

# TOWN OF WELLESLEY

Wellesley, Massachusetts, 02481

## COMMISSIONERS

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## DIRECTOR

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## BOARD OF PUBLIC WORKS

December 21, 2022

To: Advisory Committee

From: David A. Cohen, Director

Re: **Board of Public Works - FY 2024 Tax Impact Operating Budget – Version 3**

I respectfully submit the attached FY24 Tax Impact Operating Budget request, approved by the Board of Public Works on December 13, 2022. The total FY2024 tax impact request, including RDF Business Initiatives, is \$8,523,817 which is an increase of \$581,122 or 7.3% over the FY23 budget, and exceeds the 3.0% guideline target for FY24 by \$342,841. The highlights of the personal services increase of \$90,662 (1.8%) and the expense increase of \$490,460 (20.0%) are summarized below.

The DPW expects to generate \$790,000 (an increase of \$180,000 or 30%) in revenue from the Recycling and Disposal Facility operations including commercial tipping fees, recycling revenues, and income from our Business Initiatives Program (see Page 33). This revenue is returned directly to the General Fund and does not offset any budget increases for the purposes of meeting the Operating Budget guideline target.

### **Personal Services increase of \$90,662 (1.8%):**

- The Personal Services increase includes \$29,454 for general increases of 2.0% for Management Pay Plan based on guidance from Financial Services.
- The Personal Services increase includes \$14,813 for general increases of 3.0% for Group 40 employees based on guidance from Financial Services.
- Production Unit salaries include increases for employees who will be moving to new steps but does not include general wage rate increases. This contract expires this fiscal year and we anticipate contract negotiations taking place this winter. Please note that each 1% increase in Production wages has a tax impact of approximately \$27,000.
- Supervisory Unit salaries include increases for employees who will be moving to new steps but does not include general wage rate increases. This contract expires this fiscal year and we anticipate contract negotiations taking place this winter. Please note that each 1% increase in Supervisory wages has a tax impact of approximately \$2,000.
- This budget includes \$30,000 in the Park Division to provide labor support for both the mobilization and de-mobilization of one Parklet. Last year this support was funded through a one-time grant.

- This budget includes \$15,000 in the Park Division to provide labor support for the new Hunnewell Restroom. These services are provided by the Facilities Management Department and are paid via inter-departmental transfers.
- The Personal Services change also includes a decrease of \$1,395 for the net effect of position changes, salary adjustments and staff hired at different amounts.

**Expense Budget – increase of \$490,460 (20.0%):**

- Increase of \$124,085 in Department's budget due to expected fuel price increases in FY24 (Diesel 34.5% and Gasoline 24.5%).
- Increase of \$100,450 in the RDF Expense Budget due to increase in wood recycling fees which are expected to be offset by an additional \$20,000 in commercial revenues to be returned to the General Fund. This amount assumes a 9% increase in wood tonnage and a 67% increase in disposal fees.
- Increase of \$83,025 in the RDF Expense Budget primarily due to a contractual increase in trash disposal costs. This amount assumes a 17% decrease in trash tonnage versus the FY23 budget and a 4.5% increase in per ton fees. As a reminder, all commercial trash tonnage is offset through fees collected by the RDF. In FY24, we project that \$530,000 in commercial trash tipping fees will be returned to the Town's General Fund.
- Increase of \$37,500 in the RDF Expense Budget due to increases in mattress recycling costs. This amount assumes a price increase from \$10 to \$35 per mattress. This program was previously funded through a MassDEP grant which is no longer available. Mattresses were added to the list of Waste Bans in November of 2022 and must now be recycled.
- Increase of \$25,000 in the RDF Expense Budget due to the addition of a second Household Hazardous Waste Day. We are recommending the addition of a second event to reduce the amount of hazardous material that is landfilled. In FY22, a second event was held and over 8 tons of materials were collected for recycling and safe disposal.
- Increase of \$85,000 for contracted services for sidewalk cleaning, catch basin cleaning, tree removals, and police details. These additional amounts assume a similar level of service as FY23 and reflect recent actual needs and expenditures due to increased contracted labor, equipment, and disposal costs.
- Increase of \$28,500 in Highway expenses due to increases in asphalt costs.
- Increase of \$11,900 in Highway, Park & RDF expenses for a variety of increased costs including loam, fertilizer, seed and sod, and signage.
- Increase of \$5,000 in Park expenses for utility increases, including water, sewer, electric, and natural gas, as part of the Town's active recreation program.
- Decrease of \$10,000 in the RDF's Business Initiatives program to reflect projected opportunities based on recent actuals.

### **Tax Impact Budget without Stormwater**

Please note that we are showing our Tax Impact budget without the Stormwater-related costs on a second Budget Request and a second Personal Services Funding page (Tax Impact Budget without Stormwater). This would reduce the total request by \$961,729 and would be the version that would be voted at Town Meeting if the Town adopts the Stormwater Utility.

### **Personal Services Funding from Other Sources**

Approximately 25% of our personal services funding comes from other sources such as DPW Capital, Water & Sewer Enterprise Fund Support and 'Work for Others' which is work that we provide at the request of other Departments. The amounts projected from each of these sources are shown on Page 7. We have also included a brief description of this work at the end of the narrative section for each division.

Additional details in the narrative section show salary allocations from each Division to each funding source including Water & Sewer Enterprise Funds.

If you have any questions or would like any further information about our budget, please contact me at your convenience.

Attachment – FY24 Tax Impact Operating Budget Version 3.



# Town of *Wellesley*

## FY2024 Budget Request

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### **Department of Public Works**

### **Operating Budget Request**

### **Version 3.0**

*Approved by the Board of Public Works*  
*December 13, 2022*

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## HIGHLIGHTS FROM OUR STRATEGIC PLAN

### ◆ MISSION STATEMENT

*The Department of Public Works provides exemplary and responsive public works services for the well-being of the community.*

### ◆ MAJOR GOALS

Five major goals are derived from the themes in the mission statement. Each major goal has one or more objective and strategy. The goals and objectives are discussed in a general way throughout the program, sub program and function narratives of the tax impact budget. The five major goals are:

- To Provide Essential Services
- To Provide Emergency Services
- To Provide Maintenance Services
- To Provide Information and Planning Support
- To Protect, Maintain and Improve the Town's Assets and Infrastructure

and to do all of the above at the highest standards in a safe and cost effective manner.

### ◆ VISION STATEMENT

*To be recognized by the community for outstanding services to the Town which are achieved through careful planning and implementation, continuous improvements and by developing teamwork through good support and training.*

### ◆ VALUE STATEMENT

Our value statement indicates the qualities and characteristics the Department holds in esteem as it goes about its work:  
*We value the supportive environment that allows our productive spirit and professional capabilities to serve the Wellesley community.*

## **BUDGET SECTION OVERVIEW**

**PROGRAMS SUMMARY** – Total DPW Tax Impact Budget and Division Personal Services and Expense Totals. Includes 3 years of Actual expenditures, the current year Budget, and next year's requests.

**PERSONAL SERVICES FUNDING FROM ALL SOURCES** – Total work funded from other sources. Includes 3 years of Actual expenditures, the current year Budget, and next year's requests.

**DIVISION SUMMARY** – Division personal services and expense totals by sub program, including the appropriation request and expected work funded from other sources. Sub programs are the key function areas for each division. Sub Program numbers can be used to refer to the appropriate section on the narrative pages. Division Summary shows 3 years of Actual expenditures, the current year Budget, and next year's requests.

**STAFFING PLAN** – List of positions for each division and the current incumbent for each position. Includes the position title, incumbent name, projected Group/Step, salary, full time equivalency (FTE), and projected salary. Staffing sheets also show projected temporary employee salaries, overtime, and charges expected from other divisions.

**NARRATIVE** – Description of the programs, sub programs, and activities for each division. Also includes pertinent statistics.

## **WELLESLEY DEPARTMENT OF PUBLIC WORKS PERSONAL SERVICES FUNDING FROM OTHER SOURCES**

Approximately 25% of the DPW's personal services work is funded from other sources described below. Labor, materials and equipment charges are tracked and billed monthly or as needed so the respective customer can review and approve all charges. In addition to the summary below, sources for each division are shown on 'Division Summary' pages and further described in the narrative section for each division.

### **STREET PERMIT PROGRAM**

- Permits issued for work in the public way.
- Fees from permits fund all program activities, including:
  - Dig Safe mark outs, inspectional services, and administrative services.

### **WORK FOR OTHERS**

- Recurring and non-recurring requests
- 2/3 of work comes from regular and recurring work such as:
  - Parking lot maintenance, parking meters maintenance, regulatory signs repair, weed harvesting, tree planting, and landscaping services for Facilities Maintenance Department.
- 1/3 of work comes from one-time requests such as:
  - Town Hall Parking lot paving, Fuller Brook Tree removals.
- Scope of services negotiated with 'customer'.
- Completed work is invoiced monthly or as needed.

### **WORK FOR OTHERS - ENTERPRISE**

- Recurring and non-recurring requests from enterprise funds including capital project support.
  - Sewer house service inspections, patching trenches, grounds-keeping services, operational support, water and sewer construction engineering services.

### **ENTERPRISE FUND SUPPORT**

- Planned, automatic distribution of salaries for certain Water & Sewer support activities such as:
  - Budgeting, accounting, management, engineering, and watchperson services.
- Completed work is invoiced monthly.

### **CAPITAL**

- Personnel assigned to recurring and non-recurring DPW Tax Impact capital projects such as:
  - Street Resurfacing, Sidewalks, Storm Drain, Athletic Fields, Playgrounds, and DPW Facilities.



# Town of Wellesley

## FY2024 Budget Request

### Department of Public Works Operating Budget Request

Department: 400	Department Head: David Cohen, DPW Director	--VARIANCE--					
		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 PLAN	FY2024 REQUEST	FY2024 - FY2023(\$)
<b>DPW Tax Impact Operating Budget</b>							
Personal Services	4,415,168	4,662,109	4,896,317	5,110,710	5,201,372	90,662	1.8%
Expenses	2,014,641	2,158,739	2,429,825	2,452,808	2,943,268	490,460	20.0%
Winter Maintenance	533,020	820,575	915,515	379,177	379,177	0	0.0%
<b>DPW Operating Budget Request</b>	<b>6,962,829</b>	<b>7,641,423</b>	<b>8,241,658</b>	<b>7,942,695</b>	<b>8,523,817</b>	<b>581,122</b>	<b>7.3%</b>
<b>Engineering</b>							
Personal Services	532,207	536,372	488,964	569,444	582,185	12,741	2.2%
Expenses	71,402	63,832	60,357	65,500	67,215	1,715	2.6%
	<b>603,609</b>	<b>600,204</b>	<b>549,322</b>	<b>634,944</b>	<b>649,400</b>	<b>14,456</b>	<b>2.3%</b>
<b>Highway</b>							
Personal Services	1,134,765	1,186,618	1,275,002	1,269,065	1,276,386	7,321	0.6%
Expenses	479,220	462,929	515,675	494,200	604,560	110,360	22.3%
	<b>1,613,985</b>	<b>1,649,546</b>	<b>1,790,677</b>	<b>1,763,265</b>	<b>1,880,946</b>	<b>117,681</b>	<b>6.7%</b>
<b>Park &amp; Tree</b>							
Personal Services	1,230,903	1,272,818	1,379,373	1,398,824	1,451,303	52,479	3.8%
Expenses	314,344	381,374	413,834	419,690	512,730	93,040	22.2%
	<b>1,545,247</b>	<b>1,654,192</b>	<b>1,793,208</b>	<b>1,818,514</b>	<b>1,964,033</b>	<b>145,519</b>	<b>8.0%</b>
<b>RDF</b>							
Personal Services	997,814	1,083,312	1,126,392	1,236,792	1,243,904	7,112	0.6%
Expenses	1,084,524	1,186,160	1,372,521	1,405,017	1,690,362	285,345	20.3%
	<b>2,082,338</b>	<b>2,269,471</b>	<b>2,498,913</b>	<b>2,641,809</b>	<b>2,934,266</b>	<b>292,457</b>	<b>11.1%</b>
<b>Management</b>							
Personal Services	354,478	382,690	422,280	428,194	439,202	11,008	2.6%
Expenses	23,597	21,352	23,975	24,070	24,070	0	0.0%
	<b>378,075</b>	<b>404,041</b>	<b>446,255</b>	<b>452,264</b>	<b>463,272</b>	<b>11,008</b>	<b>2.4%</b>
<b>Fleet Maintenance</b>							
Personal Services	165,000	200,300	204,306	208,392	208,392	0	0.0%
Expenses	41,555	43,093	43,462	44,331	44,331	0	0.0%
	<b>206,555</b>	<b>243,393</b>	<b>247,768</b>	<b>252,723</b>	<b>252,723</b>	<b>0</b>	<b>0.0%</b>
<b>Winter Maintenance</b>							
Winter Maintenance	533,020	820,575	915,515	379,177	379,177	0	0.0%
	<b>533,020</b>	<b>820,575</b>	<b>915,515</b>	<b>379,177</b>	<b>379,177</b>	<b>0</b>	<b>0.0%</b>



# Town of Wellesley

## FY2024 Budget Request

**Tax Impact Budget without Stormwater**

### Department of Public Works Operating Budget Request

Department: 400	Department Head: David Cohen, DPW Director	Department of Public Works Operating Budget Request				--VARIANCE--	
		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 PLAN	FY2024 REQUEST	FY2024 - FY2023(\$)
<b>DPW Tax Impact Operating Budget</b>							
Personal Services		3,780,628	4,017,787	4,240,016	4,380,128	4,469,601	89,473 2.0%
Expenses		1,867,438	2,041,962	2,273,514	2,259,459	2,713,310	453,851 20.1%
Winter Maintenance		533,020	820,575	915,515	379,177	379,177	0 0.0%
<b>DPW Operating Budget Request</b>		<b>6,181,086</b>	<b>6,880,324</b>	<b>7,429,046</b>	<b>7,018,764</b>	<b>7,562,088</b>	<b>543,324 7.7%</b>
<b>Engineering</b>							
Personal Services		297,098	301,881	253,579	333,274	345,131	11,857 3.6%
Expenses		52,884	42,112	40,043	46,356	47,662	1,306 2.8%
		<b>349,982</b>	<b>343,993</b>	<b>293,623</b>	<b>379,630</b>	<b>392,793</b>	<b>13,163 3.5%</b>
<b>Highway</b>							
Personal Services		782,344	824,014	902,343	822,968	829,984	7,016 0.9%
Expenses		351,715	368,940	380,877	321,200	395,360	74,160 23.1%
		<b>1,134,059</b>	<b>1,192,953</b>	<b>1,283,220</b>	<b>1,144,168</b>	<b>1,225,344</b>	<b>81,176 7.1%</b>
<b>Park &amp; Tree</b>							
Personal Services		1,230,903	1,272,818	1,379,373	1,398,824	1,451,303	52,479 3.8%
Expenses		314,344	381,374	413,834	419,690	512,730	93,040 22.2%
		<b>1,545,247</b>	<b>1,654,192</b>	<b>1,793,208</b>	<b>1,818,514</b>	<b>1,964,033</b>	<b>145,519 8.0%</b>
<b>RDF</b>							
Personal Services		997,814	1,083,312	1,126,392	1,236,792	1,243,904	7,112 0.6%
Expenses		1,084,524	1,186,160	1,372,521	1,405,017	1,690,362	285,345 20.3%
		<b>2,082,338</b>	<b>2,269,471</b>	<b>2,498,913</b>	<b>2,641,809</b>	<b>2,934,266</b>	<b>292,457 11.1%</b>
<b>Management</b>							
Personal Services		307,468	335,463	374,023	379,879	390,887	11,008 2.9%
Expenses		22,417	20,284	22,776	22,865	22,865	0 0.0%
		<b>329,885</b>	<b>355,746</b>	<b>396,799</b>	<b>402,744</b>	<b>413,752</b>	<b>11,008 2.7%</b>
<b>Fleet Maintenance</b>							
Personal Services		165,000	200,300	204,306	208,392	208,392	0 0.0%
Expenses		41,555	43,093	43,462	44,331	44,331	0 0.0%
		<b>206,555</b>	<b>243,393</b>	<b>247,768</b>	<b>252,723</b>	<b>252,723</b>	<b>0 0.0%</b>
<b>Winter Maintenance</b>							
Winter Maintenance		533,020	820,575	915,515	379,177	379,177	0 0.0%
		<b>533,020</b>	<b>820,575</b>	<b>915,515</b>	<b>379,177</b>	<b>379,177</b>	<b>0 0.0%</b>

**FY2024 TAX IMPACT PROGRAMS SUMMARY AND  
PERSONAL SERVICES FUNDING FROM ALL SOURCES**

**--VARIANCE--**

	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 PLAN	FY2024 REQUEST	FY2024 - FY2023(\$)	FY2024 - FY2023(%)
<b>Tax Impact Programs</b>							
Personal Services (A)	4,415,168	4,662,109	4,896,317	5,110,710	5,201,372	90,662	1.8%
Expenses	2,014,641	2,158,739	2,429,825	2,452,808	2,943,268	490,460	20.0%
Winter Maintenance	533,020	820,575	915,515	379,177	379,177	0	0.0%
<b>DPW Operating Budget Request (B)</b>	<b>6,962,829</b>	<b>7,641,423</b>	<b>8,241,658</b>	<b>7,942,695</b>	<b>8,523,817</b>	<b>581,122</b>	<b>7.3%</b>
 <b>Personal Services Funding From Other Sources</b>							
STREET PERMIT PROGRAM	158,298	138,212	147,699	192,136	203,713	11,577	6.0%
WORK FOR OTHERS	289,000	348,900	404,145	352,504	357,115	4,611	1.3%
WORK FOR OTHERS - ENTERPRISE	91,118	42,680	73,311	125,886	126,757	871	0.7%
ENTERPRISE FUND SUPPORT	664,049	588,262	532,475	462,811	475,456	12,645	2.7%
CAPITAL	211,703	597,608	316,894	517,486	508,853	-8,633	-1.7%
<b>Total Personal Services From Other Sources (C)</b>	<b>1,414,168</b>	<b>1,715,661</b>	<b>1,474,524</b>	<b>1,650,823</b>	<b>1,671,894</b>	<b>21,071</b>	<b>1.3%</b>
<b>Personal Services Total (A+C)</b>	<b>5,829,336</b>	<b>6,377,770</b>	<b>6,370,841</b>	<b>6,761,533</b>	<b>6,873,266</b>	<b>111,733</b>	<b>1.7%</b>
<b>GRAND TOTAL (B+C)</b>	<b>8,376,997</b>	<b>9,357,084</b>	<b>9,716,182</b>	<b>9,593,518</b>	<b>10,195,711</b>	<b>602,193</b>	<b>6.3%</b>

**FY2024 TAX IMPACT PROGRAMS SUMMARY AND  
PERSONAL SERVICES FUNDING FROM ALL SOURCES**

**Tax Impact Budget without Stormwater**

	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 PLAN	FY2024 REQUEST	FY2024 - FY2023(\$)	FY2024 - FY2023(%)
<b>Tax Impact Programs</b>							
Personal Services (A)	3,780,628	4,017,787	4,240,016	4,380,128	4,469,601	89,473	2.0%
Expenses	1,867,438	2,041,962	2,273,514	2,259,459	2,713,310	453,851	20.1%
Winter Maintenance	533,020	820,575	915,515	379,177	379,177	0	0.0%
<b>DPW Operating Budget Request (B)</b>	<b>6,181,086</b>	<b>6,880,324</b>	<b>7,429,046</b>	<b>7,018,764</b>	<b>7,562,088</b>	<b>543,324</b>	<b>7.7%</b>
 <b>Personal Services Funding From Other Sources</b>							
STREET PERMIT PROGRAM	158,298	138,212	147,699	192,136	203,713	11,577	6.0%
WORK FOR OTHERS	289,000	348,900	404,145	352,504	357,115	4,611	1.3%
WORK FOR OTHERS - ENTERPRISE	91,118	42,680	73,311	125,886	126,757	871	0.7%
ENTERPRISE FUND SUPPORT	664,049	588,262	532,475	462,811	475,456	12,645	2.7%
WORK FOR OTHERS - STORMWATER	634,540	644,322	656,301	730,582	731,771	1,189	0.2%
CAPITAL	211,703	597,608	316,894	517,486	508,853	-8,633	-1.7%
<b>Total Personal Services From Other Sources (C)</b>	<b>2,048,708</b>	<b>2,359,983</b>	<b>2,130,825</b>	<b>2,381,405</b>	<b>2,403,665</b>	<b>22,260</b>	<b>0.9%</b>
<b>Personal Services Total (A+C)</b>	<b>5,829,336</b>	<b>6,377,770</b>	<b>6,370,841</b>	<b>6,761,533</b>	<b>6,873,266</b>	<b>111,733</b>	<b>1.7%</b>
<b>GRAND TOTAL (B+C)</b>	<b>8,376,997</b>	<b>9,357,084</b>	<b>9,716,182</b>	<b>9,593,518</b>	<b>10,195,711</b>	<b>602,193</b>	<b>6.3%</b>

**ENGINEERING DIVISION**
**FY2024 OPERATING REQUEST**
**DIVISION SUMMARY**
**PERSONAL SERVICES**

		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 PLAN	FY2024 REQUEST	FY2024 - FY2023(\$)	FY2024 - FY2023(%)
441	PLANNING & DESIGN	95,129	82,232	81,427	179,739	183,056	3,317	1.8%
442	SURVEY & INSPECTION	141,990	133,206	131,964	163,804	166,934	3,130	1.9%
443	TOWN PLANS & GIS	41,826	58,266	36,236	94,527	97,211	2,684	2.8%
961	VACATION/HOLIDAY/SICK	37,919	64,533	61,015	52,907	56,041	3,134	5.9%
962	ADMINISTRATION	215,344	198,134	178,322	78,467	78,943	476	0.6%
	<b>TAX IMPACT APPROPRIATION</b>	<b>532,207</b>	<b>536,372</b>	<b>488,964</b>	<b>569,444</b>	<b>582,185</b>	<b>12,741</b>	<b>2.2%</b>
415	STREET PERMIT PROGRAM	158,298	138,212	124,219	135,967	144,989	9,022	6.6%
992	WORK FOR OTHERS	1,056	6,669	0	24,722	25,266	544	2.2%
992 -	WORK FOR OTHERS - ENTERPRISE	5,791	1,717	2,585	14,026	14,446	420	3.0%
992 -	ENTERPRISE FUND SUPPORT	39,793	34,074	28,852	49,110	50,214	1,104	2.2%
995	CAPITAL	15,060	135,990	22,181	61,241	56,327	-4,914	-8.0%
	<b>OTHER SOURCES</b>	<b>219,999</b>	<b>316,662</b>	<b>177,837</b>	<b>285,066</b>	<b>291,242</b>	<b>6,176</b>	<b>2.2%</b>
	<b>PERSONAL SERVICES TOTAL</b>	<b>752,207</b>	<b>853,034</b>	<b>666,801</b>	<b>854,510</b>	<b>873,427</b>	<b>18,917</b>	<b>2.2%</b>

**EXPENSES**

962	ADMINISTRATION	71,402	63,832	60,357	65,500	67,215	1,715	2.6%
	<b>TAX IMPACT APPROPRIATION</b>	<b>71,402</b>	<b>63,832</b>	<b>60,357</b>	<b>65,500</b>	<b>67,215</b>	<b>1,715</b>	<b>2.6%</b>
	<b>EXPENSES TOTAL</b>	<b>71,402</b>	<b>63,832</b>	<b>60,357</b>	<b>65,500</b>	<b>67,215</b>	<b>1,715</b>	<b>2.6%</b>
	<b>PS + EXPENSE TOTAL APPROPRIATION</b>	<b>603,609</b>	<b>600,204</b>	<b>549,322</b>	<b>634,944</b>	<b>649,400</b>	<b>14,456</b>	<b>2.3%</b>

# ENGINEERING DIVISION

## FY2024 OPERATING BUDGET

### STAFFING PLAN

Position	Employee	Group & Step	FY24	FY23	FY24	Aboard	FY21	FY22	FY23	FY24	FY21	FY22	FY23	FY24	FY24-FY23(\$)	FY24-FY23(%)
			Rate	Rate	11/1	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan		
TOWN ENGINEER	HICKEY, DAVID	62	59.56	<b>60.76</b>	1	1.00	1.00	1.00	<b>1.00</b>	121,633	124,370	124,370	<b>126,858</b>	2,488	2.0%	
ASST. TOWN ENG	SARACENO, GEORGE	60	47.31	<b>48.25</b>	1	1.00	1.00	1.00	<b>1.00</b>	110,116	100,000	98,779	<b>100,754</b>	1,975	2.0%	
SR. CIVIL ENGINEER	COREY, EILISH	58	40.90	<b>45.11</b>	0	1.00	1.00	1.00	<b>1.00</b>	89,507	91,521	92,000	<b>93,840</b>	1,840	2.0%	
SR. CIVIL ENGINEER	BRUNO, GERARD	58	44.23	<b>45.11</b>	1	1.00	1.00	1.00	<b>1.00</b>	83,319	85,402	92,000	<b>93,840</b>	1,840	2.0%	
CIVIL ENGINEER	RAZZAQUE, MOHAMMED	56	35.34	<b>36.04</b>	1	1.00	1.00	1.00	<b>1.00</b>	69,610	69,610	73,783	<b>75,258</b>	1,475	2.0%	
STAFF ENGINEER	NIATI, BERNARDO	54	30.48	<b>31.09</b>	1	1.00	1.00	1.00	<b>1.00</b>	61,737	63,639	63,639	<b>64,911</b>	1,272	2.0%	
STAFF ENGINEER	BARROS, KEVIN	54	31.25	<b>31.88</b>	1	1.00	1.00	1.00	<b>1.00</b>	61,614	65,772	65,250	<b>66,555</b>	1,305	2.0%	
STAFF ENGINEER	BEARD-QUIROZ, JOSE	54	29.81	<b>30.40</b>	1	1.00	1.00	1.00	<b>1.00</b>	67,465	67,465	62,239	<b>63,483</b>	1,244	2.0%	
OFFICE ASSISTANT	MOORE-OLESON, JANET	47/6	31.22	<b>32.16</b>	1	1.00	1.00	1.00	<b>1.00</b>	62,173	63,416	65,187	<b>67,143</b>	1,956	3.0%	
<b>Division Total</b>					<b>8.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>727,174</b>	<b>731,195</b>	<b>737,247</b>	<b>752,642</b>	<b>15,395</b>	<b>2.1%</b>	
<b>Subtotals</b>																
Division Total before Management Pay Plan (MPP)						<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	62,173	63,416	65,187	<b>67,143</b>	1,956	3.0%	
Management Pay Plan (MPP)						<b>7.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	665,001	667,779	672,060	<b>685,499</b>	13,439	2.0%	
INTERNS (CO-OP)			20.00	<b>20.60</b>	1.73	1.73	1.73	1.73	<b>1.73</b>	69,176	70,560	74,042	<b>76,263</b>	2,221	3.0%	
TEMPORARIES/SEASONAL			49.88		0.2	0.20	0.20	0.20	<b>0.20</b>	40,553	41,364	42,502	<b>43,777</b>	1,275	3.0%	
OVERTIME			44.16	<b>49.68</b>	0.02	0.02	0.02	0.02	<b>0.02</b>	1,700	714	719	<b>741</b>	22	3.1%	
<b>PERSONAL SERVICES TOTAL</b>						<b>9.95</b>	<b>10.95</b>	<b>10.95</b>	<b>10.95</b>	<b>10.95</b>	<b>838,603</b>	<b>843,833</b>	<b>854,510</b>	<b>873,423</b>	<b>18,913</b>	<b>2.2%</b>

## **PROGRAM 410 - ENGINEERING**

### **Program Objective**

To provide engineering, technical and construction management services required to plan, coordinate, develop, conceptualize, design, construct, operate, and maintain Town facilities, infrastructure, services, and records in an effective and efficient manner.

#### ***Subprogram 441 - Planning and Design***

The purpose of *Planning and Design* is to develop and review studies, conceptual plans, designs, contract plans, and specifications including those prepared by outside consultants. Responsibilities also include estimating quantities and costs for Town projects of varying type and complexity.

#### **Subprogram Activities**

- Design and prepare plans for proposed construction, maintenance, and landscape projects
- Review plans for conformance to Town standards for the Planning Board, Zoning Board of Appeals and other Town Departments
- Prepare specifications, estimates of quantities, probable cost, and contract documents
- Obtain all necessary permits and approvals required for project implementation
- Coordinate and prepare reports to governmental agencies to fulfill regulatory requirements
- Review subdivision and land survey plans from engineers serving private clients
- Develop easement plans for footways, roadways, and utility installations, including the Municipal Light Plant

In addition, this subprogram includes activities undertaken to develop and effectively maintain the Town's Stormwater Management Program and address other storm collection system issues. Included are the requirements and conditions of the Town's General Permit under Phase II of the National Pollutant Discharge and Elimination System (NPDES). Specific activities related to Stormwater Management include:

- Continued Implementation of the Town's Stormwater Management Plan
  - Working with the US EPA Region 1 and its consultants in the implementation of and necessary revisions to the plan
  - Coordinating the participation of other Town Departments, Boards and Committees in the implementation of the plan
- Apply for and use grant funding as may be available for the implementation of any components of the plan
- Prepare annual reports to US EPA and MADEP regarding the status of the plan's implementation and compliance with the Town's NPDES General Permit
- Address other stormwater management or stormwater collection system issues that may arise
- Review and make recommendations to amend the Town's Stormwater Drainage System Rules and Regulations

## ***Subprogram 442 - Survey and Inspection***

The *Survey and Inspection* subprogram performs surveys, provides a full range of construction management services including contract administration and project representation for construction and other Town projects. Other duties include ensuring compliance with approved plans and specifications and conformance to applicable design standards, bylaws, special acts, Mass. General Laws, and standard engineering practices.

### **Subprogram Activities**

Perform field surveys and construction inspection services for assigned projects including:

- Department maintenance projects
- Sidewalk and driveway apron construction
- Stormwater Drainage System construction
- Water and sewer line construction and location under DigSafe (MGLC82)
- Parking lots and road surveys
- Inspection of subdivision construction
- Provide traffic counts, speed data and surveys
- Survey and Inspection of contracted construction projects

## ***Subprogram 443 - Town Plans and Geographic Information Systems (GIS)***

This subprogram maintains the following Town plans, files and records for the coordination of Town projects and for the general use of any party in need of such information:

<b>Plans</b>	<b>Files</b>	<b>Records</b>
<ul style="list-style-type: none"><li>• Town plans (80 and 40 scale)</li><li>• Aerial photographs</li><li>• Construction and easement plans</li><li>• Record Plans</li><li>• Street acceptance plans</li><li>• Zoning maps and the development and update of utility layers for the Town's GIS</li></ul>	<ul style="list-style-type: none"><li>• Deed file</li><li>• Plot plan file</li><li>• Photograph and contract file</li><li>• GIS Utility database</li><li>• Street file</li><li>• Sanitary sewer and stormwater drainage connections files</li></ul>	<ul style="list-style-type: none"><li>• Traffic counts</li><li>• State and local permits</li><li>• Capital improvement contracts (progress payments)</li><li>• Federal and state grant records relating to water and sewer construction, solid waste and recycling programs</li><li>• Engineering and feasibility studies</li><li>• Easement documents</li></ul>

### ***Subprogram 961 – Vacation/Holiday/Sick***

The purpose of the *Vacation/Holiday/Sick* subprogram is to track time away from work for vacations, holidays, sick time, personal leave, jury duty and any other paid time off. All time off is earned and granted according to Town policies. Other benefits including insurance, pensions, and post-employment benefits are not included in this program.

### ***Subprogram 962 – Administration***

The purpose of the *Administration* subprogram is to effectively manage costs and integrate labor, materials, and equipment in order to meet the objectives of the Engineering Program.

