



Town of *Wellesley*

FY2025 Budget Request

Executive Director Operating Narrative: Mission, Services & Priorities

MISSION

To implement the policies of the Select Board, manage and direct any and all matters and activities affecting the interests and welfare of the Town that are not specifically assigned by law to any other board or office, and to foster continuous and collaborative improvement of public services and programs.

OFFICE OF THE SELECT BOARD

The Select Board have the authority to appoint department heads to various Town offices. The Board appoints the Executive Director of General Government Services, Fire Chief, Police Chief, and Town Counsel. The Office of the Select Board is within the Office of General Government Services and the administrative duties are managed by the Assistant Executive Director with staff support from the Support Services Manager and the Clerical Assistant.

The Board also appoints members to several town committees such as; the Zoning Board of Appeals, the Registrars of Voters (three of its four members), the Council on Aging, the Municipal Light Board (two of its five members), the Contributory Retirement Board (one of its five members), and the Wellesley Housing Development Corporation.

Working with the Finance Department, the Board coordinates the preparation of General Government budgets for Central Administrative Services, Employee Benefits, Risk Management (Insurance), Law, Memorial and Veterans' Days commemoration, Parking Fine Processing, Traffic and Parking Management, Sealer of Weights and Measures, Town Facilities Maintenance, Town Report, and Unemployment Compensation.

Other Board responsibilities include authority to issue permits and licenses for alcoholic beverages, common victuallers, take-out food, entertainment, public conveyances, and others. It also administers risk management practices and scholarship programs; coordinates, publishes and distributes the annual Town Report; oversees Town facilities maintenance; addresses public safety matters; determines where traffic and regulatory signage, and pavement markings are located; directs traffic engineering; maintains parking facilities and meters; estimates, modifies and maintains voting precincts; administers Town property leases and certain grant applications; and is Town Ombudsman.

EXECUTIVE DIRECTOR OF GENERAL GOVERNMENT SERVICES

The Executive Director of General Government Services serves as the Chief Operating Officer for the Select Board ("Board") and manages the activities of the Office of the Select Board, Finance Department, Facilities Management Department, Climate Action Committee, IT Department, Building Department, the Fire Department (through a delegation policy) West Suburban Veterans District, Sealer of Weights and Measures, and multiple financial accounts. The Executive Director assists the Board in its annual development of Town-wide goals and objectives and is responsible for coordinating staff initiatives to achieve those goals and objectives. She oversees and is responsible for the annual preparation and implementation of the Town-Wide Financial Plan, Five-Year Capital Budget Program, and Annual Operating Budget and provides leadership on



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projects and activities involving multiple boards and/or committees; supports the Board, other elected and appointed boards, and implements the Unified Plan.

OFFICE OF GENERAL GOVERNMENT SERVICES

Working for the Select Board, the chief executive board of the Town, the Office of General Government Services ("Office") manages and directs any and all matters and activities affecting the interest and welfare of the Town that are not specifically assigned by law to any other board or office. The Office administers all provisions of general and special laws applicable to the Town, all by-laws and votes of the Town, and all rules and regulations made by the Board. The Office is a liaison with the state and federal government; local civic and business entities; and other municipalities and municipal organizations. The Office of General Government Services includes the Office of the Select Board.

The Office of General Government Services is staffed by 5 professionals, led by the Executive Director of General Government Services. The staff includes the Assistant Executive Director who is responsible for providing management and administrative support to the Executive Director and to the Select Board, manages the Office of the Select Board, represents the Town at local, state, and regional events, and oversees economic development activities on behalf of the Town. The Public Information Officer organizes and manages the Town's strategic communications efforts, provides public information, town-wide news, event announcements, and operational program materials of community interest. The Support Services Manager position is principally responsible for the management of a variety of required functions of the Select Board including procurement, licensing, public records, appointments, leasing of public lands and support of Town Boards under the jurisdiction of the Select Board. The Clerical Assistant oversees the clerical and office management of the Executive Director's office.

FY23-24 (to date) Goals Accomplished

Town Asset Management/Operations

- Completed union negotiations and contract settlement funds at Special Town Meeting (STM) with 9 town unions.
- Brought FY24 Fire Department Supplemental Request following operational audit to STM.
- Establishment by Board of Policy Subcommittee; currently reviewing Appointments and all Financial Policies.
- Received \$60,000 State Earmark to continue digitization efforts. Currently working with ZBA, Town Clerk, and Select Board office to digitize files.
- Received Community Compact Grants: \$20,000 for HR Centralization Study (underway); \$50,000 for Classification and Compensation Study (to commence January 2024).
- Working to finalize Conservation Restriction on North 40 – Should be complete by June 30, 2024.

Housing

- Worked with Housing Task Force and WHDC to receive funds from the CPC for a Strategic Housing Plan at the Special Town Meeting.



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- Worked with the WHDC, CAC, and SB to investigate renovation of 156 Weston Road for affordable housing including working with Patrick Ahearn Architects (pro bono) to create architectural plan options. WHDC contracted out laser elevations.
- Continue to work on the MBTA Communities compliance with the Planning Staff. Preparing for proposed zoning articles at ATM 24.
- Working with Planning on proposed projects at 489 Worcester Street, 200 Pond Road, 592 Washington Street, 192-194 Worcester/150 Cedar Street.
- Worked with Planning to support modification in Inclusionary Zoning requirements to address 81% - 140% of Area Median Income as defined in WHDC Market Study.
- WHDC is considering an article to convert to Affordable Housing Trust.

Economic Development

- Worked to initiate and communicate design objectives and potential costs associated with the Wellesley Square Amenities Plan.
- Working on MBTA Zoning proposal which would allow as of right housing construction in Wellesley Square Commercial, Business, Business A, Industrial, Industrial A Districts.
- Created Outdoor Dining Policy for parklets.
- Acquired and prioritized FY24 Earmark to support commercial activities in the amount of \$50,000, connecting people and the community. Assistant Executive Director working on plan to expend funds.
- Worked with Boston College students under the direction of Professor Ed Chazen on a study of the commercial redevelopment of properties on Walnut Street.

Connectivity of People and Places

- Worked with the MWRTA to expand the micro-transit Catch Connect pilot program and ridership is at an all-time high. A third bus was added to accommodate demand.
- Worked to continue to implement priority projects and intersections on the Complete Streets list and added a new Rapid Flashing Beacon on Washington Street at Church Street.
- Worked closely with MBTA to improve service and ADA accessibility at the Wellesley Square, Wellesley Hills, and Wellesley Farms Commuter Rail Stations. Received \$1.5 million Federal Earmark to assist with interim ADA Compliance with the use of mini-high platforms.
- Installed bike repair station at Warren Building.

Sense of Community

- Completed Phase 2 of the DEI Task Force goals and objectives and had Resolution approved at ATM 23 with \$100,000 for Equity Audit
- Completed procurement and contracted with Racial Equity Group for Equity Audit.
- Conducted Civil Discourse Training for staff and residents.
- Worked with MLP, FMD, Traffic Committee and others to consider a town-wide solar policy and EV charging policy for buildings and town land.
- Established an EV Charging Traffic Regulation for charging in commuter/public parking lots.



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- Working on a Zero Emission Vehicle Policy.

FY25 Goals

Town Asset Management/Operations

- *Efficiently move all Town Hall Employees back to Town Hall and commence operations.*
- *Continue to digitize public records.*
- *Complete Health Care Negotiations with all Unions for FY26*
- *Evaluate HR Operations with the Collins Center and bring article to ATM 24 or STM 24*
- *Work with HR on Classification and Compensation Study Implementation*
- *Hire new Fire Chief*
- *Evaluate the need for Web Manager Position under PIO or IT*

Housing

- *Work with Planning Department and EOHLC to comply with MBTA Communities program.*
- *Continue to work with WHDC on the renovation and leasing for affordable housing the property located at 156 Weston Road*
- *Work with Housing Task Force on a Strategic Housing Plan*
- *Work with WHDC on Affordable Housing Trust*

Economic Development

- *Define Economic Development Goals and Priorities*
- *Continue to complete and begin to implement the Wellesley Square Amenities Plan by seeking design funds at ATM 24.*
- *Continue to evaluate alternative Parking Management Plans for Wellesley Square and flexible uses for municipal lots.*

Sense of Community

- *Work with Diversity, Equity, and Inclusion (DEI) Task Force to conduct Equity Audit, and host educational seminars and trainings.*
- *Work with on ADA Self-Assessment if awarded grant from the Massachusetts Office of Disability*
- *Continue to conduct Civil Discourse Dialogues*
- *Conduct design for Wellesley Square*
- *Continue to expand service with MRTA to nights and weekends.*

