



## PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

**ORGANIZATION:** Select Board

**MEETING:** X

**PUBLIC HEARING:**

**DATE:** February 08, 2021

**TIME:** 6:00pm

**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***

**Join by computer, tablet or smartphone:**

<https://global.gotomeeting.com/join/619155709>

**Dial in by phone:**

(571) 317-3122; Access Code: 619-155-709

### CALL TO ORDER/OPENING

#### 1. SCHEDULED ITEMS

- a. 6:00pm – Leicester Community Electricity Aggregation – Good Energy
  - Authorize Town Administrator to Sign All Related Documents
- b. 6:30pm – Leicester/Becker Collaboration - Town Flag Design Contest

#### 2. PUBLIC COMMENT PERIOD

#### 3. REPORTS & ANNOUNCEMENTS

- a. Student Liaison Reports
- b. Town Administrator Report
- c. Health Agent COVID-19 Update
- d. Select Board Reports

#### 4. RESIGNATIONS & APPOINTMENTS

- a. Appointment – Megan Canavan – On Call Inspector of Animals

#### 5. OTHER BUSINESS

- a. Authorize Town Administrator to Sign Department of Public Health Documents relative to potential vaccine clinic
- b. FY22 Budget Discussion
- c. 2021 Annual Town Meeting Discussion
- d. Senior Center Donation – ERA Realty
- e. Authorize Town Administrator to Sign FY20 Community Development Block Grant Contract and All Related Documents
- f. Common Victualler License Renewal – Hot Dog Annie's – 244 Paxton Street
- g. Vote to Sign Letter of Support for Final Special Legislation for Songy Family
- h. Vote to Sign Letter of Support for Worcester Regional Chamber of Commerce's Application to the Regional Pilot Project Grant Program

#### 6. MINUTES

- a. January 25, 2021

**ADJOURN**

## ELECTRIC SERVICE AGREEMENT

This Electric Service Agreement ("ESA" or "Agreement") is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2021 ("Effective Date") by and between \_\_\_\_\_ ("Competitive Supplier"), and the Town of Leicester, 3 Washburn Square, Leicester, MA 01524, a Massachusetts municipality (the "Municipality").

### **Recitals**

WHEREAS, the Massachusetts Legislature has adopted Chapter 164 of the Electric Utility Restructuring Act of 1997, ("Restructuring Act"), which among other things, (1) allows for competition in the generation and supply of electricity to consumers, (2) authorizes municipalities to aggregate the electrical load of electricity consumers within their boundaries, and (3) allows municipal aggregators to formulate an aggregation plan and conduct aggregation programs;

WHEREAS, Municipality has developed a Community Electricity Aggregation Program ("Program") to aggregate consumers located within the Municipality and to negotiate competitive rates for the supply of electricity for such consumers;

WHEREAS, the program allows Municipality to solicit competitive bids for the supply of electricity individually or as part of a buying group with other municipal aggregators;

WHEREAS, the Municipality has received approval of its Program from the Massachusetts Department of Public Utilities ("Department") in D.P.U. 19-85;

WHEREAS, Competitive Supplier, a corporation duly authorized to conduct business in the Commonwealth of Massachusetts ("Competitive Supplier"), desires to provide All-Requirements Power Supply to consumers located within the Municipality, pursuant to the terms and conditions of the Municipality's Program and this Electric Service Agreement ("ESA"); and

WHEREAS, the Municipality desires that the Competitive Supplier provide All-Requirements Power Supply as an alternative to Basic Service for consumers within the Municipality.

NOW THEREFORE, IT IS AGREED THAT, the Municipality and the Competitive Supplier hereby enter into this ESA subject to the terms and conditions below.

## ARTICLE 1 DEFINITIONS

Capitalized terms that are used but not defined in the body of this ESA, including the Exhibits hereto, shall be defined as set forth in this Article 1. Words defined in this Article 1 that are capitalized shall be given their common and ordinary meanings when they appear without capitalization in the text. Words not defined herein shall be given their common and ordinary meanings.

1.0 Associated Entities – Any and all of the independent contractors and subcontractors of the Competitive Supplier or of any of its corporate parents or subsidiaries, which provide goods or services to, or in any way assist, the Competitive Supplier in meeting its obligations under the ESA, but specifically excluding the Local Distributor,

1.1 All-Requirements Power Supply - The service under which the Competitive Supplier provides all of the electrical energy, capacity, reserves, and ancillary services, transmission services, transmission and distribution losses, congestion management, and other such services or products necessary to provide firm power supply to Participating Customers at the Point of Sale. This supply service also includes any costs associated with meeting “Renewable Portfolio Standards” at the levels required by applicable law throughout the term of the Agreement.

1.2 Bankruptcy - With respect to a Party, such Party (i) ceases doing business as a going concern, generally does not pay its debts as they become due or admits in writing its inability to pay its debts as they become due, files a voluntary petition in bankruptcy or is adjudicated bankrupt or insolvent, or files any petition or answer seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief under the present or any future federal bankruptcy code or any other present or future applicable federal, state or other Governmental Rule, or seeks or consents to or acquiesces in the appointment of any trustee, receiver, custodian or liquidator of said Party or of all or any substantial part of its properties, or makes an assignment for the benefit of creditors, or said Party takes any corporate action to authorize or that is in contemplation of the actions set forth in this clause (i); or (ii) a proceeding is initiated against the Party seeking any reorganization, arrangement, composition, readjustment, liquidation, dissolution or similar relief under the present or any future federal bankruptcy code or any other Governmental Rule and, such proceeding is not dismissed within ninety (90) days after the commencement, or any trustee, receiver, custodian or liquidator of said Party or of all or any substantial part of its properties is appointed without the consent or acquiescence of said Party, and such appointment is not vacated or stayed on appeal or otherwise within ninety (90) days after the appointment, or, within ninety (90) days after the expiration of any such stay, has not been vacated, provided that, notwithstanding the foregoing, the exercise of rights to take over operation of a Party's assets, or to foreclose on any of a Party's assets, by a secured creditor of such Party (including the appointment of a receiver or other representative in connection with the exercise of such rights) shall not constitute a Bankruptcy.

1.3 Basic Service- As defined in M.G.L. c. 164, § 1 and in orders of the Department, as amended or promulgated, as the case may be, from time to time. The Fixed Basic Service Rate is the price of the default generation service supplied by the Local Distributor, which is fixed for a period of three to six months.

1.4 Commercially Reasonable - Any of the practices, methods and acts which, in the exercise of reasonable judgment in light of the facts known, or which in the exercise of due diligence, should have been known, at the time the decision was made, would have been expected in the industry to accomplish the desired result consistent with reliability, safety, expedition, project economics and applicable law and regulations, provided that in no event shall increased costs or economic hardship be an excuse for not performing a Party's obligations under this ESA.

1.5 Competitive Supplier – The corporation identified at the top of page one of this ESA, which is duly authorized to conduct business in the Commonwealth of Massachusetts.

1.6 Intentionally Omitted.

1.7 Intentionally Omitted.

1.8 Delivery Term - The period for which prices for All-Requirements Power Supply have been established, as set forth Exhibit A.

1.9 DPU or Department - The Massachusetts Department of Public Utilities or any successor state agency.

1.10 EDI - Electronic Data Interchange: The exchange of business data in a standardized format between business computer systems.

1.11 Effective Date - The date on which this ESA is executed by the Parties (to be determined by the later date, if the Parties execute on different dates).

1.12 Eligible Customers - Residential, commercial, industrial, municipal, or other consumers of electricity located within the geographic boundaries of the Municipality who receive Basic Service as of the Effective Date ("Basic Service Customers"), or New Eligible Customers that subsequently become eligible to participate in the Program at one or more locations within the geographic boundaries of the Municipality. Pursuant to the Department's Order on Eligible Customers, D.P.U. 16-10 (2017). Eligible Customers shall include; (1) Basic Service Customers except as specifically excluded herein; (2) Basic Service Customers who have indicated that they do not want their contact information shared with competitive suppliers for marketing purposes; and (3) customers receiving Basic Service plus an optional green power product that allows concurrent enrollment in either Basic Service or competitive supply. Eligible Customers shall exclude: (1) Basic Service Customers who have asked their Local Distributor to not enroll them in competitive supply;

(2) Basic Service Customers enrolled in a green power product program that prohibits switching to a competitive supplier; and (3) customers receiving competitive supply service.

1.13 ESA - This Electric Service Agreement.

1.14 Force Majeure - Any cause not within the reasonable control of the affected Party which precludes that party from carrying out, in whole or in part, its obligations under this ESA, including, but not limited to, Acts of God; winds; hurricanes; storms; tornadoes; fires; epidemics; landslides; earthquakes; floods; other natural catastrophes; strikes, lock-outs or other industrial disturbances; acts of public enemies; acts, failures to act or orders of any kind of any governmental authorities acting in their regulatory or judicial capacity, provided, however, that any such discretionary acts, failures to act or orders of any kind by the Municipality may not be asserted as an event of Force Majeure by the Municipality; acts or failures to act by the Local Distributor, including, but not limited to, the failure to distribute retail power for any reason; insurrections; military action; war, whether or not it is declared; sabotage; riots; civil or industrial disturbances or explosions. Nothing in this provision is intended to excuse any Party from performing due to any governmental act, failure to act, or order, where it was reasonably within such Party's power to prevent such act, failure to act, or order. Economic hardship of either Party shall not constitute an event of Force Majeure.

1.15 General Communications - The type of communications described and defined in Article 5.6 herein.

1.16 Governmental Authority - Any national, state or local government, independent system operator, regional transmission owner or operator, any political subdivision thereof or any other governmental, judicial, regulatory, public or statutory instrumentality, authority, body, agency, department, bureau, or entity, excluding the Municipality.

1.17 Governmental Rule - Any law, rule, regulation, ordinance, order, code, permit, interpretation, judgment, decree, or similar form of decision of any Governmental Authority having the effect and force of law.

1.18 Green Power - Electric energy generated by equipment or facilities including solar power, biomass, landfill gas, wind turbine, hydro power or other renewable energy generating resource or technology, as may be defined by M.G.L. c. 25A, § 11F, § 11F1/2, or M.G.L. c. 164, § 1, or, that may be otherwise added by mutual agreement of the Parties.

1.19 ISO-NE - The New England Independent System Operator, or such successor or other entity that oversees the integrated dispatch of power plants in New England and the bulk transmission of electricity throughout the New England power grid.

1.20 kWh, kW - Kilowatt-hour and kilowatts, respectively.

1.21 Local Distributor - Utility, or any successor company(ies) or entity(ies) providing

electricity distribution services in the Municipality.

1.22 NEPOOL - The New England Power Pool.

1.23 New Eligible Customers - Residential, commercial, industrial, municipal, or other consumers of electricity that become Eligible Customers after the Effective Date and have not previously elected to opt-out of the Program.

1.24 New Taxes - Any taxes not in effect as of the Effective Date enacted by a Governmental Authority or the Municipality, to be effective after the Effective Date with respect to All-Requirements Power Supply, or any Governmental Rule enacted and effective after the Effective Date resulting in application of any existing tax for the first time to Participating Customers.

1.25 Participating Customers - Eligible Customers enrolled in the Program.

1.26 Parties - The Municipality and Competitive Supplier, as the context requires. In the singular, "Party" shall refer to any one of the preceding.

1.27 Plan - Community Electricity Aggregation Program as adopted or amended by the Municipality from time to time, and as approved by the Department in D.P.U. 19-85. The Aggregation Plan is a plan developed by the Municipality to aggregate electricity consumers for the primary purpose of negotiating the best rates for the supply of electricity for such consumers.

1.28 Point of Delivery - The point of interconnection between NEPOOL Pool Transmission Facilities and the transmission facilities of the Local Distributor.

1.29 Point of Sale - The electric meter for each Participating Customer's account, as designated by the Local Distributor.

1.30 Program - Community Electricity Aggregation Program, under which, the Plan is described and implemented.

1.31 Regulatory Event – Implementation of a new, or changes to an existing, Governmental Rule by a Governmental Authority, including without limitation the Local Distributor's tariffs, market rules, operating protocols and definitions, which have a material effect on the services and transactions contemplated by this ESA, including changes to a Governmental Rule that increase or decrease Competitive Supplier's costs. A "change" as used herein includes any amendment, modification, nullification, suspension, repeal, finding of unconstitutionality or unlawfulness, or any change in construction or interpretation, providing such "change" was not known or foreseeable as of the Effective Date.

1.32 Replacement RECs – Renewable Energy Certificates (RECs) to be provided by the

Competitive Supplier in the event the REC Supplier defaults under, or terminates, the REC Purchase Agreement prior to termination of the ESA as provided in Article 8.2.

1.33 Retail Price - As set forth in Exhibit A.

1.34 Service Commencement Date - As set forth in Exhibit A.

1.35 Term - As defined in Article 4.1.

## ARTICLE 2 RIGHTS GRANTED

### 2.1 GENERAL DESCRIPTION AND LIMITATIONS

Competitive Supplier is hereby granted the exclusive right to provide All-Requirements Power Supply to Participating Customers pursuant to the terms of the Program and this ESA. For the avoidance of doubt, Competitive Supplier shall be authorized to supply All-Requirements Power Supply only to Participating Customers, and the Local Distributor will continue to have the right and obligation to supply electricity to Eligible Customers who opt-out of the Program and remain on, or return to, Basic Service, until changes in law, regulation or policy may allow otherwise. Competitive Supplier further recognizes that this ESA does not guarantee that any individual Eligible Customer will be served by the Competitive Supplier.

In accordance with Article 3 below, all Eligible Customers shall be automatically enrolled in the Program unless they choose to opt-out. As between the Parties, the Competitive Supplier has the sole obligation of making appropriate arrangements with the Local Distributor, and any arrangements which may be necessary with the ISO-NE so that Participating Customers receive the electricity supplies to be delivered pursuant to this ESA.

The Municipality shall specifically authorize the Local Distributor to provide, and Competitive Supplier the right to obtain and utilize as required, all billing and energy consumption information for Participating Customers as is reasonably available from the Local Distributor. Competitive Supplier shall request consumption data for individual Participating Customers from the Local Distributor via EDI. If further action is required by the Local Distributor to authorize Competitive Supplier to receive such consumption and billing data, the Municipality agrees to use Commercially Reasonable efforts, at Competitive Supplier's cost, to assist Competitive Supplier, if so requested by it, in obtaining such information for Participating Customers, including, without limitation, assisting Competitive Supplier in obtaining permission from such Eligible Customers and/or the Department, where necessary as a prerequisite to the provision of such information. Competitive Supplier shall not be responsible for any errors that Competitive Supplier makes in the provision of All-Requirements Power Supply to the extent both that: 1) such errors are caused by errors or omissions in the information provided to it by the Local Distributor; and 2) it was reasonable

for the Competitive Supplier to rely upon that provided information. The Municipality shall not be responsible for any such errors by the Competitive Supplier in any event.

## 2.2 NO THIRD PARTY BENEFICIARIES

This ESA does not and is not intended to confer any rights or remedies upon any person other than the Parties. This ESA facilitates rights under M.G.L. c. 164 for Eligible Customers to purchase electricity from the Competitive Supplier in accordance with the Plan and this ESA. The Municipality has the right, but not the obligation, to advocate on behalf of the Eligible Customers interested in contracting for electric supply and on behalf of all Participating Customers, unless otherwise prevented by law.

## 2.3 COMPLIANCE WITH LAWS

By entering into this ESA, the parties specifically represent that they have exercised due diligence to review and have fully complied with all relevant regulations and orders of the DPU, Massachusetts Attorney General, and the Massachusetts Department of Energy Resources ("DOER") and any other governmental authorities having jurisdiction over any element of the transactions contemplated by this ESA. Competitive Supplier specifically represents that it has exercised due diligence to review and has fully complied with all relevant regulations and orders of the Federal Energy Regulatory Commission ("FERC").

## 2.4 CONDITIONS PRECEDENT

The Municipality's obligations under this ESA shall be conditioned upon the Competitive Supplier, fulfilling the following requirements:

- a) maintain Competitive Supplier's license from the Department (as such term is defined in the Local Distributor's Terms and Conditions for Competitive Suppliers);
- b) execute an Electric Supplier Service Agreement with the Local Distributor in a form reasonably satisfactory to Competitive Supplier;
- c) execute any appropriate ISO-NE applications and agreements;
- d) obtain authorization from the FERC to sell power at market-based rates;
- e) complete EDI testing with Local Distributor; and
- f) provide all other documentation and satisfy all other conditions required by the Local Distributor

If Competitive Supplier has not fulfilled all such requirements by the Service Commencement Date, then the Municipality may terminate this ESA without any liability to the Competitive Supplier.

## 2.5 OWNERSHIP AND USE OF ELIGIBLE CUSTOMER DATA

Competitive Supplier acknowledges and agrees that: 1) all Eligible Customer data (including

addresses, telephone numbers or other identifying information) made available to Competitive Supplier as an agent of Municipality for such data must be protected from disclosure to third parties by the Competitive Supplier and its Associated Entities to the fullest extent possible under the law; 2) the Competitive Supplier does not hold any permanent right, title or interest in this data; and 3) this data is to be obtained, retained and used by the Competitive Supplier and its Associated Entities solely to provide All-Requirements Power Supply to Participating Customers and to render other services expressly required or permitted under this ESA. Any other use of Eligible Customer data without the prior written consent of the Municipality is strictly prohibited. Pursuant to such authorized use, Competitive Supplier may share such Eligible Customer data with Associated Entities as reasonably necessary to accommodate Competitive Supplier's provision of All-Requirements Power Supply or other performance pursuant to this ESA (including, without limitation, collection of receivables), provided that Competitive Supplier will take reasonable measures to inform any such Associated Entities of the confidential nature of such data and the restrictions set forth in this Article 2.5 and elsewhere in this ESA. Except as expressly provided in this ESA, and as otherwise permitted by law, Competitive Supplier and its Associated Entities shall not disclose any Eligible Customer data to any third-party and Competitive Supplier and its Associated Entities shall take all Commercially Reasonable measures to protect Eligible Customer data from access by, or beneficial use for, any third-party. To the extent that the provision of All-Requirements Power Supply or other services under this ESA requires that Competitive Supplier and its Associated Entities have access to or make use of any Eligible Customer data, Competitive Supplier and its Associated Entities shall treat such Eligible Customer data as confidential information. Competitive Supplier may use Eligible Customer data to engage in direct marketing only during the term of this ESA and subject to the terms set forth in Article 18.2. Competitive Supplier may only communicate with Program participants and/or use the lists of Eligible Customers/Program participants to send Department-approved education materials, opt-out notices, other communications essential to the operation of the Program. Such lists may not be used by Competitive Supplier to market any additional products or services to Eligible Customers or Program Participants. A violation of this Article 2.5 shall be grounds for termination under Article 4.2(a). Competitive Supplier agrees violation of this Article 2.5 shall constitute irreparable harm.

## ARTICLE 3 CONSUMER CHOICE, NOTIFICATION OF RIGHTS, ENROLLMENT

### 3.1 CONSUMER CHOICE

The Parties acknowledge and agree that all Participating Customers have the right, pursuant to M.G.L. c. 164, § 134 and the Program, to change their source of electricity supply, as set forth in Article 2.1. The Parties represent and warrant to each other that they shall not unreasonably interfere with the right of Participating Customers to opt-out of the Program, and shall comply with any rules, regulations or policies of the Department, the Local Distributor and/or other lawful Governmental Authority regarding the procedures for opting out or of switching from one source of electric supply to another.

### 3.2 NOTIFICATION TO ELIGIBLE CUSTOMERS FOR NEW AGGREGATION

In the event the Municipality is launching a new aggregation, all Eligible Customers will, as of the Service Commencement Date, be automatically enrolled in the Program under the terms of this Agreement unless they opt-out. The Local Distributor or the Municipality will provide to Competitive Supplier a list of all Eligible Customers as of the Effective Date including service and billing addresses. Competitive Supplier shall notify each Eligible Customer :

- (i) about the Program;
- (ii) of the date on which such Eligible Customer must postmark or submit the Reply Card to avoid automatic enrollment in the Program;
- (iii) that the Competitive Supplier will be providing All-Requirements Power Supply to such Eligible Customer as of the same date, subject to the opt-out provisions of M.G.L. c. 164, sec. 134, and the Plan; and
- (iv) of the opt-out procedures under the Plan and as required by the Department.

The Municipality shall specify the design, content and text of the notice of the opt-out procedures (the “Opt-Out Notice”), which shall be consistent with the requirements of the DPU. The Opt-Out Notice may be in color and may include 2 pages in addition to the reply form and language access document, but shall not exceed 2 ounces in weight. Competitive Supplier shall review the Opt-Out Notice and notify the Municipality of any comments or concerns regarding the form or content of the notice. The Municipality shall submit the final Opt-Out Notice to the DPU for its review and approval. Once the design and content of the notice are finalized and approved by the DPU, Competitive Supplier shall, at its cost and in accordance with the approved design and content, prepare, print and mail to each Eligible Customer the Opt-Out Notice at least thirty seven (37) days prior to the date of automatic enrollment. The Opt-Out Notice shall:

- i) prominently state all charges to be assessed by the Competitive Supplier;
- ii) provide a summary of the prices and terms included in Exhibit A;
- iii) fully disclose the prices and terms then being offered for Basic Service by the Local

- Distributor;
- iv) state how an Eligible Customer may opt-out of the Program prior to enrollment and remain on Basic Service from the Local Distributor;
  - v) state how all Participating Customers, subsequent to enrollment, will also have the right to opt-out at any time and return to Basic Service or choose a new Competitive Supplier without paying a fee, charge or penalty;
  - vi) identify the exact date by which customers must postmark the opt-out reply card to avoid automatic enrollment;
  - vi) include a Language Access Document as specified by the Department; and
  - vii) include a reply card and postage-paid envelope that Eligible Customers may use to exercise their opt-out rights.

In processing Program enrollments, the Competitive Supplier shall ensure that Eligible Customers shall have a full 30 days to opt out plus six days to account for mailing (i.e. three days for the opt-out notice to be delivered to the customer and three days for the opt out card to be delivered to the Competitive Supplier. The opt-out period shall end 36 days after mailing of the opt-out notice and Program enrollments shall begin no sooner than 37 days after mailing of the opt-out notice.

All Eligible Customers who do not elect to opt-out of the Program shall then be deemed Participating Customers and shall be entitled to receive electric supply at the prices listed in Exhibit A and pursuant to the terms and conditions of this Agreement.

If any Opt-Out Notices are returned as undeliverable, the Competitive Supplier shall promptly make commercially reasonable efforts to identify a correct mailing address and re-send the Opt-Out Notice. The Municipality shall make Commercially Reasonable efforts to assist the Competitive Supplier with identifying correct mailing addresses. An Eligible Customer will not be enrolled where an opt-out notice is returned as undeliverable.

Once enrolled in the Program pursuant to the procedures described in this Agreement, Participating Customers may opt out at any time without paying any fee, charge or penalty.

The Parties acknowledge that any low income discounts provided by the Local Distributor to low income consumers are not impacted by this Agreement.

### 3.3 NOTIFICATION TO NEW ELIGIBLE CUSTOMERS AFTER PROGRAM LAUNCH

Throughout the term of this Agreement Competitive Supplier shall maintain a Master Opt Out File, as described in Article 11, that includes accurate records of a) all consumers in the Municipality that opted out prior to enrollment and after receiving an Opt-Out Notice and b) all consumers that left the Program for any reason after they were enrolled in the Program. Once each month throughout the term of this Agreement, or as otherwise agreed to by the

Parties, the Competitive Supplier shall request from the Local Distributor an updated list of Eligible Customers (hereinafter the “Updated Eligible Customer File”. Once each month, Competitive Supplier shall create a Refresh Mailing List of New Eligible Customers which shall include all consumers in the Updated Eligible Customer List and exclude all consumers listed in the Master Opt Out File.

In accordance with the requirements of any applicable Governmental Rules, Competitive Supplier shall notify such New Eligible Customers listed in the Refresh Mailing List (i) of the date on which such New Eligible Customers will be automatically enrolled in the Program, and (ii) that the Competitive Supplier will be providing All- Requirements Power Supply to such New Eligible Customers as of the same date, subject to the opt-out provisions of the M.G.L. c. 164, § 134, the Plan, and the Program Opt-Out Notice. Competitive Supplier shall mail the aforementioned notice and an Opt-Out Notice, as described in Article 3.1, to each New Customer listed in the Refresh Mailing List no later than sixty (60) after the Service Commencement Date and then once every month thereafter for the balance of the term of the Agreement, or as otherwise agreed to by the Parties. The Opt-Out Notice shall be mailed to each such New Eligible Customer prior to the date of automatic enrollment in accordance with the requirements of the Plan and as described in Section 3.2 above. All Opt-Out Notices must be approved in advance by the Municipality. Competitive Supplier shall enroll New Eligible Customers in the Program immediately following the deadline stated in the Opt-Out Notice as described in Article 3.2.

In providing the notifications set forth in Articles 3.2 and 3.3, and in otherwise conducting the activities in Article 3.5 below, the Competitive Supplier must rely upon information provided to it by the Local Distributor for the purpose of performing its obligations. Competitive Supplier will not be responsible for any errors in connection with its notification to Eligible Customers or New Eligible Customers only to the extent both that: 1) such errors are caused by errors or omissions in the information provided to it by the Local Distributor; and 2) it was reasonable for the Competitive Supplier to rely upon that provided information. The Municipality shall not be responsible for any such errors by the Competitive Supplier in any event.

### 3.4 ENROLLMENT

3.4.1 Participating Customers - All Participating Customers as of the Effective Date will continue to be enrolled in the Program under the terms of this ESA unless they opt-out during the period specified in the Plan. The Municipality shall authorize the Local Distributor to provide to Competitive Supplier a list of Participating Customers as of the Effective Date, as well as such Participating Customer’s service and billing addresses, and any other information necessary for Competitive Supplier to commence All-Requirements Power Supply to such Participating Customers as of the Service Commencement Date.

3.4.2 New Eligible Customers - If New Eligible Customers elect not to opt-out of the Program as provided in Articles 3.2 and 3.3, such New Eligible Customers will be automatically enrolled by Competitive Supplier in the Program. Competitive Supplier shall enroll such New Eligible Customers in accordance with applicable Department and Local Distributor rules. Residential and small commercial New Eligible Customers shall be enrolled in the Program at the rates reflected in Exhibit A. All other New Eligible Customers shall be enrolled at a price determined by the Competitive Supplier based on then-prevailing market conditions.

3.4.3 Re-enrollment by Eligible Customers - At any time during this ESA, Eligible Customers who have previously opted out of the Program may request that they be re-enrolled in the Program. Competitive Supplier shall provide All-Requirements Power Supply to such Eligible Customers at a price determined by the Competitive Supplier based on then-prevailing market conditions. The Competitive Supplier shall be responsible for enrolling all Eligible Customers through EDI transactions submitted to the Local Distributor for initial enrollment in the aggregation and all enrollments thereafter.

3.4.4 Eligible Customers Served by Third-Parties - Consumers being served under other competitive supply programs offered by third-parties will not be automatically enrolled as Participating Customers under this ESA when such program terminates or is otherwise completed. Competitive Supplier agrees that Consumers under such third-party competitive supply programs may affirmatively opt-in and receive All-Requirements Power Supply. Residential and small commercial Consumers which opt-in shall be enrolled in the Program at the rates reflected in Exhibit A. All other Consumers that opt-in shall be enrolled at a price determined by the Competitive Supplier based on the then-prevailing market conditions.

## ARTICLE 4 TERM OF CONTRACT AND TERMINATION

### 4.1 TERM

This ESA shall commence on the Effective Date, provided, however, that Competitive Supplier's obligation to provide All-Requirements Power Supply shall commence on the Service Commencement Date, and shall terminate as of the last day of the Delivery Term as stated in Exhibit A, unless terminated earlier under Article 4.2 below ("Term").

### 4.2 TERMINATION

This ESA may be terminated at any time upon written notice:

a) by the Municipality, or the Competitive Supplier, if the other Party fails to remedy or cure any breach of any material provision or condition of this ESA (including, but not limited to, Article 2.5 and Article 9, but excluding the failure to provide or arrange for All-

Requirements Power Supply, which is addressed in Article 4.2(d)), within sixty (60) days following written notice to do so by the non-breaching party; or

b) by the Municipality, or the Competitive Supplier, if any material provision or condition of this ESA be finally adjudged invalid by any court of competent jurisdiction, or if the Department exercises any lawful jurisdiction so as to invalidate or disapprove this ESA in whole or in significant part; or

c) by the Municipality, (i) if an order is entered against the Competitive Supplier approving a petition for an arrangement, liquidation, dissolution or similar relief relating to Bankruptcy or insolvency and such order remains unvacated for thirty (30) days; or (ii) immediately if the Competitive Supplier shall file a voluntary petition in Bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to Bankruptcy, insolvency or other relief for debtors or shall seek, consent to, or acquiesce in appointment of any trustee, receiver, or liquidation of any of Competitive Supplier's property; or

d) notwithstanding the foregoing, the failure of Competitive Supplier to provide or arrange for All-Requirements Power Supply to Participating Customers, in the absence of Force Majeure or the Municipality's failure to perform, shall constitute an act of default, and the Municipality may terminate this Agreement upon giving written notice and without a cure period. In the event the Competitive Supplier has performed its obligations hereunder and its failure to arrange for or provide All-Requirements Power Supply is a direct result of actions or non-actions by any transmission service provider, the Local Distributor, or the ISO-NE, the Competitive Supplier's failure shall not be deemed to be an act of immediate default and would be subject to remedy or cure as provided in Article 4.2(a).

#### 4.3 OBLIGATIONS UPON TERMINATION

Following termination of this ESA, the Parties shall each discharge by performance all obligations due to any other Party that arose up to the date of termination of the ESA and Competitive Supplier shall continue to have the right to collect all monies due for services rendered to that date. If Municipality has chosen a new supplier for its Program, Competitive Supplier shall assist in the transition to the new supplier by providing all Program information in its possession to the Municipality or the new supplier on a timely basis, including all updated reports pursuant to Article 11 and Exhibit B, excluding any information proprietary to the Competitive Supplier.

The Competitive Supplier specifically waives all rights it may have at law to claim that the Municipality has no standing or otherwise lacks the authority to seek monetary damages on behalf of individual Participating Customers in the event of a breach of the ESA by the Competitive Supplier. The Competitive Supplier shall submit all consumer drops via EDI to the Local Distributor in accordance with the rules and regulations set forth by the Massachusetts Electronic Business Transactions (EBT) Working Group.

#### 4.4 EXTENSION

The ESA may be extended beyond the termination date established in Article 4.1 by mutual, written agreement of the Parties. Any new pricing terms shall be added to and replace Exhibit A as Exhibit A-2. Upon any such extension, this ESA shall continue to be in effect, and all provisions of the ESA shall retain the same force and effect as before the extension, unless it is terminated by either Party pursuant to the provisions of Article 4.2 or until the date stated in such extension.

#### ARTICLE 5 CONTINUING COVENANTS

The Competitive Supplier agrees and covenants to perform each of the following obligations during the term of this ESA.

##### 5.1 STANDARDS OF MANAGEMENT AND OPERATIONS

In performing its obligations hereunder, during the term of this ESA, the Competitive Supplier shall exercise reasonable care and comply with all applicable Governmental Rules; and shall exercise all reasonable efforts to assure that its facilities are prudently and efficiently managed; that it employs an adequate number of competently trained and experienced personnel to carry out its responsibilities; that it delivers or arranges to deliver an uninterrupted supply of such amounts of electricity to the Point of Delivery as are required under this ESA; that it complies with all relevant industry standards and practices for the supply of electricity to Participating Customers; and that, at all times with respect to Participating Customers, it exercises good practice for a Competitive Supplier and employs all Commercially Reasonable skills, systems and methods available to it.

##### 5.2 CUSTOMER SERVICE ACCESS

The Competitive Supplier agrees to provide, or cause to be provided, certain customer services to Participating Customers. Such services shall be reasonably accessible to all Participating Customers, shall be available during normal working hours, shall allow Participating Customers to transact business they may have with the Competitive Supplier, and shall serve as a communications liaison among the Competitive Supplier, the Municipality, and the Local Distributor. A toll-free telephone number will be established by Competitive Supplier and be available for Participating Customers to contact Competitive Supplier during normal business hours (9:00 A.M.- 5:00 P.M. Eastern Time, Monday through Friday) to resolve concerns, answer questions and transact business with respect to the service received from Competitive Supplier. The Municipality will post program-related information on the Municipality's website which will be available to Participating Customers for general information, product and service information, and other purposes.

### 5.3 RESPONDING TO REQUESTS FOR INFORMATION

To the extent authorized by the Participating Customer(s) and to the extent such individual permission is required by law, the Competitive Supplier shall, during normal business hours (as set forth above), respond promptly and without charge therefore to reasonable requests of the Municipality for information or explanation regarding the matters covered by this ESA and the supply of electricity to Participating Customers. Competitive Supplier agrees to designate a service representative or representatives (the "Service Contacts") who shall be available for these purposes, and shall identify the office address and telephone number of such representative(s). Whenever necessary to comply with this Article 5.3, the Service Contacts shall call upon other employees or agents of the Competitive Supplier to obtain such information or explanation as may be reasonably requested. Nothing in this Article 5.3 shall be interpreted as limiting the obligation of the Competitive Supplier to respond to complaints or inquiries from Participating Customers, or to comply with any provision of the Plan or regulation of the Department or Attorney General regarding customer service.

### 5.4 ARRANGING FOR FIRM ALL-REQUIREMENTS POWER SUPPLY

Competitive Supplier shall participate in or make appropriate arrangements with the ISO-NE, any relevant regional transmission organization, wholesale suppliers or any other entity to ensure an uninterrupted flow of firm All-Requirements Power Supply (free of all claims, security interests or others encumbrances) to the Local Distributor for delivery to Participating Customers, and exercise all Commercially Reasonable efforts to cooperate with the NEPOOL, the ISO-NE or any other entity to ensure a source of back-up power in the event that Competitive Supplier is unable to deliver All-Requirements Power Supply to the Point of Delivery. In the event the Competitive Supplier is unable to deliver sufficient electricity to the grid to serve Participating Customers, the Competitive Supplier shall make all such arrangements and exercise all Commercially Reasonable efforts as may be necessary to continue to serve Participating Customers under the terms of this ESA, and shall bear any costs it may incur in carrying out these efforts and obligations. Competitive Supplier shall not be responsible to the Municipality or any Participating Customers in the event that, through no fault of the Competitive Supplier or its Associated Entities, the Local Distributor disconnects, curtails or reduces service to Participating Customers (notwithstanding whether such disconnection is directed by the ISO- NE)

### 5.5 NON-DISCRIMINATORY PROVISION OF SERVICE

Competitive Supplier shall supply electric energy to the Point of Delivery to all Eligible Customers on a non-discriminatory basis; provided, however, that those prices and other terms may vary in accordance with reasonably established rate classifications (e.g., residential, commercial, municipal, industrial) or by such other categories as appear in Exhibit A. To the extent applicable, Competitive Supplier's prices, terms and conditions shall be in accordance with the Massachusetts General Laws, the regulations of the Department,

and other applicable provision of law. To the extent required by law and/or the conditions of any Department approval of this ESA, the Competitive Supplier may not deny service to an Eligible Customer for failure to pay the bills of any other electric company (whether engaged in the distribution, transmission, or generation of electricity) or of any other aggregator, marketer or broker of electricity, but may reasonably deny or condition new service, or terminate existing service, based upon any Participating Customer's failure to pay bills from the Competitive Supplier, subject to any provisions of law or applicable DPU orders or regulations. Provision of electric energy supply shall be subject to Competitive Supplier's standard credit policies, to the extent permitted by law, as described in Exhibit A.

## 5.6 APPROVAL OF GENERAL COMMUNICATIONS

Competitive Supplier may only communicate with Program participants and/or use the lists of Eligible Customers/Program participants to send Department-approved education materials, opt-out notices, other communications essential to the operation of the Program. Such lists may not be used by Competitive Supplier to market any additional products or services to Eligible Customers or Program Participants. Competitive Supplier shall cooperate with the Municipality in the drafting and sending of messages and information to Eligible Customers concerning the Program or any matter arising under or related to this ESA. Competitive Supplier shall provide a copy of such communications to the Municipality for its review to determine whether it is consistent with the purposes and goals of the Municipality, prior to sending, whether directly or through its Associated Entities, any direct mail, advertising, solicitation, bill insert, electronic mail, or other similar written or electronic communication (collectively, "General Communications") to Participating Customers (but excluding individually drafted or tailored communications responding to the specific complaint or circumstance of an individual consumer). The Municipality shall have the right to disapprove such General Communications and suggest revisions if it finds the communication inconsistent with the purposes and goals of the Municipality, factually inaccurate or likely to mislead; provided, however: (i) that the communication shall be deemed approved if the Municipality fails to respond within seven (7) calendar days after receipt (not including weekends and holidays); and (ii) that no approval shall be necessary for any communication (a) regarding any emergency situation involving any risk to the public health, safety or welfare; (b) which has been approved by the Department, the DOER, or any other Governmental Authority; or (c) in the nature of routine monthly or periodic bills, or collection notices, except that any bill insert or message included at the bottom of such bill not within the scope of (a) or (b) above shall require approval. If the Municipality objects to any General Communication on the grounds it is inconsistent with the purposes and goals of the Municipality, the Competitive Supplier, after consultation as provided in this Article 5.6, may nevertheless elect to send such General Communication provided that it: (i) clearly indicates on such mailing that it has not been endorsed by the Municipality, (ii) has previously provided all Participating Customers a meaningful chance to opt not to receive such General Communications, (iii) has stated in connection with such chance to opt not to receive such communications that "the Municipality wants to protect Eligible Customers from receiving marketing materials if you do not wish to do so," and (iv) has otherwise

sought input from the Municipality as to the means by which Eligible Customers are given a chance to remove their names from any list which may receive General Communications. The Municipality may reject or exclude any proposed General Communication that, in its reasonable judgment, is contrary to the interests and objectives of the Program or the Municipality.

## 5.7 COMMUNICATION OF INSERTS AND MESSAGES

Competitive Supplier agrees that if it communicates with Participating Customers directly, and unless prevented for regulatory or other such reasons from doing so, it shall allow the Municipality to include no less than three (3) inserts per year into such communications, provided that the Municipality pays the cost of printing and reproducing such insert and any incremental postage or handling costs the Competitive Supplier may incur as a result of including such insert. Competitive Supplier shall have the right to disapprove such General Communications (that is communications other than those pertaining to the Municipality's demand-side management, energy efficiency programs and technology, and renewable energy programs, if applicable) and suggest revisions if it finds the communication inconsistent with its business interests, factually inaccurate or likely to mislead; provided, however: (i) that the communication shall be deemed approved if the Competitive Supplier fails to respond within seven (7) calendar days after receipt (not including weekends and holidays); and (ii) that no approval shall be necessary for any communication which has been ordered by the Department, the DOER, or any other Governmental Authority to be so communicated. Competitive Supplier may only communicate with Program participants and/or use the lists of Eligible Customers/Program participants to send Department-approved education materials, opt-out notices, other communications essential to the operation of the Program. Such lists may not be used by Competitive Supplier to market any additional products or services to Eligible Customers or Program Participants

## 5.8 PARTICIPATING CUSTOMER LISTS AND DPU ANNUAL REPORTS

### 5.8.1 Consumer Lists

To the extent not prohibited by any Governmental Rule or expressly by any Participating Customer(s), the Competitive Supplier shall, upon request of the Municipality, provide a list of the Participating Customers being served by the Competitive Supplier, including such reasonable identifying and aggregate consumption information as the Municipality may also request to the extent such information is available to Competitive Supplier. Competitive Supplier shall provide such Participating Customer lists in an electronic format reasonably acceptable to both Parties and with no more frequency than once a month.

### 5.8.2 DPU Annual Report

Competitive Supplier acknowledges that the Municipality is required to submit an Annual Report on the Program to the DPU. Competitive Supplier shall assist Municipality in

providing data and information to allow Municipality to prepare the Annual Report to be filed with the DPU. Such data and information may include, but not be limited to: a) monthly enrollment statistics by customer class, including customer additions and withdrawals; b) the number and percentage of customers that opted-out of the program in the last calendar year; c) copies of any opt-out notifications and reply cards sent in the last calendar year; d) documentation of Competitive Supplier's compliance with the alternative information disclosure strategy approved in the relevant final order approving the Municipality's aggregation plan; and e) copies of any complaints about the Program received by Competitive Supplier during the last calendar year and a description of the resolution of such complaints.

## 5.9 COMPLIANCE WITH LAWS

The Parties shall promptly and fully comply with all existing and future Governmental Rules of all Governmental Authorities having jurisdiction over the activities covered by this ESA.

## 5.10 CONSENT

Whenever performance of an obligation of any Party hereto requires the consent or approval of any Governmental Authority, such Party shall make Commercially Reasonable efforts to obtain such consent or approval. In the event the Competitive Supplier requests the Municipality's assistance in obtaining such consent or approval and the Municipality anticipates that it will incur costs in fulfilling the Competitive Supplier's request, it shall give the Competitive Supplier an estimate of such costs. Upon receiving the estimate, Competitive Supplier shall determine whether it will continue to request the Municipality's assistance, and if so, the Competitive Supplier shall reimburse the Municipality for all costs, up to the estimated dollar amount, reasonably incurred by the Municipality in connection with such efforts.

## ARTICLE 6 ROLE OF THE MUNICIPALITY

Under this ESA, the Municipality shall not actually receive, take title to, or be liable for the supply or delivery of All-Requirements Power Supply in any manner whatsoever. The Parties specifically agree that the role of the Municipality is established under M.G.L. c. 164, § 134 and includes negotiating the terms and conditions under which All- Requirements Power Supply will be provided by the Competitive Supplier under this ESA. It is the sole obligation of the Competitive Supplier to arrange for delivery of All-Requirements Power Supply to Participating Customers. The Parties agree that Municipality is not a "distribution company", "electric company", "generation company" or "transmission company" within the meaning of M.G.L. c. 164, § 1 as a result of this ESA, unless a court, the Department, or other lawful authority shall adjudicate to the contrary; provided, however, that the Municipality may be considered to be operating a municipal load aggregation plan pursuant to M.G.L. c. 164, § 134. The Competitive Supplier hereby agrees that it will take no action, whether directly or through its Associated Entities, which would make the Municipality liable to any

Participating Customer due to any act or failure to act on the part of the Competitive Supplier or its Associated Entities relating to the delivery or supply of All-Requirements Power Supply.

## ARTICLE 7 PRICES AND SERVICES; BILLING

### 7.1 SCHEDULE OF PRICES AND TERMS

Competitive Supplier agrees to provide All-Requirements Power Supply and other related services as expressly set forth herein in accordance with the prices and terms included in Exhibit A to this ESA, which Exhibit is hereby incorporated by reference into this ESA.

### 7.2 OBLIGATION TO SERVE

As between the Parties, Competitive Supplier has the sole obligation to obtain sources of supply, whether from generating facilities owned or controlled by its affiliates, through bilateral transactions, or the market, as may be necessary to provide All-Requirements Power Supply for all of the Participating Customers under the Program. Competitive Supplier, except as explicitly limited by the terms included in Exhibit A, shall be obligated to accept all Participating Customers, regardless of their location or energy needs provided such Participating Customers are eligible under the applicable regulations and tariffs of the Local Distributor.

### 7.3 METERING

The Local Distributor will be responsible for any metering which may be required to bill Participating Customers in accordance with the Local Distributor's Terms and Conditions for Competitive Suppliers.

### 7.4 TERMS AND CONDITIONS PERTAINING TO INDIVIDUAL ACCOUNT SERVICE

#### 7.4.1 Title

Title to All-Requirements Power Supply will transfer from Competitive Supplier to Participating Customers at the Point of Sale. In accordance with the Local Distributor's Terms and Conditions for Competitive Suppliers, the Competitive Supplier will be responsible for any and all losses incurred on the local network transmission systems and distribution systems, as determined by the Local Distributor.

