

**AMENDED  
PUBLIC NOTICE POSTING REQUEST  
OFFICE OF THE LEICESTER TOWN CLERK  
ORGANIZATION: Select Board**

**MEETING: X**

**PUBLIC HEARING:**

**DATE: May 4, 2020**

**TIME: 6:30pm**

**LOCATION: Virtual Meeting – See Instructions Below**

**REQUESTED BY: Kristen L. Forsberg**

*Agenda packet and associated documents can be found at [www.leicesterma.org/bos](http://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***

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**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. Vote to Sign Annual Town Election Warrant
- b. [Culvert Replacement Municipal Assistance Grant Application](#)
- c. [FY21 Budget and Annual Town Meeting Warrant Discussion and/or Votes](#)
- d. [Reserve Fund Transfer Request - \\$5,000 – Town Hall Building Maintenance](#)
- e. [Reserve Fund Transfer Request - \\$8,000 – Highway Department \(Hillcrest Irrigation System\)](#)

**6. MINUTES**

- a. [April 27, 2020](#)

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

- a. Exception 1 – Discuss complaint brought against a public officer (Fire Station Building Committee)



**Town of Leicester**  
**OFFICE OF THE TOWN ADMINISTRATOR**

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www.leicesterma.org

April 30, 2020

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

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The following is a report on the general activities of the Town Administrator through April 30, 2020

**Citizen issues:** Topics discussed with various citizens.

- ☐ The office was contacted by a resident concerned with COVID-19 protocol at Walmart in light of the closing of the Worcester store. We had it checked out, and are pleased to report as of Thursday morning, all protocols were being followed. The Health Agent is following up as well.
- ☐ Spoke with the proponent of the citizen's petition to allow outdoor cultivation of marijuana. He would like to know if the Board would proceed with a Host Community agreement ahead of Town Meeting action, as he would like to submit his application to the CCC as soon as possible.

**Meetings:**

- ☐ Attended a School Committee meeting to discuss the FY 2021 budget, and the School Department recommended appropriation. There was a lot of comment regarding the apportionment of revenue, and the fact that the School Department is still not getting annual revenue that matches up with the target appropriation of 75/25 or revenue after fixed costs. I explained that the Town lacks sufficient revenue to allow for that year-round. That remains the ongoing target, but there is no date for this goal to be fully accomplished. For now, the 75/25 appropriation works only when the budget is formed, not when there are shortfalls at the end of the fiscal year.
- ☐ Attended a Finance Advisory Board meeting. The Board voted on seven town meeting articles. Their next meeting is scheduled for Tuesday, May 5, to discuss the budget, and other warrant articles.
- ☐ Meet with the OPM and Architect on the response to questions being posed regarding the school building project.

**Activities:**

- ☐ Had a bid opening on work being done on the evening meeting room stair area. We are waiting on references and project histories as of this writing, we may have a recommendation for contract award at Monday's meeting.
- ☐ Started working on a vehicle and facilities repair log for all departments to include in their monthly reports in order to enhance transparency and provide information.
- ☐ Working on a reopening protocol for Town operations when COVID-19 restrictions are eased.
- ☐ Determined that for now, the federal unemployment reimbursement is not beneficial. The program is a 100% payment upfront for furloughed personnel, with 50% reimbursement to potentially take place sometime in the next fiscal year. At this point, that would not appear to be an option that makes financial sense given the reporting requirements and the relatively small amount of Town staff that would be considered non-essential personnel. We will revisit that once we determine if there are to be layoffs in the FY 2021 budget.
- ☐ Letters were sent to the residents affected by the retention ponds at the new Fire Station to inform them of the online meeting schedule for May 6 at 6:30.

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

**From:** [Genereux, David](#)  
**To:** [Forsberg, Kristen](#)  
**Subject:** Packet  
**Date:** Monday, May 4, 2020 11:16:07 AM  
**Attachments:** [image001.png](#)

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**From:** Lenox, Richard <[Richard.Lenox@wsp.com](mailto:Richard.Lenox@wsp.com)>  
**Sent:** Wednesday, February 26, 2020 9:28 AM  
**To:** Dennis Griffin <[griffind@leicesterma.org](mailto:griffind@leicesterma.org)>  
**Cc:** Wicks, John <[John.Wicks@wsp.com](mailto:John.Wicks@wsp.com)>  
**Subject:** Marshall St Culvert at Southwick Brook

Hi Dennis:

We were able to visit the site and review the MassDER Culvert Grant application requirements and come up with an estimate for the Design and Construction costs for replacing this culvert.

The big thing to understand with this grant program is that the applicant agrees to try and meet the MA Stream Crossing Standards to the extent possible. Those standards require that the culvert opening be 1.2 x the "Bank Full Width". The existing culvert only has about a 5 foot wide opening and is NARROWER than the brook at the upstream side. We estimate that the new culvert would have to have about a 12 foot wide opening based on our field observations. The exact opening would have to be determined based on the actual bank width determined by an environmental scientist and then we would have to perform hydraulic calculations to assess the impacts of increasing the opening.

Based on this anticipated structure size, we estimate that the Construction cost would be about \$350,000 for the full replacement.

The design cost is estimated to be \$85,000 which would include: Survey, Geotechnical/Borings, Environmental Permit Prep, Hydraulic Analysis, Roadway/Structure design, Preparation of Bid Documents and Providing support during construction (Responding to RFI's and Shop Drawing review).

If you need additional information, please let me know.

Regards,

Rich

**Richard Lenox, PE**  
Vice President/Senior Project Manager

Transportation and Infrastructure



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*David A. Genereux*

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"Please remember that the Secretary of State has determined that email is a public record"



DEPARTMENT OF FISH AND GAME

## Division of Ecological Restoration

Beth Lambert, *Director*  
Hunt Durey, *Deputy Director*



Charles D. Baker  
*Governor*  
Karyn E. Polito  
*Lieutenant Governor*  
Kathleen A. Theoharides  
*Secretary*  
Ronald S. Amidon  
*Commissioner*  
Mary-Lee King  
*Deputy Commissioner*

**REQUEST FOR RESPONSE**  
**MASSACHUSETTS DIVISION OF ECOLOGICAL RESTORATION**  
**DEPARTMENT OF FISH AND GAME**  
**Culvert Replacement Municipal Assistance**  
*For the Replacement of Ecologically High Value Culverts*  
***FY21 Grant Program***

***Deadline Extension 2***

***This RFR has been amended to extend the grant application deadline until 5:00 PM, May 11, 2020.***

**RFR ID: DER 2020-04**

**Dated:** 04/01/2020

**PURCHASING DEPARTMENT: DEPARTMENT OF FISH AND GAME**

**TYPE OF PROCUREMENT:**

### **1. GRANT OPPORTUNITY SUMMARY:**

- 1.1 PROPOSALS SOUGHT:** The Division of Ecological Restoration (DER) is seeking proposals from Massachusetts municipalities interested in replacing an undersized, perched, and/or degraded culvert located in an area of high ecological value. The purpose of this funding is to encourage municipalities to replace aging culverts with better designed crossings that meet improved structural and environmental design standards and flood resiliency criteria. ***Only projects that intend to meet the goals of the Massachusetts Stream Crossing Standards will be considered for funding.*** Incorporating these Standards into culvert replacement designs will improve river function and access for fish and wildlife, and will reduce hazards to public safety, such as flooding, culvert failure, and road washout. Massachusetts municipalities are eligible to apply. Interested communities should refer to an overview of the Stream Crossing Standards in Appendix A.

This opportunity will provide funding for selected municipalities to advance one culvert replacement project toward completion. Funding will be limited to the Commonwealth of

Massachusetts Fiscal Year 2021 (July 1, 2020 – June 30, 2021). See Section 1.6 for funding details.

*New for Fiscal Year 2021* - DER's Culvert Replacement Training Initiative is a network of culvert replacement sites across the state that serve as case studies and provide in-depth training opportunities for local road managers and surrounding communities. Municipalities meeting certain additional eligibility requirements may elect to also be considered for status as one of DER's *Culvert Replacement Training Sites*. Designated *Culvert Replacement Training Sites* are eligible for technical assistance and incentive grant funding, when available, until the culvert replacement project is completed, or new information warrants a revision of project status. Towns are not required to reapply or provide match for projects designated as *Culvert Replacement Training Sites*; however, DER expects to only be able to provide partial funding for the full cost of a culvert replacement project. See Appendix B Culvert Replacement Training Initiative for more information, including additional project requirements, eligibility, evaluation criteria and funding duration.

- 1.2 OVERVIEW AND GOALS:** DER's Stream Continuity Program provides state-wide assistance to communities interested in replacing degraded and/or undersized road-stream crossings with better designed culverts or bridges that meet improved environmental and flood resiliency criteria. To help municipalities install better designed replacement crossings, the Stream Continuity Program provides technical assistance and training to municipal road managers and provides financial assistance when available. The Stream Continuity Program develops tools to help municipalities carry out efficient and cost-effective culvert replacements that meet the Massachusetts Stream Crossing Standards.
- 1.3 ELIGIBLE PROJECTS:** Eligible projects must be a culvert replacement on a public way, owned and maintained by the applying municipality, and must cross a natural freshwater, non-tidal river or stream channel. The stream channel may be either intermittent or perennial. **Projects must intend to meet the Massachusetts Stream Crossing Standards<sup>1</sup>.**

Culverts identified by the Massachusetts Wildlife Climate Action Tool (<https://climateactiontool.org/content/maintain-habitat-connectivity-retrofit-or-replace-culverts>) as priorities for replacement will receive more points under ***Benefit to the Environment*** evaluation criteria (see Section 3.2 *Evaluation Criteria*). Simple instructions to determine whether a culvert is a priority for replacement per the Climate Action Tool are provided in *Section 3.3.4 under Instructions for Application Submission*.

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<sup>1</sup> An overview of the Massachusetts Stream Crossing Standards can be found in Appendix A. The full Massachusetts River and Stream Crossing Standards can be found here: [http://streamcontinuity.org/sites/streamcontinuity.org/files/pdf-doc-ppt/MA%20Crossing%20Stds%203-1-11%20corrected%203-8-12\\_1.pdf](http://streamcontinuity.org/sites/streamcontinuity.org/files/pdf-doc-ppt/MA%20Crossing%20Stds%203-1-11%20corrected%203-8-12_1.pdf)

Projects are eligible for the CRMA grant program at any phase, and funding will support work toward any phase(s) from planning through construction. Typical project phases for culvert replacement include *planning and field data collection (i.e. new projects), engineering and design, permitting, preconstruction activities (e.g. bidding, materials testing, fabrication, etc.), and construction*. Applicants may apply for work needed in one or multiple phases; however, work proposed in this application must be completed within the Commonwealth of Massachusetts Fiscal Year 2021. **Applicants should only apply for funding for the portion of the project that can be completed by June 30, 2021** (see further detail on anticipated contract duration in Section 2.1). Each municipality may submit one culvert replacement project for this funding opportunity.

Municipalities seeking construction funding must demonstrate that the proposed project meets the Massachusetts Stream Crossing Standards. Projects that are construction-ready but do not meet the Stream Crossings Standards must be redesigned to meet the Standards. Redesign work is eligible for funding under this grant program.

Projects where a culvert will be completely removed and the road decommissioned are eligible for funding.

Municipalities that would like their proposed projects to be considered for designation as a DER *Culvert Replacement Training Site* must submit a project that is in the planning and field data collection phase (i.e., new projects where no design and engineering has been completed). Projects located in one of the priority watersheds – the Housatonic, Farmington, Nashua or Taunton River watersheds – will be given preference for designation as a DER *Culvert Replacement Training Site*. See Appendix B Culvert Replacement Training Initiative for more information, including additional project requirements, eligibility, evaluation criteria and funding duration.

- 1.4 ELIGIBLE APPLICANTS:** All Massachusetts municipalities are eligible to apply. Ideally, the Department of Public Works (DPW)/Highway staff responsible for managing and maintaining culvert infrastructure will be the primary applicant and point of contact through the duration of the grant period. This person will be responsible for communicating directly with DER’s Grants Manager about the project, site specifics, and the town’s needs.

Municipalities awarded funding through the CRMA grant program in a previous year are eligible to apply for a new project or apply for continued work on the previously awarded project.

- 1.5 APPLICATION DEADLINE:** Applications are due **5:00 p.m. May 11, 2020**. (See further detail on deadlines and grant program calendar in Section 4, *Deadlines and Procurement Calendar*)
- 1.6 FUNDING AVAILABILITY:** **Total funding available is anticipated to be \$750,000-\$1,500,000** (pending authorization) to support culvert replacements in locations of high ecological

value. If additional funding from other sources (above the funding described above) becomes available, then DER will include these funds in the grant awards for Fiscal Year 2021. DER anticipates making awards to multiple municipalities with this funding.

**Awards may range from \$25,000 to \$200,000**, depending on the project phase and work proposed. For example, awards for field data collection for new projects have typically ranged from \$25,000-\$35,000, whereas awards for design and permitting have typically ranged from \$40,000 to \$90,000, depending on the complexity and needs of the project. Construction awards are not anticipated to exceed \$200,000. Applicants may request funding to support tasks from multiple project phases, based on the status of the culvert replacement and need; however, **applicants should only request support for work that can be completed by June 30, 2021.**

Projects selected to be part of the Culvert Replacement Training Initiative will be eligible to receive technical assistance and incentive grant funding until the culvert replacement project is completed or new information warrants a revision of project status. The maximum value of any technical assistance or direct funding awarded to each project will vary according to the scope, nature of the project, and available funding each year. For FY21, DER anticipates selecting up to 3 sites, resulting from responses to this RFR, to be part of the Culvert Replacement Training Initiative. See Appendix B Culvert Replacement Training Initiative for more information, including additional project requirements, eligibility, evaluation criteria and funding duration.

**Exceptions to the number of awards and range of funds awarded may be made at DER's discretion dependent on funding allocations. Total amount of funding available is subject to annual authorized spending plans.**

- 1.7 MATCH REQUIREMENT:** Applicants are not required to provide match. Although DER will award funding to cover a full phase of a project (e.g. Design and Engineering), DER does not anticipate being able to provide funding for the full cost of a culvert replacement project. Applicants are encouraged to report other known sources of funding for the proposed project on the Application Form, both secured and anticipated sources.
- 1.8 TOTAL ANTICIPATED DURATION OF GRANT(S):** Contracts for awarded grants are expected to start in August 2020. The contract duration will be through June 30, 2021. (See further detail on anticipated contract duration in Section 2.1).
- 1.9 APPLICABLE PROCUREMENT LAW:** Grants MGL c. 7A, § 7; St. 1986 c. 206, § 17; 815 CMR 2.00



## 2. Performance and Contract Specifications

- 2.1 PROJECT TERMS:** A final contract is subject to successful negotiation of an agreed upon scope of work (SOW). Please note that DER does not guarantee that any contracts or technical assistance may result from this RFR or that any particular funding level will be awarded. It is anticipated that awarded grants will be available August 2020. The SOW detailed within FY21 grant award contracts must be completed no later than June 30, 2021.

DER reserves the right to fund a portion, modify or amend the scope and/or add or delete tasks of any project proposal in coordination with the applicant to more closely meet the purposes of the program. Respondents will have the option of rejecting the grant award if the revised scope does not meet their goals.

- 2.2 DELIVERABLES, OWNERSHIP, AND CREDIT DUE:** DER requires that all technical deliverables produced under the contract resulting from this award be delivered to DER in native format, either electronic or hardcopy, as decided under scope and contract. Deliverables may include software, maps, reports, contracts with construction firms, design plans, etc., to execute work on culvert replacements. Culverts replaced under this grant will maintain their original ownership.
- 2.3 REPORTING:** Necessary reports and other deliverables are project specific and will be identified in coordination with the applicant at the time of contract award and project scoping.
- 2.4 INVOICING:** The payment procedure for grants resulting from this RFR is by reimbursement for costs incurred during the contract period. Only those tasks/deliverables identified in the grant scope of work are eligible for reimbursement. Reimbursement is made within 45 days subsequent to the receipt of a correctly executed invoice with appropriate documentation and deliverables. No payments shall be made for Massachusetts sales tax.
- 2.5 CONTRACT EXPANSION:** If additional funds become available during the grant contract duration period, DER reserves the right to increase the maximum obligation to some or all contracts executed as a result of this Grant Announcement or to execute contracts with Grantees not funded in the initial selection process. Contract terms may also be modified if additional funding is available. This is subject to available funding, satisfactory contract performance, project need and based on successful negotiation with the applicant.

### 3. Instructions for Application Submission

- 3.1 SUBMISSION INSTRUCTIONS:** Complete all items and submit as instructed. Applicants must include all required documents. ***Each municipality may submit one culvert replacement project for this funding opportunity.***

#### INSTRUCTIONS FOR ONLINE SUBMISSION

Once the Application Forms have been completed, applicants must submit the application online. Applicants will fill in basic details about their project and upload the application materials listed below through an online submission portal. ***The link to the online submission portal is <https://www.mass.gov/forms/culvert-replacement-grant-application>***

#### **Required documents include:**

- **Application Forms** – This provides applicant and project information as well the proposed work associated with this funding request. The forms are all contained in one electronic file and include:
  - Culvert Replacement Municipal Assistance Grant Application Form **(Required)**
  - Proposed Work Checklist **(Required)**
  - Culvert Replacement Training Site Request **(Optional)**
- **Project Photos** – Photos can be submitted as one document or as separate photo files. **(Required)**
- **Supporting Documentation** – Attach electronic copies of all relevant work completed to date on the proposed culvert replacement, including but not limited to field notes, technical reports and analyses, design plan sets, permits, cost estimates, design or construction bids, etc. **(As Applicable)**

**The application materials uploaded via the online submission portal cannot exceed 20MB in total.** Required documents can be uploaded in Microsoft Word, *or to reduce file size*, the document may be converted and uploaded as an Adobe PDF file. Supporting documentation should be uploaded with the online submission form when feasible.

To make arrangements for emailing additional supporting documentation exceeding the file size limit or if you have trouble with your online submission, please contact:

**Ryan Barney**, Program Assistant  
[Ryan.Barney@mass.gov](mailto:Ryan.Barney@mass.gov)

You will receive an email confirming receipt of your application and supporting documentation within 2 business days following submission. If you do not receive a confirmation email, please contact **Ryan Barney** (see above).

**All Applications, including receipt of all the supporting materials, must be received by DER by 5:00 p.m. on May 11, 2020.**

Responses will be accepted and are encouraged to be submitted in advance of the submission deadline.

Applications received after the deadline will automatically be rejected. DER reserves the right to reject any and all proposals or request additional information and documentation if needed.

As part of the review of proposals, DER may perform a site visit or call applicants. DER may request a site visit with the applicant present, during the review process.

By submitting a proposal, the applicant acknowledges the terms and specifications contained within the RFR.

- 3.2 EVALUATION CRITERIA:** Applicants must submit a completed application that includes all of the required supporting materials, agree to the program conditions, and meet the eligibility requirements, in order to be considered for a reimbursable grant award. A DER review committee will evaluate proposals based on criteria listed below. The review committee reserves the right to request additional details and documentation and to reject any or all proposals. The review committee will review **all** proposed projects based on the Evaluation Criteria below. Selection of a project to be part of the DER Culvert Replacement Training Initiative will be based on the additional evaluation criteria outlined in Appendix B in addition to the criteria below.

### **EVALUATION CRITERIA:**

#### **MEET PROGRAM PRIORITIES (5 POINTS)**

Based on the content of the full application, does the applicant demonstrate that the proposed project **intends to meet** the goals of the Massachusetts Stream Crossing Standards?

#### **DEMONSTRATED NEED (25 POINTS)**

**PROJECT BACKGROUND (15 POINTS)** - How well does the applicant identify the problem(s) associated with the existing crossing and describe its current condition? Does the applicant demonstrate why the project is a high-priority for the municipality? The applicant should consider the physical condition of the culvert, risk of failure, maintenance and flooding history, erosion, environmental concerns such as impacts to fish and wildlife, and hazards to the community.

**PROJECT STATUS (5 POINTS)** - How well does the applicant describe the current status of the culvert replacement project? For example, is the culvert replacement a *new project* (i.e., no data collection or design work has begun for an existing degraded culvert)? If the

project is underway, the applicant should describe all initiated and completed work to date, such as field data collection and analyses, design, permitting, utility coordination, and/or construction. *Applicants should submit all relevant supporting documentation (e.g., technical reports, design plans, permits, opinion of probable costs, etc.) with the application.*

FINANCIAL NEED (5 POINTS) - How well does the applicant demonstrate the municipality's need for financial assistance for the proposed crossing replacement? Does the applicant describe other anticipated or secured funding sources that will support portions of this project?

**PROJECT DESCRIPTION (30 POINTS)**

PROJECT SCOPE (15 POINTS) -How well does the applicant describe the proposed culvert replacement project and the proposed work to be covered by this funding? This includes proposed projects tasks, personnel, and desired outcome for the culvert replacement. The applicant may use, but is not limited to, topics listed on the Proposed Work Checklist form (See Application Completion and Submission Instructions below).

PROJECT BUDGET (10 POINTS) – Did the applicant complete the budget table on the Application Form? How well does the applicant estimate and describe project costs, given the current status and understanding of the culvert replacement? Do the cost estimates seem reasonable and feasible for this culvert replacement project? For projects at an advanced level of design, does the applicant (1) demonstrate a realistic understanding of project costs for both the overall project and the proposed work to be supported by this DER grant and (2) provide supporting documentation (e.g. budget with detailed and credible cost estimates)? New projects should at least provide a cost estimate of the proposed work to be supported by this DER grant. If applicable, applicants should describe additional sources of funding for the culvert replacement and the amount, including sources both in-hand and anticipated, and the expected timeline for which funds will be available.

PROJECT TIMELINE (5 POINTS) - How well does the applicant describe the overall proposed culvert replacement project timeline *and* the timeline for proposed work supported by DER grant funding? Does the applicant list milestones or goals? Can the proposed work realistically be completed by June 30, 2021?

**PROJECT BENEFITS (40 POINTS)**

BENEFIT TO THE ENVIRONMENT (20 POINTS) – The Division of Ecological Restoration will evaluate the proposed culvert replacement's benefit to the environment, based on the existing site condition, proximity of the culvert to important habitat, available ecological data, information provided by the applicant from the Massachusetts Wildlife Climate Action Tool, and additional notes provided by the applicant.

DER will consider the feasibility for and extent to which the proposed project will improve ecological function at the site. For example, DER will weigh whether the new stream crossing will (a) allow natural stream processes to occur, (b) allow the channel to naturally adjust and change over time, and (c) improve passage for fish and wildlife. DER will consider the severity of the existing barrier to fish passage and the expected magnitude of improvements with a replacement structure meeting the Stream Crossing Standards.

*Appendix C: DER's Tools to Evaluate Environmental Benefits of Culvert Replacements provides examples of decision-support tools that DER will use in part to assess Environmental Benefits of the proposed culvert replacement. This list is provided for informational purposes. **Applicants are not required to seek information about their culverts using these tools.***

Did the applicant provide any additional environmental information about the culvert site or possible environmental benefits from the proposed culvert replacement (e.g. information on critical habitat, bank erosion, water quality, fish and wildlife species that inhabit the site/area, and problems for these organisms to pass through the existing culvert)?

**PUBLIC SAFETY BENEFITS (15 POINTS)** – To what extent will the proposed project improve public safety and health and reduce risk to the community through elimination of a hazard? Is the culvert replacement likely to reduce vulnerability and enhance resiliency to changing climatic conditions, such as flooding and damage caused by more frequent, high intensity storms? For example, will the culvert replacement decrease the likelihood of road closure or washout during a major storm, thus maintaining access to municipal and emergency services? Does information provided in the narrative or other supporting materials (e.g., photos, recent inspection reports, news stories, etc.) document the hazard and/or anticipated public safety benefits of the project? Has the project been identified in a town or region-wide vulnerability or resiliency plan, e.g. *Hazard Mitigation Plan (HMP)* or *Municipal Vulnerability Preparedness (MVP) assessment and resiliency plan*?

**ECONOMIC AND COMMUNITY BENEFITS (5 POINTS)** – Will the proposed project have a positive impact on the local economy? This may include but is not limited to improving or protecting infrastructure, decreasing costs associated with flooding impacts, eliminating safety hazards, reducing culvert maintenance costs, maintaining or improving transportation routes for commerce, and/or enhancing recreation. Does the Community have a signed *Community Compact* with an applicable Best Practice?

**3.3 INSTRUCTIONS FOR COMPLETING APPLICATION FORMS:** The Culvert Replacement Municipal Assistance Grant Application, Proposed Work Checklist, and Culvert Replacement Training Site Request forms (all one file) should be completed in the Microsoft Word form provided and then uploaded to the online submission portal.

### 3.3.1 CULVERT REPLACEMENT MUNICIPAL ASSISTANCE APPLICATION (Required)

Instruction numbers correspond to the fields in the application. Boxes should expand as you fill them in. Enter your information in the spaces provided:

#### 1) **APPLICANT INFORMATION**

- i. **Funding Request** – Enter the amount of DER grant funds requested
- ii. **Town**- Enter the town where the target culvert is located. If the river is a town boundary, enter the town which the Applicant represents.
- iii. **Applicant's Name** – Enter the primary contact for the grant application.
- iv. **Email/Phone** – Enter the email or phone number of the Applicant.

#### 2) **Culvert Information**

- i. **Road** - Provide road name.
- ii. **Stream** - Enter the name of the stream. If unknown or unnamed, enter UNKNOWN.
- iii. **Location**- Briefly describe the location of the culvert, e.g., next to a physical address or a specific distance from a cross road. This will help DER make sure we evaluate the correct culvert.
- iv. **Does this crossing have multiple Culverts?** Select Yes if there is more than one culvert or structure at this location. Select No if there is only one culvert at this location.
- v. **Culvert Type**- Enter the material and shape of your culvert, i.e. Concrete Box, Corrugated Metal Pipe (CMP), Reinforced Concrete Pipe (RCP), etc.
- vi. **Length**- Enter the length of the culvert from inlet to outlet. **Record in feet and inches.** If there are multiple culverts at the crossing with variable lengths, enter the length of the longest structure AND include under Project Background (4)(i) a description of the crossing including the width and length of each structure.
- vii. **Width**- Enter the width of your culvert. **Record in feet and inches.** Width is the same as culvert diameter. If there are multiple culverts at the crossing with variable widths, enter the width of the widest structure AND include under Project Background (4)(i) a description of the crossing, including the width and length of each structure.
- viii. **Utilities within Right of Way (ROW) or close proximity to the Culvert (check all that apply)** – Check all known underground and overhead utilities that are found within the road right-of-way or within close proximity to the culvert and/or stream. If you check “Other”, please include type of utility in the box.

- 3) **Project Summary** – Please provide a descriptive *Brief Summary* for the project (e.g. 4 sentences), including existing conditions, environmental and community benefits and goals of the proposed project.

**4) Demonstrated Need** – Please provide information on *Project Background*, *Project Status*, and *Financial Need* in the boxes provided. Refer to *Evaluation Criteria* (Section 3.2 under *Instructions for Application Submission*, pp. 7-9) for guidance. The boxes on the form should expand as you write.

**5) Project Description** - Please provide information on *Project Scope*, *Project Budget* (including Overview and Narrative), and *Project Timeline* in the boxes provided. Complete the budget table to the best of your ability. Where possible, provide additional supporting documentation (e.g., budget details, opinion of probable costs, design or construction bids, etc.). Refer to *Evaluation Criteria* (Section 3.2 under *Instructions for Application Submission*, pp. 7-9) for guidance. The boxes on the form should expand as you write.

Municipalities proposing new culvert replacement projects, i.e., projects that are in the early planning phase, are encouraged to consult DER's website (<https://www.mass.gov/how-to/culvert-replacement-municipal-assistance-grant-program>) for an example of a field data collection bid request and scope of work to help develop and inform the *Project Scope*.

*Municipalities who engage Engineering Firms for culvert or bridge replacement projects meeting the MA Stream Crossing Standards may want to verify that the selected firm or its subcontractors have:*

- *River assessment experience and knowledge about river processes, dynamics, and features.*
- *Demonstrated ability to design structures to meet the MA River and Stream Crossing Standards.*
- *Capacity to perform geotechnical borings and subsurface analysis for geotechnical design of a replacement structure.*
- *Experience with performing existing hydrology and hydraulic modeling.*
- *Skilled staff to perform resource area delineation and experience completing environmental permits.*
- *MassDOT prequalification and/or MassDOT Chapter 85 review experience, as applicable*

**6) Project Benefits** – Please provide information on *Benefits to the Environment*, *Public Safety Benefits*, and *Economic and Community Benefits* in the boxes provided. Refer to *Evaluation Criteria* (Section 3.2 under *Instructions for Application Submission*, pp. 7-9) for guidance. The boxes on the form should expand as you write.

### **3.3.2 PROPOSED WORK CHECKLIST (Required)**

The Proposed Work Checklist is intended to help applicants assess the status of the proposed culvert replacement and determine what tasks to include in the funding request to DER. For reviewers, this checklist provides a quick assessment of work

completed to date and a summary of work proposed to be covered by this funding opportunity (Fiscal Year, 2021).