Sustainability



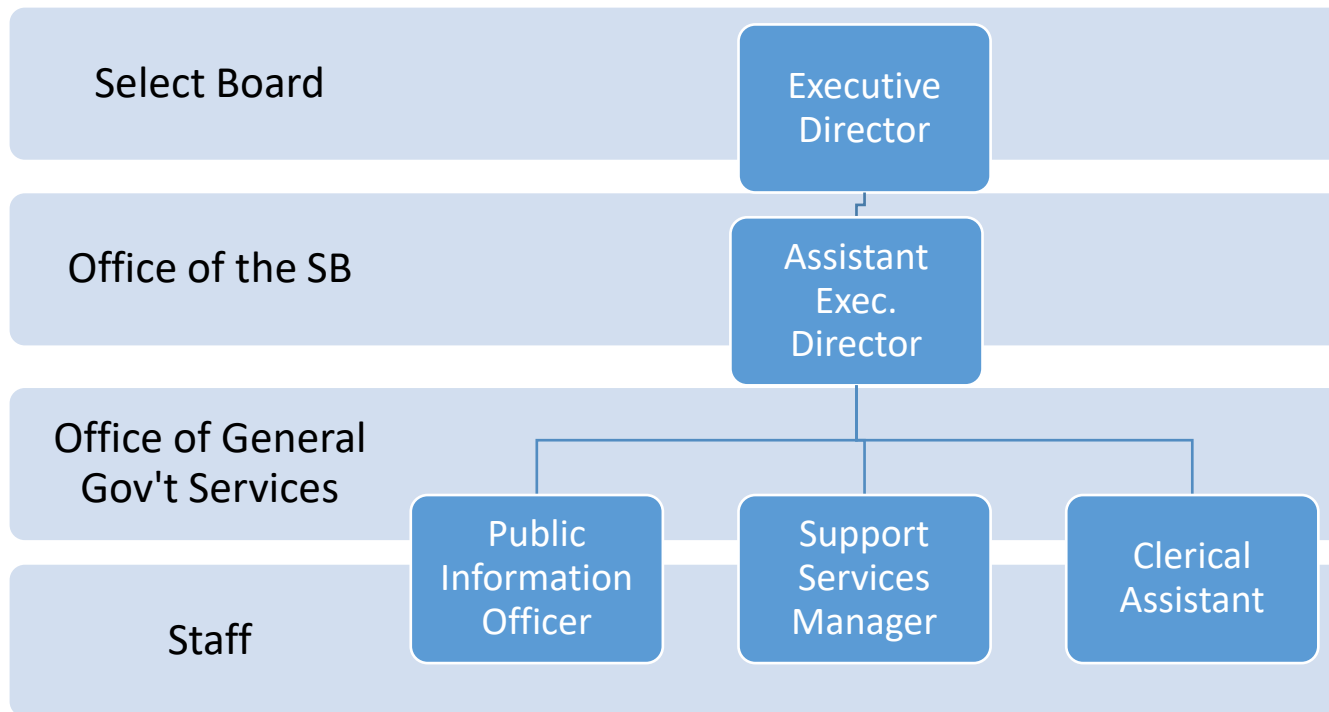
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- Continue to implement the *Climate Action Plan*
- Continue to implement the *Sustainable Mobility Plan* including onboarding a new *Transportation and Mobility Manager* position being sought at ATM 24.
- Conduct *Safe Routes to School* walk and bike shed study.
- Work to improve bike and pedestrian connections in *Commercial Districts* with the *Traffic Committee* and *Transportation and Mobility Manager*
- Continue to work with the *MBTA* to make the *Commuter Rail* stations *ADA Accessible*
- Continue to promote *MWTRA* micro-transit platform, *Catch Connect* and work with *Wellesley College*, *Babson College*, and major businesses to have options for alternative modes of transportation

Operating Budget Summary





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The Executive Director's budget this year represents an overall year increase of 20.61%. The increase includes an assumed salary increase of 2.0% for the Executive Director and 2.5% COLA for all 50/60 series staff and 4% for 40 series staff. Our Clerk is currently on steps as well. There are additional funds set aside to fund any performance evaluation for the Executive Director and overtime for the Clerk. The FY25 budget reflects building on the Unified Plan, Housing Production Plan, Sustainable Mobility Plan, Climate Action Plan and on economic development, increasing communication and social efforts such as the DEI Task Force and the Civil Discourse Initiative, and establishing a new Transportation and Mobility Manager position that will require an operational budgetary increase.



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Executive Director Operating Request

Department: 122

Department Head: Meghan C. Jop, Executive Director

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Personal Services							
Full Time	\$ 471,077	\$ 486,505	\$ 502,582	\$ 582,343	\$ 688,953	\$ 106,609	18.31%
Part Time/Temp/Seasonal	3,430	665	-	-	-	\$ -	0.00%
Longevity	-	-	-	-	-	\$ -	0.00%
Performance/Clerical OT	-	-	-	13,000	9,500	\$ (3,500)	-26.92%
Benefits New Position	-	-	-	-	20,000	20,000	100.00%
Subtotal, Personal Services	474,507	487,170	502,582	595,343	718,453	123,109	20.68%
Expenses	27,023	33,817	21,614	42,000	41,000	\$ (1,000)	-2.38%
Encumbrances	-	-	-	-	-	\$ -	0.00%
	27,023	33,817	21,614	42,000	41,000	(1,000)	-2.38%
TOTAL	\$ 501,530	\$ 520,987	\$ 524,196	\$ 637,343	\$ 759,453	\$ 122,109	19.16%

PERMANENT STAFFING (FTEs)	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Position Titles:					
Executive Director	1.0	1.0	1.0	1.0	1.0
Assistant Exec. Director	1.0	1.0	1.0	1.0	1.0
Deputy Assistant Director	-	-	-	-	-
Economic Development Director	1.0	1.0	-	-	-
Public Information Officer*	1.0	1.0	1.0	1.0	1.0
Support Services Manager*	-	-	1.0	1.0	1.0
Transportation and Mobility Manager**	-	-	-	-	1.0
Clerical Assistant*	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Total Number of Positions	5.0	5.0	5.0	5.0	6.0

* FY22 job classifications were modified

**FY25 New Position

Executive Director Operating Request

Org	Object	Account # 01-122 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES										
01122100	511010	Senior Administrator	Salary of the Executive Director	\$ 215,827	\$ 222,302	\$ 228,970	\$ 232,655	\$ 242,985	\$ 10,330	4.44%
01122100	511220	Other Professionals	Salaries of Asst. Exec. Dir, PIO, Support Services & Clerical Asst.	255,250	264,204	273,612	349,688	445,967	\$ 96,279	27.53%
01122100	512290	Temporary Help	Substitute Exec. Assistant (vacations/sick leave and transcription)	3,430	665	-	-	-	\$ -	0.00%
01122100	512290	Funds to complete Performance Review, Reclassification and OT for Clerk				-	13,000	9,500	\$ (3,500)	-26.92%
01122100	515050	Longevity	Longevity payment due personnel with more than 15 years service.	-	-	-	-	-	\$ -	0.00%
		Benefits New Position		-	-	-	-	20,000	\$ 20,000	100.00%
			PERSONAL SERVICES SUBTOTAL	474,507	487,170	502,582	595,343	718,453	123,109	20.68%
EXPENSES										
01122200	521010	Electricity	Cover Streetlight Deficit	4,589	861	576	-	-	\$ -	0.00%
01122200	524050	Computer Equipment Maint.	Computer Accessories as needed	-	-	374	1,000	900	\$ (100)	-10.00%
01122200	530500	Training & Development	Training for staff members enables the department to stay informed about changes in laws and procedures related to their roles and responsibilities, laws etc.	230	5,700	605	4,000	4,000	\$ -	0.00%
01122200	530600	Appraisals & Surveys	Appraisals as required for land/municipal surveys.	-	-	-	2,000	2,000	\$ -	0.00%
01122200	530900	Other Professional Services	Consulting Services as needed	1,200	5,000	380	6,000	6,000	\$ -	0.00%
01122200	534010	Postage	For routine mailing and also to cover additional mailings (e.g., reports, surveys, etc.).	589	1,053	470	2,500	2,000	\$ (500)	-20.00%
01122200	534020	Telephone	Cell Phone for Executive Director	-	-	-	-	-	\$ -	0.00%
01122200	534030	Advertising - General	These funds are for the cost of placing legal ads in local newspapers.	384	480	383	1,000	900	\$ (100)	-10.00%
01122200	534035	Advertising- Employment	For employment advertising.	-	-	-	-	-	\$ -	0.00%
01122200	534040	Printing and Binding Expense	For large jobs which can't be handled by office copier (e.g., budgets and reports).	-	-	-	400	400	\$ -	0.00%
01122200	534060	Photocopying	Beginning FY11 all Townhall costs are part of Dept 199						\$ -	0.00%
01122200	534090	Other Communications Services	Digital web images	-	540	-	-	-	\$ -	0.00%
01122200	534095	On Line subscriptions/databases	Social Media analytical tools	4,788	4,788	2,994	4,800	4,800	\$ -	0.00%
01122200	538030	Microfilming Services	Microfilming of department records which must be kept indefinitely.	-	-	-	-	-	\$ -	0.00%
01122200	542010	Office Supplies	Office supplies	2,190	3,336	1,939	3,000	2,500	\$ (500)	-16.67%
01122200	549090	Other Food Service Supplies		-	83	472	500	500	\$ -	0.00%
01122200	555020	Periodicals & Newspapers	Newspaper subscriptions	71	73	73	300	300	\$ -	0.00%

