



Town of Wellesley

FY2025 Summary Select Board Request

Page #	Dept.	Funding Item	FY24 USE OF FUNDS (REQUESTED)			FY25 USE OF FUNDS (REQUESTED)			CHANGE - FY24 to FY25			
			FY24 Pers Srvs	FY24 Expenses	FY24 Total Ops	FY25 Pers Srvs	FY25 Expenses	FY25 Total Ops	\$ Variance Pers Srvs	\$ Variance Expenses	Variance Total - \$	Variance Total - %
GENERAL GOVERNMENT												
Administration												
1	122	Executive Director	595,343	42,000	637,343	727,688	41,000	768,688	132,345	(1,000)	131,345	20.61%
11	126	Climate Action Committee	154,847	9,700	164,547	159,328	9,991	169,319	4,481	291	4,772	2.90%
18	133	Finance Department	515,472	13,850	529,322	530,006	12,200	542,206	14,534	(1,650)	12,884	2.43%
24	145	Treasurer & Collector	374,225	129,500	503,725	384,811	133,100	517,911	10,586	3,600	14,186	2.82%
30	155	Information Technology	794,056	763,775	1,557,831	829,445	824,610	1,654,055	35,389	60,835	96,224	6.18%
36	195	Town Report	-	2,500	2,500	-	2,250	2,250	-	(250)	(250)	-10.00%
37	199	Central Admin. Services	-	14,500	14,500	-	14,500	14,500	-	-	-	0.00%
Subtotal - General & Financial Srvs.			\$ 2,433,943	\$ 975,825	\$ 3,409,768	\$ 2,631,278	\$ 1,037,651	\$ 3,668,929	\$ 197,335	\$ 61,826	\$ 259,161	7.60%
Facilities												
38	192	Facilities Management -Town	5,253,750	3,871,918	9,125,668	5,571,800	4,264,443	9,836,243	318,050	392,525	710,575	7.79%
69	198	Land Use Departments Relocation	-	133,500	133,500	-	133,500	133,500	-	-	-	0.00%
Subtotal - Facilities Management			\$ 5,253,750	\$ 4,005,418	\$ 9,259,168	\$ 5,571,800	\$ 4,397,943	\$ 9,969,743	\$ 318,050	\$ 392,525	\$ 710,575	7.67%
Human Services												
70	541	Council on Aging	457,773	77,750	535,523	509,771	79,850	589,621	51,998	2,100	54,098	10.10%
82	542	Youth Commission	98,003	17,090	115,093	100,849	17,090	117,939	2,846	-	2,846	2.47%
96	693	Memorial Day	-	5,950	5,950	-	5,950	5,950	-	-	-	0.00%
86	543	West Suburban Veterans District	-	63,394	63,394	-	69,593	69,593	-	6,199	6,199	9.78%
Subtotal - Human Srvs.			\$ 555,776	\$ 164,184	\$ 719,960	\$ 610,620	\$ 172,483	\$ 783,103	\$ 54,844	\$ 8,299	\$ 63,143	8.77%
Selectmen Shared Services												
88	135	Audit Committee	-	60,850	60,850	-	62,250	62,250	-	1,400	1,400	2.30%
89	151	Law	-	480,000	480,000	-	480,000	480,000	-	-	-	0.00%
90	458	Street Lighting	-	142,000	142,000	-	142,000	142,000	-	-	-	0.00%
91	945	Risk Management	-	736,000	736,000	-	826,650	826,650	-	90,650	90,650	12.32%
91	211	Injured on Duty Insurance	-	100,000	100,000	-	100,000	100,000	-	-	-	0.00%
Subtotal - Sel. Shared Services			\$ -	\$ 1,518,850	\$ 1,518,850	\$ -	\$ 1,610,900	\$ 1,610,900	\$ -	\$ 92,050	\$ 92,050	6.06%
Select Board Appointed Committees												
92	176	Zoning Board of Appeals	85,204	9,190	94,394	87,130	9,190	96,320	1,926	-	1,926	2.04%
96	180	Housing Development Corp	-	6,500	6,500	-	6,500	6,500	-	-	-	0.00%
96	691	Historical Commission	-	750	750	-	750	750	-	-	-	0.00%
96	692	Celebrations Committee	-	5,000	5,000	-	5,000	5,000	-	-	-	0.00%
Subtotal - Sel. Appntd Comms.			\$ 85,204	\$ 21,440	\$ 106,644	\$ 87,130	\$ 21,440	\$ 108,570	\$ 1,926	\$ -	\$ 1,926	1.81%
GENERAL GOVERNMENT SUBTOTAL			\$ 8,328,673	\$ 6,685,717	\$ 15,014,390	\$ 8,900,828	\$ 7,240,417	\$ 16,141,245	\$ 572,155	\$ 554,700	\$ 1,126,855	7.51%
Public Safety												
97	210	Police Department	6,903,713	807,201	7,710,914	7,248,621	863,565	8,112,186	344,908	56,364	401,272	5.20%
112	220	Fire Rescue	6,499,589	452,901	6,952,490	7,059,631	550,220	7,609,851	560,042	97,319	657,361	9.46%
123	241	Building Department	618,352	39,100	657,452	637,782	39,100	676,882	19,430	-	19,430	2.96%
132	244	Sealer of Weights & Measures	15,660	2,550	18,210	16,051	2,600	18,651	391	50	441	2.42%
135	299	Special School Police	136,878	3,664	140,542	139,919	3,774	143,693	3,041	110	3,151	2.24%
Subtotal - Public Safety			\$ 14,174,192	\$ 1,305,416	\$ 15,479,608	\$ 15,102,004	\$ 1,459,259	\$ 16,561,263	\$ 927,812	\$ 153,843	\$ 1,081,655	6.99%
SELECT BOARD OPERATING SUBTOTAL			\$ 22,502,865	\$ 7,991,133	\$ 30,493,998	\$ 24,002,832	\$ 8,699,676	\$ 32,702,508	\$ 1,499,967	\$ 708,543	\$ 2,208,510	7.24%

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		CAPITAL & DEBT											
		Tax Impact Capital											
150	122	SB Cash Capital	-	713,844	713,844	-	645,621	645,621	-	(68,223)	(68,223)	-9.56%	
152	192	Facilities Capital	-	1,933,000	1,933,000	-	2,345,000	2,345,000	-	412,000	412,000	21.31%	
		Subtotal - Capital	\$ -	\$ 2,646,844	\$ 2,646,844	\$ -	\$ 2,990,621	\$ 2,990,621	\$ -	\$ 343,777	\$ 343,777	12.99%	
	710	Debt Service											
		Current Inside Levy Debt Service	-	5,000,000	5,000,000	-	5,000,000	5,000,000	-	-	-	0.00%	
		Subtotal - Debt Service	\$ -	\$ 5,000,000	\$ 5,000,000	\$ -	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ -	0.00%	
		CAPITAL & DEBT SUBTOTAL	\$ -	\$ 7,646,844	\$ 7,646,844	\$ -	\$ 7,990,621	\$ 7,990,621	\$ -	\$ 343,777	\$ 343,777	4.50%	
		Employee Benefits											
138	910	Retirement	-	8,846,365	8,846,365	-	9,039,104	9,039,104	-	192,739	192,739	2.18%	
139	912	Workers Comp	-	700,070	700,070	-	740,348	740,348	-	40,278	40,278	5.75%	
140	913	Unemployment Compensation	-	100,000	100,000	-	100,000	100,000	-	-	-	0.00%	
141	914	Group Insurance	-	21,385,964	21,385,964	-	22,657,487	22,657,487	-	1,271,523	1,271,523	5.95%	
143	919	OPEB Inside Levy	-	3,450,000	3,450,000	-	3,200,000	3,200,000	-	(250,000)	(250,000)	-7.25%	
144	950	Compensated Absences	-	120,000	120,000	-	120,000	120,000	-	-	-	0.00%	
		SHARED COST SUBTOTAL	\$ -	\$ 34,602,399	\$ 34,602,399	\$ -	\$ 35,856,939	\$ 35,856,939	\$ -	\$ 1,254,540	\$ 1,254,540	3.63%	
		SPECIAL ITEMS											
		Property Tax Abatements	-	750,000	750,000	-	750,000	750,000	-	-	-	0.00%	
810		State & County Assessments	-	1,395,058	1,395,058	-	1,430,000	1,430,000	-	34,942	34,942	2.50%	
		SPECIAL ITEMS SUBTOTAL	\$ -	\$ 2,145,058	\$ 2,145,058	\$ -	\$ 2,180,000	\$ 2,180,000	\$ -	\$ 34,942	\$ 34,942	1.63%	
		SB TOTAL TAX IMPACT BUDGET	\$ 22,502,865	\$ 52,385,434	\$ 74,888,299	\$ 24,002,832	\$ 54,727,236	\$ 78,730,068	\$ 1,499,967	\$ 2,341,802	\$ 3,841,769	5.13%	
		SB TOTAL TAX IMPACT (LESS EXEMPT DEBT)	\$ 22,502,865	\$ 52,385,434	\$ 74,888,299	\$ 24,002,832	\$ 54,727,236	\$ 78,730,068	\$ 1,499,967	\$ 2,341,802	\$ 3,841,769	5.13%	
		NON-TAX IMPACT ITEMS											
145	27-293	Traffic & Parking Ops.	302,353	696,650	999,003	323,311	711,400	1,034,711	20,958	14,750	35,708	3.57%	
		NON-TAX IMPACT TOTAL	\$ 302,353	\$ 696,650	\$ 999,003	\$ 323,311	\$ 711,400	\$ 1,034,711	\$ 20,958	\$ 14,750	\$ 35,708	3.57%	



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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Executive Director Operating Narrative: Mission, Services & Priorities

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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Executive Director Operating Narrative: Mission, Services & Priorities

- 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.



Town of *Wellesley*

FY2025 Budget Request

Executive Director Operating Narrative: Mission, Services & Priorities

- 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 Sustainable 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



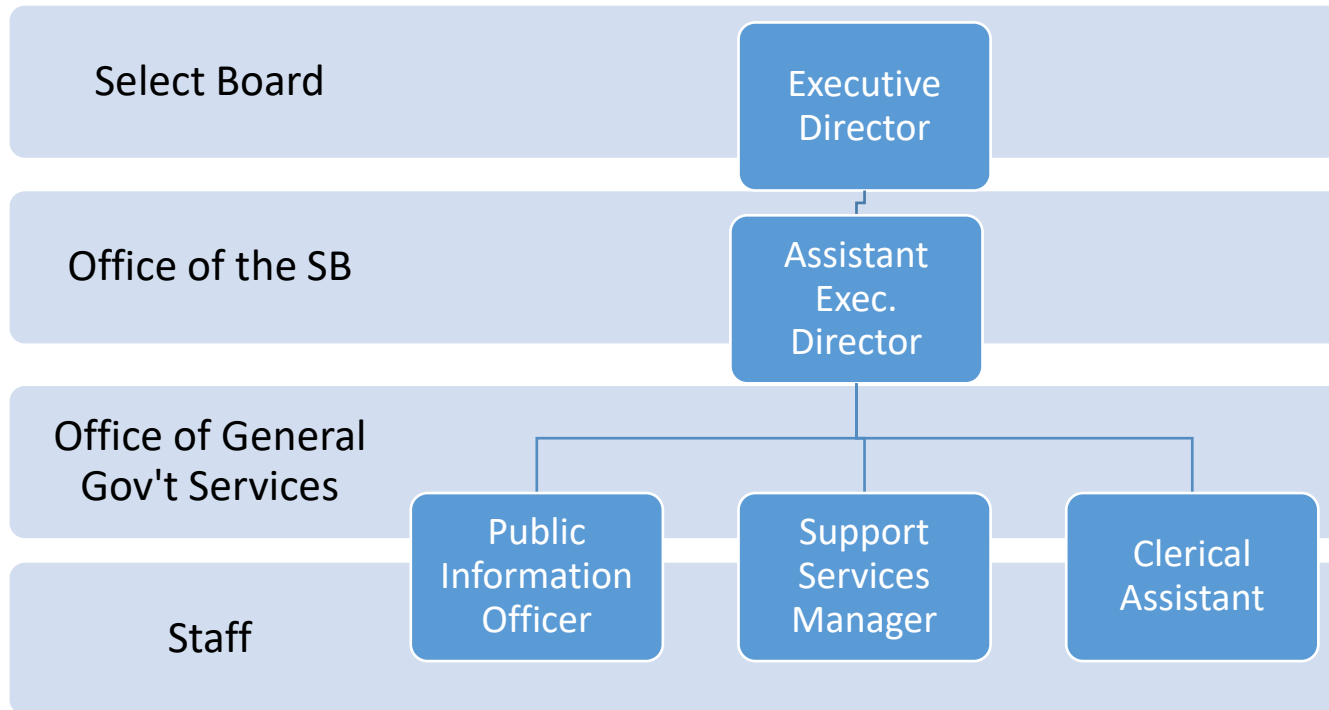
Town of *Wellesley*

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Executive Director Operating Narrative: Mission, Services & Priorities

- 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





Town of *Wellesley*

FY2025 Budget Request

Executive Director Operating Narrative: Mission, Services & Priorities

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 the 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, however, does not require operational budgetary increases.



Town of *Wellesley*

FY2025 Budget Request

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	\$ 698,188	\$ 115,845	19.89%
Part Time/Temp/Seasonal	3,430	665	-	-	-	\$ -	0.00%
Longevity	-	-	-	-	-	\$ -	0.00%
Reclassification Funding	-	-	-	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	727,688	132,345	22.23%
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	\$ 768,688	\$ 131,345	20.61%

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	455,203	\$ 105,514	30.17%
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	727,688	132,345	22.23%
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	\$ 768,688	\$ 131,345	20.61%

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	\$ 1,817.00	59	\$ 1,817.30	N/A	N/A	94,500	94,863
Temporary help - transcribing minutes	\$ -		\$ -	N/A	N/A	-	
						705,221	\$ 707,688

*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



Town of *Wellesley*

FY2025 Budget Request

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.

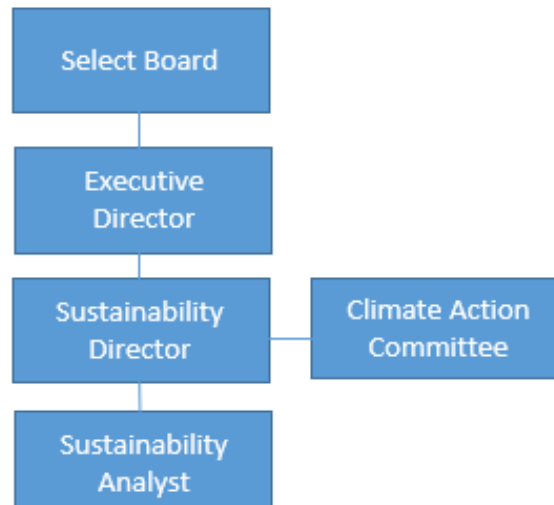
Department Description

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

Climate Action Committee Operating Request									
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

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
Finance Department: Mission, Services & Priorities

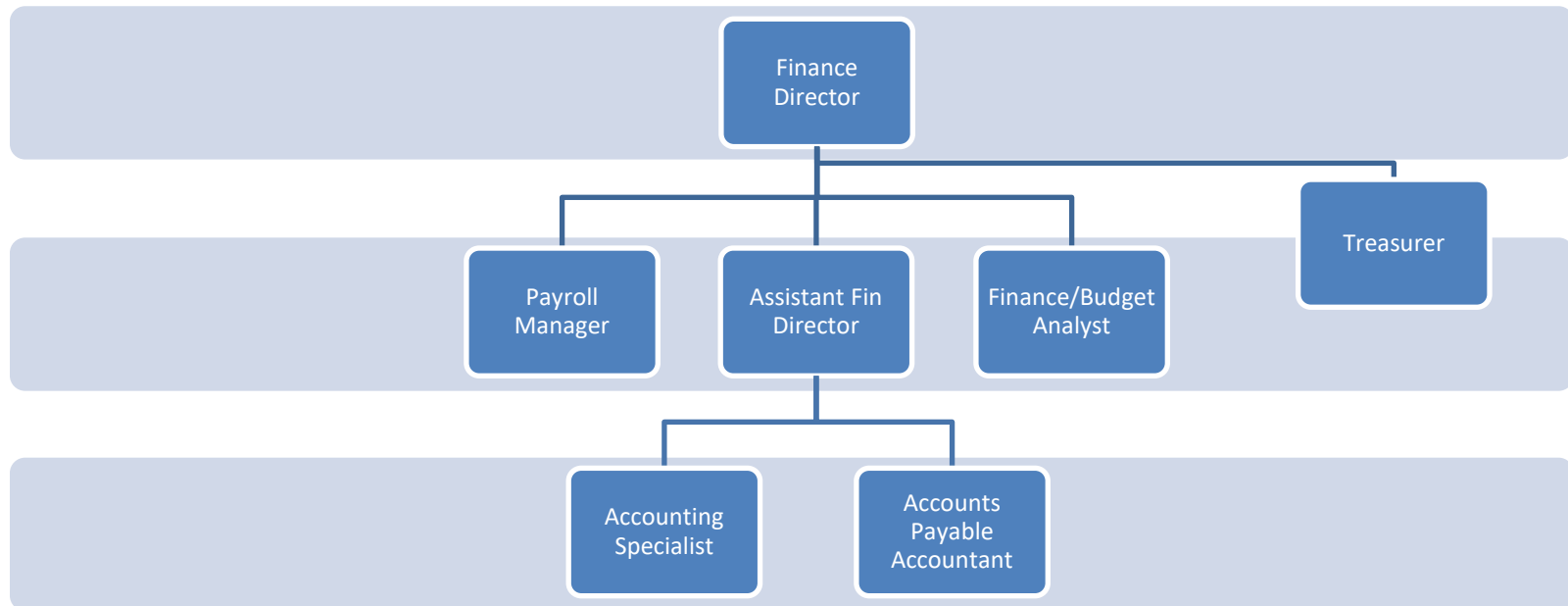
Mission

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%

PERMANENT STAFFING (FTEs)	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



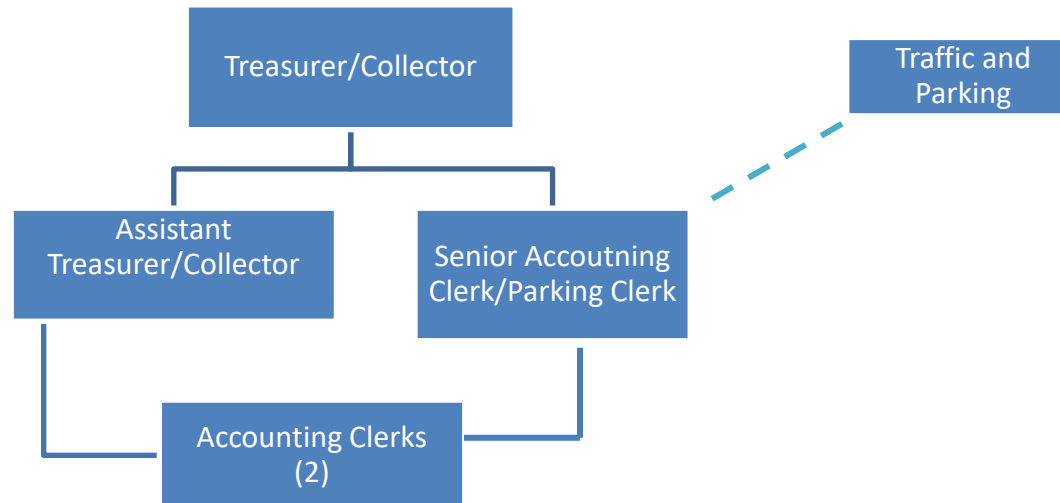
Town of *Wellesley*
FY2025 Budget Request
Treasurer/Collector Department: Mission, Services & Priorities

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						Total Budget Request
		Group - Step	Hrs/Week	FY25 Starting Rate 7/1/2024	Adjustment Date	Group - Step	Step adjustment Rate	
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

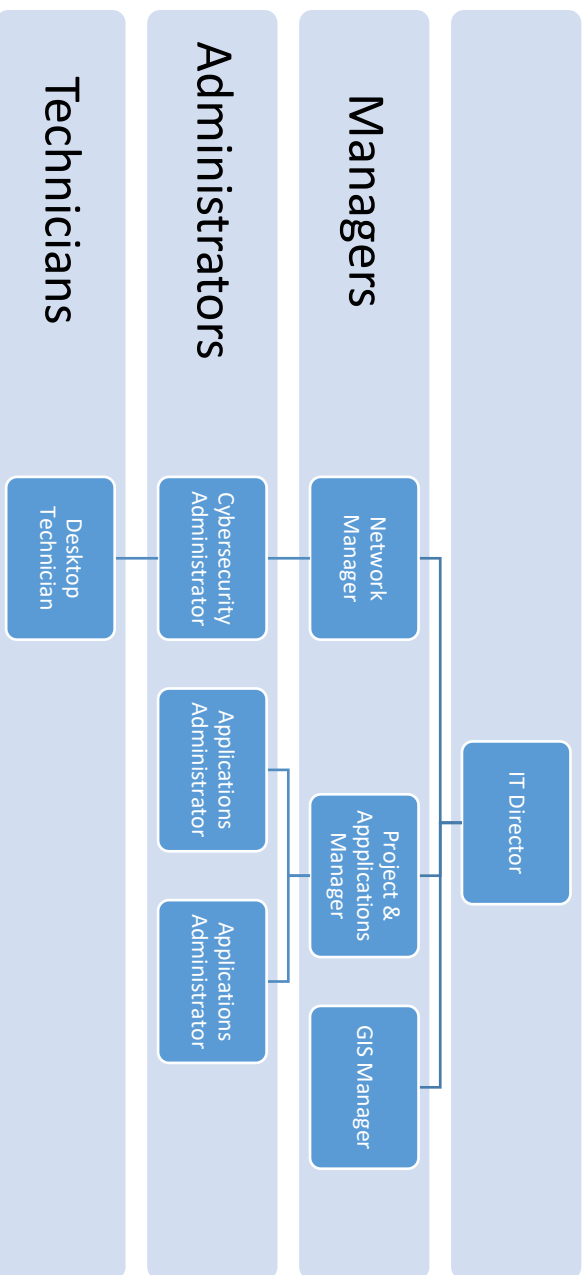


Town of *Wellesley*
FY2025 Budget Request
Information Technology: Mission, Services & Priorities

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	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
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)	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
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%
01155100	511220	Other Professionals	3 Managers (Project & Apps., Network & Cyber, & GIS); 3 Administrators (Cybersecurity, Applications x2), 1 Technician (Desktop)	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%
01155200	530405	Cybersecurity	For hardware, software, and services specifically related to cybersecurity systems. Some items budgeted here were previously budgeted under Equipment Maintenance or Computer Software Services.	-	-	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%
01155200	530800	Computer Software Services (Other)	Annual subscription, support, and maintenance contracts for all other enterprise applications (e.g. Office365, GIS, VMWare, Citrix, CivicPlus/website, OpenGov, GovOS, Kronos, Zoom).	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

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%



Town of *Wellesley*

FY2025 Budget Request

Central Administrative Services Operating Request

Department: 199

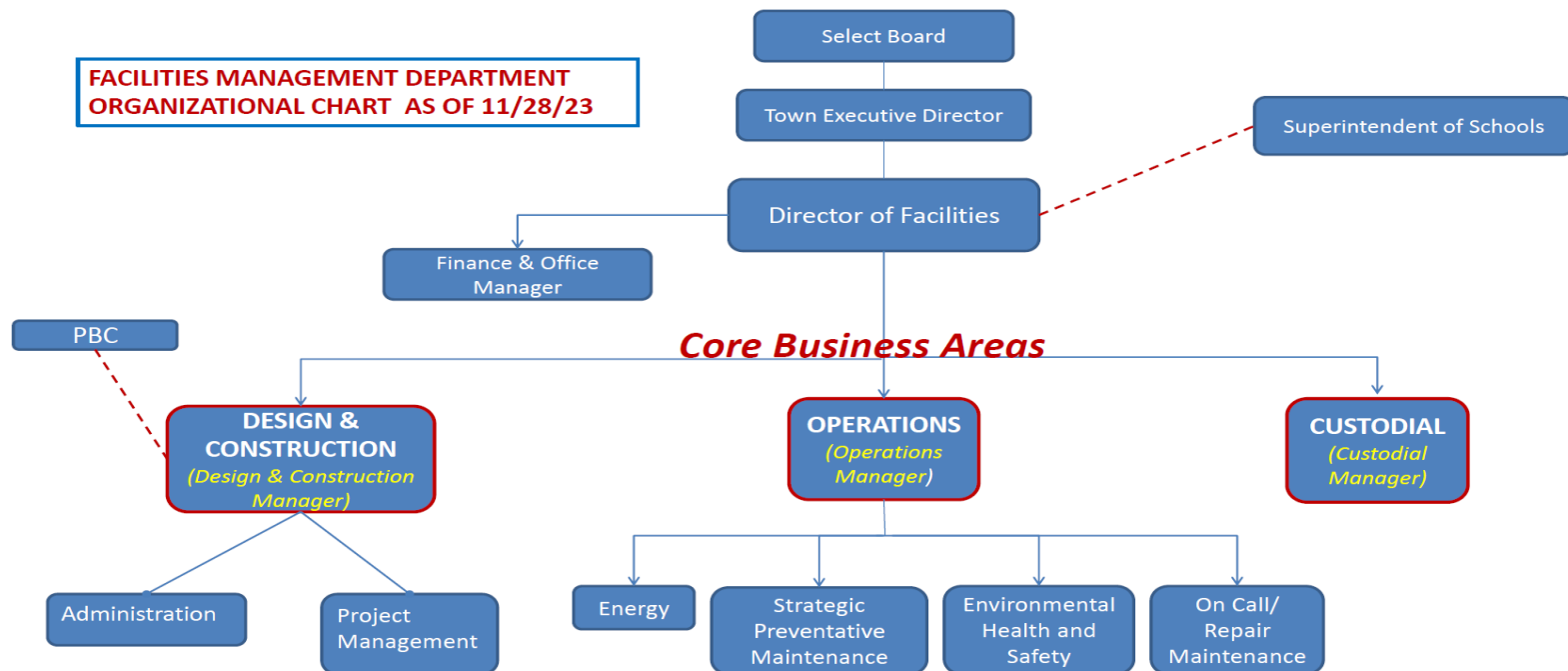
Department Head: Meghan Jop, Executive Director

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%

Facilities Management Department

Mission Statement

To treat department managers as highly valued customers, by being responsive to their facility needs and allowing them to focus on their own core missions. Facilities will be professionally managed, operated and maintained in an efficient manner and within established budgets. FMD shall maximize service life of facilities and equipment, protecting valuable public assets, through regular preventive maintenance and collaboratively prepared long-term capital plans. FMD staff recognizes the uniqueness of each department's building and operational needs and accomplishes their work in a way that minimizes service interruption. Sustainability and energy efficiency are at the forefront of all FMD operations and practices, and staff shall endeavor to incorporate these into all aspects of their work.



Department Description

The Town of Wellesley Facilities Management Department (FMD) was created by Town Meeting vote in March 2012 and officially began operations on July 1, 2012. Overseen by the Town's Executive Director of Government Services, the department falls under the jurisdiction of the Select Board. The FMD is responsible for the operation and maintenance of all schools and municipal buildings in the Town, as well as all aspects of capital planning, design and construction. The Municipal Light Plant manages their own buildings with some support from FMD. In July 2016 the FMD assumed custodial and maintenance responsibilities for eight Department of Public Works (DPW) buildings. FMD does not have established budgets to support the DPW's Water/Sewer buildings at the Municipal Way campus, as these are enterprise funded. Instead, FMD uses a charge back process to account for FMD costs incurred for these buildings.

The FMD is responsible for custodial service, maintenance/operations, capital planning and project management for twenty-nine (29) buildings, totaling over 1.2 million square feet, with a staff of 72.6 FTEs. There is also a 0.50 FTE DPW custodian paid for with enterprise funds not included in this count. The staff currently includes a director, seven managers, eight maintenance technicians, 52.6 FTE custodians, a project financial analyst, an administrative assistant, finance manager and office assistant. The FMD assumed building maintenance and custodial responsibility for the Tolles-Parsons Senior Center when it opened in September 2017. In FY18, the PBC and Select Board agreed to move salaries for the two existing PBC staff positions into the FMD's budget. These positions, Project Manager and Assistant Project Manager (formerly Projects Assistant), are primarily assigned to support PBC projects. This organizational change yielded tremendous operational efficiencies in the FMD and improved support services to the PBC. The inventory of buildings for which FMD has responsibility includes the ten schools, Field House at Sprague, three libraries, two fire stations, the Police Station, Town Hall, Warren Building, Morses Pond bathhouse and the Senior Center. The DPW buildings for which FMD assumed responsibilities in FY17 are two garages and the administration building on the Municipal Way campus and five buildings at the Recycling and Disposal Facility (RDF). FMD's central office has been located in leased space in an office building at 888 Worcester Street since June 2015, for which the Town secured its second 5-year lease in June 2020.

The organizational structure of the FMD has three core business areas: custodial, operations (maintenance/energy/safety), and design & construction (including capital planning), each of which is overseen by a professional manager that reports to the Facilities Director. Preventive maintenance practices are a focus of the department, as are custodial procedures which incorporate "green cleaning" supplies, equipment, and techniques. Capital projects are identified during planning through a collaborative approach with department heads and school principals. Planning, design and construction is managed within the Department and also through outside design professionals. Building projects costing \$500,000 or more are managed by the Town's Permanent Building Committee

(PBC). The FMD's Design & Construction Manager (DCM) leads FMD's efforts in supporting the day-to-day business of the PBC. The FMD's Operations Manager (OM) is charged with managing energy consumption, with an eye towards sustainability issues. The OM is charged with addressing the changing needs of the department and its focus on preventive maintenance and strategic replacement of building systems, while continuing energy management. Maintenance work is primarily accomplished using FMD staff; however, certain work is outsourced based on criteria including cost effectiveness, technical capabilities/specialty work, and backlog. The FMD utilizes a cloud-based, computerized maintenance management system (CMMS) to document and track repairs and preventive maintenance work, and processes approximately 1,500 maintenance work order requests annually.

FMD staff includes both union and non-union employees. Non-union staff include the managers and central office staff, while all full-time custodians and maintenance staff belong to a union or association (Libraries). The American Federation of State, County, and Municipal Employees (AFSCME), Council 93, Local 49 represents custodians and maintenance in all FMD buildings except the Libraries on collective bargaining issues. Custodians working in the Libraries are members of the Wellesley Free Library Staff Association union. The Library Association agreement and the AFSCME agreement both expire on June 30, 2026.

FY2025 Goals

FMD's operationally related goals focus on providing the best day-to-day work and learning environments in all twenty-nine of the buildings that we maintain, as evidenced by the national green cleaning award that our custodial team received in 2018. The Design & Construction group will continue to provide day-to-day support to the Permanent Building Committee (PBC) as they continue to make progress on a challenging \$252M building construction program, which the Town faces over the next six years.

Specific operational goals for FY25 are related to the successful opening and operation of three new/renovated buildings: New Hunnewell school, New Hardy school and the renovated Town Hall. The Hunnewell school is scheduled to open in February 2024, Hardy in August 2024 and Town Hall in September 2024.

The combined square footage of the 2 new schools will be 23% larger than that of the old Hardy, Hunnewell and Upham schools combined. As a result of the increased size and more sophisticated building systems in the new schools, the FY25 expense budgets for the two new schools will be larger than that of the three old schools; however, the cost per square foot will be less due to the overall efficiency of these new buildings. Similarly, Town Hall will not increase in size; however, it will also have state-of-the-art building systems which will require a moderately larger budget to maintain. As a result of the school consolidation, the Upham School will close in summer 2024; however, an operational budget will continue to be required to maintain the building until the Town determines

the long-term use of the building and site.

Two new full-time custodial positions are being requested as part of FMD's FY25 personal services budget. One position is needed to cover the almost 30,000 sf of additional school space that will result from the two larger schools, and it will be shared equally between the new Hunnewell and new Hardy schools. The second requested custodial position would address needs at the DPW buildings, the new and future public restroom facilities at Hunnewell and Sprague fields and for coverage when needed at the Senior Center, Warren building and MOPO. The budgetary cost for this new position would be offset somewhat by reduced overtime currently being paid to perform some of this work. The eventual conversion of the Head Custodial (Job Group 17) position at Warren to a lower paid Custodian position (Job Group 15) was envisioned as part of the FY24 reorganization that added a Facility Supervisor, which will further reduce long-term personal services costs.

Below is a summary of the building expense budget changes from FY24 to FY25 for the four affected buildings:

FMD's Design & Construction team will continue to manage the completion of construction on the two new schools and of Town Hall in FY25. The group will also manage the design and bidding for the Warren HVAC project. FMD's staff has Owner's Project Manager (OPM) responsibilities on the Town Hall project and Warren HVAC, and we will continue support of the two school projects by managing the outsourced OPMs and supporting PBC through construction.

Total Budget Request

The FMD's FY25 Operating Budget Request provides for the continued successful operation and maintenance of the buildings within its purview, including the new and renovated buildings. *Overall, we are requesting \$9,836,243, a 7.79% increase over our FY24 budget, which is outside of guidelines. This variance is largely due to two significant and unusual circumstances: the aforementioned new schools and renovated Town Hall, as well as significant utility increase, notably electricity, natural gas and water/sewer.* Absent these expense impacts and the two additional custodial positions being requested, FMD's budget would have been within guideline for both personal services and expenses.

Additional information regarding the personal services and expenses components of the budget is provided.

Personal Services

Overall, the personal services budget increase is \$278,057 or 5.29% for FY25. Note that with the \$40,000 in benefitted costs added for the two new requested positions, the increase would be 6.05%.

The personal services budget is comprised of four items:

1. *Cost-of-Living Allowance (COLA):* The guideline 4% increase for personal services was followed for Series 40, and 2.5% for Series 50 and 60 employees. The contractual increase for the AFSCME union and Library Association positions is 3%. ***The budgeted cost of living increase for these employees is \$124,172.***
2. *Net Salary Change:* This item includes changes to steps, longevity, and other adjustments. Both union and non-union hourly employees have compensation based on increasing salary rates per “steps” over time, with an upper limit. These employees also have a lump sum “longevity” allowance, which is paid to them each year after they reach a certain milestone. In addition, part-time employees covered by the Library Association’s contract receive step increases based upon the number of hours worked. ***The budgeted cost for net salary change is \$49,779.***
3. *2.0 FTE New Custodians:* This item is to account for the increased cost to add two full-time custodians. One of the positions will be equally split between the new Hunnewell and New Hardy schools and is needed based on the additional 30,000 sf of space requiring custodial services. The second position will be assigned to the DPW and is part of a reorganization needed to better respond to FMD’s changing portfolio of buildings, as previously described. ***The budgeted cost for the two new positions is \$104,110.***
4. *Custodial and Maintenance at Upham School:* The closed school will require regular building checks/inspections and some maintenance work, which will be performed by FMD staff. ***The budgeted cost for these services is \$11,876.***

The overall 5.29% increase in personal services is summarized in the table below:

<i>Increase Component</i>	<i>Cost Increase</i>
COLA	\$124,172
Net Salary Change	\$37,899
Two New Custodial Positions	\$104,110

Upham Salaries	\$11,876
Total Increase	\$278,057

Expenses

The overall expense budget increase request is \$392,526 or 10.14% for FY25. As previously indicated, this significant requested increase is misleading; due to the unusual increases from New Hunnewell, New Hardy and Renovated Town Hall. There are also significant utility increases in the FY25 budget, which have pushed the expense budget above guideline.

Expenses within the FMD budget fall into five general categories: Custodial, Maintenance, Utilities, Vehicle Maintenance, and Central Office. All utility budgets were increased to reflect expected higher unit prices. *No increases were taken in non-utility expense items; however, some internal adjustments/balancing were made to better align the budget with actual expenses.* A brief description of the items included in each category is provided, with some additional details surrounding the utilities. Expense budgets for DPW Water/Sewer buildings are not included, as these are enterprise-funded functions, so FMD costs associated with these buildings are transferred back to DPW during the fiscal year.

