



## Town of *Wellesley*

### FY2026 Budget Request

#### Office of the Town Clerk: Mission, Services & Priorities

---

#### Mission

The office of the Town Clerk serves as the repository of vital records for the town; conducts all activities related to census, elections and voter registration; issues a variety of licenses and permits; and serves as the office of record for a variety of public filings. A staff of three and the Town Clerk carry out the various functions of the office.

#### Services

##### Census and Elections

The Town Clerk's Office conducted 2 elections on March 5, 2024.

Election	Date	% Turn-out of Active Voters
Presidential Primary Election	3/5/2024	39%
Annual Town Election	3/5/2024	35%

In the Annual Town Election, there were contested races for the offices of Select Board, Natural Resources Commission, and Planning Board.

The administration of elections requires the assistance of over 100 poll workers and the cooperation of the Department of Public Works, the Municipal Light Plant, the Police Department, the Facilities Management Department and IT Department. The elections also included support from the Health and Recreation Departments, the School Department, as well as the Council on Aging. In addition, the Dana Hall School generously offers their facility as a polling location. Without the support of these organizations and citizens we would not be able to fulfill our mandate.

The Board of Registrars of Voters is charged with the responsibility of registering voters, certifying nomination papers and petitions, processing absent voter applications and administering recounts. As of June 2024, the Town of Wellesley had 16,838 Active and 2,169 In-Active registered voters, for a total of 19,007 registered voters.

The members of the Board of Registrars as of June 30, 2024 were John Duffy, Republican, and Mary (Tobey) Sullivan and Frederic Ripley, Democrats, and KC Kato, Town Clerk, Unenrolled.



## Town of *Wellesley*

### FY2026 Budget Request

### Office of the Town Clerk: Mission, Services & Priorities

---

#### Town Meetings

The Town Clerk is responsible for keeping and publishing the minutes of Town Meeting. There was a Special Town Meeting on November 6, 2023 and November 7, 2023 to address several contracts and other miscellaneous warrant articles.

The Annual Town Meeting was conducted on March 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup> and April 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>. The meeting was held in-person.

#### Vital Records and Miscellaneous

During the period July 1, 2023 to June 30, 2024 the office processed:

Birth records - 223  
Marriage Intentions - 60  
Death Records - 196  
Business Certificates - 143  
Dog Licenses – 3,391

#### Staffing

Office staff of Donna Whitham, Assistant Town Clerk, Diane Innes, Elections and Voter Registration Administrator, and Jill Dube, Licensing and Elections Administrator and Christine Kehoe and Alissa Keene, part time Senior Clerks, ably support all the functions of the office.

#### FY26 Budget Priorities

The FY26 Operating Budget includes the following:

- We expect to have 1 election in FY26 versus 3 in FY25, therefore, the FY26 request is lower than FY25. Personnel and Expense costs have been adjusted to account for increased costs per election.
- In FY25, new elections equipment was purchased. The fixed annual service costs related to the new equipment is an increase from the previous equipment and is included in the FY26 budget.



## Town of *Wellesley*

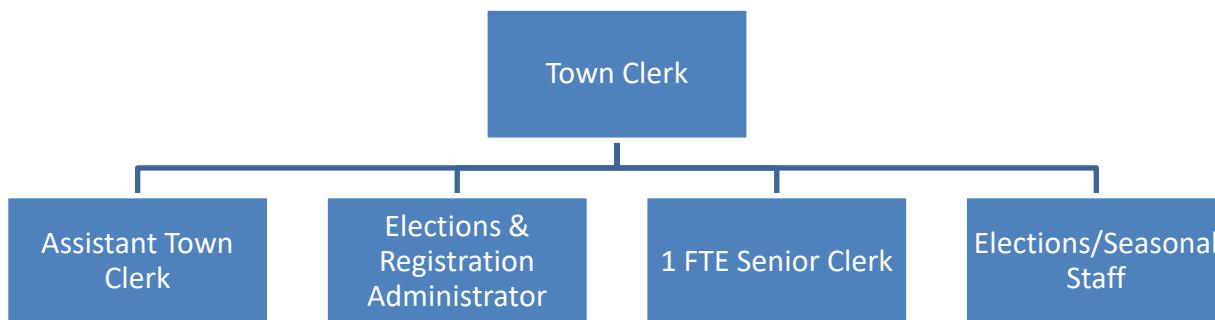
### FY2026 Budget Request

#### Office of the Town Clerk: Mission, Services & Priorities

---

- Included in the budget is the cost to lease Electronic Voting Devices for Town Meeting. Electronic Voting Devices were approved for use at Town Meeting in 2019. The devices were piloted in October 2019. The expense of leasing the Electronic Voting Devices has increased.
- Included in the budget is the service costs of a business copier. The Town Clerk's office is inheriting the Select Board copier and assuming the service costs.

The FY27 Capital Budget includes a business copier as the Select Board copier will have exceeded it's service life.





