



**Town of Wellesley**  
**FY2022 Budget Request**  
**Employee Benefits Operating Narrative: Mission, Services & Priorities**

### Group Insurance

The Group Insurance budget covers the Town's share of health Insurance premiums for active and retired employees. In addition, it includes life insurance, dental insurance, long term disability insurance, an employee assistance program, and the Town's share of the Federal Medicare Tax. The tax-impact budget request is net of reimbursements from the Enterprise Funds for their personnel.

Group Insurance benefits for active and retired Town and School employees continue to comprise a significant percentage of the total budget, with the health insurance component growing at a faster rate than revenues. In recent years, health insurance has been a major factor in the difficulty of balancing the Town's budget. In response, the Town has implemented a number of changes, many of which have been subject to collective bargaining.

Recently the Town reached an agreement with its unions, effective July 1, 2018, to replace the "Rate Saver Plans" purchased through the West Suburban Health Group with two "deductible" plans that are more cost effective for the Town. The change will moderate cost and continue to provide an excellent choice of health care plans for employees and retirees. Although the changes in plan offerings will slow the growth in health insurance costs to a more affordable level, **all staffing additions must be thoroughly vetted** because of their negative impact upon benefit costs.

#### Group Insurance Operating Request

Org	Object	Account # 01-914 Account Title	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
21914200	530259	OPEB Consulting	20,000	20,000	20,000	-	0.00%
21914200	575213	Group Health Insurance	16,848,690	17,784,013	17,629,688	(154,325)	-0.87%
21914200	578500, 578510 & 575219	FSA, HRA & HSA Administration, Claims	375,000	325,000	350,000	25,000	7.69%
21914200		Savings transferred from Health insurance fund	-	-	-	-	0.00%
21914200	575212	Health Insurance Consulting & Actuarial Services	10,000	37,500	10,000	(27,500)	-73.33%
21914200	575230	Medicare Tax	1,450,000	1,540,000	1,575,000	35,000	2.27%
21914200	575210	Medicare B Penalty & Refunds	65,000	60,000	58,000	(2,000)	-3.33%
21914200	575240	Long Term Disability	75,000	-	-	-	0.00%
21914200	575297	Allowance for Other Insurances	675,000	675,000	700,000	25,000	3.70%
21914200	578550	VOYA Fees	45,000	30,000	30,000	-	0.00%
21914200	575260	Employee Assistance Plan	64,800	64,800	90,000	25,200	38.89%
			\$ 19,628,490	\$ 20,536,313	\$ 20,462,688	\$ (73,625)	-0.36%



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### Workers Compensation

The Town self-funds its Workers' Compensation program and has a dedicated employee within the Human Resources department to manage all claims and cases. The program includes the cost of reinsurance to protect against catastrophic cases. An actuarial analysis is performed annually to determine the adequacy of the self-insurance fund and to identify an annual appropriation amount. Because of several years of good claims experience, the Town has reached the balance recommended by its actuarial firm and has therefore been able to keep the 2022 contribution level to 2021.

Org	Object	Account # 01-912 Account Title	FY18 Budget	FY19 Request	FY20 Actual	FY21 Request	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
01912200	578010	Approved Special Expenses	\$ 517,860	\$ 287,700	\$ 287,700	\$ 244,149	\$ 244,149	\$ -	0.00%

### OPEB Liability Fund

Other (than Pension) Post- Employment Benefits (OPEB) liabilities are the cost of the Town's actuarially –determined obligation to subsidize a portion of retiree medical insurance for retired Town and School employees. Drivers of OPEB liability costs include health care costs, the size of the eligible population, and the level of benefits provided. Health care cost inflation, an aging population, consistent benefit offerings, and longer life expectancy have collectively served to increase OPEB costs in recent years.

