



AMENDED

PUBLIC NOTICE POSTING REQUEST

OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board AMENDED

MEETING: X

PUBLIC HEARING: X

DATE: February 24, 2020

TIME: 6:30pm

LOCATION: Town Hall, Select Board Conference Room, 3 Washburn Square, Leicester

REQUESTED BY: Kristen L. Forsberg

*Agenda packet and associated documents can be found at www.leicesterma.org/bos. This agenda lists all matters anticipated for discussion; some items may be passed over, and other items not listed may be brought up for discussion to the extent permitted by law. Select Board meetings are recorded by LCAC. Any member of the public planning to record the meeting must first notify the Chair. **PLEASE SILENCE ALL CELL PHONES DURING THE MEETING***

CALL TO ORDER/OPENING

1. SCHEDULED ITEMS

2. PUBLIC COMMENT PERIOD

3. REPORTS & ANNOUNCEMENTS

- a. Student Liaison Reports
- b. Select Board Reports
- c. [Town Administrator Report](#)

4. RESIGNATIONS & APPOINTMENTS

5. OTHER BUSINESS

- a. [Senior Center Donation](#)
- b. Vote warrant closing date for Spring Annual Town Meeting (5/5/19) and Special Town Meeting (5/9/19) for March 19, 2020 at 4:00 pm.
- c. [One Day Liquor License Request – Becker College – March 12th, 2020](#)
- d. [Intermunicipal Agreement – Towns of Leicester and Spencer – Accounting Services](#)
- e. [Letter of Support – Small Bridge Program Grant \(Auburn St. Bridge\)](#)
- f. [Contract Amendment #3 – VHB – Fire & EMS HQ Engineering Review](#)
- g. [Authorization to Proceed – Complete Streets Phase II – Howard Stein Hudson](#)
- h. [Delegation Agreement – Civil Service – Sergeant Assessment Center](#)
- i. [3-5 Year Select Board Goals](#)
- j. Mosquito Control Discussion
- k. Memorial School Disposition Discussion
- l. [FY21 Budget Discussion](#)

6. MINUTES

- a. [February 10, 2020 \(Regular and Executive Session\)](#)

7. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21A

- a. [Exception 3 – Discuss strategy with respect to collective bargaining \(Fire, Police and Highway Unions\)](#)

ADJOURN



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR

Town Hall, 3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7000 Fax: (508) 892-7070
www.leicesterma.org

February 20, 2020

To: Select Board
From: David Genereux, Town Administrator
RE: Town Administrator's report

The following is a report on the general activities of the Town Administrator through February 6, 2020,

Citizen issues: Topics discussed with various citizens.

- ☐ I am receiving inquiries about the School project, and Town Meeting. I have been explaining commentary being posted on social media about the school project and the FY 2021 budget. I have addressed the comments below with several residents:

1.) If the debt exclusion for the school project passes, that debt figure will increase by 2 1/2 % each year.

While MGL does allow the tax levy to increase by 2 1/2 % per year, debt exclusions cannot. The amount to be raised for debt exclusions are added to the levy after the 2 1/2% increase is added.

2.) If property values increase (Due to the new school, or for any other reason), taxes will increase as well.

The tax levy is not based on value; Last year's levy + 2 1/2% of that levy + plus new growth + debt exclusions. The total amount to be raised via taxation is the sum total of that calculation. As you have to hit that total and not exceed it, when the total valuation of the Town increases, the tax rate decreases.

As an aside, this is why using tax rates in comparison with other communities is not accurate; average tax bills for single family housing is the best comparison.

3.) The School Department is only funding three new Highway Department employees to perform winter maintenance and field mowing for FY 2020, while the municipal side of the budget is funding the positions in FY 2021.

There will be a FY2020 transfer from the school budget the municipal budget to pay for expenses incurred by the new staff. In FY2021, those staff positions are in the Highway Department budget. However, the municipal budget is getting \$150,000 in revenues that would have gone to the school budget in FY2021. The school is getting less new revenue but is also losing expenses that they normally would budget for, so for them there is no net negative effect. The municipal budget is getting the \$150,000 but picking up the responsibility of mowing the fields and performing winter maintenance at the schools.

In summary, what would have been school revenues are funding the municipal budget for these positions.

Meetings:

- ☐ Attended Cherry Valley Sewer meeting where rate structures where RCAP presented their findings. Options for increased rates were discussed, but no decisions were made.
- ☐ Met with the Memorial School Building Committee. They recommended that an article be placed on the Spring Annual Town Meeting warrant to surplus the fields adjacent to the Memorial School, as well as the property being received by the Town for the siting of the new water tank.
- ☐ Met with our insurance adjuster to discuss a property damage lawsuit filed in connection with a flood occurrence on Winslow Avenue.
- ☐ Met with Department heads to discuss Town Meeting and to prioritize the capital list for FY 2021.
- ☐ Met with the Architect designing the stairs area by the Meeting Rooms as part of the \$200,000 state earmark.
- ☐ Attended the Senior Center Breakfast.
- ☐ Attended the annual EDS drill at the High School.

Activities:

- ☐ Completed a small municipal bridge grant application for the Auburn Street Bridge. This grant, is awarded, will be in the neighborhood of \$450,000. I am currently waiting on other letters from our state representatives before sending the grant package.
- ☐ Held collective bargaining negotiations with Police, Highway, and Fire unions. Police negotiations completed; awaiting vote by the Select Board.
- ☐ Completed negotiations with Fallon, resulting in a 6.5% premium decrease for FY 2021.
- ☐ Continued working on the RFP for the water/sewer districts study.
- ☐ Continued working on the next version of the FY2021 budget books.

Please feel free to contact me with any questions or concerns.



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR

Town Hall, 3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7000 Fax: (508) 892-7070
www.leicesterma.org

February 24, 2020

To: Advisory and Select Board
From: David Genereux, Town Administrator
RE: January Financial Report

Revenue:

Please see attached revenue reports. Allocations are not yet loaded. The Town has collected \$15,106,632.41 in revenue as of 01/31/2020.

Expenses:

The following is a report on the general fund expenditures of the Town through January 31, 2020. If all expenditures occurred on a straight percentage basis, spending on each department's budget would stand at 58.33%. Departments whose spending has exceeded that are listed below. Articles are excluded. New additions since the last report are in bold.

Dept #	Name	Budget	Expended	%	Reason
152	Personnel Board	\$250	\$250.00	100.00%	Membership dues to MMPA paid 07/01
155	IT Department	\$144,560	\$112,231.42	72.15%	July 1 subscription costs total \$45,315.56
199	General Government	\$54,155	40,052.68	73.96%	Postage is front loaded (\$11,519.26). Honeywell is paid quarterly (\$15,891.03)
296	Insect Pest Control	\$7,850	\$5,711.17	72.75%	Winter tree removal; small tools purchase to be reclassified
300	School Department	\$16,881,790	\$8,042,113.28	47.63%	
424	Snow & Ice	\$121,000	\$122,370.51	101.13%	Town Meeting or RFT transfer required
543	Veteran's Services	\$92,980	\$66,049.70	71.04%	Benefits at 73.10%. RFT likely
710	Debt Principal	\$1,139,797	\$809,436.85	71.02%	Not prone to seasonality; scheduled payments
751	Debt Interest	\$406,144	\$283,493.94	69.80%	Not prone to seasonality; scheduled payments
911	Worcester Retirement	\$1,314,800	\$1,314,800	100%	Full payment made on July 1 to obtain discounts
912	Workers Compensation	\$187,498	\$173,650	92.61%	Full policy payment due on July 1
945	Liability Insurance	\$160,682	\$152,759.44	95.07%	Full policy payment due on July 1

Please feel free to contact me with any questions or concerns.

Filter by: Segment 1: 01

Group as: **-***-1111-***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Group 1: Segment 3: Rev Object Code: 4110 - unnamed					
01-000-4110-215	REV - 2015 PERS PROP TAX	0.00	15.85	15.85	0.00
01-000-4110-216	REV - 2016 PERS PROP TAX	0.00	16.24	16.24	0.00
01-000-4110-217	REV - 2017 PERS PROP TAX	0.00	16.87	16.87	0.00
01-000-4110-218	REV - 2018 PERS PROP TAX	0.00	25,212.22	25,212.22	0.00
01-000-4110-219	REV - 2019 PERS PROP TAX	0.00	45,730.38	45,730.38	0.00
01-000-4110-220	REV - 2020 PERS PROP TAX	0.00	312,163.19	312,163.19	0.00
Total Group 1: Segment 3: Rev Object Code: 4110 - unnamed		0.00	383,154.75	383,154.75	n/a
Group 1: Segment 3: Rev Object Code: 4120 - unnamed					
01-000-4120-210	REV - 2010 R E TAX	0.00	528.87	528.87	0.00
01-000-4120-211	REV - 2011 R E TAX	0.00	-547.15	-547.15	0.00
01-000-4120-212	REV - 2012 R E TAX	0.00	-1.12	-1.12	0.00
01-000-4120-213	REV - 2013 R E TAX	0.00	-2.93	-2.93	0.00
01-000-4120-215	REV - 2015 R E TAX	0.00	442.92	442.92	0.00
01-000-4120-217	REV - 2017 R E TAX	0.00	273.26	273.26	0.00
01-000-4120-218	REV - 2018 R E TAX	0.00	1,662.65	1,662.65	0.00
01-000-4120-219	REV - 2019 R E TAX	0.00	210,126.60	210,126.60	0.00
01-000-4120-220	REV - 2020 R E TAX	0.00	7,191,266.20	7,191,266.20	0.00
Total Group 1: Segment 3: Rev Object Code: 4120 - unnamed		0.00	7,403,749.30	7,403,749.30	n/a
Group 1: Segment 3: Rev Object Code: 4127 - unnamed					
01-000-4127-000	REV - 61 61A 61B WITHDRWL/ROLLBACK TAX	0.00	28,434.38	28,434.38	0.00
Total Group 1: Segment 3: Rev Object Code: 4127 - unnamed		0.00	28,434.38	28,434.38	n/a
Group 1: Segment 3: Rev Object Code: 4129 - unnamed					
01-000-4129-000	REV - PROFORMA R E TAX	0.00	897.20	897.20	0.00
Total Group 1: Segment 3: Rev Object Code: 4129 - unnamed		0.00	897.20	897.20	n/a
Group 1: Segment 3: Rev Object Code: 4142 - unnamed					
01-000-4142-000	REV - TAX LIENS REDEEMED	0.00	47,228.55	47,228.55	0.00
Total Group 1: Segment 3: Rev Object Code: 4142 - unnamed		0.00	47,228.55	47,228.55	n/a
Group 1: Segment 3: Rev Object Code: 4145 - unnamed					
01-000-4145-000	REV - SALE OF TAX FORECLOSURES	0.00	6,408.71	6,408.71	0.00
Total Group 1: Segment 3: Rev Object Code: 4145 - unnamed		0.00	6,408.71	6,408.71	n/a
Group 1: Segment 3: Rev Object Code: 4150 - unnamed					
01-000-4150-208	REV - 2008 M V EXCISE TAX	0.00	26.25	26.25	0.00
01-000-4150-209	REV - 2009 M V EXCISE TAX	0.00	26.25	26.25	0.00
01-000-4150-210	REV - 2010 M V EXCISE TAX	0.00	11.46	11.46	0.00
01-000-4150-211	REV - 2011 M V EXCISE TAX	0.00	44.76	44.76	0.00

Group as: **--1111--**

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-000-4150-212	REV - 2012 M V EXCISE TAX	0.00	60.73	60.73	0.00
01-000-4150-213	REV - 2013 M V EXCISE TAX	0.00	240.31	240.31	0.00
01-000-4150-214	REV - 2014 M V EXCISE TAX	0.00	147.50	147.50	0.00
01-000-4150-215	REV - 2015 M V EXCISE TAX	0.00	82.81	82.81	0.00
01-000-4150-216	REV - 2016 M V EXCISE TAX	0.00	280.42	280.42	0.00
01-000-4150-217	REV - 2017 M V EXCISE TAX	0.00	241.76	241.76	0.00
01-000-4150-218	REV - 2018 M V EXCISE TAX	0.00	8,277.65	8,277.65	0.00
01-000-4150-219	REV - 2019 M V EXCISE TAX	0.00	226,802.91	226,802.91	0.00
Total Group 1: Segment 3: Rev Object		0.00	236,242.81	236,242.81	n/a
Group 1: Segment 3: Rev Object		Code: 4150 - unnamed			
01-000-4160-219	REV - 2019 BOAT EXCISE TAX	0.00	331.00	331.00	0.00
Total Group 1: Segment 3: Rev Object		0.00	331.00	331.00	n/a
Group 1: Segment 3: Rev Object		Code: 4160 - unnamed			
01-000-4170-000	REV - PENALTIES & INTEREST	0.00	65,286.70	65,286.70	0.00
Total Group 1: Segment 3: Rev Object		0.00	65,286.70	65,286.70	n/a
Group 1: Segment 3: Rev Object		Code: 4170 - unnamed			
01-000-4173-000	REV - TAX TITLE INTEREST	0.00	7,343.21	7,343.21	0.00
Total Group 1: Segment 3: Rev Object		0.00	7,343.21	7,343.21	n/a
Group 1: Segment 3: Rev Object		Code: 4173 - unnamed			
01-000-4193-000	REV - LOCAL MEALS EXCISE TAX	0.00	56,321.00	56,321.00	0.00
Total Group 1: Segment 3: Rev Object		0.00	56,321.00	56,321.00	n/a
Group 1: Segment 3: Rev Object		Code: 4193 - unnamed			
01-000-4194-000	REV - LOCAL CANNABIS EXCISE TAX	0.00	263,856.35	263,856.35	0.00
Total Group 1: Segment 3: Rev Object		0.00	263,856.35	263,856.35	n/a
Group 1: Segment 3: Rev Object		Code: 4194 - unnamed			
01-000-4321-000	REV - MISC NON-RECURRING	0.00	14,640.61	14,640.61	0.00
Total Group 1: Segment 3: Rev Object		0.00	14,640.61	14,640.61	n/a
Group 1: Segment 3: Rev Object		Code: 4321 - unnamed			
01-000-4322-000	REV - MUNICIPAL LIENS	0.00	10,850.00	10,850.00	0.00
Total Group 1: Segment 3: Rev Object		0.00	10,850.00	10,850.00	n/a
Group 1: Segment 3: Rev Object		Code: 4322 - unnamed			
01-000-4323-000	REV - HEALTH INSPECTIONS/FEES	0.00	28,818.00	28,818.00	0.00
Total Group 1: Segment 3: Rev Object		0.00	28,818.00	28,818.00	n/a
Group 1: Segment 3: Rev Object		Code: 4323 - unnamed			
01-000-4324-000	REV - POLICE FEES	0.00	31,852.60	31,852.60	0.00
Total Group 1: Segment 3: Rev Object		0.00	31,852.60	31,852.60	n/a
Group 1: Segment 3: Rev Object		Code: 4324 - unnamed			
Group 1: Segment 3: Rev Object		Code: 4325 - unnamed			

Group as: **-***-1111-***

Parameters: Fiscal Year: 2020

Start Date: 7/1/2019

end: 01/31/2020

Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-000-4325-000	REV - ZONING BOARD FEES	0.00	175.00	175.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4325 - unnamed	0.00	175.00	175.00	n/a
Group 1: Segment 3: Rev Object	Code: 4327 - unnamed				
01-000-4327-000	REV - FIRE DEPT FEES	0.00	14,260.00	14,260.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4327 - unnamed	0.00	14,260.00	14,260.00	n/a
Group 1: Segment 3: Rev Object	Code: 4328 - unnamed				
01-000-4328-000	REV - CONCOM FEES	0.00	555.00	555.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4328 - unnamed	0.00	555.00	555.00	n/a
Group 1: Segment 3: Rev Object	Code: 4330 - unnamed				
01-000-4330-000	REV - TREASURER MISC	0.00	4,970.30	4,970.30	0.00
Total Group 1: Segment 3: Rev Object	Code: 4330 - unnamed	0.00	4,970.30	4,970.30	n/a
Group 1: Segment 3: Rev Object	Code: 4331 - unnamed				
01-000-4331-000	REV - SCHOOL MISC	0.00	118.50	118.50	0.00
Total Group 1: Segment 3: Rev Object	Code: 4331 - unnamed	0.00	118.50	118.50	n/a
Group 1: Segment 3: Rev Object	Code: 4332 - unnamed				
01-000-4332-000	REV - MISC TOWN DEPARTMENTS	0.00	20.00	20.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4332 - unnamed	0.00	20.00	20.00	n/a
Group 1: Segment 3: Rev Object	Code: 4334 - unnamed				
01-000-4334-000	REV - PLANNING BOARD FEES	0.00	5,788.75	5,788.75	0.00
Total Group 1: Segment 3: Rev Object	Code: 4334 - unnamed	0.00	5,788.75	5,788.75	n/a
Group 1: Segment 3: Rev Object	Code: 4335 - unnamed				
01-000-4335-000	REV - HIGHWAY DEPT FEES	0.00	475.00	475.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4335 - unnamed	0.00	475.00	475.00	n/a
Group 1: Segment 3: Rev Object	Code: 4336 - unnamed				
01-000-4336-000	REV - GRAVE OPENING FEES	0.00	1,150.00	1,150.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4336 - unnamed	0.00	1,150.00	1,150.00	n/a
Group 1: Segment 3: Rev Object	Code: 4338 - unnamed				
01-000-4338-000	REV - TOWN CLERK FEES	0.00	7,822.00	7,822.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4338 - unnamed	0.00	7,822.00	7,822.00	n/a
Group 1: Segment 3: Rev Object	Code: 4340 - unnamed				
01-000-4340-000	REV - EMPLOYEE BENEFIT REIMB	0.00	72,572.93	72,572.93	0.00
Total Group 1: Segment 3: Rev Object	Code: 4340 - unnamed	0.00	72,572.93	72,572.93	n/a
Group 1: Segment 3: Rev Object	Code: 4343 - unnamed				
01-000-4343-000	REV - WRTA REIMB	0.00	14,384.97	14,384.97	0.00
Total Group 1: Segment 3: Rev Object	Code: 4343 - unnamed	0.00	14,384.97	14,384.97	n/a
Group 1: Segment 3: Rev Object	Code: 4345 - unnamed				
01-000-4345-000	REV - PAYMENT IN LIEU OF TAXES	0.00	20,921.50	20,921.50	0.00

Group as: **_***-1111-***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Total Group 1: Segment 3: Rev Object	Code: 4345 - unnamed	0.00	20,921.50	20,921.50	n/a
Group 1: Segment 3: Rev Object	Code: 4350 - unnamed				
01-000-4350-000	REV - CODE DEPT FEES	0.00	96,676.97	96,676.97	0.00
Total Group 1: Segment 3: Rev Object	Code: 4350 - unnamed	0.00	96,676.97	96,676.97	n/a
Group 1: Segment 3: Rev Object	Code: 4360 - unnamed				
01-000-4360-000	REV - HILLTOP MGMT CC LEASE	0.00	9,500.00	9,500.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4360 - unnamed	0.00	9,500.00	9,500.00	n/a
Group 1: Segment 3: Rev Object	Code: 4372 - unnamed				
01-000-4372-000	REV - ANIMAL CONTROL FEES	0.00	12,541.00	12,541.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4372 - unnamed	0.00	12,541.00	12,541.00	n/a
Group 1: Segment 3: Rev Object	Code: 4410 - unnamed				
01-000-4410-000	REV - LIQUOR LICENSES	0.00	18,100.00	18,100.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4410 - unnamed	0.00	18,100.00	18,100.00	n/a
Group 1: Segment 3: Rev Object	Code: 4420 - unnamed				
01-000-4420-000	REV - OTHER LICENSES	0.00	5,360.00	5,360.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4420 - unnamed	0.00	5,360.00	5,360.00	n/a
Group 1: Segment 3: Rev Object	Code: 4620 - unnamed				
01-000-4620-000	REV - C S SCHOOL AID-CHAP 70	0.00	4,957,380.00	4,957,380.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4620 - unnamed	0.00	4,957,380.00	4,957,380.00	n/a
Group 1: Segment 3: Rev Object	Code: 4622 - unnamed				
01-000-4622-000	REV - C S TRANSPORTATION-CHAP 71	0.00	15,488.00	15,488.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4622 - unnamed	0.00	15,488.00	15,488.00	n/a
Group 1: Segment 3: Rev Object	Code: 4623 - unnamed				
01-000-4623-000	REV - C S CHARTER SCHOOL REIMB	0.00	11,099.00	11,099.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4623 - unnamed	0.00	11,099.00	11,099.00	n/a
Group 1: Segment 3: Rev Object	Code: 4625 - unnamed				
01-000-4625-000	REV - C S ELDERLY EXEMPTIONS	0.00	4,014.00	4,014.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4625 - unnamed	0.00	4,014.00	4,014.00	n/a
Group 1: Segment 3: Rev Object	Code: 4628 - unnamed				
01-000-4628-000	REV - C S STATE LAND	0.00	4,935.00	4,935.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4628 - unnamed	0.00	4,935.00	4,935.00	n/a
Group 1: Segment 3: Rev Object	Code: 4663 - unnamed				
01-000-4663-000	REV - C S UNRESTRICTED GEN GOVT AID	0.00	921,864.00	921,864.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4663 - unnamed	0.00	921,864.00	921,864.00	n/a
Group 1: Segment 3: Rev Object	Code: 4664 - unnamed				
01-000-4664-000	REV - C S VETERANS BENEFITS REIMB	0.00	69,407.00	69,407.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4664 - unnamed	0.00	69,407.00	69,407.00	n/a

Group as: **-***-1111-***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Revenue Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Group 1: Segment 3: Rev Object	Code: 4681 - unnamed				
01-000-4681-000	REV - STATE MISC	0.00	25.00	25.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4681 - unnamed	0.00	25.00	25.00	n/a
Group 1: Segment 3: Rev Object	Code: 4686 - unnamed				
01-000-4686-000	REV - MEDICAID REIMB	0.00	16,454.41	16,454.41	0.00
Total Group 1: Segment 3: Rev Object	Code: 4686 - unnamed	0.00	16,454.41	16,454.41	n/a
Group 1: Segment 3: Rev Object	Code: 4695 - unnamed				
01-000-4695-000	REV - COURT FINES	0.00	18,262.09	18,262.09	0.00
Total Group 1: Segment 3: Rev Object	Code: 4695 - unnamed	0.00	18,262.09	18,262.09	n/a
Group 1: Segment 3: Rev Object	Code: 4774 - unnamed				
01-000-4774-000	REV - ANIMAL CONTROL VIOLATIONS	0.00	150.00	150.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4774 - unnamed	0.00	150.00	150.00	n/a
Group 1: Segment 3: Rev Object	Code: 4775 - unnamed				
01-000-4775-000	REV - PARKING TICKETS & FINES	0.00	1,905.00	1,905.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4775 - unnamed	0.00	1,905.00	1,905.00	n/a
Group 1: Segment 3: Rev Object	Code: 4810 - unnamed				
01-000-4810-000	REV - SALE OF TOWN INVENTORY	0.00	102.00	102.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4810 - unnamed	0.00	102.00	102.00	n/a
Group 1: Segment 3: Rev Object	Code: 4815 - unnamed				
01-000-4815-000	REV - GAIN ON SALE OF TAX FORECLOSURES	0.00	2,491.29	2,491.29	0.00
Total Group 1: Segment 3: Rev Object	Code: 4815 - unnamed	0.00	2,491.29	2,491.29	n/a
Group 1: Segment 3: Rev Object	Code: 4820 - unnamed				
01-000-4820-000	REV - INTEREST ON INVESTMENTS	0.00	34,754.93	34,754.93	0.00
Total Group 1: Segment 3: Rev Object	Code: 4820 - unnamed	0.00	34,754.93	34,754.93	n/a
Group 1: Segment 3: Rev Object	Code: 4841 - unnamed				
01-000-4841-000	REV - CANNABIS HOST AGREEMENTS	0.00	175,000.00	175,000.00	0.00
Total Group 1: Segment 3: Rev Object	Code: 4841 - unnamed	0.00	175,000.00	175,000.00	n/a
Group 1: Segment 3: Rev Object	Code: 4971 - unnamed				
01-990-4971-000	REV - TRANSFER FROM SPECIAL REVENUE FUNDS	0.00	2,493.60	2,493.60	0.00
Total Group 1: Segment 3: Rev Object	Code: 4971 - unnamed	0.00	2,493.60	2,493.60	n/a
75 Account(s) totaling:		0.00	15,106,632.41	15,106,632.41	n/a

Filter by: Segment 1: 01

Group as: **-111-****-***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Group 1: Segment 2: Department		Code: 100 - ARTICLES			
01-100-5200-006	BLIGHTED BLDG CONTROL-S10/00	55,087.81	-24,615.84	30,471.97	44.68
01-100-5214-005	PRESERVATION OF TOWN RECORDS STM 10/13 ART 5	36,606.22	-30,321.75	6,284.47	82.83
01-100-5216-006	TOWN OWNED HISTORIC PROP - MAINT & REPAIR STM 10/15 ART	3,000.00	0.00	3,000.00	0.00
01-100-5217-007	GREENVILLE POND DAM SPILLWAY ANALYSIS STM 05/17 ART 7	8,325.00	-8,325.00	0.00	100.00
01-100-5217-008	SOLAR DEVELOPMENT STM 11/16 ART 8	9,000.00	0.00	9,000.00	0.00
01-100-5217-015	STORMWATER MGMT ATM 05/16	4,232.50	0.00	4,232.50	0.00
01-100-5218-015	STORMWATER MGMT - ATM 05/17 ART 15	5,000.00	0.00	5,000.00	0.00
01-100-5219-003	TOWN PARKS IMPROVEMENTS ATM 05/18 ART 3	5,152.53	-5,152.53	0.00	100.00
01-100-5219-004	RECYCLING CENTER OPERATIONS ATM 05/18 ART 4	2,134.90	0.00	2,134.90	0.00
01-100-5219-015	GROUNDWATER STUDIES AT LANDFILL ATM 05/18 ART 15	6,014.53	-6,014.53	0.00	100.00
01-100-5220-001	PRIOR YEAR BILLS STM 10/19 ART 1	36.00	-36.00	0.00	100.00
01-100-5220-003	POLICE CIVIL SERVICE ASSESSMENT ATM 05/19 ART 3	20,000.00	-1,022.90	18,977.10	5.11
01-100-5220-004	IMPROVEMENTS AT TOWN PARKS ATM 05/19 ART 4	25,000.00	-11,969.50	13,030.50	47.88
01-100-5220-009	FY20 ASSESSMENT CENTRAL MASS PLANNING COMM ATM 05/19 A	3,142.00	-3,141.48	0.52	99.98
01-100-5220-012	GROUNDWATER STUDIES ATM 05/19 ART 12	21,400.00	-2,927.12	18,472.88	13.68
01-100-5220-015	GREENVILLE POND DAM ATM 05/19 ART 15	6,675.00	-475.00	6,200.00	7.12
01-100-5220-030	REGIONAL FIRE TRAINING FACILITY STM 10/19 ART 3	4,338.00	0.00	4,338.00	0.00
01-100-5220-910	FY20 VOCATIONAL TUITION ATM 05/19 ART 8	1,078,000.00	-210,700.00	867,300.00	19.55
01-100-5715-016	FOUNDERS DAY CELEBRATION ATM 05/14 ART 16	1,850.00	0.00	1,850.00	0.00
01-100-5807-007	BURNCOAT PARK ENVIRON SERVICES STM 11/06 ART 7	13,011.00	0.00	13,011.00	0.00
Total Group 1: Segment 2: Department		1,308,005.49	-304,701.65	1,003,303.84	23.30
Group 1: Segment 2: Department		Code: 101 - CIPC ARTICLES			
01-101-5809-001	REGISTRARS - VOTING MACHINES ATM 05/08 ART 18	3,853.76	0.00	3,853.76	0.00
01-101-5815-007	POLICE-RADIO IMPROVEMENTS STM 05/15 ART 7	24,965.73	-11,942.50	13,023.23	47.84
01-101-5816-009	FIRE RECORDS MGMT SYSTEM ATM 05/15 ART 12	3,677.87	0.00	3,677.87	0.00
01-101-5819-005	HWY - WASTE OIL BURNER REPLACEMENT ATM 05/18	1,800.00	0.00	1,800.00	0.00
01-101-5819-006	FY19 EMS SCBA REPLACEMENT ATM 05/18 ART 18	4,500.00	0.00	4,500.00	0.00
01-101-5819-007	PD - AUTOMATED LICENSE PLATE READER	27,752.00	-1,168.85	26,583.15	4.21
01-101-5819-018	PD - 2 RADAR TRAILERS ATM 05/18 ART 18	3,516.06	0.00	3,516.06	0.00
01-101-5820-011	EMS - CARDIAC MONITORS AND DEFIBRILLATORS STM 10/19 ART	101,700.00	-95,323.67	6,376.33	93.73
01-101-5820-012	MOVE REPEATER STM 10/19 ART 11	10,000.00	-1,995.32	8,004.68	19.95
01-101-5820-013	POLICE CRUISERS ATM 05/19 ART 13	84,223.00	-45,076.50	39,146.50	53.52
01-101-5820-014	HWY BACKHOE FINAL PAYMENT ATM 05/19	40,037.00	-40,036.13	0.87	100.00
Total Group 1: Segment 2: Department		306,025.42	-195,542.97	110,482.45	63.90
Group 1: Segment 2: Department		Code: 111 - LEGAL			

Group as: **-111-****-***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-111-5200-005	LEGAL SERVICES	209,000.00	-41,226.06	167,773.94	19.73	
Total Group 1: Segment 2: Department		Code: 111 - LEGAL	209,000.00	-41,226.06	167,773.94	19.73
Group 1: Segment 2: Department		Code: 114 - MODERATOR				
01-114-5100-000	STIPEND - MODERATOR	81.00	0.00	81.00	0.00	
01-114-5700-002	MODERATOR - DUES & MEMBERSHIP	70.00	0.00	70.00	0.00	
Total Group 1: Segment 2: Department		Code: 114 - MODERATOR	151.00	0.00	151.00	0.00
Group 1: Segment 2: Department		Code: 122 - SELECTMEN				
01-122-5100-000	BOS - WAGES	92,441.00	-40,131.93	52,309.07	43.41	
01-122-5101-000	SALARY - TOWN ADMINISTRATOR	134,910.00	-77,501.37	57,408.63	57.45	
01-122-5190-000	BOS - TOWN ADMIN PROF EXPENSES	3,600.00	-2,100.00	1,500.00	58.33	
01-122-5196-000	BOS - STIPENDS ELECTED OFFICIALS	3,778.00	-1,272.51	2,505.49	33.68	
01-122-5200-003	BOS - MAINT CONTRACTS & REPAIRS	2,600.00	-681.12	1,918.88	26.20	
01-122-5200-004	BOS - CONSULTANTS & PROF SERVICES	20,449.00	-7,670.69	12,778.31	37.51	
01-122-5200-007	BOS - ADVERTISING	2,000.00	-732.00	1,268.00	36.60	
01-122-5200-009	BOS - PRINTING	300.00	-195.00	105.00	65.00	
01-122-5400-001	BOS - OFFICE SUPPLIES	1,500.00	-445.99	1,054.01	29.73	
01-122-5400-002	BOS - BOOKS/PERIODICALS	300.00	0.00	300.00	0.00	
01-122-5700-001	BOS - TRAVEL/LICENSES	7,250.00	-1,050.12	6,199.88	14.48	
01-122-5700-002	BOS - DUES/MEMBERSHIP	2,900.00	-3,022.36	-122.36	104.22	
01-122-5700-003	BOS - TRAINING/SEMINARS/MEETINGS	2,700.00	-885.00	1,815.00	32.78	
01-122-5800-001	BOS - EQUIPMENT- \$500	800.00	-139.99	660.01	17.50	
Total Group 1: Segment 2: Department		Code: 122 - SELECTMEN	275,528.00	-135,828.08	139,699.92	49.30
Group 1: Segment 2: Department		Code: 130 - RESERVE FUND				
01-130-5700-007	RESERVE FUND	50,000.00	0.00	50,000.00	0.00	
Total Group 1: Segment 2: Department		Code: 130 - RESERVE FUND	50,000.00	0.00	50,000.00	0.00
Group 1: Segment 2: Department		Code: 131 - ADVISORY BOARD				
01-131-5400-001	ADV BD - OFFICE SUPPLIES	250.00	-66.99	183.01	26.80	
01-131-5700-002	ADV BD - DUES/MEMBERSHIPS	275.00	-210.00	65.00	76.36	
01-131-5700-003	ADV BD - TRAINING/SEMINARS/MEETINGS	800.00	0.00	800.00	0.00	
Total Group 1: Segment 2: Department		Code: 131 - ADVISORY BOARD	1,325.00	-276.99	1,048.01	20.90
Group 1: Segment 2: Department		Code: 135 - TOWN ACCOUNTANT				
01-135-5100-000	ACCT - WAGES	25,613.00	-14,954.40	10,658.60	58.39	
01-135-5101-000	SALARY-TOWN ACCOUNTANT	68,423.00	-39,071.85	29,351.15	57.10	
01-135-5200-004	ACCT - CONSULTANTS/PROF SERVICES	26,500.00	0.00	26,500.00	0.00	
01-135-5200-009	ACCT - PRINTING	150.00	0.00	150.00	0.00	
01-135-5400-001	ACCT - OFFICE SUPPLIES	500.00	-56.67	443.33	11.33	
01-135-5700-001	ACCT - TRAVEL/LICENSES	300.00	-103.24	196.76	34.41	

Group as: **-111-****-***

Parameters: Fiscal Year: 2020

Start Date: 7/1/2019

end: 01/31/2020

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-135-5700-002	ACCT - DUES/MEMBERSHIPS	125.00	-125.00	0.00	100.00	
01-135-5700-003	ACCT - TRAINING/SEMINARS/MEETINGS	1,000.00	-130.00	870.00	13.00	
Total Group 1: Segment 2: Department		Code: 135 - TOWN ACCOUNTANT	122,611.00	-54,441.16	68,169.84	44.40
Group 1: Segment 2: Department		Code: 141 - ASSESSORS				
01-141-5100-000	ASSESSORS - WAGES	40,419.00	-23,085.00	17,334.00	57.11	
01-141-5101-000	SALARY - PRINCIPAL ASSESSOR	72,355.00	-41,317.21	31,037.79	57.10	
01-141-5196-000	ASSESSORS - STIPEND ELECTED OFFICIALS	1,731.00	0.00	1,731.00	0.00	
01-141-5200-004	ASSESSORS - CONSULTANTS/PROF SERVICES	6,000.00	-161.39	5,838.61	2.69	
01-141-5400-001	ASSESSORS - OFFICE SUPPLIES	200.00	-125.97	74.03	62.99	
01-141-5700-002	ASSESSORS - DUES/MEMBERSHIPS	340.00	-340.00	0.00	100.00	
01-141-5700-003	ASSESSORS - TRAINING/SEMINARS/MEETINGS	700.00	-643.75	56.25	91.96	
Total Group 1: Segment 2: Department		Code: 141 - ASSESSORS	121,745.00	-65,673.32	56,071.68	53.94
Group 1: Segment 2: Department		Code: 145 - TREASURER/COLLECTOR				
01-145-5100-000	TREAS/COLL - WAGES	76,347.00	-46,134.36	30,212.64	60.43	
01-145-5101-000	SALARY - TREASURER/COLLECTOR	63,473.00	-36,244.78	27,228.22	57.10	
01-145-5200-004	TREAS/COLL - CONSULTANTS/PROF SERVICE	22,000.00	-9,166.35	12,833.65	41.67	
01-145-5400-001	TREAS/COLL - OFFICE SUPPLIES	1,100.00	-435.54	664.46	39.59	
01-145-5700-001	TREAS/COLL - MILEAGE/LICENSES	355.00	-186.54	168.46	52.55	
01-145-5700-002	TREAS/COLL - DUES/MEMBERSHIPS	150.00	-140.00	10.00	93.33	
01-145-5700-003	TREAS/COLL - TRAINING/SEMINARS/MEETINGS	190.00	-325.00	-135.00	171.05	
Total Group 1: Segment 2: Department		Code: 145 - TREASURER/COLLECTOR	163,615.00	-92,632.57	70,982.43	56.62
Group 1: Segment 2: Department		Code: 147 - TAX TITLE				
01-147-5200-004	TAX TITLE - CONSULTANTS/PROF SERVICES	16,000.00	-1,955.10	14,044.90	12.22	
Total Group 1: Segment 2: Department		Code: 147 - TAX TITLE	16,000.00	-1,955.10	14,044.90	12.22
Group 1: Segment 2: Department		Code: 152 - PERSONNEL BOARD				
01-152-5700-002	PERSONNEL BD - DUES/MEMBERSHIPS	250.00	-250.00	0.00	100.00	
Total Group 1: Segment 2: Department		Code: 152 - PERSONNEL BOARD	250.00	-250.00	0.00	100.00
Group 1: Segment 2: Department		Code: 155 - IT DEPARTMENT				
01-155-5200-003	IT - MAINT CONTRACTS/REPAIRS	129,500.00	-94,430.56	35,069.44	72.92	
01-155-5400-005	IT - SMALL EQUIPMENT	26,060.00	-17,800.86	8,259.14	68.31	
Total Group 1: Segment 2: Department		Code: 155 - IT DEPARTMENT	155,560.00	-112,231.42	43,328.58	72.15
Group 1: Segment 2: Department		Code: 161 - TOWN CLERK				
01-161-5100-000	TOWN CLERK - WAGES	41,457.00	-23,666.40	17,790.60	57.09	
01-161-5101-000	SALARY - TOWN CLERK	65,389.00	-37,339.38	28,049.62	57.10	
01-161-5200-009	TOWN CLERK - PRINTING	845.00	0.00	845.00	0.00	
01-161-5400-001	TOWN CLERK - OFFICE SUPPLIES	1,500.00	-1,062.99	437.01	70.87	
01-161-5700-001	TOWN CLERK - MILEAGE/LICENSES	100.00	0.00	100.00	0.00	

Group as: **-111-****-***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-161-5700-002	TOWN CLERK - DUES/MEMBERSHIPS	200.00	-185.00	15.00	92.50	
01-161-5700-003	TOWN CLERK - TRAINING/SEMINARS/MEETINGS	1,000.00	-25.00	975.00	2.50	
Total Group 1: Segment 2: Department		Code: 161 - TOWN CLERK	110,491.00	-62,278.77	48,212.23	56.37
Group 1: Segment 2: Department		Code: 162 - ELECTIONS & REGISTRATIONS				
01-162-5100-000	ELEC & REG - SALARY/WAGES	22,000.00	-2,546.28	19,453.72	11.57	
01-162-5200-004	ELEC & REG - CONSULTANTS/PROF SERVICES	7,600.00	-1,060.00	6,540.00	13.95	
01-162-5200-009	ELEC & REG - PRINTING	3,500.00	0.00	3,500.00	0.00	
01-162-5400-001	ELEC & REG - OFFICE SUPPLIES	1,000.00	-211.81	788.19	21.18	
01-162-5700-003	ELEC & REG - TRAINING/MEETINGS	1,000.00	-200.00	800.00	20.00	
Total Group 1: Segment 2: Department		Code: 162 - ELECTIONS & REGISTRATIONS	35,100.00	-4,018.09	31,081.91	11.45
Group 1: Segment 2: Department		Code: 180 - DEVELOPMENT & INSPECTIONAL SERVICES				
01-180-5100-000	WAGES - D & I SERVICES	77,565.00	-48,185.24	29,379.76	62.12	
01-180-5101-000	SALARY - TOWN PLANNER/DIR OF D&I SERVICES	87,465.00	-48,109.71	39,355.29	55.00	
01-180-5196-175	PLANNING BD - STIPEND ELECTED OFFICIALS	1,424.00	0.00	1,424.00	0.00	
01-180-5196-510	HEALTH BD - STIPEND ELECTED OFFICIALS	872.00	0.00	872.00	0.00	
01-180-5200-004	DIS: CONSULTANTS/PROF SERVICES	65,754.00	-31,708.02	34,045.98	48.22	
01-180-5200-007	DIS: ADVERTISING	900.00	-120.00	780.00	13.33	
01-180-5200-009	DIS: PRINTING	500.00	-282.47	217.53	56.49	
01-180-5400-001	DIS: OFFICE SUPPLIES	2,500.00	-2,219.82	280.18	88.79	
01-180-5400-002	DIS: BOOKS/PERIODICALS	500.00	-326.96	173.04	65.39	
01-180-5700-001	DIS: MILEAGE/LICENSES	1,150.00	-334.87	815.13	29.12	
01-180-5700-002	DIS: DUES/MEMBERSHIPS	1,300.00	-1,301.00	-1.00	100.08	
01-180-5700-003	DIS: TRAINING/SEMINARS/MEETINGS	2,000.00	-485.77	1,514.23	24.29	
Total Group 1: Segment 2: Department		Code: 180 - DEVELOPMENT & INSPECTIONAL	241,930.00	-133,073.86	108,856.14	55.01
Group 1: Segment 2: Department		Code: 192 - TOWN OWNED PROPERTY MAINT				
01-192-5200-002	EXP - TOWN OWNED - ELECTRIC	24,181.00	-9,861.40	14,319.60	40.78	
01-192-5200-003	TOWN PROP - MAINT CONTRACTS/REPAIRS	13,000.00	-4,803.52	8,196.48	36.95	
01-192-5400-003	EXP - TOWN OWNED - HEATING FUEL	31,100.00	-2,553.65	28,546.35	8.21	
Total Group 1: Segment 2: Department		Code: 192 - TOWN OWNED PROPERTY MAINT	68,281.00	-17,218.57	51,062.43	25.22
Group 1: Segment 2: Department		Code: 197 - TOWN HALL BLDG MAINT				
01-197-5200-002	T H BLDG - ELECTRIC	13,000.00	-5,560.23	7,439.77	42.77	
01-197-5200-003	T H BLDG - MAINT CONTRACTS/REPAIRS	28,254.00	-10,068.45	18,185.55	35.64	
01-197-5200-006	T H BLDG - WATER/SEWER	950.00	-240.40	709.60	25.31	
01-197-5400-003	T H BLDG - HEATING FUEL	16,400.00	-16,643.94	-243.94	101.49	
01-197-5400-005	T H BLDG - TOOLS/SMALL EQUIP	300.00	-35.97	264.03	11.99	
01-197-5400-006	T H BLDG - PARTS/MATERIALS	1,750.00	-628.15	1,121.85	35.89	
01-197-5400-007	T H BLDG - MAINTENANCE SUPPLIES	3,000.00	-1,759.13	1,240.87	58.64	

