



Town of Leicester
Town Administrator's
FY2025 Budget

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SECTION I

Budget Overview



Budget Message

Introduction

This document details the Leicester FY 2025 Town Budget, as presented through the Town Administrator's Office. This budget, through a combination of increases in revenue forecasts, budget reductions, and use of free cash is balanced. **The Select Board has announced that they will not put forward or support an override for the FY 2025 budget.**

FY 2024 Revenue

The FY 2024 budget was supported by a 1.5 million dollar transfer of ARPA funding, along with \$745,704 in funding obtained through the leasing of three former Becker College dormitories through a state program that houses displaced Massachusetts residents and families. It is important to note that this was not the original plan for the ARPA funding, as it is a one time grant, but the decision to use the funding was made after the Proposition 2 1/2 override ballot failed.

Use of the ARPA and shelter funding allowed the school budget to increase by a combined total of \$3,112,824, from \$17,492,412 in FY 2023 to \$20,605,236 in FY 2024 (21.54%).

The municipal budget, during that same period, declined by \$65,430, from \$6,737,231 in FY 2023 to \$6,671,851 in FY 2024 (-.97%).

FY 2025 Revenue

The FY 2025 budget uses the projected local aid from the Governor's budget that was filed on January 24, 2024. Leicester's revenue allocation of state funding is increasing by \$300,138 to a total of \$14,005,757. Unfortunately, estimated assessments and charges are increasing by \$398,146 to \$1,140,582, resulting in a net loss of \$98,008 in state revenue. This loss can be tied to a large increase in Charter School sending tuition, which increased from 202,214 in FY 2024 to \$563,641 in FY 2025. State aid figures are subject to change as the state budget evolves, but historically there has been not significant movement from the Governor's local aid figures.

Shelter Funds

The FY 2025 budget uses 2 million dollars in annual lease payments paid through the Central Massachusetts Housing Alliance (CMHA) for the lease of Barrett, Hampshire and Berkshire Halls for homeless Massachusetts families and pregnant women. This program is not affiliated with the ongoing migrant issue. These former dormitories have shared bathrooms and kitchens, and would serve only limited purposes if they were not occupied by CMHA. It is important to note that if the estimated 1.5 million dollars in net revenue to the Town was to be obtained by taxation, the Town would have to have \$119,522 million in additional valuation. Had these funds not been available, the budget deficit would have been 2.2 million dollars, instead of \$700,000.

The FY 2025 budget, including warrant articles, the Ambulance Enterprise budget, and state assessments total estimated \$41,552,380

Budget methodology

For FY 2025, the Town implemented a zero based budget model, and did not assign budget amounts to departments. The department submissions totaled \$41,867,228, creating an operating deficit of \$1,021,323. The municipal budgets were reviewed and increased by a total of \$315,669. Once the municipal budget was completed, \$700,000 of Free Cash was appropriated, leaving a budget deficit of \$275,000 that was assigned to the School Department. This reduction was implemented with the understanding that the municipal budget has seen only

Budget Message

Budget changes

The recommended municipal budget stands at \$6,987,519, an increase of \$315,669 or 4.73%. An earlier version of the budget had an increase of \$275,229, but the number was changed to reflect the DPW Director's salary being split equally between the DPW and Shared Maintenance Expense accounts. The FY 2025 budget preserves municipal services with a few budget reductions, and two personnel changes. The Town Administrator's office drops from four staff members to three, with the promotion of the Grant Manager to the position of Assistant Town Administrator/Grant Manager, (effectively combining two positions) and vacant position of Assistant Planner being dropped from the Land Use Department.

The School budget faces challenges, with the reduction of \$275,000. The School Department states that it needs a total of \$300,000 for FY 2025. Despite its large infusion of funding in FY 2024, the school's minimum local contribution is short according to the Commonwealth's Chapter 70 funding formula by \$602,331, or 2.82 percent. As the budget process moves forward, we will allocate any new or increased revenues to the school appropriation in attempt to cover this shortfall. Please see the School budget presentation that is included in this budget book.

Shared expenses, shown in the budget under Intergovernmental, are slated to increase by \$1,468,757, or 16.71%

- Debt increases by \$61,999 or 2.81% due in part to increased debt for the campus purchase.
- Retirement increases by \$183,179 or 10.08% percent
- Workers Compensation increases by 37,926 or 15%
- Unemployment is reduced by \$64,000 or -45.07% in order to help balance the budget
- Employee benefits (Health Insurance) increases by \$334,236 or 9.93%
- Property/Casualty insurance increases by \$320,874 or 89.40% to reflect the cost of transferring the High School insurance premium cost from articles fund through Free Cash to the operating budget.
- Shared maintenance costs increase by \$593,842 or 92.49% to reflect the cost of transferring the cost of High School

This budget also does not contain funding of the capital plan, OPEB, or the stabilization fund. We need to continue to foster economic development, and create new sources of revenue to further these goals.

Free Cash

Free Cash is normally used to fund the Capital Plan, purchase police cruisers, cover snow/ice deficits, and departmental shortfalls, among other things. The Town currently has \$1,285,407.95 available in Free Cash. Using \$700,000 for the FY 2025 budget will leave \$585,407.95 available. While not optimal, it is important to note that the Town used \$307,414 from last year's Free Cash to fund the operating budget. This does not include the free cash used for paying the High School campus expenses, which have since been moved into the FY2025 budget. While we will not be able to fund any capital purchases at the Spring Town Meeting, we will hopefully be able to keep the operating budget balanced.

I would like to thank the departments, boards and committees for the work that they have done thus far in connection with the budget, as well as for the continued efforts that will be put forward as we move toward Town Meeting on May 7th.

FY 2025 Budget Calendar

Budget Calendar

September	Date
Fall Special Town Meeting	17
December	
Town Administrator distributes operating budget forms to departments.	11
January	
FY 2025 State Aid amounts released	24
February	
Select Board/Advisory Committee meeting	27
March	
Select Board vote on budget format & detail	11
Deadline for warrant articles to be submitted	21
April	
Town Meeting Budget Presentation Meeting	30
May	
Annual Town Meeting vote on budget/warrant articles	7

Personnel Summary

FY2022	FY 2023	FY 2024	FY 2025	FY 2025
Budget	Budget	Budget	Request	TA Budget

General Government

Town Moderator	1.00	1.00	1.00	1.00	1.00
Town Administrator/Select Board	8.00	8.00	9.00	9.00	8.00
Town Accountant	2.00	2.00	2.00	2.00	2.00
Assessors	3.00	3.00	3.00	3.00	3.00
Treasurer/Collector	3.00	3.00	3.00	3.00	3.00
Town Clerk	2.00	2.00	2.00	2.00	2.00
Elections/Registrars	34.00	34.00	34.00	34.00	34.00
Land Use	12.00	12.00	13.00	7.00	7.00
Total General Government Employees	65.00	65.00	67.00	61.00	60.00

Public Safety

Police	25.00	26.00	26.00	27.00	27.00
Fire	66.50	65.50	65.50	65.50	61.50
EMS	29.00	29.00	69.50	59.50	59.50
Emergency Management	1.00	1.00	1.00	1.00	1.00
Code	1.00	1.00	1.00	2.00	2.00
Animal Control	1.00	1.00	1.00	1.00	1.00
Total Public Safety Employees	123.50	123.50	164.00	156.00	152.00

Education

Education	223.42	246.99	259.60	264.15	264.15
Total Education Employees	223.42	246.99	259.60	264.15	264.15

Public Works

DPW	13.00	16.00	16.50	16.50	16.50
Total Public Works Employees	13.00	16.00	16.50	16.50	16.50

Human Services

Board of Health	0.00	0.00	0.00	5.00	5.00
Council on Aging	5.00	5.00	5.00	5.00	5.00
Veterans' Services	1.00	1.00	1.00	1.00	1.00
Veterans' Graves	1.00	1.00	1.00	1.00	1.00
Total Human Services Employees	7.00	7.00	7.00	12.00	12.00

Culture & Recreation

Library	6.00	6.00	7.00	7.00	7.00
Total Culture & Recreation Employees	6.00	6.00	7.00	7.00	7.00

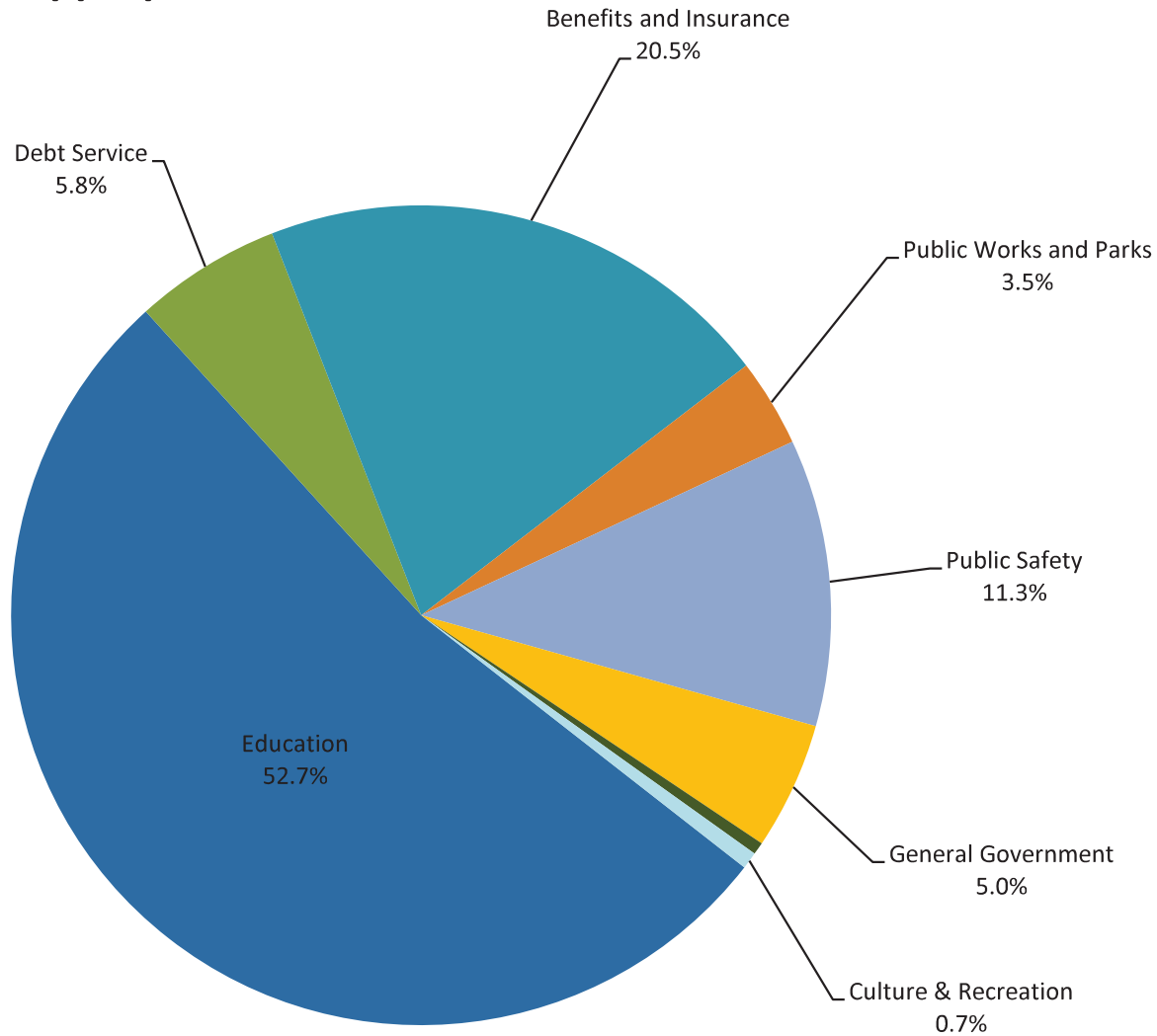
Total Employees	437.92	464.49	521.10	516.65	511.65
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Overview of Revenues and Expenditures - FY 2025 Town Budget

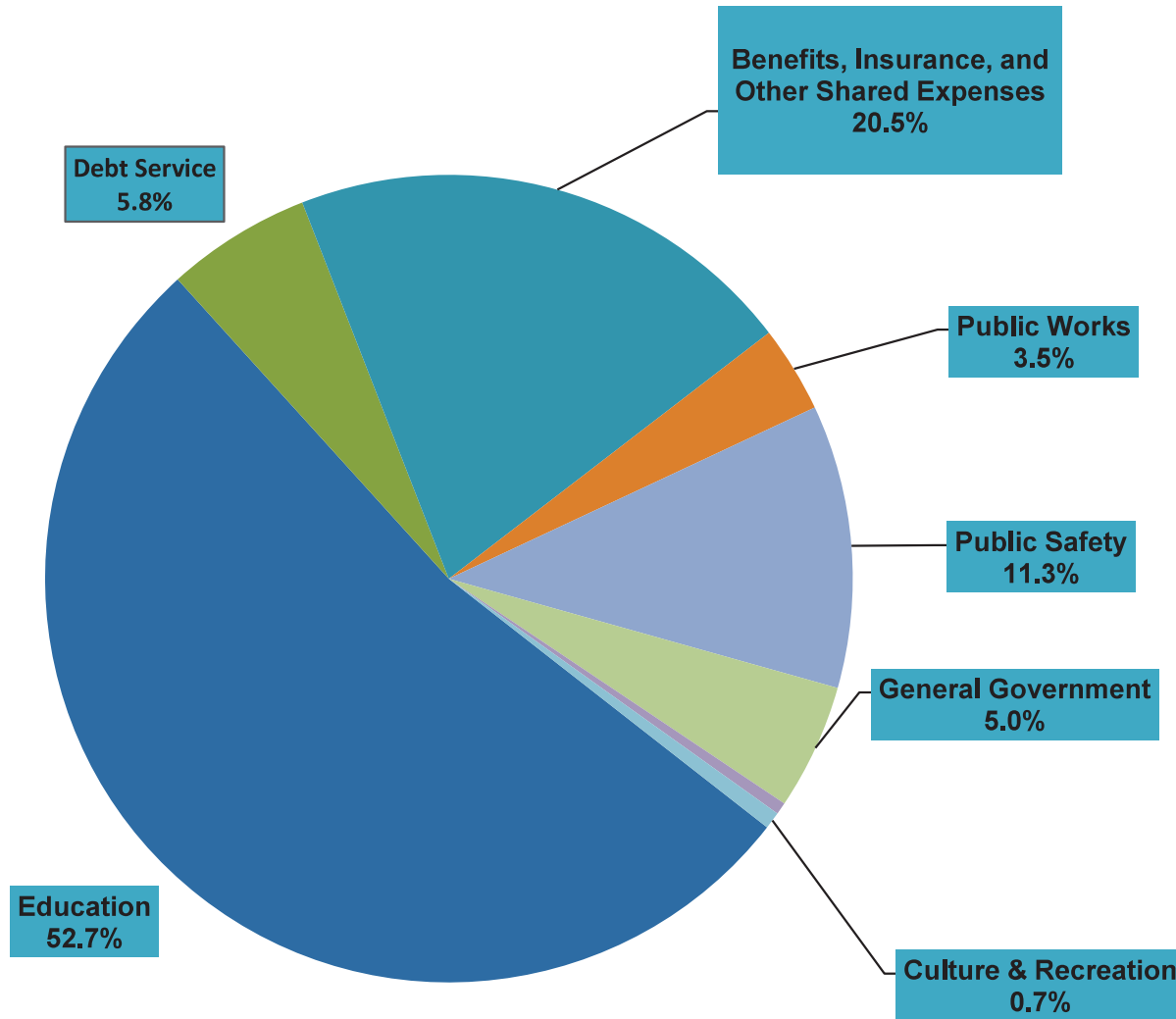
General Fund

Revenues	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Dept Request	FY2025 Town Admin. Budget	Dollar Change	Percent Change
Property Tax Levy	\$ 17,556,084	\$ 18,367,501	\$ 19,759,173	\$ 20,659,941	\$ 20,659,941	\$ 900,768	4.56%
State Aid	12,239,775	12,620,767	13,705,629	14,005,757	14,005,757	\$ 300,128	2.19%
Local Receipts	2,501,000	2,545,633	3,453,265	4,707,561	4,714,035	\$ 1,260,770	36.51%
Free Cash	346,780	319,968	307,414	-	700,000	\$ 392,586	127.71%
Ambulance Enterprise Receipts	550,000	893,848	1,178,438	1,278,496	1,278,496	\$ 100,058	8.49%
Available Funds	-	35,000	1,778,760	194,150	194,150	(1,584,610)	-89.09%
General Fund Revenues Total	\$ 33,193,639	\$ 34,782,717	\$ 40,182,679	\$ 40,845,905	\$ 41,552,379	\$ 1,369,700	3.41%
Expenditures							
Municipal departments	\$ 6,482,728	\$ 6,737,281	\$ 6,671,851	\$ 7,016,282	\$ 6,987,519	\$ 315,669	4.73%
Education	16,890,587	17,492,412	20,605,236	20,605,236	20,330,236	(275,000)	-1.33%
Inter-governmental	6,157,845	7,230,021	8,787,642	10,273,960	10,256,399	1,468,757	16.71%
Subtotal	29,531,160	31,459,714	36,064,728	37,895,478	37,574,155	1,509,426	4.19%
Other Expenses/Articles							
Vocational School Tuition	1,219,780	1,023,000	1,100,000	961,000	967,474	(132,526)	-12.05%
Ambulance Enterprise Budget	-	-	1,178,438	1,278,496	1,278,496	100,058	8.49%
Town Meeting articles	1,351,500	1,053,783	559,453	-	-	(559,453)	-100.00%
State Assessments & Offset Receipts	1,083,916	1,235,328	1,274,925	1,732,255	1,732,255	457,330	35.87%
Other Expenses/Articles Total	\$ 3,655,196	\$ 3,312,111	\$ 4,112,816	\$ 3,971,751	\$ 3,978,225	\$ (134,591)	-3.27%
General Fund Expenditures Total	\$ 33,186,356	\$ 34,771,825	\$ 40,177,544	\$ 41,867,229	\$ 41,552,380	\$ 1,374,835	3.42%
General Fund Surplus/(Deficit)	\$ 7,283	\$ 10,892	\$ 5,135	\$ (1,021,323)	\$ (0)		
Budget Percentages							
Municipal percentage of the FY 2025 budget						\$ 6,987,519	18.60%
School percentage of the FY 2025 budget						20,330,236	54.11%
Unclassified percentage of the FY 2025 budget						10,256,399	27.30%
Total						37,574,155	100.00%

FY2024 Appropriations as Percent of Total



FY2025 Proposed Budget as Percent of Total



Appropriation Summary

General Government

		FY 2022 Budget		FY 2022 Expended		FY 2023 Budget		FY 2023 Expended		FY 2024 Budget		FY 2025 Dept Request		FY 2025 TA Budget		Dollar Change	Percent Change
111 - Legal																	
Expenses	\$	100,798	\$	100,798	\$	122,151	\$	108,151	\$	99,000	\$	120,000	\$	99,000	\$	-	0.00%
Total	\$	100,798	\$	100,798	\$	122,151	\$	108,151	\$	99,000	\$	120,000	\$	99,000	\$	-	0.00%
114 - Moderator																	
Personnel	\$	81	\$	81	\$	81	\$	-	\$	85	\$	87	\$	87	\$	2	2.35%
Expenses	\$	70	\$	-	\$	70	\$	57	\$	115	\$	115	\$	115	\$	-	0.00%
Total	\$	151	\$	81	\$	151	\$	57	\$	200	\$	202	\$	202	\$	2	1.00%
122 - Town Administrator/Select Board																	
Personnel	\$	265,238	\$	271,392	\$	273,089	\$	290,831	\$	376,512	\$	385,878	\$	328,179	\$	(48,333)	-12.84%
Expenses	\$	41,193	\$	33,389	\$	99,964	\$	32,329	\$	51,716	\$	38,794	\$	43,029	\$	(8,687)	-16.80%
Total	\$	306,431	\$	304,780	\$	373,053	\$	323,160	\$	428,228	\$	424,672	\$	371,208	\$	(57,020)	-13.32%
130 - Reserve Fund																	
Expenses	\$	50,000	\$	-	\$	50,000	\$	-	\$	50,000	\$	50,000	\$	50,000	\$	-	0.00%
Total	\$	50,000	\$	-	\$	50,000	\$	-	\$	50,000	\$	50,000	\$	50,000	\$	-	0.00%
131 - Advisory Board																	
Expenses	\$	1,325	\$	210	\$	1,325	\$	264	\$	1,325	\$	1,325	\$	1,325	\$	-	0.00%
Total	\$	1,325	\$	210	\$	1,325	\$	264	\$	1,325	\$	1,325	\$	1,325	\$	-	0.00%
135 - Town Accountant																	
Personnel	\$	121,074	\$	121,079	\$	132,171	\$	131,504	\$	140,017	\$	143,062	\$	143,062	\$	3,045	2.17%
Expenses	\$	28,575	\$	27,171	\$	28,575	\$	28,243	\$	28,575	\$	28,575	\$	28,275	\$	(300)	-1.05%
Total	\$	149,649	\$	148,250	\$	160,746	\$	159,746	\$	168,592	\$	171,637	\$	171,337	\$	2,745	1.63%
141 - Assessors																	
Assessors Personnel	\$	126,073	\$	116,268	\$	123,517	\$	117,669	\$	122,534	\$	151,544	\$	151,544	\$	29,010	23.68%
Assessors Expenses	\$	8,540	\$	6,608	\$	8,940	\$	8,924	\$	13,590	\$	13,050	\$	13,050	\$	(540)	-3.97%
Total	\$	134,613	\$	122,876	\$	132,457	\$	126,593	\$	136,124	\$	164,594	\$	164,594	\$	28,470	20.92%
145 - Treasurer/Collector																	
Personnel	\$	162,747	\$	140,856	\$	151,621	\$	144,913	\$	179,537	\$	184,836	\$	195,255	\$	15,718	8.75%
Expenses	\$	20,123	\$	35,446	\$	48,123	\$	49,097	\$	47,985	\$	52,380	\$	52,130	\$	4,145	8.64%
Total	\$	182,870	\$	176,302	\$	199,744	\$	194,010	\$	227,522	\$	237,216	\$	247,385	\$	19,863	8.73%
147 - Tax Title																	
Expenses	\$	16,000	\$	4,611	\$	16,000	\$	16,000	\$	32,000	\$	32,000	\$	32,000	\$	-	0.00%
Total	\$	16,000	\$	4,611	\$	16,000	\$	16,000	\$	32,000	\$	32,000	\$	32,000	\$	-	0.00%
152 - Personnel Board																	
Expenses	\$	275	\$	250	\$	275	\$	275	\$	275	\$	275	\$	275	\$	-	0.00%
Total	\$	275	\$	250	\$	275	\$	275	\$	275	\$	275	\$	275	\$	-	0.00%
155 - IT																	
Expenses	\$	196,060	\$	175,128	\$	206,060	\$	188,552	\$	224,242	\$	253,085	\$	243,085	\$	18,843	8.40%
Total	\$	196,060	\$	175,128	\$	206,060	\$	188,552	\$	224,242	\$	253,085	\$	243,085	\$	18,843	8.40%
161 - Town Clerk																	
Personnel	\$	127,252	\$	127,253	\$	135,473	\$	121,954	\$	144,379	\$	142,084	\$	145,607	\$	1,228	0.85%
Expenses	\$	3,766	\$	1,241	\$	3,766	\$	2,671	\$	3,766	\$	3,175	\$	2,925	\$	(841)	-22.33%
Total	\$	131,018	\$	128,494	\$	139,239	\$	124,625	\$	148,145	\$	145,259	\$	148,532	\$	387	0.26%

		FY 2022 Budget	FY 2022 Expended	FY 2023 Budget	FY 2023 Expended	FY 2024 Budget	FY 2025 Dept	FY 2025 TA Budget	Dollar Change	Percent Change
162 - Elections & Registration										
Personnel	\$	22,000	\$ 9,739	\$ 31,000	\$ 24,529	\$ 22,000	\$ 30,000	\$ 30,000	\$ 8,000	36.36%
Expense	\$	14,500	\$ 20,352	\$ 20,700	\$ 27,157	\$ 15,700	\$ 21,360	\$ 21,360	\$ 5,660	36.05%
Total	\$	36,500	\$ 30,091	\$ 51,700	\$ 51,686	\$ 37,700	\$ 51,360	\$ 51,360	\$ 13,660	36.23%
180 - Land Use										
Personnel	\$	244,398	\$ 228,248	\$ 245,904	\$ 183,322	\$ 255,086	\$ 123,595	\$ 123,595	\$ (131,491)	-51.55%
Expenses	\$	22,685	\$ 12,958	\$ 22,685	\$ 23,636	\$ 22,685	\$ 11,502	\$ 11,502	\$ (11,183)	-49.30%
Total	\$	267,083	\$ 241,206	\$ 268,589	\$ 206,958	\$ 277,771	\$ 135,097	\$ 135,097	\$ (142,674)	-51.36%
192 - Town Owned Buildings Maintenance										
Expense	\$	48,281	\$ 46,703	\$ 56,081	\$ 48,827	\$ 48,281	\$ 48,700	\$ 51,700	\$ 3,419	7.08%
Total	\$	48,281	\$ 46,703	\$ 56,081	\$ 48,827	\$ 48,281	\$ 48,700	\$ 51,700	\$ 3,419	7.08%
197 - Town Hall Building Maintenance										
Expenses	\$	86,909	\$ 65,613	\$ 86,909	\$ 84,789	\$ 86,909	\$ 90,155	\$ 92,205	\$ 5,296	6.09%
Total	\$	86,909	\$ 65,613	\$ 86,909	\$ 84,789	\$ 86,909	\$ 90,155	\$ 92,205	\$ 5,296	6.09%
198 - Town Hall Telephones										
Expense	\$	6,400	\$ 6,049	\$ 7,400	\$ 6,878	\$ 6,400	\$ 7,400	\$ 7,400	\$ 1,000	15.63%
Total	\$	6,400	\$ 6,049	\$ 7,400	\$ 6,878	\$ 6,400	\$ 7,400	\$ 7,400	\$ 1,000	15.63%
199 - Other General Government										
Salaries	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$	58,564	\$ 51,672	\$ 33,100	\$ 31,176	\$ 33,100	\$ 34,100	\$ 34,100	\$ 1,000	3.02%
Total	\$	58,564	\$ 51,672	\$ 33,100	\$ 31,176	\$ 33,100	\$ 34,100	\$ 34,100	\$ 1,000	3.02%
General Government Total	\$	1,772,927	\$ 1,603,114	\$ 1,904,980	\$ 1,671,747	\$ 2,005,813	\$ 1,967,078	\$ 1,900,805	\$ (105,008)	-5.24%
Public Safety										
210 - Police										
Personnel	\$	1,995,832	\$ 1,707,391	\$ 2,068,244	\$ 1,776,354	\$ 2,004,744	\$ 2,159,265	\$ 2,164,531	\$ 159,787	7.97%
Expenses	\$	275,741	\$ 285,266	\$ 294,006	\$ 353,206	\$ 369,528	\$ 395,327	\$ 384,527	\$ 14,999	4.06%
Total	\$	2,271,573	\$ 1,992,657	\$ 2,362,250	\$ 2,129,560	\$ 2,374,272	\$ 2,554,592	\$ 2,549,058	\$ 174,786	7.36%
220 - Fire										
Personnel	\$	237,814	\$ 268,581	\$ 233,343	\$ 248,139	\$ 233,252	\$ 238,293	\$ 238,594	\$ 5,342	2.29%
Expenses	\$	152,620	\$ 121,709	\$ 152,620	\$ 118,057	\$ 152,620	\$ 152,720	\$ 152,720	\$ 100	0.07%
Total	\$	390,434	\$ 390,290	\$ 385,963	\$ 366,196	\$ 385,872	\$ 391,013	\$ 391,314	\$ 5,442	1.41%
241 - Code										
Salaries	\$	67,083	\$ 67,065	\$ 119,889	\$ 117,731	\$ 123,708	\$ 138,489	\$ 143,775	\$ 20,067	16.22%
Expense	\$	8,624	\$ 3,079	\$ 8,778	\$ 4,808	\$ 8,878	\$ 8,158	\$ 8,158	\$ (720)	-8.11%
Total	\$	75,707	\$ 70,144	\$ 128,667	\$ 122,539	\$ 132,586	\$ 146,647	\$ 151,933	\$ 19,347	14.59%
290 - Emergency Management										
Emergency Management Personnel	\$	3,967	\$ 3,967	\$ 3,967	\$ 4,047	\$ 4,046	\$ 4,127	\$ 4,127	\$ 81	2.00%
Emergency Management Expenses	\$	922	\$ 638	\$ 2,500	\$ 1,777	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.00%
Total	\$	4,889	\$ 4,605	\$ 6,467	\$ 5,824	\$ 6,546	\$ 6,627	\$ 6,627	\$ 81	1.24%
292 - Animal Control										
Personnel	\$	25,986	\$ 27,516	\$ 26,496	\$ 28,057	\$ 27,026	\$ 27,567	\$ 27,567	\$ 541	2.00%
Expenses	\$	8,458	\$ 3,995	\$ 8,458	\$ 4,703	\$ 8,458	\$ 8,458	\$ 8,458	\$ -	0.00%
Total	\$	34,444	\$ 31,511	\$ 34,954	\$ 32,759	\$ 35,484	\$ 36,025	\$ 36,025	\$ 541	1.52%

		FY 2022 Budget	FY 2022 Expended	FY 2023 Budget	FY 2023 Expended	FY 2024 Budget	FY 2025 Dept	FY 2025 TA Budget	Dollar Change	Percent Change
296 - Insect Pest Control										
Insect Pest Control Personnel	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	
Insect Pest Control Expenses	\$	7,850	\$ 4,376	\$ 7,850	\$ 5,014	\$ 7,850	\$ 14,700	\$ 14,700	6,850	87.26%
Total	\$	7,850	\$ 4,376	\$ 7,850	\$ 5,014	\$ 7,850	\$ 14,700	\$ 14,700	6,850	87.26%
Public Safety Total	\$	2,784,897	\$ 2,493,583	\$ 2,926,151	\$ 2,661,893	\$ 2,942,610	\$ 3,149,604	\$ 3,149,657	207,047	7.04%
Education										
300 - Leicester Public Schools*	\$	16,890,587	\$ 15,605,139	\$ 17,492,412	\$ 16,718,971	\$ 20,605,236	\$ 20,605,236	\$ 20,330,236	(275,000)	-1.33%
Education Total	\$	16,890,587	\$ 15,605,139	\$ 17,492,412	\$ 16,718,971	\$ 20,605,236	\$ 20,605,236	\$ 20,330,236	(275,000)	-1.33%
Note: School Expended totals do NOT include carryover for Teachers' salaries which are paid out over the summer.										
Public Works										
420 - Department of Public Works										
DPW Personnel	\$	768,068	\$ 763,742	\$ 761,336	\$ 674,257	\$ 794,133	\$ 844,774	\$ 888,341	94,208	11.86%
DPW Expenses	\$	333,978	\$ 315,547	\$ 265,478	\$ 285,309	\$ 295,981	\$ 353,910	\$ 342,870	46,889	15.84%
Total	\$	1,102,046	\$ 1,079,288	\$ 1,026,814	\$ 959,566	\$ 1,090,114	\$ 1,198,684	\$ 1,231,211	141,097	12.94%
423 - Snow and Ice										
Snow and Ice Personnel	\$	25,000	\$ 80,521	\$ 65,000	\$ 64,339	\$ 25,000	\$ 25,000	\$ 25,000	-	0.00%
Snow and Ice Expenses	\$	332,000	\$ 275,801	\$ 341,000	\$ 339,847	\$ 96,000	\$ 96,000	\$ 96,000	-	0.00%
Total	\$	357,000	\$ 356,322	\$ 406,000	\$ 404,186	\$ 121,000	\$ 121,000	\$ 121,000	-	0.00%
424 - Street Lights										
Street Lights Expenses	\$	28,000	\$ 22,204	\$ 35,000	\$ 25,926	\$ 35,000	\$ 35,000	\$ 35,000	-	0.00%
Public Works Total	\$	1,487,046	\$ 1,457,814	\$ 1,467,814	\$ 1,389,677	\$ 1,246,114	\$ 1,354,684	\$ 1,387,211	141,097	11.32%
Human Services										
510 Board of Health										
Board of Health Salaries	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 85,044	\$ 85,044	85,044	0.00%
Board of Health Expenses	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 8,800	\$ 7,550	7,550	0.00%
Total	\$	-	\$ -	\$ -	\$ -	\$ -	\$ 93,844	\$ 92,594	92,594	0.00%
541 - Council on Aging										
Council on Aging Personnel	\$	74,961	\$ 75,407	\$ 77,064	\$ 72,786	\$ 78,585	\$ 80,754	\$ 80,754	2,169	2.76%
Council on Aging Expenses	\$	32,278	\$ 27,214	\$ 32,278	\$ 29,146	\$ 33,215	\$ 33,215	\$ 33,215	-	0.00%
Total	\$	107,239	\$ 102,621	\$ 109,342	\$ 101,932	\$ 111,800	\$ 113,969	\$ 113,969	2,169	1.94%
543 - Veterans' Services										
Personnel	\$	6,898	\$ 6,898	\$ 7,036	\$ 7,036	\$ 7,177	\$ 7,321	\$ 12,000	4,823	67.20%
Expenses	\$	79,850	\$ 78,380	\$ 69,772	\$ 57,756	\$ 101,300	\$ 64,150	\$ 64,150	(37,150)	-36.67%
Total	\$	86,748	\$ 85,278	\$ 76,808	\$ 64,792	\$ 108,477	\$ 71,471	\$ 76,150	(32,327)	-29.80%
545 - Veterans' Graves										
Personnel	\$	400	\$ 380	\$ 400	\$ 380	\$ 400	\$ 400	\$ 400	-	0.00%
Expenses	\$	2,000	\$ 1,965	\$ 2,000	\$ 1,997	\$ 2,000	\$ 2,000	\$ 2,000	-	0.00%
Total	\$	2,400	\$ 2,345	\$ 2,400	\$ 2,377	\$ 2,400	\$ 2,400	\$ 2,400	-	0.00%
Human Services Total	\$	196,387	\$ 190,244	\$ 188,550	\$ 169,101	\$ 222,677	\$ 281,683	\$ 285,113	62,436	28.04%
Culture and Recreation										
610 - Public Library										
Library Personnel	\$	184,890	\$ 182,122	\$ 191,751	\$ 186,199	\$ 196,601	\$ 205,298	\$ 205,298	8,697	4.42%
Library Expenses	\$	46,181	\$ 46,864	\$ 47,635	\$ 50,256	\$ 47,635	\$ 47,535	\$ 49,035	1,400	2.94%
Total	\$	231,071	\$ 228,986	\$ 239,386	\$ 236,455	\$ 244,236	\$ 252,833	\$ 254,333	10,097	4.13%
630 - Parks & Recreation										
Expenses	\$	6,450	\$ 5,787	\$ 6,450	\$ 5,859	\$ 6,450	\$ 6,450	\$ 6,450	-	0.00%
Total	\$	6,450	\$ 5,787	\$ 6,450	\$ 5,859	\$ 6,450	\$ 6,450	\$ 6,450	-	0.00%
691 - Historical Commission										
Expenses	\$	950	\$ 324	\$ 950	\$ -	\$ 950	\$ 950	\$ 950	-	0.00%
Total	\$	950	\$ 324	\$ 950	\$ -	\$ 950	\$ 950	\$ 950	-	0.00%
692 - Memorial Day Committee										
Expenses	\$	3,000	\$ 2,422	\$ 3,000	\$ 2,671	\$ 3,000	\$ 3,000	\$ 3,000	-	0.00%
Total	\$	3,000	\$ 2,422	\$ 3,000	\$ 2,671	\$ 3,000	\$ 3,000	\$ 3,000	-	0.00%
Culture and Recreation Total	\$	241,471	\$ 237,519	\$ 249,786	\$ 244,986	\$ 254,636	\$ 263,233	\$ 264,733	10,097	3.97%

	FY 2022 Budget	FY 2022 Expended	FY 2023 Budget	FY 2023 Expended	FY 2024 Budget	FY 2025 Dept	FY 2025 TA Budget	Dollar Change	Percent Change
Intergovernmental									
Debt Service									
710 - Maturing Debt Principal	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,218,733	\$ 1,203,832	\$ 1,080,761	\$ 1,080,761	\$ (123,071)	-10.22%
751 - Maturing Debt Interest	\$ 331,047	\$ 331,045	\$ 293,828	\$ 293,741	\$ 255,321	\$ 220,272	\$ 220,272	\$ (35,049)	-13.73%
752 - Temporary Loan Interest	\$ 22,665	\$ 12,604	\$ 216,700	\$ 216,700	\$ 743,889	\$ 964,009	\$ 964,009	\$ 220,120	29.59%
753 - Bond Issuance Costs	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	
Debt Service Total	\$ 1,380,929	\$ 1,369,766	\$ 1,730,361	\$ 1,729,173	\$ 2,203,042	\$ 2,265,041	\$ 2,265,041	\$ 61,999	2.81%
Benefits, Insurance & Other Shared Expenses									
911 - Worcester Regional Retirement	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,717,353	\$ 1,823,365	\$ 1,984,365	\$ 2,007,244	\$ 183,879	10.08%
912 - Workers' Compensation	\$ 191,185	\$ 167,168	\$ 219,863	\$ 192,832	\$ 252,842	\$ 290,768	\$ 290,768	\$ 37,926	15.00%
913 - Unemployment Compensation	\$ 60,950	\$ 10,297	\$ 32,000	\$ 15,208	\$ 142,000	\$ 78,000	\$ 78,000	\$ (64,000)	-45.07%
914 - Employee Benefits	\$ 2,719,175	\$ 2,653,821	\$ 2,776,782	\$ 2,735,642	\$ 3,365,365	\$ 3,699,601	\$ 3,699,601	\$ 334,236	9.93%
945 - Bonding and Insurance	\$ 249,263	\$ 224,754	\$ 339,116	\$ 313,044	\$ 358,939	\$ 679,813	\$ 679,813	\$ 320,874	89.40%
950 - Shared Maintenance Expenses									
Shared Maintenance Personnel	\$ -	\$ -	\$ 72,888	\$ 102,009	\$ 188,753	\$ 192,122	\$ 151,682	\$ (37,071)	-19.64%
Shared Maintenance Expenses	\$ -	\$ -	\$ 341,658	\$ 312,078	\$ 453,337	\$ 1,084,250	\$ 1,084,250	\$ 630,913	139.17%
Total	\$ -	\$ -	\$ 414,546	\$ 414,087	\$ 642,090	\$ 1,276,372	\$ 1,235,932	\$ 593,842	92.49%
Benefits, Insurance & Other Exp Total	\$ 4,776,916	\$ 4,612,383	\$ 5,499,660	\$ 5,388,165	\$ 6,584,600	\$ 8,008,919	\$ 7,991,358	\$ 1,406,758	21.36%
Intergovernmental Total	\$ 6,157,845	\$ 5,982,149	\$ 7,230,021	\$ 7,117,339	\$ 8,787,642	\$ 10,273,960	\$ 10,256,399	\$ 1,468,757	16.71%
General Fund Grand Total	\$ 29,531,160	\$ 27,569,563	\$ 31,459,714	\$ 29,973,713	\$ 36,064,728	\$ 37,895,478	\$ 37,574,155	\$ 1,509,426	4.19%
Additional Appropriations									
Gross revenue	33,193,639		34,782,717		40,182,679	40,845,905	41,552,379	\$ 1,369,700	3.41%
Less: Vocational School	(1,219,780)		(1,023,000)		(1,100,000)	(961,000)	(967,474)	\$ 132,526	-12.05%
Less: Ambulance Enterprise Budget					(1,178,438)	(1,278,496)	(1,278,496)		
Less: Town Meeting Articles	(1,351,500)		(1,053,783)		(559,453)	-	-	\$ 559,453	-100.00%
Less: Tax Recap Items	(1,083,916)		(1,235,328)		(1,274,925)	(1,732,255)	(1,732,255)	\$ (457,330)	35.87%
Less: Excess Capacity	(7,283)		(10,892)		(5,135)	1,021,323	0	\$ 5,135	
Total	\$ 29,531,159	\$ 31,459,715	\$ 36,064,728	\$ 37,895,478	\$ 37,574,155	\$ 1,509,426	\$ 1,509,426	\$ 4.19%	
Difference	\$ (1)	\$ 1	\$ -	\$ -	\$ -	\$ (1)	\$ (1)		

SECTION II

Revenue



Revenue Summary
General Fund

Revenues	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Dept Request	FY2025 Town Admin Budget	Dollar Change	Percent Change
Property Tax Levy	\$ 17,556,084	\$ 18,367,501	\$ 19,759,173	\$ 20,659,941	\$ 20,659,941	\$ 900,768	4.56%
State Aid Cherry Sheet	12,239,775	12,620,767	13,705,629	14,005,757	14,005,757	300,128	2.19%
Local Receipts	2,501,000	2,545,633	3,453,265	4,707,561	4,714,035	1,260,770	36.51%
Free Cash	346,780	319,968	307,414	-	700,000	392,586	127.71%
Ambulance Receipts	550,000	893,848	1,178,438	1,278,496	1,278,496	100,058	8.49%
Available Funds	-	35,000	1,778,760	194,150	194,150	(1,584,610)	-89.09%
General Fund Revenues	\$ 33,193,639	\$ 34,782,717	\$ 40,182,679	\$ 40,845,905	\$ 41,552,379	\$ 1,369,700	3.41%

Town-wide revenues show an overall revenue increase of \$1,369,700 or 3.41%.

Tax levy increases by 900,768 or 4.56%

State aid receipts are projected to increase by \$300,128, or 2.19%.

Local receipts rise by \$1,260,770 or 36.51%

Free cash usage in the budget increases by \$392,586 or 127.71%.

Ambulance enterprise receipts increase by 100,058 or 8.49%

Available funds decrease by \$1,584,610 or 89.09%, due to a loss of 1.5 million in Arpa funding, and \$84,610 in

Property Tax Levy

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Dept Request	FY2025 Town Admin Budget	Dollar Change	Percent Change
Prior Year Levy Limit	\$ 15,878,879	\$ 16,424,773	\$ 17,183,473	\$ 18,196,268	\$ 18,196,268	\$ 1,012,795	5.89%
Allowed 2.5% increase	396,971	410,619	429,587	454,907	454,907	25,320	5.89%
New Growth	148,922	348,081	583,208	250,000	250,000	(333,208)	-57.13%
Excluded Debt	1,131,312	1,184,028	1,562,905	1,758,767	1,758,767	195,862	12.53%
Tax Levy Total	\$ 17,556,084	\$ 18,367,501	\$ 19,759,173	\$ 20,659,941	\$ 20,659,941	\$ 900,768	4.56%

New growth forecast at \$250,000.

Excluded debt rises by \$195,862 or 12.53% due to the increase in interest payments for the campus property.