#### **Subprogram Activities**

- Plan, direct, analyze, staff, control, and evaluate the Engineering Program including: employee performance; workload and backlog management; coordinate requests for design services; maintain records; establish grades for streets and drains, and street opening permit inspections
- Apply for, administer and coordinate grant programs; including grant closeout at the completion of a project
- Budget analysis and cost estimates for capital improvement projects, operation and maintenance projects, and long range capital planning
- Review of Department specifications for compliance with state procurement statutes
- Coordination and evaluation of consultant-performed studies and other projects including the development of requests for proposals

### ***Subprogram 976 – Engineering Facilities***

The purpose of the *Engineering Facilities* subprogram is to track costs related to maintaining the Engineering office at 20 Municipal Way. The Facilities Maintenance Department assumed responsibility for DPW buildings as of July 1, 2016 and all items previously budgeted and charged to this account have been transferred to the Facilities Maintenance Department.

#### **Other Sources of Funds**

##### **415 - Street Permit Program**

- Work includes issuing permits for work conducted in the public way and inspecting that work to ensure compliance with town standards.

##### **992 - Work For Others**

- Work completed at the request of other Departments for recurring and one-time projects such as land surveys for upcoming projects and project management for ongoing projects.

### **Work For Others – Enterprise**

- Work completed at the request of Water & Sewer for recurring and one-time projects such as sewer house connection inspections.

### **Enterprise Fund Support**

- The Water & Sewer Enterprise Funds pay for Engineering Division salaries on a fixed allocation basis for project planning and oversight.

### **995 - Capital**

- Work includes project management, survey and inspection of DPW Capital Projects such as road reconstruction and the Fuller Brook Park Restoration Project.

Department of Public Works FY 2024 Salary Allocations							
ENGINEERING DIVISION							
POSITION	OPERATING	STREET PERMIT PROGRAM	WORK FOR OTHERS	WORK FOR OTHERS - ENTERPRISE	ENTERPRISE FUND SUPPORT	CAPITAL	TOTAL
TOWN ENGINEER	80%				20%		100%
ASST. TOWN ENG	80%				20%		100%
SR. CIVIL ENGINEER	100%						100%
SR. CIVIL ENGINEER	95%				5%		100%
CIVIL ENGINEER	5%	95%					100%
STAFF ENGINEER	90%	10%					100%
STAFF ENGINEER	90%		10%				100%
STAFF ENGINEER	94%		6%				100%
OFFICE ASSISTANT	57%	43%					100%
INTERNS (CO-OP)	43%	50%	7%				100%
TEMPORARIES/SEASONAL	45%		22%	33%			100%
OVERTIME	100%						100%

## HIGHWAY DIVISION

### FY2024 OPERATING REQUEST

#### DIVISION SUMMARY

		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 PLAN	FY2024 REQUEST	--VARIANCE--	FY2024 - FY2023(\$)	FY2024 - FY2023(%)
<b>PERSONAL SERVICES</b>									
460	STREET & SIDEWALKS	319,830	199,247	271,025	268,612	272,235	3,623	1.3%	
470	SWEEEPING STREETS	64,194	75,810	47,738	77,798	77,424	-374	-0.5%	
480	DRAINS, BROOKS, BASINS	157,006	152,390	188,028	228,666	229,350	684	0.3%	
490	WINTER MAINTENANCE	83,612	154,042	122,393	135,170	134,894	-276	-0.2%	
961	VACATION/HOLIDAY/SICK	163,939	218,238	242,533	162,548	164,052	1,504	0.9%	
962	ADMINISTRATION	170,433	198,658	186,664	203,420	203,690	270	0.1%	
976	FACILITIES & GROUNDS	121,042	108,703	141,557	119,553	121,123	1,570	1.3%	
991	WORK FOR OTHERS (NOT REIMBURSED)	37,503	40,776	45,831	16,993	16,905	-88	-0.5%	
996	EQUIPMENT MAINTENANCE	17,206	38,753	29,234	56,305	56,713	408	0.7%	
<b>TAX IMPACT APPROPRIATION</b>		<b>1,134,765</b>	<b>1,186,618</b>	<b>1,275,002</b>	<b>1,269,065</b>	<b>1,276,386</b>	<b>7,321</b>	<b>0.6%</b>	
415	STREET PERMIT	0	0	12,223	16,171	17,109	938	5.8%	
992	WORK FOR OTHERS	149,975	165,296	195,789	175,574	178,164	2,590	1.5%	
992 -	WORK FOR OTHERS - ENTERPRISE	58,109	12,776	40,479	50,294	50,696	402	0.8%	
992 -	ENTERPRISE FUND SUPPORT	114,129	106,022	103,911	77,948	82,872	4,924	6.3%	
995	CAPITAL	189,696	412,842	333,620	391,951	388,689	-3,262	-0.8%	
<b>OTHER SOURCES</b>		<b>511,909</b>	<b>696,937</b>	<b>686,022</b>	<b>711,938</b>	<b>717,530</b>	<b>5,592</b>	<b>0.8%</b>	
<b>PERSONAL SERVICES TOTAL</b>		<b>1,646,674</b>	<b>1,883,554</b>	<b>1,961,023</b>	<b>1,981,003</b>	<b>1,993,916</b>	<b>12,913</b>	<b>0.7%</b>	
<b>EXPENSES</b>									
460	STREET & SIDEWALKS	120,770	54,622	69,162	43,000	92,000	49,000	114.0%	
470	SWEEEPING STREETS	15,690	12,519	14,790	40,000	40,000	0	0.0%	
480	DRAINS, BROOKS, BASINS	68,701	39,949	61,364	87,000	121,000	34,000	39.1%	
490	WINTER MAINTENANCE	3,221	379	0	11,900	11,900	0	0.0%	
962	ADMINISTRATION	47,702	46,637	48,209	60,300	60,300	0	0.0%	
976	FACILITIES & GROUNDS	12,933	4,301	27,019	22,000	22,000	0	0.0%	
991	WORK FOR OTHERS (NOT REIMBURSED)	2,596	11,300	5,985	0	0	0	0.0%	
996	EQUIPMENT MAINTENANCE	207,607	293,221	289,146	230,000	257,360	27,360	11.9%	
<b>TAX IMPACT APPROPRIATION</b>		<b>479,220</b>	<b>462,929</b>	<b>515,675</b>	<b>494,200</b>	<b>604,560</b>	<b>110,360</b>	<b>22.3%</b>	
<b>EXPENSES TOTAL</b>		<b>479,220</b>	<b>462,929</b>	<b>515,675</b>	<b>494,200</b>	<b>604,560</b>	<b>110,360</b>	<b>22.3%</b>	
<b>PS + EXPENSE TOTAL APPROPRIATION</b>		<b>1,613,985</b>	<b>1,649,546</b>	<b>1,790,677</b>	<b>1,763,265</b>	<b>1,880,946</b>	<b>117,681</b>	<b>6.7%</b>	

# HIGHWAY DIVISION

## FY2024 OPERATING BUDGET

### STAFFING PLAN

Position	Employee	Group & Step	FY24	FY23	FY24	Aboard	FY21	FY22	FY23	FY24	FY21	FY22	FY23	FY24	FY24-FY23(\$)	FY24-FY23(%)
			Rate	Rate	11/1	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan
SUPERINTENDENT	QUINN, MICHAEL	62	54.22	<b>55.31</b>	1	1.00	1.00	1.00	<b>1.00</b>	110,725	113,216	113,216	<b>115,480</b>	2,264	2.0%	
ASSIST SUPERINTENDENT	GILDAE, ELIZABETH	58	47.27	<b>48.22</b>	1	1.00	1.00	1.00	<b>1.00</b>	97,728	98,706	98,706	<b>100,680</b>	1,974	2.0%	
GENERAL FOREMAN	MURPHY, MICHAEL	55/9	42.36	<b>42.84</b>	1	1.00	1.00	1.00	<b>1.00</b>	87,425	90,995	89,452	<b>89,452</b>	0	0.0%	
SR. OFFICE ASSISTANT	HALLETT, LAUREN	48/6	32.52	<b>33.50</b>	1	1.00	1.00	1.00	<b>1.00</b>	64,784	66,080	67,902	<b>69,939</b>	2,037	3.0%	
FOREMAN A	ZANI, ROBERT	20/7	36.90	<b>36.90</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,587	75,565	77,047	<b>77,047</b>	0	0.0%	
FOREMAN A	PARKER, ANTOINE	20/7	36.90	<b>36.90</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,691	75,565	77,047	<b>77,047</b>	0	0.0%	
FOREMAN A	ROEMERS, WILLIAM	20/7	36.85	<b>36.85</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,587	75,460	76,943	<b>76,943</b>	0	0.0%	
FOREMAN A	RITCHIE, ROBERT	20/7	36.85	<b>36.85</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,503	75,460	76,943	<b>76,943</b>	0	0.0%	
FOREMAN B	FERRO, TONY	18/7	33.86	<b>33.86</b>	1	1.00	1.00	1.00	<b>1.00</b>	66,463	69,113	70,700	<b>70,700</b>	0	0.0%	
FOREMAN B	RIVERA, SAMUEL	18/7	32.11	<b>32.91</b>	1	1.00	1.00	1.00	<b>1.00</b>	66,463	69,113	68,712	<b>68,725</b>	13	0.0%	
FOREMAN B	FONSECA, NELSON	18/7	33.86	<b>33.86</b>	1	0.00	1.00	1.00	<b>1.00</b>	0	69,322	70,700	<b>70,700</b>	0	0.0%	
METER & SIGN REPAIR	MANOLIAN, ANTHONY	19/4	28.83	<b>30.22</b>	1	1.00	1.00	1.00	<b>1.00</b>	69,382	72,224	63,075	<b>63,095</b>	20	0.0%	
HIGHWAY CRAFTSMAN	SAUNDERS, DEVIN	18/5	29.16	<b>29.34</b>	1	1.00	1.00	1.00	<b>1.00</b>	63,795	62,556	63,801	<b>61,262</b>	-2,539	-4.0%	
CONSTRUCTION EQUIP OP	DASILVA, DANIEL	17/7	31.75	<b>30.21</b>	1	1.00	1.00	1.00	<b>1.00</b>	62,171	61,363	63,078	<b>63,078</b>	0	0.0%	
CONSTRUCTION EQUIP OP	<b>UNFUNDED</b>	17/7	0.00	<b>0.00</b>	0	1.00	0.00	0.00	<b>0.00</b>	61,953	0	0	<b>0</b>	0	0.0%	
CONSTRUCTION EQUIP OP	JOYCE, JUSTIN	17/5	31.75	<b>31.60</b>	1	1.00	1.00	1.00	<b>1.00</b>	61,342	59,592	65,957	<b>65,972</b>	15	0.0%	
HEAVY EQUIP OPERATOR	CLINTON, JOSEPH	16/7	30.21	<b>30.21</b>	1	1.00	1.00	1.00	<b>1.00</b>	55,019	57,184	63,078	<b>63,078</b>	0	0.0%	
HEAVY EQUIP OPERATOR	BEMIS, SHAUN	16/6	27.64	<b>29.05</b>	1	1.00	1.00	1.00	<b>1.00</b>	52,099	53,996	63,078	<b>60,656</b>	-2,422	-3.8%	
HEAVY EQUIP OPERATOR	<b>VACANT - FILLED BY MEO</b>	16/6	30.21	<b>30.21</b>	0	1.00	1.00	1.00	<b>1.00</b>	56,779	57,302	61,260	<b>60,769</b>	-491	-0.8%	
HEAVY EQUIP OPERATOR	<b>VACANT - FILLED BY HMW</b>	16/7	30.21	<b>30.21</b>	0	1.00	1.00	1.00	<b>1.00</b>	59,434	61,826	61,990	<b>60,769</b>	-1,221	-2.0%	
HEAVY EQUIP OPERATOR	<b>VACANT</b>	16/7	30.21	<b>30.21</b>	0	1.00	1.00	1.00	<b>1.00</b>	57,720	61,778	60,266	<b>60,769</b>	503	0.8%	
MEDIUM EQUIP OPERATOR	BIONDO, CHARLES	15/6	26.39	<b>28.85</b>	1	1.00	1.00	1.00	<b>1.00</b>	50,693	54,123	55,272	<b>60,239</b>	4,967	9.0%	
MEDIUM EQUIP OPERATOR	CHAPMAN, MICHAEL	15/5	25.12	<b>27.13</b>	1	1.00	1.00	1.00	<b>1.00</b>	51,060	54,131	55,272	<b>56,643</b>	1,371	2.5%	
MEDIUM EQUIP OPERATOR	TOSTI, NICHOLAS	15/5	26.38	<b>25.12</b>	1	1.00	1.00	1.00	<b>1.00</b>	49,107	51,626	55,318	<b>55,102</b>	-216	-0.4%	
MEDIUM EQUIP OPERATOR	GRACE, ANDREW	15/4	23.92	<b>23.92</b>	1	0.00	0.00	0.00	<b>0.00</b>	0	0	0	<b>0</b>	0	0.0%	
HIGHWAY MAINT WORKER	PIRONE, LARRY	13/5	22.82	<b>22.57</b>	1	0.00	0.00	0.00	<b>0.00</b>	0	0	0	<b>0</b>	0	0.0%	
WATCHMAN	REYNOLDS, KEITH	41/6	23.38	<b>24.08</b>	1	1.00	1.00	1.00	<b>1.00</b>	46,571	47,502	48,817	<b>50,282</b>	1,465	3.0%	
WATCHMAN	ORME, HENRY	41/6	23.38	<b>24.08</b>	1	1.00	1.00	1.00	<b>1.00</b>	46,571	47,502	48,817	<b>50,282</b>	1,465	3.0%	
WATCHMAN	DEMAURO, DAVID	41/6	23.38	<b>24.08</b>	0.657	0.66	0.66	0.66	<b>0.66</b>	30,597	31,209	32,073	<b>33,035</b>	962	3.0%	
WATCHMAN	<b>VACANT</b>	41/6	23.38	<b>23.43</b>	0	0.66	0.66	0.66	<b>0.66</b>	30,597	31,209	31,211	<b>32,147</b>	936	3.0%	
<b>Division Total</b>				<b>24.66</b>	<b>26.31</b>	<b>26.31</b>	<b>26.31</b>	<b>26.31</b>	<b>1,688,846</b>	<b>1,743,718</b>	<b>1,779,731</b>	<b>1,790,834</b>	<b>11,103</b>	<b>0.6%</b>		
<b>Subtotals</b>																
Division Total before Management Pay Plan (MPP)				22.66	24.31	24.31	24.31	24.31	1,480,393	1,531,796	1,567,809	<b>1,574,674</b>	6,865	0.4%		
Management Pay Plan (MPP)				2.00	2.00	2.00	2.00	2.00	208,453	211,922	211,922	<b>216,160</b>	4,238	2.0%		
COOP/TEMP				20.00	1	1.00	1.00	1.00	50,000	15,000	20,000	<b>20,000</b>	0	0.0%		
TEMPORARIES/SEASONAL				16.00	<b>17.51</b>	0.83	0.83	0.83	<b>0.83</b>	20,619	21,031	20,746	<b>21,368</b>	622	3.0%	
OVERTIME				44.11	<b>44.11</b>	1.26	1.26	1.26	<b>1.26</b>	123,413	125,881	128,399	<b>128,399</b>	0	0.0%	
LONGEVITY - HWY					0	0.00	0.00	0.00	<b>0.00</b>	300	300	300	<b>500</b>	200	66.7%	
CHARGES FROM OTHER DIVISIONS					0	0.00	0.00	0.00	<b>0.00</b>	29,288	29,094	31,827	<b>32,782</b>	955	3.0%	
<b>PERSONAL SERVICES TOTAL</b>				<b>27.75</b>	<b>29.40</b>	<b>29.40</b>	<b>29.40</b>	<b>29.40</b>	<b>1,912,466</b>	<b>1,935,024</b>	<b>1,981,003</b>	<b>1,993,883</b>	<b>12,880</b>	<b>0.7%</b>		

## **PROGRAM 420 - HIGHWAY**

### **Program Objective**

To maintain and repair streets, sidewalks, storm drain systems and related facilities to provide for safe vehicular and pedestrian traffic and proper drainage in a safe, effective and efficient manner.

#### ***Subprogram 460 - Street Repair and Maintenance***

This subprogram is responsible for maintaining approximately 110 miles of roadways, 75 bridge culverts, 118 miles of bituminous, cement, gravel and brick sidewalks, 78 miles of bituminous, cement and granite curbing, 6 miles of rails and fencing, as well as tree lawns throughout the town. Materials and costs associated with these functions include the cost of labor, materials, and supplies such as hot mix asphalt, cement, loam, sand, gravel, crushed stone, paint, and the rental and leasing of special-purpose equipment. Contract support is obtained when it is the most cost-effective approach to meeting the Division's maintenance and repair requirements.

Subprogram activities also include the installation, maintenance and replacement of street signs under the jurisdiction of the Board of Public Works, and the installation, maintenance and replacement of regulatory signs, pavement markings and parking meters under the jurisdiction of the Board of Selectmen. Maintenance of regulatory signs, parking meters and pavement markings is funded by the Board of Selectmen from parking meter receipts.

#### ***Subprogram 470 - Street Cleaning***

The *Street Cleaning* subprogram cleans streets, walks and parking lots by sweeping and picking up sand and debris to provide safe traffic movement and maintain a desirable environment. The three commercial areas in Town are swept twice each week and a full sweep of the town (approximately 234 lane miles) is done each spring which includes the sweeping of sidewalks on some arterial roadways. The Town owned street sweepers are also used to clear debris after traffic accidents and to clean debris from Town roadway construction jobs.

#### ***Subprogram 480 - Maintenance – Storm Drains, Brooks and Catch Basins***

The *Storm Drains, Brooks and Catch Basins* subprogram maintains the stormwater drainage system, including storm drains and brooks, in order to provide for the free flow of surface water to minimize flooding, erosion and property damage. Activities include the cleaning and maintenance of approximately 3,650 catch basins, 121 miles of storm drains and 15 miles of brooks and streams. Catch basins are cleaned

regularly to minimize standing water and flood problems throughout the Town. In addition, basins located in problem-prone areas, or at drainage collection points are cleaned prior to, or immediately after storms to prevent flooding and property damage. Catch basin cleanings are stored, tested, hauled to an approved landfill, and disposed in accordance with DEP regulations.

### ***Subprogram 490 - Winter Maintenance***

Any Winter Maintenance work carried out by the Highway Division during a regular workday is captured within this subprogram (overtime winter maintenance work is accounted for in Winter Maintenance Program 456). The work completed under this subprogram ensures safe vehicular and pedestrian traffic for the public and emergency services (police, fire, ambulance) during the winter.

Subprogram responsibilities include clearing approximately 234 lane miles of streets and 60 miles of sidewalks. Activities include plowing streets, sidewalks, schoolyards and recreation areas, sanding or salting streets and sidewalks, removing snow and ice from commercial areas and repairing damage from plows. Winter maintenance of metered parking lots is also the responsibility of this subprogram, however costs associated with metered parking lots are funded from parking meter receipts and is not included in this subprogram's totals.

### ***Subprogram 961 – Vacation/Holiday/Sick***

The purpose of the *Vacation/Holiday/Sick* subprogram is to track time away from work for vacations, holidays, sick time, personal leave, jury duty and any other paid time off. All time off is earned and granted according to Town policies. Other benefits including insurance, pensions, and post-employment benefits are not included in this program.

### ***Subprogram 962 - Administration***

The *Administration* subprogram effectively manages costs and coordinates labor, materials and equipment to meet the objectives of the Highway program.

Subprogram activities include planning and financial management of the Highway program, including: setting goals and objectives; assigning responsibilities and allocating resources; developing measures to evaluate methods; adjusting subprograms and functions to meet changing requirements; preparing and maintaining data and records; overseeing improvements to facilities and grounds; promoting good public relations through accurate communication and courteous treatment of all complaints and requests; organizing and advancing employee development and training; ensuring proper use of prescribed methods of work designed to promote safety; and providing leadership and support for prompt, accurate and effective operations of the Division.

### ***Subprogram 970 – Facilities & Grounds***

The *Facilities & Grounds* subprogram operates and maintains the Park & Highway building at 30 Municipal Way and surrounding area, provides 24/7 security and customer services for the DPW complex. The main building contains 34,840 square feet, comprised of offices, workshops, equipment and vehicle storage areas, locker rooms and restrooms. Also maintained are 10.7 acres of grounds, three ancillary structures containing 15,720 square feet, open storage areas and fencing. Responsibility for custodial maintenance and repair for main building and utilities for the property was transferred to the Facilities Maintenance Department as of July 1, 2016. The items remaining in our budget are for care of the site and grounds that do not fall under FMD responsibility such as material storage areas and fencing.

### ***Subprogram 991 - DPW Work for Others (non reimbursed)***

This subprogram includes all services provided to DPW tax impact programs that are not reimbursed. Work performed for the Water & Sewer Enterprise Funds and all other Town Departments is funded through work order transfers from those departments and is described further below.

### ***Subprogram 996 – Equipment Maintenance***

This subprogram includes all costs related to maintenance and repair of Highway vehicles and equipment. Personal Services costs include Highway Staff time inspecting, washing, and other equipment setup services required. Expenses include Fleet Maintenance repairs and maintenance and also includes parts and sublet repairs.

### ***Other Sources of Funds***

#### ***415 - Street Permit Program***

The Highway Division charges the Street Permit Program for inspection of street permit activities to ensure compliance with town standards.

#### ***992 - Work For Others***

Work completed at the request of other Departments for recurring and one time projects. Work includes items such as regulatory sign maintenance, parking meter maintenance, and municipal building parking lot improvements.

#### ***992 - Work For Others – Enterprise***

Work completed at the request of the Water & Sewer Division for recurring and one-time projects. Work includes items such as patching utility trenches and assisting with hydrant flushing operations.

## **992 - Enterprise Fund Support**

The Water & Sewer Enterprise Funds pay for Highway Division salaries on a fixed allocation basis for overnight and weekend watchperson services.

## **995 - Capital**

Work completed on Highway Capital Projects such as street resurfacing, sidewalk rehabilitation, and storm water drainage system improvement projects.

Department of Public Works FY 2024 Salary Allocations							
HIGHWAY DIVISION							
POSITION	OPERATING	STREET PERMIT PROGRAM	WORK FOR OTHERS	WORK FOR OTHERS - ENTERPRISE	ENTERPRISE FUND SUPPORT	CAPITAL	TOTAL
SUPERINTENDENT	50%		50%				100%
ASSIST SUPERINTENDENT	85%	15%					100%
GENERAL FOREMAN	69%			2%		29%	100%
SR. OFFICE ASSISTANT	50%		50%				100%
FOREMAN A	87%		8%	5%			100%
FOREMAN A	87%		6%	7%			100%
FOREMAN A	85%	1%	7%	7%			100%
FOREMAN A	73%		25%	2%			100%
FOREMAN B	100%			0%			100%
FOREMAN B	88%	1%	1%	10%			100%
FOREMAN B	72%		1%	2%		25%	100%
METER & SIGN REPAIR	46%		47%	1%		6%	100%
HIGHWAY CRAFTSMAN	69%		9%	5%		17%	100%
CONSTRUCTION EQUIP OPERATOR	72%		1%	2%		25%	100%
CONSTRUCTION EQUIP OPERATOR	72%		1%	2%		25%	100%
HEAVY EQUIP OPERATOR	76%		3%	1%		20%	100%
HEAVY EQUIP OPERATOR	89%		1%	2%		8%	100%
HEAVY EQUIP OPERATOR	80%					20%	100%
HEAVY EQUIP OPERATOR	70%		2%	3%		25%	100%
HEAVY EQUIP OPERATOR	78%		4%	6%		12%	100%
MEDIUM EQUIP OPERATOR	87%		3%	10%		0%	100%
MEDIUM EQUIP OPERATOR	95%		3%	2%		0%	100%
MEDIUM EQUIP OPERATOR	66%	1%	13%	6%		14%	100%
WATCHPERSON	50%				50%		100%
WATCHPERSON	50%				50%		100%
WATCHPERSON	50%				50%		100%
WATCHPERSON	50%				50%		100%
TEMPORARIES/SEASONAL	100%						100%
COOP TEMP	63%			2%		35%	100%
OVERTIME	100%						100%
LONGEVITY - HWY	100%						100%
CHARGES FROM OTHER DIVISIONS	100%						100%

PARK AND TREE DIVISION

FY2024 OPERATING REQUEST

DIVISION SUMMARY

PERSONAL SERVICES

		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 PLAN	FY2024 REQUEST	FY2024 - FY2023(\$)	FY2024 - FY2023(%)
490	WINTER MAINTENANCE	66,053	98,983	99,671	58,197	57,883	-314	-0.5%
500	MAINTAIN ACTIVE REC AREAS	219,815	224,932	265,152	323,432	369,901	46,469	14.4%
510	MAINTAIN PASSIVE REC AREAS	190,656	168,842	210,921	315,060	315,966	906	0.3%
520	TREE MANAGEMENT	132,398	123,188	103,885	131,582	131,558	-24	0.0%
530	EQUIPMENT MAINTENANCE	49,955	54,065	74,851	56,991	57,062	71	0.1%
961	VACATION/HOLIDAY/SICK	199,765	181,737	205,476	191,156	192,203	1,047	0.5%
962	ADMINISTRATION	293,256	338,319	336,968	300,933	305,344	4,411	1.5%
991	WORK FOR OTHERS (NOT REIMBURSED)	79,004	82,753	82,449	21,473	21,386	-87	-0.4%
<b>TAX IMPACT APPROPRIATION</b>		<b>1,230,903</b>	<b>1,272,818</b>	<b>1,379,373</b>	<b>1,398,824</b>	<b>1,451,303</b>	<b>52,479</b>	<b>3.8%</b>
415	STREET PERMIT	0	0	11,258	14,127	14,410	283	2.0%
992	WORK FOR OTHERS	133,769	176,935	208,355	152,208	153,685	1,477	1.0%
992 -	WORK FOR OTHERS - ENTERPRISE	26,019	28,187	30,247	59,889	59,938	49	0.1%
995	CAPITAL	36,711	50,995	38,952	64,294	63,837	-457	-0.7%
<b>OTHER SOURCES</b>		<b>196,498</b>	<b>256,117</b>	<b>288,812</b>	<b>290,518</b>	<b>291,870</b>	<b>1,352</b>	<b>0.5%</b>
<b>PERSONAL SERVICES TOTAL</b>		<b>1,427,401</b>	<b>1,528,935</b>	<b>1,668,185</b>	<b>1,689,342</b>	<b>1,743,173</b>	<b>53,831</b>	<b>3.2%</b>

EXPENSES

		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 PLAN	FY2024 REQUEST	FY2024 - FY2023(\$)	FY2024 - FY2023(%)
500	MAINTAIN ACTIVE REC AREAS	52,759	93,584	71,761	89,500	107,400	17,900	20.0%
510	MAINTAIN PASSIVE REC AREAS	24,162	15,913	13,199	41,000	44,500	3,500	8.5%
520	TREE MANAGEMENT	45,237	87,360	52,506	53,390	74,390	21,000	39.3%
530	EQUIPMENT MAINTENANCE	151,678	147,599	238,437	200,000	250,640	50,640	25.3%
962	ADMINISTRATION	35,360	26,372	34,117	35,800	35,800	0	0.0%
991	WORK FOR OTHERS (NOT REIMBURSED)	5,148	10,546	3,816	0	0	0	0.0%
<b>TAX IMPACT APPROPRIATION</b>		<b>314,344</b>	<b>381,374</b>	<b>413,834</b>	<b>419,690</b>	<b>512,730</b>	<b>93,040</b>	<b>22.2%</b>
<b>EXPENSES TOTAL</b>		<b>314,344</b>	<b>381,374</b>	<b>413,834</b>	<b>419,690</b>	<b>512,730</b>	<b>93,040</b>	<b>22.2%</b>
<b>PS + EXPENSE TOTAL APPROPRIATION</b>		<b>1,545,247</b>	<b>1,654,192</b>	<b>1,793,208</b>	<b>1,818,514</b>	<b>1,964,033</b>	<b>145,519</b>	<b>8.0%</b>

# PARK AND TREE DIVISION

## FY2024 OPERATING BUDGET

### STAFFING PLAN

Position	Employee	Group & Step	FY24	FY23	FY24	Aboard	FY21	FY22	FY23	FY24	FY21	FY22	FY23	FY24	FY24-FY23(\$)	FY24-FY23(%)
			Rate	Rate	11/1	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan		
ASSIST SUPERINTENDENT	DEPHILLIPS, PAUL	58	45.11	<b>46.01</b>	1	1.00	1.00	1.00	<b>1.00</b>	78,921	94,180	94,180	<b>96,064</b>	1,884	2.0%	
LANDSCAPE PLANNER	VЛАСС, KRISTIN	56	41.01	<b>41.83</b>	1	0.93	1.00	1.00	<b>1.00</b>	83,838	85,634	85,629	<b>87,341</b>	1,712	2.0%	
GENERAL FOREMAN	BANIA, TIMOTHY	55/9	40.75	<b>43.63</b>	1	1.00	1.00	1.00	<b>1.00</b>	80,156	85,117	91,098	<b>91,098</b>	0	0.0%	
OFFICE ASSISTANT	MILES, SUZANNE	47/6	29.84	<b>32.16</b>	1	1.00	1.00	1.00	<b>1.00</b>	57,177	58,190	65,187	<b>67,143</b>	1,956	3.0%	
CONSTRUCTION FOREMAN A	PATENAUDA, MARK	20/7	36.80	<b>36.81</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,587	75,377	76,859	<b>76,859</b>	0	0.0%	
HORTICULTURIST TECHNICIAN	JORDAN, SUSY	20/7	36.76	<b>36.76</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,190	75,272	76,755	<b>76,755</b>	0	0.0%	
FOREMAN A - FULLER BROOK	CABAN, WALDEMAR	20/7	35.40	<b>36.81</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,399	75,377	76,859	<b>76,859</b>	0	0.0%	
FIELD FOREMAN A	WHEELER, ADAM	20/7	36.80	<b>36.81</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,399	75,377	76,859	<b>76,859</b>	0	0.0%	
TREE CARE FOREMAN A	THOMPSON, JACOB	20/7	36.30	<b>36.30</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,399	75,272	76,755	<b>75,794</b>	-961	-1.3%	
LEAD TREE CLIMBER	VACANT	19/5	36.30	<b>31.17</b>	0	1.00	1.00	1.00	<b>1.00</b>	67,892	65,083	66,384	<b>66,384</b>	0	0.0%	
TREE CLIMBER	VACANT	17/7	25.11	<b>29.06</b>	0	1.00	1.00	1.00	<b>1.00</b>	60,569	56,676	60,669	<b>60,677</b>	8	0.0%	
TREE CLIMBER	FILLED AS BUCKET OPERATO	17/5	29.35	<b>28.54</b>	0	1.00	1.00	1.00	<b>1.00</b>	60,672	59,592	60,784	<b>60,784</b>	0	0.0%	
BUCKET OPERATOR	PITMAN, JARED	16/7	23.78	<b>30.21</b>	1	0.00	0.00	0.00	<b>0.00</b>	0	0	0	<b>0</b>	0	0.0%	
PARK CONSTR CRAFTSMAN	BALBONI, MICHAEL	18/6	30.56	<b>30.21</b>	1	1.00	1.00	1.00	<b>1.00</b>	66,671	62,556	63,078	<b>63,078</b>	0	0.0%	
TECH SRVCS CRAFTSMAN	KRAUSS, KENNETH	17/7	32.35	<b>32.35</b>	1	1.00	1.00	1.00	<b>1.00</b>	63,728	66,252	67,547	<b>67,547</b>	0	0.0%	
PARK FACILITIES TECHNICIAN	FILLED AS CONSERV. TECH	17/5	25.11	<b>28.54</b>	0	1.00	1.00	1.00	<b>1.00</b>	60,569	59,592	60,655	<b>55,610</b>	-5,045	-8.3%	
GROUNDSKEEPER (FOREMAN)	SMITH, DANIEL	18/7	30.56	<b>33.40</b>	1	1.00	1.00	1.00	<b>1.00</b>	63,183	66,292	69,739	<b>69,739</b>	0	0.0%	
GROUNDSKEEPER (FOREMAN)	SMITH, BENJAMIN	18/7	32.11	<b>33.76</b>	1	1.00	1.00	1.00	<b>1.00</b>	63,742	68,149	69,739	<b>70,491</b>	752	1.1%	
GROUNDSKEEPER	GRANGER, ADAM	16/7	26.38	<b>28.22</b>	1	1.00	1.00	1.00	<b>1.00</b>	57,720	56,585	56,147	<b>58,926</b>	2,779	4.9%	
GROUNDSKEEPER	FILLED AS MAINT. WORKER	16/7	26.38	<b>27.10</b>	0	1.00	1.00	1.00	<b>1.00</b>	57,610	59,466	57,717	<b>57,717</b>	0	0.0%	
GROUNDSKEEPER	FILLED AS LABORER	16/7	26.38	<b>27.10</b>	0	1.00	1.00	1.00	<b>1.00</b>	57,610	56,585	55,258	<b>57,717</b>	2,459	4.5%	
CONSERVATION TECH	FERRO, ANTONIO	15/5	29.35	<b>26.62</b>	1	0.00	0.00	0.00	<b>0.00</b>	0	0	0	<b>0</b>	0	0.0%	
PARK MAINT WORKER	SCULLY, KODY	13/5	25.12	<b>23.06</b>	1	1.00	1.00	1.00	<b>1.00</b>	48,680	44,837	48,152	<b>48,154</b>	2	0.0%	
PARK MAINT WORKER	COSTANTINO, JASON	13/7	26.11	<b>26.11</b>	1	0.00	0.00	0.00	<b>0.00</b>	0	0	0	<b>0</b>	0	0.0%	
LABORER	WELLFORD, FRANCIS	11/7	24.36	<b>24.36</b>	1	0.00	0.00	0.00	<b>0.00</b>	0	0	0	<b>0</b>	0	0.0%	
<b>Division Total</b>				<b>19.00</b>	<b>20.93</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>1,390,712</b>	<b>1,421,461</b>	<b>1,456,050</b>	<b>1,461,596</b>	<b>5,546</b>	<b>0.4%</b>		
<b>Subtotals</b>																
Division Total before Management Pay Plan (MPP)					<b>17.00</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>1,227,953</b>	<b>1,241,647</b>	<b>1,276,241</b>	<b>1,278,191</b>	<b>1,950</b>	<b>0.2%</b>	
Management Pay Plan (MPP)					<b>2.00</b>	<b>1.93</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>162,759</b>	<b>179,814</b>	<b>179,809</b>	<b>183,405</b>	<b>3,596</b>	<b>2.0%</b>	
OVERTIME					<b>45.95</b>	<b>45.95</b>	<b>1.26</b>	<b>1.26</b>	<b>1.26</b>	<b>1.26</b>	<b>68,292</b>	<b>69,658</b>	<b>71,051</b>	<b>71,051</b>	<b>0</b>	<b>0.0%</b>
TEMPORARIES/SEASONAL					<b>16.00</b>	<b>17.51</b>	<b>1.2</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>45,705</b>	<b>46,619</b>	<b>48,206</b>	<b>49,652</b>	<b>1,446</b>	<b>3.0%</b>
STANDBY											<b>5,664</b>	<b>22,154</b>	<b>22,597</b>	<b>22,597</b>	<b>0</b>	<b>0.0%</b>
CHARGES FROM OTHER DIVISIONS											<b>85,614</b>	<b>87,754</b>	<b>91,444</b>	<b>93,273</b>	<b>1,829</b>	<b>2.0%</b>
CHARGES FROM FMD	HUNNEWELL BATH				<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>0.0%</b>	
OVERTIME	PARKLET				<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>0.0%</b>	
<b>PERSONAL SERVICES TOTAL</b>					<b>21.46</b>	<b>23.39</b>	<b>23.46</b>	<b>23.46</b>	<b>23.46</b>	<b>1,595,987</b>	<b>1,647,646</b>	<b>1,689,348</b>	<b>1,743,169</b>	<b>53,821</b>	<b>3.2%</b>	

## **PROGRAM 430 - PARK AND TREE**

### **Program Objective**

To preserve, develop, operate and maintain parks, trees, open space and recreation areas in an effective and efficient manner for the pleasure and well being of the public.