Custodial: This includes cleaning supplies, cleaning equipment and uniforms. *No increase is requested for this item.*

Maintenance: This includes parts/equipment/supplies for use by in-house maintenance technicians, as well as cost of out-sourced work to vendors for work which cannot be accomplished by in-house staff. The outsourced maintenance budgets are further itemized to track preventive maintenance expenses (Building Maintenance) and repair maintenance (Other Contractual Services). *No increase is requested for this item.*

Vehicle Maintenance: There are nine existing vehicles in the FMD. The five sub-budgets within this category provide for gasoline, parts/supplies/equipment and outsourced repair and preventive maintenance of these vehicles, which cannot be performed by the in-house maintenance/mechanic. *No increase is requested for this item.*

Utilities: There are seven budgets within this category. Telephone service charges and telephone repairs are not part of the FMD's responsibilities.

Electricity: This is the largest utility cost, and the Town has been fortunate to have had minimal increases only over the past several years. The Wellesley Municipal Light Plant (MLP) has informed us that we should budget for a 5% increase in the price of electricity for FY25, which equals \$64,661. *This increase represents 16.5% of the total \$392,526 expense budget increase.*

Natural Gas: This is the second largest utility cost. Our gas cost has two components: a National Grid (NGrid) cost to deliver the gas locally and a third party supplier from whom the Town contracts for commodity and transmission costs. FMD closely monitors and tracks gas costs in the market all year. In March 2020, the FMD was able to secure a favorable, three-year contract for FY22, FY23 and FY24 from a new third party supplier (ends in April 2024). As a result, there was no increase in *commodity* cost; however, based upon recent annual increases, we expect that NGrid distribution costs will again *increase* by about 10% in FY25. Since NGrid costs make up only about half of our total natural gas cost, we are budgeting one-half of the 10% increase, or a 5% net increase for FY25, which equals \$43,543. *This increase represents 11% of the total \$392,526 expense budget increase.*

Water and Sewerage: These utilities are provided by the DPW and Massachusetts Water Resources Authority and managed locally by the DPW. Per DPW a 4% increase is assumed for both water and sewerage. The total increase for water is \$5,869 and for sewerage is \$5,693. *This increase represents 3% of the total \$392,526 expense budget increase.*

School Trash and Recycling: The School Department currently is in a year-to-year contract with a vendor to haul waste and single-stream recycling. The single-stream recycling program has increased overall recycling in the schools. We are continuing to work with the DPW's staff at the Recycling & Disposal Facility (RDF) to investigate options for FY24, which could include the RDF taking over some or all of this work, continued outsourcing of this work, or a combination of the two options. *A 2.5% increase is requested, which totals \$2,170. This increase represents 0.5% of the total \$392,526 expense budget increase.*

New, renovated and closed buildings planned for FY25 represent the most significant impact to FMD's budget:

1. **Hunnewell School:** The FY24 budget included only seven (7) months of operating expenses for the new school (December 2023 to June 2024); however, the FY25 budget will include a full years' (12 months) worth of expenses. The total expense cost increase for Hunnewell is \$116,877. *This increase represents 30% of the total \$392,526 expense budget increase.*

- 2. **Hardy School:** The FY24 budget was for the old, 46,000 sf school. The FY25 expense budget for the new 80,000 sf school is comparable to the new Hunnewell school budget, and approximately 65% greater than the FY24 budget for the old Hardy school. The total expense cost increase for Hardy is \$97,479. *This increase represents 25% of the total \$392,526 expense budget increase.*
- 3. **Town Hall:** There was no FY24 expense budget (\$0) for Town Hall, as the building was closed for the renovation; however, the FY25 expense budget is about 33% larger than the last full years' budget for Town Hall (FY23). The total expense cost increase for Town Hall is \$136,500. *This increase represents 35% of the total \$392,526 expense budget increase.*
- 4. **Upham School:** The FY25 expense budget to maintain the closed school includes costs for reduced utility usage and a minimum level of building and grounds maintenance. The total expense cost *decrease* for Upham is \$80,278. *This decrease reduces the total expense request by 21%*

The overall 10.14% increase in total expenses is summarized in the table below:

<i>Increase Component</i>	<i>Cost Increase</i>
Renovated Town Hall ¹	\$136,500
New Hunnewell ¹	\$116,878
New Hardy ¹	\$97,480
Closed Upham ¹	(\$80,278)
Electricity ²	\$64,671
Natural Gas ²	\$43,543
Water-Sewer ²	\$11,562
Trash & Recycling ²	\$2,170

All Other Expenses ²	\$0
<i>Total Increase</i>	<i>\$392,526</i>

Notes:

1. New Hunnewell, New Hardy, Renovated Town Hall and Closed Upham costs include utilities and all other expenses.
2. These expense item totals do not include New Hunnewell, New Hardy, Renovated Town Hall or Closed Upham costs.

Climate Action Plan

Sustainability and adherence to the goals of the Town’s Climate Action Plan are of critical importance to the FMD. In fact, one of the key tenets of our mission statement states “*Sustainability and energy efficiency are at the forefront of all FMD operations and practices, and staff shall endeavor to incorporate these into all aspects of their work.*” FMD addresses these goals through our daily operations and through capital projects. Energy management is one of the primary responsibilities of FMD’s Operations Manager. In addition to tracking use, he is responsible for all aspects of cash-capital projects which are deemed to be energy conservation measures (ECMs). For the past several years our ECMs have included LED Lighting projects, HVAC Recommissioning projects and HVAC Controls upgrade projects. Each of these types of projects results in energy reduction and a commensurate reduction in greenhouse cases. As part of FMD’s cash-capital presentation to the Select Board in November 2023, FMD’s Director explained the benefits of the LED program in detail, including reduction of CO2 gases.

For FY25 FMD is proposing cash-capital projects that will continue our goal of greenhouse gas reduction:

1. LED Lighting at Main Library, Bates School, Sprague, Polie and DPW Administration: These five projects totaling \$600,000 are part of FMD’s LED program to replace all lights with LEDs by FY27.
2. HVAC Recommissioning at DPW Administration and Water/Sewer Buildings: These two projects totaling \$85,000 are part of an extraordinary preventative maintenance program to recommission HVAC equipment to ensure maximum efficiency at all FMD buildings on a 5 to 7-year cycle.
3. The two new schools, renovated Town Hall and eventual HVAC renovation at Warren will all have all-electric building systems, which meet the Town’s *Municipal Sustainable Building Guidelines*.



Town of Wellesley

FY2025 Budget Request

Facilities Management Department Operating Request

Department: 192

Department Head: Joseph McDonough, Facilities Director

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Change FY24-25
Subtotal, Personal Services	\$ 4,619,745	\$ 4,789,882	\$ 4,849,468	\$ 5,253,750	\$ 5,531,800	\$ 278,050	5.29%
Benefits, new position					\$ 40,000.00	-	
	4,619,745	4,789,882	4,849,468	5,253,750	5,571,800	\$ 318,050	6.05%
Expenses	3,000,534	3,274,363	3,402,690	3,871,918	4,264,443	\$ 392,526	10.14%
Encumbrances	-	-	-			\$ -	0.00%
Subtotal, Expenses	3,000,534	3,274,363	3,402,690	3,871,918	4,264,443	\$ 392,526	10.14%
TOTAL	\$ 7,620,279	\$ 8,064,245	\$ 8,252,158	\$ 9,125,668	\$ 9,836,243	\$ 710,575	7.79%

PERMANENT STAFFING (FTEs)	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Position Titles:					
Management and Administration	12.0	12.0	12.0	12.0	12.0
Tradesmen	8.0	8.0	8.0	8.0	8.0
Custodians	52.6	52.6	52.6	52.6	54.6
Total Number of Positions	72.6	72.6	72.6	72.6	74.6

Facilities Management Department FY25 Operating Budget

Org #	Obj	Account # 01-192 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES									
Org #	Obj	Account # 01-192 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01192100	511010	Senior Administrators	\$ 160,987	\$ 164,610	\$ 168,328	\$ 175,746	\$ 180,832	\$ 5,087	2.89%
01192100	511130	Manager/Assistant Manager	492,937	501,769	514,648	544,131	553,948	\$ 9,817	1.80%
01192100	511220	Other Professional Staff						\$ -	0.00%
01192100	511300	Accountant	85,988	84,678	87,216	90,662	94,975	\$ 4,313	4.76%
01192100	511310	Administrative Assistant	61,580	62,812	55,236	65,195	68,860	\$ 3,665	5.62%
01192100	511330	Custodians	779	25,331	15,078	-	-	\$ -	0.00%
01192100	511340	Tradesman	309,726	241,541	295,953	346,048	357,802	\$ 11,754	3.40%
01192100	511370	Clerical	53,220	55,565	59,860	58,525	61,100	\$ 2,575	4.40%
01192100	512050	Temporary Custodians/Laborer	-	-	-	-	-	\$ -	0.00%
01192100	513110	Emergency Overtime	-	-	-	-	-	\$ -	0.00%
01192100	513120	Scheduled Overtime	26,168	1,443	10,223	1,728	1,780	\$ 52	3.00%
01192100	514010	Shift Differential	-	-	-	-	-	\$ -	0.00%
01192100	515050	Longevity	400	524	769	1,600	1,900	\$ 300	18.75%
01192101	511330	Custodians	111,117	118,033	121,359	123,281	127,468	\$ 4,187	3.40%
01192101	513120	Scheduled Overtime	16,757	22,637	18,000	11,998	12,358	\$ 360	3.00%
01192101	513110	Emergency Overtime	984	1,188	299	551	568	\$ 17	3.00%
01192101	514010	Shift Differential	1,386	-	-	-	-	\$ -	0.00%
01192101	515050	Longevity	700	1,319	-	2,100	2,300	\$ 200	9.52%
01192102	511330	Custodians	110,698	115,491	120,250	123,281	127,468	\$ 4,187	3.40%
01192102	513120	Scheduled Overtime	9,040	6,687	6,120	8,644	8,903	\$ 259	3.00%
01192102	513110	Emergency Overtime	1,219	1,247	475	551	568	\$ 17	3.00%
01192102	515050	Longevity	900	875	-	2,200	2,400	\$ 200	9.09%
01192103	513120	Scheduled Overtime	2,009	1,322	4,186	-	-	\$ -	0.00%
01192107	511330	Custodians	116,987	127,989	131,540	138,528	142,771	\$ 4,243	3.06%
01192107	513120	Scheduled Overtime	12,029	17,095	24,659	5,763	5,936	\$ 173	3.00%
01192107	513110	Emergency Overtime	460	711	1,499	551	568	\$ 17	3.00%
01192107	515050	Longevity	1,000	831	-	2,200	2,400	\$ 200	9.09%
01192110	511330	Custodians	27,834	10,120	16,830	27,019	29,023	\$ 2,004	7.42%
01192110	513110	Emergency Overtime	109	42	54	-	-	\$ -	0.00%
01192110	513120	Scheduled Overtime	3,555	1,519	1,052	4,133	4,257	\$ 124	3.00%

Facilities Management Department FY25 Operating Budget

Org #	Obj	Account # 01-192 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01192110	513125	Scheduled Non-Program Overtime						\$ -	0.00%
01192111	511330	Custodians	125,500	129,599	131,676	147,422	152,786	\$ 5,364	3.64%
01192111	513120	Scheduled Overtime	8,400	10,625	9,278	12,865	13,251	\$ 386	3.00%
01192111	513110	Emergency Overtime	1,130	1,660	307	811	835	\$ 24	3.00%
01192111	513111	Class 1 Overtime	-	-	-	386	398	\$ 12	3.00%
01192111	513125	Scheduled Non-Program Overtime	-	-	-	-	-	\$ -	0.00%
01192111	515050	Longevity	800	211	-	1,350	1,450	\$ 100	7.41%
01192112	511330	Custodians	133,764	139,148	143,642	150,300	156,491	\$ 6,191	4.12%
01192112	513120	Scheduled Overtime	8,183	4,501	5,935	9,527	9,813	\$ 286	3.00%
01192112	513110	Emergency Overtime	718	1,497	619	828	853	\$ 25	3.00%
01192112	513111	Class 1 Overtime	-	-	-	386	398	\$ 12	3.00%
01192112	515050	Longevity	900	876	-	1,450	1,450	\$ -	0.00%
01192113	511330	Custodians	105,436	113,154	115,544	121,961	214,212	\$ 92,251	75.64%
01192113	513120	Scheduled Overtime	4,867	6,113	1,685	4,896	5,043	\$ 147	3.00%
01192113	513110	Emergency Overtime	931	1,314	381	828	853	\$ 25	3.00%
01192113	513111	Class 1 Overtime	-	-	-	386	398	\$ 12	3.00%
01192113	515050	Longevity	400	492	-	950	1,900	\$ 950	100.00%
01192113	513125	Scheduled Non-Program Overtime	-	87	-	-	-	\$ -	0.00%
01192114	511330	Custodians	111,662	105,769	72,125	110,063	197,080	\$ 87,017	79.06%
01192114	513120	Scheduled Overtime	8,257	11,889	1,196	4,896	5,043	\$ 147	3.00%
01192114	513125	Scheduled Non-Program Overtime	-	-	-	-	-	\$ -	0.00%
01192114	513110	Emergency Overtime	1,068	1,679	-	828	853	\$ 25	3.00%
01192114	513111	Class 1 Overtime	-	-	-	386	398	\$ 12	3.00%
01192114	513160	Other Overtime						\$ -	0.00%
01192114	515050	Longevity	1,300	489	-	850	850	\$ -	0.00%
01192115	511330	Custodians	133,785	154,282	167,785	174,743	182,988	\$ 8,245	4.72%
01192115	513120	Scheduled Overtime	10,487	17,265	147	7,780	8,013	\$ 233	3.00%
01192115	513110	Emergency Overtime	1,166	1,681	750	828	853	\$ 25	3.00%
01192115	513111	Class 1 Overtime	-	-	-	386	398	\$ 12	3.00%
01192115	513125	Scheduled Non-Program Overtime	-	76	149	-	-	\$ -	0.00%
01192115	515050	Longevity	700	245	-	2,100	2,300	\$ 200	9.52%
01192116	511330	Custodians	105,745	114,933	120,490	123,281	127,468	\$ 4,187	3.40%
01192116	513120	Scheduled Overtime	5,255	5,557	7,177	4,896	5,043	\$ 147	3.00%

Facilities Management Department FY25 Operating Budget

Org #	Obj	Account # 01-192 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01192116	513110	Emergency Overtime	1,040	1,128	467	828	853	\$ 25	3.00%
01192116	513111	Class 1 Overtime	-	-	-	386	398	\$ 12	3.00%
01192116	513125	Scheduled Non-Program Overtime						\$ -	0.00%
01192116	515050	Longevity	700	815	-	2,100	2,300	\$ 200	9.52%
01192117	511330	Custodians	82,622	107,462	114,026	119,655	-	\$ (119,655)	-100.00%
01192117	513120	Scheduled Overtime	7,778	4,007	4,254	4,896	16,772	\$ 11,876	242.57%
01192117	513125	Scheduled Non-Program Overtime	-	-	-	-	-	\$ -	0.00%
01192117	513110	Emergency Overtime	629	942	243	828	-	\$ (828)	-100.00%
01192117	513111	Class 1 Overtime	-	-	-	386	-	\$ (386)	-100.00%
01192117	515050	Longevity	-	-	781	850	-	\$ (850)	-100.00%
01192121	511330	Custodians	601,128	598,658	559,576	605,738	624,809	\$ 19,071	3.15%
01192121	513120	Scheduled Overtime	23,830	22,402	43,168	17,482	18,006	\$ 524	3.00%
01192121	513110	Emergency Overtime	2,252	3,379	2,537	1,380	1,421	\$ 41	3.00%
01192121	513111	Class 1 Overtime	-	-	-	1,711	1,762	\$ 51	3.00%
01192121	513125	Scheduled Non-Program Overtime	128	1,341	376	-	-	\$ -	0.00%
01192121	515050	Longevity	4,000	4,495	-	7,950	6,050	\$ (1,900)	-23.90%
01192131	511330	Custodians	542,397	599,087	606,325	708,524	726,155	\$ 17,631	2.49%
01192131	513120	Scheduled Overtime	18,364	17,835	21,155	16,325	16,815	\$ 490	3.00%
01192131	513110	Emergency Overtime	2,515	2,520	980	1,445	1,488	\$ 43	3.00%
01192131	513111	Class 1 Overtime	-	(1)	(137)	1,103	1,136	\$ 33	3.00%
01192131	513125	Scheduled Non-Program Overtime	303	(47)	5,512	-	-	\$ -	0.00%
01192131	515050	Longevity	1,900	-	-	3,800	5,650	\$ 1,850	48.68%
01192132	511330	Custodians	(1,423)	-	-	-		\$ -	0.00%
01192132	511340	Tradesman	246,169	296,191	306,709	318,271	333,063	\$ 14,792	4.65%
01192132	513120	Scheduled Overtime	1,043	2,085	1,674	-	-	\$ -	0.00%
01192132	513125	Scheduled Non-Program Overtime	-	-	-	-	-	\$ -	0.00%
01192132	513110	Emergency Overtime	1,603	1,875	609	3,246	3,343	\$ 97	3.00%
01192132	515050	Longevity	1,700	1,124	-	2,700	2,900	\$ 200	7.41%
01192139	511330	Custodians	85,912	87,797	66,747	53,520	55,521	\$ 2,001	3.74%
01192139	512050	Temporary Custodians/Laborer			10,254	86,712	90,180	\$ 3,468	4.00%
01192139	513110	Emergency Overtime	-					\$ -	0.00%
01192139	513120	Scheduled Overtime	1,590					\$ -	0.00%
01192139	513126	Community Service OT	4,754	2,891	6,058	4,415	4,547	\$ 132	3.00%

Facilities Management Department FY25 Operating Budget

Org #	Obj	Account # 01-192 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01192139	515060	Custodians-On Call/Standby	-	-	-	5,100	5,100	\$ -	0.00%
01192139	519020	Sick Leave/Vacation Buyback	1,164	-	-	-	-	\$ -	0.00%
01192140	511330	Custodian-Floater	-	-	-	-	-	\$ -	0.00%
01192141	513110	Emergency Overtime	144	2,698	480			\$ -	0.00%
01192141	513120	Scheduled Overtime	3,408	1,502	11,533			\$ -	0.00%
01192141	511330	Custodians	-				52,055	\$ 52,055	0.00%
01192142	511330	Custodians	42,785	44,036	46,925	50,851	54,412	\$ 3,561	7.00%
01192142	513110	Emergency Overtime	432	400	307			\$ -	0.00%
01192142	513120	Scheduled Overtime	5,703	1,825	1,485	1,447	1,490	\$ 43	3.00%
01192142	515050	Longevity	-	-	-	-	-	\$ -	0.00%
01192146	515050	Longevity	-	-	-	-	-	\$ -	0.00%
01192146	513110	Emergency Overtime	320					\$ -	0.00%
01192146	513120	Scheduled Overtime	14,172	9,594	10,177			\$ -	0.00%
01192147	511330	Custodians	31,760	30,524	32,833	34,800	37,678	\$ 2,878	8.27%
01192147	513120	Scheduled Overtime	615	-	-	-		\$ -	0.00%
01192147	515050	Longevity	1,250	-	-	-	-	\$ -	0.00%
01192161	511330	Custodians	146,591	156,620	162,976	172,214	178,709	\$ 6,495	3.77%
01192161	513120	Scheduled Overtime	35,907	28,804	33,495	3,626	3,735	\$ 109	3.00%
01192161	513110	Emergency Overtime	3,612	1,756	865	843	869	\$ 25	3.00%
01192161	515050	Longevity	-	-	-	750	750	\$ -	0.00%
01192163	511330	Custodians	12,967	14,408	10,264	18,698	19,332	\$ 633	3.39%
01192163	513110	Emergency Overtime		170	-			\$ -	0.00%
01192163	513120	Scheduled Overtime	566	1,300	6,962			\$ -	0.00%
01192163	514010	Shift Differential	935	1,285	596	2,096	2,096	\$ -	0.00%
01192175	511330	Custodians	48,660	53,119	50,989	56,135	58,046	\$ 1,911	3.40%
01192175	513110	Emergency Overtime	552	700	206	1,358	1,399	\$ 41	3.00%
01192175	513120	Scheduled Overtime	3,256	6,757	4,053	1,180	1,215	\$ 35	3.00%
01192175	513125	Scheduled, non program OT	-	73	960	10,159	10,464	\$ 305	3.00%
01192175	515050	Longevity	-	-	-	850	950	\$ 100	11.76%
01192185	511130	Project Manager	198,296	222,111	226,820	236,389	243,230	\$ 6,841	2.89%
01192185	511370	Projects Financial Analyst	56,692	67,694	63,707	73,185	67,499	\$ (5,686)	-7.77%
		Total Personal Services	4,619,745	4,789,882	4,849,468	5,253,750	5,531,800	\$ 278,050	5.29%

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Org #	Obj	Account # 01-192 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
EXPENSES									
Org #	Obj	Account # 01-192 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01192200	517020	Medical Check-up	3,000	195	130	-		\$ -	0.00%
01192200	517050	Professional Licenses	384	930	590	-		\$ -	0.00%
01192200	521010	Electricity	-	-	1,402	-		\$ -	0.00%
01192200	521020	Natural Gas	-	-	1,877	-		\$ -	0.00%
01192200	524010	Building Maintenance	-	-	7,328	-		\$ -	0.00%
01192200	524090	Other Contractual Services	-	-	-	-		\$ -	0.00%
01192200	524091	Other Contractual Services: Custodians	600	850	-	-		\$ -	0.00%
01192200	527010	Building Rental/Lease	96,000	96,000	96,000	96,000	96,000	\$ -	0.00%
01192200	527030	Equipment Rental/Lease	337	323	379	-		\$ -	0.00%
01192200	527050	Copier Rental/Lease	4,410	1,310	4,233	3,255	3,255	\$ -	0.00%
01192200	530400	Network & Information Services	-	-	-	-		\$ -	0.00%
01192200	530500	Training and Development	325	2,734	2,855	4,613	4,613	\$ -	0.00%
01192200	530900	Other Professional Services	-	-	13,950	-		\$ -	0.00%
01192200	534010	Postage	75	100	40	-		\$ -	0.00%
01192200	534020	Telephone		-	-	-		\$ -	0.00%
01192200	534030	Advertising - General	307	178	530	-		\$ -	0.00%
01192200	534035	Advertising - Employment	398	-	-	-		\$ -	0.00%
01192200	534050	Telecommunications	3,274	3,131	3,065	2,645	2,645	\$ -	0.00%
01192200	534080	Software Licenses	-	-	11,005	19,050	19,050	\$ -	0.00%
01192200	541010	Gasoline		-	-	-		\$ -	0.00%
01192200	542010	Office Supplies	5,591	9,584	12,731	2,511	2,511	\$ -	0.00%
01192200	542090	Other General Supplies	210	336	408	203	203	\$ -	0.00%
01192200	542130	Work Clothing	745	671	(84)	8,267	13,067	\$ 4,800	58.06%
01192200	542150	Shoes/Boots	-	-	8,094	11,600	12,800	\$ 1,200	10.34%
01192200	543010	Building M&R Supplies	25	565	(14)	-		\$ -	0.00%
01192200	543060	Custodial M&R Supplies	12,075	1,140	-	-		\$ -	0.00%
01192200	543090	Other M&R Supplies	(5,083)	-	7	-		\$ -	0.00%
01192200	571010	Travel - Mileage	1,161	2,523	2,740	2,148	2,148	\$ -	0.00%
01192200	571090	Travel - Other				-		\$ -	0.00%

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01192200	571110	Conf/Mtgs-Administrators		464	17	-		\$ -	0.00%
01192200	573010	Dues - Administrators	1,125	1,180	1,210	-		\$ -	0.00%
01192200	583010	Furniture		-	-	-		\$ -	0.00%
01192200	583120	Office Machine Replacement	648	829	-	5,000	5,000	\$ -	0.00%
01192201	521010	Electricity	31,057	31,037	21,596	-	63,000	\$ 63,000	0.00%
01192201	521020	Natural Gas	14,533	12,047	13,929	-		\$ -	0.00%
01192201	521030	Fuel Oil	-	-	-	-	1,500	\$ 1,500	0.00%
01192201	523010	Water	1,401	1,326	1,609	-	3,000	\$ 3,000	0.00%
01192201	523020	Sewerage	1,508	1,301	743	-	5,000	\$ 5,000	0.00%
01192201	524010	Building Maintenance	14,525	8,555	10,560	-	35,000	\$ 35,000	0.00%
01192201	524010	Grounds Maintenance				-	2,500	\$ 2,500	0.00%
01192201	524030	Equipment Maintenance		-	-	-	1,000	\$ 1,000	0.00%
01192201	524090	Other Contractual Services	6,330	3,265	-	-	5,000	\$ 5,000	0.00%
01192201	524091	Other Cont Scvs: Custodian		-	-	-	2,500	\$ 2,500	0.00%
01192201	527010	Building Rental/Lease		-	-	-		\$ -	0.00%
01192201	527031	Equip Svc/Repair: Custodian	1,316	771	-	-		\$ -	0.00%
01192201	529020	Rubbish/Garbage Pickup		-	-	-	1,500	\$ 1,500	0.00%
01192201	529050	Recycled Materials Disposal		-	-	-	1,500	\$ 1,500	0.00%
01192201	542130	Work Clothing	915	1,371	-	-		\$ -	0.00%
01192201	543010	Building M&R Supplies	5,515	13,373	3,087	-	5,000	\$ 5,000	0.00%
01192201	543060	Custodial M&R Supplies	6,757	8,535	4,969	-	8,000	\$ 8,000	0.00%
01192201	571010	Travel-Mileage		-	-			\$ -	0.00%
01192202	521010	Electricity	55,773	55,063	58,614	63,580	66,759.00	\$ 3,179	5.00%
01192202	521020	Natural Gas	18,423	15,008	16,234	36,586	38,415	\$ 1,829	5.00%
01192202	523010	Water	1,328	1,151	2,820	4,552	4,780	\$ 228	5.00%
01192202	523020	Sewerage	3,437	2,948	5,361	5,434	5,651	\$ 217	4.00%
01192202	524010	Building Maintenance	13,897	9,669	24,285	9,815	9,815	\$ -	0.00%
01192202	524030	Equipment Maintenance		-	-	-		\$ -	0.00%
01192202	524031	Maintenance - painting		-	-	-		\$ -	0.00%
01192202	524090	Other Contractual Services	1,400	5,085	3,236	5,563	5,563	\$ -	0.00%
01192202	524091	Other Contractual Services: Custodians	1,490	1,490	2,185	-		\$ -	0.00%
01192202	527030	Equipment Rental/Lease		-	-	-		\$ -	0.00%
01192202	527031	Equip Svc/Repair: Custodian	3,126	1,883	2,136	737	737	\$ -	0.00%

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01192202	542130	Work Clothing	908	1,326	-	-		\$ -	0.00%
01192202	543010	Building M&R Supplies	11,472	2,612	11,071	5,253	5,253	\$ -	0.00%
01192202	543060	Custodian M&R Supplies	8,644	8,664	6,397	4,197	4,197	\$ -	0.00%
01192202	571010	Travel-Mileage		-	-	-		\$ -	0.00%
01192202	578015	Late Fees/Interest Charges		-	-	-		\$ -	0.00%
01192203	521010	Electricity	25,505	25,348	27,836	40,322.00	42,338.10	\$ 2,016	5.00%
01192203	521020	Natural Gas	23,117	32,235	27,857	46,187	48,496	\$ 2,309	5.00%
01192203	523010	Water	1,501	1,462	2,279	4,072	4,276	\$ 204	5.00%
01192203	523020	Sewerage	5,277	5,245	5,875	8,348	8,682	\$ 334	4.00%
01192203	524010	Building Maintenance	7,357	11,853	14,015	9,509	9,509	\$ -	0.00%
01192203	524030	Equipment Maintenance		-	-	-		\$ -	0.00%
01192203	524090	Other Contractual Services	1,667	4,926	-	9,519	9,519	\$ -	0.00%
01192203	524091	Other Contractual Services-Custodian	375	-	885	1,538	1,538	\$ -	0.00%
01192203	527031	Equip Svc/Repair: Custodian	842	888	1,788	1,141	1,141	\$ -	0.00%
01192203	542130	Work Clothing		-	-	-		\$ -	0.00%
01192203	543010	Building M&R Supplies	8,819	13,376	2,697	3,507	3,507	\$ -	0.00%
01192203	543060	Custodian M&R Supplies	8,605	8,818	5,939	5,490	5,490	\$ -	0.00%
01192203	571010	Travel-Mileage		-	-	-		\$ -	0.00%
01192204	543060	Custodial M&R Supplies		-	-	-		\$ -	0.00%
01192207	521010	Electricity	32,463	37,940	46,454	40,605.00	42,635.25	\$ 2,030	5.00%
01192207	521020	Natural Gas	13,837	18,260	17,097	23,200	24,360	\$ 1,160	5.00%
01192207	523010	Water	860	1,127	2,269	6,552	6,880	\$ 328	5.00%
01192207	523020	Sewerage	1,103	1,743	2,424	3,558	3,700	\$ 142	4.00%
01192207	524010	Building Maintenance	11,228	18,489	33,132	14,615	14,615	\$ -	0.00%
01192207	524030	Equipment Maintenance		-	-	-		\$ -	0.00%
01192207	524031	Maintenance - painting		-	-	-		\$ -	0.00%
01192207	524090	Other Contractual Services	3,283	13,577	32,625	10,010	10,010	\$ -	0.00%
01192207	524091	Other Contract Svcs: Custodian	-	755	755	-		\$ -	0.00%
01199207	527030	Equipment Rental/Lease	396	1,242	1,075	-		\$ -	0.00%
01192207	527031	Equip Svc/Repair: Custodian	1,787	2,429	1,658	784	784	\$ -	0.00%
01192207	542130	Work Clothing	891	1,337	-	-		\$ -	0.00%
01192207	543010	Building M&R Supplies	2,827	10,901	14,742	5,989	5,989	\$ -	0.00%
01192207	543060	Custodian M&R Supplies	8,865	9,578	8,107	6,041	6,041	\$ -	0.00%

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Org #	Obj	Account # 01-192 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01192007	571010	Travel-Mileage		-	-	-		\$ -	0.00%
01192210	521010	Electricity	9,453	10,354	10,575	15,162.00	15,920.10	\$ 758	5.00%
01192210	521020	Natural Gas	4,263	4,876	4,669	8,564	8,992	\$ 428	5.00%
01192210	523010	Water	496	551	786	1,411	1,482	\$ 71	5.00%
01192210	523020	Sewerage	1,038	1,188	1,193	1,931	2,008	\$ 77	4.00%
01192210	524010	Building Maintenance	16,530	7,741	10,175	2,140	2,140	\$ -	0.00%
01192210	524030	Equipment Maintenance	-	-	-	164	164	\$ -	0.00%
01192210	524090	Other Contractual Services	193	4,850	-	1,768	1,768	\$ -	0.00%
01192210	524091	Other Contract Svcs: Custodian	-	200	350	461	461	\$ -	0.00%
01192210	527030	Equipmnet Rental/Lease	-	-	-	41	41	\$ -	0.00%
01192210	527031	Equip Svc/Repair: Custodian	-	940	-	323	323	\$ -	0.00%
01192210	529050	Recycled Materials Disposal	-	-	-	2,352	2,411	\$ 59	2.50%
01192210	542130	Work Clothing	913	941	-	-		\$ -	0.00%
01192210	543010	Building M&R Supplies	1,975	3,297	3,367	2,889	2,889	\$ -	0.00%
01192210	543060	Custodian M&R Supplies	5,852	7,595	2,282	2,926	2,926	\$ -	0.00%
01192210	571010	Travel-Mileage		-	-	-		\$ -	0.00%
01192211	513120	Scheduled Overtime		-	-	-		\$ -	0.00%
01192211	521010	Electricity	25,039	27,438	30,301	47,241.00	49,603.05	\$ 2,362	5.00%
01192211	521020	Natural Gas	47,441	51,970	50,717	64,916	68,162	\$ 3,246	5.00%
01192211	523010	Water	2,179	2,426	3,846	6,568	6,896	\$ 328	5.00%
01192211	523020	Sewerage	3,275	3,688	4,202	8,003	8,323	\$ 320	4.00%
01192211	524010	Building Maintenance	9,412	15,879	32,744	9,810	9,810	\$ -	0.00%
01192211	524030	Equipment Maintenance	-	-	-	1,579	1,579	\$ -	0.00%
01192211	524090	Other Contractual Services	-	12,160	-	5,561	5,561	\$ -	0.00%
01192211	524091	Other Cont Svcs: Custodian	-	600	450	1,435	1,435	\$ -	0.00%
01192211	527030	Equipment Rental/Lease	746	1,233	1,049	350	350	\$ -	0.00%
01192211	527031	Equip Svc/Repair: Custodian	7,357	7,506	6,084	1,176	1,176	\$ -	0.00%
01192211	529020	Rubbish/Garbage Pickup	2,159	3,391	3,155	5,718	5,861	\$ 143	2.50%
01192211	529050	Recycled Materials Disposal	943	1,210	1,210	2,352	2,411	\$ 59	2.50%
01192211	542130	Work Clothing	765	1,317	-	-		\$ -	0.00%
01192211	543010	Building M&R Supplies	8,538	3,690	11,795	10,664	10,664	\$ -	0.00%
01192211	543060	Custodian M&R Supplies	13,607	13,093	16,848	6,697	6,697	\$ -	0.00%
01192211	571010	Travel-Mileage		-	-	-		\$ -	0.00%

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Org #	Obj	Account # 01-192 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01192212	521010	Electricity	34,746	36,878	38,259	55,342.00	58,109.10	\$ 2,767	5.00%
01192212	521020	Natural Gas	36,432	37,311	35,725	51,522	54,098	\$ 2,576	5.00%
01192212	523010	Water	2,183	2,255	4,643	7,718	8,104	\$ 386	5.00%
01192212	523020	Sewerage	3,171	3,284	5,072	9,497	9,877	\$ 380	4.00%
01192212	524010	Building Maintenance	16,829	28,082	32,555	6,043	6,043	\$ -	0.00%
01192212	524030	Equipment Maintenance	247	-	-	1,097	1,097	\$ -	0.00%
01192212	524090	Other Contractual Services	193	5,912	3,456	5,443	5,443	\$ -	0.00%
01192212	524091	Other Contract Svcs: Custodian		455	450	615	615	\$ -	0.00%
01192212	527030	Equipment Rental/Lease	691	1,120	1,111	210	210	\$ -	0.00%
01192212	527031	Equip Svc/Repair: Custodian	11,803	5,745	3,807	1,098	1,098	\$ -	0.00%
01192212	529020	Rubbish/Garbage Pickup	2,752	5,256	5,420	5,719	5,862	\$ 143	2.50%
01192212	529050	Recycled Materials Disposal	1,063	1,210	1,210	2,352	2,411	\$ 59	2.50%
01192212	542130	Work Clothing	1,000	1,323	-	-	-	\$ -	0.00%
01192212	543010	Building M&R Supplies	9,322	15,862	32,127	8,200	8,200	\$ -	0.00%
01192212	543060	Custodian M&R Supplies	19,034	14,729	16,305	6,251	6,251	\$ -	0.00%
01192212	571010	Travel-Mileage		-	-	-	-	\$ -	0.00%
01192213	521010	Electricity	22,961	24,720	26,184	38,216.00	125,000.00	\$ 86,784	227.09%
01192213	521020	Natural Gas	32,664	33,518	35,355	59,014	-	\$ (59,014)	-100.00%
01192213	521030	Fuel Oil	-	-	-	-	1,500	\$ 1,500	0.00%
01192213	523010	Water	1,374	1,683	3,040	4,730	4,700	\$ (30)	-0.63%
01192213	523020	Sewerage	3,021	3,698	4,740	6,709	7,000	\$ 291	4.34%
01192213	524010	Building Maintenance	11,930	11,074	12,344	6,951	36,500	\$ 29,549	425.10%
01192213	524015	Grounds Maintenance	-	-	-	-	12,500	\$ 12,500	0.00%
01192213	524030	Equipment Maintenance	-	-	-	1,251	2,500	\$ 1,249	99.84%
01192213	524090	Other Contractual Services	220	1,697	-	6,709	8,500	\$ 1,791	26.70%
01192213	524091	Other Contract Svcs: Custodian	-	1,000	855	564	1,500	\$ 936	165.96%
01192213	527030	Equipment Rental/Lease	397	810	702	266	-	\$ (266)	-100.00%
01192213	527031	Equip Svc/Repair: Custodian	4,535	3,661	657	1,098	2,500	\$ 1,402	127.69%
01192213	529020	Rubbish/Garbage Pickup	2,150	3,644	3,703	5,718	4,000	\$ (1,718)	-30.05%
01192213	529050	Recycled Materials Disposal	1,063	1,183	1,518	2,352	3,500	\$ 1,148	48.81%
01192213	542130	Work Clothing	915	1,472	-	-	-	\$ -	0.00%
01192213	543010	Building M&R Supplies	2,853	7,943	5,397	9,141	19,000	\$ 9,859	107.85%
01192213	543060	Custodian M&R Supplies	12,525	14,840	11,533	6,251	15,750	\$ 9,499	151.96%