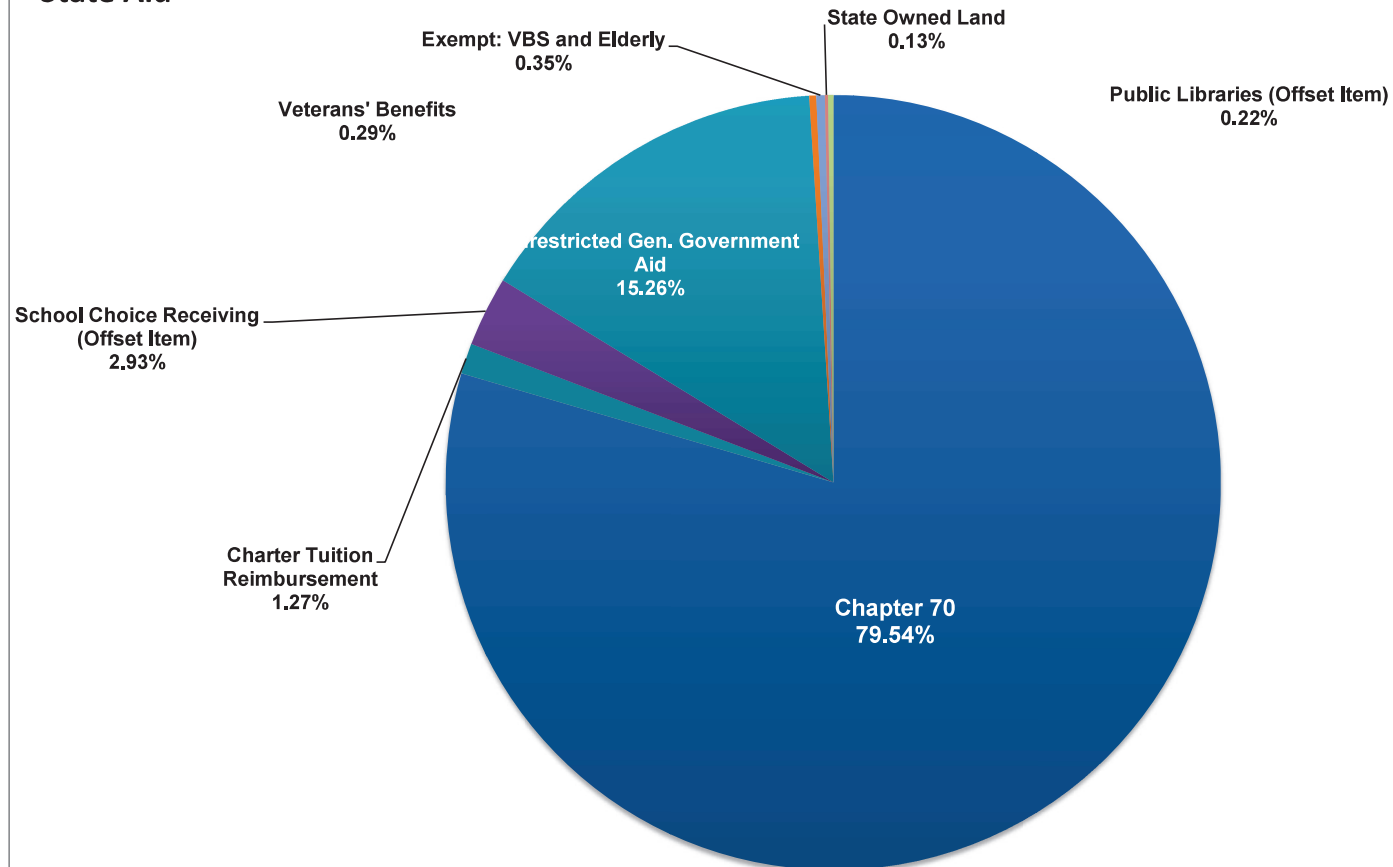
Overall revenue via taxation is forecast to increase by 900,768 or 4.56%.

State Aid

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Dept Request	FY2025 Town Admin Budget	Dollar Change	Percent Change
Chapter 70	\$ 9,846,237	\$ 10,102,829	\$ 11,098,247	\$ 11,140,397	\$ 11,140,397	\$ 42,150	0.38%
Charter Tuition Reimbursement	17,822	56,501	27,249	177,992	177,992	150,743	553.21%
School Lunch	-	-	-	-	-	-	-
School Choice Receiving (Offset Item)	304,137	294,588	351,375	410,375	410,375	59,000	16.79%
Unrestricted Gen. Government Aid	1,908,267	2,011,313	2,075,675	2,137,945	2,137,945	62,270	3.00%
Veterans' Benefits	71,092	56,166	52,324	40,303	40,303	(12,021)	-22.97%
Exempt: VBS and Elderly	56,193	55,995	51,876	49,592	49,592	(2,284)	0.00%
State Owned Land	12,022	15,431	18,075	18,161	18,161	86	0.48%
Public Libraries (Offset Item)	24,005	27,944	30,808	30,992	30,992	184	0.60%
State Aid Total	\$ 12,239,775	\$ 12,620,767	\$ 13,705,629	\$ 14,005,757	\$ 14,005,757	\$ 300,128	2.19%

State aid receipts are projected to rise by \$300,128 or 2.19%, based on the Governor's budget, which was released on January 24, 2024.

State Aid

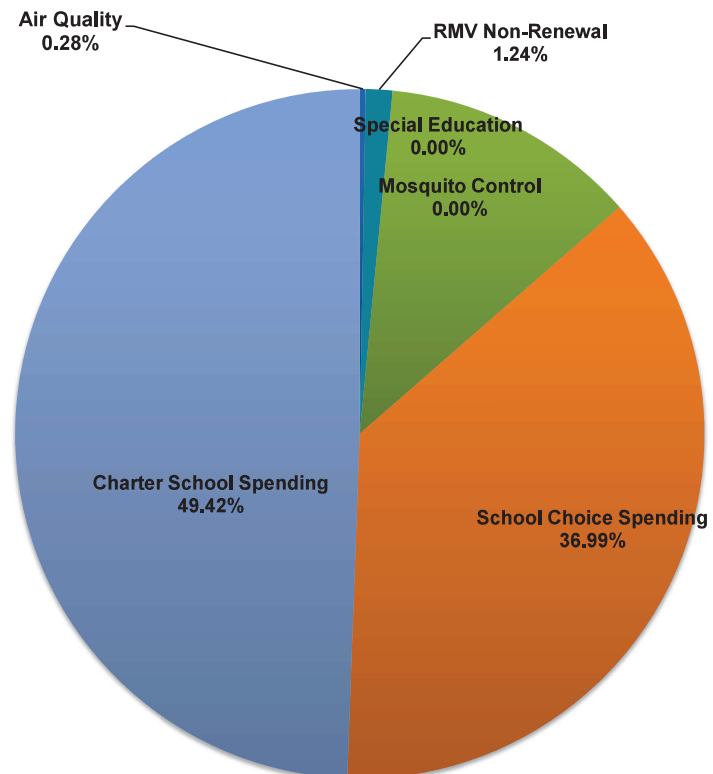


State Assessments/Other costs

State Assessments	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Dept Request	FY2025 Town Admin Budget	Dollar Change	Percent Change
Air Quality	\$ 3,034	\$ 3,023	\$ 3,132	\$ 3,210	\$ 3,210	\$ 78	2.49%
RMV Non-Renewal	13,900	11,560	12,020	14,180	14,180	2,160	17.97%
Regional Transit	144,822	153,244	142,530	137,621	137,621	(4,909)	-3.44%
Special Education	1,406	-	-	-	-	-	0.00%
Mosquito Control	-	-	-	-	-	-	0.00%
School Choice Sending	230,136	291,801	382,540	421,930	421,930	39,390	10.30%
Charter School Sending	292,517	333,558	202,214	563,641	563,641	361,427	178.73%
State Assessments Total	\$ 685,815	\$ 793,186	\$ 742,436	\$ 1,140,582	\$ 1,140,582	\$ 398,146	53.63%
Offset Receipts/Overlay Other							
School Choice In	\$ 304,137	\$ 294,588	\$ 351,375	\$ 410,375	\$ 410,375	59,000	16.79%
State Aid to Public Libraries	24,005	27,944	30,808	30,992	30,992	184	0.60%
Assessors Overlay	69,959	119,610	150,306	150,306	150,306	-	0.00%
Tax Title	-	-	-	-	-	-	0.00%
Offset Receipts/Overlay Other	\$ 398,101	\$ 442,142	\$ 532,489	\$ 591,673	\$ 591,673	\$ 59,184	11.11%
Total	\$ 1,083,916	\$ 1,235,328	\$ 1,274,925	\$ 1,732,255	\$ 1,732,255	\$ 457,330	35.87%

Assessments are forecast to rise by \$398,146 of 53.63%, per the Governor's budget. Assessments are state government charges which are paid through reductions in state aid. Offset receipts are payments for programs that have to be used for specific programs, so they cannot be accounted for as general fund revenue. They are shown in the budget as both revenue and expense, which effectively cancels them.

State Aid



Local Receipts

	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2025 Dept Request	FY2025 Town Admin Budget	Dollar Change	Percent Change
Motor Vehicle Excise	\$ 1,535,000	\$ 1,492,706	\$ 1,460,000	1,607,234	\$ 1,582,961	\$ 1,582,961	\$ 1,582,961	\$ -	0.00%
Meals Tax	91,000	108,419	90,000	124,753	118,000	118,000	118,000	\$ -	0.00%
Other	2,500	3,334	-	426	2,500	2,500	2,500	\$ -	0.00%
Cannibas Sales Taxes	-	223,994	-	143,559	80,000	80,000	86,474	\$ 6,474	8.09%
Penalties and Interest on Taxes	185,000	155,990	140,000	233,891	175,000	175,000	175,000	\$ -	0.00%
PILOTs	29,000	45,763	40,000	46,393	45,000	45,000	45,000	\$ -	0.00%
Fees	233,000	303,609	300,000	410,314	330,000	330,000	330,000	\$ -	0.00%
Marijuana Revenues (HCA)	125,000	475,000	75,000	-	-	-	-	\$ -	0.00%
Other Dept Revenue	30,000	21,421	20,000	30,971	20,000	20,000	20,000	\$ -	0.00%
Licenses and Permits	23,000	26,385	23,000	24,430	23,000	23,000	23,000	\$ -	0.00%
Fines and Forfeits	32,500	13,911	10,000	13,124	10,000	10,000	10,000	\$ -	0.00%
Investment Income	50,000	16,803	10,000	237,431	40,500	40,500	40,500	\$ -	0.00%
Medicaid Reimbursement	120,000	271,539	180,000	190,913	185,000	185,000	185,000	\$ -	0.00%
Misc. Recurring	30,000	48,509	37,000	55,448	785,704	2,040,000	2,040,000	\$ 1,254,296	159.64%
Misc. Non-Recurring	15,000	206,360	160,633	199,336	55,600	55,600	55,600	\$ -	0.00%
Local Receipts Total	\$ 2,501,000	\$ 3,413,743	\$ 2,545,633	\$ 3,318,221	\$ 3,453,265	\$ 4,707,561	\$ 4,714,035	\$ 1,260,770	36.51%

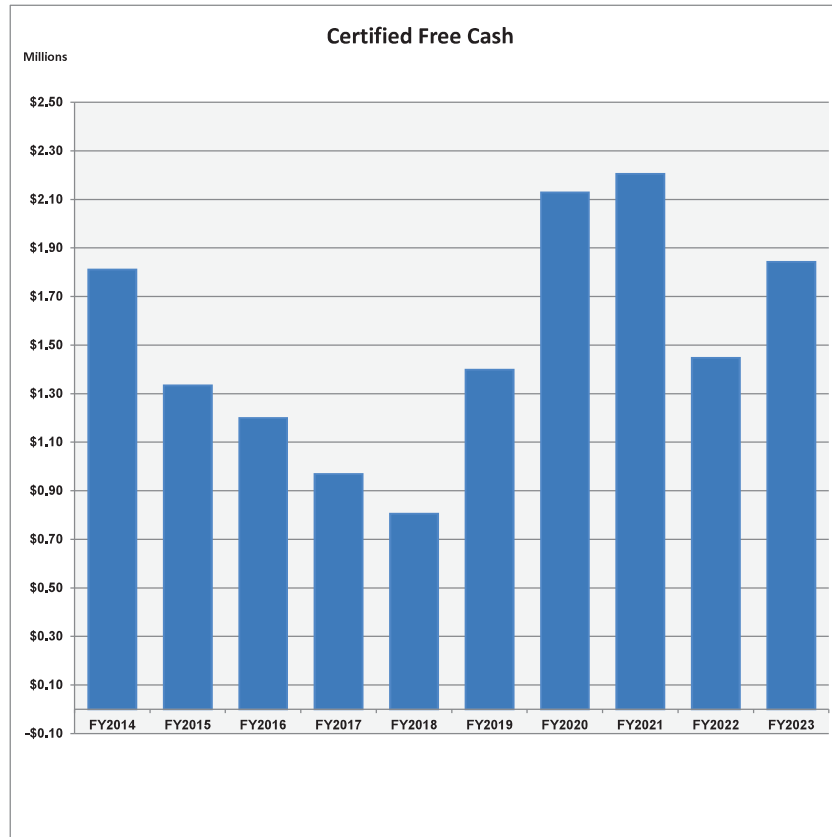
	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2023 Actual	FY2024 Budget	FY2025 Dept Request	FY2025 Town Admin Budget
Miscellaneous Recurring							
MLC	12,000	19,250	30,000	14,627	18,000	13,000	13,000
HLC Lease Payment					745,704	2,000,000	2,000,000
Accounting Services				11,360			
Cable Franchise Payment	25,000	29,259	-	29,461	22,000	27,000	27,000
Sub total	37,000	48,509	30,000	55,448	785,704	2,040,000	2,040,000
Misc Non Recurring							
Employee Benefit Reimbursement	15,000	57,041	40,000	54,596	55,600	55,600	55,600
Expense refund - Prior Year		860					
Auction Fees	-	-	-	9,280	-	-	-
Scrap Metal	-	1,348	-	671	-	-	-
Rebate				400			
Movie Set Rental				4,000			
Zoom Class Action Settlement	-		-	32	-	-	-
National Grid Settlement				204			
Tasc Refund				6,808			
Duplicate Payment				4,042			
Workers Comp				33,051			
Vote Yes Campaign Surplus				104			
Rental				325			
Overpayment FY 2022				298			
Tax Title Fees - Auction				350			
Opiod Settlement				85,175			
Honeywell Shortfall	-	6,222	-	-	-	-	-
Worc Cty Jail refund	-	79	-	-	-	-	-
Public Notice	-	35	-	-	-	-	-
Ngrid - Streetlight Rebate	-	26,275	-	-	-	-	-
Becker Purchase Credit	-	114,500	-	-	-	-	-
Sub total	15,000	206,360	40,000	199,336	55,600	55,600	55,600
Misc Receipts Total	\$ 52,000	\$ 254,869	\$ 70,000	\$ 254,784	\$ 841,304	\$ 2,095,600	\$ 2,095,600

Free Cash

Appropriation History	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Actual	Totals
Prior Year Bills	\$ 36	\$ 2,951	\$ 16,538	\$ 3,874	\$ 37,852	\$ 61,252
HS Campus Operations	-	-	850,000	800,000	950,000	\$ 2,600,000
Budget	150,000	205,308	150,000	316,667	307,414	\$ 1,129,389
Capital Items	241,818	514,100	591,478	337,129	(47,450)	\$ 1,637,075
Rolling Stock	84,223	48,303	117,372	114,910	61,000	\$ 425,808
OPEB	35,000	-	70,000	-	-	\$ 105,000
Stablization	91,387	-	100,000	-	-	\$ 191,387
Vocational School	-	-	-	196,780	-	\$ 196,780
Studies	21,400	15,500	56,400	90,400	-	\$ 183,700
Other	62,307	117,150	137,538	46,795	3,420	\$ 367,209
Appropriated Free Cash	\$ 686,171	\$ 903,312	\$ 2,089,326	\$ 1,906,555	\$ 1,312,236	\$ 6,897,600

Note: Expenditures are listed in the fiscal year in which they were voted for appropriation. Free cash is used for a number of purposes; capital planning, stabilization, snow and ice deficits, OPEB, and general fund budgeting. We are attempting to use less of it for operational expenses, but continue to be challenged by flat revenue, while budget pressures are mounting.

FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
\$1,811,336	\$1,333,522	\$1,198,687	\$968,300	\$805,670	\$1,398,550	\$2,127,848	\$2,205,279	\$1,446,620	\$1,841,834



Free Cash/Available Funds

Budgeted Free Cash (Excludes articles, projects, snow and ice deficit)

	FY2022 Budget	FY2023 Budget	FY2024 Projected	FY2025 Dept Request	FY2025 TA Budget	Dollar Change	Percent Change
Budgeted Free Cash	\$ 346,780	\$ 319,968	\$ 307,414	\$ -	\$ 700,000	\$ 392,586	127.71%
Total Budgeted Free Cash	\$ 346,780	\$ 319,968	\$ 307,414	\$ -	\$ 700,000	\$ 392,586	127.71%

	FY2022 Budget	FY2023 Budget	FY2024 Projected	FY2025 Initial	FY2025 TA Budget	Dollar Change	Percent Change
Ambulance Receipts	\$ 550,000	\$ 893,848	\$ 1,178,438	\$ 1,278,496	\$ 1,278,496	\$ 100,058	8.49%
Other Receipts							
Dog Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Bond Premium Exempt Debt	\$ -	\$ -	\$ 243,760	\$ 150,665	\$ 150,665	\$ (93,095)	-38.19%
Bond Premium Non-Exempt	\$ -	\$ -	\$ -	\$ 8,485	\$ 8,485	\$ 8,485	0.00%
ARPA Funds	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ (1,500,000)	-100.00%
Overlay Reserve/NOI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Miscellaneous	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0.00%
Available Funds Total	\$ -	\$ 35,000	\$ 1,778,760	\$ 194,150	\$ 194,150	\$ (1,584,610)	-89.09%

Free Cash Usage: This budget recommends that \$700,000 in Free Cash be used to fund the budget, which will leave \$585,407.95 in available Free Cash.

Ambulance enterprise receipts increase by 100,058 or 8.49% (Reminder: The Ambulance Enterprise budget is based on user fees, and falls outside the general fund budget.)

Available funds decrease by \$1,584,610 or 89.09%, due to a loss of 1.5 million in Arpa funding, and net loss of \$84,610 in

SECTION III

Departmental Budgets





Town of Leicester
Town Administrator's Budget
FY2025 - Part A - General Government



Town of Leicester

Operating Budget Manual

FY2025

111- Legal

DEPARTMENT SERVICES

The Town contracts with private firms for legal services. These services fall under three categories: general legal services, labor matters, and litigation. Our law firm, Petrini and Associates, represents the Town in legal proceedings, provides advice and assistance on various legal matters for all departments, and assists in the preparation of legal documents. They also assist the Moderator with legal questions at Town Meeting.

MISSION STATEMENT

To provide efficient and effective legal services to the Town of Leicester.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To continue to provide cost-effective legal services to the Town of Leicester. However, due to the need for additional legal services to assist the Town Planner, as well as an increase in overall litigation, an increase in the legal budget of \$21,000 is requested.

FY2024 ACCOMPLISHMENTS

Town Counsel served its purpose in FY2024, assisting with the navigation of personnel and planning issues and responding to legal questions.

FY2025 Budget Summary - Legal

					Recommended Budget FY 2025		\$ 99,000		
	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept Request	FY 2025 TA Budget	Dollar Change	Percent Change
Legal	\$ 100,798	\$ 100,798	\$ 122,151	\$ 108,151	\$ 99,000	\$ 120,000	\$ 99,000	\$ -	0.00%
Total	\$ 100,798	\$ 100,798	\$ 122,151	\$ 108,151	\$ 99,000	\$ 120,000	\$ 99,000	\$ -	0.00%
Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Purchase of Services	\$ 100,798	\$ 100,798	\$ 122,151	\$ 108,151	\$ 99,000	\$ 120,000	\$ 99,000	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 100,798	\$ 100,798	\$ 122,151	\$ 108,151	\$ 99,000	\$ 120,000	\$ 99,000	\$ -	0.00%
Legal Total	\$ 100,798	\$ 100,798	\$ 122,151	\$ 108,151	\$ 99,000	\$ 120,000	\$ 99,000	\$ -	0.00%
Encumbrance		\$ -		\$ 7,780					
Turnback		\$ -		\$ 6,219					

		FY 2022		FY 2022		FY 2023		FY 2023		FY 2024		FY 2025			FY 2025		
Account #		Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Dept. Request	Dollar Change	Percent Change			TA Budget	Dollar Change	Percent Change
Legal Services	01-111-5200-005	\$ 100,798	\$ 100,798	\$ 122,151	\$ 108,151	\$ 99,000	\$ 120,000	\$ 21,000	21.21%	\$ 99,000	\$ -	0.00%					
Purchase of Services		\$ 100,798	\$ 100,798	\$ 122,151	\$ 108,151	\$ 99,000	\$ 120,000	\$ 21,000	21.21%	\$ 99,000	\$ -	0.00%					
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%					
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%					

111 Legal Department Budget analysis

FY 2024

01-111-5200-005 99,000.00 **Legal Services**

Legal Counsel	<u>120,000.00</u>
99,000.00 Total Budget	120,000.00



Town of Leicester

Operating Budget Manual

FY2025

114 - Moderator

DESCRIPTION OF SERVICES

The moderator is an elected official that serves a term of three years. The chief responsibility of the moderator is to manage and oversee the proceedings of town meetings.

MISSION STATEMENT

As members of the town meeting, voters have the right, if they so choose, to present opinions and to ask questions through the moderator in relation to the motion under discussion, and only to the motion under discussion. Voters have a right to be comfortable with the facts at hand in order to make an informed vote.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To effectively moderate town meeting in a fair and impartial manner.

FY2024 ACCOMPLISHMENTS

Presided over the Fall Special Town Meeting.

FY2025 Budget Summary - Moderator

Recommended
Budget FY 2025 -
\$202

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept Request	FY 2025 TA Budget	Dollar Change	Percent Change
Moderator	\$ 151	\$ 81	\$ 151	\$ 57	\$ 200	\$ 202	\$ 202	\$ 2	1.00%
Total	\$ 151	\$ 81	\$ 151	\$ 57	\$ 200	\$ 202	\$ 202	\$ 2	1.00%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	\$ 81	\$ 81	\$ 81	\$ -	\$ 85	\$ 87	\$ 87	\$ 2	2.35%
Personnel Total	\$ 81	\$ 81	\$ 81	\$ -	\$ 85	\$ 87	\$ 87	\$ 2	2.35%

Purchase of Services	\$ 70	\$ -	\$ 70	\$ 57	\$ 115	\$ 115	\$ 115	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 70	\$ -	\$ 70	\$ 57	\$ 115	\$ 115	\$ 115	\$ -	0.00%

Moderator Total	\$ 151	\$ 81	\$ 151	\$ 57	\$ 200	\$ 202	\$ 202	\$ 2	1.00%
Turnback		\$ 70		\$ 94					

	FY2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY2025 Administrator Budget
Employees					
Subtotal Employees	0	0	0	0	0
Stipend Employees	1	1	1	1	1
Total Employees	1	1	1	1	1

Compensation Detail

COLAS	2.00%
Union	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	2.00%
Other	0.00%

MODERATOR

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2024				FISCAL YEAR 2025							
				Pay			Annual Stipend	FY24		Proposed Increase	Proposed Performance	Final Base	Other	Final	TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	1-Jul-24	Increase	Rate	Pay	Salary	Fiscal 2025 Budget
Belanger	Doug	01-114-5100-000		n/a	n/a	n/a	\$ 85	\$ 85		\$ 2		\$ 87		\$ 87	\$ 87
Total Salaries							\$ 85			\$ 2			\$ -	\$ 87	\$ 87

Expense Detail - Moderator

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025			FY 2025		
Account #		Budget	Actual	Budget	Actual	Budget	Dept. Request	Dollar Change	Percent Change	TA Budget	Dollar Change	Percent Change
Dues/Membership	01-114-5700-002	\$ 70	\$ -	\$ 70	\$ 57	\$ 115	\$ 115	\$ -	0.00%	\$ 115	\$ -	0.00%
Purchase of Services		\$ 70	\$ -	\$ 70	\$ 57	\$ 115	\$ 115	\$ -	0.00%	\$ 115	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

114 Moderator

Budget Analysis

FY2024

01-114-5100-000	85.00	Stipend	
	Douglas Belanger		<u>85.00</u>
			85.00
01-114-5700-002	<u>115.00</u>	Dues & Membership	
	Moderator Association		<u>115.00</u>
			115.00
	200.00	Total Budget	200.00



Town of Leicester
Operating Budget Manual
FY2025

122-Town Administrator/Select Board

DESCRIPTION OF SERVICES

The Select Board is responsible for setting the strategic direction for the Town, policy development and review for compliance. The Board appoints a Town Administrator who functions as the Town's Chief Administrative Officer. The primary duty of the Town Administrator is the day-to-day administration of the general government of the Town.

MISSION STATEMENT

The mission of the Office of the Town Administrator is to provide exceptional professional leadership for all aspects of the municipal government to sustain and enhance the quality of life in the Town of Leicester consistent with the policies and vision of the Select Board.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

- To continue to manage executive and administrative level functions for the Town in a cost efficient manner.
- Continue to write successful grants for Town projects and programs.
- Work to implement proposed improvements to the business permitting process.
- Complete a fee assessment as part of permitting process improvements.
- Continue to discuss potential reuse options for the Memorial School.

FY2024 ACCOMPLISHMENTS

- Established a new Department of Public Works, which incorporates Highway and Facilities operations.
- Successfully negotiated with town unions on operation changes.
- Resolved issues with Chapter 90 reimbursements.
- Hiring of new personnel including an Assistant Town Administrator, Director of Public Works, Grants Manager, and Buildings and Grounds Manager.
- Community Compact Program Efficiency and Regionalization - \$62K for online permitting implementation.
- Community Compact Program Best Practices - \$30K for ADA Self-Evaluation and transition plan.
- Successfully disposed of five surplus victorian properties from the Becker acquisition (1 pending).
- Worked with LHC for the lease of 3 dormitories to displaced Massachusetts families, resulting in a gross of two million dollars per year.

FY2025 Budget Summary - Town Administrator/Select Board

**Recommended Budget
FY2025 - \$371,208**

	FY 2022 Budget	FY2022 Actual	FY 2023 Budget	FY2023 Actual	FY 2024 Budget	FY 2025 Dept	FY 2025 TA Budget	Dollar Change	Percent Change
Town Administrator/Select Board	\$ 306,431	\$ 304,780	\$ 373,053	\$ 323,160	\$ 428,228	\$ 424,672	\$ 371,208	\$ (57,020)	-13.32%
Total	\$ 306,431	\$ 304,780	\$ 373,053	\$ 323,160	\$ 428,228	\$ 424,672	\$ 371,208	\$ (57,020)	-13.32%
Salaries	\$ 141,751	\$ 141,751	\$ 142,078	\$ 144,586	\$ 147,477	\$ 155,000	\$ 155,000	\$ 7,523	5.10%
Wages	\$ 116,109	\$ 122,263	\$ 120,793	\$ 138,789	\$ 221,423	\$ 223,186	\$ 165,487	\$ (55,936)	-25.26%
Other	\$ 7,378	\$ 7,378	\$ 10,218	\$ 7,456	\$ 7,612	\$ 7,692	\$ 7,692	\$ 80	1.05%
Personnel Total	\$ 265,238	\$ 271,392	\$ 273,089	\$ 290,831	\$ 376,512	\$ 385,878	\$ 328,179	\$ (48,333)	-12.84%
Purchase of Services	\$ 39,293	\$ 31,797	\$ 98,414	\$ 30,662	\$ 49,816	\$ 36,894	\$ 41,129	\$ (8,687)	-17.44%
Supplies	\$ 1,900	\$ 1,592	\$ 1,550	\$ 1,667	\$ 1,900	\$ 1,900	\$ 1,900	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 41,193	\$ 33,389	\$ 99,964	\$ 32,329	\$ 51,716	\$ 38,794	\$ 43,029	\$ (8,687)	-16.80%

Town Administrator/Select Board Total	\$ 306,431	\$ 304,780	\$ 373,053	\$ 323,160	\$ 428,228	\$ 424,672	\$ 371,208	\$ (57,020)	-13.32%
Encumbrance		\$ 16		\$ 2,551					
Turnback		\$ 1,635		\$ 47,342					

	FY2022 Budget	FY2023 Budget	FY 2024 Budget	FY 2025 Request	FY2025 TA Budget
Employees					Budget
Town Administrator	1	1	1	1	1
Assistant Town Administrator	1	1	1	1	1
Administrative Assistant/Other	1	1	1	1	1
Grant Writer	0	0	1	1	0
Subtotal Employees	3	3	4	4	3
Select Board	5	5	5	5	5
Total Employees	8	8	9	9	8

Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	2.00%
Other	0.00%

Town Administrator/Select Board

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2024				FISCAL YEAR 2025								
				Pay			Annual Salary	FY24		Total hours	Proposed	Proposed	Final			TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	FY24	Percent Increase	Rate Increase	Base Rate	Stipends	Final Salary	Budget Fiscal 2025
Genereux	David	01-122-5101-000	TA	Contract	\$74.2770	38	\$ 147,477	\$74.2770	38	1985.5	5%	\$ 3.79	\$ 78.07		\$ 155,000	\$ 155,000
Chatterton	Samantha	01-122-5100-000	ATA/Grant Writer	V/9	\$44.88	38	\$ 89,109	\$44.88	38	1985.5	2%	\$ 0.90	\$ 45.78		\$ 90,892	\$ 90,892
Cataloni	Maria	01-122-5100-000	Asst. to TA	III/7	\$28.49	38	\$ 56,567	\$28.49	38	1985.5	2%	\$ 0.57	\$ 29.06		\$ 57,699	\$ 57,699
Chatterton	Samantha	01-122-5100-000	Grant Writer	IV/6	\$36.833	38	\$ 73,132	\$36.8330	38	1985.5	2%	\$ 0.74	\$ 37.57		\$ 74,595	\$ -
																\$ -
		01-122-5100-000	OT/Promotional												\$ -	\$ 16,896
Contract Prof Exp		01-122-5190-000		TA Prof. Exp. Stipend			\$ 3,600	\$ 3,600						\$ 3,600	\$ 3,600	\$ 3,600
Stipends		01-122-5196-000		Select Board Stipends			\$ 4,012	\$ 4,012			2%	\$ 80	\$ -	\$ 4,092	\$ 4,092	\$ 4,092
Contract/comp plan adjustments															\$ -	\$ -
Budget Adjustments							\$ 2,615								\$ -	\$ -
																\$ -
Total Salaries							\$ 376,512			7942				\$ 7,692	\$ 385,878	\$ 328,179

Town Administrator's appropriation change is due to a new contract to be ratified by the Select Board.

Expenses Detail - Town Administrator/Select Board

										FY 2025			
Account #		FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept	Dollar Change	Percent Change	TA Budget	Dollar Change	Percent Change	
Maint Contract/Repairs	01-122-5200-003	\$ 1,399	\$ 1,907	\$ 1,569	\$ 1,567	\$ 1,569	\$ 1,569	\$ -	0.00%	\$ 1,683	\$ 114	7.27%	
Consultant/Prof Services	01-122-5200-004	\$ 21,394	\$ 12,575	\$ 80,165	\$ 16,333	\$ 21,393	\$ 14,165	\$ (7,228)	-33.79%	\$ 18,286	\$ (3,107)	-14.52%	
Advertising	01-122-5200-007	\$ 2,000	\$ 3,739	\$ 2,000	\$ 3,078	\$ 3,800	\$ 3,800	\$ -	0.00%	\$ 3,800	\$ -	0.00%	
Printing	01-122-5200-009	\$ 300	\$ 1,993	\$ 700	\$ 418	\$ 1,900	\$ 1,900	\$ -	0.00%	\$ 1,900	\$ -	0.00%	
Travel/Licenses	01-122-5700-001	\$ 7,500	\$ 3,254	\$ 7,500	\$ 5,787	\$ 4,000	\$ 4,000	\$ -	0.00%	\$ 4,000	\$ -	0.00%	
Dues/Memberships	01-122-5700-002	\$ 3,200	\$ 3,115	\$ 3,200	\$ 2,485	\$ 3,100	\$ 6,200	\$ 3,100	100.00%	\$ 6,200	\$ 3,100	100.00%	
Training/Seminars/Meetings	01-122-5700-003	\$ 2,700	\$ 4,680	\$ 2,700	\$ 95	\$ 13,474	\$ 4,680	\$ (8,794)	-65.27%	\$ 4,680	\$ (8,794)	-65.27%	
Employee benefits	01-122-5700-006	\$ -		\$ -		\$ -	\$ -	\$ -		\$ -	\$ -		
Contractual Prof/Expenses	01-122-5701-007	\$ -		\$ -		\$ -	\$ -	\$ -		\$ -	\$ -		
Equipment - \$500	01-122-5800-001	\$ 800	\$ 533	\$ 580	\$ 899	\$ 580	\$ 580	\$ -	0.00%	\$ 580	\$ -	0.00%	
Purchase of Services		\$ 39,293	\$ 31,797	\$ 98,414	\$ 30,662	\$ 49,816	\$ 36,894	\$ (12,922)	-25.94%	\$ 41,129	\$ (8,687)	-17.44%	
Office Supplies	01-122-5400-001	\$ 1,500	\$ 1,417	\$ 1,500	\$ 1,628	\$ 1,500	\$ 1,700	\$ 200	13.33%	\$ 1,700	\$ 200	13.33%	
Books/Periodicals	01-122-5400-002	\$ 400	\$ 175	\$ 50	\$ 39	\$ 400	\$ 200	\$ (200)	-50.00%	\$ 200	\$ (200)	-50.00%	
Supplies		\$ 1,900	\$ 1,592	\$ 1,550	\$ 1,667	\$ 1,900	\$ 1,900	\$ -	0.00%	\$ 1,900	\$ -	0.00%	
											\$ -		
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	

122 TA/Select Board		Budget Analysis
	FY2024	
01-122-5100-000	213,134.00	SB - Wages 223,186.00
		Dept Employees
01-122-5101-000	147,476.00	SB - TA Salary 155,000.00
		Town Administrator
01-122-5190-000	3,600.00	SB - Prof Expenses 3,600.00
		TA Expenses - Contract
01-122-5196-000	3,933.00	Stipends - Elected Officials 4,092.00
		SB Stipends
01-122-5200-003	1,569.00	Maint Contracts and Repairs
		Copier Contract (Ricoh) 1,569.00
01-122-5200-004	21,393.00	Consultant & Professional Services
		New hire costs 2,225.42
		Verizon Wireless 533.51
		Professional development 8,642.38
		Bond renewals 205.00
		Misc dept consultants 127.24
		Fees 10.36
		Other <u>2,421.18</u>
		14,165.09
01-122-5200-007	3,800.00	Advertising
		Newspaper Advertising 3,000.00
		Job opening advertising <u>800.00</u> Mass Municipal Association
		3,800.00

01-122-5200-009	1,900.00	Printing	
		Town Meeting	1,500.00
		Annual Town Report	<u>400.00</u>
			1,900.00
01-122-5400-001	1,500.00	Office Supplies	
		Misc supplies	1,700.00
01-122-5400-002	400.00	Books/Periodicals	
		Training supplies	200.00
01-122-5700-001	4,000.00	Travel/Licenses	
		Conference travel expenses	4,000.00
01-122-5700-002	3,100.00	Dues/Membership	
		Mass Municipal Management	300.00
		Worcester Reg Chamber of Commerce	395.00
		Small Town Administrators	30.00
		Mass Collector & Treasurer Assoc.	25.00
		Mass Municipal Assoc.	1,818.00
		Annual Dues	532.00
		Other	<u>3,100.00</u>
			6,200.00
01-122-5700-003	21,843.00	Training/Seminars/Meetings	
		Umass Conferences	800.00
		Additional staff training	<u>3,880.00</u>
			4,680.00
01-122-5800-001	<u>580.00</u>	Equipment	
		Misc	580.00
	428,228.00	Total Budget	424,672.09



Town of Leicester

Operating Budget Manual

FY2025

130 - Reserve Fund

DESCRIPTION OF SERVICES

MISSION STATEMENT

The Reserve Fund is a sum of money appropriated at Town Meeting at the discretion of the Finance Advisory Board in conjunction with the Select Board to cover extraordinary or unforeseen expenses that arise during the fiscal year. The creation and use of the Reserve Fund is specified in Chapter 40, Section 6 of Massachusetts General Laws.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To continue to have funds available in case of departmental funding shortages

FY2024 ACCOMPLISHMENTS

No transfers requested

FY2025 Budget Summary - Reserve Fund

Recommended
Budget FY 2025 -
\$50,000

	FY 2022 Budget	FY2022 Actual	FY 2023 Budget	FY2023 Actual	FY 2024 Budget	FY 2025 Dept Request	FY 2025 TA Budget	Dollar Change	Percent Change
Reserve Fund	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%
Total	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	
Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Purchase of Services	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%
Encumbrance		\$ -		\$ -					
Turnback		\$ 50,000		\$ 50,000					
Reserve Fund Total	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%

Expense Detail - Reserve Fund

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
Account #		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Other Reserve Fund	01-130-5700-007	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Purchase of Services		\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

130 Reserve Fund

Budget Analysis

FY 2024

01-130-5700-007	<u>50,000.00</u>	Unforeseen expenses	
	50,000.00	Total Budget	50,000.00



Town of Leicester

Operating Budget Manual

FY2025

131 - Advisory Committee

DESCRIPTION OF SERVICES

The Advisory Committee is a seven-member appointed body serving as the Town's official fiscal watchdog. Mass General Law Chapter 39 §16 requires the Advisory Committee to consider any or all municipal questions for the purpose of making reports or recommendations to the town and for submitting a budget at the annual town meeting. The Committee has statutory authority to make transfers from the town's reserve fund (a contingency fund usually created as part of the annual budget appropriations) to departmental budgets for extraordinary or unforeseen occurrences. It may approve with the selectmen some budget transfers during the last two months of the fiscal year and the first 15 days of the next year in order to close out the town's financial records.

MISSION STATEMENT

The mission of the Advisory Committee is to serve the community as unbiased stewards over the town's financial condition. The Committee communicates with our residents in an effort to recommend fiscally responsible use of funds, with the objective of promoting, maintaining, and strengthening the long-term financial health of the town. The Advisory Committee will develop a timeline for the annual budget process allowing adequate time for the construction, review and understanding of the same. The Committee has an advisory capacity over all municipal matters and will make recommendations regarding Annual and Special Town Meeting articles within the Warrant.

The mission of the Finance Advisory Board is to provide third-party oversight on town finances on behalf of the residents of the Town.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

The Advisory Committee is currently seeking 2 new members to Join Chair Peter, Bill Brennan, Sandy Wilson, Mary Kay Hannent, and Michael Zalansky.

The Committee developed a mission statement and drafted an amendment to the Advisory Committee section of the Town Bylaw which will allow it to function more in line with Massachusetts laws, policies, and standards.

The Advisory Committee advocated for financial management reforms including implementing a budget process in line with standard municipal practices and proposed the Town adopt a zero-based budgeting approach.

The Committee advocated for the Town to engage a Project Manager to coordinate plans and projects relating to former Becker properties designated for use by the schools, and to oversee and direct the use, sale, lease of the Becker Properties. When the concept of engaging a Project Manager was rejected, the Advisory Committee supported the establishment of a working group comprised of representatives from various town elected and appointed bodies and the general public. Peter Cusolito was selected as the Advisory Committee representative for the newly formed Former Becker Advisory Committee (FBAC).

FY2024 ACCOMPLISHMENTS

Continue to advocate for the implementation of financial management reforms

Work with the Select Board to develop a Comprehensive Financial Management Policy

Financial Forecasting

Budget Process

Budget Calendar

Capital Planning

Debt Management

Operations

Financial Reporting

Identify alternate sources of revenue to decrease the tax burden on citizens.

FY2025 Budget Summary - Advisory Committee

Recommended
Budget FY 2025 -
\$1,325

	FY 2022 Budget	FY2022 Actual	FY 2023 Budget	FY2023 Actual	FY 2024 Budget	FY 2025 Dept Request	FY 2025 TA Budget	Dollar Change	Percent Change
Advisory Committee	\$ 1,325	\$ 210	\$ 1,325	\$ 264	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%
Total	\$ 1,325	\$ 210	\$ 1,325	\$ 264	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 1,075	\$ 210	\$ 1,075	\$ 264	\$ 1,075	\$ 1,075	\$ 1,075	\$ -	0.00%
Supplies	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ 250	\$ 250	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses Total	\$ 1,325	\$ 210	\$ 1,325	\$ 264	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%

Advisory Board Total	\$ 1,325	\$ 210	\$ 1,325	\$ 264	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%
Encumbrance		\$ -		\$ -					
Turnback		\$ 1,115		\$ 1,061					

Expense Detail - Advisory Committee

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
Account #		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Dues/Memberships	01-131-5700-002	\$ 275	\$ 210	\$ 275	\$ 214	\$ 275	\$ 275	\$ -	0.00%	\$ 275	\$ -	0.00%
Training/Seminars/Meetings	01-131-5700-003	\$ 800	\$ -	\$ 800	\$ 50	\$ 800	\$ 800	\$ -	0.00%	\$ 800	\$ -	0.00%
Purchase of Services		\$ 1,075	\$ 210	\$ 1,075	\$ 264	\$ 1,075	\$ 1,075	\$ -	0.00%	\$ 1,075	\$ -	0.00%
Office Supplies	01-131-5400-001	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ 250	\$ -	0.00%	\$ 250	\$ -	0.00%
Supplies		\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ 250	\$ -	0.00%	\$ 250	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

131 Advisory Board

Budget Analysis

FY 2024

01-131-5400-001

250.00 **Office Supplies**

Misc office supplies

250.00

01-131-5700-002

275.00 **Dues/Membership**

Association of Town Finance Committee

275.00

01-131-5700-003

800.00 **Training/Seminars/Meetings**

Misc conferences

800.00

1,325.00 Budget Total

1,325.00



Town of Leicester

Operating Budget Manual

FY2025

135 - Town Accountant

DESCRIPTION OF SERVICES

The functions of the Accountant's Office include maintaining Finance Records, preparing Financial Reports, Custodian of Municipal Contracts and Monitoring Spending. The Town Accountant performs the duties and responsibilities in accordance with Massachusetts General Laws, town policies, bylaws, Massachusetts Department of Revenue regulations and federal law.

MISSION STATEMENT

To further and support the goals and to protect and preserve the legal, ethical and financial integrity of all Town departments by providing sound advice and assistance on matters of law.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To provide innovative specialized local government financial support.

FY2024 ACCOMPLISHMENTS

Had a smooth transition into FY24, all DOR reports were submitted timely with a quick certification.

