costs associated with these buildings are transferred back to DPW during the fiscal year.

Custodial: This includes cleaning supplies and equipment and uniforms. *A 2.5% increase is requested, which totals \$19,581*

Maintenance: This includes parts/equipment/supplies for use by in-house maintenance technicians, as well as cost of out-sourced work to vendors for work which cannot be accomplished by in-house staff. The outsourced maintenance budgets are further itemized to track preventive maintenance expenses (Building Maintenance) and repair maintenance (Other Contractual Services). *A 2.5% increase is requested, which totals \$13,539.*

Vehicle Maintenance: There are nine existing vehicles in the FMD. The five budgets within this category provide for gasoline, parts/supplies/equipment and outsourced repair and preventive maintenance of these vehicles, which cannot be performed by the in-house maintenance/mechanic. *A 2.5% increase is requested, which totals \$530.*

Central Office: This budget category provides for office equipment, supplies, training/professional development, computers, cell phones and work-related mileage reimbursement. *A 2.5% increase is requested, which totals \$538.*

New FMD Office Lease: In 2020 FMD entered into a second five-year lease for its central office space at 888 Worcester Street. Our FY21 budget included an estimated increase of 25% for a new lease; however, the actual lease increase was only 14%, resulting in a \$9,000 decrease in our FY22 budget.



Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

Utilities: There are seven budgets within this category. Telephone service charges and telephone repairs are not part of the FMD's responsibilities.

Electricity: This is the largest utility cost, and the Town has been fortunate to have had minimal increases only over the past several years. The Wellesley Municipal Light Plant (MLP) has informed us that no increase in the price of electricity is expected in FY22. *Therefore, no increase is assumed for this item.*

Green Power Premium: Prior to this budget, the FMD had carried this budget for the purchase of Green Power for the *entire Town* as part of our requirement to be a DOER designated Green Community. For FY22 the MLP estimated this cost would increase significantly to \$45,130. In part due to the large increase, the Select Board has decided to remove this item from the FMD's budget and it is being carried in a separate non-FMD budget.

Natural Gas: This is the second largest utility cost. Our gas cost has two components: a National Grid (NGrid) cost to deliver the gas locally and a third party supplier from whom the Town contracts for commodity and transmission costs. FMD closely monitors and tracks gas costs in the market all year. In March 2020 the FMD was able to secure a favorable, three-year contract for FY22, FY23 and FY24 from a new third party supplier. As a result, there was no increase in commodity cost; however, based upon recent annual increases, we expect that NGrid distribution costs will again *increase* by about 5% in FY22. Since Ngrid costs make up only about half of our total natural gas cost, we are budgeting one-half of the 5% increase, or a 2.5% net increase for FY22, which equals \$23,724. *This increase represents 47.6% of the total \$49,812 expense budget increase*

Water and Sewerage: These utilities are provided by the DPW and Massachusetts Water Resources Authority and managed locally by the DPW. Per DPW recommendations, no increase is assumed for water and a 4% increase is assumed for sewerage, which equals \$5,773. *This increase represents 11.6% of the total \$49,812 expense budget increase.*

School Trash and Recycling: The School Department currently is in a year-to-year contract with a vendor to haul waste and single-stream recycling. The single-stream recycling program has increased overall recycling in the schools. We are continuing to work with the DPW's staff at the Recycling & Disposal Facility (RDF) to investigate options for FY22, which could include the RDF taking over some or all of this work, continued outsourcing of this work, or a combination of the two options. *A 2.5% increase is requested, which totals \$2,408. This increase represents 4.8% of the total \$49,812 expense budget increase.*

Fuel Oil: All FMD buildings are heated using natural gas, including the Fells Library, which was converted to gas when FMD installed a new furnace in 2015. Diesel fuel is needed for emergency generators at the Middle School and High School. *No increase is requested for FY22.*



Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

The overall 1.40% increase in total expenses is summarized in the table below:

<i>Increase Component</i>	<i>Cost Increase</i>	<i>Percentage of Increase</i>	
FMD Lease <i>decrease</i>	(\$9,000)	(18%)	100%
Natural Gas	\$23,724	48%	
Sewerage	\$5,773	12%	
Trash & Recycling	\$2,408	5%	
All Other Expenses	\$26,907	53%	
Total	\$49,812	1.40% (of total expense budget)	

PERMANENT STAFFING (FTEs)	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request
Position Titles:					
Management and Administration	11.0	12.0	12.0	12.0	12.0
Tradesmen	8.0	8.0	8.0	8.0	8.0
Custodians	<u>52.6</u>	<u>52.6</u>	<u>52.6</u>	<u>52.6</u>	<u>52.6</u>
Total Number of Positions	71.6	72.6	72.6	72.6	72.6



Town of Wellesley
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

Facilities Management Department FY22 Operating Budget

Org #	Obj	Account # 01-192 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
PERSONAL SERVICES									
Org #	Obj	Account # 01-192 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
01192100	511010	Senior Administrators	\$ 149,649	\$ 153,016	\$ 157,663	\$ 160,988	\$ 160,987	\$ (1)	0.00%
01192100	511130	Manager/Assistant Manager	456,064	449,813	476,442	496,397	492,878	\$ (3,519)	-0.71%
01192100	511220	Other Professional Staff	240	335	354			\$ -	0.00%
01192100	511300	Accountant	66,685	78,408	80,986	82,815	82,815	\$ 0	0.00%
01192100	511310	Administrative Assistant	57,641	58,683	60,273	61,581	61,580	\$ (1)	0.00%
01192100	511330	Custodians	-	624	23,637	-	-	\$ -	0.00%
01192100	511340	Tradesman	295,622	285,065	286,628	309,358	313,221	\$ 3,863	1.25%
01192100	511370	Clerical	38,338	48,024	49,912	53,207	55,496	\$ 2,289	4.30%
01192100	512050	Temporary Custodians/Laborer	(13,771)	-	-	-	-	\$ -	0.00%
01192100	513110	Emergency Overtime	1,246	-	254	-	-	\$ -	0.00%
01192100	513120	Scheduled Overtime	538	2,615	773	-	-	\$ -	0.00%
01192100	514010	Shift Differential	-	-	-	-	-	\$ -	0.00%
01192100	515050	Longevity	-	-	-	-	400	\$ 400	0.00%
01192101	511330	Custodians	111,234	111,114	113,153	111,562	111,562	\$ -	0.00%
01192101	513120	Scheduled Overtime	17,671	13,936	18,655	10,924	10,924	\$ -	0.00%
01192101	513110	Emergency Overtime	907	726	545	520	520	\$ -	0.00%
01192101	514010	Shift Differential	1,381	1,381	1,392	1,768	1,768	\$ -	0.00%
01192101	515050	Longevity	1,300	700	6	1,100	1,100	\$ -	0.00%
01192102	511330	Custodians	110,639	111,515	112,026	111,562	111,562	\$ -	0.00%
01192102	513120	Scheduled Overtime	8,043	7,827	9,797	7,803	7,803	\$ -	0.00%
01192102	513110	Emergency Overtime	1,932	1,635	589	520	520	\$ -	0.00%
01192102	515050	Longevity	1,700	900	900	900	900	\$ -	0.00%
01192103	513120	Scheduled Overtime	4,788	27	5,713	-	-	\$ -	0.00%
01192107	511330	Custodians	124,927	119,376	119,806	119,612	124,654	\$ 5,042	4.22%
01192107	513120	Scheduled Overtime	5,870	11,633	10,911	5,202	5,203	\$ 1	0.02%
01192107	513110	Emergency Overtime	59	855	123	520	520	\$ -	0.00%
01192107	515050	Longevity	800	600	1,000	1,000	1,000	\$ -	0.00%
01192110	511330	Custodians	23,967	25,290	20,309	25,909	25,401	\$ (508)	-1.96%
01192110	513110	Emergency Overtime	82	80	-	-	-	\$ -	0.00%
01192110	513120	Scheduled Overtime	471	2,464	2,085	3,733	3,733	\$ -	0.00%
01192110	513125	Scheduled Non-Program Overtime	-					\$ -	0.00%
01192111	511330	Custodians	120,398	122,119	120,640	132,209	132,624	\$ 415	0.31%
01192111	513120	Scheduled Overtime	4,384	4,837	4,939	11,705	11,705	\$ -	0.00%
01192111	513110	Emergency Overtime	819	1,475	236	765	765	\$ -	0.00%
01192111	513111	Class 1 Overtime	-	-	-	364	364	\$ -	0.00%
01192111	513125	Scheduled Non-Program Overtime	-	87	-	-	-	\$ -	0.00%
01192111	515050	Longevity	400	400	800	800	800	\$ -	0.00%
01192112	511330	Custodians	118,865	122,536	125,085	136,173	136,962	\$ 790	0.58%
01192112	513120	Scheduled Overtime	1,967	5,291	6,134	8,599	8,599	\$ -	0.00%
01192112	513110	Emergency Overtime	104	706	317	780	780	\$ -	0.00%
01192112	513111	Class 1 Overtime	64	-	-	364	364	\$ -	0.00%
01192112	515050	Longevity	900	900	900	900	900	\$ -	0.00%
01192113	511330	Custodians	87,603	100,771	104,200	106,142	108,726	\$ 2,583	2.43%
01192113	513120	Scheduled Overtime	10,864	3,245	3,942	4,422	4,422	\$ -	0.00%
01192113	513110	Emergency Overtime	2,220	1,244	456	780	780	\$ -	0.00%
01192113	513111	Class 1 Overtime	88	-	-	364	364	\$ -	0.00%



