



## Town of *Wellesley*

### FY2024 Budget Request

### Council on Aging: Mission, Services & Priorities

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### Wellesley Council on Aging FY24 Tax Impact Budget Request

The Wellesley Council on Aging (COA) Board is pleased to present our FY24 Tax Impact Budget Request of \$531,638. As we continue to expand our services to connect with more of the 6,596 Wellesley Residents over the age of 60, we strive to make our services/programs more meaningful and accessible to all. Throughout the past year, and continuing into FY23, one primary objective remains meeting our seniors where they are, which means having a clear understanding of the needs of our senior residents and providing for those needs and desires through quality programs, services, social and educational opportunities for all of Wellesley's aging population.

#### **Mission**

The Mission of the Wellesley Council on Aging:

- serves as the community resource for older adult residents (60+), their families, and caregivers;
- acts as the primary advocate for Wellesley's older adults;
- provides comprehensive programs, social services, meal and transportation services, educational and fitness activities to enhance socializing opportunities;
- fosters an environment of well-being and community.

#### **Department Overview**

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

#### **Organizational Structure**

The Council on Aging (COA) is overseen by an eleven-member board appointed by the Select Board. The department has six full-time employees and five part-time employees. The COA is informally divided into the following functions: Social Services/Outreach, Programs/Activities, Administration, Transportation, and Volunteerism. Reflected in the Organizational chart below, please note that open circles represent positions that are either open or part time.

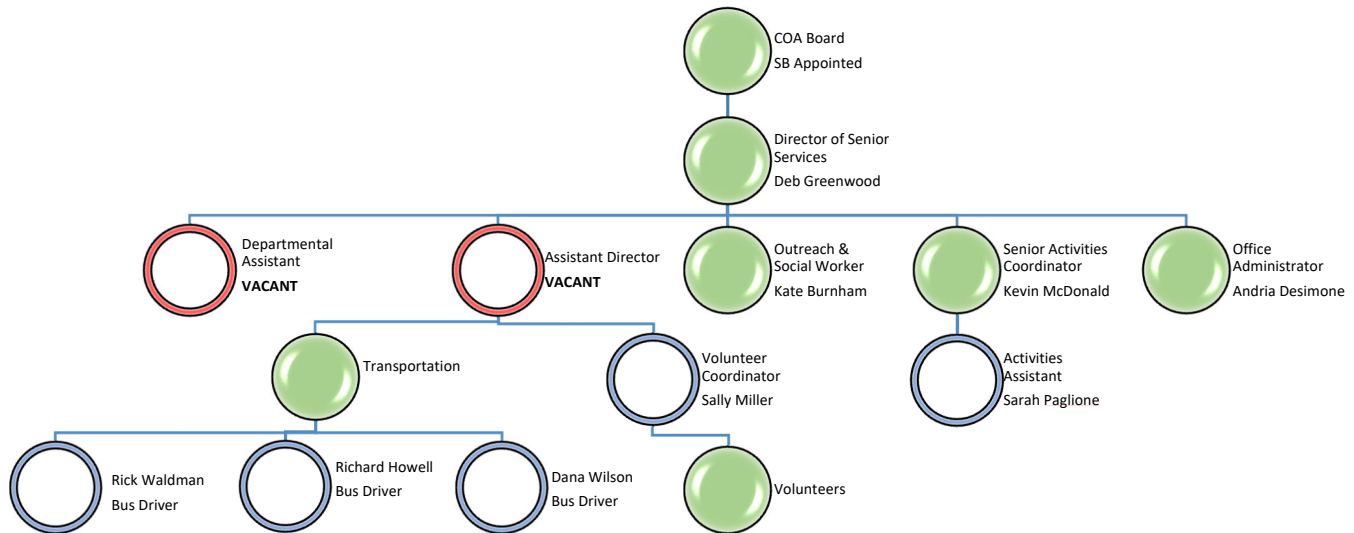
## COA Organizational Chart



# Town of Wellesley

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### Highlights from the Past Year

We can best describe FY22 as a year of challenge, change, resilience, and re-building. For the better part of FY22, our COA Director worked remotely due to medical issues, until a maternity leave occurring in late November. During the time of her absence, the Assistant Director managed the day-to-operations and inspired the staff to achieve significant accomplishments, in spite of additional staffing shortages related to multiple staff needing medical leaves. The Director returned in mid-February, but quickly announced her resignation, effective late April.