Group as: **-111-****-***

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Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-197-5700-007	BANDSTAND	255.00	0.00	255.00	0.00	
Total Group 1: Segment 2: Department		Code: 197 - TOWN HALL BLDG MAINT	63,909.00	-34,936.27	28,972.73	54.67
Group 1: Segment 2: Department		Code: 198 - TOWN HALL TELEPHONES				
01-198-5200-001	TOWN HALL TELEPHONES	6,400.00	-2,903.51	3,496.49	45.37	
Total Group 1: Segment 2: Department		Code: 198 - TOWN HALL TELEPHONES	6,400.00	-2,903.51	3,496.49	45.37
Group 1: Segment 2: Department		Code: 199 - GENERAL GOVERNMENT				
01-199-5200-004	CONSULTANT/PROF SERVICES	21,188.00	-15,891.03	5,296.97	75.00	
01-199-5200-008	POSTAGE COSTS	23,134.00	-20,136.61	2,997.39	87.04	
01-199-5200-009	PRINTING	1,200.00	0.00	1,200.00	0.00	
01-199-5400-001	OFFICE SUPPLIES	2,500.00	-901.82	1,598.18	36.07	
01-199-5400-005	LEASE EQUIPMENT	6,133.00	-3,123.22	3,009.78	50.92	
Total Group 1: Segment 2: Department		Code: 199 - GENERAL GOVERNMENT	54,155.00	-40,052.68	14,102.32	73.96
Group 1: Segment 2: Department		Code: 210 - POLICE DEPT				
01-210-5100-000	WAGES - POLICE OFFICERS	1,376,750.00	-706,836.70	669,913.30	51.34	
01-210-5101-000	SALARY-POLICE CHIEF	123,455.00	-71,307.09	52,147.91	57.76	
01-210-5104-000	WAGES-OTHER	158,678.00	-74,767.51	83,910.49	47.12	
01-210-5130-000	OVERTIME WAGES-POLICE	113,708.00	-40,583.92	73,124.08	35.69	
01-210-5200-001	TELEPHONES	13,020.00	-5,791.99	7,228.01	44.49	
01-210-5200-002	ELECTRIC	21,000.00	-8,689.88	12,310.12	41.38	
01-210-5200-003	MAINT CONTRACTS/REPAIRS	24,400.00	-24,049.55	350.45	98.56	
01-210-5200-004	CONSULTANTS/PROF SERVICES	16,000.00	-15,728.37	271.63	98.30	
01-210-5200-006	WATER/SEWER	1,500.00	-1,365.54	134.46	91.04	
01-210-5200-009	PRINTING	1,500.00	-828.75	671.25	55.25	
01-210-5400-001	OFFICE SUPPLIES	6,000.00	-2,915.00	3,085.00	48.58	
01-210-5400-003	HEATING FUEL	8,000.00	-3,973.41	4,026.59	49.67	
01-210-5400-005	TOOLS/SMALL EQUIP	12,000.00	-2,159.30	9,840.70	17.99	
01-210-5400-006	PARTS/MATERIALS	10,000.00	-2,851.32	7,148.68	28.51	
01-210-5400-007	MAINTENANCE SUPPLIES	7,000.00	-2,893.25	4,106.75	41.33	
01-210-5700-002	DUES/MEMBERSHIPS	1,500.00	-1,939.00	-439.00	129.27	
01-210-5700-003	TRAINING/SEMINARS/MEETINGS	4,000.00	-2,127.10	1,872.90	53.18	
01-210-5700-004	CLOTHING ALLOWANCE	35,725.00	-27,017.00	8,708.00	75.62	
01-210-5700-006	EMPLOYEE BENEFITS	100,560.00	-63,255.00	37,305.00	62.90	
Total Group 1: Segment 2: Department		Code: 210 - POLICE DEPT	2,034,796.00	-1,059,079.68	975,716.32	52.05
Group 1: Segment 2: Department		Code: 220 - FIRE DEPT				
01-220-5100-000	SALARY/WAGES - FIRE DEPARTMENT	158,557.00	-79,738.09	78,818.91	50.29	
01-220-5101-000	SALARY-FIRE CHIEF	11,730.00	-6,968.06	4,761.94	59.40	
01-220-5200-001	TELEPHONES	3,800.00	-2,071.21	1,728.79	54.51	

Group as: **-111-****-***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-220-5200-002	ELECTRIC	19,800.00	-3,622.46	16,177.54	18.30	
01-220-5200-003	MAINT CONTRACTS/REPAIRS	38,000.00	-35,014.93	2,985.07	92.14	
01-220-5200-004	CONSULTANTS/PROF SERVICES	1,800.00	-1,055.00	745.00	58.61	
01-220-5200-006	WATER/SEWER	5,000.00	-2,934.90	2,065.10	58.70	
01-220-5400-001	OFFICE SUPPLIES	1,000.00	-468.90	531.10	46.89	
01-220-5400-002	BOOKS/PERIODICALS	1,000.00	-265.65	734.35	26.57	
01-220-5400-003	HEATING FUEL	34,620.00	-5,341.83	29,278.17	15.43	
01-220-5400-005	TOOLS/SMALL EQUIP	16,000.00	-15,620.64	379.36	97.63	
01-220-5400-006	PARTS/MATERIALS	2,000.00	0.00	2,000.00	0.00	
01-220-5400-007	BUILDING MAINT SUPPLIES	1,500.00	-2,342.39	-842.39	156.16	
01-220-5700-002	DUES/MEMBERSHIPS	2,500.00	-2,726.41	-226.41	109.06	
01-220-5700-003	TRAINING/SEMINARS/MEETINGS	2,500.00	-1,011.59	1,488.41	40.46	
01-220-5800-001	EQUIPMENT \$500	5,500.00	0.00	5,500.00	0.00	
Total Group 1: Segment 2: Department		Code: 220 - FIRE DEPT	305,307.00	-159,182.06	146,124.94	52.14
Group 1: Segment 2: Department		Code: 231 - AMBULANCE DEPT				
01-231-5100-000	WAGES/STIPENDS - AMBULANCE DEPT	352,738.00	-200,719.22	152,018.78	56.90	
01-231-5200-001	TELEPHONES	1,500.00	-1,007.78	492.22	67.19	
01-231-5200-002	ELECTRIC	7,500.00	0.00	7,500.00	0.00	
01-231-5200-003	MAINT CONTRACTS/REPAIRS	23,284.00	-4,596.53	18,687.47	19.74	
01-231-5200-004	CONSULTANTS/PROF SERVICES	13,900.00	-6,774.65	7,125.35	48.74	
01-231-5400-001	OFFICE SUPPLIES	1,000.00	-347.56	652.44	34.76	
01-231-5400-002	BOOKS/PERIODICALS	150.00	0.00	150.00	0.00	
01-231-5400-003	HEATING FUEL	8,300.00	0.00	8,300.00	0.00	
01-231-5400-005	TOOLS/SMALL EQUIP	4,000.00	-577.00	3,423.00	14.43	
01-231-5400-006	PARTS/MATERIALS	16,000.00	-9,530.66	6,469.34	59.57	
01-231-5400-007	MAINTENANCE SUPPLIES	500.00	-184.32	315.68	36.86	
01-231-5700-001	MILEAGE/LICENSES	7,500.00	-1,200.00	6,300.00	16.00	
01-231-5700-002	DUES/MEMBERSHIPS	2,000.00	-7,769.06	-5,769.06	388.45	
01-231-5700-003	TRAINING/SEMINARS/MEETINGS	2,000.00	0.00	2,000.00	0.00	
Total Group 1: Segment 2: Department		Code: 231 - AMBULANCE DEPT	440,372.00	-232,706.78	207,665.22	52.84
Group 1: Segment 2: Department		Code: 241 - CODE DEPT				
01-241-5100-000	WAGES - CODE	1,500.00	-200.00	1,300.00	13.33	
01-241-5101-000	SALARY-BUILDING INSPECTOR	53,552.00	-31,559.05	21,992.95	58.93	
01-241-5200-001	TELEPHONES	600.00	0.00	600.00	0.00	
01-241-5200-004	CONSULTANTS/PROF SERVICES	1,200.00	-265.00	935.00	22.08	
01-241-5400-001	OFFICE SUPPLIES	1,000.00	-477.14	522.86	47.71	
01-241-5400-005	TOOLS/SMALL EQUIPMENT	546.00	0.00	546.00	0.00	

Group as: **-111-****-***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-241-5700-001	MILEAGE/LICENSES	4,960.00	-1,642.26	3,317.74	33.11	
01-241-5700-003	TRAINING/SEMINARS/MEETINGS	332.00	0.00	332.00	0.00	
Total Group 1: Segment 2: Department		Code: 241 - CODE DEPT	63,690.00	-34,143.45	29,546.55	53.61
Group 1: Segment 2: Department		Code: 290 - EMERGENCY MANAGEMENT				
01-290-5101-000	SALARY-EMERGENCY MANAGEMENT DIRECTOR	3,813.00	-1,588.75	2,224.25	41.67	
01-290-5200-004	CONSULTANTS/PROF SERVICES	500.00	0.00	500.00	0.00	
01-290-5400-001	OFFICE SUPPLIES	500.00	0.00	500.00	0.00	
Total Group 1: Segment 2: Department		Code: 290 - EMERGENCY MANAGEMENT	4,813.00	-1,588.75	3,224.25	33.01
Group 1: Segment 2: Department		Code: 292 - ANIMAL CONTROL				
01-292-5101-000	SALARY-ANIMAL CONTROL OFFICER	25,094.00	-12,581.80	12,512.20	50.14	
01-292-5200-003	MAINT CONTR/REPAIRS	500.00	-35.00	465.00	7.00	
01-292-5200-004	CONSULTANTS/PROF SERVICES	4,508.00	-2,262.10	2,245.90	50.18	
01-292-5400-001	OFFICE SUPPLIES	1,400.00	0.00	1,400.00	0.00	
01-292-5400-005	TOOLS/SMALL EQUIPMENT	100.00	0.00	100.00	0.00	
01-292-5400-007	ANIMAL DISPOSAL SUPPLIES	675.00	-1,040.00	-365.00	154.07	
01-292-5700-002	DUES/MEMBERSHIPS	100.00	0.00	100.00	0.00	
01-292-5700-003	TRAINING/SEMINARS/MEETINGS	300.00	0.00	300.00	0.00	
01-292-5700-004	CLOTHING ALLOWANCE	325.00	0.00	325.00	0.00	
01-292-5800-001	EQUIPMENT OVER \$500	550.00	0.00	550.00	0.00	
Total Group 1: Segment 2: Department		Code: 292 - ANIMAL CONTROL	33,552.00	-15,918.90	17,633.10	47.45
Group 1: Segment 2: Department		Code: 296 - INSECT PEST CONTROL				
01-296-5200-004	CONSULTANTS/PROF SERVICES	6,850.00	-4,100.00	2,750.00	59.85	
01-296-5400-005	TOOLS/SMALL EQUIP	1,000.00	-1,611.17	-611.17	161.12	
Total Group 1: Segment 2: Department		Code: 296 - INSECT PEST CONTROL	7,850.00	-5,711.17	2,138.83	72.75
Group 1: Segment 2: Department		Code: 310 - SCHOOL-ADMIN				
01-310-5101-121	SALARY-SUPERINTENDENT	163,200.00	-100,430.80	62,769.20	61.54	
01-310-5101-141	SALARY-BUSINESS ADMIN	105,000.00	-62,038.50	42,961.50	59.08	
01-310-5101-145	SALARY-TECH COORDINATOR	0.00	0.00	0.00	0.00	
01-310-5101-211	SALARY-DIRECTOR OF CURRICULUM	115,600.00	-71,719.20	43,880.80	62.04	
01-310-5101-231	SALARY-DISTRICT WIDE ELL SERVICES	81,658.86	-38,786.12	42,872.74	47.50	
01-310-5101-235	SALARY-PROF DEV - ELL	2,653.37	0.00	2,653.37	0.00	
01-310-5101-422	SALARY-FACILITIES DIRECTOR	80,000.00	-36,073.65	43,926.35	45.09	
01-310-5101-440	TECH INFRASTRUCTURE SALARIES	3,886.00	-124,281.25	-120,395.25	3,198.18	
01-310-5102-121	SALARY-ADMIN CLERICAL	49,686.00	-30,042.03	19,643.97	60.46	
01-310-5102-141	SALARY-BUSINESS CLERICAL	106,276.00	-75,401.83	30,874.17	70.95	
01-310-5103-110	SALARY-SCHOOL COMMITTEE	1,235.00	-617.50	617.50	50.00	
01-310-5103-440	TECH INFRASTRUCTURE - OTHER	90,334.00	0.00	90,334.00	0.00	

Group as: **-111-****,***

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Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-310-5106-230	SICK DAYS/RETIREMENT OBLIGATIONS	50,000.00	-10,064.49	39,935.51	20.13	
01-310-5204-110	SCHOOL COMMITTEE-ADVERTISING	5,300.00	-3,240.00	2,060.00	61.13	
01-310-5204-111	SCHOOL COMMITTEE-FILMING	52,670.00	0.00	52,670.00	0.00	
01-310-5204-120	CONTRACTED SERVICES-ADMIN	34,000.00	-9,416.43	24,583.57	27.70	
01-310-5204-121	EOY REPORT AUDIT - ADMIN	7,000.00	0.00	7,000.00	0.00	
01-310-5204-141	BUSINESS OFFICE-POSTAGE/PRINTING	15,332.52	-1,673.86	13,658.66	10.92	
01-310-5204-142	EXP - BUSINESS OFFICE CONTRACTED SERVICES	539.00	0.00	539.00	0.00	
01-310-5204-143	LEGAL SERVICES/SETTLEMENTS	30,000.00	-36,615.03	-6,615.03	122.05	
01-310-5204-210	CURR - CONTR SERVICES	12,500.00	-286.70	12,213.30	2.29	
01-310-5204-235	PROFESSIONAL DEVELOPMENT	40,544.00	-18,986.39	21,557.61	46.83	
01-310-5204-320	CONTRACTED SERVICES-HEALTH	3,500.00	-868.75	2,631.25	24.82	
01-310-5204-330	REGULAR STUDENT TRANSPORTATION	715,772.40	-342,161.00	373,611.40	47.80	
01-310-5204-331	FOSTER CARE TRANSPORTATION	179.00	0.00	179.00	0.00	
01-310-5204-332	MCKINNEY-VENTO TRANSPORTATION	2,240.00	-6,776.00	-4,536.00	302.50	
01-310-5204-413	ADMIN UTIL-TEL/WATER/SEWER/ELEC	5,000.00	-1,309.34	3,690.66	26.19	
01-310-5204-422	BUILDING CONTRACTED SERVICES	634,777.89	-392,628.28	242,149.61	61.85	
01-310-5204-423	EQUIPMENT MAINTENANCE-ADMIN	750.00	-254.55	495.45	33.94	
01-310-5204-440	ADMIN - TECH INFRASTRUTURE	198,610.78	-69,141.68	129,469.10	34.81	
01-310-5204-530	ADMIN-EQUIPMENT RENTAL	12,000.00	-3,636.48	8,363.52	30.30	
01-310-5405-110	OFFICE SUPPLIES SCHOOL COMMITTEE	500.00	0.00	500.00	0.00	
01-310-5405-121	OFFICE SUPPLIES-ADMIN	4,000.00	-1,024.84	2,975.16	25.62	
01-310-5405-141	OFFICE SUPPLIES-BUSINESS OFFICE	4,000.00	-87.87	3,912.13	2.20	
01-310-5405-145	DISTRICT WIDE ADMIN TECHNOLOGY	57,589.87	-55,740.68	1,849.19	96.79	
01-310-5405-245	SPED INSTR HARDWARE	4,825.00	-3,498.06	1,326.94	72.50	
01-310-5405-411	GENERAL SUPPLIES-CUSTODIAL	250.00	0.00	250.00	0.00	
Total Group 1: Segment 2: Department		Code: 310 - SCHOOL-ADMIN	2,691,409.69	-1,496,801.31	1,194,608.38	55.61
Group 1: Segment 2: Department		Code: 320 - SCHOOL-SPED				
01-320-5101-220	SPED-SALARY-DIRECTOR	124,600.00	-77,257.70	47,342.30	62.00	
01-320-5101-222	SPED - SALARIES - TEAM CHAIR	157,674.98	-65,036.98	92,638.00	41.25	
01-320-5101-230	SPED-SALARIES-TEACHERS	1,098,811.99	-571,169.28	527,642.71	51.98	
01-320-5101-231	SPED-TEACHERS-SPEECH	397,508.92	-186,488.65	211,020.27	46.91	
01-320-5101-232	SPED-SALARIES-TUTORS	1,500.00	-8,534.24	-7,034.24	568.95	
01-320-5101-235	SPED-PROFESSIONAL DEVELOPMENT	53,568.39	0.00	53,568.39	0.00	
01-320-5101-280	SPED-SALARIES-PSYCHOLOGIST	421,975.04	-211,424.49	210,550.55	50.10	
01-320-5102-220	SPED-CLERICAL SALARIES	46,989.87	-33,695.87	13,294.00	71.71	
01-320-5103-233	SPED-SALARIES-TEACHERS AIDES	1,027,208.56	-557,530.41	469,678.15	54.28	
01-320-5103-330	SPED - SALARIES - TRANSPORTATION	9,964.56	-140.55	9,824.01	1.41	

Group as: **-111-****-***

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Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-320-5204-143	SPED-LEGAL SERVICES	4,000.00	-709.50	3,290.50	17.74	
01-320-5204-232	SPED-CONTRACTED SERVICES	104,699.25	-22,274.00	82,425.25	21.27	
01-320-5204-235	SPED-PROFESSIONAL DEVELOPMENT	4,300.00	-684.00	3,616.00	15.91	
01-320-5204-330	SPED-TRANSPORTATION	637,465.92	-332,081.93	305,383.99	52.09	
01-320-5204-335	SPED - TRANSPORTATION - MAINTENANCE	960.00	-960.00	0.00	100.00	
01-320-5204-910	SPED-IN-STATE PROGRAMS	826,393.89	-200,844.36	625,549.53	24.30	
01-320-5405-245	SPED - INSTR HARDWARE/SOFTWARE	7,662.85	-7,662.85	0.00	100.00	
01-320-5405-330	SPED - TRANSPORTATION - GASOLINE	1,000.00	0.00	1,000.00	0.00	
01-320-5405-335	SPED - TRANSPORTATION - SUPPLIES	250.00	0.00	250.00	0.00	
01-320-5405-415	SPED-OTHER INSTR MATERIALS	10,000.00	-648.00	9,352.00	6.48	
01-320-5706-220	SPED-TRAVEL/CONF/MEMBER-ADMIN	2,500.00	-128.98	2,371.02	5.16	
01-320-5706-940	SPED-COLLABORATIVE MEMBERSHIP	4,000.00	0.00	4,000.00	0.00	
Total Group 1: Segment 2: Department		Code: 320 - SCHOOL-SPED	4,943,034.22	-2,277,271.79	2,665,762.43	46.07
Group 1: Segment 2: Department		Code: 340 - HIGH SCHOOL				
01-340-5101-220	H S SALARIES-ADMIN	217,207.00	-131,500.60	85,706.40	60.54	
01-340-5101-230	H S SALARIES-TEACHERS	1,645,010.56	-762,788.72	882,221.84	46.37	
01-340-5101-231	H S SALARIES-TEACHERS XDUTY	24,484.00	-11,550.50	12,933.50	47.18	
01-340-5101-234	H S SALARIES-LIBRARIAN	67,742.61	-31,960.68	35,781.93	47.18	
01-340-5101-235	H S PROFESSIONAL DEVELOPMENT	88,880.64	0.00	88,880.64	0.00	
01-340-5101-270	H S SALARIES-GUIDANCE	256,714.61	-120,555.98	136,158.63	46.96	
01-340-5101-315	HS-TAT PROF SALARIES	17,469.00	-8,734.50	8,734.50	50.00	
01-340-5101-320	H S SALARIES-HEALTH	77,332.16	-35,108.88	42,223.28	45.40	
01-340-5102-220	H S SALARIES-ADMIN CLERICAL	58,950.20	-30,417.83	28,532.37	51.60	
01-340-5102-270	H S SALARIES-GUIDANCE CLERICAL	28,948.30	-14,902.65	14,045.65	51.48	
01-340-5103-232	H S SALARIES-SUBSTITUTE TEACHERS	30,000.00	-14,442.00	15,558.00	48.14	
01-340-5103-233	HS-SALARIES-TEACHER AIDES	40,078.58	0.00	40,078.58	0.00	
01-340-5103-320	H S SALARIES-SUBSTITUTE NURSES	1,200.00	-1,125.00	75.00	93.75	
01-340-5103-355	HS-PROF DEV SUBSTITUTES	5,000.00	-1,880.00	3,120.00	37.60	
01-340-5204-210	H S - CONTRACTED SERVICES	7,530.00	-6,933.34	596.66	92.08	
01-340-5204-231	H S MMSI A/P SERVICES	8,000.00	-3,000.00	5,000.00	37.50	
01-340-5204-234	H S - DISTANCE LEARNING	0.00	-7,450.00	-7,450.00	0.00	
01-340-5204-242	H S - ELL TESTING/ASSESSMENT	250.00	0.00	250.00	0.00	
01-340-5204-244	H S - INSTRUCTIONAL CONT SERV	7,450.00	0.00	7,450.00	0.00	
01-340-5204-272	H S TESTING/ASSESSMENT	5,420.00	-1,966.11	3,453.89	36.28	
01-340-5204-352	H S STUDENT ACTIVITIES	5,225.00	-1,967.40	3,257.60	37.65	
01-340-5204-357	HS-PROF DEV PROVIDERS	4,028.00	-1,509.04	2,518.96	37.46	
01-340-5204-413	H S UTIL-TEL/WATER/SEWER/ELEC/TRASH	98,440.00	-43,049.44	55,390.56	43.73	

Group as: **-111-****-***

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Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-340-5204-422	HS BLDG CONTR SERVICES	65,000.00	-39,860.64	25,139.36	61.32	
01-340-5405-220	H S OFFICE SUPPLIES-ADMIN	1,500.00	-251.45	1,248.55	16.76	
01-340-5405-225	H S - ADMIN TECHNOLOGY	-811.00	0.00	-811.00	0.00	
01-340-5405-240	H S - INSTRUCTIONAL SUPPLIES	9,479.00	-6,879.83	2,599.17	72.58	
01-340-5405-241	H S TEXTBOOKS	1,808.14	0.00	1,808.14	0.00	
01-340-5405-242	H S INSTR EQUIP LEASE/PURCHASE	24,000.00	-7,136.41	16,863.59	29.74	
01-340-5405-243	H S GENERAL SUPPLIES-CLASSROOM	5,387.00	-4,714.00	673.00	87.51	
01-340-5405-244	H S - ELL INSTRUCTIONAL SUPPLIES	1,000.00	0.00	1,000.00	0.00	
01-340-5405-245	H S - INSTR HARDWARE/SOFTWARE	5,721.93	-3,222.00	2,499.93	56.31	
01-340-5405-270	H S GENERAL SUPPLIES-GUIDANCE	880.25	-420.51	459.74	47.77	
01-340-5405-320	H S GENERAL SUPPLIES-HEALTH	3,998.00	-3,618.16	379.84	90.50	
01-340-5405-411	H S GENERAL SUPPLIES-CUSTODIAL	16,000.00	-6,623.93	9,376.07	41.40	
01-340-5405-412	H S HEATING FUEL	43,632.00	-16,540.00	27,092.00	37.91	
01-340-5405-415	HS-LIBRARY/INSTR MATERIALS	500.00	-491.90	8.10	98.38	
01-340-5405-422	H S GENERAL SUPPLIES-BLDG MAINT	5,413.66	-5,071.73	341.93	93.68	
01-340-5706-220	HS TRAVEL/CONF MEMBERSHIPS-ADMIN	500.00	0.00	500.00	0.00	
01-340-5706-352	H S GRADUATION EXERCISE	11,730.00	-1,748.85	9,981.15	14.91	
Total Group 1: Segment 2: Department		Code: 340 - HIGH SCHOOL	2,891,099.64	-1,327,422.08	1,563,677.56	45.91
Group 1: Segment 2: Department		Code: 350 - SCHOOL-ATHLETICS				
01-350-5101-351	ATHL-SALARIES COACHES	115,166.00	-30,596.26	84,569.74	26.57	
01-350-5204-330	ATHL-TRANSPORTATION	70,160.40	-31,425.66	38,734.74	44.79	
01-350-5204-350	ATHL-EQUIPMENT MAINT	7,129.00	-5,329.40	1,799.60	74.76	
01-350-5204-351	ATHL-SUPPORT SERVICES	52,638.95	-49,672.11	2,966.84	94.36	
01-350-5405-351	ATHL-SUPPLIES ATHLETIC	17,541.00	-24.98	17,516.02	0.14	
Total Group 1: Segment 2: Department		Code: 350 - SCHOOL-ATHLETICS	262,635.35	-117,048.41	145,586.94	44.57
Group 1: Segment 2: Department		Code: 360 - MEMORIAL SCHOOL				
01-360-5101-220	MEM-SALARIES ADMIN	0.00	0.00	0.00	0.00	
01-360-5101-310	MEM - SALARIES TUTORS	0.00	0.00	0.00	0.00	
01-360-5204-413	MEM UTIL-TEL/WATER/SEWER/ELEC/TRASH	0.00	0.00	0.00	0.00	
01-360-5405-242	MEM-INSTRUCTIONAL EQUIP	0.00	0.00	0.00	0.00	
Total Group 1: Segment 2: Department		Code: 360 - MEMORIAL SCHOOL	0.00	0.00	0.00	0.00
Group 1: Segment 2: Department		Code: 361 - PRIMARY SCHOOL				
01-361-5204-413	PRIM UTIL-TEL/WATER/SEWER/ELEC/TRASH	0.00	0.00	0.00	0.00	
01-361-5204-422	PRIM-BLDG CONTR SERVICES	0.00	0.00	0.00	0.00	
01-361-5405-242	PRIM-INSTRUCTIONAL EQUIP	0.00	0.00	0.00	0.00	
Total Group 1: Segment 2: Department		Code: 361 - PRIMARY SCHOOL	0.00	0.00	0.00	0.00
Group 1: Segment 2: Department		Code: 362 - MIDDLE SCHOOL				

Group as: **-111-****-***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-362-5101-220	MID-SALARIES ADMIN	190,600.00	-117,273.10	73,326.90	61.53	
01-362-5101-230	MID-SALARIES TEACHERS	2,034,524.61	-980,091.46	1,054,433.15	48.17	
01-362-5101-231	MID-TEACHERS XDUTY	13,135.00	-6,567.50	6,567.50	50.00	
01-362-5101-234	MID- SALARIES LIBRARIAN	61,529.00	-28,398.00	33,131.00	46.15	
01-362-5101-235	MID-PROFESSIONAL DEVELOPMENT	91,381.40	0.00	91,381.40	0.00	
01-362-5101-270	MID-SALARIES GUIDANCE	84,708.38	-39,175.90	45,532.48	46.25	
01-362-5101-320	MID-SALARIES HEALTH	77,332.16	-35,168.88	42,163.28	45.48	
01-362-5101-352	MID-SALARIES STUDENT ACTIVITIES	10,255.00	-5,127.50	5,127.50	50.00	
01-362-5102-220	MID-SALARIES ADMIN CLERICAL	59,451.03	-28,546.04	30,904.99	48.02	
01-362-5103-232	MID-SALARIES SUBSTITUTE TEACHERS	40,980.00	-15,556.43	25,423.57	37.96	
01-362-5103-233	MID-SALARIES TEACHER AIDES	53,830.13	0.00	53,830.13	0.00	
01-362-5103-320	MID SALARIES SUBSTITUTES HEALTH	1,450.00	-585.00	865.00	40.34	
01-362-5103-355	MID-PROF DEV SUBSTITUTES	2,900.00	-1,040.00	1,860.00	35.86	
01-362-5204-210	MID - CONTRACTED SERVICES	-750.00	0.00	-750.00	0.00	
01-362-5204-244	MID - INSTRUCTIONAL CONT SERV	750.00	-750.00	0.00	100.00	
01-362-5204-272	MID-TESTING/ASSESSMENTS	5,717.00	-5,485.00	232.00	95.94	
01-362-5204-357	MID-PROF DEV PROVIDERS	0.00	-225.68	-225.68	0.00	
01-362-5204-413	MID UTIL-TEL/WATER/SEWER/ELEC/TRASH	73,510.00	-25,373.97	48,136.03	34.52	
01-362-5204-422	MID-BLDG CONTR SERVICES	36,500.00	-12,767.94	23,732.06	34.98	
01-362-5405-220	MID-OFFICE SUPPLIES ADMIN	550.00	-263.03	286.97	47.82	
01-362-5405-225	M S - ADMIN TECHNOLOGY	257.67	0.00	257.67	0.00	
01-362-5405-240	MID - INSTRUCTIONAL SUPPLIES	7,044.68	-6,243.83	800.85	88.63	
01-362-5405-241	MID-TEXTBOOKS/INSTRUCTIONAL SUPPLIES	3,181.83	-966.60	2,215.23	30.38	
01-362-5405-242	MID-INSTRUCTIONAL EQUIP	18,000.00	-6,652.99	11,347.01	36.96	
01-362-5405-243	MID-SUPPLIES CLASSROOM	13,175.87	-7,545.46	5,630.41	57.27	
01-362-5405-245	MID - INSTR HARDWARE/SOFTWARE	36,719.13	-9,432.99	27,286.14	25.69	
01-362-5405-281	MID - PSYVHOLOGY CONTR SERV	932.00	-932.00	0.00	100.00	
01-362-5405-320	MID-SUPPLIES HEALTH	820.00	-778.03	41.97	94.88	
01-362-5405-352	MID-SUPPLIES STUDENT ACTIVITIES	5,000.00	-48.58	4,951.42	0.97	
01-362-5405-411	MID-SUPPLIES CUSTODIANS	17,000.00	-4,939.19	12,060.81	29.05	
01-362-5405-412	MID-HEATING FUEL	50,875.00	-18,447.68	32,427.32	36.26	
01-362-5405-415	MID-LIBRARY-INSTR MATERIAL	2,000.00	-1,737.23	262.77	86.86	
01-362-5405-422	MID-SUPPLIES BLDG MAINT	5,000.00	-3,196.90	1,803.10	63.94	
01-362-5706-220	MID-TRAVEL/CONF-ADMIN	1,450.00	-483.00	967.00	33.31	
01-362-5706-230	MID-TRAVEL/CONF-TEACHERS	5,300.00	-1,704.99	3,595.01	32.17	
Total Group 1: Segment 2: Department		Code: 362 - MIDDLE SCHOOL	3,005,109.89	-1,365,504.90	1,639,604.99	45.44
Group 1: Segment 2: Department		Code: 365 - ELEMENTARY SCHOOL				

Group as: **-111-****-***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-365-5101-220	ELE - SALARIES ADMIN	199,720.00	-122,535.40	77,184.60	61.35	
01-365-5101-230	ELE - SALARIES TEACHERS	2,203,704.40	-967,962.95	1,235,741.45	43.92	
01-365-5101-231	ELE - SALARIES XTRA DUTY/TEAM LEADERS/TAT TEAM	17,227.00	-9,346.00	7,881.00	54.25	
01-365-5101-234	ELE - SALARIES TUTORS	0.00	0.00	0.00	0.00	
01-365-5101-235	ELE - PROFESSIONAL DEVELOPMENT	73,418.44	1,337.59	74,756.03	-1.82	
01-365-5101-320	ELE - SALARIES HEALTH	60,145.87	-26,819.12	33,326.75	44.59	
01-365-5102-221	ELE - SALARIES ADMIN CLERICAL	55,816.99	-30,798.22	25,018.77	55.18	
01-365-5103-145	ELE - SALARIES TECHNOLOGY AIDE	24,928.12	-11,927.75	13,000.37	47.85	
01-365-5103-232	ELE - SALARIES SUBSTITUTE TEACHERS	51,500.00	-12,364.73	39,135.27	24.01	
01-365-5103-233	ELE - SALARIES TEACHER AIDES	75,590.64	-42,760.31	32,830.33	56.57	
01-365-5103-235	ELE - PROFESSIONAL DEVELOPMENT SUBS	2,200.00	-1,200.13	999.87	54.55	
01-365-5103-320	ELE - SALARIES HEALTH SUBSTITUTES	1,550.00	-4,485.00	-2,935.00	289.35	
01-365-5204-235	ELE - ADMIN PROFESSIONAL DEVELOPMENT	250.00	0.00	250.00	0.00	
01-365-5204-244	ELE - INSTRUCTIONAL CONT SERV	750.00	-750.00	0.00	100.00	
01-365-5204-272	ELE - TESTING/ASSESSMENT	4,477.80	-3,545.00	932.80	79.17	
01-365-5204-357	ELE - PROF DEV PROVIDERS	5,000.00	-3,328.44	1,671.56	66.57	
01-365-5204-413	ELE - UTILITIES TEL/WATER/SEWER/ELEC/TRASH	56,139.00	-26,208.43	29,930.57	46.68	
01-365-5204-422	ELE - BLDG CONTRACTED SERVICES	64,857.68	-52,647.57	12,210.11	81.17	
01-365-5405-220	ELE - OFFICES SUPPLIES - ADMIN	2,421.95	-449.29	1,972.66	18.55	
01-365-5405-225	ELE - ADMIN TECHNOLOGY	2,194.77	-2,194.77	0.00	100.00	
01-365-5405-240	ELE - INSTRUCTIONAL SUPPLIES	2,172.25	-2,508.65	-336.40	115.49	
01-365-5405-241	ELE - TEXTBOOKS/INSTRUCTIONAL SUPPLIES	14,024.51	-13,934.34	90.17	99.36	
01-365-5405-242	ELE - INSTRUCTIONAL EQUIP/COPY MACHINES	27,700.00	-7,303.52	20,396.48	26.37	
01-365-5405-243	ELE - GENERAL SUPPLIES CLASSROOM	13,702.13	-10,390.13	3,312.00	75.83	
01-365-5405-245	ELE - INSTR HARDWARE/SOFTWARE	10,065.85	-9,196.95	868.90	91.37	
01-365-5405-281	ELE - PSYCHOLOGY CONTR SERV	978.00	-978.00	0.00	100.00	
01-365-5405-320	ELE - GENERAL SUPPLIES HEALTH	1,897.00	-833.33	1,063.67	43.93	
01-365-5405-411	ELE - GENERAL SUPPLIES - CUSTODIAL	18,000.00	-3,544.04	14,455.96	19.69	
01-365-5405-412	ELE - HEATING FUEL	30,500.00	-8,276.82	22,223.18	27.14	
01-365-5405-415	ELE - LIBRARY/INSTR MATERIALS	1,448.86	-340.74	1,108.12	23.52	
01-365-5405-422	ELE - GENERAL SUPPLIES - BLDG MAINT	5,000.00	-4,783.67	216.33	95.67	
01-365-5706-220	ELE - TRAVEL/CONF - ADMIN	0.00	-114.49	-114.49	0.00	
Total Group 1: Segment 2: Department		Code: 365 - ELEMENTARY SCHOOL	3,027,381.26	-1,380,190.20	1,647,191.06	45.59
Group 1: Segment 2: Department		Code: 375 - PRESCHOOL				
01-375-5101-230	PK - SALARIES TEACHERS	122,280.00	-56,332.99	65,947.01	46.07	
01-375-5101-320	PK - SALARIES HEALTH	11,565.29	-3,874.20	7,691.09	33.50	
01-375-5102-221	PK - SALARIES ADMIN CLERICAL	7,981.52	-4,010.47	3,971.05	50.25	

Group as: **-111-****-***

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Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-375-5103-232	PK - SALARIES SUBSTITUTE TEACHERS	0.00	-1,724.22	-1,724.22	0.00	
01-375-5103-233	PK - SALARIES TEACHERS AIDES	23,283.14	-11,932.71	11,350.43	51.25	
Total Group 1: Segment 2: Department		Code: 375 - PRESCHOOL	165,109.95	-77,874.59	87,235.36	47.17
Group 1: Segment 2: Department		Code: 420 - HIGHWAY DEPT				
01-420-5100-000	WAGES - HIGHWAY	485,724.00	-255,252.13	230,471.87	52.55	
01-420-5101-000	SALARY-HIGHWAY SUPERINTENDENT	82,683.00	-47,394.93	35,288.07	57.32	
01-420-5130-000	WAGES - HWY OVERTIME	2,000.00	-2,466.92	-466.92	123.35	
01-420-5200-001	TELEPHONES	700.00	-295.27	404.73	42.18	
01-420-5200-002	ELECTRIC	4,800.00	-2,033.29	2,766.71	42.36	
01-420-5200-003	MAINT CONTRACTS/REPAIRS	800.00	0.00	800.00	0.00	
01-420-5200-004	CONSULTANTS/PROF SERVICES	48,608.00	-30,760.35	17,847.65	63.28	
01-420-5200-006	WATER/SEWER	660.00	-229.51	430.49	34.77	
01-420-5200-007	ADVERTISING	500.00	-54.00	446.00	10.80	
01-420-5200-008	POSTAGE COSTS	100.00	0.00	100.00	0.00	
01-420-5400-001	OFFICE SUPPLIES	725.00	-555.01	169.99	76.55	
01-420-5400-003	HEATING FUEL	3,410.00	502.53	3,912.53	-14.74	
01-420-5400-004	GASOLINE	96,500.00	-47,448.11	49,051.89	49.17	
01-420-5400-006	PARTS/MATERIALS	63,865.00	-36,471.56	27,393.44	57.11	
01-420-5700-001	MILEAGE/LICENSES	1,940.00	-689.85	1,250.15	35.56	
01-420-5700-002	DUES/MEMBERSHIPS	200.00	-50.00	150.00	25.00	
01-420-5700-003	TRAINING/SEMINARS/MEETINGS	500.00	0.00	500.00	0.00	
01-420-5700-004	CLOTHING ALLOWANCE	4,200.00	-3,731.52	468.48	88.85	
01-420-5700-007	OTHER-GAS TAXES	3,765.00	-2,152.32	1,612.68	57.17	
Total Group 1: Segment 2: Department		Code: 420 - HIGHWAY DEPT	801,680.00	-429,082.24	372,597.76	53.52
Group 1: Segment 2: Department		Code: 423 - SNOW & ICE				
01-423-5130-000	WAGES/OVERTIME-SNOW & ICE	25,000.00	-29,087.80	-4,087.80	116.35	
01-423-5200-004	CONSULTANTS/PROF SERVICES	8,000.00	-1,762.18	6,237.82	22.03	
01-423-5400-006	PARTS/MATERIALS	88,000.00	-91,520.53	-3,520.53	104.00	
Total Group 1: Segment 2: Department		Code: 423 - SNOW & ICE	121,000.00	-122,370.51	-1,370.51	101.13
Group 1: Segment 2: Department		Code: 424 - STREET LIGHTS				
01-424-5200-002	ELECTRIC	60,335.00	-25,733.49	34,601.51	42.65	
Total Group 1: Segment 2: Department		Code: 424 - STREET LIGHTS	60,335.00	-25,733.49	34,601.51	42.65
Group 1: Segment 2: Department		Code: 541 - COUNCIL ON AGING				
01-541-5100-000	WAGES - COA	35,477.00	-12,492.70	22,984.30	35.21	
01-541-5101-000	SALARY-COA DIRECTOR	41,658.00	-23,673.43	17,984.57	56.83	
01-541-5200-001	TELEPHONES	1,500.00	-846.97	653.03	56.46	
01-541-5200-002	ELECTRIC	6,900.00	-2,561.04	4,338.96	37.12	

Group as: **-111-****-***

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Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-541-5200-003	MAINT CONTRACTS/REPAIRS	6,870.00	-4,204.89	2,665.11	61.21	
01-541-5200-004	CONSULTANTS/PROF SERVICES	400.00	0.00	400.00	0.00	
01-541-5200-006	WATER/SEWER	1,500.00	-528.95	971.05	35.26	
01-541-5400-001	OFFICE SUPPLIES	500.00	-392.42	107.58	78.48	
01-541-5400-003	HEATING FUEL	8,500.00	-2,300.87	6,199.13	27.07	
01-541-5400-007	MAINTENANCE SUPPLIES	4,000.00	-1,642.33	2,357.67	41.06	
01-541-5700-001	MILEAGE/LICENSES	300.00	0.00	300.00	0.00	
01-541-5700-002	DUES/MEMBERSHIP	425.00	-506.64	-81.64	119.21	
01-541-5700-003	TRAINING/SEMINARS/MEETINGS	250.00	-25.00	225.00	10.00	
Total Group 1: Segment 2: Department		Code: 541 - COUNCIL ON AGING	108,280.00	-49,175.24	59,104.76	45.41
Group 1: Segment 2: Department		Code: 543 - VETERANS SERVICES				
01-543-5100-000	SALARY - VETERANS SERVICES	6,630.00	-3,867.50	2,762.50	58.33	
01-543-5400-001	OFFICE SUPPLIES	300.00	0.00	300.00	0.00	
01-543-5700-001	MILEAGE/LICENSES	250.00	0.00	250.00	0.00	
01-543-5700-002	DUES/MEMBERSHIPS	100.00	-50.00	50.00	50.00	
01-543-5700-003	TRAINING/SEMINARS/MEETINGS	200.00	0.00	200.00	0.00	
01-543-5700-007	OTHER-VETERANS BENEFITS	85,000.00	-62,132.20	22,867.80	73.10	
01-543-5800-001	EQUIPMENT 500+	500.00	0.00	500.00	0.00	
Total Group 1: Segment 2: Department		Code: 543 - VETERANS SERVICES	92,980.00	-66,049.70	26,930.30	71.04
Group 1: Segment 2: Department		Code: 545 - VETERANS GRAVES REG				
01-545-5100-000	SALARY - VETS GRAVES REG	400.00	0.00	400.00	0.00	
01-545-5400-006	PARTS/MATERIALS	2,000.00	0.00	2,000.00	0.00	
Total Group 1: Segment 2: Department		Code: 545 - VETERANS GRAVES REG	2,400.00	0.00	2,400.00	0.00
Group 1: Segment 2: Department		Code: 610 - PUBLIC LIBRARY				
01-610-5100-000	WAGES - LIBRARY	111,130.00	-62,517.13	48,612.87	56.26	
01-610-5101-000	SALARY-LIBRARY DIRECTOR	73,074.00	-41,306.76	31,767.24	56.53	
01-610-5200-001	LIBRARY: TELEPHONES	525.00	-342.85	182.15	65.30	
01-610-5200-006	LIBRARY: WATER/SEWER	1,000.00	-1,004.04	-4.04	100.40	
01-610-5400-001	LIBRARY: OFFICE SUPPLIES	1,800.00	-1,962.62	-162.62	109.03	
01-610-5400-002	LIBRARY: BOOKS PERIODICALS & VIDEO	21,500.00	-21,473.44	26.56	99.88	
01-610-5400-007	LIBRARY: MAINTENANCE SUPPLIES	1,100.00	-312.18	787.82	28.38	
01-610-5700-002	LIBRARY: DUES & /MEMBERSHIPS	6,500.00	-6,500.00	0.00	100.00	
Total Group 1: Segment 2: Department		Code: 610 - PUBLIC LIBRARY	216,629.00	-135,419.02	81,209.98	62.51
Group 1: Segment 2: Department		Code: 630 - PARKS & RECREATION				
01-630-5200-002	ELECTRIC	1,250.00	-786.84	463.16	62.95	
01-630-5200-004	CONSULTANTS/PROF SERVICES	1,200.00	-521.08	678.92	43.42	
01-630-5400-007	MAINTENANCE SUPPLIES	4,000.00	-166.12	3,833.88	4.15	