Town of *Wellesley*

FY2022 Budget Request

Facilities Management Department Narrative: Mission, Services & Priorities

01192113	515050	Longevity	900	-	-	400	400	\$ -	0.00%
01192113	513125	Scheduled Non-Program Overtime	-	-	-	-	-	\$ -	0.00%
01192114	511330	Custodians	104,375	108,705	112,089	111,562	111,562	\$ -	0.00%
01192114	513120	Scheduled Overtime	4,271	5,691	1,619	4,422	4,422	\$ -	0.00%
01192114	513125	Scheduled Non-Program Overtime	-	-	-	-	-	\$ -	0.00%
01192114	513110	Emergency Overtime	619	765	266	780	780	\$ -	0.00%
01192114	513111	Class 1 Overtime	-	357	-	364	364	\$ -	0.00%
01192114	513160	Other Overtime		2,570	1,333			\$ -	0.00%
01192114	515050	Longevity	900	900	900	1,300	1,300	\$ -	0.00%
01192115	511330	Custodians	148,762	152,455	175,418	162,363	162,363	\$ -	0.00%
01192115	513120	Scheduled Overtime	7,368	15,814	16,313	7,023	7,023	\$ -	0.00%
01192115	513110	Emergency Overtime	314	1,015	146	780	780	\$ -	0.00%
01192115	513111	Class 1 Overtime	-	-	-	364	364	\$ -	0.00%
01192115	513125	Scheduled Non-Program Overtime	268	36	37	-	-	\$ -	0.00%
01192115	515050	Longevity	1,200	1,300	1,300	1,300	1,300	\$ -	0.00%
01192116	511330	Custodians	104,806	109,101	117,165	111,562	111,562	\$ -	0.00%
01192116	513120	Scheduled Overtime	6,307	7,414	8,025	4,422	4,422	\$ -	0.00%
01192116	513110	Emergency Overtime	209	681	197	780	780	\$ -	0.00%
01192116	513111	Class 1 Overtime	-	-	-	364	364	\$ -	0.00%
01192116	513125	Scheduled Non-Program Overtime	(97)	-				\$ -	0.00%
01192116	515050	Longevity	2,106	1,500	700	700	800	\$ 100	14.29%
01192117	511330	Custodians	104,333	108,950	93,693	111,562	110,093	\$ (1,469)	-1.32%
01192117	513120	Scheduled Overtime	8,365	5,912	7,229	4,422	4,422	\$ -	0.00%
01192117	513125	Scheduled Non-Program Overtime	-	-	-	-	-	\$ -	0.00%
01192117	513110	Emergency Overtime	295	778	364	780	780	\$ -	0.00%
01192117	513111	Class 1 Overtime	-	-	-	364	364	\$ -	0.00%
01192117	515050	Longevity	-	-	-	-	-	\$ -	0.00%
01192121	511330	Custodians	552,775	557,782	544,637	586,790	598,120	\$ 11,330	1.93%
01192121	513120	Scheduled Overtime	11,629	23,610	26,950	15,866	15,866	\$ -	0.00%
01192121	513110	Emergency Overtime	816	1,491	49	1,301	1,301	\$ -	0.00%
01192121	513111	Class 1 Overtime	1,093	-	-	1,613	1,613	\$ -	0.00%
01192121	513125	Scheduled Non-Program Overtime	1,161	(217)	1,215	-	-	\$ -	0.00%
01192121	515050	Longevity	4,100	4,200	3,900	3,650	4,400	\$ 750	20.55%
01192131	511330	Custodians	591,782	589,122	574,321	634,955	639,166	\$ 4,211	0.66%
01192131	513120	Scheduled Overtime	12,270	12,564	16,246	14,826	14,826	\$ -	0.00%
01192131	513110	Emergency Overtime	1,270	2,076	754	1,362	1,362	\$ -	0.00%
01192131	513111	Class 1 Overtime	1,100	317	131	1,040	1,040	\$ -	0.00%
01192131	513125	Scheduled Non-Program Overtime	(579)	(1,734)	141	-	-	\$ -	0.00%
01192131	515050	Longevity	2,700	2,000	1,900	2,250	3,500	\$ 1,250	55.56%
01192132	511330	Custodians	17,959	-				\$ -	0.00%
01192132	511340	Tradesman	282,458	274,455	275,197	295,285	295,285	\$ -	0.00%
01192132	513120	Scheduled Overtime	5,863	877	1,092	-	-	\$ -	0.00%
01192132	513125		-	-	-	-	-	\$ -	0.00%
01192132	513110	Emergency Overtime	2,682	1,769	499	3,060	3,060	\$ -	0.00%
01192132	515050	Longevity	1,700	1,700	1,700	2,100	1,800	\$ (300)	-14.29%
01192139	511330	Custodians	71,119	83,184	45,132	80,365	81,973	\$ 1,607	2.00%
01192139	513110	Emergency Overtime	-					\$ -	0.00%
01192139	513126	Community Service OT	3,249	5,564	2,121	4,162	4,162	\$ -	0.00%
01192139	515060	Custodians-On Call/Standby	7,144	18,884	6,093	5,100	5,100	\$ -	0.00%
01192139	519020	Sick Leave/Vacation Buyback	-	1,164	-	6,000	6,000	\$ -	0.00%