#### ***Subprogram 500 - Active Recreation***

This subprogram operates and maintains active play areas, school grounds and recreation facilities throughout the Town. There are 255 acres of active recreation areas included in the following sites: 9 schools (Bates, Fiske, Hardy, Hunnewell, Schofield, Sprague, Upham, Middle and High Schools) and 8 parks (Hunnewell, Kelly, Ouellet, Brown, Perrin, Phillips, Warren, and the Morses Pond beach facility).

The facilities found on the 255 acres of active recreation areas include the following: 16 playgrounds; 1 lighted all-purpose field; 4 baseball infields; 5 skinned softball fields; 8 grassed Little League infields; 8 practice infields; 5 regulation lacrosse/soccer fields; 2 regulation field hockey/lacrosse fields; 6 youth soccer fields; 1 practice football field; 3 synthetic turf fields; 1 track and field facility; 16 tennis courts; 1 tennis wall; 36 outdoor basketball hoops with court areas; 2 volleyball courts; 9 pickle ball courts; 561 benches and tables; 218 bike racks; 302 Trash & Recycling Receptacles; Morse's Pond beach; 2 field houses; 6 flag poles; 1 public restroom; 17 drinking fountains; 17 portable bleachers; and 1 stadium bleacher complex.

Recreation area management duties include: mowing; aerating; irrigating; over-seeding; fertilizing; liming; weed and insect control (if necessary); litter clean-up; leaf removal; marking fields for games; leveling and grading fields; fence repairs; vandalism repairs; shrub and tree care; painting structures; care of goals and goal posts; stump removal; master plans; civic activities such as assisting with summertime activities; the Community Garden Program; holiday decorations; litter-barrel care; marathon; parades and special events; care of the beach and bath house facilities; weed harvesting; and pond management.

#### ***Subprogram 510 - Passive Recreation***

The objective of this subprogram is to maintain passive recreation areas for the health and well being of the public and for the preservation of wildlife and the environment.

All passive recreation and conservation areas in the Town are included in this subprogram. There are 642 acres of passive recreation areas

including: Wellesley's three libraries (Wellesley Square, Fells, and Hills); six conservation reservations (Boulder Brook, Rocky Ledges, Overbrook, Abbott Pond, Carisbrooke, and Colburn Road); ten municipal parking lots (Railroad Avenue, Cameron Street, Waban Street, Eaton Court, River Street, Lower Falls, Farms Railroad Station, Hills Railroad Station, Tailby, and Noanet); eighteen parks (Town Hall, Wellesley Square, Simons, Morton, Elm, Centennial, Rockridge Pond, Washington, Hillside Road, Memorial, Reed's Pond, Overbrook, Clancy's Hollow, Peabody, Sawyer, Shaw Common, Longfellow Pond, and Beebe Meadow); seventy-five traffic islands at 58 locations throughout the Town; three walking paths or parkways (Fuller Brook, Caroline Path, and Cochituate Aqueduct); Wellesley Police Station; Sections of the State's Charles River Reservation; the Town Forest, the Back Forty Property, Weston Road & Brookside Road Community Gardens: and several Route 9 traffic islands.

General maintenance of these areas includes: periodic mowing, fertilizing, weed control, litter clean-up, leaf removal, fence repairs, shrub and tree care, painting and repairing structures, stump removal, master plans, path and trail maintenance, vandalism repairs, and special projects such as re-landscaping areas to improve aesthetics and to reduce maintenance requirements, and site preparation for special events. This includes planting over 7,000 tulip & daffodil bulbs annually.

### ***Subprogram 520 - Tree Management***

The objective of this subprogram is to preserve and maintain shade trees for the aesthetic enjoyment of the public and the enhancement of Wellesley's environment. The care of over 6,000 inventoried public shade trees along with forested areas in Wellesley are included in this subprogram. Routine maintenance is conducted as required to all of these trees. The care includes: vandalism repairs as needed; storm damage repairs, winter moth and other insect controls, as well as poison ivy and other herbicide treatments in accordance with State regulations; shade and park tree planting and management of new trees for one or two years; tree and stump removals as necessary; and other tree care according to need. In addition, clearance requirements are maintained for streets and sidewalks where visibility and safety problems exist.

### ***Subprogram 530 - Equipment Maintenance***

This subprogram maintains the Park & Tree Program's inventory of 160 pieces specialized equipment. It also includes the cost of maintaining the division's over-the-road vehicles. Special equipment maintained by Park and Tree personnel includes two (2) weed harvester, large riding mowers, trimming mowers, three (3) tractors with attachments, small riding mowers with attachments, hand-held weed trimmers, chain saws, leaf blowers, turf sweeping/vacuums, line-striping machines, seed spreaders/slicers, tractor attachments, and an assortment of recreational equipment (swings, goals, etc.), generators, pumps, beach equipment, hand tools, tree trimming tools, and turf-care tools.

Storage facilities for this equipment are provided at the Park/Highway garage, the Park shed, the Sprague Field House and several storage containers at the Hunnewell Field complex. The division's small equipment shop also repairs small equipment for other divisions and

departments as required.

#### ***Subprogram 490 - Winter Maintenance***

This subprogram funds Park & Tree employees engaged in Winter Maintenance activities during normal working hours. All winter maintenance overtime activities are funded through the DPW's Winter Maintenance Program 456.

#### ***Subprogram 961 – Vacation/Holiday/Sick***

The purpose of the Vacation/Holiday/Sick subprogram is to track time away from work for vacations, holidays, sick time, personal leave, jury duty and any other paid time off. All time off is earned and granted according to Town policies. Other benefits including insurance, pensions, and post-employment benefits are not included in this program.

#### ***Subprogram 962 - Administration***

This subprogram manages labor, material, and equipment, and provides supervision and leadership for the Park and Tree program.

Activities include overseeing the daily operation of the Park & Tree functions and supervising employees and equipment assigned to the Park and Tree Division. Additional duties of this subprogram include: preparing the budget and overseeing expenditures; preparing monthly and annual reports; recording and tracking resident's service requests; preparing and updating master plans, updating a 5-year capital improvement plans; developing handbooks and manuals; review and development of landscape design plans; providing assistance to the public, DPW divisions and Town organizations including the Natural Resources Commission, the Wetlands Protection Committee, the Select Board, Climate Action Committee, Planning Board, Building Department, School Department, Recreation Department, Veterans' Council, Fire, Police, Housing Authority and the Library; and meeting regulatory requirements of agencies such as the Wetlands Protection Committee, Zoning Board of Appeals, Design Review Board, Massachusetts Departments of Conservation (DCR), Agricultural Resources (DAR), and Environmental Protection (DEP).

#### ***Subprogram 991 - DPW Work for Others – Not Reimbursed***

This subprogram includes funding for all services provided to DPW tax impact programs with no reimbursement. For example, if Park & Tree Division Staff provide support to the Highway Division, the regular time portion of the work is funded by Park & Tree. Work performed for the Water & Sewer Enterprise Funds and all other Town Departments is funded through work order transfers from those departments and is

described further below.

### ***Other Sources of Funds***

#### **415 - Street Permit Program**

The Park & Tree Division charges the Engineering Division's Street Permit Program for inspection of street permit activities to ensure compliance with town standards.

#### **992 - Work For Others**

Work completed at the request of other Departments for recurring and one-time projects. Work includes items such as tree planting for the NRC, Morses Pond weed harvesting, and landscaping services for the Selectmen Parking Lots and the Facilities Maintenance Department.

#### **992 - Work For Others – Enterprise**

Work completed at the request of the Water & Sewer Division for recurring and one-time projects such as grounds keeping at water treatment plants and sewer pump stations and mowing grass at the reservoirs.

#### **995 - Capital**

Work completed on Park & Tree Capital Projects such as athletic fields, playgrounds, tennis & basketball courts, and traffic island rehabilitation.

**Department of Public Works FY 2024 Salary Allocations**

**PARK & TREE DIVISION**

POSITION	OPERATING	STREET PERMIT PROGRAM	WORK FOR OTHERS	WORK FOR OTHERS - ENTERPRISE	ENTERPRISE FUND SUPPORT	CAPITAL	TOTAL
ASSIST SUPERINTENDENT	85%	15%					100%
LANDSCAPE PLANNER	100%						100%
GENERAL FOREMAN	100%						100%
OFFICE ASSISTANT	50%		50%				100%
CONSTRUCTION FOREMAN A	94%		5%	1%			100%
HORTICULTURIST TECHNICIAN	85%		14%	1%			100%
FIELD FOREMAN A	99%		1%				100%
FOREMAN A - FULLER BROOK	100%						100%
TREE CARE FOREMAN A	71%		1%	28%			100%
LEAD TREE CLIMBER	57%		18%	25%			100%
TREE CLIMBER	71%		27%	2%			100%
TREE CLIMBER	94%		2%	4%			100%
PARK CONSTR CRAFTSMAN	70%		29%	1%			100%
TECH SRVCS CRAFTSMAN	85%		13%	2%			100%
PARK FACILITIES TECHNICIAN	90%		8%	2%			100%
GROUNDKEEPER (FOREMAN)	99%		1%				100%
GROUNDKEEPER (FOREMAN)	77%		23%				100%
GROUNDKEEPER	74%		11%	15%			100%
GROUNDKEEPER	71%		26%	3%			100%
GROUNDKEEPER	90%		6%	4%			100%
PARK MAINT WORKER	70%		10%	20%			100%
OVERTIME	100%						100%
TEMPORARIES/SEASONAL	100%						100%
STANDBY	100%						100%
CHARGES FROM OTHER DIVISIONS	100%						100%

## RECYCLING AND DISPOSAL FACILITY

## FY2024 OPERATING REQUEST

## DIVISION SUMMARY

## PERSONAL SERVICES

		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 PLAN	FY2024 REQUEST	FY2024 - FY2023(\$)	FY2024 - FY2023(%)
490	WINTER MAINTENANCE	7,063	7,255	12,796	3,541	3,541	0	0.0%
540	RECYCLING	319,337	350,566	325,402	469,670	483,201	13,531	2.9%
541	BUSINESS INITIATIVES	14,624	8,210	14,613	48,526	35,000	-13,526	-27.9%
550	TRASH DISPOSAL	169,097	183,325	228,071	235,523	235,177	-346	-0.1%
560	EARTH PRODUCTS	5,957	4,478	3,460	54,594	54,594	0	0.0%
961	VACATION/HOLIDAY/SICK	102,868	154,302	149,525	139,708	140,422	714	0.5%
962	ADMINISTRATION	276,784	269,158	290,861	223,160	228,350	5,190	2.3%
976	FACILITIES & GROUNDS	107,486	106,017	101,665	62,070	63,619	1,549	2.5%
	<b>TAX IMPACT APPROPRIATION</b>	<b>997,814</b>	<b>1,083,312</b>	<b>1,126,392</b>	<b>1,236,792</b>	<b>1,243,904</b>	<b>7,112</b>	<b>0.6%</b>
992	WORK FOR OTHERS	4,200	0	0	0	0	0	0.0%
992 -	WORK FOR OTHERS - ENTERPRISE	1,200	0	0	1,677	1,677	0	0.0%
	<b>OTHER SOURCES</b>	<b>5,400</b>	<b>0</b>	<b>0</b>	<b>1,677</b>	<b>1,677</b>	<b>0</b>	<b>0.0%</b>
	<b>PERSONAL SERVICES TOTAL</b>	<b>1,003,214</b>	<b>1,083,312</b>	<b>1,126,392</b>	<b>1,238,469</b>	<b>1,245,581</b>	<b>7,112</b>	<b>0.6%</b>

## EXPENSES

		FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 PLAN	FY2024 REQUEST	FY2024 - FY2023(\$)	FY2024 - FY2023(%)
540	RECYCLING	120,981	233,548	217,629	292,512	455,462	162,950	55.7%
541	BUSINESS INITIATIVES	5,850	3,284	11,690	45,000	35,000	-10,000	-22.2%
550	TRASH DISPOSAL	712,628	708,811	726,057	712,725	795,750	83,025	11.6%
560	EARTH PRODUCTS	28,300	32,087	72,094	90,000	90,000	0	0.0%
962	ADMINISTRATION	34,374	34,499	42,871	30,600	30,600	0	0.0%
976	FACILITIES & GROUNDS	30,940	31,766	85,765	24,380	29,380	5,000	20.5%
996	EQUIPMENT MAINTENANCE	151,452	142,164	216,415	209,800	254,170	44,370	21.1%
	<b>TAX IMPACT APPROPRIATION</b>	<b>1,084,524</b>	<b>1,186,160</b>	<b>1,372,521</b>	<b>1,405,017</b>	<b>1,690,362</b>	<b>285,345</b>	<b>20.3%</b>
	<b>EXPENSES TOTAL</b>	<b>1,084,524</b>	<b>1,186,160</b>	<b>1,372,521</b>	<b>1,405,017</b>	<b>1,690,362</b>	<b>285,345</b>	<b>20.3%</b>
	<b>PS + EXPENSE TOTAL APPROPRIATION</b>	<b>2,082,338</b>	<b>2,269,471</b>	<b>2,498,913</b>	<b>2,641,809</b>	<b>2,934,266</b>	<b>292,457</b>	<b>11.1%</b>

# RECYCLING AND DISPOSAL FACILITY

## FY2024 OPERATING BUDGET

### STAFFING PLAN

Position	Employee	Group & Step	FY24	FY23	FY24	Aboard	FY21	FY22	FY23	FY24	FY21	FY22	FY23	FY24	FY24-FY23(\$)	FY24-FY23(%)
			Rate	Rate	11/1	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan
SUPERINTENDENT	MANZOLINI, JAMES	61	49.52	<b>50.51</b>	1	1.00	1.00	1.00	<b>1.00</b>	91,183	103,340	103,396	<b>105,464</b>	2,068	2.0%	
BUSINESS MANAGER	REYNOLDS, MARYRUTH	52	32.33	<b>32.97</b>	1	1.00	1.00	1.00	<b>1.00</b>	66,173	67,497	67,497	<b>68,847</b>	1,350	2.0%	
OFFICE ASSISTANT	RODRIGUES, MANUEL	47/6	31.22	<b>32.16</b>	1	1.00	1.00	1.00	<b>1.00</b>	61,803	63,424	65,187	<b>67,143</b>	1,956	3.0%	
GENERAL FOREMAN	VANN, SHAWN	55/9	44.39	<b>44.39</b>	1	1.00	1.00	1.00	<b>1.00</b>	87,529	91,120	92,686	<b>92,686</b>	0	0.0%	
FOREMAN A	BARTON, PHILLIP	20/7	36.96	<b>37.01</b>	1	1.00	1.00	1.00	<b>1.00</b>	69,829	75,335	77,172	<b>77,277</b>	105	0.1%	
FOREMAN A RECYCLING	ADAMAKIS, JAMES	20/7	36.96	<b>37.01</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,816	75,690	77,172	<b>77,277</b>	105	0.1%	
TH TRAILER OPERATOR (A)	CAFERELLI, ARTHUR	17/7	32.45	<b>32.46</b>	1	1.00	1.00	1.00	<b>1.00</b>	63,957	66,482	67,776	<b>67,776</b>	0	0.0%	
TH EQUIP OPERATOR (B)	MALOON, PETER	16/7	30.91	<b>30.92</b>	1	1.00	1.00	1.00	<b>1.00</b>	60,812	63,308	64,561	<b>64,561</b>	0	0.0%	
TH EQUIP OPERATOR (B)	ORME, MORGAN	16/7	30.41	<b>30.41</b>	1	1.00	1.00	1.00	<b>1.00</b>	57,278	59,884	63,496	<b>63,496</b>	0	0.0%	
TH EQUIP OPERATOR (B)	<b>FILLED AS VECE/DRIVER</b>	16/6	27.64	<b>27.64</b>	0	1.00	1.00	1.00	<b>1.00</b>	59,036	56,585	57,717	<b>57,712</b>	-5	0.0%	
TH EQUIP OPERATOR (B)	<b>FILLED AS LABORER</b>	16/6	27.64	<b>27.64</b>	0	1.00	1.00	1.00	<b>1.00</b>	54,943	56,585	57,717	<b>57,712</b>	-5	0.0%	
INDUST. TRUCK OPERATOR	GREENE, TYLER	15/7	29.41	<b>29.41</b>	1	1.00	1.00	1.00	<b>1.00</b>	57,180	59,466	61,408	<b>61,408</b>	0	0.0%	
VECE/RUBBISH DRIVER	WOZNIAK, NICHOLAS	13/7	26.77	<b>26.77</b>	1	1.00	1.00	1.00	<b>1.00</b>	52,754	54,831	55,896	<b>55,896</b>	0	0.0%	
VECE/RUBBISH DRIVER	CARDILLO, MATTHEW	13/7	24.15	<b>25.33</b>	1	1.00	1.00	1.00	<b>1.00</b>	49,820	47,679	51,022	<b>52,883</b>	1,861	3.6%	
VECE/RUBBISH DRIVER	BROOKS, CHRISTOPHER	13/7	0.00	<b>26.91</b>	1	0.00	0.00	0.00	<b>0.00</b>	0	0	0	<b>0</b>	0	0.0%	
LABORER	JOHANSEN, OWEN	11/7	0.00	<b>23.95</b>	1	0.00	0.00	0.00	<b>0.00</b>	0	0	0	<b>0</b>	0	0.0%	
<b>Division Total</b>				<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>905,113</b>	<b>941,226</b>	<b>962,703</b>	<b>970,138</b>	<b>7,435</b>	<b>0.8%</b>		
<b>Subtotals</b>																
Division Total before Management Pay Plan (MPP)					12.00	12.00	12.00	12.00	12.00	747,757	770,389	791,810	<b>795,827</b>	4,017	0.5%	
Management Pay Plan (MPP)					2.00	2.00	2.00	2.00	2.00	157,356	170,837	170,893	<b>174,311</b>	3,418	2.0%	
TEMPORARIES/SEASONAL				16.00	<b>18.54</b>	0.33	0.33	0.33	<b>0.33</b>	40,000	31,500	42,488	<b>59,817</b>	17,329	40.8%	
OVERTIME - BUSINESS INITIATIVES				44.43	<b>44.43</b>	0.46	0.46	0.46	<b>0.46</b>	58,526	48,526	48,526	<b>35,000</b>	-13,526	-27.9%	
OVERTIME				44.43	<b>44.43</b>	0.72	0.72	0.72	<b>0.72</b>	106,616	106,616	106,616	<b>106,616</b>	0	0.0%	
OVERTIME 2.0 (HHWD/LEAF DROP/ EARLY AM PICK UP)				59.24	<b>59.24</b>	0.13	0.13	0.13	<b>0.13</b>	14,890	14,890	15,187	<b>15,187</b>	0	0.0%	
OVERTIME 2.0 (33 SUNDAYS)				59.24	<b>59.24</b>					41,559	41,559	42,390	<b>42,390</b>	0	0.0%	
CHARGES FROM OTHER DIVISIONS				43.19	<b>43.19</b>					16,115	16,115	16,437	<b>16,437</b>	0	0.0%	
<b>PERSONAL SERVICES TOTAL</b>					<b>15.64</b>	<b>15.64</b>	<b>15.64</b>	<b>15.64</b>	<b>15.64</b>	<b>1,182,819</b>	<b>1,200,432</b>	<b>1,234,347</b>	<b>1,245,585</b>	<b>11,238</b>	<b>0.9%</b>	

## **PROGRAM 440 - RECYCLING AND DISPOSAL**

### **Program Objective**

To operate and maintain recycling, disposal, and refuse collection systems in an effective and efficient manner in order to protect the public health, prevent pollution, and to conserve energy and natural resources. Table 1 below shows a variety of RDF Statistics including projected tons and revenue.

#### ***Subprogram 540 - Recycling***

This subprogram is responsible for transferring recyclables from residential, municipal and commercial waste streams. Activities consist of: collecting, separating, packaging/baling, marketing, selling, and delivering recyclable materials; developing new market sources and maximizing revenue opportunities; monitoring and promoting participation to increase the number of participants and the tonnage recycled; educating about the recycling program; and controlling the quality of recyclable materials. Materials recycled include newspapers, cardboard, mixed paper, glass, metal, aluminum, refundable beverage containers, steel, plastic, wood, and other special wastes.

This subprogram also includes disposal of hazardous wastes in a safe and environmentally sound manner and to promote the reduction and reuse of products containing hazardous materials purchased and used by Wellesley residents. Some hazardous materials are collected year round at the RDF and other household hazardous products are collected on a single day in the spring.

Additional recycling activities are funded through Recycling Business Initiatives subprogram 590.

#### ***Subprogram 550 - Trash Disposal***

Subprogram activities include collection, processing, compacting and loading non-recyclable solid waste for hauling for disposal. All non-recyclable waste is dumped in the transfer haul building and then loaded into 100-CY containers for transfer.

#### ***Subprogram 560 - Earth Products***

Subprogram activities include: the separation, windrowing, and screening of leaves and grass clippings; grinding of brush; development of markets; and preparation and distribution of educational materials on composting practices.

### ***Subprogram 490 - Winter Maintenance***

This subprogram provides support to the Highway Division's winter maintenance effort. This subprogram provides funding for RDF personnel providing services during regular working hours. All overtime activities are funded from the Winter Maintenance Program 456.

### ***Subprogram 961 – Vacation/Holiday/Sick***

The purpose of the Vacation/Holiday/Sick subprogram is to track time away from work for vacations, holidays, sick time, personal leave, jury duty and any other paid time off. All time off is earned and granted according to Town policies. Other benefits including insurance, pensions, and post-employment benefits are not included in this program.

### ***Subprogram 962 - Administration***

Subprogram activities include planning, organizing, staffing, supervising, directing, and controlling the RDF program. The preferred method of solid waste disposal is by recycling. Solid waste that is not recycled is compacted and hauled to a licensed landfill.

### ***Subprogram 976 - Site and Facilities Operations and Maintenance***

This subprogram includes RDF site maintenance related to the drop-off areas, sheds, storage containers, truck scale, drainage structures, retaining walls, fencing, signage, fuel pumps and pole lighting,

### ***Other Sources of Funds***

#### ***Subprogram 992 - DPW Work for Others***

RDF Work for Others typically includes the collection of trash and recyclable materials from Town Departments. Pickup from Water & Sewer facilities are charged to Work for Other – Enterprise.

#### ***Subprogram 590 - Business Initiatives Program***

This subprogram provides funds to purchase and process recyclable materials when there is an opportunity to sell these items for a “profit” (i.e., additional recycling revenue to the General Fund, over and above the cost for the materials and processing). This budget is offset by an equal amount of projected revenues, so there is no net impact on the overall Town budget balance. The RDF will tap into these funds only when a profitable opportunity arises, with the resulting revenues going to the Town’s General Fund. If no profitable opportunities are available, unspent funds at year-end will be returned to the General Fund. Table 2 below summarizes the revenues and costs for the Business Initiatives Program.