Executive Director Operating Request

Org	Object	Account # 01-122 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01122200	557010	Programs and Activisties		160	575	100	300	300	\$ -	0.00%
01122200	571010	In-state travel (mileage)	For reimbursement of mileage	-	29	-	300	300	\$ -	0.00%
01122200	571110	Conf/Meetings Administrators	Attendance at in and out-of-state conferences enables the Town to keep current on new topics and ideas, and exert some influence on decisions by the state or other groups which may impact the Town.	2,342	545	2,411	3,400	3,400	\$ -	0.00%
01122200	573010	Dues-Administrators	Dues for professional organizations such as MMMA, AICP	1,211	1,305	1,205	3,000	3,000	\$ -	0.00%
01122200	573040	Dues-Committee/Board Members	Massachusetts Municipal Association and Norfolk County Selectmen's Association dues.	9,270	9,449	9,632	9,500	9,700	\$ 200	2.11%
01122200	578090	Unclassified Expenses	Inactive Account	-	-	-			\$ -	0.00%
01122200	542010	Office Supplies		-	-	-			\$ -	0.00%
01122200	583120	Office Machines Replacement	Cost for new position-desk,computer,etc.	-	-	-	-		\$ -	0.00%
			EXPENSES SUBTOTAL	27,023	33,817	21,614	42,000	41,000	\$ (1,000)	-2.38%
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal	379	-				\$ -	0.00%
			DEPARTMENT TOTAL	\$ 501,909	\$ 520,987	\$ 524,196	\$ 637,343	\$ 759,453	\$ 122,109	19.16%

Executive Director Operating Request

Department: 122

Job Title Employee Name	FY24 Rate as of 6/30/2024	Group - Step	FY25 Starting Rate 7/1/2024	Step Adjustment Date	Adjusted Rate	Total Yrly Salary	Salary Request (Dept 122)*
Executive Director Meghan Jop	\$ 4,563.62	69	\$ 4,654.89	N/A	N/A	242,054	242,985
Assistant Executive Director Corey Testa	\$ 2,500.00	61	\$ 2,562.50	N/A	N/A	133,250	133,763
Public Information Officer Stephanie Hawkinson	\$ 1,717.44	57	\$ 1,760.38	N/A	N/A	91,540	91,892
Support Services Manager Cay Meagher	\$ 1,501.47	54	\$ 1,539.01	N/A	N/A	80,028	80,336
Clerical Assistant Tynequa McDonald	\$ 987.77	46-4	\$ 1,027.28	3/13/2025	\$ 1,073.77	54,349	54,349
Funds to complete Performance Review for Executive Director, OT for Clerk	\$ -		\$ -	N/A	N/A	9,500	9,500
Transportation and Mobility Manager	\$ 1,640.38	57	\$ 1,640.38	N/A	N/A	85,300	85,628
Temporary help - transcribing minutes	\$ -		\$ -	N/A	N/A	-	
						696,021	\$ 698,453

*Note: FY25 Salary is based on 52.2 weeks

Assumptions:

40 series increase 4.00% 1.040
50,60 series increase 2.50% 1.025
Contract Employee 2.00% 1.020
Temp. Help \$30/hr for 4.5 weeks

*Pay weeks in FY25 = 52.2



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Climate Action Committee: Mission, Services & Priorities

Mission

The mission of the Climate Action Committee (CAC), previously the Sustainable Energy Committee (SEC), is to reduce town-wide greenhouse gas (GHG) emissions that lead to climate change. Wellesley met its 2020 GHG emissions reduction goal. In 2021, Annual Town Meeting adopted revised goals aligned with Massachusetts and United States climate targets: to reduce town-wide emissions 50% below a 2007 baseline by 2030, 75% by 2040, and to net-zero by 2050.

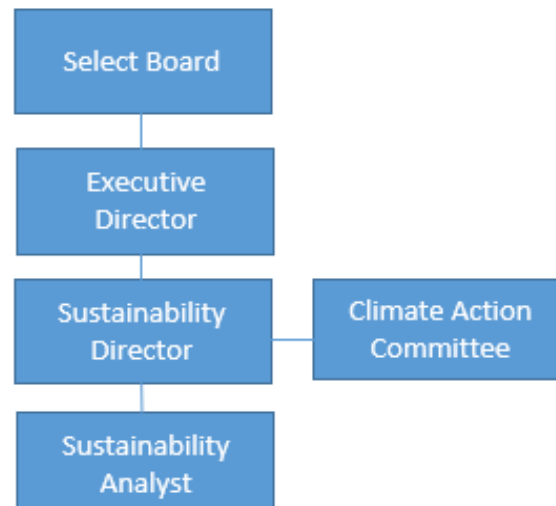
Department Description

The CAC supports, advises, and collaborates with Town of Wellesley departments and committees, and community stakeholders on initiatives to reduce GHG emissions from Wellesley's municipal, residential, commercial, and institutional sectors. The CAC engages with other towns and with state and federal agencies to advance Wellesley's climate goals. The CAC also tracks and reports on GHG emissions by sector.

Organizational Structure

The CAC has seven appointed members, with staggered terms of three years. The Select Board (SB), Wellesley Municipal Light Plant (MLP), and School Committee each appoint one board member, officer, official, or paid employee. The SB appoints the remaining four members from among residents or others with relevant interests and expertise. As depicted in Figure 1, the CAC is under the Select Board and has two staff members: a Sustainability Director, at 35 hours/week, who reports to the Executive Director of General Government Services, and a Sustainability Analyst, at 35 hours/week.

Figure 1: Climate Action Committee Organizational Chart



Department Activities

Green Communities – The CAC develops, coordinates, and implements the Town’s Green Communities activities, seeks state funding for Green Communities projects, and reports to the Massachusetts Department of Energy Resources (DOER) on municipal energy use, vehicle purchases, and grant implementation. Since 2018, Wellesley received \$475,170 in Green Communities grant funding. The CAC is coordinating work toward a \$500,000 Green Communities Building Decarbonization grant for submission in 2024. The CAC is also preparing an application seeking Wellesley’s certification as a DOER Climate Leader Community.

Climate Action Plan – The CAC leads initiatives and advises departments on implementation of Wellesley’s town-wide Climate Action Plan (CAP, 2022), a road map for achieving recently revised town-wide GHG emissions reduction goals and for building resilience to climate change impacts. CAP implementation involves action by municipal staff and boards, residents, businesspeople, and institutions across six pathways: governance, energy, buildings, mobility, natural resources, and waste. The CAC works to facilitate and accelerate this action through education, advice, advocacy, policy development, and technical and financial grant resources.

Tracking of Energy Use and Greenhouse Gas Emissions – Every year, the CAC tracks energy use and estimates town-wide GHG emissions from municipal, residential, commercial, and college sectors.

Building Energy Tracking and Reporting Program (BETR) - BETR is a Town of Wellesley initiative to assist large commercial, multi-family, and institutional properties in Wellesley with lowering energy costs, making buildings more sustainable, and reducing GHG emissions. The program includes energy tracking and reporting and a Building Energy Roundtable which meets biannually.

Gas Leaks – The CAC coordinates the Gas Leaks Working Group to implement a triage and transition approach to reducing methane emissions. The CAC participates in the Multi-Town Gas Leaks Initiative which brings together cities and towns in National Grid territory to work with the utility to accelerate progress on gas leaks.

WasteWise Wellesley – The CAC participates in the 3R (Reduce, Reuse, Recycle) Working Group (Department of Public Works, Natural Resources Commission and CAC) to encourage sustainable materials management, a goal identified in the Unified Plan.

Mobility Programs – The CAC participates in the town-wide Mobility Working Group and the Electric Vehicle (EV) Working Group. The CAC also collaborates with the MLP and Sustainable Wellesley to host electric vehicle showcase and test drive events.

Municipal Engagement – The CAC and Town Departments, including the Municipal Light Plant, Department of Public Works, Police Department, Facilities Management Department, and Natural Resources Commission are deepening their collaborations on climate action in areas such as energy coaching, decarbonization, EV adoption, and waste reduction.

Community Engagement – Outreach to community members takes place through multiple events and channels including energy coaching, the BETR program, EV showcase and test drive events, Wellesley Wonderful Weekend, webinars, and digital and print media.

Fiscal Year (FY) 25 Goals

The CAP contains 90 actions to be implemented over the next five to ten years. Together, these actions involve every town department and every sector of our community in mitigating climate change and enhancing Wellesley's resilience to climate change impacts. To coordinate and support this work the CAC carries out data collection, research, analysis, public education, and municipal and community engagement. The CAC also develops and implements local programs, collaborates with other towns, and advocates for state and federal policies that advance progress toward our climate targets.