Town of Wellesley
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

01192140	511330	Custodian-Floater	-	-	-	-	-	\$ -	0.00%
01192141	513120	Scheduled Overtime	842	3,189	3,222			\$ -	0.00%
01192141	511330	Custodians	-	572	4,866			\$ -	0.00%
01192142	511330	Custodians	48,630	49,036	43,816	45,512	46,562	\$ 1,051	2.31%
01192142	513110	Emergency Overtime	256	441				\$ -	0.00%
01192142	513120	Scheduled Overtime	4,288	3,177	2,747	1,310	1,310	\$ -	0.00%
01192142	515050	Longevity	1,050	1,150	-	-	-	\$ -	0.00%
01192146	515050	Longevity	-	-	-	-	-	\$ -	0.00%
01192146	513110	Emergency Overtime	-					\$ -	0.00%
01192146	513120	Scheduled Overtime	10,790	11,897	10,219			\$ -	0.00%
01192147	511330	Custodians	29,760	30,356	30,031	30,380	30,380	\$ -	0.00%
01192148	513120	Scheduled Overtime		230	472			\$ -	0.00%
01192147	515050	Longevity	1,150	1,250	1,250	1,250	1,250	\$ -	0.00%
01192161	511330	Custodians	146,712	147,013	144,542	157,594	162,035	\$ 4,441	2.82%
01192161	513120	Scheduled Overtime	6,723	18,913	31,880	3,287	3,287	\$ -	0.00%
01192161	513110	Emergency Overtime	2,302	3,706	1,989	765	765	\$ -	0.00%
01192163	511330	Custodians	6,603	10,531	13,376	16,683	17,696	\$ 1,013	6.07%
01192163	513110	Emergency Overtime	179	183				\$ -	0.00%
01192163	513120	Scheduled Overtime	7,541	1,701				\$ -	0.00%
01192163	514010	Shift Differential	1,760	1,788	1,390	2,096	2,096	\$ -	0.00%
01192175	511330	Custodians	44,570	45,660	50,194	50,801	50,801	\$ -	0.00%
01192175	513110	Emergency Overtime	383	483	420	1,281	1,280	\$ (1)	-0.08%
01192175	513120	Scheduled Overtime	3,057	5,019	12,534	1,071	1,070	\$ (1)	-0.09%
01192175	513125	Scheduled, non program OT	1,708	350	477	9,733	9,733	\$ -	0.00%
01192185	511130	Project Manager	74,281	181,842	198,564	200,054	217,527	\$ 17,473	8.73%
01192185	511370	Project Assistant	45,957	54,021	55,534	56,705	57,826	\$ 1,121	1.98%
Total Personal Services			4,322,832	4,525,512	4,567,975	4,735,207	4,789,140	\$ 53,933	1.14%

EXPENSES

Org #	Obj	Account # 01-192 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
01192200	517020	Medical Check-up	-	-	500	-	-	\$ -	0.00%
01192200	517050	Professional Licenses	506	350	835	-	-	\$ -	0.00%
01192200	521020	Natural Gas	(6,600)	-	-	-	-	\$ -	0.00%
01192200	524010	Building Maintenance	32	2,000	86	-	-	\$ -	0.00%
01192200	524090	Other Contractual Services			776			\$ -	0.00%
01192200	527010	Building Rental/Lease	84,000	84,000	86,000	105,000	96,000	\$ (9,000)	-8.57%
01192200	527030	Equipment Rental/Lease	503	342	346			\$ -	0.00%
01192200	527050	Copier Rental/Lease	2,996	4,956	5,121	3,176	3,255	\$ 79	2.50%
01192200	530400	Network & Information Services	-	-	-	-	-	\$ -	0.00%
01192200	530500	Training and Development	6,936	5,814	1,131	4,500	4,613	\$ 113	2.50%
01192200	530900	Other Professional Services	-	-	-	-	-	\$ -	0.00%
01192200	534010	Postage	163	293	69	-	-	\$ -	0.00%
01192200	534020	Telephone	-	200	-	-	-	\$ -	0.00%
01192200	534030	Advertising - General	361	499	630	-	-	\$ -	0.00%
01192200	534035	Advertising - Employment	107	-	-	-	-	\$ -	0.00%
01192200	534050	Telecommunications	2,837	3,050	3,159	2,580	2,645	\$ 64	2.50%
01192200	541010	Gasoline			12	-	-	\$ -	0.00%
01192200	542010	Office Supplies	5,020	5,898	6,340	2,450	2,511	\$ 61	2.50%
01192200	542090	Other General Supplies	272	434	263	198	203	\$ 5	2.50%
01192200	542130	Work Clothing	950	603	1,404	600	1,092	\$ 1,092	182.00%



Town of Wellesley
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

01192200	543010	Building M&R Supplies	1,384	2,113	1,064	-	-	\$ -	0.00%
01192200	543060	Custodial M&R Supplies	308	88	(50)	-	-	\$ -	0.00%
01192200	543090	Other M&R Supplies	2,393	-				\$ -	0.00%
01192200	571010	Travel - Mileage	3,094	4,544	3,337	2,148	2,148	\$ -	0.00%
01192200	571090	Travel - Other	8	-				\$ -	0.00%
01192200	571110	Conf/Mtg-Administrators	-	-	-	-	-	\$ -	0.00%
01192200	573010	Dues - Administrators	-	725	1,014	-	-	\$ -	0.00%
01192200	583010	Furniture	928	-	-	-	-	\$ -	0.00%
01192200	583120	Office Machine Replacement	160	5,529	3,476	5,000	5,000	\$ -	0.00%
01192201	521010	Electricity	32,610	33,699	31,461	36,023	36,023	\$ -	0.00%
01192201	521020	Natural Gas	15,905	15,373	13,880	21,703	22,245	\$ 543	2.50%
01192201	523010	Water	1,614	1,427	1,551	3,191	3,191	\$ -	0.00%
01192201	523020	Sewerage	1,653	1,845	1,594	6,460	6,719	\$ 258	4.00%
01192201	524010	Building Maintenance	17,867	10,424	11,983	5,608	5,748	\$ 140	2.50%
01192201	524030	Equipment Maintenance	59	-	259	-	-	\$ -	0.00%
01192201	524090	Other Contractual Services	-	-	8,931	5,608	5,748	\$ 140	2.50%
01192201	524091	Other Cont Scvs: Custodian	1,195	-	1,200	500	513	\$ 13	2.50%
01192201	527010	Building Rental/Lease	956	-	-	-	-	\$ -	0.00%
01192201	527031	Equip Svc/Repair: Custodian	505	496	454	650	666	\$ 16	2.50%
01192201	529020	Rubbish/Garbage Pickup	2,100	2,100	2,100	2,100	2,100	\$ -	0.00%
01192201	529050	Recycled Materials Disposal	-	-	-	-	-	\$ -	0.00%
01192201	542130	Work Clothing	564	416	803	800	1,456	\$ 1,456	182.00%
01192201	543010	Building M&R Supplies	9,741	10,643	9,798	3,900	3,998	\$ 97	2.50%
01192201	543060	Custodial M&R Supplies	5,036	4,340	9,547	7,637	7,828	\$ 191	2.50%
01192201	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192202	521010	Electricity	51,667	53,240	51,746	55,190	55,190	\$ -	0.00%
01192202	521020	Natural Gas	19,693	19,422	17,188	32,515	33,328	\$ 813	2.50%
01192202	523010	Water	1,427	1,963	2,580	2,529	2,529	\$ -	0.00%
01192202	523020	Sewerage	3,037	4,010	5,500	4,830	5,024	\$ 193	4.00%
01192202	524010	Building Maintenance	10,097	7,505	6,991	10,080	10,332	\$ 252	2.50%
01192202	524030	Equipment Maintenance	817	1,900	259	-	-	\$ -	0.00%
01192202	524031	Maintenance - painting	-	-	-	-	-	\$ -	0.00%
01192202	524090	Other Contractual Services	7,063	33,453	13,733	5,427	5,563	\$ 136	2.50%
01192202	524091	Other Contractual Services: Custodians	-	780	1,490	-	-	\$ -	0.00%
01192202	527030	Equipment Rental/Lease	-	-	-	-	-	\$ -	0.00%
01192202	527031	Equip Svc/Repair: Custodian	853	1,250	2,590	705	723	\$ 18	2.50%
01192202	542130	Work Clothing	490	488	921	300	546	\$ 546	182.00%
01192202	543010	Building M&R Supplies	5,051	7,175	5,680	5,000	5,125	\$ 125	2.50%
01192202	543060	Custodian M&R Supplies	4,844	7,033	10,970	3,995	4,095	\$ 100	2.50%
01192202	571010	Travel-Mileage			-	-	-	\$ -	0.00%
01192202	578015	Late Fees/Interest Charges	-		-	-	-	\$ -	0.00%
01192203	521010	Electricity	26,366	25,130	25,878	35,053	35,053	\$ -	0.00%
01192203	521020	Natural Gas	32,017	26,995	23,561	41,011	42,036	\$ 1,025	2.50%
01192203	523010	Water	2,562	1,602	1,392	2,262	2,262	\$ -	0.00%
01192203	523020	Sewerage	4,624	4,661	5,111	7,421	7,718	\$ 297	4.00%
01192203	524010	Building Maintenance	10,633	9,899	11,860	9,788	10,033	\$ 245	2.50%
01192203	524030	Equipment Maintenance	270	725	259	-	-	\$ -	0.00%
01192203	524090	Other Contractual Services	1,092	1,661	10,080	9,287	9,519	\$ 232	2.50%
01192203	524091	Other Contractual Services-Custodian	-	-	375	1,500	1,538	\$ 37	2.50%
01192203	527031	Equip Svc/Repair: Custodian	242	-	488	1,113	1,141	\$ 28	2.50%