Department of Public Works FY 2024 Salary Allocations

RECYCLING & DISPOSAL FACILITY

POSITION	OPERATING	STREET PERMIT PROGRAM	WORK FOR OTHERS	WORK FOR OTHERS - ENTERPRISE	ENTERPRISE FUND SUPPORT	CAPITAL	TOTAL
SUPERINTENDENT	100%						100%
BUSINESS MANAGER	100%						100%
OFFICE ASSISTANT	100%						100%
GENERAL FOREMAN	100%						100%
FOREMAN A	100%						100%
FOREMAN A RECYCLING	100%						100%
TH TRAILER OPERATOR (A)	100%						100%
TH EQUIP OPERATOR (B)	100%						100%
TH EQUIP OPERATOR (B)	100%						100%
TH EQUIP OPERATOR (B)	100%						100%
TH EQUIP OPERATOR (B)	100%						100%
INDUST. TRUCK OPERATOR	100%						100%
VECE RUBBISH DRIVER	100%						100%
VECE RUBBISH DRIVER	90%		8%	3%			100%
TEMPORARIES/SEASONAL	100%						100%
OVERTIME - BUSINESS INITIATIVES	100%						100%
OVERTIME	100%						100%
OVERTIME 2.0 (HHWD/LEAF DROP/	100%						100%
OVERTIME 2.0 (33 SUNDAYS)	100%						100%
CHARGES FROM OTHER DIVISIONS	100%						100%

Table 1 - RDF Statistics

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Plan	FY23 Revised	FY24 Plan
RECYCLING						
Recycled Tons	3,671	4,508	4,162	4,000	4,300	4,300
Food Waste	165	150	158	240	240	240
Recycled Tons - Business Initiatives	1017	560	977	1,000	1,000	1,000
Total Recycled Tons	4,853	5,218	5,297	5,000	5,300	5,300
Recycling Revenues (\$)	\$169,559	\$319,170	\$355,116	\$160,000	\$100,000	\$160,000
Recycling Revenues - Business Initiatives (\$)	\$49,018	\$42,697	\$139,062	\$50,000	\$40,000	\$50,000
Total Recycling Revenue	\$218,577	\$361,867	\$494,178	\$210,000	\$140,000	\$210,000
TRASH DISPOSAL						
Commercial Tons	2,611	1,947	2,264	2,600	2,400	2,400
Residential Tons	5,102	4,892	4,178	5,250	4,100	4,100
Municipal Tons	216	194	206	250	250	250
Total Tons Hauled	7,929	7,033	6,648	8,100	6,750	6,750
Tipping Revenue (\$) (Including Wood)	\$439,298	\$357,760	\$440,588	\$350,000	\$530,000	\$530,000
EARTH PRODUCTS						
Earth Products - Commercial Tons	891	922	919	750	1100	750
Earth Products - Municipal Tons	493	484	829	750	600	750
Total Tons Weighed	1,384	1,406	1,748	1,500	1,700	1,500
Earth Products Revenue (\$)	\$63,685	\$72,407	\$66,482	\$40,000	\$40,000	\$40,000
Snow Permits and Tipping Revenue	\$7,080	\$12,600	\$12,485	\$10,000	\$10,000	\$10,000
Total Tons – All sources	14,166	13,657	13,693	14,600	13,750	13,550
Total Revenue – All sources	\$728,640	\$804,635	\$1,013,733	\$610,000	\$720,000	\$790,000
BALER, COMPACTOR AND OTHER RDF EQUIPMENT STABILIZATION FUND						
Starting Balance	\$806,180	\$846,430	\$888,816	\$872,799	\$924,311	\$910,823
Yearly Appropriation/Transfers	0	0	11,512	11,512	11,512	11,512
Interest Earned	40,250	42,386	-27,529	40,000	-25,000	0
Equipment Replacement	0	0	0	0	0	0
Available Balance	\$846,430	\$888,816	\$872,799	\$924,311	\$910,823	\$922,335
BALER, COMPACTOR AND OTHER RDF EQUIPMENT REPAIR FUND						
Starting Balance	\$103,561	\$146,667	\$73,018	\$145,874	\$145,874	\$135,874
Metals Sales (Included in Revenues Above)	43,106	57,404	72,856	20,000	40,000	20,000
Equipment Repairs	0	(11,053)		(50,000)	(50,000)	(50,000)
Revenue Surplus Turnback		(120,000)				
Available Balance	\$146,667	\$73,018	\$145,874	\$115,874	\$135,874	\$105,874

**Table 2 – Business Initiatives Summary**

	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Plan	FY23 Revised	FY24 Plan
<b>Business Initiatives Revenue</b>	<b>\$49,018</b>	<b>\$42,697</b>	<b>\$139,062</b>	<b>\$50,000</b>	<b>\$40,000</b>	<b>\$50,000</b>
<b>Business Initiatives Expenses</b>						
Personal Services	\$14,624	\$8,210	\$14,613	\$20,000	\$14,000	\$20,000
Expenses	\$8,600	\$6,035	\$11,690	\$15,000	\$11,000	\$15,000
<b>Total Bus. Initiatives Expenses</b>	<b>\$23,224</b>	<b>\$14,245</b>	<b>\$26,303</b>	<b>\$35,000</b>	<b>\$25,000</b>	<b>\$35,000</b>
<b>Business Initiatives Net Revenue</b>	<b>\$25,794</b>	<b>\$28,452</b>	<b>\$112,759</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>
<b>Return on Investment</b>	<b>111%</b>	<b>200%</b>	<b>429%</b>	<b>43%</b>	<b>60%</b>	<b>43%</b>

## MANAGEMENT DIVISION

## FY2024 OPERATING REQUEST

## DIVISION SUMMARY

## PERSONAL SERVICES

961 VACATION/HOLIDAY/SICK  
 962 ADMINISTRATION  
**TAX IMPACT APPROPRIATION**  
 415 STREET PERMIT PROGRAM  
 992 - ENTERPRISE FUND SUPPORT  
**OTHER SOURCES**  
**PERSONAL SERVICES TOTAL**

## EXPENSES

962 ADMINISTRATION  
**TAX IMPACT APPROPRIATION**  
**EXPENSES TOTAL**  
**PS + EXPENSE TOTAL APPROPRIATION**

						--VARIANCE--	
	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 PLAN	FY2024 REQUEST	FY2024 - FY2023(\$)	FY2024 - FY2023(%)
961 VACATION/HOLIDAY/SICK	33,656	55,052	81,328	58,862	61,561	2,699	4.6%
962 ADMINISTRATION	320,823	327,637	340,952	369,332	377,641	8,309	2.2%
<b>TAX IMPACT APPROPRIATION</b>	<b>354,478</b>	<b>382,690</b>	<b>422,280</b>	<b>428,194</b>	<b>439,202</b>	<b>11,008</b>	<b>2.6%</b>
415 STREET PERMIT PROGRAM	0	0	0	25,871	27,205	1,334	5.2%
992 - ENTERPRISE FUND SUPPORT	510,127	448,166	399,712	335,753	342,370	6,617	2.0%
<b>OTHER SOURCES</b>	<b>510,127</b>	<b>448,166</b>	<b>399,712</b>	<b>361,624</b>	<b>369,575</b>	<b>7,951</b>	<b>2.2%</b>
<b>PERSONAL SERVICES TOTAL</b>	<b>864,605</b>	<b>830,855</b>	<b>821,992</b>	<b>789,818</b>	<b>808,777</b>	<b>18,959</b>	<b>2.4%</b>
962 ADMINISTRATION	23,597	21,352	23,975	24,070	24,070	0	0.0%
<b>TAX IMPACT APPROPRIATION</b>	<b>23,597</b>	<b>21,352</b>	<b>23,975</b>	<b>24,070</b>	<b>24,070</b>	<b>0</b>	<b>0.0%</b>
<b>EXPENSES TOTAL</b>	<b>23,597</b>	<b>21,352</b>	<b>23,975</b>	<b>24,070</b>	<b>24,070</b>	<b>0</b>	<b>0.0%</b>
<b>PS + EXPENSE TOTAL APPROPRIATION</b>	<b>378,075</b>	<b>404,041</b>	<b>446,255</b>	<b>452,264</b>	<b>463,272</b>	<b>11,008</b>	<b>2.4%</b>

# MANAGEMENT DIVISION

## FY2024 OPERATING BUDGET

### STAFFING PLAN

Position	Employee	Group & Step	FY24	FY23	FY24	Aboard	FY21	FY22	FY23	FY24	FY21	FY22	FY23	FY24	FY24-FY23(\$)	FY24-FY23(%)
			Rate	Rate	11/1	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan		
DIRECTOR	COHEN, DAVID	66	70.31	<b>71.71</b>	1	1.00	1.00	1.00	<b>1.00</b>	143,575	146,805	146,805	<b>149,741</b>	2,936	2.0%	
EXECUTIVE SECRETARY	SURNER, DEBRA	53	38.78	<b>39.56</b>	1	1.00	1.00	1.00	<b>1.00</b>	69,468	70,857	70,857	<b>72,274</b>	1,417	2.0%	
EXECUTIVE SECRETARY	SHERMAN, JUDITH	53	32.34	<b>32.99</b>	1	1.00	1.00	1.00	<b>1.00</b>	57,368	59,085	59,085	<b>60,267</b>	1,182	2.0%	
PROGRAMS MGR/ASST DIR	AZANO-BROWN, JEFFREY	62	55.45	<b>56.56</b>	1	1.00	1.00	1.00	<b>1.00</b>	113,228	115,775	115,775	<b>118,091</b>	2,316	2.0%	
SR. MANAGEMENT ANALYST	CUSACK, CHRISTOPHER	58	43.40	<b>44.27</b>	1	1.00	1.00	1.00	<b>1.00</b>	88,633	90,628	90,628	<b>92,440</b>	1,812	2.0%	
DATABASE/APPLICATION MGR	LEGER, JEAN	56	38.96	<b>39.74</b>	1	1.00	1.00	1.00	<b>1.00</b>	80,349	81,353	81,353	<b>82,980</b>	1,627	2.0%	
MANAGEMENT ANALYST	<b>VACANT</b>	56	0.00	<b>39.25</b>	0	1.00	1.00	1.00	<b>1.00</b>	75,558	77,447	85,460	<b>87,169</b>	1,709	2.0%	
SAFETY COORDINATOR	CARMODY, MICHAEL	53	33.99	<b>34.67</b>	1	1.00	1.00	1.00	<b>1.00</b>	69,581	70,972	70,972	<b>72,392</b>	1,420	2.0%	
OFFICE ASSISTANT	LUCHETTI, ALEXANDRA	47/4	27.33	<b>28.15</b>	1	1.00	1.00	1.00	<b>1.00</b>	58,362	53,759	54,665	<b>58,777</b>	4,112	7.5%	
<b>Division Total</b>				<b>8.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>756,122</b>	<b>766,681</b>	<b>775,600</b>	<b>794,131</b>	<b>18,531</b>	<b>2.4%</b>		
<b>Subtotals</b>																
Division Total before Management Pay Plan (MPP)						1.00	1.00	1.00	1.00	58,362	53,759	54,665	<b>58,777</b>	4,112	7.5%	
Management Pay Plan (MPP)						7.00	8.00	8.00	8.00	697,760	712,922	720,935	<b>735,354</b>	14,419	2.0%	
CHARGES FROM MLP						0.26	0.26	0.26	0.26	<b>0.26</b>	13,837	14,114	14,218	<b>14,645</b>	427	3.0%
<b>PERSONAL SERVICES TOTAL</b>				<b>8.26</b>	<b>9.26</b>	<b>9.26</b>	<b>9.26</b>	<b>9.26</b>	<b>769,959</b>	<b>780,795</b>	<b>789,818</b>	<b>808,776</b>	<b>18,958</b>	<b>2.4%</b>		

## **PROGRAM 450 - MANAGEMENT SERVICES**

### **Program Objective**

To manage, direct and support the activities of the Department of Public Works to provide public works and public services in an efficient and effective manner.

The activities of this program include those of the Director and Assistant Director and their immediate staff in support of the DPW tax-impact programs. Similar to a chief executive function in a corporation, day-to-day management is carried out under the policies of the Board of Public Works. Functions include the overall supervision and management of the Engineering, Park & Highway, Recycling and Disposal, Fleet Services and Management Services Divisions and programs. Responsibilities include the integration of all capital resources including money, labor, material, equipment and facilities in order to deliver effective public services in an efficient manner. Also included are the functions of planning, programming, budgeting, organizing and staffing, controlling, systems development, data processing management, public information services, and maintenance of central files.

The Management Services Division occupies approximately 3,800 square feet on the second floor of the recently completed DPW Operations Building at 20 Municipal Way, Wellesley Hills, Massachusetts. The Facilities Maintenance Department assumed responsibility for the maintenance and repair of this facility as of July 1, 2016.

Personal services and expenses for the Management Services Division are apportioned between this program budget and the Water and Sewer enterprise funds.

### ***Other Sources of Funds***

### ***Work For Others***

Includes office administrative and accounting support for Fleet Maintenance accounts payable, accounts receivable, data entry, and document management tasks.

### ***Enterprise Fund Support***

The Water & Sewer Enterprise Funds pay for Management Division salaries on a fixed allocation basis for budgeting, accounting, and management services. Allocations are reviewed periodically to determine the appropriate amounts to be allocated.

**Department of Public Works FY 2024 Salary Allocations**

**MANAGEMENT DIVISION**

POSITION	OPERATING	STREET PERMIT PROGRAM	WORK FOR OTHERS	WORK FOR OTHERS - ENTERPRISE	ENTERPRISE FUND SUPPORT	CAPITAL	TOTAL
DIRECTOR	65%				35%		100%
EXECUTIVE SECRETARY	65%				35%		100%
EXECUTIVE SECRETARY	65%				35%		100%
PROGRAMS MGR/ASST DIR	50%				50%		100%
SR. MANAGEMENT ANALYST	40%		20%		40%		100%
DATABASE/APPLICATION MGR	60%				40%		100%
MANAGEMENT ANALYST	10%	10%			80%		100%
SAFETY COORDINATOR	60%				40%		100%
OFFICE ASSISTANT	60%				40%		100%
CHARGES FROM MLP	100%						100%

FLEET MAINTENANCE SERVICE SHOP

FY2024 OPERATING REQUEST

DIVISION SUMMARY

PERSONAL SERVICES

454 INDIRECT LABOR SUBSIDY  
**TAX IMPACT APPROPRIATION**  
 421 FLEET INDIRECT LABOR  
 422 FLEET DIRECT LABOR  
 OTHER SOURCES  
**PERSONAL SERVICES TOTAL**

						--VARIANCE--	
	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 PLAN	FY2024 REQUEST	FY2024 - FY2023(\$)	FY2024 - FY2023(%)
454 INDIRECT LABOR SUBSIDY	165,000	200,300	204,306	208,392	208,392	0	0.0%
<b>TAX IMPACT APPROPRIATION</b>	<b>165,000</b>	<b>200,300</b>	<b>204,306</b>	<b>208,392</b>	<b>208,392</b>	<b>0</b>	<b>0.0%</b>
421 FLEET INDIRECT LABOR	151,308	100,767	32,533	166,461	166,461	0	0.0%
422 FLEET DIRECT LABOR	133,418	189,172	274,624	320,278	320,278	0	0.0%
OTHER SOURCES							
<b>PERSONAL SERVICES TOTAL</b>	<b>284,726</b>	<b>289,939</b>	<b>307,157</b>	<b>486,739</b>	<b>486,739</b>	<b>0</b>	<b>0.0%</b>
	<b>449,726</b>	<b>490,239</b>	<b>511,463</b>	<b>695,131</b>	<b>695,131</b>	<b>0</b>	<b>0.0%</b>
EXPENSES							
454 INDIRECT EXPENSE SUBSIDY	41,555	43,093	43,462	44,331	44,331	0	0.0%
<b>TAX IMPACT APPROPRIATION</b>	<b>41,555</b>	<b>43,093</b>	<b>43,462</b>	<b>44,331</b>	<b>44,331</b>	<b>0</b>	<b>0.0%</b>
421 FLEET DIRECT EXPENSES	386,568	487,744	475,136	550,000	550,000	0	0.0%
OTHER SOURCES							
<b>EXPENSES TOTAL</b>	<b>386,568</b>	<b>487,744</b>	<b>475,136</b>	<b>550,000</b>	<b>550,000</b>	<b>0</b>	<b>0.0%</b>
<b>PS + EXPENSE TOTAL APPROPRIATION</b>	<b>428,123</b>	<b>530,837</b>	<b>518,598</b>	<b>594,331</b>	<b>594,331</b>	<b>0</b>	<b>0.0%</b>
	<b>206,555</b>	<b>243,393</b>	<b>247,768</b>	<b>252,723</b>	<b>252,723</b>	<b>0</b>	<b>0.0%</b>

## FLEET SERVICES DIVISION

### FY2024 OPERATING BUDGET

#### STAFFING PLAN

Position	Employee	Group & Step	FY24	FY23	FY24	Aboard	FY21	FY22	FY23	FY24	FY21	FY22	FY23	FY24	FY24-FY23(\$)	FY24-FY23(%)	
			Rate	Rate	11/1	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan			
FLEET MAINT. SUPERVISOR	ZABCHUK, BRIAN	55/8	41.88	<b>41.17</b>	1	1.00	1.00	1.00	<b>1.00</b>	90,473	90,598	84,629	<b>85,960</b>	1,331	1.6%		
AUTO FOREMAN A	<b>VACANT</b>	20/7	36.85	<b>35.59</b>	0	1.00	1.00	1.00	<b>1.00</b>	71,438	74,312	75,798	<b>75,798</b>	0	0.0%		
AUTO MECHANIC	LEAVITT, DANA	18/7	33.40	<b>33.40</b>	1	1.00	1.00	1.00	<b>1.00</b>	61,716	68,361	69,739	<b>69,739</b>	0	0.0%		
AUTO MECHANIC	MYRIL, JEAN	18/7	32.11	<b>32.11</b>	1	1.00	1.00	1.00	<b>1.00</b>	59,377	63,742	63,183	<b>67,046</b>	3,863	6.1%		
AUTO MECHANIC	IWANIEC, WOJCIECH	18/6	33.40	<b>33.40</b>	1	1.00	1.00	1.00	<b>1.00</b>	63,742	62,556	69,739	<b>69,739</b>	0	0.0%		
AUTO MECHANIC	<b>VACANT</b>	18/5	33.40	<b>29.96</b>	0	1.00	1.00	1.00	<b>1.00</b>	63,742	62,556	62,556	<b>63,807</b>	1,251	2.0%		
SENIOR WELDER	STEVENS, WILLIAM	20/7	36.85	<b>36.85</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,503	75,460	76,943	<b>76,943</b>	0	0.0%		
STOCKKEEPER	KUCZMIEC, RICHARD	17/6	31.03	<b>31.78</b>	1	1.00	1.00	1.00	<b>1.00</b>	56,171	60,124	64,214	<b>66,358</b>	2,144	3.3%		
MECHANIC ASSISTANT	<b>VACANT</b>	16/7	30.21	<b>30.41</b>	0	1.00	1.00	1.00	<b>1.00</b>	60,499	62,891	64,143	<b>62,837</b>	-1,306	-2.0%		
<b>Division Total</b>					<b>6.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>599,661</b>	<b>620,600</b>	<b>630,944</b>	<b>638,227</b>	<b>7,283</b>	<b>1.2%</b>		
<b>Subtotals</b>																	
Division Total before Management Pay Plan (MPP)						<b>6.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>599,661</b>	<b>620,600</b>	<b>630,944</b>	<b>638,227</b>	<b>7,283</b>	<b>1.2%</b>	
Management Pay Plan (MPP)						0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0.0%	
OVERTIME						49.41					20,576	20,576	20,576	<b>20,576</b>	0	0.0%	
TEMPORARIES/SEASONAL						16.00	<b>17.00</b>	0.6	0.60	0.60	<b>0.60</b>	29,268	29,268	29,853	<b>29,853</b>	0	0.0%
CHARGES FROM OTHER DIVISIONS											6,224	6,348	6,475	<b>6,475</b>	0	0.0%	
<b>PERSONAL SERVICES TOTAL</b>						<b>6.60</b>	<b>9.60</b>	<b>9.60</b>	<b>9.60</b>	<b>9.60</b>	<b>655,729</b>	<b>676,792</b>	<b>687,848</b>	<b>695,131</b>	<b>7,283</b>	<b>1.1%</b>	

## FLEET SERVICES DIVISION

### FY2024 OPERATING BUDGET

#### STAFFING PLAN

Position	Employee	FY24 Group & Step	FY24	FY23	FY24	Aboard	FY21	FY22	FY23	FY24	FY21	FY22	FY23	FY24	FY24-FY23(\$)	FY24-FY23(%)
			Rate	Rate	11/1	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan		
FLEET MAINT. SUPERVISOR	ZABCHUK, BRIAN	55/8	41.88	41.17	1	1.00	1.00	1.00	1.00	90,473	90,598	85,960	85,960	0	0.0%	
AUTO FOREMAN A	VACANT	20/7	36.85	35.59	0	1.00	1.00	1.00	1.00	71,438	74,312	75,798	75,798	0	0.0%	
AUTO MECHANIC	LEAVITT, DANA	18/7	33.40	33.40	1	1.00	1.00	1.00	1.00	61,716	68,361	69,739	69,739	0	0.0%	
AUTO MECHANIC	MYRIL, JEAN	18/7	32.11	32.11	1	1.00	1.00	1.00	1.00	59,377	63,742	67,046	67,046	0	0.0%	
AUTO MECHANIC	IWANIEC, WOJCIECH	18/6	33.40	33.40	1	1.00	1.00	1.00	1.00	63,742	62,556	69,739	69,739	0	0.0%	
AUTO MECHANIC	VACANT	18/5	33.40	29.96	0	1.00	1.00	1.00	1.00	63,742	62,556	63,807	63,807	0	0.0%	
SENIOR WELDER	STEVENS, WILLIAM	20/7	36.85	36.85	1	1.00	1.00	1.00	1.00	72,503	75,460	76,943	76,943	0	0.0%	
STOCKKEEPER	KUCZMIEC, RICHARD	17/6	31.03	31.78	1	1.00	1.00	1.00	1.00	56,171	60,124	66,358	66,358	0	0.0%	
MECHANIC ASSISTANT	VACANT	16/7	30.21	30.41	0	1.00	1.00	1.00	1.00	60,499	62,891	62,837	62,837	0	0.0%	
<b>Division Total</b>				<b>6.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>599,661</b>	<b>620,600</b>	<b>638,227</b>	<b>638,227</b>	<b>0</b>	<b>0.0%</b>		
<b>Subtotals</b>																
Division Total before Management Pay Plan (MPP)					6.00	9.00	9.00	9.00	9.00	599,661	620,600	638,227	<b>638,227</b>	0	0.0%	
Management Pay Plan (MPP)					0.00	0.00	0.00	0.00	0.00	0	0	0	<b>0</b>	0	0.0%	
OVERTIME			49.41							20,576	20,576	20,576	<b>20,576</b>	0	0.0%	
TEMPORARIES/SEASONAL			16.00	<b>17.00</b>	0	0.60	0.60	0.60	<b>0.60</b>	29,268	29,268	29,853	<b>29,853</b>	0	0.0%	
CHARGES FROM OTHER DIVISIONS										6,224	6,348	6,475	<b>6,475</b>	0	0.0%	
<b>PERSONAL SERVICES TOTAL</b>					<b>6.00</b>	<b>9.60</b>	<b>9.60</b>	<b>9.60</b>	<b>9.60</b>	<b>655,729</b>	<b>676,792</b>	<b>695,131</b>	<b>695,131</b>	<b>0</b>	<b>0.0%</b>	

## PROGRAM 454 - FLEET SERVICES

### Program Objective

To provide supplementary funding for Fleet Services costs not otherwise covered by the fees charged to Fleet Customers.

Subprogram activities consist of the procurement, maintenance, and repair of Town vehicles and equipment, plus administrative and recordkeeping functions of Fleet Services, managing the fuel depot for Town departments, including the upcoming electric charging network for the DPW. The DPW fleet contains approximately 215 pieces of various equipment (e.g., hybrid sedans and SUVs, pickup trucks, utility trucks, commercial trucks over 10,000 lbs., skid steers, wheel loaders, excavators, front-end loaders, backhoes, crane/backhoe, sanders, snow loaders/blowers, sidewalk tractors, street sweepers, forklifts, trailers, and fully electric vehicles). In addition, this program performs maintenance for other town departments. All costs are distributed to the appropriate programs and subprograms being served. Fleet Services charges an hourly rate for repairs and maintenance, plus the cost of parts and supplies. The indirect costs of managing Fleet Services and not charged out to customers are included in this budget.

The facilities used to maintain equipment of all DPW divisions and Town Departments [except the Fire Department] consists of a repair shop with 5 bays (two of which are drive-through), a stockroom, a welding/fabrication shop and a commercial inspection bay servicing Town vehicles. Emissions testing equipment is available in order to test vehicles in accordance with the state's enhanced emission standards. Materials and costs associated with this subprogram include a portion of the cost of indirect labor and indirect expenses.

Department of Public Works FY 2024 Salary Allocations							
FLEET MAINTENANCE DIVISION							
POSITION	OPERATING	STREET PERMIT PROGRAM	WORK FOR OTHERS	WORK FOR OTHERS - ENTERPRISE	ENTERPRISE FUND SUPPORT	CAPITAL	TOTAL
FLEET MAINT. SUPERVISOR	100%						100%
AUTO FOREMAN A	100%						100%
AUTO MECHANIC	100%						100%
AUTO MECHANIC	100%						100%
AUTO MECHANIC	100%						100%
AUTO MECHANIC	100%						100%
SENIOR WELDER	100%						100%
STOCKKEEPER	100%						100%
MECHANIC ASSISTANT	100%						100%
OVERTIME	100%						100%

## **PROGRAM 456 - WINTER MAINTENANCE**

### **Program Objective**

To sand, salt, plow and remove ice and snow from streets, ways, walks and pavement areas to allow safe vehicle and pedestrian traffic for the convenience and safety of the public and all emergency services (police, fire, ambulance), and to provide access to other support services (e.g., food, fuel, medical). This program funds all overtime work by Tax Impact divisions associated with winter maintenance, all straight time and overtime winter maintenance work by DPW Enterprise fund employees, and all expenses for winter maintenance activities.

Program activities include: the plowing of streets, sidewalks, school yards, municipal parking lots, town building lots, and recreation areas; sanding or salting of streets and sidewalks; removing snow and ice from commercial and repairing damage from plows.

Approximately 224 lane miles of streets and 60 miles of sidewalks are maintained. The program also provides winter maintenance services for Town buildings, around 12 schools, in the Town's three business districts, and in various non-metered municipal parking lots. Materials and costs associated with these functions include the cost of labor, equipment use, sand and salt, equipment rental, general supplies and other materials. Winter Maintenance of metered parking lots is funded from parking meter receipts and is not included in subprogram totals. The total Winter Maintenance budget provides for approximately 100 crew hours of plowing and road treatment operations, approximately 2,500 tons of salt/sand, contracted equipment and vehicle maintenance and operation.

### **Winter Maintenance Tax Impact Operating Budget and Statistics**

	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY24 –	FY24 –
	Actual	Actual	Actual	Actual	Actual	Plan	Plan	FY23\$	FY23 %
Personal Services	\$321,307	\$254,798	\$160,518	\$298,129	\$307,636	\$142,420	\$142,420	\$ -	0%
Expenses	\$548,308	\$551,176	\$372,502	\$522,447	\$607,879	\$236,757	\$236,757	\$ -	0%
FEMA Reimbursement	\$187,942	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>TOTAL</b>	<b>\$681,673</b>	<b>\$805,974</b>	<b>\$533,020</b>	<b>\$820,575</b>	<b>\$915,515</b>	<b>\$379,177</b>	<b>\$379,177</b>	<b>\$ -</b>	<b>0%</b>
Salting/Sanding Events	16	13	9	8	17				
Plowing Events	8	6	3	8	6				
Removal Events	2	2	0	3	0				
Flooding Events	0	0	0	0	0				
<b>TOTAL</b>	<b>26</b>	<b>21</b>	<b>12</b>	<b>19</b>	<b>23</b>				



# Town of *Wellesley*

## FY2024 Budget Request

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### **Department of Public Works**

### **Operating Budget Request**

### **Version 3.0**

*Approved by the Board of Public Works*  
*December 13, 2022*

# TOWN OF WELLESLEY

Wellesley, Massachusetts, 02481

## COMMISSIONERS

SCOTT BENDER  
ELLEN KORPI  
JEFFREY P. WECHSLER



## DIRECTOR

DAVID A. COHEN  
20 MUNICIPAL WAY  
TEL: 781-235-7600  
Fax: 781-237-1936

## BOARD OF PUBLIC WORKS

December 21, 2022

To: Advisory Committee

From: David A. Cohen, Director

A handwritten signature in blue ink that reads "David A. Cohen".

Re: **Board of Public Works – FY2024 Water and Sewer Enterprise Fund Budgets**  
**Version 2**

I respectfully submit the attached FY24 Water and Sewer Enterprise Fund budgets, which were approved by the Board of Public Works on December 13, 2022. The total Water Enterprise funding authorization request is \$22,602,203 (see page 12) and the total Sewer Enterprise funding authorization request is \$10,647,018 (see page 48). The combined total Water and Sewer Enterprise Fund request is \$33,249,221 and includes a net increase of \$12,470,406 or 60.0% over FY23. The dramatic increase includes \$1,700,000 to address PFAS treatment upgrades at Longfellow, \$8,000,000 for design and construction of an additional MWRA water connection, and \$1,300,978 for additional MWRA water and sewer costs.

The Water and Sewer Divisions provide clean drinking water at the necessary water pressure, and sanitary sewer services to Town residents and commercial establishments at all hours of the day and night throughout the year. Both the Water and Sewer budgets are funded from customers based on metered usage; no tax impact funds are used to support these budgets. Water and Sewer Rates are reviewed periodically by the Board of Public Works and adjusted as necessary. Based on these budgets we are projecting a 4% sewer increase and a 4% water increase for FY24.

The Water and Sewer Divisions currently have a combined staff of 27 permanent employees, all of whom are cross-trained and handle the operations, construction, maintenance and emergency needs of both Divisions. Accounting and administrative support is provided by the DPW Management Services Division, Engineering services are provided by the Engineering Division, and security and 24/7 emergency calls services are handled by Highway Division staff.

### **Personal Services increase of \$59,838 (2.1%):**

- The Personal Services increase includes general increases of 2% for Management Pay Plan and 3% for Group 40 based on guidance from Financial Services.
- Production and Supervisory Unit salaries do not include general wage rate increases. This contract expires this fiscal year and we anticipate contract negotiations taking place this winter. Please note that each 1% increase in wages has an impact of approximately \$20,000.

**MWRA Expense Budget increase of \$1,300,978 (13.5%):**

- MWRA Water charge estimated increase of \$1,107,871 (33.3%).
- MWRA Sewer charge estimate increase of \$193,107 (3.0%).

The substantive increase in the MWRA water charges are based on preliminary estimates from the MWRA which reflect the additional water use due to last summer's dry weather and the reduced capacity at Morses Pond due to PFAS remediation efforts. These amounts will be revised as more information becomes available. We typically receive revised estimates in February and then again in May. Keep in mind that the MWRA Sewer charges are based on a formula that considers the total flow from three prior calendar years, peak flows, and population among other factors. Water charges are based on the previous calendar water usage, in this case CY22.

**All Other Operating Expense Budget increase of \$21,398 (.8%):**

- Contributory retirement increase of \$11,500 (3%).
- 35% fuel price increase of \$19,995 (30%).
- Health Insurance increases of \$35,633 (6.3%)
- Decrease of (\$45,728) (21%) for direct IT charges based on conversations with the IT Director. This aligns our projected budget with our recent expenditures.

**Capital Budget (including debt principal) increase of \$10,993,608 (336.7%):**

Also attached is our Five Year Capital Plan for both Water and Sewer. The FY24 Capital Plan for Water includes \$1,700,000 to address PFAS treatment upgrades at Longfellow and \$8,000,000 for the design and construction of an additional MWRA water connection. It is anticipated that these projects will be funded through borrowing.

The capital plan also includes an increase of \$400,000 for Distribution System and Sewer Rehabilitation programs which are eligible for MWRA's grant and loan funds. The capital budget also includes a request to replace two heavy duty vehicles.

**Non-Operating Budget increase of \$94,584 (4.1%):**

- Non-Operating expenses estimated increase of \$10,900 (1.8%).
- Depreciation expenses estimate increase of \$105,084 (6.7%).

**Water and Sewer Rates:**

Based on these budgets and the preliminary MWRA estimates we are projecting a 4% water rate increase and a 4% sewer rate increase for FY24. As we receive updates from the MWRA we will adjust these projections accordingly.

Attachment: FY2024 Water and Sewer Enterprise Fund Budgets, Version 2



# Town of *Wellesley*

## FY2024 Budget Request

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### **Department of Public Works**

### **Water & Sewer Enterprise Fund Budget Request**

### **Version 2**

*Approved by the Board of Public Works*  
*December 13, 2022*

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## DPW STRATEGIC PLAN HIGHLIGHTS

### ◆ MISSION STATEMENT

*The Department of Public Works provides exemplary and responsive public works services for the well-being of the community.*

### ◆ MAJOR GOALS

Five major goals are derived from the themes in the mission statement. Each major goal has one or more objective and strategy. The goals and objectives are discussed in a general way throughout the program, sub program and function narratives of the tax impact budget. The five major goals are:

- To Provide Essential Services
- To Provide Emergency Services
- To Provide Maintenance Services
- To Provide Information and Planning Support
- To Protect, Maintain and Improve the Town's Assets and Infrastructure

and to do all of the above at the highest standards in a safe and cost effective manner.

### ◆ VISION STATEMENT

*To be recognized by the community for outstanding services to the Town which are achieved through careful planning and implementation, continuous improvements and by developing teamwork through good support and training.*

### ◆ VALUE STATEMENT

Our value statement indicates the qualities and characteristics the Department holds in esteem as it goes about its work: We value the supportive environment that allows our productive spirit and professional capabilities to serve the Wellesley community.