FY2025 Budget Summary - Town Accountant

Recommended
Budget FY 2025 -
\$171,337

	FY 2022 Budget	FY2022 Actual	FY 2023 Budget	FY2023 Actual	FY 2024 Budget	FY 2025 Dept Request	FY 2025 TA Budget	Dollar Change	Percent Change
Town Accountant	\$ 149,649	\$ 148,250	\$ 160,746	\$159,746	\$ 168,592	\$ 171,637	\$ 171,337	\$ 2,745	1.63%
Total	\$ 149,649	\$ 148,250	\$ 160,746	\$159,746	\$ 168,592	\$ 171,637	\$ 171,337	\$ 2,745	1.63%

Salaries	\$ 83,428	\$ 83,428	\$ 88,375	\$ 87,933	\$ 90,142	\$ 91,945	\$ 91,945	\$ 1,803	2.00%
Wages	\$ 37,646	\$ 37,651	\$ 43,796	\$ 43,571	\$ 49,875	\$ 51,117	\$ 51,117	\$ 1,242	2.49%
Other	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 121,074	\$ 121,079	\$ 132,171	\$131,504	\$ 140,017	\$ 143,062	\$ 143,062	\$ 3,045	2.17%

Purchase of Services	\$ 28,075	\$ 27,007	\$ 28,075	\$ 27,390	\$ 27,925	\$ 27,925	\$ 27,625	\$ (300)	-1.07%
Supplies	\$ 500	\$ 164	\$ 500	\$ 852	\$ 650	\$ 650	\$ 650	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 28,575	\$ 27,171	\$ 28,575	\$ 28,243	\$ 28,575	\$ 28,575	\$ 28,275	\$ (300)	-1.05%

Town Accountant Total	\$ 149,649	\$ 148,250	\$ 160,746	\$159,746	\$ 168,592	\$ 171,637	\$ 171,337	\$ 2,745	1.63%
Encumbrance		\$ 10		\$ 1,000					
Turn Back		\$ 1,389		\$ -					

	FY2022 Budget	FY2023 Budget	FY 2024 Budget	FY 2025 Request	FY2025 Administrator Budget
Town Accountant	1	1	1	1	1
Assistant Town Accountant	1	1	1	1	1
Subtotal Employees	2	2	2	2	2
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	2	2	2	2	2

135-Town Accountant

Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Town Accountant

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
FISCAL YEAR 2024								FISCAL YEAR 2025								
				Pay			Annual Salary	FY24		Total hours	Proposed Percent	Proposed Rate	Final Base	Stipends	Final Salary	TA Budget
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	FY25	Increase	Increase	Rate			
Lawrence	Allison	01-135-5101-000	Acct	IV/11	\$45.40	38	\$ 90,142	\$45.40	38	1985.5	2.00%	\$ 0.91	\$ 46.31	0.00	\$ 91,945	\$ 91,945
Messina	Kate	01-135-5100-000	Ass Acct	III/7	\$31.97	30	\$ 50,113	\$31.97	30	1567.5	2.00%	\$ 0.64	\$ 32.61	0.00	\$ 51,117	\$ 51,117
Budget Adjustment							\$ (238)									
							\$ -									
Total Salaries							\$ 140,017			3553					\$ 143,062	\$ 143,062

\$ 140,017.00

Expense Detail - Town Accountant

		FY2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	Dollar Change	Percent Change	FY 2025 TA Budget	Dollar Change	Percent Change
Consultants/Prof Services	01-135-5200-004	\$ 26,500	\$ 26,000	\$ 26,500	\$ 26,500	\$ 26,500	\$ 26,500	\$ -	0.00%	\$ 26,500	\$ -	0.00%
Printing	01-135-5200-0009	\$ 150	\$ -	\$ 150	\$ 195	\$ -	\$ -	\$ -		\$ -	\$ -	
Travel/Licenses	01-135-5700-001	\$ 300	\$ 222	\$ 300	\$ 195	\$ 300	\$ 300	\$ -	0.00%	\$ 300	\$ -	0.00%
Dues/Memberships	01-135-5700-002	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ -	0.00%	\$ 125	\$ -	0.00%
Training/Seminars/Meetin	01-135-5700-003	\$ 1,000	\$ 660	\$ 1,000	\$ 375	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 700	\$ (300)	-30.00%
Purchase of Services		\$ 28,075	\$ 27,007	\$ 28,075	\$ 27,390	\$ 27,925	\$ 27,925	\$ -	0.00%	\$ 27,625	\$ (300)	-1.07%
Office Supplies	01-135-5400-001	\$ 500	\$ 164	\$ 500	\$ 852	\$ 650	\$ 650	\$ -	0.00%	\$ 650	\$ -	0.00%
Supplies		\$ 500	\$ 164	\$ 500	\$ 852	\$ 650	\$ 650	\$ -	0.00%	\$ 650	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

135 Town Accountant

Expense Analysis

FY 2024

01-135-5100-000	49,875.00	Acct - Wages	
		Dept Employees	51,117.00 2% COLA
01-135-5101-000	90,143.00	Town Accountant - Salary	
		Town Accountant	91,945.00 2% COLA
01-135-5200-004	26,500.00	Consultant & Professional Services	
		Annual Audit	26,500.00
01-135-5400-001	650.00	Office Supplies	
		Toner	200.00
		Misc supplies	450.00
01-135-5700-001	300.00	Travel/Licenses	
		Annual MMAAA conference milage	300.00
01-135-5700-002	125.00	Dues/Membership	
		MMAAA dues	125.00
01-135-5700-003	1,000.00	Training/Seminars/Meetings	
		Annual MMAAA conference	<u>1,000.00</u>
	168,593.00		171,637.00 Total Budget



Town of Leicester

Operating Budget Manual

FY2025

141 - Assessors

DESCRIPTION OF SERVICES

The Assessors office consists of 3 elected Assessors, one Principal Assessor (Dept. head) and one Assistant Assessor. The office maintains databases for real estate, personal property and motor vehicle excise. We must meet Massachusetts Department of Revenue (DOR) statistical requirements annually by completing annual revaluation of all property creating fair and equitable assessments based on market sales data prior to being certified by the DOR. Motor vehicle excise files are maintained and billing data is provided to the Tax Collector through out the year.

The Assessors office also processes exemption applications, administers the senior tax work off program and provides various information to the public as well as town departments.

MISSION STATEMENT

The Town of Leicester Assessing Department is committed to a philosophy of service and accountability to the public, whose interest is best served through the sound administration of the Massachusetts General Laws and regulations pursuant to providing fair and equitable assessments on all real and personal property within the municipal boundaries.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

We will continue to strive to satisfy not only the taxpayers, but other departments, local government other taxing districts with courteous, prompt and professional service.

Inspect 1,900 parcels by the end of the calendar year as requested by the Department of Revenue.

There is currently one opening in the Department, for the Principal Assessor. We have an Interim in place currently, but need to find a full-time replacement as soon as possible.

FY2024 ACCOMPLISHMENTS

Interim revaluation completed ahead of schedule and approved by MA Dept. of Revenue.

FY2025 Budget Summary - Assessors

Recommended
Budget FY 2025 -
\$164,594

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Assessors	\$ 134,613	\$ 122,876	\$ 132,457	\$ 126,593	\$ 136,124	\$ 164,594	\$ 164,594	\$ 28,470	20.92%
Total	\$ 134,613	\$ 122,876	\$ 132,457	\$ 126,593	\$ 136,124	\$ 164,594	\$ 164,594	\$ 28,470	20.92%

Salaries	\$ 74,533	\$ 75,141	\$ 74,128	\$ 75,360	\$ 80,294	\$ 91,944	\$ 91,944	\$ 11,650	14.51%
Wages	\$ 49,809	\$ 39,396	\$ 47,658	\$ 40,517	\$ 56,567	\$ 57,699	\$ 57,699	\$ 1,132	2.00%
Other	\$ 1,731	\$ 1,731	\$ 1,731	\$ 1,791	\$ (14,327)	\$ 1,901	\$ 1,901	\$ 16,228	-113.27%
Personnel Total	\$ 126,073	\$ 116,268	\$ 123,517	\$ 117,669	\$ 122,534	\$ 151,544	\$ 151,544	\$ 29,010	23.68%

Purchase of Services	\$ 8,240	\$ 5,729	\$ 8,440	\$ 8,545	\$ 13,090	\$ 12,350	\$ 12,350	\$ (740)	-5.65%
Supplies	\$ 300	\$ 879	\$ 500	\$ 379	\$ 500	\$ 700	\$ 700	\$ 200	40.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 8,540	\$ 6,608	\$ 8,940	\$ 8,924	\$ 13,590	\$ 13,050	\$ 13,050	\$ (540)	-3.97%

Assessors Total	\$ 134,613	\$ 122,876	\$ 132,457	\$ 126,593	\$ 136,124	\$ 164,594	\$ 164,594	\$ 28,470	20.92%
Encumbrance		\$ 11,609		\$ 5,864					
Turn Back		\$ 128		\$ -					

	FY2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget
Principal Assessor	1	1	1	1	1
Assistant Assessor	1	1	1	1	1
Subtotal Employees	2	2	2	2	2
Board of Assessors	3	3	3	3	3
Total Employees	5	5	5	5	5

Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Assessors

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2024				FISCAL YEAR 2025								
				Pay			Annual Salary	FY24		Total hours	Proposed	Proposed	Final			TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	FY25	Percent	Rate	Base	Stipends	Final	Budget
											Increase	Increase	Rate		Salary	Fiscal 2025
		01-141-5101-000	Assessor	IV/8	\$40.44	38	\$ 80,294	\$45.38	38	1985.5	2%	\$ 0.91	\$46.31	0.00	\$ 91,944	\$ 91,944
		01-141-5100-000	As Assess	III/7	\$28.49	38	\$ 56,567	\$28.49	38	1985.5	2%	\$ 0.57	\$ 29.06	0.00	\$ 57,699	\$ 57,699
Stipends		01-141-5196-000					\$ 1,864	\$ 1,864			2%	\$ 37		\$ 1,901	\$ 1,901	\$ 1,901
Budget Adjustment							\$ (16,191)									
																\$ -
Total Salaries							\$ 122,534			3971				\$ 1,901	\$ 151,544	\$ 151,544

\$ 122,534

Expense Detail - Assessors

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Consultants/Prof services	01-141-5200-004	\$ 6,000	\$ 3,500	\$ 6,000	\$ 6,000	\$ 10,000	\$ 10,000	\$ -	0.00%	\$ 10,000	\$ -	0.00%
Travel/Licenses	01-141-5700-001	\$ 1,200	\$ 1,200	\$ 1,400	\$ 762	\$ 1,500	\$ 1,000	\$ (500)	-33.33%	\$ 1,000	\$ (500)	-33.33%
Dues/Memberships	01-141-5700-002	\$ 340	\$ 349	\$ 340	\$ 973	\$ 590	\$ 350	\$ (240)	-40.68%	\$ 350	\$ (240)	-40.68%
Training/Seminars/Meetings	01-141-5700-003	\$ 700	\$ 680	\$ 700	\$ 810	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Purchase of Services		\$ 8,240	\$ 5,729	\$ 8,440	\$ 8,545	\$ 13,090	\$ 12,350	\$ (740)	-5.65%	\$ 12,350	\$ (740)	-5.65%
Office Supplies	01-141-5400-001	\$ 300	\$ 879	\$ 500	\$ 379	\$ 500	\$ 700	\$ 200	40.00%	\$ 700	\$ 200	40.00%
Supplies		\$ 300	\$ 879	\$ 500	\$ 379	\$ 500	\$ 700	\$ (540)	-108.00%	\$ 700	\$ 200	40.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

141 Town Assessor**Expense Analysis****FY2024**

01-141-5100-000	41,760.00	Assessor - Wages	
		Dept Employees	57,699.00 Funds moved out of FY 2024 budget
01-141-5101-000	78,910.00	Town Assessor - Salary	
		Town Assessor	91,944.00 Rate increased for Recruiement Purposes
01-141-5196-000	1,864.00	Stipend - Elected Officials	
		Stipends	1,901.00
01-141-5200-004	10,000.00	Consultant & Professional Services	
		Bishop and Associates	9,500.00
		Bishop and Associates/consulting	<u>500.00</u>
			10,000.00
01-141-5400-001	500.00	Office Supplies	
		Toner	200.00
		Misc supplies	<u>500.00</u>
			700.00
01-141-5700-001	1,500.00	Travel/Licenses	
		Annual Conference Mileage	1,000.00
01-141-5700-002	590.00	Dues/Membership	
		Mass Assoc of Assessors	350.00
01-141-5700-003	<u>1,000.00</u>	Training/Seminars/Meetings	
		Mass Assoc of Assessors	600.00
		Worc County Assessors	75.00
		Misc staff training	<u>325.00</u>
			1,000.00
	136,124.00	Total Budget	164,594.00



Town of Leicester

Operating Budget Manual

FY2025

145 - Treasurer Collector

DESCRIPTION OF SERVICES

The Treasurer Collector's office adheres to a philosophy of timely and accurate services in a manner that is fair, legal and courteous to both the Town's residents as well as our fellow co-workers.

MISSION STATEMENT

The Treasurer Collector's office is committed to providing taxpayers & town employees with professional and courteous service in the administration of all revenues and expenses for the Town of Leicester, as well as satisfy the legal requirements set forth in the Massachusetts General Laws and the Town's bylaws.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

This office continues its training of the Assistant Treasurer Collector to step in fully for the Treasurer Collector, if the need should arise. Some of the goals that will be worked towards in fiscal year 2025 include tax title collections through land court, lien sales, and payment agreements, working with the DOR for a land of low value sale, and training the department assistant in aspects of the Assistant Treasurer Collector Position. I am requesting a rate increase for both Alisa Ayres and Kaitlyn Cloutier. Alisa Ayres will have been with this office for 3 years and has proven year after year to be an essential employee to this office. I am requesting she be moved from Grade III step 6 to step 9 @ \$30.83/hr. Under this classification she is fully knowledgeable in her position and the "average" municipal employee. Kaitlyn Cloutier has been with the office for 2 years and is ambitious to learn other aspects within the office. Being in the Treasurer Collectors Office she is responsible for payment collections and processing as well as the primary point of contact with residents. I am requesting Kaitlyn be moved from grade II step 3 to step 7 @ \$24.46/hr. Under this classification she is at benchmark and classified as an "average" municipal employee.

FY2024 ACCOMPLISHMENTS

Fiscal Year 2024 has proven to be a successful year in the Treasurer Collectors department. With the current economy we have been able to maximize our returns on investment with short term investments. As of December the office has held 4 auctions this fiscal year. Two auctions were for town owned land acquired by land of low value tax possession, the other two auctions were tax lien assignment auctions for several parcels. A submission was done to the Department of Revenue that included 70 parcels under land of low value that is currently being reviewed. All delinquencies pertaining to Real Estate have a lien recorded with the Worcester Registry of Deeds that will be reviewed and eventually pursued via land court or lien auction with our tax title attorney's Coppola & Coppola. We have attended several meetings with the Worcester Collector Treasurer Association and Massachusetts Treasurer Collector Association furthering our development and networking with local communities. Working closely with the Town Accountant we have reviewed and balanced many receivable accounts that had years of variances. The Treasurer Collector has received his Treasurer Certification and the Assistant Treasurer Collector is on pace to receive her Treasurer certification next year. The office staff works extremely well with one another and supporting them in the daily tasks.

FY2025 Budget Summary - Treasurer/Collector

Recommended
Budget FY 2025 -
\$247,385

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Treasurer/Collector	\$ 182,870	\$ 176,302	\$ 199,744	\$ 194,010	\$ 227,522	\$ 237,216	\$ 247,385	\$ 19,863	8.73%
Total	\$ 182,870	\$ 176,302	\$ 199,744	\$ 194,010	\$ 227,522	\$ 237,216	\$ 247,385	\$ 19,863	8.73%

Salaries	\$ 74,535	\$ 61,634	\$ 62,003	\$ 65,134	\$ 87,468	\$ 90,218	\$ 90,218	\$ 2,750	3.14%
Wages	\$ 88,212	\$ 79,222	\$ 89,618	\$ 79,780	\$ 92,069	\$ 94,618	\$ 105,037	\$ 12,968	14.09%
Other									
Personnel Total	\$ 162,747	\$ 140,856	\$ 151,621	\$ 144,913	\$ 179,537	\$ 184,836	\$ 195,255	\$ 15,718	8.75%

Purchase of Services	\$ 19,023	\$ 34,629	\$ 47,023	\$ 48,128	\$ 46,885	\$ 51,030	\$ 51,030	\$ 4,145	8.84%
Supplies	\$ 1,100	\$ 817	\$ 1,100	\$ 970	\$ 1,100	\$ 1,350	\$ 1,100	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 20,123	\$ 35,446	\$ 48,123	\$ 49,097	\$ 47,985	\$ 52,380	\$ 52,130	\$ 4,145	8.64%

Treasurer/Collector Total	\$ 182,870	\$ 176,302	\$ 199,744	\$ 194,010	\$ 227,522	\$ 237,216	\$ 247,385	\$ 19,863	8.73%
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Encumbrance	\$ 1,409	\$ 227
Turn Back	\$ 5,159	\$ 5,507

	FY2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget
Employees					
Treasurer Collector	1	1	1	1	1
Assistant Treasurer/Collector	0	0	1	1	1
Department Assistant	0	0	1	1	1
Assistant Treasurer	1	1	0	0	0
Assistant Collector	1	1	0	0	0
Subtotal Employees	3	3	3	3	3
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	3	3	3	3	3

Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Treasurer/Collector

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2024				FISCAL YEAR 2025								
				Pay			Annual Salary				Proposed	Proposed	Final			TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	FY24	Hours	Total hours	Percent	Rate	Base	Stipends	Final	Budget
								Rate		FY25	Increase	Increase	Rate		Salary	Fiscal 2025
George	Nicholas	01-141-5101-000	Tr/Coll	IV/10	\$44.0535	38	\$ 87,468	\$44.0535	38	1985.5	2%	\$ 0.88	\$ 44.93	1,000.00	\$ 90,218	\$ 90,218
Ayres	Allissa	01-141-5100-000	Asst.Tr/Coll	III/6	\$26.74	38	\$ 53,092	\$26.74	38	1985.5	2%	\$ 0.53	\$ 27.27		\$ 54,155	\$ 59,460
Cloutier	Kaitlyn	01-141-5100-000	Dept Asst	II/3	\$19.98	38	\$ 39,670	\$19.98	38	1985.5	2%	\$ 0.40	\$20.38		\$ 40,463	\$ 45,577
Previous staff							\$ (694)									
Rounding																
Stipends																
Total Salaries							\$ 179,537			5956.5				\$ 1,000	\$ 184,836	\$ 195,255

\$ 179,537.00

Expense Detail - Treasurer/Collector

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Maintain Contract/Repairs	01-145-5200-003	\$ -		\$ -		\$ -						
Consultants/Prof. Service	01-145-5200-004	\$ 18,138	\$ 33,998	\$ 46,138	\$ 47,403	\$ 46,000	\$ 50,000	\$ 4,000	8.70%	\$ 50,000	\$ 4,000	8.70%
Mileage/Licenses	01-145-5700-001	\$ 355	\$ 181	\$ 355	\$ 395	\$ 355	\$ 500	\$ 145	40.85%	\$ 500	\$ 145	40.85%
Dues/Memberships	01-145-5700-002	\$ 150	\$ 140	\$ 150	\$ 140	\$ 150	\$ 150	\$ -	0.00%	\$ 150	\$ -	0.00%
Training/Seminars/Meetin	01-145-5700-003	\$ 380	\$ 310	\$ 380	\$ 190	\$ 380	\$ 380	\$ -	0.00%	\$ 380	\$ -	0.00%
Purchase of Services		\$ 19,023	\$ 34,629	\$ 47,023	\$ 48,128	\$ 46,885	\$ 51,030	\$ 4,145	8.84%	\$ 51,030	\$ 4,145	8.84%
Office Supplies	01-145-5400-001	\$ 1,100	\$ 817	\$ 1,100	\$ 970	\$ 1,100	\$ 1,350	\$ 250	22.73%	\$ 1,100	\$ -	0.00%
Supplies		\$ 1,100	\$ 817	\$ 1,100	\$ 970	\$ 1,100	\$ 1,350	\$ 250	22.73%	\$ 1,100	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

145 Treasurer/Collector**Expense Analysis****FY2024****FY 2025**

01-145-5100-000

Treasurer/Collector - Wages

94,469.00 Dept Employees

94,618.00

Note: Treasurer Collector requests increase for Asst T/C to move from Level III Step 6 (\$54,155) to Step 9 (\$61,222); an increase of \$7,067

TA Budget - Level III Step 8

Treasurer Collector also requests increase for T/C Clerk to move from Level II Step 3 (\$40,453) to Step 7 (\$48,564); an increase of \$8,111

TA Budget - Level II Step 6

01-145-5101-000

85,068.00 **Treasurer/Collector - Salary**

Town Treasurer/Collector

90,218.00

01-145-5200-004

46,000.00 **Consultant & Professional Services**

Harpers Payroll

24,000.00

Kelley & Ryan Associates

20,000.00

Bank Services

5,000.00

Advertising

1,000.00

50,000.00

01-145-5400-001

1,100.00 **Office Supplies**

Misc supplies/Toner

1,350.00

01-145-5700-001

355.00 **Travel/Licenses**

Conference Mileage

500.00

01-145-5700-002

150.00 **Dues/Membership**

Annual association dues

150.00

01-145-5700-003

380.00 **Training/Seminars/Meetings**

Annual training

Annual UMASS training

380.00

227,522.00**Total Budget****237,216.00**



Town of Leicester

Operating Budget Manual

FY2025

147 - Tax Title

DESCRIPTION OF SERVICES

The Tax Title budget provides the Treasurer Collector with the resources to pursue all applicable legal proceedings to recover taxes that are past due on properties within the town. The vast majority of these expenditures cover attorney and recording fees.

MISSION STATEMENT

The Treasurer Collector's office is committed to providing taxpayers & town employees with professional and courteous service in the administration of all revenues and expenses for the Town of Leicester, as well as satisfy the legal requirements set forth in the Massachusetts General Laws and the Town's bylaws.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Our goals include reducing the number of parcels that end up in tax title by contacting, educating and working with delinquent tax payers.

FY2024 ACCOMPLISHMENTS

Nearly all delinquent parcels are in tax title, making collections via foreclosure or tax title lien sales a more productive process.

FY2025 Budget Summary - Tax Title

Recommended
Budget FY 2025 -
\$32,000

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept Request	FY 2025 TA Budget	Dollar Change	Percent Change
Tax Title	\$ 16,000.00	\$ 4,611.00	\$ 16,000	\$ 16,000	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ -	0.00%
Total	\$ 16,000.00	\$ 4,611.00	\$ 16,000	\$ 16,000	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ -	

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 16,000	\$ 4,611	\$ 16,000	\$ 16,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 16,000	\$ 4,611	\$ 16,000	\$ 16,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ -	0.00%

Tax Title Total	\$ 16,000.00	\$ 4,611.00	\$ 16,000	\$ 16,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ -	0.00%
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Encumbrance	\$ -	\$ -
Turn Back	\$ 11,389	\$ -

Expense Detail - Tax Title

		FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	Dollar Change	Percent Change	FY 2025 TA Budget	Dollar Change	Percent Change
Consultants/Prof services	01-147-5200-004	\$ 16,000	\$ 4,611	\$ 16,000	\$ 16,000	\$ 32,000	\$ 32,000	\$ -	0.00%	\$ 32,000	\$ -	0.00%
Purchase of Services		\$ 16,000	\$ 4,611	\$ 16,000	\$ 16,000	\$ 32,000	\$ 32,000	\$ -	0.00%	\$ 32,000	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

147 Tax Title		Expense Analysis	
	FY2024		FY 2025
01-147-5200-004	32,000.00	Consultant & Professional Services	
		Worcester Registry of Deeds	10,000.00
		Attorney fees	<u>22,000.00</u>
			32,000.00
	32,000.00	Total Budget	32,000.00



Town of Leicester

Operating Budget Manual

FY2025

152 - Personnel Board

DESCRIPTION OF SERVICES

MISSION STATEMENT

N/A

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Cost of dues of the Massachusetts Municipal Human Resources Association (MMHRA)

FY2024 ACCOMPLISHMENTS

Dues paid

FY2025 Budget Summary - Personnel Board

Recommended
Budget FY 2025 -
\$275

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept Request	FY 2025 TA Budget	Dollar Change	Percent Change
Personnel Board	\$ 275	\$ 250	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ -	0.00%
Total	\$ 275	\$ 250	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ -	

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 275	\$ 250	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 275	\$ 250	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ -	0.00%

Personnel Board - Total	\$ 275	\$ 250	\$ 275	\$ 275	\$ 275	\$ 275	\$ 275	\$ -	0.00%
Encumbrance		\$ -							
Turn Back		\$ 25							

Expense Detail - Personnel Board

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Dues/Membership	01-152-5700-002	\$ 275	\$ 250	\$ 275	\$ 275	\$ 275	\$ 275	\$ -	0.00%	\$ 275.00	\$ -	0.00%
Purchase of Services		\$ 275	\$ 250	\$ 275	\$ 275	\$ 275	\$ 275	\$ -	0.00%	\$ 275.00	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

152 Personnel Board

	FY2024		FY 2025
01-152-5700-002	275.00	Personnel - Dues/Membershio	
		Mass Municipal Human Resources Association	275.00
	275.00	Total Budget	275.00



Town of Leicester

Operating Budget Manual

FY2025

155 - IT Department

DESCRIPTION OF SERVICES

This budget provides for broad range of expenditures related to the Town's information technology (IT) system. The Town utilizes a private company to oversee and administer the IT networks at all Town Buildings. That company is responsible for network security, email, storage, devices, software and applications support. Additionally, this budget covers the cost of software licensing and maintenance, internet connectivity, and hardware costs for all Town departments.

MISSION STATEMENT

N/A

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

The Town plans to convert its Office 365 licenses to the G3 license (Estimated one-time cost: \$12,000). The Town has budgeted for a work order system to support its newly established Department of Public Works. This work order system will provide the public the capability to submit requests directly to the DPW and allow staff to track the progress of submissions. While the town has made significant upgrades to its IT infrastructure, approximately one third of employee workstations will be over 5 years old in FY24. To get all computers current, the town would need approximately \$43,500. It is recommended that workstations are replaced on a 3-5 year schedule.

FY2024 ACCOMPLISHMENTS

In FY24, the Town has maintained its IT infrastructure without incidents, and has a 74% rating of overall network health. As of Q4 in 2022, ClearCom completed 258 tickets for the Town of Leicester. The Town has made GIS and MLS software investments to assist the Assessor's Office with evaluating property assessments.

FY2025 Budget Summary - IT

Recommended
Budget FY 2025 -
\$243,085

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept Request	FY 2025 TA Budget	Dollar Change	Percent Change
IT Department	\$ 196,060	\$ 175,128	\$ 206,060	\$ 188,552	\$ 224,242	\$ 253,085	\$ 243,085	\$ 18,843.00	8.40%
Total	\$ 196,060	\$ 175,128	\$ 206,060	\$ 188,552	\$ 224,242	\$ 253,085	\$ 243,085	\$ 18,843.00	8.40%

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 162,500	\$ 155,145	\$ 178,500	\$ 187,009	\$ 203,835	\$ 232,678	\$ 222,678	\$ 18,843	9.24%
Supplies	\$ 33,560	\$ 19,983	\$ 27,560	\$ 1,543	\$ 20,407	\$ 20,407	\$ 20,407	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 196,060	\$ 175,128	\$ 206,060	\$ 188,552	\$ 224,242	\$ 253,085	\$ 243,085	\$ 18,843	8.40%

It Department - Total	\$ 196,060	\$ 175,128	\$ 206,060	\$ 188,552	\$ 224,242	\$ 253,085	\$ 243,085	\$ 18,843.00	8.40%
Encumbrance		\$ -		\$ 5,321					
Turn Back		\$ 20,932		\$ 12,187					

Expense Detail - IT Department

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Maint Contracts/Repairs	01-155-5200-003	\$ 162,500	\$155,145	\$ 178,500	\$ 187,009	\$ 203,835	\$ 232,678	\$ 28,843	14.15%	\$ 222,678	\$ 18,843	9.24%
Purchase of Services		\$ 162,500	\$155,145	\$ 178,500	\$ 187,009	\$ 203,835	\$ 232,678	\$ 28,843	18.59%	\$ 222,678	\$ 18,843	9.24%
Small Equipment	01-155-5400-0005	\$ 33,560	\$ 19,983	\$ 27,560	\$ 1,543	\$ 20,407	\$ 20,407	\$ -	0.00%	\$ 20,407	\$ -	0.00%
Supplies		\$ 33,560	\$ 19,983	\$ 27,560	\$ 1,543	\$ 20,407	\$ 20,407	\$ -	0.00%	\$ 20,407	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2025

161 - Town Clerk

Description of Services

The Office strives to provide public information in a courteous and timely manner and is committed to providing exceptional customer service.

Birth, Marriage and Death Certificates; Zoning Decisions; Town Meeting Records; Annual & Special Town Meeting Reports are written and submitted to many agencies from this office; records of elections and lists of those who served the Town of Leicester in elective and appointive office.

The office issues several licenses: Marriage licenses, Dog licenses, Business certificates (D/B/A), and Raffle permits.

The Town Clerk maintains records of amendments to the Town Bylaw, and Zoning Bylaw and references to accepted State Statutes.

This office accepts the required postings for all public meetings and maintains the public meeting calendar and meetings posted to the website.

The Town Clerk conducts the Annual Census and maintains the voter lists. The department conducts all Federal, State and Local Elections.

The office responds efficiently, accurately and speedily to all requests by Town Officials, Boards and members of the general public.

The Town Clerk's office welcomes inquiries from citizens seeking assistance/information in relation to services provided by the Town of Leicester. The staff will assist in redirecting your question to the appropriate department.

The Town Clerk administers the oath of office to all town officials, elected or appointed. Both the Town Clerk and the Assistant Town Clerk are Notary Public for the Commonwealth of Massachusetts. The Town Clerk and the Assistant Town Clerk are also Burial Agents for the Town of Leicester.

All public record requests come through the TC's office as RAO we are required to oversee the answering of such requests and the posting to the website. This is a small overview of what this office does.

Mission Statement

Often considered the core of local government, the Town Clerk's Office serves as the central information point for local residents and citizens at large. It is the mission of the Office of the Town Clerk to be a primary provider of information and quality services to the community and to work cooperatively and in coordination with the varied departments and groups while performing a myriad of tasks to achieve established goals and comply with State and Local Statutes.

The Leicester Town Clerk serves the residents of Leicester through its function as official record keeper for the Town Meeting and Vital Records and the Administration of Elections and voter related activities. Records found in this office are: Birth, Marriage and Death Certificates; Zoning Decisions; Town Meeting Records; Annual Town Reports and Special Reports to Town Meeting; records of elections and lists of those who have served the Town of Leicester in elective or appointive office. The Town Clerk's office welcomes inquiries from all citizens seeking assistance/information in relation to services provided by the Town of Leicester. The staff will assist in redirecting your questions to the appropriate department. The Clerk's office works mainly under the direction of the Secretary of the Commonwealth, Attorney Generals Office, Department of Revenue, in accordance with Federal Laws and Regulations, the Massachusetts General Laws, Special Acts, Local Bylaws, rules and regulations, Select Board and the citizens of Leicester

FY2025 Goals, objectives, and additional needs

The Vision of the Town Clerk's Office is to enhance services while serving as the nucleus of the Town of Leicester. To be a municipal government that works collaboratively with citizens and other governments to plan for and respond to citizen needs and provide timely, efficient, effective, and customer friendly services. Work on the Town Clerk's record room to get all the files updated and in order.

September and November elections went off with no problems. Vote by mail continues to be a big success. With senior workers and poll workers helping us with mailing out and receiving in ballots, they were a big help, we had no problems with the volume we handled.

FY2025 Budget Summary - Town Clerk

Recommended
Budget FY 2025 -
\$148,532

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept Request	FY 2025 TA Budget	Dollar Change	Percent Change
Town Clerk	\$ 131,018	\$128,494	\$ 139,239	\$ 124,625	\$ 148,145	\$ 145,259	\$ 148,532	\$ 387	0.26%
Total	\$ 131,018	\$128,494	\$ 139,239	\$ 124,625	\$ 148,145	\$ 145,259	\$ 148,532	\$ 387	0.26%

Salaries	\$ 79,477	\$ 79,477	\$ 81,090	\$ 68,231	\$ 82,710	\$ 84,385	\$ 84,385	\$ 1,675	2.03%
Wages	\$ 47,775	\$ 47,776	\$ 54,383	\$ 53,723	\$ 56,567	\$ 57,699	\$ 61,222	\$ 4,655	8.23%
Other			\$ -	\$ -	\$ 5,102	\$ -	\$ -	\$ (5,102)	-100.00%
Personnel Total	\$ 127,252	\$127,253	\$ 135,473	\$ 121,954	\$ 144,379	\$ 142,084	\$ 145,607	\$ 1,228	0.85%

Purchase of Services	\$ 2,266	\$ 195	\$ 2,266	\$ 425	\$ 2,266	\$ 2,175	\$ 1,925	\$ (341)	-15.05%
Supplies	\$ 1,500	\$ 1,046	\$ 1,500	\$ 2,246	\$ 1,500	\$ 1,000	\$ 1,000	\$ (500)	-33.33%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 3,766	\$ 1,241	\$ 3,766	\$ 2,671	\$ 3,766	\$ 3,175	\$ 2,925	\$ (841)	-22.33%

Town Clerk Total	\$ 131,018	\$128,494	\$ 139,239	\$ 124,625	\$ 148,145	\$ 145,259	\$ 148,532	\$ 387	0.26%
Encumbrance		\$ -		\$ 14,614					
Turn Back		\$ 2,524		\$ -					

	FY2022	FY 2023	FY 2024	FY 2025	FY 2025
	Budget	Budget	Budget	Request	Administrator
					Budget
Town Clerk	1	1	1	1	1
Assistant Town Clerk	1	1	1	1	1
Subtotal Employees	2	2	2	2	2
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	2	2	2	2	2

Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Town Clerk

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2024				FISCAL YEAR 2025								
				Pay			Annual Salary	FY24		Total hours	Proposed	Proposed	Final			TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	FY25	Percent Increase	Rate Increase	Base Rate	Stipends	Final Salary	Budget Fiscal 2025
Lafleur	Pam	01-161-5101-000	TC	IV/9	\$41.657	38	\$ 82,710	\$41.657	38	1985.5	2%	\$ 0.83	\$ 42.50		\$ 84,385	\$ 84,385
Zuscak	Susan	01-161-5100-000	Ass TC	III/7	\$28.49	38	\$ 56,567	\$28.49	38	1985.5	2%	\$ 0.57	\$ 29.06		\$ 57,699	\$ 61,222
Rounding							\$ 5,102									\$ -
Total Salaries							\$ 144,379			3971				\$ -	\$ 142,084	\$ 145,607

\$ 144,379

Expense Detail - Town Clerk

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept.	Change	Change	TA	Change	Change
							Request			Budget		
Printing	01-161-5200-009	\$ 966	\$ -	\$ 966	\$ 95	\$ 966	\$ 500	\$ (466)	-48.24%	\$ 500	\$ (466)	-48.24%
Travel/Licenses	01-161-5700-001	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ 500	\$ 400	400.00%	\$ 500	\$ 400	400.00%
Dues/Memberships	01-161-5700-002	\$ 200	\$ 150	\$ 200	\$ 150	\$ 200	\$ 175	\$ (25)	-12.50%	\$ 175	\$ (25)	-12.50%
Training/Seminars/Meetin	01-161-5700-003	\$ 1,000	\$ 45	\$ 1,000	\$ 180	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 750	\$ (250)	-25.00%
Purchase of Services		\$ 2,266	\$ 195	\$ 2,266	\$ 425	\$ 2,266	\$ 2,175	\$ (91)	-4.02%	\$ 1,925	\$ (341)	-15.05%
Office Supplies	01-161-5400-001	\$ 1,500	\$ 1,046	\$ 1,500	\$ 2,246	\$ 1,500	\$ 1,000	\$ (500)	-33.33%	\$ 1,000	\$ (500)	-33.33%
Supplies		\$ 1,500	\$ 1,046	\$ 1,500	\$ 2,246	\$ 1,500	\$ 1,000	\$ (500)	-33.33%	\$ 1,000	\$ (500)	-33.33%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

161 Town Clerk		Expense Analysis	
	FY 2024		FY 2025
01-161-5100-000	61,669.00	Town Clerk - Wages	
		Dept Employees	57,699.00
Note: request from TC to move ATC position from Class III Step 7 to Step 10 (\$65,748)			
Difference of \$9,181			
		TA Budget: Step 9	
01-161-5101-000	82,710.00	Town Town Clerk - Salary	
		Town Clerk	84,385.00
01-161-5200-009	966.00	Printing	
		Valley Printing	500.00
01-161-5400-001	1,500.00	Office Supplies	
		Misc office supplies	1,000.00
01-161-5700-001	100.00	Travel/Licenses	
		Conference Mileage	500.00
01-161-5700-002	200.00	Dues/Membership	
		Worcester County Assoc.	50.00
		Mass Town Clerks Assoc.	<u>125.00</u>
			175.00
01-161-5700-003	1,000.00	Training/Seminars/Meetings	
		Mass Town Clerks Assoc. Training	360.00
		Misc Training	<u>640.00</u>
			1,000.00
	148,145.00		145,259.00



Town of Leicester
Operating Budget Manual
FY2025

162 - Elections and Registration

DESCRIPTION OF SERVICES

Overseen by the Town Clerk, the Elections and Registrations Department is responsible for the fair and efficient management of all Federal, State and Local Elections. Also over see the yearly Census and Street Listing.

MISSION STATEMENT

The Town Clerk is the Chief Election Official and Member of the Board of Registrars. The Town Clerk's office maintains the local census and the voter registration database, assists with verification of the Federal Census, maintains multiple data bases for the State.

The Town Clerk's Office administers the Electoral and Town Meeting processes consistent with the Town By-laws and State and Federal Law, and in doing so, works in cooperation with Town officials, local Representatives and Office of the Attorney General, the Secretary of the Commonwealth, DOR Division of Local Services and the Department of Public Health; also other duties pertaining to the functions of the Town Clerk in accordance with the provisions of more than 73 Chapters and 451 Sections of the Massachusetts General Laws.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To provide a safe, smooth and consistent process for all Elections, Early Voting, Mail-in ballots and Town Meetings.

FY2024 ACCOMPLISHMENTS

Made the hall ADA compliant to the best of our ability. Purchased all new voting booths where voters can sit or stand to vote. Redesigned the Election Hall for safety and a better flow for voters. Purchased poll pads for Early voting which makes the check- in process much faster and smoother. Purchased shields for the Election Hall to protect the workers and voters during this Pandemic as Covid-19 continues to affect us all.

FY2025 Budget Summary - Elections and Registration

Recommended
Budget FY 2025 -
\$51,360

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Elections and Registration	\$ 36,500	\$ 30,091	\$ 51,700	\$ 51,686	\$ 37,700	\$ 51,360	\$ 51,360	\$ 13,660	36.23%
Total	\$ 36,500	\$ 30,091	\$ 51,700	\$ 51,686	\$ 37,700	\$ 51,360	\$ 51,360	\$ 13,660	36.23%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Wages	\$ 22,000	\$ 9,739	\$ 31,000	\$ 24,529	\$ 22,000	\$ 30,000	\$ 30,000	\$ 8,000	36.36%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 22,000	\$ 9,739	\$ 31,000	\$ 24,529	\$ 22,000	\$ 30,000	\$ 30,000	\$ 8,000	36.36%

Purchase of Services	\$ 12,500	\$ 16,692	\$ 18,700	\$ 26,156	\$ 13,700	\$ 19,860	\$ 19,860	\$ 6,160	44.96%
Supplies	\$ 2,000	\$ 3,660	\$ 2,000	\$ 1,001	\$ 2,000	\$ 1,500	\$ 1,500	\$ (500)	-25.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 14,500	\$ 20,352	\$ 20,700	\$ 27,157	\$ 15,700	\$ 21,360	\$ 21,360	\$ 5,660	36.05%

Elections and Registration Total	\$ 36,500	\$ 30,091	\$ 51,700	\$ 51,686	\$ 37,700	\$ 51,360	\$ 51,360	\$ 13,660	36.23%
Encumbrance		\$ -		\$ 14					
Turn Back		\$ 6,409		\$ -					

	FY2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget
Employees					
Registrars	4	4	4	4	4
Poll Workers	30	30	30	30	30
Subtotal Employees	34	34	34	34	34
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	34	34	34	34	34

Compensation Detail

COLAS	0.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Elections and Registration

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2024				FISCAL YEAR 2025							
				Pay			Annual Salary	FY 24		Proposed	Proposed	Final	Other	Final	TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	Increase	Performance	Base	Pay	Salary	Budget
		01-162-5100-000	Poll Workers				\$ 22,000	\$ 22,000	0	\$ 8,000.00	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ 30,000
Total Salaries							\$ 22,000			\$ 8,000			\$ -	\$ 30,000	\$ 30,000

Expense Detail - Elections and Registration

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Consultant & Prof Service	01-162-5200-009	\$ 8,700	\$ 11,592	\$ 15,000	\$ 21,831	\$ 10,000	\$ 12,900	\$ 2,900	29.00%	\$ 12,900	\$ 2,900	29.00%
Printing	01-162-5200-009	\$ 3,600	\$ 5,100	\$ 3,500	\$ 4,325	\$ 3,500	\$ 6,760	\$ 3,260	93.14%	\$ 6,760	\$ 3,260	93.14%
Training/Seminars/Meetin	01-161-5700-003	\$ 200	\$ -	\$ 200	\$ -	\$ 200	\$ 200	\$ -	0.00%	\$ 200	\$ -	0.00%
Purchase of Services		\$ 12,500	\$ 16,692	\$ 18,700	\$ 26,156	\$ 13,700	\$ 19,860	\$ 6,160	44.96%	\$ 19,860	\$ 6,160	44.96%
Office Supplies	01-162-5400-001	\$ 2,000	\$ 3,660	\$ 2,000	\$ 1,001	\$ 2,000	\$ 1,500	\$ (500)	-25.00%	\$ 1,500	\$ (500)	-25.00%
Supplies		\$ 2,000	\$ 3,660	\$ 2,000	\$ 1,001	\$ 2,000	\$ 1,500	\$ (500)	-25.00%	\$ 1,500	\$ (500)	-25.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

162 Elections & Registrations

	FY 2024	FY 2025
01-162-5100-000	22,000.00 Elections & Registrations - Wages	
	Election and Town Meeting Workers	30,000.00
01-162-5200-004	10,000.00 Consultant & Professional Services	
	LHS Associates (software)	2,400.00
	Election Systems & Software INC	6,000.00
	Leicester PD Detail	<u>4,500.00</u>
		12,900.00
01-162-5200-009	3,500.00 Printing	
	Shear Color Printing	2,260.00
	Mass Mailers Plus LLC	<u>4,500.00</u>
		6,760.00
01-162-5400-001	2,000.00 Office Supplies	
	Misc supplies	1,500.00
01-162-5700-003	200.00 Training/Seminars/Meetings	
	Misc Training	200.00
	37,700.00	51,360.00
	Total Budget	



Town of Leicester

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180 - Land Use

Description of Services: The Land Use Department is dedicated to serving the community of the Town of Leicester. We are charged with the administration land-use development and long-range planning, ensuring the sustainable growth and prosperity of our town. The Office of Land Use guides applicants through the permitting process whether through the Planning Board , Zoning Board of Appeals, and the Conservation Commission.

Mission & Responsibilities: The Land Use Department guides development in an efficient and customer friendly way while protecting Leicester's unique environmental, historical, and cultural resources. The Land Use Department is responsible for traditional land-use related activities such as the administration of the Town's Master Plan, Zoning Bylaw, Open Space and Recreation Plan, and more.

FY25 Goals & Objectives:

Master Plan: Assist CMRPC with duties relating to the creation of a new Master Plan for the Town of Leicester

Improve /Expand Zoning Regulations:

Continuing to implement zoning alterations for our community that ensures smart growth and economic success.

Enhance Permitting Services: Through the use of E-Permitting software we hope to gain further efficiency, while maintaining compliance with all state laws.

Conservation: In combination with her department assistant duties, Lisa Westwell will be taking on the role of Conservation Administrator enabling the Land Use Department to have a more proactive role with the Conservation Commission. Lisas duties would expand and in accordance with applicable laws and regulations, would provide professional supervision for the Commissions work and projects. Uses professional expertise, critical thinking to accomplish varied functions ranging ffrom routine to complex. These projects and functions require considerable judgement and iniative in determining courses of action not clearly defined by precedenet, statute, or established guidelines. Such duties could include performing site visits in the field, working with DEP agents, scheduling meetings and hearings, working with property owners to ensure compliance, and more. By combining the duties of Department Assistant with the role of Conservation Administrator we will have higher efficiency ensuring all projects are handled in a timely and throuough manner.