#### 7.4.2 Billing and Payment

Unless otherwise specified in an Exhibit to this ESA, all billing under this ESA shall be

based on the meter readings of each Participating Customer's meter(s) performed by the Local Distributor. Competitive Supplier shall, or shall cause the Local Distributor or any other entity, to prepare and mail bills to Participating Customers monthly. If the Competitive Supplier arranges for the Local Distributor to perform billing services, the Competitive Supplier shall adopt the billing and payment terms offered by the Local Distributor to its Eligible Customers on Basic Service unless the Competitive Supplier and Local Distributor otherwise agree. Any over-charge or under-charge will be accounted for in the next billing period for which actual meter data is available.

#### 7.4.3 Regional and Local Transmission

The prices quoted in Exhibit A do not include current and future charges for distribution service costs collected by the Local Distributor under its distribution service tariff or local transmission costs as may be imposed by the regional power pool, ISO-NE, or individual electric utilities that have FERC transmission tariffs. The Competitive Supplier understands that these costs will be collected by the Local Distributor. If, in the future, Competitive Supplier becomes responsible for such distribution or transmission costs, Competitive Supplier shall be entitled to collect such costs from Participating Customers to the extent permitted by any Governmental Rules. These costs are "pass through" costs as determined by the appropriate regulatory agencies.

#### 7.4.4 Taxes

All sales, gross receipts, excise or similar taxes imposed with respect to the sale or consumption of All-Requirements Power Supply shall be included on the Participating Customer's bill and shall be remitted to the appropriate taxing authority by Competitive Supplier. Participating Customers shall be responsible for all taxes that are required by law to be imposed upon a purchaser of electricity and are associated with electricity consumption under the ESA. Participating Customers shall be responsible for identifying and requesting any exemption from the collection of any tax by providing appropriate documentation to Competitive Supplier. For avoidance of doubt, Competitive Supplier shall be responsible for all taxes imposed on Competitive Supplier's income.

### ARTICLE 8 DEVELOPMENT OR OFFERING OF RENEWABLE ENERGY SOURCES

#### 8.1 RENEWABLE ENERGY PORTFOLIO STANDARD

Competitive Supplier agrees that it, and its Associated Entities directly or indirectly involved in providing services or meeting the Competitive Supplier's obligations under the ESA, will comply with the applicable provisions of M.G.L. c. 25A, § 11F, § 11 F1/2, and any regulations, orders or policies adopted pursuant thereto.

#### 8.2 PROVISION OF GREEN POWER

Competitive Supplier will enter into a REC Purchase Agreement (“RPA”) with Green Energy Consumers Alliance, Inc. (“REC Supplier”) attached hereto as Exhibit C. Pursuant to the RPA, REC Supplier will provide, and Competitive Supplier will purchase, renewable energy certificates (RECs) in a quantity sufficient to support the Municipality’s opt-out and opt-in programs as described in Exhibit A of the RPA. Competitive Supplier shall include the REC’s purchased from the REC Supplier in the All Requirements Power Supply to be provided to the Municipality under the ESA. Competitive Supplier shall include all costs of such RECs in the price for All Requirements Power Supply as provided in Exhibit A of this ESA. In the event REC Supplier defaults under, or terminates, the RPA prior to the termination of this ESA, Competitive Supplier shall procure and provide Replacement RECs for the continuing term of the ESA sufficient to support the Municipality’s opt-out and opt-in programs as described in Exhibit A of the RPA. The prices included in Exhibit A of the ESA shall not be subject to modification because Competitive Supplier is required to provide Replacement RECs.

#### ARTICLE 9 SERVICE PROTECTIONS FOR RESIDENTIAL CONSUMERS

Competitive Supplier agrees that it and its Associated Entities shall comply with the provisions of 220 C.M.R. 25.00, 27.00, 28.00 and 29.00, as applicable to Competitive Suppliers, and any amendments thereto, and any code of conduct or policies the Department may adopt in accordance with M.G.L. c. 164, § 1F(7). The Competitive Supplier shall, at least 30 days prior to the Service Commencement Date, provide a written description of its billing and termination procedures, customer services, confidentiality and related practices and procedures. Such written description shall also include the Competitive Supplier's plans for maintaining "service quality standards", as that phrase is used in § 1F(7); for complying with the “opt-out” provisions of M.G.L. c. 164, § 134(a); and for handling consumer complaints, including any arbitration procedures. If the Participating Customer(s) so permit(s) or to the extent such permission is required by law or the terms of any Department order with respect to this ESA, the Competitive Supplier agrees to provide notice to the Municipality of any consumer complaints received from a Participating Customer, and the Municipality shall have the right, but not the obligation, to participate in resolution of the dispute, to the extent that such complaints relate directly to the Program, and to the extent permitted by Department regulations and other applicable law. The use of practices and procedures which materially fail to comply with Department regulations and policies shall be deemed grounds for termination of this ESA, at the discretion of the Municipality after providing written notice of such failure to the Competitive Supplier and allowing the Competitive Supplier sixty (60) days to cure such failure.

In addition, and in accordance with M.G.L. c. 164, § 1F(2) and 220 CMR 11.05(2)(b)19, in the event of a dispute regarding an invoice or Competitive Supplier's service, whether directly or through its Associated Entities, under this ESA, a Participating Customer may contact the Department, which may refer the dispute to the Massachusetts Office for Dispute Resolution for mediation of such dispute, if the amount in dispute is greater than one hundred

dollars (\$100.00) and the subject of the dispute is within the Department's statutory and regulatory authority.

## ARTICLE 10 NON-DISCRIMINATION IN HIRING AND EMPLOYMENT

Competitive Supplier agrees that it shall conduct its operations and activities under this ESA in accordance with all applicable state and federal laws regarding non-discrimination in hiring and employment of employees.

## ARTICLE 11 POWER SUPPLY INFORMATION AND ACCESS TO INFORMATION

### 11.1 POWER SUPPLY INFORMATION

#### 11.1.1 Monthly Reports

Competitive Supplier shall provide the Municipality or its agent with monthly reports as described in Exhibit B. The monthly reports will be due to the Municipality or its agent within thirty (30) days following the last day of each month. The aggregate kWh sales and number of Participating Customer accounts shall be listed in the report both by rate code and rate name as shown on Exhibit B attached hereto. This information shall be provided in electronic format.

#### 11.1.2 Consumer-Related Data

On and after the Service Commencement Date, Competitive Supplier will maintain consumer- related data in electronic form including utility account number, billing name, billing address, service address historical usage, demand, and ICAP (Installed Capacity) data. Competitive Supplier will make such data available to the Municipality or its agent upon request within forty-five (45) days of the request. A violation of this Article 11.1.2 shall be grounds for termination under Article 4.2(a).

#### 11.1.3 Standard of Care

Competitive Supplier shall use all Commercially Reasonable efforts in preparing and providing any information or data required under the ESA. To the extent that Competitive Supplier determines that any information or data provided hereunder is in error, it shall notify the Municipality and provide the correct information or data to the Municipality or its agent within a Commercially Reasonable time

### 11.2 POWER SUPPLY REPORT

Within fifteen (15) days of the end of the quarter, Competitive Supplier shall present a copy of the current "Disclosure Label" required by the Department of all Competitive Suppliers to be disclosed to their Participating Customers which includes information pertaining to Competitive Supplier's power supply and a reasonably detailed description of the sources of Competitive Supplier's power supply used to serve Participating Customers pursuant to this ESA, except to the extent such disclosure would violate any confidentiality obligations of Competitive Supplier.

### 11.3 BOOKS AND RECORDS

Competitive Supplier shall keep their books and records in accordance with any applicable regulations or guidelines of the Department, the FERC, and any other Governmental Authority. The Municipality will have access to any reports mandated by the Securities and Exchange Commission which are available on the Internet "EDGAR" system. Upon reasonable request by the Municipality, Competitive Supplier shall provide back up for any charge under this ESA questioned by the Municipality and, unless such charge is in error, the Municipality shall be responsible for the reasonable cost of providing such information.

### 11.4 COPIES OF REGULATORY REPORTS AND FILINGS

Upon reasonable request, Competitive Supplier shall provide to the Municipality a copy of each public periodic or incident-related report or record relating to this ESA which it files with any Massachusetts or federal agency regulating rates, service, compliance with environmental laws, or compliance with affirmative action and equal opportunity requirements, unless the Competitive Supplier is required by law or regulation to keep such reports confidential. Competitive Supplier shall be reimbursed its reasonable costs of providing such copies.

## ARTICLE 12 RESOLUTION OF DISPUTES; CHOICE OF LAW AND FORUM

### 12.1 CHOICE OF LAW AND FORUM

This ESA and the rights of the Parties shall be interpreted and determined in accordance with the laws of the Commonwealth of Massachusetts without respect to conflicts-of-laws principles. Any litigation arising hereunder shall be brought solely in the appropriate federal court in Massachusetts or appropriate state court sitting in the Massachusetts county in which the Municipality is located, to whose jurisdiction the parties hereby assent, waiving all objections to venue or forum.

### 12.2 DISPUTE RESOLUTION

Unless otherwise provided for in this ESA, the dispute resolution procedures of this Article 12.2 shall be the exclusive mechanism to resolve disputes arising under this ESA. The Parties

agree to use their respective best efforts to resolve any dispute(s) that may arise regarding this ESA. Any dispute that arises under or with respect to this ESA that cannot be resolved shall in the first instance be the subject of informal negotiations between the Parties involved in the dispute. The dispute shall be considered to have arisen when one Party sends the other Party(ies) involved in the dispute a written notice of dispute. The period for informal negotiations shall be fourteen (14) days from receipt of the written notice of dispute unless such time is modified by written agreement of the Parties involved in the dispute. In the event that the parties involved in the dispute cannot resolve a dispute by informal negotiations, the Parties may seek judicial enforcement subject to the provisions of this ESA. Notwithstanding the foregoing, injunctive relief may be immediately sought without resorting to the procedure set forth herein to prevent irreparable harm that would be caused by a breach of this ESA.

## ARTICLE 13 INDEMNIFICATION

### 13.1 INDEMNIFICATION BY THE COMPETITIVE SUPPLIER

In addition to any other remedies available to the Municipality at law or equity, and notwithstanding any other provision contained herein, the Competitive Supplier shall indemnify, defend and hold harmless the Municipality ("Indemnified Party") and the Indemnified Party's officials, officers, employees, agents, representatives and independent contractors, from and against any and all costs, claims, liabilities, damages, expenses (including reasonable attorney's fees), causes of action, suits or judgments, incurred by, on behalf of or involving any one of the foregoing parties to the extent arising directly from or in connection with (i) any material breach by Competitive Supplier of its obligations, covenants, representations or warranties contained in this ESA and not resulting from the actions of the ISO, Local Distributor, the Municipality or its employees or agents, or (ii) any action or omission taken or made by the Competitive Supplier or its Associated Entities in connection with Competitive Supplier's performance of this ESA.

### 13.2 NOTICE OF INDEMNIFICATION CLAIMS

If the Municipality seeks indemnification pursuant to this Article 13, it shall notify Competitive Supplier of the existence of a claim, or potential claim as soon as practicable after learning of such claim, or potential claim, describing with reasonable particularity the circumstances giving rise to such claim. Upon written acknowledgment by the Competitive Supplier that it will assume the defense and indemnification of such claim, the Competitive Supplier may assert any defenses that are or would otherwise be available to the Municipality.

### 13.3 SURVIVAL

Notwithstanding any provision contained herein, the provisions of this Article 13 shall

survive the termination of this ESA.

#### 13.4 DUTY TO MITIGATE

Each Party agrees that they have a duty to mitigate damages and covenant that they will use Commercially Reasonable efforts to minimize any damages they may incur as a result of the other Party's performance or non-performance of this ESA.

### ARTICLE 14 REPRESENTATIONS AND WARRANTIES

#### 14.1 BY THE COMPETITIVE SUPPLIER

As a material inducement to entering into this ESA, the Competitive Supplier hereby represents and warrants to the Municipality as of the Effective Date of this ESA as follows:

- a) it is duly organized, validly existing and in good standing under the laws of the jurisdiction of its formation and is qualified to conduct its business in those jurisdictions necessary for it to perform its obligations under this ESA;
- b) it has all authorizations from any Governmental Authority necessary for it to legally perform its obligations under this ESA or will obtain such authorizations in a timely manner prior to when any performance by it requiring such authorization becomes due;
- c) the execution, delivery and performance of this ESA are within its powers, have been duly authorized by all necessary action and do not violate any of the terms or conditions in its governing documents or any contract to which it is a party or any Governmental Rule applicable to it;
- d) subject to the conditions set forth in Article 2.4, this ESA constitutes a legal, valid and binding obligation of the Competitive Supplier enforceable against it in accordance with its terms, and the Competitive Supplier has all rights such that it can and will perform its obligations to the Municipality in conformance with the terms and conditions of this ESA, subject to bankruptcy, insolvency, reorganization and other laws affecting creditor's rights generally and general principles of equity;
- e) no Bankruptcy is pending against it or to its knowledge threatened against it;
- f) none of the documents or other written information furnished by or on behalf of Competitive Supplier to the Municipality pursuant to this ESA, contains any untrue statement of a material fact or omits to state any material fact required to be stated therein or necessary to make the statements contained herein or therein, in the light of the circumstances in which they were made, not misleading; and
- g) all information furnished by Competitive Supplier in response to the Request for Proposals for competitive electric supply services is true and accurate.

#### 14.2 BY THE MUNICIPALITY

As a material inducement to entering into this ESA, the Municipality hereby represents and

warrants to Competitive Supplier as of the effective date of this ESA as follows:

- a) this ESA constitutes the legal, valid and binding contract of the Municipality enforceable in accordance with its terms, subject to applicable law;
- b) the execution, delivery and performance of this ESA are within the Municipality's powers, have been or will be duly authorized by all necessary action;
- c) the Municipality has all authorizations from any local or state Governmental Authority necessary for it to legally perform its obligations under this ESA or will obtain such authorizations in a timely manner prior to when any performance by it requiring such authorization becomes due; and
- d) no Bankruptcy is pending or threatened against the Municipality.

## ARTICLE 15 INSURANCE

15.1 In order to help support the indemnifications provided in Article 13, and its other promises and covenants stated herein, Competitive Supplier shall secure and maintain, at its own expense, before the Effective Date and throughout the term of this ESA, unless otherwise specified, comprehensive commercial general liability insurance of at least \$3,000,000 combined single limit and excess liability coverage of at least \$5,000,000 with insurers licensed to do business in the Commonwealth of Massachusetts and satisfactory to the Municipality. A certificate that each such insurance coverage is in force and effect, and listing the Municipality as an additional insured on all policies under this ARTICLE 15, shall be submitted fifteen (15) days after the Effective Date and thereafter whenever renewed or requested by the Municipality. All insurers must be notified that the insurance policies must provide that a copy of any notice of cancellation or non-renewal will be sent to the Municipality.

15.2 With respect to any of the insurance policies provided by the Competitive Supplier pursuant to these requirements which are "claims made" policies, in the event at any time such policies are canceled or not renewed, the Competitive Supplier shall provide a substitute insurance policy with terms and conditions and in amounts which comply with these requirements and which provides for retroactive coverage to the date of the cancellation or non-renewal of the prior "claims-made" policy. With respect to all "claims made" policies that have been renewed, the Competitive Supplier shall provide coverage retroactive to the Effective Date under this ESA. All said substitute or renewed "claims made" policies shall be maintained in full force and effect for three (3) years from the date of the termination of the ESA.

15.3 Competitive Supplier, to the extent required by law, must provide worker's compensation insurance meeting all applicable state and federal requirements.

## ARTICLE 16 CONFIDENTIALITY

Competitive Supplier acknowledges that the Municipality is subject to public records laws,

including without limitation, M.G.L. c. 4, § 7, cl. 26 and M.G.L. c. 66, § 10, and that this Agreement is a public record subject to disclosure there under. To the extent not prohibited by such laws, each Party shall keep confidential, and shall not disseminate to any third party (other than such Party's affiliates) or use for any other purpose (except with written authorization, such authorization not to be unreasonably withheld), any information received from the other that is confidential or proprietary in nature unless legally compelled (by deposition, inquiry, request for production of documents, subpoena, civil investigative demand or similar process, or by order of a court or tribunal of competent jurisdiction, or in order to comply with applicable rules or requirements of any stock exchange, government department or agency or other Governmental Authority, or by requirements of any securities law or regulation or other Governmental Rule) or as necessary to enforce the terms of this ESA. The Party receiving confidential or proprietary information shall have no obligation with respect to such information which: (i) is or becomes generally available to the public other than as a result of disclosure by the receiving Party; (ii) was in its possession prior to disclosure hereunder and which was not acquired directly or, to the Party's knowledge, indirectly from the disclosing Party; (iii) was received from a non-party to this ESA who to the receiving Party's knowledge, was not subject to a confidentiality agreement or fiduciary obligation regarding information; or (iv) was independently developed by the receiving Party without reference to the information.

Either Party may disclose confidential information, to the extent required to fulfill its obligations under this Agreement, to its affiliates, and to its officers, directors, employees, attorneys and accountants, and to Associated Entities. This Article 16 shall survive the termination of this ESA for a period of two (2) years.

If either Party is compelled to disclose any confidential information of the other Party, such Party shall request that such disclosure be protected and maintained in confidence to the extent reasonable under the circumstances and use Commercially Reasonable efforts to protect or limit disclosure with respect to commercially sensitive terms. In addition, notwithstanding the public records laws referenced above, such Party shall provide the other Party with prompt notice of the requirement to disclose confidential information in order to enable the other Party to seek an appropriate protective order or other remedy, and such Party shall consult with the other Party with respect to the other Party taking steps to resolve the scope of any required disclosure. In the event the Competitive Supplier requests the Municipality's assistance in protecting the confidentiality of information and the Municipality anticipates that it will incur costs in fulfilling the Competitive Supplier's request, it shall give the Competitive Supplier an estimate of such costs. Upon receiving the estimate, Competitive Supplier shall determine if it continues to request the Municipality's assistance, and if so, the Competitive Supplier shall reimburse the Municipality for all costs, up to the estimated amount, reasonably incurred by the Municipality in connection with such efforts.

For the avoidance of doubt, the information related to this ESA that is considered confidential and proprietary in nature shall include the following:

- a) any account information related to the Participating Customers including, without limitation, historic usage data, metering, and billing and payment information;
- b) any information regarding transactions entered into by Competitive Supplier and any third parties in connection with the provision of All-Requirements Power Supply;
- c) any list of Participating Customers;
- d) any information disclosed by a Party during any settlement discussions;
- e) Competitive Supplier's insurance policies;
- f) any financial security instrument(s) provided by Competitive Supplier;
- g) any non-public information provided by Competitive Supplier; and
- h) any information that either Party should reasonably understand to be confidential and proprietary by virtue of the sensitive nature of the information.

## ARTICLE 17 REGULATORY EVENT

If, after the Effective Date, a Regulatory Event occurs or New Taxes are imposed, and such event or taxes have a direct, material and adverse effect on the economic benefits to a Party to this Agreement, the affected Party shall send written notice to the other Party, setting forth the Regulatory Event or New Taxes and reasonably demonstrating the effect of the same on the affected Party. Upon delivery of such notice, the Parties shall use reasonable efforts to negotiate an amendment to this Agreement to mitigate such effect. Alternatively, if as a direct result of such a Regulatory Event or New Taxes, Competitive Supplier incurs additional, material costs, Competitive Supplier shall provide a written notice to the Municipality that documents: a) the effective date of the Regulatory Event or New Tax; b) a detailed explanation and reasonable demonstration of the material costs incurred as a result of the Regulatory Event or New Tax; c) the timing of the cost impacts to be incurred by the Competitive Supplier; d) the proposed price increase per kWh to be passed on to Participating Customers; and e) a proposed plan for coordinating with the Local Distributor for an increase in price to be billed by the Local Distributor designed to reimburse the Competitive Supplier for such cost impact. If the Parties are not able to agree on an amendment to this Agreement or reimbursement contemplated by this section, the matter may be subject to dispute resolution in accordance with Article 12.2. In no event shall a price change become effective without providing Participating Customers with a 30-day advance notice of the price change.

## ARTICLE 18 MISCELLANEOUS

### 18.1 NO ASSIGNMENT WITHOUT PERMISSION

Competitive Supplier shall not assign this ESA or any of its rights, obligations and privileges

under this ESA without the prior written approval of the Municipality. Such approval may be denied at the reasonable discretion of the Municipality, including if the proposed assignee does not have the experience and financial ability to fulfill all obligations of the Competitive Supplier in the ESA. Notwithstanding the above, any assignment of this ESA by the Competitive Supplier, whether as the result of the sale of all or substantially all of the Competitive Supplier's business related to this ESA or otherwise, shall be subject to the following requirements: (i) Competitive Supplier shall provide the Municipality with notice of the proposed assignment at least 45 days prior to such assignment; (ii) Competitive Supplier's assignee shall agree in writing to be bound by the terms and conditions of this ESA; (iii) Competitive Supplier and such assignee shall, at least forty-five (45) days in advance of any assignment, reasonably demonstrate to Municipality that assignee has the experience and financial ability to fulfill all obligations of the Competitive Supplier in the ESA; and (iv) Competitive Supplier shall cure all defaults of this ESA, if any, of Competitive Supplier existing at the time of assignment.. The Municipality may assign this ESA without the prior consent of Competitive Supplier provided that the proposed assignee has at least the same financial ability as the Municipality and such assignment would not materially impair the rights and interests of Competitive Supplier under this ESA. The rights and obligations created by this ESA shall inure to the benefit of, and be binding upon, the successors and permitted assigns of, the respective Parties hereto.

## 18.2 DIRECT MARKETING

Prior to the introduction of any new product or service which Competitive Supplier may wish to make available to Participating Customers or other Eligible Customers located within the Municipality, Competitive Supplier agrees to (i) give the Municipality written notice of such new product or service and (ii) subject to the entry into reasonable confidentiality terms to the extent permitted by law and mutually acceptable to the Parties, discuss with the Municipality the possible inclusion of such new product or service in this or another aggregation program undertaken by the Municipality. Any new product or service that the competitive supplier and/or Municipality seek to make available to Program participants is subject to Department approval.

Competitive Supplier also agrees not to engage, whether directly or through any of its Associated Entities, in any direct marketing to any Participating Customer that relies upon Competitive Supplier's unique knowledge of, or access to, Participating Customers gained as a result of this ESA. For the purposes of this provision, "direct marketing" shall include any telephone call, mailing, electronic mail, or other contact between the Competitive Supplier and the Consumer. Broad-based programs of the Competitive Supplier that do not rely on unique knowledge or access gained through this ESA will not constitute such "direct marketing." Competitive Supplier may only communicate with Program participants and/or use the lists of Eligible Customers/Program participants to send Department-approved education materials, opt-out notices, or other communications essential to the operation of the Program. Such lists may not be used by Competitive Supplier to market any additional

products or services to Eligible Customers or Program Participants

### 18.3 NOTICES

All notices, demands, requests, consents or other communications required or permitted to be given or made under this ESA shall be in writing and addressed to:

If to Competitive Supplier:

With copy to:

If to Municipality:

Mr. Charles de Casteja  
Good Energy, L.P.  
232 Madison Avenue, 3<sup>rd</sup> Floor  
New York, NY 10016  
Phone: 212-792-0222  
Fax: 212-792-0223  
charles@goodenergy.com

and

Board of Selectmen  
Town of Leicester  
3 Washburn Square  
Leicester, MA 01524  
Phone: 508-892-7000  
Fax: 508-892-7070  
genereuxd@leicesterma.org

Notices hereunder shall be deemed properly served (i) by hand delivery, on the day and at the time on which delivered to the intended recipient at the address set forth in this ESA; (ii) if sent by mail, on the third business day after the day on which deposited in the United States certified or registered mail, postage prepaid, return receipt requested, addressed to the intended recipient at its address set forth in this ESA; or (iii) if by Federal Express or other reputable express mail service, on the next business day after delivery to such express mail service, addressed to the intended recipient at its address set forth in this ESA. Any party

may change its address and contact person for the purposes of this Article 18.3 by giving notice thereof in the manner required herein.

#### 18.4 CHANGES IN EMERGENCY AND SERVICE CONTACT PERSONS

In the event that the name or telephone number of any emergency or service contact for the Competitive Supplier changes, Competitive Supplier shall give prompt notice to the Municipality in the manner set forth in Article 18.3. In the event that the name or telephone number of any such contact person for the Municipality changes, prompt notice shall be given to the Competitive Supplier in the manner set forth in Article 18.3.

#### 18.5 ENTIRE ESA; AMENDMENTS

This ESA, including the Plan incorporated by reference in Section 18.14, constitute the entire agreement between the Parties hereto with respect to the subject matter hereof and supersedes all prior oral or written agreements and understandings between the Parties relating to the subject matter hereof. This ESA may only be amended or modified by a written instrument signed by all Parties hereto.

#### 18.6 FORCE MAJEURE

If by reason of Force Majeure any Party is unable to carry out, either in whole or in part, its obligations herein contained, such Party shall not be deemed to be in default during the continuation of such inability, provided that: (i) the non-performing Party, within two (2) weeks after the occurrence of the Force Majeure, gives the other Party hereto written notice describing the particulars of the occurrence; (ii) the suspension of performance be of no greater scope and of no longer duration than is required by the Force Majeure; (iii) no obligations of the Party which were to be performed prior to the occurrence causing the suspension of performance shall be excused as a result of the occurrence; and (iv) the non-performing Party shall use Commercially Reasonable efforts to remedy with all reasonable dispatch the cause or causes preventing it from carrying out its obligations. If (i) an event of Force Majeure caused by any strikes, lockouts or other industrial disturbances involving Competitive Supplier or its Associated Entities continues for a period of thirty (30) days or longer, or (ii) an event of Force Majeure arising from any other cause continues for a period of sixty (60) days or longer, either Party may terminate this ESA by sending the other Party a written notice as set forth in Article 4.2; provided, however, that the same shall not constitute a default under this ESA and shall not give rise to any damages. Additionally, Competitive Supplier shall submit all consumer drops via EDI to the Local Distributor in accordance with the rules and regulations set forth by the EBT Working Group.

#### 18.7 EXPENSES

Each Party hereto shall pay all expenses incurred by it in connection with its entering into this ESA, including without limitation, all of its attorney's fees and expenses.

#### 18.8 NO JOINT VENTURE

Competitive Supplier will perform all obligations under this ESA as an independent contractor. Nothing herein contained shall be deemed to constitute any Party a partner, agent or legal representative of the other Party or to create a joint venture, partnership, agency or any relationship between the Parties. The obligations of the Municipality and the Competitive Supplier hereunder are individual and neither collective nor joint in nature.

#### 18.9 JOINT WORK PRODUCT

This ESA shall be considered the work product of all Parties hereto, and, therefore, no rule of strict construction shall be applied against either Party.

#### 18.10 COUNTERPARTS

This ESA may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute a single agreement.

#### 18.11 COMMISSION FEES

The Parties acknowledge that the Price for energy as described in Exhibit A includes a commission fee equal to \$0.001 (1 mil) per kWh of Participating Customers actual usage for the duration of the ESA payable to Good Energy, L.P., the consultant hired by the Municipality to develop, implement, and administer the Program. The Competitive Supplier agrees to include the commission fee in the Price for energy and to make the monthly commission payments on behalf of Participating Consumers to Good Energy, L.P. for the term as provided for in this ESA. The commission fees shall be paid ten (10) business days following receipt by Competitive Supplier of the meter readings of each Participating Consumer's meter(s) performed by the Local Distributor. This provision shall be binding upon the Parties and all permitted assigns and other successors-in-interest of the Parties.

#### 18.12 WAIVER

No waiver by any Party hereto of any one or more defaults by any other Party in the performance of any provision of this ESA shall operate or be construed as a waiver of any future default, whether of like or different character. No failure on the part of any Party hereto to complain of any action or non-action on the part of any other Party, no matter how long the same may continue, shall be deemed to be a waiver of any right hereunder by the Party(ies) so failing. A waiver of any of the provisions of this ESA shall only be effective if made in writing and signed by the Party who is making such waiver.

#### 18.13 CO-OPERATION

Each Party acknowledges that this ESA must be approved by the Department and agree that they shall use Commercially Reasonable efforts to cooperate in seeking to secure such approval.

#### 18.14 PLAN

Competitive Supplier agrees that it has been provided with and had a reasonable opportunity to read the Plan approved by the DPU. The parties recognize that the Municipality cannot enter into an ESA unless it is consistent with DPU-approved Plan. The Parties agree that the Plan, in the form as it exists on the Effective Date of this ESA, is incorporated into this ESA by reference, and that it shall be construed harmoniously to the greatest practicable extent; notwithstanding the foregoing, in the event of any conflict between this ESA and the Plan, this ESA shall govern. The Municipality will provide Competitive Supplier with amendments to the Plan as they are adopted; provided, however, that such amendments are not incorporated into this ESA as a result of such adoption. Any amendments hereto must be made in accordance with Article 18.5 of this ESA.

#### 18.15 ADVERTISING LIMITATIONS

Competitive Supplier agrees not to use, whether directly or through any of its Associated Entities, the name of the Municipality, or make any reference to the Municipality in any advertising or other information to be distributed publicly for marketing or educational purposes, unless the Municipality expressly agrees to such usage. Any proposed use of the name of the Municipality must be submitted in writing for agreement and prior approval. The Municipality acknowledges that the Competitive Supplier's corporate affiliates own the exclusive right to the trademarked logo and trade name used by Competitive Supplier. No right, license or interest in this trademark and/or trade name is granted to the Municipality hereunder, and the Municipality agrees that it shall not assert any right, license or interest with respect to such trademark and/or trade name.

#### 18.16 PRESS RELEASES

The Parties agree to cooperate in good faith prior to the issuance of any formal press release with respect to this ESA, such cooperation to include agreement as to the form, substance and timing of such formal press release.

#### 18.17 HEADINGS AND CAPTIONS

The headings and captions appearing in this ESA are intended for reference only, and are not to be considered in construing this ESA.

#### 18.18 SURVIVAL OF OBLIGATION

Termination of this ESA for any reason shall not relieve the Municipality or the Competitive Supplier of any obligation accrued or accruing prior to such termination.

## 18.19 REMEDIES

### 18.19.1 General

Subject to the limitations set forth in Article 18.19.2 below and Article 4, the Municipality and the Competitive Supplier reserve and shall have all rights and remedies available to each of them at law or in equity with respect to the performance or non-performance of the other Party hereto under this ESA.

### 18.19.2 Limitations

NO PARTY HERETO SHALL BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR INDIRECT DAMAGES, LOST PROFITS OR OTHER BUSINESS INTERRUPTION DAMAGES, BY STATUTE, IN TORT OR CONTRACT. Notwithstanding the foregoing, each Party acknowledges that the preceding sentence shall not limit the other Party's rights to seek direct damages or, under Article 13.1, to seek indemnification from Competitive Supplier for consequential, punitive, or incidental damages or other such losses claimed by third- parties; provided that the aggregate limit on Competitive Supplier's indemnification obligation pursuant to this provision, except for any damages caused by the fraud or bad faith of the Competitive Supplier, shall be equal to the greater of : 1) the amount payable for such claims under any and all insurance maintained by the Competitive Supplier; or 2) 50% of the Competitive Supplier's annual gross receipts (price per kWh multiplied by kWh volumes sold) received under this ESA in the most recent 12 month period; or 3) \$10,000,000.00.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives, as required by the applicable laws of the Municipality and the laws, rules and regulations of the Commonwealth of Massachusetts, as of the respective dates set forth below

COMPETITIVE SUPPLIER

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Dated: \_\_\_\_\_

MUNICIPALITY

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Dated: \_\_\_\_\_

## EXHIBIT A

PRICES AND TERMS  
Community Electricity Aggregation Program

Retail Price by Program (applies to all rate classes)

<b><u>Default Program</u></b>	<b><u>Price per kWh</u></b>
	\$ _____
<b><u>Optional Programs</u></b>	
	\$ _____
	\$ _____

Terms for System Supply Service

Delivery Term: The delivery term stated on this Exhibit A will commence, for each Participating Customer account, on the first scheduled meter read date for \_\_\_\_\_ [month/year] (the “Service Commencement Date”) and continue until the first scheduled meter read date for \_\_\_\_\_ [month/year], unless this ESA is sooner terminated in accordance with Article 4.2 of this ESA (the Delivery Term”).

Pricing: The price for All-Requirements Power Supply is stated in the table above (the “Retail Price”). The Retail Price includes any costs associated with meeting Massachusetts Renewable Portfolio Standards at the level required by the applicable law throughout the term of the Agreement, and includes all adders and ancillary charges. Prices shall be fixed for the entire length of the Delivery Term. However, the Competitive Supplier may offer price reductions to Participating Customers at any time during the term of this ESA.

Start Date: All-Requirements Power Supply will commence on the Service Commencement Date. All enrollments must be submitted at least two business days before the next meter read.

Renewable Energy in System Supply: The Competitive Supplier shall include Renewable Energy in the All-Requirements Power Supply mix in an amount equal to the respective

requirements of the Massachusetts' (a) Renewable Portfolio Standard, (b) Alternative Energy Portfolio Standard, (c) Clean Energy Standard, and (d) Clean Peak Energy Standard, or otherwise pay the alternative compliance payment rate as determined by the relevant Massachusetts regulatory authority. For the purposes of clarity, the Competitive Supplier shall be responsible for the annual Clean Peak Energy Standard purchase obligations as filed by the Massachusetts Department of Energy Resources with the General Court on March 19, 2020. In addition to the RPS requirements, the Competitive Supplier shall include \_\_\_\_% additional Renewable Energy for consumers participating in the \_\_\_\_\_ program, \_\_\_\_% additional Renewable Energy for consumers participating in the \_\_\_\_\_ program and \_\_\_\_% additional Renewable Energy for consumers participating in the \_\_\_\_\_ program. The additional Renewable Energy shall be provided in the form of Massachusetts Class I RECs.

**Eligible Customer Opt-Out:** Participating Customers are free to opt-out of the Program utilizing established EDI drop protocols. Participating Customers are to provide five (5) days notice to the Competitive Supplier of such termination. There are no fees or charges for Participating Customers to opt-out or terminate service.

**Competitive Supplier's Standard Credit Policy:** The Competitive Supplier will not require a credit review for any consumer participating in the Program, nor will Competitive Supplier require any consumer to post any security deposit as a condition for participation in the Program. The Competitive Supplier may terminate service to a Participating Customer and return such consumer to Basic Service in the event that the consumer fails to pay to Competitive Supplier amounts past due greater than sixty (60) days.

## EXHIBIT B

### MONTHLY REPORTS

In the month following every month of the Agreement, Competitive Supplier shall provide the following five reports to the Municipality as noted below or s otherwise agreed to by the Parties.

- 1) SALES REPORT: Monthly report of sales which will contain: (i) the actual aggregate kWh sales for each meter read of the reporting period and (ii) the number of Participating Customer accounts active in each meter read of the reporting period.
- 2) MASTER ACCOUNT LIST: A list of Participating Customers, including all customer identifying information provided by the Local Distributor and (i) opt-out notice mailing date, (ii) account status (active/inactive), (iii) account start date, (iv) account end date, (v) account read cycle, (vi) load zone and (vii) opt in date (if applicable).
- 3) MASTER OPT OUT FILE: A list of consumers that opted out of the aggregation program after receiving an opt out notice but prior to enrollment and a list of consumers that enrolled in the aggregation program and then left the program for any reason. Competitive Supplier shall provide this list 10-business day after the close of any Local Distributor Read Month.
- 4) REFRESH MAILING LIST: This mailing list shall be created every month, or as otherwise agreed to by the Parties, by the Competitive Supplier and shall include customer information for all consumers listed in the Updated LDC Basic Service File but excluding only consumers listed in the Master Opt Out File.
- 5) MONTHLY COMMISSION REPORT – Competitive Supplier shall provide Municipality with information to obtain this report online, provided, however, if online access is unavailable for any reason, Competitive Supplier shall provide such report within thirty (30) days of receipt of a written request from Municipality.

TEMPLATE KWH SALES AND CONSUMER ACCOUNTS DATA SUMMARY

Rate Code \_\_\_\_\_  
Rate Name \_\_\_\_\_  
Consumer \_\_\_\_\_  
No Accounts \_\_\_\_\_

**kWh**

January \_\_\_\_\_  
February \_\_\_\_\_  
March \_\_\_\_\_  
April \_\_\_\_\_  
May \_\_\_\_\_  
June \_\_\_\_\_  
July \_\_\_\_\_  
August \_\_\_\_\_  
September \_\_\_\_\_  
October \_\_\_\_\_  
November \_\_\_\_\_  
December \_\_\_\_\_

EXHIBIT C

REC PURCHASE AGREEMENT

## **BID DAY REPRESENTATIVE**

The municipal officials of the Town of Leicester understand the critical importance of having a representative physically present and duly authorized to execute a contract for supply of electricity (Electric Service Agreement (ESA)) on bid day for the Community Electricity Aggregation.

The following designees are duly authorized to execute a contract for supply of electricity (ESA) on bid day for our residents and businesses on Basic Service with National Grid:

Primary Representative: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Alternate Representative: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

## Introduction:

The Town of Leicester MA Is partnering with Becker College to sponsor a Town Flag Design Contest to adopt a new official Town flag that will serve as a symbol for the Town of Leicester and a source of civic pride. We look forward to seeing your vision for our Town!

## Design Entry Guidelines:

- Contest entry is free and open to anyone with a connection to the Town of Leicester, MA.
- You must submit your flag design entry in digital (EPS, PDF, PNG or JPEG) format or physical format (paper card):
  - Submit digital entries to (TBD- Insert Link)
  - Mail or deliver paper entries to (TBD- Insert Address)
- Each design entry should be in the standard US Flag 1:1.67 proportion, 3 inches tall x 5 inches wide.
- Your design entry must be your original work and must not include, be based on, or derived from any pre-existent or third-party designs, trademarks, or copyrighted images, although elements of the Leicester, MA brand standards may be used.
- Each entry may only contain one design. You may submit up to three different design entries.
- You must complete and submit the Leicester Flag Design Contest Entry Form with each entry.
- Your entry must be received by **0:00PM** on (Insert Date), to be eligible for consideration.
- The Town of Leicester is not responsible for entries that are lost, overlooked, damaged, or not received by the contest deadline.

Your flag design entry will be judged based upon the North American Vexillological Association's (NAVA) Five Basic Principles of Flag Design:

1. **Keep it Simple-** *The flag should be simple enough that a child can draw it from memory.*
2. **Use Meaningful Symbols to the town of Leicester-** *The flag's images, colors, or patterns should relate to what it symbolizes.*
3. **Use 2-3 Basic Colors-** *Limit the number of colors on the flag to three, which contrast well and come from the standard color set (red, blue, green, black, yellow, and white)*
4. **No Lettering or Seals** - *Never use writing of any kind or an organization's seal.*
5. **Be Distinctive or Be Related to the Town of Leicester** - *Avoid duplicating other flags but use similarities to show connections.*

For more information on guidance and the Five Basic Principles of Flag Design: <https://nava.org/flag-design-resources/#guidance>

## Selection Process:

Only entries that meet the design entry guidelines will be considered. Entries will be initially reviewed by a selection committee that includes staff from the partnering entities and citizen members.

The selection committee will determine the finalists, and the town will request a public vote and input on the final designs. The final designs that are recommended by the selection committee and/or the public vote will be presented to the Town Commission for consideration for adoption as the Town's official flag in (Insert Date). The Town reserves the right to not select a winner.

**From:** [jlennerton@aol.com](mailto:jlennerton@aol.com)  
**To:** [Forsberg, Kristen](#)  
**Cc:** [Genereux, David](#)  
**Subject:** Re: Leicester Town Flag Project  
**Date:** Thursday, February 4, 2021 1:46:35 PM

---

Hi Kristen,

Thanks for the email- honestly I have a lot of comments about this, largely because I've been running this contest every year for the last 15 years:

First (probably inconsequential) is that the town actually has an official flag that was adopted in or around 1960. I feel like very few people are actually aware of this. It's the town seal on a light blue background.

The commission is in possession of the sole known example.

Several others have surfaced over the years such as the white one Ann Marcel painted the town seal on and even in the hall of flags in the state house there is a red one with a weird looking town seal that nobody knows where it came from.

Secondly, as mentioned above, I've been doing this for a long time. As part of my Massachusetts History class at LHS, I've had students as part of a lesson design a flag for Leicester. I have a large box with probably over 200 designs currently. Most are not anything we would want, but there are some quite decent ones, even a handful that would be serious contenders.

Subsequent to these many years of experience, I have reviewed the guidelines and have the following recommendations:

- **Each design entry should be in the standard US Flag 1:1.67 proportion, 3 inches tall x 5 inches wide.** *It should probably be explained that this is proportional and people's entry need not be actual size. You might assume people would understand this, but trust me, some will not. If you were thinking of making the entries be actual size, this might turn away some designs that we do want to consider. For the project, I do not require a size, but the design must not be any smaller than a standard piece of paper 8 1/2" x 11" This works proportionally and encourages people who want to design it digitally.*

- **Your design entry must be your original work and must not include, be based on, or derived from any pre-existent or third-party designs, trademarks, or copyrighted images, although elements of the Leicester, MA brand standards may be used.** *You should mention specifically that the town seal is allowed and be able to provide a digital copy. (this is what I do each year and the majority of people use it) ALSO- this seemingly prohibits design elements from pre-existing flags. While it is nice to have something totally original, most of the best flags I have had submitted utilize pre-existing flag designs, so that should absolutely not be eliminated.*

**Your flag design entry will be judged based upon the North American Vexillological Association's (NAVA) Five Basic Principles of Flag Design:** Overall it's nice to have standards, but really, are they necessary?

**2. Use Meaningful Symbols to the town of Leicester-** The flag's images, colors, or patterns should relate to what it symbolizes.

**3. Use 2-3 Basic Colors-** Limit the number of colors on the flag to three, which contrast well and come from the standard color set (red, blue, green, black, yellow, and white) *This is fine, however if you utilize the town seal, you'll be breaking the rules on how many colors you can use. This should be reworded or have a special exclusion for the use of the town seal.*

**4. No Lettering or Seals - Never use writing of any kind or an organization's seal.** *Same as mentioned above, if you utilize the town seal, you'll be breaking this rule. Reword or have a special exclusion for the use of the town seal. The Lettering part of this can be argued too, since I've seen some flags which will have words and numbers on them- ex. Design elements with the unofficial commonly used names prior to Leicester: Towtaid & Strawberry Hill, small names of current & past villages, and some with years of purchase and/or incorporation. I generally agree that words & numbers look poor, but it shouldn't be ruled out.*

**5. Be Distinctive or Be Related to the Town of Leicester - Avoid duplicating other flags but**

**use similarities to show connections.** *As also mentioned above seemingly prohibits design elements from pre-existing flags. It says "avoid" but perhaps some language might be clarified so people understand they can start a design based off something they see. This helps what I commonly call a "corporate flag" where submittals look more like the logo of a private corporation than they do an actual flag. There are actually a few town that have adopted these and they look foolish.*

**If you feel the language from the NAVA requirements are too rigid to make these changes, then we should simply create our own criteria and ditch the NAVA requirements together. I understand Becker will want to enter a contest with the organization, but respectfully to the college, it's our flag and we should make the design criteria that suits what we want.**

**I also would (and do for the school project) require a written explanation of the symbolism used in the flag design. For example, if a design has four district areas (like four different squares, etc) they should explain that these represent the four remaining villages of Leicester: Center, Cherry Valley, Greenville, & Rochdale. If the color blue is used, they can explain that it represents water that powered the mills in town. Etc., etc.**

Thirdly, the historical commission had actually unofficially discussed this about a year and a half ago in the fall before Covid. Since I've been doing this at the school for such a long time, we thought we could run this contest with the select board and have possibly/potentially have designs on display in the Swan Tavern that the public could come view and vote on a favorite.