Group as: **-111-****-***

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Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Total Group 1: Segment 2: Department	Code: 630 - PARKS & RECREATION	6,450.00	-1,474.04	4,975.96	22.85
Group 1: Segment 2: Department	Code: 691 - HISTORICAL COMM				
01-691-5200-004	CONSULTANTS/PROF SERVICES	800.00	0.00	800.00	0.00
01-691-5400-001	OFFICE SUPPLIES	150.00	0.00	150.00	0.00
Total Group 1: Segment 2: Department	Code: 691 - HISTORICAL COMM	950.00	0.00	950.00	0.00
Group 1: Segment 2: Department	Code: 692 - MEMORIAL DAY COMM				
01-692-5200-004	CONSULTANTS/PROF SERVICES	2,550.00	0.00	2,550.00	0.00
01-692-5400-006	PARTS/MATERIALS	450.00	0.00	450.00	0.00
Total Group 1: Segment 2: Department	Code: 692 - MEMORIAL DAY COMM	3,000.00	0.00	3,000.00	0.00
Group 1: Segment 2: Department	Code: 710 - MATURING DEBT PRINCIPAL				
01-710-5900-020	WATER POLL ABATE-LOAN 1	9,953.00	-9,953.00	0.00	100.00
01-710-5900-021	POLICE LAND PURCHASE-PRINCIPAL	19,437.00	-19,436.62	0.38	100.00
01-710-5900-022	RTE 9 WATER PROJECT-PRINCIPAL	95,000.00	-95,000.00	0.00	100.00
01-710-5900-023	POLICE STATION-PRINCIPAL	165,212.00	-165,211.27	0.73	100.00
01-710-5900-024	RTE 9 PUMP STATION-PRINCIPAL	9,719.00	-9,718.31	0.69	99.99
01-710-5900-025	HILLCREST CC PURCHASE-PRINCIPAL	150,634.00	-150,633.80	0.20	100.00
01-710-5900-027	WATER POLL ABATE-LOAN 2	3,380.00	-3,380.00	0.00	100.00
01-710-5900-029	06 ROOF REPLACEMENTS-PRINCIPAL	35,000.00	-35,000.00	0.00	100.00
01-710-5900-031	WATER POLL ABATE-LOAN 3	6,611.00	-6,611.00	0.00	100.00
01-710-5900-032	USDA SCHOOL ROOF & BOILER-PRINCIPAL	10,358.00	0.00	10,358.00	0.00
01-710-5900-034	ENERGY INFRASTRUCTURE-PRINCIPAL	79,493.00	-79,492.85	0.15	100.00
01-710-5900-035	FIRE AND EMS HEADQUARTERS - PRINCIPAL	285,000.00	0.00	285,000.00	0.00
01-710-5900-037	TH ADA RENOVATIONS - PRINCIPAL	25,000.00	0.00	25,000.00	0.00
01-710-5900-038	TH 3RD FLR RENOVATIONS - PRINCIPAL	10,000.00	0.00	10,000.00	0.00
01-710-5900-039	LIBRARY RENO PROJECT - PRINCIPAL	65,000.00	-65,000.00	0.00	100.00
01-710-5900-040	HILLCREST LOT 1A PURCHASE - PRINCIPAL	15,000.00	-15,000.00	0.00	100.00
01-710-5900-041	HWY VEHICLES & EQUIP - PRINCIPAL	155,000.00	-155,000.00	0.00	100.00
Total Group 1: Segment 2: Department	Code: 710 - MATURING DEBT PRINCIPAL	1,139,797.00	-809,436.85	330,360.15	71.02
Group 1: Segment 2: Department	Code: 751 - MATURING DEBT INTEREST				
01-751-5900-021	POLICE-LAND PURCHASE-INTEREST	867.00	-578.87	288.13	66.77
01-751-5900-022	RTE 9 WEST WATER PROJECT-INT	4,275.00	-2,850.00	1,425.00	66.67
01-751-5900-023	POLICE STATION-INTEREST	21,521.00	-11,999.53	9,521.47	55.76
01-751-5900-024	RTE 9 PUMP STATION-INTEREST	1,266.00	-705.85	560.15	55.75
01-751-5900-025	HILLCREST CC PURCHASE-INTEREST	19,622.00	-10,940.75	8,681.25	55.76
01-751-5900-029	06 ROOF REPLACEMENTS-INTEREST	2,205.00	-2,205.00	0.00	100.00
01-751-5900-032	USDA SCHOOL ROOF & BOILER-INTEREST	11,859.00	0.00	11,859.00	0.00
01-751-5900-034	ENERGY INFRASTRUCTURE-INTEREST	55,362.00	-55,361.52	0.48	100.00

Group as: **-111-****-***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.	
01-751-5900-035	FIRE AND EMS HEADQUARTERS - INTEREST	170,125.00	-85,062.50	85,062.50	50.00	
01-751-5900-037	TH ADA RENOVATIONS - INTEREST	7,500.00	-3,750.00	3,750.00	50.00	
01-751-5900-038	TH 3RD FLR RENOVATION - INTEREST	3,000.00	-1,500.00	1,500.00	50.00	
01-751-5900-039	LIBRARY RENO PROJECT - INTEREST	62,756.00	-62,755.20	0.80	100.00	
01-751-5900-040	HILLCREST LOT 1A PURCHASE - INTEREST	4,579.00	-4,578.47	0.53	99.99	
01-751-5900-041	HWY VEHICLES & EQUIP - INTEREST	41,207.00	-41,206.25	0.75	100.00	
Total Group 1: Segment 2: Department		Code: 751 - MATURING DEBT INTEREST	406,144.00	-283,493.94	122,650.06	69.80
Group 1: Segment 2: Department		Code: 752 - TEMPORARY LOAN INTEREST				
01-752-5900-000	TEMPORARY LOAN INTEREST	33,255.00	0.00	33,255.00	0.00	
Total Group 1: Segment 2: Department		Code: 752 - TEMPORARY LOAN INTEREST	33,255.00	0.00	33,255.00	0.00
Group 1: Segment 2: Department		Code: 911 - WORC REG RETIREMENT				
01-911-5110-000	WORCESTER REGIONAL RETIREMENT	1,314,800.00	-1,314,800.00	0.00	100.00	
Total Group 1: Segment 2: Department		Code: 911 - WORC REG RETIREMENT	1,314,800.00	-1,314,800.00	0.00	100.00
Group 1: Segment 2: Department		Code: 912 - WORKER COMPENSATION				
01-912-5700-009	WORKERS COMPENSATION	187,498.00	-173,650.00	13,848.00	92.61	
Total Group 1: Segment 2: Department		Code: 912 - WORKER COMPENSATION	187,498.00	-173,650.00	13,848.00	92.61
Group 1: Segment 2: Department		Code: 913 - UNEMPLOYMENT COMP				
01-913-5110-000	UNEMPLOYMENT COMPENSATION	139,000.00	-24,360.12	114,639.88	17.53	
01-913-5200-004	CONSULTANTS/PROF SERVICES	2,500.00	-1,300.00	1,200.00	52.00	
01-913-5700-007	INTEREST	150.00	-0.23	149.77	0.15	
Total Group 1: Segment 2: Department		Code: 913 - UNEMPLOYMENT COMP	141,650.00	-25,660.35	115,989.65	18.12
Group 1: Segment 2: Department		Code: 914 - EMPLOYEE BENEFITS				
01-914-5110-001	EMPLOYEE LIFE INSURANCE	17,000.00	-9,011.25	7,988.75	53.01	
01-914-5110-002	EMPLOYEE HEALTH INSURANCE	2,502,350.00	-1,178,376.15	1,323,973.85	47.09	
01-914-5110-003	EMPLOYEE MEDICARE	225,000.00	-143,502.37	81,497.63	63.78	
01-914-5110-004	RETIREE LIFE INSURANCE	4,105.00	-2,346.75	1,758.25	57.17	
01-914-5110-005	RETIREE HEALTH INSURANCE	516,829.00	-311,386.35	205,442.65	60.25	
01-914-5110-006	HEALTH REIMBURSEMENT ARRANGEMENT	23,000.00	-6,576.98	16,423.02	28.60	
Total Group 1: Segment 2: Department		Code: 914 - EMPLOYEE BENEFITS	3,288,284.00	-1,651,199.85	1,637,084.15	50.21
Group 1: Segment 2: Department		Code: 915 - STATE ASSESSMENTS				
01-915-5600-001	STA ASSESS-REG TRANS AUTHORITY	116,774.00	-68,124.00	48,650.00	58.34	
01-915-5600-003	STA ASSESS-AIR POLUTION CONTROL	2,893.00	-1,694.00	1,199.00	58.56	
01-915-5600-005	STA ASSESS-MV MARKERS	17,460.00	-8,064.00	9,396.00	46.19	
01-915-5600-007	STA ASSESS-CHARTER SCHOOL	177,628.00	-130,633.00	46,995.00	73.54	
01-915-5600-008	STA ASSESS-SCHOOL CHOICE	244,691.00	-137,267.00	107,424.00	56.10	
Total Group 1: Segment 2: Department		Code: 915 - STATE ASSESSMENTS	559,446.00	-345,782.00	213,664.00	61.81
Group 1: Segment 2: Department		Code: 945 - LIABILITY INS				

Group as: **-111-****-***

Parameters: Fiscal Year: 2020 Start Date: 7/1/2019 end: 01/31/2020

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
01-945-5700-009	LIABILITY INSURANCE	160,682.00	-152,759.44	7,922.56	95.07
Total Group 1: Segment 2: Department		160,682.00	-152,759.44	7,922.56	95.07
Group 1: Segment 2: Department					
	Code: 945 - LIABILITY INS				
01-995-5965-000	EXP - TRANSFER TO OPEB TRUST	0.00	-35,000.00	-35,000.00	0.00
Total Group 1: Segment 2: Department		0.00	-35,000.00	-35,000.00	n/a
Group 1: Segment 2: Department					
	Code: 995 - unnamed				
01-997-5967-000	EXP - TRANSFER TO STABILIZATION FUND	0.00	-91,387.00	-91,387.00	0.00
Total Group 1: Segment 2: Department		0.00	-91,387.00	-91,387.00	n/a
Group 1: Segment 2: Department					
	Code: 997 - unnamed				
485 Account(s) totaling:		31,831,501.91	-16,562,158.81	15,269,343.10	52.03



TOWN OF LEICESTER

Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

TELEPHONE: (508) 892-7016 • FAX: (508) 892-7506

Rachelle S. Cloutier, M.Ed.
Director of Elder Affairs

February 18, 2020

Mr. Bruce A. Taylor
President
ERA Key Charitable Organization, Inc.
76 Church Street
Whitinsville, MA 01588

Dear Mr. Taylor:

The Leicester Council on Aging thanks you for the generous donation of \$1,000 in support of our Veterans' Annual breakfast program.

This annual special event brings together those who served, those who have just returned, friends, family and all who wish to partake in giving thanks and to remember.

As you know this is always a momentous occasion for us and for the many who attend. Each year we have over 150 who come to honor and thank our veterans.

Your contribution will help us achieve a very successful veterans' breakfast once again on Thursday November 12. We begin organizing months in advance and we are very grateful for your financial support.

Again, thank you so very much.

Sincerely,

Rachelle S. Cloutier, M.Ed.
Director of Elder Affairs

Cc: Town Administrator and Board of Selectmen
Samantha Butkiewicz and Sheila Brady at ERA Key Realty Services

Leicester Board of Selectmen's Office

3 Washburn Square

Leicester, MA 01524

508-892.7000

I am requesting to obtain a One Day Wine and Malt License for the Blackstone Valley Chamber of Commerce open House and the Leicester Business Association meeting that we will be hosting on Thursday March 12th 5p –9p Becker College is accommodating the event.

Please find listed below the required information:

Manager of Function: Robert Wilder – Director of Dining Services Chartwells

Facility Address: 964 Main Street
Leicester, MA 01524

Facility Phone Number: 774.354.0500 774.254.6427

FIN # 562-256-592

Name/Address Becker College -- Fuller Campus Center Second Level

Rain Location n/a
964 Main Street
Leicester, MA 01524

Size of Location 40'x40'

Date of Function Event: March 12, 2020

Hours of Operation Event 5p – 9p

Activity Event Is Non Profit by Becker College

Certificate of Insurance Attachment

TOWNS OF SPENCER AND LEICESTER
INTERMUNICIPAL CONTRACT AGREEMENT
FOR SHARED ACCOUNTING SERVICES

This Intermunicipal Agreement made and entered into pursuant to the provisions of Massachusetts General Laws, Chapter 40, Section 4A by and between the Towns of Spencer and Leicester:

W I T N E S S E T H

WHEREAS, Spencer and Leicester have determined that they share a need for Accounting Services; and

WHEREAS, Spencer and Leicester have determined that the sharing of the benefits and costs of those services would be beneficial to each Town; and

WHEREAS, Spencer and Leicester desire to enter into an Agreement that provides for the terms, conditions and liabilities of the parties with respect to accounting services, including, but not limited to terms of cooperation and obligations of each Town relative to cost of shared human resources, facilities, and operating costs.

NOW, THEREFORE, in consideration of the promises and mutual benefits to be derived by the parties hereto, the parties agree as follows:

I. PURPOSE AND TERM

- a. The Spencer Town Administrator and Leicester Town Administrator shall be the Town's respective representatives to oversee the cooperative agreement. The approval of each town's Board of Selectmen will be required to authorize and amend this agreement.
- b. The effective date of this Agreement shall be April 6, 2020. The initial contract year shall commence on April 6, 2020 and conclude on June 30, 2021.
- c. The initial term of this Agreement shall conclude on June 30, 2023. This Agreement shall automatically renew on July 1st of each subsequent year unless notification is given by any Town, provided however that in no event shall the term of this agreement exceed twenty-five (25) years in accordance with the provisions of G.L. c. 40, §4A. **This Agreement is subject to funding by Town Meeting vote of each Town.**

II. SCHEDULE

- a. The Leicester Town Accountant shall work two (2) five-hour days each week in Spencer Town Hall throughout the term of the Agreement, as well as any additional hours required for the completion of specific tasks, including but not limited to periodic reporting, audit preparation, and year-end close-out activities.

- b. The selected two days shall remain the same each week to provide a consistent schedule, subject to change by agreement of the parties.
- c. It is understood that the Leicester Town Accountant may work remotely to complete Spencer-related accounting duties.
- d. It is understood that the Leicester Town Accountant will be accessible to the Spencer Town Administrator during hours when the Spencer Town Hall is open to the public.

III. CONSIDERATION

- a. The Town of Spencer shall pay to the Town of Leicester a fee of \$37,500 for the services provided during the initial 15 months of the Agreement, in payments further described in Section IV below.
- b. The fee for years two and three of this Agreement shall be \$30,600 and \$31,212, respectively, showing an increase by 2% per year, based on projected annual salary increases for the Leicester Town Accountant. Any further adjustments in annual billing charges require a written amendment to the contract agreed to by the two towns.

IV. BASIS FOR CHARGES AND BILLING

- a. All charges assessed by Leicester to Spencer shall be billed by Leicester for each contract year. The annual fee shall be sufficient to pay all fees, supplies, insurances, wages, health insurance, general maintenance, office expenses, vehicle expenses, workers compensation, and equipment necessary to provide accounting services to the Town of Spencer.
- b. The Town of Leicester shall submit to the Town of Spencer written notification of payment due. Payments from the Town of Spencer to the Town of Leicester shall be made as follows:
 - 1. Year 1 FY 2020 assessment to be billed in May and due on or before June 30th. The amount due for the FY 2020 assessment is \$7,500. The amount due for the FY 2021 assessment is \$30,000, and will follow the payment schedule listed below:
 - 2. First half of succeeding years billed in July and due on or before August 30th.
 - 3. Second half in succeeding years billed in January and due on or before February 28th.

V. SERVICES PROVIDED BY LEICESTER

The Leicester Accounting Department will provide the following services to the Town of Spencer:

- a. Develop and implement the Town's accounting system and procedures including cash books, general ledger, general journal, and subsidiary ledgers in accordance with GAAP and UMAS regulations.
- b. Monitor all Town expenditures including payroll and taxes for appropriated fund accounts for the town. Examines all bills and vouchers for appropriateness of expenditure, accuracy and availability of funds before payments are made by the Town Treasurer. Responsible for overseeing vendor warrants are completed in its entirety. Responsible for the periodic reporting cycle to all department heads concerning budget balances.
- c. Maintain awareness of financial software computer system changes and improvements and acts as troubleshooter on all accounting systems integration and coordination issues. Serves as financial software administrator.
- d. Accountable for all general ledger accounts involving revenue and expenditure accounts for the Town, which involve cash, property taxes, liens, deferred taxes, motor vehicle excise tax, betterments, agency payable, tax titles, reserved fund balances, special revenue funds, revolving funds, trust funds, water and sewer district accounts.
- e. Responsible for the entering and posting of Treasurer's receipts to general ledger accounts.
- f. Responsible for the reconciliation of Town Accountant's cash to the Town Treasurer's cash on a monthly and quarterly basis.
- g. Responsible for the updating of Accountant's debt ledgers as principal and interest becomes due. Prepares appropriate local, state, and federal reports as required.
- h. Oversee the preparation of all Town payroll and accounts payable warrants and the processing of bills to be paid. Processes purchase orders. Denies payment of any inappropriate bills in accordance with state and federal guidelines.
- i. Assist the Town Administrator with financial forecasting for the annual town operating and capital budgets and assists with annual revenue projections, when requested.
- j. Responsible for timely preparation of fiscal year-end balance sheets and appropriation reports for the Board of Selectmen, Finance Committee, as well as the Tax Rate Recapitulation Sheet in collaboration with the Town's Board of Assessors in order to establish the Town's annual tax rate.
- k. Responsible for setting up of new appropriations on the town's financial computer system as well as the preparation of various town financial reports.
- l. Balance and reconcile accounts receivable with the Town Collector, special revenue accounts with town departments and trust funds with the Treasurer and payables as appropriate.

- m. Responsible for the maintenance of files of all original contracts entered into by the Town.
- n. Serve as the Town's liaison with the independent auditors of the Town; prepares financial statements and/or statistical reports in support of the annual audit.
- o. Maintain District betterment liens and taxes.
- p. Maintain current knowledge of new legislation, regulations and changes in accounting procedures through publications review, attendance at professional association training programs, and ensures training opportunities for department staff to ensure compliance with applicable laws related to municipal finance.
- q. Responsible for compliance with the GASB34 regulation and its annual functions regard depreciating fixed assets and other related functions.
- r. Work cooperatively with all Town departments to ensure safe, effective and efficient financial operations and administration; maintains annual schedule of Town employees' salaries by department.

VI. REQUIREMENTS OF TOWNS

- a. Leicester shall provide and maintain any necessary and related equipment to assist with the operation of the Leicester Accounting Department. This shall include equipment for necessary office work completed by department staff.
- b. Except as otherwise set forth herein, each party to this Agreement shall waive any and all claims against the other party hereto which may arise out of their activities while rendering or receiving services under this Agreement. Each party shall be responsible for any claims or actions arising from the negligent or intentional acts of its employees arising from this Agreement.
- c. Any costs, such as legal fees, will be paid by the party against which the enforcement action was taken, and any claims or litigation arising from such hearings will be filed with that party's liability insurance.
- d. The Leicester Accounting Department shall maintain any and all records required by law.
- e. Leicester shall also annually provide a financial statement to the other parties relative to the providing of accounting services, as required under G.L c. 40, §4A.
- f. Any audits required by G.L c. 40, §4A may be satisfied by inclusion of operations under this Agreement in the annual Town audit conducted pursuant to G.L. c. 41 §50.
- g. All records referenced above shall be available for inspection by all parties upon reasonable notice and shall be subject to the requirements of the Public Records Law.

VII. AMENDMENTS TO OR TERMINATION OF THE CONTRACT

- a. This Agreement may be amended in writing as approved by the majority vote of the Board of Selectmen of both Towns.
- b. Either Town may, by majority vote of its Board of Selectmen, terminate its participation under this Agreement upon the provision that written notice thereof is provided to the other Town at least thirty (30) days in advance of said vote.
- c. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, the provisions of which shall not be deemed waived by any provision hereof, and the parties hereto submit to the jurisdiction of any of its appropriate courts for the adjudication of disputes arising out of this Agreement.
- d. If any provision of this Agreement is declared to be illegal, unenforceable, or void, then both parties shall be relieved of all obligations under that provision provided, however, that the remainder of the Agreement shall be enforced to the fullest extent permitted by law.

[Remainder of page left intentionally blank.]

VIII. NOTICES

All official notices are to be sent as follows:

Town of Leicester – Town Administrator
Town of Leicester
3 Washburn Square
Leicester, MA 01524

Town of Spencer – Town Administrator
Town of Spencer
157 Main Street
Spencer, MA 01562

Whereas the Towns of Leicester and Spencer desire to enter into this Agreement for the efficient operation of Accounting Services, each agrees to these terms as they are in the best interest of each said town.

TOWN of LEICESTER

TOWN of SPENCER

by its Select Board:

by its Board of Selectmen:

Date _____

Date _____



Town of Leicester

Town Hall, 3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7000 Fax: (508) 892-7070
www.leicesterma.org

February 24, 2020

Mr. Jonathan Gulliver
District # 3 Highway Director
Mass. Dept. of Transportation
403 Belmont Street
Worcester, MA 01604

Attn: Mohammed Nabulsi, District Bridge Engineer

RE: Municipal Small Bridge Program
Leicester, Massachusetts

Dear Mr. Gulliver:

On behalf of the Town of Leicester, please let this letter serve as written acknowledgement of support for the proposed rehabilitation/preservation of the Auburn Street Bridge (#L-06-012) over Kettle Brook under the recently enacted Municipal Small Bridge Program. This preservation project will serve the residents of Leicester and the motoring public well as this bridge is vital to the continued transportation network in the area.

If not upgraded, the Auburn Street Bridge closure would result in a detour of over 5 miles for residents and businesses in the area using portions of Stafford Street and Route 9 which offer their own challenges. Further, response time by emergency personnel would be significantly impacted if this bridge were to be closed. Deliveries of home fuels and goods prevalent in the rural area of Leicester would be adversely affected by the detour.

This is an important project to the Town and a much-needed financial opportunity to support our investment in one of 30+ municipal bridges in Leicester. We look forward to your favorable support of this much needed bridge preservation project. Please do not hesitate to contact us with any questions or should you need additional information.

Sincerely,

Sandra Wilson
Chair, Leicester Select Board



Phone 508.752.1001

Fax 508.459.0877

www.vhb.com

Engineers | Scientists | Planners | Designers

120 Front Street

Suite 500

Worcester, MA 01608

Client Authorization

☐ New Contract:

Date: February 18, 2020

☒ Amendment No.: 3

Project No.: 14751.00

Project Name: Leicester Stormwater Basin Engineering Review – Amendment No. 3

		Cost Estimate	
		Amendment	Contract Total
To:	David A. Genereux Town Administrator Town of Leicester 3 Washburn Square Leicester, MA 01524	Labor: \$19,000	\$116,820
		Expenses: \$1,000	\$1,000
		TOTAL: \$20,000	\$117,820
E-mail:	genereuxd@leicesterma.org	<input type="checkbox"/> Lump Sum	<input checked="" type="checkbox"/> Time & Expenses
		<input type="checkbox"/> Lump Sum + Expenses	
		<input type="checkbox"/> Cost + Fixed Fee	<input type="checkbox"/> Labor Multiplier

Phone No: 508.892.7000

Estimated Date of Completion: Ongoing

Project Description

VHB has been performing third party engineering review services for the Town of Leicester (The Client) regarding their Fire Station and EMS Project located at 3 Paxton Street. The Client has requested additional services which are included in this amendment.

Scope of Services

Task 8 – Litigation Support

VHB will attend meetings, public hearings, and court hearings to support the Town's litigation efforts as requested by the Town. Meeting time associated with this Task includes coordination, preparation, travel, attendance, supporting graphics (when required), and documentation (when required) in the form of meeting notes.

Attendance at meetings and public hearings associated with the design and permitting of the remedial design are not included in this task, as this scope is covered under Amendment No. 2.

Compensation

VHB will complete the above work on a time and materials basis at our attached standard hourly rates. Per the attachment, please note that Court Testimony is billed at a different rate than meeting and support. VHB will track our costs against the established project budget and notify Client when the budget is approximately 80% expended. At that time, additional budget will be allocated by Client if required by VHB to continue performing services.



Ref: 14751.00
February 18, 2020
Page 2

In addition to the labor compensation, VHB shall be reimbursed for expenditures made specifically for the project such as: printing and reprographics; travel and subsistence; computer charges; telephone charges; shipping, postage, and courier service charges; purchase of maps and similar documents; etc. These direct expenses will be billed at cost. If sub-consultants and subcontractors are engaged by VHB for this project and are, therefore, under contract to VHB, their services will be invoiced at their actual cost. This adjustment covers the additional expense of coordination/administration.

Services Not Included

The Scope of Services for this Agreement is inclusive only of those tasks herein specified. Should any other work be required, VHB will prepare an appropriate proposal or amendment, at the Client's request, that contains the scope of services, fee, and schedule required to complete the additional work items.

The Client understands that VHB is providing the limited services above. As such, VHB shall not be liable for any unknown or unforeseen circumstances which may affect the Client's purchase, sale or development of the Site.

Prepared By: **Luke Boucher, PE**

Department Approval: **Jacob San Antonio, PE**

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☐ Subject to attached terms & conditions.

☒ Subject to terms & conditions in our original agreement dated 09/27/2019.

Vanasse Hangen Brustlin, Inc. Authorization

By: J. S. M.
Print: Jacob San Antonio
Title: Managing Director
Date: 2/13/2020

Client Authorization (Please sign original and return)

By: _____
Print: _____
Title: _____
Date: _____



Vanasse Hangen Brustlin, Inc.
HOURLY BILLING RATES

Effective January 24, 2020

<u>BILLING CODE</u>	<u>LABOR CATEGORY</u>	<u>HOURLY RATE</u>
010	Technical/Professional 01	\$45
020	Technical/Professional 02	\$55
030	Technical/Professional 03	\$65
040	Technical/Professional 04	\$80
050	Technical/Professional 05	\$90
060	Technical/Professional 06	\$100
070	Technical/Professional 07	\$115
080	Technical/Professional 08	\$125
090	Technical/Professional 09	\$135
100	Technical/Professional 10	\$145
110	Technical/Professional 11	\$155
120	Technical/Professional 12	\$160
130	Technical/Professional 13	\$170
140	Technical/Professional 14	\$180
150	Technical/Professional 15	\$190
160	Technical/Professional 16	\$195
170	Technical/Professional 17	\$205
180	Technical/Professional 18	\$215
190	Technical/Professional 19	\$225
200	Technical/Professional 20	\$235
210	Technical/Professional 21	\$245
220	Technical/Professional 22	\$250
230	Technical/Professional 23	\$270
240	Technical/Professional 24	\$290
250	Technical/Professional 25	\$300
260	Technical/Professional 26	\$300
310	Technical/Support 1	\$45
320	Technical/Support 2	\$55
330	Technical/Support 3	\$65
340	Technical/Support 4	\$75
350	Technical/Support 5	\$85
500	Court Testimony Starts at	\$350

Reimbursable and sub-consultant expenses are billed at cost plus 10%.



February 19, 2020

David A. Genereux
Town Administrator
Town of Leicester
3 Washburn Square
Leicester, MA 01524

**Re: Leicester Complete Streets Implementation on Paxton St, Winslow Ave and Town Commons; and Resurfacing and Repairs to Main St and Washburn Sq
Authorization to Proceed with Phase II – Final Design Development**

Dear Mr. Genereux:

At the request, *Howard Stein Hudson (HSH)* is pleased to submit this request for approval to proceed with our Phase II – Final Design Development scope of services as set forth in our May 14, 2019 fee proposal attached to this letter. As indicated on the attached, authorized by the Town, the amount previously approved for Phase I (Tasks 1 and 2) is \$69,845. This request for Phase II (Tasks 3 – 7) approval is for an additional \$85,135, for a total revised estimated upset limit fee of \$154,980.

Should this proposal be acceptable to you, this letter can serve as your contract Phase II approval by an authorized signature below and returning a signed copy to HSH. The total approved estimated upset limit fee shall be **\$154,980** and shall be subject to all terms and conditions included in our original 5/14/2019 proposal, previously authorized by the Town. Thank you for contacting HSH; we look forward to working with you.

Sincerely,

Thomas Stokes
Chief Executive Officer

**Approval of Phases I and II (Tasks 1 - 7) for a total
budgeted amount not-to-exceed \$154,980.
Town of Leicester**

By: _____

Date: _____

Name: _____

Title: _____

Enclosed: Attachment



May 14, 2019

Michelle R. Buck, AICP
Leicester Town Planner/Director of Inspectional Services
3 Washburn Square
Leicester, MA 01524

Re: Leicester Complete Streets Implementation on Paxton Street, Winslow Avenue and Town Commons; and Resurfacing and Repairs to North Main Street and Washburn Square

Dear Ms. Buck:

Howard Stein Hudson (HSH) is pleased to provide this scope of services and fee proposal for the implementation of a portion of the Complete Streets Prioritization Plan around the general area of the Town Commons, Paxton Street, and Winslow Avenue. The purpose of the proposed improvements is to provide sidewalk enhancements to various locations, ADA accessible accommodations, and improved bicycle facilities where feasible. Pedestrian access in and around the Town Commons as well as to/from Winslow Avenue on the easterly side of Paxton Street (Route 56) is important because the Leicester Middle School and Senior Center are located on Winslow Avenue. In addition, this proposal includes survey and design services for roadway resurfacing and repairs to Washburn Square and North Main Street utilizing Town Chapter 90 funds.

Project Description

The work required to complete the above described improvements is summarized below:

- On the easterly side of Paxton Street (Route 56) from Main Street to Winslow Avenue, new pedestrian facilities are needed. The proposed Complete Streets design will include a new bituminous concrete sidewalk between the existing back of Cape Cod Berm curb and in front of existing utility poles and steep grade in certain locations, potentially narrowing the new sidewalk slightly to less than five (5) feet where required. If requested by the Town, one new drainage catch basin will be installed along Paxton Street near the northwest corner of the Town Hall parking lot and connected to an existing catch basin on Paxton Street.
- The existing, recently reconstructed crosswalks at Paxton Street/Winslow Avenue will be retained and the new or reconstructed sidewalks will connect to them accordingly.



- On the southerly side of Winslow Avenue, from Paxton Street to the first westerly most driveway of Leicester Middle School, the existing bituminous sidewalk and curb will be reconstructed. The Winslow Avenue sidewalk reconstruction work shall end at the existing westerly driveway crosswalk to the Leicester Middle School where new ADA compliant landings will be constructed and the existing crosswalk will be repainted by the project. No new pedestrian facilities or connections are proposed on the northerly Leicester Middle School side of Winslow Avenue. Existing drainage structures along Winslow Avenue will be adjusted by the project. One new drainage catch basin may be installed on Winslow Avenue near 94 Paxton Street, with accommodations for a potential future subdrain connection by others, separate from this project, if requested by the Town and determined feasible.
- This project will reconstruct or provide maintenance to the existing sidewalks and paths that surround and cross through the Leicester Town Commons, which is enveloped by the Town Hall, First Congregational Church, Becker College, and the Public Library. Reconstruction of the existing bituminous concrete paths within the Commons shall be replaced in kind with a minimum width of five (5) feet where reasonably feasible. No new facilities and no changes in width to existing facilities on Town Commons property are proposed or included at this time.
- This project will include roadway repairs and resurfacing of Washburn Square as well as the reconstruction of the existing sidewalks along the northerly and easterly sides of Washburn Square. In addition, this project will coordinate with the Town to provide improved pedestrian and/or bicycle accommodations along the southerly and westerly sides of Washburn Square, where determined feasible, within the existing Washburn Square roadway layout. If desired and approved by the Town, a new raised crosswalk will be included in front of Town Hall crossing Washburn Square to the existing path located in the center of the Town Commons. HSH shall prepare a concept plan showing the proposed work on Washburn Square and within the Town Commons for review and approval prior to proceeding with final design.
- Also included is roadway repairs and resurfacing of North Main Street from Main Street (Route 9) to just west of Paxton Street (Route 56) and the driveway to the new fire station. Existing sidewalks within the North Main Street limits will also be reconstructed. Full depth patching where existing road base issues are indicated by existing surface conditions will also be called for by the project. Through coordination with the Town, raised pedestrian crossings will be incorporated into the project at one or more of the existing North Main Street crosswalks. Except for the raised crosswalks, the existing grades along the gutter line of North Main Street shall be retained. The special provisions will call for excess millings, where available, to be transported to a location specified by the Leicester Highway Department or shall become the property of the contractor for removal from the site. Existing drainage structures along North Main Street will be adjusted by the project. No



drainage replacements, changes, or additions are proposed. Existing sidewalks will be reconstructed between existing curbs and utility poles. The Town shall coordinate with local utilities to relocate existing poles if desired.

- A new crosswalk will be proposed across North Main Street near the southwest corner of the Town Commons near the intersection of North Main Street and Paxton Street. Also, the North Main Street project will replace existing crosswalk at the southeast corner of the Town Commons across North Main Street on the east side of the intersection of North Main Street and Washburn Square. ADA compliant curb ramps will be provided for all crosswalks. If requested by the Town, one or both Main Street crosswalks will be raised to provide better visibility of pedestrians and to reduce vehicular speeds along North Main Street near the Town Commons and Becker College where high pedestrian traffic is commonplace.

Scope of Services

The project will advance once notice to proceed has been given. The following tasks identify what is required to accomplish the various stages of construction document production.

Task 1: Data Collection

HSH will conduct a site visit upon receipt of the survey data to verify existing conditions and finalize the survey for design purposes. The Surveyor will include the following information:

- The survey will be performed in the English system of measurements.
- All work will conform to the Massachusetts Department of Transportation's (MassDOT's) Field Survey Guidelines and Base Plan Requirements for Survey and Design Consultants, October 2014 Edition.
- Wetlands within 100 feet of the project limits will be flagged and included on the survey base plan.
- Plans will be prepared using AutoCAD Civil 3D 2016.
- The base plan will be tied horizontally to the North American Datum 83 System and elevations referenced to the North American Datum 88 System.
- All bounds within the project locus will be located.
- Right of Way (ROW) and property lines will be computed and added to the base plan.
- The base plan will include all property ownership names per the latest assessor's information.



- A Digital Terrain model (DTM) of the existing surface will be prepared.
- Plans will show all surface and subsurface utilities.
- Elevation for the top and bottom of the curb and centerline of the roadway will be measured every 25 feet.
- Elevations of castings and inverts will be provided.

Task 2: Conceptual Design

This task consists of preparing conceptual design plans showing the horizontal limits of all proposed sidewalks and road related work and providing a conceptual construction cost estimate for the design concepts shown for local Town review and budget planning purposes.

Task 3: Preliminary Design

HSH will respond to the Town's Conceptual Design comments and begin preparation of two (2) separate design packages for municipal bidding purposes including: 1.) Complete Streets implementation, as described above, on Paxton Street, Winslow Avenue, and Town Commons; and 2.) roadway repairs, resurfacing and related work on Washburn Square and North Main Street. HSH will prepare the following construction documents for these two separate preliminary design submittals overall as may be applicable to each respective project:

- | | |
|-----------------------------------|--|
| ■ Field Reconnaissance | ■ Curb Tie and Grading Plans |
| ■ Preliminary Horizontal Geometry | ■ Preliminary Drainage and Utility Studies |
| ■ Base Plans | ■ Pavement Marking and Signage Plans |
| ■ Typical Sections | ■ Temporary Traffic Control Details |
| ■ Construction Details | ■ Quality Control (QC) Review |
| ■ Construction Plans | ■ Constructability Review |

ROW plans will not be included; however, any easements required will be identified on the construction plans. Acquisition of the ROW is the responsibility of the Town prior to construction. Draft Special Provisions Table of Contents and a Preliminary Construction Cost Estimate will also be provided with the Preliminary Design submittal.



Task 4: Complete Streets Tier III Grant Application

Where necessary, on behalf of the Town of Leicester, HSH will assist with preparing Complete Streets Tier III Grant Application updates to the MassDOT approved project scope for the Paxton Street, Winslow Avenue, Washburn Square/Town Commons project limits for submission to MassDOT by the Town.

Task 5: Permitting

REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)

Due to the proximity of the work to areas of vegetated wetlands near 78-80 Winslow Avenue and on the corner of North Main Street and Winslow Avenue, both projects will require filing of a Request for Determination of Applicability (RDA) to be filed with the Massachusetts Department of Environmental Protection (DEP) and the Town of Leicester Conservation Commission.

In addition to completing the RDA, a narrative will be included that describes the proposed work that will occur within the buffer zone. This document will also identify erosion control measures that will be in place to prevent sediments from entering wetlands during construction.

The RDA will document the wetland resource areas on-site and near the site if identified, including the species composition of the wetlands and upland, and a summary of the resource areas present. Other potential environmental constraints, rare species, and floodplain information, as well as the Delineation Field Data Forms, will be included in the RDA. For the purpose of this task, it is assumed that no impacts are proposed to any wetland resource areas; all work will occur within the Buffer Zone only; and a Notice of Intent (NOI) will *not* be required; otherwise, additional fees may apply.

This task includes attendance at one (1) Conservation Commission hearing for each of the two projects described above to discuss the project in conjunction with the RDA application. If required by the Leicester Conservation Commission, attendance at one (1) Conservation Commission site meeting for each of the two projects is also included.

Task 6: Final Design

HSH will respond to the Town's Preliminary Design comments. We will meet with staff to resolve any questions from the Preliminary Design prior to proceeding to Final Design. We will revise the Preliminary Design submission once to incorporate comments from the project team and reviewing agencies to create the Final Design plan set. The Special Provisions and Construction Cost Estimate will also incorporate changes needed to respond to the Preliminary Design comments. In addition,



HSH will prepare information for bid (IFB) documents suitable for municipal bidding and contracting purposes utilizing existing standard Town of Leicester boiler plate contract documents, to be provided by the Town in MS Word document format. Upon completion of the two respective Final Designs, HSH will provide the Town with stamped and signed approved plans and complete IFB for bidding purposes.

Task 7: Coordination/Meetings

This task will include any additional coordination required with our survey and wetlands subconsultants for preparation of complete survey base plans. HSH also anticipates and includes up to four (4) meetings with the Town to address all design questions and parameters prior to preliminary design development and to resolve comments and concerns with the Preliminary Design submissions, respectively. This includes attendance of up to one (1) meeting with the Leicester Historical Commission to discuss the proposed work in the Town Commons.

Project Schedule and Assumptions

Project Schedule

Attached is a preliminary schedule for design and construction schedule based upon and immediate start date. Throughout the design and project development HSH will continue to work with the Town to refine the project development and construction schedule timeline if necessary to suit new or revised deadlines or commitments. If necessary, HSH will aid in the request to extend secured grant funding deadlines for the construction phase of the project. HSH will notify the client should the schedule change.

Assumptions

This scope of services and fee proposal is based upon, but not necessarily limited to, the following project assumptions:

- All proposed work will be within the existing Town-owned land and street layouts. No land takings or temporary easements are proposed or included in this scope of services.
- Utility related work shall be limited to adjusting existing catch basins and manholes within the project limits. As noted above, one new catch basin may be added along Paxton Street to capture drainage from the Town Hall site and one new catch basin may be added on Winslow Avenue near 94 Paxton Street if requested by the Town.



- A drainage analysis and/or stormwater report for the project will not be required; therefore, it is not included at this time.
- All back of sidewalk or back of curb slopes encountered by the proposed design can be retained, where necessary, utilizing granite curbing or low height (i.e., less than 36" tall) small block wall systems. Design of "custom foundations" or "retaining walls" is not required or included.
- The Town will furnish any available roadway layout, utility, drainage, or related plans to HSH prior to beginning survey.
- Geotechnical test pits or borings are not required or included.
- Permitting through the Leicester Historical Commission is not required. Other than reconstructing existing sidewalks in kind, no other changes or work is proposed within the "Town Commons."
- Conservation Commission permitting can be accomplished by filing of an RDA. No other permitting is required or included.
- Full depth reclamation is not be part of the project scope.
- All general, administrative, and boiler plate contract requirements shall be prepared for or provided by the Town. HSH shall be responsible for contract technical construction requirements and special provisions only.
- The Town shall advertise and administer the construction contract.
- Construction phase services are not included in this scope but can be added upon completion of final design.
- The Town will provide its standard boiler plate contract documents to HSH in MS Word format.



Fees for Services

Fees will be billed on a Time and Materials basis and in accordance with the attached fee schedule. A summary of fees for labor are summarized by task in the table below. The total cost for the scope as described in this letter is estimated at an upset fee limit of **\$154,980**. As requested by the Town, HSH has divided the scope of services and fee into two separate phases for contract budgeting purposes as set forth in the table below.

Task	Budget
PHASE I – CONCEPTUAL DESIGN DEVELOPMENT	
Task 1 – Data Collection and Field Reconnaissance	\$2,960
Survey Subconsultant	\$29,000
Wetlands Subconsultant	\$2,000
Task 2 - Conceptual Design	\$35,385
Direct Costs – Printing, Postage, Misc., etc.	\$500
Phase I – Conceptual Design Subtotal:	\$69,845
PHASE II – FINAL DESIGN DEVELOPMENT	
Task 3 – Preliminary Design	\$32,260
Task 4 – Complete Streets Tier III Grant Application	\$2,870
Task 5 – Permitting	\$5,280
Task 6 – Final Design	\$40,105
Task 7 – Coordination/Meetings (4)	\$4,120
Direct Costs – Printing, Postage, Misc., etc.	\$500
Phase II – Final Design Subtotal:	\$85,135
GRAND TOTAL (Phases I & II Combined):	\$154,980

Meetings are budgeted as outlined above; additional meetings, if required, will be billed at the hourly rates shown in the attached rate schedule. All additional meetings will be invoiced on a time and materials basis based solely on hours expended.

While HSH feels the scope of work and associated fee provided in this proposal is appropriate for this type and size of development in this location and that it will be acceptable to reviewing agencies, should the scope of work change either by request of the Client, reviewing agencies, or the community, HSH will provide an additional services request for advance review and approval by the Client.



Terms

Payment of Services: The project work is billable monthly on a time and materials basis, such that if the hours are not spent, you will not be billed. Invoices are due within thirty (30) days of receipt, regardless of whether approvals are granted or not. Interest of one and one-half percent (1.5%) will be charged per month on unpaid bills after ninety (90) days. If the scope should significantly change or if the schedule is extended past June 30, 2020, we will revise the budget accordingly and resubmit it for your approval.

Termination: Consultant services may be terminated by either party with or without cause upon 10 days advance written notice. Regardless of which party shall affect termination, Client shall, within 30 calendar days of termination, pay HSH for services rendered and all costs incurred up to the time of termination, as well as those costs associated with the termination itself, if any, in accordance with HSH's then-prevailing labor rates. Upon termination of services and full payment of consultant fees, HSH will release any and all work product related to this contract.

Indemnification: Client and HSH will indemnify and each hold harmless each other's employees, officers, directors, and subconsultants from and against all claims and actions, including reasonable attorney fees, arising out of or related to damages or injuries to persons or property related or connected to acts of each other or their employees, officers, directors, subconsultants or agents.

Insurance: During the period that services are performed under this Agreement, HSH will maintain the following insurance: (1) Workers Compensation coverage in accordance with the laws of the Commonwealth of Massachusetts; (2) Commercial General Liability with a limit of \$1,000,000 per occurrence and a \$2,000,000 general aggregate; (3) Non-owned and Hired Automobile Liability coverage with a combined single limit of \$1,000,000 and (4) Professional Liability coverage with a \$5,000,000 aggregate limit (claims made basis). Client agrees that HSH will not be liable for any loss, damage, or liability arising out of this Agreement beyond the limits of available insurance coverage.

Permits: HSH is committed to providing technical support to facilitate project progress and approval. However, there are often circumstances beyond HSH's control and responsibility that may affect a project's ability to obtain permits or necessary written approvals. Therefore, unless indicated within this proposal, HSH does not guarantee our ability to obtain any project permits or approvals from any agency having jurisdiction over the project.



Approval

Should this proposal be acceptable to you, this letter can serve as a contract by an authorized signature below and returning a copy to us. Should our understanding of the Project be incorrect or incomplete, or should you have any revisions or changes, please contact me directly and we will incorporate them as directed. Thank you for contacting HSH; we look forward to working with you.

This approval shall be for Phase I (Tasks 1 and 2) only for an estimated upset limit fee of **\$69,910**. Separate written approval and notice to proceed from the Town shall be required to proceed with Phase II (Tasks 3 thru 7).

Sincerely,

Thomas Stokes
Chief Executive Officer

**Approval of Phase I (Tasks 1 and 2 only) for a
total budgeted amount not-to-exceed \$69,910.00.**

TOWN OF LEICESTER

By:

Date:

Name:

Title:



Hourly Billing Rates through June 30, 2020 for Howard Stein Hudson

Project Role	Hourly Rate
Principal/Senior Advisor	\$210 - \$340
Senior Engineer/Planner	\$155 - \$255
Engineer/Planner	\$130 - \$200
Junior Engineer/Planner	\$105 - \$170
Graphics/Production	\$100 - \$155
Co-op/Administrative Assistant	\$75 - \$140

Rates subject to annual adjustment on July 1.

DELEGATION AGREEMENT
FOR A SOLE ASSESSMENT CENTER
Between the Leicester Police Department and the
Massachusetts Human Resources Division
Requisition #: 6910

The Leicester Police Department has chosen to utilize a delegated Assessment Center for the selection process for Police Sergeant. With the exception of additional points as required by statute or rule, this delegated selection process for Police Sergeant will be used as the sole basis for scoring and ranking candidates on an eligible list.