Specific goals for FY25 include:

- Launch a Wellesley Climate Action campaign to inform and support residents in taking climate action in their households
- Continue to expand the climate action audience via interdepartmental and community collaborations, public programs, direct mailings, news outlets, websites, social media, and in-person and Zoom events
- Continue to assist in rolling out and strengthening the energy coaching program
- Complete a CAP dashboard for tracking progress toward climate goals
- Work with the EV Working Group and departments toward adoption of a Zero-Emission-Vehicle-First Fleet Policy
- Work with FMD, DPW, and other departments to complete a Municipal Decarbonization Roadmap
- Apply for DOER Climate Leader Community certification
- Update Municipal Sustainable Building Guidelines
- Build on the BETR program by expanding relationships with commercial and institutional property owners
- Coordinate Police Station building energy improvements
- Seek grant-funded and technical assistance for CAP actions

Operating Budget Summary

The CAC's FY25 operating budget includes funding for the Sustainability Director, CAC Analyst, and expenses for dues, professional development, events, postage, and supplies required to run the CAC's programs.

The CAC's FY25 operating budget request includes a within-guideline increase of 2.9%. This increase reflects a 2.89% increase in personnel costs and a 3% increase in expenses. The expense increase of \$291 in "Programs and Activities" will support the purchase of supplies such as banners, posters, flyers, and lawn signs to advertise CAC events.

Revenue and Cost Savings

The CAC will continue to identify and pursue Green Communities and other grant opportunities, alert the municipality to sustainability-related incentives, and work with departments across Town to reduce energy use.



Town of *Wellesley* FY2025 Budget Request

<u>Climate Action Committee Operating Request</u>									
Org	Object	Account Title	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Request FY25	\$ Variance FY24-25	% Variance FY24-25
01126100	511220	Other Professional Staff	35,531	41,595	42,319	87,200	89,724	2,524	2.89%
01126100	511420	Other Support Staff	31,018	33,189	64,512	67,648	69,605	1,957	2.89%
		PERSONAL SERVICES SUBTOTAL	\$ 66,549	\$ 74,784	\$ 106,830	\$ 154,847	\$ 159,328	4,481	2.89%
01126200	579999	ICLEI Dues	600	600	1,200	1,200	1,200	-	0.00%
01126200	571110	Conf/Mtgs/USDN Dues	2,150	2,200	2,019	2,200	2,200	-	0.00%
01126200	557010	Programs and Activities	218	314	648	2,500	2,791	291	11.64%
01126200	542010	Office Supplies	211	386	41	300	300	-	0.00%
01126200	534010	Postage	4	25	-	3,500	3,500	-	0.00%
		EXPENSES SUBTOTAL	\$ 3,184	\$ 3,524	\$ 3,908	\$ 9,700	\$ 9,991	291	3.00%
		TOTAL	\$ 69,733	\$ 78,308	\$ 110,739	\$ 164,547	\$ 169,319	\$ 4,772	2.90%



Town of Wellesley

FY2025 Budget Request

Climate Action Committee Operating Request

Department : 126

Department Head: Marybeth Martello, Sustainability Director

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Personal Services							
Sustainability Director	35,531	41,595	42,319	87,200	89,724	2,524	2.89%
Sustainability Analyst	31,018	33,189	64,512	67,648	69,605	1,957	2.89%
Subtotal, Personal Services	66,549	74,784	106,830	154,847	159,328	4,481	2.89%
General Expenses	3,184	3,524	3,908	9,700	9,991	291	3.00%
Subtotal, Expenses	3,184	3,524	3,908	9,700	9,991	291	3.00%
TOTAL	\$ 69,733	\$ 78,308	\$ 110,739	\$ 164,547	\$ 169,319	\$ 4,772	2.90%

FTE	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Director	1.00	1.00	1.00	1.00	1.00
Analyst	0.50	0.50	1.00	1.00	1.00
	1.50	1.50	2.00	2.00	2.00

Base Budget

Director at 35 hrs/wk

Analyst at 35 hrs/wk

Unified Plan/Climate Action Plan

Director at 35 hrs/wk

Analyst at 35 hrs/wk



Climate Action Committee Operating Request

[illegible]

126 Climate Action Committee FY25 Operating Request

Job Title Employee Name	FY24 Rate as of 6/30/24	Group - Step	FY25 Hrly rate	Hrs/Week^	FY25 Rate as of 7/1/24	Step adjustment Rate	Adjusted Date	General Fund Budget Request
Sustainability Director Marybeth Martello (35 hr/wk)	\$ 47.91	55	\$ 49.11	35	\$ 1,718.84			89,724
Janet Mosley CAC Analyst (35 hr/wk)	\$ 37.17	53	\$ 38.10	35	\$ 1,333.42			69,605
								\$ 159,328

Assumption: 52.2 weeks

40 series increase	4.00%	1.0400
50,60 series increase	2.50%	1.0250



Town of *Wellesley*

FY2025 Budget Request

Central Administrative Services Operating Request

Department: 199

Department Head: Meghan Jop, Executive Director

Org	Object	Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01199200	523010	Water		119	1,910	1,490	1,000	1,000	-	0.00%
01199200	524030	Equipment Maintenance Contracts	Maintenance for 2 copiers	6,639	4,987	4,624	9,000	9,000	-	0.00%
01199200	534020	Telephone Usage	Telephone & Cell Phone monthly charges.				-		-	0.00%
01199200	534025	Telephone Repairs					-		-	0.00%
01199200	542010	Office Supplies	Centralized Office Supply Account for all of Townhall - administered by Treasurers Office	2,563	752	-	2,000	2,000	-	0.00%
01199200	542020	Copier Supplies	Centralized paper for all Town Hall copiers, printers & faxes.	4,413	2,841	4,117	2,500	2,500	-	0.00%
01199200	542090	Other Supplies/Copy Charges	Beginning FY2011 Copy charges will not be charged back to departments.				-		-	0.00%
011998xx	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year				-		-	0.00%
Total Expenses				\$ 13,735	\$ 10,491	\$ 10,231	\$ 14,500	\$ 14,500	0	0.00%



Town of *Wellesley*

FY2025 Budget Request

Finance Department: Mission, Services & Priorities

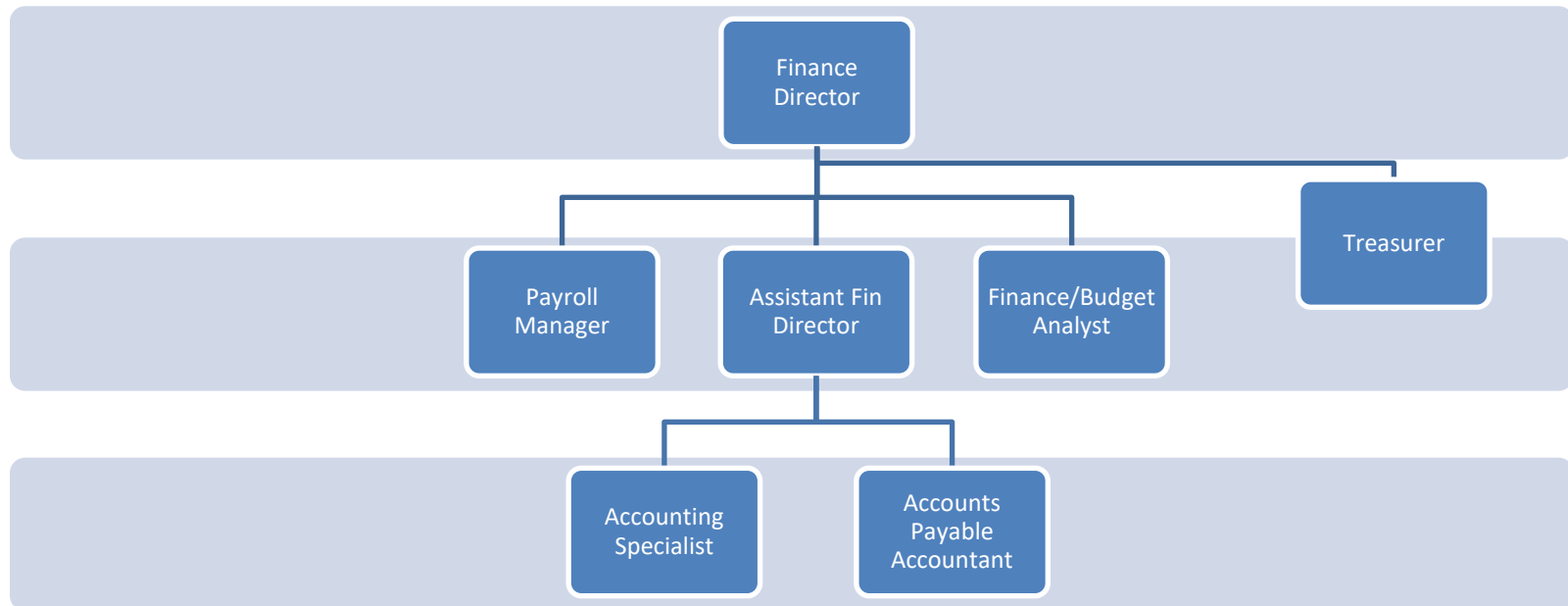
Mission

The Mission of the Finance Department is to provide the financial transactions, reconciliations, analytics, and timely reporting necessary to manage the finances of this fast-paced municipality and its four separate Enterprise Funds, and maintain its significant assets; while maintaining an environment of **strong financial controls**. The department provides outreach to educate and assist other departments and boards to help them maintain **the highest financial standards**. The department continually strives to improve **transparency** to all stakeholders through public reporting of its financial statements and budget data.