**Proposed Work Checklist** – Indicate under the Project Status column if the tasks/activities listed are:

- “Proposed” and included in the funding request to DER and will be completed by the end of the grant period (i.e. June 30, 2021). If a portion of a task is included in the funding request, please check this column;
- “In Progress” and will either be completed prior to receipt of the grant funds requested or prior to the end of the grant period (i.e. June 30, 2021);
- “Complete” at the time of the grant application submission;
- “Not Started” at the time of the grant application submission and may include tasks or phases which will be started or completed after the grant period (i.e. June 30, 2021); or
- “Not Applicable” as determined by the project applicant to the best of their knowledge. If the applicant does not know if the task or activity is applicable to their project, then please include a note in the descriptive boxes included.

The tasks listed comprise a typical culvert replacement project scope and are arranged in general project order. *Applicants are not bound to the tasks/activities listed on the Proposed Work Checklist for the funding request but should consider including tasks that may have been omitted from the project’s previous work history.* Details for proposed work should be summarized on the Application Form in the *Project Scope* box (Application Form, Section 5). Provide additional detail regarding completed work on the Application Form in the *Project Background* and *Project Status* boxes (Application Form, Section 4).

### **3.3.3 CULVERT REPLACEMENT TRAINING SITE (Optional)**

*This form only needs to be filled out by applicants requesting their eligible project be considered for designation as one of the DER’s Culvert Replacement Training Initiative sites.*

- 1) Would you like your project to be considered for status as one of the Division’s Culvert Replacement Training Sites?** – Indicate Yes or No.
- 2) Is your project located in one of the priority watersheds?** – Indicate Yes or No. If Yes, indicate which watershed your project is located in. *Note: Projects in any watershed can apply; however, preference will be given to projects located in one of DER’s priority watersheds.*
- 3) Is your culvert replacement project still in the planning and field data collection phase (i.e. is it a “new” project where no design and engineering work has been completed)?** – Indicate Yes or No.



4) **Will you be able to host up to 2 trainings per year throughout the duration of the project?** – Indicate Yes or No.

5) **Provide Brief Statement** indicating why your site your proposed project would serve as a good culvert replacement case study and how the project provides an opportunity for training local road managers in your region.

### 3.3.4 **ONLINE SUBMISSION PORTAL:**

In addition to the information provided above, applicants will need to provide some basic project details as part of the online submission. We advise all applicants to review the information below and to have the application and all supporting documents ready to be uploaded prior to beginning the online submission.

#### **A. Applicant Information**

- **DPW Lead** – If different from the Applicant, then enter the name of the DPW Lead contact, e.g., Director or Superintendent.
- **DPW Phone/Email** – Enter the phone number and email for the DPW Lead

#### **B. Culvert Information**

- **Latitude**- Enter, in decimal degrees, the Latitude of the culvert location at the center of the road. One way the Latitude and Longitude can be determined is through Google Maps, by zooming in to the culvert location, right clicking the mouse directly over the culvert, and selecting, “What’s here?”.
- **Longitude**- Enter, in decimal degrees, the Longitude of the culvert location at the center of the road. See instructions for Latitude above.
- **Watershed**- Enter the major watershed where the culvert project is located. Use this link as a resource: <https://www.mass.gov/media/5126>
- **Your Regional Planning Agency**- Enter the Regional Planning Agency for your town. Use this link as a resource: <http://www.apa-ma.org/resources/massachusetts-regional-planning-agencies>

#### **C. Massachusetts Wildlife Climate Action Tool Priority Crossings**

To help DER evaluate the environmental benefits of proposed culvert replacements, we are asking applicants to use a mapping tool on the **Massachusetts Wildlife Climate Action Tool** website. This is a website dedicated to educating local decision-makers, conservation managers, land trusts, regional planners, landowners, and community leaders about actions they can take to address challenges posed by climate change. The tool’s *Maintain Habitat Connectivity: Retrofit or Replace Culverts* page provides information on priority culverts, specifically the top 5%, 10%, and 15% of

culverts in need of replacement, due to climate change impacts and the vulnerabilities of fish and wildlife and their habitats. Applicants should use the mapping tool to locate their culvert on the Massachusetts Wildlife Climate Action Tool webpage:

<https://climateactiontool.org/content/maintain-habitat-connectivity-retrofit-or-replace-culverts>

Once on the website, use the map to zoom in to your proposed culvert replacement location – click on the box and arrow in the upper right hand to expand the map to a full screen. On the left side of the map there are five checkboxes in the legend that can be checked to turn culvert layers on/off on the map. **Be sure all five boxes are checked, before looking for your culvert.** These checkboxes represent the top 5%, 10%, and 15% of crossings in need of replacement, and are depicted by different shades of green or blue on the map. Click the boxes on and off to determine if your culvert ranks in the top 5%, 10% or 15% for culvert replacement for either “Stream Crossings” in general and/or for “Coldwater Stream Crossings.” For more instructions about how to use the mapping tool, click “Read More” below the map on the website. Once you have identified the location of your culvert, check the box on the Online Submission page by the corresponding percentage (5, 10, or 15%) that represents your culvert.

*If you are unable to find your culvert, mark “my culvert isn’t showing up”. **If your culvert is not showing up, it does not rank within the top 15% of culverts for ecological restoration; however, data on the map are not real-time and the replacement of your proposed culvert may have other environmental benefits that are not identified by the Climate Action Tool. If a culvert does not appear on the map, it is still eligible to be considered for funding.***

**D. Community Information** – Check Yes or No to the following questions. If you check “other”, please provide additional information in the box provided (e.g. *Draft Plan awaiting approval*).

- **Does your town have an approved *Hazard Mitigation Plan*?** – (For a list of FEMA-approved Local and Regional Hazard Mitigation Plans, see <https://www.mass.gov/doc/massachusetts-fema-approved-local-and-regional-multi-hazard-mitigation-plans/download>)
- **Has your town enrolled in the *Municipal Vulnerability Preparedness (MVP)* program?** – (For more information about the MVP program, see <https://www.mass.gov/service-details/mvp-program-information>)
- **Does your town have a signed *Community Compact* with an applicable *Best Practice*?** – (For more information about *Community Compacts*, see <https://www.mass.gov/lists/signed-community-compacts>)

**E. Attachments to be Uploaded (Required)**

- **Grant Application Forms** (see Section 3.3 for instructions)
- **Site Photos** – Please upload color photos of the views described below. Photos may be inserted and uploaded as one document or uploaded individually. Please be aware of file size limits, we recommend photo files should not exceed 3.5 MB per photo. Photos required are as follows:
  - **Road over culvert** – A photo showing all lanes of traffic over the culvert.
  - **Culvert Inlet** – A photo looking toward the culvert inlet.
  - **Upstream of the Culvert** – A photo looking upstream from the culvert inlet.
  - **Culvert Outlet** – A photo looking toward the culvert outlet.
  - **Downstream of the Culvert** – A photo looking downstream from the culvert outlet.

**F. Supporting Project Documents** – Please attach electronic copies of all relevant work completed to date on the proposed culvert replacement, including but not limited to field notes, technical reports and analyses, design plan sets, permits, opinion of probable costs, design or construction bids, etc.

**3.4 ADDITIONAL REQUIRED DOCUMENTATION:**

Additional Forms: If selected, the Respondent will be required to submit the following forms to complete a contract. Forms with an asterisk \* need not be submitted, if they are already on file with the Commonwealth. All forms can also be downloaded from:  
<https://www.macomptroller.org/forms-for-vendors>:

- [Commonwealth Standard Contract Form](#), filled out and signed by the Respondent
- [Commonwealth W-9 tax form with DUNS number and Federal Tax ID\\*](#) filled out and signed by the Respondent
- [Completed Contractor Authorized Signature Verification Form](#)
- [Electronic Funds Transfer \(EFT\) form\\*](#)

Applicants are encouraged to review these forms prior to submission of a Response.

## 4. Deadlines and Procurement Calendar

### 4.1 RELEASE OF RFR: February 25, 2020, 3PM

### 4.2 QUESTION AND ANSWER PERIOD: In conjunction with the extension of the grant application deadline, the Question and Answer Period has also been extended until March 30, 2020 at 5PM. Only clarifying or technical questions regarding the application and application process may be answered following the release of the RFR.

During this time all questions should be submitted in writing to Ryan Barney, [ryan.barney@mass.gov](mailto:ryan.barney@mass.gov) until 5PM March 30, 2020. Questions will not be answered over the phone. Answers to all questions will be posted on DER's website and in COMMBUYS by April 1, 2020.

**APPLICANT COMMUNICATION WITH DER AND THE COMMONWEALTH:** Applicants are prohibited from communicating directly with any employee of DER regarding this Grant Opportunity during the RFR Period from February 25, 2020, 3:00 PM until May 11, 2020, 5PM except as specified in this Grant Announcement. No other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this Grant Announcement. Applicants may contact the contact person for this Grant Announcement in the event this Grant Announcement is incomplete, or the applicant is having trouble obtaining or submitting any required attachments. Note that there is an open period to submit written questions up to the deadline specified in this Grant Announcement.

### 4.3 APPLICATION DUE DATE: 5:00 p.m. May 11, 2020.

### 4.4 ESTIMATED AWARD DATE: Awards are estimated to be announced by July 2020 with contract development to begin in July 2020.

### 4.5 ESTIMATED CONTRACT START DATE: DER anticipates execution of grant contracts in August of 2020.

## **5. Miscellaneous**

### **5.1 TYPE OF PROCUREMENT:** Grant

### **5.2 USE OF THIS PROCUREMENT BY SINGLE OR MULTIPLE DEPARTMENTS:** This RFR is a single department procurement. All contracts awarded under this RFR will be utilized solely by the issuing entity.

### **5.3 REQUEST FOR SINGLE OR MULTIPLE CONTRACTORS:** Multiple contracts may be awarded under this RFR.

### **5.4 RFR DISTRIBUTION METHOD:** This RFR has been distributed electronically using the COMMBUYS system. It is the responsibility of every Applicant to check COMMBUYS for any addenda or modifications to an RFR to which they intend to respond.

### **5.5 APPENDIX**

- A. Appendix A – Overview of Massachusetts Stream Crossing Standards
- B. Appendix B – Culvert Replacement Training Initiative
- C. Appendix C – DER's Tools to Evaluate Environmental Benefits of Culvert Replacements

### **5.6 LIST OF ATTACHMENTS**

- A. Application Form & Checklists

Department of Fish and Game (DFG)  
Division of Ecological Restoration (DER)



Town of Leicester, Massachusetts

# Annual Town Meeting Warrant

Annual Town Meeting – June 2, 2020– 7:00PM

“In the Hands of the Voters”

Meeting location:  
Town Hall Gymnasium  
3 Washburn Square  
Leicester, MA 01524

Version 6 – Published April 30, 2020

## Town Rules & Procedures Review

Each Town Meeting is a formal legislative body. As such, we are governed by both Massachusetts General Laws and Chapter Two of Leicester's Town By-Laws. Our proceedings follow "Town Meeting Time, A Handbook of Parliamentary Law", and tradition.

The Town Moderator does not vote, except in cases of a tie vote on the floor.

Town Meetings in Leicester are open only to registered voters.

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. You have a right to be comfortable with the facts at hand in order to make an informed vote.

A voter wishing to address the meeting through the moderator should approach the microphone and must identify themselves and state their address each time they address the meeting. If it seems that the Moderator is not aware of your desire to speak, please give some signal so that you will be recognized. If you are not able to get to the microphone, please give a signal and a teller or volunteer will bring a microphone to you.

No one may speak to any motion more than twice, except to clarify a point or respond to a question through or from the moderator, and maximum time is ten minutes. Voters must stay on topic with the motion at hand, and personal attacks or slurs of any kind will not be tolerated.

If you have a question as to why something is done in a fashion, feel free to ask. Raise that question or issue with the statement, "Point of Order."

If a member of this meeting wishes to move the question, that motion must be made from the microphone. A motion to move the question will not be accepted from the floor. A motion to move the question simply indicates that at least the individual offering the motion to move the question and person making the second have heard all the debate they feel is needed. A seconded motion to move the question is not a debatable motion. At such time, all debate will cease, and a vote is taken. A 2/3 majority is required for passage. If the motion to move the question passes, we will immediately vote on the motion which was under discussion in the hands of the meeting. If the motion to move the question is defeated, debate on the motion previously under discussion will resume. This procedure is often misunderstood but is allowed and governed under the By-Laws of the Town of Leicester.

Any motion undertaken by Town Meeting in Leicester may be reconsidered, meaning it can be brought up for a vote a second time. The motion to reconsider a motion must be made within one hour of the taking of the original vote on the motion in question. A motion cannot be brought forward for reconsideration more than once.

Any motion made must be within the scope of the articles posted in the warrant and presented to the moderator in writing.

Respectfully,

Donald A. Cherry, Jr. – Town Moderator

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WORCESTER, SS.  
To a Constable in the Town of Leicester,

**GREETINGS:**

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of Leicester qualified to vote in Town Elections and Town Affairs to meet at the Town Hall Gymnasium, 3 Washburn Square, Leicester, MA on Tuesday, the Second day of June, 2020 at 7:00 PM, then and there to act on the following articles, namely:

**ARTICLE 1 PRIOR YEARS BILLS**

To see if the Town will vote to approve to transfer or appropriate a sum of money to pay unpaid bills from a prior fiscal year or take any action thereon.

**PROPOSED MOTION**

*I move that the Town vote to authorize the appropriation of \$1,474.18 from Free Cash for payment of the following prior year bills:*

<u>Vendor</u>	<u>Date of Invoice</u>	<u>Amount</u>	<u>Reason</u>
Ted's of Fayville Inc	10/15/18	\$312.50	Bill mailed to wrong address
Employee benefit	06/30/19	\$1,161.68	Insurance opt out payment which should have been paid in FY 2019

**FINANCE ADVISORY BOARD RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**DESCRIPTION**

Prior year bills are bills from previous fiscal years that are brought forward for town meeting approval as required by Massachusetts General Laws. These two prior year's bills were recently discovered.

**VOTE REQUIRED FOR PASSAGE** Requires a 4/5<sup>th</sup>'s vote pursuant to M.G.L. c. 44, § 64.

**ARTICLE 2 DEPARTMENT AND/OR WARRANT ARTICLE TRANSFERS -FY2020**

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, adjust budgets, transfer to/from or adjust existing warrant articles such sums of money as may be necessary to defray expenses and fund various and diverse accounts in the Fiscal Year 2020 operating budget of the Town, any other warrant articles or take any action thereon.

**PROPOSED MOTION**

*I move that the Town vote to transfer the following sums, totaling \$184,094 from and to the accounts listed in the table below.*

<u>From:</u>	<u>Amount</u>	<u>To:</u>	<u>Amount</u>
FY 2020 Employee Benefits	\$160,094	FY 2020 Reserve Fund	\$33,000
FY 2020 Leicester Public Schools	\$24,000	FY 2020 Snow and Ice	\$50,852
		FY 2020 Accounting Salaries	\$3,000
		FY 2020 Accounting Wages	\$2,115
		FY 2020 Treasurer/Collector Wages	\$2,119

		FY 2020 Highway Wages	\$24,000
		FY 2020 Street Lights	\$10,000
		FY 2020 Town Hall Expenses	\$17,000
		FY 2020 Vocational School Tuition	\$22,008
		Recycling Center Article ATM 05/18 Art 4	\$20,000
<b>Total</b>	<b>\$184,094</b>	<b>Total</b>	<b>\$184,094</b>

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (4:0:1)**

DESCRIPTION

This article would amend the Fiscal Year 2020 (current) operating budget, and selected warrant articles by transferring funds from three current fiscal year accounts that have forecast surpluses to the following accounts:

**FY 2020 Reserve Fund:** Funding sought due to an increase in veterans claims. Veteran's claims are reimbursed at the rate of 75% by the Commonwealth, but that funding is a general fund revenue. A \$28,000 reserve fund transfer was sought and approved by the Select Board on 04/27/2020 and Finance Advisory on 04/29/20. This transfer will bring the Reserve Fund balance back to \$50,000.

The remainder of this transfer (\$5,000) is to repay unanticipated expenses for Town Hall repairs to the heating and HVAC systems.

**FY 2020 Snow/Ice:** This account requires annual adjustment depending on weather events and associated costs.

**FY 2020 Accountant Salaries/Wages:** The Town has entered into an intermunicipal agreement with the Town of Spencer to share accounting services, effective April 1. These transfers represent the amounts paid to employees for the increased workload for the final quarter of FY2020. The Town is receiving \$7,500 from Spencer for April to June to cover the increased cost.

**FY 2020 Treasurer/Collector Wages:** Projected shortfall due to payout of vacation time for staffing turnover.

**FY 2020 Street Lights:** Additional funding required to adequately fund the streetlight budget through the remainder of the fiscal year.

**FY 2020 Highway Wages:** Funding per agreement with the School Department for three positions to perform winter maintenance and field mowing.

**FY 2020 Town Hall Expenses:** The Town Hall budget had been running short due to unanticipated supply and maintenance services including:

- An additional oil delivery – \$6,204.57
- Additional electrical work (Town Hall panels) - \$4,208.96
- Town Hall HVAC work - \$5,608.77
- Allowance for additional work between now and June 30: \$977.70

**Total - \$17,000.00**

**FY 2020 Vocational Tuition:** FY2020 article is forecast to be short, based on enrollment and assessment projections.

**Recycling Center ATM 5/18 Article 4:** Funds needed to assist with covering the cost of operations, and to assist with site maintenance.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5.

### **ARTICLE 3 FUNDING IMPROVEMENTS AT TOWN PARKS**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund improvements at town parks or take any action thereon.

#### PROPOSED MOTION

*I move the Town transfer \$40,000 from Free Cash to create a fund for improvements at Towtaid Park, the application of said funding to be prioritized by the Leicester Highway Department.*

#### FINANCE ADVISORY BOARD RECOMMENDATION

#### SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

#### DESCRIPTION

These funds will be used to purchase \$40,000 for playground equipment at Towtaid park that is being supplemented by a \$15,000 Kaboom grant. Total equipment cost is \$55,000.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5.

### **ARTICLE 4 HIGHWAY VEHICLE MAINTENANCE & EQUIPMENT REPAIR**

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, such sums of money as may be necessary to defray the costs of repair and maintenance of Highway vehicles or take any action thereon.

#### PROPOSED MOTION

*I move the Town establish an FY20 warrant article for highway vehicle and equipment repair to be expended by the Leicester Highway Department funded via transfer from Free Cash in the amount of \$36,113 and transfer from the FY 2020 the Employee Benefits general fund budget appropriation in the amount of \$13,887.*

#### FINANCE ADVISORY BOARD RECOMMENDATION

#### SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

#### DESCRIPTION

This article seeks funding for \$25,000 for vehicle maintenance of highway Trucks 4 and 10 in order to delay the purchase of new vehicles. This transfer should keep those vehicles on the road for an additional two years.

An additional \$25,000 is being sought to correct a design flaw with Truck 15, a 2016 Ford 550 dump body. The design of the plow attachment has resulted in the truck being damaged while plowing for the past two years. A redesign of the plow controls will eliminate this issue.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5.

**NOTE: Articles 5, 6, and 7 are requested because municipal and school budgets have received insufficient funding to repair and maintain buildings and equipment for many years. During FY20, the Fire, Police, and School departments saw a significant increase in major repairs that were paid out of department operating budgets. Fortunately, the employee benefits line has a forecast surplus that will allow expenses to be reclassified and department budgets to restored.**

#### **ARTICLE 5 FIRE EQUIPMENT MAINTENANCE & REPAIR**

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, such sums of money as may be necessary to defray the costs of repair of fire apparatus and equipment or take any action thereon.

##### PROPOSED MOTION

*I move the Town establish an FY20 warrant article for fire apparatus and equipment repair to be expended by the Leicester Fire Department funded via transfer from the FY 2020 Employee Benefits general fund budget appropriation in the amount of \$20,911.*

##### FINANCE ADVISORY BOARD RECOMMENDATION

##### SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

##### DESCRIPTION

These funds will be used to supplement the Fire Department budget for costs incurred that were not anticipated during the year. List as follows:

• Engine 4 Replace internal computer controlling electric throttle pedal	\$4,982.94
• Engine 4 Rebuild pump gear box, tank fill valve and tank to pump valve	\$8,613.14
• Station 2 Troubleshoot boiler and replace failed aquastat on boiler	\$1,047.65
• Station 2 Repair / maintenance of boiler	\$1,434.62
• Station 2 Replace leaking tankless water heater	\$1,730.00
• Station 3 Repair / maintenance of boiler	\$1,802.48
• Station 2 Repair leaking roof	\$1,300.00
Total unanticipated repairs:	\$20,910.83

This funding is needed to sustain the department operating budget through the close of the fiscal year.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5.

#### **ARTICLE 6 POLICE HEADQUARTERS MAINTENANCE & REPAIR**

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, such sums of money as may be necessary to defray the costs of repair and maintenance of the Police Headquarters or take any action thereon.

PROPOSED MOTION

*I move the Town establish an FY20 warrant article for police vehicle and equipment repair to be expended by the Leicester Police Department funded via transfer from the FY 2020 Employee Benefits general fund budget appropriation in the amount of \$34,905.*

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

This Article seeks funding for major unanticipated repairs to the building's furnace and nitrogen generator, as well as needed upgrades to the Police training room. See detail below:

Unanticipated Repairs

- Duct Furnace #2 leaking - \$807.95
- Cooling system repairs - \$4,283.40
- System down – VFD ordered - \$610.15
- Ceiling transducer - \$3,949.79
- Replace VFD - \$2,160
- Thermostat replacement - \$385.56
- New Nitrogen Generator - \$9,100
- Broken sally port garage door - \$882.62
- Repair sinks - \$850
- Lamp/light replacement - \$1,885

Total unanticipated repair cost: \$24,914.47

Upgrade to LPD Training/Community room

- Update the IT technology and equipment necessary to provide for an adequate and updated training facility, which will allow for LPD-hosted training events. This will include updates to the hardware and equipment needed to facilitate modern training programs and community events (i.e. PowerPoint, video streaming, remote login, etc.) - \$9,990

Total cost: \$34,904.47

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5.

**ARTICLE 7 LEICESTER PUBLIC SCHOOLS – MAINTENANCE & REPAIR**

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, such sums of money as may be necessary to defray the costs of repair and maintenance at the Leicester Public Schools or take any action thereon.

PROPOSED MOTION

*I move the Town establish an FY20 warrant article for school facilities and grounds maintenance and repair to be expended by the Leicester Public School funded via transfer from the FY 2020 Employee Benefits general fund budget appropriation in the amount of \$125,000.*

FINANCE ADVISORY BOARD RECOMMENDATION

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5:0:0)**

**DESCRIPTION**

This Article seeks funding for major unanticipated and unfunded school maintenance items as detailed below:

Fields

- Athletic field maintenance (Aerating, fertilizing, lime, seeding) - \$45,000
- Repair of softball fields (SBC test pit digging) - \$1,500
- Repair of mowers/field equipment for transition to Highway - \$4,000

Middle School

- Air handler/dampener/bearing replacements (Middle School) - \$9,400
- Compressor pump & motor replacement - \$7,300
- Furnace tube repair (Boiler 1) - \$6,750
- Leaking T-valve boiler room replacement - \$5,800
- Boiler blower motor replacement - \$5,460

High School

- Boiler system repairs - \$7,875
- Moving of solar panels for roof repair - \$5,000
- Roof vent drain repair - \$1,165
- Roof seam repair - \$5,000

Note: The High School roof was replaced in 2016, with a two-year warranty on labor. The roof was damaged by improper snow removal. There is now water intrusion into the building, so repairs must be made.

Elementary School

- Repair of UV coils, dampener, replacement of motor (Room 101 – insurance claim denied) - \$2,200
- Repairs to 3-way valve unit - \$13,000

Miscellaneous

- Geneon mist disinfecting sprays and sanitizers - \$2,050
- Additional Cleaning (All schools – Coronavirus) - \$2,000
- Dumpsters for Memorial School cleanout - \$1,500

Total: \$125,000

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote under M.G.L. c. 40, §5.

**ARTICLE 8 EMERGENCY MANAGEMENT SUPPLIES AND PERSONAL PROTECTIVE EQUIPMENT**

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, such sums of money as may be necessary to defray the costs of the purchase of emergency management supplies and equipment for use by Town departments and/or the general public, or associated services required for the safety of employees and the general public including the cleaning of municipal buildings, said funding to be available starting in FY 2020, or take any action thereon.

PROPOSED MOTION

*I move the Town establish an FY 2020 warrant article for the purchase of emergency management supplies and equipment for use by Town departments and/or for the general welfare of the public, or associated services required for the safety of employees and the general public, including the cleaning of municipal buildings, said purchase of supplies and services to be associated with a national, state and/or local emergency situation, expended by the Town Administrator, and to be funded via transfer from Free Cash the amount of \$13,000, and from the FY 2020 Employee Benefits general fund budget appropriation in the amount of \$17,000.*

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

This Article seeks funding for the purchase of supplies, services and/or equipment in the case of pandemic or another emergency. The unfolding situation with the COVID-19 virus demonstrates the need for a reserve of funding to be available, should the Town need to make purchases in an emergency. If approved, we expect to replace expended funds on an annual basis.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5.

**ARTICLE 9 LOCAL SHARE – VETERAN’S HERITAGE GRANT**

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, such sums of money as may be necessary to pay the Town’s local share of a Veteran’s Heritage grant to restore two veteran’s memorials on Main Street in Cherry Valley or take any action thereon.

PROPOSED MOTION

*I move the Town establish an FY20 warrant article for the local share of a \$12,700 grant to restore the Lt. James Sugrue and Chester St. Martin Veterans memorials funded via transfer from Free Cash in the amount of \$6,350.*

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

The Town recently obtained a Veteran’s Memorial grant from the State Historical Records Advisory Board, to repair and repoint two memorials for veterans that were killed in action during World War II. The memorials were built in 1944 by John Sugrue, Sr. The memorial at Sugrue Square is a twelve-foot obelisk with installed plaques. The obelisk needs to have its masonry joints chiseled, have the top repaired and structure repointed. The memorial located in the Chester A. Martin Square is a twenty-foot wall that is three feet high. The wall has a concrete cap that is cracked in five places. There is also ice and water damage present. This grant and match will fully repair both memorials.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5.

**ARTICLE 10 PARTICIPATION IN THE CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT (FY 2021 – FY 2023)**

This article was removed per vote of the Select Board (3-2-0) on 04/27/20.

**ARTICLE 11 FY2020 FUNDING – CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT**

This article was removed per vote of the Select Board (4-1-0) on 04/27/20

**ARTICLE 12 ELECTED OFFICIALS SALARIES**

To see what compensation the Town will vote to pay elected officials or take any action thereon.

**PROPOSED MOTION**

*I move the Town vote to set the rate of compensation to pay elected officials for Fiscal Year 2021 as detailed in the June 2, 2020 Spring Annual Town Meeting Warrant.*

<b>FISCAL YEAR 2021 ELECTED OFFICIALS PAY RATES</b>	
<b><u>POSITION</u></b>	<b><u>PAY RATE</u></b>
TOWN CLERK	\$66,798
SELECT BOARD – CHAIR	\$882
SELECT BOARD – MEMBERS (4) each	\$724
SCHOOL COMMITTEE – CHAIRMAN	\$447
SCHOOL COMMITTEE – MEMBERS (4) each	\$197
PLANNING BOARD – CHAIRMAN	\$320
PLANNING BOARD – MEMBERS (4) each	\$276
MODERATOR	\$81
BOARD OF HEALTH – CHAIRMAN	\$320
BOARD OF HEALTH – MEMBERS (2) each	\$276
ASSESSOR – MEMBERS (3) each	\$577
TOTAL ELECTED SALARIES	\$75,919

**FINANCE ADVISORY BOARD RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**DESCRIPTION**

Compensation for elected officials is set by Town Meeting. The proposed 2021 elected officials pay rate is the same as approved by the voters for fiscal year 2020 except for the Town Clerk, whose salary contains a 2% COLA.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote per M.G.L. Chapter 41, Section 108



### **ARTICLE 13 FY 2021 OPERATING BUDGET**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money as may be necessary to defray the expenses of Town departments and Town accounts for the Fiscal Year beginning July 1, 2020 and ending on June 30, 2021, as listed in the 2020 Spring Annual Town Meeting Warrant or take any action thereon.