I know the contest is open to everyone, but I would suggest partnering with the public schools in general or the high school specifically to connect to the flag contest that already happens as a school lesson.

If you were interested in doing it with the commission, I'd suggest holding off until covid ends so the Swan could be utilized for display purposes.

Lastly, a question- who will comprise the membership of the selection committee?

If you want to discuss this any further I'd be happy to talk

Joe

-----Original Message-----

From: Forsberg, Kristen <forsbergk@leicesterma.org>

To: jlennerton@aol.com <jlennerton@aol.com>

Cc: Genereux, David <genereuxd@leicesterma.org>

Sent: Tue, Feb 2, 2021 11:16 am

Subject: FW: Leicester Town Flag Project

Good morning Joe,

I have been having preliminary discussions with Becker regarding a town flag design contest. They have asked if we would partner with them. We will be bringing this idea to the Select Board for discussion soon – hopefully Monday night if Donald is available. I wanted to loop in the historical commission of course. Would you please take a look at the attached and provide any feedback you may have? You are also welcome to join the select board meeting – we are aiming for this coming Monday at 6:30pm. Let me know what you think. Thanks,

Kristen L. Forsberg, MPA & MCPPO

Assistant Town Administrator

Town of Leicester

3 Washburn Square  
Leicester, MA 01524  
508-892-7077

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**From:** Desrochers, Donald <donald.desrochers@becker.edu>

**Sent:** Tuesday, February 2, 2021 10:53 AM

**To:** Forsberg, Kristen <forsbergk@leicesterma.org>

**Subject:** Leicester Town Flag Project

Hi Kristen,

How does this look? I think I am ready to buckle down and get this moving as soon as we have the green light from you. We will need a submission form; it could be something as simple as a google form (they tend to work well) I have all the verbiage prepared just need to decide on a landing page for it.

NOTE: I included a place for mail r deliver paper entries, we do not need to have that option, totally your call, some people prefer to online have online submissions.

Let me know if you would like to set up a call or if the email is still best. I am looking forward to the next steps and making this project official.

**Donald L. Desrochers**

Program Director- *Interactive Media Design Studios & Camps*

Adjunct Instructor - *Graphic Design*

Becker College

61 Sever Street

Worcester, MA 01609

C: 781.526.2525

[www.becker.edu](http://www.becker.edu)



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

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

February 8, 2021

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 February 4, 2020.

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

- ☐ None of note

**Meetings:**

- ☐ Attended a Parks and Recreation meeting, at which there was discussion of the Beck College lease, and what direction would be taken should Becker chose not to renegotiate for another lease period.
- ☐ Held an IAC meeting where a 4% rate increase on active Fallon health plans for FY 2022 was presented and accepted by IAC members.
- ☐ Attended an Advisory Committee meeting, where monthly expense reports and the upcoming budget and town meeting articles were discussed. As the Committee will be receive the budget and draft warrant on Tuesday, February 9<sup>th</sup>, I assume that meetings will be commencing shortly.
- ☐ Attended a CIPC meeting, where we discussed the future meeting schedule for department presentations of capital needs.

**Activities:**

- ☐ Completed FY 2022 budget. As we have all projected revenues and costs (state aid, insurance, retirement, etc.) The Governor's budget offered a \$51,000 drop in local aid. While not what we were looking for, it was far better than expected. The FY2022 Health Insurance budget does have some additional funding, which is being held until open enrollment concludes. There is currently a potential balance of \$350,000 in the FY 2021 account, which, if projections continue on track, will be available for redistribution at the May Annual Town Meeting.
  - ☐ We are conducting recruitments for a Highway Department worker and a Barn and Animal Inspector.
  - ☐ Union contract negotiations have restarted for all municipal unions. I am hoping to have them completed by the end of the month, with new MOA's prepared to be voted upon by the Board.
  - ☐ I was asked about the status of the School Building Committee. As the Committee was established by Town Meeting in May of 2017, Town Meeting action would be required to disband it. However, as the work of the Committee is not complete, I recommend that we keep it in place. Committee members can change, but the Committee's framework and structure should remain intact.
  - ☐ Commenced planning for work on Towtaid park as part of the Winter Shared Streets Program
  - ☐ We also obtained two other grants this week.
- Please feel free to contact me with any questions or concerns.

# Megan Canavan

## Education:

Auburn High, Auburn, MA

August 2008 – June 2012

Quinsigamond Community College

Associates Degree in Science – Criminal Justice 2015

Bachelor's Degree in Criminal Justice With Victimology Certificate 2019

## Summary of skills:

- Self-starter who is detail-oriented, reliable and dependable
- Excellent customer service skills
- Excellent communication skills, both written and verbal
- Highly organized with the ability to manage multiple projects and consistently meet deadlines
- Great experience with G-Suit such as word, excel, PowerPoint, etc.

## Work History:

- **MAPFRE Insurance**  
Customer Service Representative I  
Call center- Claim Department  
General Inquiry
- **Massachusetts Department of Agriculture**  
Municipal Animal/Barn inspector  
Duties: Barn inspections, safety inspections, rabies protocol, handling cat, dog, and other occurrences such as bites, enforcing proper licensing and vaccinations for domestic animals 07/2019-present
- **Security Guard**  
Duties: Observe and maintain civil regulations throughout premises 07/2019- 10/2019
- **Devereux School**  
Direct Support Professional  
Duties: Dailey guidance and caretaker for adolescents 06/2018 – 08/2018
- **MassPike** 05/2012 - 11/2016  
Toll Collector

Duties: Customer Service in a booth on highway, cash handling, paperwork, etc.

**Accomplishments:**

- Honor's at Quinsigamond Community College
- Alpha Phi Sigma at Anna Maria College
- Cheerleading at Auburn High School



**Town of Leicester**  
**Town Administrator's Budget**  
**FY2021**

## **I. Budget Overview**

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- 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

I am pleased to present the FY 2022 Town Budget.

We are using the Governor's estimate of local aid as part of our revenue projections. The Governor's budget estimates forecast state aid to the Town to increase by \$90,954 or .74% while assessments increase by 132,773, or 23.73%. Local receipts have been level funded. New growth has been reduced to \$125,000.

Overall revenue is forecast to increase by \$445,205 or 1.38%  
There is no longer any part of the operating budget being funded via Free Cash.

Municipal department budgets are forecast to increase by \$1,160, or 0.11%. However, when factoring in the removal of \$150,000 in Free Cash that went to the legal budget for services which will not be needed in FY 2022, the municipal budget shows an overall increase of \$151,160 or 2.38%.

There are no new municipal employees for FY 2022, but no layoffs or reduction in hours.

Each municipal department budget shows a 2% COLA for employees. They are not included in individual rates as all unions are out of contract, and the non-union staff COLA's follow the union contracts. So the planned COLA is listed in lump sum only. These are budgeted figures; there is no guarantee that these contracts will be settled at that rate.

The School budget shows an increase of \$408,151 or 2.38%, matching the municipal percentage increase.

Debt, benefits and insurance are forecast to decrease by \$97,152 or -1.48%. Our health insurance premiums are increasing by 4% due to utilization and COVID-19 surcharges. However, we have had a surplus in the health insurance budget for the past two fiscal years, that allows much of that cost to be mitigated. Debt is forecast to be dropping by 168,112. Other Town insurance premiums are forecast to increase by 15%.

This budget, and the articles of the Town Meeting warrant are not appropriating much of the FY 2020 Free Cash. Those funds are being put aside in wake of revenue uncertainties tied to the COVID-19

## Budget Calendar

### Budget Calendar

<b>November</b>	<b>Date</b>
Fall Special Town Meeting	17
<b>December</b>	
Capital budget items due to Town Administrator	17
Town Administrator distributes operating budget forms to departments.	19
<b>January</b>	
Departmental budget review meetings with Town Administrator begin.	13
Departmental budget review meetings with Town Administrator end.	20
<b>February</b>	
CIPC meetings begin	3
BOS/FAB operating budget and Capital Budget workshop.	Cancelled
Town Administrator presents Operating budget to BOS.	8
Departmental budget reviews with Finance Advisory Board begin.	15
Final capital budget voted by CIPC.	27
<b>March</b>	
Departmental budget reviews with Finance Advisory Board end.	29
<b>April</b>	
Other meetings as required	
<b>May</b>	
Annual Town Meeting vote on budget.	4

## Personnel Summary

	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Request</b>	<b>Town Administrator Budget</b>
<b>Public Works</b>					
Highway	11.00	11.00	14.00	14.00	14.00
<b>Highway Employees</b>	<b>11.00</b>	<b>11.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>

## Public Safety

Police	23.00	23.00	23.00	24.00	24.00
Fire	67.00	67.00	66.00	66.00	66.00
Ambulance	42.00	40.00	40.00	40.00	40.00
Animal Control	1.00	1.00	1.00	1.00	1.00
<b>Public Safety Employees</b>	<b>133.00</b>	<b>131.00</b>	<b>130.00</b>	<b>131.00</b>	<b>131.00</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>FY2019 Budget</b>	<b>FY2020 Budget</b>	<b>FY 2021 Budget</b>	<b>FY 2022 Request</b>	<b>Town Administrator Budget</b>
<b>Library</b>					
Library	6.00	6.00	6.00	6.00	6.00
<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	1.00	1.00	1.00	1.00	1.00
<b>Total Human Services Employees</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</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	247.26	239.60	249.10	229.09	TBD
<b>Total Education Employees</b>	<b>247.26</b>	<b>239.60</b>	<b>249.10</b>	<b>229.09</b>	<b>0.00</b>

#### **General Government**

Town Administrator/Select Board	9.00	9.00	9.00	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
Town Clerk	2.00	2.00	2.00	2.00	2.00
Elections/Registrars	34.00	34.00	34.00	34.00	34.00
<b>Total General Government Employees</b>	<b>55.00</b>	<b>55.00</b>	<b>55.00</b>	<b>54.00</b>	<b>54.00</b>

<b>Total Employees</b>	<b>471.26</b>	<b>461.60</b>	<b>474.10</b>	<b>454.09</b>	<b>TBD</b>
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## Overview of Revenues and Expenditures - FY 2022 Level Funded Budget

### General Fund

Revenues	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Town Admin. Budget	Dollar Change	Percent Change
Property Tax Levy	\$ 15,526,242	\$ 16,481,795	\$ 17,027,912	\$ 17,532,163	\$ 504,251	2.96%
State Aid	12,206,251	12,225,747	12,212,604	12,303,558	90,954	0.74%
Local Receipts	2,608,657	2,677,657	2,501,000	2,501,000	-	0.00%
Free Cash	186,300	229,167	205,308	-	(205,308)	-100.00%
Available Funds	505,018	395,018	381,183	436,491	55,308	14.51%
<b>General Fund Revenues Total</b>	<b>\$ 31,032,468</b>	<b>\$ 32,009,384</b>	<b>\$ 32,328,007</b>	<b>\$ 32,773,213</b>	<b>\$ 445,205</b>	<b>1.38%</b>

### Expenditures

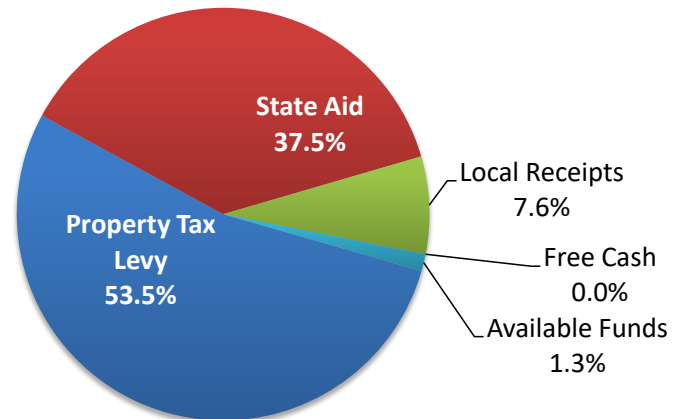
Municipal Departments	\$ 5,726,936	\$ 6,000,137	\$ 6,351,412	\$ 6,352,580	\$ 1,168	0.02%
Education	16,667,839	16,985,780	17,174,399	17,582,550	408,151	2.38%
Inter-governmental	6,126,482	6,672,110	6,573,697	6,476,545	(97,152)	-1.48%
<b>Subtotal</b>	<b>28,521,257</b>	<b>29,658,027</b>	<b>30,099,508</b>	<b>30,411,676</b>	<b>312,168</b>	<b>1.04%</b>
Vocational School Tuition	1,078,000	1,078,000	1,078,000	1,078,000	-	0.00%
Town Meeting articles	39,365	78,142	3,221	3,301	80	2.48%
State Assessments & Offset Receipts	1,389,066	1,189,748	1,138,161	1,280,236	142,075	12.48%
<b>General Fund Expenditures Total</b>	<b>\$ 31,027,688</b>	<b>\$ 32,003,917</b>	<b>\$ 32,318,890</b>	<b>\$ 32,773,213</b>	<b>\$ 454,243</b>	<b>1.41%</b>
<b>General Fund Surplus/(Deficit)</b>	<b>\$ 4,780</b>	<b>\$ 5,467</b>	<b>\$ 9,117</b>	<b>\$ (0)</b>		

Municipal percentage of municipal/school portions of the FY 2022 budget				\$ 6,352,580	26.54%
Less: \$100,000 FY21 budget recalibration for Highway winter maintenance and field mowing				(100,000.00)	
Adjusted percentage of municipal/school budget				6,252,580	26.12%
School percentage of municipal/school portions of the FY 2022 budget				\$ 17,582,550	73.46%
Add: \$100,000 FY21 budget recalibration for Highway winter maintenance and field mowing				100,000	
Adjusted percentage of municipal/school budget				17,682,550	73.88%
<b>Total</b>				<b>\$ 23,935,130</b>	<b>100.00%</b>

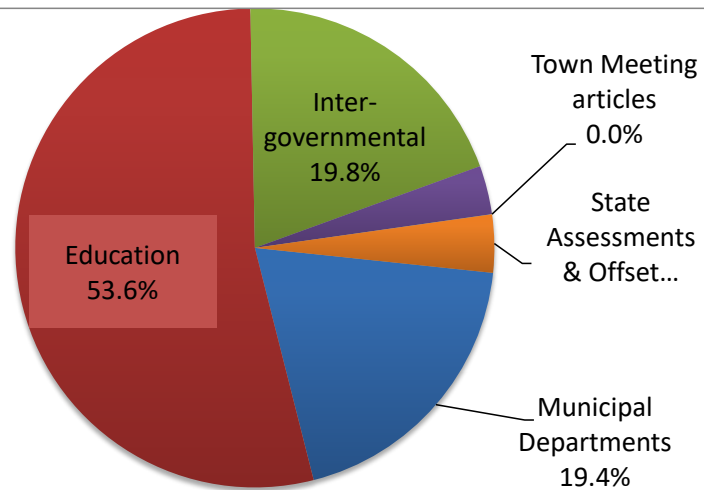
Town Gross Budget increase				\$ 1,168	0.02%
Deduct: Free Cash funding (Legal)				150,000	
<b>Net Budget Increase</b>				<b>\$ 151,168</b>	<b>2.38%</b>

School Gross Budget Increase				408,151	2.38%
<b>Net Budget Increase</b>				<b>\$ 408,151</b>	

## Revenues



## Expenditures



## Appropriation Summary

### General Government

	FY 2019		FY 2020		FY 2021		FY 2022		FY 2022 TA		Dollar	Percent	
	Budget		Budget		Appropriation		Request		Budget		Change	Change	
111 - Legal													
Expenses	\$	209,000	\$	209,000	\$	209,000	\$	59,000	\$	59,000	\$	(150,000)	-71.77%
Total	\$	209,000	\$	209,000	\$	209,000	\$	59,000	\$	59,000	\$	(150,000)	-71.77%
114 - Moderator													
Personnel	\$	81	\$	81	\$	81	\$	81	\$	81	\$	-	0.00%
Expenses	\$	70	\$	70	\$	70	\$	70	\$	70	\$	-	0.00%
Total	\$	151	\$	151	\$	151	\$	151	\$	151	\$	-	0.00%
122 - Select Board													
Personnel	\$	195,381	\$	234,729	\$	256,122	\$	260,037	\$	265,238	\$	9,116	3.56%
Expenses	\$	44,399	\$	40,799	\$	94,990	\$	81,153	\$	41,193	\$	(53,797)	-56.63%
Total	\$	239,780	\$	275,528	\$	351,112	\$	341,190	\$	306,431	\$	(44,681)	-12.73%
130 - Reserve Fund													
Expenses	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	-	0.00%
Total	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	-	0.00%
131 - Advisory Board													
Expenses	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	-	0.00%
Total	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	-	0.00%
135 - Town Accountant													
Personnel	\$	90,578	\$	94,036	\$	115,044	\$	115,269	\$	117,574	\$	2,530	2.20%
Expenses	\$	27,575	\$	28,575	\$	28,575	\$	28,575	\$	28,575	\$	-	0.00%
Total	\$	118,153	\$	122,611	\$	143,619	\$	143,844	\$	146,149	\$	2,530	1.76%
141 - Assessors													
Assessors Personnel	\$	109,724	\$	114,505	\$	116,671	\$	116,205	\$	118,529	\$	1,858	1.59%
Assessors Expenses	\$	7,240	\$	7,240	\$	7,240	\$	8,540	\$	8,540	\$	1,300	17.96%
Total	\$	116,964	\$	121,745	\$	123,911	\$	124,745	\$	127,069	\$	3,158	2.55%
145 - Treasurer/Collector													
Personnel	\$	142,072	\$	139,820	\$	146,288	\$	145,673	\$	162,747	\$	16,459	11.25%
Expenses	\$	23,795	\$	23,795	\$	20,123	\$	20,123	\$	20,123	\$	-	0.00%
Total	\$	165,867	\$	163,615	\$	166,411	\$	165,796	\$	182,870	\$	16,459	9.89%
147 - Tax Title													
Expenses	\$	16,000	\$	16,000	\$	-	\$	-	\$	-	\$	-	0.00%
Total	\$	16,000	\$	16,000	\$	-	\$	-	\$	-	\$	-	0.00%
152 - Personnel Board													
Expenses	\$	250	\$	250	\$	250	\$	275	\$	275	\$	25	10.00%
Total	\$	250	\$	250	\$	250	\$	275	\$	275	\$	25	10.00%
155 - IT													
Expenses	\$	138,560	\$	155,560	\$	162,060	\$	168,060	\$	175,060	\$	13,000	8.02%
Total	\$	138,560	\$	155,560	\$	162,060	\$	168,060	\$	175,060	\$	13,000	8.02%

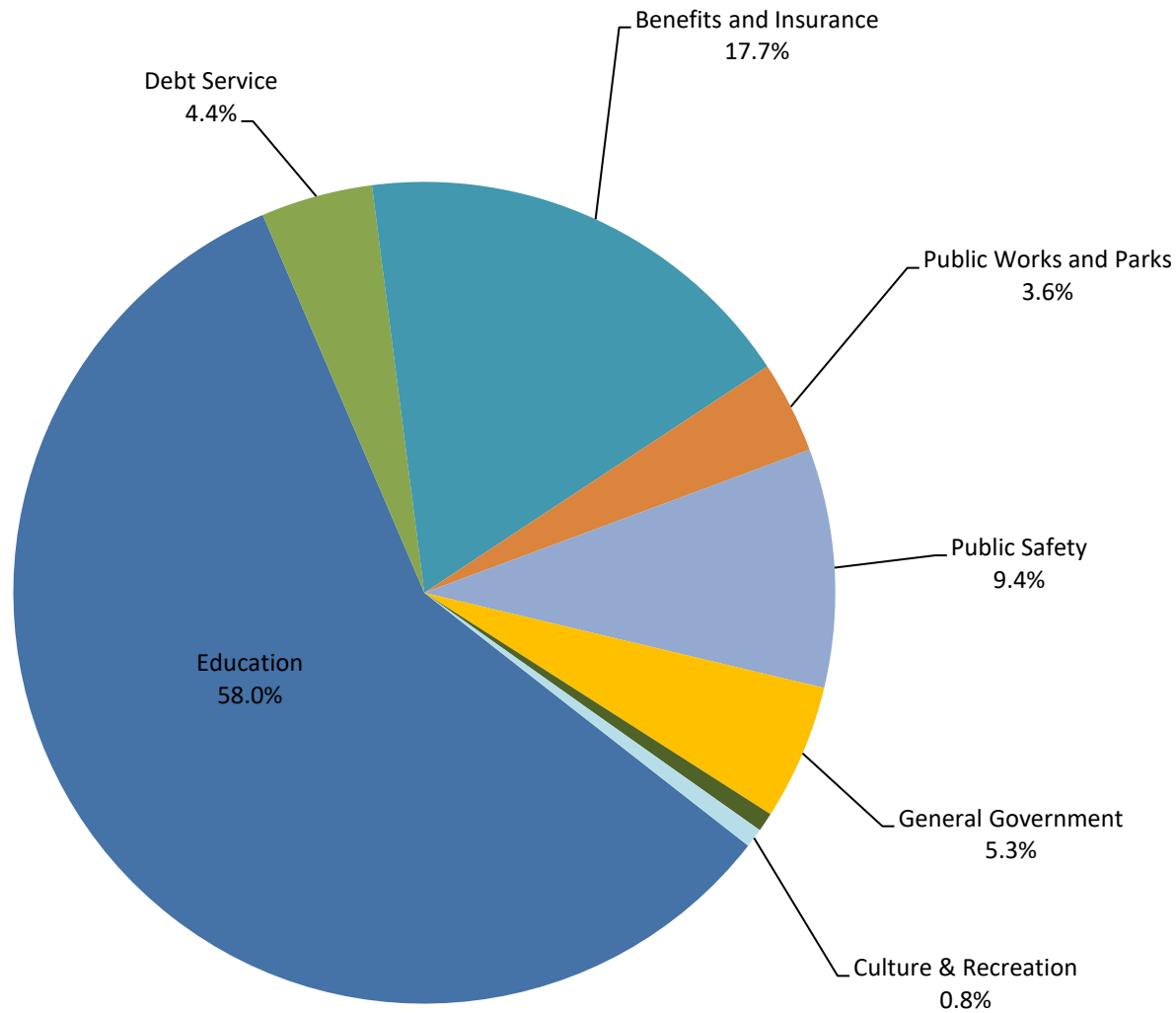
	FY 2019 Budget	FY 2020 Budget	FY 2021 Appropriation	FY 2022 Request	FY 2022 TA Budget	Dollar Change	Percent Change
<b>161 - Town Clerk</b>							
Personnel	\$ 101,024	\$ 106,846	\$ 108,862	\$ 108,734	\$ 110,909	\$ 2,047	1.88%
Expenses	\$ 3,645	\$ 3,645	\$ 3,766	\$ 3,766	\$ 3,766	\$ -	0.00%
Total	\$ 104,669	\$ 110,491	\$ 112,628	\$ 112,500	\$ 114,675	\$ 2,047	1.82%
<b>162 - Elections/Registrars</b>							
Personnel	\$ 22,000	\$ 22,000	\$ 26,000	\$ 22,000	\$ 22,000	\$ (4,000)	-15.38%
Expense	\$ 13,600	\$ 13,100	\$ 14,500	\$ 14,500	\$ 14,500	\$ -	0.00%
Total	\$ 35,600	\$ 35,100	\$ 40,500	\$ 36,500	\$ 36,500	\$ (4,000)	-9.88%
<b>180 - Development and Inspectional Services</b>							
Personnel	\$ 155,937	\$ 167,326	\$ 213,728	\$ 240,601	\$ 244,398	\$ 30,670	14.35%
Expenses	\$ 78,850	\$ 74,604	\$ 51,604	\$ 22,685	\$ 22,685	\$ (28,919)	-56.04%
Total	\$ 234,787	\$ 241,930	\$ 265,332	\$ 263,286	\$ 267,083	\$ 1,751	0.66%
<b>192 - Town Owned Buildings Maintenance</b>							
Expense	\$ 8,000	\$ 68,281	\$ 68,281	\$ 68,281	\$ 68,281	\$ -	0.00%
Total	\$ 8,000	\$ 68,281	\$ 68,281	\$ 68,281	\$ 68,281	\$ -	0.00%
<b>197 - Town Hall Building Maintenance</b>							
Expenses	\$ 63,909	\$ 63,909	\$ 63,909	\$ 64,909	\$ 66,909	\$ 3,000	4.69%
Total	\$ 63,909	\$ 63,909	\$ 63,909	\$ 64,909	\$ 66,909	\$ 3,000	4.69%
<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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 49,355	\$ 54,155	\$ 66,451	\$ 67,564	\$ 67,564	\$ 1,113	1.67%
Total	\$ 49,355	\$ 54,155	\$ 66,451	\$ 67,564	\$ 67,564	\$ 1,113	1.67%
<b>General Government Total</b>	<b>\$ 1,558,770</b>	<b>\$ 1,696,051</b>	<b>\$ 1,831,340</b>	<b>\$ 1,673,826</b>	<b>\$ 1,675,742</b>	<b>\$ (155,598)</b>	<b>-8.50%</b>
<b>Public Safety</b>							
<b>210 - Police</b>							
Personnel	\$ 1,701,652	\$ 1,772,591	\$ 1,757,734	\$ 1,761,438	\$ 1,845,832	\$ 88,098	5.01%
Expenses	\$ 262,205	\$ 262,205	\$ 275,741	\$ 275,741	\$ 275,741	\$ -	0.00%
Total	\$ 1,963,857	\$ 2,034,796	\$ 2,033,475	\$ 2,037,179	\$ 2,121,573	\$ 88,098	4.33%
<b>220 - Fire</b>							
Personnel	\$ 170,287	\$ 170,287	\$ 176,778	\$ 176,778	\$ 180,314	\$ 3,536	2.00%
Expenses	\$ 135,020	\$ 135,020	\$ 152,620	\$ 152,620	\$ 152,620	\$ -	0.00%
Total	\$ 305,307	\$ 305,307	\$ 329,398	\$ 329,398	\$ 332,934	\$ 3,536	1.07%

	FY 2019 Budget	FY 2020 Budget	FY 2021 Appropriation	FY 2022 Request	FY 2022 TA Budget	Dollar Change	Percent Change
<b>231 - Ambulance</b>							
Personnel	\$ 351,568	\$ 352,738	\$ 358,489	\$ 368,773	\$ 392,102	\$ 33,613	9.38%
Expenses	\$ 88,850	\$ 87,634	\$ 87,634	\$ 87,634	\$ 87,634	\$ -	0.00%
Total	\$ 440,418	\$ 440,372	\$ 446,123	\$ 456,407	\$ 479,736	\$ 33,613	7.53%
<b>290 - Emergency Management</b>							
Emergency Management Personnel	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,889	\$ 76	1.99%
Emergency Management Expenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Total	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,889	\$ 76	1.58%
<b>241 - Code</b>							
Salaries	\$ 60,241	\$ 55,052	\$ 53,045	\$ 65,229	\$ 65,229	\$ 12,184	22.97%
Expense	\$ 8,638	\$ 8,638	\$ 9,038	\$ 8,778	\$ 8,778	\$ (260)	-2.88%
Total	\$ 68,879	\$ 63,690	\$ 62,083	\$ 74,007	\$ 74,007	\$ 11,924	19.21%
<b>292 - Animal Control</b>							
Personnel	\$ 24,602	\$ 25,094	\$ 25,476	\$ 25,476	\$ 25,986	\$ 510	2.00%
Expenses	\$ 8,950	\$ 8,458	\$ 8,458	\$ 8,458	\$ 8,458	\$ -	0.00%
Total	\$ 33,552	\$ 33,552	\$ 33,934	\$ 33,934	\$ 34,444	\$ 510	1.50%
<b>296 - Insect Pest Control</b>							
Insect Pest Control Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Insect Pest Control Expenses	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
Total	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
<b>Public Safety Total</b>	<b>\$ 2,824,676</b>	<b>\$ 2,890,380</b>	<b>\$ 2,917,677</b>	<b>\$ 2,943,588</b>	<b>\$ 3,055,433</b>	<b>\$ 137,757</b>	<b>4.72%</b>
<b>Education</b>							
300 - Leicester Public Schools	\$ 16,667,839	\$ 16,985,780	\$ 17,174,399	\$ 18,194,057	\$ 17,582,550	\$ 408,151	2.38%
<b>Education Total</b>	<b>\$ 16,667,839</b>	<b>\$ 16,985,780</b>	<b>\$ 17,174,399</b>	<b>\$ 18,194,057</b>	<b>\$ 17,582,550</b>	<b>\$ 408,151</b>	<b>2.38%</b>
<b>Public Works and Facilities</b>							
<b>420 - Highway Dept</b>							
Highway Dept Personnel	\$ 495,732	\$ 570,407	\$ 706,324	\$ 706,341	\$ 713,069	\$ 6,745	0.95%
Highway Dept Expenses	\$ 247,550	\$ 231,273	\$ 250,678	\$ 250,678	\$ 251,478	\$ 800	0.32%
Total	\$ 743,282	\$ 801,680	\$ 957,002	\$ 957,019	\$ 964,547	\$ 7,545	0.79%
<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	\$ 75,000	\$ 60,335	\$ 58,000	\$ 58,000	\$ 58,000	\$ -	0.00%
<b>Public Works and Facilities Total</b>	<b>\$ 939,282</b>	<b>\$ 983,015</b>	<b>\$ 1,136,002</b>	<b>\$ 1,136,019</b>	<b>\$ 1,143,547</b>	<b>\$ 7,545</b>	<b>0.66%</b>

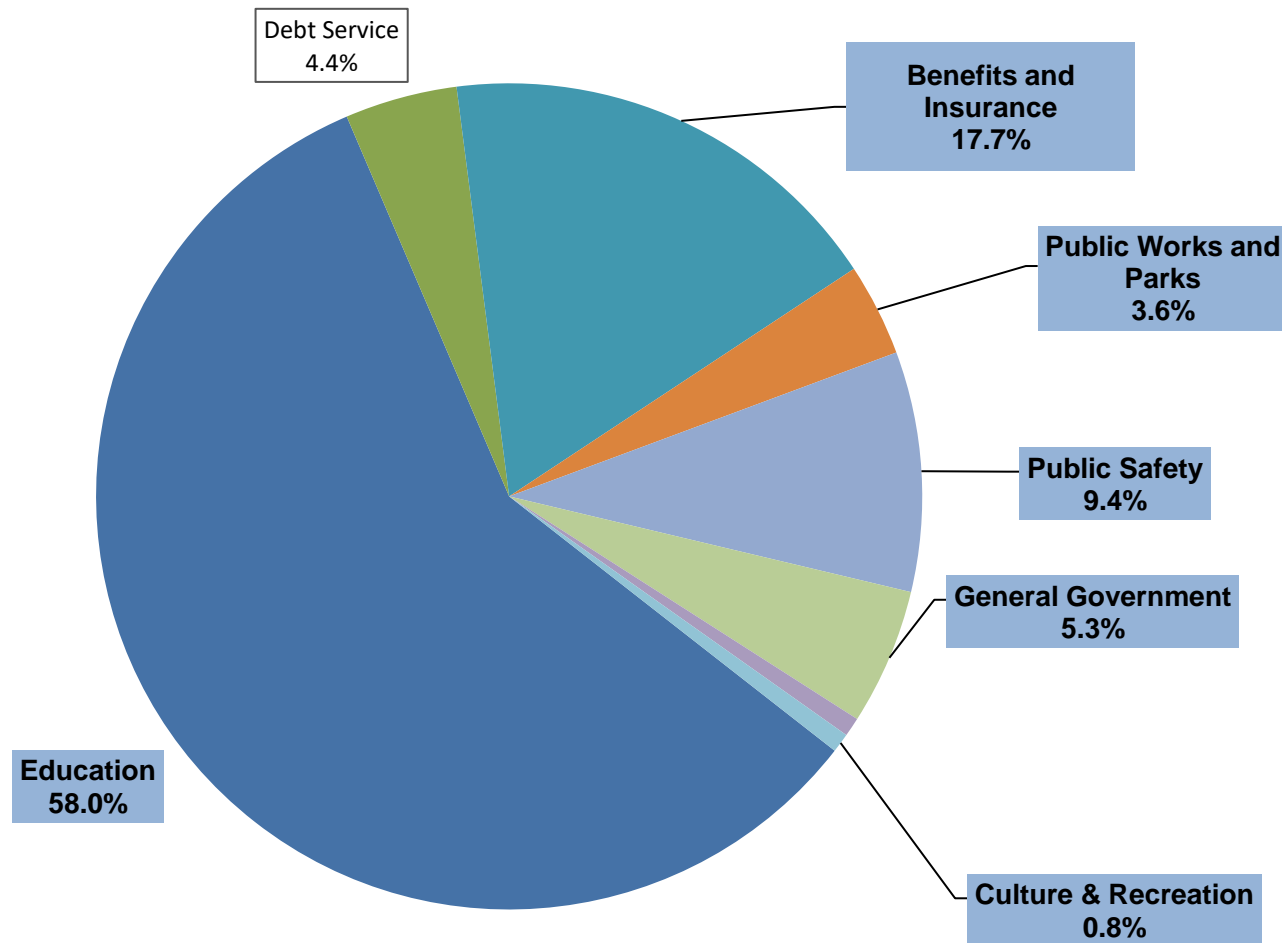
	FY 2019 Budget	FY 2020 Budget	FY 2021 Appropriation	FY 2022 Request	FY 2022 TA Budget	Dollar Change	Percent Change
<b>Human Services</b>							
<b>541 - Council on Aging</b>							
Council on Aging Personnel	\$ 62,977	\$ 77,135	\$ 70,468	\$ 73,491	\$ 74,961	\$ 4,493	6.38%
Council on Aging Expenses	\$ 31,145	\$ 31,145	\$ 31,078	\$ 31,078	\$ 32,278	\$ 1,200	3.86%
<b>Total</b>	\$ 94,122	\$ 108,280	\$ 101,546	\$ 104,569	\$ 107,239	\$ 5,693	5.61%
<b>543 - Veterans' Service Officer</b>							
Personnel	\$ 6,630	\$ 6,632	\$ 6,763	\$ 6,763	\$ 6,898	\$ 135	2.00%
Expenses	\$ 86,350	\$ 86,350	\$ 119,850	\$ 119,850	\$ 119,850	\$ -	0.00%
<b>Total</b>	\$ 92,980	\$ 92,982	\$ 126,613	\$ 126,613	\$ 126,748	\$ 135	0.11%
<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>	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	0.00%
<b>Human Services Total</b>	<b>\$ 189,502</b>	<b>\$ 203,662</b>	<b>\$ 230,559</b>	<b>\$ 233,582</b>	<b>\$ 236,387</b>	<b>\$ 5,828</b>	<b>2.53%</b>
<b>Culture and Recreation</b>							
<b>610 - Library</b>							
Library Personnel	\$ 155,700	\$ 184,204	\$ 191,955	\$ 181,265	\$ 184,890	\$ (7,065)	-3.68%
Library Expenses	\$ 48,606	\$ 32,425	\$ 33,480	\$ 44,169	\$ 46,181	\$ 12,701	37.94%
<b>Total</b>	\$ 204,306	\$ 216,629	\$ 225,435	\$ 225,434	\$ 231,071	\$ 5,636	2.50%
<b>630 - Parks &amp; Recreation</b>							
Expenses	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
<b>Total</b>	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
<b>691 - Historical Commission</b>							
Expenses	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	0.00%
<b>Total</b>	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	0.00%
<b>692 - Memorial Day Committee</b>							
Expenses	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
<b>Total</b>	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
<b>Culture and Recreation Total</b>	<b>\$ 214,706</b>	<b>\$ 227,029</b>	<b>\$ 235,835</b>	<b>\$ 235,834</b>	<b>\$ 241,471</b>	<b>\$ 5,636</b>	<b>2.39%</b>
<b>Intergovernmental</b>							
<b>Debt Service</b>							
710 - Maturing Debt Principal	\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,026,117	\$ 1,026,117	\$ (129,210)	-11.18%
751 - Maturing Debt Interest	\$ 325,635	\$ 406,144	\$ 369,949	\$ 331,047	\$ 331,047	\$ (38,902)	-10.52%
752 - Temporary Loan Interest	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ 20,665	\$ -	0.00%
753 - Bond Issuance Costs	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.00%
<b>Total</b>	\$ 1,314,814	\$ 1,579,196	\$ 1,547,041	\$ 1,378,929	\$ 1,378,929	\$ (168,112)	-10.87%

	FY 2019 Budget	FY 2020 Budget	FY 2021 Appropriation	FY 2022 Request	FY 2022 TA Budget	Dollar Change	Percent Change
<b>Benefits and Insurance</b>							
911 - Retirement	\$ 1,161,643	\$ 1,314,800	\$ 1,456,243	\$ 1,645,555	\$ 1,556,343	\$ 100,100	6.87%
912 -Workers' Compensation	\$ 216,700	\$ 187,498	\$ 166,248	\$ 191,185	\$ 191,185	\$ 24,937	15.00%
913 - Unemployment	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%
914 - Employee Benefits	\$ 3,266,089	\$ 3,288,284	\$ 3,045,765	\$ 3,338,843	\$ 2,959,175	\$ (86,590)	-2.84%
945 - Bonding and Insurance	\$ 100,586	\$ 160,682	\$ 216,750	\$ 249,263	\$ 249,263	\$ 32,513	15.00%
<b>Benefits and Insurance Total</b>	<b>\$ 4,811,668</b>	<b>\$ 5,092,914</b>	<b>\$ 5,026,656</b>	<b>\$ 5,566,495</b>	<b>\$ 5,097,616</b>	<b>\$ 70,960</b>	<b>1.41%</b>
<b>Intergovernmental Total</b>	<b>\$ 6,126,482</b>	<b>\$ 6,672,110</b>	<b>\$ 6,573,698</b>	<b>\$ 6,945,424</b>	<b>\$ 6,476,545</b>	<b>\$ (97,152)</b>	<b>-1.48%</b>
<b>General Fund Grand Total</b>	<b>\$ 28,521,257</b>	<b>\$ 29,658,028</b>	<b>\$ 30,099,508</b>	<b>\$ 31,362,331</b>	<b>\$ 30,411,676</b>	<b>\$ 312,167</b>	<b>1.04%</b>
<b>Additional Appropriations</b>							
Gross revenue	31,032,468	32,009,384	32,328,007	32,773,213	32,773,213	\$ 445,206	1.38%
Less: Vocational School	(1,078,000)	(1,078,000)	(1,078,000)	(1,078,000)	(1,078,000)	\$ -	0.00%
Less: Town Meeting Articles	(39,365)	(78,142)	(3,221)	(3,301)	(3,301)	\$ (80)	2.48%
Less: Tax Recap Items	(1,389,066)	(1,189,748)	(1,138,161)	(1,280,236)	(1,280,236)	\$ (142,075)	12.48%
Less: Excess Capacity	(4,779)	(5,467)	(9,117)	-	-	\$ 9,117	0.00%
<b>Total</b>	<b>\$ 28,521,257</b>	<b>\$ 29,658,028</b>	<b>\$ 30,099,508</b>	<b>\$ 30,411,677</b>	<b>\$ 30,411,677</b>	<b>\$ 312,168</b>	<b>1.03%</b>
<b>Difference</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (950,654)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	

## FY2021 Appropriations as Percent of Total



## FY2022 Proposed Budget as Percent of Total



## SECTION II

### Revenue



## Revenue Summary

### General Fund

Revenues	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Projected	Dollar Change	Percent Change
Property Tax Levy	\$ 15,526,242	\$ 16,481,795	\$ 17,027,912	\$ 17,532,163	\$ 504,251	2.96%
State Aid Cherry Sheet	12,206,251	12,225,747	12,212,604	12,303,558	90,954	0.74%
Local Receipts	2,608,657	2,677,657	2,501,000	2,501,000	-	0.00%
Free Cash	186,300	229,167	205,308	-	(205,308)	-100.00%
Available Funds	505,018	395,018	381,183	436,491	55,308	14.51%
<b>General Fund Revenues</b>	<b>\$ 31,032,468</b>	<b>\$ 32,009,384</b>	<b>\$ 32,328,007</b>	<b>\$ 32,773,212</b>	<b>\$ 445,205</b>	<b>1.38%</b>

*Town-wide revenues show a modest overall revenue increase of \$445,205 or 1.38%. State aid is projected to increase by \$90,954, or .74%. Free cash usage in the budget declines by \$205,308 to zero. We were funding \$150,000 to the legal budget for litigation that has been resolved, and \$55,308 for economic development. We are now raising that receipt from other available funds.*

## Property Tax Levy

	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Projected	Dollar Change	Percent Change
Prior Year Levy Limit	\$ 14,001,857	\$ 14,615,965	\$ 15,292,786	\$ 15,878,879	\$ 586,094	3.83%
Allowed 2.5% increase	350,046	365,399	382,320	396,972	14,652	3.83%
New Growth	264,062	311,421	203,774	125,000	(78,774)	-38.66%
Prop 2.5% Override	-	-	-	-	-	0.00%
Excluded Debt	910,277	1,189,009	1,149,034	1,131,312	(17,722)	-1.54%
<b>Tax Levy Total</b>	<b>\$ 15,526,242</b>	<b>\$ 16,481,795</b>	<b>\$ 17,027,912</b>	<b>\$ 17,532,163</b>	<b>\$ 504,251</b>	<b>2.96%</b>

*New growth expected to slow to \$125,000.*

*Excluded debt dropping by \$17,722 or -1.54%.*

*Overall revenue via taxation expected to grow by 2.96%.*

*For FY 2021, Leicester ranked 267 of 321 cities and towns reporting average tax bills to the Division of Local Services. The average single family home value is \$262,515. The FY 2021 tax bill for a home at that value is \$3,972. In comparing the tax bill to household income, the Town ranks at 266, with the average tax bill being 12.92% of per capita income of \$30,742. The Town's income per capita is ranked at 225 of the reporting 321 cities and towns.*

## State Aid

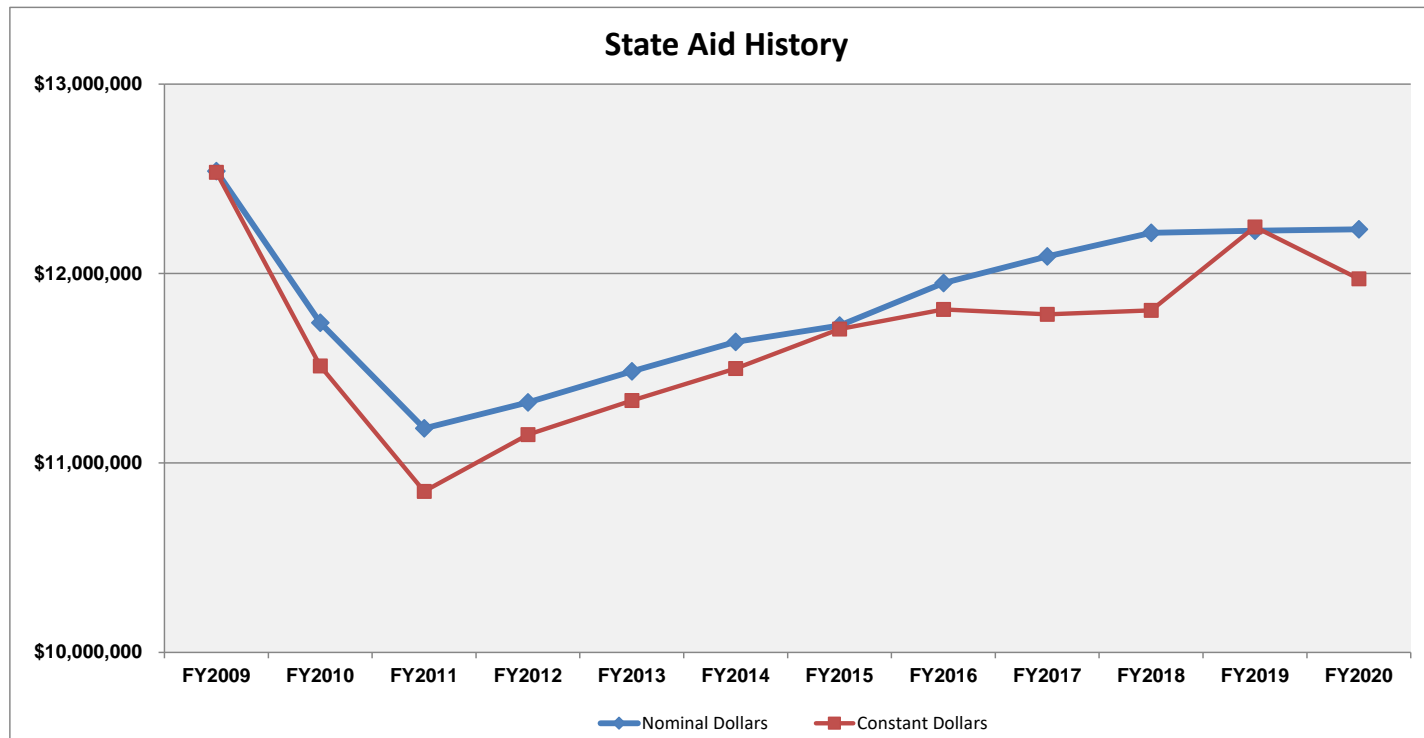
	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Projected*	Dollar Change	Percent Change
Chapter 70	\$ 9,755,847	\$ 9,802,497	\$ 9,802,497	\$ 9,846,237	\$ 43,740	0.45%
Charter Tuition Reimbursement	9,823	13,129	13,129	81,554	68,425	521.17%
School Lunch	-	-	-	-	-	-
School Choice Receiving (Offset Item)	500,438	414,970	368,919	308,273	(60,646)	-16.44%
Unrestricted Gen. Government Aid	1,795,264	1,835,736	1,843,736	1,908,267	64,531	3.50%
Veterans' Benefits	61,698	68,520	91,256	71,092	(20,164)	-22.10%
Exempt: VBS and Elderly	54,501	63,255	65,471	56,193	(9,278)	0.00%
State Owned Land	12,215	9,922	9,852	10,649	797	8.09%
Public Libraries (Offset Item)	16,465	17,718	17,744	21,293	3,549	20.00%
<b>State Aid Total</b>	<b>\$ 12,206,251</b>	<b>\$ 12,225,747</b>	<b>\$ 12,212,604</b>	<b>\$ 12,303,558</b>	<b>\$ 90,954</b>	<b>0.74%</b>

State aid is projected to rise by 90,954 or 0.74%. 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 thirteen 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



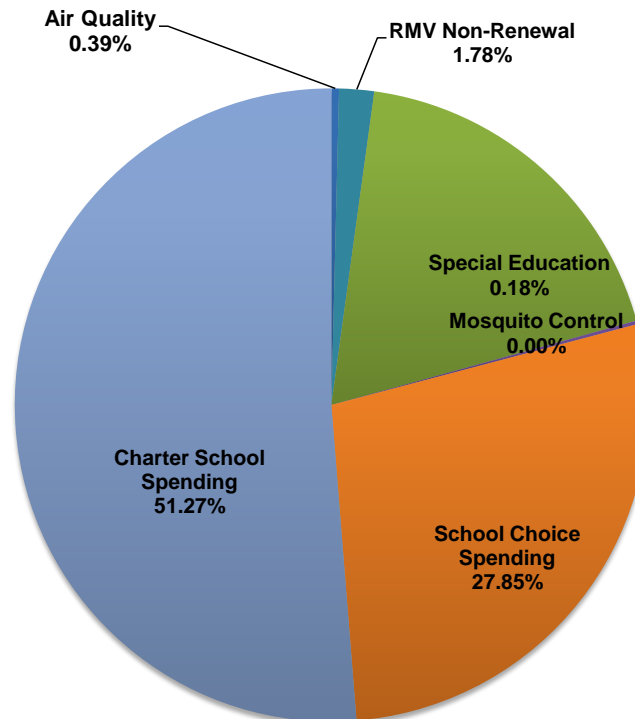
## State Assessments/Other costs

State Assessments	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Projected*	Dollar Change	Percent Change
Air Quality	\$ 2,891	\$ 2,893	\$ 2,945	\$ 3,034	\$ 89	3.02%
RMV Non-Renewal	13,820	17,460	13,900	13,900	-	0.00%
Regional Transit	107,086	116,774	128,919	144,822	15,903	12.34%
Special Education	-	-	993	1,391	398	40.08%
Mosquito Control	-	-	-	-	-	0.00%
School Choice Sending	264,204	244,691	235,457	217,487	(17,970)	-7.63%
Charter School Sending	152,179	177,628	199,657	400,409	200,752	100.55%
<b>State Assessments Total</b>	<b>\$ 540,180</b>	<b>\$ 559,446</b>	<b>\$ 581,871</b>	<b>\$ 781,043</b>	<b>\$ 199,172</b>	<b>34.23%</b>
Offset Receipts/Overlay Other						
School Choice In	\$ 500,438	\$ 414,970	\$ 365,370	\$ 308,273	\$ (57,097)	-15.63%
State Aid to Public Libraries	16,562	17,716	21,293	21,293	-	0.00%
Assessors Overlay	331,983	186,571	153,627	153,627	-	0.00%
Tax Title	-	-	16,000	16,000	-	0.00%
<b>Offset Receipts/Overlay Other</b>	<b>\$ 848,983</b>	<b>\$ 619,257</b>	<b>\$ 556,290</b>	<b>\$ 499,193</b>	<b>\$ (57,097)</b>	<b>-10.26%</b>
<b>Total</b>	<b>\$ 1,389,163</b>	<b>\$ 1,178,703</b>	<b>\$ 1,138,161</b>	<b>\$ 1,280,236</b>	<b>\$ 142,075</b>	<b>12.48%</b>

State assessments/offsets have been rising at a faster pace than general state aid. Assessments and offsets are forecast to rise by \$142,075 or 12.48% . State aid rises by \$90,954, but the increase in assessments/offsets creates an overall loss of state aid of general fund budget purposes of \$51,121.