**FY2024 WATER AND SEWER OPERATING BUDGET SUMMARY**

**TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS**

<b>COMBINED WATER &amp; SEWER BUDGET SUMMARY</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>Increase/Decrease</b>
	<b>Actual</b>	<b>Actual</b>	<b>Request</b>	<b>Request</b>	
Personal Services	\$ 2,702,217	\$ 2,545,717	\$ 2,901,024	\$ 2,960,862	\$ 59,838 2.1%
MWRA Expenses	\$ 7,838,081	\$ 8,383,902	\$ 9,656,874	\$ 10,957,852	\$ 1,300,978 13.5%
All Other Operating Expenses	\$ 2,685,052	\$ 2,335,060	\$ 2,667,112	\$ 2,688,510	\$ 21,398 0.8%
<b>Personal Services and Expenses Subtotal</b>	<b>\$ 13,225,350</b>	<b>\$ 13,264,679</b>	<b>\$ 15,225,010</b>	<b>\$ 16,607,224</b>	<b>\$ 1,382,214 9.1%</b>
Interest Expenses	\$ 154,022	\$ 131,322	\$ 113,822	\$ 92,422	\$ (21,400) -18.8%
Non-Operating Expenses	\$ 533,542	\$ 635,690	\$ 600,000	\$ 610,900	\$ 10,900 1.8%
Depreciation	\$ 1,505,184	\$ 1,554,601	\$ 1,575,000	\$ 1,680,084	\$ 105,084 6.7%
<b>Non-Operating Subtotal</b>	<b>\$ 2,192,748</b>	<b>\$ 2,321,613</b>	<b>\$ 2,288,822</b>	<b>\$ 2,383,406</b>	<b>\$ 94,584 4.1%</b>
<b>Total Operating &amp; Non-Operating Expenses</b>	<b>\$ 15,418,098</b>	<b>\$ 15,586,292</b>	<b>\$ 17,513,832</b>	<b>\$ 18,990,630</b>	<b>\$ 1,476,798 8.4%</b>
<b>Total Water &amp; Sewer Capital Budget</b>	<b>\$ 3,004,730</b>	<b>\$ 3,006,914</b>	<b>\$ 3,264,983</b>	<b>\$ 14,258,591</b>	<b>\$ 10,993,608 336.7%</b>
<b>Total Water &amp; Sewer Budget</b>	<b>\$ 18,422,828</b>	<b>\$ 18,593,206</b>	<b>\$ 20,778,815</b>	<b>\$ 33,249,221</b>	<b>\$ 12,470,406 60.0%</b>
<hr/>					
<b>WATER BUDGET SUMMARY</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>Increase/Decrease</b>
	<b>Actual</b>	<b>Actual</b>	<b>Request</b>	<b>Request</b>	
Personal Services	\$ 1,953,039	\$ 1,796,259	\$ 1,987,131	\$ 2,031,765	\$ 44,634 2.2%
MWRA Water	\$ 1,882,300	\$ 2,301,709	\$ 3,325,451	\$ 4,433,322	\$ 1,107,871 33.3%
All Other Operating Expenses	\$ 2,082,478	\$ 1,747,345	\$ 1,986,257	\$ 1,996,079	\$ 9,822 0.5%
<b>Personal Services and Expenses Subtotal</b>	<b>\$ 5,917,817</b>	<b>\$ 5,845,313</b>	<b>\$ 7,298,839</b>	<b>\$ 8,461,166</b>	<b>\$ 1,162,327 15.9%</b>
Interest Expenses	\$ 102,436	\$ 86,236	\$ 75,236	\$ 53,836	\$ (21,400) -28.4%
Non-Operating Expenses	\$ 484,620	\$ 560,900	\$ 550,000	\$ 560,900	\$ 10,900 2.0%
Depreciation	\$ 1,025,253	\$ 1,073,535	\$ 1,083,535	\$ 1,168,801	\$ 85,266 7.9%
<b>Non-Operating Subtotal</b>	<b>\$ 1,612,309</b>	<b>\$ 1,720,671</b>	<b>\$ 1,708,771</b>	<b>\$ 1,783,537</b>	<b>\$ 74,766 4.4%</b>
<b>Total Operating &amp; Non-Operating Expenses</b>	<b>\$ 7,530,126</b>	<b>\$ 7,565,984</b>	<b>\$ 9,007,610</b>	<b>\$ 10,244,703</b>	<b>\$ 1,237,093 13.7%</b>
<b>Water Capital Budget (including debt principal)</b>	<b>\$ 2,061,432</b>	<b>\$ 1,598,932</b>	<b>\$ 2,067,500</b>	<b>\$ 12,357,500</b>	<b>\$ 10,290,000 497.7%</b>
<b>Water Total Budget</b>	<b>\$ 9,591,558</b>	<b>\$ 9,164,916</b>	<b>\$ 11,075,110</b>	<b>\$ 22,602,203</b>	<b>\$ 11,527,093 104.1%</b>
<hr/>					
<b>SEWER BUDGET SUMMARY</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>Increase/Decrease</b>
	<b>Actual</b>	<b>Actual</b>	<b>Request</b>	<b>Request</b>	
Personal Services	\$ 749,178	\$ 749,458	\$ 913,893	\$ 929,097	\$ 15,204 1.7%
MWRA Sewer	\$ 5,955,781	\$ 6,082,193	\$ 6,331,423	\$ 6,524,530	\$ 193,107 3.0%
All Other Operating Expenses	\$ 602,574	\$ 587,715	\$ 680,855	\$ 692,431	\$ 11,576 1.7%
<b>Personal Services and Expenses Subtotal</b>	<b>\$ 7,307,533</b>	<b>\$ 7,419,366</b>	<b>\$ 7,926,171</b>	<b>\$ 8,146,058</b>	<b>\$ 219,887 2.8%</b>
Interest Expenses	\$ 51,586	\$ 45,086	\$ 38,586	\$ 38,586	\$ - 0.0%
Non-Operating Expenses	\$ 48,922	\$ 74,790	\$ 50,000	\$ 50,000	\$ - 0.0%
Depreciation	\$ 479,931	\$ 481,066	\$ 491,465	\$ 511,283	\$ 19,818 4.0%
<b>Non-Operating Subtotal</b>	<b>\$ 580,439</b>	<b>\$ 600,942</b>	<b>\$ 580,051</b>	<b>\$ 599,869</b>	<b>\$ 19,818 3.4%</b>
<b>Total Operating &amp; Non-Operating Expenses</b>	<b>\$ 7,887,972</b>	<b>\$ 8,020,308</b>	<b>\$ 8,506,222</b>	<b>\$ 8,745,927</b>	<b>\$ 239,705 2.8%</b>
<b>Sewer Capital Budget (including debt principal)</b>	<b>\$ 943,298</b>	<b>\$ 1,407,982</b>	<b>\$ 1,197,483</b>	<b>\$ 1,901,091</b>	<b>\$ 703,608 58.8%</b>
<b>Sewer Total Budget</b>	<b>\$ 8,831,270</b>	<b>\$ 9,428,290</b>	<b>\$ 9,703,705</b>	<b>\$ 10,647,018</b>	<b>\$ 943,313 9.7%</b>

**TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS**  
**WATER ENTERPRISE FUND**  
**FY2024 BUDGET - SUBPROGRAM SUMMARY**

		<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Plan</b>	<b>FY2024 Plan</b>	<b>FY2024 - FY2023 (\$)</b>	<b>FY2024 - FY2023 (%)</b>
<b>PERSONAL SERVICES</b>							
710	SOURCE OF SUPPLY	44,470	43,674	78,187	78,456	269	0.6%
720	PUMPING & TREATMENT	375,549	388,112	333,246	334,042	796	0.2%
740	TRANSMISSION & DISTRIBUTION	695,630	788,999	936,132	945,273	9,141	1.2%
940	CUSTOMER ACCOUNTS	90,445	114,917	124,904	137,734	12,830	11.2%
962	ADMINISTRATION	498,930	438,491	493,334	514,932	21,598	4.9%
976	FACILITIES & GROUNDS	16,544	22,066	21,328	21,328	-	0.0%
<b>PERSONAL SERVICES TOTAL</b>		<b>\$ 1,721,569</b>	<b>\$ 1,796,259</b>	<b>\$ 1,987,131</b>	<b>\$ 2,031,765</b>	<b>44,634</b>	<b>2.5%</b>
<b>EXPENSES</b>							
710	SOURCE OF SUPPLY - OTHER	117,998	85,490	86,500	86,500	-	0.0%
714	SOURCE OF SUPPLY - MWRA	1,844,491	2,301,709	3,325,451	4,433,322	1,107,871	48.1%
720	PUMPING & TREATMENT	601,946	614,439	760,468	777,121	16,653	2.7%
740	TRANSMISSION & DISTRIBUTION	430,045	484,044	521,293	539,547	18,254	3.8%
940	CUSTOMER ACCOUNTS	117,597	114,843	187,325	165,307	(22,018)	-19.2%
962	ADMINISTRATION	353,057	386,284	348,965	345,712	(3,253)	-0.8%
962	OPEB	38,500	38,500	38,500	38,500	-	0.0%
976	FACILITIES & GROUNDS	25,570	23,744	43,206	43,393	187	0.8%
<b>EXPENSES TOTAL</b>		<b>\$ 3,529,203</b>	<b>\$ 4,049,054</b>	<b>\$ 5,311,708</b>	<b>\$ 6,429,401</b>	<b>1,117,693</b>	<b>27.6%</b>
<b>PERSONAL SERVICES &amp; EXPENSE TOTAL</b>		<b>\$ 5,250,772</b>	<b>\$ 5,845,313</b>	<b>\$ 7,298,839</b>	<b>\$ 8,461,166</b>	<b>1,453,526</b>	<b>24.9%</b>
<b>INTEREST, DEPRECIATION &amp; OTHER EXPENSES</b>							
DEPRECIATION		1,025,252	1,073,535	1,083,535	1,168,801	85,266	7.9%
INTEREST EXPENSE		102,436	86,236	75,236	53,836	(21,400)	-24.8%
<b>TOTAL</b>		<b>\$ 6,378,460</b>	<b>\$ 7,005,084</b>	<b>\$ 8,457,610</b>	<b>\$ 9,683,803</b>	<b>\$ 1,517,392</b>	<b>21.7%</b>

# WATER AND SEWER DIVISION

## FY2024 OPERATING BUDGET

### STAFFING PLAN

Position	Employee	FY24 Group & Step	FY24	FY23	FY24	Aboard	FY21	FY22	FY23	FY24	FY21	FY22	FY23	FY24	FY24-FY23(\$)	FY24-FY23(%)
			Rate	Rate	11/1	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan
SUPERINTENDENT	VACANT	61	56.10	<b>58.36</b>	0	1.00	1.00	1.00	<b>1.00</b>	115,175	117,134	117,478	<b>119,828</b>	2,350	2.0%	
ASST SUPERINTENDENT	CONDON, MEGHAN	59	43.12	<b>43.98</b>	1	1.00	1.00	1.00	<b>1.00</b>	88,050	90,031	90,031	<b>91,832</b>	1,801	2.0%	
PROJECT ENGINEER	VACANT	57	37.14	<b>38.64</b>	0	1.00	1.00	1.00	<b>1.00</b>	83,054	84,715	77,547	<b>79,098</b>	1,551	2.0%	
GENERAL FOREMAN	VACANT	55/9	44.33	<b>44.33</b>	0	1.00	1.00	1.00	<b>1.00</b>	87,425	90,995	92,561	<b>92,561</b>	0	0.0%	
GENERAL FOREMAN	ROGERS, DWIGHT	55/9	44.33	<b>44.33</b>	1	1.00	1.00	1.00	<b>1.00</b>	87,425	90,995	92,561	<b>92,561</b>	0	0.0%	
OFFICE ADMINISTRATOR	CHISHOLM, SARAH	49/6	33.88	<b>34.90</b>	1	1.00	1.00	1.00	<b>1.00</b>	67,481	68,831	70,741	<b>72,864</b>	2,123	3.0%	
FOREMAN A	FAHEY, GEORGE	20/7	36.90	<b>36.90</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,691	75,565	77,047	<b>77,047</b>	0	0.0%	
FOREMAN A	NAGLE, WILLIAM	20/7	36.85	<b>36.85</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,587	75,460	76,943	<b>76,943</b>	0	0.0%	
FOREMAN A	VACANT	20/7	36.85	<b>36.90</b>	0	1.00	1.00	1.00	<b>1.00</b>	72,691	75,565	77,047	<b>77,047</b>	0	0.0%	
LEAD TREATMENT OPERATOR	FILLED AS PTO	20/7	36.85	<b>36.30</b>	0	1.00	1.00	1.00	<b>1.00</b>	69,313	74,312	75,798	<b>75,798</b>	0	0.0%	
PRIMARY WTR. TREAT. OP.	SMITH, CHRISTOPHER	18/7	33.40	<b>33.40</b>	1	1.00	0.00	0.00	<b>0.00</b>	65,091	0	0	<b>0</b>	0	0.0%	
PRIMARY WTR. TREAT. OP.	ELD, MICHAEL	18/7	33.95	<b>33.95</b>	1	1.00	1.00	1.00	<b>1.00</b>	66,776	69,426	70,888	<b>70,888</b>	0	0.0%	
PRIMARY WTR. TREAT. OP.	JONES, JOSEPH	18/7	33.40	<b>33.76</b>	1	1.00	1.00	1.00	<b>1.00</b>	65,711	68,361	70,491	<b>70,491</b>	0	0.0%	
PRIMARY WTR. TREAT. OP.	LITCHFIELD, CHRISTOPHER	18/7	33.40	<b>33.40</b>	1	1.00	1.00	1.00	<b>1.00</b>	65,865	66,385	69,739	<b>69,739</b>	0	0.0%	
METER FOREMAN	SARDINA, THOMAS	19/7	33.94	<b>35.27</b>	1	1.00	1.00	1.00	<b>1.00</b>	69,570	72,328	73,644	<b>73,644</b>	0	0.0%	
METER CROSS CONN. TECH	CARRIGG, KEARNY	17/7	30.99	<b>32.21</b>	1	1.00	1.00	1.00	<b>1.00</b>	63,623	66,148	67,254	<b>67,254</b>	0	0.0%	
POWER SHOVEL OPER	EVANS, MATTHEW	17/7	32.11	<b>32.11</b>	1	1.00	1.00	1.00	<b>1.00</b>	63,226	65,751	67,046	<b>67,046</b>	0	0.0%	
POWER SHOVEL OPER	FEELEY, BENJAMIN	17/7	27.74	<b>30.64</b>	1	1.00	1.00	1.00	<b>1.00</b>	52,442	56,643	63,978	<b>63,978</b>	0	0.0%	
POWER SHOVEL OPER	TUSLER, JOHN	17/5	27.74	<b>29.11</b>	1	0.00	0.00	0.00	<b>0.00</b>	0	0	0	<b>0</b>	0	0.0%	
STOCKMAN	CAMPANELLA, GREGORY	17/7	32.21	<b>32.21</b>	1	1.00	1.00	1.00	<b>1.00</b>	63,226	65,960	67,254	<b>67,254</b>	0	0.0%	
WATER DISTB & SEWER SYS OPERA	BELUCIO, WALACI	16/7	26.38	<b>28.36</b>	1	1.00	1.00	1.00	<b>1.00</b>	58,798	56,585	59,209	<b>59,209</b>	0	0.0%	
WATER DISTB & SEWER SYS OPERA	VACANT	16/5	26.38	<b>27.64</b>	0	1.00	1.00	1.00	<b>1.00</b>	58,387	56,585	57,712	<b>57,712</b>	0	0.0%	
WATER DISTB & SEWER SYS OPERA	VACANT	16/5	26.38	<b>27.64</b>	0	1.00	1.00	1.00	<b>1.00</b>	59,100	56,585	57,712	<b>57,712</b>	0	0.0%	
WATER DISTB & SEWER SYS OPERA	VACANT	16/2	26.38	<b>23.78</b>	0	1.00	1.00	1.00	<b>1.00</b>	47,115	48,692	49,653	<b>49,653</b>	0	0.0%	
WATER DISTB & SEWER SYS OPERA	FILLED AS LABORER	16/5	26.38	<b>27.64</b>	0	1.00	1.00	1.00	<b>1.00</b>	57,610	56,585	60,615	<b>60,615</b>	0	0.0%	
TRUCK DRIVER & LABORER	MELIA, STEPHEN	15/7	29.45	<b>29.45</b>	1	1.00	1.00	1.00	<b>1.00</b>	58,015	60,301	61,492	<b>61,492</b>	0	0.0%	
TRUCK DRIVER & LABORER	VACANT	15/7	29.45	<b>28.85</b>	0	1.00	1.00	1.00	<b>1.00</b>	50,571	51,270	60,239	<b>60,239</b>	0	0.0%	
TRUCK DRIVER & LABORER	VACANT	15/7	29.45	<b>28.85</b>	0	1.00	1.00	1.00	<b>1.00</b>	57,514	60,009	60,239	<b>60,239</b>	0	0.0%	
LABORER	FORTE, JEFFREY	11/7	24.72	<b>24.82</b>	1	1.00	1.00	1.00	<b>1.00</b>	48,674	50,613	51,824	<b>51,824</b>	0	0.0%	
LABORER	KELLEY, PAUL	11/7	24.86	<b>24.39</b>	1	0.00	0.00	0.00	<b>0.00</b>	0	0	0	<b>0</b>	0	0.0%	
<b>Division Total</b>					<b>19.00</b>	<b>28.00</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>1,887,206</b>	<b>1,871,830</b>	<b>1,916,743</b>	<b>1,924,568</b>	<b>7,825</b>	<b>0.4%</b>	
<b>Subtotals</b>																
Division Total before Management Pay Plan (MPP)						<b>18.00</b>	<b>25.00</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>	<b>1,600,927</b>	<b>1,579,950</b>	<b>1,631,687</b>	<b>1,633,810</b>	<b>2,123</b>	<b>0.1%</b>
Management Pay Plan (MPP)						<b>1.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>286,279</b>	<b>291,880</b>	<b>285,056</b>	<b>290,758</b>	<b>5,702</b>	<b>2.0%</b>
TEMPORARIES/SEASONAL						<b>16.00</b>	<b>17.51</b>				<b>48,536</b>	<b>49,507</b>	<b>50,497</b>	<b>50,497</b>	0	0.0%
SCHEDULED OVERTIME						<b>46.53</b>	<b>46.53</b>				<b>235,829</b>	<b>235,829</b>	<b>240,545</b>	<b>240,545</b>	0	0.0%
EMERGENCY OVERTIME						<b>46.53</b>	<b>46.53</b>				<b>115,680</b>	<b>115,680</b>	<b>117,993</b>	<b>117,993</b>	0	0.0%
CHARGES FROM OTHER DIVISIONS											<b>772,176</b>	<b>741,898</b>	<b>760,445</b>	<b>840,445</b>	80,000	10.5%
LONGEVITY - W/S											<b>800</b>	<b>800</b>	<b>800</b>	<b>800</b>	0	0.0%
CHARGES FROM FMD						<b>29.24</b>	<b>29.10</b>				<b>41,000</b>	<b>41,820</b>	<b>42,656</b>	<b>42,656</b>	0	0.0%
<b>PERSONAL SERVICES TOTAL</b>						<b>19.00</b>	<b>28.00</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>3,101,227</b>	<b>3,057,364</b>	<b>3,129,679</b>	<b>3,217,504</b>	<b>87,825</b>	<b>2.8%</b>

The Staffing Sheet on the previous page show the amounts that Water & Sewer pays for work requested of other Departments for recurring and one time projects. Work includes Direct Cost items such as engineering plan reviews, utility mark-outs, sewer house connection inspections, patching trenches, landscape maintenance, recycling and disposal services, billing and customer service, and custodial services. Indirect Cost items such as executive, financial, engineering, administrative, safety, security, human resources, and technology functions are distributed on a fixed allocation basis. The table below shows the amounts of these allocations budgeted for each division.

### Department of Public Works FY 2024 Salary Allocations

INDIRECT CHARGES FROM OTHER DIVISIONS	FY23	FY24
ENGINEERING DIVISION	50,288	51,294
HIGHWAY DIVISION	41,334	42,161
PARK & TREE DIVISION	-	-
RECYCLING & DISPOSAL	-	-
MANAGEMENT DIVISION	362,179	369,423
<b>DPW TOTAL</b>	<b>453,801</b>	<b>462,877</b>

The table below shows the percentage allocations of all DPW positions that charge Water & Sewer for services provided on a fixed allocation basis.

## Department of Public Works FY 2024 Salary Allocations

POSITION	ENTERPRISE FUND SUPPORT
<b>ENGINEERING DIVISION</b>	
TOWN ENGINEER	20%
ASST. TOWN ENG	20%
SR. CIVIL ENGINEER	5%
<b>HIGHWAY DIVISION</b>	
WATCHPERSON	50%
<b>MANAGEMENT DIVISION</b>	
DIRECTOR	35%
EXECUTIVE SECRETARY	35%
EXECUTIVE SECRETARY	35%
PROGRAMS MGR/ASST DIR	50%
SR. MANAGEMENT ANALYST	40%
DATA BASE/APPLICATION MGR	40%
MANAGEMENT ANALYST	80%
SAFETY COORDINATOR	40%
OFFICE ASSISTANT	40%

**TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS**  
**WATER ENTERPRISE FUND**  
**FY2024 BUDGET - COMPARATIVE INCOME STATEMENT**

	FY2021	FY2022	FY2023	FY2024	Variance					
					FY2024 -	FY2024 -				
					Actual	Actual	Plan	Plan	FY2023 (\$)	FY2023 (%)
<b>OPERATING REVENUE:</b>					\$ 7,309,438	\$ 6,489,465	\$ 8,767,120	\$ 9,117,805	350,685	4.0%
<i>Rate Adjustment - %</i>					<i>Estimate: 0%</i>	<i>Estimate: 0%</i>	<i>Estimate: 50%</i>	<i>Estimate: 4%</i>		
<i>Units Sold (CCF)</i>					1,311,277 CCF	1,191,144 CCF	1,089,000 CCF	1,089,000 CCF		
<b>OPERATING EXPENSES:</b>										
Source of Supply - MWRA Charges	\$ 1,844,491	\$ 2,301,709	\$ 3,325,451	\$ 4,433,322	1,107,871	33.3%				
Source of Supply - Other Expenses	\$ 162,468	\$ 129,164	\$ 164,687	\$ 164,956	269	0.2%				
Pumping & Treatment	\$ 977,494	\$ 1,002,551	\$ 1,093,714	\$ 1,111,163	17,449	1.6%				
Transmission & Distribution	\$ 1,125,675	\$ 1,273,043	\$ 1,457,425	\$ 1,484,820	27,395	1.9%				
Customer Accounts	\$ 208,042	\$ 229,760	\$ 312,229	\$ 303,041	(9,188)	-2.9%				
Facilities and Grounds	\$ 42,114	\$ 45,810	\$ 64,534	\$ 64,721	187	0.3%				
Administrative & General	\$ 851,988	\$ 824,775	\$ 842,299	\$ 860,644	18,345	2.2%				
OPEB	\$ 38,500	\$ 38,500	\$ 38,500	\$ 38,500	0	0.0%				
Depreciation	\$ 1,025,252	\$ 1,073,535	\$ 1,083,535	\$ 1,168,801	85,266	7.9%				
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,276,024</b>	<b>\$ 6,918,848</b>	<b>\$ 8,382,374</b>	<b>\$ 9,629,967</b>	<b>1,247,593</b>	<b>14.9%</b>				
<b>OPERATING INCOME</b>	<b>\$ 1,033,414</b>	<b>\$ (429,383)</b>	<b>\$ 384,746</b>	<b>\$ (512,162)</b>	<b>(896,908)</b>	<b>233.1%</b>				
<b>OTHER INCOME (EXPENSES):</b>	<b>\$ (267,974)</b>	<b>\$ (215,476)</b>	<b>\$ (175,236)</b>	<b>\$ (431,956)</b>	<b>(256,720)</b>	<b>-146.5%</b>				
<b>CHANGE IN NET ASSETS</b>	<b>\$ 765,440</b>	<b>\$ (644,859)</b>	<b>\$ 209,510</b>	<b>\$ (944,118)</b>	<b>854,369</b>	<b>407.8%</b>				

**TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS**  
**WATER ENTERPRISE FUND**  
**FY2024 BUDGET - COMPARATIVE STATEMENT OF CASH FLOWS**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Plan</b>	<b>FY2024 Plan</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>				
Operating Income	\$ 1,033,414	\$ (429,383)	\$ 384,746	\$ (512,162)
<i>Adjustments To Reconcile Operating Income To Net Cash Provided By Operating Activities:</i>				
Depreciation & Amortization	\$ 1,025,252	\$ 1,073,535	\$ 1,083,535	\$ 1,168,801
Loss On Disposal Of Fixed Assets	\$ -	\$ -	\$ -	\$ -
<i>Changes In Assets And Liabilities:</i>				
Accounts Receivable - Customers (Increase)	\$ (56,922)	\$ (22,552)	\$ -	\$ -
Materials & Supplies	\$ (22,025)	\$ (75,071)	\$ -	\$ -
Due From Capital Projects Fund	\$ -	\$ -	\$ -	\$ -
Other Current Assets	\$ -	\$ -	\$ -	\$ -
Accounts Payable & Accrued Liabilities	\$ -	\$ -	\$ -	\$ -
Customer Deposits And Advances (Decrease)	\$ -	\$ -	\$ -	\$ -
Adjustment - MWRA Plan to Actual	\$ -	\$ -	\$ -	\$ -
Total Adjustments	<b>\$ 946,305</b>	<b>\$ 975,912</b>	<b>\$ 1,083,535</b>	<b>\$ 1,168,801</b>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>\$ 1,979,719</b>	<b>\$ 546,529</b>	<b>\$ 1,468,281</b>	<b>\$ 656,639</b>
<b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</b>				
Proceeds from non-operating activities	\$ 319,083	\$ 432,280	\$ 450,000	\$ 432,280
Proceeds for non-operating activities	\$ (484,620)	\$ (560,900)	\$ (550,000)	\$ (560,900)
Auditors' Changes in Fair Market Value of Investments/Other Adjustments	\$ -	\$ -	\$ -	\$ -
Interest Paid	\$ (102,436)	\$ (86,236)	\$ (75,236)	\$ (53,836)
[Interest Received is included in Revenue]	\$ -	\$ -	\$ -	\$ -
<b>NET CASH - NON CAPITAL FINANCING ACTIVITIES</b>	<b>\$ (267,973)</b>	<b>\$ (214,856)</b>	<b>\$ (175,236)</b>	<b>\$ (182,456)</b>
<b>CASH FLOWS FROM CAPITAL &amp; RELATED FINANCING ACTIVITIES</b>				
Proceeds from Bond (PFAS)	\$ -	\$ 1,500,000	\$ -	\$ 1,700,000
Proceeds from Bond for MWRA Connection	\$ -	\$ -	\$ 1,572,000	\$ 8,000,000
Principal Payments on BAN/Bond (Distribution System)	\$ -	\$ 18,589	\$ -	\$ -
Accrual Adjustments	\$ -	\$ -	\$ -	\$ -
Principal Payments on General Obligation Bond (Wtr Treatment Plants/Sat Wells)	\$ (130,000)	\$ (130,000)	\$ (130,000)	\$ -
Principal Payments on BAN/Bond (Wtr/Swr Facility)	\$ (162,500)	\$ (162,500)	\$ (162,500)	\$ (162,500)
Principal Payments on BAN/Bond (Remote Meters)	\$ (90,000)	\$ (90,000)	\$ (90,000)	\$ (90,000)
Repayment of MWRA Loan	\$ (51,841)	\$ (47,521)	\$ (140,000)	\$ (175,000)
Capital Expenditures	\$ (254,372)	\$ (1,081,541)	\$ (1,545,000)	\$ (11,930,000)
Capital Expenditure Carry Forward	\$ -	\$ -	\$ -	\$ (2,670,586)
Remote Meter Capital Expenditure (2016 ATM Approved \$4.1M)	\$ (1,640,821)	\$ (717,821)	\$ (589,191)	\$ -
PFAS Treatment Upgrade	\$ -	\$ (75,319)	\$ -	\$ -
Contribution In Aid Of Construction	\$ -	\$ -	\$ -	\$ -
<b>NET CASH (used for) PROVIDED BY CAPITAL/RELATED FINANCING ACTIVITIES</b>	<b>\$ (2,329,534)</b>	<b>\$ (2,210,794)</b>	<b>\$ (3,755,277)</b>	<b>\$ (2,657,500)</b>
<b>NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS</b>	<b>\$ (617,788)</b>	<b>\$ (1,879,121)</b>	<b>\$ (2,462,232)</b>	<b>\$ (2,183,317)</b>
Offset -- Set Aside to Capital Reserve	\$ -	\$ -	\$ -	\$ -
<b>CASH AND EQUIVALENTS: BEGINNING OF YEAR</b>	<b>\$ 7,836,519</b>	<b>\$ 7,218,731</b>	<b>\$ 5,339,609</b>	<b>\$ 2,877,377</b>
<b>CASH AND EQUIVALENTS: END OF YEAR</b>	<b>\$ 7,218,731</b>	<b>\$ 5,339,609</b>	<b>\$ 2,877,377</b>	<b>\$ 694,060</b>

**TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS**

**WATER ENTERPRISE FUND**

**FY2024 OPERATING BUDGET - COMPARATIVE STATEMENT OF FINANCIAL POSITION**

ASSETS	FY2021 Actual	FY2022 Actual	FY2023 Plan	FY2024 Plan
<b>CURRENT ASSETS:</b>				
Cash & Equivalents On Deposit With Town Treasurer	\$ 7,218,729	\$ 5,339,607	\$ 2,877,377	\$ 694,060
Adjustment - Due from Capital Project				
Accounts Receivable	\$ 849,014	\$ 871,566	\$ 871,566	\$ 871,566
Reserve for Uncollectables	\$ (6,075)	\$ (6,075)	\$ (6,075)	\$ (6,075)
Materials & Supplies	\$ 189,119	\$ 264,190	\$ 264,190	\$ 264,190
Due From Capital Project Fund				
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 8,250,787</b>	<b>\$ 6,469,288</b>	<b>\$ 4,007,058</b>	<b>\$ 1,823,741</b>
<b>PROPERTY, PLANT &amp; EQUIPMENT</b>				
Plant and distribution facilities	\$ 33,970,178	\$ 35,851,133	\$ 36,996,133	\$ 48,926,133
Vehicles and other equipment	\$ 2,076,800	\$ 2,316,895	\$ 2,516,895	\$ 2,516,895
Total	\$ 36,046,978	\$ 38,168,028	\$ 39,513,028	\$ 51,443,028
Less accumulated depreciation	\$ (20,925,768)	\$ (21,999,303)	\$ (23,082,838)	\$ (24,251,639)
	\$ 15,121,210	\$ 16,168,725	\$ 16,430,190	\$ 27,191,389
Construction work in progress	\$ 321,688	\$ -	\$ 400,000	\$ 400,000
Net Property, Plant and Equipment	\$ 15,442,898	\$ 16,168,725	\$ 16,830,190	\$ 27,591,389
<b>TOTAL ASSETS</b>	<b>\$ 23,693,685</b>	<b>\$ 22,638,013</b>	<b>\$ 20,837,248</b>	<b>\$ 29,415,130</b>
<b>LIABILITIES AND FUND EQUITY</b>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Accrued Liabilities	\$ 34,445	\$ 34,445	\$ 34,445	\$ 34,445
Customer Deposits	\$ 30,983	\$ 21,908	\$ 21,908	\$ 21,908
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ 65,428</b>	<b>\$ 56,353</b>	<b>\$ 56,353</b>	<b>\$ 56,353</b>
Long Term Liabilities:				
General Obligation Water Bonds - Trtmnt Plants	\$ 1,127,150	\$ 964,650	\$ 802,150	\$ 639,650
General Obligation Water Bonds - DPW Facility	\$ 260,000	\$ 130,000	\$ -	\$ -
General Obligation Water Bonds - Morses Wells	\$ 57,865	\$ 28,933	\$ 465,001	\$ 290,000
MWRA	\$ 615,000	\$ 525,000	\$ 435,000	\$ 345,000
Remote Meter Bond Principal				
<b>TOTAL LONG TERM LIABILITIES</b>	<b>\$ 2,060,015</b>	<b>\$ 1,648,583</b>	<b>\$ 1,702,151</b>	<b>\$ 1,274,650</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 2,125,443</b>	<b>\$ 1,704,936</b>	<b>\$ 1,758,504</b>	<b>\$ 1,331,003</b>
<b>FUND EQUITY</b>				
NET ASSETS:				
Invested in capital assets, net of related debt	\$ 13,382,883	\$ 14,520,142	\$ 15,128,039	\$ 26,316,739
Total Contributed Capital	\$ 13,382,883	\$ 14,520,142	\$ 15,128,039	\$ 26,316,739
Retained Earnings - Reserved	\$ 41,637	\$ -	\$ 40,104	\$ 40,104
Fund Balance Reserved - Cont. Approp.	\$ 4,519,774	\$ 4,554,948	\$ 332,214	\$ 332,214
Undesignated Fund Balance	\$ 3,623,948	\$ 1,857,987	\$ 3,578,387	\$ 1,395,070
<b>Retained Earnings</b>	<b>\$ 8,185,359</b>	<b>\$ 6,412,935</b>	<b>\$ 3,950,705</b>	<b>\$ 1,767,388</b>
<b>TOTAL FUND EQUITY</b>	<b>\$ 21,568,242</b>	<b>\$ 20,933,077</b>	<b>\$ 19,078,745</b>	<b>\$ 28,084,127</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$ 23,693,685</b>	<b>\$ 22,638,013</b>	<b>\$ 20,837,248</b>	<b>\$ 29,415,130</b>

## Water Enterprise Fund -- 2023 Annual Town Meeting Motion

### Motion:

That the sum of \$23,662,661 be appropriated for the Water Enterprise Fund, to be expended as follows:

Salaries	\$ 2,031,765
Expenses (incl interest and all non-op exp)	\$ 7,005,637
OPEB	\$ 38,500
Depreciation	\$ 1,168,801
Capital Outlay	\$ 11,930,000
PFAS Treatment Outlay	\$ -
Debt	\$ 427,500
Emergency Reserve	\$ 1,060,458
Total Authorized Use of Funds	\$ 23,662,661

And that \$23,662,661 be raised as follows:

Department Receipts	\$ 19,250,085
Depreciation	\$ 1,168,801
Retained Earnings	\$ 3,243,775
Total Source of Funds	\$ 23,662,661

Anticipated Sources and Uses of Funds	Water Budget <u>Plan</u>	Approp Request <u>w/ Contingency</u>
<b>Sources</b>		
Water Fund Receipts		
Water Charges	\$ 9,117,805	
Other Charges		
Subtotal - Operating Revenues	\$ 9,117,805	\$ 9,117,805
Other Cash Sources		
Depreciation	\$ 1,168,801	
Non-Operating Income	\$ 432,280	
Changes in Accts Receivable, Accts Payable, etc.	\$ -	
Interest Received	\$ -	
Contrib in Aid of Construction	\$ -	
Loan Proceeds	\$ 9,700,000	
Rate Stabilization	\$ 2,183,317	
Contingency - From Available Cash		\$ 1,060,458
Subtotal - Other Cash Sources	\$ 13,484,398	\$ 14,544,856
<b>Total Sources</b>	\$ 22,602,203	\$ 23,662,661
<b>Uses</b>		
Operating Expenses & Depreciation	\$ 9,629,967	
Contingency - 3%		\$ 288,899
Subtotal - Operating Expenses	\$ 9,629,967	\$ 9,918,866
Non-Operating Expenses (incl Interest)	\$ 614,736	
Contingency - 25%		\$ 153,684
Subtotal - Op & Non-Op Expenses	\$ 614,736	\$ 768,420
Capital Expenses & Debt Obligations		
Capital Outlay	\$ 11,930,000	
PFAS Treatment Outlay	\$ -	
Expenditures of Contrib. in Aid of Construction	\$ -	
Debt (Principal)	\$ 427,500	
Contingency - 5%		\$ 617,875
Subtotal - Capital & Debt	\$ 12,357,500	\$ 12,975,375
<b>Total Uses</b>	\$ 22,602,203	\$ 23,662,661

## **WATER - PROGRAM 470**

### **Program Objective**

To construct, operate and maintain wells, pumps, distribution lines and storage systems in order to provide a potable and reliable water supply for residential and commercial uses and fire protection; and to practice and promote conservation and protection of water resources.