This once again put the day-to-day operations in the hands of the Assistant Director for the remainder of FY22. The staff members were exemplary during these times of uncertainty and staffing challenges, and continued to provide for the needs of the seniors through activities, services, and meaningful social and emotional opportunities. The staff and Board worked closely to address concerns expressed by our patrons related to COVID and the reopening of the building. The extra safety measures taken were an added challenge for the staff and volunteers, and the patrons were deeply appreciative of the efforts made to ensure a safe environment. By the end of FY22, more and more familiar faces had returned to the Tolles Parsons Center for in-person activities, as COVID began to show signs of receding.

As the COVID threat waned, we welcomed the opportunity to, once again, enjoy two of our favorite annual in-person, celebrations with our ever-supportive Town partners; the Wellesley Police Department and the Wellesley Fire Department, who sponsored the Annual Police BBQ and the Annual Thanksgiving Dinner, respectively.



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As the 2022 calendar year draws to a close, our primary focus is continuing to provide for the needs of our seniors while recruiting a new COA Director, Assistant Director, and one open support staff position. We do so with great optimism and determination, and look forward to the exciting opportunities that accompany new leadership.

#### **Upcoming Year Goals/initiatives**

Our plan is to continue to more definitively determine the unmet needs of our Wellesley older adults by analyzing our COA data, utilizing survey tools, researching trends concerning Older Adults communities, and responding to the requests of our patrons. We are committed to achieving a balance for the continued access to both in-person and on-line classes, lectures, and activities, and operationally, how best to accommodate these audiences simultaneously. Another goal is to remain poised to respond to any changes to the current Public Health conditions, and to quickly adapt to make any necessary changes needed to support the older, Wellesley residents. We also look forward to exploring program enrichments through the use of pilot programs, and exploring options and the feasibility for achieving greater sustainability within COA/TPC environment.

#### **Long-Term Goals/Initiatives**

During the COA Board's retreat in November 2022, the emphasis of the Board's work was to establish a sound foundation necessary to support a new Director and Assistant Director, to re-evaluate department goals, to commit to and prepare for the development of a new 5 Year Long-Range Strategic Plan, and to continue our work to finalize a plan for our on-going quest to expand our service hours, thereby creating more opportunities for seniors who are still engaged in day time work to experience and enjoy the Tolles Parsons Center.

#### **Operating Personal Service Budget Summary**

The COA FY24 Proposed Personal Services Budget is \$453,888 which includes 3.0% salary increases for Group 40 series employees, and 2.0% salary increases for Group 50/60 series. This request is \$29,462 greater than FY23 Request.

Several factors impacted the FY24 Personal Services Budget request, resulting in a 6.94% increase over FY23, and making it impossible to submit our FY24 Personal Services Budget at, or under, guideline this year. The explanations are as follows. We had an unanticipated reclassification of the Health and Human Services Administrator's position, occurring in March, 2022, resulting in a \$6,026 annual unbudgeted increase, due to the regrading from a Grade 53 to Grade 55. This FY24 budget reflects the necessary adjustment to the HHS annual salary. A second factor was the correction to the salaries of two open positions, Director and Assistant Director, which were budgeted at significantly lower salaries than the mid-point for each position. Corrections were made to both positions according to the Budget Prep Manual, and are now reflected in our FY24 Budget. And a far more consequential factor was the loss of the \$10,000 annual disbursement from the Eastern Development Grant. Historically, these funds had been exclusively applied to offset our transportation personnel salaries, per the grant requirements. The COA's annual budgets have included the Eastern Development grant monies as offsets to our Personal Services budget for more than 10 years. It was not until November



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2022 that we received confirmation that the grant was no longer available to the COA, and this was after the FY24 Draft Budgets were distributed. After notifying Finance and asking to have that correction made to the budget, along with the corrections to the open salaries, our Budget was already at a % Variance FY23-24 of only (-1.5). Annual increases were then made to all remaining 40 and 50 series salaries resulting in the final % Variance FY23-24 of 6.94%, and \$\$Variance FY23-24 of \$29,462. To overcome the loss of such a significant portion of our Personal Services Budgets is insurmountable for the COA, as we have no other provisions available to cover staff salaries.