Town of Wellesley
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

01192203	542130	Work Clothing	253	174	-	-	-	\$ -	0.00%
01192203	543010	Building M&R Supplies	5,046	5,891	4,566	3,338	3,421	\$ 83	2.50%
01192203	543060	Custodian M&R Supplies	3,241	5,313	7,566	5,225	5,356	\$ 131	2.50%
01192203	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192204	543060	Custodial M&R Supplies	-	-	-	-	-	\$ -	0.00%
01192207	521010	Electricity	34,705	37,478	33,526	35,299	35,299	\$ -	0.00%
01192207	521020	Natural Gas	15,453	15,881	11,312	20,669	21,186	\$ 517	2.50%
01192207	523010	Water	2,429	2,153	1,506	3,640	3,640	\$ -	0.00%
01192207	523020	Sewerage	3,521	2,694	1,400	3,163	3,289	\$ 127	4.00%
01192207	524010	Building Maintenance	14,326	18,211	15,300	14,649	15,015	\$ 366	2.50%
01192207	524030	Equipment Maintenance	223	-	259	-	-	\$ -	0.00%
01192207	524031	Maintenance - painting	-	-	-	-	-	\$ -	0.00%
01192207	524090	Other Contractual Services	14,818	11,991	8,340	9,766	10,010	\$ 244	2.50%
01192207	524091	Other Contract Svcs: Custodian	-	633	755	-	-	\$ -	0.00%
01192207	527030	Equipment Rental/Lease	641	1,037	484	-	-	\$ -	0.00%
01192207	527031	Equip Svc/Repair: Custodian	702	3,986	2,635	750	769	\$ 19	2.50%
01192207	542130	Work Clothing	679	577	940	300	546	\$ 546	182.00%
01192207	543010	Building M&R Supplies	5,598	8,951	9,603	5,700	5,843	\$ 142	2.50%
01192207	543060	Custodian M&R Supplies	4,354	7,490	10,352	5,750	5,894	\$ 144	2.50%
01192007	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192210	521010	Electricity	9,624	10,098	9,569	13,270	13,270	\$ -	0.00%
01192210	521020	Natural Gas	5,664	4,725	4,389	7,717	7,910	\$ 193	2.50%
01192210	523010	Water	685	672	473	784	784	\$ -	0.00%
01192210	523020	Sewerage	1,254	1,284	856	1,718	1,786	\$ 69	4.00%
01192210	524010	Building Maintenance	6,762	4,193	6,097	2,775	2,844	\$ 69	2.50%
01192210	524030	Equipment Maintenance	38	234	259	160	164	\$ 4	2.50%
01192210	524090	Other Contractual Services	-	-	415	1,725	1,768	\$ 43	2.50%
01192210	524091	Other Contract Svcs: Custodian	-	-	450	450	461	\$ 11	2.50%
01192210	527030	Equipment Rental/Lease	-	196	41	40	41	\$ 1	2.50%
01192210	527031	Equip Svc/Repair: Custodian	84	-	29	315	323	\$ 8	2.50%
01192210	529050	Recycled Materials Disposal	-	-	-	2,081	2,133	\$ 52	2.50%
01192210	542130	Work Clothing	94	232	662	225	410	\$ 410	182.00%
01192210	543010	Building M&R Supplies	927	2,312	2,724	2,750	2,819	\$ 69	2.50%
01192210	543060	Custodian M&R Supplies	1,657	3,529	3,550	2,785	2,855	\$ 70	2.50%
01192210	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192211	513120	Scheduled Overtime	-	-	-	-	-	\$ -	0.00%
01192211	521010	Electricity	37,269	37,870	26,817	41,044	41,044	\$ -	0.00%
01192211	521020	Natural Gas	54,125	55,425	42,117	57,585	59,024	\$ 1,440	2.50%
01192211	523010	Water	2,770	2,621	1,967	3,649	3,649	\$ -	0.00%
01192211	523020	Sewerage	3,940	3,833	2,511	7,115	7,399	\$ 285	4.00%
01192211	524010	Building Maintenance	15,442	10,715	23,897	10,075	10,327	\$ 252	2.50%
01192211	524030	Equipment Maintenance	440	-	1,470	1,540	1,579	\$ 38	2.50%
01192211	524090	Other Contractual Services	-	-	15,792	5,425	5,561	\$ 136	2.50%
01192211	524091	Other Cont Svcs: Custodian	375	300	450	1,400	1,435	\$ 35	2.50%
01192211	527030	Equipment Rental/Lease	604	835	414	335	343	\$ 8	2.50%
01192211	527031	Equip Svc/Repair: Custodian	2,436	7,130	5,863	1,125	1,153	\$ 28	2.50%
01192211	529020	Rubbish/Garbage Pickup	2,044	2,689	2,171	5,060	5,187	\$ 127	2.50%
01192211	529050	Recycled Materials Disposal	824	955	831	2,081	2,133	\$ 52	2.50%
01192211	542130	Work Clothing	902	753	803	530	965	\$ 965	182.00%
01192211	543010	Building M&R Supplies	6,745	18,024	7,238	10,150	10,404	\$ 254	2.50%