Wellesley's water supply consists of ten wells and a 150-mile distribution system with two sets of underground reservoirs having a combined storage capacity of 6 million gallons. Wellesley's water is supplied from its own wells with a supplemental supply from the Massachusetts Water Resources Authority (MWRA). The system is fully metered with approximately 8,300 indoor meter accounts and 4,400 outdoor meter accounts.

#### ***710 Source of Supply Subprogram (Operation and Maintenance of Wells)***

The purpose of the Source of Supply Subprogram is to provide an adequate supply for delivery of potable water to customers.

Subprogram activities include the maintenance of Wellesley's water supply system which consists of ten wells: four at Morse's Pond; four off Wellesley Avenue; and the Longfellow and Rosemary wells off Route 9. Subprogram activities also include maintenance of the MWRA supply main along the Route 128 corridor. Most of Wellesley's water is supplied by these wells, although a supplementary supply is available from the MWRA and is used extensively in the summer months.

Major items of expense incurred in operating and maintaining these facilities include the cost of labor, materials, chemicals, and supplies. Operation expenses also include the cost of purchased water from Needham and Natick that provide water to approximately 100 households bordering Needham and Natick, as well as water charges from the MWRA.

#### ***720 Pumping and Treatment Subprogram***

The purpose of the Pumping and Treatment subprogram is to pump and treat water for distribution to water users and to provide treated water that meets all Federal and State public health safe drinking water standards.

Subprogram activities include the operation and maintenance of the system's pumping stations and 3 treatment facilities. In FY21, 1.18 billion gallons of water were pumped from local supplies or purchased from the MWRA, for an average daily volume of 3.24 million gallons.

Pumping station facilities consist of stations at Morse's Pond, Wellesley Avenue, T.F. Coughlin (also off Wellesley Avenue), the Longfellow and Rosemary stations (off Route 9 in Wellesley Hills), and the Hegarty station (off Cedar Street). The treatment facilities are at Morse's Pond, Wellesley Avenue, and Longfellow station.

Major items of expense incurred in these activities include the cost of labor, materials used, and expenses incurred in the maintenance of pumping at water treatment facilities (structures and equipment). Expenses also include the cost of purchased power, chemicals, supplies, equipment use, testing services (including both equipment calibration and water quality monitoring), and allocated insurance and retirement expense.

### ***730-740 Transmission and Distribution Subprogram***

The purpose of the Transmission and Distribution subprogram is to provide a system for the effective, efficient, and reliable delivery of potable water to customers.

Subprogram activities include the operation and maintenance of storage facilities, booster station equipment, distribution lines including street mains, hydrants, water meters, associated equipment and structures, and customer services. Operation and maintenance activities include: routine inspection of storage facilities; operating and lubricating gates and valves; keeping operational records; operation of mains, services, and hydrants; routine patrolling; observing and recording pressures; flushing mains and hydrants; detecting and correcting leaks; cross-connections; removing and resetting, disconnecting and reconnecting, changing and relocating meters and associated equipment; turning on and shutting off service; inspecting and testing meters and maintaining meter history records; supervising customer installations work; and servicing customer requests.

The distribution system consists of: two sets of underground reservoirs on Maugus and Pierce hills, respectively, which provide a total storage capacity of 6 million gallons; 150 miles of distribution lines; 1,300 hydrants; and 11,800 water meters. Materials and costs associated with transmission and distribution activities include cost of labor, equipment use, allocated insurance and retirement expense, and maintenance and repair supplies.

### **940 Customer Accounts Subprogram**

The purpose of the Customer Accounts subprogram is to provide and maintain an efficient customer service system including billing and collection functions and to provide services and information for encouraging conservation and the efficient use of water. The costs of the Customer Accounts activities are shared between Water, Sewer and Electric.

The Personal Services for this Subprogram are now Direct Charges. The Customer Accounts subprogram provides customer services such as meter reading, customer records and collection activities; the processing of customer applications and deposits; preparation and mailing of regular and special billings; follow-up on unpaid and overdue accounts; servicing of customer inquiries and complaints; compilation of usage statistics and reports; and promotion of water conservation practices. Costs and materials associated with subprogram activities include the cost of labor, equipment use, allocated insurance and retirement expenses, postage and mailing expenses, data processing expenses and office supplies.

### **960 Administration Subprogram**

The purpose of the Administration subprogram is to manage and integrate funds, material, labor, and equipment to provide an effective and efficient and reliable potable water program.

Subprogram activities include the managerial functions of planning, budgeting, scheduling, staffing, and controlling Wellesley's Water Program. Functions directed and coordinated include constructing, operating and maintaining wells, pumps, water distribution lines, and storage systems to provide a potable and reliable water supply for residential and commercial uses and for fire protection; and for promoting conservation and protection of water resources.

Costs and materials associated with this subprogram include the administrative and general salaries, allocated insurance and retirement expenses, equipment use, office supplies, professional services, property insurance, damages, conferences, and interest expense.

### **976 Facilities and Grounds Subprogram**

This subprogram operates and maintains the Water & Sewer garage, office and adjacent grounds. The main building contains approximately 24,000 square feet of offices, locker rooms, restrooms, workshops, inventory storage, equipment and vehicle storage areas. Starting in FY17, custodial services are now provided by the Town's Facilities Maintenance Department and paid for by Water & Sewer.

## ***Water Division Capital Program***

The Water Division Capital Program is intended to maintain and improve the infrastructure of the water system to ensure the dependable operation of the system for the foreseeable future and avoid catastrophic failure of any part of the system.

Principal components of the program are:

- Maintenance and Improvements to Water Supply and Treatment Facilities
- Maintenance and Repair of Water Distribution System
- Maintenance and Repair of Water Meters
- Repair and Replacement of Buildings and Vehicles

### ***Water Supply and Treatment Maintenance and Improvements***

The primary goal of the Water Division is to supply safe water in sufficient quantities to meet domestic and commercial needs and public safety. This portion of the capital budget includes funding to clean the Town's wells as needed to optimize yield. In addition, funding is provided to maintain well yields through the installation of satellite wells, and to upgrade the water treatment plant equipment .

### ***Maintenance and Repair of Water Distribution System***

The ability to distribute water safely and in sufficient quantities throughout the town is also critical to the workings of the water system. A study of the distribution system has identified projects that will improve water pressure and quality as well as update older portions of the system. The Water Division has prioritized the recommendations of the study and the capital program provides for one improvement project to be undertaken each year. Under this plan, the entire improvement program would be spread over the next 30+ years.

### ***Maintenance and Repair of Water Meters***

The accuracy of water meters throughout the system allows a fair distribution of the cost of both water and sewer services. This portion of the capital budget funds the periodic testing (and repair, if needed) of the large water meters and also covers the cost of smaller meters that may become damaged due to freezing, etc. In FY20 the Division began a multi-year Town wide replacement program to change out the water meters and associated meter reading system.

### ***Repair and Replacement of Buildings and Vehicles***

Repairs to buildings and replacement of vehicles are carried out on an as-needed basis to protect these valuable and critical assets of the Division.

## WATER PROGRAM CAPITAL AND DEBT REPAYMENT: FY2024 PLAN

Program	Fund Code	FY2021 Funding	FY2022 Funding	FY2023 Funding	FY2024 Plan	FY2025 Plan	FY2026 Plan	FY2027 Plan	FY2028 Plan
<b>1. Water Supply &amp; Treatment</b>									
1. Well Cleaning/Maintenance Program	W	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
2. Water Treatment Plant Upgrades	W	300,000	300,000	300,000	500,000	500,000	500,000	500,000	500,000
3. Satellite Well Installation	W	0	0	0	0	0	0	0	0
4. PFAS Treatment Filter Media Replacement	W	0	0	0	500,000	1,000,000	1,000,000	1,000,000	1,000,000
5. PFAS Treatment Upgrade	W	0	0	0	1,700,000	1,700,000	0	0	0
					Longfellow	Wellesley Ave	TBD	TBD	TBD
5. MWRA Connection Feasibility Study	W	0	0	150,000					
6. MWRA Connection Design & Construction	W	0	0	0	8,000,000	0	0	0	0
	<b>Subtotal</b>	<b>350,000</b>	<b>350,000</b>	<b>500,000</b>	<b>10,750,000</b>	<b>3,250,000</b>	<b>1,550,000</b>	<b>1,550,000</b>	<b>1,550,000</b>
<b>2. Distribution System</b>									
1. Hydrant Installation/Maintenance Program	W	70,000	0	70,000	0	70,000	70,000	70,000	70,000
2. Distribution System Improvements	W	500,000	500,000	750,000	750,000	750,000	750,000	750,000	750,000
	<b>Subtotal</b>	<b>570,000</b>	<b>500,000</b>	<b>820,000</b>	<b>750,000</b>	<b>820,000</b>	<b>820,000</b>	<b>820,000</b>	<b>820,000</b>
<b>3. Meter Program</b>									
1. Meter Replacement/Maintenance	W	30,000	0	30,000	30,000	30,000	30,000	30,000	30,000
	<b>Subtotal</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>4. Vehicle/Equipment Replacement</b>									
1. Water Vehicle & Equipment Replacement	W	280,000	200,000	135,000	340,000	255,000	155,000	325,000	85,000
	<b>Subtotal</b>	<b>280,000</b>	<b>200,000</b>	<b>135,000</b>	<b>340,000</b>	<b>255,000</b>	<b>155,000</b>	<b>325,000</b>	<b>85,000</b>
<b>5. DPW Facilities</b>									
1. Building Maintenance	W	30,000	30,000	60,000	60,000	60,000	60,000	60,000	60,000
	<b>Subtotal</b>	<b>30,000</b>	<b>30,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<b>6. Contingency</b>									
1. General Capital Contingency	W	0	0	0	0	0	0	0	0
2. Reserve for Major Capital Expenditures	W	0	0	0	0	0	0	0	0
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>7. Debt Principal (interest shown in operating expenses)</b>									
1. Principal - MWRA Local Pipeline Assistance Loan	W	98,932	133,932	140,000	175,000	262,684	262,684	262,684	262,684
2. Principal - DPW Facility/Building Improvements	W	165,000	165,000	162,500	162,500	160,000	160,000	160,000	160,000
3. Principal - Water Supply Improvements	W	130,000	130,000	130,000	0	0	0	0	0
4. Principal - Meter Program	W	410,000	90,000	90,000	90,000	90,000	85,000	85,000	90,000
5. Principal - MWRA Connection	W			0	0	266,666	266,666	266,666	266,666
6. Principal - PFAS Treatment Upgrade	W	0	0	0	0	170,000	340,000	340,000	340,000
	<b>Subtotal</b>	<b>803,932</b>	<b>518,932</b>	<b>522,500</b>	<b>427,500</b>	<b>949,350</b>	<b>1,114,350</b>	<b>1,114,350</b>	<b>1,119,350</b>

## WATER PROGRAM CAPITAL AND DEBT REPAYMENT: FY2024 PLAN

Program	Fund Code	FY2021 Funding	FY2022 Funding	FY2023 Funding	FY2024 Plan	FY2025 Plan	FY2026 Plan	FY2027 Plan	FY2028 Plan
<b>TOTAL REQUIREMENTS</b>									
Water Program Totals (excluding debt principal)		1,260,000	1,080,000	1,545,000	<b>11,930,000</b>	4,415,000	2,615,000	2,785,000	2,545,000
<b>Water Program Totals (including debt principal)</b>		<b>2,063,932</b>	<b>1,598,932</b>	<b>2,067,500</b>	<b>12,357,500</b>	<b>5,364,350</b>	<b>3,729,350</b>	<b>3,899,350</b>	<b>3,664,350</b>

**TABLE 3 - FY2024 WATER AND SEWER EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2025-2026**

FY	Division	Equip #	Unit To Be Replaced	Age @	Replaced By	Functions Served	Unit Cost
2024	Water and Sewer	124	2014 FORD F450	10	Hi-top Utility	Hi-top Utility	90,000
2024	Water and Sewer	135	2015 INTERNATIO 4300SBA	9	Utility Vehicle	Utility Vehicle	250,000
						<b>FY2024 TOTAL:</b>	<b>340,000</b>
2025	Water and Sewer	11	2015 TOYOTA PRIUS	10	Electric Vehicle	Superintendent	35,000
2025	Water and Sewer	121	2017 FORD F450	8	Trouble Truck	Trouble Truck	90,000
2025	Water and Sewer	139	2008 CATERPILLA 430E	17	Loader/backhoe	Loader/backhoe	130,000
						<b>FY2025 TOTAL:</b>	<b>255,000</b>
2026	Water and Sewer	123	2016 FORD F550	10	1 Ton Dump Truck W/plow	Maintenance, Repairs	95,000
2026	Water and Sewer	142	1991 SULLIVAN 185CFM	35	Compressor	Compressor	30,000
2026	Water and Sewer	136A	1994 LEROI 185CFM	32	Compressor	Construction Equipment/flushing Lines	30,000
						<b>FY2026 TOTAL:</b>	<b>155,000</b>



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W1.1

**Project Name:** Well Cleaning/Maintenance Program

**Purpose:** It is necessary to clean wells periodically in order to unclog the well screen and well gravel pack to maintain their yield.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>TOTAL:</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>

**Justification:** In order to maintain the efficiency of our water supplies, the periodic cleaning and re-development of wells is required. This budget also provides for the cleaning, rehabilitation or replacement of well pumps as needed. The Wellesley Avenue wells were cleaned in FY18. The 4 Morses Pond wells were cleaned in FY16, FY19 and FY23. The corroded well pumps were replaced at that time with stainless steel pumps. The Wellesley Ave well pumps were cleaned in FY21. The Wellesley Ave wells are also scheduled to be cleaned in FY23.

**Lead Division:** Water

**Project Code:** 79330

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W1.2

**Project Name:** **Water Treatment Plant Upgrades**

**Purpose:** Upgrade treatment plant equipment as needed.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$300,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$300,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
<b>TOTAL:</b>	<b>\$300,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>

**Justification:** The Water Treatment Plants were constructed in 1998 and will begin to require more significant equipment upgrades. Beginning in FY18 the Division began working with an engineering firm to develop an asset management plan for the water treatment plants. A portion of this funding has been used to develop this plan. Based on the recommendations and available funding the Division will begin to schedule and implement the planned equipment maintenance, repair, and replacement. In FY21 the obsolete modicon PLCs were upgraded to Allen Bradley PLCs. The aerator at the Morses Pond WTP was replaced in FY21. The aerator at the Wellesley Avenue WTP will be replaced in FY22. The raw and finished flow meters and the chemical feed pumps will be replaced at the Wellesley Ave and Longfellow WTPs in FY23, and other instrumentation at the Morses Pond WTP will be added for PFAS.

**Lead Division:** Water

**Project Code:** 79310

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W1.3

**Project Name:** PFAS Treatment Filter Media Replacement

**Purpose:** Treatment of PFAS at Morses Pond Wells

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$0	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
<b>TOTAL:</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>

**Justification:** The interim PFAS treatment system at the Morses Pond WTP was constructed in FY22 and the long term treatment system is on hold pending further information from the EPA on future PFAS regulations. Additional funding in FY25 and FY27 is for potential PFAS mitigation at Rosemary Longfellow and Wellesley Avenue well fields.

**Lead Division:** Water

**Project Code:**

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W1.31

**Project Name:** PFAS Treatment Upgrade

**Purpose:** PFAS Treatment

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$0	\$1,700,000 Longfellow	\$1,700,000 Wellesley Ave	\$0 TBD	\$0 TBD	\$0 TBD
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$1,700,000	\$1,700,000	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$0</b>	<b>\$1,700,000</b>	<b>\$1,700,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Justification:** The interim PFAS treatment system at the Morses Pond WTP was constructed in FY22. Additional funding in FY24 and FY25 is for potential PFAS mitigation at Rosemary Longfellow and Wellesley Avenue treatment plants.

**Lead Division:** Water

**Project Code:**

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W1.4

**Project Name:** **MWRA Connection Feasibility Study**

**Purpose:** Study to review possibility of adding new MWRA connection that could serve as a regional solution.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$150,000	\$0	\$0	\$0	\$0	\$0
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$150,000	\$0	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Justification:** To address PFAS remediation and provide alternate solutions for future water supplies.

**Lead Division:** Water

**Project Code:**

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W1.41

**Project Name:** **MWRA Connection Design & Construction**

**Purpose:** Study to review possibility of adding new MWRA connection that could serve as a regional solution.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$0	\$8,000,000	\$0	\$0	\$0	\$0
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$8,000,000	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$0</b>	<b>\$8,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Justification:** To address PFAS remediation and provide alternate solutions for future water supplies. This amount is based on conceptual plans for about 3-4 miles of new water mains and a new pump station that would be needed if a second connection to MWRA is developed.

**Lead Division:** Water

**Project Code:**

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W2.1

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**Project Name:** **Hydrant Installation/Maintenance Program**

**Purpose:** To fill coverage gaps in the existing location of hydrants, as identified in the Water Distribution Study, to replace obsolete hydrants, and to repair hydrants as needed.

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	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$70,000	\$0	\$70,000	\$70,000	\$70,000	\$70,000
<b>Planned Expenditures:</b>						
Personal Services	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$25,000
Expenses	\$45,000	\$0	\$45,000	\$45,000	\$45,000	\$45,000
<b>TOTAL:</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>

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**Justification:** There are 1,300 hydrants in the system, which require periodic repair and eventual replacement. Replacement is typically required due to incidental damage or due to age, wear or failure. Periodic repair and replacement will be done with cleaning and lining.

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**Lead Division:** Water

**Project Code:** 79120

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W2.2

**Project Name:** **Distribution System Improvements**

**Purpose:** Distribution system improvements as identified in the Water Distribution Study.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	<b>\$750,000</b>	<b>\$750,000</b>	\$750,000	\$750,000	\$750,000	\$750,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
<b>TOTAL:</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>	<b>\$750,000</b>

**Justification:** The Water Division continues to implement its Amory Engineering Study of Distribution System Improvements. This Study has identified a program of water main additions, loop closings, replacements, and relining. In FY18 and FY19 the cast iron water mains on Standish Road, Martin Road, Cleveland Road, Linwood Road, Wedgewood Road, and Walnut Street were cleaned and cement lined. The cleaning and lining of the water mains in the Standish Area Neighborhood are planned for FY24. Also planned in FY24 is the cleaning and lining of Seaward Road, Fells Circle, and Regis Road. The replacement of a portion of the Oakland Street water main from Brookside Road to Sheridan Road, and the cleaning and Lining of Jackson Road and Oakland Street from Sheridan Road to Hunnewell Street was completed for FY23.

**Lead Division:** Water

**Project Code:** 79150

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W3.1

**Project Name:** **Meter Replacement/Maintenance**

**Purpose:** Testing and repair/replacement of large meters, replacement of smaller meters as required due to mechanical failures and/or resizing.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
<b>TOTAL:</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>

**Justification:** Accurate metering promotes conservation and equitable cost allocation, and is critical to the operations of both the water and sewer programs. This funding provides for regular testing (and repair, if needed) of large meters (i.e., greater than 2 inch) and replacement of existing smaller meters as needed.

**Lead Division:** Water

**Project Code:** 79450

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W4.1

**Project Name:** **Water Vehicle & Equipment Replacement**

**Purpose:** To maintain the vehicles and equipment required to carry out the functions of the Water Division.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	<b>\$135,000</b>	<b>\$340,000</b>	<b>\$255,000</b>	<b>\$155,000</b>	<b>\$325,000</b>	<b>\$85,000</b>
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$135,000	\$340,000	\$255,000	\$155,000	\$325,000	\$85,000
<b>TOTAL:</b>	<b>\$135,000</b>	<b>\$340,000</b>	<b>\$255,000</b>	<b>\$155,000</b>	<b>\$325,000</b>	<b>\$85,000</b>

**Justification:** The Water Division maintains 21 vehicles and 12 pieces of major equipment. The total current replacement value of the fleet (vehicles and equipment) is \$1,800,000. Three vehicle are scheduled for replacement in FY23. Two vehicle are scheduled for replacement in FY24.

**Lead Division:** Water

**Project Code:** 79990

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W5.1

**Project Name:** Building Maintenance

**Purpose:** Building Maintenance

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
<b>TOTAL:</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>

**Justification:** The Water Division maintains six pump station buildings, three water treatment plants and the Water/Sewer garage and office building. Funding for this program will be used to address major capital items identified in the Department's annual building maintenance inspection program. The Facilities Management Department is responsible for maintaining the Water and Sewer garage and office building. Though Water and Sewer Enterprise funds pay for these services. The obsolete vents through the WTP roofs will be removed and the roofs will be repaired in FY23.

**Lead Division:** Water

**Project Code:** 79510

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W6.1

**Project Name:** **General Capital Contingency**

**Purpose:** To provide funding for unexpected needs or cost adjustments.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Justification:** The Water Division carries a capital contingency budget to provide for unexpected capital needs or cost adjustments. Additional contingency funds will be appropriated whenever the fund falls below the \$80,000 target.

**Lead Division:** Water

**Project Code:** 79999

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W6.2

**Project Name:** **Reserve for Major Capital Expenditures**

**Purpose:** To accumulate funds over several years to smooth out the impact of major capital expenditures on the Water Program.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Justification:** An established Reserve for Major Capital Expenditures will provide funds to smooth out the impact of major capital expenditures and provide a reserve for major emergency work if needed. This Reserve has a current balance of \$340,000.

**Lead Division:** Water

**Project Code:** 79998

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W7.1

**Project Name:** **Principal - MWRA Local Pipeline Assistance Loan**

**Purpose:** Principal payments for MWRA Local Pipeline Assistance Loan.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	<b>\$140,000</b>	<b>\$175,000</b>	<b>\$262,684</b>	<b>\$262,684</b>	<b>\$262,684</b>	<b>\$262,684</b>
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$140,000	\$175,000	\$262,684	\$262,684	\$262,684	\$262,684
<b>TOTAL:</b>	<b>\$140,000</b>	<b>\$175,000</b>	<b>\$262,684</b>	<b>\$262,684</b>	<b>\$262,684</b>	<b>\$262,684</b>

**Justification:** The MWRA Local Pipeline Assistance Program has provided the Town of Wellesley \$1,520,849 in zero interest loans for water line improvements, with principal payments due through FY23. Additionally, the MWRA has released a Local Water System Assistance Program which will provide Wellesley \$2,100,000 in zero interest loans for water line improvements, with principal payments due through FY30.

**Lead Division:** Water

**Project Code:**

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W7.2

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**Project Name:** **Principal - DPW Facility/Building Improvements**

**Purpose:** Principal payments for the Water Fund's share of Water/Sewer Garage and Office Facility.

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	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	<b>\$162,500</b>	<b>\$162,500</b>	\$160,000	\$160,000	\$160,000	\$160,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$162,500	\$162,500	\$160,000	\$160,000	\$160,000	\$160,000
<b>TOTAL:</b>	<b>\$162,500</b>	<b>\$162,500</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>

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**Justification:** In 2009, \$3,250,000 was borrowed for the Water Division's share of a new Water/Sewer Garage and Office Facility, with principal payments due through FY28.

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**Lead Division:** Water

**Project Code:**

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W7.3

**Project Name:** **Principal - Water Supply Improvements**

**Purpose:** Principal payments for Water Supply Improvements Project.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$130,000	\$0	\$0	\$0	\$0	\$0
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$130,000	\$0	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Justification:** In 2013 \$1,300,000 was borrowed for major improvements to the Morses Pond wellfield, with principal payments due through FY23.

**Lead Division:** Water

**Project Code:**

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W7.4

**Project Name:** **Principal - Meter Program**

**Purpose:** Principal payments for the Remote Read Meter Program

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$90,000	\$90,000	\$90,000	\$85,000	\$85,000	\$90,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$90,000	\$90,000	\$90,000	\$85,000	\$85,000	\$90,000
<b>TOTAL:</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$85,000</b>	<b>\$85,000</b>	<b>\$90,000</b>

**Justification:** This item is for Water Fund principal payments for funding of the Remote Read Meter Program.

**Lead Division:** Water

**Project Code:**

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W7.5

**Project Name:** **Principal - MWRA Connection**

**Purpose:** Principal payments for the Remote Read Meter Program

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$0	\$0	\$266,666	\$266,666	\$266,666	\$266,666
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$0	\$266,666	\$266,666	\$266,666	\$266,666
<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$266,666</b>	<b>\$266,666</b>	<b>\$266,666</b>	<b>\$266,666</b>

**Justification:** This item is for Water Fund principal payments for funding of the Remote Read Meter Program.

**Lead Division:** Water

**Project Code:**

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** W7.6

**Project Name:** **Principal - PFAS Treatment Upgrade**

**Purpose:** Principal payments for the PFAS Treatment Upgrade

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$0	\$0	\$170,000	\$340,000	\$340,000	\$340,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$0	\$170,000	\$340,000	\$340,000	\$340,000
<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$170,000</b>	<b>\$340,000</b>	<b>\$340,000</b>	<b>\$340,000</b>

**Justification:** This item is for Water Fund principal payments for funding of the PFAS Treatment Upgrade

**Lead Division:** Water

**Project Code:**

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**VEHICLE REPLACEMENT PROFILE**

**Fiscal Year:** 2024  
**Project ID:** I1

**Unit:** 124

**Year/Make/Model:** 2014 FORD F450

**Division:** Water and Sewer

**Replacement Cost:** \$90,000

**Purpose:** Hi-top Utility

**Replacement:** Hi-top Utility



<b>Class:</b>	05 - Medium Trucks
<b>Age at Replacement:</b>	10
<b>Expected Life:</b>	10
<b>FY22 Usage Hours:</b>	1,132
<b>Current Hours:</b>	9,354
<b>FY22 Downtime Hours:</b>	24
<b>FY22 Road Calls:</b>	0
<b>Parts Availability:</b>	Fair
<b>Life to Date Repair Cost:</b>	\$22,384
<b>To Be Traded?:</b>	Yes
<b>Trade Value:</b>	\$2,000

**Background:** This truck is used by the Water and Sewer division to perform maintenance and repairs on the infrastructure throughout town. It houses materials and tools to perform the necessary functions. Due to its age and heavy usage, this truck is becoming more costly to repair and maintain.



**Town of Wellesley**  
**Department of Public Works**  
**VEHICLE REPLACEMENT PROFILE**

**Fiscal Year:** 2024  
**Project ID:** I1

**Unit:** 135

**Year/Make/Model:** 2015 INTERNATIO 4300SBA

**Division:** Water and Sewer

**Replacement Cost:** \$250,000

**Purpose:** Utility Vehicle

**Replacement:** Utility Vehicle



<b>Class:</b>	07 - Heavy Trucks
<b>Age at Replacement:</b>	9
<b>Expected Life:</b>	15
<b>FY22 Usage Hours:</b>	826
<b>Current Hours:</b>	5,632
<b>FY22 Downtime Hours:</b>	144
<b>FY22 Road Calls:</b>	1
<b>Parts Availability:</b>	Good
<b>Life to Date Repair Cost:</b>	\$38,925
<b>To Be Traded?:</b>	Yes
<b>Trade Value:</b>	\$10,000

**Background:** This truck is used by the Water and Sewer department to respond to emergency infrastructure repairs. It provides work area utility lighting, emergency warning lighting, an onboard air compressor, generator and a liftgate help load and unload heavy repair items or tools. Due to its heavy use and importance on the job site we would like to replace it before critical features begin to fail. We are expecting a very long lead time on such an specialized truck.