#### **PROPOSED MOTION**

*I move the Town vote to approve the budgets of the several Town departments and Town accounts as printed in the Annual Town Meeting Warrant for the Fiscal Year beginning July 1, 2020, in the aggregate amount of \$29,997,505 and to fund this amount from the following sources:*

<i>Transfer from FY 2019 Free Cash</i>	<i>\$205,308</i>
<i>Transfer from Ambulance Receipts Reserved Account:</i>	<i>\$371,192</i>
<i>Transfer from Conservation Commission NOI Account:</i>	<i>\$9,991</i>

*And the balance of the funds in the remaining sum of \$29,411,014 shall be raised and appropriated by taxation, state aid, and local receipts:*

DEPT #	DEPARTMENT NAME	FY2019 BUDGET	FY2020 BUDGET	FY2021 TOWN ADMIN	\$ CHANGE	% CHANGE
111	LEGAL					
	TOTAL	209,000	209,000	209,000	0	0.00%
114	MODERATOR					
	TOTAL	151	151	151	0	0.00%
122	SELECT BOARD					
	TOTAL	239,870	275,528	258,921	-16,607	-6.03%
130	RESERVE FUND					
	TOTAL	50,000	50,000	50,000	0	0.00%
131	ADVISORY BOARD					
	TOTAL	1,325	1,325	1,325	0	0.00%
135	ACCOUNTANT					
	TOTAL	118,153	122,611	143,619	21,008	17.13%
141	ASSESSORS					
	TOTAL	116,964	121,745	123,911	2,166	1.78%
145	TREASURER COLLECTOR					
	TOTAL	165,867	163,615	166,411	2,796	1.71%
147	TAX TITLE					
	TOTAL	16,000	16,000	0	-16,000	-100%
152	PERSONNEL BD					
	TOTAL	250	250	250	0	0.0%
155	IT DEPARTMENT					
	TOTAL	138,560	155,560	162,060	6,500	4.18%
161	TOWN CLERK					
	TOTAL	104,699	110,491	112,628	2,137	1.93%
162	ELECTIONS & REGISTRATIONS					
	TOTAL	35,600	35,100	40,500	5,400	10.69%

DEPT #	DEPARTMENT NAME	FY2019 BUDGET	FY2020 BUDGET	FY2021 TOWN ADMIN	\$ CHANGE	% CHANGE
180	DEVELOPMENT & INSPECT. SVCS					
	TOTAL	234,787	241,930	293,332	51,402	21.25%
192	TOWN OWNED BLDG MAINT					
	TOTAL	8,000	68,281	68,281	0	0.00%
197	TOWN HALL BLDG MAINTENANCE					
	TOTAL	63,909	63,909	63,909	0	0.00%
198	TOWN HALL TELEPHONES					
	TOTAL	6,400	6,400	6,400	0	0.00%
199	OTHER – GENERAL GOV					
	TOTAL	49,355	54,155	66,451	12,296	22.71%
210	POLICE DEPT					
	TOTAL	1,963,857	2,034,796	2,033,475	-1,321	-0.06%
220	FIRE DEPT					
	TOTAL	305,307	305,307	315,398	10,091	3.31%
231	AMBULANCE					
	TOTAL	440,418	440,372	446,123	5,751	1.31%
232	EMERGENCY MANAGEMENT					
	TOTAL	4,813	4,813	1,000	-3,813	-79.22%
241	CODE DEPT					
	TOTAL	68,879	63,690	62,083	-1,607	-2.52%
292	ANIMAL CONTROL					
	TOTAL	33,552	33,552	33,934	382	1.14%
296	INSECT PEST CONTROL					
	TOTAL	7,850	7,850	7,850	0	0.00%
310	SCHOOL					
	TOTAL	16,667,839	16,985,780	17,174,399	188,619	1.11%
420	HIGHWAY DEPT					
	TOTAL	697,060	743,282	937,002	135,322	16.88%
423	SNOW & ICE					
	TOTAL	121,000	121,000	121,000	0	0.00%
424	STREETLIGHTS					
	TOTAL	75,000	60,335	58,000	-2,335	-3.87%
541	COUNCIL ON AGING					
	TOTAL	94,122	108,280	101,546	-6,734	-6.22%
543	VETERANS SERVICES					
	TOTAL	92,980	92,982	126,613	33,631	36.17%

DEPT #	DEPARTMENT NAME	FY2019 BUDGET	FY2020 BUDGET	FY2021 TOWN ADMIN	\$ CHANGE	% CHANGE
545	VETERANS GRAVES REG					
	TOTAL	2,400	2,400	2,400	0	0.00%
610	PUBLIC LIBRARY					
	TOTAL	204,306	216,629	225,435	8,806	4.07%
630	PARKS & RECREATION					
	TOTAL	6,450	6,450	6,450	0	0.00%
691	HISTORICAL COMMISSION					
	TOTAL	950	950	950	0	0.00%
692	MEMORIAL DAY COMMITTEE					
	TOTAL	3,000	3,000	3,000	0	0.00%
710	MATURING DEBT PRINCIPAL					
	TOTAL	894,532	1,139,797	1,155,327	15,530	1.36%
751	MATURING DEBT INTEREST					
	TOTAL	325,635	406,144	369,949	-36,195	-8.91%
752	TEMPORARY LOAN INTEREST					
	TOTAL	94,647	33,255	20,665	-12,590	-37.86%
753	BOND ISSUE					
	TOTAL	0	0	1,100	1,100	0%
911	WORC REG RETIREMENT					
	TOTAL	1,161,643	1,314,800	1,456,243	141,443	10.76%
912	WORKER COMPENSATION					
	TOTAL	216,700	187,498	206,248	18,750	10.00%
913	UNEMPLOYMENT COMP					
	TOTAL	66,650	141,650	141,650	0	0.00%
914	EMPLOYEE BENEFITS					
	TOTAL	3,266,089	3,288,284	3,045,765	242,519	-7.38%
945	BONDING & INSURANCE					
	TOTAL	100,586	160,662	176,750	16,068	10.00%
Grand Total – All Budgets		28,521,258	29,658,026	29,997,505	339,480	1.14%

FINANCE ADVISORY BOARD RECOMMENDATION

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0) – NEW VOTE NEEDED**

**DESCRIPTION**

This is the fiscal year 2021 annual operating budget for municipal and school services. Property tax proposed to be levied is within the allowances of Proposition 2 ½. We have level funded state aid, reduced local receipts by 3.72%, and forecast state assessments to increase. This financial plan meets at least the minimum needs of every department and continues to move the Town forward in a sustainable direction. The FY 2021 budget is 1.77% greater than the FY 2020 budget. Please note budget allocation below:

Department	FY 20 Budget	FY 21 Budget	\$ Change	% Change
<b>Municipal Budgets</b>	<b>\$6,000,135</b>	<b>\$6,249,409</b>	<b>\$249,274</b>	<b>4.2%</b>
<b>School Budget</b>	<b>\$16,985,780</b>	<b>\$17,174,399</b>	<b>\$188,619</b>	<b>1.1%</b>
<b>Unclassified Budget</b>	<b>\$6,672,111</b>	<b>\$6,573,697</b>	<b>-\$98,414</b>	<b>-1.5%</b>
<b>Totals</b>	<b>\$29,658,026</b>	<b>\$29,997,505</b>	<b>\$339,480</b>	<b>1.14%</b>

We have maintained the policy of sharing revenue at 75% for the school budget, and 25% for the municipal budget, because it allows for the budget to grow at the same percentage. While the budget growth appears not to be equitable, it is because of several factors have impacted the allocation:

- Highway is taking over field and winter maintenance from the schools resulting in funds that would have allocated to the Leicester Schools via formula now being allocated to Highway. Highway is using these funds for two new employees and summer help that can work both municipal and school operations. The School benefits from a fixed cost for these services.
- The Town Accountant is now being shared with Spencer, through an intermunicipal agreement with a starting cost of \$30,000. The funds that we receive for these services are local receipts, so we have segregated that portion of them that is associated with the cost of providing the service. The \$8,992 in “profit” is a shared receipt.
- The Economic Development Coordinator position is being funded via Free Cash. \$29,167 was raised from Free Cash last year for ½ year salary. The amount below is a new receipt from free cash that would directly fund the position.

Budget increases, with the adjustments not considered, shows the allocation of receipts below:

Municipal Budget Increase	249,274	4.15%
Less: Highway Transfer from school portion of new receipts (2 positions)	-100,000	
Less: Accountant Intermunicipal Agreement funding from Spencer	-21,008	
Less: Economic Development Position funded from Free Cash	-26,141	
Municipal Net Budget Increase	\$101,125	1.70%
School Budget Increase	188,619	0.43%
Plus: Highway Transfer	100,000	
School Net Budget Increase	\$288,619	1.70%

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote under M.G.L. c. 40, §5.

#### **ARTICLE 14 VOCATIONAL TUITION**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money as may be necessary to fund the Vocational Tuition expenses for Leicester students for the fiscal year beginning July 1, 2020 or take any action thereon.

##### **PROPOSED MOTION**

*I move the Town vote to raise and appropriate \$1,078,000 for Vocational Tuition expenses for the Fiscal Year beginning July 1, 2020.*

##### **FINANCE ADVISORY COMMITTEE RECOMMENDATION**

##### **SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

##### **DESCRIPTION**

Chapter 74 of the Mass General Laws governs vocational technical education programs in public school districts. This article was moved out of the line item budget and into a separate warrant article starting in FY'16. Tracking these costs independently allows for more accurate accounting of the costs associated with Leicester students attending other schools for vocational education.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote under M.G.L. c. 40, §5.

#### **ARTICLE 15 CENTRAL MASS REGIONAL PLANNING COMMISSION ANNUAL ASSESSMENT**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the FY 2021 assessment from the Central Mass Regional Planning Commission, said assessment to be based on a per capita rate or take any other action thereon.

##### **PROPOSED MOTION**

*I move the Town vote to raise and appropriate the sum of \$3,221 to fund the FY 2021 assessment from the Central Mass Regional Planning Commission, said assessment to be based on a per capita rate of \$0.29353.*

##### **FINANCE ADVISORY BOARD RECOMMENDATION**

##### **SELECTBOARD RECOMMENDATION**

**Favorable Action (4-0-1)**

##### **DESCRIPTION**

In accordance with Chapter 40B, Section 7 of the Mass General Laws, the Central Mass Regional Planning Commission requires member municipalities to pay the costs and expenses of the Central Massachusetts Regional Planning District each fiscal year. Leicester is a part of this District. The assessment is based on the population of the Town as it appears in the most recent national census (2010). The payment of this assessment will maintain the Town's services provided by the District.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote under M.G.L. c. 40, §5.

**ARTICLE 16 FY 2021 CABLE PEG ACCESS ENTERPRISE ACCOUNT APPROPRIATION**

To see if the Town will vote to appropriate a sum of moneys to fund the FY 2021 expenses of the Cable Access Enterprise Fund, as established by the vote under Article 5 of the May 1, 2018 Annual Town Meeting, pursuant to Massachusetts General Laws, Chapter 44, Section 53 F ½ said appropriation to be funded by fees received pursuant to the Town's cable licensing agreement, or act on anything relating thereon.

**PROPOSED MOTION**

*I move that the Town vote to appropriate up to \$102,925 to fund the FY 2021 expenses of the Cable Access Enterprise Fund, as established by the vote under Article 5 of the May 1, 2018 Annual Town Meeting, pursuant to Massachusetts General Laws, Chapter 44, Section 53 F ½, said appropriation to be funded by fees received pursuant to the Town's cable licensing agreement.*

**FINANCE ADVISORY BOARD RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**DESCRIPTION**

The Department of Revenue requires the Town to budget for the funds received through Charter for Cable PEG Access operations. While these funds are exclusively for Cable Access operations, it must be approved by the voters annually at Town Meeting. Any retained earnings from the FY 2020 appropriation will be moved to the FY 2021 Cable Enterprise budget at the Fall Town Meeting.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote under M.G.L. c. 40, §5.

**ARTICLE 17 OTHER POST-EMPLOYMENT BENEFITS TRUST**

This article was removed per vote of the Select Board (5-0-0) on 04/27/20.

**ARTICLE 18 STORMWATER MANAGEMENT**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund stormwater management operations throughout the Town, said funds to be expended by the Highway Department, or take any action thereon.

**PROPOSED MOTION**

*I move the Town vote to transfer \$40,000 from the FY 2020 general fund employee benefits budget to a special article for stormwater management throughout the Town, said funds to be expended by the Highway Department.*

**FINANCE ADVISORY BOARD RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**DESCRIPTION**

This article funds stormwater management operations for the Town, including operations, professional services and reporting requirements for the Town's MS-4 permit.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5.

#### **ARTICLE 19 GROUNDWATER STUDIES AT LANDFILL**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund groundwater and other studies at the former landfill site, said funds to be expended by the Select Board, or take any action thereon.

##### PROPOSED MOTION

*I move the Town vote to transfer \$12,001 from the FY 2020 Employee Benefits general fund budget appropriation to fund groundwater and other studies at the former landfill site, said funds to be expended by the Highway Department.*

##### FINANCE ADVISORY BOARD RECOMMENDATION

##### SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

##### DESCRIPTION

The Town is obligated to comply with the Massachusetts Department of Environmental Protection's annual monitoring and testing requirements for the closed landfill. These tasks require routine sampling of groundwater from a series of wells, any required follow up or additional testing based upon the findings and routine readings of landfill gases being produced. The \$12,001 requested will fund these required activities in Fiscal Year 2021.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5.

#### **ARTICLE 20 POLICE CRUISER**

This article was removed per vote of the Select Board (5-0-0) on 04/27/20.

#### **ARTICLE 21 FY 2020 CAPITAL IMPROVEMENT PLAN**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the Capital Improvement Plan budget and authorize the Select Board to enter into lease purchase agreement(s) for a term of years and to transfer from available funds a sum of money to pay for the initial installments of the lease/purchase agreement(s), or take any action thereon.

##### PROPOSED MOTION

*I move the Town vote to transfer \$90,081 from Free Cash, \$42,378 from the FY2020 Employee Benefits Appropriation Budget, to fund the Fiscal Year 2020 Capital Improvement Plan budget to pay for ongoing installments of one lease/purchase agreement and to replace the roof at Fire Station #2, said funding to total \$132,459.*

DEPARTMENT	ITEM	AMOUNT
Fire	Aerial Scope Tower Truck Lease/Purchase Payment – Year 4 of 5	\$90,081
Fire	Replacement of Station #2 roof	\$42,378
	<b>Total FY 2020 Capital Plan</b>	<b>\$132,459</b>

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

The proposed FY 2020 capital plan has one lease payment and one repair. Originally there was to be six other purchases, but they are being delayed so that we may preserve funding in the case of a receding economy in the wake of COVID-19. See detail below:

**Aerial Scope Tower Truck Lease (\$90,081)** – Payment 4 of 5 for the 2006 Spartan Gladiator truck

**Fire Station #2 Roof (\$42,378)** – This funding will allow the roof on station #2 to be replaced. Temporary repairs have been made in the past, but water has infiltrated the membrane of the roof, allowing water to enter the building, and create conditions that will allow for black mold. This issue must be addressed as soon as possible.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5

**ARTICLE 22 TOWN-OWNED DAMS**

To see if the Town will vote to raise and appropriate and/or transfer from available funds to this article a sum of money for the purpose of inspections, reporting, and/or grant application funding for Town-owned dams or take any action thereon.

PROPOSED MOTION

*I move that the Town vote to appropriate \$7,000 from the FY 2020 Employee Benefits general fund budget appropriation for the purpose of inspections, reporting, and/or grant application funding for Town owned dams.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

DESCRIPTION

The Town owns two dams that require annual inspections and reporting to DCR. The amount requested, when combined with remaining article balances from previous Town Meetings will fund all costs associated with these dams through FY21.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5.



**ARTICLE 23 FUNDING STUDY OF HILLCREST PROPERTY**

To see if the Town will vote to raise and appropriate, and/or transfer from available funds a sum of monies to fund a study of the Hill Crest Country Club property for the purposes of planning building repairs or reconfiguration and well as future options for use of the property, or take any action thereon.

**PROPOSED MOTION**

*I move that the Town vote to appropriate \$10,000 from the from the FY 2020 Employee Benefits general fund budget appropriation to fund a study of the Hillcrest Country Club property for the purposes of planning building repairs or reconfiguration and well as future options for use of the property.*

**FINANCE ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**DESCRIPTION**

This Article seeks funding to perform a study of the Hillcrest Country Club building to rate its overall condition, cost of improvements, address accessibility issues, and to make recommendations about the property moving forward, including its viability as a golf course. The current management group is leasing the property year-to-year and there is no certainty as to how long the arrangement will last or the property will remain marketable in its current condition.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote under M.G.L. c. 40, §5.

**ARTICLE 24 TRANSFER FUNDS INTO STABILIZATION**

This article was removed per vote of the Select Board (5-0-0) on 04/27/20.

**ARTICLE 25 ESTABLISH REVOLVING FUND ANNUAL SPENDING LIMITS**

To see if the Town will vote to set annual spending limits for revolving accounts as detailed in the hands of the voters and as defined by Massachusetts General Laws, Chapter 44, § 53E½ for Fiscal Year 2021, or take any action thereon.

**PROPOSED MOTION**

*I move the Town vote to set annual spending limits for revolving accounts as detailed in the warrant and as defined by Mass General Laws, Chapter 44, § 53E½, for Fiscal Year 2021*

<b><u>Revolving Fund</u></b>	<b><u>Spending Limit:</u></b>
Inspectional Services	\$50,000
Health Clinics	\$5,000
Senior Center Programs	\$10,000
Fuel Usage	\$35,000
Town Hall	\$15,000

Recycling	\$30,000
Police Training	\$5,000
Recreation	\$20,000
One-to-one Technology	\$25,000
DIS Fees	\$5,000
Library Copier	\$5,000
300 <sup>TH</sup> Anniversary	\$100,000
Agricultural Land Acquisition	\$100,000
Tree Lighting	\$20,000

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

Under MGL Chapter 44, Section 53E½ as amended through the Municipal Modernization Act of 2016, Town Meeting is required to vote on the amount that may be spent from each revolving fund established through the Town's General Bylaws during the upcoming fiscal year prior to July 1<sup>st</sup>.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5.

**ARTICLE 26 DISPOSITION OF MEMORIAL DRIVE, MAP 39, BLOCK A6.3**

To see if the Town will vote to dispose of the fee or any lesser interest in the real property and the improvements thereon, located at Memorial Drive, Leicester as shown on Assessor's Map 39, Block A6.3, containing about 2.840 acres of land, more or less, with any improvements thereon by auction or solicitation of proposals in accordance with M.G.L. c. 30B, any such disposition to be on such terms and conditions that the Select Board shall deem appropriate, which may include the reservation of easements and restrictions and the grant of rights of access or easements appurtenant to the property; and to authorize the Select Board to take all related actions necessary or appropriate to carry out the purposes of this article; or take any action thereon.

PROPOSED MOTION

*Move that the article be voted as written.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

There was an error made in the article presented and passed at the FY 2019 Fall Town Meeting to dispose of the former Memorial School. The Town's GIS maps shows the Memorial School with its playground and practice fields as a single property, but the Assessors maps have the property labeled as two separate and distinct properties. The article presented a single property description, and therefore, the second parcel must be voted separately by Town Meeting. This parcel's frontage is tied directly to the School property, so it will become landlocked if the school property is sold without it.

There are three potential buyers for the Memorial School property, and all have stated that the need this property in order to be able to successfully repurpose the Memorial School property.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority per M.G.L. c. 40, § 15.

**ARTICLE 27 ACCEPTANCE, DISPOSITION OF PROPERTY FROM HILLCREST WATER DISTRICT 13 LEHIGH ROAD, MAP 39, BLOCK A9.**

To see if the Town will vote to authorize the Select Board to acquire, by purchase, gift, eminent domain or otherwise, in fee simple, any interest in a portion of property located off Lehigh Road in Leicester, identified as 13 Lehigh Road, further identified by Town Assessors Map 39, Lot A9 the parcel of land located at 13 Lehigh Road, Leicester, Massachusetts, and further, vote to dispose of the fee or any lesser interest in the real property by auction or solicitation of proposals in accordance with M.G.L. c. 30B, any such disposition to be on such terms and conditions that the Select Board shall deem appropriate, which may include the reservation of easements and restrictions and the grant of rights of access or easements appurtenant to the property; and to authorize the Select Board to take all related actions necessary or appropriate to carry out the purposes of this article; or take any action thereon.

PROPOSED MOTION

*Move that the article be voted as written.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

This property is part of a land swap between the Town and the Hillcrest Water District for placement of a new water tower. The District's old water tower was located on the Memorial School property. The District must place the tank on property that it owns, not on Town property. Town Meeting had previously approved transferring a portion of the Memorial School property to the District. This article requests property be transferred from the District to the Town to complete the swap, and further requests that the property be surplus, so that it may be transferred with the Memorial School property. A further benefit to the property is that acquiring this parcel of land will create a second egress to the property onto Lehigh Road, potentially increasing its value.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority per M.G.L. c. 40, § 15.

## **ARTICLE 28 WAITE POND DAM PROJECT BORROWING**

To see if the Town will vote to raise and appropriate, transfer from available funds and/or authorize the Select Board to borrow a sum of money under the provisions M.G.L. c. 44 as amended, for the purpose of engineering, site work, and all other costs relevant to repair and/or replacement of the Waite Pond Dam, as well as any equipment and/or site improvements required, and for the payment of any other costs incidental and related thereto such funds to be supplemented by a dam safety grant received from the Executive Office of Energy and Environmental Affairs which funds shall be expended under the direction of the Select Board and the Office of the Town Administrator, or to take any action thereon.

### **PROPOSED MOTION**

*I move that the Town will vote to authorize the Select Board to borrow the sum of \$388,000 under the provisions M.G.L. c. 44 as amended, for the purpose of engineering, site work, and all other costs relevant to repair and/or replacement of the Waite Pond Dam, as well as any equipment and/or site improvements required, and for the payment of any other costs incidental and related thereto such funds to be supplemented by a dam safety grant received from the Executive Office of Energy and Environmental Affairs which funds shall be expended under the direction of the Select Board and the Office of the Town Administrator.*

### **FINANCE ADVISORY COMMITTEE RECOMMENDATION**

### **SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

### **DESCRIPTION**

The Town has received a million-dollar grant through the State Dam and Seawall program to replace Waite Pond Dam. The dam is in poor condition and has been classified pursuant to Massachusetts General Laws Chapter 21, Section 65 as a Significant Hazard Dam. In the opinion of the Massachusetts Department of Conservation and Recreation (DCR), it does not meet accepted dam safety standards, is structurally deficient, and in poor condition. As a result, it is a potential threat to public safety.

The grant requires 25% in matching funds from the Town. This bond authorization is for that match. It is anticipated that the debt will be paid for through appropriation within the general fund budget, at a cost to all department, or through Free Cash.

**VOTE REQUIRED FOR PASSAGE** Requires a 2/3rds majority vote.

## **ARTICLE 29 TRANSFER OF TOWN-OWNED PROPERTY ON RIVER STREET (MAP 43 BLOCK A11 0) TO COMMON GROUND LAND TRUST**

To see if the Town will vote to dispose of the fee or any lesser interest in the real property and the improvements thereon, located on River Street, Leicester as shown on Assessor's Map 43, Block A11 0, containing about .42 acres of land, and to transfer said property to the Common Ground Land Trust, under such terms and conditions that the Select Board may deem appropriate, which include the reservation of easements and restrictions and the grant of rights of access or easements appurtenant to the property; and to authorize the Select Board to take all related actions necessary or appropriate to carry out the purposes of this article; or take any action thereon.

### **PROPOSED MOTION**

*Move that the article be voted as written.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

The Land Trust would like to acquire this waterfront property, which was taken for taxes owed in order to clean it up and beautify it for use as public access to Greenville Pond.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority per M.G.L. c. 40, § 15.

**ARTICLE 30 SPECIAL ACT – DESIGNATION OF THE RAWSON STREET BRIDGE AS THE JOHN J. BINIENDA MEMORIAL BRIDGE**

To see if the Town will vote to request that its' elected representatives in the General Court file a Special Act with the General Court on behalf of the inhabitants of the Town of Leicester as follows:

*An Act designated a certain bridge in the Town of Leicester as the John J. Binienda Memorial Bridge*

Section 1. The bridge No. L-06-017, on Rawson Street in the Town of Leicester shall be designated and known as the John J. Binienda Memorial Bridge, in memory of John J. Binienda, (June 22, 1947 – August 22, 2014), who served in the Massachusetts House of Representatives from 1986 until 2014, representing the 17<sup>th</sup> Worcester District.

Section 2. The Town shall erect and maintain suitable markers bearing the designation in compliance with the standards of the department; or take any other action in relation thereto.

PROPOSED MOTION

*Move that the article be voted as written.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

Passage of this article will allow special legislation to be created to enable the Rawson Street Bridge to be dedicated in the name of a long-serving state legislator who dedicated his career in public service to the residents of Leicester.

VOTE REQUIRED FOR PASSAGE Requires a simple majority

**ARTICLE 31 SPECIAL ACT – DESIGNATION OF THE CHURCH STREET BRIDGE AS THE PRIVATE FIRST CLASS EUGENE JOSEPH PARENTEAU MEMORIAL BRIDGE**

To see if the Town will vote to request that its' elected representatives in the General Court file a Special Act with the General Court on behalf of the inhabitants of the Town of Leicester as follows:

*An Act designated a certain bridge in the Town of Leicester as the Private First Class Eugene Joseph Parenteau Memorial Bridge*

Section 1. Bridge No. #L-06-011, on Church Street in the Town of Leicester shall be designated and known as the Private First Class Eugene Joseph Parenteau Memorial Bridge, in memory of Private First-Class Eugene Joseph Parenteau (August 10, 1924 – June 7, 1945). Private Parenteau, a member of the U.S. Army, 2<sup>nd</sup> Platoon, Company B, 1<sup>st</sup> Battalion, 164<sup>th</sup> Infantry Regiment, American Division, XI Corps, Eighth Army was killed in action, with his body not recovered, on Thursday, June 7, 1945, on Negros Island, Philippines.

Section 2. The Town shall erect and maintain suitable markers bearing the designation in compliance with the standards of the department; or take any other action in relation thereto.

PROPOSED MOTION

*Move that the article be voted as written.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

Passage of this article will allow special legislation to be created to enable the Church Street Bridge to be dedicated in the name of a fallen local serviceman who was killed in service to his country.

VOTE REQUIRED FOR PASSAGE Requires a simple majority

**ARTICLE 32 ZONING BYLAW CHANGE – ADAPTIVE REUSE OVERLAY DISTRICT IMPROVEMENTS**

To see if the Town will vote to make the following amendments to Section 1.3 and 5.10 of the Zoning Bylaws or take any action thereon:

**Amend Section 1.3, DEFINITIONS, to include a definition of makerspace, as follows:**

**MAKERSPACE:** a collaborative incubator workspace for making, learning, exploring in a variety of artistic, industrial, or light industrial activities such as machining, plasma cutting, sandblasting, ventilated painting, forging, casting, ceramics, and various other industrial processes. Such workspace may include a variety of low-tech and high-tech tools and equipment including but not limited to 3D printers, laser cutters, cnc machines, soldering irons, blacksmith equipment, and woodworking machinery. Makerspaces may include training and educational activities, including training related to vehicle repair, and may also include live-work spaces.

**A. Amend Section 1.3, DEFINITIONS, to amend the definition of Mixed-Use Development, Horizontal Mix, as follows:**

**MIXED-USE DEVELOPMENT, HORIZONTAL MIX-** An integration of commercial and multifamily residential uses in a development comprised of two or more buildings on the same lot, or in a single building where residential use is on the ground floor. **This may include a single residential unit combined with a commercial use.**

**B. Amend Section 5.10, Adaptive Reuse Overlay District as follows by adding the following uses to subsection D.(2), Uses Allowed by Special Permit:**

- k) Mixed-Use Development, Vertical Mix
- l) Mixed-Use Development, Horizontal Mix

- m) Brewery, Distillery, Winery
- n) Brew Pub
- o) Makerspace

**C. Amend Section 5.10, Adaptive Reuse Overlay District, subsection G. (1), as shown below:**

(1) As a condition of any special permit for the an Adaptive Reuse Project that proposes **10 or more** multi-family dwelling units, a minimum of ten (10%) of the total number of dwelling units shall be required, in perpetuity, to be restricted to persons qualifying as moderate income in accordance with the Massachusetts Department of Housing and Community Development definitions of low and moderate incomes. **This affordability requirement is recommended but not required for live-work spaces associated with makerspaces.**

5.10. Adaptive Reuse Overlay District (AROD).  
[Amended ATM 5/5/2008]

**A. The purpose of the Adaptive Reuse Overlay District (AROD) is to:**

- (1) Provide specific regulations allowing for the reuse of municipal, religious, and historic mill buildings in a way that promotes public health, safety and welfare and is in keeping with the adjacent character of the neighborhood.
- (2) Provide regulatory flexibility and intensification of use in municipal, religious, and historic mill buildings to prevent disinvestment or deterioration of buildings that have become obsolete for their original purposes.
- (3) Allow for the reuse of municipal, religious, and historic mill buildings to increase the town's overall tax base, create employment opportunities and ensure efficient use of municipal services so as to not create a burden on these services.
- (4) Encourage the adaptive reuse of historic buildings where such reuse would more effectively promote, preserve, and enhance the architectural character of the surrounding neighborhood than would the redevelopment of the site following the demolition of these landmark structures.

**B. Eligibility for Conversion**

The following shall be eligible for conversion to those uses listed in Section D of this bylaw:

- (2) A municipal building located in any zoning district if it was used for not less than fifteen (15) years for municipal use.
- (2) Any existing structure having not less than 10,000 square feet constructed more than sixty (60) years ago and historically part of a mill complex.
- (3) Any existing structure used for one or more of the following religious uses for not less than fifteen (15) years: churches, convents, schools, rectories, and parish halls.