Operations: Our goal is to enhance the transparency of the permitting process

Additional Needs:

None identified

FY2025 Budget Summary - Land Use

Recommended
Budget FY 2025 -
\$135,907

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Land Use	\$ 267,083	\$ 241,206	\$ 268,589	\$ 206,958	\$ 277,771	\$ 135,097	\$ 135,097	\$ (142,674)	-51.36%
Total	\$ 267,083	\$ 241,206	\$ 268,589	\$ 206,958	\$ 277,771	\$ 135,097	\$ 135,097	\$ (142,674)	-51.36%

Salaries	\$ 168,576	\$ 151,050	\$ 72,136	\$ 78,391	\$ 61,531	\$ 69,728	\$ 69,728	\$ 8,197	13.32%
Wages	\$ 73,526	\$ 75,774	\$ 171,472	\$ 104,496	\$ 191,209	\$ 52,383	\$ 52,383	\$ (138,826)	-72.60%
Other	\$ 2,296	\$ 1,424	\$ 2,296	\$ 436	\$ 2,346	\$ 1,484	\$ 1,484	\$ (862)	-36.74%
Personnel Total	\$ 244,398	\$ 228,248	\$ 245,904	\$ 183,322	\$ 255,086	\$ 123,595	\$ 123,595	\$ (131,491)	-51.55%

Purchase of Services	\$ 18,035	\$ 9,661	\$ 18,035	\$ 19,121	\$ 18,035	\$ 8,002	\$ 8,002	\$ (10,033)	-55.63%
Supplies	\$ 3,250	\$ 2,146	\$ 3,250	\$ 3,252	\$ 3,250	\$ 3,500	\$ 3,500	\$ 250	7.69%
Utilities	\$ 1,400	\$ 1,151	\$ 1,400	\$ 1,263	\$ 1,400	\$ -	\$ -	\$ (1,400)	-100.00%
Expenses Total	\$ 22,685	\$ 12,958	\$ 22,685	\$ 23,636	\$ 22,685	\$ 11,502	\$ 11,502	\$ (11,183)	-49.30%

Land Use Total	\$ 267,083	\$ 241,206	\$ 268,589	\$ 206,958	\$ 277,771	\$ 135,097	\$ 135,097	\$ (142,674)	-51.36%
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Encumbrance	\$ -	\$ 248
Turn Back	\$ 25,877	\$ 61,383

	FY2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget
Employees					
Planner	1	1	1	1	1
Assistant Planner	0	0	1	0	0
Heath Agent	1	1	1	0	0
Department Assistant	2	2	2	1	1
Conservation Adm/Dept Assiss	0	0	0	1	1
Subtotal Employees	4	4	5	2	2
Boards - Stipend Employees	8	8	8	5	5
Total Employees	12	12	13	7	7

Formerly - Department of Inspectional Services; Board of Health removed to its own department (510)

Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Land Use

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2024				FISCAL YEAR 2025								
				Pay			Annual Salary	FY24		Total hours	Proposed	Proposed	Final			TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	FY25	Percent Increase	Rate Increase	Base Rate	Stipends	Final Salary	Budget Fiscal 2025
Jacobson	Kristen	01-180-5101-000	Planner	IV/4	\$30.99	38	\$ 61,531	\$34.43	38	1985.5	2%	\$ 0.69	\$ 35.12		\$ 69,728	\$ 69,728
Dagle	Francis	01-180-5103-000	Health Director	V/4	\$37.05	38	\$ 73,563	\$0.00	38	1985.5	2%	\$ -	\$ -	0	\$ -	\$ -
Westwell	Lisa	01-180-5100-000	DIS Assist	II/4	\$21.77	38	\$ 43,224	\$25.87	38	1985.5	2%	\$ 0.52	\$26.38		\$ 52,383	\$ 52,383
Open	Nurse	01-180-5103-000	Nurse		\$35.00	10	\$ 9,100			0					\$ -	\$ -
Open	Asst Planner	01-180-5100-000		III/7	\$28.49	38	\$ 56,567	\$0.00	0	1985.5	0%	\$ -	\$ -		\$ -	\$ -
Stipends	Planning	01-180-5196-175					\$ 1,455	\$1,455			2%	\$ 29	\$ 1,484		\$ 1,484	\$ 1,484
Stipends	BOH	01-180-5196-510					\$ 891	\$0			2%	\$ -	\$0		\$ -	\$ -
Prior Employees							\$ 8,755	\$0							\$ -	\$ -
							\$ -									
Total Salaries							\$ 255,086			7942				\$ -	\$ 123,595	\$ 123,595

Note: Planner moved from Level IV, Step 1 to Level IV, Step 4, based on performance
DIS Assistant moved from Level II, Step 5, to Level III, Step 5, to add Conservation Administrator Duties
Assistant Planner Position eliminated
Board of Health moved to Dept 510.

Expense Detail - Land Use

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025				FY 2025		
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Dollar Change	Percent Change		TA Budget	Dollar Change	Percent Change
Maintain Cont/Repairs	01-180-5200-003	\$ -		\$ -		\$ -							
Consultant/Prof. Services	01-180-5200-004	\$ 10,000	\$ 5,711	\$ 10,000	\$ 15,078	\$ 10,000	\$ 2,400	\$ (7,600)	-76.00%		\$ 2,400	\$ (7,600)	-76.00%
Advertising	01-180-5200-007	\$ 900	\$ 285	\$ 900	\$ 1,078	\$ 900	\$ 900	\$ -	0.00%		\$ 900	\$ -	0.00%
Printing	01-180-5200-009	\$ 500	\$ 379	\$ 500	\$ 505	\$ 500	\$ 500	\$ -	0.00%		\$ 500	\$ -	0.00%
Mileage/Licenses	01-180-5700-001	\$ 950	\$ 877	\$ 950	\$ 558	\$ 950	\$ 950	\$ -	0.00%		\$ 950	\$ -	0.00%
Dues/Memberships	01-180-5700-002	\$ 1,800	\$ 1,029	\$ 1,800	\$ 1,007	\$ 1,800	\$ 1,652	\$ (148)	-8.22%		\$ 1,652	\$ (148)	-8.22%
Training/Seminars/Meetin	01-180-5700-003	\$ 3,885	\$ 1,380	\$ 3,885	\$ 895	\$ 3,885	\$ 1,600	\$ (2,285)	-58.82%		\$ 1,600	\$ (2,285)	-58.82%
Purchase of Services		\$ 18,035	\$ 9,661	\$ 18,035	\$ 19,121	\$ 18,035	\$ 8,002	\$ (10,033)	-55.63%		\$ 8,002	\$ (10,033)	-55.63%
Office Supplies	01-180-5400-001	\$ 2,500	\$ 1,329	\$ 2,500	\$ 2,880	\$ 2,500	\$ 3,000	\$ 500	20.00%		\$ 3,000	\$ 500	20.00%
Books/Periodicals	01-180-5400-002	\$ 500	\$ 638	\$ 500	\$ 372	\$ 500	\$ 500	\$ -	0.00%		\$ 500	\$ -	0.00%
Parts/Materials	01-180-5400-006	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	\$ -	
Tools/Small equipment	01-180-5400-005	\$ 250	\$ 179	\$ 250	\$ -	\$ 250	\$ -	\$ (250)	-100.00%		\$ -	\$ (250)	-100.00%
Supplies		\$ 3,250	\$ 2,146	\$ 3,250	\$ 3,252	\$ 3,250	\$ 3,500	\$ 250	7.69%		\$ 3,500	\$ 250	7.69%
Telephones	01-180-5200-001	\$ 1,400	\$ 1,151	\$ 1,400	\$ 1,263	\$ 1,400	\$ -	\$ (1,400)	-100.00%		\$ -	\$ (1,400)	-100.00%
Utilities		\$ 1,400	\$ 1,151	\$ 1,400	\$ 1,263	\$ 1,400	\$ -	\$ (1,400)	-100.00%		\$ -	\$ (1,400)	-100.00%

Land Use	Expense Analysis	
	FY 2024	FY 2025
01-180-5100-000	168,829.00 Development & Inspectional Services - Wages	
	Lisa Westwell	52,382.06
01-180-5101-000	83,864.00 Development & Inspectional Services - Salary	
	Kristen Jacobson	69,727.98
01-180-5196-175	2,393.00 Planning BD - Stipend Elected Officials	
	Stipends	1,484.00
01-180-5200-004	10,000.00 Consultant & Professional Services	
	Misc services	1,200.00
	Quinn Engineering	<u>1,200.00</u>
		2,400.00
01-180-5200-007	900.00 Advertising	
	Required newspaper ads Stonebridge/T&G	900.00
01-180-5200-009	500.00 Printing	
	Valley Printing 2,500.00	500.00
01-180-5400-001	Office Supplies	
	Misc office supplies - Toner	3,000.00

01-180-5400-002	500.00	Book/Periodicals	
		Misc training materials	500.00
01-180-5700-001	950.00	Travel/Licenses	
		Conference/Meetings Mileage	950.00
01-180-5200-001	1,400.00	Telephone	0.00
01-180-5400-005	250.00	Tools/Small Equipment	0.00
01-180-5700-002	1,800.00	Dues/Membership	
		SNEPA	200.00
		MACC	452.00
		American Planning Assoc.	100.00
		Annual association dues	<u>900.00</u>
			1,652.00
01-180-5700-003	3,885.00	Training/Seminars/Meetings	
		Planning Training	600.00
		Misc Training (New Employee)	<u>1,000.00</u>
			1,600.00
	277,771.00	Total Budget	135,096.04



Town of Leicester
Operating Budget Manual
FY2025

192 - Town-Owned Building Maintenance

DESCRIPTION OF SERVICES

This budget supports maintenance of Town owned buildings not covered by other department budgets, including Hillcrest Country Club, Memorial School and the utilities for the Leicester Public Library.

MISSION STATEMENT

To continue to maintain Town-owned buildings

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Explore potential reuse options for Memorial School and Hillcrest Country Club.

FY2024 ACCOMPLISHMENTS

The Town continued its rental agreement with Hilltop Management Group for Hillcrest Country Club and paid utilities for the Memorial School, Lions Park and the Library.

FY2025 Budget Summary - Town-owned Building Maintenance

Recommended
Budget FY 2025 -
\$51,700

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Town-Owned Building Maintenance	\$ 48,281	\$ 46,703	\$ 56,081	\$ 48,827	\$ 48,281	\$ 48,700	\$ 51,700	\$ 3,419	7.08%
Total	\$ 48,281	\$ 46,703	\$ 56,081	\$ 48,827	\$ 48,281	\$ 48,700	\$ 51,700	\$ 3,419	7.08%

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 13,000	\$ 16,052	\$ 15,100	\$ 20,311	\$ 9,281	\$ 4,500	\$ 4,500	\$ (4,781)	-51.51%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ 35,281	\$ 30,651	\$ 40,981	\$ 28,515	\$ 39,000	\$ 44,200	\$ 47,200	\$ 8,200	21.03%
Expenses Total	\$ 48,281	\$ 46,703	\$ 56,081	\$ 48,827	\$ 48,281	\$ 48,700	\$ 51,700	\$ 3,419	7.08%

Town-owned Bldg. Maintenance Total	\$ 48,281	\$ 46,703	\$ 56,081	\$ 48,827	\$ 48,281	\$ 48,700	\$ 51,700	\$ 3,419	7.08%
Encumbrance		\$ -		\$ 6,144					
Turn Back		\$ 1,578		\$ 1,111					

Expense Detail - Town-Owned Building Maintenance

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Maintenance Repairs	01-192-5200-0003	\$ 13,000	\$ 16,052	\$ 15,100	\$20,311	\$ 9,281	\$ 4,500	\$ (4,781)	-51.51%	\$ 4,500	\$ (4,781.00)	-51.51%
Purchase of Services		\$ 13,000	\$ 16,052	\$ 15,100	\$20,311	\$ 9,281	\$ 4,500	\$ (4,781)	-51.51%	\$ 4,500	\$ (4,781.00)	-51.51%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Electric	01-192-5200-002	\$ 24,181	\$ 20,345	\$ 31,981	\$23,402	\$ 28,000	\$ 28,000	\$ -	0.00%	\$ 28,000	\$ -	0.00%
Heating Fuel	01-192-5400-003	\$ 11,100	\$ 10,306	\$ 9,000	\$ 5,113	\$ 11,000	\$ 13,200	\$ 2,200	20.00%	\$ 13,200	\$ 2,200.00	20.00%
Water	01-192-5400-003						\$ 3,000	\$ 3,000		\$ 6,000	\$ 6,000.00	
Utilities		\$ 35,281	\$ 30,651	\$ 40,981	\$28,515	\$ 39,000	\$ 44,200	\$ 5,200	13.33%	\$ 47,200	\$ 8,200	21.03%

192 Town-Owned Building Maintenance Expense Analysis

	FY 2024	FY 2025
01-192-5200-002	28,000.00 Electric	
	National Grid	14,000.00
	Verizon (emergency lines Memorial)	
	Syncarpha	13,000.00
	Nexamp	<u>1,000.00</u>
		28,000.00
01-192-5200-003	9,281.00 Maintenance Contracts & Repairs	
	Fords Hometown	
	Slims and Berthiaume Sewer	
	Houston Security Systems	2,000.00
	Waste Mangement	2,500.00
	Pellegrino Trucking	
	various repairs	
		<hr/> 4,500.00
01-192-5400-003	Water	3,000.00
01-192-5400-003	11,000.00 Heating Oil	
	National Grid	1,200.00
	Oil	<u>12,000.00</u>
		13,200.00
	48,281.00	48,700.00
	Total Budget	



Town of Leicester
Operating Budget Manual
FY2025

197- Town Hall Building Maintenance

DESCRIPTION OF SERVICES

The Town Hall functions as the main office building for Town administrative operations. This budget funds the general operation of the building, including maintenance and utilities.

MISSION STATEMENT

N/A

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To maintain the current HVAC system with minimal need for repairs.

FY2024 ACCOMPLISHMENTS

Status quo.

FY2025 Budget Summary - Town Hall Building Maintenance

Recommended
Budget FY 2025 -
\$92,205

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Town Hall Building Maintenance	\$ 86,909	\$ 65,613	\$ 86,909	\$ 84,789	\$ 86,909	\$ 90,155	\$ 92,205	\$ 5,296	6.09%
Total	\$ 86,909	\$ 65,613	\$ 86,909	\$ 84,789	\$ 86,909	\$ 90,155	\$ 92,205	\$ 5,296	6.09%

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 48,254	\$ 26,422	\$ 28,254	\$ 26,279	\$ 28,254	\$ 31,500	\$ 31,500	\$ 3,246	11.49%
Supplies	\$ 5,305	\$ 4,391	\$ 5,305	\$ 5,677	\$ 5,305	\$ 5,305	\$ 5,305	\$ -	0.00%
Utilities	\$ 33,350	\$ 34,800	\$ 53,350	\$ 52,833	\$ 53,350	\$ 53,350	\$ 55,400	\$ 2,050	3.84%
Expenses Total	\$ 86,909	\$ 65,613	\$ 86,909	\$ 84,789	\$ 86,909	\$ 90,155	\$ 92,205	\$ 5,296	6.09%

Town Hall Bldg. Maintenance Total	\$ 86,909	\$ 65,613	\$ 86,909	\$ 84,789	\$ 86,909	\$ 90,155	\$ 92,205	\$ 5,296	6.09%
Encumbrance		\$ -		\$ 432					
Turn Back		\$ 21,296		\$ 1,688					

Expense Detail - Town Hall Building Maintenance

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Maint Contracts/Repairs	01-197-5200-003	\$ 48,254	\$ 26,422	\$ 28,254	\$ 26,279	\$ 28,254	\$ 31,500	\$ 3,246	11.49%	\$ 31,500	\$ 3,246	11.49%
Consultants/Prof Serv	01-197-5200-004		\$ -									
Purchase of Services		\$ 48,254	\$ 26,422	\$ 28,254	\$ 26,279	\$ 28,254	\$ 31,500	\$ 3,246	11.49%	\$ 31,500	\$ 3,246	11.49%
Tools/Small Equipment	01-197-5400-005	\$ 300	\$ -	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0.00%	\$ 300	\$ -	0.00%
Parts/Materials	01-197-5400-006	\$ 1,750	\$ 1,649	\$ 1,750	\$ 2,919	\$ 1,750	\$ 1,750	\$ -	0.00%	\$ 1,750	\$ -	0.00%
Maintenance Supplies	01-197-5400-007	\$ 3,000	\$ 2,742	\$ 3,000	\$ 2,458	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ -	0.00%
Bandstand	01-197-5700-007	\$ 255	\$ -	\$ 255	\$ -	\$ 255	\$ 255	\$ -	0.00%	\$ 255	\$ -	0.00%
Supplies		\$ 5,305	\$ 4,391	\$ 5,305	\$ 5,677	\$ 5,305	\$ 5,305	\$ -	0.00%	\$ 5,305	\$ -	0.00%
Electric	01-197-5200-002	\$ 13,000	\$ 18,153	\$ 13,000	\$ 22,002	\$ 13,000	\$ 26,000	\$ 13,000	100.00%	\$ 26,000	\$ 13,000	100.00%
Water/Sewer	01-197-5400-006	\$ 1,950	\$ 830	\$ 1,950	\$ 596	\$ 1,950	\$ 1,950	\$ -	0.00%	\$ 4,000	\$ 2,050	105.13%
Heating Oil	01-197-5400-003	\$ 18,400	\$ 15,817	\$ 38,400	\$ 30,235	\$ 38,400	\$ 25,400	\$ (13,000)	-33.85%	\$ 25,400	\$ (13,000)	-33.85%
Utilities		\$ 33,350	\$ 34,800	\$ 53,350	\$ 52,833	\$ 53,350	\$ 53,350	\$ -	0.00%	\$ 55,400	\$ -	0.00%

197 Town Hall Building Maintenance - Expense Analysis

FY 2023		FY 2024
01-197-5200-002	26,000.00 Electric	
	Syncarpha	15,000.00
	Constellation	<u>11,000.00</u>
		26,000.00
01-197-5200-003	28,254.00 Maintenance Contracts & Repairs	
	Various repairs	25,000.00
	Fords Hometown Services	1,200.00
	Trash Removal	3,000.00
	Worcester Elevator	2,000.00
	Colby Fire Protection	<u>300.00</u>
		31,500.00
01-197-5200-006	1,950.00 Water/Sewer	
	Leicester Water District	1,950.00
01-197-5400-003	25,400.00 Heating Oil	
	National Grid	1,400.00
	Oil	<u>24,000.00</u>
		25,400.00
01-197-5200-005	300.00 Tools/Small Equipment	
	Misc supplies	300.00
01-197-5400-006	1,750.00 Parts/Materials	
	Misc supplies	1,750.00
01-197-5400-007	3,000.00 Maintenance Supplies	
	Misc Supplies	3,000.00
01-197-5700-007	255.00 Bandstand	
	Misc Bandstand repairs	255.00
	86,909.00	90,155.00
	Total Budget	



Town of Leicester

Operating Budget Manual

FY2025

198 - Town Hall Telephones

DESCRIPTION OF SERVICES

This single line item holds all land line for the Town Hall, Senior Center, Schools, Highway, Library, Fire/EMS, and Police.

MISSION STATEMENT

Not Applicable

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2024 ACCOMPLISHMENTS

Researched options for lowering costs including GoToMeeting virtual phone software which uses computer dialing instead of phone dialing. This was determined to be technologically challenging at this time and not cost effective as the Town recently purchased new phones for Town Hall, the Senior Center and Highway Departments.

FY2025 Budget Summary - Town Hall Telephones

Recommended
Budget FY 2025 -
\$7,400

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Town Hall Telephones	\$ 6,400	\$ 6,049	\$ 7,400	\$ 6,878	\$ 6,400	\$ 7,400	\$ 7,400	\$ 1,000	15.63%
Total	\$ 6,400	\$ 6,049	\$ 7,400	\$ 6,878	\$ 6,400	\$ 7,400	\$ 7,400	\$ 1,000	15.63%

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ 6,400	\$ 6,049	\$ 7,400	\$ 6,878	\$ 6,400	\$ 7,400	\$ 7,400	\$ 1,000	15.63%
Expenses Total	\$ 6,400	\$ 6,049	\$ 7,400	\$ 6,878	\$ 6,400	\$ 7,400	\$ 7,400	\$ 1,000	15.63%

Town Hall Telephones Total	\$ 6,400	\$ 6,049	\$ 7,400	\$ 6,878	\$ 6,400	\$ 7,400	\$ 7,400	\$ 1,000	15.63%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 351		\$ 522					

Expense Detail - Town Hall Telephones

		FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	Dollar Change	Percent Change	FY 2025 TA Budget	Dollar Change	Percent Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Town Hall Telephones	01-147-5200-004	\$ 6,400	\$ 6,049	\$ 7,400	\$ 6,878	\$ 6,400	\$ 7,400	\$ 1,000	15.63%	\$ 7,400	\$ 1,000.00	15.63%
Utilities		\$ 6,400	\$ 6,049	\$ 7,400	\$ 6,878	\$ 6,400	\$ 7,400	\$ 1,000	15.63%	\$ 7,400	\$ 1,000.00	15.63%

198 Telephones

Expense Analysis

	FY 2024		FY 2025
01-198-5200-001	6,400.00	Town Hall Telephones	
		Paetec Communications	160.00
		Charter Communications	5,100.00
		Verizon	<u>2,140.00</u>
	6,400.00	Total Budget	7,400.00



Town of Leicester
Operating Budget Manual
FY2025

199 - Other General Government

DESCRIPTION OF SERVICES

This budget covers the general expenses shared by all Town Hall departments such as the copy and postage machine leases, printing of the Annual Town Report, and postage.

MISSION STATEMENT

N/A

FY2025 GOALS, OBJECTIVE AND ADDITIONAL NEEDS

To print and distribute the 2024 Annual Town Report; provide needed supplies and postage for Town Hall

FY2024 ACCOMPLISHMENTS

Printed and distributed the 2023 Annual Town Report. Stayed within budget.

FY2025 Budget Summary - Other General Government

Recommended Budget FY 2025 - \$34,100									
	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Other General Government	\$ 58,564	\$ 51,672	\$ 33,100	\$ 31,176	\$ 33,100	\$ 34,100	\$ 34,100	\$ 1,000	3.02%
Total	\$ 58,564	\$ 51,672	\$ 33,100	\$ 31,176	\$ 33,100	\$ 34,100	\$ 34,100	\$ 1,000	3.02%
Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchase of Services	\$ 50,560	\$ 44,050	\$ 23,500	\$ 21,492	\$ 23,500	\$ 24,500	\$ 24,500	\$ 1,000	4.26%
Supplies	\$ 8,004	\$ 7,621	\$ 9,600	\$ 9,684	\$ 9,600	\$ 9,600	\$ 9,600	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 58,564	\$ 51,672	\$ 33,100	\$ 31,176	\$ 33,100	\$ 34,100	\$ 34,100	\$ 1,000	3.02%
Other General Government Total	\$ 58,564	\$ 51,672	\$ 33,100	\$ 31,176	\$ 33,100	\$ 34,100	\$ 34,100	\$ 1,000	3.02%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 6,892		\$ 1,924					

Expense Detail - Other General Government

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Consultants/Prof Services	01-199-5200-004	\$ 23,360	\$ 29,805	\$ -	\$ -	\$ -		\$ -	0.00%	\$ -	\$ -	
Postage	01-199-5200-008	\$ 26,000	\$ 12,848	\$ 22,000	\$ 20,000	\$ 22,000	\$ 23,000	\$ 1,000	4.55%	\$ 23,000	\$ 1,000.00	4.55%
Printing	01-199-5200-009	\$ 1,200	\$ 1,397	\$ 1,500	\$ 1,492	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Mileage	01-199-5700-001											
Purchase of Services		\$ 50,560	\$ 44,050	\$ 23,500	\$ 21,492	\$ 23,500	\$ 24,500	\$ 1,000	4.26%	\$ 24,500	\$ 1,000.00	4.26%
Office Supplies	01-199-5400-001	\$ 2,000	\$ 1,682	\$ 3,500	\$ 3,614	\$ 3,500	\$ 3,500	\$ -	0.00%	\$ 3,500	\$ -	0.00%
Lease Equipment	01-199-5400-005	\$ 6,004	\$ 5,939	\$ 6,100	\$ 6,070	\$ 6,100	\$ 6,100	\$ -	0.00%	\$ 6,100	\$ -	0.00%
Supplies		\$ 8,004	\$ 7,621	\$ 9,600	\$ 9,684	\$ 9,600	\$ 9,600	\$ -	0.00%	\$ 9,600.00	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

199 - Other General Government Expense Analysis

	FY 2024		FY 2025
01-199-5200-008	22,000.00	Postage Costs	
		US Postal Service	16,000.00
		Kelley and Rayn	5,000.00
		Mass Mailers	<u>2,000.00</u>
			23,000.00
01-199-5200-009	1,500.00	Printing	
		Misc Printing	1,500.00
01-199-5400-001	3,500.00	Office Supplies	
		Misc office supplies	3,500.00
01-199-5400-005	6,100.00	Lease Equipment	
		Ricoh USA INC	3,200.00
		Pitney Bowes	<u>2,900.00</u>
			6,100.00
	33,100.00	Total Budget	34,100.00



Town of Leicester
Town Administrator's Budget
FY2025 - Part B - Public Safety



Town of Leicester

Operating Budget Manual

FY2025

210 - Police

Mission Statement:

"Proudly working with the Leicester Community."

The members of the Leicester Police Department are committed to upholding the law fairly, preventing crime and reducing the fear of crime within our community. Dutiful in maintaining order, protecting life and property along with improving the quality of life within the Leicester community.

Goals and Vision:

The Leicester Police Department, working in an atmosphere of transparency, strives to continually stay on the cutting edge of the ever-changing advances in police work. In 2023 we deployed body cameras; this technology is state-of-the art and has proven extremely effective in multiple cases to date. We cannot do this alone, but with strong community partnerships as well as strong bonds with other agencies, we can all work towards the common goal of keeping Leicester a great place to live and work.

In November 2022, the selectboard voted to accept the town-wide meeting vote to hire officers outside of civil service. Since then, we have experienced an onslaught of retirements and career changes, however, due to the willingness of the town's residents to leave civil service we hired 7 fully trained Officers and are currently in the process of hiring 2 more Officers. We have had numerous, extremely qualified applicants applying for these positions.

As a result of these hires we will be reactivating the drone team; we now have a certified crash reconstructionist on staff who utilizes top of the line equipment thanks to a grant of \$49,000, along with a Sgt. assigned to SWAT and the towns very first patrol K-9-unit, K-9 Cooney and his handler. The previous year's goals and visions have come to fruition which enables the LPD to continue provide the citizens of Leicester with the finest Police services available.

FY2025 Budget Summary - Police

	Recommended Budget FY 2025 - \$2,549,058								
	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Police	\$ 2,271,573	\$ 1,992,657	\$ 2,362,250	\$ 2,129,560	\$ 2,374,272	\$ 2,554,592	\$ 2,549,058	\$ 174,786	7.36%
Total	\$ 2,271,573	\$ 1,992,657	\$ 2,362,250	\$ 2,129,560	\$ 2,374,272	\$ 2,554,592	\$ 2,549,058	\$ 174,786	7.36%

Salaries	\$ 140,454	\$ 140,454	\$ 143,302	\$ 144,841	\$ 149,092	\$ 156,652	\$ 156,652	\$ 7,560	5.07%
Wages	\$ 1,445,891	\$ 1,274,452	\$ 1,475,879	\$ 1,192,704	\$ 1,682,694	\$ 1,648,164	\$ 1,648,164	\$ (34,530)	-2.05%
Overtime	\$ 314,487	\$ 164,632	\$ 122,205	\$ 278,761	\$ 122,205	\$ 120,623	\$ 125,889	\$ 3,684	3.01%
Other	\$ 95,000	\$ 127,853	\$ 326,858	\$ 160,047	\$ 50,753	\$ 233,826	\$ 233,826	\$ 183,073	360.71%
Personnel Total	\$ 1,995,832	\$ 1,707,391	\$ 2,068,244	\$ 1,776,354	\$ 2,004,744	\$ 2,159,265	\$ 2,164,531	\$ 159,787	7.97%

Purchase of Services	\$ 197,221	\$ 204,305	\$ 215,486	\$ 262,719	\$ 288,844	\$ 308,602	\$ 298,602	\$ 9,758	3.38%
Supplies	\$ 35,000	\$ 42,590	\$ 35,000	\$ 47,829	\$ 37,778	\$ 41,325	\$ 38,325	\$ 547	1.45%
Utilities	\$ 43,520	\$ 38,371	\$ 43,520	\$ 42,658	\$ 42,906	\$ 45,400	\$ 47,600	\$ 4,694	10.94%
Expenses Total	\$ 275,741	\$ 285,266	\$ 294,006	\$ 353,206	\$ 369,528	\$ 395,327	\$ 384,527	\$ 14,999	4.06%
Police Total	\$ 2,271,573	\$ 1,992,657	\$ 2,362,250	\$ 2,129,560	\$ 2,374,272	\$ 2,554,592	\$ 2,549,058	\$ 174,786	7.36%

Encumbrance	\$ 163,607	\$ 30,510
Turn Back	\$ 115,309	\$ 202,180

	FY2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator's Budget
Employees					
Police Chief	1	1	1	1	1
Lieutenant	1	0	0	1	1
Detective	2	2	2	2	2
Sergeants	4	5	5	4	4
Patrol Officers	13	14	14	14	14
Administrative Assistant	1	1	1	1	1
Part-time Department Assistant	2	2	2	3	3
Full-time Department Assistant	1	1	1	1	1
Subtotal Employees	25	26	26	27	27
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	25	26	26	27	27

Compensation Detail

COLAS	0.02
Union	0.00
Contract	0.00
Non-Union FT	0.00
Non-Union PT	0.00
Stipend	0.00
Other	0.00

Police

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16.00	17
				FISCAL YEAR 2024				FISCAL YEAR 2025								
				Pay			Annual Salary	FY24		Total hours	Proposed Percent	Proposed Rate	Final Base	Stipends	Final Salary	TA Budget
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	FY25	Increase	Increase	Rate		Salary	Fiscal 2025
Antanavica	Kenneth	01-210-5101-000	Chief	salary	\$71.3360	40	\$ 149,092	\$71.3360	40	2090	5.00%	\$ 3.57	\$ 74.95	\$ -	\$ 156,652	\$ 156,652
Lieutenant	OPEN	01-210-5100-000	Lieutenant	L168/7	\$7.38	40	\$ 15,424	\$7.38	40	2090	0.00%	\$ -	\$ 7.38	\$ -	\$ 15,424	\$ 15,424
Brady	Matthew	01-210-5100-000	Sergeant/DB	S168/7	\$39.90	40	\$ 83,391	\$39.90	40	2090	0.00%	\$ -	\$ 39.90	\$ -	\$ 83,391	\$ 83,391
Brooks*	Scot	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,224	\$33.60	40	2090	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,224	\$ 70,224
Bulman	Frank	01-210-5100-000	Sergeant	S168/7	\$39.90	40	\$ 83,391	\$39.90	40	2090	0.00%	\$ -	\$ 39.90	\$ -	\$ 83,391	\$ 83,391
Fenuccio	Matthew	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,224	\$33.60	40	2090	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,224	\$ 70,224
Fontaine	Michael	01-210-5100-000	Sergeant	S168/7	\$39.90	40	\$ 83,391	\$39.90	40	2090	0.00%	\$ -	\$ 39.90	\$ -	\$ 83,391	\$ 83,391
Guertin	Craig	01-210-5100-000	Sergeant	S168/7	\$39.90	40	\$ 83,391	\$39.90	40	2090	0.00%	\$ -	\$ 39.90	\$ -	\$ 83,391	\$ 83,391
Jette 2/2	Max	01-210-5100-000	Patrol	168/3*	\$29.58	40	\$ 61,822	\$30.31	40	2090	0.00%	\$ -	\$ 30.31	\$ -	\$ 63,348	\$ 63,348
Larson	Charles	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,224	\$33.60	40	2090	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,224	\$ 70,224
Lombardozzi	Michael	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,224	\$33.60	40	2090	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,224	\$ 70,224
McCauley	Travis	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,224	\$33.60	40	2090	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,224	\$ 70,224
Murphy	James	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,224	\$33.60	40	2090	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,224	\$ 70,224
Noone Jr.	Robert	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,224	\$33.60	40	2090	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,224	\$ 70,224
Paradiso	Joshua	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,224	\$33.60	40	2090	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,224	\$ 70,224
Parker 9/26	Michelle	01-210-5100-000	Patrol	168/3*	\$29.58	40	\$ 61,822	\$30.31	40	2090	0.00%	\$ -	\$ 30.31	\$ -	\$ 63,348	\$ 63,348
Pepin 9/28	Paul	01-210-5100-000	Patrol	168/4*	\$30.31	40	\$ 63,348	\$31.68	40	2090	0.00%	\$ -	\$ 31.68	\$ -	\$ 66,211	\$ 66,211
Ruth	Derrick	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,224	\$33.60	40	2090	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,224	\$ 70,224
Samia	Al	01-210-5100-000	Sergeant	S168/7	\$39.90	40	\$ 83,391	\$39.90	40	2090	0.00%	\$ -	\$ 39.90	\$ -	\$ 83,391	\$ 83,391
Santiago Jr. 9/25	Edward	01-210-5100-000	Patrol	168/5*	\$31.68	40	\$ 66,211	\$32.97	40	2090	0.00%	\$ -	\$ 32.97	\$ -	\$ 68,907	\$ 68,907
Sweeny 4/5	Ryan	01-210-5100-000	Patrol	168/4*	\$29.58	40	\$ 61,822	\$30.31	40	2090	0.00%	\$ -	\$ 30.31	\$ -	\$ 63,348	\$ 63,348
Open	Patrol	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,224	\$33.60	40	2090	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,224	\$ 70,224
Gaffney	Sheila	01-210-5104-000	Admin Asst	III/11	\$32.95	40	\$ 68,866	\$32.95	40	2090	2.00%	\$ 0.66	\$33.61	\$ -	\$ 70,243	\$ 70,243
Parkinson	Anne Marie	01-210-5104-000	Clerk	II/4	\$21.03	18	\$ 19,779	\$21.03	18	940.5	2.00%	\$ 0.42	\$21.45	\$ -	\$ 20,174	\$ 20,174
Rachholz	Karola	01-210-5104-000	Clerk	II/3	\$19.98	40	\$ 41,758	\$19.98	40	2090	2.00%	\$ 0.40	\$ 20.40	\$ -	\$ 42,635	\$ 42,635
Detention/Matron	Various	01-210-5104-000	Detention	II/1	\$18.55	8	\$ 7,754	\$18.55	8	418	2.00%	\$ 0.37	\$ 18.94	\$ -	\$ 7,917	\$ 7,917
PT Clerk(s 2)	Open	01-210-5104-000	Clerk	II/1	\$18.55	36	\$ 34,893	\$18.55	48	2503.2	2.00%	\$ 0.37	\$ 18.94	\$ -	\$ 47,413	\$ 47,413
PDBB	Contract	01-210-5100-000					\$ 60,000					\$ -			\$ 60,000	\$ 60,000
Other-stipends		01-210-5104-000					\$ 63,957								\$ 63,957	\$ 63,957
Overtime		01-210-5130-000					\$ 122,205								\$ 120,623	\$ 125,889
Contract Allow		01-210-5100-000					\$ 33,051								\$ 33,051	\$ 33,051
Daily Staffing		01-210-5104-000					\$ 16,676								\$ 16,676	\$ 16,676
Budget Adjustment							\$ (62,931)								\$ 60,142	\$ 60,142
Total							\$ 2,004,744								\$ 2,159,265	\$ 2,164,531

NOTE PATROL/SGT/LT RATES ARE FY23 RATES until contract settled

2,004,744.00

Other-stipends are shift differentials, on call, acting chief - NOT emp benefits contract stipends (expenses)

New patrol pay rate (168/x) reflects rate as of 06/30/2023 for FY24 and step increase rate within FY25

*Brooks salary transferring to School Payroll as Sutudent Resource Officer. He remains here to reflect the open position to be filled prior to his payroll transfer

**Please consider non-union step increases for the following:

Hired 9/2006 Gaffney III/13 step

Hired 1/2017 Parkinson II/5 step

Hired 11/2022 Rachholz II/4 step

Expense Detail - Police

		FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	Dollar Change	Percent Change	FY 2025 TA Budget	Dollar Change	Percent Change
Maint Contracts/Repairs	01-210-5200-003	\$ 24,400	\$ 37,909	\$ 24,400	\$ 25,938	\$ 25,000	\$ 35,000	\$ 10,000	40.00%	\$ 25,000	\$ -	0.00%
Consultant/Prof Services	01-210-5200-004	\$ 29,536	\$ 31,072	\$ 30,636	\$ 22,213	\$ 28,000	\$ 29,500	\$ 1,500	5.36%	\$ 29,500	\$ 1,500.00	5.36%
Printing	01-210-5200-009	\$ 1,500	\$ 1,365	\$ 1,500	\$ 1,409	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Dues/Memberships	01-210-5700-002	\$ 1,500	\$ 2,219	\$ 1,500	\$ 2,114	\$ 2,200	\$ 2,500	\$ 300	13.64%	\$ 2,500	\$ 300.00	13.64%
Training/Seminars/Meetin	01-210-5700-003	\$ 4,000	\$ 709	\$ 6,000	\$ 4,609	\$ 6,000	\$ 6,000	\$ -	0.00%	\$ 6,000	\$ -	0.00%
Clothing Allowance	01-210-5700-004	\$ 35,725	\$ 39,192	\$ 35,725	\$ 34,061	\$ 35,725	\$ 35,925	\$ 200	0.56%	\$ 35,925	\$ 200.00	0.56%
Recognition/Awards	01-210-5700-005	\$ -		\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	
Employee Benefits	01-210-5700-006	\$ 100,560	\$ 91,839	\$ 115,725	\$172,375	\$ 190,419	\$ 198,177	\$ 7,758	4.07%	\$ 198,177	\$ 7,758.00	4.07%
Purchase of Services		\$ 197,221	\$204,305	\$ 215,486	\$262,719	\$ 288,844	\$ 308,602	\$ 19,758	6.84%	\$ 298,602	\$ 9,758.00	3.38%
Office Supplies	01-210-5400-001	\$ 6,000	\$ 2,368	\$ 6,000	\$ 3,737	\$ 4,000	\$ 4,000	\$ -	0.00%	\$ 4,000	\$ -	0.00%
Books Periodicals	01-210-5400-002	\$ -		\$ -		\$ 2,325	\$ 2,325	\$ -	0.00%	\$ 2,325	\$ -	0.00%
Tools/Small Equipment	01-210-5400-005	\$ 12,000	\$ 23,859	\$ 12,000	\$ 25,872	\$ 16,453	\$ 15,000	\$ (1,453)	-8.83%	\$ 15,000	\$ (1,453.00)	-8.83%
Parts/Materials	01-210-5400-006	\$ 10,000	\$ 12,594	\$ 10,000	\$ 14,434	\$ 10,000	\$ 15,000	\$ 5,000	50.00%	\$ 12,000	\$ 2,000.00	20.00%
Maintenance Supplies	01-210-5400-007	\$ 7,000	\$ 3,769	\$ 7,000	\$ 3,787	\$ 5,000	\$ 5,000	\$ -	0.00%	\$ 5,000	\$ -	0.00%
		\$ -										
Supplies		\$ 35,000	\$ 42,590	\$ 35,000	\$ 47,829	\$ 37,778	\$ 41,325	\$ 3,547	9.39%	\$ 38,325	\$ 547.00	1.45%
Telephone	01-210-5200-001	\$ 12,600	\$ 12,674	\$ 12,600	\$ 11,819	\$ 12,700	\$ 12,700	\$ -	0.00%	\$ 12,700	\$ -	0.00%
Electric	01-210-5200-002	\$ 19,500	\$ 19,464	\$ 19,500	\$ 21,813	\$ 22,481	\$ 23,000	\$ 519	2.31%	\$ 23,000	\$ 519.00	2.31%
Water Sewer	01-210-5200-006	\$ 3,000	\$ 1,894	\$ 3,000	\$ 1,866	\$ 2,000	\$ 2,200	\$ 200	10.00%	\$ 4,400	\$ 2,400.00	120.00%
Heating Fuel	01-210-5400-003	\$ 8,420	\$ 4,340	\$ 8,420	\$ 7,161	\$ 5,725	\$ 7,500	\$ 1,775	31.00%	\$ 7,500	\$ 1,775.00	31.00%
Utilities		\$ 43,520	\$ 38,371	\$ 43,520	\$ 42,658	\$ 42,906	\$ 45,400	\$ 2,494	5.81%	\$ 47,600	\$ 4,694.00	10.94%

210 - Police Department**Expense Analysis**

	FY 2024		FY 2025
01-210-5100-000	1,482,680.00	Police Officers	
		Regular Wages	1,693,607.72
01-210-5101-000	149,091.40	Police Chief	
		Police Chief - Salary	156,652.00
01-210-5104-00	250,767.60	Wages - Other	
		Wages (Admin Asst, Part-time)	188,382.71
01-210-5130000	122,205.00	Overtime Wages	
		Overtime	120,623.00
01-210-5200-001	12,700.00	Telephones	
		Verizon	6,000.00
		Paetec Communications	120.00
		Verizon Wireless	<u>6,580.00</u>
			12,700.00
01-210-5200-002	22,481.00	Electric	
		Syncarpha	15,000.00
		National Grid	6,000.00
		Nexamp	<u>2,000.00</u>
			23,000.00

01-210-5200-003

25,000.00 **Maintenance Contracts & Repairs**

Copier contract	2,400.00
Connectivity Point Design	600.00
Donnegan Systems	90.00
Siemens Industry	4,000.00
All Traffic	1,500.00
Trash disposal	1,200.00
Equature	2,900.00
Houston Security	850.00
Idemia	2,750.00
Converge	840.00
Law Inforcement Maint	2,000.00
Renaud HVAC	3,200.00
Stunt Cams	800.00
Weld Power	900.00
K-9 Development Group	140.00
Misc repairs	
Elevator maintenance	2,190.00
Vehicle repairs	7,986.00
Fords Hometown Services	<u>654.00</u>
	35,000.00

01-180-5200-004

28,000.00 **Consultant & Professional Services**

KLC Cleaning	22,000.00
Parking Clerk	720.00
Kelly and Ryan	100.00
Out of town lockup fees	6,000.00
Tony's Cleaners	500.00
Mass Chiefs	180.00
Misc services	<u>0.00</u>
	29,500.00

01-210-5200-006	2,000.00	Water/Sewer	
		Leicester Water Supply District	2,200.00
01-210-5400-002	2,325.00	Books/Periodicals	
		Misc Training Materials	2,325.00
01-210-5200-008	1,500.00	Printing	
		Valley Printing	1,500.00
01-210-5400-001	4,000.00	Office Supplies	
		Misc office supplies	4,000.00
01-210-5400-003	5,725.00	Heating Fuel	
		National Grid	7,500.00
01-210-5400-005	16,453.00	Tools/Small Equipment	
		Misc Equipment	15,000.00
01-210-5400-006	10,000.00	Parts/Materials	
		Auto parts	15,000.00
01-210-5400-007	5,000.00	Maintenance Supplies	
		Misc Supplies	5,000.00

01-210-5700-002	2,200.00	Dues/Memberships	
		Central Mass Chiefs of Police	270.00
		New England State Police	100.00
		International Association	80.00
		Central Mass Law Enforcement	750.00
		Mass Chiefs of Police Association	1,000.00
		Other	<u>300.00</u>
			2,500.00
01-210-5700-003	6,000.00	Training/Seminars/Meetings	
		Various PD Training and Conferences	6,000.00
01-210-5700-004	35,725.00	Clothing Allowance	
		Employees contract	24,000.00
		Trippis	3,000.00
		Community Fire & Police Equipment	5,700.00
		AAA Police Supply	<u>3,225.00</u>
			35,925.00
01-210-5700-006	190,419.00	Employee Benefits	
		Employee contract	198,177.00
	2,374,272.00	Total Budget	2,554,592.43



Town of Leicester

Operating Budget Manual

FY2025

220 - Fire

DESCRIPTION OF SERVICES

The core functions of the Fire Department are fire suppression, hazardous materials response, fire prevention, and education. The main duties of a Fire Department are to help protect the public and property in emergency situations.

MISSION STATEMENT

The Town of Leicester Fire Department does hereby respectfully declare its honored mission to protect the lives and property of Leicester's citizens and visitors, and to protect its infrastructure, resources, and natural beauty. We vow to prepare ourselves physically, professionally, and mentally through continued education, advanced training, and physical fitness. Additionally, we pledge to maintain and utilize all the equipment and tools at our disposal to ensure that highest level of readiness, responsiveness, and effectiveness. Be it for fires, accidents, medical emergencies, natural disasters, terrorism or the unknown, we will answer your call for aid no matter the danger. In your darkest hour you will find us at our finest. As a whole or individually, these duties will be faithfully discharged to the best of our ability and in the finest traditions of the fire service. We hope you never need us, but if that moment comes, trust that we will be there within a minutes' notice.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**GOALS:**

Continue to maintain the Town owned Fire hydrants.

Continue with the training of new Recruits and current Firefighters to current standards.

Streamline the inspection permitting process through on-line program.

Continue annual testing program including firehose, ground and aerial ladders, fire pumps and self-contained breathing apparatus.