Since 2006, the Town has been a leader in the Commonwealth in providing an aggressive strategy to fund its OPEB liabilities by 2037. OPEB contributions were increased annually over the course of a decade using a capital exclusion as part of the plan, and eventually OPEB contributions were funded entirely within the levy. The current actuarial funding schedule recommends a level annual appropriation of \$3,432,000, which no longer adds a structural imbalance to the budget. The funded status has continued to improve and the Town now expects the past service liabilities to be fully funded by 2032, with an assumed interest rate of 6.625%. The Retirement Board manages the OPEB investment at the Town's request, and secures actuarial valuations every two years.

Org	Object	Account # 01-919 Account Title	FY18 Budget	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
01919200	596998	OPEB Non-Excluded	\$3,432,000	\$3,432,000	\$3,432,000	\$3,432,000	\$3,432,000	\$ -	0.00%
01919200	596999	OPEB Excluded	-	-	-	-	\$3,432,000	\$ -	0.00%
		<b>EXPENSES TOTAL</b>	<b>\$3,432,000</b>	<b>\$3,432,000</b>	<b>\$3,432,000</b>	<b>\$3,432,000</b>	<b>\$3,432,000</b>	<b>\$ -</b>	<b>0.00%</b>



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### Pension/Retirement Contribution

The majority of Town employees participate in a defined benefit pension plan, the Wellesley Contributory Retirement System (WCRS). Public School teachers and certain administrators are members of the Massachusetts Teachers' Retirement System, to which the Town does not contribute. WCRS members are required to contribute between 7 and 11% of annual covered compensation (depending upon their hire date). The majority are now at the 11% level: 9% on the first \$30,000, and an additional 2% on the rest). The Town is required to pay its share of the actuarially determined contribution, which includes amortization of past service costs. Employees do not participate in Social Security and contribute significantly more to their own retirement than private sector employees contribute to Social Security.

A chart of the town's pension contributions from FY18 – FY22 is shown below:

<b>Retirement Operating Request</b>									
Org	Object	Account # 01-910 Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
		Contributory Retirement Pension	\$ 7,835,775	\$ 8,350,000	\$ 8,851,507	\$ 9,438,070	\$ 9,756,209	\$ 318,139	3.37%
								\$ -	0.00%
64*	575010	Sewer Contribution	(114,256)	(121,754)	(130,695)	(141,553)	(146,419)	\$ (4,866)	3.44%
74*	575010	Water Contribution	(266,597)	(284,092)	(304,954)	(330,291)	(341,643)	\$ (11,352)	3.44%
64	202049	MLP Contribution	(771,792)	(821,746)	(850,422)	(921,561)	(951,741)	\$ (30,180)	3.27%
		West Suburban Veteran's District	(10,462)	(11,150)	(8,921)	(9,477)	(9,809)	\$ (332)	3.50%
		Wellesley Housing Authority Contribution	(50,805)	(54,833)	(68,606)	(69,407)	(71,780)	\$ (2,373)	3.42%
01910200	575010	Contributory Retirement Pension	\$ 6,621,863	\$ 7,056,425	\$ 7,487,909	\$ 7,965,781	\$ 8,234,817	\$ 269,036	3.38%

From FY97 until FY09, the Town did not make contributions to the WCRS, because the system was fully funded and investment earnings were more than sufficient to cover the annual cost to the Town. Town employees continued to make their contributions during this period, however. Following the severe downturn in global financial markets in 2008, the Retirement Board made the prudent decision to resume appropriating Town contributions to the system. Beginning with \$1 million in funding for FY10, and ramping up quickly, the contribution increased each year for several years, to achieve an actuarial funding schedule, before leveling off at a rate in line with annual revenue increases by FY16.

The FY22 appropriation of \$8,234,817 (up 3.38% from FY21), has been increased slightly to allow for an increase in the COLA (cost of living) base, which was recently approved by Town



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Meeting. Scheduled increases slow to under **3.5% annually after 2021**, falling into line with or under expected revenue growth.