#### **Operating Expense Budget Summary**

The expense budget of \$77,750 is a 2.71% increase over FY23. We have made attempts to reduce our expenses, reflected in the decrease of line items: Vehicle Maintenance; Office Supplies; In-State Travel; Conference Fees, and Office Supplies. We have level-funded most of our expenses and added slightly to the budget in those areas we expect to need for the successful support of a new Director and Assistant Director; most notably, Computer Equipment and Staff Professional Development. Additional increases are needed for Equipment Maintenance/Repair Supplies due to the Fitness Room equipment showing signs of significant wear and have begun experiencing repeated failures. Lastly, we increased funding for Board Training, as we prepare to embark on the Long-Range Strategic Plan.

Line items and amount decreased:

- Vehicle Maintenance (\$1000);
- Conferences/Meetings Administrator (\$1,300);
- In-state Travel (\$900);
- Office Supplies (\$200)

Line items and amount increased:

- Equipment Maintenance \$1,350
- Newsletter Mailing \$1,000
- Program and Activities \$500
- Board Training \$550
- Internet/Cable \$500
- Computer Equipment Maintenance \$500
- Training and Development \$500
- Software Licenses \$250
- Telephone \$200
- Photocopying \$100

#### **Capital Budget Summary**

The COA celebrated the five-year anniversary of the Tolles Parsons Center in October 2022. In FY23, the select Board authorized and funded FMD to embark upon a study of the TPC kitchen, which remains unable to be permitted for use by the Board of Health. Representatives from the Select Board, FMD, and COA continue to meet while the study is underway. We have determined that additional time for



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this study is required, therefore we have adjusted our Capital request for monies supporting the kitchen project and moved that request to FY25. In light of that change, for FY24, we have requested \$25,000 for the purchase and installation of (4) low-energy, power-assisted, automatic door openers for the restrooms on the first and second floors. Our request for these openers was expedited after learning of a COA patron who recently sustained significant injuries, resulting in hospitalization, after the exterior power-assisted door closed on her as she attempted to pass through the doorway using her walker. Investigations into those existing units at the building entrance revealed that these units were discontinued by the manufacturer in September 2017. The units installed on the front entrance do not have a safety relay that will reverse the action of the door if it encounters an object. The company recommends replacing the units with models that are equipped with the automatic safety stop and reversal feature. We hope to replace those (2) units working with FMD, but our request for new door openers comes after learning that our patrons who use walkers, canes, wheelchairs, or who have mobility issues cannot open the extremely heavy wooden restroom doors. Additionally, we have also learned that the attempts being made by our patrons using mobility devices have resulted in significant physical and cosmetic damage to the wooden surfaces of the doors, and more importantly, they cannot safely access the restrooms. We feel strongly that our commitment must be to the Safety, Dignity and Preservation of Independence of all our COA patrons, reflected in our FY24 Capital request. All subsequent Capital requests remain unchanged for years FY24-FY28. Our FY24-28 Capital requests totaling \$105,000, are \$25,000 less than our previous 5-year Capital request of \$130,000.