I. It is agreed that:

- 1) HRD authorizes Regina Caggiano, Director of Civil Service, (617) 878- 9747, and/or her designee to act as its representative in all matters relative to this delegation agreement. Primary responsibility for the administration of all delegated civil service functions, as described herein, for the Leicester Police Department will be assigned to Leicester Select Board , who will serve as Delegation Administrator. They, or their designee, will be responsible for all matters relative to this delegation agreement.
- 2) Periodic or random audits of all examination materials, examination records, and/or delegated personnel transactions may be conducted at any time by representatives from HRD. All examination materials, records, ledgers and correspondence relating to the delegated functions shall be made readily available and accessible to HRD upon request. HRD may also at its option attend the administration of the examination as an observer. HRD retains the rights to review, retain, approve, and/or disapprove any and all examination related materials and/or records, before or after the administration of the examination, at its discretion
- 3) A report on any audit findings regarding delegated personnel transactions will be made available to the Delegation Administrator. Any corrective action as a result of the audit findings, must be taken by the Leicester Police Department within thirty 30 days from receipt of the audit report. A written report of that corrective action shall be submitted to HRD.
- 4) The Human Resources Division will be responsible for notifying the Delegation Administrator on a timely basis of any changes in the law or regulations which may affect the delegated functions.
- 5) HRD reserves the right to take action, up to and including rescinding this agreement if the Leicester Police Department or Assessment Center Vendor violates this delegation agreement.
- 6) HRD will be available to the Delegation Administrator throughout the delegation process and HRD will provide technical assistance to the Delegation Administrator upon request.
- 7) Changes in approved procedures for the administration of the delegated functions as outlined in this agreement may not be made without the review and approval of both parties. No duties may be assumed by the Delegation Administrator which have not been authorized by this agreement or subsequent attachment.
- 8) The cost of all services, forms, and materials provided directly by HRD shall be assumed by HRD unless otherwise agreed to by both parties. All other costs involved in the delegation of the functions set forth herein will be the responsibility of the Leicester Police Department.
- 9) The Leicester Police Department may elect to charge a reasonable fee, as authorized by HRD (currently \$250 per application), to offset the administrative costs of the selection process. Any processing fees collected through the delegation of these functions are the property of the Leicester Police Department. The Leicester Police Department will pay HRD \$500 for its role in the administration of the Assessment Center. Payment must be remitted to HRD prior to the release of the scores.
- 10) In-Title Experience will be added to the Assessment Center score to determine the final score. HRD will score the In-Title Experience credit.

- 11) A department promotional examination has been requested, therefore candidates will need to meet the eligibility criteria of a department promotional examination.
- 12) Individual candidate scores from the Assessment Center shall only be available to the individual candidates and HRD.

II. The Leicester Police Department shall:

- 1) Except as otherwise stated in this agreement, pay all attendant costs associated with the development, administration, and scoring of the Police Sergeant assessment center.
- 2) Ensure proper posting of the examination announcement in all Department stations.
- 3) Be responsible for issuing notice to all candidates of any training materials that will be distributed to, or study sessions conducted for, applicants prior to the administration of the assessment center in order to familiarize them with assessment center procedures.
- 4) Coordinate with HRD, and ensure that the Assessment Center vendor coordinates with HRD, regarding any Requests for Review permitted pursuant to Section 22 of Chapter 31 of the MGL.
- 5) Ensure any "Fair Test Request for Review, Essay Request for Review, or Experience Request for Review", along with the Assessment Center Vendors' summary of facts related to the Request for Review and position, be forwarded to HRD. HRD will issue a determination as to all "Requests for Review".
- 6) In the event that the assessment center is challenged, the Leicester Police Department will ensure that the Assessment Center Vendor will provide evidence of said validation.
- 7) Maintain a record of the examination for three years from the date of the examination.

III. The Leicester Police Department has agreed to hire an Assessment Center Vendor to administer and score a validated assessment center that is based on the results of a job analysis. The Leicester Police Department must choose an Assessment Center Vendor who is willing to assume the following responsibilities in relation to this Delegation Agreement. Notwithstanding Paragraph VI, if the Assessment Center Vendor neglects to follow the requirements listed below, this Delegation Agreement may be revoked by HRD. Assessment Center Vendor responsibilities are as follows:

- 1) Administer and score a validated assessment center that is based on the results of a job analysis.
- 2) Follow any requirements of the Personnel Administration Rules, State and Federal Law.
- 3) Provide HRD with Assessment Center subjects, statement of each Assessment Center exercise and length of each exercise.
- 4) Fully cooperate with HRD regarding all instances of Requests for Review, (i.e., Fair Test Requests for Review, Essay Requests for Review, and Experience Requests for Review) (GL Chapter 31 § 22).
- 5) Will appear and defend the Assessment Center content if an appeal is filed with the Civil Service Commission or any Court.

IV. HRD delegates responsibility in the following areas to the Delegation Administrator Leicester Select Board and the Assessment Center Vendor:

- 1) Determination of the knowledges, skills, abilities, and personal characteristics (KSAP's) that will be evaluated during the assessment center exercises as supported by job analysis data.
- 2) The review and approval of the rating schedules to be used.
- 3) The determination of a passing point for the assessment center.
- 4) Develop the job simulated, content valid, exercises that will be used during the assessment center for which

validation evidence has been gathered in accordance with professionally accepted guidelines.

- 5) Develop a security plan that will be utilized to ensure the integrity of the assessment center.
- 6) Select the assessors for the assessment center exercises, and train them in the administration of exercises, and the use of the relevant rating schedules
- 7) Provide any validation materials which support the assessment center activities.

V. The Delegation Administrator shall be responsible for:

- 1) Notifying all eligible candidates of: security of the administration and scoring of the Assessment Center which results in the establishment of an eligible list for Police Sergeant.
- 2) Maintenance of the eligible list for Police Sergeant for a maximum of two years in accordance with applicable statutory language and HRD policy.
- 3) Certification of the eligible list in accordance with civil service laws, rules, regulations and procedures.
- 4) Notifying HRD of promoted employee(s) employment from the eligible list created.
- 5) Ensuring that the examination referenced herein is administered within 18 months of the issuance of this Delegation Agreement. An extension of a maximum of six additional months may be approved by HRD upon review of a written request from the Delegation Administrator detailing extenuating circumstances necessitating such extension. Such request must be submitted at least 30 days prior to its expiration. A failure to administer this examination within the timeframe approved by HRD, will result in the cancellation of this examination and Delegation Agreement. The Delegation Administrator will be responsible for refunding any examination processing fee(s) paid by applicants.
- 6) Ensuring continued public access to all records determined to be public information.

VI. If at any time after the execution of this agreement either the Leicester Police Department or HRD determines that delegation authority should be discontinued, reversion of the authority for all delegated functions to the Leicester Police Department may be effected through 30 days' written notice, by e-mail, by either the Leicester Police Department or the Personnel Administrator (Chief Human Resources Officer).

VII. The specific functions to be delegated are described and detailed in this Agreement. As further functions are delegated, detailed descriptions shall be reviewed by both parties and appended to this Agreement.

DATE OF ISSUANCE: 2/20/2020

For the Leicester Police Department:

Leicester Select Board
Selectman

Date

For the Human Resources Division:

Jeff McCue
Chief Human Resources Officer

Date

July 13, 2015

Vision Statement

The Town of Leicester will be an evolving and sustainable community of engaged residents enjoying a high quality of life that celebrates and preserves our rich history.

Goals

Bolster the Town's tax base by enabling commercial and residential development

Near term focus on...

- Increase commercial, residential and mixed use properties
 - Create the appropriate mix of residential housing and density
 - Foster other desirable land use categories including agriculture, conservation and preservation
- Work with the Planning Board to review related bylaws, recommend changes and develop planning strategies
- Enable and promote commercial development along major roadways
- Reduce impact of blighted properties

Enhance communication with residents and stakeholders to help ensure insight into the operations of the Town, aid in community involvement and continue to build productive relationships

Near term focus on...

- Update and educate the public on current status of and vision for financial and capital goals
- Build general community awareness and involvement
- Improve relationship with Becker College (especially regarding Leicester Center)
- Continue open relationships with boards and committees

Develop the infrastructure and services of the Town to improve the quality of life of residents and enable desired development

Near term focus on...

- Public Facilities
 - Fire Station
- Wet/Dry Utilities
 - Water/Wastewater
- Recreation

- Review current assets and develop strategies for better utilization of recreational space
 - Provide more programs
- Protect historic character of the community

Continually assess and improve the operations of the Town to ensure the most effective, efficient and modern practices are used in the delivery of services to residents and stakeholders

Near term focus on...

- Staff development
- Business processes
- Utilize technology to enhance and improve operations including how we interact with residents
- Support the School Committee in improving K-12 education



Town of Leicester
Town Administrator's Budget
FY2021

I. Budget Overview

1. Budget Message
2. Budget Calendar
3. Personnel Summary
4. Overview of Revenues and Expenditures
5. Appropriation Summary

II. Revenue

1. Revenue Summary
2. Property Tax
3. State Aid
4. Local Receipts
5. Free Cash
6. Available Funds

III. Departmental Budgets

- A. General Government
- B. Public Safety
- C. Education
- D. Public Works and Facilities
- E. Human Services
- F. Culture & Recreation
- G. Debt
- H. Benefits & Insurance

IV. Capital Improvement Plan

1. Projects by Funding Source
2. Projects by Department

SECTION I

Budget Overview



Budget Message

This is a new format for the budget book. This new format, which still is a work in progress was given to the Town as part of a community compact grant that was awarded in 2016. The goal of the expanded format is to present the budget in such a way that enhances transparency.

The budget itself remains very much status quo. Revenues continue to remain stagnant. The Student Opportunity Act, a 1.5 billion dollar initiative, resulted in a Chapter 70 aid increase of \$46,170 or about \$10,000 more than the typical annual increase of Chapter 70 aid. Local receipts are being used to 95% of forecast. New growth has been reduced to \$125,000.

Overall revenue is forecast to increase by \$580,169 or 2.1%.

There are currently two municipal positions being funded from free cash that remain funded in FY 2021. Most departments are funded with only nominal increases. Municipal department budgets are forecast to increase by \$346,979, or 5.86%, but once school budget and work assignment transfers, as well as positions funded by free cash are factored in, the percentage increase attributed to budget increases is \$150,971 or 2.55%.

The School budget shows an increase of \$282,721 or 1.66%. However, \$150,000 is being transferred from the School budget to the Highway budget, which reflects a transfer of duties regarding athletic field maintenance and winter snow removal. If that amount was not transferred from the School Department, their increase would have been \$432,721 or 2.55%.

Debt, benefits and insurance are forecast to decrease by \$25,038 or -.40%. Our health insurance budget will be declining due to reduced claims. However, there may be an increase in enrollment, due to plan changes that will be enacted in FY2021.

We are still using little of the House Community agreements and sales tax on marijuana for the operating budget. We are hopeful that we will be able to use that funding on reserves and capital expenditures.

Budget Calendar

Budget Calendar

October	Date
Fall Special Town Meeting	22
December	
Town Administrator distributes operating budget forms to departments.	19
January	
Capital budgets reviewed by CIPC.	8
Departmental budget review meetings with Town Administrator begin.	15
Town Administrator and CIPC capital review sessions end.	22
Final capital budget voted by CIPC.	30
Departmental budget review meetings with Town Administrator end.	30
February	
BOS/FAB operating budget and Capital Budget workshop.	8
Town Administrator presents Operating and Capital Budget to BOS.	24
March	
Departmental budget reviews with Finance Advisory Board begin.	2
April	
Departmental budget reviews with Finance Advisory Board end.	20
May	
Annual Town Meeting vote on budget.	5

Personnel Summary

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	Town Administrator Budget
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Public Works

Highway	9.00	9.00	11.00	14.00	14.00
Highway Employees	9.00	9.00	11.00	14.00	14.00

Public Safety

Police	24.00	22.00	23.00	23.00	23.00
Fire	65.00	66.00	67.00	66.00	66.00
Ambulance	41.00	42.00	40.00	37.00	37.00
Animal Control	2.00	2.00	2.00	2.00	2.00
Public Safety Employees	132.00	132.00	132.00	128.00	128.00

Land Use and Community Development

Development and Inspectional Services	11.00	11.00	12.00	12.00	12.00
Code Department	1.00	1.00	1.00	1.00	1.00
Land Use Employees	12.00	12.00	13.00	13.00	13.00

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	Town Administrator Budget
Library					
Library	6.0	6.0	6.0	6.0	6.0
Total Library Employees	6.00	6.00	6.00	6.00	6.00

Human Services

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	0.00	0.00	0.00	0.00	0.00
Total Human Services Employees	6.00	6.00	6.00	6.00	6.00

Parks and Recreation

Parks and Recreation	0.00	0.00	0.00	0.00	0.00
Total Parks and Recreation FTE	0.00	0.00	0.00	0.00	0.00

Education

Education	257.26	242.26	234.60	244.10	244.10
Total Education Employees	257.26	242.26	234.60	244.10	244.10

General Government

Board of Selectmen	8.00	8.00	8.00	8.00	8.00
Town Accountant	2.00	2.00	2.00	2.00	2.00
Assessors	2.00	2.00	2.00	2.00	2.00
Treasurer/Collector	3.00	3.00	3.00	3.00	3.00
Human Resources	0.00	0.00	0.00	0.00	0.00
Town Clerk	2.00	2.00	2.00	2.00	2.00
Elections/Registrars	0.00	0.00	0.00	0.00	0.00
Other General Government	1.00	0.00	0.00	0.00	0.00
Total General Government Employees	18.00	17.00	17.00	17.00	17.00

Total Employees	440.26	424.26	419.60	428.10	428.10
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Note: Town Administrator's recommended budget lower than School Committee request; which will likely affect employee count

Overview of Revenues and Expenditures

General Fund

Revenues	FY2018 Appropriation	FY2019 Appropriation	FY2020 Appropriation	FY2021 Town Admin. Budget	Dollar Change	Percent Change
Property Tax Levy	\$ 14,876,614	\$ 15,526,242	\$ 16,481,794	\$ 16,949,140	\$ 467,346	2.84%
State Aid	12,214,573	12,206,251	12,225,747	12,387,221	161,474	1.32%
Local Receipts	2,312,682	2,608,657	2,677,657	2,619,008	(58,649)	-2.19%
Free Cash	25,250	186,300	229,167	253,000	23,833	10.40%
Available Funds	415,018	505,018	395,018	381,183	(13,835)	-3.50%
General Fund Revenues Total	\$ 29,844,137	\$ 31,032,468	\$ 32,009,383	\$ 32,589,552	\$ 580,169	1.81%

Expenditures

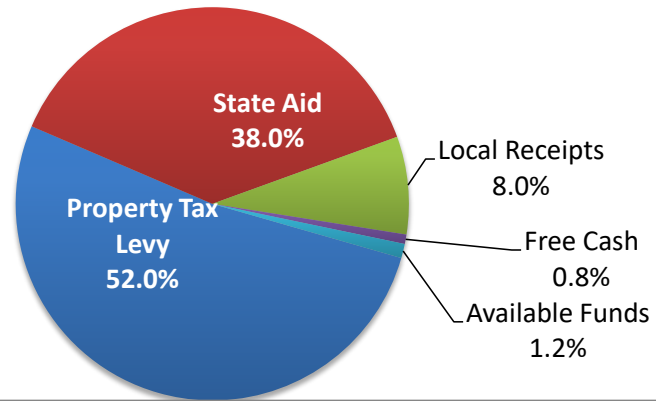
Municipal Departments	\$ 5,410,021	\$ 5,726,936	\$ 6,000,135	\$ 6,283,947	\$ 283,812	4.7%
Education	16,264,094	16,667,839	16,985,780	17,268,501	282,721	1.7%
Inter-governmental	5,761,728	6,126,482	6,672,111	6,647,073	(25,038)	-0.4%
Vocational School Tuition	1,078,000	1,078,000	1,078,000	1,078,000	-	0.0%
Town Meeting articles	2,991	39,365	78,142	3,300	(74,842)	-95.8%
State Assessments & Offset Receipts	1,323,189	1,389,066	1,189,748	1,324,731	134,983	0.0%
General Fund Expenditures Total	\$ 29,840,023	\$ 31,027,688	\$ 32,003,916	\$ 32,605,552	\$ 601,636	1.9%

General Fund Surplus/(Deficit)	\$ 4,114	\$ 4,780	\$ 5,467	\$ (16,000)
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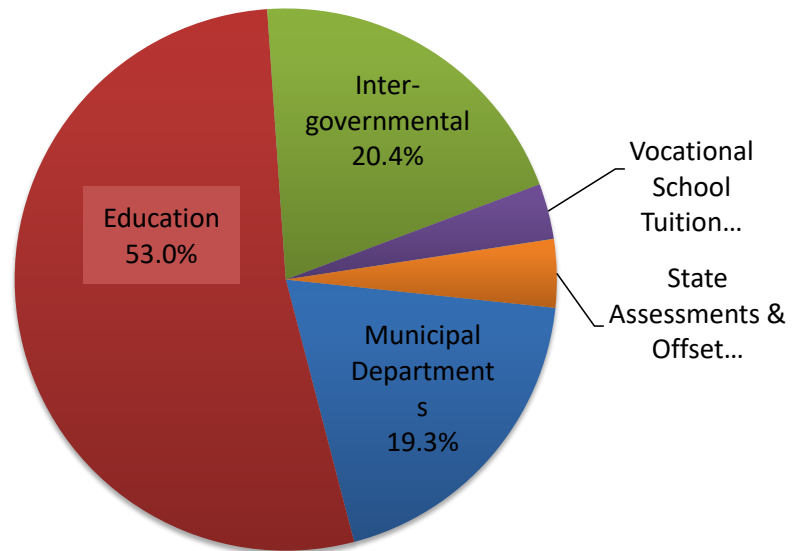
Town Gross Budget Increase					\$ 283,812.14	4.73%
Less: Winter Maintenance transfer					(150,000)	
Less: Economic Development position funded from free cash					(53,000)	
Less: Intermunicipal Agreement (Accountant)					(21,008)	
Less: Highway staff position funded from free cash					(50,000)	
Add: Other town funding in intergovernmental					78,000	
Total					\$ 87,804.14	1.46%

School Gross Budget Increase					282,721	1.66%
Add: Winter Maintenance transfer					150,000	
Other					0	
Total					432,721	2.55%

Revenues



Expenditures



Appropriation Summary

General Government

		FY 2018 Budget		FY 2019 Budget		FY 2020 Appropriation		FY 2021 Request		FY 2021 TA Budget		Dollar Change		Percent Change
111 - Legal														
Expenses	\$	59,000	\$	209,000	\$	209,000	\$	209,000	\$	209,000	\$	-		0.00%
Total	\$	59,000	\$	209,000	\$	209,000	\$	209,000	\$	209,000	\$	-		0.00%
114 - Moderator														
Personnel	\$	81	\$	81	\$	81	\$	81	\$	81	\$	-		0.00%
Expenses	\$	70	\$	70	\$	70	\$	70	\$	70	\$	-		0.00%
Total	\$	151	\$	151	\$	151	\$	151	\$	151	\$	-		0.00%
122 - Select Board														
Personnel	\$	206,978	\$	195,381	\$	234,729	\$	210,624	\$	210,624	\$	(24,105)		-10.27%
Expenses	\$	42,250	\$	44,399	\$	40,799	\$	40,799	\$	40,799	\$	-		0.00%
Total	\$	249,228	\$	239,780	\$	275,528	\$	251,423	\$	251,423	\$	(24,105)		-8.75%
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	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	-		0.00%
Total	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	-		0.00%
135 - Town Accountant														
Personnel	\$	87,380	\$	90,578	\$	94,036	\$	115,044	\$	115,044	\$	21,008		22.34%
Expenses	\$	27,575	\$	27,575	\$	28,575	\$	28,575	\$	28,575	\$	-		0.00%
Total	\$	114,955	\$	118,153	\$	122,611	\$	143,619	\$	143,619	\$	21,008		17.13%
141 - Assessors														
Assessors Personnel	\$	105,896	\$	109,724	\$	114,505	\$	116,671	\$	116,671	\$	2,166		1.89%
Assessors Expenses	\$	7,240	\$	7,240	\$	7,240	\$	7,240	\$	7,240	\$	-		0.00%
Total	\$	113,136	\$	116,964	\$	121,745	\$	123,911	\$	123,911	\$	2,166		1.78%
145 - Treasurer/Collector														
Personnel	\$	136,719	\$	142,072	\$	139,820	\$	146,288	\$	146,288	\$	6,468		4.63%
Expenses	\$	23,795	\$	23,795	\$	23,795	\$	20,123	\$	20,123	\$	(3,672)		-15.43%
Total	\$	160,514	\$	165,867	\$	163,615	\$	166,411	\$	166,411	\$	2,796		1.71%
147 - Tax Title														
Expenses	\$	16,000	\$	16,000	\$	16,000	\$	16,000	\$	16,000	\$	-		0.00%
Total	\$	16,000	\$	16,000	\$	16,000	\$	16,000	\$	16,000	\$	-		0.00%
152 - Personnel Board														
Expenses	\$	250	\$	250	\$	250	\$	250	\$	250	\$	-		0.00%
Total	\$	250	\$	250	\$	250	\$	250	\$	250	\$	-		0.00%
155 - IT														
Expenses	\$	141,620	\$	138,560	\$	155,560	\$	155,560	\$	155,560	\$	-		0.00%
Total	\$	141,620	\$	138,560	\$	155,560	\$	155,560	\$	155,560	\$	-		0.00%

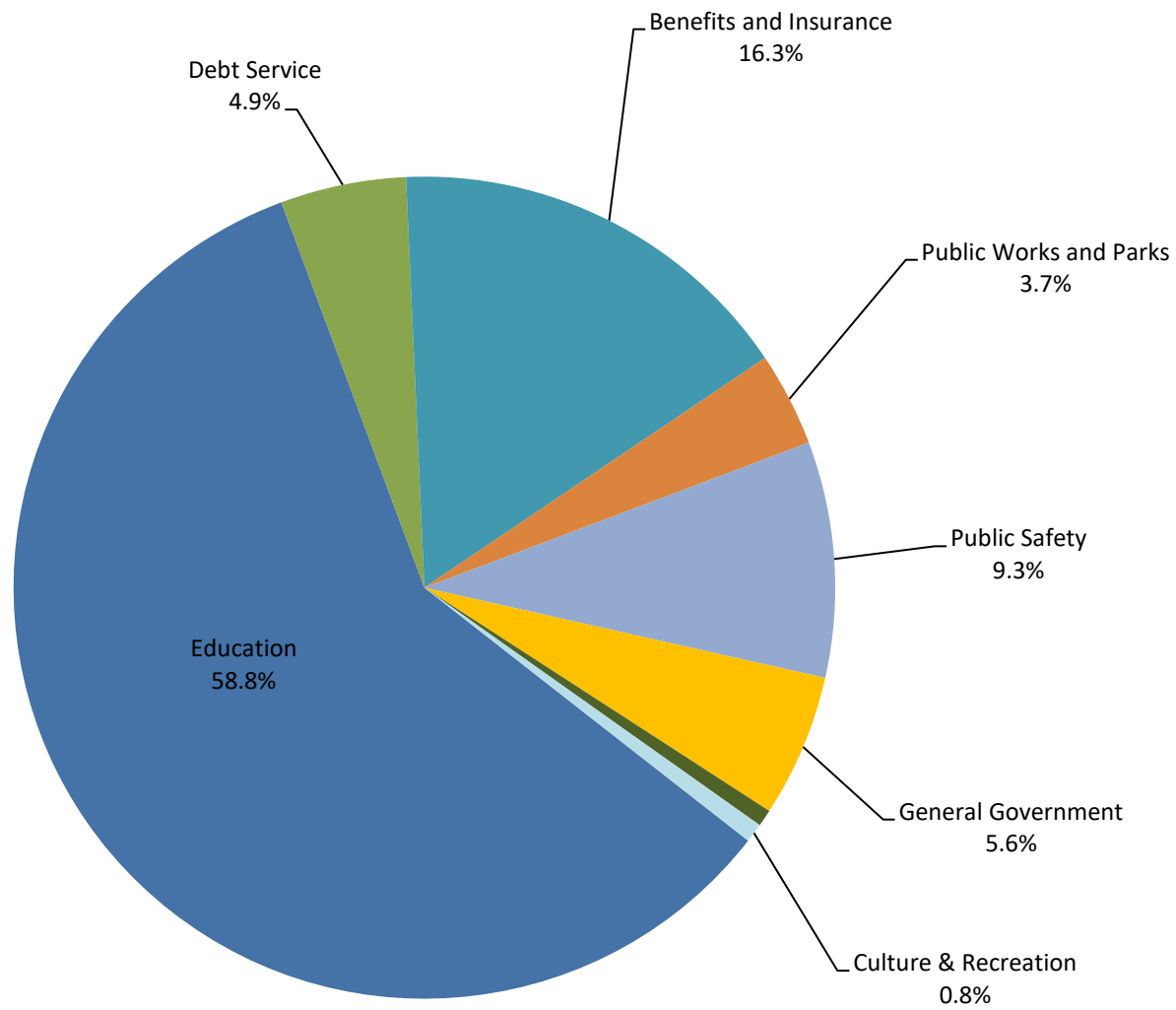
		FY 2018 Budget		FY 2019 Budget		FY 2020 Appropriation		FY 2021 Request		FY 2021 TA Budget		Dollar Change		Percent Change
161 - Town Clerk														
Personnel	\$	96,305	\$	101,024	\$	106,846	\$	108,862	\$	108,862	\$	2,016		1.89%
Expenses	\$	3,650	\$	3,645	\$	3,645	\$	3,766	\$	3,766	\$	121		3.32%
Total	\$	99,955	\$	104,669	\$	110,491	\$	112,628	\$	112,628	\$	2,137		1.93%
162 - Elections/Registrars														
Personnel	\$	10,000	\$	22,000	\$	22,000	\$	26,000	\$	26,000	\$	4,000		18.18%
Expense	\$	11,500	\$	13,600	\$	13,100	\$	14,500	\$	14,500	\$	1,400		10.69%
Total	\$	21,500	\$	35,600	\$	35,100	\$	40,500	\$	40,500	\$	5,400		10.69%
180 - Development and Inspectional Services														
Personnel	\$	148,790	\$	155,937	\$	167,326	\$	209,903	\$	216,180	\$	48,854		29.20%
Expenses	\$	78,850	\$	78,850	\$	74,604	\$	81,850	\$	74,604	\$	-		0.00%
Total	\$	227,640	\$	234,787	\$	241,930	\$	291,753	\$	290,784	\$	48,854		20.19%
192 - Town Owned Buildings Maintenance														
Expense	\$	15,250	\$	8,000	\$	68,281	\$	68,281	\$	68,281	\$	-		0.00%
Total	\$	15,250	\$	8,000	\$	68,281	\$	68,281	\$	68,281	\$	-		0.00%
197 - Town Hall Building Maintenance														
Expenses	\$	55,155	\$	63,909	\$	63,909	\$	63,909	\$	63,909	\$	-		0.00%
Total	\$	55,155	\$	63,909	\$	63,909	\$	63,909	\$	63,909	\$	-		0.00%
198 - Town Hall Telephones														
Expense	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	-		0.00%
Total	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	-		0.00%
199 - Other General Government														
Salaries	\$	39,232	\$	-	\$	-	\$	-	\$	-	\$	-		0.00%
Expenses	\$	39,938	\$	49,355	\$	54,155	\$	56,451	\$	66,451	\$	12,296		22.71%
Total	\$	79,170	\$	49,355	\$	54,155	\$	56,451	\$	66,451	\$	12,296		22.71%
General Government Total														
	\$	1,411,249	\$	1,558,770	\$	1,696,050	\$	1,757,572	\$	1,766,603	\$	70,553		4.16%
Public Safety														
210 - Police														
Personnel	\$	1,593,362	\$	1,701,652	\$	1,772,591	\$	1,759,055	\$	1,773,300	\$	709		0.04%
Expenses	\$	288,065	\$	262,205	\$	262,205	\$	275,741	\$	275,741	\$	13,536		5.16%
Total	\$	1,881,427	\$	1,963,857	\$	2,034,796	\$	2,034,796	\$	2,049,041	\$	14,245		0.70%
220 - Fire														
Personnel	\$	170,293	\$	170,287	\$	170,287	\$	170,287	\$	170,287	\$	-		0.00%
Expenses	\$	135,020	\$	135,020	\$	135,020	\$	138,620	\$	138,620	\$	3,600		2.67%
Total	\$	305,313	\$	305,307	\$	305,307	\$	308,907	\$	308,907	\$	3,600		1.18%

	FY 2018 Budget	FY 2019 Budget	FY 2020 Appropriation	FY 2021 Request	FY 2021 TA Budget	Dollar Change	Percent Change
231 - Ambulance							
Personnel	\$ 348,000	\$ 351,568	\$ 352,738	\$ 358,489	\$ 358,489	\$ 5,751	1.63%
Expenses	\$ 76,850	\$ 88,850	\$ 87,634	\$ 87,634	\$ 87,634	\$ -	0.00%
Total	\$ 424,850	\$ 440,418	\$ 440,372	\$ 446,123	\$ 446,123	\$ 5,751	1.31%
232 - Emergency Management							
Emergency Management Personnel	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,813	\$ -	0.00%
Emergency Management Expenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Total	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,813	\$ -	0.00%
241 - Code							
Salaries	\$ 57,589	\$ 60,241	\$ 55,052	\$ 53,045	\$ 53,045	\$ (2,007)	-3.65%
Expense	\$ 9,678	\$ 8,638	\$ 8,638	\$ 8,638	\$ 8,638	\$ -	0.00%
Total	\$ 67,267	\$ 68,879	\$ 63,690	\$ 61,683	\$ 61,683	\$ (2,007)	-3.15%
292 - Animal Control							
Personnel	\$ 24,179	\$ 24,602	\$ 25,094	\$ 25,534	\$ 25,534	\$ 440	1.75%
Expenses	\$ 8,950	\$ 8,950	\$ 8,458	\$ 8,458	\$ 8,458	\$ -	0.00%
Total	\$ 33,129	\$ 33,552	\$ 33,552	\$ 33,992	\$ 33,992	\$ 440	1.31%
296 - Insect Pest Control							
Insect Pest Control Personnel	\$ 1,920	\$ -	\$ -	\$ -	\$ -	\$ -	
Insect Pest Control Expenses	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
Total	\$ 9,770	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
Public Safety Total	\$ 2,726,569	\$ 2,824,676	\$ 2,890,379	\$ 2,898,164	\$ 2,912,409	\$ 22,030	0.76%
Education							
300 - Leicester Public Schools	\$ 16,264,094	\$ 16,667,839	\$ 16,985,780	\$ 18,386,386	\$ 17,268,501	\$ 282,721	1.66%
Education Total	\$ 16,264,094	\$ 16,667,839	\$ 16,985,780	\$ 18,386,386	\$ 17,268,501	\$ 282,721	1.66%
Public Works and Facilities							
420 - Highway Dept							
Highway Dept Personnel	\$ 439,103	\$ 495,732	\$ 570,407	\$ 741,004	\$ 726,820	\$ 156,413	27.42%
Highway Dept Expenses	\$ 257,957	\$ 247,550	\$ 231,273	\$ 233,973	\$ 238,773	\$ 7,500	3.24%
Total	\$ 697,060	\$ 743,282	\$ 801,680	\$ 974,977	\$ 965,593	\$ 163,913	20.45%
423 - Snow and Ice							
Snow and Ice Personnel	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%
Snow and Ice Expenses	\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000	\$ -	0.00%
Total	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	0.00%
424 - Street Lights							
Street Lights Expenses	\$ 70,000	\$ 75,000	\$ 60,335	\$ 60,335	\$ 58,000	\$ (2,335)	-3.87%
Public Works and Facilities Total	\$ 888,060	\$ 939,282	\$ 983,015	\$ 1,156,312	\$ 1,144,593	\$ 161,578	16.44%

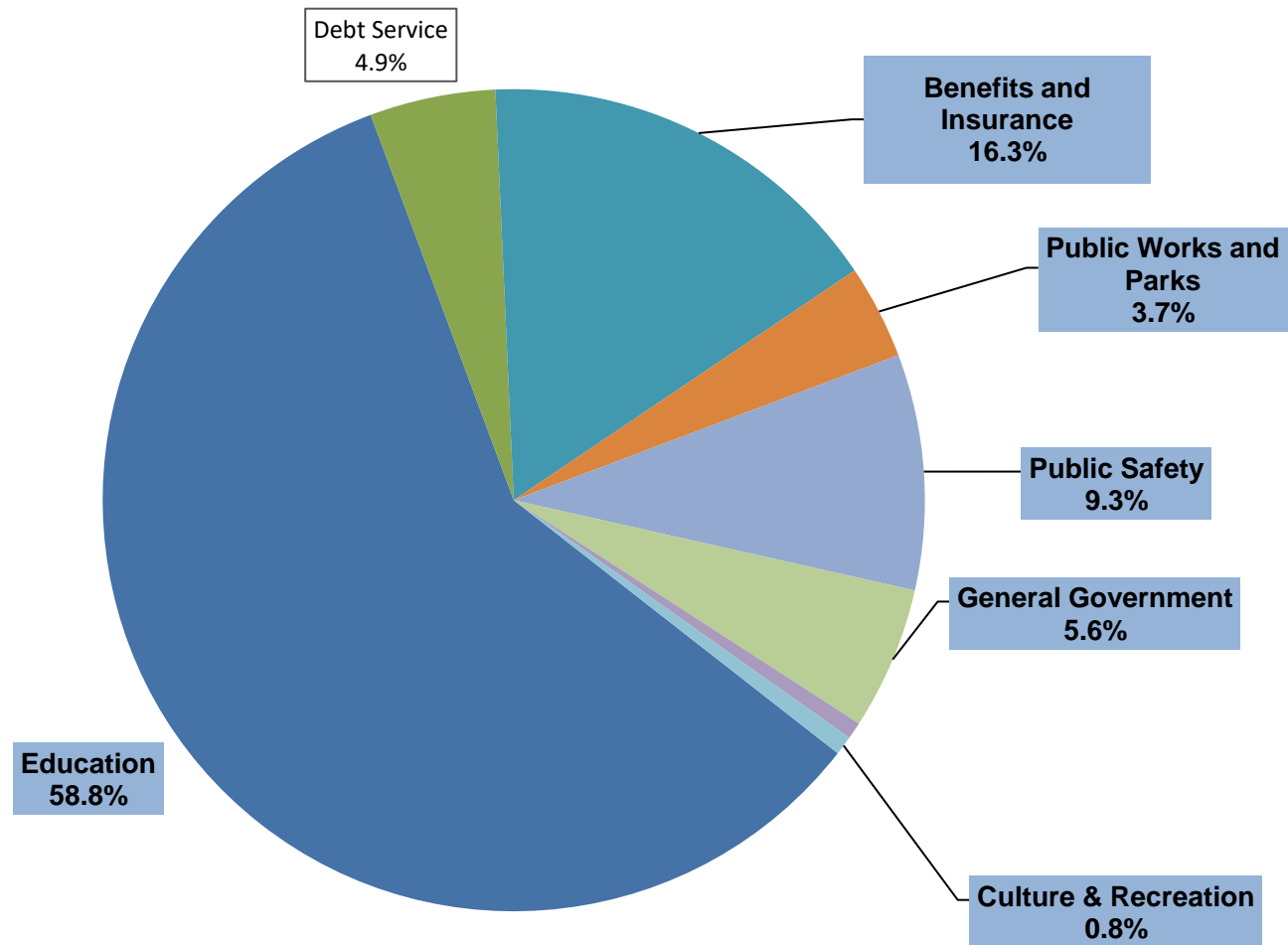
	FY 2018 Budget	FY 2019 Budget	FY 2020 Appropriation	FY 2021 Request	FY 2021 TA Budget	Dollar Change	Percent Change
Human Services							
541 - Council on Aging							
Council on Aging Personnel	\$ 53,273	\$ 62,977	\$ 77,135	\$ 70,468	\$ 70,468	\$ (6,667)	-8.64%
Council on Aging Expenses	\$ 31,145	\$ 31,145	\$ 31,145	\$ 31,258	\$ 31,258	\$ 113	0.36%
Total	\$ 84,418	\$ 94,122	\$ 108,280	\$ 101,726	\$ 101,726	\$ (6,554)	-6.05%
543 - Veterans' Service Officer							
Personnel	\$ 6,500	\$ 6,630	\$ 6,632	\$ 6,763	\$ 6,763	\$ 131	1.98%
Expenses	\$ 91,425	\$ 86,350	\$ 86,350	\$ 96,350	\$ 96,350	\$ 10,000	11.58%
Total	\$ 97,925	\$ 92,980	\$ 92,982	\$ 103,113	\$ 103,113	\$ 10,131	10.90%
545 - Veterans' Graves Registration							
Personnel	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	0.00%
Expenses	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
Total	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	0.00%
Human Services Total	\$ 184,743	\$ 189,502	\$ 203,662	\$ 207,239	\$ 207,239	\$ 3,577	1.76%
Culture and Recreation							
610 - Library							
Library Personnel	\$ 143,000	\$ 155,700	\$ 184,204	\$ 191,955	\$ 191,955	\$ 7,751	4.21%
Library Expenses	\$ 46,000	\$ 48,606	\$ 32,425	\$ 32,325	\$ 50,748	\$ 18,323	56.51%
Total	\$ 189,000	\$ 204,306	\$ 216,629	\$ 224,280	\$ 242,703	\$ 26,074	12.04%
630 - Parks & Recreation							
Expenses	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
Total	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
691 - Historical Commission							
Expenses	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	0.00%
Total	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	0.00%
692 - Memorial Day Committee					\$ -		
Expenses	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
Total	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
Culture and Recreation Total	\$ 199,400	\$ 214,706	\$ 227,029	\$ 234,680	\$ 253,103	\$ 26,074	11.49%
Intergovernmental							
Debt Service							
710 - Maturing Debt Principal	\$ 919,485	\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,155,327	\$ 15,530	1.36%
751 - Maturing Debt Interest	\$ 306,027	\$ 325,635	\$ 406,144	\$ 369,949	\$ 369,949	\$ (36,195)	-8.91%
752 - Temporary Loan Interest	\$ 18,933	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ (12,590)	-37.86%
753 - Bond Issue	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ -	
Total	\$ 1,244,445	\$ 1,314,814	\$ 1,579,196	\$ 1,547,041	\$ 1,547,041	\$ (32,155)	-2.04%

	FY 2018 Budget	FY 2019 Budget	FY 2020 Appropriation	FY 2021 Request	FY 2021 TA Budget	Dollar Change	Percent Change
Benefits and Insurance							
911 - Retirement	\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 1,456,243	\$ 141,443	10.76%
912 -Workers' Compensation	\$ 197,000	\$ 216,700	\$ 187,498	\$ 206,248	\$ 206,248	\$ 18,750	10.00%
913 - Unemployment	\$ 66,510	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%
914 - Employee Benefits	\$ 3,052,161	\$ 3,266,089	\$ 3,288,284	\$ 3,040,374	\$ 3,119,141	\$ (169,143)	-5.14%
945 - Bonding and Insurance	\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 176,750	\$ 16,068	10.00%
Benefits and Insurance Total	\$ 4,517,283	\$ 4,811,668	\$ 5,092,914	\$ 5,090,190	\$ 5,100,032	\$ 7,118	0.14%
Intergovernmental Total							
	\$ 5,761,728	\$ 6,126,482	\$ 6,672,111	\$ 6,637,231	\$ 6,647,073	\$ (25,037)	-0.38%
General Fund Grand Total							
	\$ 27,435,843	\$ 28,521,258	\$ 29,658,025	\$ 31,277,582	\$ 30,199,521	\$ 541,496	1.83%
	\$ -	\$ -	\$ (0)	\$ 1,176,439			
Additional Appropriations							
Gross revenue	29,844,137.00	31,032,468.00	32,009,383.00	32,329,578.00	32,589,552.00	\$ 580,169	1.81%
Less: Vocational School	(1,078,000)	(1,078,000)	(1,078,000)	(1,078,000)	(1,078,000)	\$ -	
Less: Town Meeting Articles	(2,991)	(39,365)	(78,142)	(3,300)	(3,300)	\$ 74,842	-95.78%
Less: Tax Recap Items	(1,323,189)	(1,389,066)	(1,189,748)	(1,094,134)	(1,324,731)	\$ (134,983)	
Less: Excess Capacity	(4,113)	(4,779)	(5,468)	-	-	\$ 5,468	-100.00%
Total	\$ 27,435,844	\$ 28,521,258	\$ 29,658,025	\$ 30,154,144	\$ 30,183,521	\$ 525,496	0.00%
Difference	\$ 1	\$ -	\$ 0	\$ (1,123,438)	\$ (16,000)	\$ (16,000)	

FY2020 Appropriations as Percent of Total



FY2021 Proposed Budget as Percent of Total



SECTION II

Revenue



Revenue Summary

General Fund

Revenues	FY2018 Budget	FY2019 Budget	FY2020 Budget	FY2021 Projected	Dollar Change	Percent Change
Property Tax Levy	\$ 14,876,614	\$ 15,526,242	\$ 16,481,794	\$ 16,949,140	\$ 467,346	2.84%
State Aid Cherry Sheet	12,214,573	12,206,251	12,225,747	12,387,221	161,474	1.32%
Local Receipts	2,312,682	2,608,657	2,677,657	2,619,008	(58,649)	-2.19%
Free Cash	25,250	186,300	229,167	253,000	23,833	10.40%
Available Funds	415,018	505,018	395,018	381,183	(13,835)	-3.50%
General Fund Revenues	\$ 29,844,137	\$ 31,032,468	\$ 32,009,383	\$ 32,589,552	\$ 580,169	1.81%

Town-wide revenues show a modest overall revenue increase of \$580,169 or 1.81%.

Property Tax Levy

	FY2018 Budget	FY2019 Budget	FY2020 Budget	FY2021 Projected	Dollar Change	Percent Change
Prior Year Levy Limit	\$ 13,469,075	\$ 14,001,857	\$ 14,615,965	\$ 15,292,786	\$ 676,820	4.63%
Allowed 2.5% increase	336,727	350,046	365,399	382,320	16,921	4.63%
New Growth	196,055	264,062	311,421	125,000	(186,421)	-59.86%
Prop 2.5% Override	-	-	-	-	-	0.00%
Excluded Debt	874,757	910,277	1,189,009	1,149,035	(39,974)	-3.36%
Tax Levy Total	\$ 14,876,614	\$ 15,526,242	\$ 16,481,795	\$ 16,949,140	\$ 467,346	2.84%

*New growth expected to slow to \$125,000.
Excluded debt dropping by \$39,974 or 3.36%.
Revenue via taxation expected to grow by 2.84%.*

For FY 2020, Leicester ranked 266 of 327 cities and towns reporting average tax bills to the Division of Local Services. The average single family home value is \$259,606. The FY 2020 tax bill for a home at that value is \$3,871.00.