**2. Scope of Authority**

The AROD is superimposed over all the underlying zoning districts in the Town. Except as specified in this Section 5.10, the provisions of the underlying zoning districts shall remain in effect. The regulations of this overlay district shall govern reuse, reconstruction or expansion of those buildings eligible for conversion as describe in Subsection B above. The Special Permit Granting Authority for an Adaptive Reuse Development (ARD) under this section shall be the Planning Board. Adaptive Reuse Developments which utilize any of the provisions of this Section 5.10 relative to use, parking, and/or dimensional controls shall require a special permit from the Planning Board. Applicants for

Special Permits under this section shall submit plans in compliance with the Leicester Planning Board Rules & Regulations for Special Permit Applications.

#### D. Uses Permitted

- (1) Uses allowed by ~~the~~ right *[note: deletion of the word “the” doesn’t require an amendment, as the original bylaw as passed doesn’t include the word “the” – it appears to have been added in error.]*

The following uses be allowed by-right:

- a) Any uses permitted by right in the underlying zoning district in which the structure is located.
- b) Conversion of former municipal buildings to private medical or professional offices.

- (2) Uses allowed by Special Permit

The following uses are allowed by special permit and subject to site plan review:

- a) Senior Village Development residential uses, Adult Day Care Facilities, and Senior Village Community Centers as defined under Section 5.7.03
- b) Multi-family
- c) Professional or administrative offices
- d) Community recreational center or personal training centers
- e) Medical Clinic, Dental Office, Veterinarian Office, and Ancillary Offices and Facilities
- f) Community center or conference center with meeting rooms
- g) Studios for art, drama, speech, dance, or music
- h) Retail
- i) Indoor commercial recreation or health club
- j) Research and Development uses including ancillary office use and electronic and computer laboratories, but not including ancillary manufacturing, assembly, sale or resale or storage for sale or resale of any goods, items, or material
- k) Mixed-Use Development, Vertical Mix
- l) Mixed-Use Development, Horizontal Mix
- m) Brewery, Distillery, Winery
- n) Brew Pub
- o) Makerspace

- (3) Multiple or Mixed Uses: Any combination of uses allowed by right in D(1) and uses allowed by special permit in D(2), may be allowed provided they are compatible with each other and maintain the public health, safety and welfare of the community.
- (4) Uses required by MGL c40A, Section 3, such as public and private non-profit religious and educational institutions are allowed in the AROD by right subject to Site Plan Review.

#### E. Parking Requirements

- (1) For all new buildings and structures and for reuse or substantial restoration of existing buildings or structures within the Adaptive Reuse Overlay District, the parking requirement of Section 5.1 of the Zoning Bylaw shall apply.
- (2) The Planning Board shall be authorized to modify parking, loading requirements, dimensional requirements for off-street parking and loading areas; layout requirements and the number of required spaces in conjunction with the grant of a special permit pursuant to this Section 5.10. This provision shall only apply to uses in the Adaptive Reuse Overlay District which are located in buildings or structures in existence as of the date of the adoption of this Section of the Leicester Zoning Bylaw. In determining the appropriate



reduction, the Planning Board may give consideration to the hours of operation and/or usage of the proposed uses within the development, the opinions of merchants, residents and municipal officials as to the adequacy or inadequacy of parking spaces within the surrounding area, as well as other relevant information. The decrease in number of required spaces shall not create undue congestion, traffic hazards, or a substantial detriment to the neighborhood, and shall not derogate the intent and purpose of this Bylaw.

**F. Dimensional and Other Requirements**

- (1) The Planning Board, by Special Permit, shall have the authority to waive or modify dimensional controls set forth in Section 4 of the Zoning Bylaw.
- (2) The Site Development Standards for the underlying district are applicable. Where the underlying district does not have Site Development Standards, the standards for the Business (B) District shall apply. The Board, through the ARD special permit, may allow for modifications of Site Development Standards where not feasible due to existing site constraints.
- (3) For multi-family projects, the maximum number of dwelling units shall be established by the Planning Board after reviewing the following criteria:
  - a) Existing structures
  - b) Proposed method and efficacy of stormwater disposal
  - c) Availability of water and sewer
  - d) Trip generation, traffic safety and internal site traffic
  - e) Character of the proposed ARP and its relation to the surrounding neighborhood(s)
  - f) Character of the existing buildings and the potential for reuse thereof
  - g) Applicability of the Water Resource Protection Overlay District
  - h) Reports of the technical consultants of the Planning Board and all other reviewing boards
- (4) Existing Buildings may be expanded provided that such expansion is consistent with the building's historic character and scale and does not cause substantial detriment.
- (5) New Buildings may be constructed on the ARD site provided that the number, type, scale, architectural scale, and uses within such new buildings shall be subject to Planning Board approval. For all new structures or buildings, the dimensional requirements of the underlying zoning district shall apply and, if applicable, to the extent that the dimensional requirements vary dependent upon the use of the building, the pre- dominant use based upon gross floor area utilized shall govern.
- (6) All proposed signs shall comply with Section 3.2.07 of the Bylaw, except that if the building and land on which situated are located in a single family district (SA, R1, R2), the Planning Board may permit a sign of no larger than 10 square feet which identifies only the building and its occupants.

**G. Standards for Approval**

- (1) As a condition of any special permit for the an Adaptive Reuse Project that proposes **10 or more** multi-family dwelling units, a minimum of ten (10%) of the total number of dwelling units shall be required, in perpetuity, to be restricted to persons qualifying as moderate income in accordance with the Massachusetts Department of Housing and Community Development definitions of low and moderate incomes. **This affordability requirement is recommended but not required for live-work spaces associated with makerspaces.**
- (2) The proposed project preserves or enhances the historic significance of existing buildings on or eligible to be on the State or National Register of Historic Places and, where applicable, the eligibility of the same for

listing on the State or National Register of Historic Places as an individual property or a contributing property to an area.

- (3) Any expansion of existing buildings on or eligible to be on the State or National Register of Historic Places is consistent with the U.S. Secretary of the Interior's Standards for Rehabilitation, as determined by the Leicester Historical Commission.
- (4) The project shall have sufficient local infrastructure to accommodate the proposed development
- (5) The proposed ARD does not cause substantial detriment to the neighborhood after considering the following potential consequences
  - a) noise, during the construction and operational phases,
  - b) pedestrian and vehicular traffic,
  - c) environmental harm,
  - d) visual impact caused by the character and scale of the proposed structure(s), and

The SPGA may attach such additional conditions and limitations to a Special Permit granted under this Section as may be necessary to protect the neighborhood surrounding the property, and as may be necessary to encourage the most appropriate use of the land and building to be converted.

Or take any action relating thereon.

PROPOSED MOTION

*Move that the article be voted as written.*

PLANNING BOARD RECOMMENDATION

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

This article, put forward by the Planning Board, seeks to make improvements to the Adaptive Reuse Overlay District Bylaw, by adding potential reuse options.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority per M.G.L. c. 40A, § 5.

**ARTICLE 33 CITIZEN PETITION AMENDMENT TO MEDICAL MARIJUANA TREATMENT CENTERS AND MARIJUANA ESTABLISHMENT BYLAW OF THE TOWN OF LEICESTER**

To see if the Town will vote to authorize an amendment to the Town of Leicester Zoning Bylaw and to its existing "Medical Marijuana Treatment Centers and Marijuana Establishments" Bylaws by inserting new definitions and amending existing definitions in Section 1.3, by inserting a new paragraph to the Schedule of Use Section 3.2.03 Business for Outdoor Cultivation of Cannabis/Marijuana in Suburban Agricultural district (SA). In addition, by inserting additional language to Section 5.15.02 and a new section 5.15.04, entitled Marijuana Outdoor Cultivator Requirements."

**Inserting the following definitions to Section 1.3 [As Amended through October 22, 2019]**

A. Definition

Insert this definition into Section 1.3 of our Bylaw.

MARIJUANA OUTDOOR CULTIVATOR: a marijuana establishment that involves the cultivation of mature Cannabis outdoors without the use of artificial lighting in the canopy area, except to maintain immature or vegetative Mother Plants, including but limited to open air, hot house, or cold frame greenhouse production, which is not (a) for personal use or (b) conducted by a licensed caregiver, in amounts not to exceed the state imposed limits for individuals or caregivers.”

**Amend the existing definition of Marijuana Establishment, Non-Retail in Section 1.3, as follows:**

**MARIJUANA ESTABLISHMENT, NON-RETAIL:** a marijuana establishment that does not involve on-site retail sales to consumers, including Marijuana Cultivators, Marijuana Product Manufacturers that only sell to Marijuana Establishments but not consumers, Marijuana Testing Facilities, and Marijuana Transportation or Distribution Facilities. Not to include Marijuana Outdoor Cultivator.

**By Inserting the following language to Section 5.15 Medical Marijuana Treatment Centers and Marijuana Establishments [New Bylaw voted May 7, 2013, Rev’ 5/1/2018 and 5/7/2019]**

**By amending Section 5.15.12, subsections A & B, as shown below:**  
**5.15.02 STANDARDS:**

2. General

All aspects of a Medical Marijuana Treatment Center or Marijuana Establishment except Marijuana Outdoor Cultivators must take place at a fixed location within a fully enclosed building with opaque walls and shall not be visible from the exterior of the building. ~~Except as allowed for Marijuana Outdoor Cultivators,~~ ~~Greenhouses with transparent or translucent walls are prohibited:~~ glass or other transparent roofs are allowed. Transparent or translucent greenhouses are allowable within the opaque perimeter fence of an outdoor cultivation facility. (See related subsection J., Lighting and Section 5.15.04 Marijuana Outdoor Cultivators). No outside storage of marijuana, related supplies, or educational materials is permitted. Medical Marijuana Treatment Centers and Marijuana Establishments are not permitted as a home occupation. Site Plan Review is required for all Medical Marijuana Treatment Centers, Marijuana Outdoor Cultivators and Marijuana Establishments, including when the facility will reuse an existing structure.

2. Buffer Requirements

No Medical Marijuana Treatment Center or Marijuana Establishment may be located within required buffer areas. Buffers shall be 500 feet for Medical Marijuana Treatment Centers and Marijuana Retailers, Consumer Sales Only and 200 feet for Marijuana Establishments, Non-Retail, from the following: residential zoning districts (SA, R1, and R2), and pre-existing public or private schools (pre-school through grade 12), except that buffer from the SA district shall not apply to Marijuana Outdoor Cultivators. Distance shall be measured in a straight line as the shortest between the Medical Marijuana Treatment Center or Marijuana Establishment building and residential district boundaries, and as a straight line from the nearest point of the property line in question to the nearest point of the property line where the Medical Marijuana Treatment Center or Marijuana Establishment is or will be located for schools.<sup>1</sup>

**Amend Section 3.2.03, Business, by inserting use number 22, Marijuana Outdoor Cultivator as shown below (and renumbering existing uses 22 – 29 accordingly):**

3.2.03 BUSINESS		SA	R1	R2	B	CB	I	BI-A	HB-1 & HB-
18.	Medical Marijuana Treatment Center (Planning Board Site Plan Review Required)	N	N	N	Y	N	Y	Y	Y
19.	Marijuana Retailer, Consumer Sales Only (Special Permits issued by the Planning Board)	N	N	N	SP	N	SP	SP	SP
20.	Marijuana Establishment, Non-Retail (Planning Board Site Plan Review Required)	N	N	N	Y	N	Y	Y	Y
21.	Marijuana Social Consumption Facility	N	N	N	N	N	N	N	N
<u>22.</u>	<u>Marijuana Outdoor Cultivator</u>	<u>SP</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>

**Amend Section 5.6, Greenville Village Neighborhood Business District (NB), Subsection 5.6.04, Prohibited Uses, by adding the following text:**

**5.6.04.3. All types of Marijuana Establishments regulated by Section 5.15.**

To Amend the Leicester Zoning Bylaws as Amended through October 22, 2019 (Section 5.15) by inserting a proposed new section Section 5.15.04 entitled “Outdoor Marijuana Cultivation, Requirements” [See, New Bylaw voted May 7, 2013, Revised 5/1/2018 and 5/7/2019] <sup>2</sup>

5.15.04 MARIJUANA OUTDOOR CULTIVATOR REQUIREMENTS

2. Purpose

The intent of this Section is to address local siting and land use concerns in relation to the legalization of medical and recreational marijuana in the Commonwealth following ballot initiatives in 2012 and 2016. The granting of a Special Permit by the Town of Leicester does not supersede state or federal laws or pre-empt an applicant from complying with all relevant state and federal laws. In addition, the purpose of this bylaw is to update the Marijuana Establishment Bylaw and to regulate Marijuana Outdoor Cultivators, to incorporate the recent circular issued by the Cannabis Control Commission entitled “Guidance for Farmers” and to protect the integrity of natural resources in the Town of Leicester<sup>3</sup>

2. Applicability

A Special Permit under this section shall be required from the Planning Board for any Marijuana Outdoor Cultivator as a principal or accessory use, or combination of uses involving a Marijuana Outdoor Cultivator.

2. Performance Standards

<sup>2</sup> Section 5.15.03 will remain in effect establishing Special Permit Requirements **5.15.03 SPECIAL PERMIT REQUIREMENTS:** The Planning Board shall be the Special Permit Granting Authority for all Marijuana Establishments. Applications shall be submitted in accordance with the Planning Board’s Special Permit Regulations. In addition to the special permit approval criteria for the applicable zoning district and the Planning Board’s Special Permit Regulations, the Planning Board shall find that the proposed use meets the requirements of this section 5.15.

<sup>3</sup> See, e.g. Guidance for Farmers, Cannabis Control Commission as revised on January 16, 2020

2. No Marijuana Outdoor Cultivator shall be located within 500 feet (measured from edge of building or occupied space to edge of building or occupied space) of any public or private school providing education in kindergarten or any of grades 1 through 12, any public playground, or licensed daycare.

2. The minimum lot size for this use shall be fifteen (15) acres. In addition, the Town establishes the following minimal ratios of acreage for outdoor cultivation based on the following footage of Canopy:

<u><b>Tier:</b></u>	<u><b>Footage of Canopy</b></u>	<u><b>Acreage required</b></u>
<u>Tier 1:</u>	<u>up to 5,000 s.f canopy</u>	<u>15 acres</u>
<u>Tier 2:</u>	<u>5,001 to 10,000 s.f.</u>	<u>25 acres</u>
<u>Tier 3:</u>	<u>10,001 to 20,000 s.f.</u>	<u>30 acres</u>
<u>Tier 4:</u>	<u>20,001 to 30,000</u>	<u>35 acres</u>
<u>Tier 5:</u>	<u>30,001 to 40,000</u>	<u>40 acres</u>
<u>Tier 6:</u>	<u>40,001 to 50,000</u>	<u>45 acres</u>
<u>Tier 7:</u>	<u>50,001 to 60,000</u>	<u>50 acres</u>
<u>Tier 8:</u>	<u>60,001 to 70,000</u>	<u>50 acres</u>
<u>Tier 9:</u>	<u>70,001 to 80,000</u>	<u>50 acres</u>
<u>Tier 10:</u>	<u>80,001 to 90,000</u>	<u>50 acres</u>
<u>Tier 11:</u>	<u>90,001 to 100,000</u>	<u>50 acres</u>

3. No fertilizers, compost, soils, materials, machinery, or equipment shall be stored within the required front, side, and rear yard setbacks.
4. The minimum setback from all property lines shall be 200 feet.
5. Marijuana not grown inside a securable structure shall be enclosed within a minimum of eight (8') foot opaque perimeter security fence to prevent unauthorized entry to the cultivation facility with signs notifying observers that it is a Limited Access Area.
6. The establishment shall not allow any person under 21 years of age to volunteer or work for the marijuana establishment;
7. The outdoor cultivation facility shall comply in every respect with the requirements of 935 CMR 500.110 (6) which regulates "Security and Alarm Requirements for Marijuana Establishments Operating Outdoors." The outdoor cultivation facility shall:
- a). Implement adequate security measures to ensure that outdoor areas are not readily accessible to unauthorized individuals and to prevent and detect diversion, theft or loss of Marijuana which shall, at a minimum, include:
  - b). A perimeter security fence designed to prevent unauthorized entry to the cultivation facility with signs notifying observers that it is a Limited Access Area;
  - c). Commercial-grade, nonresidential locks;
  - d). A security alarm system that shall: be continuously monitored, whether electronically, by a monitoring company or other means determined to be adequate by the Commission; and provide an alert to designated employees of the Marijuana Establishment within five minutes after a notification of an alarm or a system failure, either by telephone, email or text message.
  - e). Video cameras at all points of entry and exit and in any parking lot which shall be appropriate for the normal lighting conditions of the area under surveillance. The cameras shall be directed at all safes, vaults, sales areas,

and areas where Marijuana is cultivated, harvested, Processed, prepared, stored, handled, Transferred or dispensed and for the purpose of securing cash. Cameras shall be angled so as to allow for the capture of clear and certain identification of any Person entering or exiting the Marijuana Establishment or area;

- f). 24-hour recordings from all video cameras that are available immediate viewing by the Commission on request and that are retained for at least 90 calendar days. Recordings shall not be destroyed or altered, and shall be retained as long as necessary if the Marijuana Establishment is aware of a pending criminal, civil or administrative investigation or legal proceeding for which the recording may contain relevant information;
- g). The ability to immediately produce a clear, color still image whether live or recorded;
- h). A date and time stamp embedded in all recordings, which shall be synchronized and set correctly at all times and shall not significantly obscure the picture;
- i). The ability to remain operational during a power outage; and
- j). A video recording that allows for the exporting of still images in an industry standard image format, including .jpg, .bmp and .gif. Exported video shall have the ability to be archived in a proprietary format that ensures authentication of the video and guarantees that no alteration of the recorded image has taken place. Exported video shall also have the ability to be saved in an industry standard file format that may be played on a standard computer operating system. All recordings shall be erased or destroyed prior to disposal.
- k). All security system equipment and recordings shall be maintained in a secure location so as to prevent theft, loss, destruction and alterations.
- l). In addition to the requirements listed in 935 CMR 500.110(4)(a) and (b), the Marijuana Establishment shall have a back-up alarm system, with all capabilities of the primary system, provided by a company supplying commercial grade equipment, which shall not be the same company supplying the primary security system, or shall demonstrate to the Commission's satisfaction alternate safeguards to ensure continuous operation of a security system.
- m). Access to surveillance areas shall be limited to Persons that are essential to surveillance operations, Law Enforcement Authorities acting within their lawful jurisdiction, police and fire departments, security system service personnel and the Commission. A current list of authorized employees and service personnel that have access to the surveillance room must be available to the Commission on request. If the surveillance room is on-site of the Marijuana Establishment, it shall remain locked and shall not be used for any other function.
- n). All security equipment shall be in good working order and shall be inspected and tested at regular intervals, not to exceed 30 calendar days from the previous inspection and test.
- o). Security plans and procedures shared with Law Enforcement Authorities pursuant to 935 CMR 500.110(1)(o) shall include: a description of the location and operation of the security system, including the location of the central control on the Premises, a schematic of security zones, the name of the security alarm company and monitoring company, if any, a floor plan or layout of the facility in a manner and scope as required by the municipality; and, a safety plan for the Manufacture and production of Marijuana Products as required pursuant to 935 CMR 500.101(1)(d)3.c.
- p). Each licensee shall file an emergency response plan with the Leicester Fire and Police Department
- q). No Outdoor Marijuana Cultivation establishment shall allow cultivation, processing, manufacture, sale or display of marijuana or marijuana products to be visible from a public place without the use of binoculars, aircraft or other optical aids.

8. In reviewing a special permit under this section the Board shall consider the impact of the proposal on the following:
- 2. Character of the neighborhood to include visual compatibility with surrounding uses.
  - b. Proximity to other licensed marijuana uses to prevent clustering.
  - c. Relationship to surrounding uses to avoid unnecessary exposure to minors.
  - d. Site design and other development related site impacts.
  - e. No odor from marijuana or its processing can be detected by a person with an unimpaired and otherwise normal sense of smell at the exterior of the Marijuana Establishment or at any adjoining use or property, except as allowed under a Special Permit granted to a Marijuana Cultivator, outdoors. Outdoor cultivation of marijuana will implement industry best practice to eliminate any noticeable trace of marijuana odor at the perimeter of property of the cultivator site.
9. Liability Insurance Coverage or Maintenance of Escrow as required in 935 CMR 500(10).

These amendments establish permitting requirements and reasonable regulations for Marijuana Outdoor Cultivators

PROPOSED MOTION

***Motion, if any shall be provided by the petitioner.***

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority per M.G.L. c. 40A, §5

**CERTIFIED FREE CASH AS OF JUNE 30, 2019:     \$1,398,550.00**

<b>October 22, 2019 Fall Special Town Meeting</b>	<b>Free Cash</b>	
Article 1 – Prior Years Bills	-\$36.00	
Article 2 – Transportation Infrastructure Fund	-\$599.50	
Article 3 – Local match – Regional Fire Training Facility	-\$4,338.00	
Article 6 – Funding Police detail account	-\$1,527.00	
Article 10 – Funding an Economic Development Position	-\$29,167.00	
Article 11 – Capital Improvements	-\$111,700.00	
Subtotal: Free Cash Appropriated at STM	-\$147,367.50	
<b>Remaining Free Cash</b>	<b>\$1,251,182.50</b>	
<b>June 2, 2020 Annual Town Meeting</b>	<b>Free Cash</b>	<b>Employee Benefit Funds</b>
Available Balances	1,251,182.50	495,000.00
School Budget		24,000.00
<b>Total Available Funds</b>	<b>1,251,182.50</b>	<b>514,000.00</b>
Article 1 – Prior Year Bills	1474.18	
Article 2 – Reserve Fund		33,000.00
Article 2 – Snow and Ice		50,852.00
Article 2 – Accounting Salaries		3,000.00
Article 2 – Accounting Wages		2,115.00
Article 2 – Treasurer/Collector Wages		2,119.00
Article 2 – Street Lights		10,000.00
Article 2 – Town Hall Expenses		17,000.00
Article 2 – Highway Wages		24,000.00
Article 2 - Recycling Center		20,000.00
Article 2 - Vocational School Tuition		22,008.00
Article 3 - Kaboom Grant	40,000.00	
Article 4 - Highway Maintenance	36,113.00	13,887.00
Article 5 - Fire Maintenance		20,911.00
Article 6 - Police Maintenance		34,905.00
Article 7 - Schools		125,000.00
Article 8 – Emergency Preparedness	13,000.00	17,000.00
Article 9 - Veteran's Memorials	6,350.00	
Article 13 – FY 2021 Budget	205,308.00	
Article 18 - Stormwater		40,000.00
Article 19 - Landfill		12,001.00
Article 21 Capital Improvement Plan (Ariel scope Payment 4 of 5)	90,081.00	
Article 21B Capital Improvement Plan (Station 2 Roof)		42,378.00
Article 22 Town Owned Dams		7,000.00
Article 23 Hillcrest Architectural Study		10,000.00
<b>Remaining Balance</b>	<b>858,856.32</b>	<b>11,824.00</b>



***TOWN OF LEICESTER  
ANNUAL TOWN MEETING  
June 2, 2020***

And you are hereby directed to serve this Annual Town Meeting Warrant by posting an attested copy in at least one public place in each precinct of the Town, on the Town Clerk's bulletin board, and on the bulletin board in the front entry of the Town Hall, and also by serving a copy of said Warrant to the Moderator and the Town Clerk, not less than seven (7) days before the 2nd day of June 2020.

***Given under our hand and seal of the Town on this \_\_\_\_\_ day of \_\_\_\_\_ 2020***

Respectfully submitted, Leicester Select Board

Chair \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

Pursuant to above warrant, I have notified and warned the inhabitants of the Town of Leicester by posting a certified copy in the following precincts:

- Precinct 1. Leicester Post Office,
- Precinct 2. Redemption Center/Jan's Beer Mart,
- Precinct 3. Post Office in Rochdale,
- Precinct 4. Leicester Country Bank for Savings;

and on the Town Clerk's bulletin board, in the front entry of the Town Hall, with the Moderator, and with the Town Clerk, not less than seven days before the 2nd day of June, 2020.

\_\_\_\_\_  
***Printed Name of Constable***

\_\_\_\_\_  
***Signature of Constable***



**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 (Updated)

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 has been reduced from it's first version. As a result of COVID-19, we have forecast state revenues to remain flat, while assessments increase by 132,773, or 23.73%. Local receipts have been lowered by 3.72%. New growth has been reduced to \$125,000.

Overall revenue is forecast to increase by \$330,153, a reduction of \$261,716 from the original forecast of \$591,869.

There is currently one municipal position being funded from free cash in FY 2021. Municipal department budgets are forecast to increase by \$249,274, or 4.15%. This a reduction of \$98,146 from the original forecast municipal budget increase of \$347,420. However, there is a position that is funded from Free Cash and \$100,000 in revenues to fund two Highway positions that will allow the department staff to perform winter and athletic field maintenance at the schools, which will provide savings to the School budget. As these items cannot be split via the formula, they must be removed. The municipal budget percentage increase based on sharing of revenues is \$61,379 or 1.02%.

The School budget shows an increase of \$188,619 or 1.1%, which is a reduction of 94,102 from the original increase of \$282,721. \$100,000 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 budget, the budget increase based on sharing of revenues would be \$288,619 or 1.70%. The \$100,000 that is not being recieved in revenues is an expense that is no longer within the school budget.

Debt, benefits and insurance are forecast to decrease by \$98,414 or -1.50%. Our health insurance budget will be declining due to reduced premiums because of our improved claims history. However, there may be an increase in enrollment, due to plan changes that will be enacted in FY2021.