This schedule will achieve full funding by 2030. The MLP, Water, Sewer and Wellesley Housing Authority each contribute their share of the pension costs. The current amortization schedule is based upon the assumption that the average annual investment return for pension assets will be 6.625%, which is more conservative than other systems within the Commonwealth, but in line with assumptions of other systems nationwide. As has been the case historically, the WCRS is one of the best funded systems in the Commonwealth.

### **Unemployment Compensation**

The Unemployment Compensation budget is used to reimburse the Massachusetts Division of Employment Security for actual claims paid on behalf of the Town. The Town has the option of paying a fixed percentage of payroll, or actual expenses, and has chosen the latter, less expensive approach.

<b><u>Unemployment Compensation Operating Request</u></b>									
<b>Org</b>	<b>Object</b>	<b>Account # 01-913 Account Title</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Budget</b>	<b>FY21 Request</b>	<b>\$ Variance FY21-22</b>	<b>\$ Variance FY21-22</b>
01913200	596087	Transfer to Unemployment Comp	\$ 150,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%

### **Compensated Absences**

The Compensated Absences budget provides funds to pay eligible employees for sick and vacation time earned in prior years upon retirement, termination or death subject to the provisions of the respective collective bargaining agreements. Because these payouts cannot always be predicted or absorbed, this appropriation serves as a reserve for non-school budgets. Any unused amounts at fiscal year- end revert to free cash. Non-union contract employees are not compensated for unused sick time, and vacation carryover is limited by Town bylaws and Human Resources Policy.

<b><u>Compensated Absences Operating Request</u></b>									
<b>Org</b>	<b>Object</b>	<b>Account # 01-950 Account Title</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Budget</b>	<b>FY22 Request</b>	<b>\$ Variance FY21-22</b>	<b>% Variance FY21-22</b>
01950100	519020	Sick Leave/Vacation Buyback	\$ 142,786	\$ 76,830	\$ 120,000	\$ 120,000	\$ 120,000	\$ -	0.00%



**Town of *Wellesley***  
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**Traffic and Parking Operating Narrative: Mission, Services & Priorities**

**Mission**

The mission of the Traffic and Parking Department is to facilitate vehicular and pedestrian safety and orderly movement throughout the community through the appropriate application of traffic regulatory and warning devices. The department also maintains municipal parking lots and on-street parking meters. This budget is funded from parking meter receipts.

Funds for Traffic and Parking expenditures are provided by parking meter receipts from on-street parking meters and the municipal parking lots and are deposited into the Town's Traffic and Parking Fund. In FY22, receipts are projected to be \$xxxxx. This budget funds the Traffic Fines Processing Department; traffic engineering services; meter maintenance; snow removal; sanding services for the Town's parking lots; and parking lot repair and maintenance.

<b>PERMANENT STAFFING (FTEs)</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Budget</b>	<b>FY22 Request</b>
<b><u>Full Time-Equivalent Employees</u></b>					
Position Titles:					
Administrator	0.5	0.5	0.5	0.5	0.5
Parking Clerk	1.0	1.0	1.0	1.0	0.5
Meter/Sign Repair	0.5	0.5	0.5	0.5	0.5
Parking Attendants	2.6	2.6	2.6	2.6	2.6
<b>Total Number of Positions</b>	<b>4.6</b>	<b>4.6</b>	<b>4.6</b>	<b>4.6</b>	<b>4.1</b>



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**Traffic & Parking Operating Request**