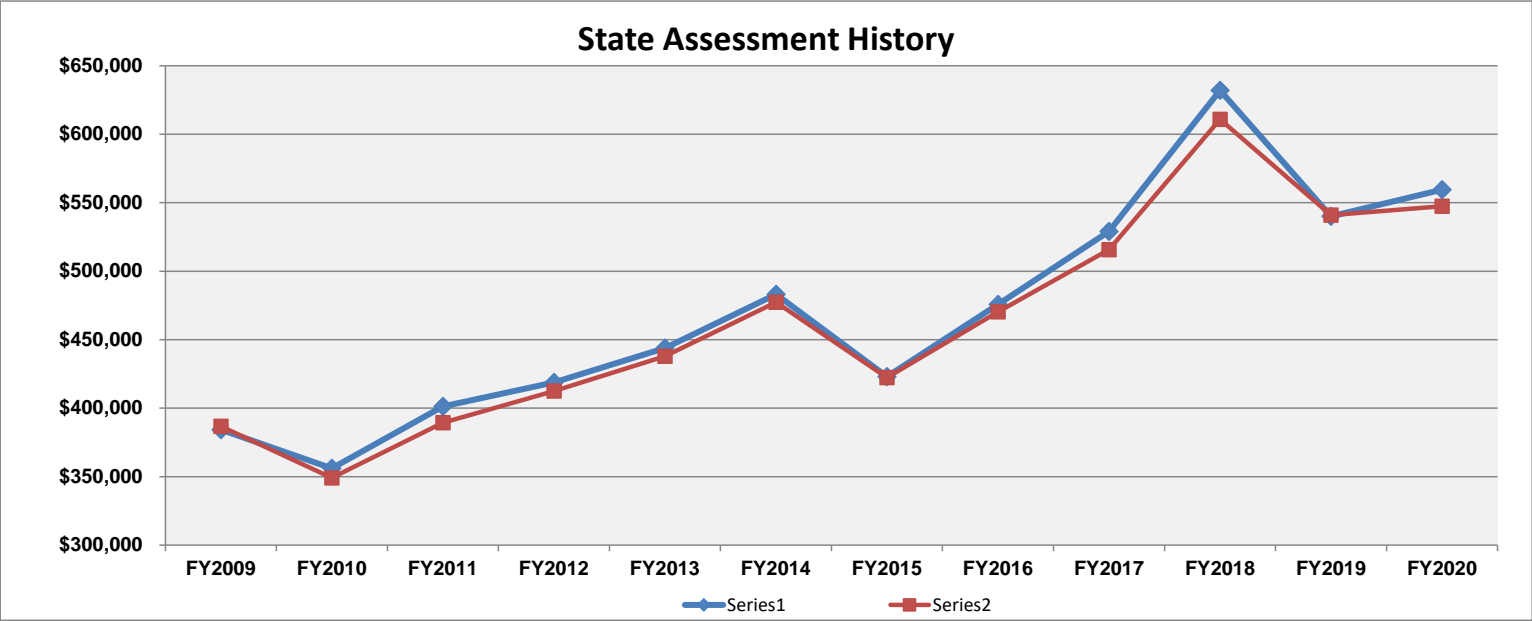
\* Figures do not constitute a projection on the part of DLS and are included here to demonstrate the spreadsheet's mechanics. Numbers are subject to change as part of the state budget process.

## State Aid



State Aid History

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



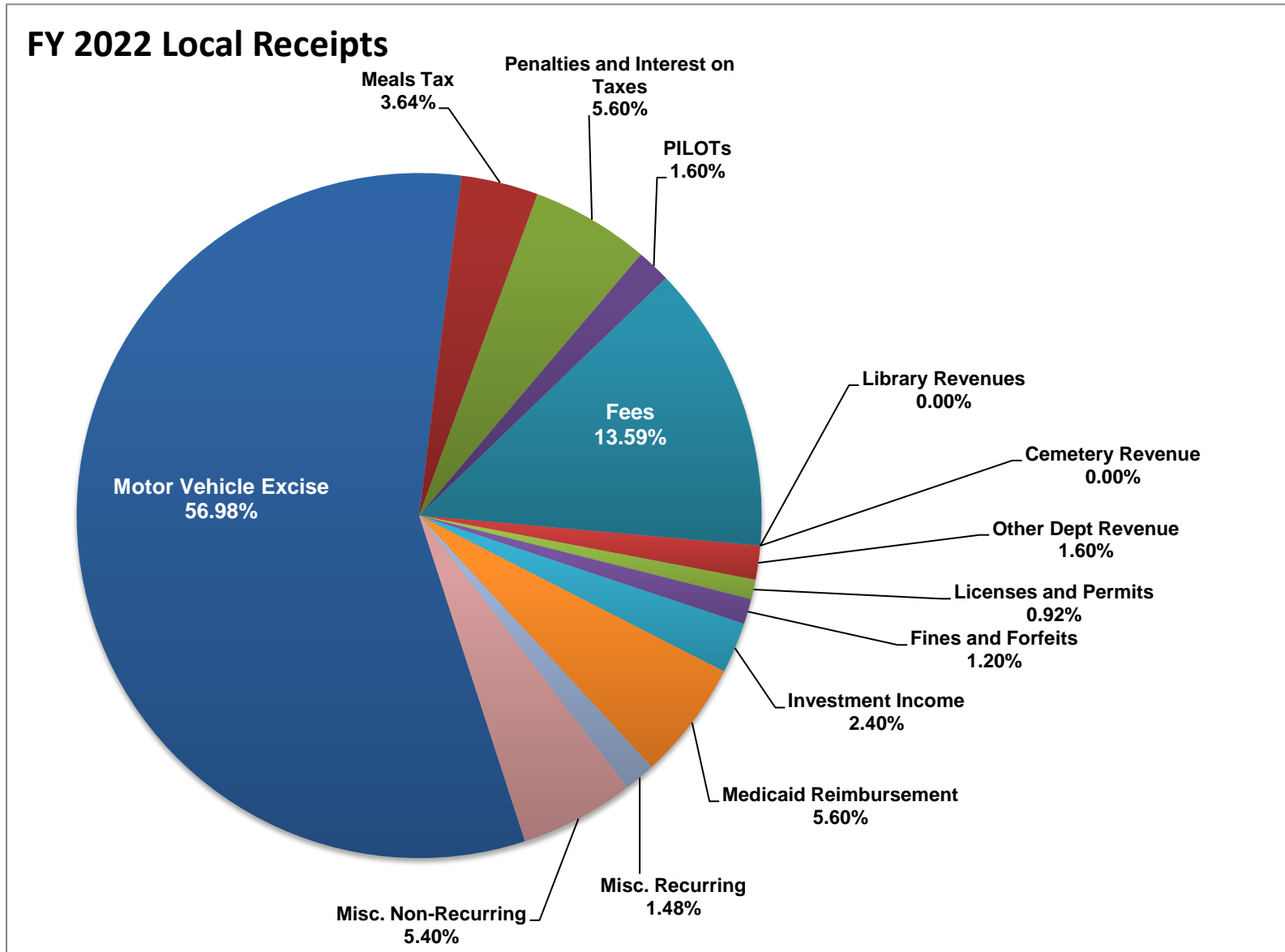
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## Local Receipts

	FY2019 Estimate	FY2020 Estimate	FY2021 Estimate	FY2022 Projected	Dollar Change	Percent Change
Motor Vehicle Excise	\$ 1,475,000	\$ 1,500,000	\$ 1,425,000	\$ 1,425,000	\$ -	0.00%
Meals Tax	95,000	106,000	91,000	91,000	-	0.00%
Penalties and Interest on Taxes	165,000	195,000	140,000	140,000	-	0.00%
PILOTS	45,000	25,000	40,000	40,000	-	0.00%
Fees	270,000	405,000	340,000	340,000	-	0.00%
Library Revenues	1,500	-	-	-	-	0.00%
Cemetery Revenue	-	-	-	-	-	0.00%
Other Dept Revenue	20,000	16,500	40,000	40,000	-	0.00%
Licenses and Permits	23,000	23,000	23,000	23,000	-	0.00%
Fines and Forfeits	45,000	35,000	30,000	30,000	-	0.00%
Investment Income	45,000	80,000	60,000	60,000	-	0.00%
Medicaid Reimbursement	160,000	120,000	140,000	140,000	-	0.00%
Misc. Recurring	29,000	37,000	37,000	37,000	-	0.00%
Misc. Non-Recurring	235,157	135,157	135,000	135,000	-	0.00%
<b>Local Receipts Total</b>	<b>\$ 2,608,657</b>	<b>\$ 2,677,657</b>	<b>\$ 2,501,000</b>	<b>\$ 2,501,000</b>	<b>\$ -</b>	<b>0.00%</b>

Level funded from FY2021. 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 are reducing 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.



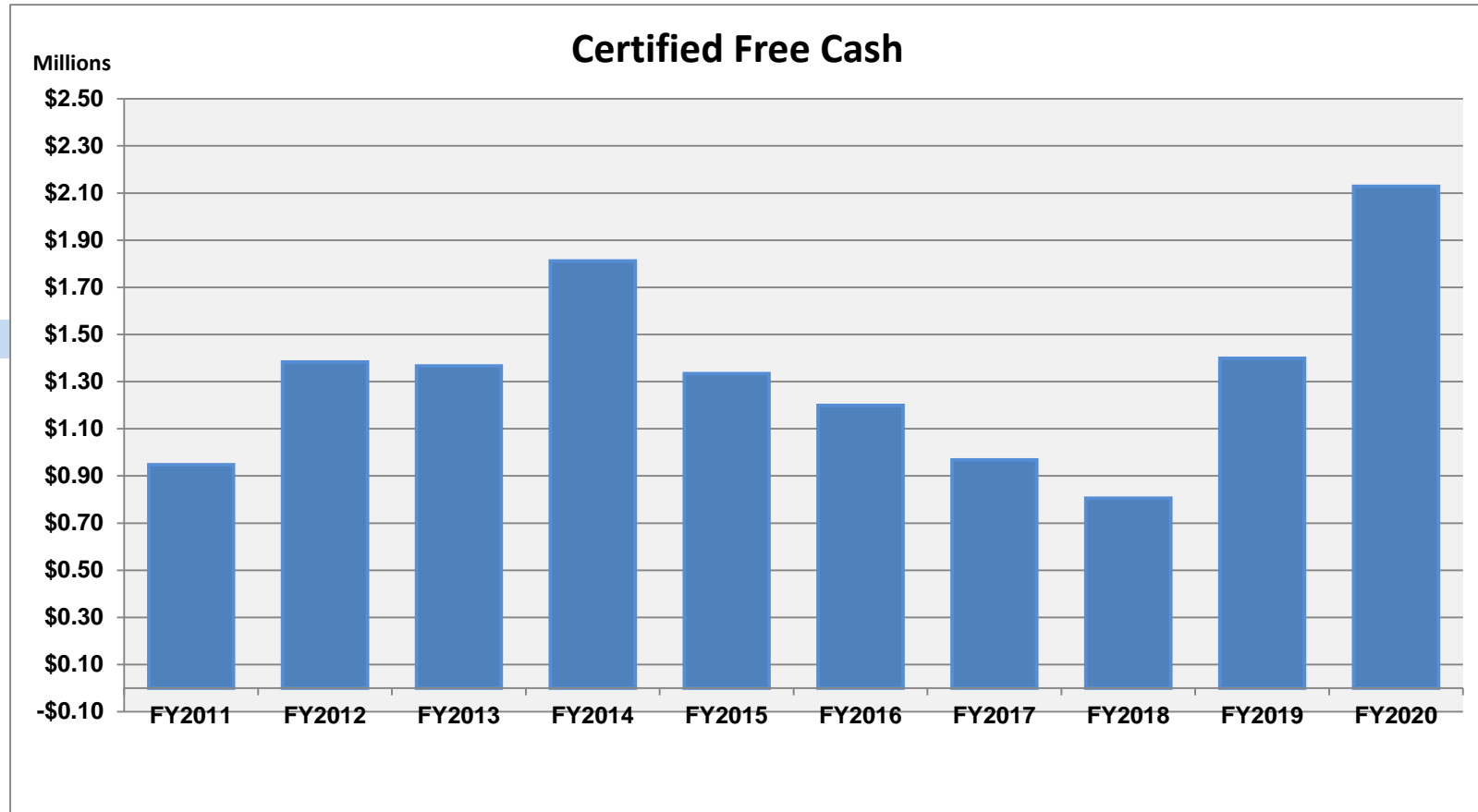
## Free Cash

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.

FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
\$947,372	\$1,383,485	\$1,366,610	\$1,811,336	\$1,333,522	\$1,198,687	\$968,300	\$805,670	\$1,398,550	\$2,127,848



## Free Cash/Available Funds

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

	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Projected</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Budgeted Free Cash</b>	\$ 186,300	\$ 229,167	\$ 205,308	\$ -	\$ 205,308	100.00%
<b>Total Budgeted Free Cash</b>	<b>\$ 186,300</b>	<b>\$ 229,167</b>	<b>\$ 205,308</b>	<b>\$ -</b>	<b>\$ 205,308</b>	<b>100.00%</b>

	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>	<b>FY2021 Budget</b>	<b>FY2022 Projected</b>	<b>Dollar Change</b>	<b>Percent Change</b>
Ambulance Receipts	\$ 371,192	\$ 371,192	\$ 371,192	\$ 426,500	\$ 55,308	14.9%
Dog Fund	\$ -	\$ -	\$ -	\$ -	-	0.0%
Overlay Reserve/NOI	\$ 113,882	\$ 23,826	\$ 9,991	\$ 9,991	\$ -	0.0%
Miscellaneous	\$ 19,944	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Available Funds Total</b>	<b>\$ 505,018</b>	<b>\$ 395,018</b>	<b>\$ 381,183</b>	<b>\$ 436,491</b>	<b>\$ 55,308</b>	<b>14.51%</b>

The use of Free Cash is eliminated as the Town no longer needs extra funding for the Legal budget. All current legal actions with the Fire Station project have been resolved. We increased the amount of funding that we are using from Ambulance Receipts reserved, as the Ambulance budget for FY22 is recommended at \$470,095.



## SECTION III

### Departmental Budgets





**Town of Leicester**  
**Town Administrator's Budget**  
**FY202 - Part A - General Government**



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**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, Petrini and Associates, represents the Town in legal proceedings, provides advice and assistance on various legal matters for all departments, and assists in the preparation of legal documents. They also assist the Moderator with legal questions at Town Meeting.

**MISSION STATEMENT**

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

**FY2021 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.

**FY2022 Budget Summary - Legal**

Target Budget FY  
2022 (LF Budget) \$ 59,000.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Legal</b>	\$ 209,000	\$ 209,000	\$ 209,000	\$ 59,000	\$ 59,000	\$ (150,000)	-71.77%
<b>Total</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ 59,000</b>	<b>\$ 59,000</b>	<b>\$ (150,000)</b>	<b>-71.77%</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	\$ 209,000	\$ 209,000	\$ 209,000	\$ 59,000	\$ 59,000	\$ (150,000)	-72%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ 59,000</b>	<b>\$ 59,000</b>	<b>\$ (150,000)</b>	<b>-71.77%</b>

<b>Legal Total</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ 59,000</b>	<b>\$ 59,000</b>	<b>\$ (150,000)</b>	<b>-71.77%</b>
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## Expenses Detail - Legal

		FY 2019	FY 2020	FY 2021	FY 2022			FY 2022		
	Account #	Budget	Budget	Budget	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Legal Services	01-111-5200-005	\$ 209,000	\$ 209,000	\$ 209,000	\$ 59,000	\$ (150,000)	-71.8%	\$ 59,000	\$ (150,000)	-71.8%
Purchase of Services		\$ 209,000	\$ 209,000	\$ 209,000	\$ 59,000	\$ (150,000)	-71.8%	\$ 59,000	\$ (150,000)	-71.8%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

To effectively moderate Town Meeting in a fair, impartial manner

**FY2021 ACCOMPLISHMENTS**

Held two successful Town Meetings

**FY2022 Budget Summary - Moderator**

Target Budget FY  
2022 (LF Budget) \$ 151.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 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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	FY2019 Budget	FY2020 Budget	FY 2021 Budget	FY 2022 Request	FY2022 Administrator Budget
Employees					
<b>Subtotal Employees</b>	0	0	0	0	0
Stipend Employees	1	1	1	1	1
<b>Total Employees</b>	1	1	1	1	1

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 2021				FISCAL YEAR 2022							TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Stipend 1-Jul-20	FY21 Rate	Hours	Proposed Increase 1-Jul-21	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

		FY 2019	FY 2020	FY 2021	FY 2022			FY 2022		
	Account #	Budget	Budget	Budget	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Dues/Membership	01-114-5700-002	\$ 70	\$ 70	\$ 70	\$ 70	\$ -	0.0%	\$ 70	\$ -	0.0%
Purchase of Services		\$ 70	\$ 70	\$ 70	\$ 70	\$ -	0.0%	\$ 70	\$ -	0.0%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

# **Operating Budget Manual**

**FY2022**

**122-Town Administrator/Select Board**

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

#### **MISSION STATEMENT**

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

#### **FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

- Continue to write successful grants for Town projects and programs
- Work to implement proposed improvements to the business permitting process
- Continue improvements at Towtaid Park
- Add funds to OPEB and General Stabilization
- Finalize negotiations with the Police, Fire and Highway Unions
- Continue to work towards town-wide electricity aggregation to lower rates for residents
- Determine future use options for Hillcrest Country Club
- Continue to discuss potential reuse options for the Memorial School
- Complete retention pond repairs at the Fire Station
- Rewrite General Bylaws
- Centralize and improve upon HR processes

#### **FY2021 ACCOMPLISHMENTS**

- Replaced the Waite Pond dam
- Built a new playground at Towtaid Park
- Obtained funding from the schools for the highway department to provide in-house, year-round maintenance
- Negotiated better plan design, lower rates and lower deductibles/copays for employee health insurance
- Regionalized accounting services with the Town of Spencer
- Modified management structure and reorganized personnel in the Town Administrator's office
- Conducted a thorough review of all auto-body shops to ensure local and state compliance
- Upgraded phone systems at Highway and the Senior Center
- Completed town-wide LED streetlight conversion using Green Communities funding; substantially lowered Town streetlight bills
- Completed Hillcrest Country Club Reuse Study
- Rebuilt the Town Hall parking lot using State funds including re-grading, drainage improvements, paving and line painting
- Grants awarded:
  - Community Compact Grant - \$52,000 - Streamline business permitting process and inventory of culverts in Town
  - Shared Streets and Spaces - \$20,000 - Town Common benches and LED pedestrian signage
  - PARC Grant - \$67,000 - Renovate courts at Towtaid Park
  - CARES Act - \$1,000,000 - COVID related expenses

**FY2022 Budget Summary - Town Administrator/Select Board**

Target Budget FY  
2022 (LF Budget) \$ 369,683.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Town Administrator/Select Board</b>	\$ 239,780	\$ 275,528	\$ 351,112	\$ 341,190	\$ 306,431	\$ (44,681)	-12.73%
<b>Total</b>	<b>\$ 239,780</b>	<b>\$ 275,528</b>	<b>\$ 351,112</b>	<b>\$ 341,190</b>	<b>\$ 306,431</b>	<b>\$ (44,681)</b>	<b>-12.73%</b>

Salaries	\$ 130,000	\$ 136,115	\$ 136,557	\$ 136,557	\$ 136,557	\$ (0)	0%
Wages	\$ 61,603	\$ 92,047	\$ 109,170	\$ 116,102	\$ 116,102	\$ 6,932	6%
Other	\$ 3,778	\$ 6,567	\$ 10,394	\$ 7,378	\$ 12,579	\$ 2,185	21%
<b>Personnel Total</b>	<b>\$ 195,381</b>	<b>\$ 234,729</b>	<b>\$ 256,122</b>	<b>\$ 260,037</b>	<b>\$ 265,238</b>	<b>\$ 9,116</b>	<b>3.56%</b>

Purchase of Services	\$ 42,599	\$ 38,999	\$ 93,090	\$ 38,899	\$ 39,293	\$ (53,797)	-58%
Supplies	\$ 1,800	\$ 1,800	\$ 1,900	\$ 42,254	\$ 1,900	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 44,399</b>	<b>\$ 40,799</b>	<b>\$ 94,990</b>	<b>\$ 81,153</b>	<b>\$ 41,193</b>	<b>\$ (53,797)</b>	<b>-56.63%</b>

<b>Town Administrator/Select Board Total</b>	<b>\$ 239,780</b>	<b>\$ 275,528</b>	<b>\$ 351,112</b>	<b>\$ 341,190</b>	<b>\$ 306,431</b>	<b>\$ (44,681)</b>	<b>-12.73%</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 2021				FISCAL YEAR 2022								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2022
Genereux	David	01-122-5101-000	TA	Contract	\$68.76	38	\$ 136,557	\$ 68.76	38	1986	0%	\$ -	\$ 68.76		\$ 136,557	\$ 136,557
Forsberg	Kristen	01-122-5100-000	ATA	Contract	\$31.43	38	\$ 62,420	\$ 34.92	38	1986	0%	\$ -	\$ 34.92		\$ 69,352	\$ 69,352
Milward*	Bryan	01-122-5100-000	Asst. to TA	NU 2/3	\$23.54	38	\$ 46,750	\$ 23.54	38	1986	0%	\$ -	\$ 23.54		\$ 46,750	\$ 46,750
Contract Prof Exp		01-122-5190-000		TA Prof. Exp. Stipend			\$ 3,600								\$ 3,600	\$ 3,600
Stipends		01-122-5196-000		Select Board Stipends			\$ 3,778								\$ 3,778	\$ 3,778
2% COLA							\$ -								\$ -	\$ 5,201
Rounding							\$ 3,016			\$ 1			\$ 1		\$ -	\$ -
<b>Total Salaries</b>							<b>\$ 256,122</b>			<b>5959</b>				<b>\$ -</b>	<b>\$ 260,037</b>	<b>\$ 265,238</b>

\$ 256,122.00

**Expenses Detail - Town Administrator/Select Board**

		FY 2019	FY 2020	FY 2021	FY 2022			FY 2022		
Account #		Budget	Budget	Budget	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	\$ 1,399	\$ -	0%	\$ 1,399	\$ -	0%
Consultant/Prof Services	01-122-5200-004	\$ 20,449	\$ 20,449	\$ 75,191	\$ 21,000	\$ (54,191)	-72%	\$ 21,394	\$ (53,797)	-72%
Advertising	01-122-5200-007	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
Printing	01-122-5200-009	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0%
Travel/Licenses	01-122-5700-001	\$ 7,250	\$ 7,250	\$ 7,500	\$ 7,500	\$ -	0%	\$ 7,500	\$ -	0%
Dues/Memberships	01-122-5700-002	\$ 2,900	\$ 2,900	\$ 3,200	\$ 3,200	\$ -	0%	\$ 3,200	\$ -	0%
Training/Seminars/Meetings	01-122-5700-003	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ -	0%	\$ 2,700	\$ -	0%
Employee benefits	01-122-5700-006	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Contractual Prof/Expenses	01-122-5701-007	\$ 3,600	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Equipment - \$500	01-122-5800-001	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 42,599</b>	<b>\$ 38,999</b>	<b>\$ 93,090</b>	<b>\$ 38,899</b>	<b>\$ (54,191)</b>	<b>-58.2%</b>	<b>\$ 39,293</b>	<b>\$ (53,797)</b>	<b>-57.8%</b>
Office Supplies	01-122-5400-001	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Books/Periodicals	01-122-5400-002	\$ 300	\$ 300	\$ 400	\$ 400	\$ -	0%	\$ 400	\$ -	0%
Reserve			\$ -		\$ 40,354	\$ 40,354			\$ -	0%
<b>Supplies</b>		<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 1,900</b>	<b>\$ 42,254</b>	<b>\$ 40,354</b>	<b>2124%</b>	<b>\$ 1,900</b>	<b>\$ -</b>	<b>0%</b>
<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**

**FY2022**

**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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

N/A

**FY2021 ACCOMPLISHMENTS**

N/A

**FY2022 Budget Summary - Reserve Fund**

Target Budget FY  
2022 (LF Budget) \$ 50,000.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
<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

	Account #	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Other Reserve Fund	01-130-5700-007	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0%	\$ 50,000	\$ -	0%
Purchase of Services		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.0%	\$ 50,000	\$ -	0.0%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS****FY2021 ACCOMPLISHMENTS**

**FY2022 Budget Summary - Advisory Board**

Target Budget FY  
2022 (LF Budget) \$ 1,325.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
<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

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
Account #		Budget	Budget	Approp.	Dept. Request			TA Approved		
Dues/Memberships	01-131-5700-002	\$ 275	\$ 275	\$ 275	\$ 275	\$ -	0%	\$ 275	\$ -	0%
Training/Seminars/Meetings	01-131-5700-003	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 1,075</b>	<b>\$ 1,075</b>	<b>\$ 1,075</b>	<b>\$ 1,075</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 1,075</b>	<b>\$ -</b>	<b>0.0%</b>
Office Supplies	01-131-5400-001	\$ 250	\$ 250	\$ 250	\$ 250	\$ -		\$ 250	\$ -	0%
<b>Supplies</b>		<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>0.0%</b>
<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**

**FY2022**

**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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

To provide innovative specialized local government financial support.

The Town Accountant has begun an Intermunicipal Agreement with the Town of Spencer, the agreed annual stipend is reflected in the salaries tab. Also this agreement has raised the Asst. Town Accountant's hours from 24 to 30 hours weekly.

**FY2021 ACCOMPLISHMENTS**

We had a smooth transition into FY21 considering the effects of COVID-19, all DOR reports were submitted timely with a quick certification.

**FY2022 Budget Summary - Town Accountant**

Target Budget FY  
2022 (LF Budget) \$ 144,104.00

	FY 2019 Approp.	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Town Accountant</b>	\$ 118,153	\$ 122,611	\$ 143,619	\$ 143,844	\$ 146,149	\$ 2,530	1.76%
<b>Total</b>	<b>\$ 118,153</b>	<b>\$ 122,611</b>	<b>\$ 143,619</b>	<b>\$ 143,844</b>	<b>\$ 146,149</b>	<b>\$ 2,530</b>	<b>1.76%</b>

Salaries	\$ 66,584	\$ 68,424	\$ 69,808	\$ 69,817	\$ 69,817	\$ 9	0%
Wages	\$ 23,994	\$ 25,612	\$ 33,210	\$ 33,212	\$ 33,212	\$ 2	0%
Other	\$ -	\$ -	\$ 12,027	\$ 12,240	\$ 14,545	\$ 2,518	21%
<b>Personnel Total</b>	<b>\$ 90,578</b>	<b>\$ 94,036</b>	<b>\$ 115,044</b>	<b>\$ 115,269</b>	<b>\$ 117,574</b>	<b>\$ 2,530</b>	<b>2.20%</b>

Purchase of Services	\$ 27,075	\$ 28,075	\$ 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>\$ 28,575</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>\$ 118,153</b>	<b>\$ 122,611</b>	<b>\$ 143,619</b>	<b>\$ 143,844</b>	<b>\$ 146,149</b>	<b>\$ 2,530</b>	<b>1.76%</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 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Lawrence	Allison	01-135-5101-000	Acct	Con	\$35.15	38	\$ 69,808	\$ 35.15	38	1986	0%	\$ -	\$ 35.15	12,240.00	\$ 82,057	\$ 82,057
Messina	Kate	01-135-5100-000	Ass Acct	III/2	\$21.18	30	\$ 33,210	\$ 21.18	30	1568	0%	\$ -	\$ 21.18		\$ 33,212	\$ 33,212
Lawrence	Allison	01-135-5101-000	Acct				\$ 12,000									\$ -
2% COLA																\$ 2,305
Rounding							\$ 27									\$ -
Total Salaries							\$ 115,045			3554				\$ 12,240	\$ 115,269	\$ 117,574

\$ 115,045.00

# Expense Detail - Town Accountant

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-135-5200-004	\$ 25,500	\$ 26,500	\$ 26,500	\$ 26,500	\$ -	0%	\$ 26,500	\$ -	0%
Printing	01-135-5200-0009	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0%	\$ 150	\$ -	0%
Travel/Licenses	01-135-5700-001	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0%
Dues/Memberships	01-135-5700-002	\$ 125	\$ 125	\$ 125	\$ 125	\$ -	0%	\$ 125	\$ -	0%
Training/Seminars/Meetings	01-135-5700-003	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 27,075</b>	<b>\$ 28,075</b>	<b>\$ 28,075</b>	<b>\$ 28,075</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 28,075</b>	<b>\$ -</b>	<b>0.0%</b>
Office Supplies	01-135-5400-001	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
<b>Supplies</b>		<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>0.0%</b>
<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**

**FY2022**

**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.

**FY2022 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.

**FY2021 ACCOMPLISHMENTS**

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

# FY2022 Budget Summary - Assessors

Target Budget FY  
2022 (LF Budget) \$ 123,445.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Assessors</b>	\$ 116,964	\$ 121,745	\$ 123,911	\$ 124,745	\$ 127,069	\$ 3,158	2.55%
<b>Total</b>	<b>\$ 116,964</b>	<b>\$ 121,745</b>	<b>\$ 123,911</b>	<b>\$ 124,745</b>	<b>\$ 127,069</b>	<b>\$ 3,158</b>	<b>2.55%</b>

Salaries	\$ 66,903	\$ 72,352	\$ 79,544	\$ 73,443	\$ 73,443	\$ (6,101)	-8%
Wages	\$ 41,090	\$ 40,168	\$ 41,031	\$ 41,031	\$ 41,031	\$ (0)	0%
Other	\$ 1,731	\$ 1,985	\$ (3,904)	\$ 1,731	\$ 4,055	\$ 7,959	-204%
<b>Personnel Total</b>	<b>\$ 109,724</b>	<b>\$ 114,505</b>	<b>\$ 116,671</b>	<b>\$ 116,205</b>	<b>\$ 118,529</b>	<b>\$ 1,858</b>	<b>1.59%</b>

Purchase of Services	\$ 7,040	\$ 7,040	\$ 7,040	\$ 8,240	\$ 8,240	\$ 1,200	17%
Supplies	\$ 200	\$ 200	\$ 200	\$ 300	\$ 300	\$ 100	50%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 7,240</b>	<b>\$ 7,240</b>	<b>\$ 7,240</b>	<b>\$ 8,540</b>	<b>\$ 8,540</b>	<b>\$ 1,300</b>	<b>17.96%</b>

<b>Assessors Total</b>	<b>\$ 116,964</b>	<b>\$ 121,745</b>	<b>\$ 123,911</b>	<b>\$ 124,745</b>	<b>\$ 127,069</b>	<b>\$ 3,158</b>	<b>2.55%</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 2021				FISCAL YEAR 2022								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2022
Prescott	John	01-141-5101-000	Pr Ass	Con	\$36.98	38	\$ 36,721	\$ -	0	0	0%	\$ -	\$ -		\$ -	\$ -
Genna	Sanders	01-141-5101-000	Pr Ass	Con	\$36.98	38	\$ 42,823	\$ 36.98	38	1986	0%	\$ -	\$ 36.98		\$ 73,443	\$ 73,443
Asquith	Kathy	01-141-5100-000	Dept Ass	III/3	\$20.66	38	\$ 41,031	\$ 20.66	38	1986	0%	\$ -	\$ 20.66		\$ 41,031	\$ 41,031
Stipends		01-141-5196-000					\$ 1,731							\$ 1,731	\$ 1,731	\$ 1,731
2% COLA																\$ 2,324
Rounding							\$ (5,635)									\$ -
Total Salaries							\$ 116,671			3972				\$ 1,731	\$ 116,205	\$ 118,529

\$ 116,671.00

## Expense Detail - Assessors

		FY 2019 Budget	FY 2020 Budget	FY 2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Consultants/Prof services	01-141-5200-004	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0%	\$ 6,000	\$ -	0%
Travel/Licenses	01-141-5700-001	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	0%	\$ 1,200	\$ 1,200	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>\$ 8,240</b>	<b>\$ 1,200</b>	<b>17.0%</b>	<b>\$ 8,240</b>	<b>\$ 1,200</b>	<b>17.0%</b>
Office Supplies	01-135-5400-001	\$ 200	\$ 200	\$ 200	\$ 300	\$ 100	50%	\$ 300	\$ 100	50%
<b>Supplies</b>		<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 300</b>	<b>\$ 100</b>	<b>50.0%</b>	<b>\$ 300</b>	<b>\$ 100</b>	<b>50.0%</b>
<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**

**FY2022**

**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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

This office continues its training of the Assistant Treasurer Collector to step in fully for the Treasurer Collector, if the need should arise. Procedure books are being created and will continue to grow in the coming year. The dues and memberships will need to be increased in the near future in order to accommodate the Treasurer Collector and Assistant Treasurer Collector. One FY21 goal that did not come to fruition due to Covid-19 was a tax lien sale in order to recoup funds from years of delinquent taxes, which remains over \$1Million. If Covid-19 allows, this will be a priority in FY22.

**FY2021 ACCOMPLISHMENTS**

This office has taken on the duties of the former Benefits Coordinator. The Assistant Treasurer Collector is now the main benefits contact, adding those job duties to his already full schedule. We've established tailings protocol, posting over \$25,000 in unclaimed payables back from 2011 which, if left unclaimed after a period of time, will be transferred over to the general fund. These tailings proceedings will occur at the end of the calendar year going forward. The Treasurer Collector has been creating process and procedure books for this office in order to facilitate any future staffing changes. Not only will it be beneficial for future needs, it has also lent us the opportunity to streamline processes as they are looked at. Our rear office, which was once a dumping ground, has finally been fully cleaned and re-organized, creating space to separate our working areas. We also established LockBox services for our tax payments with Century Bank. This alleviates the influx of vast amounts of tax bills that arrive in the mail at tax time, allowing the Department Assistant more opportunity to complete her work thoroughly and accurately. With this service, we have also moved to quarterly real estate and personal property mailings. While this is a new process, hopefully it will eliminate those bills that aren't paid each year because remittances are lost or forgotten about. With the addition of Covid-19 to our work lives, it has been a busy year in the Treasurer Collector office as we strive to work professionally with efficiency and accuracy.

**FY2022 Budget Summary - Treasurer/Collector**

Target Budget FY  
2022 (LF Budget) 165,975.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Treasurer/Collector</b>	\$ 165,867	\$ 163,615	\$ 166,411	\$ 165,796	\$ 182,870	\$ 16,459	9.89%
<b>Total</b>	<b>\$ 165,867</b>	<b>\$ 163,615</b>	<b>\$ 166,411</b>	<b>\$ 165,796</b>	<b>\$ 182,870</b>	<b>\$ 16,459</b>	<b>9.89%</b>

Salaries	\$ 68,283	\$ 63,473	\$ 64,426	\$ 64,426	\$ 73,443	\$ 9,017	14.00%
Wages	\$ 73,789	\$ 76,347	\$ 81,862	\$ 81,247	\$ 86,113	\$ 4,251	5.19%
Other	\$ -	\$ -	\$ -		\$ 3,191	\$ 3,191	0.00%
<b>Personnel Total</b>	<b>\$ 142,072</b>	<b>\$ 139,820</b>	<b>\$ 146,288</b>	<b>\$ 145,673</b>	<b>\$ 162,747</b>	<b>\$ 16,459</b>	<b>11.25%</b>

Purchase of Services	\$ 22,695	\$ 22,695	\$ 19,023	\$ 19,023	\$ 19,023	\$ -	0.00%
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>\$ 20,123</b>	<b>\$ 20,123</b>	<b>\$ 20,123</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Treasurer/Collector Total</b>	<b>\$ 165,867</b>	<b>\$ 163,615</b>	<b>\$ 166,411</b>	<b>\$ 165,796</b>	<b>\$ 182,870</b>	<b>\$ 16,459</b>	<b>9.89%</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 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Rajaniemi	Melanie	01-141-5101-000	Tr/Coll	Con	\$32.44	38	\$ 64,426	\$ 32.44	38	1986	0%	\$ -	\$ 32.44		\$ 64,426	\$ 73,443
George	Nicholas	01-141-5100-000	Asst.Tr/Coll	III/3	\$21.18	38	\$ 42,063	\$ 23.08	38	1986	0%	\$ -	\$ 23.08		\$ 45,836	\$ 46,750
Ayres	Allissa	01-141-5100-000	Dept Asst.	II/2	\$17.83	38	\$ 35,410	\$ 17.83	38	1986	0%	\$ -	\$ 17.83		\$ 35,411	\$ 39,363
2% COLA							\$ 4,388									\$ 3,191
Total Salaries							\$ 146,288			5958				\$ -	\$ 145,673	\$ 162,747

\$ 146,288.00

# Expense Detail - Treasurer/Collector

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	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	\$ 18,138	\$ 18,138	\$ -	0%	\$ 18,138	\$ -	0%
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	\$ 380	\$ 380	\$ -	0%	\$ 380	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 22,695</b>	<b>\$ 22,695</b>	<b>\$ 19,023</b>	<b>\$ 19,023</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 19,023</b>	<b>\$ -</b>	<b>0.0%</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>0.0%</b>	<b>\$ 1,100</b>	<b>\$ -</b>	<b>0%</b>
<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**

**FY2022**

**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.

**FY2022 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.

**FY2021 ACCOMPLISHMENTS**

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

**FY2022 Budget Summary - Tax Title**

Target Budget FY  
2022 (LF Budget) 16,000.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Tax Title</b>	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</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	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Tax Title Total</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
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Expense Detail - Tax Title

		FY 2019 Budget	FY 2020 Budget	FY 2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Consultants/Prof services	01-147-5200-004	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</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>
<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**

**FY2022**

**152 - Personnel Board**



**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

N/A

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

N/A

**FY2021 ACCOMPLISHMENTS**

N/A

**FY2022 Budget Summary - Personnel Board**

Target Budget FY  
2022 (LF Budget) \$ 250.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Personnel Board</b>	\$ 250	\$ 250	\$ 250	\$ 275	\$ 275	\$ 25	10.00%
<b>Total</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 275</b>	<b>\$ 275</b>	<b>\$ 25</b>	<b>10.00%</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	\$ 250	\$ 250	\$ 250	\$ 275	\$ 275	\$ 25	10%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 275</b>	<b>\$ 275</b>	<b>\$ 25</b>	<b>0.00%</b>

<b>Personnel Board - Total</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 275</b>	<b>\$ 275</b>	<b>\$ 25</b>	<b>100.00%</b>
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Expense Detail - Personnel Board

		FY 2019 Budget	FY 2020 Budget	FY 2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Dues/Membership	01-152-5700-002	\$ 250	\$ 250	\$ 250	\$ 275	\$ 25	10%	\$ 275	\$ 25	10%
Purchase of Services		\$ 250	\$ 250	\$ 250	\$ 275	\$ 25	10.0%	\$ 275	\$ 25	10.0%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**155 - IT Department**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

N/A

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

**FY2021 ACCOMPLISHMENTS**

N/A

**FY2022 Budget Summary - IT Department**

Target Budget FY  
2022 (LF Budget) 162,060.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>IT Department</b>	\$ 138,560	\$ 155,560	\$ 162,060	\$ 168,060	\$ 175,060	\$ 13,000	8.02%
<b>Total</b>	<b>\$ 138,560</b>	<b>\$ 155,560</b>	<b>\$ 162,060</b>	<b>\$ 168,060</b>	<b>\$ 175,060</b>	<b>\$ 13,000</b>	<b>8.02%</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	\$ 120,000	\$ 137,000	\$ 143,500	\$ 149,500	\$ 151,500	\$ 8,000	6%
Supplies	\$ 18,560	\$ 18,560	\$ 18,560	\$ 18,560	\$ 23,560	\$ 5,000	27%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 138,560</b>	<b>\$ 155,560</b>	<b>\$ 162,060</b>	<b>\$ 168,060</b>	<b>\$ 175,060</b>	<b>\$ 13,000</b>	<b>8.02%</b>

<b>It Department - Total</b>	<b>\$ 138,560</b>	<b>\$ 155,560</b>	<b>\$ 162,060</b>	<b>\$ 168,060</b>	<b>\$ 175,060</b>	<b>\$ 13,000</b>	<b>8.02%</b>
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### Expense Detail - IT Department

[illegible]

		<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**

**FY2022**

**161 - Town Clerk**



#### **Description of Services**

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

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

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

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

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

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

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

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

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

All public record requests come through the TC's office as RAO we are required to oversee the answering of such requests and the posting to the website.