This budget, and the articles of the Town Meeting warrant is not appropriating much of the FY 2019 Free Cash. Those funds are being put aside in wake of revenue uncertainties tied to the COVID-19

## Budget Calendar

### Budget Calendar

<b>October</b>	<b>Date</b>
Fall Special Town Meeting	22
<b>December</b>	
Town Administrator distributes operating budget forms to departments.	19
<b>January</b>	
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
<b>February</b>	
BOS/FAB operating budget and Capital Budget workshop.	8
Town Administrator presents Operating and Capital Budget to BOS.	24
<b>March</b>	
Departmental budget reviews with Finance Advisory Board begin.	2
<b>April - May</b>	
Departmental budget reviews with Finance Advisory Board end.	
<b>June</b>	
Annual Town Meeting vote on budget.	2

## Personnel Summary

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>Town Administrator Budget</b>
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### Public Works

Highway	9.00	9.00	11.00	14.00	14.00
<b>Highway Employees</b>	<b>9.00</b>	<b>9.00</b>	<b>11.00</b>	<b>14.00</b>	<b>14.00</b>

### 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	1.00	1.00	1.00	1.00	1.00
<b>Public Safety Employees</b>	<b>131.00</b>	<b>131.00</b>	<b>131.00</b>	<b>127.00</b>	<b>127.00</b>

### 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
<b>Land Use Employees</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>Town Administrator Budget</b>
<b>Library</b>					
Library	6.0	6.0	6.0	6.0	6.0
<b>Total Library Employees</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

#### **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
<b>Total Human Services Employees</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

#### **Parks and Recreation**

Parks and Recreation	0.00	0.00	0.00	0.00	0.00
<b>Total Parks and Recreation FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

#### **Education**

Education	257.26	242.26	234.60	244.10	244.10
<b>Total Education Employees</b>	<b>257.26</b>	<b>242.26</b>	<b>234.60</b>	<b>244.10</b>	<b>244.10</b>

#### **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	5.00	5.00	5.00	5.00	5.00
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
<b>Total General Government Employees</b>	<b>21.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>

<b>Total Employees</b>	<b>442.26</b>	<b>426.26</b>	<b>421.60</b>	<b>430.10</b>	<b>430.10</b>
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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	12,225,747	-	0.00%
Local Receipts	2,312,682	2,608,657	2,677,657	2,578,158	(99,499)	-3.72%
Free Cash	25,250	186,300	229,167	205,308	(23,859)	-10.41%
Available Funds	415,018	505,018	395,018	381,183	(13,835)	-3.50%
<b>General Fund Revenues Total</b>	<b>\$ 29,844,137</b>	<b>\$ 31,032,468</b>	<b>\$ 32,009,383</b>	<b>\$ 32,339,536</b>	<b>\$ 330,153</b>	<b>1.03%</b>

### Expenditures

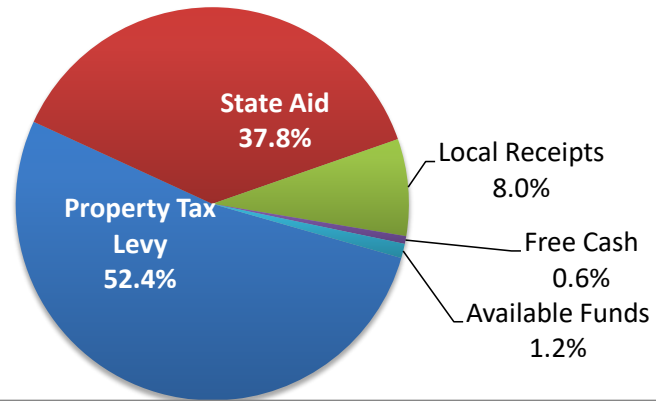
Municipal Departments	\$ 5,410,021	\$ 5,726,936	\$ 6,000,135	\$ 6,249,409	\$ 249,274	4.2%
Education	16,264,094	16,667,839	16,985,780	17,174,399	188,619	1.1%
Inter-governmental	5,761,728	6,126,482	6,672,111	6,573,697	(98,414)	-1.5%
Vocational School Tuition	1,078,000	1,078,000	1,078,000	1,078,000	-	0.0%
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	1,260,731	70,983	0.0%
<b>General Fund Expenditures Total</b>	<b>\$ 29,840,023</b>	<b>\$ 31,027,688</b>	<b>\$ 32,003,916</b>	<b>\$ 32,339,536</b>	<b>\$ 335,620</b>	<b>1.05%</b>

<b>General Fund Surplus/(Deficit)</b>	<b>\$ 4,114</b>	<b>\$ 4,780</b>	<b>\$ 5,467</b>	<b>\$ 0</b>
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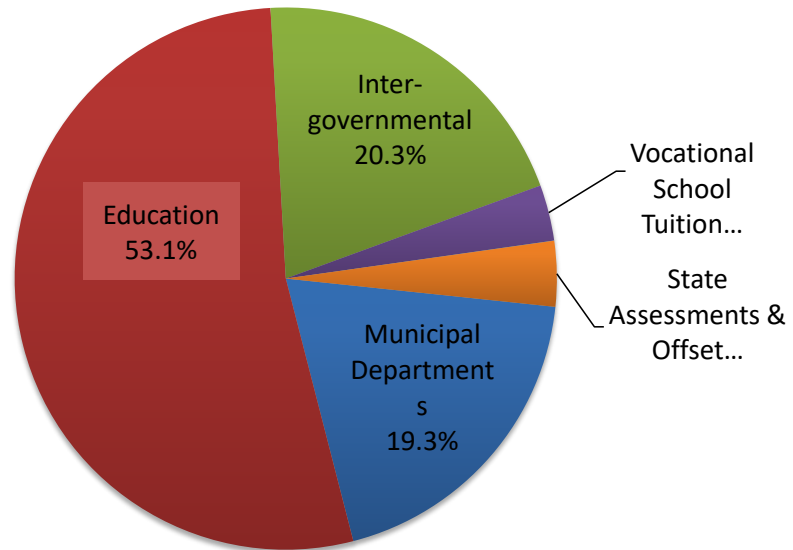
<b>Town Gross Budget Increase</b>					<b>\$ 249,274</b>	<b>4.15%</b>
Less: Winter Maintenance transfer					(100,000)	
Less: Economic Development position funded from free cash					(26,141)	
Less: Intermunicipal Agreement (Accountant)			29,658,026	29,997,505	(21,008)	
				339,479		
<b>Total</b>					<b>\$ 102,125</b>	<b>1.70%</b>

<b>School Gross Budget Increase</b>					<b>188,619</b>	<b>1.11%</b>
Add: Winter Maintenance transfer					100,000	
Other					0	
<b>Total</b>					<b>\$ 288,619</b>	<b>1.70%</b>

## 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
<b>111 - Legal</b>														
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%
<b>114 - Moderator</b>														
Personnel	\$	81	\$	81	\$	81	\$	81	\$	81	\$	-		0.00%
Expenses	\$	70	\$	70	\$	70	\$	70	\$	70	\$	-		0.00%
Total	\$	151	\$	151	\$	151	\$	151	\$	151	\$	-		0.00%
<b>122 - Select Board</b>														
Personnel	\$	206,978	\$	195,381	\$	234,729	\$	218,112	\$	218,122	\$	(16,607)		-7.07%
Expenses	\$	42,250	\$	44,399	\$	40,799	\$	40,799	\$	40,799	\$	-		0.00%
Total	\$	249,228	\$	239,780	\$	275,528	\$	258,911	\$	258,921	\$	(16,607)		-6.03%
<b>130 - Reserve Fund</b>														
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%
<b>131 - Advisory Board</b>														
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%
<b>135 - Town Accountant</b>														
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%
<b>141 - Assessors</b>														
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%
<b>145 - Treasurer/Collector</b>														
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%
<b>147 - Tax Title</b>														
Expenses	\$	16,000	\$	16,000	\$	16,000	\$	16,000	\$	-	\$	(16,000)		-100.00%
Total	\$	16,000	\$	16,000	\$	16,000	\$	16,000	\$	-	\$	(16,000)		-100.00%
<b>152 - Personnel Board</b>														
Expenses	\$	250	\$	250	\$	250	\$	250	\$	250	\$	-		0.00%
Total	\$	250	\$	250	\$	250	\$	250	\$	250	\$	-		0.00%
<b>155 - IT</b>														
Expenses	\$	141,620	\$	138,560	\$	155,560	\$	155,560	\$	162,060	\$	6,500		4.18%
Total	\$	141,620	\$	138,560	\$	155,560	\$	155,560	\$	162,060	\$	6,500		4.18%

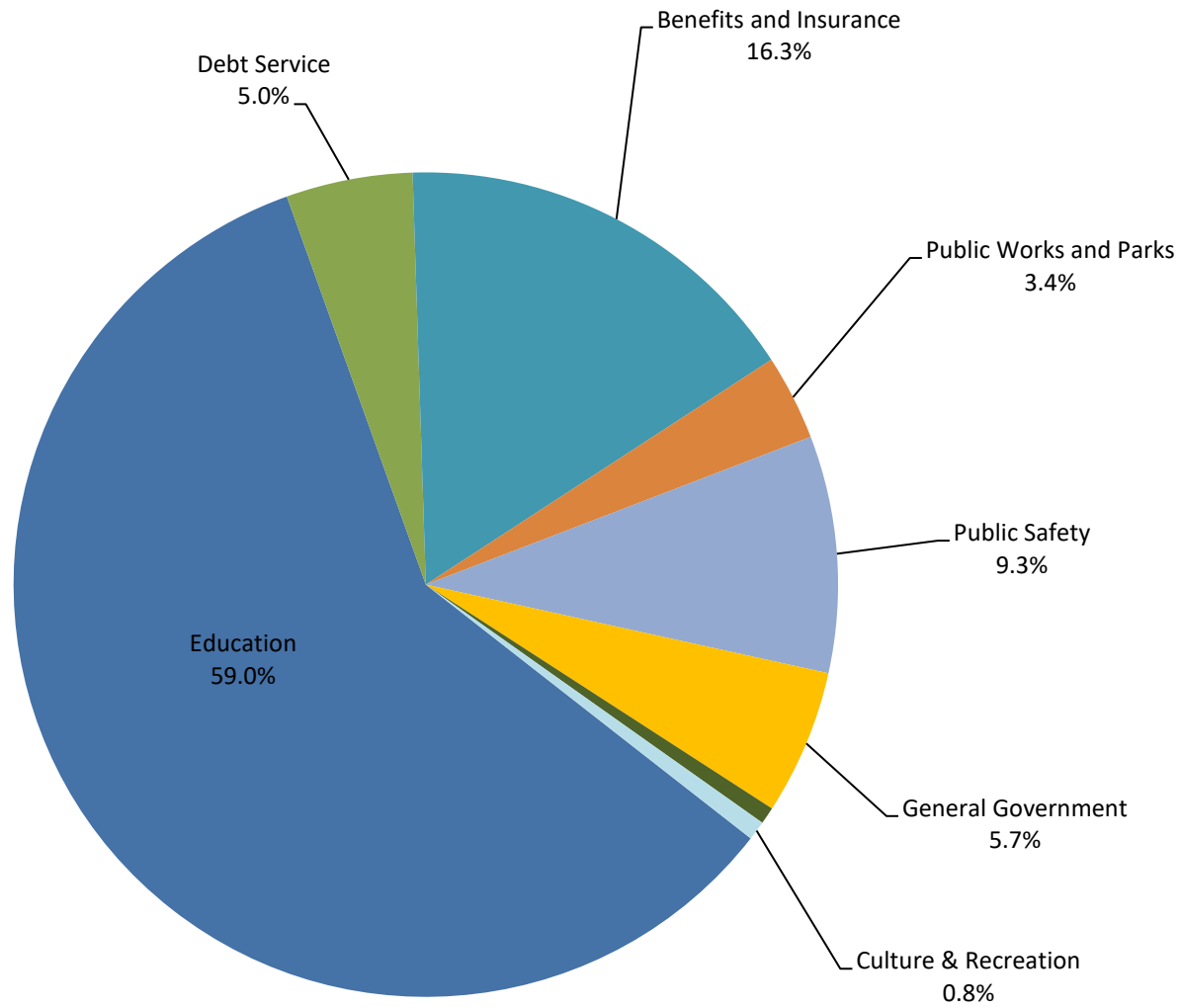
		FY 2018 Budget		FY 2019 Budget		FY 2020 Appropriation		FY 2021 Request		FY 2021 TA Budget		Dollar Change		Percent Change
<b>161 - Town Clerk</b>														
Personnel	\$	96,305	\$	101,024	\$	106,846	\$	108,862	\$	108,862	\$	2,016		1.89%
Expenses	\$	3,650	\$	3,645	\$	3,645	\$	3,766	\$	3,766	\$	121		3.32%
Total	\$	99,955	\$	104,669	\$	110,491	\$	112,628	\$	112,628	\$	2,137		1.93%
<b>162 - Elections/Registrars</b>														
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%
<b>180 - Development and Inspectional Services</b>														
Personnel	\$	148,790	\$	155,937	\$	167,326	\$	218,728	\$	218,728	\$	51,402		30.72%
Expenses	\$	78,850	\$	78,850	\$	74,604	\$	81,850	\$	74,604	\$	-		0.00%
Total	\$	227,640	\$	234,787	\$	241,930	\$	300,578	\$	293,332	\$	51,402		21.25%
<b>192 - Town Owned Buildings Maintenance</b>														
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%
<b>197 - Town Hall Building Maintenance</b>														
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%
<b>198 - Town Hall Telephones</b>														
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%
<b>199 - Other General Government</b>														
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%
<b>General Government Total</b>														
	\$	1,411,249	\$	1,558,770	\$	1,696,050	\$	1,773,885	\$	1,767,149	\$	71,099		4.19%
<b>Public Safety</b>														
<b>210 - Police</b>														
Personnel	\$	1,593,362	\$	1,701,652	\$	1,772,591	\$	1,759,055	\$	1,757,734	\$	(14,857)		-0.84%
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	\$	2,033,475	\$	(1,321)		-0.06%
<b>220 - Fire</b>														
Personnel	\$	170,293	\$	170,287	\$	170,287	\$	170,287	\$	176,778	\$	6,491		3.81%
Expenses	\$	135,020	\$	135,020	\$	135,020	\$	138,620	\$	138,620	\$	3,600		2.67%
Total	\$	305,313	\$	305,307	\$	305,307	\$	308,907	\$	315,398	\$	10,091		3.31%

	FY 2018 Budget	FY 2019 Budget	FY 2020 Appropriation	FY 2021 Request	FY 2021 TA Budget	Dollar Change	Percent Change
<b>231 - Ambulance</b>							
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%
<b>232 - Emergency Management</b>							
Emergency Management Personnel	\$ 3,813	\$ 3,813	\$ 3,813	\$ -	\$ -	\$ (3,813)	-100.00%
Emergency Management Expenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Total	\$ 4,813	\$ 4,813	\$ 4,813	\$ 1,000	\$ 1,000	\$ (3,813)	-79.22%
<b>241 - Code</b>							
Salaries	\$ 57,589	\$ 60,241	\$ 55,052	\$ 53,045	\$ 53,045	\$ (2,007)	-3.65%
Expense	\$ 9,678	\$ 8,638	\$ 8,638	\$ 8,638	\$ 9,038	\$ 400	4.63%
Total	\$ 67,267	\$ 68,879	\$ 63,690	\$ 61,683	\$ 62,083	\$ (1,607)	-2.52%
<b>292 - Animal Control</b>							
Personnel	\$ 24,179	\$ 24,602	\$ 25,094	\$ 25,476	\$ 25,476	\$ 382	1.52%
Expenses	\$ 8,950	\$ 8,950	\$ 8,458	\$ 8,458	\$ 8,458	\$ -	0.00%
Total	\$ 33,129	\$ 33,552	\$ 33,552	\$ 33,934	\$ 33,934	\$ 382	1.14%
<b>296 - Insect Pest Control</b>							
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%
<b>Public Safety Total</b>	<b>\$ 2,726,569</b>	<b>\$ 2,824,676</b>	<b>\$ 2,890,379</b>	<b>\$ 2,894,293</b>	<b>\$ 2,899,864</b>	<b>\$ 9,484</b>	<b>0.33%</b>
<b>Education</b>							
300 - Leicester Public Schools	\$ 16,264,094	\$ 16,667,839	\$ 16,985,780	\$ 18,386,386	\$ 17,174,399	\$ 188,619	1.11%
<b>Education Total</b>	<b>\$ 16,264,094</b>	<b>\$ 16,667,839</b>	<b>\$ 16,985,780</b>	<b>\$ 18,386,386</b>	<b>\$ 17,174,399</b>	<b>\$ 188,619</b>	<b>1.11%</b>
<b>Public Works and Facilities</b>							
<b>420 - Highway Dept</b>							
Highway Dept Personnel	\$ 439,103	\$ 495,732	\$ 570,407	\$ 629,955	\$ 706,324	\$ 135,917	23.83%
Highway Dept Expenses	\$ 257,957	\$ 247,550	\$ 231,273	\$ 233,973	\$ 230,678	\$ (595)	-0.26%
Total	\$ 697,060	\$ 743,282	\$ 801,680	\$ 863,928	\$ 937,002	\$ 135,322	16.88%
<b>423 - Snow and Ice</b>							
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%
<b>424 - Street Lights</b>							
Street Lights Expenses	\$ 70,000	\$ 75,000	\$ 60,335	\$ 60,335	\$ 58,000	\$ (2,335)	-3.87%
<b>Public Works and Facilities Total</b>	<b>\$ 888,060</b>	<b>\$ 939,282</b>	<b>\$ 983,015</b>	<b>\$ 1,045,263</b>	<b>\$ 1,116,002</b>	<b>\$ 132,987</b>	<b>13.53%</b>

	FY 2018 Budget	FY 2019 Budget	FY 2020 Appropriation	FY 2021 Request	FY 2021 TA Budget	Dollar Change	Percent Change
<b>Human Services</b>							
<b>541 - Council on Aging</b>							
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	\$ 31,078	\$ (67)	-0.22%
<b>Total</b>	<b>\$ 84,418</b>	<b>\$ 94,122</b>	<b>\$ 108,280</b>	<b>\$ 101,726</b>	<b>\$ 101,546</b>	<b>\$ (6,734)</b>	<b>-6.22%</b>
<b>543 - Veterans' Service Officer</b>							
Personnel	\$ 6,500	\$ 6,630	\$ 6,632	\$ 6,763	\$ 6,763	\$ 131	1.98%
Expenses	\$ 91,425	\$ 86,350	\$ 86,350	\$ 96,350	\$ 119,850	\$ 33,500	38.80%
<b>Total</b>	<b>\$ 97,925</b>	<b>\$ 92,980</b>	<b>\$ 92,982</b>	<b>\$ 103,113</b>	<b>\$ 126,613</b>	<b>\$ 33,631</b>	<b>36.17%</b>
<b>545 - Veterans' Graves Registration</b>							
Personnel	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	0.00%
Expenses	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
<b>Total</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Human Services Total</b>	<b>\$ 184,743</b>	<b>\$ 189,502</b>	<b>\$ 203,662</b>	<b>\$ 207,239</b>	<b>\$ 230,559</b>	<b>\$ 26,897</b>	<b>13.21%</b>
<b>Culture and Recreation</b>							
<b>610 - Library</b>							
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	\$ 33,480	\$ 1,055	3.25%
<b>Total</b>	<b>\$ 189,000</b>	<b>\$ 204,306</b>	<b>\$ 216,629</b>	<b>\$ 224,280</b>	<b>\$ 225,435</b>	<b>\$ 8,806</b>	<b>4.07%</b>
<b>630 - Parks &amp; Recreation</b>							
Expenses	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
<b>Total</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ -</b>	<b>0.00%</b>
<b>691 - Historical Commission</b>							
Expenses	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	0.00%
<b>Total</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ -</b>	<b>0.00%</b>
<b>692 - Memorial Day Committee</b>					\$ -		
Expenses	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
<b>Total</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Culture and Recreation Total</b>	<b>\$ 199,400</b>	<b>\$ 214,706</b>	<b>\$ 227,029</b>	<b>\$ 234,680</b>	<b>\$ 235,835</b>	<b>\$ 8,806</b>	<b>3.88%</b>
<b>Intergovernmental</b>							
<b>Debt Service</b>							
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	\$ -	
<b>Total</b>	<b>\$ 1,244,445</b>	<b>\$ 1,314,814</b>	<b>\$ 1,579,196</b>	<b>\$ 1,547,041</b>	<b>\$ 1,547,041</b>	<b>\$ (32,155)</b>	<b>-2.04%</b>

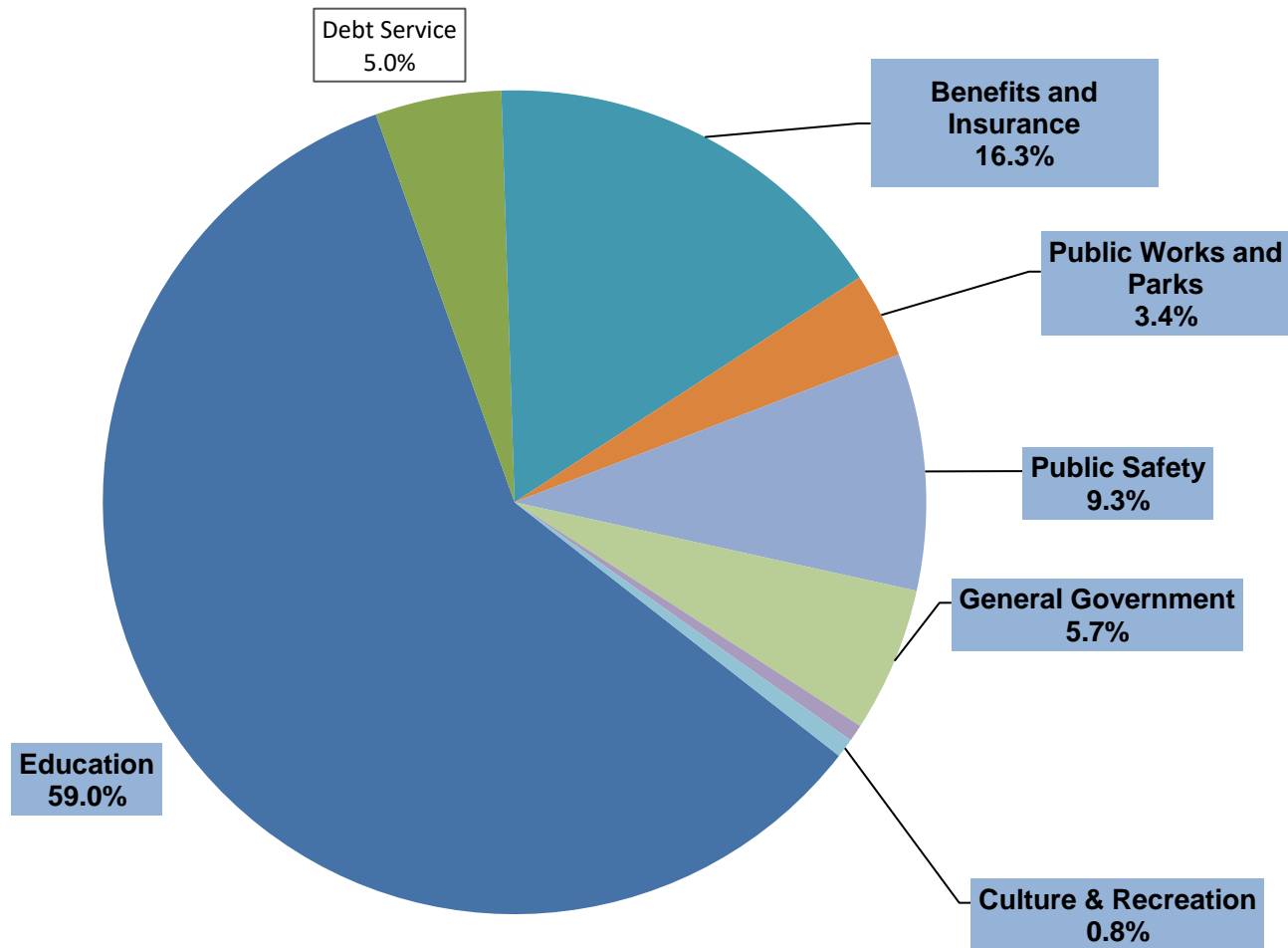
	FY 2018 Budget	FY 2019 Budget	FY 2020 Appropriation	FY 2021 Request	FY 2021 TA Budget	Dollar Change	Percent Change
<b>Benefits and Insurance</b>							
911 - Retirement	\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 1,456,243	\$ 141,443	10.76%
912 -Workers' Compensation	\$ 197,000	\$ 216,700	\$ 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	\$ 3,045,765	\$ (242,519)	-7.38%
945 - Bonding and Insurance	\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 176,750	\$ 16,068	10.00%
<b>Benefits and Insurance Total</b>	<b>\$ 4,517,283</b>	<b>\$ 4,811,668</b>	<b>\$ 5,092,914</b>	<b>\$ 5,090,190</b>	<b>\$ 5,026,656</b>	<b>\$ (66,258)</b>	<b>-1.30%</b>
<b>Intergovernmental Total</b>							
	<b>\$ 5,761,728</b>	<b>\$ 6,126,482</b>	<b>\$ 6,672,111</b>	<b>\$ 6,637,231</b>	<b>\$ 6,573,697</b>	<b>\$ (98,413)</b>	<b>-1.48%</b>
<b>General Fund Grand Total</b>							
	<b>\$ 27,435,843</b>	<b>\$ 28,521,258</b>	<b>\$ 29,658,025</b>	<b>\$ 31,178,975</b>	<b>\$ 29,997,505</b>	<b>\$ 339,480</b>	<b>1.14%</b>
	\$ -	\$ -	\$ (0)	\$ 1,077,832	\$ 339,480		
<b>Additional Appropriations</b>							
Gross revenue	29,844,137.00	31,032,468.00	32,009,383.00	32,329,578.00	32,339,536.00	\$ 330,153	1.03%
Less: Vocational School	(1,078,000)	(1,078,000)	(1,078,000)	(1,078,000)	(1,078,000)	\$ -	0.00%
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)	(1,260,731)	\$ (70,983)	5.97%
Less: Excess Capacity	(4,113)	(4,779)	(5,468)	-	-	\$ 5,468	-100.00%
<b>Total</b>	<b>\$ 27,435,844</b>	<b>\$ 28,521,258</b>	<b>\$ 29,658,025</b>	<b>\$ 30,154,144</b>	<b>\$ 29,997,505</b>	<b>\$ 339,480</b>	<b>1.13%</b>
<b>Difference</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ (1,024,831)</b>	<b>\$ 0</b>	<b>\$ 0</b>	

## 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	12,225,747	-	0.00%
Local Receipts	2,312,682	2,608,657	2,677,657	2,578,158	(99,499)	-3.72%
Free Cash	25,250	186,300	229,167	216,887	(12,280)	-5.36%
Available Funds	415,018	505,018	395,018	381,183	(13,835)	-3.50%
<b>General Fund Revenues</b>	<b>\$ 29,844,137</b>	<b>\$ 31,032,468</b>	<b>\$ 32,009,383</b>	<b>\$ 32,351,115</b>	<b>\$ 341,732</b>	<b>1.07%</b>

*Town-wide revenues show a modest overall revenue increase of \$341,732 or 1.07%. The original projection, before the pandemic was \$586,402, or 1.72%. State aid is now projected to be level funded.*

## Property Tax Levy

	<b>FY2018 Budget</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>	<b>FY2021 Projected</b>	<b>Dollar Change</b>	<b>Percent Change</b>
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%
<b>Tax Levy Total</b>	<b>\$ 14,876,614</b>	<b>\$ 15,526,242</b>	<b>\$ 16,481,794</b>	<b>\$ 16,949,140</b>	<b>\$ 467,347</b>	<b>2.84%</b>

*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

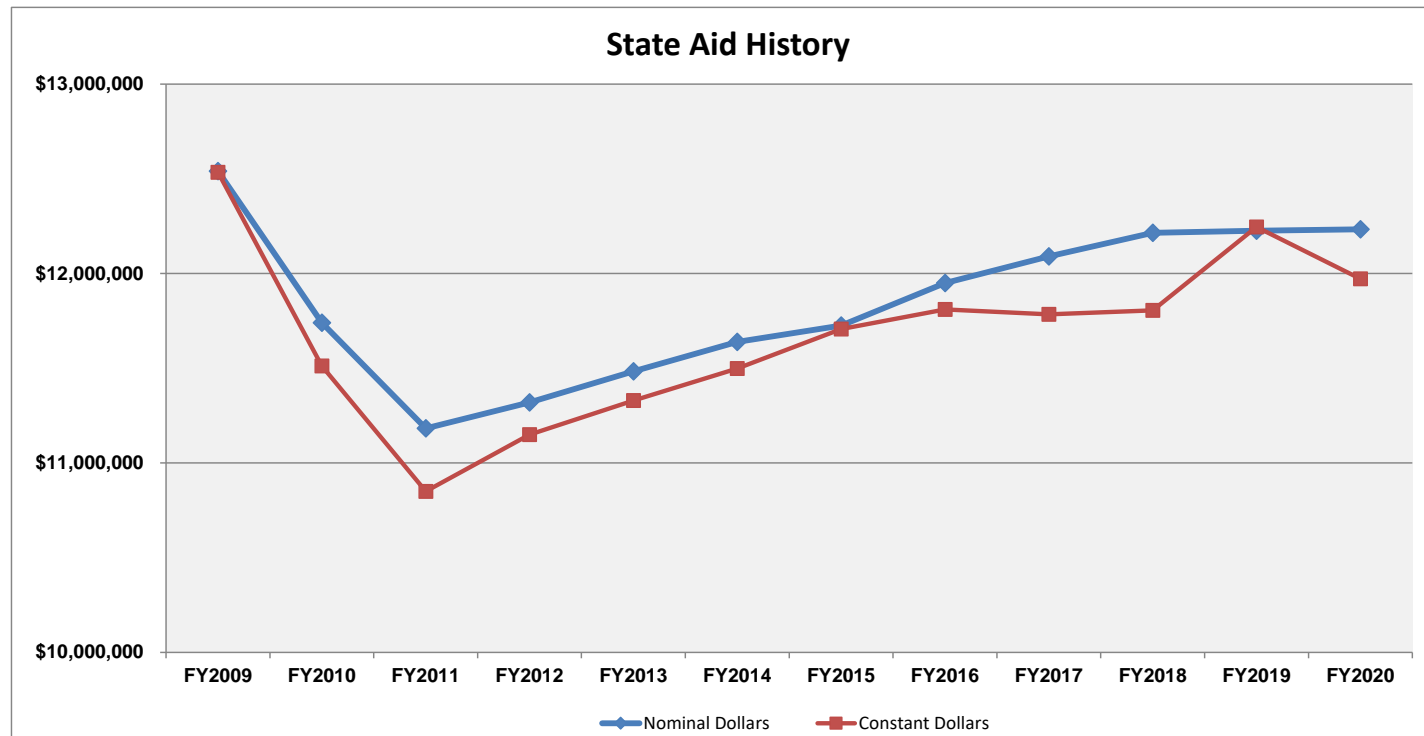
	<b>FY2018 Budget</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>	<b>FY2021 Projected*</b>	<b>Dollar Change</b>	<b>Percent Change</b>
Chapter 70	\$ 9,708,447	\$ 9,775,847	\$ 9,802,497	\$ 9,802,497	\$ -	0.00%
Charter Tuition Reimbursement	52,775	9,823	13,129	13,129	-	0.00%
School Lunch	-	-	-	-	-	-
School Choice Receiving	554,123	500,438	414,970	414,970	-	0.00%
Unrestricted Gen. Government Aid	1,734,555	1,795,264	1,835,736	1,835,736	-	0.00%
Veterans' Benefits	79,824	61,698	68,520	68,520	-	0.00%
Exempt: VBS and Elderly	56,594	54,501	63,255	63,255	-	0.00%
State Owned Land	12,215	12,215	9,922	9,922	-	0.00%
Public Libraries (Offset Item)	16,040	16,465	17,718	17,718	-	0.00%
<b>State Aid Total</b>	<b>\$ 12,214,573</b>	<b>\$ 12,226,251</b>	<b>\$ 12,225,747</b>	<b>\$ 12,225,747</b>	<b>\$ -</b>	<b>0.00%</b>

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



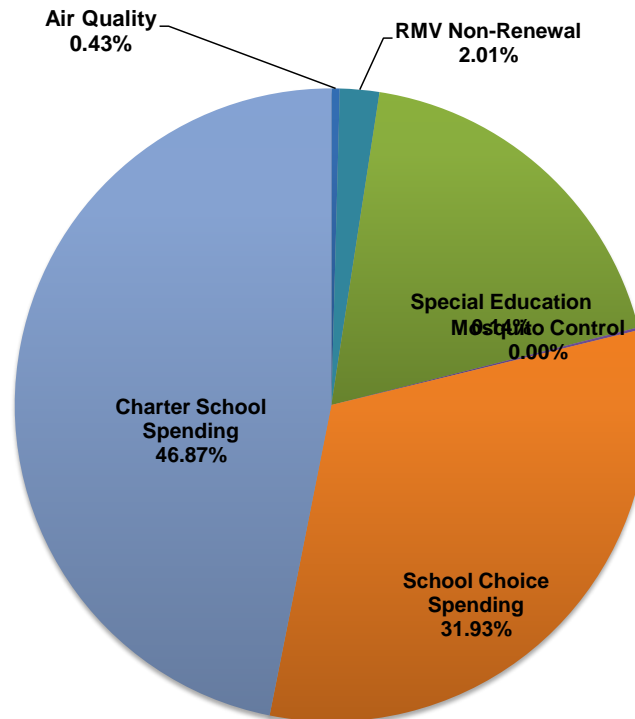
## State Assessments

	<b>FY2018 Budget</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>	<b>FY2021 Projected*</b>	<b>Dollar Change</b>	<b>Percent Change</b>
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	-	-	-	-	-	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%
<b>State Assessments Total</b>	<b>\$ 632,850</b>	<b>\$ 540,180</b>	<b>\$ 559,446</b>	<b>\$ 692,219</b>	<b>\$ 132,773</b>	<b>23.73%</b>

Assessments have been rising steadily, unlike state aid. Assessments are forecast to rise by \$132,773 or 23.73%.