Submitted by:

COA Staff: Kate Burnham, Acting Director

COA Board: Tony Parker, Chair

Susan Rosefsky, Secretary

Marlene Allen

Tory DeFazio

Lori Ferrante

Cynthia Sibold

Dianne Sullivan

Kathy Trumbull

Kathleen Vogel

Tina Wang



Town of *Wellesley*

FY2024 Budget Request

Council on Aging: Mission, Services & Priorities

Council On Aging - FY24 Operating Budget Request

Org	Object	Account # 01-541 Account Title	Explanation	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request	\$ Variance FY23-24	% Variance FY23-24
<b>PERSONAL SERVICES</b>										
01541100	511010	Senior Administrator	Director of Senior Services	\$ 83,541	94,984	76,149	97,121	104,040	\$ 6,919	7.12%
01541100	511015	Senior Accounting Clerk	Assistant Director of Senior Services		32,908	65,416	66,570	72,012	\$ 5,442	8.17%
01541100	511220	Other Professionals	Health & Social Services Administrator	109,249	66,131	66,078	64,633	71,819	7,186	11.12%
01541100	511370	Clerical	Office Administrator, Senior Activities Coordinator; Departmental Assistant	107,797	105,294	112,205	159,070	156,729	\$ (2,341)	-1.47%
01541100	512290	Part-time	Activities Assistant, Volunteer Coordinator	66,632	90,088	97,922	45,440	46,618	\$ 1,178	2.59%
01541100	512490	Coverage for HHS	Coverage for HHS Admin	-	-	-	3,150	3,150	\$ -	0.00%
01541100	511360	Transportation Wages	3 Bus Drivers	-	-	-	41,042	42,120	\$ 1,078	2.63%
01541100	569500	Offsetting Grants	EOEA, Eastern Development	(53,432)	(45,000)	(52,600)	(52,600)	(42,600)	\$ 10,000	-19.01%
			<b>PERSONAL SERVICES SUBTOTAL</b>	<b>313,787</b>	<b>344,405</b>	<b>365,170</b>	<b>424,426</b>	<b>453,888</b>	<b>\$ 29,462</b>	<b>6.94%</b>
<b>EXPENSES</b>										
01541200	524020	Public Transportation	Vehicle Maintenance	4,933	1,989	3,836	6,000	\$ 5,000	\$ (1,000)	-16.67%
01541200	524030	Equipment Maintenance	Senior Registration Program hardware upgrades	-	-	-	1,000	\$ 1,000	\$ -	0.00%
01541200	534080	Software Licenses	MySeniorCenter, Assisted Rides, InDesign, Adobe, Doodle, Zoom 2 accounts (\$30/month-\$720)	4,534	4,034	4,193	5,750	\$ 6,000	\$ 250	4.35%
01541200	524050	Computer Equipment Maintenance	Office Technology Needs outside scope of Town	4,540	3,463	-	2,000	\$ 2,500	\$ 500	25.00%
01541200	543040	Equipment Maintenance /Repair Supplies	TPC kitchen equipment; fitness center equipment annual maintenance/repair	1,724	700	4,633	4,150	\$ 5,500	\$ 1,350	32.53%
01541200	530500	Training & Development	Staff Professional Development Opportunities - Not MCOA & NCOA	84	2,457	671	2,500	\$ 3,000	\$ 500	20.00%
01541200	530900	Other Professional Services	Heavy duty TPC kitchen cleaning 1x/month - \$150/mo + 3 special	405	-	940	2,150	\$ 2,150	\$ -	0.00%
01541200	573010	Dues - Administrators	NCOA and MCOA annual dues - NCOA \$200, MCOA \$1500	1,448	145	1,303	1,700	\$ 1,700	\$ -	0.00%
01541200	541010	Public Transportation	Gasoline - \$4,626 base, but add more offsite trips with expanded programming	2,340	1,221	2,714	6,000	\$ 6,000	\$ -	0.00%
01541200	534010	Postage	General postage-doesn't include newsletter	708	645	658	1,500	\$ 1,500	\$ -	0.00%
01541200	534020	Telephone	4 POTS lines @ TPC - POTS \$1,600, Cell phones (SW, Bus, Director, Activities)-\$225/month	1,529	1,975	3,692	4,300	\$ 4,500	\$ 200	4.65%
01541200	534055	Cable and Internet	Monthly Hulu -\$80/month	967	701	1,085	1,000	\$ 1,500	\$ 500	50.00%
01541200	534040	Printing and Mailing Expense	Newsletter mailings to households 60+ 6X/year (approx. \$1500/ mailing)	8,470	12,760	13,585	9,000	\$ 10,000	\$ 1,000	11.11%
01541200	534060	Photocopying	Ink, toner, paper, repairs	1,555	1,781	2,269	2,400	\$ 2,500	\$ 100	4.17%
01541200	542010	Office Supplies	Office Supplies, PPE and Hand Sanitizer costs	2,283	5,358	2,289	3,700	\$ 3,500	\$ (200)	-5.41%
01541200	549050	Food - Departmental		136	-	-	-	\$ -	\$ -	0.00%
01541200	557010	Programs and Activities	Program costs, presenter fees, subscription fees, and supplies	10,043	17,125	17,760	19,000	\$ 19,500	\$ 500	2.63%
01541200	557020	Social and Cultural Programs		150	-	-	-	\$ -	\$ -	0.00%
01541200	571010	In-state travel (mileage)	Staff business related - Home visits, errands, travel training	154	43	2	1,100	\$ 200	\$ (900)	-81.82%
01541200	557030	COA Survey	Possible survey	-	-	-	-	\$ -	\$ -	0.00%
01541200	571140	Board Training/Seminars	Board training, seminars, retreat professional costs				650	\$ 1,200	\$ 550	84.62%
01541200	571110	Conferences/Meetings Administrators	Conference Fees	84	125	-	1,800	\$ 500	\$ (1,300)	-72.22%
			Offsetting Grants	(14,100)	(7,600)			\$ -	\$ -	0.00%
			<b>EXPENSE SUBTOTAL</b>	<b>31,987</b>	<b>46,922</b>	<b>59,631</b>	<b>75,700</b>	<b>77,750</b>	<b>\$ 2,050</b>	<b>2.71%</b>
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	\$ -	\$ -		\$ -	\$ -	\$ -	
			<b>DEPARTMENT TOTAL</b>	<b>\$ 345,774</b>	<b>\$ 391,328</b>	<b>\$ 424,801</b>	<b>\$ 500,126</b>	<b>\$ 531,638</b>	<b>\$ 31,512</b>	<b>6.30%</b>