State Aid

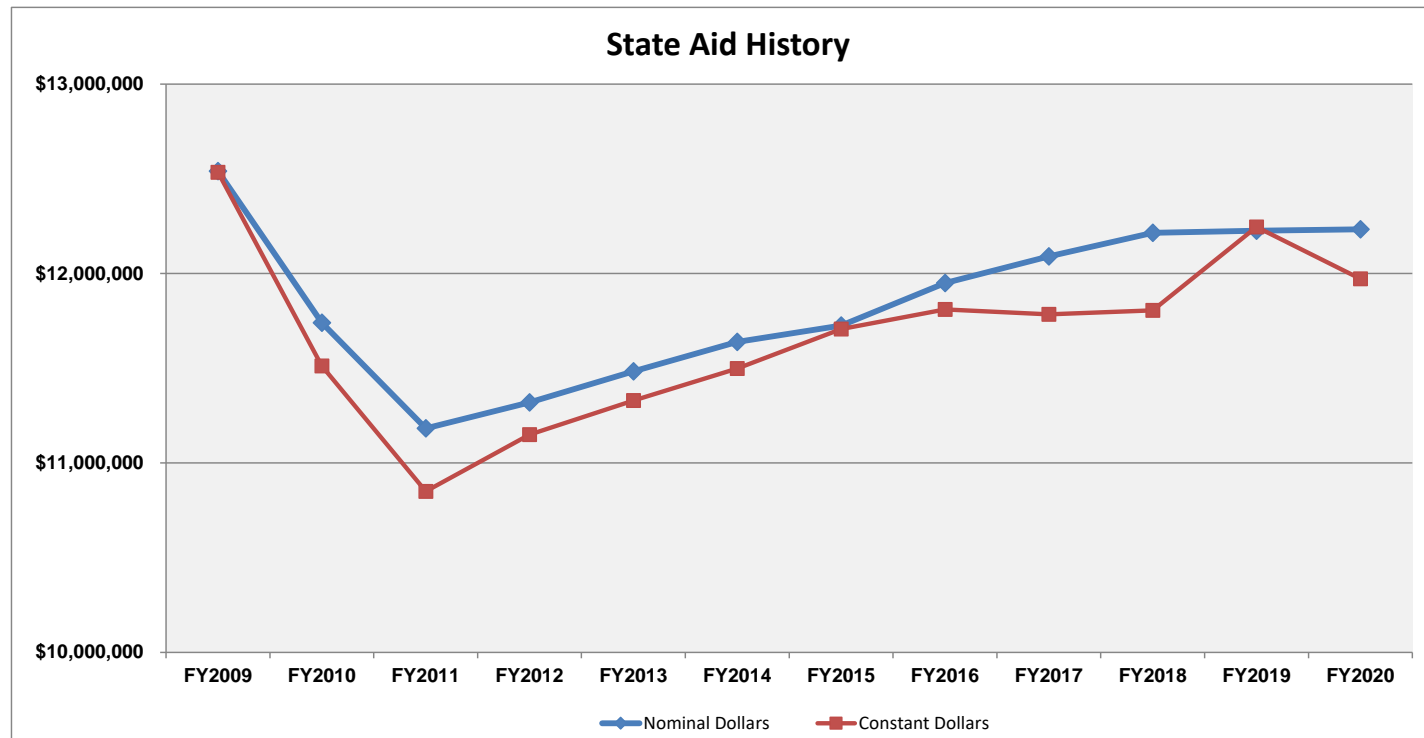
	FY2018 Budget	FY2019 Budget	FY2020 Budget	FY2021 Projected*	Dollar Change	Percent Change
Chapter 70	\$ 9,708,447	\$ 9,775,847	\$ 9,802,497	\$ 9,848,667	\$ 46,170	0.47%
Charter Tuition Reimbursement	52,775	9,823	13,129	74,084	60,955	464.28%
School Lunch	-	-	-	-	-	-
School Choice Receiving	554,123	500,438	414,970	384,768	(30,202)	-7.28%
Unrestricted Gen. Government Aid	1,734,555	1,795,264	1,843,736	1,895,361	51,625	2.80%
Veterans' Benefits	79,824	61,698	68,520	91,256	22,736	33.18%
Exempt: VBS and Elderly	56,594	54,501	63,255	65,471	2,216	0.00%
State Owned Land	12,215	12,215	9,922	9,870	(52)	-0.52%
Public Libraries (Offset Item)	16,040	16,465	17,718	17,744	26	0.15%
State Aid Total	\$ 12,214,573	\$ 12,226,251	\$ 12,233,747	\$ 12,387,221	\$ 153,474	1.25%

State aid is projected to rise by 153,474 or 1.25%. This includes new funding from the Student Opportunity Act, which is giving the Town a nominal amount of funding, but increasing performance benchmarks for the School system. State receipts peaked in 2009, and the Town has not managed to get back to that level in ten years.

* Figures do not constitute a projection on the part of DLS and are included here to demonstrate the spreadsheet's mechanics. Numbers are subject to change as part of the state budget process.

State Aid History

	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Nominal Dollars	\$12,541,060	\$11,740,787	\$ 11,182,644	\$11,319,577	\$11,483,871	\$11,639,075	\$11,725,932	\$11,950,425	\$12,090,907	\$12,214,573	\$12,226,251	\$12,233,747
Constant Dollars	\$12,534,818	\$11,512,575	\$ 10,850,269	\$11,149,206	\$11,329,363	\$11,498,578	\$11,706,876	\$11,810,946	\$11,784,651	\$11,805,633	\$12,246,295	\$11,972,056



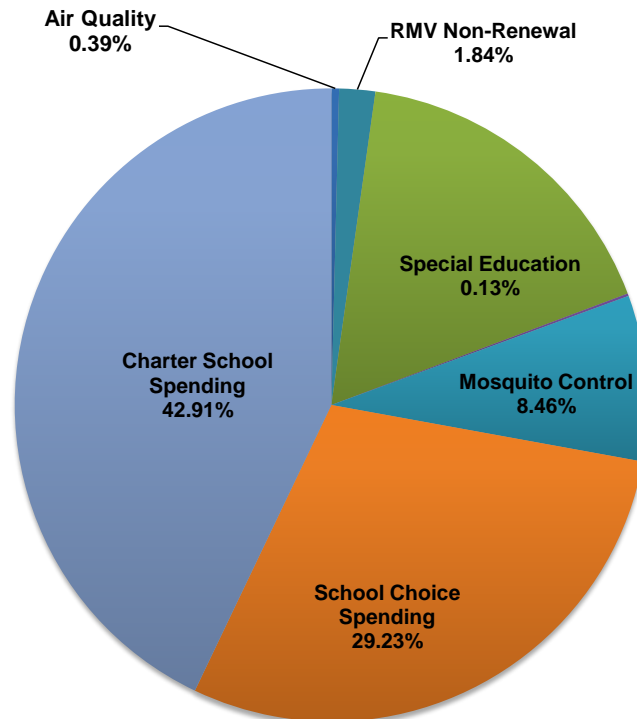
State Assessments

	FY2018 Budget	FY2019 Budget	FY2020 Budget	FY2021 Projected*	Dollar Change	Percent Change
Air Quality	\$ 2,822	\$ 2,891	\$ 2,893	\$ 2,945	\$ 52	1.80%
RMV Non-Renewal	13,820	13,820	17,460	13,900	(3,560)	-20.39%
Regional Transit	104,932	107,086	116,774	128,919	12,145	10.40%
Special Education	8,246	-	-	951	951	0.00%
Mosquito Control	-	-	-	64,000	64,000	0.00%
School Choice Spending	291,441	264,204	244,691	221,042	(23,649)	-9.66%
Charter School Spending	211,589	152,179	177,628	324,462	146,834	82.66%
State Assessments Total	\$ 632,850	\$ 540,180	\$ 559,446	\$ 756,219	\$ 196,773	35.17%

Assessments have been rising steadily, unlike state aid. Assessments are forecast to rise by \$196,773 or 35.17%. Included in that total is \$64,000 to join the Central Mass Mosquito Control Program, as voted by the Select Board.

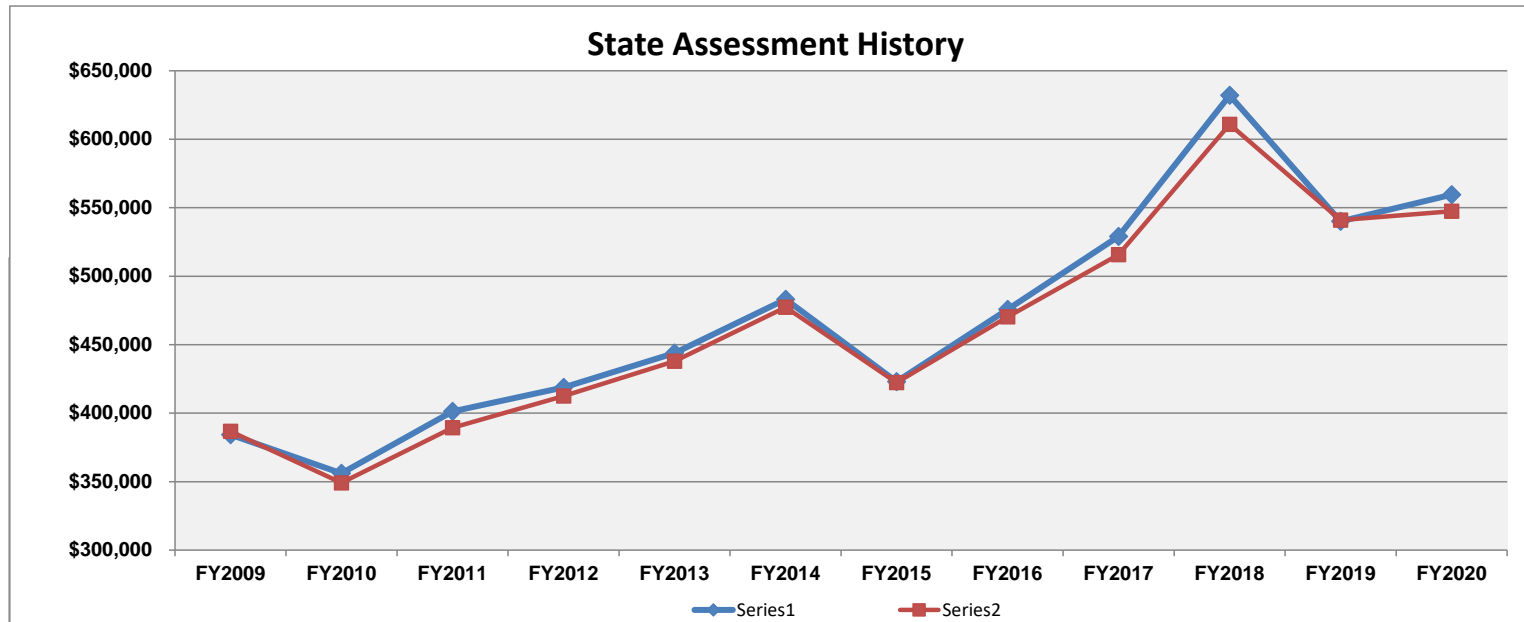
* Figures do not constitute a projection on the part of DLS and are included here to demonstrate the spreadsheet's mechanics. Numbers are subject to change as part of the state budget process.

State Aid



State Aid History

	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Nominal Dollars	\$ 384,203	\$ 356,056	\$ 401,251	\$ 418,840	\$ 443,889	\$ 483,107	\$ 422,949	\$ 475,814	\$ 529,110	\$ 632,050	\$ 540,080	\$ 559,446
Constant Dollars	\$ 386,682	\$ 349,135	\$ 389,325	\$ 412,536	\$ 437,917	\$ 477,275	\$ 422,262	\$ 470,261	\$ 515,708	\$ 610,889	\$ 540,965	\$ 547,479



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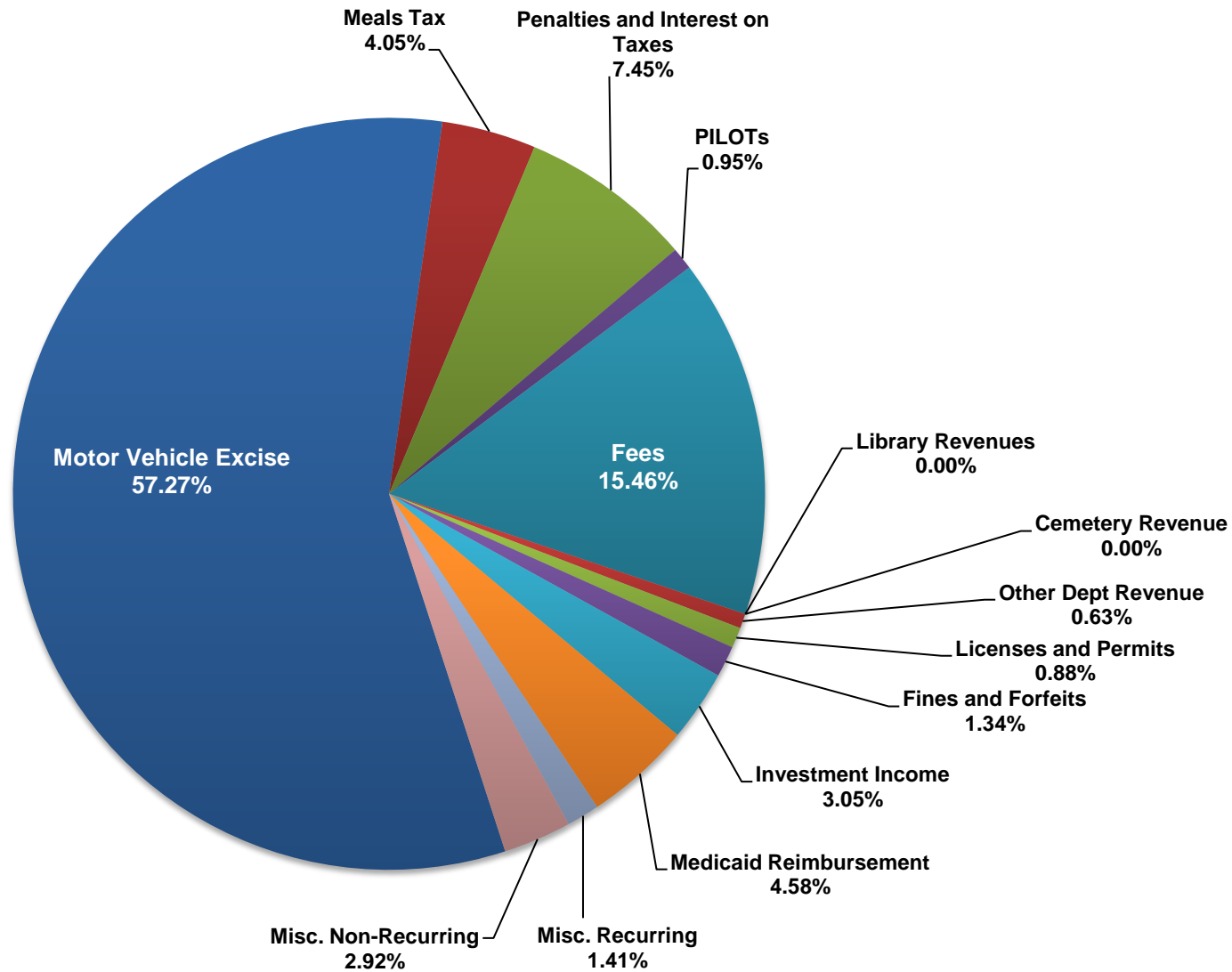
Local Receipts

	FY2018 Estimate	FY2019 Estimate	FY2020 Estimate	FY2021 Projected	Dollar Change	Percent Change
Motor Vehicle Excise	\$ 1,343,000	\$ 1,475,000	\$ 1,500,000	\$ 1,500,000	\$ -	0.00%
Meals Tax	90,000	95,000	106,000	106,000	-	0.00%
Penalties and Interest on Taxes	165,000	165,000	195,000	195,000	-	0.00%
PILOTs	45,000	45,000	25,000	25,000	-	0.00%
Fees	225,500	270,000	405,000	405,000	-	0.00%
Library Revenues	3,300	1,500	-	-	-	0.00%
Cemetery Revenue	-	-	-	-	-	0.00%
Other Dept Revenue	20,000	20,000	16,500	16,500	-	0.00%
Licenses and Permits	23,000	23,000	23,000	23,000	-	0.00%
Fines and Forfeits	51,382	45,000	35,000	35,000	-	0.00%
Investment Income	33,000	45,000	80,000	80,000	-	0.00%
Medicaid Reimbursement	133,500	160,000	120,000	120,000	-	0.00%
Misc. Recurring	29,000	29,000	37,000	37,000	-	0.00%
Misc. Non-Recurring	151,000	235,157	135,157	76,508	(58,649)	-43.39%
Local Receipts Total	\$ 2,312,682	\$ 2,608,657	\$ 2,677,657	\$ 2,619,008	\$ (58,649)	-2.19%

Level funded, with an expended drop in miscellaneous non-recurring funds. Please note that the bulk of the funding being released by host community agreements and sales tax revenue for marijuana establishments is not included in the operating budget revenues, as they cannot be guaranteed and will likely reduce over time. They will become part of Free Cash, and will be utilized for capital expenditures and funding stabilization and OPEB funds.

The data for Local Receipts feeds into the pie chart below.

Local Receipts



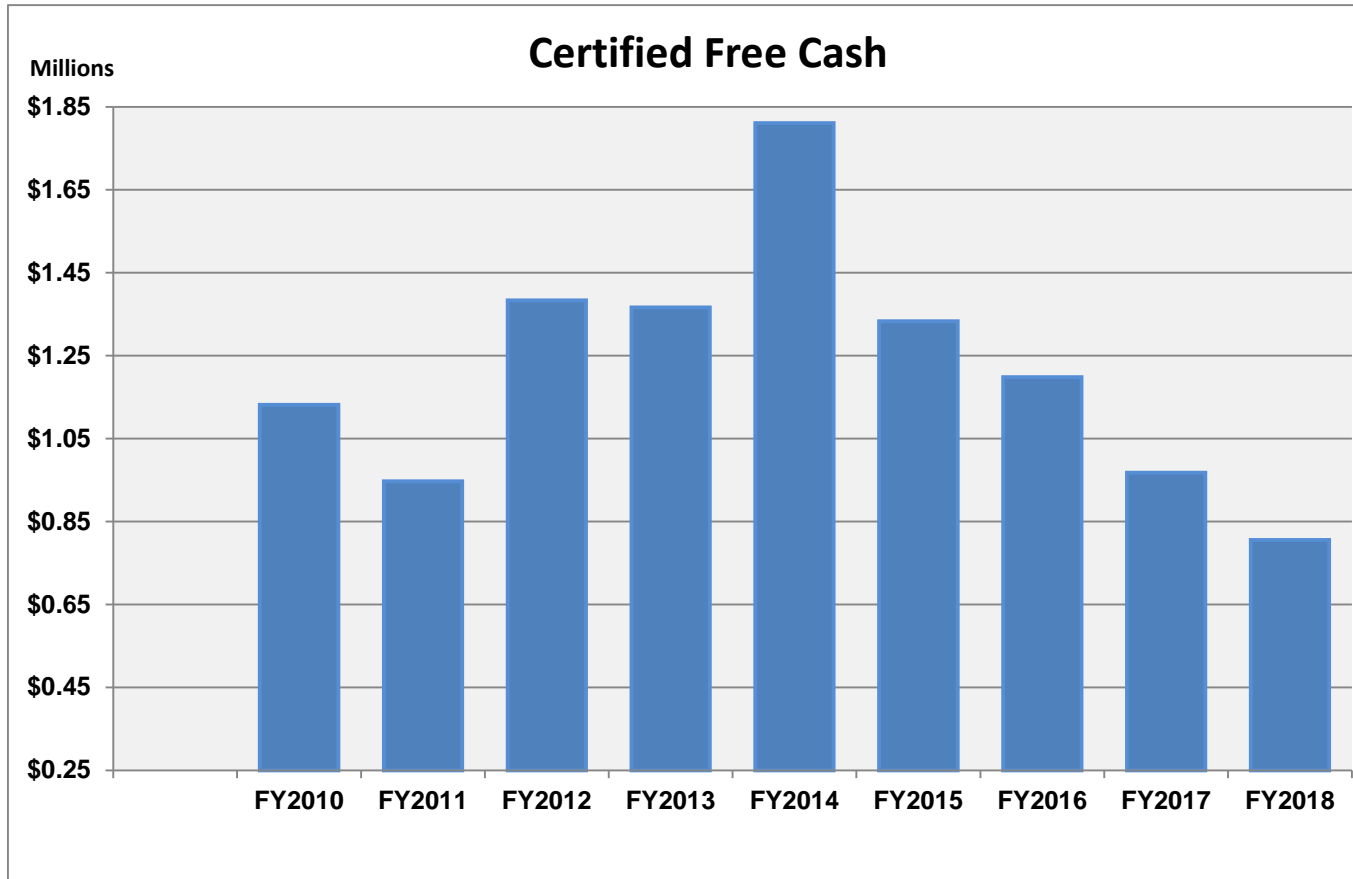
Free Cash

Appropriation History	FY 2017 Actual FY16 FC	FY2018 Actual FY17 FC	FY2019 Actual FY18 FC	FY2020 Proposed FY19 FC	Dollar Change	Percent Change
10% Reserved per Policy	\$ 119,868	\$ 134,830	\$ 80,567	\$ 139,855	\$ 59,288	73.59%
Stabilization Fund Deposit	269,705	21,787	91,387	-	(91,387)	-100.00%
Budget	25,250	48,369	320,000	-	(320,000)	-100.00%
Capital Budget	430,528	437,534	130,118	209,781	79,663	61.22%
OPEB	35,000	35,000	35,000	35,000	-	0.00%
Snow and Ice	124,250	135,500	-	-	-	0.00%
Funds not Appropriated	45,426	-	-	872,623	872,623	0.00%
Reduce Tax Rate	-	-	-	-	-	0.00%
Other	148,660	155,280	148,598	141,291	(7,308)	-4.92%
Appropriated Free Cash	\$ 1,198,687	\$ 968,300	\$ 805,670	\$ 1,398,550	\$ 592,880	73.59%

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.

We use very little of the sales tax revenue and Host Community fees from marijuana cultivation and retail, which will continue to add to free cash going forward. These revenues will decline over time, as more facilities are built and the time periods for which Host Community Agreements can be in place end, so they cannot effectively be used as part of the operating budget.

FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
\$1,131,963	\$947,372	\$1,383,485	\$1,366,610	\$1,811,336	\$1,333,522	\$1,198,687	\$968,300	\$805,670	\$1,398,550



Available Funds

	FY2018 Actual	FY2019 Actual	FY2020 Budget	FY2021 Projected	Dollar Change	Percent Change
Ambulance Receipts	\$ 371,192	\$ 371,192	\$ 371,192	\$ 371,192	\$ -	0.0%
Dog Fund	\$ -	\$ -	\$ -	\$ -	-	0.0%
Overlay Reserve/NOI	\$ 23,882	\$ 113,882	\$ 23,826	\$ 9,991	\$ (13,835)	0.0%
Miscellaneous	\$ 19,944	\$ 19,944	\$ -	\$ -	\$ -	0.0%
Available Funds Total	\$ 415,018	\$ 505,018	\$ 395,018	\$ 381,183	\$ (13,835)	-3.50%

SECTION III

Departmental Budgets





Town of Leicester
Town Administrator's Budget
FY2021 - Part A - General Government



Town of Leicester

Operating Budget Manual

FY2021

111- Legal

DEPARTMENT OF SERVICES

The Town contracts with private firms for legal services. These services fall under three categories: general legal services, labor matters, and litigation. Our current firm, Perini and Associates, represent the Town in legal proceedings, provide advice and assistance on various legal matters for all departments, and assist 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

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To continue to provide cost-effective legal services to the Town of Leicester.

FY2020 ACCOMPLISHMENTS

Worked with the Town Administrator and Select Board on legal strategy to defend a 1.4 million dollar lawsuit by the general contractor on the fire station project, resulting in a settlement approved at the Fall Special Town Meeting.

FY2021 Budget Summary - Legal

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept Request	FY 2021 TA Approved	Dollar Change	Percent Change
Legal	\$ 59,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ -	0.00%
Total	\$ 59,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 59,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 59,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ -	0.00%

Legal Total	\$ 59,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ -	0.00%
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Expenses Detail - Legal

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
	Account #	Budget	Budget	Approp.	Dept.	Dollar	Percent	TA	Dollar	Percent
					Request	Change	Change	Approved	Change	Change
Legal Services	01-111-5200-005	59,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ -	0.0%	\$ 209,000	\$ -	0.0%
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
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				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 59,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ -	0.0%	\$ 209,000	\$ -	0.0%
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To effectively moderate Town Meeting in a fair, impartial manner

FY2020 ACCOMPLISHMENTS

Held two successful Town Meetings

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Moderator	1	1	1	1	1
Subtotal	1	1	1	1	1
Total Employees	0	0	0	0	0
Total Stipend Employees	1	1	1	1	1

FY2021 Budget Summary - Moderator

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept Request	FY 2021 TA Approved	Dollar Change	Percent Change
Moderator	\$ 151	\$ 151	\$ 151	\$ 151	\$ 151	\$ -	0.00%
Total	\$ 151	\$ 151	\$ 151	\$ 151	\$ 151	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ -	0%
Personnel Total	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ -	0.00%

Purchase of Services	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ -	0.00%

Moderator Total	\$ 151	\$ 151	\$ 151	\$ 151	\$ 151	\$ -	0.00%
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Compensation Detail

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

MODERATOR

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2020				FISCAL YEAR 2021							Projected Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Stipend 1-Jul-19	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
Cherry, Jr.	Donald	01-114-5100-000		n/a	n/a	n/a	\$ 81			\$ -				\$ 81	\$ 81
							\$ -			\$ -					
							\$ -			\$ -					
Total Salaries							\$ 81			\$ -			\$ -	\$ 81	\$ 81

Expenses Detail - Moderator

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
	Account #	Budget	Budget	Approp.	Dept.	Dollar	Percent	TA	Dollar	Percent
					Request	Change	Change	Approved	Change	Change
Dues/Membership	01-114-5700-002	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ -	0.0%	\$ 70	\$ -	0.0%
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
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				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 70	\$ 70	\$ 70	\$ 70	\$ -	0.0%	\$ 70	\$ -	0.0%
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
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				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

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 duties of the Town Administrator shall be 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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

- Continue to write successful grants for Town projects and programs
- Increase contributions to OPEB and General Stabilization accounts
- Continue to work on improving the Development & Inspectional Services permitting process
- Develop new 3-5 year Select Board goals
- Prepare a five-year outlook for financial stability including forecasted revenues and expenditures
- Consider modifying management structure and reorganizing personnel in the Town Administrator's office
- Complete town-wide LED streetlight conversion with Green Communities funding

FY2020 ACCOMPLISHMENTS

- Build a new, extensive budget format which will provide more detailed information regarding use of Town funds
- Grants awarded:
 - \$15,000 KaBOOM! Grant for a new playground at Towtaid Park
 - \$1,000,000 State Dam & Seawall Grant to replace Waite Pond Dam
 - \$30,000 State Grant to develop an Economic Development Plan for Leicester
 - \$200,000 State and Federal Grant for a Town-wide Water & Sewer Study
- Secured \$200,000 in State funds to reconstruct the west Town Hall parking lot and improve accessibility
- Continued work on the Leicester Middle School Feasibility Study
- Appointed new permanent Police Chief Ken Antanavica and Lieutenant Paul Doray
- Hired an Economic Development Coordinator to support local businesses and assist with grant writing
- Worked with the Towns of Spencer and Rutland to discuss regional services
- Installed LED streetlights on the major thoroughfares in Town using Green Communities grant funding
- Initiated contract negotiations with Police, Fire and Highway
- Initiated health insurance negotiations with the goal of better plan design for employees and lower deductibles/copays
- Continue working with the school department to provide in-house year round outdoor maintenance for the schools

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Town Administrator	1	1	1	1	1
Assistant to the Town Administrator	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Subtotal Employees	3	3	3	3	3
Subtotal Stipend Employees	5	5	5	5	5
Total Employees	8	8	8	8	8

FY2021 Budget Summary - Town Administrator/Select Board

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept Request	FY 2021 TA Approved	Dollar Change	Percent Change
Town Administrator/Select Board	\$ 249,228	\$ 239,780	\$ 275,528	\$ 251,423	\$ 251,423	\$ (24,105)	-8.75%
Total	\$ 249,228	\$ 239,780	\$ 275,528	\$ 251,423	\$ 251,423	\$ (24,105)	-8.75%

Salaries	\$ 142,800	\$ 130,000	\$ 136,115	\$ 139,015	\$ 139,015	\$ 2,900	2%
Wages	\$ 60,400	\$ 61,603	\$ 92,047	\$ 64,231	\$ 64,231	\$ (27,816)	-30%
Other	\$ 3,778	\$ 3,778	\$ 6,567	\$ 7,378	\$ 7,378	\$ 811	12%
Personnel Total	\$ 206,978	\$ 195,381	\$ 234,729	\$ 210,624	\$ 210,624	\$ (24,105)	-10.27%

Purchase of Services	\$ 40,700	\$ 42,599	\$ 38,999	\$ 38,899	\$ 38,899	\$ (100)	0%
Supplies	\$ 1,550	\$ 1,800	\$ 1,800	\$ 1,900	\$ 1,900	\$ 100	6%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 42,250	\$ 44,399	\$ 40,799	\$ 40,799	\$ 40,799	\$ -	0.00%

Town Administrator/Select Board Total	\$ 249,228	\$ 239,780	\$ 275,528	\$ 251,423	\$ 251,423	\$ (24,105)	-8.75%
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Compensation Detail

COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	2.00%
Non-Union PT	2.00%
Stipend	0.00%
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 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Genereux	David	01-122-5101-000	TA	Contract	\$68.62	38	\$ 136,115	\$ 68.62	38	1986	2%	\$ 1.38	\$ 70.00		\$ 139,015	\$ 139,015
Forsberg	Kristen	01-122-5100-000	A to TA	NU III-3	\$23.74	38	\$ 47,091	\$ 23.74	38	1986	2%	\$ 0.48	\$ 24.22		\$ 48,101	\$ 48,101
Paquette	Marie	01-122-5100-000	Dept Asst	NU PT	\$15.92	19	\$ 15,789	\$ 15.92	19	993	2%	\$ 0.32	\$ 16.24		\$ 16,130	\$ 16,130
Milward*	Bryan	01-122-5100-000	EDC				\$ 29,167									
Contract Prof Exp		01-122-5190-000					\$ 3,600								\$ 3,600	\$ 3,600
Stipends		01-122-5196-000					\$ 3,778								\$ 3,778	\$ 3,778
Rounding							\$ (811)									\$ -
Total Salaries							\$ 234,729			4965				\$ -	\$ 210,624	\$ 210,624

Position budgeted in TA/BOS office for FY 20; moved to DIS for FY 21

Expenses Detail - Town Administrator/Select Board

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maint Contract/Repairs	01-122-5200-003	\$ -	\$ 2,600	\$ 2,600	\$ 1,399	\$ (1,201)	-46%	\$ 1,399	\$ (1,201)	-46%
Consultant/Prof Services	01-122-5200-004	\$ 15,000	\$ 20,449	\$ 20,449	\$ 21,000	\$ 551	3%	\$ 21,000	\$ 551	3%
Advertising	01-122-5200-007	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
Printing	01-122-5200-009	\$ 150	\$ 300	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0%
Travel/Licenses	01-122-5700-001	\$ 3,500	\$ 7,250	\$ 7,250	\$ 7,500	\$ 250	3%	\$ 7,500	\$ 250	3%
Dues/Memberships	01-122-5700-002	\$ 3,050	\$ 2,900	\$ 2,900	\$ 3,200	\$ 300	10%	\$ 3,200	\$ 300	10%
Training/Seminars/Meetings	01-122-5700-003	\$ 4,000	\$ 2,700	\$ 2,700	\$ 2,700	\$ -	0%	\$ 2,700	\$ -	0%
Employee benefits	01-122-5700-006	\$ 5,000	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Contractual Prof/Expenses	01-122-5701-007	\$ 7,200	\$ 3,600	\$ -	\$ -	\$ -		\$ -	\$ -	
Equipment - \$500	01-122-5800-001	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
Purchase of Services		\$ 40,700	\$ 42,599	\$ 38,999	\$ 38,899	\$ (100)	0%	\$ 38,899	\$ (100)	0%
Office Supplies	01-122-5400-001	\$ 1,250	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Books/Periodicals	01-122-5400-002	\$ 300	\$ 300	\$ 300	\$ 400	\$ 100	33%	\$ 400	\$ 100	33%
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 1,550	\$ 1,800	\$ 1,800	\$ 1,900	\$ 100	6%	\$ 1,900	\$ 100	6%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

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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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2020 ACCOMPLISHMENTS

N/A

FY2021 Budget Summary - Reserve Fund

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept Request	FY 2021 TA Approved	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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%

Reserve Fund Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%
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Expense Detail - Reserve Fund

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
	Account #	Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Other Reserve Fund	01-130-5700-007	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0%	\$ 50,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0%	\$ 50,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

131 - Finance Advisory Board

DESCRIPTION OF SERVICES

The Finance Advisory Board is a seven member body that is responsible for advising Town Meeting on all expenditures of the Town. The authority of the Board is found in Chapter 4 of the Town's General Bylaws.

MISSION STATEMENT

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

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2020 ACCOMPLISHMENTS

N/A

FY2021 Budget Summary - Advisory Board

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept Request	FY 2021 TA Approved	Dollar Change	Percent Change
Advisory Board	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%
Total	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Purchase of Services	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ -	0%
Supplies	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%
Advisory Board Total	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%

Expense Detail - Advisory Board

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
	Account #	Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Dues/Memberships	01-131-5700-002	\$ 275.00	\$ 275.00	\$ 275.00	\$ 275.00	\$ -	0%	\$ 275.00	\$ -	0%
Training/Seminars/Meetings	01-131-5700-003	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ -	0%	\$ 800.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 1,075.00	\$ 1,075.00	\$ 1,075.00	\$ 1,075.00	\$ -	0%	\$ 1,075.00	\$ -	0%
Office Supplies	01-131-5400-001	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ -		\$ 250.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0.0%	\$ 250	\$ -	0.0%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To provide innovative specialized local government financial support.

The Town Accountant will begin an Intermunicipal Agreement with the Town of Spencer, the agreed annual stipend is reflected in the salaries tab. Also this agreement will raise the Asst. Town Accountant's hours from 24 to 30 hours weekly. Budget request represents an overall increase of \$21,008, all in salaries. There is a 2% COL adjustments to both positions, plus a \$12,000 stipend for the Spencer Town Accountant position. Said stipend will be eliminated should this agreement be nullified in the future.

FY2020 ACCOMPLISHMENTS

We had a smooth transition into FY20, all DOR reports were submitted timely with a quick certification.

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town 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					
Total Employees	2	2	2	2	2

FY2021 Budget Summary - Town Accountant

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Town Accountant	\$ 114,955	\$ 118,153	\$ 122,611	\$ 143,619	\$ 143,619	\$ 21,008	17.13%
Total	\$ 114,955	\$ 118,153	\$ 122,611	\$ 143,619	\$ 143,619	\$ 21,008	17.13%

Salaries	\$ 65,280	\$ 66,584	\$ 68,424	\$ 81,817	\$ 81,817	\$ 13,393	20%
Wages	\$ 22,100	\$ 23,994	\$ 25,612	\$ 33,227	\$ 33,227	\$ 7,615	30%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personnel Total	\$ 87,380	\$ 90,578	\$ 94,036	\$ 115,044	\$ 115,044	\$ 21,008	22.34%

Purchase of Services	\$ 27,075	\$ 27,075	\$ 28,075	\$ 28,075	\$ 28,075	\$ -	0%
Supplies	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 27,575	\$ 27,575	\$ 28,575	\$ 28,575	\$ 28,575	\$ -	0.00%

Town Accountant Total	\$ 114,955	\$ 118,153	\$ 122,611	\$ 143,619	\$ 143,619	\$ 21,008	17.13%
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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 2020				FISCAL YEAR 2021								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2021
Lawrence	Allison	01-135-5101-000	Acct	Con	\$34.46	38	\$ 68,424	\$ 34.46	38	1986	2%	\$ 0.69	\$ 35.15	12,000.00	\$ 81,817	\$ 81,817
Messina	Kate	01-135-5100-000	Ass Acct	III/3	\$20.77	24	\$ 26,046	\$ 20.77	30	1568	2%	\$ 0.42	\$ 21.19		\$ 33,227	\$ 33,227
Rounding							\$ (434)								\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
Total Salaries							\$ 94,036			3554				\$ 12,000	\$ 115,044	\$ 115,044

Expense Detail - Town Accountant

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-135-5200-004	\$ 25,500.00	\$ 25,500.00	\$ 26,500.00	\$ 26,500.00	\$ -	0%	\$ 26,500.00	\$ -	0%
Printing	01-135-5200-0009	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	0%	\$ 150.00	\$ -	0%
Travel/Licenses	01-135-5700-001	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	0%	\$ 300.00	\$ -	0%
Dues/Memberships	01-135-5700-002	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ -	0%	\$ 125.00	\$ -	0%
Training/Seminars/Meetings	01-135-5700-003	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 27,075.00	\$ 27,075.00	\$ 28,075.00	\$ 28,075.00	\$ -	0%	\$ 28,075.00	\$ -	0%
Office Supplies	01-135-5400-001	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Supplies		\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

141 - Assessors

DESCRIPTION OF SERVICES

The Assessors office consists of 3 elected Assessors, one Principal Assessor (Dept. head) and one Assistant to the 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.

FY2021 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.

We have found a shortfall pertaining to our office supplies line of \$200, purchasing one toner cartridge for each printer for the most part uses up that \$200. Even with switching to the main printing machine for large print jobs we find that one cartridge per office printer may not cover the year's needs. Personal use items such as pens, sticky notes etc. are purchased personally at local stores and not paid for with town funds.

FY2020 ACCOMPLISHMENTS

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

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Principal Assessor	1	1	1	1	1
Department Assistant	1	1	1	1	1
Board of Assessors	3	3	3	3	3
Subtotal Employees	2	2	2	2	2
Subtotal Stipend Employees	3	3	3	3	3
Total Employees	5	5	5	5	5

FY2021 Budget Summary - Assessors

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Assessors	\$ 113,136	\$ 116,964	\$ 121,745	\$ 124,000	\$ 123,911	\$ 2,166	1.78%
Total	\$ 113,136	\$ 116,964	\$ 121,745	\$ 124,000	\$ 123,911	\$ 2,166	1.78%

Salaries	\$ 65,592	\$ 66,903	\$ 72,352	\$ 73,909	\$ 73,909	\$ 1,557	2%
Wages	\$ 38,573	\$ 41,090	\$ 40,168	\$ 41,031	\$ 41,031	\$ 863	2%
Other	\$ 1,731	\$ 1,731	\$ 1,985	\$ 1,731	\$ 1,731	\$ (254)	-13%
Personnel Total	\$ 105,896	\$ 109,724	\$ 114,505	\$ 116,671	\$ 116,671	\$ 2,166	1.89%

Purchase of Services	\$ 7,040	\$ 7,040	\$ 7,040	\$ 7,040	\$ 7,040	\$ -	0%
Supplies	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 7,240	\$ 7,240	\$ 7,240	\$ 7,240	\$ 7,240	\$ -	0.00%

Assessors Total	\$ 113,136	\$ 116,964	\$ 121,745	\$ 123,911	\$ 123,911	\$ 2,166	1.78%
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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 2020				FISCAL YEAR 2021								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2021
Prescott	John	01-141-5101-000	Pr Ass	Con	\$36.48	38	\$ 72,352	\$ 36.48	38	1986	2%	\$ 0.73	\$ 37.21		\$ 73,909	\$ 73,909
Asquith	Kathy	01-141-5100-000	Dept Ass	III/3	\$20.25	38	\$ 40,168	\$ 20.25	38	1986	2%	\$ 0.41	\$ 20.66		\$ 41,031	\$ 41,031
Stipends		01-141-5196-000					\$ 1,731							\$ 1,731	\$ 1,731	\$ 1,731
Rounding							\$ 254								\$ -	\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 114,505			3972				\$ 1,731	\$ 116,671	\$ 116,671

Expense Detail - Assessors

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Consultants/Prof services	01-141-5200-004	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0%	\$ 6,000	\$ -	0%
Dues/Memberships	01-141-5700-002	\$ 340	\$ 340	\$ 340	\$ 340	\$ -	0%	\$ 340	\$ -	0%
Training/Seminars/Meetings	01-135-5700-003	\$ 700	\$ 700	\$ 700	\$ 700	\$ -	0%	\$ 700	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
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		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 7,040	\$ 7,040	\$ 7,040	\$ 7,040	\$ -	0%	\$ 7,040	\$ -	0%
Office Supplies	01-135-5400-001	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%	\$ 200	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%	\$ 200	\$ -	0%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

One of the goals of this office is to have enough funds to attend the annual MCTA conference in order to network and maintain credentials as both the TC and ATC will be certified within the next year or two. We are already requesting an increase in the trainings line item to accommodate two employees attending the annual school. The dues and memberships will also need to be increased in the coming years. Based on the level funded budget, at present we are short \$3,863 for minimum department operations in FY2021.

FY2020 ACCOMPLISHMENTS

The office was reorganized from having an Assistant Collector and Assistant Treasurer to a Department Assistant and Assistant Treasurer Collector. This arrangement has allowed for the ATC to learn more aspects of the office, hopefully instilling confidence in those duties in case of future needs.

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
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

FY2021 Budget Summary - Treasurer/Collector

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Treasurer/Collector	\$ 160,514	\$ 165,867	\$ 163,615	\$ 166,411	\$ 166,411	\$ 2,796	1.71%
Total	\$ 160,514	\$ 165,867	\$ 163,615	\$ 166,411	\$ 166,411	\$ 2,796	1.71%

Salaries	\$ 66,944	\$ 68,283	\$ 63,473	\$ 64,833	\$ 64,833	\$ 1,360	2.14%
Wages	\$ 69,775	\$ 73,789	\$ 76,347	\$ 81,455	\$ 81,455	\$ 5,108	6.69%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personnel Total	\$ 136,719	\$ 142,072	\$ 139,820	\$ 146,288	\$ 146,288	\$ 6,468	4.63%

Purchase of Services	\$ 22,695	\$ 22,695	\$ 22,695	\$ 19,023	\$ 19,023	\$ (3,672)	-16.18%
Supplies	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
145 Expenses Total	\$ 23,795	\$ 23,795	\$ 23,795	\$ 20,123	\$ 20,123	\$ (3,672)	-15.43%

Treasurer/Collector Total	\$ 160,514	\$ 165,867	\$ 163,615	\$ 166,411	\$ 166,411	\$ 2,796	1.71%
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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 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Rajaniemi	Melanie	01-141-5101-000	Tr/Coll	Con	\$32.00	38	\$ 63,473	\$ 32.00	38	1986	2%	\$ 0.65	\$ 32.65		\$ 64,833	\$ 64,833
George	Nicholas	01-141-5100-000	Asst.Tr/Coll	III/3	\$20.77	38	\$ 41,199	\$ 20.77	38	1986	2%	\$ 0.42	\$ 21.19		\$ 42,085	\$ 42,085
Merced	Wanda	01-141-5196-000	Dept Asst.		\$19.43	38	\$ 38,541	\$ 19.43	38	1986	2%	\$ 0.39	\$ 19.82		\$ 39,370	\$ 39,370
Rounding							\$ (3,394)								\$ -	\$ -
															\$ -	\$ -
																\$ -
																\$ -
Total Salaries							\$ 139,820			5958				\$ -	\$ 146,288	\$ 146,288

\$ 0

Expense Detail - Treasurer/Collector

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maintain Contract/Repairs	01-145-5200-003	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Consultants/Prof. Service	01-145-5200-004	\$ 22,000	\$ 22,000	\$ 22,000	\$ 18,138	\$ (3,862.00)	-18%	\$ 18,138	\$ (3,862)	-17.55%
Mileage/Licenses	01-145-5700-001	\$ 355	\$ 355	\$ 355	\$ 355	\$ -	0%	\$ 355	\$ -	0%
Dues/Memberships	01-145-5700-002	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0%	\$ 150	\$ -	0%
Training/Seminars/Meetings	01-145-5700-003	\$ 190	\$ 190	\$ 190	\$ 380	\$ 190.00	100%	\$ 380	\$ 190	100%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 22,695	\$ 22,695	\$ 22,695	\$ 19,023	\$ (3,672.00)	-16%	\$ 19,023	\$ (3,672)	-16.18%
Office Supplies	01-145-5400-001	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0%	\$ 1,100	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0%	\$ 1,100	\$ -	0%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

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.

FY2021 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.