Continue to try to secure grants.

OBJECTIVES:

Have the town put aside funds for the testing and maintenance of hydrants.

Bring in training for some of the new challenges that today's fire service is tasked with including Lithium batteries.

NEEDS:

To increase annual hydrant line-item budget to reflect current needs of hydrant repair costs.

Purchase new up to date management software that covers; equipment, inspections, reporting, permitting, personnel and pre-plan building.

FY2024 ACCOMPLISHMENTS

Received grant funding for our SAFE (Student Awareness of Fire Education) and Senior SAFE programs.

Continued to reach out to hire new personnel to maintain a Call Firefighter Department.

Help facilitate the opening of the High School Borger building.

Giving back to the community by playing a role in Town functions.

We put into service Ballistic Vest and Helmets. Began instructing High School Fire Science/ Fire Academy classes.

We worked with a new vendor to clean the Towns water cisterns that are used for rural water supply during a fire event.

FY2025 Budget Summary - Fire

Recommended
Budget FY 2025 -
\$391,314

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Fire	\$ 390,434	\$ 390,290	\$ 385,963	\$ 366,196	\$ 385,872	\$ 391,013	\$ 391,314	\$ 5,442	1.41%
Total	\$ 390,434	\$ 390,290	\$ 385,963	\$ 366,196	\$ 385,872	\$ 391,013	\$ 391,314	\$ 5,442	1.41%

Salaries	\$ 70,197	\$ 71,284	\$ 45,900	\$ 49,842	\$ 60,000	\$ 63,037	\$ 63,037	\$ 3,038	5.06%
Wages	\$ 167,617	\$ 197,297	\$ 187,443	\$ 198,297	\$ 167,443	\$ 168,560	\$ 168,560	\$ 1,117	0.67%
Other	\$ -	\$ -	\$ -	\$ -	\$ 5,810	\$ 6,696	\$ 6,997	\$ 1,187	20.42%
Personnel Total	\$ 237,814	\$ 268,581	\$ 233,343	\$ 248,139	\$ 233,252	\$ 238,293	\$ 238,594	\$ 5,342	2.29%

Purchase of Services	\$ 63,900	\$ 58,977	\$ 63,900	\$ 56,841	\$ 63,900	\$ 36,400	\$ 36,400	\$ (27,500)	-43.04%
Supplies	\$ 36,300	\$ 24,808	\$ 36,300	\$ 18,179	\$ 36,300	\$ 69,420	\$ 69,420	\$ 33,120	91.24%
Utilities	\$ 52,420	\$ 37,924	\$ 52,420	\$ 43,037	\$ 52,420	\$ 46,900	\$ 46,900	\$ (5,520)	-10.53%
Expenses Total	\$ 152,620	\$ 121,709	\$ 152,620	\$ 118,057	\$ 152,620	\$ 152,720	\$ 152,720	\$ 100	0.07%

Fire Total	\$ 390,434	\$ 390,290	\$ 385,963	\$ 366,196	\$ 385,872	\$ 391,013	\$ 391,314	\$ 5,442	1.41%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 144		\$ 19,767					

	FY2022	FY 2023	FY 2024	FY 2025	FY 2025
	Budget	Budget	Budget	Request	Administrator
					Budget
Fire Chief	0.5	0.5	0.5	0.5	0.5
Deputy Chief	1	1	1	1	1
Assistant Chief	1	1	1	0	0
Fire Inspector/Captain	1	1	1	1	1
Captains	3	3	3	3	3
Lieutenants	3	3	3	3	3
Firefighters	35	36	36	33	40
Recruits	22	20	20	24	13
Subtotal Employees	66.5	65.5	65.5	65.5	61.5
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	66.5	65.5	65.5	65.5	61.5

Compensation Detail

COLAS	
Union	2.00%
Contract	0.00%
Non-Union FT	2.00%
Non-Union PT	2.00%
Stipend	0.00%
Other	0.00%

Fire

1	2	3	4	5	6	7	8	9	10	12	13	14	15	16
				FISCAL YEAR 2024				FISCAL YEAR 2025						
				Pay			Annual Salary				Proposed	Proposed	Final	T/A
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	FY24	Hours	Total hours	Percent	Rate	Base	Other
Dupuis	Michael		Chief	Con V/10	\$57.4160	1045	\$ 60,000	\$59.14	20	1045	2%	\$ 1.18	\$60.32	\$ -
Wilson	Michael		Fire Inspector		\$21.04	1144	\$ 24,070	\$21.04	19	1144	2%	\$ 0.42	\$21.46	\$ 24,551
			Stipends				\$ 143,373	\$143,373.00			0%			\$ 144,009
Budget Adjustment							\$ 5,810							\$ 6,696
Total Salaries							\$ 233,252						\$ -	\$ 238,293

Budget reflects Chief's salary being split between Fire and EMS

\$ 233,253

Supplementary Compensation

	Fiscal Year		Fiscal Year	
	2024		2025	
Stipends & Other Pay		\$ -		\$ -
Chief's Stipend		\$ -		\$ -
Fire Incidents		\$ 67,496		\$ 68,132
Fire Training		\$ 36,368		\$ 36,368
FF X-Duty		\$ 3,142		\$ 3,142
FF Maintenance		\$ 3,966		\$ 3,966
Officers Stipends		\$ 4,775		\$ 4,775
Aux/Recruit FF		\$ 5,376		\$ 5,376
Longevity Stipend		\$ 5,250		\$ 5,250
FF I/II Stipend		\$ 3,000		\$ 3,000
Other Stipends		\$ 9,000		\$ 9,000
New FF I/II		\$ 5,000		\$ 5,000
Total Stipends and Other Pay		\$ 143,373		\$ 144,009
Total Supplementary Compensation		\$ 143,373		\$ 144,009

Expense Detail - Fire

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025				FY 2025		
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Dollar Change	Percent Change		TA Budget	Dollar Change	Percent Change
Maint Contracts/Repairs	01-220-5200-003	\$ 48,000	\$ 53,273	\$ 48,000	\$ 48,803	\$ 48,000	\$ -	\$ (48,000)	-100.00%	\$ -	\$ (48,000)	-100.00%	
Consultant/Prof Services	01-220-5200-004	\$ 5,400	\$ -	\$ 5,400	\$ 2,180	\$ 5,400	\$ -	\$ (5,400)	-100.00%	\$ -	\$ (5,400)	-100.00%	
Dues/Memberships	01-220-5700-002	\$ 2,500	\$ 3,243	\$ 2,500	\$ 3,711	\$ 2,500	\$ -	\$ (2,500)	-100.00%	\$ -	\$ (2,500)	-100.00%	
Training/Seminars/Meetin	01-220-5700-003	\$ 2,500	\$ 1,271	\$ 2,500	\$ 665	\$ 2,500	\$ -	\$ (2,500)	-100.00%	\$ -	\$ (2,500)	-100.00%	
Clothing Allowance	01-220-5700-004	\$ -	\$ -	\$ -	\$ 498	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -		
Equipment	01-220-5800-001	\$ 5,500	\$ 1,190	\$ 5,500	\$ 985	\$ 5,500	\$ -	\$ (5,500)	-100.00%	\$ -	\$ (5,500)	-100.00%	
Testing	01-220-5200-007						\$ 9,900	\$ 9,900		\$ 9,900	\$ 9,900		
Personnel	01-220-5400-001						\$ 26,500	\$ 26,500		\$ 26,500	\$ 26,500		
Purchase of Services		\$ 63,900	\$ 58,977	\$ 63,900	\$ 56,841	\$ 63,900	\$ 36,400	\$ (27,500)	-43%	\$ 36,400	\$ (27,500)	-43.04%	
Office Supplies	01-220-5400-001	\$ 1,000	\$ 1,690	\$ 1,000	\$ 1,032	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0.00%	
Books Periodicals	01-220-5400-002	\$ 1,000	\$ 588	\$ 1,000	\$ 932	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0.00%	
Tools/Small Equipment	01-220-5400-005	\$ 30,800	\$ 11,403	\$ 30,800	\$ 12,479	\$ 30,800	\$ -	\$ (30,800)	-100%	\$ -	\$ (30,800)	-100.00%	
Parts/Materials	01-220-5400-006	\$ 2,000	\$ 2,414	\$ 2,000	\$ 127	\$ 2,000	\$ -	\$ (2,000)	-100%	\$ -	\$ (2,000)	-100.00%	
Maintenance Supplies	01-220-5400-007	\$ 1,500	\$ 8,713	\$ 1,500	\$ 3,609	\$ 1,500	\$ -	\$ (1,500)	-100%	\$ -	\$ (1,500)	-100.00%	
Apparatus Supplies	01-220-5400-002						\$ 1,000	\$ 1,000		\$ 1,000	\$ 1,000		
Maintenance	01-220-5700-002						\$ 51,920	\$ 51,920		\$ 51,920	\$ 51,920		
Equipment	01-220-5800-001						\$ 13,000	\$ 13,000		\$ 13,000	\$ 13,000		
Building Supplies	01-220-5400-002	\$ -		\$ -			\$ 1,500	\$ 1,500		\$ 1,500	\$ 1,500		
Supplies		\$ 36,300	\$ 24,808	\$ 36,300	\$ 18,179	\$ 36,300	\$ 69,420	\$ 33,120	91%	\$ 69,420	\$ 33,120	91.24%	
Telephone	01-220-5200-001	\$ 3,800	\$ 4,156	\$ 3,800	\$ 4,212	\$ 3,800	\$ 3,900	\$ 100	3%	\$ 3,900	\$ 100	2.63%	
Electric	01-220-5200-002	\$ 19,000	\$ 16,459	\$ 19,000	\$ 16,694	\$ 19,000	\$ 15,000	\$ (4,000)	-21%	\$ 15,000	\$ (4,000)	-21.05%	
Water Sewer	01-220-5200-006	\$ 5,000	\$ 4,148	\$ 5,000	\$ 4,132	\$ 5,000	\$ 5,000	\$ -	0%	\$ 5,000	\$ -	0.00%	
Heating Fuel	01-220-5400-003	\$ 24,620	\$ 13,161	\$ 24,620	\$ 17,999	\$ 24,620	\$ 20,000	\$ (4,620)	-19%	\$ 20,000	\$ (4,620)	-18.77%	
Trash Removal	01-220-5200-001						\$ 3,000			\$ 3,000			
Utilities		\$ 52,420	\$ 37,924	\$ 52,420	\$ 43,037	\$ 52,420	\$ 46,900	\$ (8,520)	-16%	\$ 46,900	\$ (8,520)	-16.25%	

220 - Fire Department**Expense Analysis**

	FY 2024	FY 2025
01-220-5100-000	171,440.00 Wages	
	Regular Wages	175,557.00
01-220-5101-000	46,813.00 Fire Chief	
	15,000.00	
	Fire Chief - Salary	62,736.00
01-220-5200-001	46,800.00 Utilities	
	Verizon	1,200.00
	Paetec Communications	100.00
	Verizon Wireless	3,000.00
	Water Sewer Dist	4,800.00
	Waste Management	1,800.00
	Heating Fuel	20,000.00
	National Grid	<u>16,000.00</u>
		46,900.00
01-220-5200-007	9,900.00 Testing	
	Apparatus Testing	2,300.00
	Equipment Testing	7,000.00
	Building Testing	<u>600.00</u>
		9,900.00
01-220-5400-001	26,500.00 Personnel	
	FF Physicals	1,800.00
	Protective Clothing	15,000.00
	Training / Seminars	1,000.00

		Clothing Allowance	5,000.00
		Food/Beverage	200.00
		Dues/Membership	<u>3,500.00</u>
			26,500.00
01-220-5400-002	4,500.00	Supplies	
		Office supplies	1,000.00
		Books & Periodicals	1,000.00
		Apparatus Supplies	1,000.00
		Building Supplies	<u>1,500.00</u>
			4,500.00
01-220-5800-001	13,000.00	Equipment	
		Hose Purchase	2,000.00
		Tool/Equipment	5,000.00
		Hydrant Parts	<u>6,000.00</u>
			13,000.00
01-220-5400-007	51,920.00	Maintenance	
		Apparatus Repairs	29,500.00
		Radio/Pager Repair	5,500.00
		Maint Contracts	3,000.00
		Copier Maint	420.00
		Parts/Materials	5,500.00
		Building Maint	<u>8,000.00</u>
			51,920.00
	385,873.00	Total Budget	391,013.00



Town of Leicester

Operating Budget Manual

FY2025

231 - Ambulance Enterprise Fund

DESCRIPTION OF SERVICES

Leicester Emergency Medical Services (EMS) is a critical component of the Town's emergency and trauma care system. Leicester EMS responds to the scene of an illness or trauma; and performs triage, treatment, and transport of patients by ambulance to area Hospitals. In addition, Leicester EMS provides non-emergent transport services to both short term and long term residents at the Critical Care Hospital and Transitional Care Facility located in Rochdale.

MISSION STATEMENT

Leicester EMS is committed to providing the highest quality emergency medical services available to the community we serve. At the same time, we will facilitate the education, training, and understanding of injury and illness prevention as well as our role in the response, treatment, and transportation of the sick and injured. The professionals of this organization will strive to meet the ever-changing nature of healthcare, emergency services, and public safety arenas through continuous training, incorporation of new technologies, and interagency cooperation.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Within FY2025, Leicester EMS intends to continue its Emergency Ambulance coverage 24/7/365 but also transition its Interfacility/Emergency Ambulance to a fifty-six (56) hour impact Emergency Ambulance. This will provide the Town of Leicester with two Emergency Ambulances Sunday through Saturday during a specific timeframe. We hope to fulfill our prescheduled, non-emergent transports by utilizing our third ambulance. When not on a prescheduled transport throughout the week, the ambulance will be available for third ambulance calls.

FY2024 ACCOMPLISHMENTS

Within FY2024, Leicester EMS continued to expand their resources to respond to the Town of Leicester's increasing number of complex emergencies. At Leicester EMS we were able to increase our funding by accepting more non-emergent, pre-scheduled transports from the nursing/hospital facility located in town. By doing this, we not only have provided services to the residents of this facility but also retrieved billable revenue through differentiating between non-emergent vs. emergent ambulance transports. We have maintained one Emergency Ambulance 24/7/365 and increased our second Interfacility/Emergency Ambulance to fifty-six (56) hours weekly from its original forty (40) hours. This has allowed us to capture more emergency ambulance calls in town and decrease assistance from surrounding fire departments. We were able to accomplish this operationally by hiring more per-diem/part-time/full-time employees, maintaining our two newer ambulances, and placing an order for a third ambulance to replace our oldest ambulance in the fleet. With these assets we have been able to cover our increasing emergent/non-emergent call volume but also repay the support we have received from surrounding communities.

FY2025 Budget Summary - Ambulance Enterprise Fund

Recommended
Budget FY 2025 -
\$1,278,496

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Ambulance	\$ 656,236	\$ 656,097	\$ 751,301	\$ 806,360	\$ 1,178,436	\$ 1,278,496	\$ 1,278,496	\$ 100,060	8.49%
Total	\$ 656,236	\$ 656,097	\$ 751,301	\$ 806,360	\$ 1,178,436	\$ 1,278,496	\$ 1,278,496	\$ 100,060	8.49%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,907	\$ 60,907	\$ 907	1.51%
Wages	\$ 531,602	\$ 533,439	\$ 633,808	\$ 625,543	\$ 901,793	\$ 970,622	\$ 970,622	\$ 68,829	7.63%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ 19,344	\$ 20,367	\$ 20,367	\$ 1,023	5.29%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 531,602	\$ 533,439	\$ 633,808	\$ 625,543	\$ 981,136	\$ 1,051,896	\$ 1,051,896	\$ 70,760	7.21%

Purchase of Services	\$ 70,684	\$ 90,600	\$ 87,243	\$ 134,544	\$ 127,950	\$ 156,250	\$ 156,250	\$ 28,300	22.12%
Supplies	\$ 37,150	\$ 29,637	\$ 28,000	\$ 43,993	\$ 46,600	\$ 47,600	\$ 47,600	\$ 1,000	2.15%
Utilities	\$ 16,800	\$ 2,421	\$ 2,250	\$ 2,279	\$ 22,750	\$ 22,750	\$ 22,750	\$ -	0.00%
Expenses Total	\$ 124,634	\$ 122,658	\$ 117,493	\$ 180,817	\$ 197,300	\$ 226,600	\$ 226,600	\$ 29,300	14.85%

Ambulance Total	\$ 656,236	\$ 656,097	\$ 751,301	\$ 806,360	\$ 1,178,436	\$ 1,278,496	\$ 1,278,496	\$ 100,060	8.49%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 139		\$ (55,058)	\$ -				

	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget
Employees					
Fire Chief	0	0	0.5	0.5	0.5
EMS Director	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
EMS Supervisors	1	1	4	3	3
Full-Time Paramedic	0	0	3	3	3
Full-Time EMT	0	0	1	2	2
Part-Time Paramedic	0	0	0	5	5
Part-Time EMT	0	0	0	11	11
Per-Diem/On-Call Paramedics	13	13	18	16	16
Per-Diem/On-Call AEMT's	0	0	1	0	0
Per-Diem/On-Call EMT's	13	13	40	17	17
Subtotal Employees	29	29	69.5	59.5	59.5
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	29	29	69.5	59.5	59.5

Compensation Detail

COLAS	2%
Union	0%
Contract	0%
Non-Union FT	2%
Non-Union PT	2%
Stipend	0%
Other	0%

Ambulance Enterprise Fund

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2024				FISCAL YEAR 2025								
				Pay			Annual Salary	FY25		Total hours	Proposed Percent	Proposed Rate	Final Base	Stipends	Final Salary	TA Budget
Last Name	First Name	Account #	Position	Grade	Rate	Hours		Rate	Hours	FY25	Increase	Increase	Rate			Fiscal 2025
Dupuis	Michael	65-231-5100-000	Chief	Con V/10	\$ 57.42	1045	\$ 60,000	\$ 57.42	20	1040	2%	\$ 1.15	\$ 58.56	\$ -	\$ 60,907	\$ 60,907
Dube	Molly	65-231-5100-000	EMS Director		\$ 36.83	2080	\$ 51,382	\$ 36.83	28	2080	2%	\$ 0.74	\$ 37.57	\$ -	\$ 78,139	\$ 78,139
Fields	Donna	65-231-5100-000	Administrative Assistant		\$ 31.97	2080	\$ 66,498	\$ 31.97	40	2080	2%	\$ 0.64	\$ 32.61	\$ -	\$ 67,828	\$ 67,828
												\$ -				\$ -
Mullins	Kate	65-231-5100-000	FT EMT		\$ 24.00	2080	\$ 49,920	\$ 24.00	40	2080	2%	\$ 0.48	\$ 24.48	\$ -	\$ 50,918	\$ 50,918
Plante	Colleen	65-231-5100-000	FT Paramedic		\$ 31.00	1872	\$ 58,032	\$ 31.00	36	1872	2%	\$ 0.62	\$ 31.62	\$ -	\$ 59,193	\$ 59,193
Fitzgibbons	Elizabeth	65-231-5100-000	FT Paramedic		\$ 25.00	1872	\$ 46,800	\$ 24.00	36	1872	2%	\$ 0.48	\$ 24.48	\$ -	\$ 45,827	\$ 45,827
Harrington	Christopher	65-231-5100-000	FT Paramedic		\$ 24.50	2080	\$ 50,960	\$ 24.50	40	2080	2%	\$ 0.49	\$ 24.99	\$ -	\$ 51,979	\$ 51,979
												\$ -		\$ -	\$ -	\$ -
N/A		65-231-5100-000	EMS Supervisor - LT		\$ 2.00	3120	\$ 6,240	\$ 2.00	20	3120	0%	\$ -	\$ 2.00	\$ -	\$ 6,240	\$ 6,240
N/A		65-231-5100-000	EMS Supervisor - CAPT		\$ 4,160.00	1	\$ 4,160	\$ 4,160.00	20	1040	0%	\$ -	\$ 4.00	\$ -	\$ 4,160	\$ 4,160
N/A		65-231-5100-000	EMS Supervisor - OFFICE		\$ 8,736.00	1	\$ 8,736	\$ 8,736.00	2	104	0%	\$ -	\$ 32.00	\$ -	\$ 3,328	\$ 3,328
		65-231-5100-000	EMS Captain - OFFICE		\$ -	1	\$ -	\$ -	3	156	0%	\$ -	\$ 33.00	\$ -	\$ 5,148	\$ 5,148
																\$ -
Fitzgerald	Robert	65-231-5100-000	CQI Specialist		\$ 29.50	208	\$ 6,136	\$ 29.50	4	208	2%	\$ 0.59	\$ 30.09	\$ -	\$ 6,259	\$ 6,259
Montiverdi	Chris	65-231-5100-000	CQI Specialist		\$ -	208	\$ -	\$ 30.25	4	208	2%	\$ 0.61	\$ 30.86		\$ 6,418	\$ 6,418
Dube	Molly	65-231-5100-000	Supply Coordinator		\$ 19.25	52	\$ 1,001	\$ -	0	0	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Franklin	Jennifer	65-231-5100-000	Schedule Coordinator		\$ 23.00	52	\$ 1,196	\$ -	0	0	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Belanger	Ashley	65-231-5100-000	Training Coordinator		\$ 28.00	416	\$ 11,648	\$ 28.00	8	416	2%	\$ 0.56	\$ 28.56	\$ -	\$ 11,881	\$ 11,881
																\$ -
Per-Diem (911)	Paramedic	65-231-5100-000	PD Paramedic		\$ -	832	\$ -	\$ 28.00	48	2496	2%	\$ 0.56	\$ 28.56	\$ -	\$ 71,286	\$ 71,286
Per-Diem (911)	EMT	65-231-5100-000	PD EMT		\$ -	832	\$ -	\$ 21.00	120	6240	2%	\$ 0.42	\$ 21.42	\$ -	\$ 133,661	\$ 133,661
Per-Diem (911)	Paramedic	65-231-5100-000	PD Paramedic		\$ 28.00	4992	\$ 139,776	\$ 28.00	100	5200	2%	\$ 0.56	\$ 28.56	\$ -	\$ 148,512	\$ 148,512
Per-Diem (911)	EMT	65-231-5100-000	PD EMT		\$ 21.00	8736	\$ 183,456	\$ 21.00	60	3120	2%	\$ 0.42	\$ 21.42	\$ -	\$ 66,830	\$ 66,830
Per-Diem (IFT)	Paramedic	65-231-5100-000	PD Paramedic		\$ 28.00	832	\$ 23,296	\$ 28.00	16	0	2%	\$ 0.56	\$ 28.56	\$ -	\$ -	\$ -
Per-Diem (IFT)	EMT	65-231-5100-000	PD EMT		\$ 21.00	832	\$ 17,472	\$ 21.00	16	0	2%	\$ 0.42	\$ 21.42	\$ -	\$ -	\$ -
N/A		65-231-5100-000	Special Pay Rate		\$ 2.00	936	\$ 1,872	\$ 2.00	18	936	2%	\$ -	\$ 2.00	\$ -	\$ 1,872	\$ 1,872
N/A		65-231-5100-000	Para Orientation		\$ 28.00	400	\$ 11,200	\$ 28.00	6	312	2%	\$ 0.56	\$ 28.56	\$ -	\$ 8,911	\$ 8,911
N/A		65-231-5100-000	EMT Orientation		\$ 21.00	320	\$ 6,720	\$ 21.00	4	208	2%	\$ 0.42	\$ 21.42	\$ -	\$ 4,455	\$ 4,455
N/A		65-231-5100-000	Para Mandatory Training		\$ 28.00	106	\$ 2,968	\$ 28.00	1	52	2%	\$ 0.56	\$ 28.56	\$ -	\$ 1,485	\$ 1,485
N/A		65-231-5100-000	EMT Mandatory Training		\$ 21.00	106	\$ -	\$ 21.00	1	52	2%	\$ 0.42	\$ 21.42	\$ -	\$ 1,114	\$ 1,114
N/A		65-231-5100-000	Para M&M Rounds		\$ 28.00	96	\$ 2,688	\$ 28.00	1	52	2%	\$ 0.56	\$ 28.56	\$ -	\$ 1,485	\$ 1,485
N/A		65-231-5100-000	EMT M&M Rounds		\$ 21.00	96	\$ -	\$ 21.00	1	52	2%	\$ 0.42	\$ 21.42	\$ -	\$ 1,114	\$ 1,114
N/A		65-231-5100-000	LEMS Details (Extra Duty)		\$ 28.00	52	\$ 1,456	\$ 28.00	1	52	2%	\$ 0.56	\$ 28.56	\$ -	\$ 1,485	\$ 1,485
N/A		65-231-5100-000	Para Storm Coverage		\$ 28.00	432	\$ 12,096	\$ 28.00	3	156	2%	\$ 0.56	\$ 28.56	\$ -	\$ 4,455	\$ 4,455
N/A		65-231-5100-000	EMT Storm Coverage		\$ 21.00	220	\$ -	\$ 21.00	3	156	2%	\$ 0.42	\$ 21.42	\$ -	\$ 3,342	\$ 3,342
N/A		65-231-5100-000	Preceptor Compensation		\$ 1.00	760	\$ 760	\$ 1.00	24	1248	0%	\$ -	\$ 1.00	\$ -	\$ 1,248	\$ 1,248
																\$ -
N/A		65-231-5100-000	Overtime		\$ 46.50	416	\$ 19,344	\$ 48.00	8	416	2%	\$ 0.96	\$ 48.96	\$ -	\$ 20,367	\$ 20,367
N/A		65-231-5100-000	Holiday/Comp Time		\$ 31.00	240	\$ 7,440	\$ 31.00	4	208	2%	\$ 0.62	\$ 31.62	\$ -	\$ 6,577	\$ 6,577
N/A		65-231-5100-000	Holiday Pay		\$ 31.00	132	\$ 4,092	\$ 31.00	3	156	2%	\$ 0.62	\$ 31.62	\$ -	\$ 4,933	\$ 4,933
N/A		65-231-5100-000	(36 hr) Sick Time Coverage		\$ 31.00	192	\$ 5,952	\$ 31.00	4	208	2%	\$ 0.62	\$ 31.62	\$ -	\$ 6,577	\$ 6,577
N/A		65-231-5100-000	(36 hr) Vacation Time Coverage		\$ 31.00	320	\$ 9,920	\$ 31.00	3	156	2%	\$ 0.62	\$ 31.62	\$ -	\$ 4,933	\$ 4,933
N/A		65-231-5100-000	(36 hr) Personal Time Coverage		\$ 31.00	120	\$ 3,720	\$ 31.00	2	104	2%	\$ 0.62	\$ 31.62	\$ -	\$ 3,288	\$ 3,288
		65-231-5100-000	(42 hr) Sick Time Coverage		\$ 31.00	192	\$ -	\$ 31.00	5	260	2%	\$ 0.62	\$ 31.62	\$ -	\$ 8,221	\$ 8,221
		65-231-5100-000	(42 hr) Vacation Time Coverage		\$ 31.00	320	\$ -	\$ 31.00	3	156	2%	\$ 0.62	\$ 31.62	\$ -	\$ 4,933	\$ 4,933
		65-231-5100-000	(42 hr) Personal Time Coverage		\$ 31.00	120	\$ -	\$ 31.00	2	104	2%	\$ 0.62	\$ 31.62	\$ -	\$ 3,288	\$ 3,288
N/A		65-231-5100-000	911 ALS 2nd Occuring Calls		\$ 175.00	52	\$ 9,100	\$ 100.00		100	0%	\$ -	\$ 100.00	\$ -	\$ 10,000	\$ 10,000
N/A		65-231-5100-000	911 BLS 2nd Occuring Calls		\$ 150.00	52	\$ 7,800	\$ 75.00		110	0%	\$ -	\$ 75.00	\$ -	\$ 8,250	\$ 8,250
N/A		65-231-5100-000	Assist & Cancellation		\$ 25.00	104	\$ 2,600	\$ 25.00		150	0%	\$ -	\$ 25.00	\$ -	\$ 3,750	\$ 3,750
N/A		65-231-5100-000	BLS IFT Detail		\$ 350.00	52	\$ 18,200	\$ 175.00		212	0%	\$ -	\$ 175.00	\$ -	\$ 37,100	\$ 37,100
N/A		65-231-5100-000	ALS IFT Detail		\$ 425.00	52	\$ 22,100	\$ 250.00		20	0%	\$ -	\$ 250.00	\$ -	\$ 5,000	\$ 5,000
N/A		65-231-5100-000	Storm Coverage Stipend		\$ 50.00	60	\$ 3,000	\$ 50.00		56	0%	\$ -	\$ 50.00	\$ -	\$ 2,800	\$ 2,800
N/A		65-231-5100-000	Holiday Stipend		\$ 75.00	96	\$ 7,200	\$ 75.00		96	0%	\$ -	\$ 75.00	\$ -	\$ 7,200	\$ 7,200
N/A		65-231-5100-000	EMS Supervisor On-Call		\$ 100.00	52	\$ 5,200	\$ 100.00		52	0%	\$ -	\$ 100.00	\$ -	\$ 5,200	\$ 5,200
Agreements			Budget Adjustments				\$ 29,000	\$ -							\$ -	\$ (1)
Total Salaries							\$ 981,136			41252			\$ -	\$ 1,051,896	\$ 1,051,896	

Expense Detail - Ambulance Enterprise Fund

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025			FY 2025		
		Budget	Actual	Budget	Actual	Budget	Dept.	Dollar	Percent	TA	Dollar	Percent
							Request	Change	Change	Budget	Change	Change
Billing Services	01-231-5200-001	\$ 23,900	\$ 22,956	\$ 29,500	\$ 34,243	\$ 48,000	\$ 48,000	\$ -	0.00%	\$ 48,000	\$ -	0.00%
Building Maintenance	01-231-5200-002	\$ -	\$ -	\$ 4,784	\$ 9,687	\$ 5,000	\$ 7,500	\$ 2,500	50.00%	\$ 7,500	\$ 2,500	50.00%
Dues/Memberships	01-231-5700-002	\$ 2,000	\$ 16,228	\$ 17,200	\$ 39,158	\$ 35,700	\$ 38,000	\$ 2,300	6.44%	\$ 38,000	\$ 2,300	6.44%
Maint Contracts/Repairs	01-231-5200-004	\$ 35,284	\$ 41,505	\$ 30,759	\$ 49,658	\$ 22,750	\$ 22,750	\$ -	0.00%	\$ 22,750	\$ -	0.00%
Mileage/Licenses	01-231-5200-005	\$ 7,500	\$ 7,066	\$ 3,000	\$ 1,134	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ -	0.00%
Training	01-231-5200-007	\$ 2,000	\$ 2,845	\$ 2,000	\$ 665	\$ 5,000	\$ 2,000	\$ (3,000)	-60.00%	\$ 2,000	\$ (3,000)	-60.00%
Budget Adjustment		\$ -	\$ -	\$ -	\$ -	\$ 8,500	\$ -	\$ (8,500)	-100.00%	\$ -	\$ (8,500)	-100.00%
Ambulance Lease	65-231-5800-001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000		\$ 35,000	\$ 35,000	
Purchase of Services		\$ 70,684	\$ 90,600	\$ 87,243	\$ 134,544	\$ 127,950	\$ 156,250	\$ 28,300	22.12%	\$ 156,250	\$ 28,300	22.12%
Office Supplies	01-231-5400-004	\$ 1,000	\$ 904	\$ 1,000	\$ 1,408	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Equipment	01-231-5400-003	\$ -	\$ -	\$ 1,000	\$ 499	\$ 13,000	\$ 13,000			\$ 13,000		
Books	01-231-5400-001	\$ 150	\$ 690	\$ 200	\$ 190	\$ 300	\$ 300	\$ -	0.00%	\$ 300	\$ -	0.00%
Tools/Small Equipment	01-231-5400-006	\$ 4,000	\$ 4,879	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Medical Supplies	01-231-5400-002	\$ 16,000	\$ 22,300	\$ 22,000	\$ 37,564	\$ 25,000	\$ 26,000	\$ 1,000	4.00%	\$ 26,000	\$ 1,000	4.00%
Uniforms	01-231-5400-005	\$ 16,000	\$ 865	\$ 3,800	\$ 4,333	\$ 7,300	\$ 7,300	\$ -	0.00%	\$ 7,300	\$ -	0.00%
Supplies		\$ 37,150	\$ 29,637	\$ 28,000	\$ 43,993	\$ 46,600	\$ 47,600	\$ 1,000	2.15%	\$ 47,600	\$ 1,000	2.15%
Telephone	01-231-5200-001	\$ 1,500	\$ 2,421	\$ 2,250	\$ 2,279	\$ 2,750	\$ 2,750	\$ -	0.00%	\$ 2,750	\$ -	0.00%
Electric	01-231-5200-002	\$ 7,500	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	\$ -	0.00%	\$ 12,000	\$ -	0.00%
Heating Fuel	01-231-5400-003	\$ 7,800	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ -	0.00%	\$ 8,000	\$ -	0.00%
Utilities		\$ 16,800	\$ 2,421	\$ 2,250	\$ 2,279	\$ 22,750	\$ 22,750	\$ -	0.00%	\$ 22,750	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2025

241 - Code

DESCRIPTION OF SERVICES

To ensure that public buildings are safe; to ensure all new and renovated buildings are built to the standards of the MA state building code and zoning laws; and to ensure that new growth is captured and relayed to the Assessor with she/he making inspections before the final sign-off on the permit.

MISSION STATEMENT

The Department's primary goal is to protect the public's life, health, safety and welfare as it relates to construction and occupancy of buildings. We ensure that all construction, reconstruction, alterations, and repairs conform to the requirements of the State Building, Electrical, Plumbing and Gas codes and the Town of Leicester Zoning Bylaw and conduct annual inspections on specified use groups in existing buildings.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

GOALS

- We will be revamping the Building Department to be more efficient, utilizing an online permitting system.
- I will oversee construction project on the Leicester High Campus funding by the MSBA, assuming that we obtain final approval for the project.
- I will oversee a major renovation of one of our dilapidated former mill buildings by a truss manufacturer, creating a viable industrial hub instead of an "attractive nuisance."
- I will work with all boards, commission, and, most importantly, the Leicester Fire Department to help residents, contractors, and developers see their projects through in a safe and code-compliant way.

FY2024 ACCOMPLISHMENTS

- Ensured code compliance and authorized occupancy of the Borger Building for Leicester Schools
- Ensured code compliance and authorized occupancy of Hampshire, Berkshire and Barrett Halls for homeless families.
- Worked on the team that obtained preliminary approval from MSBA for a High School campus modernization project.
- With an eye for economic development, resolved the conflict with the Leicester Water District to aid in the opening of the local restaurant, as well as resolved occupancy issues with another new restaurant, which will allow them to open when they are ready.
- Researched zoning laws for a local garage and found that they were in compliance, avoiding a costly special permit process.
- Worked with the Planning Board and Zoning Board of Appeals to spur additional economic development.
- Plan review and permitting for large-scale substation for National Grid on Stafford Street, and the gas station/restaurant complex

FY2025 Budget Summary - Code

Recommended Budget FY 2025 - \$151,933									
	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Code	\$ 75,707	\$ 70,144	\$ 128,667	\$ 122,539	\$ 132,586	\$ 146,647	\$ 151,933	\$ 19,347	14.59%
Total	\$ 75,707	\$ 70,144	\$ 128,667	\$ 122,539	\$ 132,586	\$ 146,647	\$ 151,933	\$ 19,347	14.59%
Salaries	\$ 65,383	\$ 65,383	\$ 73,206	\$ 71,703	\$ 70,740	\$ 75,740	\$ 75,740	\$ 5,000	7.07%
Wages	\$ 1,700	\$ 1,682	\$ 46,683	\$ 46,028	\$ 52,968	\$ 62,749	\$ 68,035	\$ 15,067	28.44%
Other					\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 67,083	\$ 67,065	\$ 119,889	\$ 117,731	\$ 123,708	\$ 138,489	\$ 143,775	\$ 20,067	16.22%
Purchase of Services	\$ 6,132	\$ 1,526	\$ 6,132	\$ 2,925	\$ 6,132	\$ 5,512	\$ 5,512	\$ (620)	-10.11%
Supplies	\$ 1,792	\$ 963	\$ 1,946	\$ 1,250	\$ 2,046	\$ 1,946	\$ 1,946	\$ (100)	-4.89%
Utilities	\$ 700	\$ 591	\$ 700	\$ 634	\$ 700	\$ 700	\$ 700	\$ -	0.00%
Expenses Total	\$ 8,624	\$ 3,079	\$ 8,778	\$ 4,808	\$ 8,878	\$ 8,158	\$ 8,158	\$ (720)	-8.11%
Code Total	\$ 75,707	\$ 70,144	\$ 128,667	\$ 122,539	\$ 132,586	\$ 146,647	\$ 151,933	\$ 19,347	14.59%
Encumbrance		\$ 214		\$ -					
Turn Back		\$ 5,349		\$ 6,128					
Employees	FY2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget				
Building Inspector	1	1	1	1	1				
Building Admin Transfer	0	0	0	1	1				
Subtotal Employees	1	1	1	2	2				
Subtotal Stipend Employees	0	0	0	0	0				
Total Employees	1	1	1	2	2				

Compensation Detail

COLAS	
Union	0.00%
Contract	0.00%
Non-Union FT	2.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Code

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2024				FISCAL YEAR 2025								
				Pay			Annual Salary	FY24		Total hours	Proposed	Proposed	Final			TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	FY24	Percent	Rate	Base	Stipends	Final	Budget
											Increase	Increase	Rate		Salary	Fiscal 2025
Leaming	Harold	01-241-5101-000	BI	Con	\$56.4111	24	\$ 70,740	\$56.411100	24	1254	7.068%	\$ 3.99	\$ 60.40		\$ 75,740	\$ 75,740
Coverage		01-241-5101-000	BI		\$37.38	40	\$ 1,495	\$ 37.38	0	40	2%	\$ 0.75	\$ 38.13		\$ 1,526	\$ 1,526
Conroy	Kelly	01-241-5100-000	III/8		\$29.36	38	\$ 58,294	\$30.23	38	1985.5	2%	\$ 0.60	\$ 30.83		\$ 61,223	\$ 61,223
Other							\$ (6,821)									\$ 5,286
Promotional Reserve																
Total Salaries							\$ 123,708			3279.5				\$ -	\$ 138,489	\$ 143,775

Inspector's increase based on a \$5,000 per year contractual increase

\$ 123,708

Expense Detail - Code

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Consultants/Prof services	01-241-5200-004	\$ 1,200	\$ -	\$ 1,200	\$ 1,433	\$ 1,200	\$ 1,580	\$ 380	31.67%	\$ 1,580	\$ 380	31.67%
Travel/Licenses	01-241-5700-001	\$ 3,000	\$ 26	\$ 3,000	\$ 106	\$ 3,000	\$ 2,000	\$ (1,000)	-33.33%	\$ 2,000	\$ (1,000)	-33.33%
Training/Seminars/Meetings	01-241-5700-003	\$ 1,932	\$ 1,500	\$ 1,932	\$ 1,386	\$ 1,932	\$ 1,932	\$ -	0.00%	\$ 1,932	\$ -	0.00%
Purchase of Services		\$ 6,132	\$ 1,526	\$ 6,132	\$ 2,925	\$ 6,132	\$ 5,512	\$ (620)	-10.11%	\$ 5,512	\$ (620)	-10.11%
Office Supplies	01-241-5400-001	\$ 1,400	\$ 897	\$ 1,400	\$ 1,215	\$ 1,500	\$ 1,400	\$ (100)	-6.67%	\$ 1,400	\$ (100)	-6.67%
Tools/Small equipment	01-241-5400-005	\$ 392	\$ 66	\$ 546	\$ 35	\$ 546	\$ 546	\$ -	0.00%	\$ 546	\$ -	0.00%
Supplies		\$ 1,792	\$ 963	\$ 1,946	\$ 1,250	\$ 2,046	\$ 1,946	\$ (100)	-4.89%	\$ 1,946	\$ (100)	-4.89%
Telephones	01-241-5200-001	\$ 700	\$ 591	\$ 700	\$ 634	\$ 700	\$ 700	\$ -	0.00%	\$ 700	\$ -	0.00%
Utilities		\$ 700	\$ 591	\$ 700	\$ 634	\$ 700	\$ 700	\$ -	0.00%	\$ 700	\$ -	0.00%

241 Code Department**Expense Analysis**

	FY 2024	FY 2025
01-241-5100-000	50,577.00 Code - Wages	
	Dept Employees 73,131.00	62,749.00
01-241-5101-000	Code - Salary	
	Building Inspector	75,740.00
01-241-5200-001	700.00 Telephone	
	Verizon Wireless	700.00
01-241-5200-004	1,200.00 Consultant & Professional Services	
	Valley Printing	400.00
	John Dolen	290.00
	Ron Valenski	100.00
	Matthew Poce	290.00
	John Markley	200.00
	Misc services	<u>300.00</u>
		1,580.00

01-241-5400-001	1,500.00	Office Supplies	
		Misc office supplies	1,400.00
01-241-5400-005	546.00	Tools/Small Equipment	
		Inspection equipment 3,000.00	546.00
01-241-5700-001		Travel/Licenses	
		Mileage	<u>2,000.00</u>
			2,000.00
01-241-5700-003	1,932.00	Training/Seminars/Meetings	
		Annual training	900.00
		Conferences	<u>1,032.00</u>
			1,932.00
	132,586.00	Total Budget	146,647.00



Town of Leicester

Operating Budget Manual

FY2025

290 - Emergency Management

DESCRIPTION OF SERVICES

The role of the Emergency Management Department is to be responsible for emergency management planning and mitigation activities. In the event of a large scale emergency, the Director will play a primary role in coordinating the response of the Town and interacting with other government entities. The Director should be consulted on any large events in the town to ensure a safe time for all.

MISSION STATEMENT

To ensure the town has all the equipment, personnel and other resources to handle a large scale, multi-agency response to a natural, man-made or other disaster, weather event or crisis. The director will coordinate with other town departments, state and federal agencies to assist in these matters where needed.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To begin to fill the gap in Emergency management needs and set the town on a better footing in case of a disaster.

FY2024 ACCOMPLISHMENTS

Coordinated with Town departments during weather events and other emergency situations to ensure the safety of residents.

FY2025 Budget Summary - Emergency Management

Recommended
Budget FY 2025 -
\$6,627

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Emergency Management	\$ 4,889	\$ 4,605	\$ 6,467	\$ 5,824	\$ 6,546	\$ 6,627	\$ 6,627	\$ 81	1.24%
Total	\$ 4,889	\$ 4,605	\$ 6,467	\$ 5,824	\$ 6,546	\$ 6,627	\$ 6,627	\$ 81	1.24%

Salaries					\$ -	\$ -	\$ -	\$ -	
Wages					\$ -	\$ -	\$ -	\$ -	
Overtime					\$ -	\$ -	\$ -	\$ -	
Other	\$ 3,967	\$ 3,967	\$ 3,967	\$ 4,047	\$ 4,046	\$ 4,127	\$ 4,127	\$ 81	2.00%
Personnel Total	\$ 3,967	\$ 3,967	\$ 3,967	\$ 4,047	\$ 4,046	\$ 4,127	\$ 4,127	\$ 81	2.00%

Purchase of Services	\$ 500	\$ 302	\$ 2,000	\$ 1,678	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
Supplies	\$ 422	\$ 336	\$ 500	\$ 100	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 922	\$ 638	\$ 2,500	\$ 1,777	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.00%

Emergency Management Total	\$ 4,889	\$ 4,605	\$ 6,467	\$ 5,824	\$ 6,546	\$ 6,627	\$ 6,627	\$ 81	1.24%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 284		\$ 643					

	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY2025 Administrator Budget
Employees					
EM Director	1	1	1	1	1
Subtotal Employees	0	0	0	0	0
Subtotal Stipend Employees	1	1	1	1	1

Department requests increase of \$5,500 for the purchase of body armor for EMS and Fire, and \$2,500 to train and outfit a CERT team (Warrant Article)

Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Emergency Manangement

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
FISCAL YEAR 2024								FISCAL YEAR 2025								
				Pay				FY24			Proposed	Proposed	Final			TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	FY25	Percent	Rate	Base	Stipends	Final	Budget
											Increase	Increase	Rate		Salary	Fiscal 2025
Main	Jason		Director		\$0.00	0	\$ 4,046	\$ 4,046		0	2%	\$ 81	\$ -	4,127	\$ 4,127	\$ 4,127
Total Salaries							\$ 4,046			0				\$ 4,127	\$ 4,127	\$ 4,127

Expense Detail - Emergency Manangement

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Consultants/Prof Services	01-290-5200-004	\$ 500	\$ 302	\$ 2,000	\$ 1,678	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Purchase of Services		\$ 500	\$ 302	\$ 2,000	\$ 1,678	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Office Supplies	01-290-5400-001	\$ 422	\$ 336	\$ 500	\$ 100	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
		\$ -		\$ -								
Supplies		\$ 422	\$ 336	\$ 500	\$ 100	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

290 Emergency Management

Expense Analysis

	FY 2024		FY 2025
01-290-5101-000	4,046.00	Emergency Management - Salary	
		Emergency Management Director	4,127.00
01-290-5200-004	1,500.00	Consultant & Professional Services	
		Misc Cert Team Training and Items	1,500.00
01-290-5400-001	1,000.00	Office Supplies	
		Misc office supplies	1,000.00
	6,546.00	Total Budget	6,627.00



Town of Leicester

Operating Budget Manual

FY2025

292 - Animal Control

DESCRIPTION OF SERVICES

The Animal Control Department is responsible for enforcing the Town's Animal Control Bylaw.