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01192213	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192214	521010	Electricity	15,910	17,247	-	70,393	121,000.00	\$ 50,607	71.89%
01192214	521020	Natural Gas	51,453	55,564	-	-	-	\$ -	0.00%
01192214	521030	Fuel Oil	-	-	-	875	1,500	\$ 625	71.43%
01192214	523010	Water	2,655	2,815	-	2,332	4,500	\$ 2,168	92.97%
01192214	523020	Sewerage	4,497	4,619	-	3,790	6,750	\$ 2,960	78.10%
01192214	524010	Building Maintenance	19,584	12,883	-	19,630	35,000	\$ 15,370	78.30%
01192214	524015	Grounds Maintenance	-	-	-	-	20,000	\$ 20,000	0.00%
01192214	524030	Equipment Maintenance	-	-	-	2,915	2,500	\$ (415)	-14.24%
01192214	524090	Other Contractual Services	220	1,449	-	4,950	8,000	\$ 3,050	61.62%
01192214	524091	Other Cont Scvs: Custodian	-	700	-	875	2,000	\$ 1,125	128.57%
01192214	527030	Equipment Rental/Lease	316	810	-	-	-	\$ -	0.00%
01192214	527031	Equip Svc/Repair: Custodian	2,972	3,035	-	-	2,500	\$ 2,500	0.00%
01192214	529020	Rubbish/Garbage Pickup	2,192	3,340	-	2,187	4,000	\$ 1,814	82.94%
01192214	529050	Recycled Materials Disposal	911	1,264	-	2,187	3,500	\$ 1,313	60.04%
01192214	542130	Work Clothing	885	1,333	-	-	-	\$ -	0.00%
01192214	543010	Building M&R Supplies	7,467	1,364	-	10,494	18,000	\$ 7,506	71.53%
01192214	543060	Custodian M&R Supplies	11,922	9,590	-	8,745	15,000	\$ 6,255	71.53%
01192214	543090	Other M&R Supplies	-	-	-	-	-	\$ -	0.00%
01192215	521010	Electricity	66,001	67,872	73,485	109,430.00	114,901.50	\$ 5,472	5.00%
01192215	521020	Natural Gas	42,975	46,126	44,851	69,320	72,786	\$ 3,466	5.00%
01192215	523010	Water	3,622	2,698	4,346	12,568	13,196	\$ 628	5.00%
01192215	523020	Sewerage	5,098	3,660	4,339	13,484	14,023	\$ 539	4.00%
01192215	524010	Building Maintenance	31,944	17,425	22,922	16,008	16,008	\$ -	0.00%
01192215	524030	Equipment Maintenance	1,607	2,542	1,480	1,366	1,366	\$ -	0.00%
01192215	524090	Other Contractual Services	14,037	11,273	245	9,436	9,436	\$ -	0.00%
01192215	524091	Other Contract Svcs: Custodian	-	700	1,605	1,435	1,435	\$ -	0.00%
01192215	527030	Equipment Rental/Lease	549	1,002	947	288	288	\$ -	0.00%
01192215	527031	Equip Svc/Repair: Custodian	4,786	5,492	7,118	1,569	1,569	\$ -	0.00%
01192215	529020	Rubbish/Garbage Pickup	2,356	3,149	3,270	5,718	5,861	\$ 143	2.50%
01192215	529050	Recycled Materials Disposal	1,061	1,210	1,210	2,352	2,411	\$ 59	2.50%
01192215	542130	Work Clothing	1,175	1,423	-	-	-	\$ -	0.00%
01192215	543010	Building M&R Supplies	7,832	8,062	11,032	14,262	14,262	\$ -	0.00%

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01192215	543060	Custodian M&R Supplies	17,069	19,543	15,894	10,506	10,506	\$ -	0.00%
01192215	571010	Travel-Mileage		-	-	-	-	\$ -	0.00%
01192216	521010	Electricity	45,122	47,929	50,519	65,567.00	68,845.35	\$ 3,278	5.00%
01192216	521020	Natural Gas	23,370	25,735	23,948	57,637	60,519	\$ 2,882	5.00%
01192216	523010	Water	996	1,494	2,142	4,952	5,200	\$ 248	5.00%
01192216	523020	Sewerage	2,184	3,134	3,235	7,074	7,357	\$ 283	4.00%
01192216	524010	Building Maintenance	13,120	15,028	18,194	6,102	6,102	\$ -	0.00%
01192216	524030	Equipment Maintenance	-	-	-	1,114	1,114	\$ -	0.00%
01192216	524090	Other Contractual Services	1,268	10,154	14,336	5,694	5,694	\$ -	0.00%
01192216	524091	Other Contract Svcs: Custodian	-	811	461	1,435	1,435	\$ -	0.00%
01192216	527030	Equipment Rental/Lease	923	1,417	1,704	224	224	\$ -	0.00%
01192216	527031	Equip Svc/Repair: Custodian	5,887	5,353	6,495	1,176	1,176	\$ -	0.00%
01192216	529020	Rubbish/Garbage Pickup	2,048	3,149	3,324	5,718	5,861	\$ 143	2.50%
01192216	529050	Recycled Materials Disposal	911	1,210	1,210	2,352	2,411	\$ 59	2.50%
01192216	542130	Work Clothing	1,020	1,440	-	-	-	\$ -	0.00%
01192216	543010	Building M&R Supplies	5,486	4,783	17,882	9,009	9,009	\$ -	0.00%
01192216	543060	Custodian M&R Supplies	13,459	21,288	24,011	6,697	6,697	\$ -	0.00%
01192216	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192217	521010	Electricity	23,258	26,545	28,510	34,091.00	8,000.00	\$ (26,091)	-76.53%
01192217	521020	Natural Gas	27,525	24,886	22,899	40,592	20,000	\$ (20,592)	-50.73%
01192217	523010	Water	2,193	2,578	4,136	5,386	400	\$ (4,986)	-92.57%
01192217	523020	Sewerage	3,181	3,980	4,603	6,059	600	\$ (5,459)	-90.10%
01192217	524010	Building Maintenance	12,717	9,848	8,513	4,804	2,500	\$ (2,304)	-47.96%
01192217	524015	Grounds Maintenance	-	-	-	-	5,000	\$ 5,000	0.00%
01192217	524030	Equipment Maintenance	-	-	172	841	500	\$ (341)	-40.55%
01192217	524090	Other Contractual Services	260	584	255	6,857	2,500	\$ (4,357)	-63.54%
01192217	524091	Other Contract Svcs: Custodian	-	800	1,505	718	-	\$ (718)	-100.00%
01192217	527030	Equipment Rental/Lease	517	928	1,000	162	-	\$ (162)	-100.00%
01192217	527031	Equip Svc/Repair: Custodian	3,961	2,397	6,348	1,098	500	\$ (598)	-54.46%
01192217	529020	Rubbish/Garbage Pickup	2,054	3,224	4,529	5,718	250	\$ (5,468)	-95.63%
01192217	529050	Recycled Materials Disposal	943	1,210	1,210	2,352	250	\$ (2,102)	-89.37%
01192217	542130	Work Clothing	885	1,430	-	-	-	\$ -	0.00%
01192217	543010	Building M&R Supplies	4,927	2,151	3,467	9,849	2,500	\$ (7,349)	-74.62%

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01192217	543060	Custodian M&R Supplies	16,380	14,103	11,122	6,251	1,500	\$ (4,751)	-76.00%
01192217	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192221	513120	Scheduled Overtime	(597)	52	-	-	-	\$ -	0.00%
01192221	521010	Electricity	135,661	151,445	167,682	200,378.00	210,396.90	\$ 10,019	5.00%
01192221	521020	Natural Gas	184,429	170,591	187,455	268,251	281,664	\$ 13,413	5.00%
01192221	521030	Fuel Oil	-	178	-	-	-	\$ -	0.00%
01192221	523010	Water	5,419	7,995	10,672	15,284	16,048	\$ 764	5.00%
01192221	523020	Sewerage	10,560	14,715	13,914	18,459	19,197	\$ 738	4.00%
01192221	524010	Building Maintenance	27,765	57,612	77,364	37,268	37,268	\$ -	0.00%
01192221	524030	Equipment Maintenance	2,477	840	2,433	2,091	2,091	\$ -	0.00%
01192221	524090	Other Contractual Services	12,207	25,817	10,307	20,695	20,695	\$ -	0.00%
01192221	524091	Other Contract Svcs: Custodian	-	1,800	2,300	2,050	2,050	\$ -	0.00%
01192221	527030	Equipment Rental/Lease	1,252	1,961	2,205	445	445	\$ -	0.00%
01192221	527031	Equip Svc/Repair: Custodian	11,748	7,079	9,972	3,921	3,921	\$ -	0.00%
01192221	529020	Rubbish/Garbage Pickup	10,805	11,271	14,012	16,514	16,927	\$ 413	2.50%
01192221	529050	Recycled Materials Disposal	3,002	2,524	3,084	5,069	5,196	\$ 127	2.50%
01192221	542130	Work Clothing	2,267	3,514	-	-	-	\$ -	0.00%
01192221	543010	Building M&R Supplies	15,881	20,691	34,920	25,294	25,294	\$ -	0.00%
01192221	543060	Custodian M&R Supplies	26,225	38,386	41,194	32,832	32,832	\$ -	0.00%
01192221	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192231	513120	Scheduled Overtime	-	4,055	-	-	-	\$ -	0.00%
01192231	521010	Electricity	250,493	279,974	283,063	393,864.00	413,557.20	\$ 19,693	5.00%
01192231	521020	Natural Gas	82,445	84,348	78,966	134,474	141,198	\$ 6,724	5.00%
01192231	521030	Fuel Oil	-	-	-	-	-	\$ -	0.00%
01192231	523010	Water	5,217	8,308	11,833	36,907	38,752	\$ 1,845	5.00%
01192231	523020	Sewerage	8,708	15,551	14,989	50,939	52,977	\$ 2,038	4.00%
01192231	524010	Building Maintenance	79,126	69,275	103,162	65,696	65,696	\$ -	0.00%
01192231	524030	Equipment Maintenance	2,649	6,854	1,461	6,814	6,814	\$ -	0.00%
01192231	571010	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192231	524090	Other Contractual Services	16,403	33,015	26,880	11,224	11,224	\$ -	0.00%
01192231	524091	Other Contract Svcs: Custodian	-	1,975	1,975	3,075	3,075	\$ -	0.00%
01192231	527030	Equipment Rental/Lease	-	-	-	1,584	1,584	\$ -	0.00%
01192231	527031	Equip Svc/Repair: Custodian	14,628	11,322	8,986	5,669	5,669	\$ -	0.00%

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01192231	529020	Rubbish/Garbage Pickup	7,270	12,993	12,698	18,928	19,401	\$ 473	2.50%
01192231	529050	Recycled Materials Disposal	2,857	2,138	1,805	8,628	8,844	\$ 216	2.50%
01192231	542130	Work Clothing	2,685	3,349	-	-	-	\$ -	0.00%
01192231	543010	Building M&R Supplies	49,063	64,064	46,264	23,219	23,219	\$ -	0.00%
01192231	543060	Custodian M&R Supplies	27,502	69,124	40,455	53,296	53,296	\$ -	0.00%
01192231	578015	Late Fees/Interest Charges	-	-	-	-	-	\$ -	0.00%
01192232	521010	Electricity	2,952	2,772	2,471	3,857.00	4,049.85	\$ 193	5.00%
01192232	521020	Natural Gas	4,643	4,723	4,774	9,769	10,257	\$ 488	5.00%
01192232	523010	Water	200	182	234	585	614	\$ 29	5.00%
01192232	523020	Sewerage	342	295	265	623	648	\$ 25	4.00%
01192232	524010	Building Maintenance	2,302	2,365	6,559	-	-	\$ -	0.00%
01192232	524030	Equipment Maintenance	-	-	-	-	-	\$ -	0.00%
01192232	524090	Other Contractual Services	-	-	490	-	-	\$ -	0.00%
01192232	527031	EQUIP SVC/REPAIR: CUSTO	660	-	456	-	-	\$ -	0.00%
01192232	534020	Telephone Expense	-	-	-	-	-	\$ -	0.00%
01192232	542130	Work Clothing	150	775	-	-	-	\$ -	0.00%
01192232	543010	Building M&R Supplies	1,710	2,618	9,621	-	-	\$ -	0.00%
01192232	543060	Custodial M&R Supplies	248	-	1,404	-	-	\$ -	0.00%
01192232	571010	Travel-Mileage	10	-	-	-	-	\$ -	0.00%
01192239	521010	Electricity	-	-	1,402	-	-	\$ -	0.00%
01192239	521020	Natural Gas	-	-	1,402	-	-	\$ -	0.00%
01192239	521030	Fuel Oil	-	668	2,044	-	-	\$ -	0.00%
01192239	524010	Building Maintenance	-	-	7,328	-	-	\$ -	0.00%
01192239	524020	Vehicle Maintenance	16,541	4,538	14,699	3,136	3,136	\$ -	0.00%
01192339	524030	Equipment Maintenance	41	-	2,513	-	-	\$ -	0.00%
01192239	524031	Maintenance - painting	286	288	4,227	1,117	1,117	\$ -	0.00%
01192239	524091	Other Contract Svcs: Custodian	100	-	-	-	-	\$ -	0.00%
01192239	527030	Equipment Rental/Lease	-	-	-	-	-	\$ -	0.00%
01192239	527031	Equip Svc/Repair: Custodian	175	-	703	-	-	\$ -	0.00%
01192239	530500	Training and Development	-	1,160	720	1,332	1,332	\$ -	0.00%
01192239	534020	Telephone Expense	-	-	-	-	-	\$ -	0.00%
01192239	534050	Telecommunications	8,415	7,842	8,109	2,665	2,665	\$ -	0.00%
01192239	541010	Gasoline	9,173	10,992	10,661	15,233	15,233	\$ -	0.00%

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01192239	542010	Office Supples	281	241	2,956	3,202	3,202	\$ -	0.00%
01192239	542130	Work Clothing	-	108	17,043	-	-	\$ -	0.00%
01192239	543010	Building M&R Supplies	-	-	371	-	-	\$ -	0.00%
01192239	543060	Custodial M&R Supplies	54,200	500	-	-	-	\$ -	0.00%
01192239	548010	Vehicular Parts & Accessories	944	1,622	4,193	2,050	2,050	\$ -	0.00%
01192239	548020	Vehicular Tires & Tubes	1,362	2,412	-	1,230	1,230	\$ -	0.00%
01192239	548090	Other Vehicular Supplies	-	-	-	512	512	\$ -	0.00%
01192239	553060	Computer Supplies	-	2,310	-	77	77	\$ -	0.00%
01192239	571010	Travel - Mileage	-	-	108	882	882	\$ -	0.00%
01192239	571011	Travel - Mileage Custodians	-	-	2	-	-	\$ -	0.00%
01192240	521500	Renewable Energy Premium	-	14,531	-	-	-	\$ -	0.00%
01192240	542010	Office Supplies	24	-	-	-	-	\$ -	0.00%
01192240	542090	Other General Supplies	3,410	-	-	-	-	\$ -	0.00%
01192240	543060	Custodial M&R Supplies	28,203	-	-	-	-	\$ -	0.00%
01192241	521010	Electricity	49,409	47,581	50,593	4,128.00	4,334.40	\$ 206	5.00%
01192241	521020	Natural Gas	88	224	-	18,269	19,182	\$ 913	5.00%
01192241	523010	Water	1,844	1,877	2,300	-	-	\$ -	0.00%
01192241	523020	Sewerage	2,354	2,395	3,394	-	-	\$ -	0.00%
01192241	524010	Building Maintenance	9,185	5,864	15,266	1,851	1,851	\$ -	0.00%
01192241	524030	Equipment Maintenance	3,642	4,429	-	-	-	\$ -	0.00%
01192241	524090	Other Contractual Services	-	803	5,041	1,281	1,281	\$ -	0.00%
01192241	524091	Other Contract Svcs: Custodian	1,200	-	885	-	-	\$ -	0.00%
01192241	527030	Equipment Rental/Lease	70	105	-	-	-	\$ -	0.00%
01192241	527031	Equip Svc/Repair: Custodian	-	771	-	-	-	\$ -	0.00%
01192241	542130	Work Clothing	-	-	-	-	-	\$ -	0.00%
01192241	543010	Building M&R Supplies	4,356	3,360	7,132	5,253	5,253	\$ -	0.00%
01192241	543060	Custodial M&R Supplies	5,152	5,386	4,311	5,253	5,253	\$ -	0.00%
01192242	521010	Electricity	-	191	-	34,398.00	36,117.90	\$ 1,720	5.00%
01192242	521020	Natural Gas	16,943	37,461	22,759	43,685	45,869	\$ 2,184	5.00%
01192242	523010	Water	-	-	-	5,400	5,670	\$ 270	5.00%
01192242	523020	Sewerage	-	-	-	2,656	2,762	\$ 106	4.00%
01192242	524010	Building Maintenance	14,700	10,117	15,191	5,108	5,108	\$ -	0.00%
01192242	524030	Equipment Maintenance	3,642	-	-	-	-	\$ -	0.00%

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01192242	524090	Other Contractual Services	4,012	2,446	-	5,740	5,740	\$ -	0.00%
01192242	524091	Other Contract Svcs: Custodian	1,094	-	885	-	-	\$ -	0.00%
01192242	524031	Equip Svc/Repair: Custodian	-	-	-	-	-	\$ -	0.00%
01192242	527030	EQUIPMENT RENTAL/LEASE	-	-	-	-	-	\$ -	0.00%
01192242	527031	EQUIP SVC/REPAIR: CUSTO	2,349	2,541	939	-	-	\$ -	0.00%
01192242	542130	Work Clothing	764	1,141	-	-	-	\$ -	0.00%
01192242	543010	Building M&R Supplies	1,913	1,765	8,711	8,405	8,405	\$ -	0.00%
01192242	543060	Custodial M&R Supplies	5,167	5,114	5,884	8,405	8,405	\$ -	0.00%
01192242	578015	Late Fees/Interest Charges	-	-	-	-	-	\$ -	0.00%
01192245	521010	Electricity	-	-	-	-	-	\$ -	0.00%
01192245	521020	Natural Gas	-	-	-	-	-	\$ -	0.00%
01192245	543010	Building M&R Supplies	-	-	106	-	-	\$ -	0.00%
01192246	521010	Electricity	31,955	33,731	29,914	48,345.00	50,762.25	\$ 2,417	5.00%
01192246	521020	Natural Gas	1,506	191	268	-	-	\$ -	0.00%
01192246	521030	Fuel Oil	-	-	-	-	-	\$ -	0.00%
01192246	523010	Water	259	259	314	896	941	\$ 45	5.00%
01192246	523020	Sewerage	776	776	941	861	895	\$ 34	4.00%
01192246	524010	Building Maintenance	11,211	7,632	30,299	8,943	8,943	\$ -	0.00%
01192246	524030	Equipment Maintenance	-	-	-	-	-	\$ -	0.00%
01192246	524090	Other Contractual Services	1,225	3,776	1,074	17,937	17,937	\$ -	0.00%
01192246	524091	Other Contract Svcs: Custodian	-	-	-	-	-	\$ -	0.00%
01192246	527030	Equipment Rental/Lease	-	-	-	-	-	\$ -	0.00%
01192246	527031	Equipment Svc/Repair: Custodian	80	-	-	-	-	\$ -	0.00%
01192246	542130	Work Clothing	-	-	-	-	-	\$ -	0.00%
01192246	543010	Building M&R Supplies	1,010	2,251	2,216	10,506	10,506	\$ -	0.00%
01192246	543060	Custodial M&R Supplies	5,776	7,820	4,795	7,039	7,039	\$ -	0.00%
01192246	524091	Other Contract Svcs: Custodian	-	-	-	-	-	\$ -	0.00%
01192247	521010	Electricity	931	851	897	-	-	\$ -	0.00%
01192247	521020	Natural Gas	-	-	-	-	-	\$ -	0.00%
01192247	523010	Water	45	45	61	-	-	\$ -	0.00%
01192247	523020	Sewerage	200	167	164	-	-	\$ -	0.00%
01192247	524010	Building Maintenance	85	86	-	-	-	\$ -	0.00%
01192247	527030	Equipment Rental/lease	70	-	-	-	-	\$ -	0.00%

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01192247	527031	Equip Svc/repair: Custodians	0	-	-	-	-	\$ -	0.00%
01192247	542130	Work Clothing	745	941	-	-	-	\$ -	0.00%
01192247	543010	Building M&R Supplies	-	9,997	-	-	-	\$ -	0.00%
01192247	543060	Custodial M&R Supplies	-	338	299	-	-	\$ -	0.00%
01192261	521010	Electricity	100,895	104,511	120,320	154,530.00	162,256.50	\$ 7,727	5.00%
01192261	521020	Natural Gas	19,698	23,080	25,255	24,749	25,986	\$ 1,237	5.00%
01192261	523010	Water	1,369	2,130	3,556	8,289	8,703	\$ 414	5.00%
01192261	523020	Sewerage	1,959	3,256	4,574	9,133	9,498	\$ 365	4.00%
01192261	524010	Building Maintenance	23,602	34,493	39,957	41,600	41,600	\$ -	0.00%
01192261	529020	Rubbish/Garbage Pickup	-	-	-	-	-	\$ -	0.00%
01192261	529050	Recycled Materials Disposal	-	-	-	-	-	\$ -	0.00%
01192261	524030	Equipment Maintenance	-	-	-	1,742	1,742	\$ -	0.00%
01192261	524031	Maintenance - painting	-	-	-	820	820	\$ -	0.00%
01192261	524090	Other Contractual Services	25,773	8,290	25,400	26,124	26,124	\$ -	0.00%
01192261	524091	Other Contract Svcs: Custodian	-	476	5,395	13,786	13,786	\$ -	0.00%
01192261	527031	Equip Svc/Repair: Custodian	5,741	3,385	3,777	1,412	1,412	\$ -	0.00%
01192261	542130	Work Clothing	835	1,169	-	-	-	\$ -	0.00%
01192261	543010	Building M&R Supplies	13,123	24,554	26,670	13,159	13,159	\$ -	0.00%
01192261	543060	Custodian M&R Supplies	6,242	14,642	13,955	11,189	11,189	\$ -	0.00%
01192261	571011	Travel-Mileage	-	-	-	-	-	\$ -	0.00%
01192261	578015	Late Fees/Interest Charges	-	-	-	-	-	\$ -	0.00%
01192263	529020	Rubbish/Garbage Pickup	-	-	-	2,205	2,260	\$ 55	2.50%
01192263	521010	Electricity	1,403	2,312	2,609	3,396.00	3,565.80	\$ 170	5.00%
01192263	521020	Natural Gas	4,171	2,703	1,206	4,361	4,579	\$ 218	5.00%
01192263	523010	Water	-	-	-	270	284	\$ 14	5.00%
01192263	523020	Sewerage	125	174	200	194	202	\$ 8	4.00%
01192263	524010	Building Maintenance	8,727	1,383	995	-	-	\$ -	0.00%
01192263	542130	Work Clothing	-	-	-	-	-	\$ -	0.00%
01192263	543010	Building M&R Supplies	24	-	-	-	-	\$ -	0.00%
01192275	521010	Electricity	18,519	20,414	19,595	13,478.00	14,151.90	\$ 674	5.00%
01192275	521020	Natural Gas	1,879	2,838	2,026	9,187	9,646	\$ 459	5.00%
01192275	521030	Fuel Oil	-	-	-	-	-	\$ -	0.00%
01192275	523010	Water	257	329	505	1,350	1,418	\$ 68	5.00%

Facilities Management Department FY25 Operating Budget

Org #	Obj	Account # 01-192 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01192275	523020	Sewerage	380	605	685	2,128	2,213	\$ 85	4.00%
01192275	524010	Building Maintenance	11,289	11,558	17,592	12,621	12,621	\$ -	0.00%
01192275	524030	Equipment Maintenance	-	-	-	-	-	\$ -	0.00%
01192275	524090	Other Contractual Services	3,262	634	-	392	392	\$ -	0.00%
01192275	524091	Other Contract Svcs: Custodian	-	845	845	-	-	\$ -	0.00%
01192275	527030	Equipment Rental/Lease	-	-	-	-	-	\$ -	0.00%
01192275	527031	Equip Svc/Repair: Custodian	1,422	1,879	2,911	-	-	\$ -	0.00%
01192275	529020	Rubbish/Garbage Pickup	-	-	-	807	827	\$ 20	2.50%
01192275	529050	Recycled Materials Disposal	-	-	-	-	-	\$ -	0.00%
01192275	542130	Work Clothing	769	942	-	-	-	\$ -	0.00%
01192275	543010	Building M&R Supplies	1,372	2,967	1,580	1,340	1,340	\$ -	0.00%
01192275	543060	Custodial M&R Supplies	5,010	5,780	5,046	4,203	4,203	\$ -	0.00%
01192285	530500	Training and Development	200	1,984	1,190	512	512	\$ -	0.00%
01192285	534010	Postage	-	-	-	102	102	\$ -	0.00%
01192285	534030	Advertising - General	-	-	-	-	-	\$ -	0.00%
01192285	542010	Office Supplies	288	984	45	1,423	1,423	\$ -	0.00%
01192285	549090	Other Food Service Supplies	-	-	-	-	-	\$ -	0.00%
01192285	542010	Food Service Supplies	-	-	-	-	-	\$ -	0.00%
01192285	571010	Travel - Mileage	21	-	82	-	-	\$ -	0.00%
01192285	583120	Office Machine Replacement	-	-	-	3,000	3,000	\$ -	0.00%
01192240	521500	Green Power Premium	-	14,531	-	-	-	\$ -	0.00%
01192200	524090	Other Contractual Services	-	-	-	-	-	\$ -	0.00%
Total Expenses			3,000,534	3,274,363	3,402,690	3,871,918	4,264,443	\$ 392,526	10.14%
01192809	570000	Encumbrances	-	-	-	-	-	-	-
Total Request			\$ 7,620,279	\$ 8,064,245	\$ 8,252,158	\$ 9,125,668	\$ 9,796,243	\$ 670,575	7.35%

Facilities Management Department FY25 Salaries

FY25 RATE REQUEST***	
	Facilities

Org	Object	Employee Name	Title	Building	Hrs per week	FTE	Hrly Rate	FY24 Weekly Rate as of June 30	FY25 Salary as of July 1	Group - Step as of 6/30/2024	Contract/Pay Plan	Hrly Starting Rate 7/1/24	Weekly Starting Rate 7/1/24	Step Adjustment Date	Adjusted Rate	Adjusted Weekly	Salary Request (Dept192)	Subtotal by Org/Obj
01192100	511010	McDonough, Joseph	Director of Facilities	Admin	35	1.0	96.56	\$ 3,379.73	175,746	A65C-0	AMPP	98.98	\$ 3,464.22	N/A			180,832.43	180,832
01192100	511130	Murray, Joseph	Project Manager	Admin	35	1.0	54.09	\$ 1,893.13	98,443	A60J-0	AMPP	55.44	\$ 1,940.46	N/A			101,291.87	
01192100	511130	Ponte, Nicholas	Custodial Service Manager	Admin	35	1.0	52.13	\$ 1,824.56	94,877	A58K-0	AMPP	53.43	\$ 1,870.17	N/A			97,623.11	
01192100	511130	Hebert, Allen	Operations Manager	Admin	35	1.0	60.10	\$ 2,103.36	109,375	A59H-0	AMPP	61.60	\$ 2,155.95	N/A			112,540.46	
01192100	511130	Andersen, Michael	Maintenance Manager	Admin	35	1.0	54.86	\$ 1,919.95	99,837	A58L-0	AMPP	56.23	\$ 1,967.95	N/A			102,726.90	
01192100	511130	Gagosian, Stephen	Design/Construction Manager	Admin	35	1.0	74.63	\$ 2,612.20	135,834	A62H-0	AMPP	76.50	\$ 2,677.51	N/A			139,765.79	553,948
01192100	511300	Gariepy, Danielle	Finance & Office Manager	Admin	35	1.0	50.72	\$ 1,775.07	92,304	A57L-0	AMPP	51.98	\$ 1,819.45	N/A			94,975.15	94,975
01192100	511310	Bond, Meghan	Administrative Assistant	Admin	35	1.0	36.77	\$ 1,286.97	66,923	A51H-0	AMPP	37.69	\$ 1,319.15	N/A			68,859.57	68,860
01192100	511370	Yee, Beverly	Department Assistant	Admin	35	1.0	32.16	\$ 1,125.48	58,525	B47S-6	B40S	33.44	\$ 1,170.50				61,100.11	61,100
01192185	511130	Elliott, Richard	Project Manager	Admin	35	1.0	62.48	\$ 2,186.96	113,722	A60J-0	AMPP	64.05	\$ 2,241.64				117,013.35	117,013
01192185	511130	Remick, Glenn	Project Manager	Admin	35	1.0	67.40	\$ 2,358.97	122,666	A60J-0	AMPP	69.08	\$ 2,417.94				126,216.61	126,217
01192185	511370	Yen, Lucy	Asst. Project Manager	Admin	35	1.0	36.04	\$ 1,261.54	65,600	A55P-0	B40S	36.95	\$ 1,293.08				67,498.70	67,499
01192100	511340	Mio, Johnny	Mechanical Technician	Admin	40	1.0	41.08	\$ 1,643.20	85,446	K23G-6	KFAC	42.31	\$ 1,692.50				88,348.29	
01192100	511340	Landers, Mark	Maintenance Craftsman	Admin	40	1.0	41.08	\$ 1,643.20	85,446	K23F-6	KFAC	42.31	\$ 1,692.50				88,348.29	
01192100	511340	Neville, Daniel	Electrician	Admin	40	1.0	41.08	\$ 1,643.20	85,446	K23D-6	KFAC	42.31	\$ 1,692.50				88,348.29	
01192100	511340	Hoffmann, Steven	HVAC/BAC Controls	Admin	40	1.0	43.13	\$ 1,725.20	89,710	K24A-6	KFAC	44.42	\$ 1,776.96				92,757.10	357,802
01192101	511330	Gagne, Dorothy	Custodian	Town Hall	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99				58,045.77	
01192101	511330	Newton, William	Head Maintenance Custodian	Town Hall	40	1.0	32.28	\$ 1,291.20	67,142	K17B-6	KFAC	33.25	\$ 1,329.94				69,422.66	127,468
01192102	511330	Springsteen, Henry	Custodian	Police	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99			-	58,045.77	
01192102	511330	McDonald, Paul	Custodian	Police	40	1.0	32.28	\$ 1,291.20	67,142	K17B-6	KFAC	33.25	\$ 1,329.94			-	69,422.66	127,468
01192107	511330	Colleton, Ronald	Custodian	Warren	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99				58,045.77	
01192107	511330	Martignetti, Alfred	Head Custodian	Warren	40	1.0	32.28	\$ 1,291.20	67,142	K17B-6	KFAC	33.25	\$ 1,329.94				69,422.66	
01192107	511330	Pellegrini, Loreto	Custodian	Warren	12	0.3	22.47	\$ 269.70	14,024	B44F-2	B40S	24.43	\$ 293.16				15,302.70	142,771
01192110	511330	Groh, Ian	Custodian	PAWS	20	0.5	26.99	\$ 539.80	28,070	K15A-6	KFAC	27.80	\$ 555.99				29,023	29,023
01192111	511330	Hurley, Robert	Head Custodian - Elementary School	Bates	40	1.0	32.28	\$ 1,291.20	67,142	K17A-6	KFAC	33.25	\$ 1,329.94			-	69,423	
01192111	511330	Regis, Paulo	Custodian	Bates	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99				58,046	
01192111	511330	Castro, Eduardo	Custodian	Bates	19	0.5	24.54	\$ 466.35	24,250	B44F-3	B40S	25.53	\$ 485.01				25,317	152,786
01192112	511330	Costa, Marcos	Custodian	Fiske	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99				58,046	
01192112	511330	McHale, Stephen	Head Custodian-Elementary	Fiske	40	1.0	32.28	\$ 1,291.20	67,142	K17A-6	KFAC	33.25	\$ 1,329.94			-	69,423	
01192112	511330	Groh, Ian	Custodian	Fiske	20	0.5	26.99	\$ 539.80	28,070	K15A-6	KFAC	27.80	\$ 555.99				29,023	156,491

Facilities Management Department FY25 Salaries

												FY25 RATE REQUEST**						Facilities	
Org	Object	Employee Name	Title	Building	Hrs per week	FTE	Hrly Rate	FY24 Weekly Rate as of June 30	FY25 Salary as of July 1	Group - Step as of 6/30/2024	Contract/Pay Plan	Hrly Starting Rate 7/1/24	Weekly Starting Rate 7/1/24	Step Adjustment Date	Adjusted Rate	Adjusted Weekly	Salary Request (Dept192)	Subtotal by Org/Obj	
01192113	511330	Messit, Richard	Custodian	Hardy	40	1.0	24.74	\$ 989.60	51,459	K15A-4	KFAC	25.48	\$ 1,019.20	06/12/25	26.59	1,064	53,318		
01192113	511330	Gigliotti, Luigi	Head Custodian - Elementary School	Hardy	40	1.0	32.28	\$ 1,291.20	67,142	K17B-5	KFAC	31.34	\$ 1,253.72				65,444	118,762	
01192114	511330	Wu, Chao	Custodian	Hunnewell	40	1.0	24.74	\$ 989.60	51,459	K15A-4	KFAC	25.48	\$ 1,019.29	03/29/25	26.59	1,064	53,792		
01192114	511330	Leone, Dean	Head Custodian - Elementary School	Hunnewell	40	1.0	27.07	\$ 1,082.80	56,306	K17B-2	KFAC	27.88	\$ 1,115.28	08/03/24	29.13	1,165	60,574	114,366	
01192115	511330	Porter, Eric	Custodian	Sprague	40	1.0	24.74	\$ 989.60	51,459	K15A-4	KFAC	26.59	\$ 1,063.60				55,519.92		
01192115	511330	Parmigiane, Roger	Custodian	Sprague	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99			-	58,046		
01192115	511330	Grady, Scott	Head Custodian - Elementary School	Sprague	40	1.0	32.28	\$ 1,291.20	67,142	K17A-6	KFAC	33.25	\$ 1,329.94			-	69,423	182,988	
01192116	511330	Donahue, Daniel	Custodian	Schofield	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99				58,046		
01192116	511330	Burnham-Taylor, Scott	Head Custodian - Elementary School	Schofield	40	1.0	32.28	\$ 1,291.20	67,142	K17B-6	KFAC	33.25	\$ 1,329.94				69,422.66	127,468	
01192117	511330	Roy, Carlos	Custodian	Upham	40	1.0	25.82	\$ 1,032.80	53,706	K15A-5	KFAC	26.59	\$ 1,063.78	01/14/25	27.80	1,112	56,686.71		
01192117	511330	Burke, James	Head Custodian - Elementary School	Upham	40	1.0	32.28	\$ 1,291.20	67,142	K17B-6	KFAC	33.25	\$ 1,329.94			-	69,423	126,109	
01192121	511330	Barisano, Mark	Facility Supervisor-Middle School	MS	40	1.0	36.59	\$ 1,463.60	76,107	K22A-6	KFAC	37.69	\$ 1,507.51				78,692		
01192121	511330	Boralessa, James	Custodian	MS	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99				58,046		
01192121	511330	Victor, Nikenson	Custodian	MS	40	1.0	25.82	\$ 1,032.80	53,706	K15A-5	KFAC	26.59	\$ 1,063.78	12/23/25	27.80	1,112	56,831.36		
01192121	511330	Smus, Joseph	Custodian Night Supervisor	MS	40	1.0	29.55	\$ 1,182.00	61,464	K17A-4	KFAC	30.44	\$ 1,217.46	10/19/24	31.84	1,274	65,583.68		
01192121	511330	Franco, Esbin	Custodian	MS	40	1.0	23.65	\$ 946.00	49,192	K15A-3	KFAC	24.36	\$ 974.38	05/01/25	25.48	1,019	51,248.09		
01192121	511330	Lavoie, Richard	Custodian	MS	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99				58,045.77		
01192121	511330	Perez, Francis	Custodian	MS	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99				58,045.77		
01192121	511330	Murray, David*	Custodian	HS/MS Split	20	0.5	26.99	\$ 539.80	28,070	K15A-6	KFAC	27.80	\$ 555.99			-	29,022.89		
01192121	511330	Peterson, Christopher	Custodian	MS	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99				58,045.77		
01192121	511330	Bailey, Daniel	Custodian	MS	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99			-	58,045.77		
01192121	511330	Vacant	Custodian	MS	40	1.0	23.65	\$ 946.00	49,192	K15A-3	KFAC	25.48	\$ 1,019.20				53,202.24	624,809	
01192131	511330	Vassiliadis, Antonios	Custodian Night Supervisor	HS	40	1.0	36.59	\$ 1,463.60	76,107	K22A-6	KFAC	37.69	\$ 1,507.51			-	78,691.92		
01192131	511330	Shanahan, Patrick	Custodian	HS	40	1.0	23.65	\$ 946.00	49,192	K15A-3	KFAC	24.36	\$ 974.38	08/06/24	25.48	1,019	52,969.18		
01192131	511330	Bucaro, Edgar	Custodian	HS	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99				58,045.77		
01192131	511330	Cadigan, Christian	Custodian	HS	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99				58,045.77		
01192131	511330	Foley, Mark	Custodian	HS	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99			-	58,045.77		
01192131	511330	Labitue, Kyle	Custodian	HS	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99			-	58,045.77		
01192131	511330	Flaherty, John	Custodian	HS	40	1.0	23.65	\$ 946.00	49,192	K15A-3	KFAC	24.36	\$ 974.38	09/29/24	25.48	1,019	52,620		
01192131	511330	Tobias, Teima	Custodian	HS	40	1.0	23.65	\$ 946.00	49,192	K15A-3	KFAC	24.36	\$ 974.38	04/30/25	25.48	1,019	51,257.05		