Conservative policies and creative strategies for financial management will allow the Town to continue to have the long term **fiscal stability** to fund past service liabilities, current 'best in class' operations, capital purchases, and the Town's strategic objectives as articulated under the Unified Plan.

Organization

The department is comprised of Five full-time (**5 FTE**) employees: the Finance Director/CFO/Town Accountant, Assistant Finance Director, Finance & Budget Analyst, and two staff (Payroll Manager and Accounts Payable Accountant), who review and process all disbursements for the organization. There is also a **.5 FTE** Accounting Specialist who handles the Town's Insurances and who provides support to the West Suburban Veteran's District.



The Finance Director is the liaison to the Audit Committee, the Ex-Office Member of the Wellesley Contributory Retirement Board, and appoints the Treasurer/Collector. The Finance Director works with the Executive Director, Treasurer/Collector, and Select Board to craft financial policies, establish controls, and manage debt. Maintaining the Town's longstanding Aaa Bond rating and history of financial conservatism continues to be a key value.

Finance is responsible for accounting, analysis, and financial statement preparation for the organization; coordinating the town-wide budget process, and preparing/auditing warrants for all vendor disbursements and employee payrolls. The department also administers the Town's liability insurance program, performs financial activities for the West Suburban Veteran's District, and maintains contract files. The department annually processes tens of thousands of payroll and deduction records for over 1,200 employees, and remits payments to thousands of vendors (\$200 million annual disbursements). Financial records are maintained for 24 funds and 45 departments. The Town uses sophisticated, fully integrated financial software (MUNIS) to perform all financial functions (including general ledger, accounts payable, purchasing, payroll, fixed assets, billing, collections, and treasury). Finance staff perform detailed monthly general ledger account reconciliations, prepare various operating analytics, and train other departments' management and staff on using the system. Finance staff are cross trained and routinely support each-other and the treasurer's office during vacations and absences, to ensure critical processes are performed timely. Finance performs State and Federal reporting, closes the financial books, and works with the Independent Auditors on the annual audit and preparation of the Annual Comprehensive Financial Report. The department communicates the Select Board's annual budget guidelines to the other departments, issues templates/instructions to coordinate departmental budget submissions, prepares summary schedules of Select Board budgets, and summarizes town-wide budget submissions. Staff assist other departments in preparing budgets and upload final balanced budgets to the MUNIS system. Staff also create graphs, charts, and analyses in support of the Town Wide Financial Plan and Long term Capital plan.

FY2024 /FY2025

The department continues to be committed to producing its **Annual Comprehensive Financial Report (ACFR)**, which has won annual **Awards for Excellence in Financial Reporting every year since 2004**. These documents can be found on the Town's website.

The Town earned the Distinguished Budget Award from the Government Finance Officers' Association for its 2021 and 2022 budget efforts, and will continue to improve the budget document and address the recommendations from the adjudication process. During the 2023 budget process, the award program changed to a direction supporting a more centralized approach to government than Wellesley's structure affords; with a focus on mapping departmental goals to a central strategic plan and then (centrally) measuring outcomes. Wellesley's form of government presented a challenge to keeping the award, but the Finance department continues to be committed to maintaining and enhancing the improved transparency created by continuing to prepare this detailed document.

FY2025 Goals

Federal and State governments have issued significant pandemic relief grants to municipalities, and the Town has taken advantage of the various opportunities. Grant management and reporting will continue to require a significant effort over the next several years.

The Town has issued much of the over \$150 million in long term (largely exempt from the constraints of Proposition 2 ½) debt authorized during the last 2 years. Projects included two new Elementary Schools, Major construction of Middle School systems, building modifications, and road infrastructure. In addition to the added record keeping for this debt, the projects themselves continue to generate added disbursement activity and accounting and auditing requirements.

The Department continues to prepare the Water and Sewer financial statements after the departure of the DPW Accountant. Town meeting added a Stormwater Enterprise Fund effective in fiscal 2024, and Finance will also prepare its monthly statements.

Finance continues to invest in staff cross-training, and to support (their) career advancement by encouraging involvement in (Municipal Accounting) Certification programs. There has been recent turnover within the department, as the labor market has provided many new opportunities. Cross-training and documentation of policies and procedures will continue, to ensure that financial controls are maintained through any staffing transitions.

Base Level request

The budget requested for FY2025 provides the resources necessary to meet the department's objectives. It meets guideline and maintains current staffing levels.



Town of Wellesley

FY2025 Budget Request

Finance Department Operating Request

Department: 133

Department Head: Sheryl Strother, Finance Director

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Personal Services							
Full Time	\$ 463,536	\$ 455,698	\$ 471,287	\$ 550,322	\$ 511,257	\$ (39,065)	-7.10%
Part-Time	-	-	-	-	-	\$ -	0.00%
Assessment Offset (W&S, WSVD)	(34,000)	(34,000)	(34,850)	(34,850)	(36,244)	\$ (1,394)	4.00%
Longevity/ and temp clerical	800	-	-	-	54,993	\$ 54,993	100.00%
Subtotal, Personal Services	430,336	421,698	436,437	515,472	530,006	14,534	2.82%
Expenses	5,452	3,054	4,999	13,850	12,200	\$ (1,650)	-11.91%
Encumbrances	-	-	-	-	-	\$ -	0.00%
Subtotal, Expenses	5,452	3,054	4,999	13,850	12,200	(1,650)	-11.91%
Total	\$ 435,788	\$ 424,752	\$ 441,436	\$ 529,322	\$ 542,206	\$ 12,884	2.43%

<u>PERMANENT STAFFING (FTEs)</u>	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Position Titles:					
Finance Director/Accountant	1.0	1.0	1.0	1.0	1.0
Assistant Town Accountant	1.0	1.0	1.0	1.0	1.0
Finance and Budget Analyst	1.0	1.0	1.0	1.0	1.0
Payroll Manager	1.0	1.0	1.0	1.0	1.0
Accounts Payable Accountant	1.0	1.0	1.0	1.0	1.0
Accounting Specialist*	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total Number of Positions	5.5	5.5	5.5	5.5	5.5

* The Town administratively supports the West Suburban Veterans' District, which is a separate entity from the Town.

The Town charges WSVD the equivalent of 1/2 position in lieu of an assessment for Accounting and Treasury services, use of the financial software, and other Town resources.

Finance Department Operating Request

Org	Object	Account # 01-133 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES									
01133100	511010	Senior Administrator	\$ 165,198	\$ 170,808	\$ 180,692	\$ 170,000	\$ 174,921	\$ 4,921	2.89%
01133100	512490	Other Salaries (Payroll Mgr)	31,692	81,061	40,189	90,000	\$ 92,605	\$ 2,605	2.89%
01133100	511220	Other Professionals	142,426	136,024	134,107	171,107	176,059	\$ 4,952	2.89%
01133100	511420	Other Professional Staff	62,026	63,421	61,409	65,769	67,672	\$ 1,903	2.89%
01133100	512290	Fill position at existing step	-	-	26,574	-	-	\$ -	0.00%
01133100	569555	Assessments	(34,000)	(34,000)	(34,850)	(34,850)	(36,244)	\$ (1,394)	4.00%
01133100	511370	Clerical	62,194	5,618	28,316	53,446	-	\$ (53,446)	-100.00%
01133100	511370	Consulting Support	-	-	-	-	54,993	\$ 54,993	100.00%
01133100	511399	Retirement Administrator Dep	0	(1,236)	695	-	-	\$ -	0.00%
01133100	515050	Longevity	800	-	-	-	-	\$ -	0.00%
			430,336	421,698	437,133	515,472	530,006	14,534	2.82%
01133200	529050	Recycled Materials Disposal	-	-	-	-	-	\$ -	0.00%
01133200	530200	Accounting & Auditing Services	-	575	-	-	-	\$ -	0.00%
01133200	530500	Training & Development	1,938	60	-	5,000	4,500	\$ (500)	-10.00%
01133200	534010	Postage	20	18	202	200	200	\$ -	0.00%
01133200	534035	Advertising- Employment	-	-	-	200	200	\$ -	0.00%
01133200	542010	Office Supplies	1,760	1,561	1,990	3,000	2,500	\$ (500)	-16.67%
01133200	549090	Food Supplies	-	-	193	-	-	\$ -	0.00%
01133200	571010	In-state travel (mileage)	-	51	188	800	800	\$ -	0.00%
01133200	571110	Conf/Meetings Administrators	440	-	1,823	3,650	3,000	\$ (650)	-17.81%
01133200	573010	Dues-Administrators	850	790	603	1,000	1,000	\$ -	0.00%
01133200	578010	Approved Special Dept Exp	445	-	-	-	-	\$ -	0.00%
01133200	583120	Office Machines Rep	-	-	-	-	-	\$ -	0.00%
			5,452	3,054	4,999	13,850	12,200	(1,650)	-11.91%
	570000	Other Charges & Expenses			-		-	\$ -	0.00%
			\$ 435,788	\$ 424,752	\$ 442,131	\$ 529,322	\$ 542,206	12,884	2.43%

Finance Department Operating Request						
Job Title Employee Name	FY24 Rate as of 6/30/2024	Group - Step	FY25 Rate as of 7/1/24		General Fund Budget Request	
Finance Director/Town Accountant	\$ 3,269.23	66	\$ 3,350.96		174,921	
Payroll Manager T Lamarre	\$ 1,730.77	56	\$ 1,774.04		92,605	
Assistant Town Accountant T Moreau	\$ 1,760.35	56	\$ 1,804.36		94,188	
Finance & Budget Analyst P Manganaro	\$ 1,530.16	56	\$ 1,568.41		81,871	
Accounting Specialist WSVD M Chan	\$ 1,264.78	53	\$ 1,296.40		67,672	
WSVD Assessment Offset					(36,244)	
Consulting Supprt	\$ 1,027.81		\$ 1,053.51		54,993	
Human Resources article does not provide funding for management under contract				-	530,006	

¹ Water & Sewer enterprise funds are no longer assessed accounting charges for A/P , payroll processing, and financial statement preparation.