This is a small overview of what this office does.

#### **Mission Statement**

Often considered the core of local government, the Town Clerk's Office serves as the central information point for local residents and citizens at large. It is the mission of the Office of the Town Clerk to be a primary provider of information and quality services to the community and to work cooperatively and in coordination with the varied departments and groups while performing a myriad of tasks to achieve established goals and comply with State and Local Statutes. The Leicester Town Clerk serves the residents of Leicester through its function as official record keeper for the Town Meeting and Vital Records and the Administration of Elections and voter related activities. Records found in this office are: Birth, Marriage and Death Certificates; Zoning Decisions; Town Meeting Records; Annual Town Reports and Special Reports to Town Meeting; records of elections and lists of those who have served the Town of Leicester in elective or appointive office. The Town Clerk's office welcomes inquiries from all citizens seeking assistance/information in relation to services provided by the Town of Leicester. The staff will assist in redirecting your questions to the appropriate department. The Clerk's office works mainly under the direction of the Secretary of the Commonwealth, Attorney Generals Office, Department of Revenue, in accordance with Federal Laws and Regulations, the Massachusetts General Laws, Special Acts, Local Bylaws, rules and regulations, Select Board and the citizens of Leicester

#### **FY2022 Goals, objectives, and additional needs**

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

#### **FY2021 Accomplishments**

Our top priority this year with the Pandemic was the safety and well being of all citizens. The purchase of shields for the Election Hall and Town Meetings. We continued to work through the Pandemic and still meet all the needs of the citizens as best we could. Making appointments, meeting

**FY2022 Budget Summary - Town Clerk**

Target Budget FY  
2022 (LF Budget) \$ 112,500.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Town Clerk</b>	\$ 104,669	\$ 110,491	\$ 112,628	\$ 112,500	\$ 114,675	\$ 2,047	1.82%
<b>Total</b>	<b>\$ 104,669</b>	<b>\$ 110,491</b>	<b>\$ 112,628</b>	<b>\$ 112,500</b>	<b>\$ 114,675</b>	<b>\$ 2,047</b>	<b>1.82%</b>

Salaries	\$ 63,464	\$ 65,399	\$ 66,670	\$ 66,670	\$ 66,670	\$ (0)	0%
Wages	\$ 37,560	\$ 41,180	\$ 42,063	\$ 42,064	\$ 42,064	\$ 1	0%
Other	\$ -	\$ 267	\$ 128	\$ -	\$ 2,175	\$ 2,047	0%
<b>Personnel Total</b>	<b>\$ 101,024</b>	<b>\$ 106,846</b>	<b>\$ 108,862</b>	<b>\$ 108,734</b>	<b>\$ 110,909</b>	<b>\$ 2,047</b>	<b>1.88%</b>

Purchase of Services	\$ 2,145	\$ 2,145	\$ 2,266	\$ 2,266	\$ 2,266	\$ -	0%
Supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%
Utilities			\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 3,645</b>	<b>\$ 3,645</b>	<b>\$ 3,766</b>	<b>\$ 3,766</b>	<b>\$ 3,766</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Town Clerk Total</b>	<b>\$ 104,669</b>	<b>\$ 110,491</b>	<b>\$ 112,628</b>	<b>\$ 112,500</b>	<b>\$ 114,675</b>	<b>\$ 2,047</b>	<b>1.82%</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 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Davis	Deborah	01-161-5101-000	T/C	Ele	\$33.57	38	\$ 66,670	\$ 33.57	38	1986	0%	\$ -	\$ 33.57		\$ 66,670	\$ 66,670
Zuscak	Susan	01-161-5100-000	Ass T/C	III/3	\$21.18	38	\$ 42,063	\$ 21.18	38	1986	0%	\$ -	\$ 21.18		\$ 42,064	\$ 42,064
2% COLA							\$ -								\$ -	\$ 2,175
Rounding							\$ 128								\$ -	\$ -
															\$ -	\$ -
Total Salaries							\$ 108,862			3972				\$ -	\$ 108,734	\$ 110,909

\$ 108,862.00

# Expense Detail - Town Clerk

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Approp.	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Printing	01-161-5200-009	\$ 845	\$ 845	\$ 966	\$ 966	\$ -	0%	\$ 966.00	\$ -	0%
Travel/Licenses	01-161-5700-001	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100.00	\$ -	0%
Dues/Memberships	01-161-5700-002	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%	\$ 200.00	\$ -	0%
Training/Seminars/Meetings	01-161-5700-003	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000.00	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 2,145</b>	<b>\$ 2,145</b>	<b>\$ 2,266</b>	<b>\$ 2,266</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 2,266.00</b>	<b>\$ -</b>	<b>0.0%</b>
Office Supplies	01-161-5400-001	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	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>0.0%</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>0.0%</b>
<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**  
**FY2022**

**162 - Elections and Registration**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

**FY2021 ACCOMPLISHMENTS**

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

**FY2022 Budget Summary - Elections and Registration**

Target Budget FY  
2022 (LF Budget) 36,500.000

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Elections and Registration</b>	\$ 35,600	\$ 35,100	\$ 40,500	\$ 36,500	\$ 36,500	\$ (4,000)	-9.88%
<b>Total</b>	<b>\$ 35,600</b>	<b>\$ 35,100</b>	<b>\$ 40,500</b>	<b>\$ 36,500</b>	<b>\$ 36,500</b>	<b>\$ (4,000)</b>	<b>-9.88%</b>

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ 22,000	\$ 22,000	\$ 26,000	\$ 22,000	\$ 22,000	\$ (4,000)	-15%
Other	\$ -	\$ -	\$ -		\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ 22,000</b>	<b>\$ 22,000</b>	<b>\$ 26,000</b>	<b>\$ 22,000</b>	<b>\$ 22,000</b>	<b>\$ (4,000)</b>	<b>-15.38%</b>

Purchase of Services	\$ 12,600	\$ 12,100	\$ 12,500	\$ 12,500	\$ 12,500	\$ -	0%
Supplies	\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 13,600</b>	<b>\$ 13,100</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Elections and Registration Total</b>	<b>\$ 35,600</b>	<b>\$ 35,100</b>	<b>\$ 40,500</b>	<b>\$ 36,500</b>	<b>\$ 36,500</b>	<b>\$ (4,000)</b>	<b>-9.88%</b>
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	FY2019 Budget	FY2020 Budget	FY 2021 Budget	FY 2022 Request	FY2022 Administrator Budget
Employees					
Registrars	4	4	4	4	4
Poll Workers	30	30	30	30	30
<b>Subtotal Employees</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>	<b>34</b>



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 2021				FISCAL YEAR 2022							TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY 21 Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
		01-162-5100-000	Poll Workers				\$ 26,000	\$ -	0		\$ -	\$ -	\$ -	\$ 22,000	\$ 22,000
Total Salaries							\$ 26,000			\$ -			\$ -	\$ 22,000	\$ 22,000

# Expense Detail - Elections and Registration

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Consultant & Prof Services	01-162-5200-009	\$ 8,100	\$ 7,600	\$ 8,700	\$ 8,700	\$ -	0%	\$ 8,700	\$ -	0%
Printing	01-162-5200-009	\$ 3,500	\$ 3,500	\$ 3,600	\$ 3,600	\$ -	0%	\$ 3,600	\$ -	0%
Training/Seminars/Meetings	01-161-5700-003	\$ 1,000	\$ 1,000	\$ 200	\$ 200	\$ -	0%	\$ 200	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 12,600</b>	<b>\$ 12,100</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 12,500</b>	<b>\$ -</b>	<b>0.0%</b>
Office Supplies	01-162-5400-001	\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
<b>Supplies</b>		<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>0.0%</b>
<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**

**FY2022**

## **180 -Development & Inspectional 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.

#### **FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

##### **Goals:**

- Complete construction of Complete Streets Town Common project
- Continue changes to Health division related to end of our partnership with the Central Mass Regional Public Health Alliance
- Prepare update to the Leicester Open Space & Recreation Plan with assistance from CMRPC & Open Space & Recreation Committee
- 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
- 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

##### **Additional Needs:**

- Telephones for Health Agent & Nurse (\$1,400)
- Increased consulting budget for nursing services, general health consulting including Title V, remote meeting costs, etc. (\$10,000 total)
- Dues/Memberships to NACCO, MEHA, NEHA, & MHOA (\$450)
- Professional Development for Health Agent (\$1,885)
- Tools, Small Equipment for Health (\$250)
- E-Permitting (costs not included in this budget)

#### **FY2021 ACCOMPLISHMENTS**

- Filled 4 Board vacancies on the Conservation Commission, ZBA, and Planning Board
- Zoning Bylaw amendments (Adaptive Reuse & outdoor marijuana cultivation) approved 6/2020. Several other amendments in progress.
- Planning for the end of the Town's contract with the Central Mass Regional Public Health Alliance. New Health Agent hired 10/2020
- Started process to update the 2015 Open Space & Recreation Plan (funding approved at October 2020 Town Meeting)
- PARC Grant for Towtaid Park improvements
- Continued administration of \$335,748 Complete Streets Tier 3 Grant for traffic improvements around the Town Common and nearby roadways. Construction planned for Spring 2022

FY2022 Budget Summary - DIS

Target Budget FY  
2022 (LF Budget) \$ 263,286.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>DIS</b>	\$ 234,787	\$ 241,930	\$ 265,332	\$ 263,286	\$ 267,083	\$ 1,751	0.66%
<b>Total</b>	<b>\$ 234,787</b>	<b>\$ 241,930</b>	<b>\$ 265,332</b>	<b>\$ 263,286</b>	<b>\$ 267,083</b>	<b>\$ 1,751</b>	<b>0.66%</b>

Salaries	\$ 82,373	\$ 84,253	\$ 86,053	\$ 86,053	\$ 86,053	\$ (0)	0%
Wages	\$ 71,268	\$ 80,777	\$ 152,251	\$ 152,252	\$ 152,252	\$ 1	0%
Other	\$ 2,296	\$ 2,296	\$ (24,576)	\$ 2,296	\$ 6,093	\$ 30,669	-125%
<b>Personnel Total</b>	<b>\$ 155,937</b>	<b>\$ 167,326</b>	<b>\$ 213,728</b>	<b>\$ 240,601</b>	<b>\$ 244,398</b>	<b>\$ 30,670</b>	<b>14.35%</b>

Purchase of Services	\$ 75,850	\$ 71,604	\$ 48,604	\$ 18,035	\$ 18,035	\$ (30,569)	-63%
Supplies	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,250	\$ 3,250	\$ 250	8%
Utilities	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	\$ 1,400	0%
<b>Expenses Total</b>	<b>\$ 78,850</b>	<b>\$ 74,604</b>	<b>\$ 51,604</b>	<b>\$ 22,685</b>	<b>\$ 22,685</b>	<b>\$ (28,919)</b>	<b>-56.04%</b>

<b>DIS Total</b>	<b>\$ 234,787</b>	<b>\$ 241,930</b>	<b>\$ 265,332</b>	<b>\$ 263,286</b>	<b>\$ 267,083</b>	<b>\$ 1,751</b>	<b>0.66%</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 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Buck	Michelle	01-180-5101-000	Planner Health Agent	Con	\$43.33	38	\$ 86,053	\$43.33	38	1986	0%	\$ -	\$ 43.33		\$ 86,053	\$ 86,053
Dagle	Francis	01-180-5103-000		IV/3	\$32.44	38	\$ 64,426	\$32.44	38	1986	0%	\$ -	\$ 32.44		\$ 64,426	\$ 64,426
Conroy	Kelly	01-180-5100-000		II/3	\$19.82	38	\$ 39,363	\$19.82	38	1986	0%	\$ -	\$ 19.82		\$ 39,363	\$ 39,363
Hammond	Brooke	01-180-5100-000		II/2	\$19.82	38	\$ 39,363	\$19.82	38	1986	0%	\$ -	\$ 19.82		\$ 39,363	\$ 39,363
Ganas	Helen	01-180-5103-000	Nurse		\$35.00	10	\$ 9,100								\$ 9,100	\$ 9,100
Stipends	Planning	01-180-5196-175					\$ 1,424	\$1,424							\$ 1,424	\$ 1,424
Stipends	BOH	01-180-5196-510					\$ 872	\$872							\$ 872	\$ 872
2% COLA																\$ 3,797
Rounding							\$ (26,872)									
Total Salaries							\$ 213,728			7944				\$ -	\$ 240,601	\$ 244,398

\$ 213,728.00

# Expense Detail - DIS

		FY2019	FY 2020	FY2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Maintain Cont/Repairs	01-180-5200-003	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Consultant/Prof. Services	01-180-5200-004	\$ 70,000	\$ 65,754	\$ 42,754	\$ 10,000	\$ (32,754)	-77%	\$ 10,000	\$ (32,754)	-77%
Advertising	01-180-5200-007	\$ 900	\$ 900	\$ 900	\$ 900	\$ -	0%	\$ 900	\$ -	0%
Printing	01-180-5200-009	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
Mileage/Licenses	01-180-5700-001	\$ 1,150	\$ 1,150	\$ 1,150	\$ 950	\$ (200)	-17%	\$ 950	\$ (200)	-17%
Dues/Memberships	01-180-5700-002	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,800	\$ 500	38%	\$ 1,800	\$ 500	38%
Training/Seminars/Meetings	01-180-5700-003	\$ 2,000	\$ 2,000	\$ 2,000	\$ 3,885	\$ 1,885	94%	\$ 3,885	\$ 1,885	94%
<b>Purchase of Services</b>		<b>\$ 75,850</b>	<b>\$ 71,604</b>	<b>\$ 48,604</b>	<b>\$ 18,035</b>	<b>\$ (30,569)</b>	<b>-63%</b>	<b>\$ 18,035.00</b>	<b>\$ (30,569.00)</b>	<b>-63%</b>
Office Supplies	01-180-5400-001	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0%	\$ 2,500	\$ -	0%
Books/Periodicals	01-180-5400-002	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
Parts/Materials	01-180-5400-006	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Tools/Small equipment [new]	01-180-5400-005	\$ -	\$ -	\$ -	\$ 250	\$ 250	0%	\$ 250	\$ 250	0%
<b>Supplies</b>		<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,250</b>	<b>\$ 250</b>	<b>8%</b>	<b>\$ 3,250</b>	<b>\$ 250</b>	<b>8%</b>
Telephones [new account]	01-180-5200-001			\$ -	\$ 1,400	\$ 1,400	n/a	\$ 1,400	\$ 1,400	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,400</b>	<b>\$ 1,400</b>	<b>0.0%</b>	<b>\$ 1,400</b>	<b>\$ 1,400</b>	<b>0.0%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2022**

## **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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

Explore potential reuse options for Memorial School and Hillcrest Country Club

**FY2021 ACCOMPLISHMENTS**

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

**FY2022 Budget Summary - Town-owned Bldg. Maintenance**

Target Budget FY  
2022 (LF Budget) \$ 68,281.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Town-owned Bldg. Maintenance</b>	\$ 8,000	\$ 68,281	\$ 68,281	\$ 68,281	\$ 68,281	\$ -	0.00%
<b>Total</b>	<b>\$ 8,000</b>	<b>\$ 68,281</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	\$ 8,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ 55,281	\$ 55,281	\$ 55,281	\$ 55,281	\$ -	0%
<b>Expenses Total</b>	<b>\$ 8,000</b>	<b>\$ 68,281</b>	<b>\$ 68,281</b>	<b>\$ 68,281</b>	<b>\$ 68,281</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Town-owed Bldg. Maintenance Total</b>	<b>\$ 8,000</b>	<b>\$ 68,281</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

		FY 2019 Budget	FY 2020 Budget	FY 2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Expenses	01-192-5200-0003	\$ 8,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	0.00%	\$ 13,000	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 8,000</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 13,000</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>
Electric	01-192-5200-002	\$ -	\$ 24,181	\$ 24,181	\$ 24,181	\$ -	0%	\$ 24,181	\$ -	0%
Heating Fuel	01-192-5400-003	\$ -	\$ 31,100	\$ 31,100	\$ 31,100	\$ -	0%	\$ 31,100	\$ -	0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ 55,281</b>	<b>\$ 55,281</b>	<b>\$ 55,281</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 55,281</b>	<b>\$ -</b>	<b>0.0%</b>



Town of Leicester

## **Operating Budget Manual**

FY2022

### **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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

**FY2021 ACCOMPLISHMENTS**

**Repaved and graded the west side parking lot**, demolished and reconstructed the employee entrance where the old ADA entrance existed, installed new counter tops in offices in preparation of install of barriers to meet Covid-19 restrictions, worked on the HVAC system in order to increase efficiency and provide constant source of heat for the building.

**FY2022 Budget Summary - Town Hall Bldg. Maintenance**

Target Budget FY  
2022 (LF Budget) \$ 63,909.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
<b>Town Hall Bldg. Maintenance</b>	\$ 63,909	\$ 63,909	\$ 63,909	\$ 64,909	\$ 66,909	\$ 3,000	4.69%
<b>Total</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ 64,909</b>	<b>\$ 66,909</b>	<b>\$ 3,000</b>	<b>4.69%</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	\$ 28,254	\$ 28,254	\$ 28,254	\$ 28,254	\$ 28,254	\$ -	0%
Supplies	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ -	0%
Utilities	\$ 30,350	\$ 30,350	\$ 30,350	\$ 31,350	\$ 33,350	\$ 3,000	10%
<b>Expenses Total</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ 64,909</b>	<b>\$ 66,909</b>	<b>\$ 3,000</b>	<b>0.00%</b>

<b>Town Hall Bldg. Maintenance Total</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ 64,909</b>	<b>\$ 66,909</b>	<b>\$ 3,000</b>	<b>4.69%</b>
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Expense Detail - Town Hall Bldg. Maintenance

		FY 2019 Budget	FY 2020 Budget	FY 2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-197-5200-003	\$ 28,254	\$ 28,254	\$ 28,254	\$ 28,254	\$ -	0.00%	\$ 28,254	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 28,254</b>	<b>\$ 28,254</b>	<b>\$ 28,254</b>	<b>\$ 28,254</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 28,254</b>	<b>\$ -</b>	<b>0.0%</b>
Tools/Small Equipment	01-197-5400-005	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0%
Parts/Materials	01-197-5400-006	\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,750	\$ -	0%	\$ 1,750	\$ -	0%
Maintenance Supplies	01-197-5400-007	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0%	\$ 3,000	\$ -	0%
Bandstand	01-197-5700-007	\$ 255	\$ 255	\$ 255	\$ 255	\$ -	0%	\$ 255	\$ -	0%
<b>Supplies</b>		<b>\$ 5,305</b>	<b>\$ 5,305</b>	<b>\$ 5,305</b>	<b>\$ 5,305</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 5,305</b>	<b>\$ -</b>	<b>0.0%</b>
Electric	01-197-5200-002	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	0%	\$ 13,000	\$ -	0%
Water/Sewer	01-197-5400-006	\$ 950	\$ 950	\$ 950	\$ 1,950	\$ 1,000	105%	\$ 1,950	\$ 1,000	105%
Heating Fuel	01-197-5400-003	\$ 16,400	\$ 16,400	\$ 16,400	\$ 16,400	\$ -	0%	\$ 18,400	\$ 2,000	12%
<b>Utilities</b>		<b>\$ 30,350</b>	<b>\$ 30,350</b>	<b>\$ 30,350</b>	<b>\$ 31,350</b>	<b>\$ 1,000</b>	<b>3.29%</b>	<b>\$ 33,350</b>	<b>\$ 3,000</b>	<b>9.9%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2022**

## **198 - Town Hall Telephones**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

Not Applicable

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

No needs identified

**FY2021 ACCOMPLISHMENTS**

Converted Highway and the Senior Center to voice over IP and tied their systems in to the main Town Hall system.

**FY2022 Budget Summary - Town Hall Telephones**

Target Budget FY  
2022 (LF Budget) \$ 6,400.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<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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Expense Detail - Town Hall Telephones

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	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

**FY2022 GOALS, OBJECTIVE AND ADDITIONAL NEEDS**

Increase consultant/professional services budget to cover the contract cost increase from \$22,247 to \$23,360 (+\$1,113).

Print the 2021 Annual Town Report.

**FY2021 ACCOMPLISHMENTS**

Printed the 2020 Annual Town Report

**FY2022 Budget Summary - Other General Government**

Target Budget FY  
2022 (LF Budget) \$ 66,451.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Other General Government</b>	\$ 49,355	\$ 54,155	\$ 66,451	\$ 67,564	\$ 67,564	\$ 1,113	1.67%
<b>Total</b>	<b>\$ 49,355</b>	<b>\$ 54,155</b>	<b>\$ 66,451</b>	<b>\$ 67,564</b>	<b>\$ 67,564</b>	<b>\$ 1,113</b>	<b>1.67%</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	\$ 42,150	\$ 45,522	\$ 58,447	\$ 59,560	\$ 59,560	\$ 1,113	2%
Supplies	\$ 7,205	\$ 8,633	\$ 8,004	\$ 8,004	\$ 8,004	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 49,355</b>	<b>\$ 54,155</b>	<b>\$ 66,451</b>	<b>\$ 67,564</b>	<b>\$ 67,564</b>	<b>\$ 1,113</b>	<b>1.67%</b>

<b>Other General Government</b>							
<b>Total</b>	<b>\$ 49,355</b>	<b>\$ 54,155</b>	<b>\$ 66,451</b>	<b>\$ 67,564</b>	<b>\$ 67,564</b>	<b>\$ 1,113</b>	<b>1.67%</b>

# Expense Detail - Other General Government

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Consultants/Prof Services	01-199-5200-004	\$ 18,000	\$ 21,188	\$ 22,247	\$ 23,360	\$ 1,113	5%	\$ 23,360	\$ 1,113	5%
Postage	01-199-5200-008	\$ 23,150	\$ 23,134	\$ 35,000	\$ 35,000	\$ -	0%	\$ 35,000	\$ -	0%
Printing	01-199-5200-009	\$ 1,000	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0%
Mileage	01-199-5700-001	\$ -	\$ -			\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 42,150</b>	<b>\$ 45,522</b>	<b>\$ 58,447</b>	<b>\$ 59,560</b>	<b>\$ 1,113</b>	<b>1.9%</b>	<b>\$ 59,560</b>	<b>\$ 1,113</b>	<b>1.9%</b>
Office Supplies	01-199-5400-001	\$ 1,800	\$ 2,500	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	
Lease Equipment	01-199-5400-005	\$ 5,405	\$ 6,133	\$ 6,004	\$ 6,004	\$ -	0%	\$ 6,004	\$ -	
<b>Supplies</b>		<b>\$ 7,205</b>	<b>\$ 8,633</b>	<b>\$ 8,004</b>	<b>\$ 8,004</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 8,004</b>	<b>\$ -</b>	<b>0.0%</b>
<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**  
**FY2022 - Part B - Public Safety**



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**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.

**Goals and 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.

Officers have been working throughout the COVID-19 Pandemic. We have had several officers infected with COVID-19 and another several quarantined due to exposure. While we all had PPE and other safety equipment, it was inevitable that some officers would contract the virus. All officers are required to wear a mask, and during these times we have found ourselves taking on the roll of peacekeepers with so many domestic events occurring and an on slot of neighborhood disputes. The continued goal is a full complement of officers to provide stability within the department and complete shift staffing at all times. This is necessary to maintain peace within the community and public safety for all.

With the current National Police Reform on our door step, all Police Departments within the Commonwealth of Massachusetts are effected by M.G.L. Chapter 6E Section 5 (Certification of Law Enforcement Agencies). All Law Enforcement Agencies need to be certified by a newly formed POST Commission by July 1, 2021. Officers themselves will also have to be certified and now will be subject to decertification.

Departments that are Accredited or Certified are deemed to be in compliance. The LPD has had this on the capital planning agenda for several years and we will be looking to expedite it's inception. In the mean time, we will be working with the union to update the current Policies & Procedures from top to bottom to meet or exceed the required standards.

**FY2022 Budget Summary - Police**

Target Budget FY  
2022 (LF Budget) \$ 2,037,179.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Police</b>	\$ 1,963,857	\$ 2,034,796	\$ 2,033,475	\$ 2,037,179	\$ 2,121,573	\$ 88,098	4.33%
<b>Total</b>	<b>\$ 1,963,857</b>	<b>\$ 2,034,796</b>	<b>\$ 2,033,475</b>	<b>\$ 2,037,179</b>	<b>\$ 2,121,573</b>	<b>\$ 88,098</b>	<b>4.33%</b>
Salaries	\$ 146,894	\$ 123,455	\$ 137,700	\$ 137,700	\$ 137,700	0	0%
Wages	\$ 1,383,045	\$ 1,434,777	\$ 1,464,579	\$ 1,464,579	\$ 1,471,463	\$ 6,884	0%
Overtime	\$ 26,206	\$ 100,651	\$ 52,718	\$ 52,718	\$ 95,000	\$ 42,282	80%
Other	\$ 145,507	\$ 113,708	\$ 102,737	\$ 106,441	\$ 141,670	\$ 38,933	38%
<b>Personnel Total</b>	<b>\$ 1,701,652</b>	<b>\$ 1,772,591</b>	<b>\$ 1,757,734</b>	<b>\$ 1,761,438</b>	<b>\$ 1,845,832</b>	<b>\$ 88,098</b>	<b>5.01%</b>
Purchase of Services	\$ 183,685	\$ 183,685	\$ 197,221	\$ 197,221	\$ 197,221	\$ -	0%
Supplies	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0%
Utilities	\$ 43,520	\$ 43,520	\$ 43,520	\$ 43,520	\$ 43,520	\$ -	0%
<b>Expenses Total</b>	<b>\$ 262,205</b>	<b>\$ 262,205</b>	<b>\$ 275,741</b>	<b>\$ 275,741</b>	<b>\$ 275,741</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Police Total</b>	<b>\$ 1,963,857</b>	<b>\$ 2,034,796</b>	<b>\$ 2,033,475</b>	<b>\$ 2,037,179</b>	<b>\$ 2,121,573</b>	<b>\$ 88,098</b>	<b>4.33%</b>

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

66.01151  
137700

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16.00	17
				FISCAL YEAR 2020				FISCAL YEAR 2022								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2022
Antanavica	Kenneth	01-210-5101-000	Chief		\$66.01	40	\$ 137,700	\$66.01	40	2086	0.00%	\$ -	\$ 66.01	\$ -	\$ 137,700	\$ 137,700
Doray	Paul	01-210-5100-000	Lieutenant		\$47.84	40	\$ 99,794	\$47.84	40	2086	0.00%	\$ -	\$ 47.84	\$ -	\$ 99,794	\$ 99,794
Fontaine	Michael	01-210-5100-000	Sergeant		\$38.35	40	\$ 79,998	\$38.35	40	2086	0.00%	\$ -	\$ 38.35	\$ -	\$ 79,998	\$ 79,998
Guertin	Craig	01-210-5100-000	Sergeant		\$38.35	40	\$ 79,998	\$38.35	40	2086	0.00%	\$ -	\$ 38.35	\$ -	\$ 79,998	\$ 79,998
Samia	Al	01-210-5100-000	Sergeant		\$38.35	40	\$ 79,998	\$38.35	40	2086	0.00%	\$ -	\$ 38.35	\$ -	\$ 79,998	\$ 79,998
Open		01-210-5100-000	Sergeant		\$6.06	40	\$ 12,641	\$6.06	40	2086	0.00%	\$ -	\$ 6.06	\$ -	\$ 12,641	\$ 12,641
Brady	Matthew	01-210-5100-000	Patrol (FY21max)		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Fontaine	Tim	01-210-5100-000	Patrol Det		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Brooks	Scot	01-210-5100-000	Patrol max		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Bulman	Frank	01-210-5100-000	Patrol max		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Caforio	John	01-210-5100-000	Patrol max		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Laperle	Charles	01-210-5100-000	Patrol 168 (4/21)		\$28.43	40	\$ 59,305	\$28.43	40	2086	0.00%	\$ -	\$ 28.43	\$ -	\$ 59,305	\$ 59,305
Larson	Charles	01-210-5100-000	Patrol 168 (9/9)		\$30.45	40	\$ 63,519	\$30.45	40	2086	0.00%	\$ -	\$ 30.45	\$ -	\$ 63,519	\$ 63,519
Lombardozzi	Michael	01-210-5100-000	Patrol (FY21max)		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
McCauly	Travis	01-210-5100-000	Patrol 168 (12/4)		\$31.69	40	\$ 66,105	\$31.69	40	2086	0.00%	\$ -	\$ 31.69	\$ -	\$ 66,105	\$ 66,105
Moughan	Thomas	01-210-5100-000	Patrol max		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Murphy	James	01-210-5100-000	Patrol (FY21max)		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Ruth	Derrick	01-210-5100-000	Patrol max		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Sielis	Michael	01-210-5100-000	Patrol 168 (1/9)		\$29.14	40	\$ 60,786	\$29.14	40	2086	0.00%	\$ -	\$ 29.14	\$ -	\$ 60,786	\$ 60,786
Soojian	Matthew	01-210-5100-000	Patrol 168 (4/2)		\$28.43	40	\$ 59,305	\$28.43	40	2086	0.00%	\$ -	\$ 28.43	\$ -	\$ 59,305	\$ 59,305
Open	Patrol	01-210-5100-000	Patrol 168/1		\$24.97	40	\$ 52,087	\$24.97	40	2086	0.00%	\$ -	\$ 24.97	\$ -	\$ 52,087	\$ 52,087
Open	Patrol	01-210-5100-000	Patrol 168/2		\$27.75	40	\$ 57,887	\$27.75	40	2086	0.00%	\$ -	\$ 27.75	\$ -	\$ 57,887	\$ 57,887
PDBB							\$ 40,000					\$ -			\$ 40,000	\$ 40,000
Gaffney	Sheila	01-210-5104-000	Admin Asst		\$23.54	40	\$ 49,104	\$23.54	40	2086	0.00%	\$ -	\$ 23.54	\$ -	\$ 49,104	\$ 55,988
Parkinson	Anne Marie	01-210-5104-000	Clerk		\$16.65	18	\$ 15,629	\$16.65	18	938.7	0.00%	\$ -	\$ 16.65	\$ -	\$ 15,629	\$ 15,629
Temple*	Deborah	01-210-5104-000	Clerk		\$16.98	18	\$ 15,939	\$16.98	18	938.7	0.00%	\$ -	\$ 16.98	\$ -	\$ 15,939	\$ 15,939
		01-210-5104-000	Detention		\$15.30	8	\$ 6,270	\$15.30	8	417.2	0.00%	\$ -	\$ 15.30	\$ -	\$ 6,270	\$ 6,270
Other-stipends		01-210-5104-000					\$ 66,441	\$66,441							\$ 66,441	\$ 66,441
Overtime		01-210-5130-000					\$ 52,718	\$52,718							\$ 52,718	\$ 95,000
2% COLA							\$ -	\$0								\$ 35,229
Rounding							(3,704)	\$ -							0.00	\$ -
Total Salaries							\$ 1,757,734				\$ -			\$ -	1,761,438	\$ 1,845,832

1,757,734

## Expense Detail - Police

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contracts/Repairs	01-210-5200-003	\$ 24,400	\$ 24,400	\$ 24,400	\$ 24,400	\$ -	0%	\$ 24,400	\$ -	0%
Consultant/Prof Services	01-210-5200-004	\$ 16,000	\$ 16,000	\$ 29,536	\$ 29,536	\$ -	0%	\$ 29,536	\$ -	0%
Printing	01-210-5200-009	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Dues/Memberships	01-210-5700-002	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Training/Seminars/Meetings	01-210-5700-003	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0%	\$ 4,000	\$ -	0%
Clothing Allowance	01-210-5700-004	\$ 35,725	\$ 35,725	\$ 35,725	\$ 35,725	\$ -	0%	\$ 35,725	\$ -	0%
Recognition/Awards	01-210-5700-005	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Employee Benefits	01-210-5700-006	\$ 100,560	\$ 100,560	\$ 100,560	\$ 100,560	\$ -	0%	\$ 100,560	\$ -	0%
moved from custodian to consultants/pro services										
<b>Purchase of Services</b>		<b>\$ 183,685</b>	<b>\$ 183,685</b>	<b>\$ 197,221</b>	<b>\$ 197,221</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 197,221</b>	<b>\$ -</b>	<b>0.0%</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	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%
Tools/Small Equipment	01-210-5400-005	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0%	\$ 12,000	\$ -	0%
Parts/Materials	01-210-5400-006	\$ 10,000	\$ 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>\$ 35,000</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	\$ 13,020	\$ 13,020	\$ 13,020	\$ 12,600	\$ (420)	0.0%	\$ 12,600	\$ (420)	-3%
Electric	01-210-5200-002	\$ 21,000	\$ 21,000	\$ 21,000	\$ 19,500	\$ (1,500)	-7%	\$ 19,500	\$ (1,500)	-7%
Water Sewer	01-210-5200-006	\$ 1,500	\$ 1,500	\$ 1,500	\$ 3,000	\$ 1,500	100%	\$ 3,000	\$ 1,500	100%
Heating Fuel	01-210-5400-003	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,420	\$ 420	5%	\$ 8,420	\$ 420	5%
<b>Utilities</b>		<b>\$ 43,520</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 2021	Fiscal Year 2022
Employee Benefits - requested for FY21 but not funded	\$ 100,560	\$ 109,425
Figure based on ACTUAL cost of all contractual Employee Benefits		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	\$ -	\$ -
	<b>\$ 100,560</b>	<b>\$ 109,425</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**220 - Fire Department**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

Maintain funding levels for Fire Operations, Training of new Recruits and current Firefighters, along with equipment maintenance. Apply for grant funding for replacement of Positive Pressure Ventilation (PPV) fan to remove toxic gas in structures along with Vehicle Stabilization Strut kit for stabilizing vehicles after at rollover accidents.

**FY2021 ACCOMPLISHMENTS**

Maintained department equipment, operation and staffing level after years of level funded budgeting. Received grant funding to replace Self Contained Breathing Apparatus (SCBA), along with funding for our SAFE (Student Awareness of Fire Education) and Senior SAFE programs.

**FY2022 Budget Summary - Fire**

Target Budget FY  
2022 (LF Budget) \$ 329,398.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Fire</b>	\$ 305,307	\$ 305,307	\$ 329,398	\$ 329,398	\$ 332,934	\$ 3,536	1.07%
<b>Total</b>	<b>\$ 305,307</b>	<b>\$ 305,307</b>	<b>\$ 329,398</b>	<b>\$ 329,398</b>	<b>\$ 332,934</b>	<b>\$ 3,536</b>	<b>1.07%</b>

Salaries	11,730	12,204	12,448	12,448	12,448	-	0%
Wages	158,557	158,083	164,330	164,330	164,330	-	0%
Other	-	-	-	-	3,536	3,536	0%
<b>Personnel Total</b>	<b>\$ 170,287</b>	<b>\$ 170,287</b>	<b>\$ 176,778</b>	<b>\$ 176,778</b>	<b>\$ 180,314</b>	<b>\$ 3,536</b>	<b>2.00%</b>

Purchase of Services	\$ 50,300	\$ 50,300	\$ 63,900	\$ 63,900	\$ 63,900	\$ -	0%
Supplies	\$ 21,500	\$ 21,500	\$ 36,300	\$ 36,300	\$ 36,300	\$ -	0%
Utilities	\$ 63,220	\$ 63,220	\$ 52,420	\$ 52,420	\$ 52,420	\$ -	0%
<b>Expenses Total</b>	<b>\$ 135,020</b>	<b>\$ 135,020</b>	<b>\$ 152,620</b>	<b>\$ 152,620</b>	<b>\$ 152,620</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Fire Total</b>	<b>\$ 305,307</b>	<b>\$ 305,307</b>	<b>\$ 329,398</b>	<b>\$ 329,398</b>	<b>\$ 332,934</b>	<b>\$ 3,536</b>	<b>1.07%</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%

Fire

1	2	3	4	5	6	7	8	9	10	12	13	14	15	16		
				FISCAL YEAR 2021				FISCAL YEAR 2022								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Other Pay	Final Salary	T/A Salary Fiscal 2022
Dupuis	Michael		Chief		\$0.00	0	\$ 12,448.00	\$0.00	0	0	0.00%		\$ 0.01	\$ -	\$ 12,448	\$ 12,448
Wilson	Michael		Fire Inspector		\$20.23	1144	\$ 23,145.12	\$20.23	1144	1144	0%	\$ 0.01	\$ 20.23		\$ 23,145	\$ 23,145
			Stipends				\$ 141,185.00	\$141,185.00			0.00%				\$ 141,185	\$ 141,185
2% COLA																\$ 3,536
Total Salaries							\$ 176,778							\$ -	\$ 176,778	\$ 180,314

**Supplementary Compensation**

	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

		FY 2019	FY 2020	FY2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contracts/Repairs	01-220-5200-003	\$ 38,000	\$ 38,000	\$ 48,000	\$ 48,000	\$ -	0%	\$ 48,000	\$ -	0%
Consultant/Prof Services	01-220-5200-004	\$ 1,800	\$ 1,800	\$ 5,400	\$ 5,400	\$ -	0%	\$ 5,400	\$ -	0%
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>\$ 63,900</b>	<b>\$ 63,900</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 63,900</b>	<b>\$ -</b>	<b>0.0%</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	\$ 30,800	\$ 30,800	\$ -	0%	\$ 30,800	\$ -	0%
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>\$ 36,300</b>	<b>\$ 36,300</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 36,300</b>	<b>\$ -</b>	<b>0.0%</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	\$ 19,000	\$ 19,000	\$ -	0%	\$ 19,000	\$ -	0%
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	\$ 24,620	\$ 24,620	\$ -	0%	\$ 24,620	\$ -	0%
<b>Utilities</b>		<b>\$ 63,220</b>	<b>\$ 63,220</b>	<b>\$ 52,420</b>	<b>\$ 52,420</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 52,420</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2022**

## **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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

Increase pay stipends for overnight staff. Overnight stipends have not increased in over 5 years and overnight call volume has increased by 50%. Ability to retain current staffing levels of EMT Paramedics and Basics.

**FY2021 ACCOMPLISHMENTS**

Received funding for Ambulance 2 replacement. Transported 100+ Covid19 patient with 0 staff being infected. Maintained existing staffing with new on-call/per diem personnel. Staffed 100% 1st call, 92+% 2nd and 3rd calls.

**FY2022 Budget Summary - Ambulance**

Target Budget FY  
2022 (LF Budget) \$ 446,130.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Ambulance</b>	\$ 440,418	\$ 440,372	\$ 446,123	\$ 456,407	\$ 479,736	\$ 33,613	7.53%
<b>Total</b>	<b>\$ 440,418</b>	<b>\$ 440,372</b>	<b>\$ 446,123</b>	<b>\$ 456,407</b>	<b>\$ 479,736</b>	<b>\$ 33,613</b>	<b>7.53%</b>
Salaries	\$ -	\$ -	\$ -		\$ -	\$ -	
Wages	\$ 351,568	\$ 352,738	\$ 358,489	\$ 368,773	\$ 384,727	\$ 26,238	7.32%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ 7,375	\$ 7,375	0%
<b>Personnel Total</b>	<b>\$ 351,568</b>	<b>\$ 352,738</b>	<b>\$ 358,489</b>	<b>\$ 368,773</b>	<b>\$ 392,102</b>	<b>\$ 33,613</b>	<b>9.38%</b>
Purchase of Services	\$ 49,900	\$ 48,684	\$ 48,684	\$ 48,684	\$ 48,684	\$ -	0%
Supplies	\$ 21,650	\$ 21,650	\$ 22,150	\$ 22,150	\$ 22,150	\$ -	0%
Utilities	\$ 17,300	\$ 17,300	\$ 16,800	\$ 16,800	\$ 16,800	\$ -	0%
<b>Expenses Total</b>	<b>\$ 88,850</b>	<b>\$ 87,634</b>	<b>\$ 87,634</b>	<b>\$ 87,634</b>	<b>\$ 87,634</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Ambulance Total</b>	<b>\$ 440,418</b>	<b>\$ 440,372</b>	<b>\$ 446,123</b>	<b>\$ 456,407</b>	<b>\$ 479,736</b>	<b>\$ 33,613</b>	<b>7.53%</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%

Ambulance

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2021				FISCAL YEAR 2022								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2022
Franklin	Michael	01-231-5100-000	EMT - Para		\$22.81	28	\$ 33,375	\$ 22.81	28	1463	0%	\$ -	\$ 22.81		\$ 33,372	\$ 33,372
Per Diem		01-231-5100-000	EMT - Para		\$23.72	60	\$ 74,363	\$ 23.72	60	3135	0%	\$ -	\$ 23.72		\$ 74,363	\$ 74,363
Per Diem		01-231-5100-000	EMT - Basic		\$19.10	72	\$ 71,852	\$ 19.10	72	3762	0%	\$ -	\$ 19.10		\$ 71,855	\$ 71,855
Fields	Donna	01-231-5100-000	Dept Assist		\$23.55	40	\$ 49,220	\$ 23.55	40	2090	0%	\$ -	\$ 23.55		\$ 49,220	\$ 49,220
Stand By Wages		01-231-5100-000	Stand by-On Call		\$3.00	115	\$ 18,027	\$ 3.00	81	4233	0%	\$ -	\$ 3.00		\$ 12,699	\$ 12,699
Night Staff P/D		01-231-5100-000	EMT - Para		\$150.00	6	\$ 47,100	\$ 150.00	6	314	20%	\$ 30.00	\$ 180.00		\$ 56,520	\$ 56,520
Night Staff P/D		01-231-5100-000	EMT - Basic		\$100.00	7	\$ 36,600	\$ 100.00	7	366	20%	\$ 20.00	\$ 120.00		\$ 43,920	\$ 43,920
On Call Wages		01-231-5100-000	On-Call/Second calls		\$300.00		\$ 15,300	\$ 300.00		0	0%	\$ -	\$ 15,300.00		\$ 15,300	\$ 15,300
Vac/Sick/Holiday		01-231-5100-000	Vacation /Sick		\$61.49		\$ 3,135	\$ 3,135.00		0	0%	\$ -	\$ 2,000.00		\$ 2,000	\$ 2,000
Wilson	Robert	01-231-5100-000	EMS Director		\$76.41		\$ 3,896	\$ 3,896.00		0	0%	\$ -	\$ 3,896.00		\$ 3,896	\$ 3,896
Franklin	Mike	01-231-5100-000	EMS Coord		\$72.17		\$ 3,680	\$ 3,680.00		0	0%	\$ -	\$ 3,680.00		\$ 3,680	\$ 3,680
Plante	Pam	01-231-5100-000	Train Coord		\$38.21		\$ 1,948	\$ 1,948.00		0	0%	\$ -	\$ 1,948.00		\$ 1,948	\$ 1,948
2% Cola																\$ 7,375
Add Funding																\$ 15,954
Rounding							\$ (7.00)									\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 358,489			15363				\$ -	\$ 368,773	\$ 392,102

## Expense Detail - Ambulance

		FY 2019 Budget	FY 2020 Budget	FY 2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-231-5200-003	\$ 24,500.00	\$ 23,284.00	\$ 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>\$ 49,900.00</b>	<b>\$ 48,684.00</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	\$ 1,000.00	\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 21,650</b>	<b>\$ 21,650</b>	<b>\$ 22,150</b>	<b>\$ 22,150</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 22,150</b>	<b>\$ -</b>	<b>0%</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	\$ 7,800	\$ 7,800	\$ -	0%	\$ 7,800	\$ -	0%
<b>Utilities</b>		<b>\$ 17,300</b>	<b>\$ 17,300</b>	<b>\$ 16,800</b>	<b>\$ 16,800</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 16,800</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS****GOALS**

- 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)
- Update and improve fee schedules
- Update office procedures instructions.
- 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.