# Town of *Wellesley*

## FY2026 Budget Request

### Town Clerk Operating Request

Department: 161

Department Head: KC Kato, Town Clerk

DEPARTMENT EXPENDITURES	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	\$ Variance FY25-26	% Change FY25-26
<b>Personal Services</b>							
Full Time	\$ 239,685	\$ 282,029	\$ 311,276	\$ 330,962	\$ 352,350	\$ 21,389	6.46%
Temp/Seasonal	20,197	45,273	20,873	67,400	21,800	\$ (45,600)	-67.66%
Overtime	574	2,744	3,086	4,000	2,000	\$ (2,000)	-50.00%
Longevity	600	700	700	700	700	\$ -	0.00%
Other (Elections)	-	-	-	-	-	\$ -	0.00%
<b>Subtotal, Personal Services</b>	<b>261,057</b>	<b>330,747</b>	<b>335,935</b>	<b>403,062</b>	<b>376,850</b>	<b>\$ (26,211)</b>	<b>-6.50%</b>
 Expenses							
Expenses	61,162	78,956	78,134	99,325	101,290	\$ 1,965	1.98%
Encumbered Expenses	4,833	-	-	-	-	\$ -	0.00%
<b>Subtotal, Expenses</b>	<b>65,995</b>	<b>78,956</b>	<b>78,134</b>	<b>99,325</b>	<b>101,290</b>	<b>\$ 1,965</b>	<b>1.98%</b>
<b>TOTAL</b>	<b>\$ 327,052</b>	<b>\$ 409,703</b>	<b>\$ 414,069</b>	<b>\$ 502,387</b>	<b>\$ 478,140</b>	<b>\$ (24,246)</b>	<b>-4.83%</b>

PERMANENT STAFFING (FTEs)	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request
Position Titles:					
Town Clerk	1	1	1	1	1
Assistant Town Clerk	1	1	1	1	1
Elections & Reg. Administrator	1	1	1	1	1
Licensing & Elections Administrator	0.5	0.5	0.8	1	1
Elections-Seasonal Support	0.5	0.5	0.2	0.3	0.2
<b>Total Number of Positions</b>	<b>4.0</b>	<b>4.0</b>	<b>4.0</b>	<b>4.3</b>	<b>4.2</b>

Town Clerk FY26 Operating Budget Request									
Org	Object	Account # 01-161 Account Title	FY22 Actual	FY23 Actual	FY24 Actual	FY25 Budget	FY26 Request	\$ Variance FY25-26	% Variance FY25-26
<b>PERSONAL SERVICES</b>									
01161100	511010	Senior Administrator*	\$ 102,392	\$ 104,866	\$ 108,732	\$ 111,879	\$ 119,195	\$ 7,316	6.54%
01161100	511220	Other Professionals	44,439	73,119	82,453	83,515	85,185	\$ 1,671	2.00%
01161100	511225	Board of Registrars	2,200	2,883	1,900	2,600	2,000	\$ (600)	-23.08%
01161100	511370	Clerical	90,654	101,161	118,191	132,968	145,970	\$ 13,002	9.78%
01161100	512010	Pages/Poll Workers	16,237	35,921	14,473	58,400	18,300	\$ (40,100)	-68.66%
01161100	512050	Custodians/Laborers	3,961	9,352	6,400	9,000	3,500	\$ (5,500)	-61.11%
01161100	513160	Other Overtime	574	2,744	3,086	4,000	2,000	\$ (2,000)	-50.00%
01161100	515050	Longevity	600	700	700	700	700	\$ -	0.00%
		Benefits Adjustment							
<b>PERSONAL SERVICES SUBTOTAL</b>			<b>261,057</b>	<b>330,747</b>	<b>335,935</b>	<b>403,062</b>	<b>376,850</b>	<b>(26,211)</b>	<b>-6.50%</b>
<b>EXPENSES</b>									
01161200	517020	Medical Checkup	-	-	-	-		\$ -	0.00%
01161200	517030	Meal Allowances	72	2,000	1,168	2,000	1,200	\$ (800)	-40.00%
01161200	524030	Equipment Maintenance	12,909	14,846	13,609	25,700	27,640	\$ 1,940	7.55%
01161200	534010	Postage	9,603	23,180	21,396	27,500	19,500	\$ (8,000)	-29.09%
01161200	534030	Advertising-General	78	195	113	100	100	\$ -	0.00%
01161200	534040	Printing & Mailing Expense	25,721	12,740	16,340	16,000	17,250	\$ 1,250	7.81%
01161200	538020	Book Binding Services	2,852	899	-	2,000	2,000	\$ -	0.00%
01161200	538050	Deliveries	-	-	-	-		\$ -	0.00%
01161200	538090	Other Purchased Services	-	4,990	-	1,550	1,500	\$ (50)	-3.23%
01161200	542010	Office Supplies	4,811	5,198	3,892	3,500	4,000	\$ 500	14.29%
01161200	542040	Paper & Stationary	171	1,105	2,574	500	1,000	\$ 500	100.00%
01161200	542090	Other Supplies - Dog Tags	3,173	1,247	1,403	1,200	1,500	\$ 300	25.00%
01161200	571010	Travel-Mileage	146	28	307	250	300	\$ 50	20.00%
01161200	571110	Conf/Meetings-Administrators	443	389	1,087	750	1,000	\$ 250	33.33%
01161200	573010	Dues-Administrators	235	175	175	175	200	\$ 25	14.29%
01161200	574120	Public Employee Bond	100	100	100	100	100	\$ -	0.00%
01161200	583053	Equipment Replacement	-	-	-			\$ -	0.00%
01161200	527090	Other Rentals/Leases	847	11,865	15,969	18,000	24,000	\$ 6,000	33.33%
01161200	578090	Unclassified Expenses	-	-	-	-		\$ -	0.00%
<b>EXPENSE SUBTOTAL</b>			<b>61,162</b>	<b>78,956</b>	<b>78,134</b>	<b>99,325</b>	<b>101,290</b>	<b>1,965</b>	<b>1.98%</b>
		Other Charges & Expenses	<b>4,833</b>	-	-			\$ -	0.00%
<b>DEPARTMENT TOTAL</b>			<b>\$ 322,219</b>	<b>\$ 409,703</b>	<b>\$ 414,069</b>	<b>\$ 502,387</b>	<b>\$ 478,140</b>	<b>(24,246)</b>	<b>-4.83%</b>