FY2020 ACCOMPLISHMENTS

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

FY2021 Budget Summary - Tax Title

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept Request	FY 2021 TA Approved	Dollar Change	Percent Change
Tax Title	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0.00%
Total	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0.00%

Tax Title Total	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0.00%
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Expense Detail - Tax Title

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultants/Prof services	01-147-5200-004	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0%	\$ -	\$ (16,000)	-100%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0%	\$ -	\$ (16,000)	-100%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	-100%	\$ -	\$ -	-100%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

152 - Personnel Board

DESCRIPTION OF SERVICES

This budget funds the membership fees associated with the Town's personnel system.

MISSION STATEMENT

N/A

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2020 ACCOMPLISHMENTS

N/A

FY2021 Budget Summary - Personnel Board

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept Request	FY 2021 TA Approved	Dollar Change	Percent Change
Personnel Board	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0.00%
Total	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0.00%

Personnel Board - Total	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	100.00%
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Expense Detail - Personnel Board

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Dues/Membership	01-152-5700-002	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0%	\$ 250	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0%	\$ 250	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	-100%	\$ -	\$ -	-100%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

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 utilized a private company to oversee and administer the IT network 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

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Upgrade to VADAR Cloud at a cost of \$6,000/yr. to optimize performance, compatibility and functionality

FY2020 ACCOMPLISHMENTS

N/A

FY2021 Budget Summary - IT Department

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept Request	FY 2021 TA Approved	Dollar Change	Percent Change
IT Department	\$ 141,620	\$ 138,560	\$ 155,560	\$ 155,560	\$ 155,560	\$ -	0.00%
Total	\$ 141,620	\$ 138,560	\$ 155,560	\$ 155,560	\$ 155,560	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 126,000	\$ 120,000	\$ 137,000	\$ 137,000	\$ 137,000	\$ -	0%
Supplies	\$ 15,620	\$ 18,560	\$ 18,560	\$ 18,560	\$ 18,560	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 141,620	\$ 138,560	\$ 155,560	\$ 155,560	\$ 155,560	\$ -	0.00%

It Department - Total	\$ 141,620	\$ 138,560	\$ 155,560	\$ 155,560	\$ 155,560	\$ -	0.00%
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		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-155-5200-003	\$ 126,000.00	\$ 120,000.00	\$ 137,000.00	\$ 137,000.00	\$ -	0%	\$ 137,000.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 126,000.00	\$ 120,000.00	\$ 137,000.00	\$ 137,000.00	\$ -	0%	\$ 137,000.00	\$ -	0%
Small Equipment	01-155-5400-0005	\$ 15,620.00	\$ 18,560.00	\$ 18,560.00	\$ 18,560.00	\$ -	0%	\$ 18,560.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 15,620	\$ 18,560	\$ 18,560	\$ 18,560	\$ -	-100%	\$ 18,560	\$ -	-100%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%

		<u>01-155-5200-003 Maintenance Contract/Professional Services</u>		
Department	Company	Description	Monthly Charge	Total Annual Charge
Accounting	Vadar	Accounting Software		\$ 9,450.00
Assessor	Patriot Properties	Assessing Software		\$ 9,000.00
Assessor/DIS	CMRPC	MuniGIS		\$ 4,000.00
TA/BOS	Intermedia	Town Email	\$ 800	\$ 12,900.00
TA/BOS	ClearCom	IT Mgmt Services - Town & PD	\$ 3,200	\$ 38,400.00
TA/BOS	Charter	Internet/Cable	\$ 1,100	\$ 13,200.00
TA/BOS	Onsolve	Code Red		\$ 6,030.00
TA/BOS	Seamless Docs	Web application for forms		\$ 4,750.00
TA/BOS	Civics Plus	Website		\$ 2,950.00
TA/BOS	BCS	Software Assurance (SWA)		\$ 290.00
Clerk	LLC Designs	Board/Comm Database Annual Support Fee		\$ 495.00
Fire/EMS	Akuity	Sofas web protection, network protection, server warranty		\$ 1,694.00
Fire/EMS	ESO	Fire Records Program		\$ 3,925.83
Fire/EMS	OCI	AmbuPro Ambulance Software		\$ 4,845.00
PD	Central Square/Tritech	IMC RMS Program		\$ 17,338.75
PD	Intermedia	PD Email	\$ 400	\$ 6,300.00
Accounting	Cloud			\$ 6,000.00
			Budget	\$ 137,000.00
			Expenditures	\$ 141,568.58
			Balance	\$ (4,568.58)
		<u>01-155-5400-005 Small Equipment</u>		
Department	Company	Description	Monthly Charge	Total Annual Charge
BOS	ClearCom	Computer/Equipment Repairs/Phones		\$ 2,000.00
BOS	Lenovo	PD Server Lease	\$ 1,046	\$ 12,555.24
BOS	ClearCom	FY20 Computer Replacement/Upgrades		\$ 4,000.00
			Budget	\$ 18,560.00
			Expenditures	\$ 18,555.24
			Balance	\$ 4.76



Town of Leicester

Operating Budget Manual

FY2021

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.

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 Statues. 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.

FY2021 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.

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town 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

FY2021 Budget Summary - Town Clerk

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept Request	FY 2021 TA Approved	Dollar Change	Percent Change
Town Clerk	\$ 99,955	\$ 104,669	\$ 110,491	\$ 112,628	\$ 112,628	\$ 2,137	1.93%
Total	\$ 99,955	\$ 104,669	\$ 110,491	\$ 112,628	\$ 112,628	\$ 2,137	1.93%

Salaries	\$ 62,220.00	\$ 63,464.00	\$ 65,399.29	\$ 66,798.00	\$ 66,798.00	\$ 1,398.71	2%
Wages	\$ 34,085.00	\$ 37,560.00	\$ 41,179.54	\$ 42,064.00	\$ 42,064.00	\$ 884.46	2%
Other	\$ -	\$ -	\$ 267.00	\$ -	\$ -	\$ (267.00)	-100%
Personnel Total	\$ 96,305	\$ 101,024	\$ 106,846	\$ 108,862	\$ 108,862	\$ 2,016	1.89%

Purchase of Services	\$ 2,150.00	\$ 2,145.00	\$ 2,145.00	\$ 2,266.00	\$ 2,266.00	\$ 121.00	6%
Supplies	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 3,650	\$ 3,645	\$ 3,645	\$ 3,766	\$ 3,766	\$ 121	3.32%

Town Clerk Total	\$ 99,955	\$ 104,669	\$ 110,491	\$ 112,628	\$ 112,628	\$ 2,137	1.93%
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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 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Davis	Deborah	01-161-5101-000	T/C	Con	\$32.97	38	\$ 65,399	\$ 32.97	38	1986	2%	\$ 0.66	\$ 33.63		\$ 66,798	\$ 66,798
Zuscak	Susan	01-161-5100-000	Ass T/C	III/3	\$20.76	38	\$ 41,180	\$ 20.76	38	1986	2%	\$ 0.42	\$ 21.18		\$ 42,064	\$ 42,064
Rounding							\$ 267								\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
Total Salaries							\$ 106,846			3972				\$ -	\$ 108,862	\$ 108,862

Expense Detail - Town Clerk

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Printing	01-161-5200-009	\$ 850.00	\$ 845.00	\$ 845.00	\$ 966.00	\$ 121.00	14%	\$ 966.00	\$ 121.00	14%
Travel/Licenses	01-161-5700-001	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%	\$ 100.00	\$ -	0%
Dues/Memberships	01-161-5700-002	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ -	0%	\$ 200.00	\$ -	0%
Training/Seminars/Meetings	01-161-5700-003	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 2,150.00	\$ 2,145.00	\$ 2,145.00	\$ 2,266.00	\$ 121.00	6%	\$ 2,266.00	\$ 121.00	6%
Office Supplies	01-161-5400-001	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0%	\$ 1,500.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester
Operating Budget Manual
FY2021

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'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. The TC is the Chief Election Official, Member of the Board of Registrars.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To provide a smooth and consistent process for all Elections, Early Voting and Town Meetings.

FY2020 ACCOMPLISHMENTS

New layout for the Election Hall with the installation of the Elevator some voters enter the hall from a different direction. Working on a smooth transition for all who vote. Made the hall ADA compliant to the best of our ability.

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
	0	0	0	0	0
	0	0	0	0	0
Subtotal Employees	0	0	0	0	0
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	0	0	0	0	0

FY2021 Budget Summary - Elections and Registration

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Elections and Registration	\$ 21,500	\$ 35,600	\$ 35,100	\$ 40,500	\$ 40,500	\$ 5,400	15.38%
Total	\$ 21,500	\$ 35,600	\$ 35,100	\$ 40,500	\$ 40,500	\$ 5,400	15.38%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ 10,000	\$ 22,000	\$ 22,000	\$ 26,000	\$ 26,000	\$ 4,000	18%
Other	\$ -	\$ -	\$ -		\$ -	\$ -	0%
Personnel Total	\$ 10,000	\$ 22,000	\$ 22,000	\$ 26,000	\$ 26,000	\$ 4,000	18.18%

Purchase of Services	\$ 10,500	\$ 12,600	\$ 12,100	\$ 12,500	\$ 12,500	\$ 400	3%
Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ 1,000	100%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 11,500	\$ 13,600	\$ 13,100	\$ 14,500	\$ 14,500	\$ 1,400	10.69%

Elections and Registration Total	\$ 21,500	\$ 35,600	\$ 35,100	\$ 40,500	\$ 40,500	\$ 5,400	15.38%
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* This is the year of the ATE, September Primary and the November Election. We also have early voting currently for the November Election (two weeks) it could change for the September primary if they add early voting. The state is supposed to reimburse for Early Voting however I want to be prepared.

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%

Elections and Registration

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2020				FISCAL YEAR 2021							Projected Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
		01-162-5100-000	Poll Workers				\$ 22,000	\$ -	0			\$ -	\$ -	\$ -	\$ 26,000
Total Salaries							\$ 22,000			\$ -			\$ -	\$ 26,000	\$ 26,000

		FY2018	FY 2019	FY2020	FY 2021	Dollar	Percent	FY 2021	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Consultant & Prof Services	01-162-5200-009	\$ 6,000.00	\$ 8,100.00	\$ 7,600.00	\$ 8,700.00	\$ 1,100.00	14%	\$ 8,700.00	\$ 1,100.00	14%
Printing	01-162-5200-009	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,600.00	\$ 100.00	3%	\$ 3,600.00	\$ 100.00	3%
Training/Seminars/Meetings	01-161-5700-003	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 200.00	\$ (800.00)	-80%	\$ 200.00	\$ (800.00)	-80%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 10,500.00	\$ 12,600.00	\$ 12,100.00	\$ 12,500.00	\$ 400.00	3%	\$ 12,500.00	\$ 400.00	3%
Office Supplies	01-162-5400-001	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	100%	\$ 2,000.00	\$ 1,000.00	100%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,000	100%	\$ 2,000	\$ 1,000	100%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

180 -Development & Inspectional Services

DESCRIPTION OF SERVICES

Office of Development & Inspectional Services (DIS) serves the Town of Leicester through the administration of all functions related to land-use development, public health, economic development, and long-range planning. DIS includes the the following divisions: Code/Building, Economic Development), and oversees the following Boards: Conservation Commission, Board of Health, Planning Board, Moose Hill Water Commission, and the Zoning Board of Appeals.

MISSION STATEMENT

The Office of Development & Inspectional Services plans for and permits development in an efficient and customer friendly way that encourages development while ensuring public health and safety and protecting Leicester's unique environmental, historical, and cultural resources. We continually look for ways to make navigating through permitting process more efficient and easier to understand.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

- Complete design and construction of Complete Streets Town Common project
- Explore e-permitting options and lower cost alternatives if not financially feasible (priority on Building & Health permits)
- Continue file storage organization and disposal of obsolete files in accordance with record disposal law
- Work with CMRPC on preparation of EOEEA grant-funded Economic Development Plan
- Develop easy-to-understand instructions for Conservation Commission applications, and work on public education related to wetland resources
- Continue implementation of Planning Board priority Zoning Bylaw amendments
Actively work to fill multiple vacancies on permitting Boards, particularly the Zoning Board of Appeals

FY2020 ACCOMPLISHMENTS

- Administration of \$335,748 Complete Streets Tier 3 Grant for traffic improvements around the Town Common and nearby roadways.
- Zoning Bylaw amendments approved 10/2019 (deletion of obsolete sections: solar moratorium and phased growth)
- Implementation of compressive re-organization of DIS office space , including disposal of obsolete equipment and organization of storage areas
- New Economic Development Coordinator hired 12/2019

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Director of Inspectional Services	1	1	1	1	1
Economic Development Coordinator	0	0	1	1	1
Department Assistants	2	2	2	2	2
Subtotal Employees	3	3	4	4	4
Subtotal Stipend Employees	8	8	8	8	8
Total Employees	11	11	12	12	12

FY2021 Budget Summary - DIS

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
DIS	\$ 227,640	\$ 234,787	\$ 241,930	\$ 291,753	\$ 290,784	\$ 48,854	20.19%
Total	\$ 227,640	\$ 234,787	\$ 241,930	\$ 291,753	\$ 290,784	\$ 48,854	20.19%

Salaries	\$ 80,758	\$ 82,373	\$ 84,253	\$ 86,053	\$ 86,053	\$ 1,800	2%
Wages	\$ 65,736	\$ 71,268	\$ 80,777	\$ 121,554	\$ 127,831	\$ 47,054	58%
Other	\$ 2,296	\$ 2,296	\$ 2,296	\$ 2,296	\$ 2,296	\$ -	0%
Personnel Total	\$ 148,790	\$ 155,937	\$ 167,326	\$ 209,903	\$ 216,180	\$ 48,854	29.20%

Purchase of Services	\$ 75,950	\$ 75,850	\$ 71,604	\$ 78,850	\$ 71,604	\$ -	0%
Supplies	\$ 2,900	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 78,850	\$ 78,850	\$ 74,604	\$ 81,850	\$ 74,604	\$ -	0.00%

DIS Total	\$ 227,640	\$ 234,787	\$ 241,930	\$ 291,753	\$ 290,784	\$ 48,854	20.19%
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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%

DIS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2021
Buck	Michelle	01-180-5101-000	Planner	Con	\$42.48	38	\$ 84,253	\$42.48	38	1986	2%	\$ 0.85	\$ 43.33		\$ 86,053	\$ 86,053
Milward	Bryan	01-180-5102-000	EDC	III/3	\$23.08	38	\$ -	\$23.08	38	1986	2%	\$ 0.47	\$ 23.55		\$ 46,764	\$ 53,041
Conroy	Kelly	01-180-5100-000		II/3	\$19.43	38	\$ 38,541	\$19.43	38	1986	2%	\$ 0.39	\$ 19.82		\$ 39,370	\$ 39,370
Open		01-180-5100-000		II/2	\$17.48	38	\$ 34,673	\$17.48	38	1986	2%	\$ 0.35	\$ 17.83		\$ 35,420	\$ 35,420
Stipends	Planning	01-180-5196-175					\$ 1,424	\$1,424							\$ 1,424	\$ 1,424
Stipends	BOH	01-180-5196-510					\$ 872	\$872							\$ 872	\$ 872
Rounding							\$ 7,562									\$ -
Total Salaries							\$ 167,326			7944				\$ -	\$ 209,903	\$ 216,180

Expense Detail - DIS

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maintain Cont/Repairs	01-180-5200-003	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Consultant/Prof. Services	01-180-5200-004	\$ 70,000.00	\$ 70,000.00	\$ 65,754.00	\$ 73,000.00	\$ 7,246.00	11%	\$ 65,754.00	\$ -	0%
Advertising	01-180-5200-007	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ -	0%	\$ 900.00	\$ -	0%
Printing	01-180-5200-009	\$ 600.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ -	0%
Mileage/Licenses	01-180-5700-001	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ -	0%	\$ 1,150.00	\$ -	0%
Dues/Memberships	01-180-5700-002	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ -	0%	\$ 1,300.00	\$ -	0%
Training/Seminars/Meetings	01-180-5700-003	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%	\$ 2,000.00	\$ -	0%
Purchase of Services		\$ 75,950.00	\$ 75,850.00	\$ 71,604.00	\$ 78,850.00	\$ 7,246.00	10%	\$ 71,604.00	\$ -	0%
Office Supplies	01-180-5400-001	\$ 2,400.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	0%	\$ 2,500.00	\$ -	0%
Books/Periodicals	01-180-5400-002	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ -	0%
Parts/Materials	01-180-5400-006	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Supplies		\$ 2,900	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0%	\$ 3,000	\$ -	0%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

192 - Town-Owned Bldg 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 newly renovated and expanded Leicester Public Library.

MISSION STATEMENT

N/A

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Sell Memorial School.

Hire an architectural firm to make recommendations on improvements to Hillcrest Country Club and potential reuse options.

FY2020 ACCOMPLISHMENTS

The Town took ownership of Memorial School on August 31, 2019.

The Town executed a one year lease with Hilltop Management Group for Hillcrest Country Club.

The Town demolished the condemned house at 275 Pleasant Street adjacent to Hillcrest Country Club.

FY2021 Budget Summary - Town-owned Bldg. Maintenance

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Town-owned Bldg. Maintenance	\$ 15,250	\$ 8,000	\$ 68,281	\$ 68,281	\$ 68,281	\$ -	0.00%
Total	\$ 15,250	\$ 8,000	\$ 68,281	\$ 68,281	\$ 68,281	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 15,250.00	\$ 8,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ 55,281.00	\$ 55,281.00	\$ 55,281.00	\$ -	0%
Expenses Total	\$ 15,250.00	\$ 8,000.00	\$ 68,281.00	\$ 68,281.00	\$ 68,281.00	\$ -	0.00%

Town-owned Bldg. Maintenance Total	\$ 15,250	\$ 8,000	\$ 68,281	\$ 68,281	\$ 68,281	\$ -	0.00%
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Expense Detail - Town-owned Bldg. Maintenance

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Expenses	01-192-5200-0003	\$ 15,250	\$ 8,000	\$ 13,000	\$ 13,000	\$ -	0.00%	\$ 13,000	\$ -	0%
Purchase of Services		\$ 15,250	\$ 8,000	\$ 13,000	\$ 13,000	\$ -	0.00%	\$ 13,000	\$ -	0%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Electric	01-192-5200-002	\$ -	\$ -	\$ 24,181	\$ 24,181	\$ -	0.00%	\$ 24,181	\$ (24,180)	-100%
Heating Fuel	01-192-5400-003	\$ -	\$ -	\$ 31,100	\$ 31,100	\$ -	0.00%	\$ 31,100	\$ (31,099)	-100%
Utilities		\$ -	\$ -	\$ 55,281	\$ 55,281	\$ -	0.00%	\$ 55,281	\$ -	0%



Town of Leicester

Operating Budget Manual

FY2021

197- Town Hall Bldg 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

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2020 ACCOMPLISHMENTS

N/A

FY2021 Budget Summary - Town Hall Bldg. Maintenance

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Town Hall Bldg. Maintenance	\$ 55,155	\$ 63,909	\$ 63,909	\$ 63,909	\$ 63,909	\$ -	0.00%
Total	\$ 55,155	\$ 63,909	\$ 63,909	\$ 63,909	\$ 63,909	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 19,650	\$ 28,254	\$ 28,254	\$ 28,254	\$ 28,254	\$ -	0%
Supplies	\$ 5,305.00	\$ 5,305.00	\$ 5,305.00	\$ 5,305.00	\$ 5,305.00	\$ -	0%
Utilities	\$ 30,200.00	\$ 30,350.00	\$ 30,350.00	\$ 30,350.00	\$ 30,350.00	\$ -	0%
Expenses Total	\$ 55,155	\$ 63,909	\$ 63,909	\$ 63,909	\$ 63,909	\$ -	0.00%

Town Hall Bldg. Maintenance Total	\$ 55,155	\$ 63,909	\$ 63,909	\$ 63,909	\$ 63,909	\$ -	0.00%
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Expense Detail - Town Hall Bldg. Maintenance

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-197-5200-003	\$ 19,650	\$ 28,254	\$ 28,254	\$ 28,254	\$ -	0.00%	\$ 28,254	\$ -	0%
Purchase of Services		\$ 19,650	\$ 28,254	\$ 28,254	\$ 28,254	\$ -	0.00%	\$ 28,254	\$ -	0%
Tools/Small Equipment	01-197-5400-005	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0.00%	\$ 300	\$ -	0%
Parts/Materials	01-197-5400-006	\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,750	\$ -	0.00%	\$ 1,750	\$ -	0%
Maintenance Supplies	01-197-5400-007	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ -	0%
Bandstand	01-197-5700-007	\$ 255	\$ 255	\$ 255	\$ 255	\$ -	0.00%	\$ 255	\$ -	0%
Supplies		\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ -	0%	\$ 5,305	\$ -	0%
Electric	01-197-5200-002	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	0.00%	\$ 13,000	\$ -	0%
Water/Sewer	01-197-5400-006	\$ 800	\$ 950	\$ 950	\$ 950	\$ -	0.00%	\$ 950	\$ -	0%
Heating Fuel	01-197-5400-003	\$ 16,400	\$ 16,400	\$ 16,400	\$ 16,400	\$ -	0.00%	\$ 16,400	\$ -	0%
Utilities		\$ 30,200	\$ 30,350	\$ 30,350	\$ 30,350	\$ -	0.00%	\$ 30,350	\$ -	0%



Town of Leicester

Operating Budget Manual

FY2021

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 STATMENT

Not Applicable

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

No needs identified

FY2020 ACCOMPLISHMENTS

During this year, we switch telephone systems from copper line transmission to an internet-based system, which reduces costs and increases overall reliability.

FY2021 Budget Summary - Town Hall Telephones

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Town Hall Telephones	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.00%
Total	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0%
Expenses Total	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.00%

Town Hall Telephones Total	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.00%
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Expense Detail - Town Hall Telephones

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Town Hall Telephones	01-147-5200-004	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.0%	\$ 6,400	\$ -	0.0%
Utilities		\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.0%	\$ 6,400	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

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, postage and the cost of the Honeywell measures and values contract for the energy upgrade borrowing.

MISSION STATEMENT

N/A

FY2021 GOALS, OBJECTIVE AND ADDITIONAL NEEDS

Increase consultant/professional services budget to cover the contract cost increase from \$21,188 to \$22,247 (+\$1,059).

Increase postage budget to from \$23,134 to \$25,000 (+\$1866) to cover additional mailing costs associated with the 2020 Presidential Election.

Print the 2020 Annual Town Report.

Review options for copy machine leases.

FY2020 ACCOMPLISHMENTS

Entered into a five year lease for an upgraded, more efficient postage machine with Town Meeting approval.

Printed the 2019 Annual Town Report.

FY2021 Budget Summary - Other General Government

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Other General Government	\$ 79,170	\$ 49,355	\$ 54,155	\$ 56,451	\$ 66,451	\$ 12,296	22.71%
Total	\$ 79,170	\$ 49,355	\$ 54,155	\$ 56,451	\$ 66,451	\$ 12,296	22.71%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ 39,232	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ 39,232	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 32,733	\$ 42,150	\$ 45,522	\$ 48,447	\$ 58,447	\$ 12,925	28%
Supplies	\$ 7,205	\$ 7,205	\$ 8,633	\$ 8,004	\$ 8,004	\$ (629)	-7%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 39,938	\$ 49,355	\$ 54,155	\$ 56,451	\$ 66,451	\$ 12,296	22.71%

Other General Government Total	\$ 79,170	\$ 49,355	\$ 54,155	\$ 56,451	\$ 66,451	\$ 12,296	100.00%
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		FY2018	FY 2019	FY2020	FY 2021	Dollar	Percent	FY 2021	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Consultants/Prof Services	01-199-5200-004	\$ 8,583	\$ 18,000	\$ 21,188	\$ 22,247	\$ 1,059	5%	\$ 22,247	\$ 1,059	5%
Postage	01-199-5200-008	\$ 23,150	\$ 23,150	\$ 23,134	\$ 25,000	\$ 1,866	8%	\$ 35,000	\$ 11,866	51%
Printing	01-199-5200-009	\$ 1,000	\$ 1,000	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0%
Mileage	01-199-5700-001	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 32,733	\$ 42,150	\$ 45,522	\$ 48,447	\$ 2,925	6%	\$ 58,447	\$ 12,925	28%
Office Supplies	01-199-5400-001	\$ 1,800	\$ 1,800	\$ 2,500	\$ 2,000	\$ (500)	-20%	\$ 2,000	\$ (500)	
Lease Equipment	01-199-5400-005	\$ 5,405	\$ 5,405	\$ 6,133	\$ 6,004	\$ (129)	-2%	\$ 6,004	\$ (129)	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 7,205	\$ 7,205	\$ 8,633	\$ 8,004	\$ (629)	-100%	\$ 8,004	\$ (629)	-100%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester
Town Administrator's Budget
FY2021 - Part B - Public Safety



Town of Leicester

Operating Budget Manual

FY2021

210 - Police Department

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.

Vision:

The Leicester Police Department, working in an atmosphere of transparency, will advance in today's society staying on the cutting edge of the everchanging advances in police work. We cannot do this alone, but with strong community partnerships as well as strong bonds with other agencies, we can all work toward the common goal of keeping Leicester a great place to live and work.

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Police Chief	1	1	1	1	1
Lieutenant	0	1	1	1	1
Detective	2	2	2	2	2
Sergeants	5	3	3	3	3
Patrol Officers	13	12	13	13	13
Administrative Assistant	1	1	1	1	1
Part-time Department Assistants	2	2	2	2	2
Other					
Subtotal Employees	24	22	23	23	23
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	24	22	23	23	23

FY2021 Budget Summary - Police

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Police	\$ 1,881,427	\$ 1,963,857	\$ 2,034,796	\$ 2,034,796	\$ 2,049,041	\$ 14,245	0.70%
Total	\$ 1,881,427	\$ 1,963,857	\$ 2,034,796	\$ 2,034,796	\$ 2,049,041	\$ 14,245	0.70%

Salaries	\$ 138,462	\$ 146,894	\$ 123,455	\$ 123,455	\$ 137,700	\$ 14,245	12%
Wages	\$ 1,223,200	\$ 1,383,045	\$ 1,434,777	\$ 1,432,231	\$ 1,432,231	\$ (2,546)	0%
Overtime	\$ 100,000	\$ 26,206	\$ 100,651	\$ 102,718	\$ 102,718	\$ 2,067	2%
Other	\$ 131,700	\$ 145,507	\$ 113,708	\$ 100,651	\$ 100,651	\$ (13,057)	-11%
Personnel Total	\$ 1,593,362	\$ 1,701,652	\$ 1,772,591	\$ 1,759,055	\$ 1,773,300	\$ 709	0.04%

Purchase of Services	\$ 204,215	\$ 183,685	\$ 183,685	\$ 197,221	\$ 197,221	\$ 13,536	7%
Supplies	\$ 44,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0%
Utilities	\$ 39,350	\$ 43,520	\$ 43,520	\$ 43,520	\$ 43,520	\$ -	0%
Expenses Total	\$ 288,065	\$ 262,205	\$ 262,205	\$ 275,741	\$ 275,741	\$ 13,536	5.16%

Police Total	\$ 1,881,427	\$ 1,963,857	\$ 2,034,796	\$ 2,034,796	\$ 2,049,041	\$ 14,245	0.70%
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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

FY20 year end rate for union steps
 formula incorrect to balance before beginning used 52.15
 told should be changed 52.2

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16.00	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	Projected Salary Fiscal 2021
Antanavica	Kenneth	01-210-5101-000	Chief		\$58.52	40	\$ 123,455.00	\$123,455.00	40	1	\$ -	\$ -	\$ 123,455.00	\$ -	123,455.00	\$ 137,700
Doray	Paul	01-210-5100-000	Lieutenant		\$44.55	40	\$ 92,931.30	\$44.55	40	2086	\$ -	\$ -	\$ 44.55	\$ -	92,931.30	\$ 92,931
Fontaine	Michael	01-210-5100-000	Sergeant		\$37.60	40	\$ 78,433.60	\$37.60	40	2086	\$ -	\$ -	\$ 37.60	\$ -	78,433.60	\$ 78,434
Guertin	Craig	01-210-5100-000	Sergeant		\$37.60	40	\$ 78,433.60	\$37.60	40	2086	\$ -	\$ -	\$ 37.60	\$ -	78,433.60	\$ 78,434
Samia	Al	01-210-5100-000	Sergeant		\$37.60	40	\$ 78,433.60	\$37.60	40	2086	\$ -	\$ -	\$ 37.60	\$ -	78,433.60	\$ 78,434
Open		01-210-5100-000	Sergeant		\$5.94	40	\$ 12,390.84	\$5.94	40	2086	\$ -	\$ -	\$ 5.94	\$ -	12,390.84	\$ 12,391
Brady	Matthew	01-210-5100-000	Patrol (FY21max)		\$31.17	40	\$ 65,020.62	\$31.66	40	2086	\$ -	\$ -	\$ 31.66	\$ -	66,042.76	\$ 66,043
Fontaine	Tim	01-210-5100-000	Patrol Det		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	\$ -	\$ -	\$ 31.66	\$ -	66,042.76	\$ 66,043
Brooks	Scot	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	\$ -	\$ -	\$ 31.66	\$ -	66,042.76	\$ 66,043
Bulman	Frank	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	\$ -	\$ -	\$ 31.66	\$ -	66,042.76	\$ 66,043
Caforio	John	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	\$ -	\$ -	\$ 31.66	\$ -	66,042.76	\$ 66,043
Laperle	Charles	01-210-5100-000	Patrol 168 (4/21)		\$27.87	40	\$ 58,136.82	\$27.87	40	2086	\$ -	\$ -	\$ 27.87	\$ -	58,136.82	\$ 58,137
Larson	Charles	01-210-5100-000	Patrol 168 (9/9)		\$29.85	40	\$ 62,267.10	\$31.07	40	2086	\$ -	\$ -	\$ 31.07	\$ -	64,812.02	\$ 64,812
Lombardozzi	Michael	01-210-5100-000	Patrol (FY21max)		\$31.17	40	\$ 65,020.62	\$31.66	40	2086	\$ -	\$ -	\$ 31.66	\$ -	66,042.76	\$ 66,043
McCauly	Travis	01-210-5100-000	Patrol 168 (12/4)		\$29.85	40	\$ 62,267.10	\$31.07	40	2086	\$ -	\$ -	\$ 31.07	\$ -	64,812.02	\$ 64,812
Moughan	Thomas	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	\$ -	\$ -	\$ 31.66	\$ -	66,042.76	\$ 66,043
Murphy	James	01-210-5100-000	Patrol (FY21max)		\$31.17	40	\$ 65,020.62	\$31.66	40	2086	\$ -	\$ -	\$ 31.66	\$ -	66,042.76	\$ 66,043
Ruth	Derrick	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	\$ -	\$ -	\$ 31.66	\$ -	66,042.76	\$ 66,043
Sielis	Michael	01-210-5100-000	Patrol 168 (1/9)		\$26.93	40	\$ 56,175.98	\$27.87	40	2086	\$ -	\$ -	\$ 27.87	\$ -	58,136.82	\$ 58,137
Soojian	Matthew	01-210-5100-000	Patrol 168 (4/2)		\$27.87	40	\$ 58,136.82	\$27.87	40	2086	\$ -	\$ -	\$ 27.87	\$ -	58,136.82	\$ 58,137
Open	Patrol	01-210-5100-000	Patrol 168/1		\$24.48	40	\$ 51,065.28	\$24.48	40	2086	\$ -	\$ -	\$ 24.48	\$ -	51,065.28	\$ 51,065
Open	Patrol	01-210-5100-000	Patrol 168/2		\$27.21	40	\$ 56,760.06	\$27.21	40	2086	\$ -	\$ -	\$ 27.21	\$ -	56,760.06	\$ 56,760
PDBB							\$ 40,000.00								40,000.00	\$ 40,000
Custodian		01-210-5104-000	Custodian		\$14.14	18	\$ 13,273.22	\$14.14	0	0	\$ -	\$ -	\$ 14.14	\$ -	0.00	\$ -
Gaffney	Sheila	01-210-5104-000	Admin Asst		\$23.08	40	\$ 48,144.88	\$23.08	40	2086	\$ -	\$ -	\$ 23.08	\$ -	48,144.88	\$ 48,145
Parkinson	Anne Marie	01-210-5104-000	Clerk		\$16.32	18	\$ 15,319.58	\$16.32	18	938.7	\$ -	\$ -	\$ 16.32	\$ -	15,319.58	\$ 15,320
Temple*	Deborah	01-210-5104-000	Clerk		\$16.00	18	\$ 15,019.20	\$16.65	18	938.7	\$ -	\$ -	\$ 16.65	\$ -	15,629.36	\$ 15,629
		01-210-5104-000	Detention		\$15.00	8	\$ 6,270	\$15.00	8	417.2	\$ -	\$ -	\$ 15.00	\$ -	6,270.00	\$ 6,270
Other-stipends		01-210-5104-000					\$ 60,650.60								60,650.60	\$ 60,651
Overtime		01-210-5130-000					\$ 113,708								102,718.00	\$ 102,718
Total Salaries							\$ 1,772,591				\$ -			\$ -	1,759,055.04	\$ 1,773,300

Supplementary Compensation

	Fiscal Year 2020	Fiscal Year 2021
01-210-5101-000 Salary - Chief (see notes →)	\$ 123,455	\$ 137,700
01-210-5100-000 Wages - Police REQUEST CONTRACT INCREASE	\$ 1,376,751	\$ -
ALSO increase personal day buyback to union increase plus \$9,500 for chief BB		\$ -
	\$ -	\$ -
01-210-5104-000 Wages Other - REQUEST Non Union Wage & Union stipend incr	\$ 158,677	\$ -
moved custodian to professional services for cleaners fees	\$ -	\$ -
	\$ -	\$ -
01-210-5120-000 Overtime - REQUEST CONTRACT INCREASE	\$ 113,708	\$ -
	\$ -	\$ -
Total Shift Coverage	\$ 1,772,591	\$ 137,700
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Total Quinn/ECI	\$ -	\$ -
Holiday Pay	\$ -	\$ -
Shift Differential	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
Total Other	\$ -	\$ -
Total Supplementary Compensation	\$ 1,772,591	\$ 137,700

NOTES:

	FY20 start	FY20 perm	NEED for FY20 add'l FY20	NEED for FY21 add'l FY21	TOTAL ADD'L
Chief	123,455.00	135,000.00	11,545.00	2,700.00	14,245.00

TO LEVEL FUND, AGAIN any and all unfunded increases will have to reduce the OT line.
All expenses are as close to actual as calculated. Will have to request to replenish at STM in fall.

Expense Detail - Police

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-210-5200-003	\$ 22,000	\$ 24,400	\$ 24,400	\$ 24,400	\$ -	0%	\$ 24,400	\$ -	0%
Consultant/Prof Services	01-210-5200-004	\$ 38,000	\$ 16,000	\$ 16,000	\$ 29,536	\$ 13,536	85%	\$ 29,536	\$ 13,536	85%
Printing	01-210-5200-009	\$ 2,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Dues/Memberships	01-210-5700-002	\$ 2,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Training/Seminars/Meetings	01-210-5700-003	\$ 11,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0%	\$ 4,000	\$ -	0%
Clothing Allowance	01-210-5700-004	\$ 31,775	\$ 35,725	\$ 35,725	\$ 35,725	\$ -	0%	\$ 35,725	\$ -	0%
Recognition/Awards	01-210-5700-005	\$ 500	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Employee Benefits	01-210-5700-006	\$ 96,440	\$ 100,560	\$ 100,560	\$ 100,560	\$ -	0%	\$ 100,560	\$ -	0%
moved from custodian to consultants/pro services										
Purchase of Services		\$ 204,215	\$ 183,685	\$ 183,685	\$ 197,221	\$ 13,536	7%	\$ 197,221	\$ 13,536	7.4%
Office Supplies	01-210-5400-001	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0%	\$ 6,000	\$ -	0%
Books Periodicals	01-210-5400-002	\$ 1,500	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%
Tools/Small Equipment	01-210-5400-005	\$ 17,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0%	\$ 12,000	\$ -	0%
Parts/Materials	01-210-5400-006	\$ 13,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0%	\$ 10,000	\$ -	0%
Maintenance Supplies	01-210-5400-007	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0%	\$ 7,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 44,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0%	\$ 35,000	\$ -	0.0%
Telephone	01-210-5200-001	\$ 9,000	\$ 13,020	\$ 13,020	\$ 13,020	\$ -	0.0%	\$ 13,020	\$ -	0%
Electric	01-210-5200-002	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ -	0%	\$ 21,000	\$ -	0%
Water Sewer	01-210-5200-006	\$ 1,350	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Heating Fuel	01-210-5400-003	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0%	\$ 8,000	\$ -	0%
Utilities		\$ 39,350	\$ 43,520	\$ 43,520	\$ 43,520	\$ -	0.0%	\$ 43,520	\$ -	0.0%

Supplementary Expenses

	Fiscal Year 2020	Fiscal Year 2021
MOVED "custodian wages" to "consultants/professional services" \$300wkly	\$ 16,000	\$ 31,600
^^OVERALL increase \$15,600-\$13,550=\$2,050 (does not included stripping/waxing, rug shampooing)	\$ -	\$ -
	\$ -	\$ -
Dues and Memberships have increased	\$ -	\$ 2,100
Recognition/Awards - LPD would like to reinstate awards/recognitions for exemplary work	\$ -	\$ 1,500
Employee Benefits - chiefs contract stipends added	\$ 100,650	\$ 109,425
Water - increased rates	\$ 1,500	\$ 1,800
Heating Fuel - rates increased and now on ACTUAL read with an updated meter	\$ 8,000	\$ 10,000
	\$ -	\$ -
	\$ 126,150	\$ 156,425



Town of Leicester

Operating Budget Manual

FY2021

220 - Fire Department

DESCRIPTION OF SERVICES

The main duties of a Fire Department are to help protect the public in emergency situations. They respond to a wide variety of calls, such as car crashes, chemical spills, flooding, water rescue and general rescue as well as fires.

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Maintain funding levels for Fire Operations, Training of new Recruits and current FF, along with equipment maintenance.

Increase funding for the following. 1. Mask fit testing for all FF as per new OSHA requirements (\$3600.00 added to professional service line) 2. Additional hours for Fire Prevention Office. (3 hours/week) funding provided from inspection fee's) 3. Apply for grant funding for replacement of our Self Contained Breathing Apparatus (SCBA's).

FY2020 ACCOMPLISHMENTS

Maintained department equipment, operation and staffing level after 2 years of level funded budgeting. Received grant funding to replace Firefighter Gloves and protective Hoods, along with fund for our SAFE (Student Awareness of Fire Education) and Senior SAFE program.

Fire Chief	Fire Inspector	
Deputy Chief		
Assistant Chief		
Captain Company 1	Captain Company 2	Captain Company 3
Lieutenant Company 1	Lieutenant Company 2	Lieutenant Company 3
Firefighters Company 1	Firefighters Company 2	Firefighters Company 3
Recruits Company 1	Recruits Company2	Recruits Company 3

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Fire Chief	1	1	1	1	1
Deputy Chief	1	1	1	1	1
Assistant Chief	1	1	1	1	1
Fire Inspector/Captain	1	1	1	1	1
Captains	3	3	3	3	3
Lieutenants	3	3	3	3	3
Firefighters	35	36	35	36	36
Recruits	20	20	22	20	20
Subtotal Employees	65	66	67	66	66
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	65	66	67	66	66

FY2021 Budget Summary - Fire

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Fire	\$ 305,313	\$ 305,307	\$ 305,307	\$ 308,907	\$ 308,907	\$ 3,600	1.18%
Total	\$ 305,313	\$ 305,307	\$ 305,307	\$ 308,907	\$ 308,907	\$ 3,600	1.18%

Salaries	11,730	11,730	12,204	12,204	12,204	-	0%
Wages	158,563	158,557	158,083	158,083	158,083	-	0%
Other	-	-	-	-	-	-	0%
Personnel Total	\$ 170,293	\$ 170,287	\$ 170,287	\$ 170,287	\$ 170,287	\$ -	0.00%

Purchase of Services	\$ 50,300	\$ 50,300	\$ 50,300	\$ 63,900	\$ 63,900	\$ 13,600	27%
Supplies	\$ 21,500	\$ 21,500	\$ 21,500	\$ 22,300	\$ 22,300	\$ 800	4%
Utilities	\$ 63,220	\$ 63,220	\$ 63,220	\$ 52,420	\$ 52,420	\$ (10,800)	-17%
Expenses Total	\$ 135,020	\$ 135,020	\$ 135,020	\$ 138,620	\$ 138,620	\$ 3,600	2.67%

Fire Total	\$ 305,313	\$ 305,307	\$ 305,307	\$ 308,907	\$ 308,907	\$ 3,600	1.18%
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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%

Fire

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2020				FISCAL YEAR 2021							
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Projected Salary Fiscal 2021
Wilson	Robert		Chief		\$0.00	0	\$ 12,204.00	\$0.00	0	\$ -	\$ -	\$ -	\$ -	\$ 12,204	\$ 12,204
Wilson	Michael		Fire Inspector		\$19.83	992	\$ 19,667.00	\$19.83	1144	\$ 3,014.00	\$ -	\$ 3,033.83	\$ -	\$ 19,667	\$ 19,667
			Stipends				\$ 138,416.00							\$ 138,416	\$ 138,416
															\$ -
Total Salaries							\$ 170,287			\$ 3,014			\$ -	\$ 170,287	\$ 170,287

Supplementary Compensation

	Fiscal Year 2020	Fiscal Year 2021
Stipends & Other Pay	\$ -	\$ -
Chief's Stipend	\$ 12,964	\$ 12,964
Fire Incidents	\$ 49,575	\$ 49,575
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	\$ 138,416	\$ 138,416
Total Supplementary Compensation	\$ 138,416	\$ 138,416

Expense Detail - Fire

		FY2018	FY 2019	FY2020	FY 2021	Dollar	Percent	FY 2021	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contracts/Repairs	01-220-5200-003	\$ 38,000	\$ 38,000	\$ 38,000	\$ 48,000	\$ 10,000	26%	\$ 48,000	\$ 10,000	26%
Consultant/Prof Services	01-220-5200-004	\$ 1,800	\$ 1,800	\$ 1,800	\$ 5,400	\$ 3,600	200%	\$ 5,400	\$ 3,600	200%
Dues/Memberships	01-220-5700-002	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0%	\$ 2,500	\$ -	0%
Training/Seminars/Meetings	01-220-5700-003	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0%	\$ 2,500	\$ -	0%
Equipment	01-210-5800-001	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ -	0%	\$ 5,500	\$ -	0%
Purchase of Services		\$ 50,300	\$ 50,300	\$ 50,300	\$ 63,900	\$ 13,600	27%	\$ 63,900	\$ 13,600	27%
Office Supplies	01-220-5400-001	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
Books Periodicals	01-220-5400-002	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
Tools/Small Equipment	01-220-5400-005	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,800	\$ 800	5%	\$ 16,800	\$ 800	5%
Parts/Materials	01-220-5400-006	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
Maintenance Supplies	01-220-5400-007	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 21,500	\$ 21,500	\$ 21,500	\$ 22,300	\$ 800	4%	\$ 22,300	\$ 800	4%
Telephone	01-220-5200-001	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ -	0%	\$ 3,800	\$ -	0%
Electric	01-220-5200-002	\$ 19,800	\$ 19,800	\$ 19,800	\$ 19,000	\$ (800)	-4%	\$ 19,000	\$ (800)	-4%
Water Sewer	01-220-5200-006	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0%	\$ 5,000	\$ -	0%
Heating Fuel	01-220-5400-003	\$ 34,620	\$ 34,620	\$ 34,620	\$ 24,620	\$ (10,000)	-29%	\$ 24,620	\$ (10,000)	-29%
Utilities		\$ 63,220	\$ 63,220	\$ 63,220	\$ 52,420	\$ (10,800)	-17%	\$ 52,420	\$ (10,800)	0.0%



Town of Leicester

Operating Budget Manual

FY2021

231 - Ambulance Department

DESCRIPTION OF SERVICES

Emergency Medical Services (EMS) is a critical component of the Town's **emergency** and trauma care system. ... It includes **emergency** calls to 9-1-1; dispatch of **emergency** personnel to the scene of an illness or trauma; and triage, **treatment**, and transport of patients by ambulance to area Hospitals..