Facilities Management Department FY25 Salaries

												FY25 RATE REQUEST***					Facilities		
Org	Object	Employee Name	Title	Building	Hrs per week	FTE	Hrly Rate	FY24 Weekly Rate as of June 30	FY25 Salary as of July 1	Group - Step as of 6/30/2024	Contract/Pay Plan	Hrly Starting Rate 7/1/24	Weekly Starting Rate 7/1/24	Step Adjustment Date	Adjusted Rate	Adjusted Weekly	Salary Request (Dept192)	Subtotal by Org/Obj	
01192131	511330	Murray, David*	Custodian	HS/MS Split	20	0.5	26.99	\$ 539.80	28,070	K15A-6	KFAC	27.80	\$ 555.99			-	29,022.89		
01192131	511330	Vacant	Custodian	HS	40	1.0	23.65	\$ 946.00	49,192	K15A-3	KFAC	25.48	\$ 1,019.20			-	53,202.24		
01192131	511330	Casey, Thomas	Custodian	HS	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99				58,045.77		
01192131	511330	Scafidi, Jason	Night Supervisor	HS	40	1.0	30.91	\$ 1,236.40	64,293	K17A-5	KFAC	31.84	\$ 1,273.49	06/10/25	32.28	1,291	66,529.41		
01192131	511330	Santos, Peterson	Custodian	HS	40	1.0	23.65	\$ 946.00	49,192	K15A-3	KFAC	24.36	\$ 974.38	03/03/25	25.48	1,019	51,633.54	726,155	
01192132	511340	Crehan, Thomas	Plumber	Field House	40	1.0	41.08	\$ 1,643.20	85,446	K23C-6	KFAC	42.31	\$ 1,692.50				88,348.29		
01192132	511340	Lavoie, Frederick	Inventory/Equip. Tech	Field House	40	1.0	33.60	\$ 1,344.00	69,888	K18A-6	KFAC	34.61	\$ 1,384.32			-	72,261.50		
01192132	511340	Grant, Sherwin	HVAC Technician	Field House	40	1.0	37.25	\$ 1,490.00	77,480	K23B-4	KFAC	40.28	\$ 1,611.20				84,104.64		
01192132	511340	Watkins, David	Electrician	Field House	40	1.0	41.08	\$ 1,643.20	85,446	K23D-6	KFAC	42.31	\$ 1,692.50				88,348.29	333,063	
01192142	511330	McMillen, Kevin	Custodian	DPW	40	1.0	24.74	\$ 989.60	51,459	K15A-4	KFAC	25.48	\$ 1,019.29	12/22/24	26.59	1,064	54,412.12		
01192147	511330	Burgos, Moises	Custodian	DPW	20	1.0	34.26	\$ 685.20	35,630	K22A-3	KFAC	36.09	\$ 721.80			-	37,678		
																		92,090	
																		-	
01192161	511330	Groh, Michael	Facilities Supervisor	Library	40	1.0	37.11	\$ 1,484.40	77,189	L09B-7	LLIB	38.22	\$ 1,528.93				79,810		
01192161	511330	Perez Ventura, Jose	Custodian	Library	40	1.0	25.93	\$ 1,037.20	53,934	L40A-4	LLIB	26.71	\$ 1,068.32			-	55,766		
01192161	51330	Tripp, Scott	Custodian	Library	10	0.5	22.17	\$ 221.70	11,528	L40B-1	LLIB	24.69	\$ 246.89				12,888		
01192161	51330	Tripp, Scott	Custodian	Library-Sundays	6		33.26	\$ 199.56	8,382	L40B-1	LLIB	37.03	\$ 222.20				9,332		
01192161	511330	Collins, Julie	Custodian	Library	15	0.4	25.93	\$ 388.95	20,225	L40B-4	LLIB	26.71	\$ 400.62				20,912	178,709	
01192163	511330	Daniels, David	Custodian	Library (Hills)	15	0.4	23.97	\$ 359.55	18,697	L40-B2	LLIB	24.69	\$ 370.34				19,331.57	19,332	
01192139	511330	Coronado-Morales	Custodian	MS	40	1.0	25.82	\$ 1,032.80	53,706	K15A-5	KFAC	26.59	\$ 1,063.78	08/02/24	26.59	1,064	55,520.84	55,521	
01192139	515060	Vacant	Custodian, On Call	OC			20.82	\$ -	2,000	B44F-1	B40S	21.65	\$ -				2,550		
01192139	515060	Vacant	Custodian, On Call	OC			20.82	\$ -	2,000	B44F-1	B40S	21.65	\$ -				2,550	5,100	
								\$ -	-			\$ -					-	-	
01192175	511330	Cole, Dawnmarie	Custodian	Tolles-Parsons	40	1.0	26.99	\$ 1,079.60	56,139	K15A-6	KFAC	27.80	\$ 1,111.99			-	58,045.77	58,046	

Facilities Management Department FY25 Salaries

FY25 RATE REQUEST***

Facilities																			
Org	Object	Employee Name	Title	Building	Hrs per week	FTE	Hrly Rate	FY24 Weekly Rate as of June 30	FY25 Salary as of July 1	Group - Step as of 6/30/2024	Contract/Pay Plan	Hrly Starting Rate 7/1/24	Weekly Starting Rate 7/1/24	Step Adjustment Date	Adjusted Rate	Adjusted Weekly	Salary Request (Dept192)	Subtotal by Org/Obj	
	515050	Longevity															35,550		
		Seasonal Custodians															90,180		
		Overtime															173,092		
		New Positions															104,111		
		Shift Differential															2,096		
									4,938,663									\$ 5,531,800	5,531,800



Town of Wellesley

FY2025 Budget Request

Land Use Departments Administrative Services Operating Request

Planning Department, Building Department, Zoning Board of Appeals, Natural Resources Commission

Department: 198

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
01198200	527010	Annual Lease	Planning, ZBA, Building, and NRC relocated to 888 Worcester Street FY23	\$ -	\$ -	\$ -	\$ 120,000	\$ 120,000	-	0.00%
01198200	523010	Water		-	-	-	1,000	1,000	-	0.00%
01198200	524030	Equipment Maintenance Contracts	Maintenance for 1 copier	-	-	-	9,000	9,000	-	0.00%
01198200	542010	Office Supplies	Centralized Office Supply Account for Land Use Departments- administered by Planning Board	-	-	-	1,000	1,000	-	0.00%
01198200	542020	Copier Supplies	Centralized paper for all Land Use Department copiers, printers & faxes.	-	-	-	2,500	2,500	-	0.00%
Total Expenses				\$ -	\$ -	\$ -	\$ 133,500	\$ 133,500	0	0.00%



Town of *Wellesley*

FY2025 Budget Request

Council on Aging: Mission, Services & Priorities

Wellesley Council on Aging FY25 Tax Impact Budget Request

The Wellesley Council on Aging (COA) Board is pleased to present our FY25 Tax Impact Budget Request of \$579,621. As outlined in the Town census, 6,845 older adults listed as age 60 and above now reside in Wellesley. This is approximately 23% of Wellesley's population. A primary objective for the COA is to develop a clear understanding of the needs of our senior residents by offering a variety of educational opportunities, social engagement, and community-based programming for Wellesley's aging population. Therefore, it is essential that we expand our services and programs to be relevant, meaningful, and accessible to all.

Throughout the past year we have increased our program offerings by 24% and plan for our continued growth into FY25. One of our goals is to expand hours of service provided by the COA to this growing population in Wellesley.

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, meals, transportation services, educational and fitness activities to enhance socializing opportunities.
- fosters an environment of well-being and community.

Department Overview

The COA is primarily funded by taxpayer dollars, which allows the department to run day-to-day operations. The programs sponsored by the COA include, but are not limited to, social engagement activities, educational lectures and presentations, life enrichment seminars, healthy aging programs, support groups, outreach services, transportation services, fitness classes, physical fitness center, 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 currently has six full-time employees and five part-time employees. Our FY25 Budget request reflects the one open part-time position being filled in



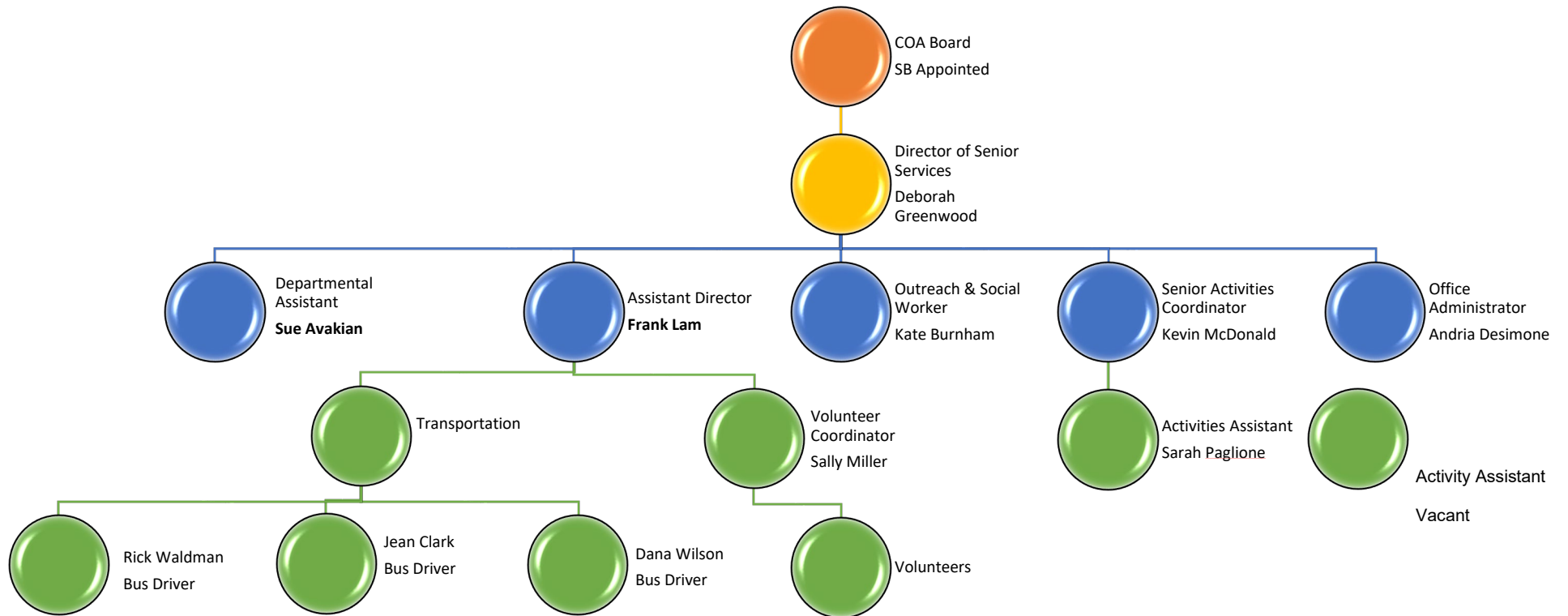
Town of *Wellesley*

FY2025 Budget Request

Council on Aging: Mission, Services & Priorities

FY24 Q3. The COA is informally divided into the following functions: Social Services/Outreach, Programs/Activities, Administration, Transportation, and Volunteerism, as pictured in the Organizational chart below.

COA Organizational Chart





Town of *Wellesley*

FY2025 Budget Request

Council on Aging: Mission, Services & Priorities

Highlights from the Past Year

In January 2023, Deborah Greenwood was hired as the Director of Senior Services. During the second half of FY23, Deborah worked diligently to reconcile and properly re-align the COA finances, which had been without the proper staff oversight since late FY22. She also successfully recruited a new Assistant Director and new Administrative Assistant in April, 2023. The COA organization, both staff and patrons, enjoyed a renewed enthusiasm under Deborah's leadership as the team became cohesive, working diligently to increase in-person attendance and overall program offerings. Other accomplishments include: a comprehensive analysis of room and space utilization; the introduction of a confidential suggestion box providing patrons a welcomed, communication tool; collaboration with Town leaders, patrons, the COA Board, and staff on a revised Long Range Strategic Plan; and continued work with FMD and SB on the TPC commercial kitchen project. One of the most notable and appreciated highlights for FY24 has been Deborah's personal engagement with, and her accessibility to, our patrons.

Upcoming Year Goals/initiatives

By analyzing COA data, utilizing survey tools, researching trends concerning Older Adults communities, and responding to the requests of our patrons, the COA continues to define and respond to the unmet needs of our older adults. The board and staff remain committed to achieving a healthy balance for continued access to programming with both in-person and on-line classes, lectures, and activities. To meet the needs of Wellesley's younger senior age group age 60-75 who may be still in the workforce and unable to attend our daytime programs, the COA will begin to offer evening hours in FY24 Q3. With careful measures in place to monitor the usage, the COA will continue to explore expansion of services and programs to enrich the lives of all segments of the older adult community.

Finally, the COA continues to work with the Town to transition the current COA kitchen into a commercial kitchen, which will provide nutritionally balanced food programs and socialization opportunities to better serve the senior community.

Long-Term Goals/Initiatives

The COA Board and staff will complete the revision of our 5-year Long Range Strategic Plan. Another goal will be to develop a process for the utilization of grant monies for pilot programs and expanded service hours.

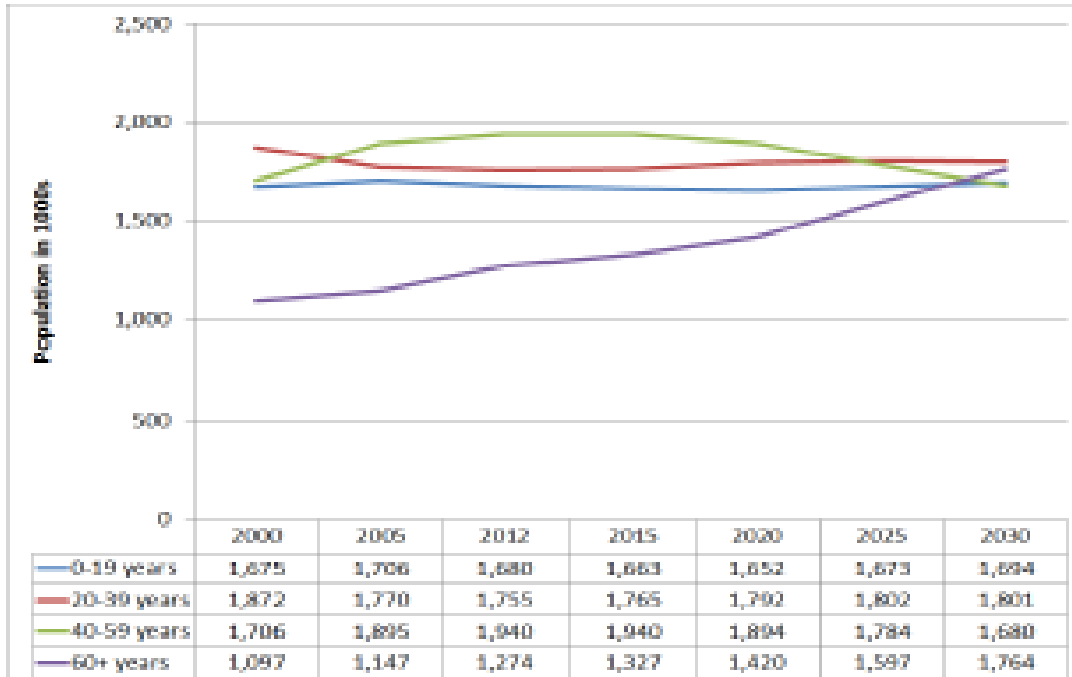
According to the latest Massachusetts statistics, over the last 12 years, the population age 60+ is growing 5 times faster than the total population. In FY29, in the U.S., Commonwealth of MA, and Wellesley, there will be more people aged 60+ than people under 19 for the first time in history.



Town of *Wellesley*

FY2025 Budget Request

Council on Aging: Mission, Services & Priorities



The Wellesley COA is anticipating the significant change in this demographic. The COA aspires to become an “Age-Friendly” community and hopes to partner with the Town to achieve this designation from the State. An “Age-Friendly” town is one in which older people are actively involved in social, economic, and cultural life, in creating a better local environment, to everybody’s benefit.

Age-Friendly practices recognize there is great diversity in the capacity and circumstances of older adults, anticipate and respond to older adults’ needs and preferences in an equitable way, respect older adult’s decisions and choices, and protect the most vulnerable.

This is what we strive to do here at the Wellesley COA.

Operating Personal Service Budget Summary

The COA FY25 proposed **Personal Services Budget** is \$509,771, which is \$51,998, or 11.36% increase over FY24. Several factors impacted the FY25 Personal Services Budget request.

- The re-instatement of a previously vacated Activities Assistant part-time position to support the growing needs of the senior community in Wellesley.
- This position was vacated in FY21, due to the termination of in-person activities during Covid. Until FY24 Q3, this position remained unfilled.
- The COLA 4% increases for all 40 Series employees
- The COLA 2.5% increases for all 50/60 series employees
- A reduction of \$10,000 of EOE monies which have been used to offset transportation staff salaries.



Town of *Wellesley*

FY2025 Budget Request

Council on Aging: Mission, Services & Priorities

- This reduction represents a shift to the Town rather than grant monies to cover Core Services and to reflect the actual annual cost of these (bus driver) salaries more adequately. This will be the first of a multi-year adjustment to convey the cost of Core Services to the Town.
- The expansion of operating hours is to meet the needs of the growing 60+ population and to serve those seniors who are still working.

Operating Expense Budget Summary

The expense budget request of \$79,850 is a 2.70% increase over FY24. We have level-funded most of our expenses and added only slightly to the Program & Activities and Mailing Expenses line items, due to the growing number of seniors in Wellesley. Other changes were adjusted to better show actual usage of funds for better accounting.

Line items and amount decreased:

- Vehicle Maintenance (\$1000)
- Telephone (\$500)
- Cable & Internet (\$500)
- Public Transportation (\$1000)
- Equipment Maintenance/Repairs Supplies (\$1000)

Line items and amount increased:

- Equipment Maintenance (MySeniorCenter) \$1,000
- Newsletter Mailing \$500
- Software Licenses \$1000
- Program and Activities \$3500
- Dues \$100

Capital Budget Summary

Our FY26-29 Capital requests totaling \$95,000, are \$10,000 less than our previous 5-year Capital request of \$105,000. Explanations for each are contained within the Budget Sheets.



Town of *Wellesley*

FY2025 Budget Request

Council on Aging: Mission, Services & Priorities

FY25 - \$20,000 New tables and chairs for the COA common areas.

The existing tables, which are moved around multiple times each day to accommodate different uses of the large Schuler Room, are excessively heavy and extremely cumbersome to move. Chairs without arms make it difficult for seniors to use them safely and independently. We feel strongly that our commitment must be to the safety, dignity, and preservation of independence of all our COA patrons.

FY26 – \$20,000 Winter walkway hazard mitigation and IT upgrades.

FY27 - \$20,000 Replacement of original exercise equipment.

FY28 – \$20,000 Kitchen project.

FY29 - \$15,000 Exterior storage shed.

"There are only four kinds of people in the world: those that have been caregivers, those that are caregivers, those who will be caregivers, and those who will need caregivers."

Rosalynn Carter

Submitted by:

COA Staff: Deborah Greenwood, Director of Senior Services

COA Board: Kathleen Vogel, Chair

Susan Rosefsky, Secretary

Marlene Allen

Patty Chen

Lori Ferrante

Robert McCarthy

Corrine Monahan



Town of *Wellesley*

FY2025 Budget Request

Council on Aging: Mission, Services & Priorities

Cynthia Sibold

Dianne Sullivan

Tony Parker

Tina Wang



Town of *Wellesley*

FY2025 Budget Request

Council on Aging Operating Request

Department: 541

Department Head: Deborah Greenwood, COA Director

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Personal Services							
Full Time	\$ 299,317	\$ 319,848	298,069	408,485	421,268	\$ 12,783	3.13%
Part Time	90,088	97,922	84,132	91,888	121,103	\$ 29,215	31.79%
Grant Offsets	(45,000)	(52,600)	(52,600)	(42,600)	(32,600)	\$ 10,000	-23.47%
Subtotal, Personal Services	344,405	365,170	329,602	457,773	509,771	\$ 51,998	11.36%
Expenses	46,922	59,631	70,410	77,750	79,850	\$ 2,100	2.70%
Encumbered Expended	-	-	-	-	-	\$ -	0.00%
Subtotal, Expenses	46,922	59,631	70,410	77,750	79,850	2,100	2.70%
TOTAL	\$ 391,328	\$ 424,801	\$ 400,012	\$ 535,523	\$ 589,621	54,098	10.10%

PERMANENT STAFFING (FTEs)	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Position Titles:					
Director of Senior Services	1.0	1.0	1.0	1.0	1.0
Assistant Senior Administrator	1.0	1.0	1.0	1.0	1.0
Health & Social Services Admin.	1.0	1.0	1.0	1.0	1.0
Health Social Services Coverage	0.0	0.1	0.1	0.1	0.0
Office Administrator	1.0	1.0	1.0	1.0	1.0
Senior Activities Coordinator	1.0	1.0	1.0	1.0	1.0
Activities Assistant A (19 hrs./wk.)	0.54	0.54	0.54	0.54	0.54
Activities Assistant B (19 hrs./wk.)	0.00	0.00	0.00	0.00	0.54
Transportation Coordinator (0 hrs.)	0.00	0.00	0.00	0.00	0.00
Transportation Coordinator (0 hrs.)	0.00	0.00	0.00	0.00	0.00
Dept. Assistant (35 hrs./wk.)	0.00	0.00	1.00	1.00	1.00
Dept. Assistant A (19 hrs./wk.)	0.54	0.54	0.00	0.00	0.00
Dept. Assistant B (19 hrs./wk.)	0.54	0.54	0.00	0.00	0.00
Volunteer Coord (19 hrs./wk.)	0.54	0.54	0.54	0.54	0.54
Bus Driver A (16 hrs./wk.)	0.46	0.46	0.46	0.46	0.46
Bus Driver B (16 hrs./wk.)	0.46	0.46	0.46	0.46	0.46
Bus Driver C (8 hrs./wk.)	0.23	0.23	0.23	0.23	0.23
On-call Bus Driver (0 hr./wk.)	0.01	0.00	0.00	0.00	0.00
Total Number of Positions	8.3	8.4	8.3	8.3	8.8

Council On Aging - FY25 Operating Budget Request

Org	Object	Account # 01-541 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES										
01541100	511010	Senior Administrator	Director of Senior Services	94,984	76,149	115,349	105,627	108,712	\$ 3,085	2.92%
01541100	511015	Senior Accounting Clerk	Assistant Director of Senior Services	32,908	65,416	22,074	72,012	70,843	\$ (1,169)	-1.62%
01541100	511220	Other Professionals	Health & Social Services Administrator	66,131	66,078	29,458	74,117	76,263	\$ 2,146	2.89%
01541100	511370	Clerical	Office Administrator, Senior Activities Coordinator; Departmental Assistant	105,294	112,205	131,188	156,729	165,451	\$ 8,722	5.56%
01541100	512290	Part-time	(2) Activities Assistant, Volunteer Coordinator	90,088	97,922	58,289	46,618	73,980	\$ 27,362	58.69%
01541100	512490	Coverage for HHSA	Coverage for HHS Admin	-	-	-	3,150	3,150	\$ -	0.00%
01541100	511360	Transportation Wages	3 Bus Drivers	-	-	25,843	42,120	43,973	\$ 1,853	4.40%
01541100	569500	Offsetting Grants	EOEA, Eastern Development	(45,000)	(52,600)	(52,600)	(42,600)	(32,600)	\$ 10,000	-23.47%
			PERSONAL SERVICES SUBTOTAL	344,405	365,170	329,602	457,773	509,771	\$ 51,998	11.36%
EXPENSES										
01541200	524020	Public Transportation	Vehicle Maintenance	1,989	3,836	8	\$ 5,000	\$ 4,000	\$ (1,000)	-20.00%
01541200	524030	Equipment Maintenance	Senior Registration Program hardware upgrades	-	-	3,159	\$ 1,000	\$ 2,000	\$ 1,000	100.00%
01541200	524050	Computer Equipment Maintenance	Office Technology Needs outside scope of Town	3,463	-	-	\$ 2,500	\$ 2,500	\$ -	0.00%
01541200	530500	Training & Development	Staff Professional Development Opportunities - Not MCOA & NCOA	2,457	671	298	\$ 3,000	\$ 3,000	\$ -	0.00%
01541200	530900	Other Professional Services	Heavy duty TPC kitchen cleaning 1x/month - \$150/mo + 3 special	-	940	7,710	\$ 2,150	\$ 2,150	\$ -	0.00%
01541200	534010	Postage	General postage-doesn't include newsletter	645	658	507	\$ 1,500	\$ 1,500	\$ -	0.00%
01541200	534020	Telephone	4 POTS lines @ TPC - POTS \$1,600, Cell phones (SW, Bus, Director, Activities)-\$225/month	1,975	3,692	2,030	\$ 4,500	\$ 4,000	\$ (500)	-11.11%
01541200	534040	Printing and Mailing Expense	Newsletter mailings to households 60+ 6X/year (approx. \$1500/ mailing)	12,760	13,585	15,303	\$ 10,000	\$ 10,500	\$ 500	5.00%
01541200	534055	Cable and Internet	Monthly Hulu -\$80/month	701	1,085	1,200	\$ 1,500	\$ 1,000	\$ (500)	-33.33%
01541200	534060	Photocopying	Ink, toner, paper, repairs	1,781	2,269	1,943	\$ 2,500	\$ 2,500	\$ -	0.00%
01541200	534080	Software Licenses	MySeniorCenter, Assisted Rides, InDesign, Adobe, Doodle, Zoom 2 accounts (\$30/month-\$720)	4,034	4,193	5,528	\$ 6,000	\$ 7,000	\$ 1,000	16.67%

Council On Aging - FY25 Operating Budget Request

Org	Object	Account # 01-541 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01541200	541010	Public Transportation	Gasoline - \$4,626 base, but add more offsite trips with expanded programming	1,221	2,714	2,791	\$ 6,000	\$ 5,000	\$ (1,000)	-16.67%
01541200	542010	Office Supplies	Office Supplies, PPE and Hand Sanitizer costs	5,358	2,289	3,260	\$ 3,500	\$ 3,500	\$ -	0.00%
01541200	543040	Equipment Maintenance /Repair Supplies	TPC kitchen equipment; fitness center equipment annual maintenance/repair	700	4,633	1,915	\$ 5,500	\$ 4,500	\$ (1,000)	-18.18%
01541200	549050	Food - Departmental		-	-	-	\$ -		\$ -	0.00%
01541200	557010	Programs and Activities	Program costs, presenter fees, subscription fees, and supplies	17,125	17,760	20,563	\$ 19,500	\$ 23,000	\$ 3,500	17.95%
01541200	557020	Social and Cultural Programs		-	-	-			\$ -	0.00%
01541200	557030	COA Survey	Possible survey	-	-	-			\$ -	0.00%
01541200	571010	In-state travel (mileage)	Staff business related - Home visits, errands, travel training	43	2	-	\$ 200	\$ 200	\$ -	0.00%
01541200	571110	Conferences/Meetings Administrators	Conference Fees	125	-	37	\$ 500	\$ 500	\$ -	0.00%
01541200	571140	Board Training/Seminars	Board training, seminars, retreat professional costs	-	-	-	\$ 1,200	\$ 1,200	\$ -	0.00%
01541200	573010	Dues - Administrators	NCOA and MCOA annual dues - NCOA \$200, MCOA \$1500	145	1,303	1,303	\$ 1,700	\$ 1,800	\$ 100	5.88%
01541200	583120	Machine Replacement		-	-	2,856	\$ -		\$ -	0.00%
		Offsetting Grants	Summary	(7,600)					\$ -	0.00%
			EXPENSE SUBTOTAL	46,922	59,631	70,410	77,750	79,850	\$ 2,100	2.70%
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	\$ -		\$ -			\$ -	
			DEPARTMENT TOTAL	\$ 391,328	\$ 424,801	\$ 400,012	\$ 535,523	\$ 589,621	\$ 54,098	10.10%

Council On Aging - FY25 Operating Budget Request - Salaries

Job Title Employee Name	FY24 Rate as of 6/30/24	FY25 RATE REQUEST					Total Budget Request
		Group - Step	FY25 Starting Rate 7/1/24	Step Adjustment Date	Adjusted Rate	Offsets	
Director of Senior Services Deborah Greenwood	\$ 2,031.81	58	\$ 2,082.61				108,712
Assistant Director of Senior Services Frank Lam	\$ 1,324.04	55	\$ 1,357.14				70,843
Health & Social Services Administrator Kathryn Burnham (DOH 1/27/16)	\$ 1,425.34	55	\$ 1,460.97				76,263
Health & Social Services Administrator Coverage (105 hrs/yr) \$30/hour	\$ -		\$ 105.00				3,150
Office Administrator Andria DeSimone (DOH 9/24/19)	\$ 1,221.37	49-6	\$ 1,270.22				66,306
Senior Activities Coordinator Kevin McDonald (DOH 11/30/22)	\$ 985.25	47-3	\$ 1,024.66	9/16/2024 47-4	1,072.27		55,439
Activities Assistant - 19 hrs/wk Sarah Paglione (DOH 03/20)	\$ 427.02	44-1	\$ 444.10				23,182
Activities Assistant B - 19 hrs/wk Vacant	\$ 466.26	44-3	\$ 484.91				25,312
Departmental Assistant - 35 hrs/wk Susan Avakian	\$ 780.84	43-2	\$ 812.07	10/19/2024 43-3	848.82		43,706
Volunteer Coordinator - 19 hrs/wk Sally Miller	\$ 469.45	46-1	\$ 488.23				25,486
Bus Driver A - 16 hrs/wk Richard Waldman	\$ 324.00	42-1	\$ 336.96				17,589
Bus Driver B - 16 hrs/wk Jean Clark	\$ 324.00	42-1	\$ 336.96				17,589
Bus Driver C - 8 hrs/wk Frank Wilson	\$ 162.00	42-1	\$ 168.48				8,795
EOEA Grant						(32,600)	(32,600)
						Total Salary	\$ 509,771

*Note: FY25 is based on 52.2 weeks

Assumptions:

40 series increase	4.00%	1.0400
50,60 series increase	2.50%	1.0250
Part timers		1.0200
Pay weeks in FY25 =	52.2	



Town of *Wellesley*

FY2025 Budget Request

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 2025 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.

Youth Commission Operating Request

Org	Object	Account # 01-542 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
<u>PERSONAL SERVICES</u>										
01542100	511010	Senior Administrator	Salary for the Youth Director	\$ 81,082	\$ 82,906	\$ 84,979	\$ 89,109	\$ 91,688	\$ 2,579	2.89%
01542100	512020	Student Intern/ temp	Funds for Youth Commission temporary help or intern.	8,240	8,404	8,564	8,894	9,161	\$ 267	3.00%
			PERSONAL SERVICES SUBTOTAL	89,322	91,310	93,543	98,003	100,849	\$ 2,846	2.90%
<u>EXPENSES</u>										
01542200	527010	Building Rental/Lease	Rental costs for office space and storage space	-	-	-	-		\$ -	0.00%
01542200	534010	Postage	Postage for various mailing activities	-	-	-	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	450	316	658	500	500	\$ -	0.00%
01542200	557020	Social and Cultural Programs	The Youth Commission runs a variety of programs for the town's youth	14,798	14,453	11,697	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		125	125	150	150	150	\$ -	0.00%
			EXPENSES SUBTOTAL	15,373	14,894	12,505	17,090	17,090	\$ -	0.00%
	570000	Other Charges & Expenses	Encumbered Expenses from Prior Year						\$ -	0.00%
									\$ -	0.00%
			DEPARTMENT TOTAL	\$ 104,695	\$ 106,204	\$ 106,048	\$ 115,093	\$ 117,939	\$ 2,846	2.47%

Youth Commission Operating Request

Youth Commission Operating Request						
Job Title Employee Name	FY24 Rate as of 6/30/24	Group - Step	FY25 RATE REQUEST			Total Budget Request
			FY25 Starting 7/1/24	Step Adjustment Date	Adjusted Rate	
Maura Renzella Youth Director	\$ 1,713.64	57	\$ 1,756.48	N/A	N/A	91,688
Student Intern/Temporary						9,161
					Total Salary \$	100,849
*Note: FY25 Salary is based on a 52.2 week year.						