Town of *Wellesley*

FY2022 Budget Request

Facilities Management Department Narrative: Mission, Services & Priorities

01192211	543060	Custodian M&R Supplies	6,960	10,949	14,282	6,375	6,534	\$ 159	2.50%
01192211	571010	Travel-Mileage	-		-	-	-	\$ -	0.00%
01192212	521010	Electricity	37,778	38,465	32,724	48,058	48,058	\$ -	0.00%
01192212	521020	Natural Gas	38,218	39,979	30,565	45,732	46,875	\$ 1,143	2.50%
01192212	523010	Water	5,534	5,980	4,135	4,288	4,288	\$ -	0.00%
01192212	523020	Sewerage	10,065	11,137	6,806	8,443	8,781	\$ 338	4.00%
01192212	524010	Building Maintenance	16,791	23,076	17,472	6,490	6,652	\$ 162	2.50%
01192212	524030	Equipment Maintenance	932	633	1,618	1,070	1,097	\$ 27	2.50%
01192212	524090	Other Contractual Services	-	786	3,962	5,310	5,443	\$ 133	2.50%
01192212	524091	Other Contract Svcs: Custodian	375	504	350	600	615	\$ 15	2.50%
01192212	527030	Equipment Rental/Lease	578	701	488	205	210	\$ 5	2.50%
01192212	527031	Equip Svc/Repair: Custodian	1,541	4,098	6,043	1,050	1,076	\$ 26	2.50%
01192212	529020	Rubbish/Garbage Pickup	2,441	2,839	2,494	5,060	5,187	\$ 127	2.50%
01192212	529050	Recycled Materials Disposal	824	955	923	2,081	2,133	\$ 52	2.50%
01192212	542130	Work Clothing	649	496	1,102	530	965	\$ 965	182.00%
01192212	543010	Building M&R Supplies	8,759	14,427	13,029	7,805	8,000	\$ 195	2.50%
01192212	543060	Custodian M&R Supplies	8,482	8,699	23,178	5,950	6,099	\$ 149	2.50%
01192212	571010	Travel-Mileage			-	-	-	\$ -	0.00%
01192213	521010	Electricity	26,104	27,220	23,178	33,230	33,230	\$ -	0.00%
01192213	521020	Natural Gas	44,680	42,794	33,815	52,361	53,670	\$ 1,309	2.50%
01192213	523010	Water	2,340	2,285	1,973	2,628	2,628	\$ -	0.00%
01192213	523020	Sewerage	4,363	4,646	4,094	5,964	6,203	\$ 239	4.00%
01192213	524010	Building Maintenance	19,277	10,539	12,524	7,354	7,538	\$ 184	2.50%
01192213	524030	Equipment Maintenance	481	217	259	1,220	1,251	\$ 31	2.50%
01192213	524090	Other Contractual Services	522	889	1,785	6,545	6,709	\$ 164	2.50%
01192213	524091	Other Contract Svcs: Custodian	-	300	855	550	564	\$ 14	2.50%
01192213	527030	Equipment Rental/Lease	363	500	207	255	261	\$ 6	2.50%
01192213	527031	Equip Svc/Repair: Custodian	2,311	4,145	2,704	1,050	1,076	\$ 26	2.50%
01192213	529020	Rubbish/Garbage Pickup	2,159	2,419	2,328	5,060	5,187	\$ 127	2.50%
01192213	529050	Recycled Materials Disposal	824	1,127	923	2,081	2,133	\$ 52	2.50%
01192213	542130	Work Clothing	609	463	953	530	965	\$ 965	182.00%
01192213	543010	Building M&R Supplies	9,732	5,481	4,434	8,700	8,918	\$ 218	2.50%
01192213	543060	Custodian M&R Supplies	6,136	9,027	11,506	5,950	6,099	\$ 149	2.50%
01192213	571010	Travel-Mileage	-		-	-	-	\$ -	0.00%
01192214	521010	Electricity	19,089	20,188	16,520	26,502	26,502	\$ -	0.00%
01192214	521020	Natural Gas	54,879	62,271	57,949	66,419	68,080	\$ 1,660	2.50%
01192214	523010	Water	2,834	3,370	3,058	4,212	4,212	\$ -	0.00%
01192214	523020	Sewerage	4,315	5,849	5,097	7,317	7,317	\$ -	0.00%
01192214	524010	Building Maintenance	12,520	11,523	9,485	7,220	7,401	\$ 180	2.50%
01192214	524030	Equipment Maintenance	651	621	309	920	943	\$ 23	2.50%
01192214	524090	Other Contractual Services	1,317	665	-	7,880	8,077	\$ 197	2.50%
01192214	524091	Other Cont Svcs: Custodian	375	300	500	650	666	\$ 16	2.50%
01192214	527030	Equipment Rental/Lease	523	774	556	255	261	\$ 6	2.50%
01192214	527031	Equip Svc/Repair: Custodian	726	1,897	7,303	1,080	1,107	\$ 27	2.50%
01192214	529020	Rubbish/Garbage Pickup	2,061	2,588	2,328	5,060	5,187	\$ 127	2.50%
01192214	529050	Recycled Materials Disposal	824	955	923	2,081	2,133	\$ 52	2.50%
01192214	542130	Work Clothing	619	563	953	530	965	\$ 965	182.00%
01192214	543010	Building M&R Supplies	10,574	6,024	5,929	8,375	8,584	\$ 209	2.50%
01192214	543060	Custodian M&R Supplies	6,366	6,369	10,353	7,120	7,298	\$ 178	2.50%
01192214	543090	Other M&R Supplies	-	304	-	-	-	\$ -	0.00%