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Replacement of Ambulance 2. Ability to retain current staffing levels of EMT Paramedics and Basics.

FY2020 ACCOMPLISHMENTS

Replaced Cardiac Monitors. Maintained existing staffing with new on-call/per diem personnel. Staffed 100% 1st call, 90+% 2nd and 3rd calls.

EMS Director
 EMS Coordinator
 Training Coordinator
 EMT Paramedics

Dept. Assistant

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
EMS Director	1	1	1	1	1
EMS Coordinator	1	1	1	1	1
Training Coordinator	1	1	1	1	1
EMT-Paramedic	1	1	1	1	1
Dept Assistant	1	1	1	1	1
Per-Diem Paramedics	15	13	13	13	13
Per-Diem Basics	21	24	22	22	22
Subtotal Employees	38	39	37	37	37
Subtotal Stipend Employees	3	3	3	0	0
Total Employees	41	42	40	37	37

FY2021 Budget Summary - Ambulance

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Ambulance	\$ 424,850	\$ 440,418	\$ 440,372	\$ 446,123	\$ 446,123	\$ 5,751	1.31%
Total	\$ 424,850	\$ 440,418	\$ 440,372	\$ 446,123	\$ 446,123	\$ 5,751	1.31%

Salaries	\$ -	\$ -	\$ -		\$ -	\$ -	
Wages	\$ 348,000	\$ 351,568	\$ 352,738	\$ 358,489	\$ 358,489	\$ 5,751	1.63%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ 348,000	\$ 351,568	\$ 352,738	\$ 358,489	\$ 358,489	\$ 5,751	1.63%

Purchase of Services	\$ 37,900	\$ 49,900	\$ 48,684	\$ 48,684	\$ 48,684	\$ -	0%
Supplies	\$ 21,650	\$ 21,650	\$ 21,650	\$ 22,150	\$ 22,150	\$ 500	0%
Utilities	\$ 17,300	\$ 17,300	\$ 17,300	\$ 16,800	\$ 16,800	\$ -	0%
Expenses Total	\$ 76,850	\$ 88,850	\$ 87,634	\$ 87,634	\$ 87,634	\$ -	0.00%

Ambulance Total	\$ 424,850	\$ 440,418	\$ 440,372	\$ 446,123	\$ 446,123	\$ 5,751	1.31%
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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%

Ambulance

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Franklin	Michael	01-231-5100-000	EMT - Para		\$22.36	28	\$ 32,025.12	\$ 22.36	28	1463	2%	\$ 0.45	\$ 22.81		\$ 33,375	\$ 33,375
Per Diem		01-231-5100-000	EMT - Para		\$23.25	60	\$ 72,749.25	\$ 23.25	60	3135	2%	\$ 0.47	\$ 23.72		\$ 74,363	\$ 74,363
Per Diem		01-231-5100-000	EMT - Basic		\$18.72	72	\$ 70,631.55	\$ 18.72	72	3762	2%	\$ 0.38	\$ 19.10		\$ 71,852	\$ 71,852
Fields	Donna	01-231-5100-000	Dept Assist		\$23.08	40	\$ 48,375.68	\$ 23.08	40	2090	2%	\$ 0.47	\$ 23.55		\$ 49,213	\$ 49,213
Stand By Wages		01-231-5100-000	Stand by-On Call		\$3.00	115	\$ 17,994.00	\$ 3.00	115	6009	0%	\$ -	\$ 3.00		\$ 18,027	\$ 18,027
Night Staff P/D		01-231-5100-000	EMT - Para		\$150.00	6	\$ 46,950.00	\$ 150.00	6	314	0%	\$ -	\$ 150.00		\$ 47,100	\$ 47,100
Night Staff P/D		01-231-5100-000	EMT - Basic		\$100.00	7	\$ 36,600.00	\$ 100.00	7	366	0%	\$ -	\$ 100.00		\$ 36,600	\$ 36,600
On Call Wages		01-231-5100-000	On-Call/Second calls				\$ 15,000.00	\$15,000.00		0	2%	\$ 300.01	\$ 15,300.01		\$ 15,300	\$ 15,300
Vac/Sick/Holiday		01-231-5100-000	Vacation /Sick				\$ 3,074.00	\$ 3,074.00		0	2%	\$ 61.49	\$ 3,135.49		\$ 3,135	\$ 3,135
Wilson	Robert	01-231-5100-000	EMS Director				\$ 3,820.00	\$ 3,820.00		0	2%	\$ 76.41	\$ 3,896.41		\$ 3,896	\$ 3,896
Franklin	Mike	01-231-5100-000	EMS Coord				\$ 3,608.00	\$ 3,608.00		0	2%	\$ 72.17	\$ 3,680.17		\$ 3,680	\$ 3,680
Plante	Pam	01-231-5100-000	Train Coord				\$ 1,910.00	\$ 1,910.00		0	2%	\$ 38.21	\$ 1,948.21		\$ 1,948	\$ 1,948
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 352,738			17139				\$ -	\$ 358,489	\$ 358,489

Expense Detail - Ambulance

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept.	Dollar	Percent	TA	Dollar	Percent
					Request	Change	Change	Approved	Change	Change
Maint Contracts/Repairs	01-231-5200-003	\$ 12,500.00	\$ 24,500.00	\$ 23,284.00	\$ 23,284.00	\$ -	0%	\$ 23,284.00	\$ -	0%
Consultant/Prof Services	01-231-5200-004	\$ 13,900.00	\$ 13,900.00	\$ 13,900.00	\$ 13,900.00	\$ -	0%	\$ 13,900.00	\$ -	0%
Mileage/Licenses	01-231-5700-001	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	0%	\$ 7,500.00	\$ -	0%
Dues/Memberships	01-231-5700-002	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%	\$ 2,000.00	\$ -	0%
Training/Seminars/Meetings	01-231-5700-003	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%	\$ 2,000.00	\$ -	0%
Purchase of Services		\$ 37,900.00	\$ 49,900.00	\$ 48,684.00	\$ 48,684.00	\$ -	0%	\$ 48,684.00	\$ -	0%
Office Supplies	01-231-5400-001	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$ -	0%
Books Periodicals	01-231-5400-002	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	0%	\$ 150.00	\$ -	0%
Tools/Small Equipment	01-231-5400-005	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	0%	\$ 4,000.00	\$ -	0%
Parts/Materials	01-231-5400-006	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ -	0%	\$ 16,000.00	\$ -	0%
Maintenance Supplies	01-231-5400-007	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 500.00	100%	\$ 1,000.00	\$ 500.00	100%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 21,650	\$ 21,650	\$ 21,650	\$ 22,150	\$ 500	2%	\$ 22,150	\$ 500	2%
Telephone	01-231-5200-001	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Electric	01-231-5200-002	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	0%	\$ 7,500	\$ -	0%
Heating Fuel	01-231-5400-003	\$ 8,300	\$ 8,300	\$ 8,300	\$ 7,800	\$ (500)	-6%	\$ 7,800	\$ (500.00)	-6%
Utilities		\$ 17,300	\$ 17,300	\$ 17,300	\$ 16,800	\$ (500)	-3%	\$ 16,800	\$ (500)	-2.9%



Town of Leicester

Operating Budget Manual

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241 - Code Department

DESCRIPTION OF SERVICES

The Code/ Department, a Division of the Development and Inspectional Services Department, is charged with enforcing the State Building Codes to ensure the residents, businesses and visitors of Leicester are afforded safe and reliable structures in which to live and work. The department is also responsible for the enforcement of the Town zoning bylaws and Massachusetts MAABB (Massachusetts Architectural Access Barrier Board) CMR 521 rules and regulations. The Code Department also is responsible for oversight of plumbing, gas, and electrical permits.

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

- Organize and catalog all plans in the office and storage room; dispose of obsolete files in accordance with record disposal law
- Improve required periodic inspection program (Table 110 Schedule of Periodic Inspection of Existing Buildings)
- Develop written office procedures.
- Develop and implement improved enforcement mechanisms for Building Code and Zoning Bylaw violations.
- Explore e-permitting options and lower cost alternatives if not financially feasible.

FY2020 ACCOMPLISHMENTS

- Building Permits prepared on computer as form-fillable pdfs.
- Continued ongoing enforcement of Building, Plumbing, Gas, and Electrical codes.
- New Building Inspector/Zoning Enforcement Officer hired 11/2019.

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Building Inspector	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

FY2021 Budget Summary - Code

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Code	\$ 67,267	\$ 68,879	\$ 63,690	\$ 61,683	\$ 61,683	\$ (2,007)	-3.15%
Total	\$ 67,267	\$ 68,879	\$ 63,690	\$ 61,683	\$ 61,683	\$ (2,007)	-3.15%

Salaries	\$ 57,589	\$ 58,741	\$ 50,463	\$ 51,545	\$ 51,545	1,082	2%
Wages	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	-	0%
Other	\$ -	\$ -	\$ 3,089	\$ -	\$ -	(3,089)	-100%
Personnel Total	\$ 57,589	\$ 60,241	\$ 55,052	\$ 53,045	\$ 53,045	\$ (2,007)	-3.65%

Purchase of Services	\$ 7,532	\$ 6,492	\$ 6,492	\$ 6,492	\$ 6,492	\$ -	0%
Supplies	\$ 1,546	\$ 1,546	\$ 1,546	\$ 1,546	\$ 1,546	\$ -	0%
Utilities	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ -	0%
Expenses Total	\$ 9,678	\$ 8,638	\$ 8,638	\$ 8,638	\$ 8,638	\$ -	0.00%

Code Total	\$ 67,267	\$ 68,879	\$ 63,690	\$ 61,683	\$ 61,683	\$ (2,007)	-3.15%
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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%

Code

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
McCrae	David	01-241-5101-000	BI	Con	\$25.44	38	\$ 50,463	\$ 25.44	38	1986	2%	\$ 0.51	\$ 25.95		\$ 51,545	\$ 51,545
		01-241-5100-000	On Call				\$ 1,500	\$ -					\$ -		\$ 1,500	\$ 1,500
		Rounding					\$ 3,089									\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 55,052			1986				\$ -	\$ 53,045	\$ 53,045

Expense Detail - Code

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Consultants/Prof services	01-241-5200-004	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0%
Travel/Licenses	01-241-5700-001	\$ 6,000	\$ 4,960	\$ 4,960	\$ 4,960	\$ -	0%	\$ 4,960	\$ -	0%
Training/Seminars/Meetings	01-241-5700-003	\$ 332	\$ 332	\$ 332	\$ 332	\$ -	0%	\$ 332	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Purchase of Services		\$ 7,532.00	\$ 6,492.00	\$ 6,492.00	\$ 6,492.00	\$ -	0%	\$ 6,492.00	\$ -	0%
Office Supplies	01-241-5400-001	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000.00	\$ -	0%
Tools/Small equipment	01-241-5400-005	\$ 546	\$ 546	\$ 546	\$ 546	\$ -	0%	\$ 546.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 1,546	\$ 1,546	\$ 1,546	\$ 1,546	\$ -	0%	\$ 1,546	\$ -	0%
Telephones	01-241-5200-001	600	\$ 600	\$ 600	\$ 600	\$ -	0.0%	\$ 600	\$ -	0%
Utilities		\$ 600	\$ 600	\$ 600	\$ 600	\$ -	0.0%	\$ 600	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

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.

MISSION STATEMENT

To provide safe, effective, and timely services to the community

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2020 ACCOMPLISHMENTS**

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
EM Director	1	1	1	1	1
Subtotal Employees	0	0	0	0	0
Subtotal Stipend Employees	1	1	1	1	1
Total Employees	1	1	1	1	1

FY2021 Budget Summary - Emergency Management

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Emergency Management	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,813	\$ -	0.00%
Total	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,813	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,813	\$ -	0.00%
Personnel Total	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,813	\$ -	0.00%

Purchase of Services	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%
Supplies	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%

Emergency Management							
Total	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,813	\$ -	0.00%

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%

Fire

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Montiverdi	Chris		Director		\$0.00	0	\$ 3,813.00	#####		0	0%	\$ -	\$ 3,813.00		\$ 3,813	\$ 3,813
															\$ -	\$ -
																\$ -
																\$ -
Total Salaries							\$ 3,813			0				\$ -	\$ 3,813	\$ 3,813

Expense Detail - Fire

[illegible]



Town of Leicester

Operating Budget Manual

FY2021

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To continue to provide effective Animal Control services.

FY2020 ACCOMPLISHMENTS

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
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

FY2021 Budget Summary - Animal Control

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Animal Control	\$ 33,129	\$ 33,552	\$ 33,552	\$ 33,992	\$ 33,992	\$ 440	1.31%
Total	\$ 33,129	\$ 33,552	\$ 33,552	\$ 33,992	\$ 33,992	\$ 440	1.31%

Salaries	\$ 24,179	\$ 24,602	\$ 22,035	\$ 22,475	\$ 22,475	\$ 440	2.00%
Wages	\$ -	\$ -	\$ 3,059	\$ 3,059	\$ 3,059	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personnel Total	\$ 24,179	\$ 24,602	\$ 25,094	\$ 25,534	\$ 25,534	\$ 440	1.75%

Purchase of Services	\$ 6,775	\$ 6,775	\$ 6,283	\$ 6,283	\$ 6,283	\$ -	0%
Supplies	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 8,950	\$ 8,950	\$ 8,458	\$ 8,458	\$ 8,458	\$ -	0.00%

Animal Control Total	\$ 33,129	\$ 33,552	\$ 33,552	\$ 33,992	\$ 33,992	\$ 440	1.31%
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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 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Dykas	Pat	01-292-5100-000	AI	Con			\$ 22,035	\$22,035.00		0	2%	\$ 440.71	\$ 22,475.71		\$ 22,475	\$ 22,475
Rounding							\$ 3,059								\$ 3,059	\$ 3,059
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 25,094			0				\$ -	\$ 25,534	\$ 25,534

Expense Detail - Animal Control

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maint Contr/Repairs	01-292-5200-003	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ -	0%
Consultants/Prof Services	01-292-5200-004	\$ 5,000.00	\$ 5,000.00	\$ 4,508.00	\$ 4,508.00	\$ -	0%	\$ 4,508.00	\$ -	0%
Dues/Membership	01-292-5700-002	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%	\$ 100.00	\$ -	0%
Training/Seminars/Meetings	01-292-5700-003	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	0%	\$ 300.00	\$ -	0%
Clothing Allowance	01-292-5700-004	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ -	0%	\$ 325.00	\$ -	0%
Equipment	01-292-5800-001	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ -	0%	\$ 550.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Purchase of Services		\$ 6,775.00	\$ 6,775.00	\$ 6,283.00	\$ 6,283.00	\$ -	0%	\$ 6,283.00	\$ -	0%
Office Supplies	01-292-5400-001	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ -	0%	\$ 1,400.00	\$ -	0%
Tools/Small equipment	01-292-5400-005	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%	\$ 100.00	\$ -	0%
Animal Disposal Supplies	01-292-5400-007	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	\$ -	0%	\$ 675.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Supplies		\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ -	0%	\$ 2,175	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2020 ACCOMPLISHMENTS

N/A

FY2021 Budget Summary - Insect Pest Control

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept.Request	FY 2021 TA Approved	Dollar Change	Percent Change
Insect Pest Control	\$ 9,770	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
Total	\$ 9,770	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ 1,920	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ 1,920	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Purchase of Services	\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	\$ -	0%
Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
Insect Pest Total	\$ 9,770	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%

Expense Detail - Insect Pest Control

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-296-5200-004	\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	\$ -	0%	\$ 6,850	\$ -	0%
Purchase of Services		\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	\$ -	0%	\$ 6,850	\$ -	0%
Tools/Small equipment	01-296-5400-005	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
Supplies		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester
Town Administrator's Budget
FY2021 - Part C - Education



Town of Leicester

Operating Budget Manual

FY2021

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 four locations, employing 247 full and part-time employees with a total enrollment of 1,495 as reported to the MA Department of Elementary and Secondary Education in the SY 2019-2020: Leicester High School (enrollment: 461) Leicester Middle School (enrollment: 467) Leicester Elementary School (enrollment: 497) and Leicester Integrated Preschool (enrollment: 70).

MISSION STATEMENT

Challenging students to develop skills, knowledge, and character to become contributing citizens.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Strategic Objective 1: Design engaging instruction grounded in rigorous and relevant curricula in order to improve overall student achievement.

Goal/additional need for Objective 1: In order to meet the needs of our learners in all areas identified by recent district audits, additional staffing to include 1.3 FTE Health/Physical Education at the High School; 2.0 FTE ELA/Math at the Middle School; 3.2 FTE Health/Media Specialist/ELL/Special Education at the Elementary School; 1.0 FTE ELL Teacher Districtwide

Strategic Objective 2: Develop Social-Emotional Skills to prepare students for learning and life.

Goal/additional need for Objective 2: With the continual increase in social emotional needs, the Middle School proposes adding a 1.0 FTE School Adjustment Counselor to promote a positive learning environment for high risk students in addition to the Guidance Counselor.

Strategic Objective 3: Improve educational facilities to create effective and safe learning environments for students, faculty, and staff.

Goal/additional need for Objective 3: Additional allocations have been made to the facilities budget based on both prior year trends, but also to address items which have been deferred such as white board paint upgrades, plumbing, electrical, boiler maintenance (and PM), HVAC PM, re-coring doors and upgrades to security systems at the High School including new cameras, FOBs and associated software.

FY2020 ACCOMPLISHMENTS

-In alignment with the current three-year District Improvement Plan, the following accomplishments have occurred by the mid-year point:

#1-Reinstatement of the Director of Curriculum

#2-Continuance of successful administration of the Universal Health Screening program at the Elementary School level

#3-Initial implementation of security enhancements at the High School (phase 1) addressing door framing issues, security cameras and initial FOB roll-out process.

In addition, the district successfully closed a \$600,000 budget gap through restructuring of buildings and staff to ensure no programs and

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Central Office	12.50	11.50	13.50	14.50	14.50
Special Education	4.50	4.50	4.50	4.50	4.50
High School	67.66	61.36	64.50	65.80	65.80
Memorial School	45.25	48.75	0.00	0.00	0.00
Primary School	67.35	62.85	0.00	0.00	0.00
Middle School	60.00	53.30	60.00	63.00	63.00
Elementary School	0.00	0.00	76.00	80.20	80.20
Pre-School	0.00	0.00	16.10	16.10	16.10
Subtotal Employees	257.26	242.26	234.60	244.10	244.10
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	257.26	242.26	234.6	244.1	244.1

FY2021 Budget Summary - Schools

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept Request	FY 2021 TA Approved	Dollar Change	Percent Change
Schools	\$ 16,302,094	\$ 16,667,839	\$ 16,985,780	\$ 18,386,386	\$ 17,268,501	\$ 282,721	1.66%
Total	\$ 16,302,094	\$ 16,667,839	\$ 16,985,780	\$ 18,386,386	\$ 17,268,501	\$ 282,721	1.66%

Salaries	\$ 13,250,018	\$ 12,234,833	\$ 12,729,995	\$ 13,847,173	\$ 12,729,288	\$ (707)	-0.01%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ 13,250,018	\$ 12,234,833	\$ 12,729,995	\$ 13,847,173	\$ 12,729,288	\$ (707)	-0.01%

Purchase of Services	\$ 2,417,751	\$ 3,595,490	\$ 3,509,317	\$ 3,685,760	\$ 3,685,760	\$ 176,443	5%
Supplies	\$ 244,947	\$ 477,850	\$ 388,372	\$ 460,003	\$ 460,003	\$ 71,631	18%
Utilities	\$ 389,378	\$ 359,666	\$ 358,096	\$ 393,450	\$ 393,450	\$ 35,354	10%
Expenses Total	\$ 3,052,076	\$ 4,433,006	\$ 4,255,785	\$ 4,539,213	\$ 4,539,213	\$ 283,428	6.66%

Schools	\$ 16,302,094	\$ 16,667,839	\$ 16,985,780	\$ 18,386,386	\$ 17,268,501	\$ 282,721	1.66%
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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 2020							FISCAL YEAR 2021								Projected Salary Fiscal 2021
Location							Annual Salary 1-Jul-19	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
Central Office							\$ 1,010,381	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ 1,473,731	\$ 1,473,731
Special Education							\$ 388,439							\$ 419,438	\$ 419,438
High School							\$ 3,157,035							\$ 3,291,567	\$ 3,291,567
Athletics							\$ 167,805							\$ 175,848	\$ 175,848
Memorial School							\$ -							\$ -	\$ -
Primary School							\$ -							\$ -	\$ -
Middle School							\$ 3,470,773							\$ 3,716,643	\$ 3,716,643
Elementary School							\$ 3,972,161							\$ 4,192,694	\$ 4,192,694
Pre-School							\$ 563,401							\$ 577,252	\$ 577,252
TA Adjustment															\$ (1,117,885)
Total Salaries							\$ 12,729,995			\$ -			\$ -	\$ 13,847,173	\$ 12,729,288

Expense Detail - School Department

		\$16,264,094.00	\$16,667,839.00	\$16,985,780.00	\$18,386,385.00	\$1,400,605.00	8.25%	\$17,165,876.00	\$180,096.00	1.06%
					FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
		FY2018 Budget	FY 2019 Budget	FY2020 Approp.						
All Schools									\$ -	
Central Office		\$ 797,121.00	\$ 1,527,302.00	\$ 1,603,864.00	\$ 1,622,797.00	\$ 18,933.00	1.18%	\$ 1,622,797.00	\$ 18,933.00	1.18%
Special Education		\$ 1,511,509.00	\$ 1,589,218.00	\$ 1,585,319.00	\$ 1,702,625.00	\$ 117,306.00	7.40%	\$ 1,702,625.00	\$ 117,306.00	7.40%
High School		\$ 57,966.00	\$ 160,975.00	\$ 116,633.00	\$ 136,704.00	\$ 20,071.00	17.21%	\$ 136,704.00	\$ 20,071.00	17.21%
Athletics		\$ -	\$ 36,954.00	\$ 77,289.00	\$ 87,259.00	\$ 9,970.00	12.90%	\$ 87,259.00	\$ 9,970.00	12.90%
Middle School		\$ 20,728.00	\$ 58,326.00	\$ 49,899.00	\$ 55,375.00	\$ 5,476.00	10.97%	\$ 55,375.00	\$ 5,476.00	10.97%
Memorial School		\$ 16,081.00	\$ 153,725.00	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Primary School		\$ 14,346.00	\$ 68,990.00	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Elementary School		\$ -	\$ -	\$ 76,313.00	\$ 79,500.00	\$ 3,187.00	4.18%	\$ 79,500.00	\$ 3,187.00	4.18%
Pre-School		\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	\$ 1,500.00	0.00%
Purchase of Services		\$ 2,417,751.00	\$ 3,595,490.00	\$ 3,509,317.00	\$ 3,685,760.00	\$ 176,443.00	5.03%	\$ 3,685,760.00	\$ 176,443.00	5.03%
Central Office		\$ 6,130.00	\$ 114,493.00	\$ 64,921.00	\$ 99,990.00	\$ 35,069.00	54.02%	\$ 99,990.00	\$ 35,069.00	54.02%
Special Education		\$ 250.00	\$ 6,162.00	\$ 17,776.00	\$ 18,200.00	\$ 424.00	2.39%	\$ 18,200.00	\$ 424.00	2.39%
High School		\$ 67,604.00	\$ 96,660.00	\$ 79,131.00	\$ 80,705.00	\$ 1,574.00	1.99%	\$ 80,705.00	\$ 1,574.00	1.99%
Athletics		\$ -	\$ 8,309.00	\$ 17,541.00	\$ 25,809.00	\$ 8,268.00	47.14%	\$ 25,809.00	\$ 8,268.00	47.14%
Middle School		\$ 87,820.00	\$ 132,658.00	\$ 110,376.00	\$ 137,424.00	\$ 27,048.00	24.51%	\$ 137,424.00	\$ 27,048.00	24.51%
Memorial School		\$ 41,248.00	\$ 53,037.00	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Primary School		\$ 41,895.00	\$ 66,531.00	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Elementary School		\$ -	\$ -	\$ 98,627.00	\$ 91,750.00	\$ (6,877.00)	-6.97%	\$ 91,750.00	\$ (6,877.00)	-6.97%
Pre-School		\$ -	\$ -	\$ -	\$ 6,125.00	\$ 6,125.00	100.00%	\$ 6,125.00	\$ 6,125.00	100.00%
Supplies		\$ 244,947	\$ 477,850	\$ 388,372	\$ 460,003	\$ 71,631	18.44%	\$ 460,003	\$ 71,631	18.44%
Central Office		\$ 11,545	\$ 3,633	\$ 5,000	\$ 5,000	\$ -	0.00%	\$ 5,000	\$ -	100.00%
Special Education		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
High School		\$ 135,341	\$ 119,746	\$ 142,072	\$ 149,500	\$ 7,428	5.23%	\$ 149,500	\$ 7,428	100.00%
Athletics		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
Middle School		\$ 100,915	\$ 94,834	\$ 124,385	\$ 137,600	\$ 13,215	10.62%	\$ 137,600	\$ 13,215	100.00%
Memorial School		\$ 63,621	\$ 66,818	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Primary School		\$ 77,956	\$ 74,635	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Elementary School		\$ -	\$ -	\$ 86,639	\$ 101,350	\$ 14,711	16.98%	\$ 101,350	\$ 14,711	100.00%
Pre-School		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
Utilities		\$ 389,378	\$ 359,666	\$ 358,096	\$ 393,450	\$ 35,354	9.87%	\$ 393,450	\$ 35,354	9.87%



Town of Leicester
Town Administrator's Budget
FY2021 - Part D - Public Works



Town of Leicester

Operating Budget Manual

FY2021

420 - Highway Department

DESCRIPTION OF SERVICES

The Highway Department provides professional public works and public safety services to manage the infrastructure, parks, and field 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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To continue to provide top quality services to the residents as well as provide winter maintenance and field mowing to the School Department, as authorized by the Select Board and School Committee.

FY2020 ACCOMPLISHMENTS

Continued to provide exemplary service to the Town with the resources that was available.

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Highway Superintendent	1	1	1	1	1
Foreman	1	1	1	1	1
Mechanic	1	1	1	1	1
Truck Drivers	3	3	4	7	7
HEO	1	1	1	1	1
LEO	1	1	1	1	1
Dept Assistant	1	1	1	1	1
Custodian	0	0	1	1	1
Subtotal Employees	9	9	11	14	14
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	9	9	11	14	14

FY2021 Budget Summary - Highway Department

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Highway	\$ 697,060	\$ 743,282	\$ 801,680	\$ 974,977	\$ 965,593	\$ 163,913	20.45%
Total	\$ 697,060	\$ 743,282	\$ 801,680	\$ 974,977	\$ 965,593	\$ 163,913	20.45%

Salaries	\$ 75,003	\$ 80,580	\$ 82,977	\$ 84,324	\$ 84,324	\$ 1,347	2%
Wages	\$ 362,100	\$ 413,152	\$ 485,430	\$ 646,680	\$ 637,496	\$ 152,066	31%
Overtime	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,000	\$ 5,000	\$ 3,000	150%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ 439,103	\$ 495,732	\$ 570,407	\$ 741,004	\$ 726,820	\$ 156,413	-100.00%

Purchase of Services	\$ 69,500	\$ 68,640	\$ 60,613	\$ 63,313	\$ 68,113	\$ 7,500	12%
Supplies	\$ 174,300	\$ 166,915	\$ 161,090	\$ 161,090	\$ 161,090	\$ -	0%
Utilities	\$ 14,157	\$ 11,995	\$ 9,570	\$ 9,570	\$ 9,570	\$ -	0%
Expenses Total	\$ 257,957	\$ 247,550	\$ 231,273	\$ 233,973	\$ 238,773	\$ 7,500	3.24%

Highway	\$ 697,060	\$ 743,282	\$ 801,680	\$ 974,977	\$ 965,593	\$ 163,913	20.45%
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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 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Griffin	Dennis	01-420-5101-000	Hsup		39.55	40	\$ 82,977	\$ 39.55	40	2090	2%	\$ 0.80	\$ 40.35		\$ 84,324	\$ 84,324
Knott	Brian	01-420-5100-000	Foreman		28.42	40	\$ 59,625	\$ 28.42	40	2090	0%	\$ 0.01	\$ 28.43		\$ 59,409	\$ 59,409
Bulak	Eric	01-420-5100-000	Truck Driver		23.16	40	\$ 48,590	\$ 23.16	40	2090	0%	\$ 0.01	\$ 23.17		\$ 48,415	\$ 48,415
Burt	William	01-420-5100-000	Truck Driver		22.72	40	\$ 47,667	\$ 22.72	40	2090	0%	\$ 0.01	\$ 22.73		\$ 47,496	\$ 47,496
Dube	Anthony	01-420-5100-000	Truck Driver		22.72	40	\$ 47,667	\$ 22.72	40	2090	0%	\$ 0.01	\$ 22.73		\$ 47,496	\$ 47,496
Fenner	Derek	01-420-5100-000	LEO		25.05	40	\$ 14,228	\$ 25.05	40	2090	0%	\$ 0.01	\$ 25.06		\$ 52,365	\$ 52,365
Fenner	Derek	01-420-5100-000	LEO		25.55	40	\$ 38,836	\$ 25.05	40	2090	0%	\$ 0.01	\$ 25.06		\$ 52,365	\$ 52,365
Open		01-420-5100-000	Dept Asst		19.43	35	\$ 32,584	\$ 19.43	35	1829	2%	\$ 0.39	\$ 19.82		\$ 36,258	\$ 36,258
Keats	Derrick	01-420-5100-000	Mechanic		26.02	40	\$ 54,590	\$ 26.02	40	2090	0%	\$ 0.01	\$ 26.03		\$ 54,393	\$ 54,393
McCormick	Michael	01-420-5100-000	Truck Driver		24.1	40	\$ 50,562	\$ 24.10	40	2090	0%	\$ 0.01	\$ 24.11		\$ 50,380	\$ 50,380
Provost	Robert	01-420-5100-000	HEO		24.54	40	\$ 15,902	\$ 24.54	40	2090	0%	\$ 0.01	\$ 24.55		\$ 51,300	\$ 51,300
Provost	Robert	01-420-5100-000	HEO		25.03	40	\$ 36,043	\$ 24.54	40	2090	0%	\$ 0.01	\$ 24.55		\$ 51,300	\$ 51,300
Solomon	Karl	01-420-5100-000	Maint		18.45	33	\$ 31,789	\$ 22.72	40	2090	0%	\$ 0.01	\$ 22.73		\$ 47,496	\$ 47,496
Open		01-420-5100-000	Truck Driver				\$ -	\$ 22.72	40	2090	0%	\$ 0.01	\$ 22.73		\$ 47,496	\$ 47,496
Open		01-420-5100-000	Truck Driver					\$ 22.72	40	2090	0%	\$ 0.01	\$ 22.73		\$ 47,496	\$ 47,496
Open		01-420-5100-000	Truck Driver					\$ 22.72	40	2090	0%	\$ 0.01	\$ 22.73		\$ 47,496	\$ 47,496
Other		01-420-5100-000			11.48		\$ 298	\$ 12.75		0	0%	\$ 0.01	\$ 12.76		\$ 9,184	\$ -
Overtime		01-420-5130-000					\$ 2,000	\$2,000.00		0	0%	\$ -	\$ 2,000.00		\$ 10,000	\$ 5,000
Rounding							\$ 7,049									\$ -
Total Salaries							\$ 570,407							\$ -	\$ 844,669	\$ 830,485

Expense Detail - Highway Department

		FY2018	FY 2019	FY2020	FY 2021	FY 2021				
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-420-5200-003	\$ 1,000	\$ 1,000	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
Consultants/Prof Services	01-420-5200-004	\$ 57,000	\$ 55,000	\$ 48,608	\$ 51,308	\$ 2,700	6%	\$ 55,308	\$ 6,700	14%
Advertising	01-420-5200-007	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
Postage Costs	01-420-5200-008	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100	\$ -	0%
Mileage/Licenses	01-420-5700-001	\$ 900	\$ 1,940	\$ 1,940	\$ 1,940	\$ -	0%	\$ 1,940	\$ -	0%
Dues/Memberships	01-420-5700-002	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%	\$ 200	\$ -	0%
Training/Seminars/Meetings	01-420-5700-003	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
Clothing Allowance	01-420-5700-004	\$ 4,300	\$ 4,785	\$ 4,200	\$ 4,200	\$ -	0%	\$ 5,000	\$ 800	19%
Other-Gas Taxes	01-420-5700-007	\$ 5,000	\$ 4,615	\$ 3,765	\$ 3,765	\$ -	0%	\$ 3,765	\$ -	0%
Purchase of Services		\$ 69,500	\$ 68,640	\$ 60,613	\$ 63,313	\$ 2,700	4%	\$ 68,113	\$ 7,500	12%
Office Supplies	01-420-5400-001	\$ 800	\$ 800	\$ 725	\$ 725	\$ -	0%	\$ 725	\$ -	0%
Gasoline	01-420-5400-004	\$ 108,500	\$ 101,500	\$ 96,500	\$ 96,500	\$ -	0%	\$ 96,500	\$ -	0%
Parts/Materials	01-420-5400-006	\$ 65,000	\$ 64,615	\$ 63,865	\$ 63,865	\$ -	0%	\$ 63,865	\$ -	0%
Supplies		\$ 174,300	\$ 166,915	\$ 161,090	\$ 161,090	\$ -	0%	\$ 161,090	\$ -	0%
Telephone	01-420-5200-001	\$ 700	\$ 700	\$ 700	\$ 700	\$ -	0.0%	\$ 700	\$ -	0%
Electric	01-420-5200-002	\$ 6,650	\$ 5,800	\$ 4,800	\$ 4,800	\$ -	0.0%	\$ 4,800	\$ -	0%
Water/Sewer	01-420-5200-006	\$ 1,235	\$ 1,085	\$ 660	\$ 660	\$ -	0.0%	\$ 660	\$ -	0%
Heating Fuel	01-420-5400-003	\$ 5,572	\$ 4,410	\$ 3,410	\$ 3,410	\$ -	0.0%	\$ 3,410	\$ -	0%
Utilities		\$ 14,157	\$ 11,995	\$ 9,570	\$ 9,570	\$ -	0.0%	\$ 9,570	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

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

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2020 ACCOMPLISHMENTS**

FY2021 Budget Summary - Street Lights

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Snow and Ice	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	0.00%
Total	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Overtime	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0%
Personnel Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	-100.00%

Purchase of Services	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0%
Supplies	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	96,000	96,000	96,000	96,000	96,000	-	0.00%

Snow and Ice	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	0.00%
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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%

Street Lights

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2020				FISCAL YEAR 2021							Projected Salary Fiscal 2021
		Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
Overtime							\$ 25,000	\$ -						\$ 25,000	\$ 25,000.00
															\$ -
Total Salaries							\$ 25,000			\$ -			\$ -	\$ 25,000	\$ 25,000

Expense Detail - Snow and Ice

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultant/Prof Services	01-423-5200-004	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	100%	\$ 8,000	\$ 8,000	100%
Purchase of Services		\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0%	\$ 8,000	\$ -	0%
Parts and Materials	01-423-5400-006	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	100%	\$ 88,000	\$ 88,000	100%
Supplies		\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ -	0%	\$ 88,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%



Town of Leicester

Operating Budget Manual

FY2021

424 - Street Lights

FY2021 Budget Summary - Street Lights

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Street Lights	\$ 70,000	\$ 75,000	\$ 60,335	\$ 60,335	\$ 58,000	\$ (2,335)	-3.87%
Total	\$ 70,000	\$ 75,000	\$ 60,335	\$ 60,335	\$ 58,000	\$ (2,335)	-3.87%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ 70,000	\$ 75,000	\$ 60,335	\$ 60,335	\$ 58,000	\$ (2,335)	0%
Expenses Total	\$ 70,000	\$ 75,000	\$ 60,335	\$ 60,335	\$ 58,000	\$ (2,335)	-3.87%

Street Lights	\$ 70,000	\$ 75,000	\$ 60,335	\$ 60,335	\$ 58,000	\$ (2,335)	-3.87%
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Expense Detail - Street Lights

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Electric	01-424-5200-002	\$ 70,000	\$ 75,000	\$ 60,335	\$ 58,000	\$ (2,335)	0.0%	\$ 58,000	\$ (2,335)	0%
Utilities		\$ 70,000	\$ 75,000	\$ 60,335	\$ 58,000	\$ (2,335)	0.0%	\$ 58,000	\$ (2,335)	0%



Town of Leicester
Town Administrator's Budget
FY2021 - Part E - Health & Human Services



Town of Leicester

Operating Budget Manual

FY2021

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.

FY2021 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.

FY2020 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.

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
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

We have 5 employees and one is paid through our formula grant and not through town budget.

FY2021 Budget Summary - Council on Aging

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Council on Aging	\$ 84,418	\$ 94,122	\$ 108,280	\$ 109,823	\$ 101,726	\$ (6,554)	-6.05%
Total	\$ 84,418	\$ 94,122	\$ 108,280	\$ 109,823	\$ 101,726	\$ (6,554)	-6.05%

Salaries	\$ 32,685	\$ 36,979	\$ 41,663	\$ 42,534	\$ 42,534	\$ 871	2%
Wages	\$ 20,588	\$ 25,998	\$ 35,472	\$ 27,934	\$ 27,934	\$ (7,538)	-21%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ 53,273	\$ 62,977	\$ 77,135	\$ 70,468	\$ 70,468	\$ (6,667)	-100.00%

Purchase of Services	\$ 8,495	\$ 8,245	\$ 8,245	\$ 7,958	\$ 7,958	\$ (287)	-3%
Supplies	\$ 4,750	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ -	0%
Utilities	\$ 17,900	\$ 18,400	\$ 18,400	\$ 18,800	\$ 18,800	\$ 400	2%
Expenses Total	\$ 31,145	\$ 31,145	\$ 31,145	\$ 31,258	\$ 31,258	\$ 113	0.36%

Council on Aging	\$ 84,418	\$ 94,122	\$ 108,280	\$ 101,726	\$ 101,726	\$ (6,554)	-6.05%
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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 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Cloutier	Rachelle	01-541-5100-000	Director		31.90	25	\$ 41,663	\$ 31.90	25	1307	2%	\$ 0.64	\$ 32.54		\$ 42,534	\$ 42,534
Lamb	Nancy	01-541-5101-000	Outreach		19.43	19	\$ -	\$ 19.43	19	993	2%	\$ 0.39	\$ 19.82		\$ 19,685	\$ -
Grenieir	Genevieve	01-541-5101-000	Clerk		15.30	19	\$ -	\$ 19.43	19	993	2%	\$ 0.39	\$ 19.82		\$ 19,685	\$ -
Foley	Robert	01-541-5101-000	Bus Driver		17.46	15	\$ 13,684	\$ 17.46	15	784	2%	\$ 0.35	\$ 17.81		\$ 13,967	\$ 13,967
Gercken	David	01-541-5101-000	Bus Driver		17.46	15	\$ 13,684	\$ 17.46	15	784	2%	\$ 0.35	\$ 17.81		\$ 13,967	\$ 13,967
Rounding							\$ 8,103									
Total Salaries							\$ 77,135			4861				\$ -	\$ 70,468	\$ 70,468

Expense Detail - Council on Aging

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-541-5200-003	6,870	6,870	6,870	7,050	180	0	\$ 7,050	\$ 180	3%
Consultants/Prof Services	01-541-5200-004	400	400	400	-	(400)	(1)	\$ -	\$ (400)	-100%
Mileage/Licenses	01-541-5700-001	300	300	300	200	(100)	(0)	\$ 200	\$ (100)	-33%
Dues/Memberships	01-541-5700-002	425	425	425	508	83	0	\$ 508	\$ 83	20%
Training/Seminars/Meetings	01-541-5700-003	500	250	250	200	(50)	(0)	\$ 200	\$ (50)	-20%
Purchase of Services		8,495	8,245	8,245	7,958	(287)	(0)	\$ 7,958	\$ (287)	-3%
Office Supplies	01-420-5400-001	500	500	500	500	-	-	\$ 500	\$ -	0%
Maintenance Supplies	01-541-5400-007	4,250	4,000	4,000	4,000	-	-	\$ 4,000	\$ -	0%
Supplies		4,750	4,500	4,500	4,500	-	-	\$ 4,500	\$ -	0%
Telephone	01-541-5200-001	1,500	1,500	1,500	1,500	-	-	\$ 1,500	\$ -	100%
Electric	01-541-5200-002	6,900	6,900	6,900	6,900	-	-	\$ 6,900	\$ -	100%
Water/Sewer	01-541-5200-006	1,000	1,500	1,500	1,900	400	-	\$ 1,900	\$ -	100%
Heating Fuel	01-541-5400-003	8,500	8,500	8,500	8,500	-	-	\$ 8,500	\$ -	100%
Utilities		17,900	18,400	18,400	18,800	400	-	\$ 18,800	\$ 400	2.2%



Town of Leicester

Operating Budget Manual

FY2021

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Benefits budget is underfunded, and should be increased this year.

FY2020 ACCOMPLISHMENTS

N/A

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Veterans' Agent	1	1	1	1	1
Subtotal Employees	0	0	0	0	0
Subtotal Stipend Employees	1	1	1	1	1
Total Employees	1	1	1	1	1

FY2021 Budget Summary - Veteran's Services

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Council on Aging	\$ 97,925	\$ 92,980	\$ 92,982	\$ 103,113	\$ 103,113	\$ 10,131	10.90%
Total	\$ 97,925	\$ 92,980	\$ 92,982	\$ 103,113	\$ 103,113	\$ 10,131	10.90%

Salaries	\$ 6,500	\$ 6,630	\$ 6,632	\$ 6,763	\$ 6,763	\$ 131	2%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ 6,500	\$ 6,630	\$ 6,632	\$ 6,763	\$ 6,763	\$ 131	1.98%

Purchase of Services	\$ 90,500	\$ 85,550	\$ 85,550	\$ 95,550	\$ 95,550	\$ 10,000	12%
Supplies	\$ 925	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 91,425	\$ 86,350	\$ 86,350	\$ 96,350	\$ 96,350	\$ 10,000	11.58%

Veteran's Services	\$ 97,925	\$ 92,980	\$ 92,982	\$ 103,113	\$ 103,113	\$ 10,131	10.90%
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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%

Veteran's Services

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Arriaga-Reyes	Alex	01-541-5100-000	Agent				\$ 6,630	\$6,630.00		0	2%	\$ 132.61	\$ 6,762.61		\$ 6,763	\$ 6,763
Rounding							\$ 2									\$ -
																\$ -
																\$ -
																\$ -
																\$ -
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																\$ -
																\$ -
																\$ -
Total Salaries							\$ 6,632			0				\$ -	\$ 6,763	\$ 6,763

Expense Detail - Veterans

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Mileage/Licenses	01-543-5700-001	\$ 200	\$ 250	\$ 250	\$ 250	\$ -	0%	\$ 250	\$ -	0%
Dues/Memberships	01-543-5700-002	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100	\$ -	0%
Training/Seminars/Meetings	01-543-5700-003	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%	\$ 200	\$ -	0%
Other - Veteran's Benefits	01-543-5800-001	\$ 90,000	\$ 85,000	\$ 85,000	\$ 95,000	\$ 10,000	12%	\$ 95,000	\$ 10,000	12%
Purchase of Services		\$ 90,500.00	\$ 85,550.00	\$ 85,550.00	\$ 95,550.00	\$ 10,000.00	12%	\$ 95,550	\$ 10,000	12%
Office Supplies	01-543-5400-001	\$ 125	\$ 300	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0%
Equipment	01-543-5800-001	\$ 800	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
Supplies		\$ 925	\$ 800	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester
Operating Budget Manual
FY2021

545 - Veterans Graves Registration

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2020 ACCOMPLISHMENTS

N/A

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Veterans Graves Officer	1	1	1	0	0
Subtotal Employees	0	0	0	0	0
Subtotal Stipend Employees	1	1	1	0	0
Total Employees	1	1	1	0	0

FY2021 Budget Summary - Veteran's Graves

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Veterans Graves Registration	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	0.00%
Total	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	0%
Personnel Total	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	-100.00%

Purchase of Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%

Veterans Graves Registration	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	0.00%
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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%

Veterans Graves Registration

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2020				FISCAL YEAR 2021							Projected Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
		01-541-5100-000	Agent				\$ 400	\$ 400.00	0	\$ -	\$ -	\$ 400.00	\$ -	\$ 400	\$ 400
Total Salaries							\$ 400			\$ -			\$ -	\$ 400	\$ 400

Expense Detail - Veterans Graves Registration

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Parts/Materials	01-545-5400-006	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
Supplies		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester
Town Administrator's Budget
FY2021 - Part F - Culture & Recreation



Town of Leicester

Operating Budget Manual

FY2021

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

A few outstanding construction items remain to be completed. FY21 will be the first full fiscal year in the new facility, so accurate operating costs will be available. Broadly speaking, our goal for FY21 is to come as close to community expectations as our budget allows. Goals include finishing the few outstanding construction items, making progress on uncatalogued museum items , and keeping up with current trends like binge boxes and more activities for the children's room.