**ADDITIONAL NEEDS**

- Funding for training/licensing for Building Commissioner licensing (\$1,600)

**FY2021 ACCOMPLISHMENTS**

- Continued ongoing enforcement of Building, Plumbing, Gas, and Electrical codes.
- Prepared written office procedures for Continuity of Operations Plan
- New Building Inspector/Zoning Enforcement Officer hired 11/2019.

**FY2022 Budget Summary - Code**

Target Budget FY  
2022 (LF Budget) \$ 83,088.00

	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Approp.	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Code</b>	\$ 68,879	\$ 63,690	\$ 62,083	\$ 74,007	\$ 74,007	\$ 11,924	19.21%
<b>Total</b>	<b>\$ 68,879</b>	<b>\$ 63,690</b>	<b>\$ 62,083</b>	<b>\$ 74,007</b>	<b>\$ 74,007</b>	<b>\$ 11,924</b>	<b>19.21%</b>
Salaries	\$ 58,741	\$ 50,463	\$ 57,971	\$ 63,734	\$ 63,734	5,763	10%
Wages	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,495	\$ 1,495	(5)	0%
Other	\$ -	\$ 3,089	\$ (6,426)	\$ -	\$ -	6,426	-100%
<b>Personnel Total</b>	<b>\$ 60,241</b>	<b>\$ 55,052</b>	<b>\$ 53,045</b>	<b>\$ 65,229</b>	<b>\$ 65,229</b>	<b>\$ 12,184</b>	<b>22.97%</b>
Purchase of Services	\$ 6,492	\$ 6,492	\$ 6,492	\$ 6,132	\$ 6,132	\$ (360)	-6%
Supplies	\$ 1,546	\$ 1,546	\$ 1,946	\$ 1,946	\$ 1,946	\$ -	0%
Utilities	\$ 600	\$ 600	\$ 600	\$ 700	\$ 700	\$ 100	17%
<b>Expenses Total</b>	<b>\$ 8,638</b>	<b>\$ 8,638</b>	<b>\$ 9,038</b>	<b>\$ 8,778</b>	<b>\$ 8,778</b>	<b>\$ (260)</b>	<b>-2.88%</b>
<b>Code Total</b>	<b>\$ 68,879</b>	<b>\$ 63,690</b>	<b>\$ 62,083</b>	<b>\$ 74,007</b>	<b>\$ 74,007</b>	<b>\$ 11,924</b>	<b>19.21%</b>

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 2021				FISCAL YEAR 2022								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Silva	Michael	01-241-5101-000	BI	Con	\$29.19	38	\$ 57,971	\$ 29.19	38	1986	9.94%	\$ 2.90	\$ 32.09		\$ 63,734	\$ 63,734
		01-241-5101-000	BI	Con	\$37.38	7.5	\$ 1,500	\$ 37.38	0	40	0%	\$ -	\$ 37.38		\$ 1,495	\$ 1,495
		Rounding					\$ (6,426)									\$ -
2% COLA																\$ 1,275
Total Salaries							\$ 53,045			2026				\$ -	\$ 65,229	\$ 66,504

\$ 53,045

390 original estimate of hours/year

40 revised estimate \$ 1,495.20

FY2022 Salary (per contract with Local Inspector License w 2%) 63733.59  
% increase over FY2021 budgeted amount above (\$57,971): 9.940%

FY2021 per contract: 56555.49 goes to \$62,483.91 w local inspector license expected soon  
FY2022 per contract: 62483.91  
2% increase: \$ 63,733.59

# Expense Detail - Code

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Budget	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	\$ 4,960	\$ 4,960	\$ 4,960	\$ 3,000	\$ (1,960)	-40%	\$ 3,000	\$ (1,960.00)	-40%
Training/Seminars/Meetings	01-241-5700-003	\$ 332	\$ 332	\$ 332	\$ 1,932	\$ 1,600	482%	\$ 1,932	\$ 1,600.00	482%
<b>Purchase of Services</b>		<b>\$ 6,492.00</b>	<b>\$ 6,492.00</b>	<b>\$ 6,492.00</b>	<b>\$ 6,132.00</b>	<b>\$ (360.00)</b>	<b>-6%</b>	<b>\$ 6,132.00</b>	<b>\$ (360.00)</b>	<b>-6%</b>
Office Supplies	01-241-5400-001	\$ 1,000	\$ 1,000	\$ 1,400	\$ 1,400	\$ -	0%	\$ 1,400	\$ -	0%
Tools/Small equipment	01-241-5400-005	\$ 546	\$ 546	\$ 546	\$ 546	\$ -	0%	\$ 546	\$ -	0%
<b>Supplies</b>		<b>\$ 1,546</b>	<b>\$ 1,546</b>	<b>\$ 1,946</b>	<b>\$ 1,946</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,946</b>	<b>\$ -</b>	<b>0%</b>
Telephones	01-241-5200-001	\$ 600	\$ 600	\$ 600	\$ 700	\$ 100	0.0%	\$ 700	\$ 100	17%
<b>Utilities</b>		<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 700</b>	<b>\$ 100</b>	<b>0.0%</b>	<b>\$ 700</b>	<b>\$ 100</b>	<b>16.7%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**290 - Emergency Management**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

**FY2021 ACCOMPLISHMENTS**

N/A

**FY2022 Budget Summary - Emergency Management**

Target Budget FY  
2022 (LF Budget) \$ 4,889.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Emergency Management</b>	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,889	\$ 76	1.58%
<b>Total</b>	<b>\$ 4,813</b>	<b>\$ 4,813</b>	<b>\$ 4,813</b>	<b>\$ 4,813</b>	<b>\$ 4,889</b>	<b>\$ 76</b>	<b>1.58%</b>

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,889	\$ 76	1.99%
<b>Personnel Total</b>	<b>\$ 3,813</b>	<b>\$ 3,813</b>	<b>\$ 3,813</b>	<b>\$ 3,813</b>	<b>\$ 3,889</b>	<b>\$ 76</b>	<b>1.99%</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 Total</b>	<b>\$ 4,813</b>	<b>\$ 4,813</b>	<b>\$ 4,813</b>	<b>\$ 4,813</b>	<b>\$ 4,889</b>	<b>\$ 76</b>	<b>1.58%</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%

Fire

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Main	Jason		Director		\$0.00	0	\$ 3,813	\$ 3,813		0	0%	\$ -	\$ 3,813		\$ 3,813	\$ 3,813
															\$ -	\$ 76
Total Salaries							\$ 3,813			0				\$ -	\$ 3,813	\$ 3,889

Expense Detail - Emergency Manangement

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 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**

**FY2022**

**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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

To continue to provide effective Animal Control services.

**FY2021 ACCOMPLISHMENTS**

**FY2022 Budget Summary - Animal Control**

Target Budget FY  
2022 (LF Budget) \$ 33,934.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Animal Control</b>	\$ 33,552	\$ 33,552	\$ 33,934	\$ 33,934	\$ 34,444	\$ 510	1.50%
<b>Total</b>	<b>\$ 33,552</b>	<b>\$ 33,552</b>	<b>\$ 33,934</b>	<b>\$ 33,934</b>	<b>\$ 34,444</b>	<b>\$ 510</b>	<b>1.50%</b>

Salaries	\$ 24,602	\$ 22,035	\$ 25,476	\$ 25,476	\$ 25,476	\$ -	0.00%
Wages	\$ -	\$ 3,059	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ 510	\$ -	0.00%
<b>Personnel Total</b>	<b>\$ 24,602</b>	<b>\$ 25,094</b>	<b>\$ 25,476</b>	<b>\$ 25,476</b>	<b>\$ 25,986</b>	<b>\$ 510</b>	<b>2.00%</b>

Purchase of Services	\$ 6,775	\$ 6,283	\$ 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>\$ 8,458</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>\$ 33,552</b>	<b>\$ 33,552</b>	<b>\$ 33,934</b>	<b>\$ 33,934</b>	<b>\$ 34,444</b>	<b>\$ 510</b>	<b>1.50%</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 2021				FISCAL YEAR 2022								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2022
Dykas	Pat	01-292-5100-000	AI	Con			\$ 25,476	\$25,476.00		0	0%	\$ -	\$ 25,476.00	0.00	\$ 25,476	\$ 25,476
2% COLA							\$ -								\$ -	\$ 510
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 25,476			0				\$ -	\$ 25,476	\$ 25,986

# Expense Detail - Animal Control

		FY2019	FY 2020	FY2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contr/Repairs	01-292-5200-003	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
Consultants/Prof Services	01-292-5200-004	\$ 5,000	\$ 4,508	\$ 4,508	\$ 4,508	\$ -	0%	\$ 4,508	\$ -	0%
Dues/Membership	01-292-5700-002	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100	\$ -	0%
Training/Seminars/Meetings	01-292-5700-003	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0%
Clothing Allowance	01-292-5700-004	\$ 325	\$ 325	\$ 325	\$ 325	\$ -	0%	\$ 325	\$ -	0%
Equipment	01-292-5800-001	\$ 550	\$ 550	\$ 550	\$ 550	\$ -	0%	\$ 550	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 6,775</b>	<b>\$ 6,283</b>	<b>\$ 6,283</b>	<b>\$ 6,283</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 6,283</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-292-5400-001	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ -	0%	\$ 1,400	\$ -	0%
Tools/Small equipment	01-292-5400-005	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100	\$ -	0%
Animal Disposal Supplies	01-292-5400-007	\$ 675	\$ 675	\$ 675	\$ 675	\$ -	0%	\$ 675	\$ -	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>
<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**

FY2022

**296 - Insect Pest Control**



**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

To continue to provide a professional determination on the health of town-owned trees and provide knowledge to the residents.

**FY2021 ACCOMPLISHMENTS**

This department responded to numerous resident requests for trees to be examined and deemed healthy or not. Any trees that were deemed dead or hazardous were removed.

**FY2022 Budget Summary - Insect Pest Control**

Target Budget FY  
2022 (LF Budget) \$ 7,850.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept.Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Insect Pest Control</b>	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
<b>Total</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</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	\$ 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>\$ 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>
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Expense Detail - Insect Pest Control

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 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**  
**FY2022 - Part C - Education**



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**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 224 full and part-time employees with a total enrollment of 1,411 as reported to the MA Department of Elementary and Secondary Education in the SY 2020-2021: Leicester High School (enrollment: 447) Leicester Middle School (enrollment: 432) Leicester Elementary School (enrollment: 498) and Leicester Integrated Preschool (enrollment: 34).

#### **MISSION STATEMENT**

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

#### **FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

**#1-Continuation of maintenance and facilities master planning, as well as minor increases to the respective budget due to aging/failing equipment.**

**#2-Focus on data specifically relating to curriculum and instruction, in an effort to make informed decisions in the best interest of students.**

**#3-Implement the District Improvement Plan with fidelity once completed in FY21.**

#### **FY2021 ACCOMPLISHMENTS**

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

**#1-Creation and implementation of a re-opening plan during the COVID-19 pandemic, successfully returning to in-person learning.**

**#2-Significant repairs to district HVAC equipment and facilities in order to achieve in-person learning.**

**#3-Established a District Data Team and District Improvement Planning Team in order to re-evaluate district needs based on both data and trends, in response to the February 2020 MA DESE District Review Team recommendations.**

**FY2022 Budget Summary - Schools**

Target Budget FY  
2022 (LF Budget)    \$ 17,280,631.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Schools</b>	\$ 16,667,839	\$ 16,985,780	\$ 17,174,399	\$ 18,194,057	\$ 17,582,550	\$ 408,151	2.38%
<b>Total</b>	<b>\$ 16,667,839</b>	<b>\$ 16,985,780</b>	<b>\$ 17,174,399</b>	<b>\$ 18,194,057</b>	<b>\$ 17,582,550</b>	<b>\$ 408,151</b>	<b>2.38%</b>

Salaries	\$ 12,234,833	\$ 12,729,995	\$ 12,635,186	\$ 13,116,342	\$ 13,043,337	\$ 408,151	3.23%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ 12,234,833</b>	<b>\$ 12,729,995</b>	<b>\$ 12,635,186</b>	<b>\$ 13,116,342</b>	<b>\$ 13,043,337</b>	<b>\$ 408,151</b>	<b>3.23%</b>

Purchase of Services	\$ 3,595,490	\$ 3,509,317	\$ 3,685,760	\$ 4,186,427	\$ 3,685,760	\$ -	0%
Supplies	\$ 477,850	\$ 388,372	\$ 460,003	\$ 508,315	\$ 460,003	\$ -	0%
Utilities	\$ 359,666	\$ 358,096	\$ 393,450	\$ 382,973	\$ 393,450	\$ -	0%
<b>Expenses Total</b>	<b>\$ 4,433,006</b>	<b>\$ 4,255,785</b>	<b>\$ 4,539,213</b>	<b>\$ 5,077,716</b>	<b>\$ 4,539,213</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Schools</b>	<b>\$ 16,667,839</b>	<b>\$ 16,985,780</b>	<b>\$ 17,174,399</b>	<b>\$ 18,194,057</b>	<b>\$ 17,582,550</b>	<b>\$ 408,151</b>	<b>2.38%</b>
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	FY2019 Actual	FY 2020 Budget	FY 2022 Budget	FY 2022 Request	FY2022 Administrator Budget
Employees'					
Central Office	11.50	13.50	14.50	11.80	TBD
Special Education	4.50	4.50	4.50	5.00	TBD
High School	61.36	64.50	65.80	62.80	TBD
Memorial School	48.75	0.00	0.00	0.00	TBD
Primary School	62.85	0.00	0.00	0.00	TBD
Middle School	53.30	60.00	63.00	55.80	TBD
Elementary School	0.00	76.00	80.20	79.95	TBD
Pre-School	0.00	16.10	16.10	8.74	TBD
<b>Subtotal Employees</b>	<b>242.26</b>	<b>234.60</b>	<b>244.10</b>	<b>224.09</b>	<b>TBD</b>
Subtotal Stipend Employees	5	5	5	5	5
<b>Total Employees</b>	<b>247.26</b>	<b>239.6</b>	<b>249.1</b>	<b>229.09</b>	<b>TBD</b>

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 2021							FISCAL YEAR 2022								T/A Salary Fiscal 2022
Location							Annual Salary 1-Jul-20	FY21 Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
Central Office							\$ 1,473,731	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ 1,515,400	\$ 1,473,731
Special Education							\$ 419,438							\$ 411,486	\$ 419,438
High School							\$ 3,291,567							\$ 3,009,056	\$ 3,291,567
Athletics							\$ 175,848							\$ 171,040	\$ 175,848
Memorial School							\$ -							\$ -	\$ -
Primary School							\$ -							\$ -	\$ -
Middle School							\$ 3,716,643							\$ 3,398,280	\$ 3,716,643
Elementary School							\$ 4,192,694							\$ 4,143,369	\$ 4,192,694
Pre-School							\$ 577,252							\$ 467,711	\$ 577,252
TA Adjustment							\$ (1,211,987)								\$ (803,836)
<b>Total Salaries</b>							<b>\$ 12,635,186</b>			<b>\$ -</b>			<b>\$ -</b>	<b>\$ 13,116,342</b>	<b>\$ 13,043,337</b>

**Expense Detail - School Department**

Total Expenses		\$ 4,433,006.00	\$ 4,255,785.00	\$ 4,539,213.00	\$ 5,077,715.56	\$ 538,502.56	11.86%	\$ 4,539,213.00	\$ -	0.00%
		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
<b>All Schools</b>										
Central Office		\$ 1,527,302	\$ 1,603,864	\$ 1,622,797	\$ 1,810,049	\$ 187,252	11.54%	\$ 1,622,797	\$ -	0.00%
Special Education		\$ 1,589,218	\$ 1,585,319	\$ 1,702,625	\$ 2,072,308	\$ 369,683	21.71%	\$ 1,702,625	\$ -	0.00%
High School		\$ 160,975	\$ 116,633	\$ 136,704	\$ 131,804	\$ (4,900)	-3.58%	\$ 136,704	\$ -	0.00%
Athletics		\$ 36,954	\$ 77,289	\$ 87,259	\$ 29,719	\$ (57,540)	-65.94%	\$ 87,259	\$ -	0.00%
Middle School		\$ 58,326	\$ 49,899	\$ 55,375	\$ 60,945	\$ 5,570	10.06%	\$ 55,375	\$ -	0.00%
Memorial School		\$ 153,725	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Primary School		\$ 68,990	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Elementary School		\$ -	\$ 76,313	\$ 79,500	\$ 80,102	\$ 602	0.76%	\$ 79,500	\$ -	0.00%
Pre-School		\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
<b>Purchase of Services</b>		<b>\$ 3,595,490</b>	<b>\$ 3,509,317</b>	<b>\$ 3,685,760</b>	<b>\$ 4,186,427</b>	<b>\$ 500,667</b>	<b>13.58%</b>	<b>\$ 3,685,760</b>	<b>\$ -</b>	<b>0.00%</b>
Central Office		\$ 114,493	\$ 64,921	\$ 99,990	\$ 118,850	\$ 18,860	18.86%	\$ 99,990	\$ -	0.00%
Special Education		\$ 6,162	\$ 17,776	\$ 18,200	\$ 22,650	\$ 4,450	24.45%	\$ 18,200	\$ -	0.00%
High School		\$ 96,660	\$ 79,131	\$ 80,705	\$ 93,285	\$ 12,580	15.59%	\$ 80,705	\$ -	0.00%
Athletics		\$ 8,309	\$ 17,541	\$ 25,809	\$ 17,403	\$ (8,406)	-32.57%	\$ 25,809	\$ -	0.00%
Middle School		\$ 132,658	\$ 110,376	\$ 137,424	\$ 126,128	\$ (11,296)	-8.22%	\$ 137,424	\$ -	0.00%
Memorial School		\$ 53,037	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Primary School		\$ 66,531	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Elementary School		\$ -	\$ 98,627	\$ 91,750	\$ 123,599	\$ 31,849	34.71%	\$ 91,750	\$ -	0.00%
Pre-School		\$ -	\$ -	\$ 6,125	\$ 6,400	\$ 275	100.00%	\$ 6,125	\$ -	100.00%
<b>Supplies</b>		<b>\$ 477,850</b>	<b>\$ 388,372</b>	<b>\$ 460,003</b>	<b>\$ 508,315</b>	<b>\$ 48,312</b>	<b>10.50%</b>	<b>\$ 460,003</b>	<b>\$ -</b>	<b>0.00%</b>
Central Office		\$ 3,633	\$ 5,000	\$ 5,000	\$ 3,000	\$ (2,000)	-40.00%	\$ 5,000	\$ -	100.00%
Special Education		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
High School		\$ 119,746	\$ 142,072	\$ 149,500	\$ 144,623	\$ (4,877)	-3.26%	\$ 149,500	\$ -	100.00%
Athletics		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
Middle School		\$ 94,834	\$ 124,385	\$ 137,600	\$ 137,225	\$ (375)	-0.27%	\$ 137,600	\$ -	100.00%
Memorial School		\$ 66,818	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Primary School		\$ 74,635	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Elementary School		\$ -	\$ 86,639	\$ 101,350	\$ 98,125	\$ (3,225)	-3.18%	\$ 101,350	\$ -	100.00%
Pre-School		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
<b>Utilities</b>		<b>\$ 359,666</b>	<b>\$ 358,096</b>	<b>\$ 393,450</b>	<b>\$ 382,973</b>	<b>\$ (10,477)</b>	<b>-2.66%</b>	<b>\$ 393,450</b>	<b>\$ -</b>	<b>0.00%</b>



**Town of Leicester**  
**Town Administrator's Budget**  
**FY2022 - Part D - Public Works**



**Town of Leicester**

# **Operating Budget Manual**

**FY2022**

## **420 - Highway Department**



**DESCRIPTION OF SERVICES**

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

**MISSION STATMENT**

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.

**FY2022 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.

**FY2021 ACCOMPLISHMENTS**

Continued to provide exemplary service to the Town with the resources that was available. Highway has incorporated facilites management into the department.

**FY2022 Budget Summary - Highway Department**

Target Budget FY  
2022 (LF Budget) \$ 957,019.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Highway	\$ 743,282	\$ 801,680	\$ 957,002	\$ 957,019	\$ 964,547	\$ 7,545	0.79%
<b>Total</b>	<b>\$ 743,282</b>	<b>\$ 801,680</b>	<b>\$ 957,002</b>	<b>\$ 957,019</b>	<b>\$ 964,547</b>	<b>\$ 7,545</b>	<b>0.79%</b>

Salaries	\$ 80,580	\$ 82,977	\$ 90,000	\$ 90,000	\$ 90,000	\$ (0)	0%
Wages	\$ 413,152	\$ 485,430	\$ 611,324	\$ 611,341	\$ 614,069	\$ 2,745	0%
Overtime	\$ 2,000	\$ 2,000	\$ 5,000	\$ 5,000	\$ 9,000	\$ 4,000	80%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ 495,732</b>	<b>\$ 570,407</b>	<b>\$ 706,324</b>	<b>\$ 706,341</b>	<b>\$ 713,069</b>	<b>\$ 6,745</b>	<b>0.95%</b>

Purchase of Services	\$ 68,640	\$ 60,613	\$ 87,313	\$ 87,313	\$ 87,313	\$ -	0%
Supplies	\$ 166,915	\$ 161,090	\$ 153,795	\$ 153,795	\$ 153,795	\$ -	0%
Utilities	\$ 11,995	\$ 9,570	\$ 9,570	\$ 9,570	\$ 10,370	\$ 800	8%
<b>Expenses Total</b>	<b>\$ 247,550</b>	<b>\$ 231,273</b>	<b>\$ 250,678</b>	<b>\$ 250,678</b>	<b>\$ 251,478</b>	<b>\$ 800</b>	<b>0.32%</b>

Highway	\$ 743,282	\$ 801,680	\$ 957,002	\$ 957,019	\$ 964,547	\$ 7,545	0.79%
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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 2021				FISCAL YEAR 2022									TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Step Increase Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Griffin	Dennis	01-420-5101-000	Hsup		40.35	40	\$ 90,000	\$ 40.35		40	2086	0%	\$ -	\$ 40.35	5,838.00	\$ 90,000	\$ 90,000
Knott	Brian	01-420-5100-000	Foreman		28.99	40	\$ 60,481	\$ 28.99		40	2086	0%	\$ -	\$ 28.99		\$ 60,474	\$ 60,474
Bulak	Eric	01-420-5100-000															\$ -
Bulak	Eric	01-420-5100-000	Truck Driver		23.63	40	\$ 49,289	\$ 23.63		40	2086	0%	\$ -	\$ 23.63		\$ 49,293	\$ 49,293
Burt	William	01-420-5100-000	Truck Driver		23.18	40	\$ 48,353	\$ 23.18		40	2086	0%	\$ -	\$ 23.18		\$ 48,354	\$ 48,354
Dube	Anthony	01-420-5100-000	Truck Driver		23.18	40	\$ 48,353	\$ 23.18		40	2086	0%	\$ -	\$ 23.18		\$ 48,354	\$ 48,354
Fenner	Derek	01-420-5100-000	LEO		26.07	40	\$ 54,374	\$ 26.07		40	2086	0%	\$ -	\$ 26.07		\$ 54,383	\$ 54,383
Shur	Maureen	01-420-5100-000	Dept Asst		19.82	35	\$ 36,198	\$ 19.82		35	1826	0%	\$ -	\$ 19.82		\$ 36,192	\$ 36,192
Keats	Derek	01-420-5100-000	Mechanic		27.07	40	\$ 56,459	\$ 27.07	\$ -	40	2086	0%	\$ -	\$ 27.07		\$ 56,469	\$ 56,469
McCormick	Michael	01-420-5100-000	LEO		25.07	40	\$ 52,289	\$ 25.07	\$ -	40	2086	0%	\$ -	\$ 25.07		\$ 52,297	\$ 52,297
Provost	Robert	01-420-5100-000	HEO		26.04	40	\$ 54,310	\$ 26.04	\$ -	40	2086	0%	\$ -	\$ 26.04		\$ 54,320	\$ 54,320
Provost	Robert	01-420-5100-000	HEO									0%	\$ -				\$ -
Solomon	Karl	01-420-5100-000	Maint		19.45	33	\$ 33,474	\$ 19.45		33	1721	0%	\$ -	\$ 19.45		\$ 33,474	\$ 33,474
Open		01-420-5100-000	Truck Driver		23.18	40	\$ 48,353	\$ 23.18		40	2086	0%	\$ -	\$ 23.18		\$ 48,354	\$ 48,354
Open		01-420-5100-000	Truck Driver		23.18	40	\$ 48,353	\$ 23.18		40	2086	0%	\$ -	\$ 23.18		\$ 48,354	\$ 48,354
Open		01-420-5100-000	Truck Driver		23.18	40	\$ -	\$ 23.18		40	2086	0%	\$ -	\$ 23.18		\$ -	\$ -
Other		01-420-5100-000			0		\$ -	\$ -			0	0%	\$ -	\$ -		\$ -	\$ -
Overtime		01-420-5130-000					\$ 5,000	\$ 5,000.00			0	0%	\$ -	\$ -		\$ 5,000	\$ 9,000
Promotions		01-420-5100-000	Mechanic		\$1.41	2086	\$ 2,947	\$ 1.41		40	2086	0%	\$ -	\$ 1.41		\$ 2,942	\$ 2,942
Promotions		01-420-5100-000	LEO		\$1.86	2086	\$ 3,883	\$ 1.86		40	2086	0%	\$ -	\$ 1.86		\$ 3,880	\$ 3,880
Promotions		01-420-5100-000	LEO		\$0.94	2086	\$ 1,968	\$ 0.94		40	2086	0%	\$ -	\$ 0.94		\$ 1,961	\$ 1,961
		01-420-5100-000	Sum Staff		\$12.75	40	\$ 6,120	\$ 12.75		40	480	0%	\$ -	\$ 12.75		\$ 6,120	\$ 7,484
		01-420-5100-000	Sum Staff		\$12.75	40	\$ 6,120	\$ 12.75		40	480	0%	\$ -	\$ 12.75		\$ 6,120	\$ 7,484
Rounding							\$ (4)										\$ -
2% COLA																	\$ 7,063
Total Salaries							\$ 706,324								\$ 5,838	\$ 706,341	\$ 713,069

\$ 706,324

# Expense Detail - Highway Department

		FY 2019	FY 2020	FY 2021	FY 2022			FY 2022		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-420-5200-003	\$ 1,000	\$ 800	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
Consultants/Prof Services	01-420-5200-004	\$ 55,000	\$ 48,608	\$ 75,308	\$ 75,308	\$ -	0%	\$ 75,308	\$ -	0%
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	\$ 1,940	\$ 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	\$ 4,785	\$ 4,200	\$ 4,200	\$ 4,200	\$ -	0%	\$ 4,200	\$ -	0%
Other-Gas Taxes	01-420-5700-007	\$ 4,615	\$ 3,765	\$ 3,765	\$ 3,765	\$ -	0%	\$ 3,765	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 68,640</b>	<b>\$ 60,613</b>	<b>\$ 87,313</b>	<b>\$ 87,313</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 87,313</b>	<b>\$ -</b>	<b>0.0%</b>
Office Supplies	01-420-5400-001	\$ 800	\$ 725	\$ 725	\$ 725	\$ -	0%	\$ 725	\$ -	0%
Gasoline	01-420-5400-004	\$ 101,500	\$ 96,500	\$ 96,500	\$ 96,500	\$ -	0%	\$ 96,500	\$ -	0%
Parts/Materials	01-420-5400-006	\$ 64,615	\$ 63,865	\$ 56,570	\$ 56,570	\$ -	0%	\$ 56,570	\$ -	0%
<b>Supplies</b>		<b>\$ 166,915</b>	<b>\$ 161,090</b>	<b>\$ 153,795</b>	<b>\$ 153,795</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 153,795</b>	<b>\$ -</b>	<b>0.0%</b>
Telephone	01-420-5200-001	\$ 700	\$ 700	\$ 700	\$ 700	\$ -	0.0%	\$ 1,500	\$ 800	114%
Electric	01-420-5200-002	\$ 5,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ -	0.0%	\$ 4,800	\$ -	0%
Water/Sewer	01-420-5200-006	\$ 1,085	\$ 660	\$ 660	\$ 660	\$ -	0.0%	\$ 660	\$ -	0%
Heating Fuel	01-420-5400-003	\$ 4,410	\$ 3,410	\$ 3,410	\$ 3,410	\$ -	0.0%	\$ 3,410	\$ -	0%
<b>Utilities</b>		<b>\$ 11,995</b>	<b>\$ 9,570</b>	<b>\$ 9,570</b>	<b>\$ 9,570</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 10,370</b>	<b>\$ 800</b>	<b>8.4%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

The department would like to add additional equipment and decrease the use of outside contractors for snow removal in order to increase efficiency.

**FY2021 ACCOMPLISHMENTS**

**FY2022 Budget Summary - Snow & Ice**

Target Budget FY  
2022 (LF Budget) 121,000.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<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>0.00%</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 20201				FISCAL YEAR 2022							T/A Salary Fiscal 2022
		Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
Overtime							\$ 25,000	\$ -						\$ 25,000	\$ 25,000
Total Salaries							\$ 25,000			\$ -			\$ -	\$ 25,000	\$ 25,000

Expense Detail - Snow and Ice

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 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>0.0%</b>	<b>\$ 88,000</b>	<b>\$ -</b>	<b>0.0%</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**

**FY2022**

**424 - Street Lights**



**FY2022 Budget Summary - Street Lights**

Target Budget FY  
2022 (LF Budget) \$ 58,000.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Street Lights</b>	\$ 75,000	\$ 60,335	\$ 58,000	\$ 58,000	\$ 58,000	\$ -	0.00%
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ 60,335</b>	<b>\$ 58,000</b>	<b>\$ 58,000</b>	<b>\$ 58,000</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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ 75,000	\$ 60,335	\$ 58,000	\$ 58,000	\$ 58,000	\$ -	0%
<b>Expenses Total</b>	<b>\$ 75,000</b>	<b>\$ 60,335</b>	<b>\$ 58,000</b>	<b>\$ 58,000</b>	<b>\$ 58,000</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Street Lights</b>	<b>\$ 75,000</b>	<b>\$ 60,335</b>	<b>\$ 58,000</b>	<b>\$ 58,000</b>	<b>\$ 58,000</b>	<b>\$ -</b>	<b>0.00%</b>
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Expense Detail - Street Lights

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Electric	01-424-5200-002	\$ 75,000	\$ 60,335	\$ 58,000	\$ 58,000	\$ -	0.0%	\$ 58,000	\$ -	0%
Utilities		\$ 75,000	\$ 60,335	\$ 58,000	\$ 58,000	\$ -	0.0%	\$ 58,000	\$ -	0.0%



**Town of Leicester**

**Town Administrator's Budget**

**FY2022 - Part E - Health & Human Services**



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**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.

**FY2022 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.

**FY2021 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.

**FY2022 Budget Summary - Council on Aging**

Target Budget FY  
2022 (LF Budget) 101,536.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Council on Aging</b>	\$ 94,122	\$ 108,280	\$ 101,546	\$ 104,569	\$ 107,239	\$ 5,693	5.61%
<b>Total</b>	<b>\$ 94,122</b>	<b>\$ 108,280</b>	<b>\$ 101,546</b>	<b>\$ 104,569</b>	<b>\$ 107,239</b>	<b>\$ 5,693</b>	<b>5.61%</b>

Salaries	\$ 36,979	\$ 41,663	\$ 42,530	\$ 42,530	\$ 42,530	\$ 0	0%
Wages	\$ 25,998	\$ 35,472	\$ 27,917	\$ 30,961	\$ 30,961	\$ 3,044	11%
Other	\$ -	\$ -	\$ 21	\$ -	\$ 1,470	\$ 1,449	0%
<b>Personnel Total</b>	<b>\$ 62,977</b>	<b>\$ 77,135</b>	<b>\$ 70,468</b>	<b>\$ 73,491</b>	<b>\$ 74,961</b>	<b>\$ 4,493</b>	<b>6%</b>

Purchase of Services	\$ 8,245	\$ 8,245	\$ 7,778	\$ 7,778	\$ 7,778	\$ -	0%
Supplies	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ -	0%
Utilities	\$ 18,400	\$ 18,400	\$ 18,800	\$ 18,800	\$ 20,000	\$ 1,200	6%
<b>Expenses Total</b>	<b>\$ 31,145</b>	<b>\$ 31,145</b>	<b>\$ 31,078</b>	<b>\$ 31,078</b>	<b>\$ 32,278</b>	<b>\$ 1,200</b>	<b>3.86%</b>

<b>Council on Aging</b>	<b>\$ 94,122</b>	<b>\$ 108,280</b>	<b>\$ 101,546</b>	<b>\$ 104,569</b>	<b>\$ 107,239</b>	<b>\$ 5,693</b>	<b>5.61%</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 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY22 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Cloutier	Rachelle	01-541-5100-000	Director		32.54	25	\$ 42,530	\$ 32.54	25	1307	0%	\$ -	\$ 32.54		\$ 42,530	\$ 42,530
Lamb	Nancy	01-541-5101-000	Outreach	Grant	19.82	19	\$ 19,681	\$ 19.82	19	993	0%	\$ -	\$ 19.82		\$ 19,682	\$ 19,682
Grenieir	Genevieve	01-541-5101-000	Clerk	Grant	17.48	17	\$ 15,540	\$ 17.48	17	889	0%	\$ -	\$ 17.48		\$ 15,540	\$ 15,540
Foley	Robert	01-541-5101-000	Bus Driver		17.8	10	\$ 9,306	\$ 17.81	10	523	0%	\$ -	\$ 17.81		\$ 9,315	\$ 9,315
Gercken	David	01-541-5101-000	Bus Driver		17.8	15	\$ 13,959	\$ 17.81	15	784	0%	\$ -	\$ 17.81		\$ 13,964	\$ 13,964
Rounding							\$ 21									
		Deduct	FG Genevieve	\$15,540.00			\$ 15,540								\$ 15,540	\$ 15,540
		Deduct	FG Nancy	\$6,000.00			\$ 6,000								\$ 6,000	\$ 6,000
		Deduct	GWCF Nancy	\$6,000.00			\$ 6,000								\$ 6,000	\$ 6,000
		Less: FY21 Shortfall					\$ 3,028									\$ -
COL (Neg)																\$ 1,470
Total Salaries							\$ 70,468			4496				\$ -	\$ 73,491	\$ 74,961

70468

# Expense Detail - Council on Aging

		FY 2019	FY 2020	FY 2021	FY 2021	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contracts/Repairs	01-541-5200-003	6,870	6,870	6,870	6,870	-	-	6,870	\$ -	0%
Consultants/Prof Services	01-541-5200-004	400	400	-	-	-	-	-	\$ -	0%
Mileage/Licenses	01-541-5700-001	300	300	200	200	-	-	200	\$ -	0%
Dues/Memberships	01-541-5700-002	425	425	508	508	-	-	508	\$ -	0%
Training/Seminars/Meetings	01-541-5700-003	250	250	200	200	-	-	200	\$ -	0%
<b>Purchase of Services</b>		<b>8,245</b>	<b>8,245</b>	<b>7,778</b>	<b>7,778</b>	<b>-</b>	<b>0.0%</b>	<b>\$ 7,778</b>	<b>\$ -</b>	<b>0.0%</b>
Office Supplies	01-541-5400-001	500	500	500	500	-	-	500	\$ -	0%
Maintenance Supplies	01-541-5400-007	4,000	4,000	4,000	4,000	-	-	4,000	\$ -	0%
<b>Supplies</b>		<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>	<b>0.0%</b>	<b>\$ 4,500</b>	<b>\$ -</b>	<b>0.0%</b>
Telephone	01-541-5200-001	1,500	1,500	1,500	1,500	-	-	2,700	\$ 1,200	80%
Electric	01-541-5200-002	6,900	6,900	6,900	6,900	-	-	6,900	\$ -	0%
Water/Sewer	01-541-5200-006	1,500	1,500	1,900	1,900	-	-	1,900	\$ -	0%
Heating Fuel	01-541-5400-003	8,500	8,500	8,500	8,500	-	-	8,500	\$ -	0%
<b>Utilities</b>		<b>18,400</b>	<b>18,400</b>	<b>18,800</b>	<b>18,800</b>	<b>-</b>	<b>0.0%</b>	<b>\$ 20,000</b>	<b>\$ 1,200</b>	<b>6.4%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**543 - Veterans' Services**



**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

**FY2021 ACCOMPLISHMENTS**

N/A

**FY2022 Budget Summary - Veteran's Services**

Target Budget FY  
2022 (LF Budget) \$ 126,613.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Veteran's Services</b>	\$ 92,980	\$ 92,982	\$ 126,613	\$ 126,613	\$ 126,748	\$ 135	0.11%
<b>Total</b>	<b>\$ 92,980</b>	<b>\$ 92,982</b>	<b>\$ 126,613</b>	<b>\$ 126,613</b>	<b>\$ 126,748</b>	<b>\$ 135</b>	<b>0.11%</b>

Salaries	\$ 6,630	\$ 6,632	\$ 6,763	\$ 6,763	\$ 6,763	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ 135	\$ 135	0%
<b>Personnel Total</b>	<b>\$ 6,630</b>	<b>\$ 6,632</b>	<b>\$ 6,763</b>	<b>\$ 6,763</b>	<b>\$ 6,898</b>	<b>\$ 135</b>	<b>2.00%</b>

Purchase of Services	\$ 85,550	\$ 85,550	\$ 119,050	\$ 119,050	\$ 119,050	\$ -	0%
Supplies	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 86,350</b>	<b>\$ 86,350</b>	<b>\$ 119,850</b>	<b>\$ 119,850</b>	<b>\$ 119,850</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Veteran's Services</b>	<b>\$ 92,980</b>	<b>\$ 92,982</b>	<b>\$ 126,613</b>	<b>\$ 126,613</b>	<b>\$ 126,748</b>	<b>\$ 135</b>	<b>0.11%</b>
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COLAS	2.00%
Union	0.00%
Contract	0.00%
Non-Union FT	0.00%
Non-Union PT	0.00%
Stipend	0.00%
Other	0.00%

[illegible]

# Expense Detail - Veterans

		FY 2019	FY 2020	FY 2021	FY 2022			FY 2022		
		Budget	Budget	Budget	Dept.	Dollar	Percent	TA	Dollar	Percent
					Request	Change	Change	Approved	Change	Change
Mileage/Licenses	01-543-5700-001	\$ 250	\$ 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	\$ 85,000	\$ 85,000	\$ 118,500	\$ 118,500	\$ -	0%	\$ 118,500	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 85,550.00</b>	<b>\$ 85,550.00</b>	<b>\$ 119,050.00</b>	<b>\$ 119,050.00</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 119,050</b>	<b>\$ -</b>	<b>0.0%</b>
Office Supplies	01-543-5400-001	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0%
Equipment	01-543-5800-001	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
<b>Supplies</b>		<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>0.0%</b>
<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**  
**FY2022**

**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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

N/A

**FY2021 ACCOMPLISHMENTS**

N/A

**FY2022 Budget Summary - Veteran's Graves**

Target Budget FY  
2022 (LF Budget) \$ 2,400.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Veterans Graves Registration	\$ 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>0%</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 2021				FISCAL YEAR 2022							T/A Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	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

		FY 2019 Budget	FY 2020 Budget	FY 2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Parts/Materials	01-545-5400-006	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
Supplies		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

**Town Administrator's Budget**

**FY2022 - Part F - Culture & Recreation**



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

Broadly speaking, our goal for FY22 is to come as close to community expectations as our budget allows. Goals include re-opening to patrons as safety guidelines allow, working with our new Children's Librarian to offer more programs and services tailored to children and teens, rotating museum displays, and, if larger gatherings are an option, offering programs of interest to the community.

**Additional needs:** We understand that the pandemic impact on municipal budgets is significant. Staffing changes in FY21/FY22 will free up enough money, along with State Aid grant funds, to meet our Certification requirements for FY22 with a level funded budget.

**FY2021 ACCOMPLISHMENTS**

FY21 was certainly a challenge. Our renovated and expanded space allowed library staff to provide curbside pickup and other remote services to the community during pandemic shutdowns, something that would have been difficult, or even impossible, in our previous configuration. We were able to circulate 70% of the previous year's total items, even though we were completely closed for 2.5 months. All outstanding items from the renovation project have been completed.