MISSION STATEMENT

To work with residents to provide safe, effective and efficient animal control services, provide high quality animal care, and to promote responsible pet ownership.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To continue to provide effective Animal Control services.

FY2024 ACCOMPLISHMENTS

FY2025 Budget Summary - Animal Control

Recommended
Budget FY 2025 -
\$36,025

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Approved	Dollar Change	Percent Change
Animal Control	\$ 34,444	\$ 31,511	\$ 34,954	\$ 32,759	\$ 35,484	\$ 36,025	\$ 36,025	\$ 541	1.52%
Total	\$ 34,444	\$ 31,511	\$ 34,954	\$ 32,759	\$ 35,484	\$ 36,025	\$ 36,025	\$ 541	1.52%

Salaries	\$ 25,986	\$ 27,516	\$ 26,496	\$ 28,057	\$ 27,026	\$ 27,567	\$ 27,567	\$ 541	2.00%
Wages					\$ -	\$ -	\$ -	\$ -	
Other					\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 25,986	\$ 27,516	\$ 26,496	\$ 28,057	\$ 27,026	\$ 27,567	\$ 27,567	\$ 541	2.00%

Purchase of Services	\$ 6,283	\$ 1,295	\$ 6,283	\$ 2,027	\$ 6,283	\$ 6,283	\$ 6,283	\$ -	0.00%
Supplies	\$ 2,175	\$ 2,700	\$ 2,175	\$ 2,676	\$ 2,175	\$ 2,175	\$ 2,175	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 8,458	\$ 3,995	\$ 8,458	\$ 4,703	\$ 8,458	\$ 8,458	\$ 8,458	\$ -	0.00%

Animal Control Total	\$ 34,444	\$ 31,511	\$ 34,954	\$ 32,759	\$ 35,484	\$ 36,025	\$ 36,025	\$ 541	1.52%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 2,933		\$ 2,195					

	FY2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget
Employees					
ACO	1	1	1	1	1
Subtotal Employees	1	1	1	1	1
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	1	1	1	1	1

Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Animal Control

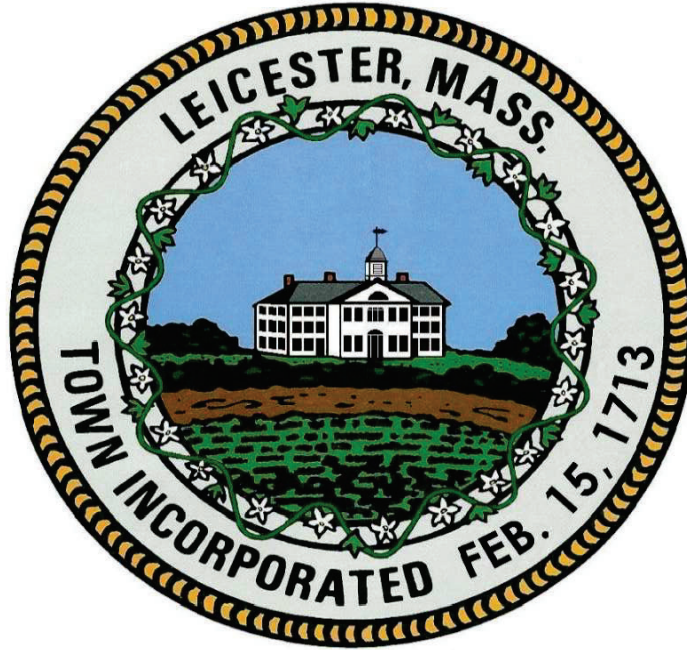
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2024				FISCAL YEAR 2025								
				Pay			Annual Salary	FY24		Total hours	Proposed	Proposed	Final			TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	FY25	Percent	Rate	Base	Stipends	Final	Budget
											Increase	Increase	Rate		Salary	Fiscal 2025
Dykas	Pat	01-292-5100-000	AI	Con			\$ 27,026	\$ 27,026		\$ -	2%	\$ 541	\$ 27,567	\$ -	\$ 27,567	\$ 27,567
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 27,026			0				\$ -	\$ 27,567	\$ 27,567

Expense Detail - Animal Control

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Maint Contr/Repairs	01-292-5200-003	\$ 500	\$ 558	\$ 500	\$ 1,632	\$ 500	\$ 500	\$ -	0.00%	\$ 500	\$ -	0.00%
Consultants/Prof Services	01-292-5200-004	\$ 4,508	\$ 737	\$ 4,508	\$ 395	\$ 4,508	\$ 4,508	\$ -	0.00%	\$ 4,508	\$ -	0.00%
Dues/Membership	01-292-5700-002	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	0.00%	\$ 100	\$ -	0.00%
Training/Seminars/Meetin	01-292-5700-003	\$ 300	\$ -	\$ 300	\$ -	\$ 300	\$ 300	\$ -	0.00%	\$ 300	\$ -	0.00%
Clothing Allowance	01-292-5700-004	\$ 325	\$ -	\$ 325	\$ -	\$ 325	\$ 325	\$ -	0.00%	\$ 325	\$ -	0.00%
Equipment	01-292-5800-001	\$ 550	\$ -	\$ 550	\$ -	\$ 550	\$ 550	\$ -	0.00%	\$ 550	\$ -	0.00%
Purchase of Services		\$ 6,283	\$ 1,295	\$ 6,283	\$ 2,027	\$ 6,283	\$ 6,283	\$ -	0.00%	\$ 6,283	\$ -	0.00%
Office Supplies	01-292-5400-001	\$ 1,400	\$ 1,710	\$ 1,400	\$ 781	\$ 1,400	\$ 1,400	\$ -	0.00%	\$ 1,400	\$ -	0.00%
Tools/Small equipment	01-292-5400-005	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	0.00%	\$ 100	\$ -	0.00%
Animal Disposal Supplies	01-292-5400-007	\$ 675	\$ 990	\$ 675	\$ 1,895	\$ 675	\$ 675	\$ -	0.00%	\$ 675	\$ -	0.00%
Supplies		\$ 2,175	\$ 2,700	\$ 2,175	\$ 2,676	\$ 2,175	\$ 2,175	\$ -	0.00%	\$ 2,175	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

292 - Animal Control**Expense Analysis**

	FY 2024	FY 2025
01-292-5101-000	27,026.00 Salary	
	Animal Control Officer	27,567.00
01-292-5200-003	500.00 Maintenance Contracts & Reapirs	
	Vehicle Repairs	500.00
01-292-5200-004	4,508.00 Consultant & Professional Services	
	Aminal services	4,508.00
01-292-5400-001	1,400.00 Office Supplies	
	Misc office supplies	900.00
	Dog tags	<u>500.00</u>
		1,400.00
01-292-5400-005	100.00 Tools/Small Equipment	
	Misc Equipment	100.00
01-292-5400-007	675.00 Animal Disposal Supplies	
	Webster Square Animal Clinic	675.00
01-292-5700-002	100.00 Dues/Memberships	
	Misc Dues	100.00
01-292-5700-003	300.00 Training/Seminars/Meetings	
	Misc Training	300.00
01-292-5700-004	325.00 Clothing Allowance	
	Uniform	325.00
01-292-5800-001	550.00 Equipment	
	Misc Equipment	550.00
	35,484.00	Total Budget
		36,025.00



Town of Leicester

Operating Budget Manual

FY2025

296 - Insect Pest Control

DESCRIPTION OF SERVICES

This department is responsible for costs associated with the management of trees on Town property, including management and removal of dead or diseased trees.

MISSION STATEMENT

To promote public safety by effectively managing trees on town-owned property and the right of ways.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

The main goal is to continue the growth of an urban forestry management program with the newly certified tree warden implementing goals and objectives. These goals and objectives will continue to change and grow as our program develops. The most pressing objective is to design, draft and maintain master plans for tree care along community streets and throughout other areas of responsibility. The plan is to increase our ability to be preventative rather than reactive.

FY2024 ACCOMPLISHMENTS

This department responded to numerous resident requests for trees to be examined and deemed healthy or not. Any trees that were deemed dead or hazardous were removed, including a tree that was blocking the entrance to the Fire Station.

FY2025 Budget Summary - Insect Pest Control

Recommended
Budget FY 2025 -
\$14,700

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept.Request	FY 2025 TA Approved	Dollar Change	Percent Change
Insect Pest Control	\$ 7,850	\$ 4,376	\$ 7,850	\$ 5,014	\$ 7,850	\$ 14,700	\$ 14,700	\$ 6,850	87.26%
Total	\$ 7,850	\$ 4,376	\$ 7,850	\$ 5,014	\$ 7,850	\$ 14,700	\$ 14,700	\$ 6,850	87.26%

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 6,850	\$ 3,861	\$ 6,850	\$ 5,014	\$ 6,850	\$ 13,700	\$ 13,700	\$ 6,850	100.00%
Supplies	\$ 1,000	\$ 515	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 7,850	\$ 4,376	\$ 7,850	\$ 5,014	\$ 7,850	\$ 14,700	\$ 14,700	\$ 6,850	87.26%

Insect Pest Total	\$ 7,850	\$ 4,376	\$ 7,850	\$ 5,014	\$ 7,850	\$ 14,700	\$ 14,700	\$ 6,850	87.26%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 3,474		\$ 2,836					

Expense Detail - Insect Pest Control

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Consultants/Prof Services	01-296-5200-004	\$ 6,850	\$ 3,861	\$ 6,850	\$ 5,014	\$ 6,850	\$ 13,700	\$ 6,850	100.00%	\$ 13,700	\$ 6,850	100.00%
Purchase of Services		\$ 6,850	\$ 3,861	\$ 6,850	\$ 5,014	\$ 6,850	\$ 13,700	\$ 6,850	100.00%	\$ 13,700	\$ 6,850	100.00%
Tools/Small equipment	01-296-5400-005	\$ 1,000	\$ 515	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Supplies		\$ 1,000	\$ 515	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
		\$ -		\$ -		\$ -						
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

296 - Insect Pest Control Expense Analysis

	FY 2024		FY 2025
01-296-5200-004	6,850.00	Consultant & Professional Services	
		Tree Service	13,700.00 This amount would be for 2 large tree removals
01-296-5400-005	1,000.00	Tools/Small Equipment	
		Misc Equipment	1,000.00
	7,850.00	Total Budget	14,700.00 Total Budget



Town of Leicester
Town Administrator's Budget
FY2025 - Part C - Education



Town of Leicester

Operating Budget Manual

FY2025

School Department

DESCRIPTION OF SERVICES

The public educational system of Leicester structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. At present, the district is comprised of three locations, employing 258 full and part-time employees with a total enrollment of 1,354 as reported to the MA Department of Elementary and Secondary Education in the SY 2022-2023 Leicester High School (enrollment: 414) Leicester Middle School (enrollment: 409) Leicester Elementary School (enrollment: 493) and Leicester Integrated Preschool (enrollment: 38).

MISSION STATEMENT

To provide dynamic, educational opportunities that inspire a community of learners who are prepared for the future.

FY2025 Budget Summary - Schools

Recomended
Budget FY 2025 -
\$20,330,236

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept Request	FY 2025 TA Budget	Dollar Change	Percent Change
Schools	\$ 16,890,587	\$ 15,605,139	\$ 17,492,412	\$ 16,718,971	\$ 20,605,236	\$ 20,605,236	\$ 20,330,236	\$ (275,000)	-1.33%
Total	\$ 16,890,587	\$ 15,605,139	\$ 17,492,412	\$ 16,718,971	\$ 20,605,236	\$ 20,605,236	\$ 20,330,236	\$ (275,000)	-1.33%

Salaries -Admin	\$ 1,057,919	\$ 1,044,623	\$ 992,815	\$ 1,089,539	\$ 3,757,339	\$ 3,757,339	\$ 3,757,339	\$ -	0.00%
Salaries - SPED	\$ 3,603,710	\$ 3,230,118	\$ 3,799,705	\$ 3,469,730	\$ 4,292,921	\$ 4,292,921	\$ 4,292,921	\$ -	0.00%
Salaries - High School	\$ 2,409,257	\$ 2,140,435	\$ 2,059,532	\$ 2,344,952	\$ 2,248,324	\$ 2,248,324	\$ 2,248,324	\$ -	0.00%
Salaries - Athletics	\$ 89,890	\$ 88,266	\$ 117,291	\$ 42,814	\$ 135,614	\$ 135,614	\$ 135,614	\$ -	0.00%
Salaries - Middle School	\$ 2,608,191	\$ 2,326,366	\$ 2,626,188	\$ 2,353,911	\$ 1,900,458	\$ 1,900,458	\$ 1,900,458	\$ -	0.00%
Salaries - Elementary	\$ 2,506,287	\$ 2,212,148	\$ 2,449,505	\$ 2,338,744	\$ 1,991,632	\$ 1,991,632	\$ 1,991,632	\$ -	0%
Salaries - Preschool	\$ 188,054	\$ 163,906	\$ 182,903	\$ 166,263	\$ 209,340	\$ 209,340	\$ 209,340	\$ -	0%
TA Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (275,000)		
Personnel Total	\$ 12,463,309	\$ 11,205,862	\$ 12,227,939	\$ 11,805,952	\$ 14,535,628	\$ 14,535,628	\$ 14,260,628	\$ (275,000)	-1.89%

Purchase of Services	\$ 3,689,317	\$ 3,663,728	\$ 4,305,719	\$ 3,993,354	\$ 4,953,220	\$ 4,953,220	\$ 4,953,220	\$ -	0.00%
Supplies	\$ 443,650	\$ 441,238	\$ 472,168	\$ 447,392	\$ 579,066	\$ 579,066	\$ 579,066	\$ -	0.00%
Utilities	\$ 294,310	\$ 294,311	\$ 486,586	\$ 472,272	\$ 537,322	\$ 537,322	\$ 537,322	\$ -	0.00%
Expenses Total	\$ 4,427,277	\$ 4,399,277	\$ 5,264,473	\$ 4,913,019	\$ 6,069,608	\$ 6,069,608	\$ 6,069,608	\$ -	0.00%

	\$ 16,890,587	\$ 15,605,139							
Schools	\$ 16,890,587	\$ 15,605,139	\$ 17,492,412	\$ 16,718,971	\$ 20,605,236	\$ 20,605,236	\$ 20,330,236	\$ (275,000)	-1.33%
Encumbrance		\$ 1,285,448		\$ 772,868					
Turn Back		\$ (0)		\$ 573					

	FY2022 Actual	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget
Employees'					
Central Office	12.40	12.80	14.50	14.00	14.00
Special Education	5.00	5.00	5.00	5.00	5.00
High School	43.00	45.30	62.30	69.30	69.30
Middle School	52.97	55.97	59.80	61.30	61.30
Elementary School	67.30	73.30	77.00	81.75	81.75
Pre-School	10.75	11.75	13.25	13.55	13.55
Revolving/Grant Funding	27.00	37.87	22.75	14.25	14.25
Subtotal Employees	218.42	241.99	254.60	259.15	259.15
Subtotal Stipend Employees	5	5	5	5	5
Total Employees	223.42	246.99	259.60	264.15	264.15

Compensation Detail

COLAS	
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Schools

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
					FISCAL YEAR 2024			FISCAL YEAR 2025							
							Annual Salary	FY24		Proposed	Proposed	Final			T/A
Location							1-Jul-23	Rate	Hours	1-Jul-24	Performance	Base	Other	Final	Budget
											Increase	Rate	Pay	Salary	Fiscal 2025
Central Office							\$ 3,757,339	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ 3,757,339	\$ 3,757,339
Special Education							\$ 4,292,921							\$ 4,292,921	\$ 4,292,921
High School							\$ 2,248,324							\$ 2,248,324	\$ 2,248,324
Athletics							\$ 135,614							\$ 135,614	\$ 135,614
Memorial School							\$ -							\$ -	\$ -
Primary School							\$ -							\$ -	\$ -
Middle School							\$ 1,900,458							\$ 1,900,458	\$ 1,900,458
Elementary School							\$ 1,991,632							\$ 1,991,632	\$ 1,991,632
Pre-School							\$ 209,340							\$ 209,340	\$ 209,340
TA Adjustment							\$ -								\$ (275,000)
Total Salaries							\$ 14,535,628			\$ -			\$ -	\$ 14,535,628	\$ 14,260,628

Expense Detail - School Department
Total Expenses

		FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	Dollar Change	Percent Change	FY 2025 TA Budget	Dollar Change	Percent Change
All Schools												
Admin		\$ 1,894,370	\$ 1,808,782	\$ 1,946,920	\$ 1,413,135	\$ 2,346,146	\$ 2,346,146	\$ -	0.00%	\$ 2,346,146	\$0	0.00%
SPED		\$ 1,403,131	\$ 1,403,131	\$ 2,114,068	\$ 2,184,965	\$ 2,289,598	\$ 2,289,598	\$ -	0.00%	\$ 2,289,598	\$0	0.00%
High School		\$ 141,146	\$ 145,646	\$ 85,081	\$ 71,833	\$ 66,804	\$ 66,804	\$ -	0.00%	\$ 66,804	\$0	0.00%
Athletics		\$ 112,581	\$ 112,580	\$ 83,470	\$ 204,318	\$ 205,573	\$ 205,573	\$ -	0.00%	\$ 205,573	\$0	0.00%
Middle School		\$ 76,864	\$ 111,864	\$ 43,741	\$ 35,641	\$ 12,367	\$ 12,367	\$ -	0.00%	\$ 12,367	\$0	0.00%
Elementary School		\$ 61,225	\$ 81,725	\$ 30,938	\$ 83,462	\$ 32,557	\$ 32,557	\$ -	0.00%	\$ 32,557	\$0	0.00%
Preschool		\$ -	\$ -	\$ 1,500	\$ -	\$ 175	\$ 175	\$ -	0.00%	\$ 175	\$0	0.00%
Purchase of Services		\$ 3,689,317	\$ 3,663,728	\$ 4,305,719	\$ 3,993,354	\$ 4,953,220	\$ 4,953,220	\$ -	0.00%	\$ 4,953,220	\$0	0.00%

All Schools												
Admin		\$ 8,751	\$ 8,751	\$ 106,588	\$ 170,093	\$ 165,150	\$ 165,150	\$ -	0.00%	\$ 165,150	\$0	0.00%
SPED		\$ 6,293	\$ 6,293	\$ 18,050	\$ 7,100	\$ 13,035	\$ 13,035	\$ -	0.00%	\$ 13,035	\$0	0.00%
High School		\$ 268,990	\$ 267,579	\$ 85,806	\$ 66,895	\$ 223,519	\$ 223,519	\$ -	0.00%	\$ 223,519	\$0	0.00%
Athletics		\$ 16,201	\$ 16,202	\$ 17,403	\$ 23,860	\$ -	\$ -	\$ -		\$ -	\$0	
Middle School		\$ 67,018	\$ 66,016	\$ 113,137	\$ 74,831	\$ 82,602	\$ 82,602	\$ -	0.00%	\$ 82,602	\$0	0.00%
Elementary School		\$ 75,889	\$ 75,889	\$ 125,284	\$ 103,541	\$ 92,660	\$ 92,660	\$ -	0.00%	\$ 92,660	\$0	0.00%
Preschool		\$ 508	\$ 508	\$ 5,900	\$ 1,072	\$ 2,100	\$ 2,100	\$ -	0.00%	\$ 2,100	\$0	0.00%
Supplies		\$ 443,650	\$ 441,238	\$ 472,168	\$ 447,392	\$ 579,066	\$ 579,066	\$ -	0.00%	\$ 579,066	\$0	0.00%

All Schools												
Admin		\$ 974	\$ 974	\$ -	\$ 98	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ 2,000	\$0	0.00%
SPED		\$ -	\$ -	\$ -								
High School		\$ 101,085	\$ 101,085	\$ 178,731	\$ 226,937	\$ 231,036	\$ 231,036	\$ -	0.00%	\$ 231,036	\$0	0.00%
Athletics		\$ -	\$ -	\$ -	\$ -							
Middle School		\$ 93,324	\$ 93,325	\$ 181,355	\$ 147,991	\$ 150,318	\$ 150,318	\$ -	0.00%	\$ 150,318	\$0	0.00%
Elementary School		\$ 98,927	\$ 98,927	\$ 126,500	\$ 97,246	\$ 153,968	\$ 153,968	\$ -	0.00%	\$ 153,968	\$0	0.00%
Preschool		\$ -	\$ -	\$ -	\$ -							
Utilities		\$ 294,310	\$ 294,311	\$ 486,586	\$ 472,272	\$ 537,322	\$ 537,322	\$ -	0.00%	\$ 537,322.00	\$0	0.00%

Salary/expenses by building

Admin		\$ 2,962,015	\$ 2,863,131	\$ 3,046,323	\$ 2,672,864	\$ 6,270,635
SPED		\$ 5,013,134	\$ 4,639,541	\$ 5,931,823	\$ 5,661,795	\$ 6,595,554
High School		\$ 2,920,478	\$ 2,654,744	\$ 2,409,150	\$ 2,710,617	\$ 2,769,683
Athletics		\$ 218,672	\$ 217,048	\$ 218,164	\$ 270,992	\$ 341,187
Middle School		\$ 2,845,397	\$ 2,597,572	\$ 2,964,421	\$ 2,612,374	\$ 2,145,745
Elementary School		\$ 2,742,328	\$ 2,468,688	\$ 2,732,227	\$ 2,622,994	\$ 2,270,817
Preschool		\$ 188,562	\$ 164,414	\$ 190,303	\$ 167,335	\$ 211,615
Total		\$ 16,890,587	\$ 15,605,139	\$ 17,492,412	\$ 16,718,971	\$ 20,605,236



Town of Leicester
Town Administrator's Budget
FY2025 - Part D - Public Works



Town of Leicester
Operating Budget Manual
FY2025

420 - Department of Public Works

DESCRIPTION OF SERVICES

The Department of Public Works provides professional public works and public safety services to manage the infrastructure, parks, recreation, public squares, public buildings, and fields with which we have been entrusted.

MISSION STATEMENT

To create a safe and healthy environment by satisfying the infrastructure management needs of the Town, as well as to maintain clean town parks and fields.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

The goals for the DPW this coming fiscal year is to put in place a master plan for roadway maintenance, to include a 10 year paving plan. This last fiscal year the DPW was able to complete a paving project that encompassed 5 different community streets. This coming fiscal year we will continue the plan with paving and be able to complete a town road line painting as well. DPW has a plan to implement an asset management software and work order system to better track and maintain town equipment.

FY2024 ACCOMPLISHMENTS

This last fiscal year the DPW was able to complete a paving project that encompassed 5 different community streets. This coming fiscal year we will continue the plan with paving and be able to complete a town road line painting

FY2025 Budget Summary - Department of Public Works

Recommended
Budget FY 2025 -
\$1,231,211

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
DPW	\$ 1,102,046	\$ 1,079,288	\$ 1,026,814	\$ 959,566	\$ 1,090,114	\$ 1,198,684	\$ 1,231,211	\$ 141,097	12.94%
Total	\$ 1,102,046	\$ 1,079,288	\$ 1,026,814	\$ 959,566	\$ 1,090,114	\$ 1,198,684	\$ 1,231,211	\$ 141,097	12.94%

Salaries	\$ 91,800	\$ 91,833	\$ 48,636	\$ 33,036	\$ 15,000	\$ 15,300	\$ 55,726	\$ 40,726	271.51%
Wages	\$ 671,268	\$ 663,681	\$ 707,700	\$ 635,623	\$ 774,133	\$ 824,474	\$ 827,615	\$ 53,482	6.91%
Overtime	\$ 5,000	\$ 8,228	\$ 5,000	\$ 5,598	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.00%
Other									
Personnel Total	\$ 768,068	\$ 763,742	\$ 761,336	\$ 674,257	\$ 794,133	\$ 844,774	\$ 888,341	\$ 94,208	11.86%

Purchase of Services	\$ 102,313	\$ 100,203	\$ 71,313	\$ 66,097	\$ 131,816	\$ 140,415	\$ 140,415	\$ 8,599	6.52%
Supplies	\$ 221,295	\$ 206,193	\$ 183,795	\$ 212,761	\$ 153,795	\$ 200,725	\$ 190,725	\$ 36,930	24.01%
Utilities	\$ 10,370	\$ 9,150	\$ 10,370	\$ 6,451	\$ 10,370	\$ 12,770	\$ 11,730	\$ 1,360	13.11%
Expenses Total	\$ 333,978	\$ 315,547	\$ 265,478	\$ 285,309	\$ 295,981	\$ 353,910	\$ 342,870	\$ 46,889	15.84%

DPW	\$ 1,102,046	\$ 1,079,288	\$ 1,026,814	\$ 959,566	\$ 1,090,114	\$ 1,198,684	\$ 1,231,211	\$ 141,097	12.94%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 22,758		\$ 67,248					

	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget
Employees					
Dpw Director	1	1	0.5	0.5	0.5
Foreman	1	1	1	1	1
Mechanic	1	1	2	2	2
Truck Drivers	4	7	6	6	6
HEO	1	1	1	1	1
LEO	1	1	2	2	2
Dept Assistant	1	1	1	1	1
Summer Help	2	2	2	2	2
Custodian	1	1	1	1	1
Subtotal Employees	13	16	16.5	16.5	16.5
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	13	16	16.5	16.5	16.5

FY2025 Budget Summary - Department of Public Works

Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Highway Department

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
				FISCAL YEAR 2024				FISCAL YEAR 2025									
				Pay			Annual Salary	FY25	Step			Proposed	Proposed	Final		TA	
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Rate	Hours	FY25	Percent	Rate	Base	Stipends	Final	Budget
												Increase	Increase	Rate		Salary	Fiscal 2025
Lauzon	Kris	01-420-5101-000	Director	Con		40	\$ 15,000	\$ 15,000.00		40	1045	2%	\$ 300.00	\$ 15,300.00	0.00	\$ 15,300	\$ 55,726
Provost	Robert	01-420-5100-000	Foreman		35.06	40	\$ 73,275	\$ 35.06		40	2090	0%	\$ -	\$ 35.06	0.00	\$ 73,276	\$ 73,276
Daige	Peter	01-420-5100-000	HEO		23.78	40	\$ 49,700	\$ 23.78		40	2090	0%	\$ -	\$ 23.78	0.00	\$ 49,701	\$ 49,701
Dube	Anthony	01-420-5100-000	LEO		26.56	40	\$ 55,510	\$ 26.56		40	2090	0%	\$ -	\$ 26.56	0.00	\$ 55,511	\$ 55,511
Fenner	Derek	01-420-5100-000	LEO		29.82	40	\$ 62,324	\$ 29.82		40	2090	0%	\$ -	\$ 29.82	0.00	\$ 62,324	\$ 62,324
Gagne	Jared	01-420-5100-000	LEO		25.58	40	\$ 53,462	\$ 25.58		40	2090	0%	\$ -	\$ 25.58	0.00	\$ 53,463	\$ 53,463
John	Keith	01-420-5100-000	LEO		25.09	40	\$ 52,438	\$ 25.09		40	2090	0%	\$ -	\$ 25.09	0.00	\$ 52,439	\$ 52,439
Keats	Derek	01-420-5100-000	Mechanic		30.97	40	\$ 64,727	\$ 30.97		40	2090	0%	\$ -	\$ 30.97	0.00	\$ 64,728	\$ 64,728
Knott	Brian	01-420-5100-000	Mechanic		28.15	40	\$ 58,834	\$ 28.15	\$ -	40	2090	0%	\$ -	\$ 28.15	0.00	\$ 58,834	\$ 58,834
McCormick	Michael	01-420-5100-000	LEO		29.79	40	\$ 62,261	\$ 29.79	\$ -	40	2090	0%	\$ -	\$ 29.79	0.00	\$ 62,262	\$ 62,262
Miller	Nicholas	01-420-5100-000	Truck Driver		24.11	40	\$ 50,390	\$ 24.11	\$ -	40	2090	0%	\$ -	\$ 24.11	0.00	\$ 50,390	\$ 50,390
Senior	John	01-420-5100-000	Truck Driver		24.11	40	\$ 50,390	\$ 24.11	\$ -	40	2090	0%	\$ -	\$ 24.11	0.00	\$ 50,390	\$ 50,390
Tu	Han	01-420-5100-000	Truck Driver		25.09	40	\$ 52,438	\$ 25.09		40	2090	0%	\$ -	\$ 25.09	0.00	\$ 52,439	\$ 52,439
Rosenbrooks	Deborah	01-420-5100-000	Dept Asst	III/5	25.86	35	\$ 54,047	\$ 25.86	\$ -	40	2090	2%	\$ 0.52	\$ 26.38	0.00	\$ 55,129	\$ 55,129
Solomon	Karl	01-420-5100-000	Maint	OS	20.79	33	\$ 43,451	\$ 20.79		40	2090	2%	\$ 0.42	\$ 21.21	0.00	\$ 44,321	\$ 44,321
Overtime		01-420-5130-000					\$ 5,000	\$ -				0%	\$ -	\$ 5,000	0.00	\$ 5,000	\$ 5,000
Summer Staff		01-420-5100-000	Sum Staff		\$17.00	40	\$ 11,560	\$ 17.00		40	680	2%	\$ 0.34	\$ 17.34	0.00	\$ 11,792	\$ 11,792
Summer Staff		01-420-5100-000	Sum Staff		\$17.00	40	\$ 11,560	\$ 17.00		40	680	2%	\$ 0.34	\$ 17.34	0.00	\$ 11,792	\$ 11,792
Summer Staff		01-420-5100-000	Sum Staff		\$17.00	40	\$ -	\$ -		40	680	2%	\$ -	\$ -	0.00	\$ -	\$ -
Budget Adjustment							\$ (32,235)						\$ -			\$ 15,683	\$ 18,824
							\$ -										
Total Salaries							\$ 794,133								\$ -	\$ 844,774	\$ 888,341

\$ 794,133

FY2024 Budget Summary - Department of Public Works

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Approp.	Dept. Request	Change	Change	TA Budget	Change	Change
Maint Contracts/Repairs	01-420-5200-003	\$ 800	\$ 1,086	\$ 800	\$ 671	\$ 800	\$ 800	\$ -	0.00%	\$ 800	\$ -	0.00%
Consultants/Prof Services	01-420-5200-004	\$ 90,308	\$ 82,886	\$ 59,308	\$ 54,405	\$ 119,811	\$ 128,600	\$ 8,789	7.34%	\$ 128,600	\$ 8,789.00	7.34%
Advertising	01-420-5200-007	\$ 500	\$ 252	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0.00%	\$ 500	\$ -	0.00%
Postage Costs	01-420-5200-008	\$ 100	\$ -	\$ 100	\$ 7	\$ 100	\$ -	\$ (100)	-100.00%	\$ -	\$ (100.00)	-100.00%
Mileage/Licenses	01-420-5700-001	\$ 1,940	\$ 2,783	\$ 1,940	\$ 629	\$ 1,940	\$ 2,000	\$ 60	3.09%	\$ 2,000	\$ 60.00	3.09%
Dues/Memberships	01-420-5700-002	\$ 200	\$ 191	\$ 200	\$ 50	\$ 200	\$ 50	\$ (150)	-75.00%	\$ 50	\$ (150.00)	-75.00%
Training/Seminars/Meetings	01-420-5700-003	\$ 500	\$ 488	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0.00%	\$ 500	\$ -	0.00%
Clothing Allowance	01-420-5700-004	\$ 4,200	\$ 7,794	\$ 4,200	\$ 6,428	\$ 4,200	\$ 4,200	\$ -	0.00%	\$ 4,200	\$ -	0.00%
Other-Gas Taxes	01-420-5700-007	\$ 3,765	\$ 4,722	\$ 3,765	\$ 3,906	\$ 3,765	\$ 3,765	\$ -	0.00%	\$ 3,765	\$ -	0.00%
Purchase of Services		\$ 102,313	\$ 100,203	\$ 71,313	\$ 66,097	\$ 131,816	\$ 140,415	\$ 8,599	6.52%	\$ 140,415	\$ 8,599.00	6.52%
Office Supplies	01-420-5400-001	\$ 725	\$ 805	\$ 725	\$ 639	\$ 725	\$ 725	\$ -	0.00%	\$ 725	\$ -	0.00%
Gasoline	01-420-5400-004	\$ 156,500	\$ 117,285	\$ 126,500	\$ 143,801	\$ 96,500	\$ 140,000	\$ 43,500	45.08%	\$ 130,000	\$ 33,500.00	34.72%
Parts/Materials	01-420-5400-006	\$ 64,070	\$ 88,104	\$ 56,570	\$ 68,321	\$ 56,570	\$ 60,000	\$ 3,430	6.06%	\$ 60,000	\$ 3,430.00	6.06%
Supplies		\$ 221,295	\$ 206,193	\$ 183,795	\$ 212,761	\$ 153,795	\$ 200,725	\$ 46,930	30.51%	\$ 190,725	\$ 36,930.00	24.01%
Telephone	01-420-5200-001	\$ 1,500	\$ 775	\$ 1,500	\$ 767	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Electric	01-420-5200-002	\$ 4,800	\$ 4,635	\$ 4,800	\$ 3,088	\$ 4,800	\$ 7,200	\$ 2,400	50.00%	\$ 5,500	\$ 700.00	14.58%
Water/Sewer	01-420-5200-006	\$ 660	\$ 330	\$ 660	\$ 363	\$ 660	\$ 660	\$ -	0.00%	\$ 1,320	\$ 660.00	100.00%
Heating Fuel	01-420-5400-003	\$ 3,410	\$ 3,410	\$ 3,410	\$ 2,233	\$ 3,410	\$ 3,410	\$ -	0.00%	\$ 3,410	\$ -	0.00%
Utilities		\$ 10,370	\$ 9,150	\$ 10,370	\$ 6,451	\$ 10,370	\$ 12,770	\$ 2,400	23.14%	\$ 11,730	\$ 1,360.00	13.11%

420 DPW Dept**Expense Analysis**

	FY 2024	FY 2025
01-420-5100-000	762,883.00 HWY Dept - Wages	
	Dept Employees 15,000.00	824,474.00
01-420-5101-000	HWY Dept - Salary	
	DPW Director	15,300.00
01-420-5130-000	16,250.00 Wages - Overtime	
	Emp overtime 1,500.00	5,000.00
01-420-5200-001	Telephone	
	Verizon	200.00
	Paetec	30.00
	Intermedia	<u>1,270.00</u>
		1,500.00
01-420-5200-002	4,800.00 Electric	
	National Grid	7,200.00 Rate increases
01-420-5200-003	800.00 Maintenance Contracts/Repairs	
	Vehicle Repairs	800.00
01-420-5200-004	119,811.00 Consultant & Professional Services	
	Uniform Services	3,900.00
	Trash Removal	10,800.00
	Misc repairs	40,300.00 Road signs, safety supplies
	Stormwater Management	30,700.00
	Groundwater studies at the landfill	25,400.00
	Town-owned Dams	7,500.00
	Misc expenses	<u>10,000.00</u>
		128,600.00
01-420-5200-006	660.00 Water/Sewer	
	Cherry Valley/Rochdale Water	360.00
	Cherry Valley Sewer	<u>300.00</u>
		660.00

01-420-5200-007	500.00 Advertising	
	Newspaper Ads 100.00	500.00
01-420-5200-008	Postage Costs	
	Postage	
01-420-5400-001	725.00 Office Supplies	
	Misc office supplies/printing	725.00
01-420-5400-003	3,410.00 Heating Fuel	
	Oil	3,410.00
01-420-5400-004	96,500.00 Gasoline	
	Dennis Burke Inc 56,570.00	140,000.00 gas prices increases - more vehicles and school bus
01-420-5400-006	Parts/Materials	
	Vehicle Misc Auto Parts	60,000.00 aging fleet - more repairs
01-420-5700-001	1,940.00 Travel/Licenses	
	Emp Mileage and license reimb	2,000.00
01-420-5700-002	200.00 Dues/Membership	
	Worc County HWY	50.00
01-420-5700-003	500.00 Training/Seminars/Meetings	
	Misc Emp training 4,200.00	500.00
01-420-5700-004	Clothing Allowance	
	Emp contract 3,765.00 Gas	4,200.00 Union Contract
01-420-5700-007	Taxes	
	Comm of Mass DOR	3,765.00
	1,090,114.00 Total Budget	1,198,684.00



Town of Leicester

Operating Budget Manual

FY2025

423 - Snow and Ice

DESCRIPTION OF SERVICES

This budget is managed by the Highway Superintendent and funds expenditures related to winter maintenance of roadways. This covers the related overtime costs of town employees, roadway salt and sand, contract services, and equipment repairs.

MISSION STATEMENT

The Highway Department will strive to keep Town roads clean and passable at all times during the winter storm season

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

The goals for Snow and Ice is to continue to provide fast and efficient response to inclement weather. The DPW would like to start a program to replace the vehicles/equipment utilized for multiple purposes on a rotational basis. The end goal is to relieve the high cost of maintenance on equipment that is past its usable life cycle and invest that money into newer equipment.

FY2024 ACCOMPLISHMENTS

The Department responded to all snow and ice situations as they presented themselves. The department worked collaboratively with the other departments such as School, LPD and LFD.

FY2025 Budget Summary - Snow and Ice

Recommended
Budget FY 2025 -
\$121,000

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Snow and Ice	\$ 357,000	\$ 356,322	\$ 406,000	\$ 404,186	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	0.00%
Total	\$ 357,000	\$ 356,322	\$ 406,000	\$ 404,186	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	

Salaries	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Overtime	\$ 25,000	\$ 80,521	\$ 65,000	\$ 64,339	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%
Personnel Total	\$ 25,000	\$ 80,521	\$ 65,000	\$ 64,339	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%

Purchase of Services	\$ 8,000	\$ 90	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.00%
Supplies	\$ 324,000	\$ 275,711	\$ 333,000	\$ 339,847	\$ 88,000	\$ 88,000	\$ 88,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 332,000	\$ 275,801	\$ 341,000	\$ 339,847	\$ 96,000	\$ 96,000	\$ 96,000	\$ -	0.00%

Snow and Ice	\$ 357,000	\$ 356,322	\$ 406,000	\$ 404,186	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	0.00%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 678		\$ 1,814					

Compensation Detail

COLAS	
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Snow & Ice

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
					FISCAL YEAR 2024			FISCAL YEAR 2025							
				Pay			Annual Salary	FY23		Proposed	Proposed	Final			T/A
		Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	Increase	Performance	Base	Other	Final	Budget
Overtime							\$ 25,000	\$ -						\$ 25,000	\$ 25,000
Total Salaries							\$ 25,000			\$ -			\$ -	\$ 25,000	\$ 25,000

Expense Detail - Snow and Ice

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Consultant/Prof Services	01-423-5200-004	\$ 8,000	\$ 90	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	0%	\$ 8,000	\$ -	0.00%
Purchase of Services		\$ 8,000	\$ 90	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	0%	\$ 8,000	\$ -	0.00%
Parts and Materials	01-423-5400-006	\$ 324,000	\$ 275,711	\$ 333,000	\$ 339,847	\$ 88,000	\$ 88,000	\$ -	0%	\$ 88,000	\$ -	0.00%
Supplies		\$ 324,000	\$ 275,711	\$ 333,000	\$ 339,847	\$ 88,000	\$ 88,000	\$ -	0%	\$ 88,000	\$ -	0.00%
		\$ -		\$ -		\$ -						
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0.00%

423 Snow & Ice

FY 2024			
01-423-5100-000	25,000.00	Snow & Ice - Wages	
		Dept Employees	25,000.00
01-423-5200-004	8,000.00	Consultant & Professional Services	
		Various Services	4,000.00
		Vehicle Services	<u>4,000.00</u>
			8,000.00
01-423-5400-006	88,000.00	Parts/Materials	
		Misc Auto Parts	44,000.00
		Salt/Sand	<u>44,000.00</u>
			88,000.00
	121,000.00	Total Budget	121,000.00



Town of Leicester

Operating Budget Manual

FY2025

424 - Street Lights

FY2025 Budget Summary - Street Lights

Recommended
Budget FY 2025 -
\$35,000

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Street Lights	\$ 28,000	\$ 22,204	\$ 35,000	\$ 25,926	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0%
Total	\$ 28,000	\$ 22,204	\$ 35,000	\$ 25,926	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ 28,000	\$ 22,204	\$ 35,000	\$ 25,926	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0.00%
Expenses Total	\$ 28,000	\$ 22,204	\$ 35,000	\$ 25,926	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0.00%

Street Lights	\$ 28,000	\$ 22,204	\$ 35,000	\$ 25,926	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 5,796		\$ 9,074					

Expense Detail - Street Lights

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Electric	01-424-5200-002	\$ 28,000	\$ 22,204	\$ 35,000	\$ 25,926	\$ 35,000	\$ 35,000	\$ -	0.00%	\$ 35,000	\$ -	0.00%
Utilities		\$ 28,000	\$ 22,204	\$ 35,000	\$ 25,926	\$ 35,000	\$ 35,000	\$ -	0.00%	\$ 35,000	\$ -	0.00%

424 Street Lights Dept

FY 2024

01-424-5200-002

35,000.00 Electric

National Grid/Constellation	1,500.00
Syncarpha	24,000.00
Engineering	<u>9,500.00</u>
Total Budget	<u>35,000.00</u>

35,000.00

35,000.00



Town of Leicester
Town Administrator's Budget
FY2025 - Part E - Health & Human Services



Town of Leicester

Operating Budget Manual

FY2025

510 -Board of Health

Description of Services: The Leicester Health Department / Board of Health provides a wide range of clinical, environmental, and emergency prep services to help monitor and improve the health and safety of the residents of Leicester. These diverse public health initiatives and efforts conducted by our staff, promote positive health practices, protect the health of the community, and encourage healthy behaviors across the life span. We are committed to planning and delivering accessible health services to Leicester residents and reducing the incidence of illness and death in our community through surveillance and education. The Health Department staff is comprised of the Health Director, 2 Regional Health Agents, a Public Health Nurse, a Regional Epidemiologist, a Regional Human Services Coordinator, and a Regional Administrative Assistant.

Mission & Responsibilities: The mission of the Leicester Health Department / Board of Health is to achieve the highest level of wellness for all Leicester residents and employees by reducing the incidence of illness and death. This is accomplished by assessing community needs, adopting and enforcing health regulations, and implementing improved community strategies to provide quality health education and preventative health programs and services.

FY24 Activity:

The Leicester Health Department has become a separate Town Department to better reflect the vital importance of Local Public Health, and will no longer be a division of what is now called the Department of Inspectional Services.

Managed the MDPH PHE shared services grant for the Leicester Regional Public Health Coalition.

Secured a 3-year renewal of a \$300,000 a year grant to provide shared regional inspectional services

Received an additional grant from MDPH in the amount of \$225,000 to expand shared regional services.