Town of Wellesley
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

01192215	521010	Electricity	81,325	77,368	59,128	94,888	94,888	\$ -	0.00%
01192215	521020	Natural Gas	51,393	42,852	35,050	61,481	63,018	\$ 1,537	2.50%
01192215	523010	Water	5,634	5,515	2,992	6,982	6,982	\$ -	0.00%
01192215	523020	Sewerage	8,018	8,290	3,858	11,987	12,466	\$ 479	4.00%
01192215	524010	Building Maintenance	27,337	23,313	26,553	15,975	16,374	\$ 399	2.50%
01192215	524030	Equipment Maintenance	569	486	2,408	1,300	1,333	\$ 32	2.50%
01192215	524090	Other Contractual Services	799	14,675	10,634	9,025	9,251	\$ 226	2.50%
01192215	524091	Other Contract Svcs: Custodian	800	504	900	1,400	1,435	\$ 35	2.50%
01192215	527030	Equipment Rental/Lease	456	724	343	275	282	\$ 7	2.50%
01192215	527031	Equip Svc/Repair: Custodian	4,546	1,615	5,645	1,500	1,538	\$ 37	2.50%
01192215	529020	Rubbish/Garbage Pickup	2,164	2,536	1,998	5,060	5,187	\$ 127	2.50%
01192215	529050	Recycled Materials Disposal	825	955	956	2,081	2,133	\$ 52	2.50%
01192215	542130	Work Clothing	1,004	1,017	1,102	555	1,010	\$ 1,010	182.00%
01192215	543010	Building M&R Supplies	13,918	12,030	7,857	13,575	13,914	\$ 339	2.50%
01192215	543060	Custodian M&R Supplies	13,221	11,738	14,798	10,000	10,250	\$ 250	2.50%
01192215	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192216	521010	Electricity	46,925	48,438	41,961	56,910	56,910	\$ -	0.00%
01192216	521020	Natural Gas	27,300	28,436	24,033	51,142	52,421	\$ 1,279	2.50%
01192216	523010	Water	2,409	4,276	1,597	2,751	2,751	\$ -	0.00%
01192216	523020	Sewerage	4,474	8,687	3,081	6,289	6,540	\$ 252	4.00%
01192216	524010	Building Maintenance	19,287	12,207	14,683	6,545	6,709	\$ 164	2.50%
01192216	524030	Equipment Maintenance	475	155	598	1,060	1,087	\$ 27	2.50%
01192216	524090	Other Contractual Services	-	11,839	6,748	5,555	5,694	\$ 139	2.50%
01192216	524091	Other Contract Svcs: Custodian	300	504	461	1,400	1,435	\$ 35	2.50%
01192216	527030	Equipment Rental/Lease	766	1,057	691	215	220	\$ 5	2.50%
01192216	527031	Equip Svc/Repair: Custodian	1,008	4,084	3,748	1,125	1,153	\$ 28	2.50%
01192216	529020	Rubbish/Garbage Pickup	2,162	2,424	2,439	5,060	5,187	\$ 127	2.50%
01192216	529050	Recycled Materials Disposal	818	1,318	913	2,081	2,133	\$ 52	2.50%
01192216	542130	Work Clothing	655	670	1,073	530	965	\$ 965	182.00%
01192216	543010	Custodian M&R Supplies	5,354	10,729	15,746	8,575	8,789	\$ 214	2.50%
01192216	543060	Custodian M&R Supplies	6,759	9,069	15,578	6,375	6,534	\$ 159	2.50%
01192216	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192217	521010	Electricity	26,282	27,611	22,070	29,659	29,659	\$ -	0.00%
01192217	521020	Natural Gas	28,062	29,818	22,987	36,060	36,961	\$ 901	2.50%
01192217	523010	Water	2,964	2,852	2,218	2,992	2,992	\$ -	0.00%
01192217	523020	Sewerage	4,287	4,294	3,027	5,386	5,602	\$ 215	4.00%
01192217	524010	Building Maintenance	10,597	9,066	10,287	5,310	5,443	\$ 133	2.50%
01192217	524030	Equipment Maintenance	272	47	701	820	841	\$ 20	2.50%
01192217	524090	Other Contractual Services	1,775	332	1,324	6,690	6,857	\$ 167	2.50%
01192217	524091	Other Contract Svcs: Custodian	488	488	600	700	718	\$ 17	2.50%
01192217	527030	Equipment Rental/Lease	517	651	323	155	159	\$ 4	2.50%
01192217	527031	Equip Svc/Repair: Custodian	1,545	3,654	5,547	1,050	1,076	\$ 26	2.50%
01192217	529020	Rubbish/Garbage Pickup	2,112	2,611	2,328	5,060	5,187	\$ 127	2.50%
01192217	529050	Recycled Materials Disposal	824	1,128	923	2,081	2,133	\$ 52	2.50%
01192217	542130	Work Clothing	602	556	1,086	480	874	\$ 874	182.00%
01192217	543010	Building M&R Supplies	2,397	5,604	2,882	9,375	9,609	\$ 234	2.50%
01192217	543060	Custodian M&R Supplies	7,637	9,606	14,411	5,950	6,099	\$ 149	2.50%
01192217	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192221	513120	Scheduled Overtime		92		-	-	\$ -	0.00%
01192221	521010	Electricity	166,172	163,003	133,500	173,630	173,630	\$ -	0.00%



Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

01192221	521020	Natural Gas	179,096	162,281	146,238	237,516	243,454	\$ 5,938	2.50%
01192221	521030	Fuel Oil	263	256	-	-	-	\$ -	0.00%
01192221	523010	Water	6,091	4,593	4,011	8,491	8,491	\$ -	0.00%
01192221	523020	Sewerage	10,371	7,521	6,450	16,409	17,066	\$ 656	4.00%
01192221	524010	Building Maintenance	61,716	42,822	77,097	36,210	37,115	\$ 905	2.50%
01192221	524030	Equipment Maintenance	437	2,794	1,685	2,000	2,050	\$ 50	2.50%
01192221	524090	Other Contractual Services	5,282	6,612	7,315	20,190	20,695	\$ 505	2.50%
01192221	524091	Other Contract Svcs: Custodian	1,500	1,600	1,800	2,000	2,050	\$ 50	2.50%
01192221	527030	Equipment Rental/Lease	968	1,546	929	425	436	\$ 11	2.50%
01192221	527031	Equip Svc/Repair: Custodian	5,106	3,247	10,190	3,750	3,844	\$ 94	2.50%
01192221	529020	Rubbish/Garbage Pickup	11,148	12,771	11,705	14,614	14,979	\$ 365	2.50%
01192221	529050	Recycled Materials Disposal	2,805	3,151	3,141	4,485	4,597	\$ 112	2.50%
01192221	542130	Work Clothing	3,821	3,585	2,013	610	1,110	\$ 1,110	182.00%
01192221	543010	Building M&R Supplies	29,419	33,083	26,706	24,075	24,677	\$ 602	2.50%
01192221	543060	Custodian M&R Supplies	30,117	38,163	38,659	31,250	32,031	\$ 781	2.50%
01192221	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192231	513120	Scheduled Overtime	-	-	-	-	-	\$ -	0.00%
01192231	521010	Electricity	330,811	329,906	251,104	341,150	341,150	\$ -	0.00%
01192231	521020	Natural Gas	102,821	87,211	59,905	119,136	122,114	\$ 2,978	2.50%
01192231	521030	Fuel Oil	-	1,107	-	-	-	\$ -	0.00%
01192231	523010	Water	10,838	10,691	7,450	20,504	20,504	\$ -	0.00%
01192231	523020	Sewerage	17,956	18,677	13,225	45,285	47,096	\$ 1,811	4.00%
01192231	524010	Building Maintenance	76,697	87,511	76,485	64,850	64,850	\$ -	0.00%
01192231	524030	Equipment Maintenance	3,349	2,560	5,795	6,680	6,680	\$ -	0.00%
01192231	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192231	524090	Other Contractual Services	34,820	59,280	10,106	10,950	11,224	\$ 274	2.50%
01192231	524091	Other Contract Svcs: Custodian	2,450	4,905	4,217	3,000	3,075	\$ 75	2.50%
01192231	527030	Equipment Rental/Lease	285	614	-	1,545	1,584	\$ 39	2.50%
01192231	527031	Equip Svc/Repair: Custodian	4,542	12,856	9,565	5,422	5,558	\$ 136	2.50%
01192231	529020	Rubbish/Garbage Pickup	11,427	13,768	9,163	16,750	17,169	\$ 419	2.50%
01192231	529050	Recycled Materials Disposal	2,509	3,858	2,537	7,635	7,826	\$ 191	2.50%
01192231	542130	Work Clothing	4,365	4,335	2,423	560	1,019	\$ 1,019	182.00%
01192231	543010	Building M&R Supplies	37,404	81,277	32,997	22,100	22,653	\$ 552	2.50%
01192231	543060	Custodian M&R Supplies	50,193	37,817	44,686	50,728	51,996	\$ 1,268	2.50%
01192231	578015	Late Fees/Interest Charges	-	-	-	-	-	\$ -	0.00%
01192232	521010	Electricity	3,021	3,145	2,984	3,339	3,339	\$ -	0.00%
01192232	521020	Natural Gas	5,787	4,780	4,112	8,644	8,861	\$ 216	2.50%
01192232	523010	Water	233	239	199	326	326	\$ -	0.00%
01192232	523020	Sewerage	260	289	269	553	576	\$ 22	4.00%
01192232	524010	Building Maintenance	2,293	2,424	2,212	-	-	\$ -	0.00%
01192232	524030	Equipment Maintenance	326	555	251	-	-	\$ -	0.00%
01192232	524090	Other Contractual Services	-	-	-	-	-	\$ -	0.00%
01192232	527031	EQUIP SVC/REPAIR: CUSTO		582		-	-	\$ -	0.00%
01192232	534020	Telephone Expense	996	118	-	-	-	\$ -	0.00%
01192232	542130	Work Clothing	665	645	1,737	-	-	\$ -	0.00%
01192232	543010	Building M&R Supplies	1,416	2,330	3,338	-	-	\$ -	0.00%
01192232	543060	Custodial M&R Supplies	-	223	75	-	-	\$ -	0.00%
01192232	571010	Travel-Mileage	5	-	-	-	-	\$ -	0.00%
01192239	521030	Fuel Oil	-	-	928	-	-	\$ -	0.00%
01192239	524010	Building Maintenance	38	-	-	-	-	\$ -	0.00%