**TABLE 4 - FY2024 WATER AND SEWER EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2025-2028**

Unit #	Year	Make and Model	Other Comments	Div	Status	Repl. Year	Est. Cost	Exp Life	Age @ Repl.	2023	2024	2025	2026	2027	2028
										2023	2024	2025	2026	2027	2028
5	2018	TOYOTA PRIUS	Asst. Supt.	470	1	2028	35,000	8	10						35,000
11	2015	TOYOTA PRIUS	Superintendent	470	1	2025	35,000	8	10			35,000			
96	2016	KOMATSU PC45MR-5	Mini Excavator	470	1	2027	130,000	10	11				130,000		
111	2018	FORD F150	General Foreman	470	1	2027	50,000	8	9				50,000		
112	2018	FORD F150	General Foreman	470	1	2027	50,000	8	9				50,000		
113	2009	FORD F150	Utility Vehicle	470	1	2029	58,000	8	20						
115	2017	FORD F550	1 Ton Dump	470	1	2027	95,000	10	10				95,000		
116	2009	FORD E350	Meter Van	470	1	2029	55,000	8	20						
119	2014	FORD F250	Station Operator	470	1	2027	70,000	8	13				70,000		
121	2017	FORD F450	Trouble Truck	470	1	2025	90,000	10	8			90,000			
123	2016	FORD F550	1 Ton Dump	470	1	2026	95,000	10	10			95,000			
124	2014	FORD F450	Hi-top Utility	470	1	2024	90,000	10	10		90,000				
126	2014	FORD TRANSIT	Utility Van	470	1	2029	30,000	8	15						
127	2023	CHEVROLET BOLT-EUV		470		2030			7						
129	2022	MACK GR42F	Dump Truck	470	1	2036	200,000	15	14						
131	2018	MACK GU712	Dump Truck	470	1	2033	190,000	15	15						
135	2015	INTERNATIO 4300SBA	Utility Vehicle	470	1	2024	250,000	15	9		250,000				
136	2012	FORD F550	Dump Truck	470	1	2032	95,000	10	20						
139	2008	CATERPILLA 430E	Loader/backhoe	470	1	2025	130,000	15	17			130,000			
140	2020	FREIGHTLIN 114SD	Vactor	470	1	2035	175,000	15	15						
141	2020	CATERPILLA 440	Loader/backhoe	470	1	2035	120,000	15	15						
142	1991	SULLIVAN 185CFM	Compressor	470	1	2026	30,000	20	35			30,000			
145	2018	ATLAS V5	Compressor	470	1	2028	15,000	10	10				15,000		
408	2021	WACH UTILITY	Utility Trailer	470	1	2036	60,000	15	15						
409	2019	SURE-TRAC ST6210	Utility Trailer	470	1	2034	25,000	15	15						
415	2014	CAM UTILITY	Trailer	470	1	2029	15,000	15	15						
100306	2010	TOYOTA PRIUS	W/S Systems Engineer	470	1	2028	35,000	8	18				35,000		
136A	1994	LEROI 185CFM	Compressor	470	1	2026	30,000	20	32			30,000			
<b>Total</b>						<b>2,253,000</b>				<b>0</b>	<b>340,000</b>	<b>255,000</b>	<b>155,000</b>	<b>395,000</b>	<b>85,000</b>

Water	2,253,000	0	340,000	255,000	155,000	395,000	85,000
Sewer	0	0	0	0	0	0	0
<b>Total</b>	<b>2,253,000</b>	<b>0</b>	<b>340,000</b>	<b>255,000</b>	<b>155,000</b>	<b>395,000</b>	<b>85,000</b>

Status Codes: 1 = Replace New 2 = Replace Used 3 = Rebuild or From other Division 4 = Currently Being Replaced 5 = Do Not Replace

**TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS**  
**SEWER ENTERPRISE FUND**  
**FY2024 BUDGET - SUBPROGRAM SUMMARY**

		<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Plan</b>	<b>FY2024 Plan</b>	<b>FY2024 - FY2023 (\$)</b>	<b>FY2024 - FY2023 (%)</b>
<b>PERSONAL SERVICES</b>							
610	PUMPING	140,809	147,969	178,812	179,037	225	0.1%
620	COLLECTION SYSTEM	252,320	253,814	334,483	342,921	8,438	2.5%
962	ADMINISTRATION	299,346	262,538	310,208	316,171	5,963	1.9%
976	FACILITIES & GROUNDS	-	22,066	27,096	21,328	(5,768)	-21.3%
940	CUSTOMER ACCOUNTS	56,704	63,071	63,294	69,640	6,346	10.0%
<b>PERSONAL SERVICES TOTAL</b>		<b>749,178</b>	<b>749,458</b>	<b>913,893</b>	<b>929,097</b>	<b>15,204</b>	<b>1.7%</b>
<b>EXPENSES</b>							
610	PUMPING	164,667	136,434	166,211	164,977	(1,234)	-0.7%
620	COLLECTION SYSTEM:						
	Non-MWRA	136,321	120,910	182,292	196,884	14,592	8.0%
	MWRA	5,955,781	6,082,193	6,331,423	6,524,530	193,107	3.0%
962	ADMINISTRATION	179,049	225,413	188,040	191,068	3,028	1.6%
	OPEB	16,500	16,500	16,500	16,500	-	0.0%
976	FACILITIES & GROUNDS	42,189	23,744	46,423	47,615	1,192	2.6%
940	CUSTOMER ACCOUNTS	63,848	64,714	81,389	75,387	(6,002)	-7.4%
<b>EXPENSES TOTAL</b>		<b>6,558,355</b>	<b>6,669,908</b>	<b>7,012,278</b>	<b>7,216,961</b>	<b>204,683</b>	<b>2.9%</b>
<b>PERSONAL SERVICES &amp; EXPENSE TOTAL</b>		<b>7,307,533</b>	<b>7,419,366</b>	<b>7,926,171</b>	<b>8,146,058</b>	<b>219,887</b>	<b>2.8%</b>
<b>INTEREST, DEPRECIATION &amp; OTHER EXP</b>							
	DEPRECIATION	479,931	481,066	491,465	511,283	19,818	4.0%
	INTEREST EXPENSE	51,586	45,086	38,586	38,586	-	0.0%
<b>TOTAL</b>		<b>7,839,050</b>	<b>7,945,518</b>	<b>8,456,222</b>	<b>8,695,927</b>	<b>239,705</b>	<b>2.8%</b>

# WATER AND SEWER DIVISION

## FY2024 OPERATING BUDGET

### STAFFING PLAN

Position	Employee	FY24 Group & Step	FY24	FY23	FY24	Aboard	FY21	FY22	FY23	FY24	FY21	FY22	FY23	FY24	FY24-FY23(\$)	FY24-FY23(%)
			Rate	Rate	11/1	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan	Plan
SUPERINTENDENT	VACANT	61	56.10	<b>58.36</b>	0	1.00	1.00	1.00	<b>1.00</b>	115,175	117,134	117,478	<b>119,828</b>	2,350	2.0%	
ASST SUPERINTENDENT	CONDON, MEGHAN	59	43.12	<b>43.98</b>	1	1.00	1.00	1.00	<b>1.00</b>	88,050	90,031	90,031	<b>91,832</b>	1,801	2.0%	
PROJECT ENGINEER	VACANT	57	37.14	<b>38.64</b>	0	1.00	1.00	1.00	<b>1.00</b>	83,054	84,715	77,547	<b>79,098</b>	1,551	2.0%	
GENERAL FOREMAN	VACANT	55/9	44.33	<b>44.33</b>	0	1.00	1.00	1.00	<b>1.00</b>	87,425	90,995	92,561	<b>92,561</b>	0	0.0%	
GENERAL FOREMAN	ROGERS, DWIGHT	55/9	44.33	<b>44.33</b>	1	1.00	1.00	1.00	<b>1.00</b>	87,425	90,995	92,561	<b>92,561</b>	0	0.0%	
OFFICE ADMINISTRATOR	CHISHOLM, SARAH	49/6	33.88	<b>34.90</b>	1	1.00	1.00	1.00	<b>1.00</b>	67,481	68,831	70,741	<b>72,864</b>	2,123	3.0%	
FOREMAN A	FAHEY, GEORGE	20/7	36.90	<b>36.90</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,691	75,565	77,047	<b>77,047</b>	0	0.0%	
FOREMAN A	NAGLE, WILLIAM	20/7	36.85	<b>36.85</b>	1	1.00	1.00	1.00	<b>1.00</b>	72,587	75,460	76,943	<b>76,943</b>	0	0.0%	
FOREMAN A	VACANT	20/7	36.85	<b>36.90</b>	0	1.00	1.00	1.00	<b>1.00</b>	72,691	75,565	77,047	<b>77,047</b>	0	0.0%	
LEAD TREATMENT OPERATOR	FILLED AS PTO	20/7	36.85	<b>36.30</b>	0	1.00	1.00	1.00	<b>1.00</b>	69,313	74,312	75,798	<b>75,798</b>	0	0.0%	
PRIMARY WTR. TREAT. OP.	SMITH, CHRISTOPHER	18/7	33.40	<b>33.40</b>	1	1.00	0.00	0.00	<b>0.00</b>	65,091	0	0	<b>0</b>	0	0.0%	
PRIMARY WTR. TREAT. OP.	ELD, MICHAEL	18/7	33.95	<b>33.95</b>	1	1.00	1.00	1.00	<b>1.00</b>	66,776	69,426	70,888	<b>70,888</b>	0	0.0%	
PRIMARY WTR. TREAT. OP.	JONES, JOSEPH	18/7	33.40	<b>33.76</b>	1	1.00	1.00	1.00	<b>1.00</b>	65,711	68,361	70,491	<b>70,491</b>	0	0.0%	
PRIMARY WTR. TREAT. OP.	LITCHFIELD, CHRISTOPHER	18/7	33.40	<b>33.40</b>	1	1.00	1.00	1.00	<b>1.00</b>	65,865	66,385	69,739	<b>69,739</b>	0	0.0%	
METER FOREMAN	SARDINA, THOMAS	19/7	33.94	<b>35.27</b>	1	1.00	1.00	1.00	<b>1.00</b>	69,570	72,328	73,644	<b>73,644</b>	0	0.0%	
METER CROSS CONN. TECH	CARRIGG, KEARNY	17/7	30.99	<b>32.21</b>	1	1.00	1.00	1.00	<b>1.00</b>	63,623	66,148	67,254	<b>67,254</b>	0	0.0%	
POWER SHOVEL OPER	EVANS, MATTHEW	17/7	32.11	<b>32.11</b>	1	1.00	1.00	1.00	<b>1.00</b>	63,226	65,751	67,046	<b>67,046</b>	0	0.0%	
POWER SHOVEL OPER	FEELEY, BENJAMIN	17/7	27.74	<b>30.64</b>	1	1.00	1.00	1.00	<b>1.00</b>	52,442	56,643	63,978	<b>63,978</b>	0	0.0%	
POWER SHOVEL OPER	TUSLER, JOHN	17/5	27.74	<b>29.11</b>	1	0.00	0.00	0.00	<b>0.00</b>	0	0	0	<b>0</b>	0	0.0%	
STOCKMAN	CAMPANELLA, GREGORY	17/7	32.21	<b>32.21</b>	1	1.00	1.00	1.00	<b>1.00</b>	63,226	65,960	67,254	<b>67,254</b>	0	0.0%	
WATER DISTB & SEWER SYS OPERA	BELUCIO, WALACI	16/7	26.38	<b>28.36</b>	1	1.00	1.00	1.00	<b>1.00</b>	58,798	56,585	59,209	<b>59,209</b>	0	0.0%	
WATER DISTB & SEWER SYS OPERA	VACANT	16/5	26.38	<b>27.64</b>	0	1.00	1.00	1.00	<b>1.00</b>	58,387	56,585	57,712	<b>57,712</b>	0	0.0%	
WATER DISTB & SEWER SYS OPERA	VACANT	16/5	26.38	<b>27.64</b>	0	1.00	1.00	1.00	<b>1.00</b>	59,100	56,585	57,712	<b>57,712</b>	0	0.0%	
WATER DISTB & SEWER SYS OPERA	VACANT	16/2	26.38	<b>23.78</b>	0	1.00	1.00	1.00	<b>1.00</b>	47,115	48,692	49,653	<b>49,653</b>	0	0.0%	
WATER DISTB & SEWER SYS OPERA	FILLED AS LABORER	16/5	26.38	<b>27.64</b>	0	1.00	1.00	1.00	<b>1.00</b>	57,610	56,585	60,615	<b>60,615</b>	0	0.0%	
TRUCK DRIVER & LABORER	MELIA, STEPHEN	15/7	29.45	<b>29.45</b>	1	1.00	1.00	1.00	<b>1.00</b>	58,015	60,301	61,492	<b>61,492</b>	0	0.0%	
TRUCK DRIVER & LABORER	VACANT	15/7	29.45	<b>28.85</b>	0	1.00	1.00	1.00	<b>1.00</b>	50,571	51,270	60,239	<b>60,239</b>	0	0.0%	
TRUCK DRIVER & LABORER	VACANT	15/7	29.45	<b>28.85</b>	0	1.00	1.00	1.00	<b>1.00</b>	57,514	60,009	60,239	<b>60,239</b>	0	0.0%	
LABORER	FORTE, JEFFREY	11/7	24.72	<b>24.82</b>	1	1.00	1.00	1.00	<b>1.00</b>	48,674	50,613	51,824	<b>51,824</b>	0	0.0%	
LABORER	KELLEY, PAUL	11/7	24.86	<b>24.39</b>	1	0.00	0.00	0.00	<b>0.00</b>	0	0	0	<b>0</b>	0	0.0%	
<b>Division Total</b>					<b>19.00</b>	<b>28.00</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>1,887,206</b>	<b>1,871,830</b>	<b>1,916,743</b>	<b>1,924,568</b>	<b>7,825</b>	<b>0.4%</b>	
<b>Subtotals</b>																
Division Total before Management Pay Plan (MPP)					<b>18.00</b>	<b>25.00</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>	<b>1,600,927</b>	<b>1,579,950</b>	<b>1,631,687</b>	<b>1,633,810</b>	<b>2,123</b>	<b>0.1%</b>	
Management Pay Plan (MPP)					<b>1.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>286,279</b>	<b>291,880</b>	<b>285,056</b>	<b>290,758</b>	<b>5,702</b>	<b>2.0%</b>	
TEMPORARIES/SEASONAL		<b>16.00</b>	<b>17.51</b>							<b>48,536</b>	<b>49,507</b>	<b>50,497</b>	<b>50,497</b>	<b>0</b>	<b>0.0%</b>	
SCHEDULED OVERTIME		<b>46.53</b>	<b>46.53</b>							<b>235,829</b>	<b>235,829</b>	<b>240,545</b>	<b>240,545</b>	<b>0</b>	<b>0.0%</b>	
EMERGENCY OVERTIME		<b>46.53</b>	<b>46.53</b>							<b>115,680</b>	<b>115,680</b>	<b>117,993</b>	<b>117,993</b>	<b>0</b>	<b>0.0%</b>	
CHARGES FROM OTHER DIVISIONS										<b>772,176</b>	<b>741,898</b>	<b>760,445</b>	<b>840,445</b>	<b>80,000</b>	<b>10.5%</b>	
LONGEVITY - W/S										<b>800</b>	<b>800</b>	<b>800</b>	<b>800</b>	<b>0</b>	<b>0.0%</b>	
CHARGES FROM FMD		<b>29.24</b>	<b>29.10</b>							<b>41,000</b>	<b>41,820</b>	<b>42,656</b>	<b>42,656</b>	<b>0</b>	<b>0.0%</b>	
<b>PERSONAL SERVICES TOTAL</b>					<b>19.00</b>	<b>28.00</b>	<b>27.00</b>	<b>27.00</b>	<b>27.00</b>	<b>3,101,227</b>	<b>3,057,364</b>	<b>3,129,679</b>	<b>3,217,504</b>	<b>87,825</b>	<b>2.8%</b>	

**TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS**  
**SEWER ENTERPRISE FUND**  
**FY2024 BUDGET - COMPARATIVE INCOME STATEMENT**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Plan</b>	<b>FY2024 Plan</b>	<b>Variance Increase (Decrease)</b>	<b>% INC/DEC</b>
<b>OPERATING REVENUE:</b>						
Sewer Charges	7,880,145	7,523,317	7,972,277	8,916,476	944,199	11.8%
<i>Rate Adjustment - %</i>	4%	2%	4%	4%		
Wellesley College Adjustment	615,844	617,710	516,821	516,821	0	0.0%
Other Revenue (Interest)	26,104	5,903	26,104	26,104	0	0.0%
<b>OPERATING REVENUES</b>	<b>8,522,093</b>	<b>8,146,930</b>	<b>8,515,202</b>	<b>9,459,401</b>	<b>944,199</b>	<b>11.1%</b>
<i>Units Sold (CCF)</i>	<i>787,545 CCF</i>	<i>748,376</i>	<i>752,000 CCF</i>	<i>752,000 CCF</i>		
<b>OPERATING EXPENSES:</b>						
Pumping	305,476	284,403	345,023	344,014	(1,009)	-0.3%
Collection System - MWRA Charges	5,955,781	6,082,193	6,331,423	6,524,530	193,107	3.0%
Collection System - Other Expenses	388,640	374,724	516,775	539,805	23,030	4.5%
Customer Accounts	120,552	127,785	144,683	145,027	344	0.2%
Facilities and Grounds	42,189	45,810	73,519	68,943	(4,576)	-6.2%
Administrative & General	478,395	471,451	498,248	507,239	8,991	1.8%
OPEB	16,500	16,500	16,500	16,500	0	0.0%
Depreciation	479,931	481,066	491,465	511,283	19,818	4.0%
<b>TOTAL OPERATING EXPENSES</b>	<b>7,787,464</b>	<b>7,883,932</b>	<b>8,417,636</b>	<b>8,657,341</b>	<b>239,705</b>	<b>2.8%</b>
<b>OPERATING INCOME</b>	<b>734,629</b>	<b>262,998</b>	<b>97,566</b>	<b>802,060</b>	<b>704,494</b>	<b>722.1%</b>
<b>OTHER INCOME (EXPENSES):</b>	<b>(46,808)</b>	<b>(50,252)</b>	<b>(38,586)</b>	<b>(38,586)</b>	<b>0</b>	<b>0.0%</b>
<b>CHANGE IN NET ASSETS</b>	<b>687,821</b>	<b>212,746</b>	<b>58,980</b>	<b>763,474</b>	<b>704,494</b>	<b>1194.5%</b>

**TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS**  
**SEWER ENTERPRISE FUND**  
**FY2024 BUDGET - COMPARATIVE STATEMENT OF CASH FLOW**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Plan</b>	<b>FY2024 Plan</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>				
Operating Income	734,629	262,998	97,566	802,060
<i>Adjustments To Reconcile Operating Income To Net Cash Provided By Operating Activities:</i>				
Depreciation & Amortization	479,931	481,066	491,465	511,283
Loss On Disposal Of Fixed Assets				
<i>Changes In Assets And Liabilities:</i>				
Adjustment - MWRA Plan to Actual				
Accounts Receivable - Customers (Increase)	35,712	(724)	0	0
Accounts Payable and accrued liabilities (Decrease)	0	0	0	0
<b>Total Adjustments</b>	<b>515,643</b>	<b>480,342</b>	<b>491,465</b>	<b>511,283</b>
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>1,250,272</b>	<b>743,340</b>	<b>589,031</b>	<b>1,313,343</b>
<b>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</b>				
Proceeds from non-operating activities	53,700	69,624	50,000	50,000
Proceeds for non-operating activities	(48,922)	(74,790)	(50,000)	(50,000)
Auditors' Changes in Fair Market Value of Investments				
Interest Paid	(51,586)	(45,086)	(38,586)	(38,586)
Interest Received				
<b>NET CASH - NON CAPITAL FINANCING ACTIVITIES</b>	<b>(46,808)</b>	<b>(50,252)</b>	<b>(38,586)</b>	<b>(38,586)</b>
<b>CASH FLOWS FROM CAPITAL &amp; RELATED FINANCING ACTIVITIES</b>				
Proceeds from Sewer Improvement Bond/BAN (Newton Repairs)				
Interest Paid				
Principal Payments on Sewer Improvement Bond/BAN (Newton Repairs)				
Proceeds from BAN/Bond (DPW / Wtr / Swr Facility)				
Principal Payments (DPW / Wtr / Swr Facility)	(162,500)	(162,500)	(162,500)	(162,500)
Principal Payments on Sewer Improvement MWRA Loan	(91,707)	(104,982)	(104,982)	(98,591)
Capital Expenditures	(699,214)	(1,124,089)	(930,000)	(1,640,000)
Capital Expenditure Carry Forward	0	0	(1,951,863)	
Contribution In Aid Of Construction	0	0	0	
Federal and State Grant proceeds (MWRA Grant)	811,739	885,000		
Federal and State Grant proceeds (MWRA Loan)	345,457	295,000		
<b>NET CASH PROVIDED BY (USED FOR) CAPITAL &amp; RELATED FINANCING ACTIVITIES</b>	<b>203,775</b>	<b>(1,391,571)</b>	<b>(1,969,345)</b>	<b>(1,901,091)</b>
<b>NET INCREASE (DECREASE) IN CASH AND EQUIVALENTS</b>	<b>1,407,239</b>	<b>(698,483)</b>	<b>(1,418,900)</b>	<b>(626,334)</b>
Offset -- Set Aside to Capital Reserve				
<b>CASH AND EQUIVALENTS: BEGINNING OF FISCAL YEAR</b>	<b>2,973,457</b>	<b>4,380,695</b>	<b>3,682,213</b>	<b>2,263,313</b>
<b>CASH AND EQUIVALENTS: END OF FISCAL YEAR</b>	<b>4,380,695</b>	<b>3,682,213</b>	<b>2,263,313</b>	<b>1,636,979</b>

**TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS**  
**SEWER ENTERPRISE FUND**  
**FY2024 OPERATING BUDGET - COMPARATIVE STATEMENT OF FINANCIAL POSITION**

ASSETS	FY2021 Actual	FY2022 Actual	FY2023 Projected	FY2024 Projected
<b>CURRENT ASSETS:</b>				
Cash and Equivalents, & Short Term Investments				
On Deposit with Town Treasurer	\$ 4,380,695	\$ 3,682,213	\$ 2,263,313	\$ 1,636,979
Due to/Due from				
Accounts Receivable	\$ 709,935	\$ 710,659	\$ 710,659	\$ 710,659
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 5,090,630</b>	<b>\$ 4,392,872</b>	<b>\$ 2,973,972</b>	<b>\$ 2,347,638</b>
<b>PROPERTY, PLANT &amp; EQUIPMENT:</b>				
Plant and collection system	\$ 28,579,425	\$ 30,001,158	\$ 30,631,158	\$ 32,271,158
Less accumulated depreciation	\$ (12,959,798)	\$ (13,440,864)	\$ (13,932,329)	\$ (14,443,613)
Net Property, Plant & Equipment	\$ 15,619,626	\$ 16,560,294	\$ 16,698,829	\$ 17,827,545
Construction Work In Progress	\$ 297,644	\$ -	\$ 300,000	\$ 300,000
<b>TOTAL FIXED ASSETS</b>	<b>\$ 15,917,271</b>	<b>\$ 16,560,294</b>	<b>\$ 16,998,829</b>	<b>\$ 18,127,545</b>
<b>TOTAL ASSETS</b>	<b>\$ 21,007,901</b>	<b>\$ 20,953,165</b>	<b>\$ 19,972,800</b>	<b>\$ 20,475,183</b>
<b>LIABILITIES AND FUND EQUITY</b>				
<b>CURRENT LIABILITIES</b>				
Current Portion of General Obligation Bond Liability	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500
Accounts Payable	\$ 2,075	\$ 2,075	\$ 2,075	\$ 2,075
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ 164,575</b>	<b>\$ 164,575</b>	<b>\$ 164,575</b>	<b>\$ 164,575</b>
<b>LONG TERM DEBT</b>				
Long Term Portion of General Obligation Bond Liability	\$ 1,127,150	\$ 964,650	\$ 802,150	\$ 639,650
Long Term Portion of MWRA Liability	\$ 417,239	\$ 312,257	\$ 138,183	\$ 295,000
<b>TOTAL LONG TERM DEBT</b>	<b>\$ 1,544,389</b>	<b>\$ 1,276,907</b>	<b>\$ 940,333</b>	<b>\$ 934,650</b>
<b>TOTAL LIABILITIES</b>	<b>\$ 1,546,464</b>	<b>\$ 1,278,982</b>	<b>\$ 942,408</b>	<b>\$ 936,725</b>
<b>FUND EQUITY</b>				
<b>NET ASSETS:</b>				
Invested in capital assets, net of related debt	\$ 14,372,882	\$ 15,283,387	\$ 15,895,996	\$ 17,030,395
Total Contributed Capital	\$ 14,372,882	\$ 15,283,387	\$ 15,895,996	\$ 17,030,395
Retained Earnings - Reserved	\$ 194,655	\$ 514,171	\$ 514,172	
Fund Balance Reserved - Cont. Approp.	\$ 2,159,070	\$ 363,358	\$ 363,358	
Undesignated Fund Balance	\$ 2,734,830	\$ 2,262,703	\$ 2,256,868	\$ 1,630,533
<b>Retained Earnings</b>	<b>\$ 5,088,555</b>	<b>\$ 4,390,797</b>	<b>\$ 3,134,397</b>	<b>\$ 2,508,063</b>
<b>TOTAL FUND EQUITY</b>	<b>\$ 19,461,437</b>	<b>\$ 19,674,183</b>	<b>\$ 19,030,392</b>	<b>\$ 19,538,458</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$ 21,007,901</b>	<b>\$ 20,953,165</b>	<b>\$ 19,972,800</b>	<b>\$ 20,475,183</b>

## Sewer Enterprise Fund -- 2023 Annual Town Meeting Motion

### Motion:

That the sum of \$11,258,864 be appropriated for the Sewer Enterprise Fund, to be expended as follows:

Salaries	\$ 929,097
Expenses (incl interest and all non-op exp)	\$ 7,289,047
OPEB	\$ 16,500
Depreciation	\$ 511,283
Capital Outlay	\$ 1,640,000
Debt	\$ 261,091
Emergency Reserve	\$ 611,846
<b>Total Authorized Use of Funds</b>	<b>\$ 11,258,864</b>

And that \$11,258,864 be raised as follows:

Department Receipts	\$ 9,509,401
Depreciation	\$ 511,283
Retained Earnings	\$ 1,238,180
<b>Total Source of Funds</b>	<b>\$ 11,258,864</b>

<b>Anticipated Sources and Uses of Funds</b>	<b>Sewer Budget Plan</b>	<b>Approp Request w/ Contingency</b>
<b>Sources</b>		
Sewer Fund Receipts		
Sewer Charges	\$ 8,916,476	
Wellesley College	\$ 516,821	
Other Charges	\$ 26,104	
Subtotal - Operating Revenues	\$ 9,459,401	\$ 9,459,401
Other Cash Sources		
Depreciation	\$ 511,283	
Non-Operating Income	\$ 50,000	
Interest Received	\$ -	
Contrib in Aid of Construction	\$ -	
Grant Proceeds	\$ -	
Loan Proceeds	\$ -	
Rate Stabilization	\$ 626,334	
Contingency - From Available Cash	\$ 611,846	
Subtotal - Other Sources of Cash	\$ 1,187,617	\$ 1,799,463
<b>Total Sources</b>	<b>\$ 10,647,018</b>	<b>\$ 11,258,864</b>
<b>Uses</b>		
Operating Expenses - Non MWRA & Depreciation	\$ 2,132,811	
Operating Expenses - MWRA Charges	\$ 6,524,530	
Contingency - 10% non-MWRA, 2% MWRA	\$ 343,772	
Subtotal - Operating Expenses	\$ 8,657,341	\$ 9,001,113
Non-Operating Expenses (incl Interest)	\$ 88,586	
Contingency - 50%	\$ 77,965	
Subtotal - Op & Non-Op Expenses	\$ 88,586	\$ 166,551
Capital Expenses & Debt Obligations		
Capital Outlay	\$ 1,640,000	
Expenditures of Contrib. in Aid of Construction	\$ -	
Debt (Principal)	\$ 261,091	
Contingency - 10%	\$ 190,109	
Subtotal - Capital & Debt	\$ 1,901,091	\$ 2,091,200
<b>Total Uses</b>	<b>\$ 10,647,018</b>	<b>\$ 11,258,864</b>

## **SEWER – PROGRAM 460**

### **Program Objective**

To construct, operate and maintain the sanitary sewerage system in an effective and efficient manner to avoid pollution and protect the health and well being of the public.

The Town's sanitary sewerage system consists of a 135-mile collection system and 19 pumping and lift stations. The collection system is comprised of 102,293 linear feet of trunk lines, 32,193 linear feet of force mains, and 581,000 linear feet of lateral sewers.

#### ***610 - Pumping Subprogram***

The purpose of the Pumping subprogram is to operate and maintain the sewer pumping facilities and equipment to ensure adequate flow of Town sewage to the MWRA system.

Subprogram activities include the operation and maintenance of pumping stations, structures, and equipment. Specific activities include supervision of pumping station operations; operating pumps, motors and engines, and other auxiliary apparatus; operating control and protective equipment; operating valves; keeping plant logs and records; testing, checking and adjusting meters, gauges and other instruments; and maintaining structures and equipment.

The sanitary sewerage system has 19 pumping stations. Costs and materials associated with this subprogram include the cost of labor, purchased power, technical and professional services, allocated insurance and retirement costs, equipment use, and maintenance and repair supplies and materials.

#### ***620 - Collection System Subprogram***

The purpose of the Collection System sub program is to operate and maintain the collection system to ensure proper flow of Town sewage to the MWRA system.

Subprogram activities include the operation and maintenance of trunks, laterals, and house connections. Specific activities include: supervising the operation of trunks, laterals, and services; routine patrolling and inspecting manholes and structures; observing and recording flow; flushing and rodding trunks and laterals; maintaining trunks and laterals; supervising house connection work; testing and inspecting services; investigating and assessing customer service complaints including sewer rodding and maintenance services.

The collection system consists of 135 miles of trunks, force mains, and laterals. Costs and materials associated with this subprogram include the cost of labor, equipment use allocated insurance and retirement costs, MWRA operating and debt service assessments, and maintenance and repair supplies and chemicals.

### ***960 - Sewer Administration***

The purpose of the Sewer Administration subprogram is to manage and integrate resources in order to plan, design, construct, and operate an effective and efficient sanitary sewer program.

Subprogram activities include the managerial functions of planning, organizing, directing, budgeting, staffing, scheduling, and controlling the Wellesley Sewer program.

Costs and materials associated with this subprogram include the cost of administrative and general salaries, allocated retirement costs, office supplies and expenses, purchased services, damages, property insurance, conferences, and interest charges.

### ***940 - Sewer Customer Accounts Subprogram***

The purpose of the Sewer Customer Accounts subprogram is to provide and maintain an efficient and professional customer service system including billing and collection functions.

The Personal Services for this Subprogram are now Direct Charges. Subprogram activities include customer billing, record keeping and collection work, customer services, and informational activities.

The Customer Services staff utilizes the Town's computer facilities via on-line, remote terminals, local PCs for producing tailored management reports, a postage and mailing/stuffing machine, and a letter-opening machine. This equipment and Customer Services staff are shared with Water and Electric Customer Account subprograms. Costs and materials associated with carrying out subprogram activities include the cost of labor, equipment use, allocated insurance and retirement costs, postage and, ailing costs, data processing expenses, and office supplies.

### ***976 Facilities and Grounds Subprogram***

This subprogram operates and maintains the Water & Sewer garage, office and adjacent grounds. The main building contains approximately 24,000 square feet of offices, locker rooms, restrooms, workshops, inventory storage, equipment and vehicle storage areas. Starting in FY17, custodial services are now provided by the Town's Facilities Maintenance Department and paid for by Water & Sewer.

## ***Sewer Division Capital Program***

The Sewer Division Capital Program is intended to maintain and improve the infrastructure of the sewerage system to ensure the dependable operation of the system for the foreseeable future and avoid catastrophic failure of any part of the system.

Principal components of the program are:

- Maintenance and Repair of the Sewer Mains
- Pumping Station Improvements
- Repair and Replacement of Buildings and Vehicles

### ***Maintenance and Repair of Sewer Mains***

The biggest obstacles to the smooth operations of the Town's 130-mile sewer system are blockages and overloading of the system from infiltration and inflow. On an annual basis under this portion of the capital program, 10 miles of sewer are television inspected for leaks, breaks and blockages, the sewers are cleaned of roots or other blockages, joints are tested and sealed, and major breaks or collapses are repaired. A portion of this work is reimbursable from the MWRA's Infiltration and Inflow Financial Assistance Program.

The capital budget also makes provisions for funding repairs to the shared Newton-Wellesley sewer main, should such repairs be needed.

### ***Pumping Station Improvements***

The sewerage system relies on 19 sewer lift stations to move flow from various areas of town to the system's gravity flow mains. Seventeen of the stations are small ejector stations; the other two are larger pump stations. Many of the stations are approaching 40 years old. Under this portion of the capital program, one of these ejector stations will be rehabilitated or replaced every other year. Since FY05, five of these small ejector stations have been rehabilitated.

### ***Repair and Replacement of Buildings and Vehicles***

Repairs to buildings and replacement of vehicles are carried out on an as-needed basis to protect these valuable and critical assets of the Division.