\* 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.

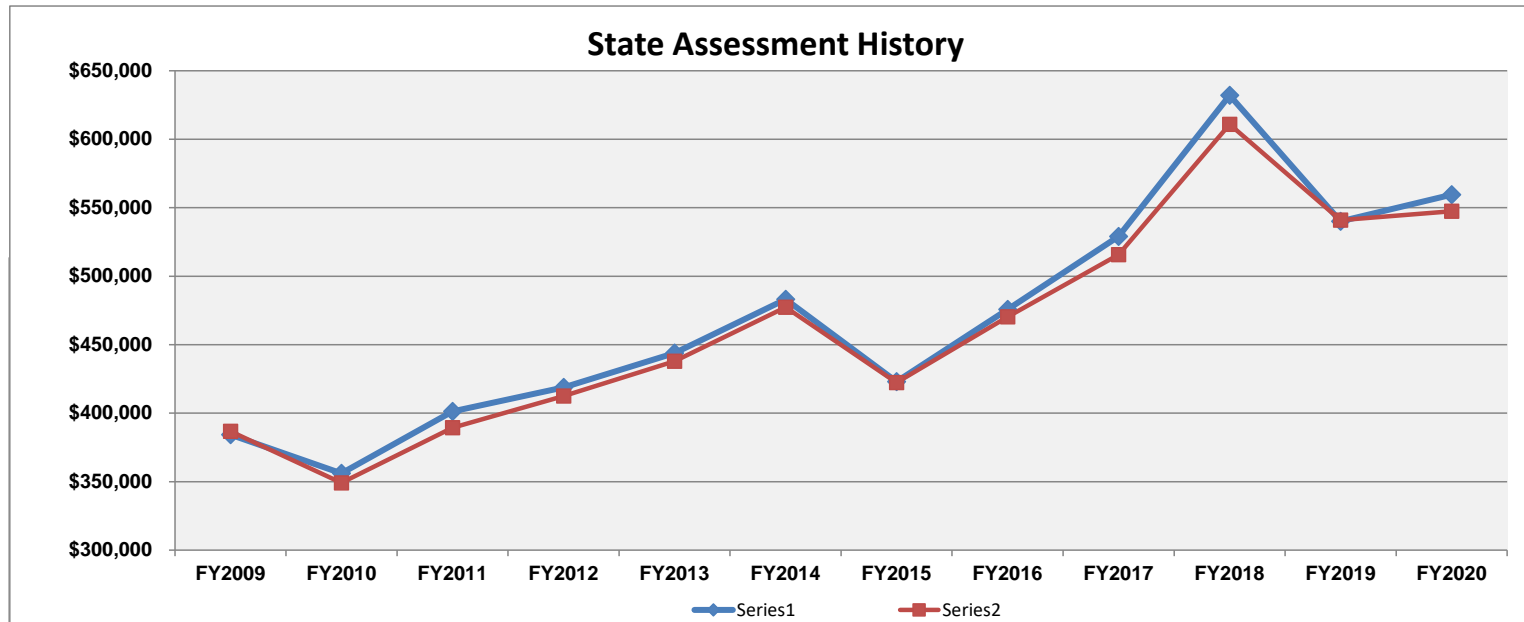
## State Aid





## State Aid History

	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
<b>Nominal Dollars</b>	\$ 384,203	\$ 356,056	\$ 401,251	\$ 418,840	\$ 443,889	\$ 483,107	\$ 422,949	\$ 475,814	\$ 529,110	\$ 632,050	\$ 540,080	\$ 559,446
<b>Constant Dollars</b>	\$ 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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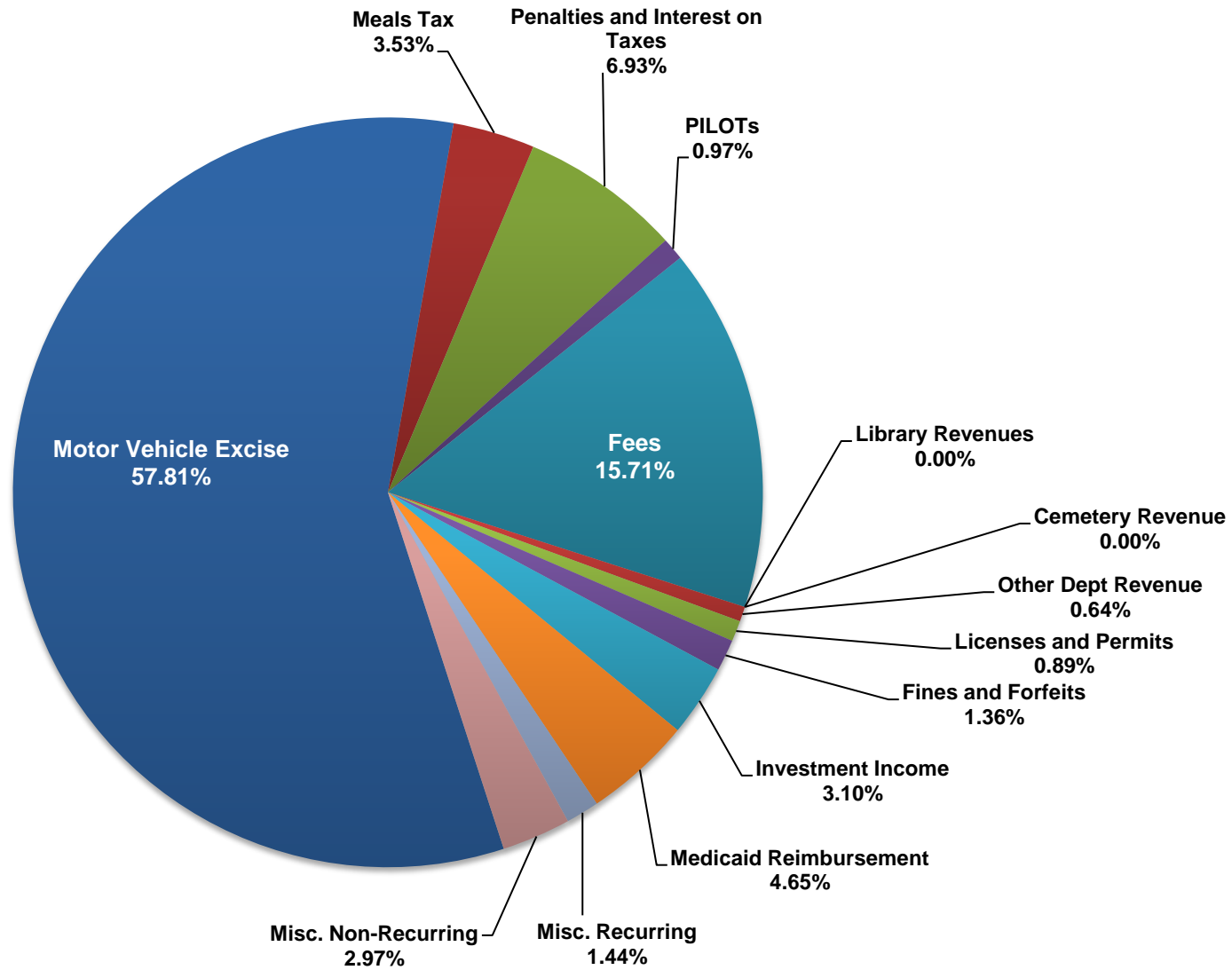
## Local Receipts

	FY2018 Estimate	FY2019 Estimate	FY2020 Estimate	FY2021 Projected	Dollar Change	Percent Change
Motor Vehicle Excise	\$ 1,343,000	\$ 1,475,000	\$ 1,500,000	\$ 1,490,412	\$ (9,588)	-0.64%
Meals Tax	90,000	95,000	106,000	91,000	(15,000)	-14.15%
Penalties and Interest on Taxes	165,000	165,000	195,000	178,738	(16,262)	-8.34%
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%
<b>Local Receipts Total</b>	<b>\$ 2,312,682</b>	<b>\$ 2,608,657</b>	<b>\$ 2,677,657</b>	<b>\$ 2,578,158</b>	<b>\$ (99,499)</b>	<b>-3.72%</b>

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



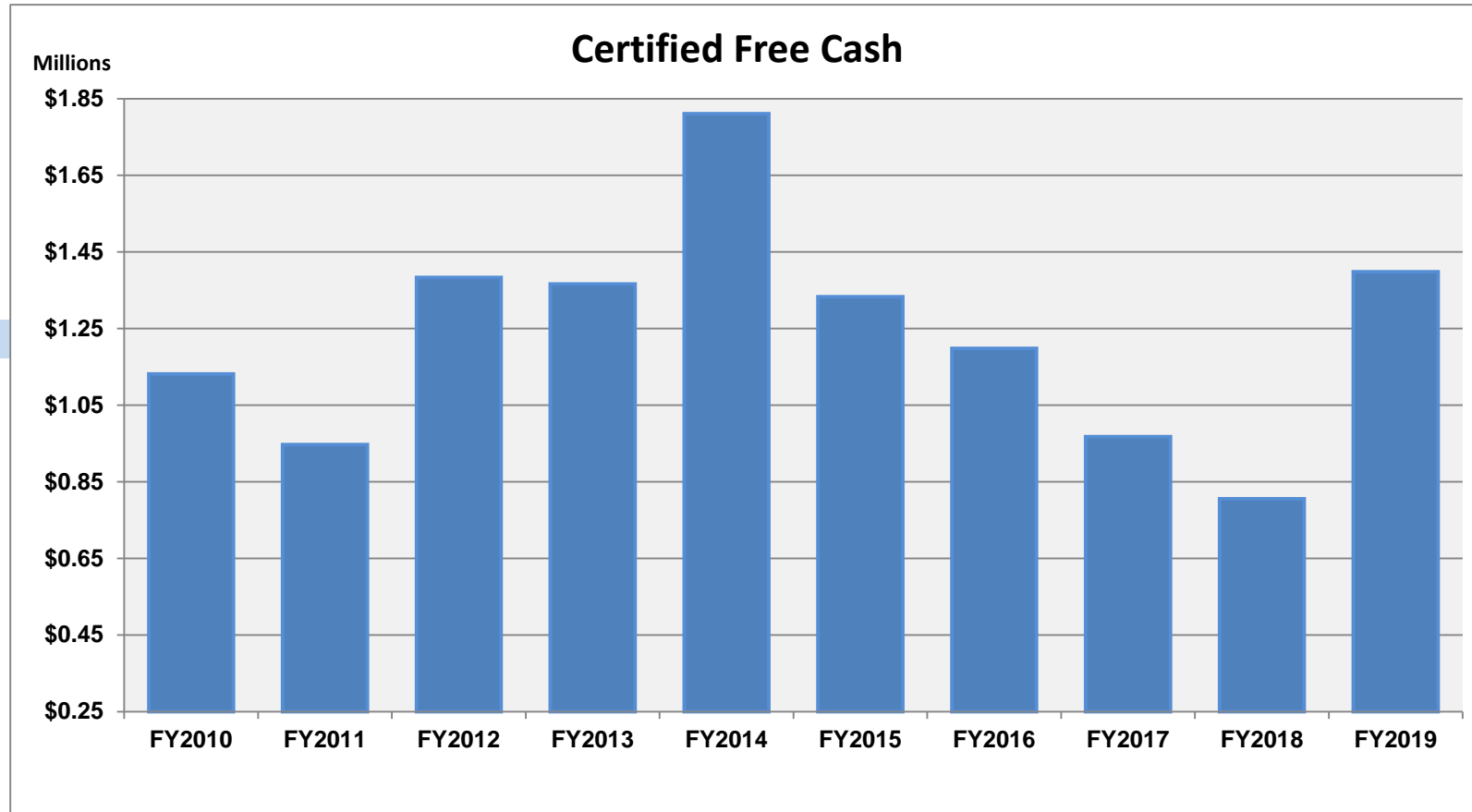
## Free Cash

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%
<b>Appropriated Free Cash</b>	<b>\$ 1,198,687</b>	<b>\$ 968,300</b>	<b>\$ 805,670</b>	<b>\$ 1,398,550</b>	<b>\$ 592,880</b>	<b>73.59%</b>

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%
<b>Available Funds Total</b>	<b>\$ 415,018</b>	<b>\$ 505,018</b>	<b>\$ 395,018</b>	<b>\$ 381,183</b>	<b>\$ (13,835)</b>	<b>-3.50%</b>

## 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**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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

<b>Legal Total</b>	<b>\$ 59,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ -</b>	<b>0.00%</b>
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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%
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 59,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 209,000</b>	<b>\$ -</b>	<b>0.0%</b>
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**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

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

**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
<b>Moderator</b>	\$ 151	\$ 151	\$ 151	\$ 151	\$ 151	\$ -	0.00%
<b>Total</b>	\$ 151	\$ 151	\$ 151	\$ 151	\$ 151	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ -	0%
<b>Personnel Total</b>	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ -	0.00%

Purchase of Services	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ -	0.00%

<b>Moderator Total</b>	\$ 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%
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
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

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



**FY2021 Budget Summary - Town Administrator/Select Board**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Town Administrator/Select Board</b>	\$ 249,228	\$ 239,780	\$ 275,528	\$ 258,911	\$ 258,921	\$ (16,607)	-6.03%
<b>Total</b>	<b>\$ 249,228</b>	<b>\$ 239,780</b>	<b>\$ 275,528</b>	<b>\$ 258,911</b>	<b>\$ 258,921</b>	<b>\$ (16,607)</b>	<b>-6.03%</b>

Salaries	\$ 142,800	\$ 130,000	\$ 136,115	\$ 139,015	\$ 139,015	\$ 2,900	2%
Wages	\$ 60,400	\$ 61,603	\$ 92,047	\$ 71,719	\$ 71,729	\$ (20,318)	-22%
Other	\$ 3,778	\$ 3,778	\$ 6,567	\$ 7,378	\$ 7,378	\$ 811	12%
<b>Personnel Total</b>	<b>\$ 206,978</b>	<b>\$ 195,381</b>	<b>\$ 234,729</b>	<b>\$ 218,112</b>	<b>\$ 218,122</b>	<b>\$ (16,607)</b>	<b>-7.07%</b>

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%
<b>Expenses Total</b>	<b>\$ 42,250</b>	<b>\$ 44,399</b>	<b>\$ 40,799</b>	<b>\$ 40,799</b>	<b>\$ 40,799</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Town Administrator/Select Board Total</b>	<b>\$ 249,228</b>	<b>\$ 239,780</b>	<b>\$ 275,528</b>	<b>\$ 258,911</b>	<b>\$ 258,921</b>	<b>\$ (16,607)</b>	<b>-6.03%</b>
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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	0%	\$ 0.01	\$ 27.99		\$ 55,589	\$ 55,599
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				\$ -	\$ 218,112	\$ 218,122

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

\$ 71,719.00

# 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%
<b>Purchase of Services</b>		<b>\$ 40,700</b>	<b>\$ 42,599</b>	<b>\$ 38,999</b>	<b>\$ 38,899</b>	<b>\$ (100)</b>	<b>0%</b>	<b>\$ 38,899</b>	<b>\$ (100)</b>	<b>0%</b>
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%
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 1,550</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 1,900</b>	<b>\$ 100</b>	<b>6%</b>	<b>\$ 1,900</b>	<b>\$ 100</b>	<b>6%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**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**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Reserve Fund</b>	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%
<b>Total</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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

<b>Reserve Fund Total</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>0.00%</b>
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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%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
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**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**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Advisory Board</b>	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%
<b>Total</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ -</b>	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

Purchase of Services	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ -	0%
Supplies	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Advisory Board Total</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ -</b>	<b>0.00%</b>
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### 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%
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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%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
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		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
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.



	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
Town Accountant	1	1	1	1	1
Assistant Town Accountant	1	1	1	1	1
<b>Subtotal Employees</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Subtotal Stipend Employees					
<b>Total Employees</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY2021 Budget Summary - Town Accountant**

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

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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Personnel Total</b>	<b>\$ 87,380</b>	<b>\$ 90,578</b>	<b>\$ 94,036</b>	<b>\$ 115,044</b>	<b>\$ 115,044</b>	<b>\$ 21,008</b>	<b>22.34%</b>

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

<b>Town Accountant Total</b>	<b>\$ 114,955</b>	<b>\$ 118,153</b>	<b>\$ 122,611</b>	<b>\$ 143,619</b>	<b>\$ 143,619</b>	<b>\$ 21,008</b>	<b>17.13%</b>
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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.	Dollar	Percent	TA	Dollar	Percent
					Request	Change	Change	Approved	Change	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%
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<b>Purchase of Services</b>		<b>\$ 27,075.00</b>	<b>\$ 27,075.00</b>	<b>\$ 28,075.00</b>	<b>\$ 28,075.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 28,075.00</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-135-5400-001	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ -	0%
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<b>Supplies</b>		<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**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.

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

# **FY2021 Budget Summary - Assessors**

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

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%
<b>Personnel Total</b>	<b>\$ 105,896</b>	<b>\$ 109,724</b>	<b>\$ 114,505</b>	<b>\$ 116,671</b>	<b>\$ 116,671</b>	<b>\$ 2,166</b>	<b>1.89%</b>

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

<b>Assessors Total</b>	<b>\$ 113,136</b>	<b>\$ 116,964</b>	<b>\$ 121,745</b>	<b>\$ 123,911</b>	<b>\$ 123,911</b>	<b>\$ 2,166</b>	<b>1.78%</b>
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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	Dollar	Percent	FY 2021	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	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%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 7,040</b>	<b>\$ 7,040</b>	<b>\$ 7,040</b>	<b>\$ 7,040</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 7,040</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-135-5400-001	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%	\$ 200	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**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.

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
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
<b>Subtotal Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**FY2021 Budget Summary - Treasurer/Collector**

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

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%
<b>Personnel Total</b>	<b>\$ 136,719</b>	<b>\$ 142,072</b>	<b>\$ 139,820</b>	<b>\$ 146,288</b>	<b>\$ 146,288</b>	<b>\$ 6,468</b>	<b>4.63%</b>

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%
<b>145 Expenses Total</b>	<b>\$ 23,795</b>	<b>\$ 23,795</b>	<b>\$ 23,795</b>	<b>\$ 20,123</b>	<b>\$ 20,123</b>	<b>\$ (3,672)</b>	<b>-15.43%</b>

<b>Treasurer/Collector Total</b>	<b>\$ 160,514</b>	<b>\$ 165,867</b>	<b>\$ 163,615</b>	<b>\$ 166,411</b>	<b>\$ 166,411</b>	<b>\$ 2,796</b>	<b>1.71%</b>
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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								
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
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

**Expense Detail - Treasurer/Collector**

		FY2018	FY 2019	FY2020	FY 2021	Dollar	Percent	FY 2021	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	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%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 22,695</b>	<b>\$ 22,695</b>	<b>\$ 22,695</b>	<b>\$ 19,023</b>	<b>\$ (3,672.00)</b>	<b>-16%</b>	<b>\$ 19,023</b>	<b>\$ (3,672)</b>	<b>-16.18%</b>
Office Supplies	01-145-5400-001	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0%	\$ 1,100	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,100</b>	<b>\$ -</b>	<b>0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>





**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**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Tax Title</b>	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	\$ (16,000)	-100.00%
<b>Total</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>\$ (16,000)</b>	<b>-100.00%</b>

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

Purchase of Services	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	\$ (16,000)	-100%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>\$ (16,000)</b>	<b>-100.00%</b>

<b>Tax Title Total</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>\$ (16,000)</b>	<b>-100.00%</b>
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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%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ (16,000)</b>	<b>-100%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**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
<b>Personnel Board</b>	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0.00%
<b>Total</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ -</b>	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

Purchase of Services	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Personnel Board - Total</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>100.00%</b>
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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**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>IT Department</b>	\$ 141,620	\$ 138,560	\$ 155,560	\$ 155,560	\$ 162,060	\$ 6,500	4.18%
<b>Total</b>	<b>\$ 141,620</b>	<b>\$ 138,560</b>	<b>\$ 155,560</b>	<b>\$ 155,560</b>	<b>\$ 162,060</b>	<b>\$ 6,500</b>	<b>4.18%</b>

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

Purchase of Services	\$ 126,000	\$ 120,000	\$ 137,000	\$ 137,000	\$ 143,500	\$ 6,500	5%
Supplies	\$ 15,620	\$ 18,560	\$ 18,560	\$ 18,560	\$ 18,560	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 141,620</b>	<b>\$ 138,560</b>	<b>\$ 155,560</b>	<b>\$ 155,560</b>	<b>\$ 162,060</b>	<b>\$ 6,500</b>	<b>4.18%</b>

<b>It Department - Total</b>	<b>\$ 141,620</b>	<b>\$ 138,560</b>	<b>\$ 155,560</b>	<b>\$ 155,560</b>	<b>\$ 162,060</b>	<b>\$ 6,500</b>	<b>4.18%</b>
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### Expense Detail - IT Department

		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	01-155-5200-003	\$ 126,000.00	\$ 120,000.00	\$ 137,000.00	\$ 137,000.00	\$ -	0%	\$ 143,500.00	\$ 6,500.00	5%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 126,000.00	\$ 120,000.00	\$ 137,000.00	\$ 137,000.00	\$ -	0%	\$ 143,500.00	\$ 6,500	5%
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%

		<b>01-155-5200-003 Maintenance Contract/Professional Services</b>		
<b>Department</b>	<b>Company</b>	<b>Description</b>	<b>Monthly Charge</b>	<b>Total Annual Charge</b>
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	network protection (\$380 FY22), server warranty (\$680)		\$ 1,060.00
Fire/EMS	Cumulus	G Suite Package (Google email, etc)		\$ 2,304.00
Fire/EMS	ESO	Fire Records Program		\$ 3,925.83
Fire/EMS	OCI	AmbuPro Ambulance Software		\$ 5,039.00
PD	Central Square/Tritech	IMC RMS Program		\$ 17,338.75
PD	Intermedia	PD Email, Licenses and software	\$ 400	\$ 6,300.00
Accounting	Cloud	SUPPLEMENTAL REQUEST		\$ 6,000.00
			Budget	\$ 143,500.00
			Expenditures	\$ 143,432.58
			<b>Balance</b>	<b>\$ 67.42</b>
		<b>01-155-5400-005 Small Equipment</b>		
<b>Department</b>	<b>Company</b>	<b>Description</b>	<b>Monthly Charge</b>	<b>Total Annual Charge</b>
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
			<b>Balance</b>	<b>\$ 4.76</b>



**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.

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
Town Clerk	1	1	1	1	1
Assistant Town Clerk	1	1	1	1	1
<b>Subtotal Employees</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY2021 Budget Summary - Town Clerk**

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

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%
<b>Personnel Total</b>	<b>\$ 96,305</b>	<b>\$ 101,024</b>	<b>\$ 106,846</b>	<b>\$ 108,862</b>	<b>\$ 108,862</b>	<b>\$ 2,016</b>	<b>1.89%</b>

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%
<b>Expenses Total</b>	<b>\$ 3,650</b>	<b>\$ 3,645</b>	<b>\$ 3,645</b>	<b>\$ 3,766</b>	<b>\$ 3,766</b>	<b>\$ 121</b>	<b>3.32%</b>

<b>Town Clerk Total</b>	<b>\$ 99,955</b>	<b>\$ 104,669</b>	<b>\$ 110,491</b>	<b>\$ 112,628</b>	<b>\$ 112,628</b>	<b>\$ 2,137</b>	<b>1.93%</b>
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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.	Dollar	Percent	TA	Dollar	Percent
					Request	Change	Change	Approved	Change	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%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 2,150.00</b>	<b>\$ 2,145.00</b>	<b>\$ 2,145.00</b>	<b>\$ 2,266.00</b>	<b>\$ 121.00</b>	<b>6%</b>	<b>\$ 2,266.00</b>	<b>\$ 121.00</b>	<b>6%</b>
Office Supplies	01-161-5400-001	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0%	\$ 1,500.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**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
<b>Subtotal Employees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 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
<b>Elections and Registration</b>	\$ 21,500	\$ 35,600	\$ 35,100	\$ 40,500	\$ 40,500	\$ 5,400	15.38%
<b>Total</b>	<b>\$ 21,500</b>	<b>\$ 35,600</b>	<b>\$ 35,100</b>	<b>\$ 40,500</b>	<b>\$ 40,500</b>	<b>\$ 5,400</b>	<b>15.38%</b>

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

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%
<b>Expenses Total</b>	<b>\$ 11,500</b>	<b>\$ 13,600</b>	<b>\$ 13,100</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 1,400</b>	<b>10.69%</b>

<b>Elections and Registration Total</b>	<b>\$ 21,500</b>	<b>\$ 35,600</b>	<b>\$ 35,100</b>	<b>\$ 40,500</b>	<b>\$ 40,500</b>	<b>\$ 5,400</b>	<b>15.38%</b>
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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

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

**FY2021 Budget Summary - DIS**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>DIS</b>	\$ 227,640	\$ 234,787	\$ 241,930	\$ 300,578	\$ 293,332	\$ 51,402	21.25%
<b>Total</b>	<b>\$ 227,640</b>	<b>\$ 234,787</b>	<b>\$ 241,930</b>	<b>\$ 300,578</b>	<b>\$ 293,332</b>	<b>\$ 51,402</b>	<b>21.25%</b>

Salaries	\$ 80,758	\$ 82,373	\$ 84,253	\$ 86,053	\$ 86,053	\$ 1,800	2%
Wages	\$ 65,736	\$ 71,268	\$ 80,777	\$ 130,379	\$ 130,379	\$ 49,602	61%
Other	\$ 2,296	\$ 2,296	\$ 2,296	\$ 2,296	\$ 2,296	\$ -	0%
<b>Personnel Total</b>	<b>\$ 148,790</b>	<b>\$ 155,937</b>	<b>\$ 167,326</b>	<b>\$ 218,728</b>	<b>\$ 218,728</b>	<b>\$ 51,402</b>	<b>30.72%</b>

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%
<b>Expenses Total</b>	<b>\$ 78,850</b>	<b>\$ 78,850</b>	<b>\$ 74,604</b>	<b>\$ 81,850</b>	<b>\$ 74,604</b>	<b>\$ -</b>	<b>0.00%</b>

<b>DIS Total</b>	<b>\$ 227,640</b>	<b>\$ 234,787</b>	<b>\$ 241,930</b>	<b>\$ 300,578</b>	<b>\$ 293,332</b>	<b>\$ 51,402</b>	<b>21.25%</b>
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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								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	
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	0%	\$ 0.01	\$ 27.99		\$ 55,589	\$ 55,589
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				\$ -	\$ 218,728	\$ 218,728

## 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%
<b>Purchase of Services</b>		<b>\$ 75,950.00</b>	<b>\$ 75,850.00</b>	<b>\$ 71,604.00</b>	<b>\$ 78,850.00</b>	<b>\$ 7,246.00</b>	<b>10%</b>	<b>\$ 71,604.00</b>	<b>\$ -</b>	<b>0%</b>
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%
<b>Supplies</b>		<b>\$ 2,900</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**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
<b>Town-owned Bldg. Maintenance</b>	\$ 15,250	\$ 8,000	\$ 68,281	\$ 68,281	\$ 68,281	\$ -	0.00%
<b>Total</b>	<b>\$ 15,250</b>	<b>\$ 8,000</b>	<b>\$ 68,281</b>	<b>\$ 68,281</b>	<b>\$ 68,281</b>	<b>\$ -</b>	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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%
<b>Expenses Total</b>	<b>\$ 15,250.00</b>	<b>\$ 8,000.00</b>	<b>\$ 68,281.00</b>	<b>\$ 68,281.00</b>	<b>\$ 68,281.00</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Town-owned Bldg. Maintenance Total</b>	<b>\$ 15,250</b>	<b>\$ 8,000</b>	<b>\$ 68,281</b>	<b>\$ 68,281</b>	<b>\$ 68,281</b>	<b>\$ -</b>	<b>0.00%</b>
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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%
<b>Purchase of Services</b>		<b>\$ 15,250</b>	<b>\$ 8,000</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 13,000</b>	<b>\$ -</b>	<b>0%</b>
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
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%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,281</b>	<b>\$ 55,281</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 55,281</b>	<b>\$ -</b>	<b>0%</b>



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**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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%
<b>Expenses Total</b>	<b>\$ 55,155</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Town Hall Bldg. Maintenance Total</b>	<b>\$ 55,155</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ -</b>	<b>0.00%</b>
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### Expense Detail - Town Hall Bldg. Maintenance

		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	01-197-5200-003	\$ 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**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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

<b>Town Hall Telephones Total</b>	<b>\$ 6,400</b>	<b>\$ 6,400</b>	<b>\$ 6,400</b>	<b>\$ 6,400</b>	<b>\$ 6,400</b>	<b>\$ -</b>	<b>0.00%</b>
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		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 \$35,000 (+\$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**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ 39,232	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ 39,232</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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%
<b>Expenses Total</b>	<b>\$ 39,938</b>	<b>\$ 49,355</b>	<b>\$ 54,155</b>	<b>\$ 56,451</b>	<b>\$ 66,451</b>	<b>\$ 12,296</b>	<b>22.71%</b>

<b>Other General Government</b>							
<b>Total</b>	<b>\$ 79,170</b>	<b>\$ 49,355</b>	<b>\$ 54,155</b>	<b>\$ 56,451</b>	<b>\$ 66,451</b>	<b>\$ 12,296</b>	<b>100.00%</b>

# Expense Detail - Other General Government

		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	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 32,733</b>	<b>\$ 42,150</b>	<b>\$ 45,522</b>	<b>\$ 48,447</b>	<b>\$ 2,925</b>	<b>6%</b>	<b>\$ 58,447</b>	<b>\$ 12,925</b>	<b>28%</b>
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)	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 7,205</b>	<b>\$ 7,205</b>	<b>\$ 8,633</b>	<b>\$ 8,004</b>	<b>\$ (629)</b>	<b>-100%</b>	<b>\$ 8,004</b>	<b>\$ (629)</b>	<b>-100%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**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.