**FY2022 Budget Summary - Public Library**

Target Budget FY  
2022 (LF Budget)   \$   225,434.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Public Library</b>	\$ 204,306	\$ 216,629	\$ 225,435	\$ 225,434	\$ 231,071	\$ 5,636	2.50%
<b>Total</b>	<b>\$ 204,306</b>	<b>\$ 216,629</b>	<b>\$ 225,435</b>	<b>\$ 225,434</b>	<b>\$ 231,071</b>	<b>\$ 5,636</b>	<b>2.50%</b>

Salaries	\$ 63,400	\$ 72,345	\$ 74,515	\$ 74,515	\$ 74,515	\$ 0	0%
Wages	\$ 92,300	\$ 111,859	\$ 117,440	\$ 106,750	\$ 106,750	\$ (10,690)	-9%
Other	\$ -	\$ -	\$ -	\$ -	\$ 3,625	\$ 3,625	0%
<b>Personnel Total</b>	<b>\$ 155,700</b>	<b>\$ 184,204</b>	<b>\$ 191,955</b>	<b>\$ 181,265</b>	<b>\$ 184,890</b>	<b>\$ (7,065)</b>	<b>-3.68%</b>

Purchase of Services	\$ 6,500	\$ 6,500	\$ 6,500	\$ 9,800	\$ 9,800	\$ 3,300	51%
Supplies	\$ 24,400	\$ 24,400	\$ 24,500	\$ 32,369	\$ 34,381	\$ 9,881	40%
Utilities	\$ 17,706	\$ 1,525	\$ 2,480	\$ 2,000	\$ 2,000	\$ (480)	-19%
<b>Expenses Total</b>	<b>\$ 48,606</b>	<b>\$ 32,425</b>	<b>\$ 33,480</b>	<b>\$ 44,169</b>	<b>\$ 46,181</b>	<b>\$ 12,701</b>	<b>37.94%</b>

<b>Public Library</b>	<b>\$ 204,306</b>	<b>\$ 216,629</b>	<b>\$ 225,435</b>	<b>\$ 225,434</b>	<b>\$ 231,071</b>	<b>\$ 5,636</b>	<b>2.50%</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 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Hall	Suzanne	01-610-5100-000	Director		37.52	38	\$ 74,515	\$ 37.52	38	1986	0%	\$ -	\$ 37.52		\$ 74,515	\$ 74,515
Hart	Kaeleigh	01-610-5101-000	CHL Lib.		21.18	32	\$ 35,921	\$ 21.18	32	1696	0%	\$ -	\$ 21.18		\$ 35,922	\$ 35,922
Cherry	Kathleen	01-610-5101-000	Cataloger		19.82	18	\$ 18,651	\$ 19.82	18	941	0%	\$ -	\$ 19.82		\$ 18,651	\$ 18,651
Johnson	Donna	01-610-5101-000	Cataloger		19.82	23	\$ 23,824	\$ 19.82	23	1202	0%	\$ -	\$ 19.82		\$ 23,824	\$ 23,824
Berube	Charissa	01-610-5101-000	Assistant		13.77	18	\$ 12,958	\$ 13.77	18	941	0%	\$ -	\$ 13.77		\$ 12,958	\$ 12,958
Buckley	Lori	01-610-5101-000	Assistant		13.77	8	\$ 5,756	\$ 13.77	8	418	0%	\$ -	\$ 13.77		\$ 5,756	\$ 5,756
Open					13.77	8	\$ 9,019	\$ 13.77	13	700	0%	\$ -	\$ 13.77		\$ 9,639	\$ 9,639
1% COLA																\$ 3,625
Rounding							\$ 11,312									\$ -
Total Salaries							\$ 191,955							\$ -	\$ 181,265	\$ 184,890

Expense Detail - Public Library

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Dues/Memberships	01-610-5700-002	\$ 6,500	\$ 6,500	\$ 6,500	\$ 9,800	\$ 3,300	51%	\$ 9,800	\$ 3,300	51%
<b>Purchase of Services</b>		<b>\$ 6,500</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>	<b>\$ 9,800</b>	<b>\$ 3,300</b>	<b>51%</b>	<b>\$ 9,800</b>	<b>\$ 3,300</b>	<b>51%</b>
Office Supplies	01-610-5400-001	\$ 1,800	\$ 1,800	\$ 1,800	\$ 2,000	\$ 200	11%	\$ 2,000	\$ 200	11%
Books/Periodicals/Video	01-610-5400-002	\$ 21,500	\$ 21,500	\$ 21,500	\$ 29,169	\$ 7,669	36%	\$ 31,181	\$ 9,681	45%
Maintenance Supplies	01-610-5400-007	\$ 1,100	\$ 1,100	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0%
<b>Supplies</b>		<b>\$ 24,400</b>	<b>\$ 24,400</b>	<b>\$ 24,500</b>	<b>\$ 32,369</b>	<b>\$ 7,869</b>	<b>0%</b>	<b>\$ 34,381</b>	<b>\$ 9,881</b>	<b>40%</b>
Telephone	01-610-5200-001	\$ 525	\$ 525	\$ 680	\$ 700	\$ 20	2.9%	\$ 700	\$ -	100%
Electric	01-610-5200-002	\$ 9,181	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
Water/Sewer	01-610-5200-006	\$ 1,000	\$ 1,000	\$ 1,800	\$ 1,300	\$ (500)	-27.8%	\$ 1,300	\$ -	100%
Heating Fuel	01-610-5400-003	\$ 7,000	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
<b>Utilities</b>		<b>\$ 17,706</b>	<b>\$ 1,525</b>	<b>\$ 2,480</b>	<b>\$ 2,000</b>	<b>\$ (480)</b>	<b>0.0%</b>	<b>\$ 2,000</b>	<b>\$ (480)</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

To construct a new playground at Towtaid park.

**FY2021 ACCOMPLISHMENTS**

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

**FY2022 Budget Summary - Parks and Recreation**

Target Budget FY  
2022 (LF Budget) \$ 6,450.00

	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Approp.	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Parks and Recreation	\$ 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

		FY 2019 Budget	FY 2020 Budget	FY 2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 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>0.0%</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>0.0%</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>0.0%</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>0.0%</b>
Electric	01-630-5200-002	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	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>0.0%</b>	<b>\$ 1,250</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2022**

## **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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

**FY2021 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.

**FY2022 Budget Summary - Historical Committee**

Target Budget FY  
2022 (LF Budget) \$ 950.00

	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Approp.	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<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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		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-691-5200-004	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
Purchase of Services		\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0.0%	\$ 800	\$ -	0.0%
Office Supplies	01-691-5400-001	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0%	\$ 150	\$ -	0%
Supplies		\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0.0%	\$ 150	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

# **Operating Budget Manual**

**FY2022**

**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.

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

N/A

**FY2021 ACCOMPLISHMENTS**

No celebration held due to Covid-19

**FY2022 Budget Summary - Memorial Day Committee**

Target Budget FY  
2022 (LF Budget) \$ 3,000.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<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

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 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>0.0%</b>	<b>\$ 2,550</b>	<b>\$ -</b>	<b>0.0%</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>0.0%</b>	<b>\$ 450</b>	<b>\$ -</b>	<b>0.0%</b>
<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**  
**FY2022 - Part G - Debt**



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**710 - Maturing Debt Principal**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS****FY2021 ACCOMPLISHMENTS**

Debt was retired on the following in FY21: Police Station Land, Rte 9 Water Project and Roofs for the Memorial School and Town Hall. BAN's for the Feasibility Study and Fire Station settlement were rolled over and new ones created for Waite Pond Dam and the Fire Retention Pond.

**FY2022 Budget Summary - Maturing Debt Principal**

Target Budget FY  
2022 (LF Budget)   \$   1,026,117.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Maturing Debt Principal</b>	\$       894,532	\$    1,139,797	\$   1,155,327	\$    1,026,117	\$    1,026,117	\$       (129,210)	-11.18%
<b>Total</b>	<b>\$       894,532</b>	<b>\$    1,139,797</b>	<b>\$   1,155,327</b>	<b>\$    1,026,117</b>	<b>\$    1,026,117</b>	<b>\$       (129,210)</b>	<b>-11.18%</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	\$       894,532	\$    1,139,797	\$   1,155,327	\$    1,026,117	\$    1,026,117	\$       (129,210)	-11.18%
Supplies	\$       -	\$       -	\$       -	\$       -	\$       -	\$       -	0.00%
Utilities	\$       -	\$       -	\$       -	\$       -	\$       -	\$       -	0.00%
<b>Expenses Total</b>	<b>\$       894,532</b>	<b>\$    1,139,797</b>	<b>\$   1,155,327</b>	<b>\$    1,026,117</b>	<b>\$    1,026,117</b>	<b>\$       (129,210)</b>	<b>-11.18%</b>

<b>Maturing Debt Principal</b>	<b>\$       894,532</b>	<b>\$    1,139,797</b>	<b>\$   1,155,327</b>	<b>\$    1,026,117</b>	<b>\$    1,026,117</b>	<b>\$       (129,210)</b>	<b>-11.18%</b>
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**Expense Detail - Maturing Debt Principal**

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Water Poll Abate-Loan 1	01-710-5900-020	\$ 9,953	\$ 9,953	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Police Land - Principal	01-710-5900-021	\$ 19,722	\$ 19,437	\$ 19,155	\$ -	\$ (19,155)	-100%	\$ -	\$ (19,155)	-100%
Rte. 9 Water Principal	01-710-5900-022	\$ 95,000	\$ 95,000	\$ 95,000	\$ -	\$ (95,000)	-100%	\$ -	\$ (95,000)	-100%
Police Station - Principal	01-710-5900-023	\$ 172,570	\$ 165,212	\$ 162,817	\$ 159,851	\$ (2,966)	-2%	\$ 159,851	\$ (2,966)	-2%
Rte. 9 Pump Station - Principal	01-710-5900-024	\$ 9,861	\$ 9,719	\$ 9,578	\$ 9,403	\$ (175)	-2%	\$ 9,403	\$ (175)	-2%
Hillcrest CC Purchase - Principal	01-710-5900-025	\$ 152,847	\$ 150,634	\$ 148,451	\$ 145,747	\$ (2,704)	-2%	\$ 145,747	\$ (2,704)	-2%
Water Poll Abate-Loan 2	01-710-5900-027	\$ 3,380	\$ 3,380	\$ 3,380	\$ 3,459	\$ 79	2%	\$ 3,459	\$ 79	2%
06 Roof Replacements - Princ	01-710-5900-029	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	\$ (35,000)	-100%	\$ -	\$ (35,000)	-100%
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	\$ 10,019	\$ 10,358	\$ 10,708	\$ 11,068	\$ 360	3%	\$ 11,068	\$ 360	3%
Energy Infrastructure Project	01-710-5900-034	\$ 74,569	\$ 79,493	\$ 84,627	\$ 89,978	\$ 5,351	6%	\$ 89,978	\$ 5,351	6%
Fire & EMS Headquarters	01-710-5900-035	\$ 140,000	\$ 145,000	\$ 150,000	\$ 155,000	\$ 5,000	3%	\$ 155,000	\$ 5,000	3%
Fire & EMS Headquarters	01-710-5900-036	\$ 130,000	\$ 140,000	\$ 145,000	\$ 150,000	\$ 5,000	3%	\$ 150,000	\$ 5,000	3%
Town Hall Elevator	01-710-5900-037	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0%	\$ 25,000	\$ -	0%
Town Hall Remodeling	01-710-5900-038	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0%	\$ 10,000	\$ -	0%
Library	01-710-5900-039		\$ 65,000	\$ 70,000	\$ 70,000	\$ -	0%	\$ 70,000	\$ -	0%
Hillcrest Building	01-710-5900-040		\$ 15,000	\$ 20,000	\$ 20,000	\$ -	0%	\$ 20,000	\$ -	0%
Highway Equipment	01-710-5900-041		\$ 155,000	\$ 160,000	\$ 170,000	\$ 10,000	6%	\$ 170,000	\$ 10,000	6%
<b>Purchase of Services</b>		<b>\$ 894,532</b>	<b>\$ 1,139,797</b>	<b>\$ 1,155,327</b>	<b>\$ 1,026,117</b>	<b>\$ (129,210)</b>	<b>-11.18%</b>	<b>\$ 1,026,117</b>	<b>\$ (129,210)</b>	<b>-11.18%</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**

**FY2022**

## **751 - Maturing Debt Interest**



**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS****FY2021 ACCOMPLISHMENTS**

**FY2022 Budget Summary - Maturing Debt Interest**

Target Budget FY  
2022 (LF Budget) \$ 331,047.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Maturing Debt Interest</b>	\$ 325,635	\$ 406,144	\$ 369,949	\$ 331,047	\$ 331,047	\$ (38,902)	-10.52%
<b>Total</b>	<b>\$ 325,635</b>	<b>\$ 406,144</b>	<b>\$ 369,949</b>	<b>\$ 331,047</b>	<b>\$ 331,047</b>	<b>\$ (38,902)</b>	<b>-10.52%</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	\$ 325,635	\$ 406,144	\$ 369,949	\$ 331,047	\$ 331,047	\$ (38,902)	-10.52%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Expenses Total</b>	<b>\$ 325,635</b>	<b>\$ 406,144</b>	<b>\$ 369,949</b>	<b>\$ 331,047</b>	<b>\$ 331,047</b>	<b>\$ (38,902)</b>	<b>-10.52%</b>

<b>Maturing Debt Interest</b>	<b>\$ 325,635</b>	<b>\$ 406,144</b>	<b>\$ 369,949</b>	<b>\$ 331,047</b>	<b>\$ 331,047</b>	<b>\$ (38,902)</b>	<b>-10.52%</b>
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**Expense Detail - Maturing Debt Interest**

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Police Land - Interest	01-751-5900-021	\$ 1,453	\$ 867	\$ 288	\$ -	\$ (288)	-100%	\$ -	\$ (288)	-100%
Rte. 9 West Water Proj - Interest	01-751-5900-022	\$ 7,125	\$ 4,275	\$ 1,425	\$ -	\$ (1,425)	-100%	\$ -	\$ (1,425)	-100%
Police Station - Interest	01-751-5900-023	\$ 26,588	\$ 21,521	\$ 16,601	\$ 11,761	\$ (4,840)	-29%	\$ 11,761	\$ (4,840)	-29%
Rte. 9 Pump Station - Interest	01-751-5900-024	\$ 1,560	\$ 1,266	\$ 974	\$ 692	\$ (282)	-29%	\$ 692	\$ (282)	-29%
Hillcrest CC Purchase - Interest	01-751-5900-025	\$ 24,174	\$ 19,622	\$ 15,136	\$ 10,723	\$ (4,413)	-29%	\$ 10,723	\$ (4,413)	-29%
06 Roof Replacements - Interest	01-751-5900-029	\$ 3,675	\$ 2,205	\$ 735	\$ -	\$ (735)	-100%	\$ -	\$ (735)	-100%
USDA Sch. Roof & Boiler Interest	01-751-5900-032	\$ 12,197	\$ 11,859	\$ 11,510	\$ 11,148	\$ (362)	-3%	\$ 11,148	\$ (362)	-3%
Energy Infrastructure Project	01-751-5900-034	\$ 57,438	\$ 55,362	\$ 53,148	\$ 50,791	\$ (2,357)	-4%	\$ 50,791	\$ (2,357)	-4%
Fire & EMS Headquarters	01-751-5900-035	\$ 126,825	\$ 122,625	\$ 118,275	\$ 113,775	\$ (4,500)	-4%	\$ 113,775	\$ (4,500)	-4%
Fire & EMS Headquarters	01-751-5900-035	\$ 52,700	\$ 47,500	\$ 41,900	\$ 36,100	\$ (5,800)	-14%	\$ 36,100	\$ (5,800)	-14%
Town Hall Elevator	01-751-5900-037	\$ 8,500	\$ 7,500	\$ 6,500	\$ 5,500	\$ (1,000)	-15%	\$ 5,500	\$ (1,000)	-15%
Town Hall Remodeling	01-751-5900-038	\$ 3,400	\$ 3,000	\$ 2,600	\$ 2,200	\$ (400)	-15%	\$ 2,200	\$ (400)	-15%
Library	01-751-5900-039		\$ 62,756	\$ 61,857	\$ 58,357	\$ (3,500)	-6%	\$ 58,357	\$ (3,500)	-6%
Hillcrest Building	01-751-5900-040		\$ 4,579	\$ 4,000	\$ 3,000	\$ (1,000)	-25%	\$ 3,000	\$ (1,000)	-25%
Highway Equipment	01-751-5900-041		\$ 41,207	\$ 35,000	\$ 27,000	\$ (8,000)	-23%	\$ 27,000	\$ (8,000)	-23%
<b>Purchase of Services</b>		<b>\$ 325,635</b>	<b>\$ 406,144</b>	<b>\$ 369,949</b>	<b>\$ 331,047</b>	<b>\$ (38,902)</b>	<b>-10.52%</b>	<b>\$ 331,047</b>	<b>\$ (38,902)</b>	<b>-10.52%</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**

**FY2022**

## **752 - Temporary Loan Interest**



**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS****FY2021 ACCOMPLISHMENTS**

**FY2022 Budget Summary - Temporary Loan Interest**

Target Budget FY  
2022 (LF Budget)   \$     20,665.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
Temporary Loan Interest	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ 20,665	\$ -	0.00%
<b>Total</b>	<b>\$ 94,647</b>	<b>\$ 33,255</b>	<b>\$ 20,665</b>	<b>\$ 20,665</b>	<b>\$ 20,665</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	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ 20,665	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 94,647</b>	<b>\$ 33,255</b>	<b>\$ 20,665</b>	<b>\$ 20,665</b>	<b>\$ 20,665</b>	<b>\$ -</b>	<b>0.00%</b>

Temporary Loan Interest	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ 20,665	\$ -	0.00%
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Expense Detail - Temporary Loan Interest

		FY 2019 Budget	FY 2020 Budget	FY 2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Temporary Loan Interest	01-752-5900-000	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ -	0%	\$ 20,665	\$ -	0%
Purchase of Services		\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ -	0.00%	\$ 20,665	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%



**Town of Leicester**

# **Operating Budget Manual**

**FY2022**

## **753 - Bond Issuance Costs**



**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS****FY2021 ACCOMPLISHMENTS**

**FY2022 Budget Summary - Bond Issuance Costs**

Target Budget FY  
2022 (LF Budget) \$ 1,100.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 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	\$ -	

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

<b>Bond Issuance Costs</b>	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	<b>0.00%</b>
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Expense Detail - Bond Issuance Costs

		FY 2019 Budget	FY2020 Budget	FY2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Bond Issuance Costs	01-753-5900-000	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ -	0%	\$ 1,100	\$ -	0%
Purchase of Services		\$ -	\$ -	\$ 1,100	\$ 1,100	\$ -	0%	\$ 1,100	\$ -	0%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%



**Town of Leicester**  
**Town Administrator's Budget**  
**FY2022 - Part H - Benefits & Insurance**



**Town of Leicester**

# **Operating Budget Manual**

**FY2022**

## **911 - Worcester Regional Retirement**



**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

**FY2021 ACCOMPLISHMENTS**

**FY2022 Budget Summary - Worcester Regional Retirement**

Target Budget FY  
2022 (LF Budget) \$ 1,645,555.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Worcester Regional</b>	\$ 1,161,643	\$ 1,314,800	\$ 1,456,243	\$ 1,645,555	\$ 1,556,343	\$ 100,100	6.87%
<b>Total</b>	<b>\$ 1,161,643</b>	<b>\$ 1,314,800</b>	<b>\$ 1,456,243</b>	<b>\$ 1,645,555</b>	<b>\$ 1,556,343</b>	<b>\$ 100,100</b>	<b>6.87%</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	\$ 1,161,643	\$ 1,314,800	\$ 1,456,243	\$ 1,645,555	\$ 1,556,343	\$ 100,100	7%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 1,161,643</b>	<b>\$ 1,314,800</b>	<b>\$ 1,456,243</b>	<b>\$ 1,645,555</b>	<b>\$ 1,556,343</b>	<b>\$ 100,100</b>	<b>6.87%</b>

<b>Worcester Regional</b>	<b>\$ 1,161,643</b>	<b>\$ 1,314,800</b>	<b>\$ 1,456,243</b>	<b>\$ 1,645,555</b>	<b>\$ 1,556,343</b>	<b>\$ 100,100</b>	<b>6.87%</b>
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Expense Detail - Worcester Regional Retirement

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-911-5110-000	\$ 1,161,643	\$ 1,314,800	\$ 1,456,243	\$ 1,645,555	\$ 189,312	13%	\$ 1,556,343	\$ 100,100	7%
<b>Purchase of Services</b>		<b>\$ 1,161,643</b>	<b>\$ 1,314,800</b>	<b>\$ 1,456,243</b>	<b>\$ 1,645,555</b>	<b>\$ 189,312</b>	<b>13.00%</b>	<b>\$ 1,556,343</b>	<b>\$ 100,100</b>	<b>6.87%</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>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**912 - Workers Compensation**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

N/A

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

Work on cost containment measures with insurance broker

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

**FY2021 ACCOMPLISHMENTS**

**FY2022 Budget Summary - Workers Compensation**

Target Budget FY  
2022 (LF Budget) 191,185.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Workers Compensation</b>	\$ 216,700	\$ 187,498	\$ 166,248	\$ 191,185	\$ 191,185	\$ 24,937	15.00%
<b>Total</b>	<b>\$ 216,700</b>	<b>\$ 187,498</b>	<b>\$ 166,248</b>	<b>\$ 191,185</b>	<b>\$ 191,185</b>	<b>\$ 24,937</b>	<b>15.00%</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	\$ 216,700	\$ 187,498	\$ 166,248	\$ 191,185	\$ 191,185	\$ 24,937	15%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 216,700</b>	<b>\$ 187,498</b>	<b>\$ 166,248</b>	<b>\$ 191,185</b>	<b>\$ 191,185</b>	<b>\$ 24,937</b>	<b>15.00%</b>

<b>Workers Compensation</b>	<b>\$ 216,700</b>	<b>\$ 187,498</b>	<b>\$ 166,248</b>	<b>\$ 191,185</b>	<b>\$ 191,185</b>	<b>\$ 24,937</b>	<b>15.00%</b>
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# Expense Detail - Workers Compensation

		FY2019 Budget	FY 2020 Budget	FY2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Workers Compensation	01-912-5700-009	\$ 216,700	\$ 187,498	\$ 166,248	\$ 191,185	\$ 24,937	15%	\$ 191,185	\$ 24,937	15%
Purchase of Services		\$ 216,700	\$ 187,498	\$ 166,248	\$ 191,185	\$ 24,937	15.0%	\$ 191,185	\$ 24,937	15.0%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

# **Operating Budget Manual**

**FY2022**

## **913 - Unemployment Compensation**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

Unemployment claims have continued to rise in FY22 and will continue to be monitored by our staff.

**FY2021 ACCOMPLISHMENTS**

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

**FY2022 Budget Summary - Unemployment Compensation**

Target Budget FY  
2022 (LF Budget) 141,650.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Unemployment Compensation	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%
<b>Total</b>	<b>\$ 66,650</b>	<b>\$ 141,650</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	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 66,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ -</b>	<b>0.00%</b>

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

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Unemployment Compensation	01-913-5110-000	\$ 64,000	\$ 139,000	\$ 139,000	\$ 139,000	\$ -	0%	\$ 139,000	\$ -	0%
Consultant Services	01-913-5200-004	\$ 150	\$ 150	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Interest	01-913-5700-007	\$ 2,500	\$ 2,500	\$ 1,150	\$ 1,150	\$ -	0%	\$ 1,150	\$ -	0%
Purchase of Services		\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.0%	\$ 141,650	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

**Operating Budget Manual**

**FY2022**

**914 - Employee Benefits**



**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS****FY2021 ACCOMPLISHMENTS**

Employee health costs were reduced in FY21 in the areas of premiums, deductibles and some diagnostic services.

**FY2022 Budget Summary - Employee Benefits**

Target Budget FY  
2022 (LF Budget) \$ 3,338,843.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Employee Benefits</b>	\$ 3,266,089	\$ 3,288,284	\$ 3,045,765	\$ 3,338,843	\$ 2,959,175	\$ (86,590)	-2.84%
<b>Total</b>	<b>\$ 3,266,089</b>	<b>\$ 3,288,284</b>	<b>\$ 3,045,765</b>	<b>\$ 3,338,843</b>	<b>\$ 2,959,175</b>	<b>\$ (86,590)</b>	<b>-2.84%</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	\$ 3,266,089	\$ 3,288,284	\$ 3,045,765	\$ 3,338,843	\$ 2,959,175	\$ (86,590)	-2.84%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 3,266,089</b>	<b>\$ 3,288,284</b>	<b>\$ 3,045,765</b>	<b>\$ 3,338,843</b>	<b>\$ 2,959,175</b>	<b>\$ (86,590)</b>	<b>-2.84%</b>

<b>Employee Benefits</b>	<b>\$ 3,266,089</b>	<b>\$ 3,288,284</b>	<b>\$ 3,045,765</b>	<b>\$ 3,338,843</b>	<b>\$ 2,959,175</b>	<b>\$ (86,590)</b>	<b>-2.84%</b>
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Expense Detail - Employee Benefits

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Employee Insurance	01-914-5110-001	\$ 16,500	\$ 17,000	\$ 17,500	\$ 18,000	\$ 500	\$ 0	\$ 18,000	\$ 500	3%
Employee Health Insurance	01-914-5110-002	\$ 2,500,713	\$ 2,502,350	\$ 2,233,935	\$ 2,479,668	\$ 245,733	\$ 0	\$ 2,100,000	\$ (133,935)	-6%
Employee Medicare	01-914-5110-003	\$ 220,000	\$ 225,000	\$ 250,000	\$ 255,000	\$ 5,000	\$ 0	\$ 255,000	\$ 5,000	2%
Retiree Life Insurance	01-914-5110-004	\$ 4,100	\$ 4,105	\$ 4,501	\$ 5,000	\$ 499	\$ 0	\$ 5,000	\$ 499	11%
Retiree Health Insurance	01-914-5110-005	\$ 501,776	\$ 516,829	\$ 516,829	\$ 558,175	\$ 41,346	\$ 0	\$ 558,175	\$ 41,346	8%
HRA	01-914-5110-006	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	\$ -	\$ 23,000	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 3,266,089</b>	<b>\$ 3,288,284</b>	<b>\$ 3,045,765</b>	<b>\$ 3,338,843</b>	<b>\$ 293,078</b>	<b>\$ 0</b>	<b>\$ 2,959,175</b>	<b>\$ (86,590)</b>	<b>-2.84%</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>
<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  
\$ (16,450)



**Town of Leicester**

# **Operating Budget Manual**

**FY2022**

## **945 - Bonding & Insurance**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

N/A

**FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

Work on cost containment measures with insurance broker

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

**FY2021 ACCOMPLISHMENTS**

**FY2022 Budget Summary - Bonding & Insurance**

Target Budget FY  
2022 (LF Budget) \$ 249,263.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
<b>Bonding &amp; Insurance</b>	\$ 100,586	\$ 160,682	\$ 216,750	\$ 249,263	\$ 249,263	\$ 32,513	15.00%
<b>Total</b>	<b>\$ 100,586</b>	<b>\$ 160,682</b>	<b>\$ 216,750</b>	<b>\$ 249,263</b>	<b>\$ 249,263</b>	<b>\$ 32,513</b>	<b>15.00%</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	\$ 100,586	\$ 160,682	\$ 216,750	\$ 249,263	\$ 249,263	\$ 32,513	15.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Expenses Total</b>	<b>\$ 100,586</b>	<b>\$ 160,682</b>	<b>\$ 216,750</b>	<b>\$ 249,263</b>	<b>\$ 249,263</b>	<b>\$ 32,513</b>	<b>15.00%</b>

<b>Bonding &amp; Insurance</b>	<b>\$ 100,586</b>	<b>\$ 160,682</b>	<b>\$ 216,750</b>	<b>\$ 249,263</b>	<b>\$ 249,263</b>	<b>\$ 32,513</b>	<b>15.00%</b>
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Expense Detail - Bonding & Insurance

		FY 2019 Budget	FY 2020 Budget	FY 2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Liability Insurance	01-945-5700-009	\$ 100,586	\$ 160,682	\$ 216,750	\$ 249,263	\$ 32,513	15%	\$ 249,263	\$ 32,513	15%
Purchase of Services		\$ 100,586	\$ 160,682	\$ 216,750	\$ 249,263	\$ 32,513	15%	\$ 249,263	\$ 32,513	15%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%

## SECTION IV

# Capital Improvement Plan



**Proposed Capital Projects by Funding Source (Note: This is the plan being considered by the Capital Planning Committee)**

<b>Grant Funding</b>							
Department	Description	FY2022	FY2023	FY2024	FY2025	FY2026	Source
		-		-	-	-	
			-	-	-	-	
<b>Subtotal General Fund</b>		-	-	-	-	-	

<b>Bonds</b>							
Department	Description	FY2022	FY2023	FY2024	FY2025	FY2026	Source
Administration	Replacement buildings - Hillcrest CC		-	-	-	-	Bonding
Schools	Replacement for Middle School						Bonding
<b>Subtotal Bonds</b>		-	-	-	-	-	

<b>Free Cash Transfer</b>							
Department	Description	FY2022	FY2023	FY2024	FY2025	FY2026	Source
Highway	Truck #2 Replacement		140,000				Free Cash
Highway	Replacement of Dump Body #3			70,000			Free Cash
Highway	Rubber Tracked Mini-Excavator				130,000		Free Cash
Highway	Truck #4 Replacement					270,000	Free Cash
Highway	Overhead Garage Door/Oil Disp/Compressor	80,000					Free Cash
Fire	Engine 4 Replacement	290,000					Free Cash
Fire	Station 3 Roof Replacement		80,000				Free Cash
Fire	Extrication Equipment Replacement			72,000			Free Cash
Police	Taser Replacement & Upgrade	25,845					Free Cash
Police	Replacement Photocopiers	10,490					Free Cash
Police	Range Safety & Maintenance	23,419					Free Cash
Police	Replace Failing Floors at Department	14,900					Free Cash
Police	Town Message Board		35,000				Free Cash
Police	Thermal Spotlights		20,485				Free Cash
Police	Replacement Detective Unit				40,000		Free Cash
Police	New Roof - Police Department					115,000	Free Cash
Administration	Town Hall Doors		200,855				Free Cash
Administration	Town Hall Back-up Generator	50,000					Free Cash
Administration	First Floor Restrooms	60,000					Free Cash
Administration	New Gym ADA Restroom			30,000			Free Cash
Administration	Hillcrest Building Replacement Plans	103,500					Free Cash
Library	Replacement of 15 Computers		15,000				Free Cash
School	Middle School - Networking & infrastructure - (60% grant funded)	35,000					
School	Elementary School - Networking & Infrastructure - (60% grant funded)	25,000					
School	Middle School - Phone System		18,000				
School	Middle School - Cameras & Electronic Entry Systems				60,000		
School	Elementary School - Phone System		18,000				
School	Elementary School - Cameras & Electronic Entry Systems				55,000		

School	High School Multi Purpose Field Repairs			80,000			
School	High School Gym Sanding		25,000				Free Cash
School	High School Hallway Cameras	30,000					Free Cash
School	High School Track	120,000					Free Cash
School	HS Replacement AC systems for offices and labs		50,000				Free Cash
School	High School Baseball Field Repairs		75,000				Free Cash
School	High School concrete sidewalk repairs		75,000				Free Cash
School	High School Parking Lot Repairs		200,000				Free Cash
<b>Subtotal Free Cash Transfer</b>		<b>868,154</b>	<b>952,340</b>	<b>252,000</b>	<b>285,000</b>	<b>385,000</b>	

Reciepts Reserved for Appropriation							
Department	Description	FY2022	FY2023	FY2024	FY2025	FY2026	Source
Ambulance Fund		-	-	-	-	-	
<b>Subtotal Ambulance Fund</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

<b>CIP Total</b>	<b>\$</b>	<b>868,154</b>	<b>\$</b>	<b>952,340</b>	<b>\$</b>	<b>252,000</b>	<b>\$</b>	<b>285,000</b>	<b>\$</b>	<b>385,000</b>	<b>\$</b>	<b>2,742,494</b>
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## Proposed Capital Projects by Department

### Highway

Description	FY2022	FY2023	FY2024	FY2025	FY2026	Five Year Total	Funding Source
Truck #2 Replacement		140,000				140,000	Free Cash
Replacement of Dump Body #3			70,000			70,000	Free Cash
Rubber Tracked Mini-Excavator				130,000		130,000	Free Cash
Truck #4 Replacement					270,000	270,000	Free Cash
Garage Door/Oil Disp/Compressor	80,000					80,000	Free Cash
<b>Subtotal</b>	<b>\$ 80,000</b>	<b>\$ 140,000</b>	<b>\$ 70,000</b>	<b>\$ 130,000</b>	<b>\$ 270,000</b>	<b>\$ 690,000</b>	

### Ambulance

Description	FY2022	FY2023	FY2024	FY2025	FY2026	Five Year Total	Funding Source
					-	-	
					-	-	
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

### Fire

Description	FY2022	FY2023	FY2024	FY2025	FY2026	Five Year Total	Funding Source
Engine 4 Replacement	290,000					290,000	Bond
Station 3 Roof Replacement		80,000				80,000	Free Cash
Extrication Equipment Replacement			72,000			72,000	Free Cash
<b>Subtotal</b>	<b>\$ 290,000</b>	<b>\$ 80,000</b>	<b>\$ 72,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 442,000</b>	

### Police

Description	FY2022	FY2023	FY2024	FY2025	FY2026	Five Year Total	Funding Source
Taser Replacement & Upgrade	25,845					25,845	Free Cash
Replacement Photocopiers	10,490					10,490	Free Cash
Range Safety & Maintenance	23,419					23,419	Free Cash
Replace Failing Floors at Department	14,900					14,900	Free Cash
Town Message Board		35,000				35,000	Free Cash
Thermal Spotlights		20,485				20,485	Free Cash
Replacement Detective Unit				40,000		40,000	Free Cash
New Roof - Police Department					115,000	115,000	Free Cash
<b>Subtotal</b>	<b>\$ 74,654</b>	<b>\$ 55,485</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 115,000</b>	<b>\$ 285,139</b>	

### Town Municipal Facilities

Description	FY2022	FY2023	FY2024	FY2025	FY2026	Five Year Total	Funding Source
Town Hall Doors		200,855				200,855	Free Cash
Town Hall Back-up Generator	50,000					50,000	Free Cash
First Floor Restrooms	60,000					60,000	Free Cash
New Gym ADA Restroom			30,000			30,000	Free Cash
Hillcrest Building Replacement Plans	103,500					103,500	Free Cash
<b>Subtotal</b>	<b>\$ 213,500</b>	<b>\$ 200,855</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 444,355</b>	

### Library

Description	FY2022	FY2023	FY2024	FY2025	FY2026	Five Year Total	Funding Source
Replacement of 15 Computers		15,000				15,000	Free Cash
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>	

### School

Description	FY2022	FY2023	FY2024	FY2025	FY2026	Total	Funding Source
Middle School - Networking & infrastructure - (60% grant funded)	35,000					35,000	Bond
Elementary School - Networking & Infrastructure - (60% grant funded)	25,000					25,000	Free Cash
Middle School - Phone System		18,000				18,000	Free Cash
Middle School - Cameras & Electronic Entry Systems				60,000		60,000	Free Cash
Elementary School - Phone System		18,000				18,000	Free Cash
Elementary School - Cameras & Electronic Entry Systems				55,000		55,000	Free Cash
High School Multi Purpose Field Repairs			80,000			80,000	Free Cash
High School Gym Sanding		25,000				25,000	Free Cash
High School Hallway Cameras	30,000					30,000	Free Cash
High School Track	120,000					120,000	Free Cash
HS Replacement AC systems for offices and labs		50,000				50,000	Free Cash
High School Baseball Field Repairs		75,000				75,000	Free Cash
High School concrete sidewalk repairs		75,000				75,000	Free Cash
High School Parking Lot Repairs		200,000				200,000	Free Cash
<b>Subtotal</b>	<b>\$ 210,000</b>	<b>\$ 461,000</b>	<b>\$ 80,000</b>	<b>\$ 115,000</b>	<b>\$ -</b>	<b>\$ 866,000</b>	

<b>CIP Total</b>	<b>\$ 868,154</b>	<b>\$ 952,340</b>	<b>\$ 252,000</b>	<b>\$ 285,000</b>	<b>\$ 385,000</b>	<b>\$ 2,742,494</b>
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Town of Leicester, Massachusetts

# Annual Town Meeting Warrant

Annual Town Meeting – May 4th, 2021– 7:00PM

“In the Hands of the Voters”

Meeting location:  
High School Gymnasium  
174 Paxton Street  
Leicester, MA 01524

Version 1 – Published 02/08/2021

## **SPECIAL MESSAGE FROM THE MODERATOR COVID-19 PRECAUTIONS**

Extensive efforts on the part of multiple members of the Leicester Town staff have been made to create a safe environment with effective social distances. To that end, I will be enforcing the following rules for attendance, per my authority under MA General Laws.

1. Per Leicester Town By-Laws, Town Meeting is open only to registered voters. No one who is not a registered voter in the Town of Leicester will be admitted to the meeting. The exceptions are non-resident department heads, the press, and those employed as legal representatives of persons with business on the warrant.
2. Pursuant to the Governor's COVID Order No. 31 and Department of Public Health Guidance all persons attending Town Meeting are strongly advised to cover their noses and mouths with a mask or cloth face covering unless exempted by Department of Public Health Guidance.
3. There will be an ample supply of hand sanitizer available at the meeting. Please use as needed.
4. Please arrive early. Check in will be slowed by the requirements of social distancing and to allow checkers working under challenging circumstances to process voters as efficiently as possible.
5. The chairs in the School Gymnasium will be placed to ensure proper social distancing protocols are followed. Please do not move them during the meeting in order to maintain safety protocol.

**PLEASE BE ADVISED THAT THERE WILL BE NO ACTION  
REGARDING SCHOOL BUILDING PROJECTS AT THIS MEETING.**

## 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



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 High School Gymnasium, 3 Washburn Square, Leicester, MA on Tuesday, the fourth day of May 2021 at 7:00 PM, then and there to act on the following articles, namely:

**ARTICLE     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 payment of the following prior year's bills:*

<u>Vendor</u>	<u>Date of Invoice</u>	<u>Amount</u>	<u>Reason</u>

**FINANCE ADVISORY BOARD RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**DESCRIPTION**

**VOTE REQUIRED FOR PASSAGE** Requires a 4/5<sup>th</sup>'s vote.

**ARTICLE     DEPARTMENT AND/OR WARRANT ARTICLE TRANSFERS -FY2021**

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 2021 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 \$\_\_\_\_\_ from and to the accounts listed in the table below:*

<b>From:</b>	<b>Amount</b>	<b>To:</b>	<b>Amount</b>
<b>Total</b>		<b>Total</b>	

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This article would amend the Fiscal Year 2021 operating budget by transferring funds from three current fiscal year accounts that have forecast surpluses to the following accounts:

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

**ARTICLE     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 \$\_\_\_\_\_ from Free Cash to fund improvements at town parks, the application of said funding to be prioritized by the Leicester Highway Department.*

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This article seeks funding for the maintenance of town parks, several of which have fallen into disrepair.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

**ARTICLE     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 2022 as detailed in the May 4, 2021 Spring Annual Town Meeting Warrant.*

FISCAL YEAR 2021 ELECTED OFFICIALS PAY RATES	
<u>POSITION</u>	<u>PAY RATE</u>
TOWN CLERK	\$67,337
SELECT BOARD – CHAIR	\$882
SELECT BOARD – MEMBERS (4) each	\$724
SCHOOL COMMITTEE – CHAIR	\$447
SCHOOL COMMITTEE – MEMBERS (4) each	\$197
PLANNING BOARD – CHAIR	\$320

PLANNING BOARD – MEMBERS (4) each	\$276
MODERATOR	\$81
BOARD OF HEALTH – CHAIR	\$320
BOARD OF HEALTH – MEMBERS (2) each	\$276
ASSESSOR – MEMBERS (3) each	\$597
TOTAL ELECTED SALARIES	\$76,518

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

Compensation for elected officials is set by Town Meeting. The proposed 2022 elected officials pay rate is the same as approved by the voters for fiscal year 2021 with the exception of 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      FY 2022 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, 2021 and ending on June 30, 2022, as listed in the May 4, 2021 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 Spring Annual Town Meeting Warrant for the Fiscal Year beginning July 1, 2021, in the aggregate amount of \$30,478,756, and to fund this amount from the following sources:*

<i>Transfer from Ambulance Receipts Reserved Account:</i>	<i>\$438,272</i>
<i>Transfer from Conservation Commission NOI Account:</i>	<i>\$9,991</i>
<i>Transfer from Free Cash:</i>	<i>\$55,308</i>

*And the balance of the funds in the remaining sum of \$29,975,185 shall be raised and appropriated by taxation.*

DEPT #	DEPARTMENT NAME	FY2020 BUDGET	FY2021 BUDGET	FY2022 TOWN ADMIN	\$ CHANGE	% CHANGE
111	LEGAL					
	TOTAL	209,000	209,000	59,000	-150,000	-71.77%
114	MODERATOR					
	TOTAL	151	151	151	0	0.00%
122	SELECT BOARD					
	TOTAL	275,528	351,112	306,431	-44,881	-12.73%
130	RESERVE FUND					
	TOTAL	50,000	50,000	50,000	0	0.00%
131	ADVISORY BOARD					

	<b>TOTAL</b>	<b>1,325</b>	<b>1,325</b>	<b>1,325</b>	<b>0</b>	<b>0.00%</b>
135	<b>ACCOUNTANT</b>					
	<b>TOTAL</b>	<b>122,611</b>	<b>143,619</b>	<b>146,149</b>	<b>2,530</b>	<b>1.76%</b>
141	<b>ASSESSORS</b>					
	<b>TOTAL</b>	<b>121,745</b>	<b>123,911</b>	<b>127,069</b>	<b>3,158</b>	<b>2.55%</b>
145	<b>TREASURER/COLLECTOR</b>					
	<b>TOTAL</b>	<b>163,615</b>	<b>166,411</b>	<b>182,870</b>	<b>16,459</b>	<b>9.89%</b>
147	<b>TAX TITLE</b>					
	<b>TOTAL</b>	<b>16,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
152	<b>PERSONNEL BD</b>					
	<b>TOTAL</b>	<b>250</b>	<b>250</b>	<b>275</b>	<b>25</b>	<b>10.00%</b>
155	<b>IT DEPARTMENT</b>					
	<b>TOTAL</b>	<b>155,560</b>	<b>162,060</b>	<b>175,060</b>	<b>13,000</b>	<b>8.02%</b>
161	<b>TOWN CLERK</b>					
	<b>TOTAL</b>	<b>110,491</b>	<b>112,628</b>	<b>114,675</b>	<b>2,047</b>	<b>1.82%</b>
162	<b>ELECTIONS &amp; REGISTRATIONS</b>					
	<b>TOTAL</b>	<b>35,100</b>	<b>40,500</b>	<b>36,500</b>	<b>-4,000</b>	<b>-9.88%</b>
180	<b>DEVELOPMENT &amp; INSPECT. SVCS</b>					
	<b>TOTAL</b>	<b>241,930</b>	<b>265,332</b>	<b>267,083</b>	<b>1,751</b>	<b>0.66%</b>
192	<b>TOWN OWNED BLDG MAINT</b>					
	<b>TOTAL</b>	<b>68,281</b>	<b>68,281</b>	<b>68,281</b>	<b>0</b>	<b>0.00%</b>
197	<b>TOWN HALL BLDG MAINTENANCE</b>					
	<b>TOTAL</b>	<b>63,909</b>	<b>63,909</b>	<b>66,909</b>	<b>3,000</b>	<b>4.69%</b>
198	<b>TOWN HALL TELEPHONES</b>					
	<b>TOTAL</b>	<b>6,400</b>	<b>6,400</b>	<b>6,400</b>	<b>0</b>	<b>0.00%</b>
199	<b>OTHER - GENERAL GOV</b>					
	<b>TOTAL</b>	<b>54,155</b>	<b>66,451</b>	<b>67,564</b>	<b>1,113</b>	<b>1.67%</b>
210	<b>POLICE DEPT</b>					
	<b>TOTAL</b>	<b>2,034,796</b>	<b>2,033,475</b>	<b>2,121,573</b>	<b>88,098</b>	<b>4.33%</b>
220	<b>FIRE DEPT</b>					
	<b>TOTAL</b>	<b>305,307</b>	<b>329,398</b>	<b>332,934</b>	<b>3,536</b>	<b>1.07%</b>
231	<b>AMBULANCE</b>					
	<b>TOTAL</b>	<b>440,372</b>	<b>446,123</b>	<b>479,736</b>	<b>33,613</b>	<b>7.53%</b>
232	<b>EMERGENCY MANAGEMENT</b>					
	<b>TOTAL</b>	<b>4,813</b>	<b>4,813</b>	<b>4,889</b>	<b>76</b>	<b>1.58%</b>
241	<b>CODE DEPT</b>					
	<b>TOTAL</b>	<b>63,690</b>	<b>62,083</b>	<b>74,007</b>	<b>11,924</b>	<b>19.21%</b>
292	<b>ANIMAL CONTROL</b>					
	<b>TOTAL</b>	<b>33,552</b>	<b>33,934</b>	<b>34,444</b>	<b>510</b>	<b>1.50%</b>

296	INSECT PEST CONTROL					
	TOTAL	7,850	7,850	7,850	0	0.00%
310	SCHOOL					
	TOTAL	16,985,780	17,174,399	17,582,550	408,151	2.38%
420	HIGHWAY DEPT					
	TOTAL	801,680	957,002	964,547	7,537	0.79%
423	SNOW & ICE					
	TOTAL	121,000	121,000	121,000	0	0.00%
424	STREET LIGHTS					
	TOTAL	60,335	58,000	58,000	0	0.00%
541	COUNCIL ON AGING					
	TOTAL	108,280	101,546	107,239	5,693	5.61%
543	VETERANS SERVICES					
	TOTAL	92,982	126,613	126,748	135	0.11%
545	VETERANS GRAVES REG					
	TOTAL	2,400	2,400	2,400	0	0.00%
610	PUBLIC LIBRARY					
	TOTAL	216,629	225,435	231,071	5,636	2.50%
630	PARKS & RECREATION					
	TOTAL	6,450	6,450	6,450	0	0.00%
691	HISTORICAL COMM					
	TOTAL	950	950	950	0	0.00%
692	MEMORIAL DAY COMM					
	TOTAL	3,000	3,000	3,000	0	0.00%
710	MATURING DEBT PRINCIPAL					
	TOTAL	1,139,797	1,155,327	1,026,117	-129,210	-11.18%
751	MATURING DEBT INTEREST					
	TOTAL	406,144	369,949	331,047	-38,902	-10.52%
752	TEMPORARY LOAN INTEREST					
	TOTAL	33,255	20,665	20,665	0	0.00%
753	BOND ISSUE					
	TOTAL	0	1,100	1,100	0	0.00%
911	WORC REG RETIREMENT					
	TOTAL	1,314,800	1,456,243	1,556,343	100,100	6.87%
912	WORKER COMPENSATION					
	TOTAL	187,498	166,248	191,185	24,937	15.00%

913	UNEMPLOYMENT COMP					
	TOTAL	141,650	141,650	141,650	0	0.00%
914	EMPLOYEE BENEFITS					
	TOTAL	3,288,284	3,045,765	2,959,175	(86,590)	9.62%
945	BONDING & INSURANCE					
	TOTAL	160,682	216,750	249,263	32,513	15.00%
Grand Total – All Budgets		29,658,028	30,099,508	30,411,676	312,159	1.04%

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This is the fiscal year 2022 operating budget for municipal and school services. Property tax proposed to be levied is within the allowances of Proposition 2 ½. We are utilizing the Governor's proposed revenue estimates for local aid. This financial plan meets at least the minimum needs of every department and continues to move the Town forward in a sustainable direction. The budget process has been challenging this year due to a number of significant increases in non-discretionary areas of the budget including health insurance and retirement assessments. The FY 2022 budget is \$379,248 greater than the FY 2021 budget. Please note budget allocation below:

Department	FY 21 Budget	FY 22 Budget	\$ Change	% Change
Municipal Budgets	6,351,412	6,352,580	1,168	.02%
School Budget	17,174,399	17,582,550	408,151	2.38%
Unclassified Budget	6,573,697	6,476,545	-97,152	-1.48%
Totals	30,099,508	30,411,676	312,168	1.04%

The adjusted budget increases are shown in the tables below:

	\$ Change	% Change
FY 2022 Municipal Budget increase	1,168	
Add: Removal of free cash usage for legal budget	150,000	
Municipal Net Budget Increase	151,168	2.38%
School Budget Increase	408,151	2.38%

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

**ARTICLE 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, 2021 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, 2021.*

**FINANCE ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**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 per M.G.L. Chapter 41, Section 108.