² Accounting Assistance for Veteran's District

*Note: FY25 Salary is based on 52.2 weeks

Assumptions:

40 series increase	4.00%	1.0400
50,60 series increase	2.50%	1.0250

Pay weeks in FY25= 52.2



Town of *Wellesley*

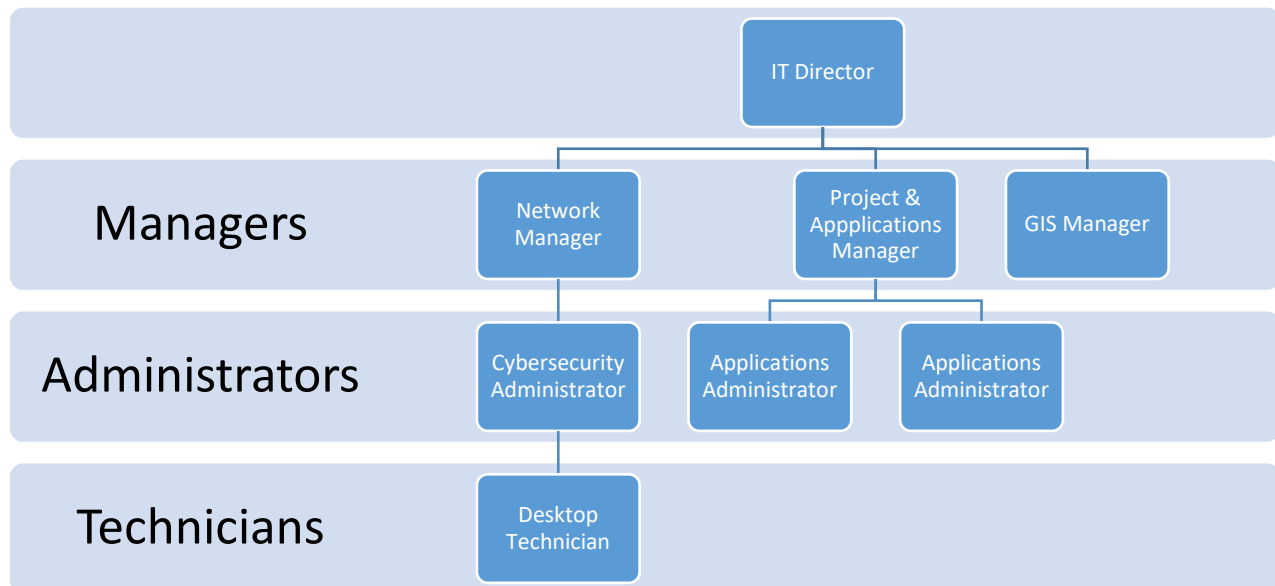
FY2025 Budget Request

Information Technology: Mission, Services & Priorities

Mission

The Information Technology Department enables Town managers to make informed decisions, reduce costs, and create operational efficiencies in their efforts to serve Wellesley's residents. We achieve this mission by maintaining a secure and reliable high-speed campus network; installing and troubleshooting computers and related equipment; administering enterprise applications; and by providing excellent customer service to Town Government staff and elected/appointed officials.

The Department is staffed by a team of 8 full-time technology and customer service professionals who possess a deep understanding of municipal operations and expertise in networking, cybersecurity, database management, and Geographic Information Systems (GIS). This team is led by the IT Director, who reports directly to the Executive Director of General Government Services. Three managers are supported by three administrators and one technician, as shown in the organizational chart below:



Like most organizations in the public and private sector, Wellesley's Town Government has become increasingly dependent on technology. Funds requested in this FY25 budget submission will provide for a wide array of application and database services that support core municipal functions like...

- Finance / accounting
- CAMA / assessing
- Payroll / HR
- Tax billing
- Asset management
- Utility metering / billing
- Document management
- Reporting / analytics
- GIS / CAD
- Building automation
- Program registration
- Permitting / licensing



Town of *Wellesley*

FY2025 Budget Request

Information Technology: Mission, Services & Priorities

Funds will also provide for resilient data center and communication services like...

- Firewalls and web filters
- Switching and routing
- Backup and disaster recovery
- Multifactor authentication
- Virtualized servers
- Remote access
- Wi-Fi
- Endpoint protection
- Email
- Phones
- Town website
- Virtual meetings

Any interruption in these technology services caused by equipment failures, network outages, or cybersecurity incidents could have serious consequences for the Town's finances or service delivery to residents and could result in deterioration in public relations and confidence.

After implementing a host of cybersecurity projects in FY24, the Department's FY25 workload will be heavily influenced by the reopening of Town Hall in late Fall of 2024. For that reason, the FY25 operating budget submitted for the IT Department is a **level services** budget with no staff additions and no planned strategic investments that weren't already approved by a prior Town Meeting. Increases in some of the Department's expense accounts are driven by rising software subscription, support, and maintenance fees for applications and cybersecurity services --- most of which increase somewhere between 5-12% year-over-year. A minor increase is also requested in the Equipment Maintenance account to provide support for new AV systems to be installed in Town Hall.

The Department is requesting an increase of \$35,389 in Personal Services, which is **4.46%** over FY24. This exceeds the 3% guideline established by the Select Board by \$11,567. Reasons for this are twofold. First, the Human Resources Board reclassified the Department's Network Manager position (IT Group 57) to a new Network & Cybersecurity Manager position (IT Group 58) in March 2023. The promotional increase associated with that reclassification was absorbed by funds available in the IT Department's FY24 personal services budget due to vacant positions, and not funded by the Human Resources Board. Secondly, this submission follows direction in the Finance Department's FY25 Budget Preparation Manual and requests funding at the mid-point of the salary range for the Department's three current vacancies --- Cybersecurity Administrator, Applications Administrator, and Desktop Technician. Recruitment efforts for all three positions are ongoing, and actual costs for the Department's FY25 Personal Services may be known before the Spring 2024 Annual Town Meeting.

The Department is requesting an increase of \$60,835 in Expenses, which is within the 8% guideline established by the Select Board. In total, the FY25 operating budget requested for the IT Department is **\$1,654,055**, which is **6.18%** over FY24 levels.



Town of *Wellesley*

FY2025 Budget Request

Information Technology Department Operating Request

Fund - 01
 Department: 155
 Department Head: Brian DuPont, IT Director

DEPARTMENT EXPENDITURES

	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Actual</u>	<u>FY24 Budget</u>	<u>FY25 Request</u>	<u>\$ Variance FY24-25</u>	<u>% Variance FY24-25</u>
Personal Services							
Full Time	\$ 591,919	\$ 670,699	\$ 620,647	\$ 794,056	\$ 829,445	\$ 35,389	4.46%
Part Time	-	-	-	-	-	\$ -	0.00%
Subtotal, Personal Services	591,919	670,699	620,647	794,056	829,445	35,389	4.46%
Expenses	564,142	598,512	607,638	763,775	824,610	\$ 60,835	7.97%
Subtotal, Expenses	564,142	598,512	607,638	763,775	824,610	60,835	7.97%
 TOTAL	 \$ 1,156,061	 \$ 1,269,211	 \$ 1,228,285	 \$ 1,557,831	 \$ 1,654,055	 \$ 96,224	 6.18%

PERMANENT STAFFING (FTEs)

	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Actual</u>	<u>FY24 Budget</u>	<u>FY25 Request</u>
Position Titles:					
Director	1.0	1.0	1.0	1.0	1.0
Managers	3.0	3.0	3.0	3.0	3.0
Administrators	4.0	3.0	3.0	3.0	3.0
Technicians	<u>0.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>	<u>1.0</u>
Total Number of Positions	8.0	8.0	8.0	8.0	8.0