Town of *Wellesley*

FY2022 Budget Request

Facilities Management Department Narrative: Mission, Services & Priorities

01192239	524020	Vehicle Maintenance	11,785	3,069	2,196	3,000	3,075	\$ 75	2.50%
01192239	524030	Equipment Maintenance	402	-	-	-	-	\$ -	0.00%
01192239	524031	Maintenance - painting	3,114	2,688	4,804	1,090	1,117	\$ 27	2.50%
01192239	527030	Equipment Rental/Lease	-	-	-	-	-	\$ -	0.00%
01192239	530500	Training and Development	-	-	-	1,300	1,333	\$ 32	2.50%
01192239	534020	Telephone Expense	219	-	-	-	-	\$ -	0.00%
01192239	534050	Telecommunications	7,886	7,896	7,800	2,600	2,665	\$ 65	2.50%
01192239	541010	Gasoline	9,663	11,689	9,935	14,500	14,863	\$ 362	2.50%
01192239	542010	Office Supplies	403	-	-	3,124	3,202	\$ 78	2.50%
01192239	542130	Work Clothing	-	130	-	-	-	\$ -	0.00%
01192239	543010	Building M&R Supplies	51	95	-	-	-	\$ -	0.00%
01192239	543060	Custodial M&R Supplies	-	-	-	-	-	\$ -	0.00%
01192239	548010	Vehicular Parts & Accessories	1,760	1,591	1,891	2,000	2,050	\$ 50	2.50%
01192239	548020	Vehicular Tires & Tubes	703	799	989	1,200	1,230	\$ 30	2.50%
01192239	548090	Other Vehicular Supplies	35	-	1,440	500	513	\$ 13	2.50%
01192239	553060	Computer Supplies	-	-	-	75	77	\$ 2	2.50%
01192239	571010	Travel - Mileage	167	86	3	882	882	\$ -	0.00%
01192239	571011	Travel - Mileage Custodians	-	-	7	-	-	\$ -	0.00%
01192241	521010	Electricity	56,058	53,812	47,075	3,717	3,717	\$ -	0.00%
01192241	521020	Natural Gas	-	-	-	16,306	16,714	\$ 408	2.50%
01192241	523010	Water	2,361	2,262	1,949	-	-	\$ -	0.00%
01192241	523020	Sewerage	2,691	2,568	2,275	-	-	\$ -	0.00%
01192241	524010	Building Maintenance	8,482	13,931	7,860	2,500	2,563	\$ 63	2.50%
01192241	524030	Equipment Maintenance	-	-	259	-	-	\$ -	0.00%
01192241	524090	Other Contractual Services	-	230	197	1,250	1,281	\$ 31	2.50%
01192241	524091	Other Contract Svcs: Custodian	-	1,233	600	-	-	\$ -	0.00%
01192241	527030	Equipment Rental/Lease	1,262	808	280	-	-	\$ -	0.00%
01192241	527031	Equip Svc/Repair: Custodian	72	1,022	148	-	-	\$ -	0.00%
01192241	542130	Work Clothing	73	46	653	-	-	\$ -	0.00%
01192241	543010	Building M&R Supplies	4,870	2,043	3,642	5,000	5,125	\$ 125	2.50%
01192241	543060	Custodial M&R Supplies	866	1,149	5,877	5,000	5,125	\$ 125	2.50%
01192242	521010	Electricity	-	-	-	29,925	29,925	\$ -	0.00%
01192242	521020	Natural Gas	16,460	15,983	16,312	38,797	39,767	\$ 970	2.50%
01192242	523010	Water	-	-	-	3,000	3,000	\$ -	0.00%
01192242	523020	Sewerage	-	-	-	2,362	2,456	\$ 94	4.00%
01192242	524010	Building Maintenance	6,880	16,686	10,929	5,600	5,740	\$ 140	2.50%
01192242	524030	Equipment Maintenance	-	-	259	-	-	\$ -	0.00%
01192242	524090	Other Contractual Services	-	1,807	1,554	5,600	5,740	\$ 140	2.50%
01192242	524091	Other Contract Svcs: Custodian	-	250	355	-	-	\$ -	0.00%
01192242	524031	Equip Svc/Repair: Custodian	936	2,219	-	-	-	\$ -	0.00%
01192242	527030	EQUIPMENT RENTAL/LEASE	-	-	197	-	-	\$ -	0.00%
01192242	527031	EQUIP SVC/REPAIR: CUSTO	-	-	3,695	-	-	\$ -	0.00%
01192242	542130	Work Clothing	425	620	-	25	46	\$ 46	182.00%
01192242	543010	Building M&R Supplies	1,880	2,429	4,599	8,000	8,200	\$ 200	2.50%
01192242	543060	Custodial M&R Supplies	5,858	5,163	10,619	8,000	8,200	\$ 200	2.50%
01192242	578015	Late Fees/Interest Charges	-	-	-	-	-	\$ -	0.00%
01192246	521010	Electricity	35,121	34,860	36,333	42,000	42,000	\$ -	0.00%
01192246	521020	Natural Gas	-	340	621	-	-	\$ -	0.00%
01192246	521030	Fuel Oil	-	-	-	-	-	\$ -	0.00%
01192246	523010	Water	233	223	257	498	498	\$ -	0.00%