## West Suburban Veterans District Operating Request

Org	Object	Account # 01-543 Account Title	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request	\$ Variance FY23-24	% Variance FY23-24
<b><u>EXPENSES</u></b>									
01543200	577010	Ordinary Veterans Benefits <sup>1</sup>	\$ -	\$ -	\$ -	-	-	\$ -	0.00%
01543200	569555	Veteran's District Assessment	70,502	70,822	60,004	61,791	63,394	\$ 1,603	2.59%
		<b>EXPENSE SUBTOTAL</b>	<b>70,502</b>	<b>70,822</b>	<b>60,004</b>	<b>61,791</b>	<b>63,394</b>	<b>\$ 1,603</b>	<b>2.59%</b>
		570000 Other Charges & Expenses	-	-	-	-	-	\$ -	0.00%
		<b>DEPARTMENT TOTAL</b>	<b>\$ 70,502</b>	<b>\$ 70,822</b>	<b>\$ 60,004</b>	<b>\$ 61,791</b>	<b>\$ 63,394</b>	<b>\$ 1,603</b>	<b>2.59%</b>

<sup>1</sup> The ordinary benefits & grave flags are reimbursable from the State at 75%



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Youth Commission: Mission, Services & Priorities

The Wellesley Youth Commission provides programs and services designed to ensure that Wellesley's youth feel they are a valued part of the Wellesley community. By providing a wide variety of community-based events, programs, and services, the Youth Commission strives to appeal to and meet the needs of a broad spectrum of middle and high school-aged youth and their families. Programs and services provided by the Youth Commission are implemented and managed by the Youth Director. Youth Commission programs planned for FY 2024 include the continuation of the following:

- **Wellesley Fire Rescuers Summer Program** is an educational summer program for middle school-aged youth run collaboratively by the Youth Commission and the Wellesley Fire Department. Participants spend a week with Wellesley Fire personnel where they gain a valuable perspective on the importance of emergency service personnel within the Wellesley community while learning about careers in fire and public safety.
- **Wellesley Police Department Youth Academy** is a weeklong program for youth interested in exploring the Wellesley Police Department and who are entering grades 6, 7, and 8. Participants spend a week with Wellesley Police personnel where they gain a valuable perspective on the importance of law enforcement within their community. While learning about law enforcement careers, Cadets will also get to know local police officers, which enables youth to build rapport with the department.
- **Wellesley Eco Summer Program** is a weeklong exploration for middle school-aged youth with Wellesley Media Corporation. Highlights for this program include learning the art of program planning; learning to operate Wellesley Media studio equipment including cameras, audio, and editing devices; and gaining the skills to produce a public service announcement or news piece for Wellesley Media Corporation.

And the addition of

- **Wellesley Green Shirts Employment Program** – The Youth Commission's Employment Program for local youth (ages 14+) interested in matching for part-time and/ or seasonal employment with the Town of Wellesley.

The Youth Commission will continue to provide social educational programming in collaboration with the Wellesley Police Department for the Wellesley Public Schools; these programs are based on trends facing youth and their families, in real-time. The Youth Director continues to work closely with the Health Department to assess and serve the needs of Wellesley's most vulnerable families living in public subsidized housing.

	FY20	FY21	FY22	FY23	FY24
PERMANENT STAFFING (FTEs)	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Request</u>
Position Titles:	-	-	-	-	-
Senior Administrator	1.0	1.0	1.0	1.0	1.0
Student Intern	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
<b>Total Number of Positions</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>





Town of *Wellesley*  
 FY2024 Budget Request  
 Youth Commission: Mission, Services & Priorities

Youth Commission Operating Request											
Org	Object	Account # 01-542 Account Title	Explanation	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request	\$ Variance FY23-24	% Variance FY23-24	
<b>PERSONAL SERVICES</b>											
01542100	511010	Senior Administrator	Salary for the Youth Director	\$ 79,291	\$ 81,082	\$ 82,906	\$ 84,979	\$ 86,346	\$ 1,368	1.61%	
01542100	512020	Student Intern/ temp	Funds for Youth Commission temporary help or intern.	1,855	8,240	8,404	8,635	8,894	\$ 259	3.00%	
<b>PERSONAL SERVICES SUBTOTAL</b>				<b>81,146</b>	<b>89,322</b>	<b>91,310</b>	<b>93,614</b>	<b>95,240</b>	<b>1,627</b>	<b>1.74%</b>	
<b>EXPENSES</b>											
01542200	527010	Building Rental/Lease	Rental costs for office space and storage space					-	\$ -	0.00%	
01542200	534010	Postage	Postage for various mailing activities	9	-	-	100	100	\$ -	0.00%	
01542200	534020	Telephone	Provides for telecommunication services					-	\$ -	0.00%	
01542200	534060	Photocopying	Ability to duplicate various materials will be needed					-	\$ -	0.00%	
01542200	538090	Other Purchased Services	Outside consulting services	-	-	-	60	60	\$ -	0.00%	
01542200	542010	Office Supplies	Office supplies and materials	254	450	316	500	500	\$ -	0.00%	
01542200	557020	Social and Cultural Programs	The Youth Commission runs a variety of programs for the town's youth	11,289	14,798	14,453	16,280	16,280	\$ -	0.00%	
01542200	571010	In-state travel (mileage)	Travel expenses to and from various functions, events, meetings, and conferences.						\$ -	0.00%	
01542200	573010	Dues - Administrators		150	125	125	150	150	\$ -	0.00%	
<b>EXPENSES SUBTOTAL</b>				<b>11,702</b>	<b>15,373</b>	<b>14,894</b>	<b>17,090</b>	<b>17,090</b>	<b>\$ -</b>	<b>0.00%</b>	
	570000	Other Charges & Expenses	Encumbered Expenses from Prior Year						\$ -	0.00%	
<b>DEPARTMENT TOTAL</b>				<b>\$ 92,848</b>	<b>\$ 104,695</b>	<b>\$ 106,204</b>	<b>\$ 110,704</b>	<b>\$ 112,330</b>	<b>\$ 1,627</b>	<b>1.47%</b>	