	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
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					
<b>Subtotal Employees</b>	<b>24</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>23</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>24</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>23</b>

# **FY2021 Budget Summary - Police**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Police</b>	\$ 1,881,427	\$ 1,963,857	\$ 2,034,796	\$ 2,034,796	\$ 2,033,475	\$ (1,321)	-0.06%
<b>Total</b>	<b>\$ 1,881,427</b>	<b>\$ 1,963,857</b>	<b>\$ 2,034,796</b>	<b>\$ 2,034,796</b>	<b>\$ 2,033,475</b>	<b>\$ (1,321)</b>	<b>-0.06%</b>

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	\$ 1,460,876	\$ 26,098	2%
Overtime	\$ 100,000	\$ 26,206	\$ 100,651	\$ 102,718	\$ 52,718	\$ (47,933)	-48%
Other	\$ 131,700	\$ 145,507	\$ 113,708	\$ 100,651	\$ 106,441	\$ (7,267)	-6%
<b>Personnel Total</b>	<b>\$ 1,593,362</b>	<b>\$ 1,701,652</b>	<b>\$ 1,772,591</b>	<b>\$ 1,759,055</b>	<b>\$ 1,757,734</b>	<b>\$ (14,857)</b>	<b>-0.84%</b>

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%
<b>Expenses Total</b>	<b>\$ 288,065</b>	<b>\$ 262,205</b>	<b>\$ 262,205</b>	<b>\$ 275,741</b>	<b>\$ 275,741</b>	<b>\$ 13,536</b>	<b>5.16%</b>

<b>Police Total</b>	<b>\$ 1,881,427</b>	<b>\$ 1,963,857</b>	<b>\$ 2,034,796</b>	<b>\$ 2,034,796</b>	<b>\$ 2,033,475</b>	<b>\$ (1,321)</b>	<b>-0.06%</b>
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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	2.00%	\$ 14,244.00	\$ 137,699.02	\$ -	137,700.00	\$ 137,700
Doray	Paul	01-210-5100-000	Lieutenant		\$44.55	40	\$ 92,931.30	\$44.55	40	2086	2.00%	\$ 0.89	\$ 45.46	\$ -	94,831.65	\$ 94,832
Fontaine	Michael	01-210-5100-000	Sergeant		\$37.60	40	\$ 78,433.60	\$37.60	40	2086	2.00%	\$ 0.75	\$ 38.37	\$ -	80,043.99	\$ 80,044
Guertin	Craig	01-210-5100-000	Sergeant		\$37.60	40	\$ 78,433.60	\$37.60	40	2086	2.00%	\$ 0.75	\$ 38.37	\$ -	80,043.99	\$ 80,044
Samia	Al	01-210-5100-000	Sergeant		\$37.60	40	\$ 78,433.60	\$37.60	40	2086	0.00%	\$ 0.75	\$ 38.35	\$ -	80,002.27	\$ 80,002
Open		01-210-5100-000	Sergeant		\$5.94	40	\$ 12,390.84	\$5.94	40	2086	0.00%	\$ 0.12	\$ 6.06	\$ -	12,638.66	\$ 12,639
Brady	Matthew	01-210-5100-000	Patrol (FY21max)		\$31.17	40	\$ 65,020.62	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Fontaine	Tim	01-210-5100-000	Patrol Det		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Brooks	Scot	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Bulman	Frank	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Caforio	John	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Laperle	Charles	01-210-5100-000	Patrol 168 (4/21)		\$27.87	40	\$ 58,136.82	\$27.87	40	2086	0.00%	\$ 0.56	\$ 28.43	\$ -	59,299.56	\$ 59,300
Larson	Charles	01-210-5100-000	Patrol 168 (9/9)		\$29.85	40	\$ 62,267.10	\$31.07	40	2086	0.00%	\$ 0.62	\$ 31.69	\$ -	66,108.26	\$ 66,108
Lombardozzi	Michael	01-210-5100-000	Patrol (FY21max)		\$31.17	40	\$ 65,020.62	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
McCauly	Travis	01-210-5100-000	Patrol 168 (12/4)		\$29.85	40	\$ 62,267.10	\$31.07	40	2086	0.00%	\$ 0.62	\$ 31.69	\$ -	66,108.26	\$ 66,108
Moughan	Thomas	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Murphy	James	01-210-5100-000	Patrol (FY21max)		\$31.17	40	\$ 65,020.62	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Ruth	Derrick	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Sielis	Michael	01-210-5100-000	Patrol 168 (1/9)		\$26.93	40	\$ 56,175.98	\$27.87	40	2086	0.00%	\$ 0.56	\$ 28.43	\$ -	59,299.56	\$ 59,300
Soojian	Matthew	01-210-5100-000	Patrol 168 (4/2)		\$27.87	40	\$ 58,136.82	\$27.87	40	2086	0.00%	\$ 0.56	\$ 28.43	\$ -	59,299.56	\$ 59,300
Open	Patrol	01-210-5100-000	Patrol 168/1		\$24.48	40	\$ 51,065.28	\$24.48	40	2086	0.00%	\$ 0.49	\$ 24.97	\$ -	52,086.59	\$ 52,087
Open	Patrol	01-210-5100-000	Patrol 168/2		\$27.21	40	\$ 56,760.06	\$27.21	40	2086	0.00%	\$ 0.54	\$ 27.75	\$ -	57,895.26	\$ 57,895
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	0.00%	\$ 0.28	\$ 14.42	\$ -	0.00	\$ -
Gaffney	Sheila	01-210-5104-000	Admin Asst		\$23.08	40	\$ 48,144.88	\$23.08	40	2086	0.00%	\$ 0.46	\$ 23.54	\$ -	49,107.78	\$ 49,108
Parkinson	Anne Marie	01-210-5104-000	Clerk		\$16.32	18	\$ 15,319.58	\$16.32	18	938.7	0.00%	\$ 0.33	\$ 16.65	\$ -	15,625.98	\$ 15,626
Temple*	Deborah	01-210-5104-000	Clerk		\$16.00	18	\$ 15,019.20	\$16.65	18	938.7	0.00%	\$ 0.33	\$ 16.98	\$ -	15,941.94	\$ 15,942
		01-210-5104-000	Detention		\$15.00	8	\$ 6,270	\$15.00	8	417.2	0.00%	\$ 0.30	\$ 15.30	\$ -	6,270.00	\$ 6,270
Other-stipends		01-210-5104-000					\$ 60,650.60	\$63,085.60							61,440.60	\$ 66,441
Overtime		01-210-5130-000					\$ 113,708	\$102,718.00							102,718.00	\$ 52,718
Total Salaries							\$ 1,772,591				\$ 0			\$ -	1,802,734.43	\$ 1,757,734

**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	\$ -
	\$ -	\$ -
<b>Total Shift Coverage</b>	<b>\$ 1,772,591</b>	<b>\$ 137,700</b>
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Quinn/ECI</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Holiday Pay</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Shift Differential</b>	<b>\$ -</b>	<b>\$ -</b>
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Other</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Supplementary Compensation</b>	<b>\$ 1,772,591</b>	<b>\$ 137,700</b>

**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										
<b>Purchase of Services</b>		<b>\$ 204,215</b>	<b>\$ 183,685</b>	<b>\$ 183,685</b>	<b>\$ 197,221</b>	<b>\$ 13,536</b>	<b>7%</b>	<b>\$ 197,221</b>	<b>\$ 13,536</b>	<b>7.4%</b>
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%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 44,500</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>0.0%</b>
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%
<b>Utilities</b>		<b>\$ 39,350</b>	<b>\$ 43,520</b>	<b>\$ 43,520</b>	<b>\$ 43,520</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 43,520</b>	<b>\$ -</b>	<b>0.0%</b>

## 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
<b>Subtotal Employees</b>	<b>65</b>	<b>66</b>	<b>67</b>	<b>66</b>	<b>66</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>65</b>	<b>66</b>	<b>67</b>	<b>66</b>	<b>66</b>



# **FY2021 Budget Summary - Fire**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Fire</b>	\$ 305,313	\$ 305,307	\$ 305,307	\$ 308,907	\$ 315,398	\$ 10,091	3.31%
<b>Total</b>	<b>\$ 305,313</b>	<b>\$ 305,307</b>	<b>\$ 305,307</b>	<b>\$ 308,907</b>	<b>\$ 315,398</b>	<b>\$ 10,091</b>	<b>3.31%</b>

Salaries	11,730	11,730	12,204	12,204	12,448	244	2%
Wages	158,563	158,557	158,083	158,083	164,330	6,247	4%
Other	-	-	-	-	-	-	0%
<b>Personnel Total</b>	<b>\$ 170,293</b>	<b>\$ 170,287</b>	<b>\$ 170,287</b>	<b>\$ 170,287</b>	<b>\$ 176,778</b>	<b>\$ 6,491</b>	<b>3.81%</b>

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%
<b>Expenses Total</b>	<b>\$ 135,020</b>	<b>\$ 135,020</b>	<b>\$ 135,020</b>	<b>\$ 138,620</b>	<b>\$ 138,620</b>	<b>\$ 3,600</b>	<b>2.67%</b>

<b>Fire Total</b>	<b>\$ 305,313</b>	<b>\$ 305,307</b>	<b>\$ 305,307</b>	<b>\$ 308,907</b>	<b>\$ 315,398</b>	<b>\$ 10,091</b>	<b>3.31%</b>
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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	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	FY20	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Other Pay	Final Salary	Projected
								Rate								Salary
Wilson	Robert		Chief		\$0.00	0	\$ 12,204.00	\$0.00	0	0	2.00%		\$ 0.01	\$ -	\$ 12,448	\$ 12,448
Wilson	Michael		Fire Inspector		\$19.83	992	\$ 19,667.00	\$19.83	1144	1144	2%	\$ 0.40	\$ 20.23		\$ 23,145	\$ 23,145
			Stipends				\$ 138,416.00	#####			2.00%				\$ 141,185	\$ 141,185
																\$ -
Total Salaries							\$ 170,287							\$ -	\$ 176,778	\$ 176,778

**Supplementary Compensation**

	Fiscal Year		Fiscal Year
	2020		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
<b>Total Stipends and Other Pay</b>	<b>\$ 138,416</b>		<b>\$ 138,416</b>
<b>Total Supplementary Compensation</b>	<b>\$ 138,416</b>		<b>\$ 138,416</b>

## Expense Detail - Fire

		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	01-220-5200-003	\$ 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%
<b>Purchase of Services</b>		<b>\$ 50,300</b>	<b>\$ 50,300</b>	<b>\$ 50,300</b>	<b>\$ 63,900</b>	<b>\$ 13,600</b>	<b>27%</b>	<b>\$ 63,900</b>	<b>\$ 13,600</b>	<b>27%</b>
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%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 21,500</b>	<b>\$ 21,500</b>	<b>\$ 21,500</b>	<b>\$ 22,300</b>	<b>\$ 800</b>	<b>4%</b>	<b>\$ 22,300</b>	<b>\$ 800</b>	<b>4%</b>
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%
<b>Utilities</b>		<b>\$ 63,220</b>	<b>\$ 63,220</b>	<b>\$ 63,220</b>	<b>\$ 52,420</b>	<b>\$ (10,800)</b>	<b>-17%</b>	<b>\$ 52,420</b>	<b>\$ (10,800)</b>	<b>0.0%</b>



**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

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
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
<b>Subtotal Employees</b>	<b>38</b>	<b>39</b>	<b>37</b>	<b>37</b>	<b>37</b>
Subtotal Stipend Employees	3	3	3	0	0
<b>Total Employees</b>	<b>41</b>	<b>42</b>	<b>40</b>	<b>37</b>	<b>37</b>



# **FY2021 Budget Summary - Ambulance**

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

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

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%
<b>Expenses Total</b>	<b>\$ 76,850</b>	<b>\$ 88,850</b>	<b>\$ 87,634</b>	<b>\$ 87,634</b>	<b>\$ 87,634</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Ambulance Total</b>	<b>\$ 424,850</b>	<b>\$ 440,418</b>	<b>\$ 440,372</b>	<b>\$ 446,123</b>	<b>\$ 446,123</b>	<b>\$ 5,751</b>	<b>1.31%</b>
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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%
<b>Purchase of Services</b>		<b>\$ 37,900.00</b>	<b>\$ 49,900.00</b>	<b>\$ 48,684.00</b>	<b>\$ 48,684.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 48,684.00</b>	<b>\$ -</b>	<b>0%</b>
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%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 21,650</b>	<b>\$ 21,650</b>	<b>\$ 21,650</b>	<b>\$ 22,150</b>	<b>\$ 500</b>	<b>2%</b>	<b>\$ 22,150</b>	<b>\$ 500</b>	<b>2%</b>
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%
<b>Utilities</b>		<b>\$ 17,300</b>	<b>\$ 17,300</b>	<b>\$ 17,300</b>	<b>\$ 16,800</b>	<b>\$ (500)</b>	<b>-3%</b>	<b>\$ 16,800</b>	<b>\$ (500)</b>	<b>-2.9%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**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
<b>Subtotal Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**FY2021 Budget Summary - Code**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Code</b>	\$ 67,267	\$ 68,879	\$ 63,690	\$ 61,683	\$ 62,083	\$ (1,607)	-2.52%
<b>Total</b>	<b>\$ 67,267</b>	<b>\$ 68,879</b>	<b>\$ 63,690</b>	<b>\$ 61,683</b>	<b>\$ 62,083</b>	<b>\$ (1,607)</b>	<b>-2.52%</b>

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%
<b>Personnel Total</b>	<b>\$ 57,589</b>	<b>\$ 60,241</b>	<b>\$ 55,052</b>	<b>\$ 53,045</b>	<b>\$ 53,045</b>	<b>\$ (2,007)</b>	<b>-3.65%</b>

Purchase of Services	\$ 7,532	\$ 6,492	\$ 6,492	\$ 6,492	\$ 6,492	\$ -	0%
Supplies	\$ 1,546	\$ 1,546	\$ 1,546	\$ 1,546	\$ 1,946	\$ 400	26%
Utilities	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ -	0%
<b>Expenses Total</b>	<b>\$ 9,678</b>	<b>\$ 8,638</b>	<b>\$ 8,638</b>	<b>\$ 8,638</b>	<b>\$ 9,038</b>	<b>\$ 400</b>	<b>4.63%</b>

<b>Code Total</b>	<b>\$ 67,267</b>	<b>\$ 68,879</b>	<b>\$ 63,690</b>	<b>\$ 61,683</b>	<b>\$ 62,083</b>	<b>\$ (1,607)</b>	<b>-2.52%</b>
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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

		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	01-241-5200-004	\$ 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%
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
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		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
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%	\$ 1,400.00	\$ 400.00	40%
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%	\$ 1,946	\$ 400	26%
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
<b>Subtotal Employees</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Subtotal Stipend Employees	1	1	1	1	1
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**FY2021 Budget Summary - Emergency Management**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Emergency Management</b>	\$ 4,813	\$ 4,813	\$ 4,813	\$ 1,000	\$ 1,000	\$ (3,813)	-79.22%
<b>Total</b>	<b>\$ 4,813</b>	<b>\$ 4,813</b>	<b>\$ 4,813</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ (3,813)</b>	<b>-79.22%</b>

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ 3,813	\$ 3,813	\$ 3,813	\$ -	\$ -	\$ (3,813)	-100.00%
<b>Personnel Total</b>	<b>\$ 3,813</b>	<b>\$ 3,813</b>	<b>\$ 3,813</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (3,813)</b>	<b>-100.00%</b>

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

<b>Emergency Management</b>							
<b>Total</b>	<b>\$ 4,813</b>	<b>\$ 4,813</b>	<b>\$ 4,813</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ (3,813)</b>	<b>-79.22%</b>

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%	\$ -	\$ -		\$ -	.
															\$ -	\$ -
																\$ -
																\$ -
Total Salaries							\$ 3,813			0				\$ -	\$ -	\$ -

Expense Detail - Fire

		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	01-290-5200-004	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ 500	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-290-5400-001	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ 500	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>0%</b>
					\$ -	\$ -	0%		\$ -	0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>





**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
<b>Subtotal Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**FY2021 Budget Summary - Animal Control**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Animal Control</b>	\$ 33,129	\$ 33,552	\$ 33,552	\$ 33,934	\$ 33,934	\$ 382	1.14%
<b>Total</b>	<b>\$ 33,129</b>	<b>\$ 33,552</b>	<b>\$ 33,552</b>	<b>\$ 33,934</b>	<b>\$ 33,934</b>	<b>\$ 382</b>	<b>1.14%</b>

Salaries	\$ 24,179	\$ 24,602	\$ 22,035	\$ 25,476	\$ 25,476	\$ 3,441	15.62%
Wages	\$ -	\$ -	\$ 3,059	\$ -	\$ -	\$ (3,059.00)	-100.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel Total</b>	<b>\$ 24,179</b>	<b>\$ 24,602</b>	<b>\$ 25,094</b>	<b>\$ 25,476</b>	<b>\$ 25,476</b>	<b>\$ 382</b>	<b>1.52%</b>

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%
<b>Expenses Total</b>	<b>\$ 8,950</b>	<b>\$ 8,950</b>	<b>\$ 8,458</b>	<b>\$ 8,458</b>	<b>\$ 8,458</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Animal Control Total</b>	<b>\$ 33,129</b>	<b>\$ 33,552</b>	<b>\$ 33,552</b>	<b>\$ 33,934</b>	<b>\$ 33,934</b>	<b>\$ 382</b>	<b>1.14%</b>
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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	3,000.00	\$ 25,476	\$ 25,476
Rounding							\$ 3,059									
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 25,094			0				\$ 3,000	\$ 25,476	\$ 25,476

## 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%
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
<b>Purchase of Services</b>		<b>\$ 6,775.00</b>	<b>\$ 6,775.00</b>	<b>\$ 6,283.00</b>	<b>\$ 6,283.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 6,283.00</b>	<b>\$ -</b>	<b>0%</b>
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%
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
<b>Supplies</b>		<b>\$ 2,175</b>	<b>\$ 2,175</b>	<b>\$ 2,175</b>	<b>\$ 2,175</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 2,175</b>	<b>\$ -</b>	<b>0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



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**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept.Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Insect Pest Control</b>	\$ 9,770	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
<b>Total</b>	<b>\$ 9,770</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ -</b>	
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ 1,920	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ 1,920</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
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%
<b>Expenses Total</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Insect Pest Total</b>	<b>\$ 9,770</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ -</b>	<b>0.00%</b>

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%
<b>Purchase of Services</b>		<b>\$ 6,850</b>	<b>\$ 6,850</b>	<b>\$ 6,850</b>	<b>\$ 6,850</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 6,850</b>	<b>\$ -</b>	<b>0%</b>
Tools/Small equipment	01-296-5400-005	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
<b>Supplies</b>		<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**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



	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
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
<b>Subtotal Employees</b>	<b>257.26</b>	<b>242.26</b>	<b>234.60</b>	<b>244.10</b>	<b>244.10</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>257.26</b>	<b>242.26</b>	<b>234.6</b>	<b>244.1</b>	<b>244.1</b>

# **FY2021 Budget Summary - Schools**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Schools</b>	\$ 16,302,094	\$ 16,667,839	\$ 16,985,780	\$ 18,386,386	\$ 17,174,399	\$ 188,619	1.11%
<b>Total</b>	<b>\$ 16,302,094</b>	<b>\$ 16,667,839</b>	<b>\$ 16,985,780</b>	<b>\$ 18,386,386</b>	<b>\$ 17,174,399</b>	<b>\$ 188,619</b>	<b>1.11%</b>

Salaries	\$ 13,250,018	\$ 12,234,833	\$ 12,729,995	\$ 13,847,173	\$ 12,635,186	\$ (94,809)	-0.74%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ 13,250,018</b>	<b>\$ 12,234,833</b>	<b>\$ 12,729,995</b>	<b>\$ 13,847,173</b>	<b>\$ 12,635,186</b>	<b>\$ (94,809)</b>	<b>-0.74%</b>

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%
<b>Expenses Total</b>	<b>\$ 3,052,076</b>	<b>\$ 4,433,006</b>	<b>\$ 4,255,785</b>	<b>\$ 4,539,213</b>	<b>\$ 4,539,213</b>	<b>\$ 283,428</b>	<b>6.66%</b>

<b>Schools</b>	<b>\$ 16,302,094</b>	<b>\$ 16,667,839</b>	<b>\$ 16,985,780</b>	<b>\$ 18,386,386</b>	<b>\$ 17,174,399</b>	<b>\$ 188,619</b>	<b>1.11%</b>
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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							\$ -								\$ (1,211,987)
Total Salaries							\$ 12,729,995			\$ -			\$ -	\$ 13,847,173	\$ 12,635,186

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.						
<b>All Schools</b>									\$ -	
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%
<b>Purchase of Services</b>		<b>\$ 2,417,751.00</b>	<b>\$ 3,595,490.00</b>	<b>\$ 3,509,317.00</b>	<b>\$ 3,685,760.00</b>	<b>\$ 176,443.00</b>	<b>5.03%</b>	<b>\$ 3,685,760.00</b>	<b>\$ 176,443.00</b>	<b>5.03%</b>
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%
<b>Supplies</b>		<b>\$ 244,947</b>	<b>\$ 477,850</b>	<b>\$ 388,372</b>	<b>\$ 460,003</b>	<b>\$ 71,631</b>	<b>18.44%</b>	<b>\$ 460,003</b>	<b>\$ 71,631</b>	<b>18.44%</b>
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%
<b>Utilities</b>		<b>\$ 389,378</b>	<b>\$ 359,666</b>	<b>\$ 358,096</b>	<b>\$ 393,450</b>	<b>\$ 35,354</b>	<b>9.87%</b>	<b>\$ 393,450</b>	<b>\$ 35,354</b>	<b>9.87%</b>



**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.



	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
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
<b>Subtotal Employees</b>	<b>9</b>	<b>9</b>	<b>11</b>	<b>14</b>	<b>14</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>9</b>	<b>9</b>	<b>11</b>	<b>14</b>	<b>14</b>

# **FY2021 Budget Summary - Highway Department**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Highway</b>	\$ 697,060	\$ 743,282	\$ 801,680	\$ 863,928	\$ 937,002	\$ 135,322	16.88%
<b>Total</b>	<b>\$ 697,060</b>	<b>\$ 743,282</b>	<b>\$ 801,680</b>	<b>\$ 863,928</b>	<b>\$ 937,002</b>	<b>\$ 135,322</b>	<b>16.88%</b>

Salaries	\$ 75,003	\$ 80,580	\$ 82,977	\$ 90,000	\$ 90,000	\$ 7,023	8%
Wages	\$ 362,100	\$ 413,152	\$ 485,430	\$ 529,955	\$ 611,324	\$ 125,894	26%
Overtime	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,000	\$ 5,000	\$ 3,000	150%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ 439,103</b>	<b>\$ 495,732</b>	<b>\$ 570,407</b>	<b>\$ 629,955</b>	<b>\$ 706,324</b>	<b>\$ 135,917</b>	<b>23.83%</b>

Purchase of Services	\$ 69,500	\$ 68,640	\$ 60,613	\$ 63,313	\$ 68,883	\$ 8,270	14%
Supplies	\$ 174,300	\$ 166,915	\$ 161,090	\$ 161,090	\$ 152,225	\$ (8,865)	-6%
Utilities	\$ 14,157	\$ 11,995	\$ 9,570	\$ 9,570	\$ 9,570	\$ -	0%
<b>Expenses Total</b>	<b>\$ 257,957</b>	<b>\$ 247,550</b>	<b>\$ 231,273</b>	<b>\$ 233,973</b>	<b>\$ 230,678</b>	<b>\$ (595)</b>	<b>-0.26%</b>

<b>Highway</b>	<b>\$ 697,060</b>	<b>\$ 743,282</b>	<b>\$ 801,680</b>	<b>\$ 863,928</b>	<b>\$ 937,002</b>	<b>\$ 135,322</b>	<b>16.88%</b>
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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	Step Increase 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	2086	2%	\$ 0.80	\$ 40.35		\$ 84,162	\$ 90,000
Knott	Brian	01-420-5100-000	Foreman		28.42	40	\$ 59,625	\$ 28.42		40	2086	2%	\$ 0.57	\$ 28.99		\$ 60,481	\$ 60,481
Bulak	Eric	01-420-5100-000	Truck Driver		23.16	40	\$ 48,590	\$ 23.16		40	2086	2%	\$ 0.47	\$ 23.63		\$ 49,289	\$ 49,289
Burt	William	01-420-5100-000	Truck Driver		22.72	40	\$ 47,667	\$ 22.72		40	2086	2%	\$ 0.46	\$ 23.18		\$ 48,353	\$ 48,353
Dube	Anthony	01-420-5100-000	Truck Driver		22.72	40	\$ 47,667	\$ 22.72		40	2086	2%	\$ 0.46	\$ 23.18		\$ 48,353	\$ 48,353
Fenner	Derek	01-420-5100-000	LEO		25.05	40	\$ 14,228										\$ -
Fenner	Derek	01-420-5100-000	LEO		25.55	40	\$ 38,836	\$ 25.55		40	2086	2%	\$ 0.52	\$ 26.07		\$ 54,374	\$ 54,374
Shurr	Maureen	01-420-5100-000	Dept Asst		19.43	35	\$ 32,584	\$ 19.43		35	1826	2%	\$ 0.39	\$ 19.82		\$ 36,198	\$ 36,198
Keats	Derrick	01-420-5100-000	Mechanic		26.02	40	\$ 54,590	\$ 26.02	\$ 26.53	40	2086	2%	\$ 0.54	\$ 27.07		\$ 56,459	\$ 56,459
McCormick	Michael	01-420-5100-000	Truck Driver		24.1	40	\$ 50,562	\$ 24.10	\$ 24.57	40	2086	2%	\$ 0.50	\$ 25.07		\$ 52,289	\$ 52,289
Provost	Robert	01-420-5100-000	HEO		24.54	40	\$ 15,902										\$ -
Provost	Robert	01-420-5100-000	HEO		25.03	40	\$ 36,043	\$ 25.03	\$ 25.52	40	2086	2%	\$ 0.52	\$ 26.04		\$ 54,310	\$ 54,310
Solomon	Karl	01-420-5100-000	Maint		18.45	33	\$ 31,789	\$ 18.45		33	1721	2%	\$ 0.37	\$ 19.45		\$ 33,474	\$ 33,474
Open		01-420-5100-000	Truck Driver				\$ -	\$ 22.72		40	2086	2%	\$ 0.46	\$ 23.18		\$ 48,353	\$ 48,353
Open		01-420-5100-000	Truck Driver					\$ 22.72		40	2086	2%	\$ 0.46	\$ 23.18		\$ 48,353	\$ 48,353
Open		01-420-5100-000	Truck Driver					\$ 22.72		40	2086	2%	\$ 0.46	\$ 23.18		\$ 48,353	\$ -
Other		01-420-5100-000			11.48		\$ 298	\$ 12.75			0	0%	\$ 0.01	\$ 12.76		\$ -	\$ -
Overtime		01-420-5130-000					\$ 2,000	\$2,000.00			0	0%	\$ -	\$ 2,000.00		\$ 10,000	\$ 5,000
Promotions		01-420-5100-000	Mechanic					\$ 1.38		40	2086	2%	\$ 0.03	\$ 1.41		\$ 2,947	\$ 2,947
Promotions		01-420-5100-000	LEO					\$ 1.82		40	2086	2%	\$ 0.04	\$ 1.86		\$ 3,883	\$ 3,883
Promotions		01-420-5100-000	LEO					\$ 0.92		40	2086	2%	\$ 0.02	\$ 0.94		\$ 1,968	\$ 1,968
		01-420-5100-000	Sum Staff					\$ 12.75		40	480	0%	\$ 0.01	\$ 12.75		\$ 6,120	\$ 6,120
		01-420-5100-000	Sum Staff					\$ 12.75		40	480	0%	\$ -	\$ 12.75		\$ 6,120	\$ 6,120
Rounding							\$ 7,049										\$ -
																	\$ -
Total Salaries							\$ 570,407								\$ -	\$ 753,839	\$ 706,324

# Expense Detail - Highway Department

		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	01-420-5200-003	\$ 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%	\$ 5,770	\$ 1,570	37%
Other-Gas Taxes	01-420-5700-007	\$ 5,000	\$ 4,615	\$ 3,765	\$ 3,765	\$ -	0%	\$ 3,765	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 69,500</b>	<b>\$ 68,640</b>	<b>\$ 60,613</b>	<b>\$ 63,313</b>	<b>\$ 2,700</b>	<b>4%</b>	<b>\$ 68,883</b>	<b>\$ 8,270</b>	<b>14%</b>
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%	\$ 55,000	\$ (8,865)	-14%
<b>Supplies</b>		<b>\$ 174,300</b>	<b>\$ 166,915</b>	<b>\$ 161,090</b>	<b>\$ 161,090</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 152,225</b>	<b>\$ (8,865)</b>	<b>-6%</b>
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%
<b>Utilities</b>		<b>\$ 14,157</b>	<b>\$ 11,995</b>	<b>\$ 9,570</b>	<b>\$ 9,570</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 9,570</b>	<b>\$ -</b>	<b>0.0%</b>



**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**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Overtime	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0%
<b>Personnel Total</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>-100.00%</b>

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%
<b>Expenses Total</b>	<b>96,000</b>	<b>96,000</b>	<b>96,000</b>	<b>96,000</b>	<b>96,000</b>	<b>-</b>	<b>0.00%</b>

<b>Snow and Ice</b>	<b>\$ 121,000</b>	<b>\$ 121,000</b>	<b>\$ 121,000</b>	<b>\$ 121,000</b>	<b>\$ 121,000</b>	<b>\$ -</b>	<b>0.00%</b>
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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%

Snow & Ice

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%
<b>Purchase of Services</b>		<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>0%</b>
Parts and Materials	01-423-5400-006	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	100%	\$ 88,000	\$ 88,000	100%
<b>Supplies</b>		<b>\$ 88,000</b>	<b>\$ 88,000</b>	<b>\$ 88,000</b>	<b>\$ 88,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 88,000</b>	<b>\$ -</b>	<b>0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**424 - Street Lights**



**FY2021 Budget Summary - Street Lights**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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

<b>Street Lights</b>	<b>\$ 70,000</b>	<b>\$ 75,000</b>	<b>\$ 60,335</b>	<b>\$ 60,335</b>	<b>\$ 58,000</b>	<b>\$ (2,335)</b>	<b>-3.87%</b>
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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.