Town of Wellesley

FY2025 Budget Request

West Suburban Veterans District Operating Request

Department: 543

Department Head: Sarada Kalpee, Director Veteran's Services

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Change FY24-25
Personal Services							
District Administrator & P/T Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Subtotal, Personal Services	-	-	-	-	-	-	0.00%
Expenses	70,822	60,004	61,791	63,394	69,593	\$ 6,199	9.78%
Encumbered Expenses	-	-	-	-	-	\$ -	0.00%
Subtotal, Expenses	70,822	60,004	61,791	63,394	69,593	6,199	9.78%
Total	70,822	60,004	61,791	63,394	69,593	6,199	9.78%
TOTAL TAX IMPACT	\$ 70,822	\$ 60,004	\$ 61,791	\$ 63,394	\$ 69,593	\$ 6,199	9.78%

PERMANENT STAFFING (FTEs)	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Position Titles:					
Director of Veterans' Services	1.0	1.0	1.0	1.0	1.0
Services	0.00	1.0	1.0	1.0	1.0
District Administrative Support	0.6	0.6	0.6	0.6	0.6
Total Number of Positions ¹	1.60	2.60	2.60	2.60	2.60

¹ Payroll flows through Veterans' District

West Suburban Veterans District Operating Request

Org	Object	Account # 01-543 Account Title	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
EXPENSES										
01543200	577010	Ordinary Veterans Benefits ¹	\$ -	\$ -	\$ -	-	-		\$ -	0.00%
01543200	569555	Veteran's District Assessment	70,502	70,822	60,004	61,791	63,394	69,593	\$ 6,199	9.78%
		EXPENSE SUBTOTAL	70,502	70,822	60,004	61,791	63,394	69,593	\$ 6,199	9.78%
		570000 Other Charges & Expenses	-	-	-	-			\$ -	0.00%
		DEPARTMENT TOTAL	\$ 70,502	\$ 70,822	\$ 60,004	\$ 61,791	\$ 63,394	\$ 69,593	\$ 6,199	9.78%

¹ The ordinary benefits & grave flags are reimbursable from the State at 75%



Town of Wellesley

FY2025 Budget Request

Audit Committee Operating Request

Department: 135

Department Head: Sheryl Strother, Finance Director

DEPARTMENT EXPENDITURES

Org	Obj	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
	Town's General Purpose Financial Statements (GPFS) & reports	\$ 58,630	\$ 60,400	\$ 60,530	\$ 60,850	\$ 62,250	\$ 1,400	2.30%
01135200	530200	\$ 58,630	\$ 60,400	\$ 60,530	\$ 60,850	\$ 62,250	\$ 1,400	2.30%

The Enterprise Funds (MLP, Water, Sewer) and Retirement Fund are audited annually. The cost is charged to each entity as follows:

	FY21	FY22	FY23	FY24	FY25
Town	\$58,100	\$60,000	\$60,000	\$60,000	\$61,400
Copying fees	\$750	\$400	\$850	\$850	\$850
MLP	\$18,800	\$19,500	\$19,500	\$19,500	\$20,000
Retirement	8,600	9,000	9,000	9,000	\$9,200
Water	6,500	7,000	7,000	7,000	7,200
Sewer	6,500	7,000	7,000	7,000	7,200
Total Contract	\$99,250	\$102,900	\$103,350	\$103,350	\$105,850

A Stormwater Enterprise Fund was added in FY2024. The Water/Sewer allocation may be revised in the future.

MISSION

To ensure the timely annual examination of the Town's consolidated financial statements in accordance with generally accepted auditing standards and to ensure the Town maintains sufficient systems of Internal Control.

ORGANIZATION

The Committee consists of five members with professional audit management experience who are appointed by the Moderator. The term is two- years, with one extension.

Activities include the selection of an outside auditing firm to examine the financial statements of the Town, including all its departments. The Audit Committee defines the scope of the auditor's assignments and reviews their findings and recommendations with the appropriate Boards and Committees.

ACCOMPLISHMENTS

The Town has produced a timely audit with a clean "Un-Qualified " opinion for eighteen consecutive years.

FY2025 REQUEST

The fiscal 24 Audit (FY 2025 budget) is the first of two optional contract extensions



Town of *Wellesley*

FY2025 Budget Request

Law Department Operating Request

Department: 151

Department Head: Meghan Jop, Executive Director

The Law budget provides funds for legal services for Town Boards and departments. Funds also provide for Town Counsel's attendance at Town Meetings, selected Select Board meetings and other governmental board meetings and miscellaneous routine telephone and office conferences. Funds provide for Labor Counsel services including telephone calls and meetings. This budget also provides for Town Counsel, Labor Counsel and Special Counsel expenses beyond such things as recording fees, transcripts, copying charges, and expert witness fees.

DEPARTMENT EXPENDITURES		FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Org	Object							
01151200	530100 Legal Services	425,782	404,796	486,979	480,000	480,000	-	0.00%
01151201	570000 Encumbered expenses from prior fiscal year	-	-	-	-		-	0.00%
TOTAL Expense		\$ 425,782	\$ 404,796	\$ 486,979	\$ 480,000	\$ 480,000	-	0.00%



Town of *Wellesley*

FY2025 Budget Request

Street Lighting Operating Request

Department: 458

Department Head: Meghan Jop, Executive Director

This program provides a reliable electric street lighting system for convenience, safety and security to the Wellesley community.

Massachusetts General Law Chapter 164, Section 58 determines the annual street light rate, and the services are provided by the Town's Municipal .

Light Plant This budget has been increased to reflect modest operational cost increases.

DEPARTMENT EXPENDITURES		FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Org	Object							
14582430	521010 Expense Total	\$ 142,000	\$ 128,911	\$ 130,368	\$ 142,000	\$ 142,000	\$ -	0.00%



Town of Wellesley

FY2025 Budget Request

Risk Management Operating Request

Department: 945/211

Department Head: Meghan Jop, Executive Director

The insurance budget provides for the premium costs for general liability, automobile, property and public official liability insurance for all Town operations, as well as occupational health services. The work-related medical expenses of retired disabled uniformed police and fire personnel are also funded within this budget.

These insurance policies include General Property, Auto, Boiler and Machinery, School Leaders, Public Officials, Umbrella and Flood, as well as various official bonds. The Other Liability Insurance line item included funds for Flood Insurance and buildings taken off of Builders Risk and added to the Statement of Values.

The Enterprise Fund offsets derive from the MLP, Water, and Sewer Departments, which provide reimbursement to the insurance account based premium breakdowns from our insurance carrier. Each account's return is expected to rise proportionately with the expected rise in insurance costs.

Org	Object	Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01945200	517010	Medical Expense	2,040	1,113	\$ 95	\$ 3,075	\$ 3,100	\$ 25	0.81%
01945200	530900	Other Professional Services	-	-	-	-		\$ -	-
01945200	574010	Comprehensive Liability Insurance Premium	\$ 638,622	\$ 710,744	\$ 777,471	\$ 896,500	\$ 986,150	\$ 89,650	10.00%
01945200	574011	Rewards Credit	\$ (34,180)	\$ (26,334)	\$ (31,776)	\$ (26,000)	\$ (26,000)	\$ -	0.00%
01945200	574012	Early Pay Discount	\$ (19,159)	\$ (17,769)	\$ (19,403)	\$ (20,000)	\$ (20,000)	\$ -	0.00%
01945200	574013	Endorsements		\$ 29,973	\$ 1,200	\$ 30,000	\$ 30,000	\$ -	0.00%
01945200	574014	Endorsement Credit/Participation Credit	\$ (35,481)	\$ (20,836)	\$ (44,468)	\$ (22,000)	\$ (22,000)	\$ -	0.00%
01945200	574015	Enterprise Allocation (Water, Sewer, MLP)	(134,671)	(144,396)	(146,781)	(165,000)	(165,000)	\$ -	0.00%
01945200	574016	Insurance Deductibles	53,822	37,278	54,247	30,000	30,000	\$ -	0.00%
01945200	574018	Notary Insurance	1,066	1,079	1,101	1,100	1,100	\$ -	0.00%
01945200	574090	Other Liability Insurance	2,222	3,897	7,478	4,025	5,000	\$ 975	24.22%
01945200	574096	Other Liability Insurance - Weston Rd	4,547	4,897	3,195	4,300	4,300	\$ -	0.00%
			478,827	579,647	602,359	736,000	826,650	\$ 90,650	12.32%
	570000	Encumbrances	-	-	-	-		\$ -	-
			478,827	579,647	602,359	736,000	826,650	\$ 90,650	12.32%
01211200	530900	Injured on Duty-Police & Fire Accident Policy	\$ 61,395	\$ 66,738	\$ 70,755	\$ 100,000	\$ 100,000	\$ -	0.00%



Town of *Wellesley*
FY2025 Budget Request
Zoning Board of Appeals: Mission, Services, & Priorities

DEPARTMENT MISSION

The Zoning Board of Appeals is empowered to hear and decide Appeals, petitions for Variances, Special Permits, Findings, Site Plan Approvals, and Comprehensive Permits pursuant to the provisions of and in compliance with the Zoning Bylaw of the Town and the Zoning Act (MGL Chapter 40A and 40B).

The Zoning Board of Appeals consists of three permanent members and three associate members, each appointed by the Board of Selectmen for a three-year term. The permanent members on the current Board are J. Randolph Becker, Chairman, Robert W. Levy, Vice Chairman, and David G. Sheffield. The associate members are Walter B. Adams, Derek B. Redgate and Peter Covo. Richard L. Seegel retired as a Board member on May 15, 2023. Lenore R. Mahoney serves as Executive Secretary and Sandy Hobson serves as Technical Administrator.

The FY25 budget includes continued funding for the part-time Technical Administrator position. Reporting to the Executive Secretary, the Technical Administrator's primary responsibilities include updating and maintaining the ZBA's website, interacting with Board members, various Town departments and the public, and preparing documentation which, at times, involves extensive research of ZBA and Town records.

Special Permit cases continue to be steady with backlogs of generally 1-2 months for regular hearing dockets. The ZBA has capped the docket list to 10 applications to reduce the workload. Dockets for large projects have remained steady, generating considerable paperwork with minutes and decisions under statutory time constraints. Timing is critical for all special permit, site plan, and comprehensive permit reviews which have specific time periods for opening hearings once submitted, otherwise they are constructively approved. A total of 73 new petitions were filed during FY23, including substantial review site plan applications for the Town of Wellesley/Town Hall, Town of Wellesley/Hardy School and Babson College.



Town of *Wellesley*

FY2025 Budget Request

Zoning Board of Appeals Operating Request

Department: 176
 Department Head: Lenore Mahoney

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Personal Services							
Full Time	\$ 58,165	\$ 59,474	\$ 60,871	\$ 63,737	\$ 65,582	\$ 1,845	2.89%
Part Time	\$ 14,442	\$ 16,015	\$ 17,586	\$ 21,467	\$ 21,548	\$ 81	0.38%
Subtotal, Personal Services	72,607	75,489	78,458	85,204	87,130	1,926	2.26%
Expenses	8,190	7,842	6,078	9,190	9,190	-	0.00%
Encumbrances		245				-	0.00%
Subtotal, Expenses	8,190	8,087	6,078	9,190	9,190	-	0.00%
TOTAL	\$ 80,797	\$ 83,575	\$ 84,536	\$ 94,394	\$ 96,320	\$ 1,926	2.04%

PERMANENT STAFFING (FTEs)	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Position Titles:					
Executive Secretary	1.0	1.0	1.0	1.0	1.0
Support Staff	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>
Total Number of Positions	1.5	1.5	1.5	1.5	1.5

Zoning Board of Appeals Operating Request

Org	Obj	Account # 01-176 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES										
01176100	511220	Other Professional Staff	Salary for Executive Secretary	\$ 58,165	\$ 59,474	\$ 60,871	\$ 63,737	\$ 65,582	\$ 1,845	2.89%
01176100	511420	Other Support Staff	Vacant - 19hrs week Support Staffer	\$ 14,442	\$ 16,015	\$ 17,586	\$ 21,467	\$ 21,548	\$ 81	0.38%
PERSONAL SERVICES SUBTOTAL				72,607	75,489	78,458	85,204	87,130	\$ 1,926	2.26%
EXPENSES										
01176200	524030	Equipment Maintenance		-	-	524	-		\$ -	0.00%
01176200	534010	Postage	Mailing of Notices, Decisions, General Correspondence	4,114	3,059	1,682	3,500	3,500	\$ -	0.00%
01176200	534030	Advertising - General	These funds are for the cost of placing legal ads and meeting agendas in local newspapers. Monthly bills are averaging \$250/per month.	2,381	2,082	1,961	2,500	2,500	\$ -	0.00%
01176200	534040	Printing & Mailing Expense	Imprinted envelopes, pads & stationary.						\$ -	0%
01176200	534060	Photocopying	Beginning FY11 all Townhall copying costs are included as one line item in Dept 199						\$ -	0%
01176200	542010	Office Supplies	Supplies for the office such as;	1,460	872	1,680	1,500	1,500	\$ -	0.00%
01176200	573010	Dues-Administrators	Mass. Federation of Planning & Appeals Boards	-	-	-	140	140	\$ -	0.00%
01176200	573020	Dues-Professional Staff	Landlaw & Landletter Subscriptions	235	250	230	300	300	\$ -	0.00%
01176200	583120	Office Machine Replacement		-	1,579	-	1,250	1,250	\$ -	0.00%
				-	-	-			\$ -	0%
EXPENSE SUBTOTAL				8,190	7,842	6,078	9,190	9,190	\$ -	0.00%
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year		245	-	-		\$ -	0%
DEPARTMENT TOTAL				\$ 80,797	\$ 83,575	\$ 84,536	\$ 94,394	\$ 96,320	\$ 1,926	2.04%

Zoning Board of Appeals Operating Request

Job Title Employee Name	FY24 Rate as of 6/30/2024	FY25 RATE REQUEST				Total Budget Request FY25
		Group - Step	FY25 Starting Rate 7/1/24	Step Adjustment Date	Adjusted Rate	
Lenore R. Mahoney Executive Secretary	\$ 1,225.72	51	\$ 1,256.36	N/A	N/A	65,582
Alexandra Hobson- Other Support Staff - 19 hrs per week	\$ 20.88	DA01	\$ 404.65	N/A	N/A	21,123
Additional Part Time Hours						425

Total Salary \$ 87,130

*Note: FY25 Salary is based on 52.2 weeks

50,60 series increase 2.5% 1.025
 Pay periods in FY25= 52.2



Town of Wellesley

FY2025 Budget Request

Select Board Appointed Committees Operating Request

Org	Object	Committee	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01180200	534040	Housing Development Corp.	Postage, printing, and photocopying costs.	4,140	4,025	3,915	6,500	6,500	\$ -	0.00%
			Subtotal Housing Development	4,140	4,025	3,915	6,500	6,500	\$ -	0.00%
01691200	557010	Historical Commission	Programs & Activities	750	471	378	750	750	\$ -	0.00%
			Subtotal Historical Commission *	750	471	378	750	750	\$ -	0.00%
01692200	557010	Celebrations Committee	Funds provide for the Town's contribution to the Celebration's Committee activities.	4,700	9,400	4,700	5,000	5,000	\$ -	0.00%
01693200	557010	Memorial Day	Funds provided for Grave flags - these costs are 75% reimbursable from the State and should be tracked with Veterans Ordinary Benefits. Funds for amplification and event advertising	2,500	2,163	3,425	3,450	3,450	\$ -	0.00%
01693200	557010	Memorial Day	Stipend for Graves Officer	2,500	2,500	2,500	2,500	2,500	\$ -	0.00%
			Subtotal Memorial Day	\$5,000	\$ 4,663	\$ 5,925	\$ 5,950	\$ 5,950	\$ -	0.00%

* Historical Commission budget proposed to be transferred to Planning beginning FY19



Town of *Wellesley*
FY2025 Budget Request
Police Department: Mission, Services & Priorities

MISSION

The Mission of the Wellesley Police Department is to promote and maintain a partnership with the citizens of Wellesley. Our goal is to preserve life, maintain human rights, protect property, promote individual responsibility, and community commitment. We shall endeavor to enhance the overall quality of life through mutual trust, respect, and the fair and equitable enforcement of the laws while carefully safe guarding the dignity of all.

The Police Department is a state accredited full-service public safety agency charged with the responsibility of providing business and neighborhood policing services and the protection of life and property within the Town of Wellesley. The Police Department provides these services with uniformed and plainclothes police officers by way of patrol and investigation.

The Police Department, in working with Cataldo Ambulance and the Wellesley Fire Rescue Department, also provides emergency medical services within the Town of Wellesley.

Additionally, the Police Department provides a number of ancillary policing services, to include, but not limited to, a Crisis Intervention Team, School Resource Officers, Animal Control, Domestic Violence Officer, Wellesley Housing Authority Community Policing Officer, Community Service Dog Officer, Elder Affairs Officer, and various police/community relations services. It is important to note that the Domestic Violence Officer, Community Service Dog Officer, Elder Affairs Officer, and the Liaison to the Wellesley Housing Authority are police officers who address these respective responsibilities above and beyond their primary duties with the Police Department.

A review by the Board of Selectmen indicated that the minimum staffing level for the Police Department should be five (5) police officers and a supervisor during the day shift; five (5) police officers and a supervisor during the first half; and four (4) police officers and a supervisor during the last half. Thus, at a minimum the patrol shift is generally made up of a police sergeant, two police officers/EMT's, and two or three additional police officers/non-EMTs (depending on time of day). This staffing level requires the filling of 17 positions each day for a total of 6,205 shifts per year. This is necessary to accomplish and support the above staffing of police officers.



Town of *Wellesley*
FY2025 Budget Request
Police Department: Mission, Services & Priorities

CHIEF (1)

The Chief is assigned to a traditional workweek, in a non-union management position and oversees all administrative duties and responsibilities within the police department.

DEPUTY CHIEF (1)

The Deputy Chief is assigned to a traditional workweek, in a non-union management position and is responsible for the performance of various administrative duties and responsibilities within the police department.

POLICE LIEUTENANTS (4)

The four Lieutenants are assigned to a traditional workweek, Monday through Friday. The Lieutenants are assigned to perform command duties over the four functional divisions of the department: Support Services, Patrol, Criminal Investigations and Traffic and Parking. In addition to these assignments, each of these Lieutenants has ancillary responsibilities, (i.e., training coordinator, grant writing, accreditation, administrative services, firearms permits, etc.), which are necessary for the good working order and management of the Police Department.

POLICE SERGEANTS (6)

Each of the six Sergeants is assigned to perform patrol supervisory duties. Additionally, they are also assigned ancillary and staff responsibilities, which are necessary for the good working order and management of the Police Department.

POLICE OFFICERS (34)

Twenty-six of the thirty-four Police Officers are assigned to perform community policing services, including patrol and emergency response; while one Police Officer is assigned to the duties of Court Liaison Officer, two Police Officers are assigned to perform the duties and responsibilities of the School Resource Officer (one is primarily assigned to the Wellesley High School and Middle School and the second is assigned to the Middle School and seven Elementary Schools), one Police Officer is assigned to manage our network and information systems as well as investigate computer related crimes, and four Police Officers are assigned as Detectives. It is important to note the absolute necessity to have an adequate number of Police Officers trained and assigned to perform the critical function of investigative Detective. It cannot be stressed more strongly, that it is imperative that the Police Department, and the community, maintain an adequate investigative capability within the Police Department. Toward this end, Detectives must be dedicated



Town of *Wellesley*
FY2025 Budget Request
Police Department: Mission, Services & Priorities

to the responsibilities of performing as investigators, if the best interests of the public, and more particularly the victims of violence or other criminal infractions, are to be served.

PUBLIC SAFETY COMMUNICATIONS CENTER

The police, fire, and ambulance dispatch functions operate as a single consolidated Public Safety Communications Center located in the Police Department Headquarters building. Dispatchers are guided by a procedural manual and operational protocols, which are continuously reviewed and updated. Subsequently, all dispatchers are thoroughly trained in the dispatching of police, fire, and emergency medical services. All dispatchers are certified in Emergency Medical Dispatching protocols and recertify bi-annually. Both the Police and Fire Chiefs continue to monitor the operation of the Public Safety Communications Center to assure optimal, seamless communications and delivery of public safety services.

DISPATCHERS (10)

The function of the dispatchers is to facilitate the response of appropriate public safety resources to an emergency scene. Their primary function is the receipt and generation of messages at the consolidated Public Safety Communications Center. Additionally, they are tasked with assisting members of the public and performing various clerical duties. The 10 dispatchers are assigned to a 4-and-2 schedule. In this rotation, two dispatchers are assigned at all times and a third is scheduled during the peak activity periods of the day and evening shift.

FY25 Goals

The Police Department Goals for FY25 will continue to focus on providing suitable and adequate training for all members of the Department, hiring the most highly qualified candidates for the open patrol officer and dispatcher positions and continued collaboration with the School Department on the School Safety Plan. The department will focus on hiring and recruiting for our upcoming entrance exam in June 2024 by attending job fairs at local community colleges and universities.

TRAINING

The Department seeks to provide current and extensive training relating to the many aspects of police work. This includes, but is not limited to, training on Domestic Violence, De-escalation, Implicit Bias, mental health issues, Community Policing strategies and policies. The department has completed training in the area of leveraging first impressions, a first in the state with more training for new officers.



Town of *Wellesley*
FY2025 Budget Request
Police Department: Mission, Services & Priorities

Officers are also provided training in first aid, EMT refresher training, and legal updates. Additionally, each officer is trained in the use of nasal narcan. Nasal narcan can immediately reverse an opiate (Heroin, Percocet, Oxycodone, Fentanyl) overdose, and has been extremely effective in saving lives. Nasal narcan is carried in every Wellesley Police Department cruiser. Personnel are re-trained semi-annually, leading to bi-annual re-certification as AED operators.

In FY25, all sworn members of the department will attend a minimum of forty-hours of in-service training programs focusing on topical areas. This year's in-service training program gives special focus to appropriate use of force, officer safety and officer wellness. Officers will also receive training on ways to improve community police relations, responding to emergencies of those with mental illness and cultural competency.

HIRING

The strength of the Wellesley Police Department lies with our personnel. It is critical to hire civilians and officers who fit the culture of the Town and the department. We administered our 7th entrance exam on June 25, 2022 since leaving civil service. We had 37 applicants take the entrance exam.

In FY23 we hired four new police officers and in FY24 one new police officer that took the entrance exam in June 2022. It takes approximately 36 weeks for a new officer to complete all the training necessary for them to begin working on their own. As noted, our goal is to expand our recruiting efforts by having dedicated officers that focus on attending job fairs. We anticipate additional openings as a result of some 30 plus year veteran officers retiring in the upcoming fiscal year. We will be administering an entrance exam in June 2024 and plan to commence the hiring process shortly thereafter.

SCHOOL SAFETY

In FY24 and FY25 we will continue to maintain a close partnership with the Wellesley Public Schools with regard to conducting timely reviews of the school security plans to ensure best practices are being implemented district wide.



Town of *Wellesley*
FY2025 Budget Request
Police Department: Mission, Services & Priorities

Crisis Intervention Team (CIT)

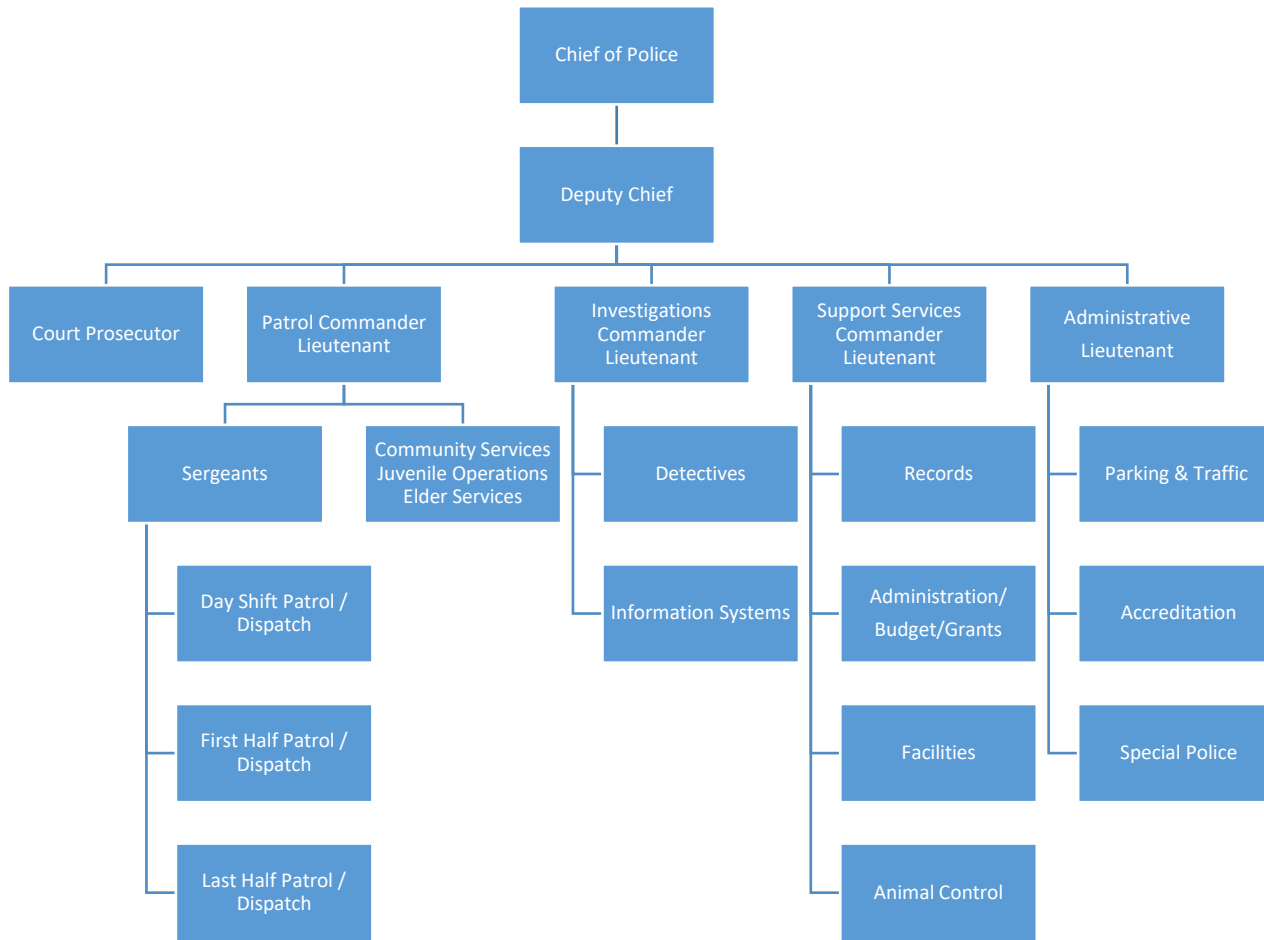
The department will continue to enhance and utilize the CIT (Crisis Intervention Team) initiative within the community. The department's ongoing goal is to augment the number of trained and certified CIT officers on staff. CIT officers undergo an 80 hour specialized certification course, and presently, more than 50% of the department holds the certification. CIT trained officers have the ability to follow up effectively with long term cases, collaborating with the department's social worker, as well as other outside agencies within the community. This collaboration, often with the Council on Aging, Health Department, and other Commonwealth agencies, provides a higher level of service and seeks a solid, seamless resolution to issues.

Operating Budget Summary

The Police Department budget at present proposes an overall increase of 5.20% for FY25. This increase is inclusive of a COLA increase for the Superior Officers, Patrol, and Dispatch Unions. It reflects a 5% increase for the Chief, Deputy Chief and 2.5% increase for our 50 series employees and a 4% increase for all other 40 series employees per guidelines. There are currently 8 patrol officers, 4 dispatchers and one civilian employee on steps. Many expense line items have been level funded. The year over year expense increase of 6.98% is mainly driven by an increase in the cost of obtaining replacement hybrid vehicles for our fleet. We remain committed to our efforts to reduce greenhouse gases by replacing all gas-powered marked police vehicles with hybrid vehicles.



Town of *Wellesley*
FY2025 Budget Request
Police Department: Mission, Services & Priorities





Town of *Wellesley*
 FY2025 Budget Request
 Police Department: Mission, Services & Priorities

RECEIPTS FROM FEES AND CHARGES:

TYPE	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Anticipated	FY25 Plan
False Alarm - 422500	\$ 3,075	\$ 4,975	\$ 4,900	\$ 3,500	\$ 3,500
Copies - 432050	2,100	2,755	2,374	2,500	2,500
Court Fines - 477200	31,448	37,283	41,172	75,000	75,000
Animal Control Fine - 477300	8,900	5,200	4,150	5,000	5,000
Gun Permits - 444010	5,200	2,713	3,188	3,000	3,000
Other/Unclassified - 489000	246	1,091	399	500	500
Marijuana Citations	100	300	90	250	250
Assets sales - 485000	60,748	-	3,355	20,000	20,000
Detail Admin. - 28021025					
Traffic Officer	35,056	35,056	37,168	38,137	41,774
General Fund Transfer	120,801	120,000	150,000	100,000	-
Admin. Assistant	56,097	59,764	59,764	66,866	68,821
Total	\$ 323,771	\$ 269,137	\$ 306,560	\$ 314,753	\$ 220,345

ANTICIPATED FY25 GRANTS OR GIFTS, WHICH MAY BE EXPENDED WITHOUT APPROPRIATION:

COMMONWEALTH OF MASSACHUSETTS
GOVERNOR'S HIGHWAY SAFETY BUREAU CLICK IT OR TICKET GRANT
STATE 911 DEPARTMENT SUPPORT AND INCENTIVE GRANT
STATE 911 DEPARTMENT TRAINING GRANT

FEDERAL:
U.S. DEPARTMENT OF JUSTICE BULLETPROOF VEST PARTNERSHIP



Town of Wellesley

FY2025 Budget Request

Police Department Operating Request

Department: 210

Department Head: Jack Pilecki, Police Chief

DEPARTMENT EXPENDITURES

	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Personal Services							
Full Time	\$ 4,648,422	\$ 4,860,917	\$ 4,728,395	\$ 5,631,760	\$ 5,894,974	\$ 263,214	4.67%
Longevity	16,178	14,969	16,183	18,191	20,006	\$ 1,815	9.98%
Vacation Coverage, Holiday Pay, Illness, etc	1,098,215	1,349,611	1,760,421	1,253,763	1,333,641	\$ 79,878	6.37%
Subtotal, Personal Services	5,762,815	6,225,497	6,504,999	6,903,713	7,248,621	344,907	5.00%
Expenses	728,286	488,871	524,976	807,201	863,565	\$ 56,364	6.98%
Encumbered Expended	-	-	-	-	-	-	0.00%
Subtotal, Expenses	728,286	488,871	524,976	807,201	863,565	56,364	6.98%
TOTAL	\$ 6,491,101	\$ 6,714,368	\$ 7,029,975	\$ 7,710,914	\$ 8,112,186	\$ 401,272	5.20%

PERMANENT STAFFING (FTEs)

	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Position Titles:					
Chief	1.0	1.0	1.0	1.0	1.0
Deputy Chief	1.0	1.0	1.0	1.0	1.0
Lieutenants	4.0	4.0	4.0	4.0	4.0
Sergeants	6.0	6.0	6.0	6.0	6.0
Patrolmen	34.0	34.0	34.0	34.0	34.0
Unfunded Patrolmen Position					
Animal control officer	1.0	1.0	1.0	1.0	1.0
Dispatchers	10.0	10.0	10.0	10.0	10.0
Staff	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>	<u>4.0</u>
Total Number of Positions	61.0	61.0	61.0	61.0	61.0

Police Department FY25 Operating Budget Request

Org	Object	Account # 01-210 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES										
01210100	511010	Chief / Deputy Chief	Increase per contract and potential for merit pay increase.	\$ 370,159	\$ 380,643	\$ 394,762	\$ 400,720	\$ 445,977	\$ 45,257	11.29%
01210100	511140	Lieutenants	Increase per collective bargaining agreement.	381,874	377,010	384,844	573,522	588,243	\$ 14,722	2.57%
01210100	511220	Sergeants	Increase per collective bargaining agreement.	690,954	757,180	743,971	716,973	753,117	\$ 36,144	5.04%
01210100	511230	Police Officers	Increase per collective bargaining agreement and 8 officers eligible for step increases.	2,419,831	2,557,868	2,630,763	3,095,241	3,199,329	\$ 104,088	3.36%
01210100	511240	Animal Control	Increase per guidelines and step increase.	58,128	57,505	61,813	66,215	72,264	\$ 6,049	9.14%
01210100	511370	Clerical	Increase per guidelines.	117,404	124,001	130,250	130,986	136,749	\$ 5,763	4.40%
01210100	511245	IT Programmer Analyst	Increase per guidelines.	68,518	68,311	70,477	73,914	76,054	\$ 2,139	2.89%
01210100	511420	Dispatchers	Increase per collective bargaining agreement and 4 dispatchers eligible for step increases.	541,554	538,400	311,513	574,189	623,240	\$ 49,051	8.54%
01210100	513210	Vacation Coverage	Increase based on guidelines.	157,327	161,663	179,020	128,458	134,881	\$ 6,423	5.00%
01210100	513220	Illness Coverage	Increase based on guidelines.	109,563	129,668	136,978	136,610	143,440	\$ 6,830	5.00%
01210100	513250	Other Coverage	Increase based on guidelines, contractual obligations, actual usage and increased training mandates. This budget line item accounts for the provision of the following items: Training; includes annual mandated in-service, firearms, less lethal force options, de-escalation training, EMT and other training needs as noted in the departments services; Special Investigations; Jail Suicide Prevention and care of prisoners; Special Events Coverage, including election, parades, marathon, Town Meetings, fireworks and other community celebrations. Additionally it accounts for school security and community security initiatives.	546,922	653,539	1,045,187	532,436	573,000	\$ 40,564	7.62%
01210100	514010	Night Shift Differential	Changes based on shift assignments and changes in employees who are eligible for night shift differential.	68,760	70,909	67,999	85,376	92,486	\$ 7,111	8.33%
01210100	515010	Holiday Pay	Based on guidelines and step increases for 12 employees eligible for holiday pay benefits.	167,303	173,814	158,334	227,104	238,865	\$ 11,761	5.18%
01210100	515030	Sick Leave Buy Back	Increase based on guidelines.	22,021	63,009	55,223	47,380	49,749	\$ 2,369	5.00%
01210100	515050	Longevity	Increase based on eligible employees reaching a higher longevity tier.	16,178	14,969	16,183	18,191	20,006	\$ 1,815	9.98%
01210100	515080	Court Time/personal days	Increase based on guidelines.	13,256	70,621	59,983	65,499	68,774	\$ 3,275	5.00%
01210100	519020	Sick Leave/Vac. Buy Back	Increase based on guidelines.	13,063	26,389	57,696	30,900	32,445	\$ 1,545	5.00%
			PERSONAL SERVICES SUBTOTAL	5,762,815	6,225,497	6,504,999	6,903,713	7,248,621	\$ 344,907	5.00%

Police Department FY25 Operating Budget Request

Org	Object	Account # 01-210 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
			EXPENSES							
01210200	517020	Medical Checkup	Medical and psychological evaluation of applicants for all positions in the department. New departmental drug policy will require annual random drug testing of employees.	1,357	1,319	3,724	3,500	3,500	-	0.00%
01210200	517030	Meal Allowance	Provides meals for officers away from town for court, training programs and investigations.	-	129	67	250	250	-	0.00%
01210200	517040	Tuition Reimbursement	Tuition for members enrolled in degree programs in accordance with the Town's policy and initiative to recruit experienced and educated police officers and to encourage current police officers to pursue higher education. College educated police officers develop the skills and broad perspective to provide quality police services for the residents of Wellesley.	4,223	7,000	-	13,000	13,000	-	0.00%
01210200	524020	Vehicle Maintenance	The department's initiative to make full use of new car warranties and to dispose of surplus vehicles through a used car wholesaler helps to hold the line on maintenance costs while returning a greater dollar value to the Town for the sale of the surplus cruisers.	44,405	42,336	70,348	40,000	44,000	4,000	10.00%
01210200	524030	Equip. & Maint. Contracts	Yearly or seasonal equipment service contracts for security systems and the many new technologies that help make policing more effective. The department's computers, telephone system, jail cell monitors and investigative equipment are some of the areas covered by maintenance contracts	51,632	53,532	52,246	53,000	53,000	-	0.00%
01210200	524040	Equipment Maintenance	Some maintenance contracts are more expensive than simply providing service when needed. The department evaluates every area of equipment maintenance to determine the most cost effective means to maintain operational readiness.	30,606	6,179	16,845	20,000	20,000	-	0.00%
01210200	527050	Copier Rental	This covers the monthly lease fee and other expenses associated with the lease and maintenance of one new copier.	4,636	4,277	3,963	4,800	4,800	-	0.00%
01210200	527090	Other Rental	This covers the monthly fee and other expenses associated with an internet based investigative support system.	2,072	2,445	2,405	2,000	2,425	425	21.25%
01210200	530310	Public Safety Health Care Svcs	This covers contract services with O'Donnell Pomer Counseling and Consulting, LLC for Law Enforcement Community Mental Health Programs.	36,781	34,440	38,565	43,801	45,772	1,971	4.50%
01210200	530500	Training & Development	The relative youth of police personnel places a priority on continuous training in the variety of skills required of community policing professionals. The continuing training of all members of the department in areas such as Narcan administration, fair and impartial policing, de-escalation, emerging mental health issues and implicit bias training are just a few examples of the training the department provides to keep up with ever changing expectations and requirements of community policing and modern police professionals.	75,628	77,119	31,406	55,000	60,000	5,000	9.09%
01210200	534010	Postage	The department mails invoices for police services and collecting amounts due on those invoices.	1,469	1,793	3,659	2,000	2,000	-	0.00%