Town of Wellesley
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

01192246	523020	Sewerage	697	669	769	765	796	\$ 31	4.00%
01192246	524010	Building Maintenance	14,746	11,497	9,549	9,250	9,481	\$ 231	2.50%
01192246	524030	Equipment Maintenance	-	-	259	-	-	\$ -	0.00%
01192246	524090	Other Contractual Services	5,249	16,287	6,444	17,500	17,938	\$ 438	2.50%
01192246	524091	Other Contract Svcs: Custodian	-	633	-	-	-	\$ -	0.00%
01192246	527030	Equipment Rental/Lease	-	-	35	-	-	\$ -	0.00%
01192246	527031	Equipment Svc/Repair: Custodian	72	33	-	-	-	\$ -	0.00%
01192246	542130	Work Clothing	361	248	-	-	-	\$ -	0.00%
01192246	543010	Building M&R Supplies	2,511	2,366	3,085	10,000	10,250	\$ 250	2.50%
01192246	543060	Custodial M&R Supplies	3,005	2,789	4,483	6,700	6,868	\$ 167	2.50%
01192246	524091	Other Contract Svcs: Custodian	-	-	-	-	-	\$ -	0.00%
01192247	521010	Electricity		1,803	936	-	-	\$ -	0.00%
01192247	521020	Natural Gas		392		-	-	\$ -	0.00%
01192247	523010	Water		227	114	-	-	\$ -	0.00%
01192247	523020	Sewerage		348	313	-	-	\$ -	0.00%
01192247	524010	Building Maintenance	-	650	-	-	-	\$ -	0.00%
01192247	527030	Equipment Rental/lease		35		-	-	\$ -	0.00%
01192247	527031	Equip Svc/repair: Custodians	-	-	289	-	-	\$ -	0.00%
01192247	542130	Work Clothing	412	451	105	25	46	\$ 46	182.00%
01192247	543010	Building M&R Supplies	-	45	422	-	-	\$ -	0.00%
01192247	543060	Custodial M&R Supplies	-	784	4,348	-	-	\$ -	0.00%
01192261	521010	Electricity	116,881	119,472	107,076	133,935	133,935	\$ -	0.00%
01192261	521020	Natural Gas	22,313	22,047	21,001	22,040	22,591	\$ 551	2.50%
01192261	523010	Water	3,812	3,637	2,763	4,605	4,605	\$ -	0.00%
01192261	523020	Sewerage	5,932	5,975	4,579	8,120	8,444	\$ 325	4.00%
01192261	524010	Building Maintenance	35,797	24,339	38,862	40,333	41,341	\$ 1,008	2.50%
01192261	529020	Rubbish/Garbage Pickup	2,100	-	-	-	-	\$ -	0.00%
01192261	529050	Recycled Materials Disposal	-	-	-	-	-	\$ -	0.00%
01192261	524030	Equipment Maintenance	201	-	259	1,700	1,743	\$ 42	2.50%
01192261	524031	Maintenance - painting	-	-	-	800	820	\$ 20	2.50%
01192261	524090	Other Contractual Services	6,636	3,385	21,084	25,487	26,124	\$ 637	2.50%
01192261	524091	Other Contract Svcs: Custodian	6,750	-	5,145	13,450	13,786	\$ 336	2.50%
01192261	527031	Equip Svc/Repair: Custodian	1,698	5,868	2,631	1,350	1,384	\$ 34	2.50%
01192261	542130	Work Clothing	809	1,065	653	-	-	\$ -	0.00%
01192261	543010	Building M&R Supplies	7,477	10,542	9,036	12,525	12,838	\$ 313	2.50%
01192261	543060	Custodian M&R Supplies	16,532	13,034	15,404	10,650	10,916	\$ 266	2.50%
01192261	571011	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192261	578015	Late Fees/Interest Charges	-	-	-	-	-	\$ -	0.00%
01192263	529020	Rubbish/Garbage Pickup	-	2,100	2,100	2,100	2,100	\$ -	0.00%
01192263	521010	Electricity	1,648	1,765	1,591	2,940	2,940	\$ -	0.00%
01192263	521020	Natural Gas	2,789	2,813	1,510	3,859	3,955	\$ 96	2.50%
01192263	523010	Water	-	-	-	150	150	\$ -	0.00%
01192263	523020	Sewerage	220	232	184	172	179	\$ 7	4.00%
01192263	524010	Building Maintenance	529	460	695	-	-	\$ -	0.00%
01192263	542130	Work Clothing	297	-	-	-	-	\$ -	0.00%
01192275	521010	Electricity	17,551	19,689	17,860	11,813	11,813	\$ -	0.00%
01192275	521020	Natural Gas	1,266	1,844	1,653	8,269	8,475	\$ 207	2.50%
01192275	521030	Fuel Oil	-	-	-	-	-	\$ -	0.00%
01192275	523010	Water	343	475	386	750	750	\$ -	0.00%
01192275	523020	Sewerage	517	814	658	1,892	1,968	\$ 76	4.00%



Town of *Wellesley*
FY2022 Budget Request
Facilities Management Department Narrative: Mission, Services & Priorities

01192275	524010	Building Maintenance	6,468	11,474	8,937	12,750	13,069	\$ 319	2.50%
01192275	524030	Equipment Maintenance	-	-	259	-	-	\$ -	0.00%
01192275	524090	Other Contractual Services	-	-	-	375	384	\$ 9	2.50%
01192275	524091	Other Contract Svcs: Custodian	-	-	700	-	-	\$ -	0.00%
01192275	527030	Equipment Rental/Lease	-	-	-	-	-	\$ -	0.00%
01192275	527031	Equip Svc/Repair: Custodian	72	1,431	2,643	-	-	\$ -	0.00%
01192275	529020	Rubbish/Garbage Pickup	-	-	-	750	769	\$ 19	2.50%
01192275	529050	Recycled Materials Disposal	-	-	-	-	-	\$ -	0.00%
01192275	542130	Work Clothing	280	221	653	150	273	\$ 273	182.00%
01192275	543010	Building M&R Supplies	933	2,255	2,272	1,275	1,307	\$ 32	2.50%
01192275	543060	Custodial M&R Supplies	4,265	4,951	7,279	4,000	4,100	\$ 100	2.50%
01192285	530500	Training and Development	200	695	881	500	513	\$ 13	2.50%
01192285	534010	Postage	34	8	-	100	103	\$ 2	2.50%
01192285	534030	Advertising - General	49	-	-	-	-	\$ -	0.00%
01192285	542010	Office Supplies	404	271	518	900	923	\$ 22	2.50%
01192285	549090	Other Food Service Supplies	63	86	-	-	-	\$ -	0.00%
01192285	542010	Food Service Supplies		-	-	500	500	\$ -	0.00%
01192285	571010	Travel - Mileage	115	46	92	-	-	\$ -	0.00%
01192285	583120	Office Machine Replacement	6,254	-	-	3,000	3,000	\$ -	0.00%
01192240	521500	Green Power Premium						\$ -	0.00%
01192200	524090	Other Contractual Services	-					\$ -	0.00%
		Total Expenses	3,137,086	3,294,840	2,971,717	3,559,751	3,609,563	\$ 57,092	1.60%
01192809	570000	Encumbrances	5,786	20,960				-	-
		Total Request	\$ 7,465,705	\$ 7,841,311	\$ 7,539,692	\$ 8,294,959	\$ 8,398,703	\$ 103,744	1.25%



Town of *Wellesley*
FY2022 Budget Request
Green Power Operating Narrative: Mission, Services & Priorities

<u>Green Power</u>															
Department: 125															
Department Head: Joseph McDonough, Facilities Director															
DEPARTMENT EXPENDITURES															
Org	Obj	Description	FY18	FY19	FY20	FY21	FY22	\$ Variance							
			<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Request</u>	<u>FY21-22</u>							
01192240	521500	Green Power Premium	17,832	16,730	19,086	20,000	20,000	-							
		Subtotal, Expenses	\$17,832	\$16,730	\$19,086	\$20,000	\$20,000	\$ - 0.00%							