Information Technology Department Operating Request

Org	Object	Account # 01-155 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES										
01155100	511010	Senior Administrator	IT Director	\$ 116,012	\$ 118,911	\$ 122,538	\$ 133,614	\$ 137,481	\$ 3,867	2.89%
			3 Managers (Project & Apps., Network & Cyber, & GIS); 3 Administrators (Cybersecurity, Applications x2), 1 Technician (Desktop)							
01155100	511220	Other Professionals		475,907	551,788	498,109	660,442	691,964	\$ 31,522	4.77%
			PERSONAL SERVICES SUBTOTAL	591,919	670,699	620,647	794,056	829,445	\$ 35,389	4.46%
EXPENSES										
01155200	524030	Equipment Maintenance	Annual support/maintenance contracts for servers, switches, and Town Hall AV equipment.	39,770	32,274	5,108	22,500	30,000	\$ 7,500	33.33%
01155200	530400	Information Technology Services	Provides for outside application development and professional services for special projects.	2,466	7,949	954	10,000	8,000	\$ (2,000)	-20.00%
			For hardware, software, and services specifically related to cybersecurity systems. Some items budgeted here were previously budgeted under Equipment Maintenance or Computer Software Services.							
01155200	530405	Cybersecurity		-	-	17,174	162,000	185,000	\$ 23,000	14.20%
01155200	530500	Training & Development	For professional development and continuing education of IT staff.	-	3,960	-	5,000	2,500	\$ (2,500)	-50.00%
01155200	530800	Computer Software Services (Tyler)	Annual support/maintenance contracts for all Tyler Enterprise ERP modules (formerly, MUNIS).	180,180	189,259	198,176	216,425	244,760	\$ 28,335	13.09%
			Annual subscription, support, and maintenance contracts for all other enterprise applications (e.g. Office365, GIS, VMWare, Citrix, CivicPlus/website, OpenGov, GovOS, Kronos, Zoom).							
01155200	530800	Computer Software Services (Other)		190,005	238,612	237,964	243,600	250,250	\$ 6,650	2.73%
01155200	534010	Postage	Mail	-	-	1	100	100	\$ -	0.00%

Information Technology Department Operating Request

Org	Object	Account # 01-155 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01155200	534020	Telephone	Provides for phone lines for all extensions on the Town's VoIP system, except for those in MLP and DPW. Also provides for high-speed internet access for all PCs on the Town's network, cell phones for staff of the IT Dept., and Comcast / Verizon phone lines for Town buildings.	34,114	32,945	33,187	35,000	35,000	\$ -	0.00%
01155200	534035	Advertising		-	390	-	-	-	\$ -	0.00%
01155200	534090	Other Communications	Maintenance/usage fees and supplies for the Town's fiber optic data and phone networks.	8,376	2,365	2,399	8,000	8,000	\$ -	0.00%
01155200	542040	Paper & Stationary	Paper and other supplies for the GIS Office's wide-format printer.	239	-	137	500	500	\$ -	0.00%
01155200	542090	Other General Supplies	Print cartridges, office supplies, and other technology accessories.	4,823	2,361	2,687	4,000	4,000	\$ -	0.00%
01155200	553060	Computer Supplies	For scheduled maintenance, upgrades, and replacement of over 300 laptops and desktop computers on the Town's network.	21,723	37,160	46,005	55,000	55,000	\$ -	0.00%
01155200	571010	Travel - Mileage	Reimburse staff for use of personal vehicles as needed.	-	18	-	500	500	\$ -	0.00%
01155200	571120	Conf/Mtgs - Professional & Administration Staff	Registration, travel, and accommodations for IT/GIS conferences (e.g. MMA Annual Conference, NortheastArc User Group, MUNIS / Tyler Connect).	2,465	30	290	1,000	1,000	\$ -	0.00%
01155200	573020	Dues - Professional Staff	Dues for IT/GIS professional organizations.	-	-	-	150	-	\$ (150)	-100.00%
			EXPENSES SUBTOTAL	484,160	547,323	544,082	763,775	824,610	60,835	7.97%
	570000	Other Charges & Expenses	Encumbered expenses (invoices received/paid in the following fiscal year)	79,982	51,189	63,556	-			
			EXPENSES TOTAL	564,142	598,512	607,638	763,775	824,610	60,835	7.97%
			DEPARTMENT TOTAL	1,156,061	1,269,211	1,228,285	1,557,831	1,654,055	96,224	6.18%

Information Technology Department Operating Request				
Job Title Employee Name	FY25 RATE REQUEST*			
	FY24 Rate as of 6/30/2024	Group - Step	FY25 Starting Rate 7/1/2024	Total Budget Request
Director Brian DuPont	\$ 2,569.50	61	\$ 2,633.74	137,481
Project & Apps. Manager Suzanne Newark	\$ 2,086.22	58	\$ 2,138.38	111,623
Network & Cyber. Manager Vernon Ng	\$ 2,228.00	58	\$ 2,283.70	119,209
GIS Manager Mike Thompson	\$ 2,058.24	57	\$ 2,109.70	110,126
Applications Administrator vacant	\$ 1,605.77	55	\$ 1,645.91	85,917
Applications Administrator John Morse	\$ 1,733.31	55	\$ 1,776.64	92,741
Cybersecurity Administrator vacant	\$ 1,690.38	56	\$ 1,732.64	90,444
Desktop Technician vacant	\$ 1,530.77	54	\$ 1,569.04	81,904
Temporary Help				-
			Total Salary \$	829,445

*Note: FY25 Salary is based on 52.2 weeks

Assumptions:	40 series increase	4.00%	1.040
	50,60 series increase	2.50%	1.025
Pay weeks in FY25 =	52.2		



Town of *Wellesley*

FY2025 Budget Request

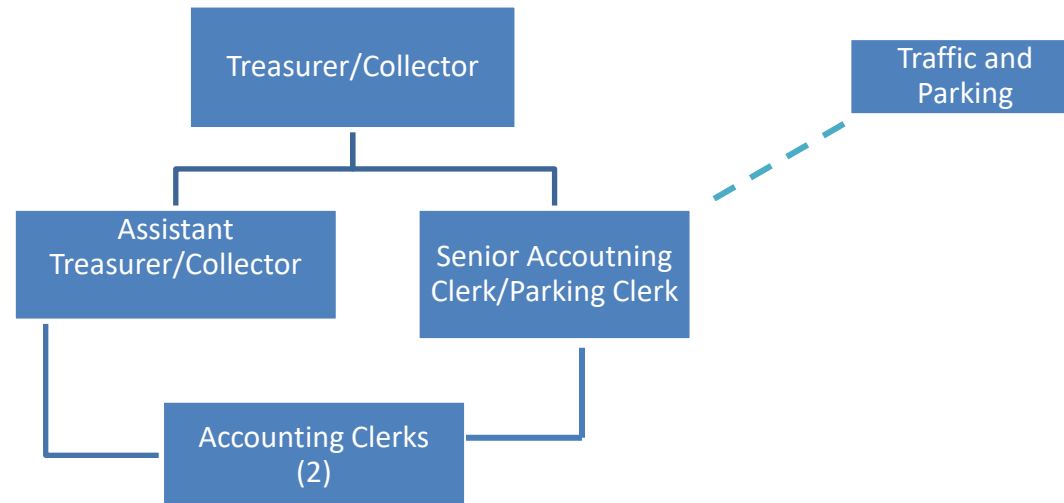
Treasurer/Collector Department: Mission, Services & Priorities

Mission

The mission of the Treasurer/Collector's office to provide the highest level of customer service and support to all of the Town's constituencies (i.e., taxpayers, employees, retirees or vendors), as well as satisfy the legal requirements set forth in Massachusetts General Laws and the Town's bylaws.

Organization

The department is comprised of Five full-time (4.5 FTE) employees: the Treasurer/Collector, Assistant T/C, Sr. Accounting Clerk for Parking & Collections (funded half in this budget and half from Traffic & Parking), and 2.0 Accounting Clerks.



The office of the Treasurer/Collector is responsible for all cash management activities of the Town. Activities include:

- Collecting all taxes and certain other bills due to the Town
- Accounting for and investing all available cash (excluding the Retirement System and OPEB)
- Disbursing all Town funds requested by Financial Services via the accounts payable and payroll processes.
- Maintaining all records for and properly disbursing the Town's various tax obligations; and administering all Town Trust Funds

The Treasurer/Collector administers the Town's employee group benefit programs (except retirement), including the following activities:

- Administering the group health insurance program, in conjunction with the Human Resources Department, assisting with the Budget preparation and payment of invoices
- Administering the Town's additional insurances programs, including Life Insurance, Dental Insurance, AFLAC and Eyemed in conjunction with Human Resources, assisting with the Budget preparation and payment of invoices
- Administering the Town's defined contribution plan; both the voluntary deferred compensation plan for benefit eligible employees and the mandatory plan for part-time, temporary, and seasonal employees not eligible to join the retirement plans.
- Administering the Town's Long Term Disability program in conjunction with the Human Resources Department, assisting with the Budget preparation and payment of invoices

The Treasurer/Collector is responsible for the debt management activities of the Town, including:

- Producing all documentation required for both short and long-term borrowing issues.
- Working with the finance team and rating agencies to maintain the Town's bond rating and dispersing all town debt payments.

Other responsibilities include:

- Administering the Town's self-insured Workers' Compensation program in conjunction with Human Resources
- Serving as backup to the Office of the Parking Clerk, and aiding with the supervision of the Town's parking enforcement function in conjunction with the Police Department

Coordinating all incoming and outgoing mail activities for Town Hall

Prior Year Projects

Significant personnel changes happened again within the Department in FY24. The Assistant Treasurer/Collector position became available, and the position was filled with an experienced Assistant Treasurer/Collector from a neighboring community. We also had one of our Accounting Clerks move to the finance department, so we were lucky to find an excellent new hire to fill this position who came with relevant experience and enthusiasm and has assimilated with ease.