Additional needs: We had to add an additional phone line for the elevator and quarterly water inspections to the renovated library, so those two lines increased slightly. For Supplemental Requests, I would like to add \$3500 to our Dues and Membership line. Our CWMARS annual dues are \$10,000. We have been paying the difference with saved State Aid grant money, but that will run out with FY21. To maintain our certification (which allows for reciprocal borrowing with other libraries and to receive State Aid), our minimum spending on Books and Circulating materials needs to be 16% of our municipal budget. For FY21, 16% is \$35,884, leaving this line short \$15,539. Previous shortfalls in this line have been made up with saved State Aid grant money, but that will run out with FY21 also.

FY2020 ACCOMPLISHMENTS

2019 was an exciting year for the library. Construction was completed on the renovation/addition project, and the library moved from our temporary space at the Swan Tavern back to the permanent location at 1136 Main Street. 30,000 circulating items were packed, moved, unpacked and organized. Furniture was reused, refinished, and purchased. Most technology, for both patrons and staff, was upgraded. Inventories of furnishings, circulating items and museum items were updated.

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Library Director	1	1	1	1	1
Assistant Director	1	1	1	1	1
Catalogers	2	2	2	2	2
Library Assistants	2	2	2	2	2
Subtotal Employees	6	6	6	6	6
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	6	6	6	6	6

FY2021 Budget Summary - Public Library

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Public Library	\$ 189,000	\$ 204,306	\$ 216,629	\$ 224,280	\$ 242,703	\$ 26,074	12.04%
Total	\$ 189,000	\$ 204,306	\$ 216,629	\$ 224,280	\$ 242,703	\$ 26,074	12.04%

Salaries	\$ 60,000	\$ 63,400	\$ 72,345	\$ 74,506	\$ 74,506	\$ 2,161	3%
Wages	\$ 83,000	\$ 92,300	\$ 111,859	\$ 117,449	\$ 117,449	\$ 5,590	5%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ 143,000	\$ 155,700	\$ 184,204	\$ 191,955	\$ 191,955	\$ 7,751	4.21%

Purchase of Services	\$ 6,000	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0%
Supplies	\$ 27,900	\$ 24,400	\$ 24,400	\$ 23,345	\$ 41,768	\$ 17,368	71%
Utilities	\$ 12,100	\$ 17,706	\$ 1,525	\$ 2,480	\$ 2,480	\$ 955	63%
Expenses Total	\$ 46,000	\$ 48,606	\$ 32,425	\$ 32,325	\$ 50,748	\$ 18,323	56.51%

Public Library	\$ 189,000	\$ 204,306	\$ 216,629	\$ 224,280	\$ 242,703	\$ 26,074	12.04%
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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%

Public Library

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Hall	Suzanne	01-610-5100-000	Director		36.25	38	\$ 72,345	\$ 36.78	38	1986	2%	\$ 0.74	\$ 37.52		\$ 74,506	\$ 74,506
Grady	Pat	01-610-5101-000	Asst Dir		26.32	34	\$ 46,771	\$ 26.32	34	1777	2%	\$ 0.53	\$ 26.85		\$ 47,715	\$ 47,715
Cherry	Kathleen	01-610-5101-000	Cataloger		19.43	18	\$ 18,245	\$ 19.43	18	941	2%	\$ 0.39	\$ 19.82		\$ 18,655	\$ 18,655
Johnson	Donna	01-610-5101-000	Cataloger		19.43	23	\$ 23,335	\$ 19.43	23	1202	2%	\$ 0.39	\$ 19.82		\$ 23,828	\$ 23,828
Berube	Charissa	01-610-5101-000	Assistant		13.26	18	\$ 12,451	\$ 13.26	18	941	2%	\$ 0.27	\$ 13.53		\$ 12,732	\$ 12,732
Buckley	Lori	01-610-5101-000	Assistant		13.26	8	\$ 5,543	\$ 13.26	8	418	2%	\$ 0.27	\$ 13.53		\$ 5,656	\$ 5,656
Rounding/Vac							\$ 5,514	\$ 13.26	8	655	2%	\$ 0.27	\$ 13.53		\$ 8,863	\$ 8,863
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 184,204							\$ -	\$ 191,955	\$ 191,955

Expense Detail - Public Library

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Dues/Memberships	01-610-5700-002	\$ 6,000	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0%	\$ 6,500	\$ -	0%
Purchase of Services		\$ 6,000	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0%	\$ 6,500	\$ -	0%
Office Supplies	01-610-5400-001	\$ 2,000	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	0%	\$ 1,800	\$ -	0%
Books/Periodicals/Video	01-610-5400-002	\$ 25,000	\$ 21,500	\$ 21,500	\$ 20,345	\$ (1,155)	-5%	\$ 38,768	\$ 17,268	80%
Maintenance Supplies	01-610-5400-007	\$ 900	\$ 1,100	\$ 1,100	\$ 1,200	\$ 100	9%	\$ 1,200	\$ 100	9%
Supplies		\$ 27,900	\$ 24,400	\$ 24,400	\$ 23,345	\$ (1,055)	0%	\$ 41,768	\$ 17,368	71%
Telephone	01-610-5200-001	\$ 500	\$ 525	\$ 525	\$ 680	\$ 155	0.0%	\$ 680	\$ -	100%
Electric	01-610-5200-002	\$ 2,800	\$ 9,181	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
Water/Sewer	01-610-5200-006	\$ 800	\$ 1,000	\$ 1,000	\$ 1,800	\$ 800	0.0%	\$ 1,800	\$ -	100%
Heating Fuel	01-610-5400-003	\$ 8,000	\$ 7,000	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
Utilities		\$ 12,100	\$ 17,706	\$ 1,525	\$ 2,480	\$ 955	0.0%	\$ 2,480	\$ 955	0.0%



Town of Leicester

Operating Budget Manual

FY2021

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To construct a new playground at Towtaid park.

FY2020 ACCOMPLISHMENTS

Constructed a new basketball court in honor of Ronald Tarentino.
Obtained a KABOOM grant for the construction of a playground at Towtaid Park.

FY2021 Budget Summary - Parks and Recreation

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Parks and Recreation	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
Total	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-100.00%

Purchase of Services	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.00%
Supplies	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.00%
Utilities	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	0.00%
Expenses Total	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%

Parks and Recreation	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
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Expense Detail - Parks and Recreation

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-630-5200-002	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0%
Purchase of Services		\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0%
Maintenance Supplies	01-630-5400-007	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0%	\$ 4,000	\$ -	0%
Supplies		\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0%	\$ 4,000	\$ -	0%
Electric	01-630-5200-002	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	0.0%	\$ 1,250	\$ -	0%
Utilities		\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	0%	\$ 1,250	\$ -	0%



Town of Leicester

Operating Budget Manual

FY2021

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2020 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.

FY2021 Budget Summary - Historical Committee

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Historical Commission	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	0.00%
Total	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	

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

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

Historical Commission	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	0.00%
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Expense Detail - Historical Commission

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-691-5200-004	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
Purchase of Services		\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
Office Supplies	01-691-5400-001	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0%	\$ 150	\$ -	0%
Supplies		\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0%	\$ 150	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%



Town of Leicester

Operating Budget Manual

FY2021

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.

FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2020 ACCOMPLISHMENTS

N/A

FY2021 Budget Summary - Memorial Day Committee

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Memorial Day Committee	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
Total	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	

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

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

Memorial Day Committee	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
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Expense Detail - Memorial Day Committee

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-692-5200-004	\$ 2,550	\$ 2,550	\$ 2,550	\$ 2,550	\$ -	0%	\$ 2,550	\$ -	0%
Purchase of Services		\$ 2,550	\$ 2,550	\$ 2,550	\$ 2,550	\$ -	0%	\$ 2,550	\$ -	0%
Parts/Materials	01-692-5400-006	\$ 450	\$ 450	\$ 450	\$ 450	\$ -	0%	\$ 450	\$ -	0%
Supplies		\$ 450	\$ 450	\$ 450	\$ 450	\$ -	0%	\$ 450	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%



Town of Leicester
Town Administrator's Budget
FY2021 - Part G - Debt



Town of Leicester

Operating Budget Manual

FY2021

710 - Maturing Debt Principal

FY2021 Budget Summary - Maturing Debt Principal

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Maturing Debt Principal	\$ 919,485	\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,155,327	\$ 15,530	1.36%
Total	\$ 919,485	\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,155,327	\$ 15,530	1.36%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-100.00%

Purchase of Services	\$ 919,485	\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,155,327	\$ 15,530	1.36%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses Total	\$ 919,485	\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,155,327	\$ 15,530	1.36%

Maturing Debt Principal	\$ 919,485	\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,155,327	\$ 15,530	1.36%
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Expense Detail - Maturing Debt Principal

		FY2018	FY2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Water Poll Abate-Loan 1	01-710-5900-020	\$ 9,953	\$ 9,953	\$ 9,953	\$ -	\$ (9,953)	-100%	\$ -	\$ (9,953)	-100%
Police Land - Principal	01-710-5900-021	\$ 20,000	\$ 19,722	\$ 19,437	\$ 19,155	\$ (282)	-1%	\$ 19,155	\$ (282)	-1%
Rte. 9 Water Principal	01-710-5900-022	\$ 100,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ -	0%	\$ 95,000	\$ -	0%
Police Station - Principal	01-710-5900-023	\$ 175,000	\$ 172,570	\$ 165,212	\$ 162,817	\$ (2,395)	-1%	\$ 162,817	\$ (2,395)	-1%
Rte. 9 Pump Station - Principal	01-710-5900-024	\$ 10,000	\$ 9,861	\$ 9,719	\$ 9,578	\$ (141)	-1%	\$ 9,578	\$ (141)	-1%
Hillcrest CC Purchase - Principal	01-710-5900-025	\$ 160,000	\$ 152,847	\$ 150,634	\$ 148,451	\$ (2,183)	-1%	\$ 148,451	\$ (2,183)	-1%
Water Poll Abate-Loan 2	01-710-5900-027	\$ 3,380	\$ 3,380	\$ 3,380	\$ 3,380	\$ -	0%	\$ 3,380	\$ -	0%
06 Roof Replacements - Princ	01-710-5900-029	\$ 40,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0%	\$ 35,000	\$ -	0%
Water Poll Abate-Loan 3	01-710-5900-031	\$ 6,611	\$ 6,611	\$ 6,611	\$ 6,611	\$ -	0%	\$ 6,611	\$ -	0%
USDA Sch. Roof & Boiler Princ	01-710-5900-032	\$ 9,693	\$ 10,019	\$ 10,358	\$ 10,708	\$ 350	3%	\$ 10,708	\$ 350	3%
Energy Infrastructure Project	01-710-5900-034	\$ 69,848	\$ 74,569	\$ 79,493	\$ 84,627	\$ 5,134	6%	\$ 84,627	\$ 5,134	6%
Fire & EMS Headquarters	01-710-5900-035	\$ 315,000	\$ 140,000	\$ 145,000	\$ 150,000	\$ 5,000	3%	\$ 150,000	\$ 5,000	3%
Fire & EMS Headquarters	01-710-5900-036	\$ -	\$ 130,000	\$ 140,000	\$ 145,000	\$ 5,000	4%	\$ 145,000	\$ 5,000	4%
Town Hall Elevator	01-710-5900-037	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0%	\$ 25,000	\$ -	0%
Town Hall Remodeling	01-710-5900-038	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0%	\$ 10,000	\$ -	0%
Library	01-710-5900-039	\$ -		\$ 65,000	\$ 70,000	\$ 5,000	8%	\$ 70,000	\$ 5,000	8%
Hillcrest Building	01-710-5900-040	\$ -		\$ 15,000	\$ 20,000	\$ 5,000	33%	\$ 20,000	\$ 5,000	33%
Highway Equipment	01-710-5900-041	\$ -		\$ 155,000	\$ 160,000	\$ 5,000	3%	\$ 160,000	\$ 5,000	3%
Purchase of Services		\$ 919,485.00	\$ 894,532.00	\$ 1,139,797.00	\$ 1,155,327.00	\$ 15,530.00	1.36%	\$ 1,155,327.00	\$ 15,530.00	1.36%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%



Town of Leicester

Operating Budget Manual

FY2021

751 - Maturing Debt Interest

FY2021 Budget Summary - Maturing Debt Interest

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Maturing Debt Interest	\$ 306,027	\$ 325,635	\$ 406,144	\$ 369,949	\$ 369,949	\$ (36,195)	-8.91%
Total	\$ 306,027	\$ 325,635	\$ 406,144	\$ 369,949	\$ 369,949	\$ (36,195)	-8.91%

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

Purchase of Services	\$ 306,027.00	\$ 325,635.00	\$ 406,144.00	\$ 369,949.00	\$ 369,949.00	\$ (36,195.00)	-8.91%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses Total	\$ 306,027	\$ 325,635	\$ 406,144	\$ 369,949	\$ 369,949	\$ (36,195)	-8.91%

Maturing Debt Interest	\$ 306,027	\$ 325,635	\$ 406,144	\$ 369,949	\$ 369,949	\$ (36,195)	-8.91%
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Expense Detail - Maturing Debt Interest

			FY2018	FY 2019	FY2020	FY 2021			FY 2021		
			Budget	Budget	Approp.	Dept.	Dollar	Percent	TA	Dollar	Percent
						Request	Change	Change	Approved	Change	Change
Final	Police Land - Interest	01-751-5900-021	\$ 2,049	\$ 1,453	\$ 867	\$ 288	\$ (579)	-67%	\$ 288	\$ (579)	-67%
Final	Rte. 9 West Water Proj - Interest	01-751-5900-022	\$ 10,050	\$ 7,125	\$ 4,275	\$ 1,425	\$ (2,850)	-67%	\$ 1,425	\$ (2,850)	-67%
	Police Station - Interest	01-751-5900-023	\$ 31,802	\$ 26,588	\$ 21,521	\$ 16,601	\$ (4,920)	-23%	\$ 16,601	\$ (4,920)	-23%
	Rte. 9 Pump Station - Interest	01-751-5900-024	\$ 1,858	\$ 1,560	\$ 1,266	\$ 974	\$ (292)	-23%	\$ 974	\$ (292)	-23%
	Hillcrest CC Purchase - Interest	01-751-5900-025	\$ 28,867	\$ 24,174	\$ 19,622	\$ 15,136	\$ (4,486)	-23%	\$ 15,136	\$ (4,486)	-23%
Final	06 Roof Replacements - Interest	01-751-5900-029	\$ 5,250	\$ 3,675	\$ 2,205	\$ 735	\$ (1,470)	-67%	\$ 735	\$ (1,470)	-67%
	USDA Sch. Roof & Boiler Interest	01-751-5900-032	\$ 12,525	\$ 12,197	\$ 11,859	\$ 11,510	\$ (349)	-3%	\$ 11,510	\$ (349)	-3%
Sterling	Energy Infrastructure Project	01-751-5900-034	\$ 59,384	\$ 57,438	\$ 55,362	\$ 53,148	\$ (2,214)	-4%	\$ 53,148	\$ (2,214)	-4%
	Fire & EMS Headquarters	01-751-5900-035	\$ 154,242	\$ 126,825	\$ 122,625	\$ 118,275	\$ (4,350)	-4%	\$ 118,275	\$ (4,350)	-4%
	Fire & EMS Headquarters	01-751-5900-035	\$ -	\$ 52,700	\$ 47,500	\$ 41,900	\$ (5,600)	-12%	\$ 41,900	\$ (5,600)	-12%
	Town Hall Elevator	01-751-5900-037	\$ -	\$ 8,500	\$ 7,500	\$ 6,500	\$ (1,000)	-13%	\$ 6,500	\$ (1,000)	-13%
	Town Hall Remodeling	01-751-5900-038	\$ -	\$ 3,400	\$ 3,000	\$ 2,600	\$ (400)	-13%	\$ 2,600	\$ (400)	-13%
	Library	01-751-5900-039	\$ -		\$ 62,756	\$ 61,857	\$ (899)	-1%	\$ 61,857	\$ (899)	-1%
	Hillcrest Building	01-751-5900-040	\$ -		\$ 4,579	\$ 4,000	\$ (579)	-13%	\$ 4,000	\$ (579)	-13%
	Highway Equipment	01-751-5900-041	\$ -		\$ 41,207	\$ 35,000	\$ (6,207)	-15%	\$ 35,000	\$ (6,207)	-15%
	Purchase of Services		\$ 306,027.00	\$ 325,635.00	\$ 406,144.00	\$ 369,949.00	\$ (36,195.00)	-8.91%	\$ 369,949.00	\$ (36,195.00)	-8.91%
	Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
			\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
	Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%



Town of Leicester

Operating Budget Manual

FY2021

752 - Temporary Loan Interest

FY2021 Budget Summary - Temporary Loan Interest

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept Request	FY 2021 TA Approved	Dollar Change	Percent Change
Temporary Loan Interest	\$ 18,933	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ (12,590)	-37.86%
Total	\$ 18,933	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ (12,590)	-37.86%

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

Purchase of Services	\$ 18,933	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ (12,590)	-37.86%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 18,933	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ (12,590)	-37.86%

Temporary Loan Interest	\$ 18,933	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ (12,590)	-37.86%
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Expense Detail - Temporary Loan Interest

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Temporary Loan Interest	01-752-5900-000	\$ 18,933	\$ 94,647	\$ 33,255	\$ 20,665	\$ (12,590)	-38%	\$ 20,665	\$ (12,590)	-38%
Purchase of Services		\$ 18,933.00	\$ 94,647.00	\$ 33,255.00	\$ 20,665.00	\$ (12,590.00)	-37.86%	\$ 20,665.00	\$ (12,590.00)	-37.86%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%



Town of Leicester

Operating Budget Manual

FY2021

753 - Bond Issuance Costs

FY2021 Budget Summary - Bond Issuance Costs

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Bond Issuance Costs	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	0.00%
Total	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	#DIV/0!

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

Purchase of Services	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	1100.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses Total	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	1100.00%

Bond Issuance Costs	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	1100.00%
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Expense Detail - Bond Issuance Costs

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Bond Issuance Costs	01-753-5900-000	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	1100.00%	\$ 1,100	\$ 1,100	1100%
Purchase of Services		\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	1100.00%	\$ 1,100	\$ 1,100	1100%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%



Town of Leicester
Town Administrator's Budget
FY2021 - Part H - Benefits & Insurance



Town of Leicester

Operating Budget Manual

FY2021

911 - Worcester Regional Retirement

FY2021 Budget Summary - Worcester Regional Retirement

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Worcester Regional	\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 1,456,243	\$ 141,443	10.76%
Total	\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 1,456,243	\$ 141,443	10.76%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	.	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 1,456,243	\$ 141,443	11%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 1,456,243	\$ 141,443	10.76%

Worcester Regional	\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 1,456,243	\$ 141,443	10.76%
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Expense Detail - Worcester Regional Retirement

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-911-5110-000	\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 210,368	16%	\$ 1,456,243	\$ 141,443	11%
Purchase of Services		\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 210,368	16%	\$ 1,456,243	\$ 141,443	11%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

912 - Workers Compensation

FY2021 Budget Summary - Workers Compensation

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Workers Compensation	\$ 197,000	\$ 216,700	\$ 187,498	\$ 206,248	\$ 206,248	\$ 18,750	10.00%
Total	\$ 197,000	\$ 216,700	\$ 187,498	\$ 206,248	\$ 206,248	\$ 18,750	10.00%

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

Purchase of Services	\$ 197,000	\$ 216,700	\$ 187,498	\$ 206,248	\$ 206,248	\$ 18,750	10%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 197,000	\$ 216,700	\$ 187,498	\$ 206,248	\$ 206,248	\$ 18,750	10.00%

Workers Compensation	\$ 197,000	\$ 216,700	\$ 187,498	\$ 206,248	\$ 206,248	\$ 18,750	10.00%
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Expense Detail - Workers Compensation

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Workers Compensation	01-912-5700-009	\$ 197,000	\$ 216,700	\$ 187,498	\$ 206,248	\$ 18,750	10%	\$ 206,248	\$ 18,750	10%
Purchase of Services		\$ 197,000	\$ 216,700	\$ 187,498	\$ 206,248	\$ 18,750	10%	\$ 206,248	\$ 18,750	10%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

913 - Unemployment Compensation

FY2021 Budget Summary - Unemployment Compensation

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Unemployment Compensation	\$ 66,510	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%
Total	\$ 66,510	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -		\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 66,510	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 66,510	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%

Unemployment Compensation	\$ 66,510	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%
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Expense Detail - Unemployment Compensation

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Unemployment Compensation	01-913-5110-000	\$ 64,000	\$ 64,000	\$ 139,000	\$ 139,000	\$ -	0%	\$ 139,000	\$ -	0%
Consultant Services	01-913-5200-004	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0%	\$ 1,500	\$ 1,350	900%
Interest	01-913-5700-007	\$ 2,360	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0%	\$ 1,150	\$ (1,350)	-54%
Purchase of Services		\$ 66,510	\$ 66,650	\$ 141,650	\$ 141,650	\$ -	0%	\$ 141,650	\$ -	0%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2021

914 - Employee Benefits

FY2021 Budget Summary - Employee Benefits

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Employee Benefits	\$ 3,052,161	\$ 3,266,089	\$ 3,288,284	\$ 3,040,374	\$ 3,119,141	\$ (169,143)	-5.14%
Total	\$ 3,052,161	\$ 3,266,089	\$ 3,288,284	\$ 3,040,374	\$ 3,119,141	\$ (169,143)	-5.14%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	.	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -		\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 3,052,161	\$ 3,266,089	\$ 3,288,284	\$ 3,040,374	\$ 3,119,141	\$ (169,143)	-5.14%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 3,052,161	\$ 3,266,089	\$ 3,288,284	\$ 3,040,374	\$ 3,119,141	\$ (169,143)	-5.14%

Employee Benefits	\$ 3,052,161	\$ 3,266,089	\$ 3,288,284	\$ 3,040,374	\$ 3,119,141	\$ (169,143)	-5.14%
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Expense Detail - Employee Benefits

		FY2018	FY 2019	FY2020	FY 2021	Dollar	Percent	FY 2021	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Employee Insurance	01-914-5110-001	\$ 15,795	\$ 16,500	\$ 17,000	\$ 17,500	\$ 500	\$ 0	\$ 17,500	\$ 500	3%
Employee Health Insurance	01-914-5110-002	\$ 2,361,156	\$ 2,500,713	\$ 2,502,350	\$ 2,228,544	\$ (273,806)	\$ (0)	\$ 2,307,311	\$ (195,039)	-8%
Employee Medicare	01-914-5110-003	\$ 215,000	\$ 220,000	\$ 225,000	\$ 250,000	\$ 25,000	\$ 0	\$ 250,000	\$ 25,000	11%
Retiree Life Insurance	01-914-5110-004	\$ 4,050	\$ 4,100	\$ 4,105	\$ 4,501	\$ 396	\$ 0	\$ 4,501	\$ 396	10%
Retiree Health Insurance	01-914-5110-005	\$ 456,160	\$ 501,776	\$ 516,829	\$ 516,829	\$ -	\$ -	\$ 516,829	\$ -	0%
HRA	01-914-5110-006	\$ -	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	\$ -	\$ 23,000	\$ -	0%
Purchase of Services		\$ 3,052,161	\$ 3,266,089	\$ 3,288,284	\$ 3,040,374	\$ (247,910)	\$ (0)	\$ 3,119,141	\$ (169,143)	-5.14%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%

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Town of Leicester

Operating Budget Manual

FY2021

945 - Bonding & Insurance

FY2021 Budget Summary - Bonding & Insurance

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Bonding & Insurance	\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 176,750	\$ 16,068	10.00%
Total	\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 176,750	\$ 16,068	10.00%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-100.00%

Purchase of Services	\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 176,750	\$ 16,068	10.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses Total	\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 176,750	\$ 16,068	10.00%

Bonding & Insurance	\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 176,750	\$ 16,068	10.00%
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Expense Detail - Bonding & Insurance

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Liability Insurance	01-945-5700-009	\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 16,068	10%	\$ 176,750	\$ 16,068	10%
Purchase of Services		\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 16,068	10%	\$ 176,750	\$ 16,068	10%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%

SECTION IV

Capital Improvement Plan



Proposed Capital Projects by Funding Source

Grant Funding							
Program	Description	FY2020	FY2021	FY2022	FY2023	FY2024	Source
Administration	Town Hall Parking Lot	-	200,000	-	-	-	State Budget
Administration	Town Hall Doors & Bathroom	200,855	-	-	-	-	Grant
Subtotal General Fund		200,855	200,000	-	-	-	

Bonds							
Program	Description	FY2020	FY2021	FY2022	FY2023	FY2024	Source
Fire Dept	Engine 4 Replacement	-	520,000	-	-	-	Bond
Schools	K-8 School	45,500,000	-	-	-	-	Bond
Highway Dept	Replacement Highway garage					8,500,000	Bond
Subtotal Bonds		45,500,000	520,000	-	-	8,500,000	

Free Cash Transfer							
Program	Description	FY2020	FY2021	FY2022	FY2023	FY2024	Source
Ambulance Fund	Cardiac Monitors	81,364					Free Cash
Highway Dept	Truck #4 Replacement	-	250,000	-	-	-	Free Cash
Police Dept	Replacement Detective Unit	-	43,475	-	-	-	Free Cash
Police Dept	Car Port	-	50,000	-	-	-	Free Cash
Police Dept	Technology for Training Center	-	10,205	-	-	-	Free Cash
Administration	Remaining Accessibility	-	80,000	-	-	-	Free Cash
Administration	Town Hall Back Up Generator	-	30,000	-	-	-	Free Cash
Administration	First floor restrooms	-	30,000	-	-	-	Free Cash
Schools	Electronic Entry Systems (Prim & Middle)		28,000				Free Cash
Schools	Electronic Entry Systems (Prim & Middle)		15,000				Free Cash
Schools	Multi purpose field repairs	-	80,000	-	-	-	Free Cash
Schools	Hallway Cameras	-	28,000	-	-	-	Free Cash
Schools	Track repairs		120,000				Free Cash
Schools	Clock replacement	-	18,000	-	-	-	Free Cash
Schools	Parking Lot repairs	-	75,000	-	-	-	Free Cash
Highway Dept	Mower Replacement	-	-	70,000	-	-	Free Cash
Fire Dept	Station 2 Roof replacement	-	-	45,650	-	-	Free Cash
Police Dept	Taser replacement & upgrade	-	-	25,845	-	-	Free Cash
Police Dept	Replacement photocopiers	-	-	14,500	-	-	Free Cash
Police Dept	School Police radio system	-	-	70,000	-	-	Free Cash
Schools	Replacement AC systems for offices/labs	-	-	50,000	-	-	Free Cash
Schools	Baseball field repairs	-	-	50,000	-	-	Free Cash
Highway Dept	Misc. garage equipment/tools				50,000		Free Cash
Fire Dept	Station 2 roof replacement				64,900		Free Cash
Police Dept	Range safety & maintenance				21,684		Free Cash
Police Dept	Replace failing floors at PD				13,500		Free Cash
Police Dept	Town Message Board				35,000		Free Cash
Police Dept	Thermal spotlights				20,485		Free Cash
Schools	Parking lot repairs				200,000		Free Cash
Highway Dept	Overhead garage doors/oil dispensing unit					25,000	Free Cash
Fire Dept	Replacement extrication equipment	-	-	-	-	60,000	Free Cash

Police Dept	Police accreditation program	-	-	-	-	112,050	Free Cash
Schools	Gym sanding	-	-	-	-	25,000	Free Cash
Subtotal Capital Asset Stabilization Fund		-	857,680	325,995	405,569	222,050	

Ambulance Fund							
Program	Description	FY2020	FY2021	FY2022	FY2023	FY2024	Source
Ambulance Fund	Ambulance	-	240,000	-	-	-	Ambulance Fund
Subtotal Ambulance Fund		-	240,000	-	-	-	

CIP Total	\$ 45,700,855	\$ 1,817,680	\$ 325,995	\$ 405,569	\$ 8,722,050	\$ 56,972,149
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Proposed Capital Projects by Department

Highway

Description	FY2020	FY2021	FY2022	FY2023	FY2024	Five Year Total	Funding Source
Truck #4 Replacement		250,000				250,000	Free Cash
Mower replacement			70,000			70,000	Free Cash
Misc. Garage equipment/tools				50,000		50,000	Free Cash
Overhead garage doors/oil dispensing unit					25,000	25,000	Free Cash
Replacement Highway garage					8,500,000	8,500,000	Bond
Subtotal	\$ -	\$ 250,000	\$ 70,000	\$ 50,000	\$ 8,525,000	\$ 8,895,000	

Ambulance

Description	FY2020	FY2021	FY2022	FY2023	FY2024	Five Year Total	Funding Source
Cardiac Monitors	81,364				-	81,364	Free Cash
Replacement Ambulance		240,000			-	240,000	Ambulance Fund
Subtotal	\$ 81,364	\$ 240,000	\$ -	\$ -	\$ -	\$ 321,364	

Fire

Description	FY2020	FY2021	FY2022	FY2023	FY2024	Five Year Total	Funding Source
Engine 4 Replacement		520,000				520,000	Bond
Station 2 roof replacement			45,650			45,650	Free Cash
Station 2 roof replacement				64,900		64,900	Free Cash
Replacement extrication equipment					60,000	60,000	Free Cash
						-	Free Cash
Subtotal	\$ -	\$ 520,000	\$ 45,650	\$ 64,900	\$ 60,000	\$ 690,550	

Police

Description	FY2020	FY2021	FY2022	FY2023	FY2024	Five Year Total	Funding Source
Replacement Detective Unit		43,475				43,475	Free Cash
Car Port		50,000				50,000	Free Cash
Technology for Training Center		10,205				10,205	Free Cash
Taser replacement & upgrade			25,845			25,845	Free Cash
Replacement photocopiers			14,500			14,500	Free Cash
School Police Radio System			70,000			70,000	Free Cash
Range safety & maintenance				21,684		21,684	Free Cash
Replace failing floors at PD				13,500		13,500	Free Cash
Town message board				35,000		35,000	Free Cash
Thermal spotlights				20,485		20,485	Free Cash
Police Accreditation program					112,050	112,050	Free Cash
						-	Free Cash
Subtotal	\$ -	\$ 103,680	\$ 110,345	\$ 90,669	\$ 112,050	\$ 416,744	

Town Municipal Facilities

Description	FY2020	FY2021	FY2022	FY2023	FY2024	Five Year Total	Funding Source
Town Hall doors & bathroom	200,855					200,855	Grant
Remaining Town Hall accessibility		80,000				80,000	Free Cash
Town Hall back-up generator		30,000				30,000	Free Cash
First floor restrooms		30,000				30,000	Free Cash
Town Hall Parking lot		200,000				200,000	State Budget
Subtotal	\$ 200,855	\$ 340,000	\$ -	\$ -	\$ -	\$ 540,855	

School

Description	FY2020	FY2021	FY2022	FY2023	FY2024	Five Year Total	Funding Source
K-8 School	45,500,000					45,500,000	Bond
Multipurpose field repairs		80,000				80,000	Free Cash
Hallway cameras		28,000				28,000	Free Cash
Clock replacement		18,000				18,000	Free Cash
Electronic entry systems - High School		28,000				28,000	Free Cash
Electronic entry systems - High School		15,000				15,000	Free Cash
Track repairs		120,000				120,000	Free Cash
Concrete sidewalk repairs		75,000				75,000	Free Cash
Replacement AC systems for offices/labs			50,000			50,000	Free Cash
Baseball field repairs			50,000			50,000	Free Cash
Parking lot repairs				200,000		200,000	Free Cash
Gym sanding					25,000	25,000	Free Cash
						-	
Subtotal	\$ 45,500,000	\$ 364,000	\$ 100,000	\$ 200,000	\$ 25,000	\$ 46,189,000	

CIP Total	\$ 45,782,219	\$ 1,817,680	\$ 325,995	\$ 405,569	\$ 8,722,050	\$ 57,053,513
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**SELECT BOARD MEETING MINUTES
FEBRUARY 10, 2020 at 6:30pm
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chairwoman Wilson called the meeting to order at 6:30pm. Chair Sandra Wilson, Vice-Chair Harry Brooks, 2nd Vice-Chair Rick Antanavica, Selectwoman Dianna Provencher, Selectman John Shocik, Student Liaisons Katheryn Stapel and Jacob Stolberg, Town Administrator David Genereux and Assistant to the Town Administrator Kristen Forsberg were in attendance.

1. SCHEDULED ITEMS

a. 6:30pm – Public Hearing – FY2020 Community Development Block Grant (CDBG) Application

The Chair read the public hearing notice. A motion was made by Mr. Antanavica and seconded by Mr. Brooks to open the public hearing at 6:34pm. The motion carried 5:0:0.

Andrew Loew with the Central Mass Regional Planning Commission discussed the proposed grant application to the State Department of Housing and Community Development for Community Development Block Grant funds. Proposed projects include housing rehabilitation, accessibility improvements at Russell Park and neighborhood improvement in Cherry Valley. Mr. Loew noted that approximately 30 units of housing rehab have been completed in the Town since the first application to the State. This year's application would request approximately \$235,000 for 7 units of housing rehab. The application also requests approximately \$70,000 in funds to design accessibility improvements at Russell Park. Mr. Loew noted that the CDBG Advisory Committee has recommended the proposed neighborhood improvement projects in Cherry Valley be deferred to a future application due to lack of response from residents, which is required for eligibility, despite substantial outreach and the fact that it would pull the overall application score down. The application is due March 6th and grants will be awarded in mid to late summer 2020. A motion was made by Mr. Brooks and seconded by Ms. Provencher to close the public hearing. The motion carried 5:0:0.

A motion was made by Mr. Brooks and seconded by Mr. Shocik to support and approve the submission of an FY20 CDBG application as discussed, with allowance for minor budget or program adjustments as needed and to authorize the Chair and CFO to sign all documents required for the application. The motion carried 4:0:1 (Ms. Provencher abstained).

2. PUBLIC COMMENT PERIOD

3. REPORTS & ANNOUNCEMENTS

a. Student Liaison Reports

The student liaisons presented updates from the Leicester Public Schools.

b. Select Board Reports

The Select Board members discussed a variety of topics including icy roads this past Friday, the Agricultural Commission Forestry workshop on Jan 28th and looking into harvesting at Town parks, the sale of 15 Water Street for \$140,000, the crosswalk at Giguere Gymnastics, Rep LeBoeuf is looking into the crosswalk issues at Giguere's and the Library Children's Room dedication in memory of Carol Fauerbach.

c. Town Administrator Report

The Town Administrator presented highlights from his written report.

4. RESIGNATIONS & APPOINTMENTS

a. Veterans Services Officer – Jason Main

A motion was made by Ms. Provencher and seconded by Mr. Antanavica to appoint Jason Main to the position of Veterans Services Officer for the Town of Leicester. The motion carried 5:0:0.

b. Development & Inspectional Services Department Assistant

A motion was made by Mr. Brooks and seconded by Mr. Shocik to appoint Tiffany Peters to the position of Department Assistant for the Development & Inspectional Services Department. The motion carried 5:0:0.

5. OTHER BUSINESS

a. Final FY20 License Renewals

CV	Families Together, LLC	1601 Main Street, Leicester 01524
CV	Karol's Corner Take-Out	610 Pleasant Street, Rochdale 01542
CV	London's Ice Cream & Sandwich Shoppe	724 Main Street, Cherry Valley 01611
BYOB	Karol's Corner	610 Pleasant Street, Rochdale 01542

A motion was made by Mr. Brooks and seconded by Ms. Provencher to approve the licenses as listed on the agenda. The motion carried 5:0:0.

b. \$1,000 Swan Tavern (1 Paxton Street) Donation - Leicester Historical Society

A motion was made by Mr. Brooks and seconded by Ms. Provencher to accept a \$1,000 donation from the Leicester Historical Society for Swan Tavern. The motion carried 5:0:0.

c. Statement of Interest – Mass School Building Authority – High School Boiler Replacement

Dr. Tencza noted that the boilers at the high school are over 25 years old and asked the Board to support the School Committee's request to seek future funding consideration from the Mass School Building Authority for their replacement. Submittal of the Statement of Interest does not commit the Town to fund this project. A motion was made by Mr. Antanavica and seconded by Mr. Brooks to authorize the School Committee to submit the Statement of Interest to the Mass School Building Authority for the high school boilers. The motion carried 5:0:0.

d. Construction Administration Contract – Fuss & O'Neill – Waite Pond Dam Replacement Grant

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to authorize the Chair to sign a construction administration contract with Fuss & O'Neill for the Waite Pond Dam Replacement grant. The motion carried 5:0:0.

e. Design Contract – VHB – Fire & EMS Headquarters Ponds and Drainage

A motion was made by Mr. Brooks and seconded by Mr. Shocik to authorize the Chair to sign a design contract with VHB to address water issues at the new Fire & EMS Headquarters. The motion carried 5:0:0.

f. Conveyance of Property - Lehigh Road - Hillcrest Water District

Ms. Wilson noted that many years ago, the Hillcrest Water District water tank was built on the other side of Lehigh Road on Town owned property and the land ownership needs to be swapped. A motion was made by Mr. Brooks and seconded by Mr. Shocik to convey the property on Lehigh Road to the Hillcrest Water District. The motion carried 5:0:0.

g. Police Sergeant Assessment Center Discussion

Mr. Genereux noted that there is an opening for one sergeant upon promotion of two former sergeants to Chief and Lieutenant. This would bring the total number of sergeants to four as one position was given away to fund

the lieutenant. The assessment center would allow the 8-10 officers interested in becoming a sergeant the opportunity to be tested and put on a list that would be valid for 3 years. A motion was made by Ms. Provencher and seconded by Mr. Shocik to set up a police sergeant assessment center. The motion carried 3:1:1 (Mr. Brooks abstained, and Ms. Wilson opposed).

h. FY21 Budget Discussion

The Board discussed the FY21 budget including two positions being funded out of free cash (Economic Development Coordinator and Highway Truck Driver/Laborer), the reserve fund, the proposed use of a lock box in the Treasurer's office to free up time for employees to handle employee benefits in-house rather than contracting out for services at a cost of \$8,000 per year, additional postage funds to send out quarterly bills rather than semi-annual bills and the accounting request to fund Vadar cloud at an additional cost of \$6,000 per year.

i. Set Town Meeting Date, Time and Location for School Building Project Vote

Mr. Brooks presented a request from the school building committee to hold a special town meeting on Saturday, June 6th, 2020 at the high school (time TBD) to vote on the proposed new school. The fine arts center at the high school can accommodate 550 people with overflow in the cafeteria on live feed if needed. LCAC is not able to broadcast live from the high school at this time. Town Clerk Debbie Davis requested the Board place the school vote on the annual town meeting warrant and use the evening meeting rooms for overflow. Ms. Davis noted that the meeting could be continued to the next evening or the following Tuesday if needed and that June 6th is too close to the town election for voters to make an informed decision. Ms. Davis also expressed concern about the acoustics at the fine arts center. Paul McCarthy at 56 Charlton Street noted he put the June 6th date out as a save the date and apologized for the confusion. Mr. McCarthy noted that approximately 500 people showed up for the new high school vote and expressed concern about room at Town Hall and getting people to come back for a second night. Greg Buteau at 2 Merrick Street noted that 512 people voted for the former high school at a two-hour stand-alone 1pm Saturday meeting and over 500 people attended the recent vote on a new school in Millbury. Mr. Armington noted the last time a major town meeting was held in the town hall gym it was mayhem and severely overcrowded. Mr. Armington requested this meeting be held on a separate day from Annual Town Meeting. A motion was made by Mr. Brooks and seconded by Ms. Wilson to hold a special town meeting on May 30th. Under discussion, the lack of air conditioning in the town hall gym, the sound system in the fine arts center received a \$15,000 upgrade 3 years ago, the screen allows for viewing of people sitting on the stage, concerns about graduations at the end of May/beginning of June, concerns about spring sports on weekends in May, pushing the vote out to fall special town meeting, etc. Mr. Brooks rescinded his motion to hold a special town meeting on May 30th. A motion was made by Mr. Antanavica and seconded by Mr. Shocik to hold the school vote at the annual town meeting on May 5th and to continue the meeting to May 9th if needed. Under discussion, Mr. Armington stressed that the school building committee requested a stand-alone date for this vote and urged the board to respect this request. Mr. Antanavica amended his motion to hold a special town meeting on May 9th at 10am for the school vote and Mr. Shocik seconded this amendment. Under discussion, the building committee expressed concern for the early may date given approvals needed by MSBA, parking issues at the Town Hall. The motion carried 3:2:0 (Mr. Brooks and Ms. Wilson were opposed). A motion was made by Mr. Brooks and seconded by Ms. Wilson to hold the meeting at the high school. The motion carried 3:2:0 (Mr. Shocik and Mr. Antanavica were opposed).

The Board took a ten-minute recess.

j. Memorial School Disposition and Fields Discussion

Mr. Wilson noted the fields were not part of the Memorial School disposition vote that was taken at Town Meeting and the fields are the property of the town. Mr. Genereux noted that selling the building land without

the fields results in the fields becoming landlocked and eliminates public access. The board discussed the possibility of placing disposition of the fields on the next town meeting warrant. Mr. Genereux noted the Memorial School Disposition Subcommittee requested the building be emptied so photos could be taken for the RFP. This cleanout is taking longer than expected and remains ongoing. Teachers are going back through the building to select any items they would want to keep and then the schools will have their custodians remove the remaining items from the school by April vacation.

6. MINUTES

a. January 27, 2020

A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the minutes of January 27, 2020. The motion carried 4:0:0 (Mr. Brooks stepped out of the meeting).

b. Executive Session Minutes of January 15, 2020 and January 27, 2020

A motion was made by Mr. Brooks and seconded by Ms. Provencher to approve the minutes of January 15th and January 27th, 2020. The motion carried 5:0:0.

7. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21A

a. Exception #3 – Discuss strategy with respect to litigation (Fire & EMS Headquarters)

b. Exception #3 – Discuss strategy with respect to collective bargaining (Police Union)

A motion was made by Mr. Shocik and seconded by Ms. Provencher to enter into executive session at 9:32pm under Mass General Laws Chapter 30A, Section 21A, Exception #3, to discuss strategy with respect to litigation (Fire & EMS Headquarters) and to discuss strategy with respect to collective bargaining (Police Union). The Chair declared that to discuss these matters in open session would compromise the position of the Town. Roll call: 5:0:0.

A motion to adjourn was made by Ms. Provencher and seconded by Mr. Brooks at 11:19pm. The motion carried 5:0:0.

Executive Session Motion

Board Member 1

I move to go into Executive Session under MGL Chapter 30A, Section 21(a),

Exception #3 – Discuss strategy with respect to collective bargaining (Police, Highway and Fire Unions)

The Board will reconvene in open session only for the purpose of adjournment.

Board Member 2

Second

Chairperson

To discuss these matters in open session would compromise the position of the Town, the Chair so declares.

VOTE BY ROLL CALL