Police Department FY25 Operating Budget Request

Org	Object	Account # 01-210 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01210200	534020	Telephone	Telephone services cover a broad spectrum of department electronic systems including mobile data terminals, ground lines for radio transmitters and radio satellite receivers and cellular phones.	30,776	33,888	32,453	36,820	36,820	-	0.00%
01210200	534030	Advertising-General	The department advertises to fill non-police positions (i.e. dispatchers, clerks, secretary) and to publicize requests for contracts.	-	-	-	500	500	-	0.00%
01210200	534055	Cable and Internet	Internet services for computers and equipment.	1,855	3,180	3,180	3,180	3,180	-	0.00%
01210200	534070	National Crime Information Computer (NCIC)	The NCIC system is the means by which the Police Department communicates with regional, state and national crime information data bases. The NCIC also broadcasts terrorist alerts, missing person notification, weather hazards and storm warnings and violent offender reports. Community policing officers utilize this system to identify crime trends and prepare local initiatives to prevent crime, apprehend criminals and recover lost and stolen property.	1,605	1,605	1,605	1,605	1,605	-	0.00%
01210200	541010	Gasoline	Police cruisers provide a mobile office for community policing officers. Maintaining these cruisers on neighborhood patrol requires gasoline. The Police Department participates in the Town's bulk purchase of fuel and maintains the cruisers for optimum fuel mileage.	57,629	80,084	76,725	78,280	80,628	2,348	3.00%
01210200	541020	Diesel	Diesel fuel is used for generators utilized by the department at the firearms range and emergency power generator	217	786	738	605	650	45	7.44%
01210200	542010	Office Supplies	The department makes bulk purchases and strives to acquire supplies in a cost effective manner.	14,731	12,530	12,182	15,610	15,610	-	0.00%
01210200	542020	Copier Supplies	Demand for copies of police records; including those from insurance companies, the public, the courts and the media drive this expense.	2,035	1,499	1,126	2,000	2,000	-	0.00%
01210200	542090	General Supplies	General supplies & materials.	24,645	12,783	13,331	14,750	14,750	-	0.00%
01210200	542110	Uniforms	Provides for the requirements of various employment contracts and the hiring of officers & dispatchers.	49,090	42,446	76,413	55,750	57,500	1,750	3.14%
01210200	543040	Equipment	Desk top computers, printers, scanners, batteries for all portable electronic devices, video and audio tape, and other equipment used and replaced on a regular basis. To keep up with emergent technology trends and replace obsolete equipment.	12,497	21,192	11,357	24,500	24,500	-	0.00%
01210200	550010	Medical Supplies	Equipment and supplies used by police officers at medical emergencies. This includes the purchase of batteries for the AED's, am-bu bags, bandages, sterile cloths for burn victims, ice packs and blankets.	5,514	39	951	3,500	3,500	-	0.00%
01210200	552020	Ammunition & Training Supplies	These funds are used to purchase ammunition, cartridges for the electronic control devices and other supplies for the training, certification and recertification of police officers. The department provides a training program to assure the safe handling and proficient use of issued and authorized firearms.	10,536	9,261	12,973	25,000	25,000	-	0.00%
01210200	552050	Photographic	The purchase of DVDs and USB flash drives for serious motor vehicle accidents, crime scenes and victims. Public records requests for photographs and video images drive this expense.	4,718	760	3,377	2,500	2,500	-	0.00%

Police Department FY25 Operating Budget Request

Org	Object	Account # 01-210 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01210200	552080	Animal Control	State law mandates the veterinarian services funded in this item. Calls involving wild animals and stray cats and dogs generate these costs, including supplies and services for the Animal Control Officer.	2,173	2,850	10,107	4,000	4,250	250	6.25%
01210200	557010	Programs & Activities	Funding for community-oriented programs including citizen police academies, the police honor guard, bicycle patrols and other community outreach efforts and initiatives.	11,491	9,807	11,904	9,500	9,775	275	2.89%
01210200	557080	Lockup Provisions	State law requires funding for meals and clean blankets for persons taken into custody as well as prescription medicine when necessary.	194	165	309	250	250	-	0.00%
01210200	571010	Mileage	Covers in-state travel pursuant to the Collective Bargaining Agreements.	582	1,351	3,161	1,500	1,600	100	6.67%
01210200	571120	Conf/Mtgs - Professional Staff	Funds the cost associated with professional conferences and staff development including regional meetings to exchange criminal intelligence information, drug task force efforts and participation in the Metropolitan Law Enforcement Council.	2,727	5,785	6,971	5,500	5,700	200	3.64%
01210200	572110	Conf/Mtgs - Admin. Out of State	For the Chief and Deputy Chief to attend national, state and regional conferences to assure the department meets the changing demands of law enforcement, community policing and community	395	3,196	1,485	5,000	5,000	-	0.00%
01210200	573020	Membership Dues-Professional Staff	The services provided by a number of personnel within the police department benefit from membership in various professional associations and organizations. They include the Chief of Police, The Deputy Chief of Police, the Animal Control Officer, Detectives, Prosecutor, Domestic Violence Officer and bicycle officers.	16,131	15,094	15,207	15,500	15,500	-	0.00%
01210200	585110	Cruiser Purchase	Recurring Police Vehicle Replacement Costs.	225,935	-	6,196	264,000	304,000	40,000	15.15%
			EXPENSE SUBTOTAL	728,286	488,871	524,976	807,201	863,565	56,364	6.98%
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year						-	0.00%
									-	0.00%
			DEPARTMENT TOTAL	\$ 6,491,101	\$ 6,714,368	\$ 7,029,975	\$ 7,710,914	\$ 8,112,186	\$ 401,272	5.20%

Police Department FY25 Operating Budget - Salaries

FY25 RATE REQUEST

Other
Funding
Source:

Org	Employee Name	Title	Starting Rate 06/30/2024	Emt Stipend	ED Stipend	Car seat stipend	Other Stipend	Weekly Base Pay as of 7/1/24	Step Adjustment Date	Adjusted Rate	Total GF Budget Request	Chg'd to Details/SETB Grant/T&P:	Night Shift
511010	Pilecki, Jack	Chief of Police	\$ 4,384					4,690.92			244,866		
511010	Whittemore, Scott	Deputy Chief of Police	\$ 3,669					3,852.69			201,111		
									Subtotal Admin		445,977		
511140	Cleary, Marie	Lieutenant	\$ 2,477	123.84	619.18			3,219.72			168,070		
511140	Gallagher, Robert	Lieutenant	\$ 2,477	123.84	619.18			3,219.72			168,070		
511140	Renzella, Jeffrey	Lieutenant	\$ 2,477	123.84	619.18			3,219.72			168,070		
511140	Showstead, Scott	Lieutenant	\$ 2,477	123.84	619.18			3,219.72			168,070		
										(Traffic)	-84,035		
											588,243		
511220	Atwood, Steven	Sergeant	\$ 1,768	88.40	442.02		106.08	2,404.59			125,520		5076.16
511220	Carrasquillo, Mark	Sergeant	\$ 1,768	88.40	442.02		106.08	2,404.59			125,520		2030.46
511220	Gerrans, Glen	Sergeant	\$ 1,768	88.40	442.02		106.08	2,404.59			125,520		
511220	Griffin, William	Sergeant	\$ 1,768	88.40	442.02		106.08	2,404.59			125,520		5076.16
511220	Lemenager, Mike	Sergeant	\$ 1,768	88.40	442.02		106.08	2,404.59			125,520		5076.16
511220	Vacant	Sergeant	\$ 1,768	88.40	442.02		106.08	2,404.59			125,520		
									Subtotal Sergeants		753,117		17258.94
511230	Barros, Timothy	Prosecutor-EMT (8)	\$ 1,525	76.26	381.30		137.27	2,120.00			110,664		
511230	Bean, Joseph	Patrolman (Step 2/3)	\$ 1,185		237.05		11.85	1,434.18	7/31/2024	1478.37	76,969		3180.47
511230	Carr, Patrick	Patrolman (2/3)	\$ 1,185	59.26	237.05		11.85	1,493.44	6/4/2025	1,539.46	78,133		3100.49
511230	Collins, Brian	Patrolman (6)	\$ 1,438		287.53		14.38	1,739.53			90,804		3752.21
511230	Cunningham, Christopher	Patrolman-EMT	\$ 1,525	76.26			15.25	1,616.69			84,391		
511230	D'Innocenzo, Mark	Patrolman-Detective	\$ 1,481	74.04	370.19		133.27	2,058.26			107,441		
511230	Dennehy, Timothy	Patrolman-EMT-CS	\$ 1,525	76.26	15.50	30.50	15.25	1,662.69			86,793		3980.72
511230	DiCenso, Tana	Patrolman-EMT	\$ 1,438	71.88	287.53		14.38	1,811.41			94,556		
511230	Dixon, Travis	Patrolman-EMT-CS	\$ 1,481	74.04	296.15	29.62	14.81	1,895.37			98,938		3864.78

Police Department FY25 Operating Budget - Salaries

FY25 RATE REQUEST

Other
Funding
Source:

Org	Employee Name	Title	Starting Rate 06/30/2024	Emt Stipend	ED Stipend	Car seat stipend	Other Stipend	Weekly Base Pay as of 7/1/24	Step Adjustment Date	Adjusted Rate	Total GF Budget Request	Chg'd to Details/SETB Grant/T&P:	Night Shift
511230	Drapkin, Jacob	Patrolman (Step 2/3)	\$ 1,185	59.26	296.32		11.85	1,552.70	7/31/2024	1600.54	83,329		3180.47
511230	Dunajski, Stanley	Patrolman-Detective	\$ 1,481	74.04	370.19		133.27	2,058.26			107,441		
511230	Ferrara, Eric	Patrolman (Step 2/3)	\$ 1,185		237.05		11.85	1,434.18	7/31/2024	1478.37	76,969		
511230	Fritts, Christopher	Patrolman-EMT	\$ 1,525	76.26	305.04		15.25	1,921.73			100,314		3980.72
511230	Gaffney, Stephen	Patrolman (5/6)	\$ 1,366		136.57		13.66	1,515.88	9/1/2024	1595.77	82,581		3719.83
511230	Garland, Thomas	Patrolman (Step 3/4)	\$ 1,222		305.45		12.22	1,539.46	5/15/2025	1,629.90	81,012		3214.71
511230	Gover, Timothy	Patrolman-EMT	\$ 1,525	76.26	305.04		15.25	1,921.73			100,314		
511230	Harris, Derek	Patrolman (6/7)	\$ 1,438		359.41		14.38	1,811.41	12/4/2014	1791.72	93,970		3816.48
511230	Kane, John	Patrolman	\$ 1,525		305.04		15.25	1,845.47			96,333		
511230	Knapp, Mark	Patrolman-EMT-CS	\$ 1,481	74.04	370.19	29.62	14.81	1,969.41			102,803		3864.78
511230	Lucenta, Allison	Patrolman (Step 5/6)	\$ 1,438		359.41	28.75	14.38	1,840.17			96,057		3752.21
511230	Mankavech, Michael	Patrolman-EMT	\$ 1,438	71.88	359.41		129.39	1,998.31			104,312		
511230	McLaughlin, Peter	Patrolman-Det	\$ 1,525		305.04		137.27	1,967.48			102,703		
511230	Misho, Glen	Patrolman CS	\$ 1,438		359.41	28.75	14.38	1,840.17			96,057		3752.21
511230	Pino, Michael	Patrolman	\$ 1,438		287.53		14.38	1,739.53			90,804		
511230	Poirier, Kathleen	Patrolman-SRO	\$ 1,481		296.15		133.27	1,910.18			99,711		
511230	Popovski, Derrick	Patrolman (Step 7/8)	\$ 1,481		148.08		14.81	1,643.64	7/18/2024	1,692.95	88,245		3974.95
511230	Popovski, Janet	Patrolman-Detective	\$ 1,481		370.19		133.27	1,984.22			103,576		
511230	Rosenberg, Evan	Patrolman - EMT-CS	\$ 1,481	74.04	370.19	29.62	14.81	1,969.41			102,803		3864.78
511230	Scopa, Domenic	Patrolman-EMT (5/6)	\$ 1,438	71.88	359.41	28.75	14.38	1,912.05			99,809		3752.21
511230	Shore, Brian	Patrolman	\$ 1,481		296.15		14.81	1,791.72			93,528		
511230	Wagner, Scott	Patrolman-EMT	\$ 1,525	76.26	305.04		15.25	1,921.73			100,314		3980.72
511230	Wall, Matt	Patrolman - SRO	\$ 1,438		359.41		129.39	1,926.42			100,559		
511230	Vacant	Patrolman-EMT	\$ 1,222	61.09	305.45		12.22	1,600.54			83,548		3188.87
511230	Vacant	Patrolman-EMT	\$ 1,222	61.09	305.45		12.22	1,600.54			83,548		
									Subtotal Patrolmen		3,199,329		65921.64
511240	Smith, Jennifer	Animal Control (Step 4/5)	\$ 1,329					1,329.14	8/2/2024	1389.44	72,264		

Police Department FY25 Operating Budget - Salaries

FY25 RATE REQUEST

Other
Funding
Source:

Org	Employee Name	Title	Starting Rate 06/30/2024	Emt Stipend	ED Stipend	Car seat stipend	Other Stipend	Weekly Base Pay as of 7/1/24	Step Adjustment Date	Adjusted Rate	Total GF Budget Request	Chg'd to Details/SETB Grant/T&P:	Night Shift
	Ricci, Karen	IT Program/Specialist	\$ 1,421					1,456.97			76,054		
										Subtotal IT	76,054		
511370	Cheryl Carlson	Records Manager	\$ 1,233					1,282.01			66,921		
511370	Evans, Ginger	Office Assistant	\$ 1,286					1,337.71			69,828		
										Subtotal Clerical	136,749		
511420	Cummings, Amanda	Dispatcher (Step 6)	\$ 1,276	12.76				1,289.16			67,294		
511420	Donovan, Benjamin	Dispatcher (Step 3/4)	\$ 1,055	10.55				1,065.35	11/17/2024	1,186.95	59,527		1511.04
511420	Gerwatowski, Danilo	Dispatcher (Step 2/3)	\$ 1,130	11.30				1,141.30	8/22/2024	1,186.95	61,612		
511420	Jelfs, Samantha	Dispatcher (Step 5/6)	\$ 1,223	12.23				1,235.03	12/17/2023	1,289.16	65,984		1633.27
511420	Rowe, Robert	Dispatcher	\$ 1,372	13.72				1,386.12			73,079		
511420	Sheehan-Shurtleff, Therese	Dispatcher	\$ 1,346	13.46				1,359.06			71,368		1756.01
511420	Tellini, Deborah	Dispatcher (Step 4/5)	\$ 1,175	11.75				1,186.95	9/6/2024	1,235.03	63,997		1652.57
511420	Vacant	Dispatcher (Step 3)	\$ 1,130	11.30				1,141.30			59,576		1376.51
511420	Vacant	Dispatcher (Step 3)	\$ 1,130	11.30				1,141.30			59,576		1376.51
511420	Vacant	Dispatcher (Step 3)	\$ 1,130	11.30				1,141.30			59,576		
										SETB	-18,350		
										Subtotal Dispatchers	623,240		9305.92
See Fund 28	Baker, Brittany	Accounting Assistant	\$ 1,286					1,318.42			0	68,821	Details
										Total	\$ 5,894,974	\$ 68,821	92486.49



TOWN OF WELLESLEY

**457 WORCESTER ST.
WELLESLEY, MA 02481
Telephone 781-235-1300**



FIRE RESCUE DEPT.

**David Soar
Interim Fire Chief
FAX 781 237 3161**

To: Meghan Jop Executive Director
Selectboard Town of Wellesley
From Chief David Soar
Subject: Budget

The fire department will be submitting a budget this year that is slightly higher than the guidelines ask for. Although higher. This budget contains many of the life safety issues that the department has faced as well as personnel to begin to bring the department back up to a safe staffing level while also lowering our overtime cost and not having our members work unsafe consecutive tours.

In the personal services side. Line 4 we are asking that you fund 2 of the 4 Vacant positions that were frozen in 2003. We have spoken about this to bring our shift strength up to 14. This will allow us a cushion on 2 work groups so that not all open shifts will create overtime (sick, vacation, injury, vacancy training) This will help overtime lower our overtime and provide a better service. We will ask to fund the other two positions in FY 26 and at that point we will have a much better handle on our overtime and vacancies and should be able to get real numbers to work with.

Line 6

An increase in the Mechanics salary to put him more in alignment with other fire dept mechanics and the actual job he does. He is a tremendous asset to this department and saves us a tremendous amount of money and down time for our apparatus as well as using his expertise to teach and train firefighters on pump operation and safe driving of the apparatus.

Line 12

Increase to the overtime line item to reflect the amount of time off members are allowed to take the department has underfunded this account and we need to put this money into the account to keep minimum shift coverage at 12 as I stated earlier future budgets may not need such increases bur until we have the buffer and a better handle on vacancies, we will need to increase this line item.

Line 13

Increase in training money to allow us to run 4 full department trainings and cover members so they are not interrupted during the class as well as send members to the national fire Academy and other event training to perform their Job.

Expenses

Line 1

This increase is to pay for all the upcoming Physicals for our new hires. As well as Strength and agility test that must be performed before acceptance into the fire Academy.

Line 4

This increase is to pay for the maintenance and repair of our radio equipment. The department needs to upgrade our radio/communications system (which is in our capital request) and will need to make sure it is functioning properly at all times for the safety of our Residents and firefighters.

Line 6

The increase in this line item will allow us to not only utilize training supplied by our ambulance vendor. It will allow us to do more practical real-life training for our E.M.T, S It also covers the cost of our E.M.T, S to recertify as the state is expecting to raise the rate this year. The final number has not come out currently.

Lines 10,11

These lines were combined for accounting purposes.

Lines 14 and 15 were combined for accounting purposes.

The increase is to properly equip officer staff and members to use to complete day-to-day clerical work.

Line 19

The increase is due to an increase in prices in products we use to maintain our buildings.

Line 21

Increase is for FMD to do 2 deep cleansing of our stations a year. The firefighters clean the station daily. And do a great job. Our firefighters are daily exposed to different chemicals, viruses and other harmful

substances that are brought back into the stations where they live. Two deep cleanings will help keep the stations cleaner and safer for the members of this department.

Line 24

The increase in this line item is to start to replace some of the outdated equipment that is on our first line trucks and outfit our back up Trucks. We presently have 2 spare trucks which are both over 30 years old and have outlived their life expectancy. These trucks have minimal to no equipment on them to provide basic firefighting operations. If members are in the station and the first line trucks are out on calls, they cannot take the spares due to lack of equipment and we would rely on mutual aid.

Line 25

The increase in this account is to get the department up to the 20 centuries. Presently most records are kept in notebooks, payroll is done on index cards then manually figured and entered into Munis which is very time consuming and prone to more errors. The new software will be used for office work, attendance fire prevention plans, pre incident planning keep training records and a host of other functions.

Line 26

Reflects the actual cost that is spent yearly on our public programs for the town which are a huge component of our job.

Lines 28,29 and 30 were combined for accounting purposes.

Lines 31,32 and 33 were combined for accounting purposes. There is a slight increase in this as we are entering more of our members into different associations to broaden their knowledge.

Line 35

Adding funds to the budget to address emergency repairs to some of our equipment that is not covered by warranties and purchasing new equipment that is developed to help us do our job. Two examples are the radio repeater that we had to replace at Magus hill earlier this year. We could not wait to get approval to borrow money as this was a life safety issue and the cost was \$20,000. And with the big push towards electric vehicles, they still don't have a great way of extinguishing car fires and new equipment is being worked on daily and we must have some flexibility to buy equipment that we desperately need.

We look forward to meeting with you on this budget request and continue to move the Wellesley fire Department in a positive direction.

November 28th, 2023

Interim Chief
Wellesley Fire Rescue Department



Town of Wellesley

FY2025 Budget Request

Fire Department Operating Request

Department: 220
 Department Head: David Soar, Fire Chief

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Personal Services							
Full Time	\$ 4,270,538	\$ 4,584,800	\$ 4,415,596	\$ 4,967,350	\$ 5,253,547	\$ 286,197	5.76%
Holiday Pay, longevity	258,568	253,579	267,897	318,205	329,406	\$ 11,201	3.52%
Overtime; Vacation, illness & injury coverage, training	1,322,978	1,084,301	1,685,621	1,214,034	1,295,390	\$ 81,356	6.70%
Restored Positions + Benefits	-	-	-	-	181,288	\$ 181,288	100.00%
Subtotal, Personal Services	5,852,083	5,922,681	6,369,113	6,499,589	7,059,631	\$ 560,042	8.62%
Expenses	251,098	255,889	306,712	452,901	550,220	\$ 97,319	21.49%
Encumbered Expenses	-	16,785	-	-	-	\$ -	0.00%
Subtotal, Expenses	251,098	272,675	306,712	452,901	550,220	\$ 97,319	21.49%
TOTAL TAX IMPACT	\$ 6,103,181	\$ 6,195,356	\$ 6,675,825	\$ 6,952,490	\$ 7,609,851	\$ 657,361	9.46%

PERMANENT STAFFING (FTEs)	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Position Titles:					
Chief	1.0	1.0	1.0	1.0	1.0
Assistant Chief	1.0	1.0	1.0	1.0	1.0
Deputy Chiefs	5.0	5.0	5.0	5.0	5.0
Lieutenants	13.0	13.0	13.0	13.0	13.0
Firefighters	35.0	35.0	35.0	36.0	38.0
Mechanic	1.0	1.0	1.0	1.0	1.0
Administrative 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	57.0	57.0	57.0	58.0	60.0

Fire Department Operating Request

Org	Object	Account # 01-220 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES										
01220100	511010	Senior Administrator	Fire Chief and Assistant Chief	\$ 341,157	\$ 353,707	\$ 278,859	\$ 345,846	\$ 354,185	\$ 8,339	2.41%
01220100	511140	Supervisor	Lieutenants. Includes education benefits and EMT stipend	1,095,818	1,115,853	1,111,526	1,190,692	1,248,944	\$ 58,252	4.89%
01220100	511220	Other Professional Staff	Deputy Chiefs. Includes education benefits and EMT stipend	638,275	657,860	660,962	581,985	564,173	\$ (17,811)	-3.06%
01220100	511230	Non-Supervisory Uniformed Professionals	Firefighters. Includes: \$2,000 stipend for EMS Coordinator, contractual step increases, and EMT stipends. Restores two of four positions "frozen" in 2003	2,007,364	2,262,501	2,172,089	2,697,055	3,008,544	\$ 311,489	11.55%
01220100	511370	Clerical	Administrative assistant	62,181	63,433	65,187	66,723	68,989	\$ 2,266	3.40%
01220100	511420	Other Support Staff	Mechanic Comparable to other FD Mechanics	80,250	81,158	83,091	85,049	100,000	\$ 14,951	17.58%
01220100	513210	O/T - Vacation	Overtime for covering vacation vacancies.	410,233	382,211	403,443	429,104	447,000	\$ 17,896	4.17%
01220100	513220	Illness Coverage	Overtime for covering vacancies due to illness.	532,657	273,567	765,692	198,390	198,390		0.00%
01220100	Need object and pay code	Vacancies	Overtime covering vacancies due to retirements transfers, and resignations.	-	-	-	125,000	125,000	\$ -	0.00%
01220100	Need object and pay code	Injury	Overtime covering vacancies due to injuries.	-	-	-	110,000	110,000	\$ -	0.00%
01220100	Need object and pay code	Station Coverage	Overtime covering callbacks, holdovers, strm coverage, significant weather conditions or major events events.	-	-	-	15,000	15,000	\$ -	0.00%
01220100	513230	O/T - Personal Days	O/T for covering personal shift vacancies.	365,997	405,242	506,220	257,040	300,000	\$ 42,960	16.71%
01220100	513260	O/T - Specialized Training	Specialized training for firefighters – costs incurred when training classes require personnel to attend training off duty.	14,091	23,281	10,266	79,500	100,000	\$ 20,500	25.79%
01220100	514010	Shift Differential	***Beginning FY 10 shift differential calculated into base pay***	45,494	50,287	43,881		50,000	\$ 50,000	0.00%
01220100	515010	Holiday Pay	13 total holidays.	226,818	220,079	236,047	280,045	291,246	\$ 11,201	4.00%
01220100	515050	Longevity		31,750	33,500	31,850	38,160	38,160	\$ -	0.00%
01220100	519020	Sick Leave/Vacation Buyback		-	-				\$ -	0.00%
01220100	519999	FLSA Benefit Pay							\$ -	0.00%
		New Employee Benefits	\$20,000 benefits cost per new position					40,000	\$ 40,000	100.00%
		Personal Service Subtotal	PERSONAL SERVICES SUBTOTAL	5,852,083	5,853,043	6,369,113	6,499,589	7,059,631	\$ 560,042	8.62%

Fire Department Operating Request										
Org	Object	Account # 01-220 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
EXPENSES										
01220200	517010	Medical Expense	Medical expenses for firefighters injured in the line of duty. PAT for Candidates.	3,660	7,670	6,360	6,000	10,000	\$ 4,000	66.67%
01220200	517040	Tuition Reimbursement	Tuition for members enrolled in degree programs.	-	-	-	10,000	15,000	\$ 5,000	50.00%
01220200	524030	Equipment Maintenance	Yearly service contracts for air compressor, welding gas tanks, Amkus extrication & rescue tool (Jaws-of-Life), ladder & pump testing and certification, AED (D-Fib) testing for annual certification.	8,673	6,743	8,618	9,000	9,300	\$ 300	3.33%
01220200	524060	Communications Maintenance	Mobile and portable radio equipment. Digitize alarm transmission equipment and Zetron vocal alarm equipment maintenance	12,217	4,774	14,446	15,000	20,000	\$ 5,000	33.33%
01220200	527070	Laundry Services	Laundry/linen cleaning.	1,410	1,560	1,530	1,800	1,800	\$ -	0.00%
01220200	530500	Training and Development	Training and development seminars, books, training aids, video tapes, outside instructors for EMT recertification	11,278	19,459	12,699	15,000	25,000	\$ 10,000	66.67%
01220200	530900	Other Professional Services		-	-	36,536	30,000	30,000	\$ -	0.00%
01220200	530901	Hiring/Promotional Exams	Employee Search and promotional exams	-	-	-	30,000	30,000	\$ -	0.00%
01220200	534010	Postage	Postage	513	558	416	460	500	\$ 40	8.70%
01220200	534020	Telephone - Cell phones and data plans	Telephone, pagers, mobile phone, computer network, land lines (6), FAX, E911, and caller ID.	6,605	7,380	6,191	10,000	8,000	\$ (2,000)	-20.00%
1220200	534005	Cable and Internet	Moved funds from Telephone Account	-	-	-	-	2,000	\$ 2,000	
01220200	541010	Gasoline	Gasoline for 4 autos, 1 pickup truck, and various small motors such as chain saws, pumps, and generators.	4,961	7,385	7,229	7,470	7,470	\$ -	0.00%
01220200	541020	Diesel Fuel	All fire apparatus are powered by diesel engines.	13,095	21,686	26,676	25,000	25,000	\$ -	0.00%
01220200	542010	Office Supplies	General office supplies, toner, water, office and building fixtures.	5,153	4,370	5,101	5,200	6,000	\$ 800	15.38%
01220200	542040	Paper and Stationary	Stationary, letterhead, and envelopes.	658	240	602	658	658	\$ (658)	-100.00%
01220200	542110	Uniforms	Contractual dress uniform allowance; complete uniform issue for new members; \$100 uniform maintenance for other members. Deputys and the Fire Prevention Officer who are required to wear dress uniforms are reimbursed per contract.	11,333	11,781	18,271	36,800	26,800	\$ (10,000)	-27.17%

Fire Department Operating Request

Org	Object	Account # 01-220 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01220200	542120	Protective Clothing	Protective fire fighting clothing; coats, pants, helmets, gloves, face pieces for air tanks (new hires) and repair or replacement of other members equipment.	22,141	3,638	5,571	65,000	60,000	\$ (5,000)	-7.69%
01220200	542130	Work Clothing	Station work clothing allowance and maintenance costs per contract.	22,898	23,402	23,096	26,500	27,000	\$ 500	1.89%
01220200	543010	Building M&R Supplies	Building maintenance for minor repairs. Major repairs are performed by the Facilities Maintenance department.	6,492	6,615	5,366	3,500	5,000	\$ 1,500	42.86%
01220200	543020	Grounds keeping M&R Supplies	Grounds keeping, lawn and garden fertilizer and plantings.	84	-	191	750	750	\$ -	0.00%
01220200	543060	Custodial M&R Supplies	Custodial functions are performed by firefighters. This line item includes all cleaning materials, toiletries, winter supplies, etc. Added 2 deep cleanings per year	1,813	2,031	2,138	2,571	14,600	\$ 12,029	467.87%
01220200	548010	Vehicle Parts & Accessories	Vehicle parts and supplies, body work not covered by insurance, paint and specialized tools.	50,308	66,981	54,989	70,000	70,000	\$ -	0.00%
01220200	550010	Medical Supplies	Equipment and supplies used on apparatus responding to medical emergencies.	19,284	11,878	15,732	18,000	18,000	\$ -	0.00%
01220200	552060	Firefighting Supplies	Firefighting equipment and tools.	20,267	16,498	14,169	20,000	25,000	\$ 5,000	25.00%
01220200	553060	Computer Supplies	Computer hardware/software and maintenance contracts. Includes purchase of Fleet Maintenance Software for use by Fire Mechanic to monitor & improve on vehicle maintenance.	10,133	15,463	9,830	17,500	25,000	\$ 7,500	42.86%
01220200	557010	Programs & Activities	Software update subscription for NFPA Codes; fire prevention material and programs. Fire safety education for elderly, baby sitters, and children. Purchase of fire safety pamphlets for handouts at safety talks.	1,068	1,801	5,040	4,000	25,000	\$ 21,000	525.00%
01220200	571010	Travel - Mileage/In State	Reimbursement for using personal vehicle for department business.	-	-	23	500	500	\$ -	0.00%
Merge 3 Accounts 01220200	571110	Conf/Mtgs - Administrators	Administration conferences, monthly meetings of state and district organizations and committees.	-	175	1,508	1,500	6,000	\$ 4,500	300.00%
Eliminate 01220200	571120	Conf/Mtgs - Professional Staff	Professional staff conferences, monthly, fire prevention, arson, and apparatus maintenance meetings.		2,877	723	500		\$ (500)	-100.00%
Eliminate 01220200	572110	Conf/Mtgs - Admin. Out of State	Out of state travel, meetings, and conferences.			3,941	4,000		\$ (4,000)	-100.00%
Merge 3 Accounts 01220200	573010	Dues - Administrators	Membership dues for Metro Fire, Norfolk County, NFPA, International Fire Chiefs Assoc, Mass Fire Chiefs, N.E. Fire Chiefs, fire prevention, arson, maintenance, and instructors organizations.	3,775	4,975	7,240	6,500	11,500	\$ 5,000	76.92%

Fire Department Operating Request

Org	Object	Account # 01-220 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Eliminate 01220200	573020	Dues - Professional Staff	Membership dues for Metro Hazmat.EMT recertification fee (\$150.00per)	3,172	3,435	2,952	4,450			
Eliminate 01220200	573030	Dues - Non Prof. (Mechanics)	Membership dues for Fire Department Mechanic Association.			4,524	250			
01220200	578010	Special Debt Expenses		7,255	1,855	-			\$ -	0.00%
01220200	578090	Unclassified Expenses		-	190	-	-	40,000	\$ 40,000	0.00%
01220200	583010	Furniture	Furniture	2,851	471	4,943	5,000	5,000	\$ -	0.00%
		Expense Subtotal	EXPENSES SUBTOTAL	251,098	255,889	306,712	452,901	550,220	\$ 97,319	21.49%
	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year		16,785				\$ -	0.00%
		Departmental Total	DEPARTMENT TOTAL	\$ 6,103,181	\$ 6,125,718	\$ 6,675,825	\$ 6,952,490	\$ 7,609,851	\$ 657,361	9.46%