Approved for a 2-year renewal of a \$225,000 a year grant to provide shared regional community health services

Updated Private Well Regulation

Developed new Bodywork Regulation and application

Mentored two interns for our department and one senior helper.

Continued to strengthen emergency response capabilities in community and region with trainings, and drills.

Provided Flu and COVID-19 vaccines. Sought reimbursement for administration and vaccine, securing revenues to the revolving fund.

Provided COVID-19 test kits and education to employees and the public at several locations and events.

Began digitization of departmental records to make them more accessible to the public.

FY25 Goals & Objectives:

Administration Improvements

Continue to update the town-wide database for high-risk individuals in coordination with Emergency Management, Worcester Regional Medical Reserve Corps, and Senior Center.

Continue to monitor Covid-19 in the community, to continue to be a resource for COVID 19 education and to offer services such as vaccine and booster.

Continue working on and growing our grants within the department.

Review all local regulations for updates.

Research and implement changes to fee structure.

Secure grants and revenue to supplement existing budget.

Community Health Growth

Complete community health assessment

Create a community health improvement plan to address public health problems identified in the community health assessment.

Coordinate and implement a Community Health and Wellness Fair for the employees and residents.

Look to build capacity in nursing through vaccine programs

Secure grant funding to support additional staffing for mental health and substance abuse programing.

Develop new mental health and substance abuse educational programs.

Development of an opioid abuse outreach program with opioid settlement funds

Environmental Health Growth

Continue to enhance customer service satisfaction and improve staff efficiency by implementing electronic permitting software.

Implement new inspection software and tablets which will decrease reliance on paper forms and allow for more efficient and accurate record keeping.

Educate residents on the emerging effects of PFAS in private drinking water.

Enter into a tobacco control coalition for tobacco inspections and continued compliance

FY2025 Budget Summary - Board of Health

Recommended
Budget FY 2025 -
\$92,594

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Approved	Dollar Change	Percent Change
Board of Health	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,844	\$ 92,594	\$ 92,594	
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,844	\$ 92,594	\$ 92,594	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,035	\$ 75,035	\$ 75,035	
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,100	\$ 9,100	\$ 9,100	
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 909	\$ 909	\$ 909	
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,044	\$ 85,044	\$ 85,044	

Purchase of Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,550	\$ 5,550	\$ 5,550	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850	\$ 600	\$ 600	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	\$ 1,400	
Expenses Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,800	\$ 7,550	\$ 7,550	

Board of Health Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 93,844	\$ 92,594	\$ 92,594	
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Encumbrance	\$ -	\$ -
Turn Back	\$ -	\$ -

	FY2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget
Employees					
Board of Health Director	0	0	0	1	1
Nurse	0	0	0	1	1
Subtotal Employees	0	0	0	2	2
Boards - Stipend Employees	0	0	0	3	3
Total Employees	0	0	0	5	5

New budget reflects removal of Department from Land Use

Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Board of Health

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2024				FISCAL YEAR 2025								
				Pay			Annual Salary	FY24		Total hours	Proposed	Proposed	Final			TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	FY25	Percent Increase	Rate Increase	Base Rate	Stipends	Final Salary	Budget Fiscal 2025
Open		01-180-5103-000	Health Director	V/4	\$37.05	38	\$ 73,563	\$37.05	38	1985.5	2%	\$ 0.74	\$ 37.79	30,897	\$ 75,035	\$ 75,035
Open	Nurse	01-180-5103-000	Nurse		\$35.00	10	\$ 9,100	\$35.00		520					\$ 9,100	\$ 9,100
Stipends	BOH	01-180-5196-510					\$ 891	\$891			2%	\$ 18	\$909		\$ 909	\$ 909
Prior Employees								\$0							\$ -	\$ -
							\$ -									
Total Salaries							\$ 83,554			2505.5				\$ 30,897	\$ 85,044	\$ 85,044

Note: Heath Director's Stipend is paid from DPH grants and is not raised in the general fund budget.

Expense Detail - Board of Health

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Maintain Cont/Repairs	01-510-5200-003	\$ -		\$ -		\$ -						
Consultant/Prof. Services	01-510-5200-004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000		\$ 3,000	\$ 3,000	
Advertising	01-510-5200-007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 300		\$ 300	\$ 300	
Printing	01-510-5200-009	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150		\$ 150	\$ 150	
Mileage/Licenses	01-510-5700-001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 700		\$ 700	\$ 700	
Dues/Memberships	01-510-5700-002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 800		\$ 800	\$ 800	
Training/Seminars/Meetin	01-510-5700-003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 600		\$ 600	\$ 600	
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,550	\$ 6,550	0.00%	\$ 5,550	\$ 5,550	0.00%
Office Supplies	01-510-5400-001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750		\$ 500	\$ 500	
Books/Periodicals	01-510-5400-002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Parts/Materials	01-510-5400-006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Tools/Small equipment	01-510-5400-005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 100		\$ 100	\$ 100	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850	\$ 850	0.00%	\$ 600	\$ 600	0.00%
Telephones	01-510-5200-001	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	0.00%	\$ 1,400	\$ 1,400	
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	0.00%	\$ 1,400	\$ 1,400	0.00%

Board of Health

01-510-5101-000	75,035 BOH	
	Francis Dagle	75,035.00
01-510-5103-000	9,100.00 BOH - Wages	
	Nurse	9,100.00
01-510-5196-510	909.00 BOH - Stipend Elected Officials	
	Stipends	909.00
01-510-5200-004	4,000.00 Consultant/Prof. Services	4,000.00
01-510-5200-007	300.00 Advertising	300.00
01-510-5200-009	150.00 Printing	150.00
01-510-5700-001	700.00 Mileage/Licenses	700.00
01-510-5700-002	800.00 Dues/Memberships	800.00
01-510-5400-001	750.00 Office Supplies	750.00
01-510-5400-001	100.00 Tools/Small Equipment	100.00
01-510-5700-003	600.00 Training/Meetings	600.00
01-510-5200-001	1,400.00	1,400.00
	93,844.00	Total Budget 93,844.00



Town of Leicester

Operating Budget Manual

FY2025

541 - Council on Aging

DESCRIPTION OF SERVICES

Our senior center is an all inclusive center devoted to making sure that all who enter feel welcomed. Our center offers a myriad of programs designed for an ever-changing population. Our services include and are not limited to: community enrichment, health education, physical activity programs, and nutrition. Through outreach we work closely with other social services agencies and public agencies. We further broaden our spectrum by including our volunteers. These include: Our Board of Directors, elected officials, town administration, Select Board, our schools, our Girl Scout troops, Garden Club and Woman's Club. We strive to meet each concern and issue brought to us by our seniors and/or family members. We assess concerns individually or comprehensively and thereafter refer and outsource or craft programs that meet their concerns.

MISSION STATEMENT

The Leicester Senior Center strives to enrich the lives of the seniors by providing opportunities of volunteerism, education, recreation and social engagement.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Continue to provide programs of high quality that are enriching for the seniors who attend our center and those out in the community. Continue to involve our schools and other agencies in our abilities to develop innovative programs. Review and integrate various goals of meeting the needs of baby-boomers while at times making certain that those advancing in age also have their special needs met. This coming year we will implement a new program called "Round Table". We find that individuals who often seem disengaged will often join in a group discussion with those of similar life experiences. This can serve as a breakthrough from isolation.

FY2024 ACCOMPLISHMENTS

Our accomplishments are due to a teamwork approach. We look at a potential program that may be good for a large number of varying ages. Program design such as "Laugh in the Morning" is well attended and can be enjoyed by both our elder seniors (80 and over) and those who are now turning 60. Another program designed to improve mental acuity that is now very popular is called "Train Your Brain". The aforementioned program is a continuum program rather than short term as offered at other agencies. Teamwork efforts that include our Nutrition Manager, Donna and her coworkers and volunteers allow for better decision making for meals that our seniors enjoy. Another accomplishment has been our ability to acquire bread and pastries from Shaws Supermarket. This has been very beneficial for our seniors.

FY2025 Budget Summary - Council on Aging

Recommended
Budget FY 2025 -
\$113,969

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Council on Aging	\$ 107,239	\$ 102,621	\$ 109,342	\$ 101,932	\$ 111,800	\$ 113,969	\$ 113,969	\$ 2,169	1.94%
Total	\$ 107,239	\$ 102,621	\$ 109,342	\$ 101,932	\$ 111,800	\$ 113,969	\$ 113,969	\$ 2,169	1.94%

Salaries	\$ 43,132	\$ 43,132	\$ 44,114	\$ 44,109	\$ 44,994	\$ 45,901	\$ 45,901	\$ 907	2.02%
Wages	\$ 31,829	\$ 32,275	\$ 32,950	\$ 28,676	\$ 33,591	\$ 34,853	\$ 34,853	\$ 1,262	3.76%
Other					\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 74,961	\$ 75,407	\$ 77,064	\$ 72,786	\$ 78,585	\$ 80,754	\$ 80,754	\$ 2,169	2.76%

Purchase of Services	\$ 7,778	\$ 6,665	\$ 7,778	\$ 7,953	\$ 7,895	\$ 7,895	\$ 7,895	\$ -	0.00%
Supplies	\$ 4,500	\$ 2,252	\$ 4,500	\$ 3,755	\$ 4,500	\$ 4,500	\$ 4,500	\$ -	0.00%
Utilities	\$ 20,000	\$ 18,297	\$ 20,000	\$ 17,438	\$ 20,820	\$ 20,820	\$ 20,820	\$ -	0.00%
Expenses Total	\$ 32,278	\$ 27,214	\$ 32,278	\$ 29,146	\$ 33,215	\$ 33,215	\$ 33,215	\$ -	0.00%

Council on Aging	\$ 107,239	\$ 102,621	\$ 109,342	\$ 101,932	\$ 111,800	\$ 113,969	\$ 113,969	\$ 2,169	1.94%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 4,618		\$ 7,410					

	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY2025 Administrator Budget
Employees					
COA Director	1	1	1	1	1
Outreach Coordinator	1	1	1	1	1
Bus Drivers	2	2	2	2	2
Clerk/Newsletter Editor	1	1	1	1	1
Subtotal Employees	5	5	5	5	5
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	5	5	5	5	5

Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Council on Aging

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2025				FISCAL YEAR 2025								
				Pay			Annual Salary	FY24		Total hours	Proposed	Proposed	Final		Final	TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	FY25	Percent	Rate	Base	Stipends	Salary	Budget
											Increase	Increase	Rate			Fiscal 2025
Cyr	Rachelle	01-541-5100-000	Director		34.43	25	\$ 44,994	\$34.43	25	1307	2%	\$ 0.69	\$ 35.12		\$ 45,901	\$ 45,901
Lamb	Nancy	01-541-5101-000	Outreach	Grant	21.03	19	\$ 20,883	\$21.03	19	993	2%	\$ 0.42	\$ 21.45		\$ 21,301	\$ 21,301
Grenier	Genevieve	01-541-5101-000	Clerk	Grant	18.90	17	\$ 17,785	\$18.90	18	941	2%	\$ 0.38	\$ 19.28		\$ 18,141	\$ 18,141
Baur	Edward	01-541-5101-000	Bus Driver		18.90	10	\$ 9,885	\$18.90	10	523	2%	\$ 0.38	\$ 19.28		\$ 10,083	\$ 10,083
Schiavone	Joseph	01-541-5101-000	Bus Driver		18.90	15	\$ 14,818	\$18.90	15	784	2%	\$ 0.38	\$ 19.28		\$ 15,114	\$ 15,114
Rounding							\$ -								\$ -	\$ -
		Deduct	FG Genevieve		\$15,866.00		\$ 17,786								\$ 17,786	\$ 17,786
		Deduct	FG Nancy		\$6,000.00		\$ 6,000								\$ 6,000	\$ 6,000
		Deduct	GWCF Nancy		\$6,000.00		\$ 6,000								\$ 6,000	\$ 6,000
							\$ (7)								\$ -	\$ -
							\$ -								\$ -	\$ -
Total Salaries							\$ 78,585			4548				\$ -	\$ 80,754	\$ 80,754

\$ 78,585

Expense Detail - Council on Aging

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Maint Contracts/Repairs	01-541-5200-003	\$ 6,870	\$ 6,066	\$ 6,870	\$ 7,376	\$ 6,870	\$ 6,870	\$ -	0.00%	\$ 6,870	\$ -	0.00%
Consultants/Prof Services	01-541-5200-004	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	
Mileage/Licenses	01-541-5700-001	\$ 200	\$ 29	\$ 200	\$ -	\$ 200	\$ 200	\$ -	0.00%	\$ 200	\$ -	0.00%
Dues/Memberships	01-541-5700-002	\$ 508	\$ 525	\$ 508	\$ 507	\$ 625	\$ 625	\$ -	0.00%	\$ 625	\$ -	0.00%
Training/Seminars/Meetin	01-541-5700-003	\$ 200	\$ 45	\$ 200	\$ 70	\$ 200	\$ 200	\$ -	0.00%	\$ 200	\$ -	0.00%
Purchase of Services		\$ 7,778	\$ 6,665	\$ 7,778	\$ 7,953	\$ 7,895	\$ 7,895	\$ -	0.00%	\$ 7,895	\$ -	0.00%
Office Supplies	01-541-5400-001	\$ 500	\$ 211	\$ 500	\$ 337	\$ 500	\$ 500	\$ -	0.00%	\$ 500	\$ -	0.00%
Maintenance Supplies	01-541-5400-007	\$ 4,000	\$ 2,041	\$ 4,000	\$ 3,419	\$ 4,000	\$ 4,000	\$ -	0.00%	\$ 4,000	\$ -	0.00%
Supplies		\$ 4,500	\$ 2,252	\$ 4,500	\$ 3,755	\$ 4,500	\$ 4,500	\$ -	0.00%	\$ 4,500	\$ -	0.00%
Telephone	01-541-5200-001	\$ 2,700	\$ 1,658	\$ 2,700	\$ 1,651	\$ 2,700	\$ 2,700	\$ -	0.00%	\$ 2,700	\$ -	0.00%
Electric	01-541-5200-002	\$ 6,900	\$ 4,598	\$ 6,900	\$ 5,626	\$ 7,720	\$ 7,720	\$ -	0.00%	\$ 7,720	\$ -	0.00%
Water/Sewer	01-541-5200-006	\$ 1,900	\$ 1,497	\$ 1,900	\$ 1,682	\$ 1,900	\$ 1,900	\$ -	0.00%	\$ 1,900	\$ -	0.00%
Heating Fuel	01-541-5400-003	\$ 8,500	\$ 10,544	\$ 8,500	\$ 8,479	\$ 8,500	\$ 8,500	\$ -	0.00%	\$ 8,500	\$ -	0.00%
Utilities		\$ 20,000	\$ 18,297	\$ 20,000	\$ 17,438	\$ 20,820	\$ 20,820	\$ -	0.00%	\$ 20,820	\$ -	0.00%

541 Council of Aging**Expense Analysis**

	FY 2024	FY 2025
01-541-5100-000	33,591.00 Council of Aging - Wages	
	Dept Employees	34,853.00
01-541-5101-000	44,994.00 Council of Aging - Salary	
	Town Council of Aging Director	45,901.00
01-541-5200-001	2,700.00 Telephone	
	Verizon	30.00
	Paetec	<u>2,670.00</u>
		2,700.00
01-541-5200-002	7,720.00 Electric	
	National Grid/Syncarpha	7,720.00
01-541-5200-003	6,870.00 Maintenance Contracts/Repairs	
	Houston Security Systems	480.00
	Trash Removal	4,200.00
	Colby Fire Protection Fords	456.00
	Hometown Services Misc	850.00
	Reapirs	<u>884.00</u>
		6,870.00
01-541-5200-006	1,900.00 Water/Sewer	
	Water dispenser	700.00
	Leicester Water Supply	<u>1,200.00</u>
		1,900.00

01-541-5400-001	500.00 Office Supplies	
	Misc office supplies 8,500.00	500.00
01-541-5400-003	Heating Fuel	
	Oterman Propane	8,500.00
01-541-5400-007	4,000.00 Maintenance Supplies	
	Misc building supplies 200.00 Travel/Licenses	4,000.00
01-541-5700-001	Emp mileage	
	625.00 Dues/Membership	200.00
01-541-5700-002	Mass Assoc. of Councils on Aging dues	
	200.00 Training/Seminars/Meetings	625.00
01-541-5700-003		
	Mass Assoc. of Councils on Aging	200.00
	111,800.00 Total Budget	113,969.00



Town of Leicester

Operating Budget Manual

FY2025

543 - Veterans' Services

DESCRIPTION OF SERVICES

Administration of Veterans' benefits through MGL Chapter 135. Benefits are reimbursed at 75% by the Commonwealth.

MISSION STATEMENT

The mission of the Veterans Service Officer is to be the advocate for military veterans that are residents of the Town of Leicester whom are in financial need and are deemed eligible for M.G.L. Chapter 115 Veterans Benefits. First and foremost the Officer treats each veteran with the dignity and respect while providing accurate and timely service. The goal of this office is to put veterans first.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Increase outreach to our veterans by 10% and work with the MVSOA to get the HERO act passed and into law.

FY2024 ACCOMPLISHMENTS

Serviced all Veterans who asked for assistance through MGL 135

FY2025 Budget Summary - Veterans Services

Recommended
Budget FY 2025 -
\$76,150

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Veteran's Services	\$ 86,748	\$ 85,278	\$ 76,808	\$ 64,792	\$ 108,477	\$ 71,471	\$ 76,150	\$ (32,327)	-29.80%
Total	\$ 86,748	\$ 85,278	\$ 76,808	\$ 64,792	\$ 108,477	\$ 71,471	\$ 76,150	\$ (32,327)	-29.80%

Salaries	\$ 6,898	\$ 6,898	\$ 7,036	\$ 7,036	\$ 7,177	\$ 7,321	\$ 12,000	\$ 4,823	67.20%
Wages					\$ -	\$ -	\$ -	\$ -	
Other					\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 6,898	\$ 6,898	\$ 7,036	\$ 7,036	\$ 7,177	\$ 7,321	\$ 12,000	\$ 4,823	67.20%

Purchase of Services	\$ 79,050	\$ 78,380	\$ 68,472	\$ 57,279	\$ 100,000	\$ 62,850	\$ 62,850	\$ (37,150)	-37.15%
Supplies	\$ 800	\$ -	\$ 1,300	\$ 476	\$ 1,300	\$ 1,300	\$ 1,300	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 79,850	\$ 78,380	\$ 69,772	\$ 57,756	\$ 101,300	\$ 64,150	\$ 64,150	\$ (37,150)	-36.67%

Veteran's Services	\$ 86,748	\$ 85,278	\$ 76,808	\$ 64,792	\$ 108,477	\$ 71,471	\$ 76,150	\$ (32,327)	-29.80%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 1,470		\$ 12,016					

	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget
Employees					
Subtotal Employees	0	0	0	0	0
Veteran's Agent Stipend	1	1	1	1	1
Total Employees	1	1	1	1	1

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

[illegible]

Expense Detail - Veterans

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Mileage/Licenses	01-543-5700-001	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ 250	\$ -	0%	\$ 250	\$ -	0.00%
Dues/Memberships	01-543-5700-002	\$ 100	\$ 50	\$ 100	\$ 50	\$ 100	\$ 100	\$ -	0%	\$ 100	\$ -	0.00%
Training/Seminars/Meetings	01-543-5700-003	\$ 200	\$ 3,569	\$ 2,500	\$ 1,210	\$ 2,500	\$ 2,500	\$ -	0%	\$ 2,500	\$ -	0.00%
Other - Veteran's Benefits	01-543-5800-001	\$ 78,500	\$ 74,761	\$ 65,622	\$ 56,019	\$ 97,150	\$ 60,000	\$ (37,150)	-38%	\$ 60,000	\$ (37,150)	-38.24%
Purchase of Services		\$ 79,050	\$ 78,380	\$ 68,472	\$ 57,279	\$ 100,000	\$ 62,850	\$ (37,150)	-37%	\$ 62,850	\$ (37,150)	-37.15%
Office Supplies	01-543-5400-001	\$ 300	\$ -	\$ 300	\$ 136	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0.00%
Parts/Materials	01-543-5400-006	\$ -	\$ -	\$ 500	\$ 340	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0.00%
Equipment	01-543-5800-001	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0.00%
Supplies		\$ 800	\$ -	\$ 1,300	\$ 476	\$ 1,300	\$ 1,300	\$ -	0%	\$ 1,300	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -		0.00%

543 Veterans Services

01-543-5101-000	7,177.00	Veterans Services - Salary	
		Town Veterans Services Director	7,321.00
01-543-5400-001	300.00	Office Supplies	
		Misc office supplies	300.00
01-543-5700-001	250.00	Travel/Licenses	
		Emp mileage	250.00
01-543-5700-002	100.00	Dues/Membership	
		Mass Veterans Service Assoc.	100.00
01-543-5700-003	2,500.00	Training/Seminars/Meetings	
		Various Veterans Training 97,150.00	2,500.00
01-543-5700-007		Veterans Benefits	
		Monthly Veterans Benefits	60,000.00
01-543-5400-006	500.00	Parts/Materials	
		Misc supplies 500.00 Equipment	500.00
01-543-5800-001			
		Misc Equipment	500.00
108,477.00	Total Budget	71,471.00	Total Budget



Town of Leicester

Operating Budget Manual

FY2025

545 - Veterans Graves

DESCRIPTION OF SERVICES

The Veterans Graves Officer is responsible for ensuring every veteran's grave in the Town is suitably kept and cared for. The Town is responsible for paying for the care and maintenance of graves that are not cared for by citizens or cemetery trustees.

MISSION STATEMENT

To afford dignity and respect to the grave of every veteran buried in the Town of Leicester.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Continue to care for and maintain Veteran's graves

FY2024 ACCOMPLISHMENTS

Cared for and maintained Veteran's graves

FY2025 Budget Summary - Veteran's Graves

Recommended
Budget FY 2025 -
\$2,400

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Veterans Graves Registration	\$ 2,400	\$ 2,345	\$ 2,400	\$ 2,377	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	0.00%
Total	\$ 2,400	\$ 2,345	\$ 2,400	\$ 2,377	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	

Salaries					\$ -	\$ -	\$ -	\$ -	
Wages					\$ -	\$ -	\$ -	\$ -	
Other	\$ 400	\$ 380	\$ 400	\$ 380	\$ 400	\$ 400	\$ 400	\$ -	0.00%
Personnel Total	\$ 400	\$ 380	\$ 400	\$ 380	\$ 400	\$ 400	\$ 400	\$ -	0.00%

Purchase of Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ 2,000	\$ 1,965	\$ 2,000	\$ 1,997	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 2,000	\$ 1,965	\$ 2,000	\$ 1,997	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%

Veterans Graves Registration	\$ 2,400	\$ 2,345	\$ 2,400	\$ 2,377	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	0.00%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 55		\$ 23					

	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget
Employees					
Subtotal Employees	0	0	0	0	0
Veterans Graves Officer Stipend	1	1	1	1	1
Total Employees	1	1	1	1	1

Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Veterans Graves Registration

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2024				FISCAL YEAR 2025							
				Pay			Annual Salary			Proposed Increase	Proposed Performance	Final Base	Other	Final	T/A
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	1-Jul-24	Increase	Rate	Pay	Salary	Budget
Main	Jason	01-541-5100-000	Agent				\$ 400	\$ 400	0	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ 400
Total Salaries							\$ 400			\$ -			\$ -	\$ 400	\$ 400

Expense Detail - Veterans Graves Registration

		FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Approp.	FY 2025 Dept. Request	Dollar Change	Percent Change	FY 2025 TA Budget	Dollar Change	Percent Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Parts/Materials	01-545-5400-006	\$ 2,000	\$ 1,965	\$ 2,000	\$ 1,997	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ 2,000.00	\$ -	0.00%
Supplies		\$ 2,000	\$ 1,965	\$ 2,000	\$ 1,997	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ 2,000.00	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

545 Veterans Graves

FY 2024			
01-545-5101-000	400.00	Veterans Graves - Salary	
		Town Veterans Graves Director	400.00
01-545-5400-006	2,000.00	Parts/Materials	
		Annual memorial flags	2,000.00
	2,400.00	Total Budget	2,400.00 Total Budget



Town of Leicester
Town Administrator's Budget
FY2025 - Part F - Culture & Recreation



Town of Leicester

Operating Budget Manual

FY2025

610 - Public Library

DESCRIPTION OF SERVICES

The Leicester Public Library is a vibrant institution that enriches life in the community by providing books and other materials for recreation and self-education, free access to technology, and cultural and informational programs that enable people to come together, share ideas and information and pursue lifelong learning. The library also acts as custodian and repository for items and ephemera regarding Leicester's history.

MISSION STATEMENT

The Leicester Public Library strives to provide the materials, resources, instructional programs that best meet the educational, information, enrichment and entertainment needs of our community.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Broadly speaking, our goal for FY25 is to come as close to community expectations as our budget allows. One goal is to increase promotion of library services in the community, including partnering with our public schools. Our second goal is to offer more programming in the library, which is inline with local and national trends (a slight shift away from circulating traditional physical items and offering in-person events, with the library as a destination). In FY24 and FY25, programming expenses are being paid with money from an ARPA grant and the Friends of the Library.

Additional needs: None this year, but an additional \$7-10,000 in programming money will be requested in FY26.

FY2024 ACCOMPLISHMENTS

FY24 accomplishments include returning, and in many cases exceeding pre-covid numbers. More and more people visit the library, use the community spaces available, and bring their families to our expanded offerings of programs being funded by an ARPA grant. Circulation of physical items remains stable, circulation of electronic materials has doubled in the last three years. Mobile hotspots remain popular.

The Director and Trustees continue to enhance the Local History Museum displays and collection., and it remains a popular destination. Community groups continue to take advantage of our meeting rooms and quiet study spaces.

FY2025 Budget Summary - Library

Recommended
Budget FY 2025 -
\$254,333

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Public Library	\$ 231,071	\$ 228,986	\$ 239,386	\$ 236,455	\$ 244,236	\$ 252,833	\$ 254,333	\$ 10,097	4.13%
Total	\$ 231,071	\$ 228,986	\$ 239,386	\$ 236,455	\$ 244,236	\$ 252,833	\$ 254,333	\$ 10,097	4.13%

Salaries	\$ 75,250	\$ 75,250	\$ 76,401	\$ 76,411	\$ 77,931	\$ 79,490	\$ 79,490	\$ 1,559	2.00%
Wages	\$ 109,640	\$ 106,872	\$ 115,350	\$ 109,788	\$ 118,671	\$ 125,808	\$ 125,808	\$ 7,138	6.01%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 184,890	\$ 182,122	\$ 191,751	\$ 186,199	\$ 196,601	\$ 205,298	\$ 205,298	\$ 8,697	4.42%

Purchase of Services	\$ 9,800	\$ 10,100	\$ 9,800	\$ 9,433	\$ 10,400	\$ 10,100	\$ 10,100	\$ (300)	-2.88%
Supplies	\$ 34,381	\$ 34,600	\$ 35,835	\$ 38,767	\$ 35,235	\$ 35,235	\$ 35,235	\$ -	0.00%
Utilities	\$ 2,000	\$ 2,164	\$ 2,000	\$ 2,057	\$ 2,000	\$ 2,200	\$ 3,700	\$ 1,700	85.00%
Expenses Total	\$ 46,181	\$ 46,864	\$ 47,635	\$ 50,256	\$ 47,635	\$ 47,535	\$ 49,035	\$ 1,400	2.94%

Public Library	\$ 231,071	\$ 228,986	\$ 239,386	\$ 236,455	\$ 244,236	\$ 252,833	\$ 254,333	\$ 10,097	4.13%
Encumbrance		\$ -		\$ 1,233					
Turn Back		\$ 2,085		\$ 1,698					

	FY 2022 Budget	FY 2023 Budget	FY 2024 Request	FY 2025 Request	FY 2025 Administrator Budget
Employees					
Library Director	1	1	1	1	1
Assistant Director	1	1	0	0.5	0.5
Children's Librarian	0	0	1	0.5	0.5
Catalogers	2	2	2	3	3
Library Assistants	2	2	3	2	2
Subtotal Employees	6	6	7	7	7
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	6	6	7	7	7

Compensation Detail

COLAS	
Union	0.00%
Contract	0.00%
Non-Union FT	2.00%
Non-Union PT	2.00%
Stipend	0.00%
Other	0.00%

Public Library

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2024				FISCAL YEAR 2025								
				Pay			Annual Salary	FY24		Total hours	Proposed Percent Increase	Proposed Rate	Final Base	Stipends	Final Salary	TA Budget
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	FY24	Increase	Increase	Rate		Salary	Fiscal 2025
Hall	Suzanne	01-610-5100-000	Director	IV/4	39.24	38	\$ 77,931	\$ 39.24	38	1986	2%	\$ 0.78	\$ 40.02		\$ 79,490	\$ 79,490
Berube	Charissa	01-610-5101-000	Assistant	II/5	19.37	38	\$ 32,387	\$ 19.37	32	1672	2%	\$ 0.39	\$ 19.76		\$ 33,035	\$ 33,035
Buckley	Lori	01-610-5101-000	Assistant	I/2	17.13	8	\$ 8,068	\$ 17.13	9	471	2%	\$ 0.34	\$ 17.46		\$ 8,225	\$ 8,225
Whitcore	Carol	01-610-5101-000	Cataloger	II/1	16.54	18	\$ 15,564	\$ 16.54	18	941	2%	\$ 0.33	\$ 16.87		\$ 15,876	\$ 15,876
Hart	Kaeleigh	01-610-5101-000	CHL Lib.	III/1	24.99	32	\$ 45,707	\$ 24.99	35	1829	2%	\$ 0.50	\$ 25.49		\$ 46,621	\$ 46,621
Paquette	Marie	01-610-5101-000	Cataloger	I/1	16.54	23	\$ 9,511	\$ 16.54	11	575	2%	\$ 0.33	\$ 16.87		\$ 9,701	\$ 9,701
Casey	Meaghan	01-610-5101-000	Cataloger	I/1	16.54	14	\$ 12,107	\$ 16.54	14	732	2%	\$ 0.33	\$ 16.87		\$ 12,350	\$ 12,350
Budget Adjustment							\$ (4,673)									
Total Salaries							\$ 196,601							\$ -	\$ 205,298	\$ 205,298

\$ 196,601

Expense Detail - Public Library

		FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	Dollar Change	Percent Change	FY 2025 TA Budget	Dollar Change	Percent Change
Dues/Memberships	01-610-5700-002	\$ 9,800	\$ 10,100	\$ 9,800	\$ 9,433	\$ 10,400	\$ 10,100	\$ (300)	-2.88%	\$ 10,100	\$ (300)	-2.88%
Purchase of Services		\$ 9,800	\$ 10,100	\$ 9,800	\$ 9,433	\$ 10,400	\$ 10,100	\$ (300)	-2.88%	\$ 10,100	\$ (300)	-2.88%
Office Supplies	01-610-5400-001	\$ 2,000	\$ 1,966	\$ 2,000	\$ 1,952	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%
Books/Periodicals/Video	01-610-5400-002	\$ 31,181	\$ 32,017	\$ 32,635	\$ 35,759	\$ 32,035	\$ 32,035	\$ -	0.00%	\$ 32,035	\$ -	0.00%
Maintenance Supplies	01-610-5400-007	\$ 1,200	\$ 618	\$ 1,200	\$ 1,056	\$ 1,200	\$ 1,200	\$ -	0.00%	\$ 1,200	\$ -	0.00%
Supplies		\$ 34,381	\$ 34,600	\$ 35,835	\$ 38,767	\$ 35,235	\$ 35,235	\$ -	0.00%	\$ 35,235	\$ -	0.00%
Telephone	01-610-5200-001	\$ 700	\$ 682	\$ 700	\$ 650	\$ 700	\$ 700	\$ -	0.00%	\$ 700	\$ -	0.00%
Electric	01-610-5200-002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Water/Sewer	01-610-5200-006	\$ 1,300	\$ 1,482	\$ 1,300	\$ 1,407	\$ 1,300	\$ 1,500	\$ 200	15.38%	\$ 3,000	\$ 1,700	130.77%
Heating Fuel	01-610-5400-003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
Utilities		\$ 2,000	\$ 2,164	\$ 2,000	\$ 2,057	\$ 2,000	\$ 2,200	\$ 200	10.00%	\$ 3,700	\$ 1,700	85.00%

610 Library

	FY 2024	FY 2025
01-610-5100-000	118,671.00 Library - Wages	
	Dept Employees 77,930.00	125,808.00
01-610-5101-000	Library - Salary	
	Library Director 700.00	79,490.00
01-610-5200-001	Telephone	
	Verizon	670.00
	Paetec	<u>30.00</u>
		700.00
01-610-5200-006	1,300.00 Water/Sewer	
	Leicester Water Supply District	1,500.00
01-610-5400-001	2,000.00 Office Supplies	
	Misc office supplies	2,000.00
01-610-5400-002	32,035.00 Library - books/periodicals/video	
	Library inventory	32,035.00 16% of budget 39,000 using state to supplement
01-610-5400-007	1,200.00 Maintenance Supplies	
	Misc building supplies 10,400.00	1,200.00
01-610-5700-002	Dues/Membership	
	CW Mars	9,900.00
	Digital Commonwealth	<u>200.00</u>
		10,100.00
	244,236.00 Total Budget	252,833.00 Total Budget



Town of Leicester

Operating Budget Manual

FY2025

630 - Parks and Recreation

DESCRIPTION OF SERVICES

The Leicester Parks and Recreation Committee provides an opportunity for all Town residents to participate in a variety of enjoyable activities. Committee -sponsored programs are selected, organized and staffed with the objective of providing appealing programs to satisfy the diverse interests of Leicester residents.

MISSION STATEMENT

To provide a wealth of recreational activities that benefits all residents of Leicester.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2024 ACCOMPLISHMENTS**

FY2025 Budget Summary - Parks

Recommended
Budget FY 2025 -
\$6,450

	FY 2022 Approp.	FY 2022 Actual	FY 2023 Approp.	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Parks and Recreation	\$ 6,450	\$ 5,787	\$ 6,450	\$ 5,859	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
Total	\$ 6,450	\$ 5,787	\$ 6,450	\$ 5,859	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 1,200	\$ 1,250	\$ 1,200	\$ 572	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.00%
Supplies	\$ 4,000	\$ 3,043	\$ 4,000	\$ 4,350	\$ 3,250	\$ 3,250	\$ 3,250	\$ -	0.00%
Utilities	\$ 1,250	\$ 1,494	\$ 1,250	\$ 937	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
Expenses Total	\$ 6,450	\$ 5,787	\$ 6,450	\$ 5,859	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%

Parks and Recreation	\$ 6,450	\$ 5,787	\$ 6,450	\$ 5,859	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 663		\$ 591					

Expense Detail - Parks and Recreation

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Approp.	Dept. Request	Change	Change	TA Budget	Change	Change
Consultants/Prof Services	01-630-5200-002	\$ 1,200	\$ -	\$ 1,200	\$ 500	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0.00%
Maintenance Cont/Repair	01-630-5200-003	\$ -	\$ 1,250	\$ -	\$ 72							
Purchase of Services		\$ 1,200	\$ 1,250	\$ 1,200	\$ 572	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0.00%
Maintenance Supplies	01-630-5400-007	\$ 4,000	\$ 3,043	\$ 4,000	\$ 4,350	\$ 3,250	\$ 3,250	\$ -	0%	\$ 3,250	\$ -	0.00%
Supplies		\$ 4,000	\$ 3,043	\$ 4,000	\$ 4,350	\$ 3,250	\$ 3,250	\$ -	0%	\$ 3,250	\$ -	0.00%
Electric	01-630-5200-002	\$ 1,250	\$ 1,494	\$ 1,250	\$ 937	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0.00%
Utilities		\$ 1,250	\$ 1,494	\$ 1,250	\$ 937	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0.00%

630 Parks & Rec**Expense Analysis**

	FY 2024	FY 2025
01-630-5200-002	2,000.00 Electric	
	National Grid/Constellation	2,000.00
01-630-5400-007	3,250.00 Maintenance Supplies	
	Slims and Berthiaume Sewer Services	1,000.00
	Trash Service	500.00
	Misc supplies	<u>1,750.00</u>
		3,250.00
01-630-5200-004	1,200.00 Consultants/Prof Services	
	Misc services	1,200.00
	6,450.00	6,450.00
	Total Budget	



Town of Leicester

Operating Budget Manual

FY2025

691 - Historical Commission

DESCRIPTION OF SERVICES

The Historical Commission is responsible for local advocacy on and documentation of historically significant items and structures within the community. The Commission is also responsible for the administration and enforcement of the Preservation of Historically Significant Buildings bylaw.

MISSION STATEMENT

To preserve and maintain historically significant items and structures within the Town of Leicester.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To continue restoration of the Swan Tavern, and make it an integral part of the community.

FY2024 ACCOMPLISHMENTS

In partnership with the Leicester Historic Society, the Commission has taken over the Swan Tavern at 1 Paxton Street, in order to preserve this town-owned building and operate it as a Town Museum.

FY2025 Budget Summary - Historical

Recommended
Budget FY 2025 -
\$950

	FY 2022 Approp.	FY 2022 Actual	FY 2023 Approp.	FY 2023 Actual	FY 2024 Approp.	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Historical Commission	\$ 950	\$ 324	\$ 950	\$ -	\$ 950	\$ 950	\$ 950	\$ -	0.00%
Total	\$ 950	\$ 324	\$ 950	\$ -	\$ 950	\$ 950	\$ 950	\$ -	

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 800	\$ 324	\$ 800	\$ -	\$ 800	\$ 800	\$ 800	\$ -	0.00%
Supplies	\$ 150	\$ -	\$ 150	\$ -	\$ 150	\$ 150	\$ 150	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 950	\$ 324	\$ 950	\$ -	\$ 950	\$ 950	\$ 950	\$ -	0.00%

Historical Commission	\$ 950	\$ 324	\$ 950	\$ -	\$ 950	\$ 950	\$ 950	\$ -	0.00%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 626		\$ 950					

Expense Detail - Historical Commission

		FY 2022	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Consultants/Prof Services	01-691-5200-004	\$ 800	\$ 324	\$ 800	\$ -	\$ 800	\$ 800	\$ -	0.00%	\$ 800	\$ -	0.00%
Purchase of Services		\$ 800	\$ 324	\$ 800	\$ -	\$ 800	\$ 800	\$ -	0.00%	\$ 800	\$ -	0.00%
Office Supplies	01-691-5400-001	\$ 150	\$ -	\$ 150	\$ -	\$ 150	\$ 150	\$ -	0.00%	\$ 150	\$ -	0.00%
Supplies		\$ 150	\$ -	\$ 150	\$ -	\$ 150	\$ 150	\$ -	0.00%	\$ 150	\$ -	0.00%
				\$ -		\$ -						
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

691 Historical Comm

Expense Analysis

FY 2024		FY2025
01-691-5200-004	800.00 Consultants/Prof Services	
	Various	800.00
01-691-5400-007	150.00 Maintenance Supplies	
	Misc supplies	150.00
	950.00 Total Budget	950.00



Town of Leicester

Operating Budget Manual

FY2025

692 - Memorial Day Committee

DESCRIPTION OF SERVICES

The Committee plans, manages and oversees the Town's official Memorial Day activities every May.

MISSION STATEMENT

To make each annual celebration worthy of those who died in service to our country.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To make the 2024 celebration

FY2024 ACCOMPLISHMENTS

There was a successful, well-attended Memorial Day parade last May

FY2025 Budget Summary - Memorial Day Committee

Recommended
Budget FY 2025 -
\$3,000

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Memorial Day Committee	\$ 3,000	\$ 2,422	\$ 3,000	\$ 2,671	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
Total	\$ 3,000	\$ 2,422	\$ 3,000	\$ 2,671	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 2,550	\$ 2,422	\$ 2,550	\$ 2,671	\$ 2,550	\$ 2,550	\$ 2,550	\$ -	0.00%
Supplies	\$ 450	\$ -	\$ 450	\$ -	\$ 450	\$ 450	\$ 450	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 3,000	\$ 2,422	\$ 3,000	\$ 2,671	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%

Memorial Day Committee	\$ 3,000	\$ 2,422	\$ 3,000	\$ 2,671	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 578		\$ 329					

Expense Detail - Memorial Day Committee

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Consultants/Prof Services	01-692-5200-004	\$ 2,550	\$ 2,422	\$ 2,550	\$ 2,671	\$ 2,550	\$ 2,550	\$ -	0.00%	\$ 2,550	\$ -	0.00%
Purchase of Services		\$ 2,550	\$ 2,422	\$ 2,550	\$ 2,671	\$ 2,550	\$ 2,550	\$ -	0.00%	\$ 2,550	\$ -	0.00%
Parts/Materials	01-692-5400-006	\$ 450	\$ -	\$ 450	\$ -	\$ 450	\$ 450	\$ -	0.00%	\$ 450	\$ -	0.00%
Supplies		\$ 450	\$ -	\$ 450	\$ -	\$ 450	\$ 450	\$ -	0.00%	\$ 450	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

692 Memorial Day Comm Expense Analysis

	FY 2024		FY 2025
01-692-5200-004	2,550.00	Consultants/Prof Services	
		Parade participants	2,550.00
01-692-5400-006	450.00	Parts/Materials	
		Misc supplies	450.00
	3,000.00	Total Budget	3,000.00



Town of Leicester
Town Administrator's Budget
FY2025 - Part G - Debt



Town of Leicester

Operating Budget Manual

FY2025

710 - Maturing Debt Principal

DESCRIPTION OF SERVICES

The Treasurer Collector office is responsible for the issuing and payment of all Town debt. This budget pays Town debt principal.

MISSION STATEMENT

The Treasurer Collector's office is committed to providing taxpayers & town employees with professional and courteous service in the administration of all revenues and expenses for the Town of Leicester, as well as satisfy the legal requirements set forth in the Massachusetts General Laws and the Town's bylaws.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2024 ACCOMPLISHMENTS**

Debt was retired on the following in FY21: Police Station Land, Rte. 9 Water Project and Roofs for the Memorial School and Town Hall.

BAN's for the Feasibility Study and Fire Station settlement were rolled over and new ones created for Waite Pond Dam and the Becker purchase. These notes will become permanent debt in August of 2024, with the first payment due in FY 2026.