Goals

Continue the effort of cross-training and succession planning.

Base Level Budget

This budget is within guideline. Expenses increased primarily in bank fees due to more online and non-cash payment being encouraged and foreseeing typical inflation for supplies and postage. We anticipate additional interest income in FY25 due to us taking advantage of the rising interest rates and investing the idol funds in safe but high yielding liquid accounts.



Town of *Wellesley*

FY2025 Budget Request

Treasurer/Collector Department Operating Request

Department: 145

Department Head: Maura O'Connor, Treasurer /Collector

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Personal Services							
Permanent Employees	\$ 320,835	\$ 287,130	\$ 288,488	\$ 350,624	\$ 365,811	\$ 15,187	4.33%
Longevity/Temporary/Seasonal	22,288	9,056	-	23,601	19,000	\$ (4,601)	-19.49%
Subtotal, Personal Services	343,123	296,187	288,488	374,225	384,811	10,586	2.83%
Expenses	103,965	106,883	104,989	129,500	133,100	3,600	2.78%
Encumbered Expended	2,887	-	-	-	-	-	0.00%
Subtotal, Expenses	106,851	106,883	104,989	129,500	133,100	3,600	2.78%
TOTAL TAX IMPACT	\$ 449,975	\$ 403,070	\$ 393,477	\$ 503,725	\$ 517,911	\$ 14,186	2.82%

PERMANENT STAFFING (FTEs)	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Position Titles:					
Treasurer/Collector	1.0	1.0	1.0	1.0	1.0
Ass't. Treasurer/Collector	1.5	1.5	1.0	1.0	1.0
Sr. Accounting Clerk Parking & Collections	0.5	0.5	0.5	0.5	0.5
Accounting Clerks	1.5	1.5	2.0	2.0	2.0
Part-Time/Intern	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total Number of Positions	4.5	4.5	4.5	4.5	4.5

Treasurer/Collector Department Operating Request

Org	Obj	Account # 01-145 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES										
01145100	511010	Senior Administrator	Treasurer/Collector	\$ 120,715	\$ 113,257	\$ 125,022	\$ 130,908	\$ 134,697	\$ 3,789	2.89%
01145100	511015	Senior Accounting Clerk	Senior Accounting Clerk/Parking Clerk - Starting in FY20 (50% paid by parking)	\$ 32,061	\$ 32,702	\$ 33,222	\$ 35,809	\$ 35,885	\$ 76	0.21%
01145100	511220	Other Professional Staff	Assistant Treasurer/Collector	113,651	76,644	76,153	80,000	82,315	\$ 2,315	2.89%
01145100	511370	Clerical	Full-Time Clerks	54,408	64,528	54,091	103,908	112,914	\$ 9,006	8.67%
01145100	512290	Part-time Help	Part-Time Clerk/Intern	22,288	9,056	-	23,601	19,000	\$ (4,601)	-19.49%
01145100	515050	Longevity		-	-	-	-		\$ -	0.00%
			PERSONAL SERVICES SUBTOTAL	\$ 343,123	\$ 296,187	\$ 288,488	\$ 374,225	\$ 384,811	\$ 10,586	2.83%
EXPENSES										
01145200	524030	Equipment Maintenance	This covers the cost of maintenance for the Department's copier, typewriter and postal equipment.	1,536	2,308	-	3,000	3,000	\$ -	0.00%
01145200	527030	Equipment Rental/Lease	Cover cost of postage system that was installed in FY05.	3,087	2,315	3,087	3,500	3,500	\$ -	0.00%
01145200	530900	Other Professional Services	Banking services include lockbox, depository, custodial and checking services.	43,852	38,364	43,621	52,000	53,000	\$ 1,000	1.92%
01145200	534010	Postage	The postage budget for the Treasurer's Office covers postage costs for mailing real estate, personal property and motor vehicle excise bills and payroll and expense checks, W-2 and 1099 forms, miscellaneous billings plus all departmental correspondence. The Treasurer's Office oversees the processing of outgoing mail from the Town Hall. Of the approx. 77,000 (exclusive of tax bills which are mailed by MLP but paid for out of this budget) pieces of mail processed annually, this budget covers the department's 31,000 pieces while the 46,000 other pieces are charged back to various departments.	40,111	43,375	23,054	46,000	48,000	\$ 2,000	4.35%
01145200	534011	Land Use Postage		-	-	15,000	-	-	\$ -	0.00%
01145200	534030	Advertising - General	Notification to the public that tax bills have been mailed and legal advertisement for tax takings.	616	113	-	700	700	\$ -	0.00%

Treasurer/Collector Department Operating Request

Org	Obj	Account # 01-145 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01145200	534040	Printing & Mailing Expense	The printing/mailling budget for the Treasurer's Office covers the cost of printing the stock forms for real estate, personal property, excise bills, W-2's, 1099's and the check stock for payroll and expense checks. In addition, envelopes for mailing all the above items are purchased from this account. Tax billing is contracted to the MLP through their Pitney Bowes equipment.	2,568	4,591	4,084	4,800	5,500	\$ 700	14.58%
01145200	542010	Office Supplies	Standard office supplies plus supplies for personal copier, LaserJet and mail machine. Annual Quickbooks subscription.	5,029	5,784	5,650	6,500	6,800	\$ 300	4.62%
01145200	571110	Conf. Meetings - Administrators	The Treasurer attends meetings of the Mass. Govt. Finance Officers Assoc. and the Mass Collector/Treasurer Assoc. This also covers the cost of attending the annual MMA Meeting in Boston.	140	60	861	1,200	1,200	\$ -	0.00%
01145200	572110	Conf/Mtgs - Administrators	The Treasurer & Asst. Treasurer attends the annual MCTA Conference.	-	955	1,983	1,500	2,000	\$ 500	33.33%
01145200	573010	Dues - Administrators	Treasurer and Asst. Treasurer belong to Mass. Collectors & Treasurers Assoc.and the Treasurer belongs to the Mass. Government Finance Officers Assoc. & Government Finance Officers Assoc. of U.S. & Canada.	260	530	295	600	400	\$ (200)	-33.33%
01145200	574120	Public Employee Bond	M.G.L.'s require that the Treasurer/Collector and both Assistanst maintain bonds each and that the Town's Deputy Collector be bonded.	2,214	3,345	2,496	4,700	4,000	\$ (700)	-14.89%
01145200	578035	Over/Short	Deposit Over/Short						\$ -	0.00%
01145200	569998	Check Error/Bank Fees		-	-	-			\$ -	0.00%
01145200	569999	IRS Penalties	Charges for tax payment errors	1,795					\$ -	0.00%
01145200	583090	Other Equipment		-	798	-			\$ -	0.00%
01145200	595540	Tax Title Costs	Tax Taking costs, including attorney and filing.	2,756	4,134	4,860	5,000	5,000	\$ -	0.00%
01145200	599999	Unapprop/Unassigned		-	212	-			\$ -	0.00%
			EXPENSES SUBTOTAL	103,965	106,883	104,989	129,500	133,100	\$ 3,600	2.78%
		570000 Other Charges & Expenses	Encumbered expenses from prior fiscal year	2,887	-	-	-		\$ -	0.00%
			DEPARTMENT TOTAL	\$ 449,975	\$ 403,070	\$ 393,477	\$ 503,725	\$ 517,911	14,186	2.82%

Treasurer/Collector Department Operating Request								
Job Title Employee Name	FY24 Rate as of 6/30/24	FY25 RATE REQUEST						
		Group - Step	Hrs/Week	FY25 Starting Rate 7/1/2024	Adjustment Date	Group - Step	Step adjustment Rate	Total Budget Request
Treasurer/Collector Maura O'Connor	\$ 2,517.46	63	35	\$ 2,580.40				134,697
Assistant Treasurer/Collector Greg Copeland	\$ 1,538.46	56	35	\$ 1,576.92				82,315
Senior Accounting Clerk Parking & Collections Kathryn Rumsey	\$ 670.69	52	17.5	\$ 687.45				35,885
Accounting Clerk Barbara Jeannie Koushouris	\$ 34.90	49-6	30	\$ 36.29				56,834
Accounting Clerk Barbara Grosso	\$ 29.46	47-4	35	\$ 1,072.27	24-Nov-2024	47-5	\$ 1,075.73	56,080
Part-time/Intern - Vacant	\$ 25.00	DGEN						19,000
								\$ 384,811
*Note: FY25 Salary is based on a 52.2 week year.								

Assumptions:

40 series increase	4.00%	1.0400
50,60 series increase	2.50%	1.0250
Pay weeks in FY25 =		52.2



Town of *Wellesley*

FY2025 Budget Request

Town Report Operating Request

Department: 195

Department Head: Meghan Jop, Executive Director

Org	Object	Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01195200	534040	Town Report	For printing the Town Report and mailing copies to Town Meeting members.	\$ 1,235	\$ 1,417	\$ 2,031	\$ 2,500	\$ 2,250	\$ (250)	-10.00%