\* Estimated. Town Clerk's salary to be set at Annual Town Meeting

### Town Clerk FY26 Operating Budget Request

Job Title Employee Name	FY25 Rate as of 6/30/2025	FY26 RATE REQUEST				
		Group - Step	Starting Rate FY26- 7/1/2025	Step Adjustment Date	Adjusted Rate	Total Budget Request
Town Clerk KC Kato	\$ 2,185	59	\$ 2,283	N/A	N/A	119,195
Assistant Town Clerk Donna Whitham	\$ 1,600	54	\$ 1,632	N/A	N/A	85,185
Administrator Diane Innes	\$ 1,270	49-6	\$ 1,308	N/A	N/A	68,291
Clerk	\$ 1,163.05	49-4	\$ 1,197.94	11/12/2025	1289.95	65,569
Clerical Support & Elections						
Alissa Keene, C. Kehoe, E. Kelley	\$ 29.00	DA01	\$ 29.00	N/A	N/A	12,110
Additional Elections Support	\$ 29.00	DA01	\$ 29.00	N/A	N/A	-
Registrar Town Clerk Stipend	\$ 142		\$141.66/month	N/A	N/A	1,700
Registrars 3 @ \$100/registrar/3 elections	\$ 300	N/A	\$ 300	N/A	N/A	300
Election Training @ \$25/hr. x 100 workers	\$ 2,500	N/A	\$ 2,500	N/A	N/A	2,500
State Primary						
Vote by Mail Processing	\$ 3,000	N/A	\$ 3,000	N/A	N/A	
Wardens - 2 precincts (2)	\$ 250	N/A	\$ 300	N/A	N/A	
Wardens - 1 precinct (4)	\$ 200	N/A	\$ 275	N/A	N/A	
Clerks (8)	\$ 175	N/A	\$ 250	N/A	N/A	
Inspectors (64 part time)	\$ 150	N/A	\$ 200	N/A	N/A	
Tellers (16)	\$ 75	N/A	\$ 75	N/A	N/A	
In-Person Early Voting		N/A				
Presidential Election						
Vote by Mail Processing	\$ 3,000	N/A	\$ 4,000	N/A	N/A	
Wardens - 2 precincts (2)	\$ 250	N/A	\$ 300	N/A	N/A	
Wardens - 1 precinct (4)	\$ 200	N/A	\$ 275	N/A	N/A	
Clerks (8)	\$ 175	N/A	\$ 250	N/A	N/A	
Inspectors (64 part time)	\$ 150	N/A	\$ 200	N/A	N/A	
Tellers (16)	\$ 75	N/A	\$ 75	N/A	N/A	
In-Person Early Voting		N/A				
Town Election						
Vote by Mail Processing	\$ 3,000	N/A	\$ 3,000	N/A	N/A	3,000
Wardens -2 precincts (2)	\$ 250	N/A	\$ 300	N/A	N/A	600
Wardens-1 precinct (4)	\$ 200	N/A	\$ 275	N/A	N/A	1,100
Clerks (8)	\$ 175	N/A	\$ 250	N/A	N/A	2,000
Inspectors (64 part time)	\$ 150	N/A	\$ 200	N/A	N/A	6,400
Tellers (16)	\$ 75	N/A	\$ 75	N/A	N/A	1,200
Technical Support elections	\$ 1,500	N/A	\$ 1,500	N/A	N/A	1,500