## SEWER PROGRAM CAPITAL AND DEBT REPAYMENT: FY2024 PLAN

Program	Fund Code	FY2021 Funding	FY2022 Funding	FY2023 Funding	FY2024 Plan	FY2025 Plan	FY2026 Plan	FY2027 Plan	FY2028 Plan
<b>1. Maint &amp; Repair of Sewer Mains</b>									
1. Sewage System Main Repairs	S	0	225,500	300,000	400,000	400,000	400,000	400,000	400,000
2. Manhole/Pipe Rehabilitation	S	320,000	800,000	500,000	800,000	600,000	600,000	600,000	600,000
3. Newton Shared Sewer Main Contingency	S	0	0	0	0	0	0	0	0
	<b>Subtotal</b>	<b>320,000</b>	<b>1,025,500</b>	<b>800,000</b>	<b>1,200,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>
<b>2. Pumping Station Improvements</b>									
1. Ejector Stations	S	300,000	50,000	50,000	400,000	100,000	400,000	100,000	400,000
	<b>Subtotal</b>	<b>300,000</b>	<b>50,000</b>	<b>50,000</b>	<b>400,000</b>	<b>100,000</b>	<b>400,000</b>	<b>100,000</b>	<b>400,000</b>
<b>3. DPW Facilities</b>									
2. Building Maintenance	S	0	0	80,000	40,000	40,000	40,000	40,000	40,000
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>
<b>4. Vehicle Replacement</b>									
1. Sewer Vehicle/Equipment Replacement	S	0	65,000	0	0	0	70,000	85,000	70,000
	<b>Subtotal</b>	<b>0</b>	<b>65,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,000</b>	<b>85,000</b>	<b>70,000</b>
<b>5. Debt Principal (interest shown in operating expenses)</b>									
1. Principal-MWRA Sewer Improvement Loan	S	160,798	104,983	104,983	98,591	98,591	98,591	98,591	104,380
2. Principal DPW Facility/Building Improvements	S	162,500	162,500	162,500	162,500	160,000	160,000	160,000	160,000
	<b>Subtotal</b>	<b>323,298</b>	<b>267,483</b>	<b>267,483</b>	<b>261,091</b>	<b>258,591</b>	<b>258,591</b>	<b>258,591</b>	<b>264,380</b>
<b>6. Contingency</b>									
1. General Capital Contingency	S	0	0	0	0	0	0	0	0
	<b>Subtotal</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REQUIREMENTS</b>									
Sewer Program Totals (excluding debt principal)		620,000	1,140,500	930,000	1,640,000	1,140,000	1,510,000	1,225,000	1,510,000
<b>Sewer Program Totals (including debt principal)</b>		<b>943,298</b>	<b>1,407,983</b>	<b>1,197,483</b>	<b>1,901,091</b>	<b>1,398,591</b>	<b>1,768,591</b>	<b>1,483,591</b>	<b>1,774,380</b>

**TABLE 3 - FY2024 WATER AND SEWER EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2025-2026**

FY	Division	Equip #	Unit To Be Replaced	Age @	Replaced By	Functions Served	Unit Cost
2025	Water and Sewer	128	2010 FORD F250	15	Pickup Truck	Station Operator	70,000
						FY2025 TOTAL:	70,000
2026	Water and Sewer	118	2004 FORD F350	22	Heavy Duty Pickup	Sewer Rodder	85,000
						FY2026 TOTAL:	85,000



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** S1.1

**Project Name:** **Sewage System Main Repairs**

**Purpose:** To reconstruct/repair sewer trunk mains and force mains as needed to prevent blockages and environmental damage.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$300,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$300,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
<b>TOTAL:</b>	<b>\$300,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>

**Justification:** The Grove Street sewer main was lined in FY20. Construction of the replacement of the Mica Lane sewer main is scheduled for FY22. The sewer trunk main that currently runs under Route 128 will be abandoned and the new main will be realigned to parallel the highway. The first section of the removal of the sewer under route 128 is scheduled for FY23. Future funding is a placeholder to provide for any major repair work identified during the annual inspection of sewer mains. The sewer videos from the contract with National Water Main are continuously reviewed to identify sections of sewer main in need of repair or replacement.

**Lead Division:** Sewer

**Project Code:** 69230

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** **2024**  
**Project ID:** **S1.2**

**Project Name:** **Manhole/Pipe Rehabilitation**

**Purpose:** To rehabilitate sewer pipes and manholes as needed to maintain the sewer system.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	<b>\$500,000</b>	<b>\$800,000</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$600,000</b>
<b>Planned Expenditures:</b>						
Personal Services	\$15,000	\$85,000	\$35,000	\$35,000	\$35,000	\$35,000
Expenses	\$485,000	\$715,000	\$565,000	\$565,000	\$565,000	\$565,000
<b>TOTAL:</b>	<b>\$500,000</b>	<b>\$800,000</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$600,000</b>	<b>\$600,000</b>

**Justification:** The biggest obstacles to the smooth operations of the Town's 130-mile sewer system are blockages and overloading of the system from infiltration and inflow. On an annual basis under this portion of the capital program, 10 miles of sewer are television inspected for leaks, breaks and blockages, the sewers are cleaned of roots or other blockages, and major breaks or collapses are repaired. FY23 and FY24 work will be prioritized based on the Weston & Sampson I/I study which will include CIPP sewer lining and smoke testing. A portion of this work is reimbursable from the MWRA's Infiltration and Inflow Financial Assistance Program.

**Lead Division:** Sewer

**Project Code:** 69220

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** S1.3

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**Project Name:** **Newton Shared Sewer Main Contingency**

**Purpose:** To provide funding for the Town of Wellesley's portion of the shared Newton Sewer Main.

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	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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**Justification:** The Town of Wellesley and the City of Newton share the use, and the upkeep, of a sewer main through Newton. About one fifth of Wellesley's sewage flows through this shared line on a daily basis. This is a contingency budget to provide Wellesley's portion when repairs are needed on the shared main. The Sewer Fund's financial plan calls for \$100,000 to be held aside to be available for any needed work. Future appropriation requests will be made whenever the reserve fund is drawn down. The City of Newton repaired a portion of the shared sewer line (the Farlow Hill section) in FY08. Wellesley's share of the work was approximately \$168,000.

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**Lead Division:** Sewer

**Project Code:** 69500

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** S2.1

**Project Name:** **Ejector Stations**

**Purpose:** Evaluate, design & reconstruct existing ejector stations.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$50,000	\$400,000	\$100,000	\$400,000	\$100,000	\$400,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$50,000	\$400,000	\$100,000	\$400,000	\$100,000	\$400,000
<b>TOTAL:</b>	<b>\$50,000</b>	<b>\$400,000</b>	<b>\$100,000</b>	<b>\$400,000</b>	<b>\$100,000</b>	<b>\$400,000</b>

**Justification:** The Sewer Division operates 19 sewer stations including 7 ejector stations, 10 small pump stations, and 2 large pump stations. The ejector and small stations serve small neighborhoods, typically fewer than two dozen homes. Many of the ejector stations are approaching 40 years in age. Weston and Sampson Engineers, Inc. completed a study including the prioritized rehabilitation and /or replacement of the ejector and small stations. This recurring program provides design funds in one year followed by construction funds in the next year. Greylock Station was replaced in FY04, Shore Road Station and the DPW Highway Station were completed in FY08/09, Stonecleve Road was completed in FY11, Pickerel Road was completed in FY13, and the Sabrina Farm Station was completed in FY16. The Lake Road ejector was constructed in FY22. The College Road ejector station will be completed in FY23. The design of Fisher Avenue ejector station is planned for in FY23 with construction in FY24.

**Lead Division:** Sewer

**Project Code:** 69335

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** S3.2

**Project Name:** **Building Maintenance**

**Purpose:** To make appropriate repairs to Sewer Division facilities as identified in the DPW's annual building maintenance and inspection program.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$80,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$80,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
<b>TOTAL:</b>	<b>\$80,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>

**Justification:** The Sewer Division maintains two sewer pump station buildings. The humidity associated with the operations of the pump stations is particularly hard on the interiors of the buildings. Funding for this program will be used to address major capital items identified in the Department's annual building maintenance inspection program. Smaller items will be paid for out of the Sewer Operating Budget. The backup generator at the Dale Street sewer station will be replaced in FY23.

**Lead Division:** Sewer

**Project Code:** 69510

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** **2024**  
**Project ID:** **S4.1**

**Project Name:** **Sewer Vehicle/Equipment Replacement**

**Purpose:** To maintain the vehicles and equipment required to carry out the functions of the Sewer Division.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$0	\$0	\$0	\$70,000	\$85,000	\$70,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$0	\$0	\$70,000	\$85,000	\$70,000
<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$70,000</b>	<b>\$85,000</b>	<b>\$70,000</b>

**Justification:** The Sewer Division maintains 5 vehicles with a total current replacement value of \$473,000.

**Lead Division:** Sewer

**Project Code:** 69990

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** S6.1

**Project Name:** **Principal-MWRA Sewer Improvement Loan**

**Purpose:** Principal payments for MWRA sewer improvement loan.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	<b>\$104,983</b>	<b>\$98,591</b>	<b>\$98,591</b>	<b>\$98,591</b>	<b>\$98,591</b>	<b>\$104,380</b>
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$104,983	\$98,591	\$98,591	\$98,591	\$98,591	\$104,380
<b>TOTAL:</b>	<b>\$104,983</b>	<b>\$98,591</b>	<b>\$98,591</b>	<b>\$98,591</b>	<b>\$98,591</b>	<b>\$104,380</b>

**Justification:** The MWRA Sewer Local Financial Grant Assistance Program has provided the Town of Wellesley over \$1.6M in zero interest loans and \$1.1m in grant funding since 1994, with principal payments for recent projects due through FY20 and projected projects due through FY29.

**Lead Division:** Sewer

**Project Code:**

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** S6.2

**Project Name:** **Principal DPW Facility/Building Improvements**

**Purpose:** Principal payments for Sewer Fund share of Water/Sewer Garage and Office Facility.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	<b>\$162,500</b>	<b>\$162,500</b>	\$160,000	\$160,000	\$160,000	\$160,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$162,500	\$162,500	\$160,000	\$160,000	\$160,000	\$160,000
<b>TOTAL:</b>	<b>\$162,500</b>	<b>\$162,500</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>	<b>\$160,000</b>

**Justification:** In 2009, \$3,250,000 was borrowed for the Sewer Division's share of a new Water/Sewer Garage and Office Facility, with principal payments due through FY28.

**Lead Division:** Sewer

**Project Code:**

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** **2024**  
**Project ID:** **S5.1**

**Project Name:** **General Capital Contingency**

**Purpose:** To provide funding for unexpected needs or cost adjustments.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Justification:** The Sewer Division carries a capital contingency budget to provide for unexpected capital needs or cost adjustments. Additional contingency funds will be appropriated whenever the fund falls below the \$80,000 target.

**Lead Division:** Sewer

**Project Code:** 69999

**Date:** 11/10/2022

**TABLE 4 - FY2024 WATER AND SEWER EQUIPMENT REPLACEMENT PRIORITIES and PROJECTED NEEDS FOR FY2025-2028**

Unit #	Year	Make and Model	Other Comments	Div	Status	Repl. Year	Est. Cost	Exp Life	Age @ Repl.	2023	2024	2025	2026	2027	2028
										2024	2025	2026	2027	2028	
117	2012	FORD F350	Sewer Maint.	460	1	2029	65,000	10	17						
118	2004	FORD F350	Sewer Rodder	460	1	2026	85,000	10	22			85,000			
120	2021	FREIGHTLIN M2-106	Sewer Flusher Truck	460	1	2036	325,000	15	15						
125	2019	FORD F250	Station Operator	460	1	2027	70,000	10	8				70,000		
128	2010	FORD F250	Station Operator	460	1	2025	70,000	8	15			70,000			
410	2020	SURE-TRAC ST6210	Utility Trailer	460	1	2035	25,000	15	15						
<b>Total</b>							<b>640,000</b>			0	0	70,000	85,000	70,000	0
<b>Water</b>							<b>0</b>			0	0	0	0	0	0
<b>Sewer</b>							<b>640,000</b>			0	0	70,000	85,000	70,000	0
<b>Total</b>							<b>640,000</b>			0	0	70,000	85,000	70,000	0

Status Codes: 1 = Replace New 2 = Replace Used 3 = Rebuild or From other Division 4 = Currently Being Replaced 5 = Do Not Replace



# Town of *Wellesley*

## FY2024 Budget Request

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### **Department of Public Works**

### **Water & Sewer Enterprise Fund Budget Request**

### **Version 2**

*Approved by the Board of Public Works*  
*December 13, 2022*

# TOWN OF WELLESLEY

Wellesley, Massachusetts, 02481

## COMMISSIONERS

SCOTT BENDER  
ELLEN KORPI  
JEFFREY P. WECHSLER



## DIRECTOR

DAVID A. COHEN  
20 MUNICIPAL WAY  
TEL: 781-235-7600  
Fax: 781-237-1936

## BOARD OF PUBLIC WORKS

December 21, 2022

To: Advisory Committee

From: David A. Cohen, Director

A handwritten signature in blue ink that reads "David A. Cohen".

Re: **Board of Public Works - FY24 Stormwater Utility Enterprise Fund Budget – Version 2**

In anticipation of the proposed Stormwater Enterprise Fund, the attached Stormwater Enterprise Fund Operating and Capital Budgets detail our projected needs for FY24. The total FY24 funding request is \$2,970,059. The budget highlights are summarized below.

### **Personal Services (\$1,202,621):**

- Personal Services include general increases of 2.0% for Management Pay Plan and 3.0% for Group 40 employees based on guidance from Financial Services.
- Production and Supervisory Unit salaries include increases for employees who will be moving to new steps but does not include general wage rate increases. These contracts expire this fiscal year and we anticipate contract negotiations taking place this winter. Please note that each 1% increase in wages has a Stormwater impact of approximately \$3,400.
- Personal Services include \$159,709 for in-house design services for several stormwater retro-fit projects for existing roadways and parking lots (\$10-\$15K per project) and temporary labor for Illicit Discharge Detection and Elimination (IDDE) activities.
- Personal Services include \$289,618 for indirect costs provided by other Town Departments including Customer Service, Financial Services, Information Technology, Human Resources, and the Treasurer's Office.
- The Personal Services budget includes a total of 4.6 FTE (from twenty-two DPW tax impact positions) to be allocated to the Stormwater Enterprise fund. We have included a table showing the percentage allocations of all DPW positions that will charge to the fund for services provided on a fixed allocation basis.

- The Personal Services budget also includes a total of 6.7 FTE of DPW staff to be charged on a time and materials basis.

### **Expenses (\$582,438):**

- Expenses include a \$40,000 increase for contracted services for catch basin cleaning, fuel costs, and equipment repairs which reflect recent actual needs and expenditures. These additional amounts assume a similar level of service as FY23 and reflect recent actual needs and expenditures due to increased labor, equipment, and disposal costs.
- Expenses include \$65,000 for services provided by other Town Departments including Customer Service and Information Technology.
- Expenses include \$154,250 for benefits, insurance, and retirement costs that support the Stormwater program.

### **Capital (\$985,000):**

Our Five-Year Capital Plan (attached) includes the recurring programs for Drainage System Rehabilitation, Repairs, and Equipment as have been projected in the DPW Tax Impact Capital Budget. FY24 includes the new programs of Green Infrastructure Improvements and GIS System Mapping. The enclosed Capital Project Planning Sheets provide additional information about each capital request.

### **Contingency (\$200,000):**

This budget includes \$200,000 as a contingency. For the first year of the enterprise fund, we anticipate a variance between these projections and actual costs and have included a conservative contingency as the general fund would be responsible for any operating losses.

### **DPW Tax Impact Budget Reductions:**

If the Town votes to adopt the Stormwater Utility Enterprise Fund, a total of \$1,974,232 will be reduced from the DPW Tax Impact Operating (\$989,232) and Tax Impact Capital (\$985,000) budgets. An additional \$636,119 is earmarked for indirect services to be paid by the Stormwater Fund to offset costs currently incurred by other Departments' Tax Impact and/or Enterprise fund budgets.

We look forward to discussing this request with you at an upcoming Advisory Committee Meeting. In the meantime, please contact me if you have any questions or would like further information about any items in our request.

Attachment: FY24 Stormwater Enterprise Fund Budget, Version 2.0



Town of *Wellesley*  
FY2024 Budget Request

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**Department of Public Works  
Stormwater Utility Enterprise Fund Budget Request  
Version 2.0**

*Approved by the Board of Public Works  
December 13, 2022*

**TOWN OF WELLESLEY DEPARTMENT OF PUBLIC WORKS**  
**STORMWATER ENTERPRISE FUND**  
**FY2024 BUDGET - SUBPROGRAM SUMMARY**

		<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Plan</b>	<b>FY2024 Plan</b>	<b>FY2024 - FY2023 (\$)</b>	<b>FY2024 - FY2023 (%)</b>
<b>PERSONAL SERVICES</b>							
410	ENGINEERING SERVICES	42,688	41,910	42,741	43,899	1,158	2.7%
470	SWEEPING STREETS	75,810	47,738	77,798	79,746	1,948	2.5%
480	DRAINS, BROOKS, BASINS	152,390	188,028	228,666	236,226	7,560	3.3%
962	ADMINISTRATION	340,928	343,345	346,310	360,346	14,036	4.1%
976	FACILITIES & GROUNDS	29,724	30,867	31,484	33,077	1,593	5.1%
410	ADDITIONAL PROGRAM REQUIREMENTS				159,709	<sup>1</sup>	159,709
940	CUSTOMER SERVICE				79,404	<sup>2</sup>	79,404
942	INFORMATION TECHNOLOGY				77,602	<sup>2</sup>	77,602
962	OTHER INDIRECT SERVICES				132,613	<sup>2</sup>	132,613
	<b>PERSONAL SERVICES TOTAL</b>	<b>\$ 641,540</b>	<b>\$ 651,888</b>	<b>\$ 726,999</b>	<b>\$ 1,202,621</b>	<b>\$ 475,622</b>	<b>65.4%</b>
<b>EXPENSES</b>							
410	ENGINEERING SERVICES	21,720	20,304	19,144	19,533	389	2.0%
470	SWEEPING STREETS	12,519	14,790	40,000	40,000	-	0.0%
480	DRAINS, BROOKS, BASINS	39,949	61,364	87,000	127,000	40,000	46.0%
962	ADMINISTRATION	1,068	1,199	1,205	1,205	-	0.0%
996	EQUIPMENT	41,521	58,644	46,000	48,200	2,200	4.8%
940	CUSTOMER SERVICE				25,000	<sup>2</sup>	25,000
942	INFORMATION TECHNOLOGY				40,000	<sup>2</sup>	40,000
962	BENEFITS AND INSURANCE				104,250	<sup>2</sup>	104,250
962	CONTRIBUTORY RETIREMENT				50,000	<sup>2</sup>	50,000
995	DEPRECIATION				127,250	<sup>3</sup>	127,250
	<b>EXPENSES TOTAL</b>	<b>\$ 116,777</b>	<b>\$ 156,301</b>	<b>\$ 193,349</b>	<b>\$ 582,438</b>	<b>389,089</b>	<b>201.2%</b>
	<b>PERSONAL SERVICES &amp; EXPENSE TOTAL</b>	<b>\$ 758,317</b>	<b>\$ 808,189</b>	<b>\$ 920,348</b>	<b>\$ 1,785,059</b>	<b>864,711</b>	<b>94.0%</b>
<b>CAPITAL</b>		229,210	43,253	724,500	985,000	260,500	36.0%
<b>CONTINGENCY</b>					200,000	200,000	
	<b>GRAND TOTAL</b>	<b>\$ 987,527</b>	<b>\$ 851,442</b>	<b>\$ 1,644,848</b>	<b>\$ 2,970,059</b>	<b>\$ 1,325,211</b>	<b>80.6%</b>

<sup>1</sup> Labor for in-house design services for retro-fit projects and temporary labor for Illicit Discharge Detection and Elimination (IDDE).

<sup>2</sup> These services are provided by other Departments and funded through their budgets.

<sup>3</sup> Assumes accounting for capital investments currently on the Town's depreciation schedule.

**TABLE 2 - DPW STORMWATER FUND FY2024 CAPITAL FUNDING REQUEST**

Program	Fund Code	FY2021 Funding	FY2022 Funding	FY2023 Funding	FY2024 Plan	FY2025 Plan	FY2026 Plan	FY2027 Plan	FY2028 Plan
<b>Drainage Improvements</b>									
1. Drainage System Rehabilitation	GF	0	185,500	354,500	500,000	500,000	500,000	500,000	500,000
2. Drainage System Repairs (Highway)	GF	0	80,000	120,000	150,000	150,000	150,000	150,000	150,000
3. Green Infrastructure Improvements	GF	0	0	0	50,000	200,000	50,000	200,000	50,000
4. GIS System Mapping/Modeling	GF	0	0	0	10,000	10,000	10,000	10,000	10,000
5. Drainage Equipment	GF	0	0	250,000	275,000	0	0	0	0
<b>Subtotal</b>		<b>0</b>	<b>265,500</b>	<b>724,500</b>	<b>985,000</b>	<b>860,000</b>	<b>710,000</b>	<b>860,000</b>	<b>710,000</b>
<b>DPW GRAND TOTAL</b>									
<b>FUNDING CATEGORIES</b>									
Improvements - DPW Sponsored - General Fund (GF)		0	265,500	724,500	985,000	860,000	710,000	860,000	710,000
Equipment Purchases - General Fund		0	0	0	0	0	0	0	0
Improvements - Multi-User Sponsored - General Fund (GF)		0	0	0	0	0	0	0	0
<b>"Cash Capital" Subtotal</b>		<b>0</b>	<b>265,500</b>	<b>724,500</b>	<b>985,000</b>	<b>860,000</b>	<b>710,000</b>	<b>860,000</b>	<b>710,000</b>
DPW Improvements - Bonding (B)		0	0	0	0	0	0	0	0
Multi-User Sponsored - Bonding (B)		0	0	0	0	0	0	0	0
Other Funding Chapter 90		0	0	0	0	0	0	0	0
Other CPC/Grants/Gifts		0	0	0	0	0	0	0	0
<b>DPW GRAND TOTAL</b>		<b>0</b>	<b>265,500</b>	<b>724,500</b>	<b>985,000</b>	<b>860,000</b>	<b>710,000</b>	<b>860,000</b>	<b>710,000</b>

Fund Codes: GF = General Fund CH = Chapter 90 O = Other B = Borrowing

## **PROGRAM 429 - STORMWATER**

### **Program Objective**

#### ***Subprogram 410 – Engineering Services***

This subprogram includes activities undertaken to develop and effectively maintain the Town's Stormwater Management Program and address other storm collection system issues. Included are the requirements and conditions of the Town's General Permit under Phase II of the National Pollutant Discharge and Elimination System (NPDES). Specific activities related to Stormwater Management include:

- Continued Implementation of the Town's Stormwater Management Plan
  - Working with the US EPA Region 1 and its consultants in the implementation of and necessary revisions to the plan
  - Coordinating the participation of other Town Departments, Boards and Committees in the implementation of the plan
- Apply for and use grant funding as may be available for the implementation of any components of the plan
- Prepare annual reports to US EPA and MADEP regarding the status of the plan's implementation and compliance with the Town's NPDES General Permit
- Address other stormwater management or stormwater collection system issues that may arise
- Review and make recommendations to amend the Town's Stormwater Drainage System Rules and Regulations

#### ***Subprogram 470 - Street Cleaning***

The *Street Cleaning* subprogram cleans streets, walks and parking lots by sweeping and picking up sand and debris to provide safe traffic movement and maintain a desirable environment. The three commercial areas in Town are swept twice each week and a full sweep of the town (approximately 234 lane miles) is done each spring which includes the sweeping of sidewalks on some arterial roadways. The Town owned street sweepers are also used to clear debris after traffic accidents and to clean debris from Town roadway construction jobs.

#### ***Subprogram 480 - Maintenance – Storm Drains, Brooks and Catch Basins***

The *Storm Drains, Brooks and Catch Basins* subprogram maintains the stormwater drainage system, including storm drains and brooks, in order to provide for the free flow of surface water to minimize flooding, erosion and property damage. Activities include the cleaning and maintenance of approximately 3,650 catch basins, 121 miles of storm drains and 15 miles of brooks and streams. Catch basins are cleaned regularly to minimize standing water and flood problems throughout the Town. In addition, basins located in problem-prone areas, or at drainage collection points are cleaned prior to, or immediately after storms to prevent flooding and property damage. Catch basin cleanings are stored, tested, hauled to an approved landfill, and disposed in accordance with DEP regulations.

### ***Subprogram 940 - Customer Accounts***

The purpose of the Customer Accounts subprogram is to provide and maintain an efficient customer service system including billing and collection functions and to provide services and information for encouraging conservation and the efficient use of water. The costs of the Customer Accounts activities are shared between Stormwater, Water, Sewer and Electric.

The Personal Services for this Subprogram are Direct Charges. The Customer Accounts subprogram provides customer services such as meter reading, customer records and collection activities; the processing of customer applications and deposits; preparation and mailing of regular and special billings; follow-up on unpaid and overdue accounts; servicing of customer inquiries and complaints; compilation of usage statistics and reports; and promotion of water conservation practices. Costs and materials associated with subprogram activities include the cost of labor, equipment use, allocated insurance and retirement expenses, postage and mailing expenses, data processing expenses and office supplies.

### ***Subprogram 960 - Administration***

The purpose of the Administration subprogram is to manage and integrate funds, material, labor, and equipment to provide an effective and efficient and reliable potable water program.

Subprogram activities include the managerial functions of planning, budgeting, scheduling, staffing, and controlling Wellesley's Stormwater Program. Functions directed and coordinated include constructing, operating and maintaining wells, pumps, water distribution lines, and storage systems to provide a potable and reliable water supply for residential and commercial uses and for fire protection; and for promoting conservation and protection of water resources.

Costs and materials associated with this subprogram include the administrative and general salaries, allocated insurance and retirement expenses, equipment use, office supplies, professional services, property insurance, damages, conferences, and interest expense.

### ***Subprogram 996 – Equipment Maintenance***

This subprogram includes all costs related to maintenance and repair of Stormwater vehicles and equipment. Personal Services costs include time inspecting, washing, and other equipment setup services required. Expenses include Fleet Maintenance repairs and maintenance and also includes parts and sublet repairs.

**Department of Public Works FY 2024 Salary Allocations**

POSITION	OPERATING	STREET PERMIT PROGRAM	ENTERPRISE FUND SUPPORT	STORMWATER ENTERPRISE	CAPITAL	TOTAL
<b>ENGINEERING DIVISION</b>						
TOWN ENGINEER	50%		20%	30%		100%
ASST. TOWN ENG	50%		20%	30%		100%
SR. CIVIL ENGINEER	25%		5%	70%		100%
SR. CIVIL ENGINEER	70%			30%		100%
OFFICE ASSISTANT	48%	43%		10%		100%
<b>HIGHWAY DIVISION</b>						
SUPERINTENDENT	50%			50%		100%
ASSIST SUPERINTENDENT	55%	15%		30%		100%
GENERAL FOREMAN	80%			20%		100%
SR. OFFICE ASSISTANT	80%			20%		100%
WATCHPERSON	30%		50%	20%		100%
WATCHPERSON	30%		50%	20%		100%
WATCHPERSON	30%		50%	20%		100%
WATCHPERSON	30%		50%	20%		100%
<b>MANAGEMENT DIVISION</b>						
DIRECTOR	55%		35%	10%		100%
EXECUTIVE SECRETARY	55%		35%	10%		100%
EXECUTIVE SECRETARY	55%		35%	10%		100%
PROGRAMS MGR/ASST DIR	40%		50%	10%		100%
SR. MANAGEMENT ANALYST	50%		40%	10%		100%
DATABASE/APPLICATION MGR	50%		40%	10%		100%
MANAGEMENT ANALYST	0%	10%	80%	10%		100%
SAFETY COORDINATOR	50%		40%	10%		100%
OFFICE ASSISTANT	50%		40%	10%		100%
<b>Total</b>				<b>460%</b>		



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** E1

**Project Name:** **Drainage System Rehabilitation**

**Purpose:** Drainage System Improvements

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	<b>\$354,500</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>
<b>Planned Expenditures:</b>						
Personal Services	\$177,250	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
Expenses	\$177,250	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000
<b>TOTAL:</b>	<b>\$354,500</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$500,000</b>

**Justification:** The Town's stormwater drainage system contains 120 miles of storm drains, several miles of culverts, approximately 100 headwalls, and over 3,600 catch basins. Funding for this program will provide for drainpipe and structure rehabilitation or replacement throughout the system. There are currently over 60 projects identified with preliminary estimates totaling approximately \$1,000,000.

**Lead Division:** Highway

**Project Code:** 95250

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** E2

**Project Name:** **Drainage System Repairs (Highway)**

**Purpose:** Renovate and Replacement of Drainage Structures & Pipe

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	<b>\$120,000</b>	<b>\$150,000</b>	\$150,000	\$150,000	\$150,000	\$150,000
<b>Planned Expenditures:</b>						
Personal Services	\$60,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Expenses	\$60,000	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
<b>TOTAL:</b>	<b>\$120,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>	<b>\$150,000</b>

**Justification:** The Town's stormwater drainage system contains 120 miles of storm drains, several miles of culverts, approximately 100 headwalls, and over 3,600 catch basins. Work includes installing berm, adjusting driveway aprons and regrading sidewalk or roadway section to improve stormwater drainage. There are currently over 30 locations identified needing renovation or replacement and this funding is for approximately 10 projects per year.

**Lead Division:** Highway

**Project Code:** 95240

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** E3

**Project Name:** **Green Infrastructure Improvements**

**Purpose:** Sustainable Stormwater Improvements

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$0	\$50,000	\$200,000	\$50,000	\$200,000	\$50,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$50,000	\$200,000	\$50,000	\$200,000	\$50,000
<b>TOTAL:</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$200,000</b>	<b>\$50,000</b>	<b>\$200,000</b>	<b>\$50,000</b>

**Justification:** There are approximately 300 individual Green Infrastructure elements in Wellesley including dry wells, stormceptors, infiltration systems, cleanouts, water quality inlets, detention basins, and oil/water separators. This program provides for additions to and replacements of this infrastructure and will be supplemented in future budgets with a program for the maintenance of these Stormwater Best Management Practices (BMPs).

**Lead Division:** Highway

**Project Code:** 95240

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** E4

**Project Name:** **GIS System Mapping/Modeling**

**Purpose:** To provide funding to complete the stormwater GIS layers and the creation of stormwater system modeling.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$0	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
<b>TOTAL:</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>

**Justification:** Maintenance activities and capital improvements will be completed more efficiently as additional stormwater information is added to the Town's GIS mapping system.

**Lead Division:** Highway

**Project Code:** 95240

**Date:** 11/10/2022



**Town of Wellesley**  
**Department of Public Works**  
**CAPITAL PROJECT PLANNING SHEET**

**Fiscal Year:** 2024  
**Project ID:** E5

**Project Name:** **Drainage Equipment**

**Purpose:** To inspect and maintain the Town's 130 miles of Surface and Subsurface Drainage system.

	2023	2024	2025	2026	2027	2028
<b>Funding Requirements:</b>	\$250,000	\$275,000	\$0	\$0	\$0	\$0
<b>Planned Expenditures:</b>						
Personal Services	\$0	\$0	\$0	\$0	\$0	\$0
Expenses	\$250,000	\$275,000	\$0	\$0	\$0	\$0
<b>TOTAL:</b>	<b>\$250,000</b>	<b>\$275,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Justification:** FY24 funds are being requested to replace one of the Department's two street sweepers. The oldest sweeper being a the 2016 Elgin Pelican. These sweepers are utilized to meet the Town's storm water permit requirements. This includes the annual 220 lane miles of Town wide street sweeping and the bi-weekly street sweeping of the Town's commercial areas from April thru November.

**Lead Division:** Highway

**Project Code:** 95240

**Date:** 11/10/2022



Town of *Wellesley*  
FY2024 Budget Request

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**Department of Public Works  
Stormwater Utility Enterprise Fund Budget Request  
Version 2.0**

*Approved by the Board of Public Works  
December 13, 2022*