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
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
<b>Subtotal Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

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

**FY2021 Budget Summary - Council on Aging**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Council on Aging</b>	\$ 84,418	\$ 94,122	\$ 108,280	\$ 109,823	\$ 101,546	\$ (6,734)	-6.22%
<b>Total</b>	<b>\$ 84,418</b>	<b>\$ 94,122</b>	<b>\$ 108,280</b>	<b>\$ 109,823</b>	<b>\$ 101,546</b>	<b>\$ (6,734)</b>	<b>-6.22%</b>

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%
<b>Personnel Total</b>	<b>\$ 53,273</b>	<b>\$ 62,977</b>	<b>\$ 77,135</b>	<b>\$ 70,468</b>	<b>\$ 70,468</b>	<b>\$ (6,667)</b>	<b>-100.00%</b>

Purchase of Services	\$ 8,495	\$ 8,245	\$ 8,245	\$ 7,958	\$ 7,778	\$ (467)	-6%
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%
<b>Expenses Total</b>	<b>\$ 31,145</b>	<b>\$ 31,145</b>	<b>\$ 31,145</b>	<b>\$ 31,258</b>	<b>\$ 31,078</b>	<b>\$ (67)</b>	<b>-0.22%</b>

<b>Council on Aging</b>	<b>\$ 84,418</b>	<b>\$ 94,122</b>	<b>\$ 108,280</b>	<b>\$ 101,726</b>	<b>\$ 101,546</b>	<b>\$ (6,734)</b>	<b>-6.22%</b>
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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	\$ 6,870	\$ -	0%
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%
<b>Purchase of Services</b>		<b>8,495</b>	<b>8,245</b>	<b>8,245</b>	<b>7,958</b>	<b>(287)</b>	<b>(0)</b>	<b>\$ 7,778</b>	<b>\$ (467)</b>	<b>-6%</b>
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%
<b>Supplies</b>		<b>4,750</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>	<b>-</b>	<b>\$ 4,500</b>	<b>\$ -</b>	<b>0%</b>
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%
<b>Utilities</b>		<b>17,900</b>	<b>18,400</b>	<b>18,400</b>	<b>18,800</b>	<b>400</b>	<b>-</b>	<b>\$ 18,800</b>	<b>\$ 400</b>	<b>2.2%</b>



**Town of Leicester**

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**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



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

# **FY2021 Budget Summary - Veteran's Services**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Veteran's Services</b>	\$ 97,925	\$ 92,980	\$ 92,982	\$ 103,113	\$ 126,613	\$ 33,631	36.17%
<b>Total</b>	<b>\$ 97,925</b>	<b>\$ 92,980</b>	<b>\$ 92,982</b>	<b>\$ 103,113</b>	<b>\$ 126,613</b>	<b>\$ 33,631</b>	<b>36.17%</b>

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

Purchase of Services	\$ 90,500	\$ 85,550	\$ 85,550	\$ 95,550	\$ 119,050	\$ 33,500	39%
Supplies	\$ 925	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 91,425</b>	<b>\$ 86,350</b>	<b>\$ 86,350</b>	<b>\$ 96,350</b>	<b>\$ 119,850</b>	<b>\$ 33,500</b>	<b>38.80%</b>

<b>Veteran's Services</b>	<b>\$ 97,925</b>	<b>\$ 92,980</b>	<b>\$ 92,982</b>	<b>\$ 103,113</b>	<b>\$ 126,613</b>	<b>\$ 33,631</b>	<b>36.17%</b>
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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

[illegible]

# 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%	\$ 118,500	\$ 33,500	39%
<b>Purchase of Services</b>		<b>\$ 90,500.00</b>	<b>\$ 85,550.00</b>	<b>\$ 85,550.00</b>	<b>\$ 95,550.00</b>	<b>\$ 10,000.00</b>	<b>12%</b>	<b>\$ 119,050</b>	<b>\$ 33,500</b>	<b>39%</b>
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%
<b>Supplies</b>		<b>\$ 925</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



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**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

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

**FY2021 Budget Summary - Veteran's Graves**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	0%
<b>Personnel Total</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ -</b>	<b>-100.00%</b>

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

<b>Veterans Graves Registration</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ -</b>	<b>0.00%</b>
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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
<b>Purchase of Services</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Parts/Materials	01-545-5400-006	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
<b>Supplies</b>		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
<b>Utilities</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

**Town Administrator's Budget**

**FY2021 - Part F - Culture & Recreation**



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**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.

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
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
<b>Subtotal Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

# **FY2021 Budget Summary - Public Library**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Public Library</b>	\$ 189,000	\$ 204,306	\$ 216,629	\$ 224,280	\$ 225,435	\$ 8,806	4.07%
<b>Total</b>	<b>\$ 189,000</b>	<b>\$ 204,306</b>	<b>\$ 216,629</b>	<b>\$ 224,280</b>	<b>\$ 225,435</b>	<b>\$ 8,806</b>	<b>4.07%</b>

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%
<b>Personnel Total</b>	<b>\$ 143,000</b>	<b>\$ 155,700</b>	<b>\$ 184,204</b>	<b>\$ 191,955</b>	<b>\$ 191,955</b>	<b>\$ 7,751</b>	<b>4.21%</b>

Purchase of Services	\$ 6,000	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0%
Supplies	\$ 27,900	\$ 24,400	\$ 24,400	\$ 23,345	\$ 24,500	\$ 100	0%
Utilities	\$ 12,100	\$ 17,706	\$ 1,525	\$ 2,480	\$ 2,480	\$ 955	63%
<b>Expenses Total</b>	<b>\$ 46,000</b>	<b>\$ 48,606</b>	<b>\$ 32,425</b>	<b>\$ 32,325</b>	<b>\$ 33,480</b>	<b>\$ 1,055</b>	<b>3.25%</b>

<b>Public Library</b>	<b>\$ 189,000</b>	<b>\$ 204,306</b>	<b>\$ 216,629</b>	<b>\$ 224,280</b>	<b>\$ 225,435</b>	<b>\$ 8,806</b>	<b>4.07%</b>
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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%
<b>Purchase of Services</b>		<b>\$ 6,000</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 6,500</b>	<b>\$ -</b>	<b>0%</b>
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%	\$ 21,500	\$ -	0%
Maintenance Supplies	01-610-5400-007	\$ 900	\$ 1,100	\$ 1,100	\$ 1,200	\$ 100	9%	\$ 1,200	\$ 100	9%
<b>Supplies</b>		<b>\$ 27,900</b>	<b>\$ 24,400</b>	<b>\$ 24,400</b>	<b>\$ 23,345</b>	<b>\$ (1,055)</b>	<b>0%</b>	<b>\$ 24,500</b>	<b>\$ 100</b>	<b>0%</b>
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%
<b>Utilities</b>		<b>\$ 12,100</b>	<b>\$ 17,706</b>	<b>\$ 1,525</b>	<b>\$ 2,480</b>	<b>\$ 955</b>	<b>0.0%</b>	<b>\$ 2,480</b>	<b>\$ 955</b>	<b>0.0%</b>



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**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
<b>Parks and Recreation</b>	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
<b>Total</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ -</b>	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100.00%</b>

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%
<b>Expenses Total</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Parks and Recreation</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ -</b>	<b>0.00%</b>
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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%
<b>Purchase of Services</b>		<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>0%</b>
Maintenance Supplies	01-630-5400-007	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0%	\$ 4,000	\$ -	0%
<b>Supplies</b>		<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>0%</b>
Electric	01-630-5200-002	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	0.0%	\$ 1,250	\$ -	0%
<b>Utilities</b>		<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,250</b>	<b>\$ -</b>	<b>0%</b>



**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**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

Purchase of Services	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0.00%
Supplies	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Expenses Total</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Historical Commission</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ -</b>	<b>0.00%</b>
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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%
<b>Purchase of Services</b>		<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-691-5400-001	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0%	\$ 150	\$ -	0%
<b>Supplies</b>		<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



**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**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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%
<b>Expenses Total</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Memorial Day Committee</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>0.00%</b>
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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%
<b>Purchase of Services</b>		<b>\$ 2,550</b>	<b>\$ 2,550</b>	<b>\$ 2,550</b>	<b>\$ 2,550</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 2,550</b>	<b>\$ -</b>	<b>0%</b>
Parts/Materials	01-692-5400-006	\$ 450	\$ 450	\$ 450	\$ 450	\$ -	0%	\$ 450	\$ -	0%
<b>Supplies</b>		<b>\$ 450</b>	<b>\$ 450</b>	<b>\$ 450</b>	<b>\$ 450</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 450</b>	<b>\$ -</b>	<b>0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



**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**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100.00%</b>

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%
<b>Expenses Total</b>	<b>\$ 919,485</b>	<b>\$ 894,532</b>	<b>\$ 1,139,797</b>	<b>\$ 1,155,327</b>	<b>\$ 1,155,327</b>	<b>\$ 15,530</b>	<b>1.36%</b>

<b>Maturing Debt Principal</b>	<b>\$ 919,485</b>	<b>\$ 894,532</b>	<b>\$ 1,139,797</b>	<b>\$ 1,155,327</b>	<b>\$ 1,155,327</b>	<b>\$ 15,530</b>	<b>1.36%</b>
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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%
<b>Purchase of Services</b>		<b>\$ 919,485.00</b>	<b>\$ 894,532.00</b>	<b>\$ 1,139,797.00</b>	<b>\$ 1,155,327.00</b>	<b>\$ 15,530.00</b>	<b>1.36%</b>	<b>\$ 1,155,327.00</b>	<b>\$ 15,530.00</b>	<b>1.36%</b>
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **751 - Maturing Debt Interest**



**FY2021 Budget Summary - Maturing Debt Interest**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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%
<b>Expenses Total</b>	<b>\$ 306,027</b>	<b>\$ 325,635</b>	<b>\$ 406,144</b>	<b>\$ 369,949</b>	<b>\$ 369,949</b>	<b>\$ (36,195)</b>	<b>-8.91%</b>

<b>Maturing Debt Interest</b>	<b>\$ 306,027</b>	<b>\$ 325,635</b>	<b>\$ 406,144</b>	<b>\$ 369,949</b>	<b>\$ 369,949</b>	<b>\$ (36,195)</b>	<b>-8.91%</b>
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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%
<b>Sterling</b>	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%
	<b>Purchase of Services</b>		<b>\$ 306,027.00</b>	<b>\$ 325,635.00</b>	<b>\$ 406,144.00</b>	<b>\$ 369,949.00</b>	<b>\$ (36,195.00)</b>	<b>-8.91%</b>	<b>\$ 369,949.00</b>	<b>\$ (36,195.00)</b>	<b>-8.91%</b>
	<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **752 - Temporary Loan Interest**



**FY2021 Budget Summary - Temporary Loan Interest**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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

<b>Temporary Loan Interest</b>	<b>\$ 18,933</b>	<b>\$ 94,647</b>	<b>\$ 33,255</b>	<b>\$ 20,665</b>	<b>\$ 20,665</b>	<b>\$ (12,590)</b>	<b>-37.86%</b>
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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
<b>Bond Issuance Costs</b>	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	0.00%
<b>Total</b>	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	#DIV/0!

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>0.00%</b>

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

<b>Bond Issuance Costs</b>	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	<b>1100.00%</b>
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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**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	.	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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%
<b>Expenses Total</b>	<b>\$ 1,055,412</b>	<b>\$ 1,161,643</b>	<b>\$ 1,314,800</b>	<b>\$ 1,525,168</b>	<b>\$ 1,456,243</b>	<b>\$ 141,443</b>	<b>10.76%</b>

<b>Worcester Regional</b>	<b>\$ 1,055,412</b>	<b>\$ 1,161,643</b>	<b>\$ 1,314,800</b>	<b>\$ 1,525,168</b>	<b>\$ 1,456,243</b>	<b>\$ 141,443</b>	<b>10.76%</b>
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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%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**912 - Workers Compensation**

# **FY2021 Budget Summary - Workers Compensation**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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

<b>Workers Compensation</b>	<b>\$ 197,000</b>	<b>\$ 216,700</b>	<b>\$ 187,498</b>	<b>\$ 206,248</b>	<b>\$ 206,248</b>	<b>\$ 18,750</b>	<b>10.00%</b>
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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
<b>Unemployment Compensation</b>	\$ 66,510	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%
<b>Total</b>	<b>\$ 66,510</b>	<b>\$ 66,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ -</b>	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -		\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

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

<b>Unemployment Compensation</b>	<b>\$ 66,510</b>	<b>\$ 66,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ -</b>	<b>0.00%</b>
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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%
<b>Purchase of Services</b>		<b>\$ 66,510</b>	<b>\$ 66,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 141,650</b>	<b>\$ -</b>	<b>0%</b>
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**914 - Employee Benefits**



**FY2021 Budget Summary - Employee Benefits**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Employee Benefits</b>	\$ 3,052,161	\$ 3,266,089	\$ 3,288,284	\$ 3,040,374	\$ 3,045,765	\$ (242,519)	-7.38%
<b>Total</b>	<b>\$ 3,052,161</b>	<b>\$ 3,266,089</b>	<b>\$ 3,288,284</b>	<b>\$ 3,040,374</b>	<b>\$ 3,045,765</b>	<b>\$ (242,519)</b>	<b>-7.38%</b>

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	.	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -		\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

Purchase of Services	\$ 3,052,161	\$ 3,266,089	\$ 3,288,284	\$ 3,040,374	\$ 3,045,765	\$ (242,519)	-7.38%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 3,052,161</b>	<b>\$ 3,266,089</b>	<b>\$ 3,288,284</b>	<b>\$ 3,040,374</b>	<b>\$ 3,045,765</b>	<b>\$ (242,519)</b>	<b>-7.38%</b>

<b>Employee Benefits</b>	<b>\$ 3,052,161</b>	<b>\$ 3,266,089</b>	<b>\$ 3,288,284</b>	<b>\$ 3,040,374</b>	<b>\$ 3,045,765</b>	<b>\$ (242,519)</b>	<b>-7.38%</b>
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Expense Detail - Employee Benefits

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept.	Dollar	Percent	TA	Dollar	Percent
					Request	Change	Change	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)	\$ 2,233,935	\$ (268,415)	-11%
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%
<b>Purchase of Services</b>		<b>\$ 3,052,161</b>	<b>\$ 3,266,089</b>	<b>\$ 3,288,284</b>	<b>\$ 3,040,374</b>	<b>\$ (247,910)</b>	<b>\$ (0)</b>	<b>\$ 3,045,765</b>	<b>\$ (242,519)</b>	<b>-7.38%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

2116449.99  
\$ 117,485





**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **945 - Bonding & Insurance**

**FY2021 Budget Summary - Bonding & Insurance**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100.00%</b>

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

<b>Bonding &amp; Insurance</b>	<b>\$ 146,200</b>	<b>\$ 100,586</b>	<b>\$ 160,682</b>	<b>\$ 176,750</b>	<b>\$ 176,750</b>	<b>\$ 16,068</b>	<b>10.00%</b>
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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

<b>Grant Funding</b>							
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
<b>Subtotal General Fund</b>		<b>200,855</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	

<b>Bonds</b>							
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
<b>Subtotal Bonds</b>		<b>45,500,000</b>	<b>520,000</b>	<b>-</b>	<b>-</b>	<b>8,500,000</b>	

<b>Free Cash Transfer</b>							
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
<b>Subtotal Capital Asset Stabilization Fund</b>		-	<b>857,680</b>	<b>325,995</b>	<b>405,569</b>	<b>222,050</b>	

<b>Ambulance Fund</b>							
Program	Description	FY2020	FY2021	FY2022	FY2023	FY2024	Source
Ambulance Fund	Ambulance	-	240,000	-	-	-	Ambulance Fund
<b>Subtotal Ambulance Fund</b>		-	<b>240,000</b>	-	-	-	

<b>CIP Total</b>	<b>\$ 45,700,855</b>	<b>\$ 1,817,680</b>	<b>\$ 325,995</b>	<b>\$ 405,569</b>	<b>\$ 8,722,050</b>	<b>\$ 56,972,149</b>
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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
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 70,000</b>	<b>\$ 50,000</b>	<b>\$ 8,525,000</b>	<b>\$ 8,895,000</b>	

### 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
<b>Subtotal</b>	<b>\$ 81,364</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 321,364</b>	

### 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
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 520,000</b>	<b>\$ 45,650</b>	<b>\$ 64,900</b>	<b>\$ 60,000</b>	<b>\$ 690,550</b>	

### 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
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 103,680</b>	<b>\$ 110,345</b>	<b>\$ 90,669</b>	<b>\$ 112,050</b>	<b>\$ 416,744</b>	

### 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
<b>Subtotal</b>	<b>\$ 200,855</b>	<b>\$ 340,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 540,855</b>	

### 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
						-	
<b>Subtotal</b>	<b>\$ 45,500,000</b>	<b>\$ 364,000</b>	<b>\$ 100,000</b>	<b>\$ 200,000</b>	<b>\$ 25,000</b>	<b>\$ 46,189,000</b>	

<b>CIP Total</b>	<b>\$ 45,782,219</b>	<b>\$ 1,817,680</b>	<b>\$ 325,995</b>	<b>\$ 405,569</b>	<b>\$ 8,722,050</b>	<b>\$ 57,053,513</b>
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## RESERVE FUND TRANSFER REQUEST

Date of Request      05/04/2020      Department:    **#197**    Name Town Hall Building Maintenance

Request is hereby made of the Advisory Board of the Town of Leicester for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the MGLs.

CURRENT RESERVE FUND BALANCE: \$22,000

TOTAL AMOUNT OF REQUEST: \$5,000

**To Line Number:    01-197-5400-003      Current Account Balance:    \$1,338.43**

REVISED RESERVE FUND BALANCE:    \$17,000

State what transfer will be used for and give reason for this emergency request:

There have been additional required expenditures from this budget that was not budgeted for, including 3 "deep cleans" at \$1,100 each due to COVID-19, and HVAC repairs. There is funding being sought at Town meeting to get the budget through the end of the fiscal year. This funding will allow bills to be paid through the month of May.

Signature of applicant: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Chairman, Board of Selectmen - Signature \_\_\_\_\_

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### ***ADVISORY BOARD ACTION***

*Date of Advisory Board meeting:* \_\_\_\_\_

*Approved:* \_\_\_\_\_ *Disapproved:* \_\_\_\_\_

*Amount approved:* \_\_\_\_\_ *Account Number:* \_\_\_\_\_

*Chairman, Advisory Board - Signature* \_\_\_\_\_



## RESERVE FUND TRANSFER REQUEST

Date of Request 05/04/2020 Department: #197 Name Highway Department

Request is hereby made of the Advisory Board of the Town of Leicester for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the MGLs.

CURRENT RESERVE FUND BALANCE: \$17,000

TOTAL AMOUNT OF REQUEST: \$8,000

To Line Number: 01-420-5200-00 Current Account Balance: \$207,134.22

REVISED RESERVE FUND BALANCE: \$9,000

State what transfer will be used for and give reason for this emergency request:

To repair and upgrade the water service that was formerly configured in the basement of the demolished house on the Hillcrest property. These funds are needed to keep the irrigation system working on the property.

Signature of applicant: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Chairman, Select Board - Signature \_\_\_\_\_

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### ***ADVISORY BOARD ACTION***

Date of Advisory Board meeting: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Amount approved: \_\_\_\_\_ Account Number: \_\_\_\_\_

Chairman, Advisory Board - Signature \_\_\_\_\_

**SELECT BOARD MEETING MINUTES  
APRIL 27, 2020 AT 6:30PM  
VIRTUAL MEETING**

**CALL TO ORDER/OPENING**

Chairwoman Wilson called the meeting to order at 6:32pm. Chair Sandra Wilson, Vice-Chair Harry Brooks, 2<sup>nd</sup> 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 – Pole Hearings – Washburn Square & Stafford Street**

Ms. Wilson read the public notice aloud. A motion was made by Ms. Provencher and seconded by Mr. Shocik to open the public hearing for the Washburn Square and Stafford Street pole hearings at 6:35pm. Roll call: 5:0:0.

Jeff Silva with Ngrid discussed the Washburn Square petition to widen the road so Highway can properly plow it and for the Complete Streets grant project. Mr. Silva discussed the Stafford Street petition to add a riser pole for the house at 909 Stafford Street which will feed off the existing pole down onto the property.

A motion was made by Mr. Shocik and seconded by Mr. Antanavica to close the public hearing at 6:38pm. Roll call: 5:0:0. A motion was made by Mr. Brooks and seconded by Mr. Antanavica to approve the Washburn Square pole petition from Ngrid. Roll call: 5:0:0. A motion was made by Mr. Brooks and seconded by Ms. Provencher to approve the Stafford Street pole petition from Ngrid. Roll call: 5:0:0.

**2. PUBLIC COMMENT PERIOD**

Paul Ravina requested that town employees and the public coming into town buildings wear masks. Mr. Genereux noted the Board of Health must make this determination and they are having a meeting next week to discuss this matter.

Joel Hart expressed concerns regarding the retention of board and committee meeting minutes to comply with Open Meeting law. He requested a bound book with meeting minutes be kept in the Town Clerk's office for every board and committee so they are readily available for public viewing.

**3. REPORTS & ANNOUNCEMENTS**

**a. Student Liaison Reports**

School is closed for the year and students are learning virtually.

**b. Select Board Reports**

The Select Board reported on a variety of matters including social distancing, wearing proper PPE in public, unemployment job search requirements being waived for COVID applicants, the recycling center being open on May 2<sup>nd</sup> from 8am to 1pm and the food pantry being open at St. Joseph's Church on Route 9 on Tuesdays from 5-7pm.

**c. Town Administrator Report**

The Town Administrator presented highlights from his written report.

#### **4. RESIGNATIONS & APPOINTMENTS**

None

#### **5. OTHER BUSINESS**

##### **a. Vote to Set Town Election Hours and Approve Election Workers**

A motion was made by Mr. Antanavica and seconded by Ms. Provencher to hold the annual town election on June 9<sup>th</sup> from 12pm to 7pm in the Town Hall Gym. Roll call: 5:0:0.

A motion was made by Ms. Provencher and seconded by Mr. Brooks to approve the slate of proposed election works as presented. Roll call: 5:0:0.

##### **b. FY21 Budget and Annual Town Meeting Warrant Discussion and/or Votes**

A motion was made by Ms. Provencher and seconded by Mr. Antanavica to recommend approval of Article 2. Roll call: 4:0:1 (Mr. Brooks abstained).

A motion was made by Mr. Shocik and seconded by Ms. Provencher to reduce funding for Article 3 from \$80,000 to \$40,000. Roll call: 5:0:0.

A motion was made by Mr. Antanavica and seconded by Ms. Provencher to increase funding for Article 4 to from \$25,000 to \$50,000. Roll call: 5:0:0.

A motion was made by Mr. Antanavica and seconded by Ms. Provencher to remove Article 10. Roll Call: 3:2:0 (Mr. Brooks and Ms. Wilson were opposed).

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to remove Article 11. Roll call: 4:1:0 (Mr. Brooks was opposed).

A motion was made by Mr. Brooks and seconded by Ms. Provencher to remove Article 20. Roll call: 5:0:0.

A motion was made by Mr. Antanavica and seconded by Ms. Provencher to revise Article 21 as presented. Roll call: 5:0:0.

A motion was made by Ms. Provencher and seconded by Mr. Antanavica to remove Article 24. Roll call: 5:0:0.

A motion was made by Mr. Brooks and seconded by Ms. Provencher to add Article 30 to the warrant and to recommend approval. Roll call: 5:0:0.

A motion was made by Ms. Provencher and seconded by Mr. Shocik to add Article 31 to the warrant and to recommend approval. Roll call: 5:0:0.

##### **c. Board and Committee Meeting Minutes Discussion**

The Board agreed to work with board and committee members directly regarding timely approval and proper filing of the minutes with the Town Clerk.

##### **d. Reserve Fund Transfer Request – Veterans Services - \$28,000**

A motion as made by Mr. Antanavica and seconded by Ms. Provencher to recommend approval of a reserve fund transfer request in the amount of \$28,000 for veterans' benefits. Roll call: 5:0:0.

**e. Proclamation – Children’s Mental Health Week – May 3<sup>rd</sup>-9<sup>th</sup>, 2020**

A motion was made by Mr. Brooks and seconded by Ms. Provencher to proclaim May 3<sup>rd</sup>-May 9<sup>th</sup>, 2020 as Children’s Mental Health Week. Roll call: 5:0:0.

**f. FY20 Green Communities Grant Application**

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to authorize submission of an FY20 Green Communities grant application as presented. Roll call: 4:0:1 (Ms. Provencher abstained).

**g. FY20 Green Communities MOU between the Town and Central Mass Regional Planning Commission**

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to enter into an MOU with the Central Mass Regional Planning Commission to write and manage, if awarded, the FY20 Green Communities grant. Roll call: 4:0:1 (Ms. Provencher abstained).

**6. MINUTES**

**a. April 6, 2020**

**b. April 13, 2020**

A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the minutes of April 6, 2020 and April 13, 2020. Roll call: 5:0:0

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

**a. Exceptions 3 & 7 – To discuss strategy with respect to pending litigation pursuant to G.L. c. 30A, §21(a)(3) and (7) and Suffolk Construction v. DCAMM, 449 Mass. 444 (2007) – Fire Station Retention Ponds**

A motion was made by Mr. Shocik and seconded by Mr. Brooks to enter into executive session at 9:00pm under MGL Chapter 30A, Section 21A, Exceptions 3 & 7, to discuss strategy with respect to pending litigation pursuant to G.L. c. 30A, §21(a)(3) and (7) and Suffolk Construction v. DCAMM, 449 Mass. 444 (2007) – Fire Station Retention Ponds. Roll call: 5:0:0.

A motion to adjourn was made by Mr. Brooks and seconded by Mr. Shocik at 10:12pm. Roll call: 5:0:0.

### **Proposed Executive Session Motion**

#### **Board Member 1**

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

Exception #1        To discuss a complaint brought against a public officer(s) (Fire  
Station Building Committee)

The Board will not reconvene in open session

#### **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**