Fire Rescue FY25 Operating Budget Request - Salaries																					
		FY25 (7/1/24 - 6/30/25)											FY25 STEP INCREASE								
Org	Employee Name	Job Title	FY24 rate as of 6/30/24	Group - Step on 7/1/23	Starting rate 7/1/2024	Ed Benefits	Ed Degrees	Ed Proboard Certs	Emt Stipend - 7%	Night Diff	Total Weekly	New Step	New Step Rate	Ed Degree	Ed Proboard Certs	EMT Stipend	Night Diff	Total Adj	Step Adj Date	Total	
511010	Soar, David	Fire Chief	3,846.16	A62	\$ 3,846	NOTR-Admin.Contract					3,846.16										\$ 200,770
511010	Brady, Nathaniel	Assistant Fire Chief	2,867.31	A60	\$ 2,939	NOTR-Admin.Contract					2,938.99										\$ 153,415
511010 Total																					\$ 354,185
511140	Clafin, Jim	Lieutenant	1,699.71	F30-B4	\$ 1,751			15.87	115.16	20.42	1,902.16										\$ 99,293
511140	Delaney, Paul	Lieutenant	1,597.27	F30-4	\$ 1,645		48.08	21.15	115.16	20.42	1,850.00										\$ 96,570
511140	DeLorie, William	Lieutenant	1,597.27	F30-4	\$ 1,645		48.08	15.87	115.16	20.42	1,844.72										\$ 96,294
511140	Donahue, Matthew	Lieutenant	1,597.27	F30-4	\$ 1,645		48.08	21.15	115.16	-	1,829.58										\$ 95,504
511140	Foley, Thomas	Lieutenant	1,597.27	F30-4	\$ 1,645		48.08	5.29	-	20.42	1,718.98										\$ 89,731
511140	Massarelli, Robert	Lieutenant	1,597.27	F30-4	\$ 1,645		48.08	15.87	115.16	20.42	1,844.72										\$ 96,294
511140	McMakin, Ian	Lieutenant	1,597.27	F30-4	\$ 1,645		86.54	21.15	115.16	20.42	1,888.46										\$ 98,578
511140	Wagstaff, Matthew	Lieutenant	1,597.27	F30-4	\$ 1,645		48.08	15.87	115.16	20.42	1,844.72										\$ 96,294
511140	Leach, Michael	Lieutenant	1,597.27	F30-4	\$ 1,645		48.08	21.15	115.16	20.42	1,850.00										\$ 96,570
511140	Indresano, Stephen	Lieutenant	1,597.27	F30-4	\$ 1,645		48.08	21.15	115.16	20.42	1,850.00										\$ 96,570
511140	Toli, Donald	Lieutenant	1,597.27	F30-4	\$ 1,645		48.08	21.15	115.16	20.42	1,850.00										\$ 96,570
511140	DeLorie, Alex	Lieutenant	1,517.42	F30-3	\$ 1,563	-	86.54	15.87	115.16	20.42	1,800.94	F-30-4	1,645.00	86.54	15.87	115.16	20.42	1,882.99	2/24/2025	\$ 94,009	
511140	O'Neill, Jared	Lieutenant	1,517.42	F30-3	\$ 1,563	-	86.54	15.87	115.16	20.42	1,800.94	F-30-4	1,645.00	86.54	15.87	115.16	20.42	1,882.99	11/15/2025	\$ 96,667	
511140 Total																					\$ 1,248,944
511220	Corda, Matthew	Deputy Chief	1,875.04	F40-4	\$ 1,931		86.54	15.87	115.16	21.65	2,170.51										\$ 113,301
511140	DeMerchant, Kenneth	Deputy Chief	1,875.04	F40-4	\$ 1,931		48.08	15.87	115.16	21.65	2,132.05										\$ 111,293
511220	DiGiandomenico, Charles	Deputy Chief	1,875.04	F40A-4	\$ 1,931		48.08	21.15	115.16	21.65	2,137.33										\$ 111,569
511140	Gigante, Michael	Deputy Chief	1,875.04	F40-4	\$ 1,931		-	15.87	115.16	21.65	2,083.97										\$ 108,783
511220	Mortarelli, Stephen	Deputy Chief	2,006.28	F40B-4	\$ 2,066		86.54	15.87	115.16	-	2,284.05										\$ 119,227
511220 Total																					\$ 564,173
511230	Beckwith, Bryan	Firefighter	1,388.87	F10-4	\$ 1,431	-	48.08	15.87	115.16	19.19	1,628.84										\$ 85,026
511230	Blessing, Chris	Firefighter	1,388.87	F10-4	\$ 1,431	-	-	15.87	115.16	19.19	1,580.76										\$ 82,516
511230	Cassidy, James	Firefighter	1,319.39	F10-3	\$ 1,359	-	-	15.87	155.16	19.19	1,549.19	F-10-4	1,430.53		15.87	134.92	19.19	1,380.49	4/28/2025	\$ 79,316	
511230	Connelly, Thomas	Firefighter	1,388.87	F10-4	\$ 1,431	-	-	15.87	115.16	19.19	1,580.76										\$ 82,516
511230	Davis, Zachary	Firefighter	1,319.39	F10-3	\$ 1,359	-	86.54	15.87	115.16	19.19	1,595.73	F-10-4	1,430.53		15.87	94.92	19.19	1,560.51	1/13/2025	\$ 82,445	
511230	DeLorie, Lindsay	Firefighter	1,388.87	F10-4	\$ 1,431	-	-	15.87	115.16	19.19	1,580.76										\$ 82,516
511230	DeLorie, Richard	Firefighter	1,388.87	F10-4	\$ 1,431	-	86.54	10.58	115.16	19.19	1,662.01										\$ 86,757
511230	DiClemente, Charlotte	Firefighter	1,319.39	F10-3	\$ 1,359		-	15.87	115.16	19.19	1,509.19	F-10-4	1,430.53		15.87	94.92	19.19	1,560.51	1/13/2025	\$ 80,022	
511230	Doherty, Patrick	Firefighter	1,319.39	F10-3	\$ 1,359		-	15.87	115.16	19.19	1,509.19	F-10-4	1,430.53		21.15	94.92	19.19	1,565.79	1/13/2025	\$ 80,150	
511230	Donovan, Katherine	Firefighter	1,250.08	F10-2	\$ 1,288		86.54	15.87	115.16	19.19	1,524.35	F-10-3	1,358.97	86.54	10.58	94.92	19.19	1,570.20	2/15/2025	\$ 80,470	
511230	Furdon, Brady	Firefighter	1,319.39	F10-3	\$ 1,359		-	15.87	115.16	19.19	1,509.19	F-10-4	1,430.53		15.87	94.92	19.19	1,560.51	1/13/2025	\$ 80,022	
511230	Grabau, Todd	Firefighter	1,388.87	F10-4	\$ 1,431	-	-	15.87	115.16	19.19	1,580.76										\$ 82,516
511230	Hampton, Benjamin	Firefighter	1,388.87	F10-4	\$ 1,431	-	-	21.15	115.16	19.19	1,586.04										\$ 82,791
511230	Jewett, Jake	Firefighter	1,180.59	F10-1	\$ 1,216		-	10.58	115.16	19.19	1,360.94	F-10-2	1,287.58		10.58	94.92	19.19	1,412.27	9/13/2025	\$ 72,047	
511230	Jones, Gerard	Firefighter	1,388.87	F10-4	\$ 1,431		-	10.58	115.16	19.19	1,575.47										\$ 82,240
511230	Larsen, Christopher	Firefighter	1,388.87	F10-4	\$ 1,431	-	48.08	15.87	115.16	19.19	1,628.84										\$ 85,026
511230	Lindsey, Christopher	Firefighter	1,388.87	F10-4	\$ 1,431	-	-	15.87	115.16	19.19	1,580.76										\$ 82,516
511230	Madden, Angelo	Firefighter	1,250.08	F10-2	\$ 1,288		-	15.87	115.16	19.19	1,437.81	F-10-3	1,358.97		15.87	94.92	19.19	1,488.95	2/15/2025	\$ 76,056	
511230	Miller, Mark	Firefighter	1,388.87	F10-4	\$ 1,431	-	48.08	15.87	115.16	19.19	1,628.84										\$ 85,026
511230	Nagle, Matthew	Firefighter	1,319.39	F10-3	\$ 1,359		-	10.58	115.16	19.19	1,503.90	F-10-4	1,430.53		10.58	94.92	19.19	1,555.22	1/13/2025	\$ 79,746	
511230	Papazian, David	Firefighter	1,388.87	F10-4	\$ 1,431	-	86.54	15.87	115.16	19.19	1,667.30										\$ 87,033
511230	Ryder, John	Firefighter	1,388.87	F10-4	\$ 1,431	-	86.54	15.87	115.16	19.19	1,667.30										\$ 87,033
511230	Quintin, Michael	Firefighter	1,250.08	F10-2	\$ 1,288		-	15.87	115.16	19.19	1,437.81	F-10-3	1,358.97		10.58	94.92	19.19	1,483.66	2/15/2025	\$ 75,952	
511230	Ronan, Corey	Firefighter	1,250.08	F10-2	\$ 1,288		-	15.87	115.16	19.19	1,437.81	F-10-3	1,358.97	86.54	10.58	94.92	19.19	1,570.20	2/15/2025	\$ 77,648	
511230	Senter, Kenan	Firefighter	1,250.08	F10-2	\$ 1,288		-	10.58	115.16	19.19	1,432.52	F-10-3	1,358.97		10.58	94.92	19.19	1,483.66	2/15/2025	\$ 75,780	
511230	Smith, Scott	Firefighter	1,388.87	F10-4	\$ 1,431	-	86.54	15.87	115.16	19.19	1,667.30										\$ 87,033
511230	Tedeschi, Matthew	Firefighter	1,388.87	F10-4	\$ 1,431	-	-	10.58	115.16	19.19	1,575.47										\$ 82,239
511230	Tedeschi, Daniel	Firefighter	1,319.39	F10-3	\$ 1,359		-	15.87	115.16	19.19	1,509.19	F-10-4	1,430.53		15.87	94.92	19.19	1,560.51	1/15/2025	\$ 80,022	
511230	White, Nathan	Firefighter	1,250.08	F10-2	\$ 1,288		86.54	15.87	115.16	19.19	1,524.35	F-10-3	1,358.97	86.54	10.58	94.92	19.19	1,570.20	2/15/2025	\$ 80,470	
511230	Vacancy (John Birchler)	Firefighter	1,180.59	F10-1	\$ 1,216		-	10.58	115.16	19.19	1,360.94	F-10-2	1,287.58		10.58	94.92	19.19	1,412.27		\$ 72,047	
511230	Vacancy (Richard Falcione)	Firefighter	1,180.59	F10-1	\$ 1,216		-	10.58	115.16	19.19	1,360.94	F-10-2	1,287.58		10.58	94.92	19.19	1,412.27		\$ 72,047	
511230	Vacancy (Ryan Johanson)	Firefighter	1,180.59	F10-1	\$ 1,216		-	10.58	115.16	19.19	1,360.94	F-10-2	1,287.58		10.58	94.92	19.19	1,412.27		\$ 72,047	
511230	Vacancy (Joseph Mathieu)	Firefighter	1,180.59	F10-1	\$ 1,216		-	10.58	115.16	19.19	1,360.94	F-10-2	1,287.58		10.58	94.92	19.19	1,412.27		\$ 72,047	
511230	Vacancy	Firefighter	1,180.59	F10-1	\$ 1,216		-	10.58	115.16	19.19	1,360.94	F-10-2	1,287.58		10.58	94.92	19.19	1,412.27		\$ 72,047	
511230	Vacancy	Firefighter	1,180.59	F10-1	\$ 1,216		-	10.58	115.16	19.19	1,360.94	F-10-2	1,287.58		10.58	94.92	19.19	1,412.27		\$ 72,047	
511230	Vacancy	Firefighter	1,180.59	F10-1	\$ 1,216		-	10.58	115.16	19.19	1,360.94	F-10-2	1,287.58		10.58	94.92	19.19	1,412.27		\$ 72,047	
511230	Vacancy (Restored Position)	Firefighter	1,180.59	F10-1	\$ 1,216		-	10.5													



Town of *Wellesley*

FY2025 Budget Request

Building Department: Mission, Services & Priorities

Inspector of Buildings

PROGRAM OBJECTIVE: To enforce all provisions of appropriate codes, state statutes, rules, regulations, ordinances, and bylaws. (Chapter 143, Sec. 3, MGL).

PROGRAM ACTIVITIES: The Inspector of Buildings is charged with the responsibility to enforce all provisions of appropriate codes, and all other applicable state statutes, rules and regulations or ordinances and bylaws, and act on any question relative to the mode or manner of construction, reconstruction, alteration, repair, demolition, removal, installation of equipment, and the location, use, occupancy, and maintenance of all buildings and structures. The program mandates that work authorized under any required permit shall be field inspected for code conformance.

Zoning Enforcement

PROGRAM OBJECTIVES: To enforce the Town of Wellesley's Zoning Bylaw and MGL Chapter 40A.

PROGRAM ACTIVITIES: This program is responsible for the screening of all new construction to make sure it complies with all provisions of the Town of Wellesley Zoning Bylaw and MGL Chapter 40A. The program also investigates complaints of alleged zoning violations and takes appropriate action, such as the issuance of cease-and-desist orders, and/or the filing of criminal complaints in District Court.

Handicapped Access

PROGRAM OBJECTIVES: To enforce the rules and regulations of the Handicapped Access Code in accordance with MGL Chapter 22, Sec. 13A.

PROGRAM ACTIVITIES: This program enforces the rules and regulations of the Handicapped Access Code in accordance with MGL Chapter 22, Sec. 13A. It is the intent of these rules and regulations to provide physically handicapped persons full and free use of all buildings and facilities so that all persons may have the educational, employment, living and recreational opportunities necessary to be as self-sufficient as possible, and to assume full responsibilities as citizens.



Town of *Wellesley*

FY2025 Budget Request

Building Department: Mission, Services & Priorities

Public Safety

PROGRAM OBJECTIVES: To enforce Public Safety Regulations, Massachusetts State Building Code, Tbl. 110.

PROGRAM ACTIVITIES: This program is responsible for the periodic inspection and certification of buildings and structures (or parts thereof). A building or structure cannot be occupied or continue to be occupied without the posting of a valid Certificate of Inspection where required by section 110. Certification of Inspections is issued after an inspection is made certifying that the building or structure complies with all applicable requirements of the MSBC.

Local Building Inspector

PROGRAM OBJECTIVES: Shall assist the Inspector of Buildings in the performance of his duties and shall also be responsible for the enforcement of appropriate codes, state statutes, rules, regulations, ordinances and bylaws (Chapter 143, Sec. 3 MGL).

PROGRAM ACTIVITIES: Shall act on any question relative to the mode or manor of construction, and the materials to be used in the construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the use and occupancy of all buildings and structures.

Inspector of Wires

PROGRAM OBJECTIVES: To enforce Mass. Electrical Code 527 CMR 12.00, applicable paragraphs of MGL 155, Sections. 141-143.

PROGRAM ACTIVITIES: The Inspector of Wires is the authority enforcing the Mass. Electrical Code, 527 CMR 12.00, and applicable paragraphs of MGL Chapter 166, Sec. 141-143. This program is charged with the responsibility of maintaining strict code enforcement. It also requires that licensed electricians apply for appropriate permits and that work be inspected for code conformance.

Inspector of Plumbing and Fuel Gas

PROGRAM OBJECTIVES: To enforce the Uniform State Plumbing and Fuel Gas Code in accordance with CMR 248, Sec. 13 of Chapter 142.



Town of *Wellesley*

FY2025 Budget Request

Building Department: Mission, Services & Priorities

PROGRAM ACTIVITIES: The Inspector of Plumbing is the authority enforcing the Uniform State Plumbing and Fuel Gas Codes in accordance with CMR 248, Sec. 13 of Chapter 142, MGL. This program is responsible for maintaining strict code conformance, requiring that licensed plumbing tradesmen apply for appropriate permits and that work is inspected for code conformance.

Permit Administrator

PROGRAM OBJECTIVES: Under the supervision of the Inspector of Buildings, but with the ability to work independently, this position requiring organizational skills is concerned with performing a wide variety of secretarial, clerical, and administrative tasks in support of the Inspector of Buildings and all other inspectors to ensure smooth and efficient interaction between the inspectors and the general public using the department.

PROGRAM ACTIVITIES: Work involves assisting the six inspectors in the department in organizing the permitting and inspectional phases of their activities; assisting the public, in person, or via telephone; researching and assembling necessary background information and facts for applications for permits, zoning conformance, and zoning violations; preparation of various applications and reports; weekly payroll and attendance records and personnel forms; annual budgets and reports. The incumbent must possess a working knowledge of town and zoning bylaws, plus state laws affecting department operations and have the ability to maintain good public relations in the course of public interaction.

Office Assistant

PROGRAM OBJECTIVES: Under the supervision of the Permit Administrator, but with the ability to work independently in her absence, the Secretary must be concerned with performing a wide variety of clerical and bookkeeping and organizational tasks in support of the inspectional staff to ensure a smooth and efficient Building Department.

PROGRAM ACTIVITIES: The work consists of performing many varied clerical, bookkeeping and organizational tasks in addition to and in support of the duties of the Permit Administrator. They include assisting persons at the counter and answering the phones; processing applications and permits of all types; processing renewable permits; updating and maintaining permanent public record files (MGL Chapter 4, Sec. 7); have a working knowledge of zoning and/or construction requirements in order to relate to applicants for Building Permits and other permits; have background knowledge of other town departments working in conjunction with Building Department activities. Maintain good public relations during public contact.



Town of *Wellesley*
FY2025 Budget Request
Building Department: Mission, Services & Priorities

Permits Issued in Fiscal Year and Fees Collected:

*FY24 year-to-date as of 11/24/22

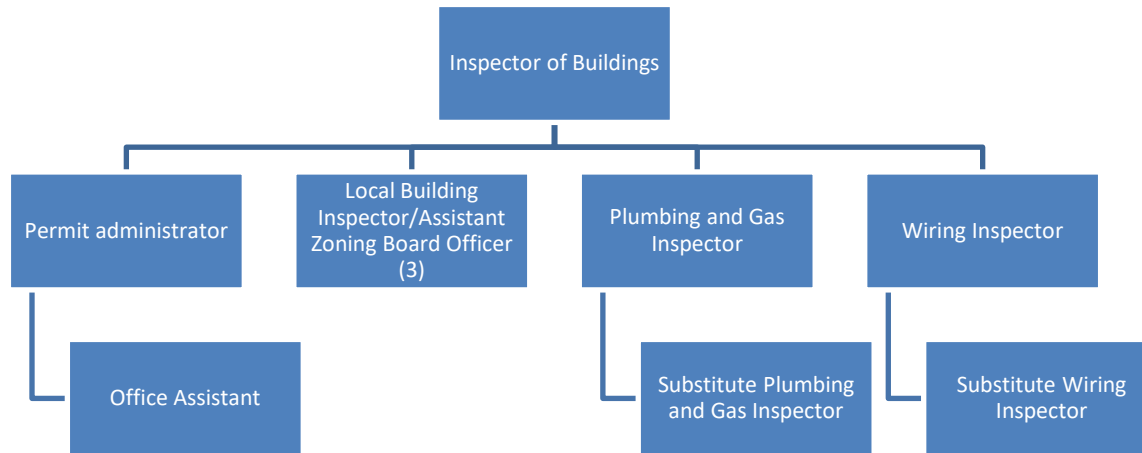
<u>Fiscal Year</u>	<u>Number of Permits</u>
FY24	1,551*
FY23	4,162
FY22	4,067
FY21	3,987
FY20	3,553

	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Revenue	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Anticipated</u>	<u>Plan</u>
Total Fees Collected	\$3,592,854	\$3,368,561	\$3,793,221	\$1,500,000	\$1,500,000

FY24 Total Fees Collected as of 11/24/23:
\$1,767,868.00



Town of *Wellesley*
 FY2025 Budget Request
 Building Department: Mission, Services & Priorities



	FY20 Actual	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Request
PERMANENT STAFFING (FTEs)					
Position Titles:					
Inspector of Buildings	1.0	1.0	1.0	1.0	1.0
Local Building Inspector	3.0	3.0	3.0	3.0	3.0
Inspector of Plumbing/Gas	1.0	1.0	1.0	1.0	1.0
Inspector of Wires	1.0	1.0	1.0	1.0	1.0
Permit Administrator	1.0	1.0	1.0	1.0	1.0
Secretary	<u>1.0</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



Town of *Wellesley*
 FY2025 Budget Request
 Building Department: Mission, Services & Priorities

Building Department Operating Request										
Org	Object	Account # 01-241 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES										
01241100	511010	Senior Administrator	Inspector of Buildings	\$ 103,133	\$ 105,195	\$ 107,457	\$ 112,093	\$ 115,324	\$ 3,230	2.88%
01241100	511220	Other Professionals	Local Building Inspector, Wiring Inspector, Plumbing/Gas Inspector	344,952	347,816	352,225	374,222	385,053	\$ 10,831	2.89%
01241100	511370	Clerical	Full-Time Secretary	-	53,431	57,039	58,525	61,100	\$ 2,575	4.40%
01241100	511420	Other Non Professional	Permit Administrator	101,581	58,747	61,219	63,511	66,306	\$ 2,795	4.40%
01241100	512290	Temporary	Substitute Plumbing/Gas/Wiring Inspectors and Admin Staff (vacations/sick leave only)	1,994	11,521	16,122	10,000	10,000	\$ -	0.00%
01241100	515050	Longevity	Longevity payment due personnel with more than 10 years service.	-	-	-	-	-	\$ -	-
PERSONAL SERVICES SUBTOTAL				551,660	576,711	594,062	618,352	637,782	\$ 19,431	3.14%
EXPENSES										
01241200	517020	Medical Check up		-	-	-	-	-	\$ -	-
01241200	524030	Equip. Maint. Contracts	FY11-Typewriter Maintenance is centralized under Dept. 199	-	210	-	-	-	\$ -	-
01241200	530500	Training & Development	Inspectors' State Certification Educational Programs (Mandated)	50	1,220	125	2,000	2,000	\$ -	0.00%
01241200	530900	Other Professional Services	Digitization of Plans	7,994	7,187	7,580	8,000	8,000	\$ -	0.00%
01241200	534010	Postage	Notification / Permit Renewals (Mandated)	45	248	163	1,500	1,500	\$ -	0.00%
01241200	534030	Advertising - General	These funds are for the cost of placing legal ads in local newspapers, as mandated, but is reimbursed by user.	-	-	-	600	600	\$ -	0.00%
01241200	534035	Advertising - Employment		-	-	-	-	-	\$ -	-
01241200	534040	Printing and Mailing Expense	Printing of Permits & Applications etc.	-	750	-	-	-	\$ -	-
01241200	534055	Cable and Internet	Internet Access-Online Permitting	-	-	-	3,000	3,000	\$ -	0.00%
01241200	555010	Books	Books - Code and Reference Standards	-	-	-	1,500	1,500	\$ -	0.00%
01241200	555020	Periodicals and Newspapers		1,200	-	1,596	-	-	\$ -	-
01241200	542010	Office Supplies	General office supplies	619	727	1,128	3,500	3,500	\$ -	0.00%
01241200	571010	In-state travel (mileage)	Personal vehicle mileage reimbursement - 4 inspectors	1,076	12,119	14,175	18,000	18,000	\$ -	0.00%
01241200	573010	Dues-Administrators	Inspectors' memberships & dues	145	520	424	1,000	1,000	\$ -	0.00%
01241200	583120	Office Machines Replacement		-	-	-	-	-	\$ -	-
EXPENSE SUBTOTAL				11,130	22,981	25,192	39,100	39,100	\$ -	0.00%
01241200	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	-	-	-	-	-	\$ -	-
DEPARTMENT TOTAL				\$ 562,790	\$ 599,692	\$ 619,253	\$ 657,452	\$ 676,882	\$ 19,431	2.96%



Town of Wellesley

FY2025 Budget Request

Building Department Operating Request

Department: 241

Department Head: Michael Grant, Building Inspector

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Personal Services							
Full Time	\$ 549,666	\$ 565,190	\$ 577,940	\$ 608,352	\$ 627,782	19,431	3.19%
Part Time	1,994	11,521	16,122	10,000	10,000	-	0.00%
Longevity	-	-	-	-	-	-	0.00%
Subtotal, Personal Services	551,660	576,711	594,062	618,352	637,782	19,431	3.14%
Expenses	11,130	22,981	25,192	39,100	39,100	-	0.00%
Encumbrances	-	-	-	-	-	-	0.00%
Subtotal, Expenses	11,130	22,981	25,192	39,100	39,100	-	0.00%

Full Time Position Benefits

TOTAL TAX IMPACT	\$ 562,790	\$ 599,692	\$ 619,253	\$ 657,452	\$ 676,882	\$ 19,431	2.96%
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PERMANENT STAFFING (FTEs)	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Position Titles:					
Inspector of Buildings	1.0	1.0	1.0	1.0	1.0
Local Building Inspector	3.0	3.0	3.0	3.0	3.0
Inspector of Plumbing/Gas	1.0	1.0	1.0	1.0	1.0
Inspector of Wires	1.0	1.0	1.0	1.0	1.0
Permit Administrator	1.0	1.0	1.0	1.0	1.0
Secretary	<u>1.0</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

Building Department Operating Request

Org	Object	Account # 01-241 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES										
01241100	511010	Senior Administrator	Inspector of Buildings	\$ 103,133	\$ 105,195	\$ 107,457	\$ 112,093	\$ 115,324	\$ 3,230	2.88%
01241100	511220	Other Professionals	Local Building Inspector, Wiring Inspector, Plumbing/Gas Inspector	344,952	347,816	352,225	374,222	385,053	\$ 10,831	2.89%
01241100	511370	Clerical	Full-Time Secretary	-	53,431	57,039	58,525	61,100	\$ 2,575	4.40%
01241100	511420	Other Non Professional	Permit Administrator	101,581	58,747	61,219	63,511	66,306	\$ 2,795	4.40%
01241100	512290	Temporary	Substitute Plumbing/Gas/Wiring Inspectors and Admin Staff (vacations/sick leave only)	1,994	11,521	16,122	10,000	10,000	\$ -	0.00%
01241100	515050	Longevity	Longevity payment due personnel with more than 10 years service.	-	-	-	-	-	\$ -	-
			PERSONAL SERVICES SUBTOTAL	551,660	576,711	594,062	618,352	637,782	\$ 19,431	3.14%
EXPENSES										
01241200	517020	Medical Check up		-	-	-	-		\$ -	-
01241200	524030	Equip. Maint. Contracts	FY11-Typewriter Maintenance is centralized under Dept. 199	-	210	-	-		\$ -	-
01241200	530500	Training & Development	Inspectors' State Certification Educational Programs (Mandated)	50	1,220	125	2,000	2,000	\$ -	0.00%
01241200	530900	Other Professional Services	Digitization of Plans	7,994	7,187	7,580	8,000	8,000	\$ -	0.00%
01241200	534010	Postage	General Correspondence / Abutter Notification / Permit Renewals (Mandated)	45	248	163	1,500	1,500	\$ -	0.00%
01241200	534030	Advertising - General	These funds are for the cost of placing legal ads in local newspapers, as mandated, but is reimbursed by user.	-	-	-	600	600	\$ -	0.00%
01241200	534035	Advertising - Employment		-	-	-			\$ -	-
01241200	534040	Printing and Mailing Expense	Printing of Permits & Applications etc.	-	750	-			\$ -	-
01241200	534055	Cable and Internet	Internet Access-Online Permitting	-	-	-	3,000	3,000	\$ -	0.00%
01241200	555010	Books	Books - Code and Reference Standards	-	-	-	1,500	1,500	\$ -	0.00%
01241200	555020	Periodicals and Newspapers		1,200	-	1,596			\$ -	-
01241200	542010	Office Supplies	General office supplies	619	727	1,128	3,500	3,500	\$ -	0.00%
01241200	571010	In-state travel (mileage)	Personal vehicle mileage reimbursement – 4 inspectors	1,076	12,119	14,175	18,000	18,000	\$ -	0.00%
01241200	573010	Dues-Administrators	Inspectors' memberships & dues	145	520	424	1,000	1,000	\$ -	0.00%
01241200	583120	Office Machines Replacement							\$ -	-
			EXPENSE SUBTOTAL	11,130	22,981	25,192	39,100	39,100	\$ -	0.00%
01241200	570000	Other Charges & Expenses	Encumbered expenses from prior fiscal year	-					\$ -	-
			DEPARTMENT TOTAL	\$ 562,790	\$ 599,692	\$ 619,253	\$ 657,452	\$ 676,882	\$ 19,431	2.96%

Building Department Operating Request							
Job Title Employee Name	Hrs per week	FY25 RATE REQUEST					Total Budget Request
		FY24 Rate as of 6/30/24	Group - Step	FY25 Starting Rate 7/1/24	Step Adjustment Date	Adjusted FY25 Rate	
Inspector of Buildings Michael Grant	35	\$ 2,155.38	60	\$ 2,209.26			115,324
Local Building Inspector/Asst. Zoning Board Officer Socretes Sirafos	35	\$ 1,465.02	55	\$ 1,501.65			78,386
Local Building Inspector/Asst. Zoning Board Officer Alan Walker	35	\$ 1,393.34	55	\$ 1,428.17			74,551
Local Building Inspector/Asst. Zoning Board Officer Kevin Saaristo	35	\$ 1,420.02	55	\$ 1,455.52			75,978
Plumbing & Gas Inspector Warren Pansire	35	\$ 1,417.33	54	\$ 1,452.76			75,834
Wiring Inspector Michael Sweeney	35	\$ 1,500.87	54	\$ 1,538.39			80,304
Permit Administrator - Pamela O'Connell	35	\$ 1,221.37	49-6	\$ 1,270.22			66,306
Office Assistant Karen Finelli	35	\$ 1,125.48	47-6	\$ 1,170.50			61,100
Substitute Wiring Inspector Kenneth Brown			54				4,000
Substitute Plumbing & Gas Inspector David Pilleri			54				4,000
Temporary Office Help							2,000
Longevity							-
				Total Salary			\$ 637,782

Assumptions: 52.2 week work year

40 series increase 4.00% 1.0400

50,60 series increase 2.50% 1.0250

Pay weeks in FY25 52.2

Sealer of Weights & Measures Operating Request

Org	Obj	Account # 01-244 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES									
01244100	511010	Senior Administrators	\$12,978	\$13,108	\$15,269	\$15,660	\$16,051	\$ 391	2.50%
PERSONAL SERVICES SUBTOTAL			12,978	13,108	15,269	15,660	16,051	\$ 391	2.50%
EXPENSES									
01244200	530500	Training & Development	-	-	-	-		\$ -	-
01244200	534030	Advertising - General	16	15	15	25	25	\$ -	0.00%
01244200	542010	Office Supplies	303	77	107	175	175	\$ -	0.00%
01244200	571010	Travel-Mileage	-	-	-	200	200	\$ -	0.00%
01244200	571110	Conf/Mtgs-Administrators	600	125	1,896	2,150	2,200	\$ 50	2.33%
01244200	583190	Other Equipment Replacement	214	-	-			\$ -	-
EXPENSES SUBTOTAL			1,133	217	2,017	2,550	2,600	\$ 50	1.96%
DEPARTMENT TOTAL			\$14,111	\$13,326	\$17,286	\$18,210	\$18,651	\$ 441	2.42%

Sealer of Weights & Measures Operating Request

Job Title Employee Name	FY24 Rate as of 6/30/24	FY25 RATE REQUEST***						
		Group - Step	Hrly Rate	Hours	FY25 Starting Rate 7/1/24	Step Adjustment Date	Adjusted Rate	Total Budget Request *
Sealer of Weights & Measure Jack Walsh- average 8 hrs per week	\$41.76	n/a	\$ 42.80	375	\$ 16,051.04	N/A	N/A	\$ 16,051

Total Salary \$ 16,051

*Note: FY25 Salary is based on 52.2 weeks.



Town of Wellesley

FY2025 Budget Request

Special School Police Operating Request

Department: 299

Department Head: Jack Pilecki, Police Chief

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Change FY24-25
Personal Services							
Part Time	\$ 41,305	\$ 42,026	\$ 42,109	\$ 136,878	\$ 139,919	\$ 3,041	2.22%
Subtotal, Personal Services	41,305	42,026	42,109	136,878	139,919	3,041	2.22%
Expenses	3,362	2,705	3,005	3,664	3,774	\$ 110	3.00%
Encumbered Expenses		-	-	-	-	\$ -	0%
Subtotal, Expenses	3,362	2,705	3,005	3,664	3,774	110	3.00%
TOTAL TAX IMPACT	\$ 44,667	\$ 44,730	\$ 45,114	\$ 140,542	\$ 143,693	\$ 3,151	2.24%

PERMANENT STAFFING (FTEs)	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Position Titles:					
School Crossing Guard	17.0	17.0	17.0	17.0	17.0
Substitute Crossing Guard	1.0	1.0	1.0	1.0	1.0
Total Number of Positions *	18.0	18.0	18.0	18.0	18.0

The total number of employees does not correspond with the total number of crossing guard posts, as some of the crossing guards work more than one crossing guard post each morning. When fully staffed there should be 17 permanent crossing guards and 1 substitute to cover for absences.

Special School Police Operating Request

Org	Object	Account # 01-299 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES										
01299100	511240	Uniformed Non Professional	Police/School crossing guard	\$ 41,305	\$ 42,026	\$ 42,109	\$ 136,878	\$ 139,919	3,041	2.22%
PERSONAL SERVICES SUBTOTAL				41,305	42,026	42,109	136,878	139,919	3,041	2.22%
EXPENSES										
01299200	534030	Advertising-General		-	-	-	996	1,026	30	3.00%
01299200	542110	Uniforms		3,362	2,705	3,005	2,668	2,748	80	3.00%
EXPENSE SUBTOTAL				3,362	2,705	3,005	3,664	3,774	110	3.00%
	570000	Other Charges	Encumbered Expenses	-	-	-	-		-	0.00%
TOTAL				\$ 44,667	\$ 44,730	\$ 45,114	\$ 140,542	\$ 143,693	\$ 3,151	2.24%

Current Special School Police Personnel as of today.

Permanent

Substitute

- Bortolotti, Amelia
- Erne, Bruce
- Madden, Joshua
- Pearson, Ronald
- Schofield, Brenda
- Spencer, Renee
- Vacant
- Vacant
- Vacant
- Vacant
- Vacant
- Vacant
- Vacant
- Vacant
- Vacant
- Vacant

**** Police Officers are assigned from patrol duties to cover unfilled posts.**

TOWN OF WELLESLEY - FY25 BUDGET

Department: SPECIAL SCHOOL POLICE

Location	FY24 June 30th Rate	FY25 7/1/2023 Starting Rate Rate	Total Budget Request	Hours Per Day
(1) Cedar @ Rt. 9	166.95	170.63	6,313	1.00
(2) Cedar @ Barton Road	166.95	170.63	6,313	1.00
(3) Cedar @ Fiske	166.95	170.63	6,313	1.00
(4a) Washington @ Glen	197.30	202.19	7,481	1.33
(4b) Washington @ Crescent (two posts)	120.98	122.82	4,544	0.50
(5) Walnut @ Damien	166.95	170.63	6,313	1.00
(6) Walnut @ Warren	151.32	154.37	5,712	0.83
(7) Washington @ Warren	166.95	170.63	6,313	1.00
(8) Cedar @ Schofield	166.95	170.63	6,313	1.00
(9) Weston @ Elmwood	166.95	170.63	6,313	1.00
(10) Weston @ Parker	166.95	170.63	6,313	1.00
(11) Grove @ Fullerbrook	166.95	170.63	6,313	1.00
(12) Hampden @ Cameron	166.95	170.63	6,313	1.00
(13) Wellesley @ Atwood	166.95	170.63	6,313	1.00
(14) Weston @ Cleveland	166.95	170.63	6,313	1.00
(15) Washington @ St Paul	166.95	170.63	6,313	1.00
(16) Weston @ Hardy Schl	166.95	170.63	6,313	1.00
(17) Kingsbury @ Rt 9	197.30	202.19	7,481	1.33
(18) Kingsbury @ Middle Sch	194.54	199.32	7,375	1.30
(19) Kingsbury @ Calvin	166.95	170.63	6,313	1.00
(20) Elmwood @ Bate's	166.95	170.63	6,313	1.00
(21) Oak @ Sprague	166.95	170.63	6,313	1.00
TOTAL PART TIME	17		\$ 139,919	22.29
TOTAL TEMP/SEASONAL	1			111.45
TOTAL OVERTIME	RECOVERED FROM SALARIES ABOVE			
TOTAL OTHER	0			
TOTAL PERSONAL SERVICES			\$ 139,919	

Totals Hours per day

Total Hours per week



Town of *Wellesley*

FY2025 Budget Request

Retirement Operating Request

Department: 910

The Town is making contributions to the Pension Fund in accordance with the 1/1/23 Actuarial valuation.

The Enterprise Funds are assessed their share.

Org	Object	Account # 01-910 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
		Contributory Retirement Pension	Total Retirement	\$ 9,438,070	\$ 9,756,209	\$ 10,034,958	\$ 10,338,575	\$ 10,648,732	\$ 310,157	3.00%
64*	575010	Sewer Contribution		(141,553)	(146,419)	(113,566)	(117,016)	(101,421)	\$ 15,595	-13.33%
74*	575010	Water Contribution		(330,291)	(341,643)	(264,988)	(273,036)	(339,775)	\$ (66,739)	24.44%
64	202049	MLP Contribution		(921,561)	(951,741)	(987,095)	(1,016,728)	(1,092,844)	\$ (76,116)	7.49%
		West Suburban Veteran's District		(9,477)	(9,809)	(12,038)	(12,411)	(8,792)	\$ 3,619	-29.16%
		Wellesley Housing Authority Contribution		(69,407)	(71,780)	(70,845)	(73,019)	(66,796)	\$ 6,223	-8.52%
01910200	575010	Contributory Retirement Pension	Expense total	\$ 7,965,781	\$ 8,234,817	\$ 8,586,426	\$ 8,846,365	\$ 9,039,104	\$ 192,739	2.18%



Town of Wellesley

FY2025 Budget Request

Workers Compensation Operating Request

Department: 912

Department Head: Sheryl Strother, Finance Director

The Town self-insures its Workers' compensation program. The Town engages an actuary to perform an annual analysis of Wellesley's loss and allocated loss adjustment expense (ALAE). The appropriations in this budget go into the Town's Workers' Compensation Trust Fund. The Fund then pays out all claims costs, the cost for staffing in the HR department associated with Workers' Comp, claims handling costs, reinsurance and legal/actuarial costs of the program. Based on the year end balance in the Trust Fund, the actuary then recommends an appropriation amount for the subsequent fiscal year. The recommended FY25 contribution as of the 6/30/23 valuation was \$772,000 at a discounted 75% confidence level basis

Org	Object	Account # 01-912 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01912200	578010	Approved Special Expenses	Workers' compensation requirement per Actuarial Study	\$ 244,149	\$ 244,149	\$ 944,149	\$ 700,070	\$ 740,348	\$ 40,278	5.75%
Other Funding Sources:				<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>		
Workers' Compensation Requirement Per Actuarial Study				300,000	300,000	300,000	730,000	772,000		
Less: Workers' Comp Staff Salary covered in HR Budget				(43,551)	(43,551)	(43,551)	-	-		
Workers' Compensation Requirement				<u>256,449</u>	<u>256,449</u>	<u>256,449</u>	<u>730,000</u>	<u>772,000</u>		
Municipal Light (1.9% of total appropriation)				(5,700)	(5,700)	(5,700)	(13,870)	(14,668)		
Water/Sewer & Stormwater (2.2% of total appropriation)				<u>(6,600)</u>	<u>(6,600)</u>	<u>(6,600)</u>	<u>(16,060)</u>	<u>(16,984)</u>		
				244,149	244,149	244,149	700,070	740,348		



Town of *Wellesley*

FY2025 Budget Request

Unemployment Compensation Operating Request

Department: 913

Department Head: Sheryl Strother, Finance Director

The Town has an option of paying a percentage of its payroll to cover unemployment compensation claims or reimbursing the Division of Unemployment for actual claims paid. The Town has elected to follow the latter procedure. Qualified claims may be reimbursed for a period of up to 30 weeks. The Division of Unemployment also charges towns for the costs of extensions approved by Congress. The appropriation requested ensures that each year's budget contains an amount which offsets the approximate cost of this program.