FY2025 Budget Summary - Debt Principal

Recommended
Budget FY 2025 -
\$1,080,761

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Maturing Debt Principal	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,218,733	\$ 1,203,832	\$ 1,080,761	\$ 1,080,761	\$ (123,071)	-10.22%
Total	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,218,733	\$ 1,203,832	\$ 1,080,761	\$ 1,080,761	\$ (123,071)	-10.22%

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,218,733	\$ 1,203,832	\$ 1,080,761	\$ 1,080,761	\$ (123,071)	-10.22%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,218,733	\$ 1,203,832	\$ 1,080,761	\$ 1,080,761	\$ (123,071)	-10.22%

Maturing Debt Principal	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,218,733	\$ 1,203,832	\$ 1,080,761	\$ 1,080,761	\$ (123,071)	-10.22%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 1		\$ 0					

FY2025 Budget Summary - Debt Principal

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Approp.	Dept. Request	Change	Change	TA Budget	Change	Change
Police Station - Principal	01-710-5900-023	\$ 159,851	\$ 159,851	\$ 157,314	\$ 157,313	\$ 154,777	\$ -	\$ (154,777)	-100.00%	\$ -	\$ (154,777)	-100.00%
Rte. 9 Pump Station - Principal	01-710-5900-024	\$ 9,403	\$ 9,403	\$ 9,254	\$ 9,254	\$ 9,105	\$ -	\$ (9,105)	-100.00%	\$ -	\$ (9,105)	-100.00%
Hillcrest CC Purchase - Principal	01-710-5900-025	\$ 145,747	\$ 145,747	\$ 143,433	\$ 143,433	\$ 141,120	\$ -	\$ (141,120)	-100.00%	\$ -	\$ (141,120)	-100.00%
Water Poll Abate-Loan 2	01-710-5900-027	\$ 3,459	\$ 3,459	\$ 3,459	\$ 3,459							
06 Roof Replacements - Principal	01-710-5900-029	\$ -		\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	
Water Poll Abate-Loan 3	01-710-5900-031	\$ 6,611	\$ 6,611	\$ 6,611	\$ 6,611	\$ 6,611	\$ 6,610	\$ (1)	-0.02%	\$ 6,610	\$ (1)	-0.02%
USDA Sch. Roof & Boiler Project	01-710-5900-032	\$ 11,068	\$ 11,068	\$ 11,440	\$ 11,442	\$ 11,828	\$ 12,227	\$ 399	3.38%	\$ 12,227	\$ 399	3.38%
Energy Infrastructure Project	01-710-5900-034	\$ 89,978	\$ 89,978	\$ 95,555	\$ 95,554	\$ 101,365	\$ 107,417	\$ 6,052	5.97%	\$ 107,417	\$ 6,052	5.97%
Fire & EMS Headquarters	01-710-5900-035	\$ 155,000	\$ 155,000	\$ 160,000	\$ 160,000	\$ 165,000	\$ 225,000	\$ 60,000	36.36%	\$ 225,000	\$ 60,000	36.36%
Fire & EMS Headquarters	01-710-5900-036	\$ 150,000	\$ 150,000	\$ 155,000	\$ 155,000	\$ 160,000	\$ 170,000	\$ 10,000	6.25%	\$ 170,000	\$ 10,000	6.25%
Town Hall Elevator	01-710-5900-037	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%	\$ 25,000	\$ -	0.00%
Town Hall Remodeling	01-710-5900-038	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.00%	\$ 10,000	\$ -	0.00%
Library	01-710-5900-039	\$ 70,000	\$ 70,000	\$ 75,000	\$ 75,000	\$ 80,000	\$ 80,000	\$ -	0.00%	\$ 80,000	\$ -	0.00%
Hillcrest Building	01-710-5900-040	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	\$ (20,000)	-100.00%	\$ -	\$ (20,000)	-100.00%
Highway Equipment	01-710-5900-041	\$ 170,000	\$ 170,000	\$ 180,000	\$ 180,000	\$ 190,000	\$ -	\$ (190,000)	-100.00%	\$ -	\$ (190,000)	-100.00%
Feasibility Study	01-710-5900-042	\$ -	\$ -	\$ 166,667	\$ 166,667	\$ 93,815	\$ 54,296	\$ (39,519)	-42.12%	\$ 54,296	\$ (39,519)	-42.12%
Waite Pond Dam	01-710-5900-043	\$ -	\$ -	\$ -	\$ -	\$ 10,211	\$ 10,211	\$ -	0.00%	\$ 10,211	\$ -	0.00%
Fire Station Settlement	01-710-5900-044	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	0.00%	\$ 25,000	\$ -	0.00%
Becker College	01-710-5900-045	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 355,000	\$ 355,000		\$ 355,000	\$ 355,000	
Purchase of Services		\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,218,733	\$ 1,203,832	\$ 1,080,761	\$ (123,071)	-10.22%	\$ 1,080,761	\$ (123,071)	-10.22%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2025

751 - Maturing Debt Interest

DESCRIPTION OF SERVICES

The Treasurer Collector office is responsible for the issuing and payment of all Town debt. The budget pays for interest charges on Town debt.

MISSION STATEMENT

The Treasurer Collector's office is committed to providing taxpayers & town employees with professional and courteous service in the administration of all revenues and expenses for the Town of Leicester, as well as satisfy the legal requirements set forth in the Massachusetts General Laws and the Town's bylaws.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2024 ACCOMPLISHMENTS**

FY2025 Budget Summary - Debt Interest

Recommended
Budget FY 2025 -
\$220,272 \$ -

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Maturing Debt Interest	\$ 331,047	\$ 331,045	\$ 293,828	\$ 293,741	\$ 255,321	\$ 220,272	\$ 220,272	\$ (35,049)	-13.73%
Total	\$ 331,047	\$ 331,045	\$ 293,828	\$ 293,741	\$ 255,321	\$ 220,272	\$ 220,272	\$ (35,049)	-13.73%

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 331,047	\$ 331,045	\$ 293,828	\$ 293,741	\$ 255,321	\$ 220,272	\$ 220,272	\$ (35,049)	-13.73%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 331,047	\$ 331,045	\$ 293,828	\$ 293,741	\$ 255,321	\$ 220,272	\$ 220,272	\$ (35,049)	-13.73%

Maturing Debt Interest	\$ 331,047	\$ 331,045	\$ 293,828	\$ 293,741	\$ 255,321	\$ 220,272	\$ 220,272	\$ (35,049)	-13.73%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 2		\$ 87					

Expense Detail - Maturing Debt Interest

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025				FY 2025		
		Budget	Actual	Budget	Actual	Budget	Dept.	Dollar	Percent		TA	Dollar	Percent
							Request	Change	Change		Budget	Change	Change
Police Station - Interest	01-751-5900-023	\$ 11,761	\$ 11,760	\$ 7,003	\$ 7,003	\$ 2,298	\$ -	\$ (2,298)	-100.00%		\$ -	\$ (2,298)	-100.00%
Rte. 9 Pump Station - Interest	01-751-5900-024	\$ 692	\$ 692	\$ 412	\$ 412	\$ 137	\$ -	\$ (137)	-100.00%		\$ -	\$ (137)	-100.00%
Hillcrest CC Purchase - Interest	01-751-5900-025	\$ 10,723	\$ 10,723	\$ 6,385	\$ 6,385	\$ 2,093	\$ -	\$ (2,093)	-100.00%		\$ -	\$ (2,093)	-100.00%
Water Poll Abate-Loan 2	01-710-5900-027	\$ -		\$ 87	\$ -								
USDA Sch. Roof & Boiler Interest	01-751-5900-032	\$ 11,148	\$ 11,148	\$ 10,774	\$ 10,774	\$ 10,389	\$ 9,989	\$ (400)	-3.85%		\$ 9,989	\$ (400)	-3.85%
Energy Infrastructure Project	01-751-5900-034	\$ 50,791	\$ 50,791	\$ 48,285	\$ 48,285	\$ 45,624	\$ 42,801	\$ (2,823)	-6.19%		\$ 42,801	\$ (2,823)	-6.19%
Fire & EMS Headquarters	01-751-5900-035	\$ 113,775	\$ 113,775	\$ 109,125	\$ 109,125	\$ 104,325	\$ 99,375	\$ (4,950)	-4.74%		\$ 99,375	\$ (4,950)	-4.74%
Fire & EMS Headquarters	01-751-5900-035	\$ 36,100	\$ 36,100	\$ 30,100	\$ 30,100	\$ 23,900	\$ 17,500	\$ (6,400)	-26.78%		\$ 17,500	\$ (6,400)	-26.78%
Town Hall Elevator	01-751-5900-037	\$ 5,500	\$ 5,500	\$ 4,500	\$ 4,500	\$ 3,500	\$ 2,500	\$ (1,000)	-28.57%		\$ 2,500	\$ (1,000)	-28.57%
Town Hall Remodeling	01-751-5900-038	\$ 2,200	\$ 2,200	\$ 1,800	\$ 1,800	\$ 1,400	\$ 1,000	\$ (400)	-28.57%		\$ 1,000	\$ (400)	-28.57%
Library	01-751-5900-039	\$ 58,357	\$ 58,356	\$ 54,857	\$ 54,856	\$ 51,107	\$ 47,107	\$ (4,000)	-7.83%		\$ 47,107	\$ (4,000)	-7.83%
Hillcrest Building	01-751-5900-040	\$ 3,000	\$ 3,000	\$ 2,000	\$ 2,000	\$ 1,000	\$ -	\$ (1,000)	-100.00%		\$ -	\$ (1,000)	-100.00%
Highway Equipment	01-751-5900-041	\$ 27,000	\$ 27,000	\$ 18,500	\$ 18,500	\$ 9,500	\$ -	\$ (9,500)	-100.00%		\$ -	\$ (9,500)	-100.00%
						\$ 48							
Purchase of Services		\$ 331,047	\$ 331,045	\$ 293,828	\$ 293,741	\$ 255,321	\$ 220,272	\$ (35,001)	-13.71%		\$ 220,271.82	\$ (35,001)	-13.71%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%		\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2025

752 - Temporary Loan Interest

DESCRIPTION OF SERVICES

The Treasurer Collector office is responsible for the issuing and payment of all Town debt. This budget pays cost of issuance of debt under the State House Note Loan Program

MISSION STATEMENT

The Treasurer Collector's office is committed to providing taxpayers & town employees with professional and courteous service in the administration of all revenues and expenses for the Town of Leicester, as well as satisfy the legal requirements set forth in the Massachusetts General Laws and the Town's bylaws.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2024 ACCOMPLISHMENTS**

FY2024 Budget Summary - Temporary Debt Interest

Recommended
Budget FY 2025 -
\$964,009

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept Request	FY 2025 TA Budget	Dollar Change	Percent Change
Temporary Loan Interest	\$ 22,665	\$ 12,604	\$ 216,700	\$ 216,700	\$ 743,889	\$ 964,009	\$ 964,009	\$ 220,120	29.59%
Total	\$ 22,665	\$ 12,604	\$ 216,700	\$ 216,700	\$ 743,889	\$ 964,009	\$ 964,009	\$ 220,120	29.59%

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 22,665	\$ 12,604	\$ 216,700	\$ 216,700	\$ 743,889	\$ 964,009	\$ 964,009	\$ 220,120	29.59%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 22,665	\$ 12,604	\$ 216,700	\$ 216,700	\$ 743,889	\$ 964,009	\$ 964,009	\$ 220,120	29.59%

Temporary Loan Interest	\$ 22,665	\$ 12,604	\$ 216,700	\$ 216,700	\$ 743,889	\$ 964,009	\$ 964,009	\$ 220,120	29.59%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 10,061		\$ -					

Expense Detail - Temporary Loan Interest

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Approp.	Dept. Request	Change	Change	TA Budget	Change	Change
Temporary Loan Interest	01-752-5900-000	\$ 22,665	\$ 12,604	\$ -	\$ -	\$ -						
Feasibility Study	01-752-5900-000			\$ 1,005	\$ 1,005	\$ 5,184	\$ 2,437	\$ (2,747)	-53.00%	\$ 2,437	\$ (2,747.47)	-53.00%
Waite Pond Dam	01-752-5900-000			\$ 1,239	\$ 1,239	\$ 13,580	\$ 16,953	\$ 3,373	24.84%	\$ 16,953	\$ 3,373.28	24.84%
Fire Settlement	01-752-5900-000			\$ 27,232	\$ 27,232	\$ 23,625	\$ 29,169	\$ 5,544	23.47%	\$ 29,169	\$ 5,543.75	23.47%
Becker Purchase	01-752-5900-000			\$ 185,947	\$ 185,947	\$ 701,500	\$ 915,450	\$ 213,950	30.50%	\$ 915,450	\$ 213,950.00	30.50%
Fire Rentention Pond	01-752-5900-000			\$ 1,277	\$ 1,277	\$ -	\$ -	\$ -		\$ -	\$ -	
Purchase of Services		\$ 22,665	\$ 12,604	\$ 216,700	\$ 216,700	\$ 743,889	\$ 964,009	\$ 220,120	29.59%	\$ 964,008.56	\$ 220,119.56	29.59%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
		\$ -		\$ -		\$ -						
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2025

753 - Bond Issuance Costs

DESCRIPTION OF SERVICES

The Treasurer Collector office is responsible for the issuing and payment of all Town debt. This budget pays for interest on temporary borrowings.

MISSION STATEMENT

The Treasurer Collector's office is committed to providing taxpayers & town employees with professional and courteous service in the administration of all revenues and expenses for the Town of Leicester, as well as satisfy the legal requirements set forth in the Massachusetts General Laws and the Town's bylaws.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2024 ACCOMPLISHMENTS**

FY2025 Budget Summary - Bond Issuance

Recommended
Budget FY 2025 -
\$0

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Bond Issuance Costs	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	

Bond Issuance Costs	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	\$ -	
Encumbrance		\$ -		\$ -					
Turn Back		\$ 1,100		\$ 1,100					

Expense Detail - Bond Issuance Costs

		FY 2022	FY 2022	FY2023	FY 2023	FY2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Bond Issuance Costs	01-753-5900-000	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Purchase of Services		\$ 1,100	\$ -	\$ 1,100	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
				\$ -		\$ -						
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Town Administrator's Budget
FY2025 - Part H - Benefits & Insurance



Town of Leicester

Operating Budget Manual

FY2025

911 - Worcester Regional Retirement

DESCRIPTION OF SERVICES

Each year, towns and other entities who participate in WRRS' retirement plan must pay an annual appropriation based on valuation results completed by KMS Actuaries and data pertaining to those entities.

MISSION STATEMENT

The Treasurer Collector's office is committed to providing taxpayers & town employees with professional and courteous service in the administration of all revenues and expenses for the Town of Leicester, as well as satisfy the legal requirements set forth in the Massachusetts General Laws and the Town's bylaws.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

The retirement assessment covers 149 active members of the Retirement System, include current and retired employees. Total outstanding actuarial liability is estimated at \$19,907,461. Total cost is \$1,585,021. However, the assessment is reduced to \$1,556,343 if the entire assessment is paid on July 1, 2021, which is a savings of 28,678, or 1.80% of the annual assessment.

FY2024 ACCOMPLISHMENTS

FY2025 Budget Summary - Retirement

Recommended
Budget FY 2025 -
\$2,007,244

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Worcester Regional	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,717,353	\$ 1,823,365	\$ 1,984,365	\$ 2,007,244	\$ 183,879	10.08%
Total	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,717,353	\$ 1,823,365	\$ 1,984,365	\$ 2,007,244	\$ 183,879	10.08%

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,717,353	\$ 1,823,365	\$ 1,984,365	\$ 2,007,244	\$ 183,879	10.08%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,717,353	\$ 1,823,365	\$ 1,984,365	\$ 2,007,244	\$ 183,879	10.08%

Worcester Regional	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,717,353	\$ 1,823,365	\$ 1,984,365	\$ 2,007,244	\$ 183,879	10.08%
Encumbrance		\$ -		\$ -					
Turn Back		\$ -		\$ -					

Expense Detail - Worcester Regional Retirement

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Consultants/Prof Services	01-911-5110-000	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,717,353	\$ 1,823,365	\$ 1,984,365	\$ 161,000	8.83%	2,007,244	\$ 183,879	10.08%
Purchase of Services		\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,717,353	\$ 1,823,365	\$ 1,984,365	\$ 161,000	8.83%	\$ 2,007,244	\$ 183,879	10.08%
		\$ -		\$ -								
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

911 - Worcester Regional Retirement

Expense Analysis FY 2024		FY 2025
01-911-5110-000	1,823,365.00 Worc Reg Retirement	
	Worc Reg Retirement Assessment	2,007,244
	1,823,365.00	Total Budget
		2,007,244



Town of Leicester

Operating Budget Manual

FY2025

912 - Workers Compensation

DESCRIPTION OF SERVICES

This department funds the cost of workers compensation insurance for Town employees.

MISSION STATEMENT

N/A

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Work on cost containment measures with insurance broker

Work with Department Heads to reduce risk of injuries in their respective departments

FY2024 ACCOMPLISHMENTS

FY2025 Budget Summary - Workers Compensation

Recommended
Budget FY 2025 -
\$290,768

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Workers Compensation	\$ 191,185	\$ 167,168	\$ 219,863	\$ 192,832	\$ 252,842	\$ 290,768	\$ 290,768	\$ 37,926	15.00%
Total	\$ 191,185	\$ 167,168	\$ 219,863	\$ 192,832	\$ 252,842	\$ 290,768	\$ 290,768	\$ 37,926	15.00%
Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchase of Services	\$ 191,185	\$ 167,168	\$ 219,863	\$ 192,832	\$ 252,842	\$ 290,768	\$ 290,768	\$ 37,926	15.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 191,185	\$ 167,168	\$ 219,863	\$ 192,832	\$ 252,842	\$ 290,768	\$ 290,768	\$ 37,926	15.00%
Workers Compensation	\$ 191,185	\$ 167,168	\$ 219,863	\$ 192,832	\$ 252,842	\$ 290,768	\$ 290,768	\$ 37,926	15.00%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 24,017		\$ 27,031					

Expense Detail - Workers Compensation

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Workers Compensation	01-912-5700-009	\$ 191,185	\$ 167,168	\$ 219,863	\$ 192,832	\$ 252,842	\$ 290,768	\$ 37,926	15.00%	\$ 290,768	\$ 37,926	15.00%
Purchase of Services		\$ 191,185	\$ 167,168	\$ 219,863	\$ 192,832	\$ 252,842	\$ 290,768	\$ 37,926	15.00%	\$ 290,768	\$ 37,926	15.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

912 - Workers Compensation

Expense Analysis

	FY 2024		FY 2025
01-912-5700-009	252,842.00	Workers Compensation	
		Braley Wellington Ins Agency Emp	280,768.00
		misc	<u>10,000.00</u>
	252,842.00	Total Budget	290,768.00



Town of Leicester

Operating Budget Manual

FY2025

913 - Unemployment Compensation

DESCRIPTION OF SERVICES

The Department of Unemployment electronically sends out notices to either request information or to distribute information regarding unemployment claims made against the town on a regular basis. Monthly bills are received for the prior month's activity and must be scrutinized before payment is made.

MISSION STATEMENT

The Treasurer Collector's office is committed to providing taxpayers & town employees with professional and courteous service in the administration of all revenues and expenses for the Town of Leicester, as well as satisfy the legal requirements set forth in the Massachusetts General Laws and the Town's bylaws.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Unemployment claims will continue to be monitored by our staff.

FY2024 ACCOMPLISHMENTS

With Covid-19 came numerous fraudulent unemployment claims that needed to be communicated, tracked and protested. In addition to the fraudulent claims, were undeserving claims for unemployment that required the same treatment. The Treasurer Collector's office has worked diligently to contact those affected by fraudulent claims and to be sure the Town is not paying baseless claims, while ensuring those who qualify for unemployment receive it.

FY2025 Budget Summary - Unemployment Compensation

Recommended
Budget FY 2025 -
\$78,000

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Unemployment Compensation	\$ 60,950	\$ 10,297	\$ 32,000	\$ 15,208	\$ 142,000	\$ 78,000	\$ 78,000	\$ (64,000)	-45.07%
Total	\$ 60,950	\$ 10,297	\$ 32,000	\$ 15,208	\$ 142,000	\$ 78,000	\$ 78,000	\$ (64,000)	-45.07%

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 60,950	\$ 10,297	\$ 32,000	\$ 15,208	\$ 142,000	\$ 78,000	\$ 78,000	\$ (64,000)	-45.07%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 60,950	\$ 10,297	\$ 32,000	\$ 15,208	\$ 142,000	\$ 78,000	\$ 78,000	\$ (64,000)	-45.07%

Unemployment Compensation	\$ 60,950	\$ 10,297	\$ 32,000	\$ 15,208	\$ 142,000	\$ 78,000	\$ 78,000	\$ (64,000)	-45.07%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 50,653		\$ 16,792					

Expense Detail - Unemployment Compensation

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Unemployment Compens	01-913-5110-000	\$ 58,300	\$ 7,694	\$ 29,000	\$ 13,858	\$ 139,000	\$ 75,000	\$ (64,000)	-46.04%	\$ 75,000	\$ (64,000.00)	-46.04%
Consultant Services	01-913-5200-004	\$ 1,500	\$ 2,600	\$ 1,500	\$ 1,300	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Interest	01-913-5700-007	\$ 1,150	\$ 3	\$ 1,500	\$ 50	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Purchase of Services		\$ 60,950	\$ 10,297	\$ 32,000	\$ 15,208	\$ 142,000	\$ 78,000	\$ (64,000)	-45.07%	\$ 78,000	\$ (64,000.00)	-45.07%
		\$ -		\$ -								
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

913 - Unemployment

Expense Analysis

FY 2024		FY 2025
01-913-5110-000	139,000.00 Unemployment Comp	
	Comm of Mass	75,000.00
01-913-5200-004	1,500.00 Consultants/Prof Services	
	Unemployment Tax Management Corp	1,500.00
01-913-5700-007	1,500.00 Interest	
	Comm of Mass	1,500.00
	142,000.00	78,000.00
	Total Budget	



Town of Leicester

Operating Budget Manual

FY2025

914

Employee Benefits

DESCRIPTION OF SERVICES

The Town is responsible for 75%/70%/50% of employee health benefits and 50% of employee life benefits, depending on date of hire or active/retiree status. The Town also elects to provide a Health Reimbursement Arrangement to assist employees with deductible costs.

MISSION STATEMENT

The Treasurer Collector's office is committed to providing taxpayers & town employees with professional and courteous service in the administration of all revenues and expenses for the Town of Leicester, as well as satisfy the legal requirements set forth in the Massachusetts General Laws and the Town's bylaws.

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To determine the best course with the MIIA contract, looking at the rates for next year.

FY2024 ACCOMPLISHMENTS

The Town moved over to MIIA Blue Cross in FY 2023, for a zero percent increase. We are in the third year of that contract.

FY2025 Budget Summary - Employee Benefits

Recommended
Budget FY 2025 -
\$3,699,601

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Employee Benefits	\$ 2,719,175	\$ 2,653,821	\$ 2,776,782	\$ 2,735,642	\$ 3,365,365	\$ 3,699,601	\$ 3,699,601	\$ 334,236	9.93%
Total	\$ 2,719,175	\$ 2,653,821	\$ 2,776,782	\$ 2,735,642	\$ 3,365,365	\$ 3,699,601	\$ 3,699,601	\$ 334,236	9.93%

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 2,719,175	\$ 2,653,821	\$ 2,776,782	\$ 2,735,642	\$ 3,365,365	\$ 3,699,601	\$ 3,699,601	\$ 334,236	9.93%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 2,719,175	\$ 2,653,821	\$ 2,776,782	\$ 2,735,642	\$ 3,365,365	\$ 3,699,601	\$ 3,699,601	\$ 334,236	9.93%

Employee Benefits	\$ 2,719,175	\$ 2,653,821	\$ 2,776,782	\$ 2,735,642	\$ 3,365,365	\$ 3,699,601	\$ 3,699,601	\$ 334,236	9.93%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 65,355		\$ 41,140					

Expense Detail - Employee Benefits

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025			FY 2025		
		Budget	Actual	Budget	Actual	Budget	Dept.	Dollar	Percent	TA	Dollar	Percent
							Request	Change	Change	Budget	Change	Change
Employee Insurance	01-914-5110-001	\$ 18,000	\$ 12,722	\$ 16,000	\$ 12,070	\$ 20,520	\$ 22,572	\$ 2,052	10.00%	\$ 22,572	\$ 2,052	10.00%
Employee Health Insurance	01-914-5110-002	\$ 1,860,000	\$ 1,850,241	\$ 1,984,453	\$ 1,977,051	\$ 2,378,649	\$ 2,616,514	\$ 237,865	10.00%	\$ 2,616,514	\$ 237,865	10.00%
Employee Medicare	01-914-5110-003	\$ 255,000	\$ 262,837	\$ 265,000	\$ 294,143	\$ 286,200	\$ 314,820	\$ 28,620	10.00%	\$ 314,820	\$ 28,620	10.00%
Retiree Life Insurance	01-914-5110-004	\$ 5,000	\$ 4,388	\$ 5,500	\$ 4,614	\$ 5,940	\$ 6,534	\$ 594	10.00%	\$ 6,534	\$ 594	10.00%
Retiree Health Insurance	01-914-5110-005	\$ 558,175	\$ 520,884	\$ 482,829	\$ 447,515	\$ 651,055	\$ 716,161	\$ 65,106	10.00%	\$ 716,161	\$ 65,106	10.00%
HRA	01-914-5110-006	\$ 23,000	\$ 2,750	\$ 23,000	\$ 250	\$ 23,000	\$ 23,000	\$ 11,500	-50.00%	\$ 23,000	\$ -	0.00%
Purchase of Services		\$ 2,719,175	\$ 2,653,821	\$ 2,776,782	\$ 2,735,642	\$ 3,365,365	\$ 3,699,601	\$ 345,736	10.27%	\$ 3,699,601	\$ 334,236	9.93%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

914 - Employee Benefits**Expense Analysis**

	FY 2024		FY 2025
01-914-5110-001	20,520.00	Employee Life Insurance	
		Boston Mutual Life Ins	22,572.00
01-914-5110-002	2,378,649.00	Employee Health Insurance	
		MIIA	2,615,314.00
		TASC	<u>1,200.00</u>
			2,616,514.00
01-914-5110-003	286,200.00	Employee Medicare	
		US Treasury - W/H taxes	314,820.00
01-914-5110-004	5,940.00	Retiree Life insurance	
		Boston Mutual Life Ins	6,534.00
01-914-5100-005	651,055.00	Retiree Health Insurance	
		Harvard Pilgrim	432,055.00
		Silverscript	164,106.00
		MIIA	<u>120,000.00</u>
			716,161.00
01-914-5110-006	23,000.00	Health Reimbursement Arrangement	
		Emp Reimbursement	23,000.00
	3,365,364.00	Total Budget	3,699,601.00 Total Budget



Town of Leicester

Operating Budget Manual

FY2025

945 - Bonding & Insurance

DESCRIPTION OF SERVICES

This budget funds costs associated with the Town's commercial liability, auto insurance and professional liability policies.

MISSION STATEMENT

N/A

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Work on cost containment measures with insurance broker

Continue to work towards reducing the Town's liability in all aspects of operations

FY2024 ACCOMPLISHMENTS

FY2025 Budget Summary - Bonding Insurance

Recommended
Budget FY 2025 -
\$679,813

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Bonding & Insurance	\$ 249,263	\$ 224,754	\$ 339,116	\$ 313,044	\$ 358,939	\$ 679,813	\$ 679,813	\$ 320,874	89.40%
Total	\$ 249,263	\$ 224,754	\$ 339,116	\$ 313,044	\$ 358,939	\$ 679,813	\$ 679,813	\$ 320,874	89.40%

Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Purchase of Services	\$ 249,263	\$ 224,754	\$ 339,116	\$ 313,044	\$ 358,939	\$ 679,813	\$ 679,813	\$ 320,874	89.40%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 249,263	\$ 224,754	\$ 339,116	\$ 313,044	\$ 358,939	\$ 679,813	\$ 679,813	\$ 320,874	89.40%

Bonding & Insurance	\$ 249,263	\$ 224,754	\$ 339,116	\$ 313,044	\$ 358,939	\$ 679,813	\$ 679,813	\$ 320,874	89.40%
Encumbrance		\$ -		\$ -					
Turn Back		\$ 24,509		\$ 26,072					

Expense Detail - Bonding & Insurance

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Liability Insurance	01-945-5700-009	\$ 249,263	\$ 224,754	\$ 339,116	\$ 313,044	\$ 358,939	\$ 679,813	\$ 320,874	89.40%	\$ 679,813	\$ 320,874	89.40%
Purchase of Services		\$ 249,263	\$ 224,754	\$ 339,116	\$ 313,044	\$ 358,939	\$ 679,813	\$ 320,874	89.40%	\$ 679,813	\$ 320,874	89.40%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%

945 - Liability Ins

Expense Analysis

	FY 2024	FY 2025
01-945-5700-009	358,939.00 Liability Ins	
	Braley Wellington Ins Agency other	664,813.00
	insurance 358,939.00 Total Budget	<u>15,000.00</u>
		679,813.00



Town of Leicester

Operating Budget Manual

FY2025

950 Shared Maintenance Costs

DESCRIPTION OF SERVICES
MISSION STATEMENT

FY2025 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Goals for shared maintenance that will be the focus this fiscal year is to continue a preventative maintenance program to keep equipment efficient and preserve the longevity. To find and consolidate annual maintenance items to achieve a better rate and repore with the trade partner. To utilize a work order and asset management system to better track and account for equipment.

FY2024 ACCOMPLISHMENTS

FY2025 Budget Summary - Shared Maintenance Costs

Recommended
Budget FY 2025 -
\$1,235,932

	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2023 Actual	FY 2024 Budget	FY 2025 Dept. Request	FY 2025 TA Budget	Dollar Change	Percent Change
Shared Maintenance Costs	\$ -	\$ -	\$ 414,546	\$ 414,087	\$ 642,090	\$ 1,276,372	\$ 1,235,932	\$ 593,842	92.49%
Total	\$ -	\$ -	\$ 414,546	\$ 414,087	\$ 642,090	\$ 1,276,372	\$ 1,235,932	\$ 593,842	0.00%

Salaries			\$ 72,888	\$ 102,009	\$ 94,280	\$ 96,165	\$ 55,726	\$ (38,554)	-40.89%
Wages					\$ 74,467	\$ 75,956	\$ 75,956	\$ 1,489	2.00%
Other					\$ 20,006	\$ 20,000	\$ 20,000	\$ (6)	-0.03%
Personnel Total	\$ -	\$ -	\$ 72,888	\$ 102,009	\$ 188,753	\$ 192,122	\$ 151,682	\$ (37,071)	-19.64%

Purchase of Services	\$ -	\$ -	\$ 341,658	\$ 312,078	\$ 453,337	\$ 579,750	\$ 579,750	\$ 126,413	27.88%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,500	\$ 14,500	\$ 14,500	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 490,000	\$ 490,000	\$ 490,000	
Expenses Total	\$ -	\$ -	\$ 341,658	\$ 312,078	\$ 453,337	\$ 1,084,250	\$ 1,084,250	\$ 630,913	139.17%

Shared Maintenance Costs	\$ -	\$ -	\$ 414,546	\$ 414,087	\$ 642,090	\$ 1,276,372	\$ 1,235,932	\$ 593,842	92.49%
Encumbrance		\$ -		\$ -					
Turn Back		\$ -		\$ 459					

	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Request	FY 2025 Administrator Budget
Employees					
RFO	0	0	1	1	1
DPW Director/Facilities Mgr	0	0	0.5	0.5	0.5
Land & Buildings Mgr	0	0	1	1	1
Subtotal Employees	0	0	1.5	1.5	1.5
Subtotal Stipend Employees	0	0	1	1	1
Total Employees	0	0	2.5	2.5	2.5

Compensation Detail

COLAS	
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

Shared Maintenance Costs

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
				FISCAL YEAR 2024				FISCAL YEAR 2025								
				Pay			Annual Salary	FY24		Proposed	Proposed	Final			T/A	
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-23	Rate	Hours	1-Jul-24	Increase	Performance	Base	Other	Final Salary	
RFO		01-950-5100-000					\$ 20,006	\$ 20,000	0	0%	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	
Louzon	Kris	01-950-5100-000			45.11	2090	\$ 94,280	\$ 45.11	2090	2%	\$ 0.90	\$ 46.01		\$ 96,165	\$ 55,726	
Lavallee	Joseph	01-950-5100-000			35.63	2090	\$ 74,467	\$ 35.63	2090	2%	\$ 0.71	\$ 36.34		\$ 75,956	\$ 75,956	

\$ 188,753.00

Expense Detail - Shared Maintenance Costs

		FY 2022	FY 2022	FY 2023	FY 2023	FY 2024	FY 2025	Dollar	Percent	FY 2025	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Budget	Change	Change
Maint Contracts/Repairs	01-950-5200-003			\$ 341,658	\$ 312,078	\$ 453,337	\$ 579,450	\$ 126,113	27.82%	\$ 579,450	\$ 126,113	27.82%
Professional Services	01-950-5200-004					\$ -	\$ 300	\$ 300		\$ 300	\$ 300	
Purchase of Services		\$ -	\$ -	\$ 341,658.00	\$ 312,078.02	\$ 453,337	\$ 579,750	\$ 126,413	27.88%	\$ 579,750	\$ 126,413	27.88%
Office Supplies	01-950-5400-001			\$ -		\$ -	\$ 4,000	\$ 4,000		\$ 4,000	\$ 4,000.00	
Tools/Small Equipment	01-950-5400-005						\$ -	\$ -		\$ -	\$ -	
Parts/Materials	01-950-5400-006			\$ -		\$ -	\$ 500	\$ 500		\$ 500	\$ 500.00	
Campus Supplies	01-950-5700-007						\$ 10,000	\$ 10,000		\$ 10,000	\$ 10,000.00	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,500	\$ 14,500	0.00%	\$ 14,500	\$ 14,500	0.00%
Telephone	01-950-5200-001			\$ -		\$ -	\$ -	\$ -				
Electric	01-950-5200-002			\$ -		\$ -	\$ 350,000	\$ 350,000		\$ 350,000	\$ 350,000.00	
Water/Sewer	01-950-5200-006			\$ -		\$ -	\$ 40,000	\$ 40,000		\$ 40,000	\$ 40,000.00	
Heating Fuel	01-950-5400-003			\$ -		\$ -	\$ 100,000	\$ 100,000		\$ 100,000	\$ 100,000.00	
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 490,000	\$ 490,000	0.00%	\$ 490,000	\$ 490,000	0.00%

950 Buildings/Grounds Maintenance

Expense Analysis		
FY 2023 Totals		FY 2025
01-950-5100-000	Campus Salaries 188,752.60 Dept	
	Employees	192,121.53
01-950-5130-000	Campus Overtime 0.00	
	Overtime	0.00
01-950-5200-001	Telephone	
	425.62 Charter	0.00
	553.25 Connectivity Point	0.00
	5,250.00 Northeast Cable Group 4,123.53	0.00
	Clearcom	0.00
	10,352.40	0.00
01-950-5200-002	Electric	
	271,217.88 National Grid	350,000.00
	915.47 Other 272,133.35	0.00
		350,000.00
01-950-5200-003	Maintenance Contracts/Repairs	
	162.62 Blue Prints	0.00
	649.80 Painting	0.00
	701.96 Amazon	1,000.00
	4,049.96 Electric Vendor #1 3,300.00	0.00
	Tree Service Vendor	50,000.00
	13,125.00 Mowing #1	0.00
	5,476.00 Fire Vendor #1 25,555.78	7,000.00
	Fire Security Vendor	25,000.00
	503.25 Refrigeration Vendor	0.00
	193,214.45 HVAC Vendor	125,000.00
	1,171.00 Sewer Service Vendor 1,453.85 Leasing	1,200.00
	4,250.00 Elevator maintenance Vendor	0.00
		4,250.00
	45,900.00 Snow removal Vendor	62,500.00
	1,363.08 Pest Contol Vendor 49,904.00	1,500.00
	Mowing Vendor #2 18,250.00 Turf	70,000.00
	maintenance Vendor	20,000.00
	2,560.00 Misc repairs 3,904.75 Misc	0.00
	repairs 2,550.00 Miss repairs 1,218.74	0.00
	Entry Security Vendor	0.00
		1,500.00

8,870.00	Misc repairs	0.00
13,480.13	Fire System Repair Vendor	0.00
5,721.14	Miscellaneous Repairs 10,416.18	0.00
HVAC #2		0.00
3,925.50	Misc Repairs	0.00
980.00	Knox boxes	0.00
3,432.65	Hazardous Waste Removal 11,538.23	0.00
Plumbing		12,000.00
3,050.00	Misc repairs	5,000.00
13,490.00	Misc repairs	0.00
25,200.00	Roof repairs	0.00
3,605.00	Cleaning	0.00
800.00	Hazardous Waste Removal	0.00
33.95	Misc Repairs 15,473.00	0.00
	Electrician	22,000.00
1,425.44	Waste Removal	0.00
7,330.66	Electrician 1,250.00	0.00
	Misc repairs 5,935.00 Signage	0.00
7,215.00	Waste Removal	0.00
		8,000.00
18,604.71	Sewer Service Vendor	20,000.00
29,264.15	Key Vendor	3,000.00
4,784.47	Key Supplies 3,846.05 Sewer	500.00
	Service Vendor	3,500.00
455.05	Misc repairs	0.00
19,852.70	Hazardous Waste Removal 11,625.00	0.00
Fencing		0.00
1,000.00	Hazardous Waste Removal	0.00
69.85	Waste Removal	0.00
560.80	Painting	0.00
0.00	Miscellaneous Repairs 8,857.02	127,000.00
Elevator Repair 621,355.92		<u>9,500.00</u>
		579,450.00

01-950-5200-004

Consultant & Professional Services

300.00	Comm of Mass	300.00
6,300.00	Architects	0.00
22,299.72	Misc Proff Services	0.00
118,292.46	Insurance 147,192.18	0.00
		<hr/> 300.00

01-950-5200-006

Water/Sewer

35,970.87	Water/Sewer	40,000.00
1,751.00	Water/Sewer	<u>0.00</u>
37,721.87	Water/Sewer	40,000.00

01-950-5200-007	Advertising	
	0.00 Newspaper Ads	0.00
01-950-5400-001	Office Supplies	
	2,086.04 Software	2,500.00
	1,370.93 Misc office supplies/printing 3,456.97	<u>1,500.00</u>
		4,000.00
01-950-5400-003	Heating Fuel 93,905.13 Devany	
	Energy	100,000.00
01-950-5400-005	Tools/Small Equipment 5,857.00	
	Vendor #1	0.00
	8,238.00 Vendor #2	0.00
	2,467.10 Vendor #3	<u>0.00</u>
	16,562.10	0.00
01-420-5400-006	Parts/Materials 309.23	
	Misc	500.00
01-950-5700-007	Campus Maintenance Supplies	
	0.00	10,000.00
01-950-5800-001	Becker Equipment	
	0.00	0.00
	1,202,989.15	Total Budget 1,084,250.00
	118,292.46	Less: Insurance Revised 0.00
	1,084,696.69	Expense Budget Plus Salaries 1,084,250.00
	188,752.60	Revised Total Budget 192,121.53
	1,273,449.29	1,276,371.53

SECTION IV

Capital Improvement Plan



Department	Project	Estimated Project Cost	DH Priority	TA Priority	Funding Source	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
<i>Schedule III - FY 2025 Capital Plan Requests by Fiscal Year</i>											
Ambulance											
EMS	Replacement - Ambulance 4	\$ 450,000	U	U	Retained Earnings	Funded					
EMS	Purchase - Portable Radios	\$ 53,352	P1	P1	Free Cash	Funded					
	Subtotal	\$ 503,352				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Department											
Fire Department	Station 3 Roof Replacement	\$ 70,000	U	U	Free Cash	Funded					
Fire Department	Replacement - Rescue Boat	\$ 34,000	U	U	Free Cash		\$ 34,000				
Fire Department	Replacements - Fire Hydrant (5)	\$ 38,000	U	U	Free Cash	\$ 38,000					
Fire Department	Phone System Upgrade	\$ 11,000	P3	P3	Free Cash	\$ 11,000					
Fire Department	Fire Hydrant Maintenance & Inspections (332)	\$ 62,250	U	U	Free Cash		\$ 62,250				
Fire Department	Replacement - Forestry/Plow Truck #2	\$ 80,000	P1	P1	Budget	Funded					
Fire Department	Replacement - Fire Chief Vehicle	\$ 60,000	P1	P2	Free Cash			\$ 60,000			
Fire Department	Purchase - Utility Terrain Vehicle (UTV)	\$ 30,000	P3	P3	Free Cash			\$ 30,000			
Fire Department	Replacement - Forestry Tanker #3	\$ 700,000	P1	P2	Free Cash				\$ 700,000		
Fire Department	Replacement - Inspector Vehicle	\$ 60,000	P1	P1	Free Cash					\$ 60,000	
	Subtotal	\$ 1,145,250				\$ 49,000	\$ 96,250	\$ 90,000	\$ 700,000	\$ 60,000	\$ -
Library											
Library	Computer Replacement	\$ 21,000	U	P2	Budget	Funded					
	Subtotal	\$ 21,000				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works											
Public Works	Replacement - Combination Dump/Sander Body	\$ 50,000	U	P1	Budget	Funded					
Public Works	Replacement - Ford F350 Service Truck	\$ 75,000	P1	P2	Free Cash		\$ 75,000				
Public Works	Replacement -Ford F450	\$ 100,000	U	P2	Budget	Funded					
Public Works	Replacement - Mower Boom Flail	\$ 40,738	P1	P2	Budget	Funded					
	Subtotal	\$ 265,738				\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -

Department	Project	Estimated Project Cost	DH Priority	TA Priority	Funding Source	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Police Department											
Police Department	Replacement - Failing Floors Police Department	\$ 44,000	P1	P1	Budget	Funded					
Police Department	Move/Expand Detective Work Area	\$ 32,000	P3	P3	Budget	Funded					
Police Department	Purchase - Town Message Board	\$ 38,000	P3	P3	Free Cash		\$ 38,000				
Police Department	Replacement - Detective Car	\$ 49,000	P2	P2	Free Cash			\$ 49,000			
Police Department	Replacement - Police Department Roof	\$ 180,000	P1	P1	Free Cash				\$ 180,000		
Police Department	Replacement - Detective Car	\$ 50,000	P2	P2	Free Cash					\$ 50,000	
Police Department	Replacement - 4x4 Pick-Up Truck	\$ 72,000	P2	P2	Free Cash						\$ 72,000
	Subtotals	\$ 465,000				\$ -	\$ 38,000	\$ 49,000	\$ 180,000	\$ 50,000	\$ 72,000
School											
School	Elementary School - Cameras & Electronic Entry Systems	\$ 57,750	U		Free Cash	\$ 57,750					
School	Middle School - Replacement Boiler	\$ 65,853	U		Budget	Funded					
School	Middle School (former High School) concrete sidewalk repairs	\$ 78,750	P1		Free Cash		\$ 78,750				
School	Elementary School - Phone System	\$ 18,900	P2		Free Cash		\$ 18,900				
School	Middle School (former High School) Parking Lot Repairs	\$ 210,000	P2		Free Cash			\$ 210,000			
School	Middle School (former High School) Hallway Cameras	\$ 46,000	P2		Free Cash				\$ 46,000		
School	Middle School (former High School) Gym Sanding	\$ 20,000	P2		Free Cash				\$ 20,000		
School	High School Track basic repair	\$ 100,000	P2		Free Cash					\$ 100,000	
School	Middle School (former High School) Replacement AC systems for offices & labs	\$ 60,000	P2		Free Cash						\$ 60,000
	Subtotals	\$ 599,503				\$ -	\$ 97,650	\$ 210,000	\$ 66,000	\$ 100,000	\$ 60,000
Tax Assessor											
Tax Assessor	AssessPro - Patriot Software Implementation	\$ 19,300	P3	P3	Free Cash	\$ 19,300					
	Subtotals	\$ 19,300				\$ 19,300	\$ -	\$ -	\$ -	\$ -	\$ -

Department	Project	Estimated Project Cost	DH Priority	TA Priority	Funding Source	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Town Administrator											
Town Administrator	Town Hall back up generator	\$ 125,000	P1	P1	Budget	Funded					
Town Administrator	Town Hall Doors	\$ 200,855	U	U	Free Cash		\$ 200,855				
Town Administrator	New Gym ADA restroom	\$ 30,000	P1	P1	Free Cash			\$ 30,000			
Town Administrator	Hillcrest Building Replacement Plans	\$ 103,500	P3	P3	Free Cash				\$ 103,500		
Town Administrator	First floor restrooms	\$ 60,000	P3	P3	Free Cash					\$ 60,000	
	Subtotals	\$ 519,355				\$ -	\$ 200,855	\$ 30,000	\$ 103,500	\$ 60,000	\$ -
Townwide											
Town	Cameras add-on project cost	\$ 75,000	P3	P3	Free Cash	\$ 75,000					
	Subtotals	\$ 75,000				\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Plan											
		\$ 3,592,498					\$ 143,300	\$ 507,755	\$ 379,000	\$ 1,049,500	\$ 270,000 \$ 132,000

Total Remaining

\$ 2,481,555

Priority Code	Urgent (U): A capital project that addresses public health and safety issues, poses a threat to disruption of vital Town services, or is required for immediate compliance with any Town, State, and/or Federal regulation(s).
	Priority 1 (P1): A capital project that addresses a situation that, if deferred, could result in a financial burden due to increased maintenance expenditures, may significantly reduce service delivery, or pose a public safety hazard or threat such as unsafe buildings or roads.
	Priority 2 (P2): A capital project that is considered a preventative, or maintenance project. These are projects that could lead to deterioration or reduction of existing service levels if not undertaken as scheduled.
	Priority 3 (P3): A capital project that is the result of long-term planning. These projects represent the vision of where the Town wants to be. They may be deferred, if needed, but if