Org	Obj	Munis Object # Account Title	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Request	\$ Variance FY21-22	% Variance FY21-22
<b>PERSONAL SERVICES</b>									
27293100	511010	Senior Administrator		\$ 44,864	\$ 62,006	\$ 62,006	\$ 75,749	\$ 13,743	22.16%
27293100	511220	Other Professional	\$ 90,072	\$ 47,093	\$ 32,297	\$ 32,154	\$ 32,060	\$ (94)	-0.29%
27293100	511240	Unif Staff	72,420	67,612	69,273	93,020	93,020	\$ -	0.00%
27293100	514010	Shift Diff	665	621	22	2,000	2,000	\$ -	0.00%
27293100	511350	Laborer	54,355	46,191	39,392	55,000	55,000	\$ -	0.00%
27293100	511230	Traffic Officer	33,409	35,958	36,085	36,085	36,556	\$ 471	1.31%
27293100	511370	Clerk Assistance	-	4,600		-	-	\$ -	0.00%
			<b>250,921</b>	<b>246,940</b>	<b>239,075</b>	<b>280,265</b>	<b>294,385</b>	<b>14,120</b>	<b>5.04%</b>
<b>EXPENSES</b>									
27293200	521010	Electricity	11,104	10,995	10,763	12,000	10,000	\$ (2,000)	-16.67%
27293200	524015	Grounds Maint	37,077	32,458	19,846	32,000	34,000	\$ 2,000	6.25%
27293200	524030	Equip Maint	1,443	-	-	-	-	\$ -	0.00%
27293200	529030	Snow Removal	62,760	54,835	26,904	60,000	60,000	\$ -	0.00%
27293200	530700	Arch/Eng	66,580	22,404	29,983	75,000	75,000	\$ -	0.00%
27293200	530900	Other Prof	83,593	97,216	78,884	95,000	95,000	\$ -	0.00%
27293200	534010	Postage	601	662	705	1,000	1,000	\$ -	0.00%
27293200	534020	Telephone	1,277	1,046				\$ -	0.00%
27293200	534030	Advertising - General	-	-	-	-	500	\$ 500	0.00%
27293200	534040	Printing and Mailing	578	-	-	-	-	\$ -	0.00%
27293200	536100	DPW-PW Services	9,980	17,490	15,757	20,000	20,000	\$ -	0.00%
27293200	538090	Other Services	46,205	47,243	29,884	50,000	50,000	\$ -	0.00%
27293200	542010	Office Supplies	2,376	522	412	750	800	\$ 50	6.67%
27293200	542110	Uniforms	1,454	2,007	1,107	4,000	4,000	\$ -	0.00%
27293200	543040	Equipment Supplies	548	2,990	3,672	5,000	5,000	\$ -	0.00%
27293200	543050	Paint Supplies	55,654	45,015	48,617	60,000	60,000	\$ -	0.00%
27293200	543090	Other M & R	23,902	12,620	11,474			\$ -	0.00%
27293200	552030	Signs Supplies	26,234	22,546	21,847	30,000	32,000	\$ 2,000	6.67%
27293200	571010	Travel-Mileage	2,151	1,804	1,767	3,000	3,000	\$ -	0.00%
27293200	571540	Parking Lot Imp	-	12,768	12,654	20,000	20,000	\$ -	0.00%
27293200	571550	Traffic Calming	-	46,131	9,608	60,000	60,000	\$ -	0.00%
27293200	575210	Health Insurance	-	13,486	15,000	40,000	40,000	\$ -	0.00%
27293200	578020	Credit card	20,786	19,936	17,998	30,000	30,000	\$ -	0.00%
<b>Expense Total</b>		<b>454,303</b>	<b>464,175</b>	<b>356,882</b>	<b>597,750</b>	<b>600,300</b>	<b>2,550</b>	<b>0.43%</b>	
<b>P/S and Expenses Total</b>		<b>\$ 705,224</b>	<b>\$ 711,114</b>	<b>\$ 595,957</b>	<b>\$ 878,015</b>	<b>\$ 894,685</b>	<b>\$ 16,670</b>	<b>1.90%</b>	
<b>Capital Request</b>		<b>\$ 680,000</b>	<b>\$ 150,000</b>	<b>\$ 100,000</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ (350,000)</b>	<b>-100.00%</b>	
<b>Grand Total</b>		<b>\$ 1,385,224</b>	<b>\$ 861,114</b>	<b>\$ 695,957</b>	<b>\$ 1,228,015</b>	<b>\$ 894,685</b>	<b>\$ (333,330)</b>	<b>-27.14%</b>	