Org	Object	Account # 01-913 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01913200	596087	Transfer to Unemployment Comp		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%



Town of *Wellesley*

FY2025 Budget Request

Group Insurance Operating Request

Department: 914/912
 Department Head: Sheryl Strother Finance Director

The Group Insurance budget comprises the line items identified in the matrix below.

Org	Object	Account # 01-914 Account Title	Explanation	FY23 Budget	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
21914200	575210	Group Health Insurance	Provides coverage for 1,800+ employees and retirees	18,213,887	18,417,664	19,308,487	890,823	4.84%
21914200	575214	HSA Contribution		438,000	438,000	450,000	12,000	2.74%
21914200	578510	TOWN FSA CONTRIBUTION MATCH		170,250	226,050	232,000	5,950	2.63%
21914200	575295	OPT Out		351,250	351,250	400,000	48,750	13.88%
21914200	575295	Additional Insurance Opt Outs (Dental/Accident)		-	-	65,000	65,000	100.00%
21914200	575210	Enterprise Assessment		(1,045,000)	(1,110,000)	(1,221,000)	(111,000)	10.00%
		See Enrollment sheet		18,128,387	18,322,964	19,234,487	911,523	4.97%
21914200	578500	FSA ADMIN FEE PAID BY TOWN		107,250	106,450	110,000	3,550	3.33%

21914200	578511	HRA MEDICAL	First come, first served reimbursements	50,000	35,000	35,000	-	0.00%
21914200	578512	HRA NON MEDICARE ELIGIBLE	First come, first served reimbursements	50,000	35,000	35,000	-	0.00%
21914200	530259	OPEB Consulting	Provides investment and actuarial consulting services to the OPEB pogram	30,000	30,000	30,000	-	0.00%
21914200	575230	Medicare Tax	Employer share of the 2.9% of salary for employees hired after 4/1/86	1,610,000	1,650,000	1,700,000	50,000	3.03%
21914200	575210	Medicare B Penalty & Refunds	For those who were forced into Medicare	58,000	58,000	58,000	-	0.00%
21914200	575250	Group Dental Insurance	Per agreement, Town contributes base dental up to \$325 and option for Health Indemnity or Accident Insurance	320,000	320,000	500,000	180,000	56.25%
21914200	575218	EYEMED		80,000	80,000	80,000	-	0.00%
21914200	575297	Life, Ltd, Hospital	Provides coverage to all benefit eligible employees with a basic level of protection	470,250	626,050	750,000	123,950	19.80%
21914200	578550	VOYA Fees	Town now pays for the OBRA Plan Voya fees	30,000	35,000	35,000	-	0.00%
21914200	575260	Employee Assistance Plan	Provides local emergency intervention services to all employees.FY21 new agreement	87,500	87,500	90,000	2,500	2.86%
TOTAL				\$ 21,021,387	\$ 21,385,964	\$ 22,657,487	1,271,523	5.95%

*

New Collective Bargaining Agreement to become effective 7/1/2022 through 6/30/2025



Town of *Wellesley*

FY2025 Budget Request

OPEB Operating Request

Department: 919

Department Head: Sheryl Strother, Finance Director

Org	Object	Account # 01-919 Account Title	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01919200	596998	OPEB Non-Excluded	\$ 3,432,000	\$ 3,432,000	\$ 3,443,628	\$ 3,450,000	\$ 3,200,000	\$ (250,000)	-7.25%
01919200	596999	OPEB Excluded	-	-	-	-		\$ -	0.00%
		EXPENSES TOTAL	\$ 3,432,000	\$ 3,432,000	\$ 3,443,628	\$ 3,450,000	\$ 3,200,000	\$ (250,000)	-7.25%



Town of *Wellesley*

FY2025 Budget Request

Compensated Absences Operating Request

Department: 950

Department Head: Sheryl Strother, Finance Director

Compensated absences for vacation and sick leave are calculated based upon services already performed by employees, when it is probable that it will be paid in a future period.

All employees separated from employment are paid for unused vacation days earned.

Upon retirement, termination, or death, some Police and Fire personnel are compensated for unused vacation time AND a portion of their unused sick leave (subject to certain limitations) at their current rate of pay.

Departments are generally expected to absorb this cost. If this is not possible because of long term service, Department Heads can reach out to the Finance Director for assistance.

Because there are limits on vacation carryover, charges to this account are usually limited to Police and Fire.

Org	Object	Account # 01-950 Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
01950100	519020	Sick Leave/Vacation Buyback		\$ 49,382	\$ 12,668	\$ 159,854	\$ 120,000	\$ 120,000	\$ -	0.00%



Town of Wellesley

FY2025 Budget Request

Traffic & Parking Operating Request

Fund: 27
 Department #: 293
 Department Head: Chief Jack Pilecki

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

DEPARTMENT EXPENDITURES	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
Personal Services							
Full Time	\$ 94,066	\$ 108,450	\$ 110,190	\$ 110,616	\$ 120,240	\$ 9,624	8.70%
Part Time/Temp/Seasonal	70,363	64,993	67,794	95,600	101,598	\$ 5,998	6.27%
Other (Meter/Sign Repair)	56,717	59,691	59,728	58,000	60,000	\$ 2,000	3.45%
Traffic Officer	36,085	36,556	37,168	38,137	41,473	\$ 3,336	8.75%
Subtotal, Personal Services	257,230	269,689	274,879	302,353	323,311	\$ 20,958	6.93%
Expenses	332,492	397,684	505,092	696,650	711,400	14,750	2.12%
Capital							
P/S & Expenses TOTAL	\$ 589,722	\$ 667,373	\$ 779,971	\$ 999,003	\$ 1,034,711	\$ 35,708	3.57%
Capital Request	\$ 300,000	\$ -	\$ 100,000	\$ -			
GRAND TOTAL	\$ 889,722	\$ 667,373	\$ 879,971	\$ 999,003	\$ 1,034,711	\$ 35,708	3.57%

	Cash Capital	Debt Service			
General Fund Transf and Debt Svc Subtotal	-	-	-	-	*final payment issued in FY19
GRAND TOTAL (Operating + Debt)	\$ 589,722	\$ 667,373	\$ 779,971	\$ 999,003	\$ 1,034,711

Revenues - Parking Charges	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated	FY25 Estimated
Annual Permits	19,369	52,753	78,875	80,000	88,000
Debit Card Sales	-	-	-	-	-
Ticket Machines	-	-	-	-	-
Lot Meters	13,009	33,697	30,000	30,000	30,000
Street Meters	58,306	190,828	80,500	71,000	70,000
Passport/PaybyPhone	71,569	165,330	440,712	570,000	600,000
EV Charging Stations	-	-	-	5,400	10,000
Other Revenue (Rental, etc)	3,700	1,171	500	750	2,000
General Fund Subsidy	-	600,300	400,000	260,003	200,000
Total Revenue	165,953	1,044,079	1,030,587	1,017,153	1,000,000

PERMANENT STAFFING (FTEs)	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request
Full Time-Equivalent Employees					
Position Titles:					
Administrator	0.5	0.5	0.5	0.5	0.5
Parking Clerk	1.0	0.5	0.5	0.5	0.5
Meter/Sign Repair	0.5	0.5	0.5	0.5	0.5
Parking Attendants	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.6</u>	<u>2.1</u>
Total Number of Positions	4.6	4.1	4.1	4.1	3.6

Traffic & Parking Operating Request

Org	Obj	Munis Object # Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
PERSONAL SERVICES										
27293100	511010	Senior Administrator	50% Police Lieutenant	\$ 62,006	\$ 75,749	\$ 76,969	\$ 76,674	\$ 84,355	\$ 7,681	10.02%
			Parking Clerk							
27293100	511220	Other Professional		\$ 32,060	\$ 32,701	\$ 33,221	\$ 33,942	\$ 35,885	\$ 1,943	5.72%
			4 part-time positions 18 hours/week							
27293100	511240	Unif Staff		70,363	64,693	67,794	93,600	99,598	\$ 5,998	6.41%
27293100	514010	Shift Diff	\$2.00/hour stipend	-	300	-	2,000	2,000	\$ -	0.00%
			HWY sign/meter repair/maint MLP traffic signal maint							
27293100	511350	Laborer		56,717	59,691	59,728	58,000	60,000	\$ 2,000	3.45%
			One Patrolman in Police paid 50% from Traffic and Parking - made as a departmental transfer							
27293100	511230	Traffic Officer		36,085	36,556	37,168	38,137	41,473	\$ 3,336	8.75%
				257,230	269,689	274,879	302,353	323,311	\$ 20,958	6.93%
EXPENSES										

27293200	521005	Electricity - Charging Station	Electricity - Charging Station	4,012	2,123	3,077	-	5,500		0.00%
			Parking Lot Lighting traffic signals pedestrian lights							
27293200	521010	Electricity		10,302	10,213	10,505	8,000	10,500	\$ 2,500	31.25%
27293200	524015	Grounds Maint	Municipal Parking Lots monthly Yearly replacement	31,303	40,318	41,002	35,000	35,000	\$ -	0.00%
27293200	524030	Equip Maint	parking meter batteries	-	-	1,736		2,000	\$ 2,000	0.00%
27293200	529030	Snow Removal	Municipal parking Lots	34,219	44,028	-	60,000	60,000	\$ -	0.00%
27293200	530700	Arch/Eng	On-call traffic consultants	20,151	22,298	81,665	75,000	80,000	\$ 5,000	6.67%
			Violation Processing Meter collection							
27293200	530900	Other Prof		28,465	51,426	92,569	100,000	95,000	\$ (5,000)	-5.00%
27293200	534010	Postage	Postage	422	371	299	750	500	\$ (250)	-33.33%
			Cellular phones parking attendants (3) parking clerk							
27293200	534020	Telephone		-	-	-			\$ -	0.00%
27293200	534030	Advertising - General	Advertising - General	86	-	-	500	500	\$ -	0.00%
27293200	534040	Printing and Mailing	Printing and Mailing	-	-	316			\$ -	0.00%

Traffic & Parking Operating Request

Org	Obj	Munis Object # Account Title	Explanation	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Budget	FY25 Request	\$ Variance FY24-25	% Variance FY24-25
27293200	536100	DPW-PW Services	Fringe per DPW Transfers	22,687	22,325	23,891	25,000	25,000	\$ -	0.00%
27293200	538090	Other Services	Traffic signal maintenance	45,668	15,261	51,642	55,000	60,000	\$ 5,000	9.09%
27293200	542010	Office Supplies	Office Supplies	355	35	317	400	400	\$ -	0.00%
27293200	542110	Uniforms	Uniforms	124	281	96	4,000	2,000	\$ (2,000)	-50.00%
27293200	543040	Equipment Supplies	Meter maintenance supplies	10,484	9,290	2,598	5,000	7,000	\$ 2,000	40.00%
27293200	543050	Paint Supplies	Line Painting contract	13,840	106,637	93,849	60,000	65,000	\$ 5,000	8.33%
27293200	543090	Other M & R	CALE meter maintenance agreement CALE meter supplies	-	-	-	-	-	\$ -	0.00%
27293200	552030	Signs Supplies	Regulatory Signs	50,284	19,624	22,214	30,000	30,000	\$ -	0.00%
27293200	571010	Travel-Mileage	Travel-Mileage	2,179	1,913	2,227	3,000	3,000	\$ -	0.00%
27293200	571540	Parking Lot Imp	Landscaping Improvements Fencing Improvements Pothole Repair	2,454	717	6,520	20,000	20,000	\$ -	0.00%
27293200	571550	Traffic Calming	Various traffic calming projects	7,919	1,240	21,976	60,000	60,000	\$ -	0.00%
27293200	575210	Health Insurance	Benefits	40,000	40,000	40,000	40,000	40,000	\$ -	0.00%
27293200	578015	Late Fees		-	20	-	-	-	\$ -	0.00%
27293200	578020	Credit card	Credit card fees (max 2.88%) coin count verification from meters	7,538	9,564	8,593	15,000	10,000	\$ (5,000)	-33.33%
27293200	595530	Misc Fees	Passport/PBP App Usage Fee	-	-	-	100,000	100,000	\$ -	0.00%
Expense Total				332,492	397,684	505,092	696,650	711,400	\$ 14,750	2.12%
P/S and Expenses Total				\$ 589,722	\$ 667,373	\$ 779,971	\$ 999,003	\$ 1,034,711	\$ 35,708	3.57%
Capital Request				\$ 350,000	\$ -	\$ 100,000			\$ -	0%
Grand Total				\$ 939,722	\$ 667,373	\$ 879,971	\$ 999,003	\$ 1,034,711	\$ 35,708	3.57%

Traffic & Parking Operating Request

								Funding source:			Salary Request (Dept 293)	Total - Based on 52.2 wks	
								Police Dept.	Traffic & Parking	Treasurer			
Employee Name	Title	FY24 Rate as of 6/30/24	Group - Step	FY25 Starting Rate 7/1/24	Hrs pr week	Step date	Weekly/ Step amt	01210100	27293100	01145100			
Police Lieutenant	Police Lieutenant	\$ 2,949.00	n/a	\$ 3,232.00				84,355	84,355		84,355	168,710	
Kathryn Rumsey	Parking Clerk	\$ 1,341.37	52	\$ 1,374.90	17.50						35,885	71,770	
Vacant	Parking Meter Attendant	\$ 22.00	Gen	\$ 22.00	18.00						20,671	20,671	
Richard Dami	Parking Meter Attendant	\$ 28.00	Gen	\$ 28.00	18.00						26,309	26,309	
William Schultz	Parking Meter Attendant	\$ 28.00	Gen	\$ 28.00	18.00						26,309	26,309	
Richard Swinimer	Parking Meter Attendant	\$ 28.00	Gen	\$ 28.00	18.00						26,309	26,309	
Meter Maint Shift Diff	\$2 per hour										2,000	2,000	
Anthony Manolian	Meter Repair Laborer	Work & equipment on signs/meters charged by DPW										60,000	60,000
Patrolmen	Traffic Officer (50% Police Detail)	\$ -	n/a	\$ 1,589.00					41,473		41,473	82,946	
Less General fund transfer for Patrolman and TRS clk									-				
Total Salary											\$ 323,311		

***Note: FY25 salary is based on a 52.2 week year.

*50% Charged to Police



Town of Wellesley

Five Year Capital Budget Program FY2025-2029

Summary Schedule

	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2025-2029 Total
Cash Capital	7,865,186	10,611,965	10,081,247	7,398,008	8,153,500	9,233,707	45,478,425
Free Cash	1,416,075	-	-	-	-	-	-
CPC Funding	555,000	915,000	3,000,000	-	-	-	3,915,000
Gift/Fundraising/Other	500,000	220,000	660,000	-	-	-	880,000
Chapter 90	790,000	790,000	790,000	790,000	790,000	790,000	3,950,000
Debt Capital Inside Levy	885,000	12,381,000	20,655,951	12,028,900	8,685,000	20,460,000	74,210,851
Debt Capital Exclusion *	-	-	-	-	-	-	-
Grand Total	\$ 12,011,261	\$ 24,917,965	\$ 35,187,198	\$ 20,216,908	\$ 17,628,500	\$ 30,483,707	\$ 128,434,276

Note: This document represents all department capital requests for the years preferred by each department. Because the Town doesn't have the funding to afford every project in the requested year, capital needs are discussed and re-evaluated annually, in an effort to achieve the best result for the entire Town. Projects currently labelled "inside the levy" may in fact need to be financed with exempt debt.



Town of Wellesley

Five Year Capital Detail Summary FY2025-2029

Department	FY24	FY25	FY26	FY27	FY28	FY29	FY25-29 Total
Cash Capital							
Select Board/Central Admin	-	16,204	-	-	-	-	16,204
Information Technology	250,000	75,000	215,000	140,000	175,000	245,000	850,000
Police	89,034	44,417	183,969	38,402	56,397	278,090	601,273
Fire	259,810	490,000	-	220,000	265,000	450,000	1,425,000
Council on Aging	25,000	20,000	20,000	20,000	20,000	15,000	95,000
Youth Commission	90,000	-	-	-	350,000	-	350,000
Library	154,300	201,300	241,300	243,300	157,000	227,000	1,069,900
Natural Resources Commission	335,000	520,000	265,000	160,500	248,000	858,000	2,051,500
Morses Pond	-	100,000	200,000	70,000	45,000	10,000	425,000
Human Resources	-	37,704	-	-	-	-	37,704
Planning Board	-	-	-	200,000	-	-	200,000
Department of Public Works	3,487,677	5,465,000	5,532,000	3,560,000	3,315,000	3,423,000	21,295,000
Schools	1,241,365	1,297,340	1,664,978	1,158,806	1,104,103	1,295,617	6,520,844
Facilities Management	1,933,000	2,345,000	1,759,000	1,587,000	2,418,000	2,432,000	10,541,000
Total Cash Capital	7,865,186	10,611,965	10,081,247	7,398,008	8,153,500	9,233,707	45,478,425
Other Funding Sources							
DPW Street Resurfacing (Ch 90)	790,000	790,000	790,000	790,000	790,000	790,000	3,950,000
MOPO Beachfront (CPC)	-	915,000	3,000,000	-	-	-	3,915,000
Washington St./Elm Bank Sidewalk (Grant)	355,000	-	-	-	-	-	-
Bathrooms @ Sprague Field (CPC)	200,000	-	-	-	-	-	-
Hunnewell TeamRoom + Lights (Gifts)	500,000	-	-	-	-	-	-
Warren HVAC Updgrade (FC)	531,075	-	-	-	-	-	-
RDF Baler (Stablization)	-	220,000	660,000	-	-	-	880,000
Total Other Sources	2,376,075	1,925,000	4,450,000	790,000	790,000	790,000	8,745,000
Debt Capital Inside Levy*							
Fire Engine	885,000	-	800,000	-	-	-	800,000
Hunnewell Tennis Courts	-	1,000,000	-	-	-	-	1,000,000
DPW- Fuel Depot	-	1,500,000	-	-	-	-	1,500,000
DPW - Storage Sheds	-	-	-	1,000,000	-	-	1,000,000
DPW- Street Rehabilitations	-	3,500,000	2,500,000	-	5,000,000	-	11,000,000
DPW - Wellesley Square Reconstruction	-	600,000	6,000,000	-	-	-	6,600,000
DPW- RDF Admin Building	-	566,000	4,909,451	-	-	-	5,475,451
FMD - Warren HVAC Upgrade	-	5,215,000	-	-	-	-	5,215,000
FMD - New Bathhouse at MOPO	-	-	5,133,000	-	-	-	5,133,000
Main Library HVAC System Renovation	-	-	-	-	525,000	2,750,000	3,275,000
MS Roof Replacement	-	-	-	-	550,000	7,600,000	8,150,000
DPW RDF Repair Projects	-	-	-	-	-	410,000	410,000
DPW Highway & Park Renovation (PBC)	-	-	1,313,500	10,603,900	-	-	11,917,400
Bates School Projects	-	-	-	-	300,000	3,200,000	3,500,000
Sprague HVAC System Renovation	-	-	-	425,000	2,100,000	-	2,525,000
Sprague Projects	-	-	-	-	210,000	1,950,000	2,160,000
Air Condition Schools	-	-	-	-	-	1,900,000	1,900,000
New PreSchool Building	-	-	-	-	-	2,650,000	2,650,000
Total Borrowed Inside Levy	885,000	12,381,000	20,655,951	12,028,900	8,685,000	20,460,000	74,210,851
Grand Total	\$ 11,126,261	\$ 24,917,965	\$ 35,187,198	\$ 20,216,908	\$ 17,628,500	\$ 30,483,707	\$ 128,434,276



Town of Wellesley

FY2025-2029 SB Capital Request

Capital Project	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY25-29 Total
Information Technology							
Fiber Optic Infrastructure	-	50,000	-	-	-	-	50,000
Telephone Upgrade (VoIP 2.0)	-	25,000	200,000	-	-	-	225,000
Replace Wi-Fi Equipment	-	-	15,000	20,000	-	-	35,000
Aerial Flyover & Orthophotography	-	-	-	20,000	-	-	20,000
Upgrade Office Software	-	-	-	40,000	-	-	40,000
10GB Core Network Switches	-	-	-	60,000	60,000	-	120,000
Backup/Disaster Recovery System	-	-	-	-	115,000	-	115,000
Server Virtualization	250,000	-	-	-	-	245,000	245,000
	<u>250,000</u>	<u>75,000</u>	<u>215,000</u>	<u>140,000</u>	<u>175,000</u>	<u>245,000</u>	<u>850,000</u>
Police							
In-Car Video Replacement	-	24,060	18,045	18,045	18,045	-	78,195
Radio Repeater Replacement	-	20,357	-	20,357	20,357	10,637	71,707
Electronic Control Devices	-	-	147,929	-	-	-	147,929
Server Replacement	18,771	-	17,995	-	17,995	-	35,990
Records Management System	-	-	-	-	-	267,453	267,453
Mobile/Portable Radio Replacement	70,263	-	-	-	-	-	-
	<u>89,034</u>	<u>44,417</u>	<u>183,969</u>	<u>38,402</u>	<u>56,397</u>	<u>278,090</u>	<u>601,273</u>
Fire							
Station Intercom Replacement	43,000	60,000	-	-	-	-	60,000
Fire Hose Equipment	-	50,000	-	-	-	-	50,000
Security Camera Upgrade	-	60,000	-	-	-	-	60,000
Radio/Communication Infrastructure	-	150,000	-	-	-	-	150,000
Wireless Internet	-	30,000	-	-	-	-	30,000
Command Vehicle Hybrid	-	80,000	-	90,000	-	100,000	270,000
Turnout Gear	-	60,000	-	-	150,000	-	210,000
Battery Tools	-	-	-	130,000	-	-	130,000
Firefighter Gear Lockers Sta 1 & 2	-	-	-	-	75,000	-	75,000
Off Road EMS Vehicle	-	-	-	-	40,000	-	40,000
SCBA Air Pacs Upgrade	96,810	-	-	-	-	250,000	250,000
Air Compressor SCBA Fill Station	-	-	-	-	-	100,000	100,000
Fire Station Feasibility Study	50,000	-	-	-	-	-	-
Fleet Service Truck F250	70,000	-	-	-	-	-	-
	<u>259,810</u>	<u>490,000</u>	<u>-</u>	<u>220,000</u>	<u>265,000</u>	<u>450,000</u>	<u>1,425,000</u>
Select Board							
Copier for Select Board and Finance Departments	-	16,204	-	-	-	-	16,204
	<u>-</u>	<u>16,204</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,204</u>
Council on Aging							
Restroom Door Accessibility Upgrades	25,000	-	-	-	-	-	-
Replacement of Tables and Chairs	-	20,000	-	-	-	-	20,000
Winter Walkway Hazard Mitigation	-	-	10,000	-	-	-	10,000
IT Upgrades	-	-	10,000	-	-	-	10,000
Exercise Equipment	-	-	-	20,000	-	-	20,000
Kitchen Project	-	-	-	-	20,000	-	20,000
Exterior Storage Shed	-	-	-	-	-	15,000	15,000
	<u>25,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>15,000</u>	<u>95,000</u>
Youth Commission							
Transportation Vehicle	90,000	-	-	-	350,000	-	350,000
	<u>90,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>350,000</u>	<u>-</u>	<u>-</u>
SB Cash Capital Total	713,844	645,621	418,969	418,402	866,397	988,090	2,971,273
Other Funding Sources							
Dispatch Overhaul (Free Cash)	-	-	-	-	-	-	-
Replace Fire Engine Vehicle(s) (Borrowed)	-	-	800,000	-	-	-	800,000
Replace Fire Engine Vehicle(s) (Free Cash)	885,000	-	-	-	-	-	-
Total SB Other Funding Sources	885,000	-	800,000	-	-	-	800,000
Grand Total Select Board	\$ 1,598,844	\$ 645,621	\$ 2,018,969	\$ 418,402	\$ 866,397	\$ 988,090	\$ 3,771,273



Town of Wellesley

FY2025-2029 Facilities Capital Request

Building Description	FY24	FY25	FY26	FY27	FY28	FY29	FY25-29 Total
Town Cash Capital							
Townwide (Municipal)	105,000	95,000	34,000	40,000	40,000	120,000	329,000
Senior Center	40,000	60,000	400,000	-	-	50,000	510,000
Police	52,000	69,000	-	-	63,000	-	132,000
Fire Department Main (Headquarters)	75,000	750,000	-	95,000	60,000	280,000	1,185,000
Fire Department Central (Station 1)	-	-	-	90,000	30,000	150,000	270,000
Warren (Recreation and Health)	-	-	-	85,000	-	150,000	235,000
Morses Pond	-	-	10,000	-	-	-	10,000
Main Library	-	330,000	460,000	-	717,000	399,000	1,906,000
Hills Library	-	-	-	80,000	-	225,000	305,000
Fells Library	-	-	-	-	12,000	-	12,000
DPW Operations	-	95,000	-	100,000	-	-	195,000
DPW Water & Sewer	-	50,000	-	-	160,000	-	210,000
DPW Highway & Park	-	-	70,000	75,000	-	-	145,000
Subtotal Cash Capital - Municipal	272,000	1,449,000	974,000	565,000	1,082,000	1,374,000	5,444,000
School Cash Capital							
Districtwide (Schools)	235,000	309,000	146,000	234,000	233,000	235,000	1,157,000
Bates Elementary	40,000	170,000	100,000	63,000	356,000	750,000	1,439,000
Fiske Elementary	55,000	-	-	-	-	45,000	45,000
New Hardy Elementary	-	-	-	-	80,000	-	80,000
New Hunnewell Elementary	-	-	-	-	80,000	-	80,000
Sprague Elementary	26,000	200,000	120,000	475,000	565,000	-	1,360,000
Schofield Elementary	55,000	-	25,000	-	-	-	25,000
Upham Elementary	-	-	20,000	-	22,000	-	42,000
Middle School	-	157,000	362,000	100,000	-	14,000	633,000
High School	1,250,000	60,000	12,000	150,000	-	14,000	236,000
Subtotal Cash Capital - Districtwide	1,661,000	896,000	785,000	1,022,000	1,336,000	1,058,000	5,097,000
<i>Other Unidentified Cash Capital</i>							
Total Cash Capital Requests	1,933,000	2,345,000	1,759,000	1,587,000	2,418,000	2,432,000	10,541,000
Other Funding Sources							
Warren HVAC Renovation (Free Cash)	531,075	-	-	-	-	-	-
MOPO Renovation Project (CPC)	-	915,000	3,000,000	-	-	-	3,915,000
Total other funding sources	531,075	915,000	3,000,000	-	-	-	3,915,000
Borrowed Inside							
Town Hall Renovations	-	-	-	-	-	-	-
Warren HVAC Renovation	-	5,215,000	-	-	-	-	5,215,000
MOPO Renovation Project +CPC	-	-	5,133,000	-	-	-	5,133,000
DPW RDF Admin Building	-	566,000	4,909,451	-	-	-	5,475,451
DPW Highway & Park Renovation	-	-	1,313,500	10,603,900	-	-	11,917,400
Main Library HVAC System Renovation	-	-	-	-	525,000	2,750,000	3,275,000
Sprague HVAC System Renovation	-	-	-	425,000	2,100,000	-	2,525,000
Bates Roof Replacement	-	-	-	-	300,000	3,200,000	3,500,000
MS Roof Replacement	-	-	-	-	550,000	7,600,000	8,150,000
Sprague Roof Replacement	-	-	-	-	210,000	1,950,000	2,160,000
New PreSchool Building	-	-	-	-	-	2,650,000	2,650,000
Air-Condition Schools	-	-	-	-	-	1,900,000	1,900,000
DPW RDF Repair Projects	-	-	-	-	-	410,000	410,000
Total Borrowed Inside	-	5,781,000	11,355,951	11,028,900	3,685,000	20,460,000	52,310,851
Town Hall Interior Renovation	-	-	-	-	-	-	-
Total Borrowed Outside	-	-	-	-	-	-	-
Total FMD Capital Requests	2,464,075	9,041,000	16,114,951	12,615,900	6,103,000	22,892,000	66,766,851



Town of *Wellesley* FY2025-2029 Non-SB Departments Capital Request

Capital Project	FY24	FY25	FY26	FY27	FY28	FY29	FY25-29 Total
Natural Resources Commission							
Playground Improvement/ADA Access	50,000	-	-	-	-	-	-
Park Sidewalk Paths/ Parking Lot Repairs	15,000	15,000	15,000	15,000	15,000	15,000	75,000
Tree Planting/Management Program	55,000	55,000	55,000	60,500	60,500	60,500	291,500
Natural Landscape Development	35,000	25,000	25,000	25,000	27,500	27,500	130,000
Comprehensive Pond Improvements	150,000	250,000	-	-	-	-	250,000
Squirrel Road Restoration	-	125,000	-	-	-	-	125,000
Land Preservation Plan	-	50,000	-	-	-	-	50,000
Fuller Brook Park Knotweed Removal	15,000	-	100,000	-	-	-	100,000
Town Forest Improvements	-	-	10,000	-	-	-	10,000
Hunnewell Track and Field Landscape	-	-	25,000	-	-	-	25,000
Improvements: Result of Active Field/Court Study	-	-	35,000	50,000	50,000	500,000	635,000
Micro Forest	-	-	-	10,000	-	-	10,000
Centennial Erosion Restoration	15,000	-	-	-	50,000	-	50,000
Water Fountains	-	-	-	-	30,000	-	30,000
Pump Track (Mt. Bike)	-	-	-	-	15,000	-	15,000
Conservation Fund	-	-	-	-	-	200,000	200,000
Open Space and Recreation Plan	-	-	-	-	-	55,000	55,000
Subtotal Cash Capital	335,000	520,000	265,000	160,500	248,000	858,000	2,051,500
Hunn. Tennis/Sftball Existing Light Upgrades (CPC)	-	-	-	-	-	-	-
Active Space Utilization Plan (CPC)	-	-	-	-	-	-	-
Lawn Conversion Project (CPC)	-	-	-	-	-	-	-
Total NRC Capital	335,000	520,000	265,000	160,500	248,000	858,000	2,051,500
Morses Pond							
Phosphorous Inactivation Unit Replacement	-	100,000	-	-	-	-	100,000
Invasive Treatment	-	-	150,000	-	-	-	150,000
Morses Pond Beach Improvements	-	-	50,000	-	-	-	50,000
Bylaw/Regulatory Review/Development	-	-	-	25,000	-	-	25,000
Stormwater Construction/Demo Monitoring	-	-	-	10,000	-	-	10,000
Planting	-	-	-	35,000	35,000	-	70,000
Plant Monitoring	-	-	-	-	10,000	10,000	20,000
Subtotal Cash Capital	-	100,000	200,000	70,000	45,000	10,000	425,000
Morses Pond Shoreline Erosion (CPC)	-	-	-	-	-	-	-
Harvester (CPC)	-	-	-	-	-	-	-
Total Morses Pond Capital	-	100,000	200,000	70,000	45,000	10,000	425,000
Library							
Computer/Peripheral Replacement	57,300	57,300	59,300	59,300	60,000	60,000	295,900
IT Infrastructure Replacement	12,000	12,000	12,000	12,000	12,000	15,000	63,000
Security Cameras	-	12,000	-	12,000	-	12,000	36,000
New Technology & Devices	30,000	30,000	40,000	40,000	40,000	40,000	190,000
Self Check System	30,000	30,000	30,000	35,000	35,000	35,000	165,000
Time Card system	-	10,000	-	-	10,000	-	20,000
Traffic Study	-	50,000	-	-	-	-	50,000
Website Construction/Redesign	15,000	-	40,000	-	-	-	40,000
Parking Lot Improvements	-	-	25,000	-	-	-	25,000
Washington Street Sign Replacement	-	-	35,000	-	-	-	35,000
Automated Material Handler	10,000	-	-	25,000	-	-	25,000
Strategic Planning	-	-	-	60,000	-	-	60,000
Electric Van Replacement	-	-	-	-	-	65,000	65,000
Total Library Cash Capital	154,300	201,300	241,300	243,300	157,000	227,000	1,069,900
Human Resources							
Copier for Human Resources Department	-	16,204	-	-	-	-	16,204
Munis Applicant Tracking Software	-	21,500	-	-	-	-	21,500
Human Resources Total	-	37,704	-	-	-	-	37,704
Planning Board							
Comprehensive Plan	-	-	-	200,000	-	-	200,000
Planning Board Total	-	-	-	200,000	-	-	200,000
Capital Project	FY24	FY25	FY26	FY27	FY28	FY29	FY25-29 Total
School Department (non-Facilities)							
Cash Capital:							
Furniture/Furnishings/Equipment	-	-	266,675	50,000	50,000	35,000	401,675
Technology	1,241,365	1,297,340	1,398,303	1,108,806	1,054,103	1,260,617	6,119,169
Subtotal Cash Capital	1,241,365	1,297,340	1,664,978	1,158,806	1,104,103	1,295,617	6,520,844



Town of *Wellesley*

FY2025-2029 Public Works Capital Request

Exhibit C

Capital Project	FY24	FY25	FY26	FY27	FY28	FY29	FY25-29 Total	
Cash Capital								
Street Improvement	465,677	810,000	820,000	820,000	820,000	820,000	4,090,000	
Sidewalk Restoration	500,000	580,000	600,000	600,000	600,000	600,000	2,980,000	
Private Ways	40,000	40,000	90,000	90,000	90,000	90,000	400,000	
Clock Tower	25,000	-	525,000	-	-	-	525,000	
Vehicle/Equipment Procurement	1,277,000	1,225,000	1,392,000	1,385,000	1,240,000	1,293,000	6,535,000	
DPW Facilities	420,000	405,000	735,000	245,000	245,000	245,000	1,875,000	
Street Rehabilitation- Design	80,000	-	-	100,000	-	100,000	200,000	
Athletic/Playground Improvements	680,000	2,405,000	1,370,000	320,000	320,000	275,000	4,690,000	
Total Cash Capital	3,487,677	5,465,000	5,532,000	3,560,000	3,315,000	3,423,000	21,295,000	
Other Funding Sources:								
DPW Street Resurfacing (Ch 90)	790,000	790,000	790,000	790,000	790,000	790,000	3,950,000	
Washington St./Elm Bank Sidewalk (Grant)	355,000	-	-	-	-	-	-	
High School/Hunnewell Irrigation (Other)	150,000	-	-	-	-	-	-	
Bathrooms @ Sprague Field (CPC)	200,000	-	-	-	-	-	-	
Hunnewell Teamroom + Lights (Gifts)	500,000	-	-	-	-	-	-	
Stormwater Enterprise Fund (Grant/ARPA)	985,000	-	-	-	-	-	-	
RDF Baler Replacement (Stabilization)	-	220,000	660,000	-	-	-	880,000	
Clock Tower (CPC)	-	-	-	-	-	-	-	
Total Other Funding Sources:	2,980,000	1,010,000	1,450,000	790,000	790,000	790,000	4,830,000	
Borrowed Inside								
Hunnewell Tennis Courts	-	1,000,000	-	-	-	-	1,000,000	
DPW Fuel Depot Rehabilitation	-	1,500,000	-	-	-	-	1,500,000	
Street Rehabilitation-Weston Road	-	3,500,000	-	-	-	-	3,500,000	
Wellesley Square Reconstruction	-	600,000	6,000,000	-	-	-	6,600,000	
Street Rehabilitation-Great Plain Avenue	-	-	2,500,000	-	-	-	2,500,000	
Storage Sheds	-	-	-	1,000,000	-	-	1,000,000	
Street Rehabilitation- Other	-	-	-	-	3,000,000	-	3,000,000	
Weston @ Linden Intersection	-	-	-	-	2,000,000	-	2,000,000	
Total Borrowed	-	6,600,000	8,500,000	1,000,000	5,000,000	-	21,100,000	
Debt Capital Exclusion:								
Free Cash:								
Total Free Cash								-
Grand Total DPW	6,467,677	13,075,000	15,482,000	5,350,000	9,105,000	4,213,000	47,225,000	