**ARTICLE 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 \$3,301 to fund the FY 2022 assessment from the Central Mass Regional Planning Commission, said assessment to be based on a per capita rate of \$\_\_\_\_\_.*

**FINANCE ADVISORY BOARD RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**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 per M.G.L. Chapter 41, Section 108.

**ARTICLE FY 2022 CABLE PEG ACCESS ENTERPRISE ACCOUNT APPROPRIATION**

To see if the Town will vote to appropriate a sum of moneys to fund the FY 2022 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 3/4, 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 \$\_\_\_\_\_ to fund the FY 2022 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 3/4, said appropriation to be funded by funds available in the Cable PEG Access Enterprise Fund pursuant to the Town's cable licensing agreement.*

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

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 2021 appropriation will be moved to the FY 2022 Cable Enterprise budget at the Fall Town Meeting.

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

**ARTICLE     OTHER POST-EMPLOYMENT BENEFITS TRUST**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to deposit into the Other Post-Employment Benefit (OPEB) Trust or take any action thereon.

PROPOSED MOTION

*I move the Town vote to transfer \$70,000 from Free Cash to deposit into the Other Post Employment Benefit (OPEB) Trust Fund.*

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

Other Post-Employment Benefits are benefits that an employer pays to an employee once they retire. Like most public-sector employers, the Town of Leicester provides matching funds towards the health insurance premiums of eligible retirees. In recent years, financial oversight entities including bond rating agencies and the Governmental Account Standards Board have required municipalities to perform an actuarial analysis to project the future cost of the benefits that are being offered. Further they have encouraged municipalities to begin setting funding aside to ensure they are able to make these payments in the future.

The most recent actuarial analysis performed for the Town estimates that the Town's current OPEB liability is \$23.8 million when projected 18 years into the future. By starting to fund this projected obligation now, the Town will be reducing its projected funding requirement. The funds that are being set aside in the trust will only be able to be used to pay for retiree health insurance contributions. These funds will be reflected on the Town's financial balance sheet as an asset that will help offset the liability. The current balance in this fund is \$105,000.

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

**ARTICLE     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 \$\_\_\_\_\_ from the Free Cash 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

DESCRIPTION

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

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

**ARTICLE      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 \$\_\_\_\_\_ from Free Cash 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

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 requested funds will fund these required activities in Fiscal Year 2021.

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

**ARTICLE      POLICE CRUISERS**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to purchase and equip two police cruisers or take any action thereon.

PROPOSED MOTION

*I move the Town vote to transfer \$\_\_\_\_\_ from Free Cash to purchase and equip 2 police cruisers.*

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

**DESCRIPTION**

The Police Department utilizes a fleet of ten (10) vehicles to meet the law enforcement needs of the residents of Leicester. This fleet of vehicles includes five (5) frontline marked police cruisers that are used on a daily basis. Funding is being requested to replace the oldest marked frontline cruiser which will have over 100,000 miles when replaced. The Town has been following a fleet replacement schedule that includes the replacement of one to two cruisers annually to ensure the full use and reliability of the fleet.

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

**ARTICLE      FY 2022 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 beginning July 1, 2019 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 \$\_\_\_\_\_ from Free Cash to fund the Fiscal Year 2022 Capital Improvement Plan budget to fund the projects/items recommended by the Capital Committee, as listed:*

DEPARTMENT	ITEM	AMOUNT
	<b>Total FY 2022 Capital Plan</b>	<b>\$0.00</b>

**CAPITAL PLANNING COMMITTEE RECOMENDATION**

**FINANCE ADVISORY BOARD RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**DESCRIPTION**

The FY 2022 capital plan has \_\_\_\_ recommended projects/items. The \_\_\_\_ new items are being financed in single appropriations to avoid committing free cash in future years. See detail below:

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

**ARTICLE      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 will vote to appropriate \$\_\_\_\_\_ from Free Cash for the purpose of inspections, reporting, and/or grant application funding.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

DESCRIPTION

The Town owns two dams that require annual inspections and reporting to DCR.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

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

**ARTICLE      PROJECT DESIGN OF HILLCREST PROPERTY (Likely to be part of the Capital Plan article)**

To see if the Town will vote to raise and appropriate, and/or transfer from available funds a sum of monies to design plans for replacement buildings at the Hillcrest Country Club property or take any action thereon.

PROPOSED MOTION

*I move that the Town vote to appropriate \$\_\_\_\_\_ from Free Cash to pay for the costs of design for replacement buildings at the Hillcrest Country Club property.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

The clubhouse and banquet facility at the Town-owned Hill Crest property is in poor condition and does not meet ADA accessibility requirements. This article seeks funding to pay for architectural plans to install a new steel building with lounge, kitchen and banquet facilities. This new building would be sited at the southern end of the parking lot. This building would replace the existing facility, which would take an estimated 2.5 million dollars to rehabilitate.

The steel building is a more economical project, and would allow that property to potentially be a more attractive lease opportunity, either as part of the golf course operation, or as a separate entity. The forecast price of construction would be included as part of the design fee. The construction cost would be discussed at a future Town meeting.

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

**ARTICLE      TRANSFER FUNDS INTO STABILIZATION**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to the Town Stabilization Fund, or take any action thereon.

**PROPOSED MOTION**

*I move that the Town appropriate and transfer \$\_\_\_\_\_ from Free Cash to the Town Stabilization Fund.*

**FINANCE ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**DESCRIPTION**

The Town has a financial policy that calls for 25% of annual free cash to place into the Stabilization Fund until the fund achieves a balance of 5% of total revenues

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote.

**ARTICLE      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 2022, 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 2022.*

<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
Tree Lighting	\$20,000

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

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

**ARTICLE ACCEPTANCE 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 or take any action thereon.

PROPOSED MOTION

*Move that the article be voted as written.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This property is part of a land swap between the Town and the Hillcrest Water District for placement of a new water tower. 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.

This article failed at the June 2, 2020 meeting, as it was tied to a potential disposition of the Memorial School Property. This article is only for acquisition of the Hillcrest Water District property. Another vote by Town Meeting would be required to surplus the property.

VOTE REQUIRED FOR PASSAGE Requires a two-thirds majority vote.

**ARTICLE EXPANSION OF PURPOSE TO ARTICLE 7 OF THE NOVEMBER 13, 2006 SPECIAL TOWN MEETING TITLED BURNCOAT PARK ENVIRONMENTAL SERVICES**

To see if the Town will vote to expand the purpose of the Burncoat Park Environmental Services account, voted at the November 13, 2006 Special Town Meeting to the to the Burncoat Park Planning and Infrastructure fund; or take any action relative thereto.

PROPOSED MOTION

*Move that the article be voted as written.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

**ARTICLE    ADDITION TO CHAPTER 9 OF THE GENERAL BYLAWS VIA SECTION 34;  
PROHIBITION OF ENGINE BRAKING ON PUBLIC WAYS.**

To see if the Town will vote to approve an addition to the Town's General Bylaws, by inserting Section 34 to Chapter 9 (Safety and Order) to read:

**SECTION 34.**

Engine (Jake) Braking - No operator of a diesel truck shall use engine braking (also called exhausted braking or jake braking) while operating a vehicle on a public way. Whoever violates this bylaw shall be punished by a fine of \$100 for the first offense and \$300 for the second and subsequent offenses. The owner of the vehicle may be cited in lieu of the operator.

Or take any action relative thereto.

PROPOSED MOTION

*Move that the article be voted as written.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

**ARTICLE    PLACEHOLDER (FIRE CHIEF MGL ACCEPTANCE)**



# TOWN OF LEICESTER

## Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

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

[www.leicesterma.org](http://www.leicesterma.org)

February 1, 2021

Linda Laney  
ERA Key Realty Services  
Branch Director  
Spencer, MA 01562

**Rachelle Cyr-Cloutier, M.Ed.**  
*Director of Elder Affairs*  
E-mail: [cloutierr@leicesterma.org](mailto:cloutierr@leicesterma.org)

Dear Linda:

Thank you for your generous donation of \$500 on behalf of ERA Key Realty Services Charitable Trust. This contribution from you, at a time when budgets expect to suffer major cuts, is significant for us. We, as a senior center, have continued since last March to serve our seniors. We continue to have weekly food deliveries; our Meals on Wheels program never ceased; our exercises continue to be offered outside weather permitting; all programs and functions (including our transportation services) continue. Our newsletter is mailed each month. We revised it to include games (rebus and word scramble) and uplifting messages in our effort to reduce the impact of isolation.

Your generosity is allowing us to maximize our effort to serve a senior population here in Leicester that now surpasses 3,000 (those 60 and over) according to the 2020 census. We also have large numbers who live in nearby towns who look to us for services.

Again, thank you so much.

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

Cc: Board of Selectmen/Town Administrator  
Mr. Bruce A. Taylor, ERA Charitable Org., Inc.  
Whitinsville, MA 01588

P.S. I enclose for you a copy of our latest Newsletter

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME:</b> Town of Leicester (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Department of Housing and Community Development <b>MMARS Department Code:</b> OCD	
<b>Legal Address: (W-9, W-4):</b> 3 Washburn Square, Leicester, MA 01524		<b>Business Mailing Address:</b> 100 Cambridge Street, Suite 300 Boston, MA 02114	
<b>Contract Manager:</b> David Genereux	<b>Phone:</b> 508 892 7077	<b>Billing Address (if different):</b> same	
<b>E-Mail:</b> <a href="mailto:genereuxd@leicesterma.org">genereuxd@leicesterma.org</a>	<b>Fax:</b>	<b>Contract Manager:</b> Julissa Tavarez	<b>Phone:</b> 617 573 1407
<b>Contractor Vendor Code:</b> VC6000191851		<b>E-Mail:</b> <a href="mailto:Julissa.tavarez@mass.gov">Julissa.tavarez@mass.gov</a>	<b>Fax:</b>
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001 (Note: The Address ID must be set up for EFT payments.)		<b>MMARS Doc ID(s):</b> SCOC322021590680000	
<b>RFR/Procurement or Other ID Number:</b> DHCD2020-19			
<b><u>X</u> NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <b>Department Procurement</b> (includes all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<b><u>      </u> CONTRACT AMENDMENT</b> Enter <b>Current Contract End Date</b> <u>Prior</u> to Amendment: _____. Enter <b>Amendment Amount:</b> \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Date, Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Other Procurement Exception</b> (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <u>  x  </u> <a href="#">Commonwealth Terms and Conditions</a> <u>      </u> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <u>      </u> <a href="#">Commonwealth IT Terms and Conditions</a>			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under <a href="#">815 CMR 9.00</a> . <input type="checkbox"/> <b>Rate Contract.</b> (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <i>new</i> total if Contract is being amended). <u>  \$ 335,200  </u>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days <u>      </u> % PPD; Payment issued within 15 days <u>      </u> % PPD; Payment issued within 20 days <u>      </u> % PPD; Payment issued within 30 days <u>      </u> % PPD. If PPD percentages are left blank, identify reason: <u>  x  </u> agree to standard 45 day cycle <u>      </u> statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); <u>      </u> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Will receive \$335,200 for housing rehabilitation assistance to 7 units and design for ADA improvements to Russell Memorial park.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input type="checkbox"/> 2. may be incurred as of <u>      </u> , 20 <u>      </u> , a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input checked="" type="checkbox"/> 3. were incurred as of <u>  1/1  </u> , 20 <u>  21  </u> , a date <b>PRIOR</b> to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>  6/30  </u> , 20 <u>  22  </u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b>  X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: _____ Print Title: _____		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b>  X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>  Louis Martin  </u> Print Title: <u>  Director  </u>	



# STANDARD CONTRACT FORM INSTRUCTIONS

## CONTRACTOR CERTIFICATIONS

### COMMONWEALTH TERMS AND CONDITIONS

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#### INSTRUCTIONS

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The following Instructions, Contractor Certifications and the applicable Commonwealth Terms and Conditions are incorporated by reference into an executed Standard Contract Form. Instructions are provided to assist with completion of the Standard Contract Form. Additional terms are incorporated by reference. Links to legal citations are to unofficial versions and Departments and Contractors should consult with their legal counsel to ensure compliance with all legal requirements. Please note that not all applicable laws have been cited.

**Contractor Legal Name (and D/B/A):** Enter the **Full Legal Name** of the Contractor's business as it appears on the Contractor's W-9 or W-4 Form (Contract Employees only) and the applicable Commonwealth Terms and Conditions. If Contractor also has a "doing business as" (d/b/a) name, BOTH the legal name and the "d/b/a" name must appear in this section.

**Contractor Legal Address:** Enter the Legal Address of the Contractor as it appears on the Contractor's W-9 or W-4 Form (Contract Employees only) which must match the legal address on the 1099I table in MMARS (or the Legal Address in HR/CMS for a Contract Employee).

**Contractor Contract Manager:** Enter the authorized Contract Manager who will be responsible for managing the Contract. The Contract Manager should be an Authorized Signatory or, at a minimum, a person designated by the Contractor to represent the Contractor, receive legal notices and negotiate ongoing Contract issues. The Contract Manager is considered "Key Personnel" and may not be changed without the prior written approval of the Department. If the Contract is posted on COMMBUYS, the name of the Contract Manager must be included in the Contract on COMMBUYS.

**Contractor E-Mail Address/Phone/Fax:** Enter the electronic mail (e-mail) address, phone and fax number of the Contractor Contract Manager. This information must be kept current by the Contractor to ensure that the Department can contact the Contractor and provide any required legal notices. Notice received by the Contract Manager (with confirmation of actual receipt) through the listed address, fax number(s) or e-mail address will meet any written legal notice requirements.

**Contractor Vendor Code:** The Department must enter the MMARS Vendor Code assigned by the Commonwealth. If a Vendor Code has not yet been assigned, leave this space blank and the Department will complete this section when a Vendor Code has been assigned. The Department is responsible under the Vendor File and W-9s Policy for verifying with authorized signatories of the Contractor, as part of contract execution, that the legal name, address and Federal Tax Identification Number (TIN) in the Contract documents match the state accounting system.

**Vendor Code Address ID:** (e.g., "AD001") The Department must enter the MMARS Vendor Code Address ID identifying the payment remittance address for Contract payments, which MUST be set up for EFT payments PRIOR to the first payment under the Contract in accordance with the Bill Paying and Vendor File and W-9 policies.

**Commonwealth Department Name:** Enter the full Department name with the authority to obligate funds encumbered for the Contract.

**Commonwealth MMARS Alpha Department Code:** Enter the three (3) letter MMARS Code assigned to this Commonwealth Department in the state accounting system.

**Department Business Mailing Address:** Enter the address where all formal correspondence to the Department must be sent. Unless otherwise specified in the Contract, legal notice sent or received by the Department's Contract Manager

(with confirmation of actual receipt) through the listed address, fax number(s) or e-mail address for the Contract Manager will meet any requirements for legal notice.

**Department Billing Address:** Enter the Billing Address or e-mail address if invoices must be sent to a different location. Billing, confirmation of delivery or performance issues should be resolved through the listed Contract Managers.

**Department Contract Manager:** Identify the authorized Contract Manager who will be responsible for managing the Contract, who should be an authorized signatory or an employee designated by the Department to represent the Department to receive legal notices and negotiate ongoing Contract issues.

**Department E-Mail Address/Phone/Fax:** Enter the e-mail address, phone and fax number of the Department Contract Manager. Unless otherwise specified in the Contract, legal notice sent or received by the Contract Manager (with confirmation of actual receipt) through the listed address, fax number(s) or e-mail address will meet any requirements for written notice under the Contract.

**MMARS Document ID(s):** Enter the MMARS 20-character encumbrance transaction number associated with this Contract, which must remain the same for the life of the Contract. If multiple numbers exist for this Contract, identify all Document IDs.

**RFR/Procurement or Other ID Number or Name:** Enter the Request for Response (RFR) or other Procurement Reference number, Contract ID Number or other reference or tracking number for this Contract or Amendment which will be entered into the Board Award Field in the MMARS encumbrance transaction for this Contract.

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#### NEW CONTRACTS (Left Side of Form):

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**Complete this section ONLY if this Contract is brand new. (Complete the CONTRACT AMENDMENT section for any material changes to an existing or an expired Contract, and for exercising options to renew or annual contracts under a multi-year procurement or grant program.)**

**Procurement or Exception Type:** Check the appropriate type of procurement or exception for this Contract. Only one option can be selected. See the Office of the Comptroller Guidance for Vendors Policies (State Finance Law and General Requirements, Acquisition Policy and Fixed Assets) and the Operational Services Division Conducting Best Value Procurements Handbook for details.

**Statewide Contract (OSD or an OSD-designated Department):** Check this option for a Statewide Contract under OSD, or by an OSD-designated Department.

**Collective Purchase approved by OSD:** Check this option for Contracts approved by OSD for collective purchases through federal, state, or local government or other entities.

**Department Procurement:** Check this option for a Department contract procurement including state grants and federal sub-grants under [815 CMR 2.00](#) and State Grants and Federal Subgrants Policy, Departmental Master Agreements (MA). If this is a multi-Department user Contract, state that multi-Department use is allowable in the section labeled "Brief Description."

**Emergency Contract:** Check this option when the Department has determined that an unforeseen crisis or incident has arisen which requires or mandates immediate purchases to avoid substantial harm to the functioning of government, the provision of necessary or mandated services, or where the health, welfare or safety of clients or other persons or serious damage to property is threatened.

**Contract Employee:** Check this option when the Department requires the performance of an Individual Contractor, and when the planned Contract performance with an Individual has been classified using the Employment Status



# STANDARD CONTRACT FORM INSTRUCTIONS

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Form (prior to the Contractor's selection) as work of a Contract Employee and not that of an Independent Contractor.

**Other Procurement Exception:** Check this option when another procurement exception exists, such as legislation with specific language naming the Contractor as a recipient of a grant or contract, an existing legal obligation, a prohibition or other circumstance that exempts or prohibits a Contract from being competitively procured, or identify any other procurement exception not already listed. Legislative “earmarks” exempt the Contract solely from procurement requirements; all other Contract and state finance laws and policies apply. Supporting documentation must be attached to explain and justify the exemption.

#### CONTRACT AMENDMENT (Right Side of Form)

Complete this section for any Contract being renewed, amended, or to continue a lapsed Contract. All Contracts with available options to renew must be amended referencing the original procurement and Contract Document IDs, since all continuing contracts must be maintained in the same Contract file (even if the underlying appropriation changes each fiscal year). See “Amendments, Suspensions, and Termination Policy.”

**Enter Current Contract End Date:** Enter the termination date of the Current Contract being amended, even if this date has already passed. (Note: Current Start Date is not requested since this date does not change and is already recorded in MMARS.)

**Enter Amendment Amount:** Enter the amount of the Amendment increase or decrease to a Maximum Obligation Contract. Enter “no change” for Rate Contracts or if there is no change.

**Amendment Type:** Identify the type of Amendment being made. Documentation supporting the updates to performance and budget must be attached.

**Amendment to Date, Scope or Budget:** Check this option when renewing a Contract or executing an Amendment (“material change” in Contract terms) even if the Contract has lapsed. The parties may negotiate a change in any element of Contract performance or cost identified in the RFR or the Contractor’s response which results in lower costs, or a more cost-effective or better value performance than was presented in the original selected response, provided the negotiation results in a better value within the scope of the RFR than what was proposed by the Contractor in the original selected response. Any “material change” in the Contract terms must be memorialized in a formal Amendment even if a corresponding MMARS transaction is not needed to support the change. Additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor’s Response only if made using the process outlined in [801 CMR 21.07](#), incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

**Interim Contracts:** Check this option for an Interim Contract to prevent a lapse of Contract performance whenever an existing Contract is being re-procured but the new procurement has not been completed, to bridge the gap during implementation between an expiring and a new procurement, or to contract with an interim Contractor when a current Contractor is unable to complete full performance under a Contract.

**Contract Employee:** Check this option when the Department requires a renewal or other amendment to the performance of a Contract Employee.

**Other Procurement Exception:** Check this option when another procurement exception exists, such as legislation with specific language naming the Contractor as a recipient of a grant or contract; an existing legal obligation; a prohibition or other circumstance that exempts or prohibits a Contract from being

competitively procured, or identify any other procurement exception not already listed. Legislative “earmarks” exempt the Contract solely from procurement requirements, and all other Contract and state finance laws and policies apply. Attach Supporting documentation to explain and justify the exemption and whether Contractor selection has been publicly posted.

#### COMMONWEALTH TERMS AND CONDITIONS

Identify which version of the Commonwealth Terms and Conditions is incorporated by reference into this Contract: the Commonwealth Terms and Conditions (TC), the Commonwealth IT Terms and Conditions (TC-IT), or the Commonwealth Terms and Conditions for Human and Social Services (TC-HHS). The Comptroller Expenditure Classification Handbook identifies the applicable Commonwealth Terms and Conditions based upon the object code for the contract.

#### COMPENSATION

Identify if the Contract is a **Rate Contract** (with no stated Maximum Obligation) or a **Maximum Obligation Contract** (with a stated Maximum Obligation) and identify the Maximum Obligation. If the Contract is being amended, enter the new Maximum Obligation based upon the increase or decreasing Amendment. The Total Maximum Obligation must reflect the total funding for the dates of service under the contract, including the Amendment amount if the Contract is being amended. The Maximum Obligation must match the MMARS encumbrance. Funding and allotments must be verified as available and encumbered prior to incurring obligations. If a Contract includes both a Maximum Obligation component and Rate Contract component, check off both. Specific Maximum Obligation amounts or amended amounts and Attachments must clearly outline the Contract breakdown to match the encumbrance.

#### PROMPT PAY DISCOUNTS

Payments are processed within a 45 day payment cycle through EFT, in accordance with the Commonwealth Bill Paying Policy for investment and cash flow purposes. Departments may NOT negotiate accelerated payments and Payees are NOT entitled to accelerated payments UNLESS a prompt payment discount (PPD) is provided to support the Commonwealth’s loss of investment earnings for this earlier payment, or unless a payment is legally mandated to be made in less than 45 days (e.g., construction contracts, Ready Payments under [M.G.L. c. 29, § 23A](#)). See Prompt Pay Discounts Policy. PPD are identified as a percentage discount which will be automatically deducted when an accelerated payment is made. Reduced contracts rates may not be negotiated to replace a PPD. If PPD fields are left blank, please identify that the Contractor agrees to the standard 45 day cycle, a statutory/legal exemption such as Ready Payments ([M.G.L. c. 29, § 23A](#)), or only an initial accelerated payment for reimbursements or startup costs for a grant, with subsequent payments scheduled to support standard EFT 45 day payment cycle. Financial hardship is not a sufficient justification to accelerate cash flow for *all* payments under a Contract. Initial grant or contract payments may be accelerated for the *first* invoice or initial grant installment, but subsequent periodic installments or invoice payments should be scheduled to support the Payee cash flow needs and the standard 45 day EFT payment cycle, in accordance with the Bill Paying Policy. Any accelerated payment that does not provide for a PPD must have a legal justification in the Contract file for audit purposes explaining why accelerated payments were allowable without a PPD.



# STANDARD CONTRACT FORM INSTRUCTIONS

## CONTRACTOR CERTIFICATIONS

### COMMONWEALTH TERMS AND CONDITIONS

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#### BRIEF DESCRIPTION OF CONTRACT PERFORMANCE

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Enter a brief description of the Contract performance, project name or other identifying information for the Contract to specifically identify the Contract performance, match the Contract with attachments, determine the appropriate expenditure code (as listed in the [Expenditure Classification Handbook](#)) or to identify or clarify important information related to the Contract such as the Fiscal Year(s) of performance (ex. "FY2021" or "FY2021-23"). Identify settlements or other exceptions and attach more detailed justification and supporting documents. Enter "Multi-Department Use" if other Departments can access the procurement. For Amendments, identify the purpose and what items are being amended. Merely stating "see attached" or referencing attachments without a narrative description of performance is insufficient.

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#### ANTICIPATED START DATE

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The Department and Contractor must certify when obligations under this Contract/Amendment may be incurred. Option 1 is the default option when performance may begin as of the Effective Date (latest signature date and any required approvals). If the parties want a new Contract or renewal to begin as of the upcoming fiscal year then list the fiscal year(s) (ex. "FY2021" or "FY2021-23") in the Brief Description section. Performance starts and encumbrances reflect the default Effective Date (if no FY is listed) or the later FY start date (if a FY is listed). Use Option 2 only when the Contract will be signed well in advance of the start date and identify a specific future start date. Do not use Option 2 for a fiscal year start unless it is certain that the Contract will be signed prior to the fiscal year. Option 3 is used in lieu of the Settlement and Release Form when the Contract/Amendment is signed late, and obligations are incurred by the Contractor prior to the Effective Date, which the Department has either requested, accepted, or deemed legally eligible for reimbursement, and the Contract includes supporting documents justifying the performance or proof of eligibility and approximate costs. Any obligations incurred outside the scope of the Effective Date under any Option listed, even if the incorrect Option is selected, shall be automatically deemed a settlement included under the terms of the Contract and upon payment to the Contractor will release the Commonwealth from further obligations for the identified performance. All settlement payments require justification and must be under the same encumbrance and object codes as the Contract payments. Performance dates are subject to [M.G.L. c. 4, § 9](#).

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#### CONTRACT END DATE

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The Department must enter the date that Contract performance will terminate. **If the Contract is being amended and the Contract End Date is not changing, this date must be entered again here.** A Contract must be signed for at least the initial duration but not longer than the period of procurement listed in the RFR, or other solicitation document (if applicable). No new performance is allowable beyond the end date without an amendment, but the Department may allow a Contractor to complete minimal close out performance obligations if substantial performance has been made prior to the termination date of the Contract and prior to the end of the fiscal year in which payments are appropriated, provided that close out performance is subject to appropriation and funding limits under state finance law, and CTR may adjust encumbrances and payments in the state accounting system to enable final close out payments. Performance dates are subject to [M.G.L. c. 4, § 9](#).

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#### CONTRACTOR AUTHORIZED SIGNATORIES FOR EXECUTION

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See Comptroller policies entitled "Department Head Signature Authorization" and "Contractor Authorized Signatory Listing" for guidance.

**Authorizing Signature for Contractor/Date:** The Authorized Contractor Signatory must (in their own handwriting and in ink) sign AND enter the date the Contract is signed. See section above under "Anticipated Contract Start Date." Acceptance of payment by the Contractor shall waive any right of the Contractor to claim the Contract/Amendment is not valid and the Contractor may not void the Contract. **Rubber stamps are not acceptable.** Proof of Contractor signature authorization on a **Contractor Authorized Signatory Listing** may be required by the Department if not already on file. **See the Commonwealth's policy on electronic or digital signatures.**

**Contractor Name/Title:** The Contractor Authorized Signatory's name and title must appear legibly as it appears on the **Contractor Authorized Signatory Listing**.

**Authorizing Signature For Commonwealth/Date:** The Authorized Department Signatory must (in their own handwriting and in ink) sign AND enter the date the Contract is signed. See section above under "Anticipated Start Date." **Rubber stamps are not acceptable.** The Authorized Signatory must be an employee within the Department legally responsible for the Contract. See Department Head Signature Authorization. The Department must have the legislative funding appropriated for all the costs of this Contract or funding allocated under an approved Interdepartmental Service Agreement (ISA). A Department may not contract for performance to be delivered to or by another state department without specific legislative authorization (unless this Contract is a Statewide Contract). For Contracts requiring Secretariat signoff, evidence of Secretariat signoff must be included in the Contract file.

**Department Name/Title:** Legibly enter Authorized Signatory's name and title.

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#### CONTRACTOR CERTIFICATIONS AND LEGAL REFERENCES

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Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified, subject to any required approvals. The Contractor makes all certifications required under this Contract under the pains and penalties of perjury, and agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein.

**Commonwealth and Contractor Ownership Rights.** The Contractor certifies and agrees that the Commonwealth is entitled to ownership and possession of all "deliverables" purchased or developed with Contract funds. A Department may not relinquish Commonwealth rights to deliverables nor may Contractors sell products developed with Commonwealth resources without just compensation. The Contract should detail all Commonwealth deliverables and ownership rights and any Contractor proprietary rights.

**Qualifications.** The Contractor certifies that it is qualified and shall at all times remain qualified to perform this Contract, and that performance shall be timely and meet or exceed industry standards for the performance required, which includes obtaining requisite licenses, registrations, permits, resources for performance, and sufficient professional, liability, and other appropriate insurance to cover the performance. If the Contractor is a business, the Contractor certifies that it is listed under the Secretary of State's website as licensed to do business in Massachusetts, as required by law.

**Laws and Regulations Prohibiting Discrimination and Human Trafficking.** Contractors acknowledge and certify as a condition of this Contract that they are responsible for complying fully with all state and federal laws prohibiting



# STANDARD CONTRACT FORM INSTRUCTIONS

## CONTRACTOR CERTIFICATIONS

### COMMONWEALTH TERMS AND CONDITIONS

discrimination, human trafficking, and forced labor, including but not limited to M.G.L. c. 265 §§ 49-57.

**Business Ethics and Fraud, Waste and Abuse Prevention.** The Contractor certifies that performance under this Contract, in addition to meeting the terms of the Contract, will be made using ethical business standards and good stewardship of taxpayer and other public funding and resources to prevent fraud, waste and abuse.

**Collusion.** The Contractor certifies that this Contract has been offered in good faith and without collusion, fraud, or unfair trade practices with any other person, and that any actions to avoid or frustrate fair and open competition are prohibited by law and shall be grounds for rejection or disqualification of a Response or termination of this Contract.

**Public Records and Access.** The Contractor shall provide full access to records related to performance and compliance to the Department and officials listed under [Executive Order 195](#) and [M.G.L. c. 11, §12](#) for six (6) years beginning on the first day after the final payment under this Contract or such longer period as necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving this Contract. Access to view Contractor records related to any breach or allegation of fraud, waste and/or abuse may not be denied and Contractor can not claim confidentiality or trade secret protections solely for viewing but not retaining documents. Routine Contract performance compliance reports or documents related to any alleged breach or allegation of non-compliance, fraud, waste, abuse or collusion may be provided electronically and shall be provided at Contractor's own expense. Reasonable costs for copies of non-routine Contract related records shall not exceed the rates for public records under [950 CMR 32.00](#).

**Debarment.** The Contractor certifies that neither it nor any of its subcontractors are currently debarred or suspended by the federal or state government under any law or regulation including [Executive Order 147](#); [M.G.L. c. 29, § 29F](#); [M.G.L. c. 30, § 39R](#); [M.G.L. c. 149 §§ 27C, 44C and 148B](#); and [M.G.L. c. 152, § 25C](#).

**Applicable Laws.** The Contractor shall comply with all applicable state laws and regulations including, but not limited to, the Massachusetts General Laws; the Official Code of Massachusetts Regulations; Code of Massachusetts Regulations (unofficial); [801 CMR 21.00](#) (Procurement of Commodity and Service Procurements, Including Human and Social Services); [815 CMR 2.00](#) (Grants and Subsidies); [808 CMR 1.00](#) (Compliance, Reporting and Auditing for Human And Social Services); AICPA Standards; confidentiality of Department records under [M.G.L. c. 66A](#); and the [Massachusetts Constitution Article XVIII](#), if applicable.

**Invoices.** The Contractor must submit invoices in accordance with the terms of the Contract and the Commonwealth Bill Paying Policy. Contractors must be able to reconcile and properly attribute concurrent payments from multiple Departments. Final invoices in any fiscal year must be submitted no later than August 15 for performance made and received (goods delivered, services completed) prior to June 30, in order to make payment for that performance prior to the close of the fiscal year to prevent reversion of appropriated funds. Failure to submit timely invoices by August 15 or other date listed in the Contract shall authorize the Department to issue an estimated payment based upon the Department's determination of performance delivered and accepted. The Contractor's acceptance of an estimated payment releases the Commonwealth from further claims for these invoices. **If budgetary funds revert due to the Contractor's failure to submit timely final invoices, or for disputing an estimated payment, the Department may deduct a penalty of up to 10% from any final payment in the next fiscal year for failure to submit timely invoices.**

**Payments Subject To Appropriation.** Pursuant to [M.G.L. c. 29 §§ 26, 27 and 29](#), Departments are required to expend funds only for the purposes set forth by the Legislature and within the funding limits established through appropriation, allotment and subsidiary, including mandated allotment reductions triggered by [M.G.L. c. 29, § 9C](#). A Department cannot authorize or accept performance in excess of an existing appropriation and allotment, or sufficient non-appropriated available funds. Any oral or written representations, commitments, or assurances made by the Department or any other Commonwealth representative are not binding. The Commonwealth has no legal obligation to compensate a Contractor for performance that is not requested and is intentionally delivered by a Contractor outside the scope of a Contract. Contractors should verify funding prior to beginning performance.

**Intercept.** Contractors may be registered as Customers in the Vendor file if the Contractor owes a Commonwealth debt. Unresolved and undisputed debts, and overpayments of Contract payments that are not reimbursed timely shall be subject to intercept pursuant to [M.G.L. c. 7A, § 3](#) and [815 CMR 9.00](#). Contract overpayments will be subject to immediate intercept or payment offset. The Contractor may not penalize any state Department or assess late fees, cancel a Contract or other services if amounts are intercepted or offset due to recoupment of an overpayment, outstanding taxes, child support, other overdue debts or Contract overpayments.

**Tax Law Compliance.** The Contractor certifies under the pains and penalties of perjury: (1) tax compliance with federal tax laws; (2) tax compliance with state tax laws including, but not limited to, [M.G.L. c. 62C, § 49A](#), reporting of employees and contractors, withholding and remitting of tax withholdings and child support; and (3) Contractor is in good standing with respect to all state taxes and returns due, reporting of employees and contractors under [M.G.L. c. 62E](#), withholding and remitting child support including [M.G.L. c. 119A, § 12](#), TIR 05-11, New Independent Contractor Provisions and applicable TIRs.

**Bankruptcy, Judgments, Potential Structural Changes, Pending Legal Matters and Conflicts.** The Contractor certifies it has not been in bankruptcy or receivership within the last three calendar years which would negatively impact Contractor's ability to fulfill the terms of this Contract or Amendment. Contractor certifies that it will immediately notify the Department, in writing, of any filing for bankruptcy and/or receivership, any potential structural change in its organization, or if there is **any risk** to the solvency of the Contractor that may impact the Contractor's ability to timely fulfill the terms of this Contract or Amendment. The Commonwealth reserves the right to request additional information regarding the financial viability of the Contractor and its ability to perform. The Contractor certifies that at any time during the period of the Contract the Contractor is required to affirmatively disclose in writing to the Department Contract Manager the details of any judgment, criminal conviction, investigation or litigation pending against the Contractor or any of its officers, directors, employees, agents, or subcontractors, including any potential conflicts of interest of which the Contractor has knowledge, or learns of during the Contract term. Law firms or Attorneys providing legal services are required to identify any potential conflict with representation of any Department client in accordance with Massachusetts Board of Bar Overseers (BBO) rules.

**Federal Anti-Lobbying and Other Federal Requirements.** If receiving federal funds, the Contractor certifies compliance with federal anti-lobbying requirements including 31 USC § 1352; other federal requirements; Federal Executive Order 11246; Air Pollution Act; Federal Water Pollution Control Act and Federal Employment Laws.

**Protection of Commonwealth Data, Personal Data and Information.** The Contractor certifies that all steps will be taken to ensure the security and



# STANDARD CONTRACT FORM INSTRUCTIONS

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confidentiality of all Commonwealth data for which the Contractor becomes a holder, either as part of performance or inadvertently during performance, with special attention to restricting access, use and disbursement of personal data and information under [M.G.L. c. 93H](#) and [c. 66A](#) and other applicable state and federal privacy requirements. The Contractor shall comply with [M.G.L. c. 93I](#) for the proper disposal of all paper and electronic media, backups or systems containing personal data and information. The Contractor shall also ensure that any personal data or information transmitted electronically or through a portable device is properly encrypted using (at a minimum) the Commonwealth's "Cryptographic Management Standard" set forth in the Enterprise Information Security Policies and Standards published by the Executive Office for Technology, Services and Security (EOTSS), or a comparable Standard prescribed by the Department. Contractors with access to credit card or banking information of Commonwealth customers certify that the Contractor is PCI compliant in accordance with the Payment Card Industry Council Standards, and shall provide confirmation of compliance during the Contract. The Contractor shall immediately notify the Department in the event of any security breach, including the unauthorized access, disbursement, use or disposal of personal data or information and, in the event of a security breach, the Contractor shall cooperate fully with the Commonwealth and provide access to any information necessary for the Commonwealth to respond to the security breach and shall be fully responsible for any damages associated with the Contractor's breach including, but not limited to, damages under [M.G.L. c. 214, § 3B](#).

For all Contracts involving the Contractor's access to personal information, as defined in [M.G.L. c. 93H](#), and personal data, as defined in [M.G.L. c. 66A](#), or access to Department systems containing such information or data, Contractor certifies under the pains and penalties of perjury that the Contractor: (1) has read [M.G.L. c. 93H](#) and [c. 66A](#) and agrees to protect any and all personal information and personal data; and (2) has reviewed all of the Enterprise Information Security Policies and Standards published by the Executive Office for Technology, Services and Security (EOTSS), or stricter standards prescribed by the Department. Notwithstanding any contractual provision to the contrary, in connection with the Contractor's performance under this Contract, for all Departments, including all offices, boards, commissions, agencies, departments, divisions, councils, bureaus, and offices, now existing and hereafter established, the Contractor shall: (1) obtain a copy, review, and comply with any pertinent security guidelines, standards, and policies; (2) comply with the Enterprise Information Security Policies and Standards published by the Executive Office for Technology, Services and Security (EOTSS), or a comparable set of policies and standards ("Information Security Policy") as prescribed by the Department; (3) communicate and enforce such security guidelines, standards, policies and the applicable Information Security Policy among all employees (whether such employees are direct or contracted) and subcontractors; (4) implement and maintain any other reasonable appropriate security procedures and practices necessary to protect personal information and data to which the Contractor is given access by the contracting Department from the unauthorized access, destruction, use, modification, disclosure or loss; (5) be responsible for the full or partial breach of any of these terms by its employees (whether such employees are direct or contracted) or subcontractors during or after the term of this Contract, and any breach of these terms may be regarded as a material breach of this Contract; (6) in the event of any unauthorized access, destruction, use, modification, disclosure or loss of the personal information or personal data (collectively referred to as the "unauthorized use"): (a) immediately notify the contracting Department if the Contractor becomes aware of the unauthorized use; (b) provide full cooperation and access to information necessary for the contracting Department to determine the scope of the unauthorized use; and (c)

provide full cooperation and access to information necessary for the contracting Department and the Contractor to fulfill any notification requirements. Breach of these terms may be regarded as a material breach of this Contract, such that the Commonwealth may exercise any and all contractual rights and remedies, including, without limitation, indemnification, withholding of payments, Contract suspension, or termination, pursuant to the [Commonwealth's Terms and Conditions](#), the Commonwealth IT Terms and Conditions, or the Commonwealth Terms and Conditions for Human and Social Services. In addition, the Contractor may be subject to applicable statutory or regulatory penalties, including, and without limitation, those imposed pursuant to [M.G.L. c. 93H](#) and under [M.G.L. c. 214, § 3B](#) for violations under [M.G.L. c. 66A](#).

**Corporate and Business Filings and Reports.** The Contractor certifies compliance with all certification, filing, reporting and service of process requirements of the Secretary of the Commonwealth, the Office of the Attorney General or other Departments related to its conduct of business in the Commonwealth, and with relevant requirements of its incorporating state (or foreign entity).

**Employer Requirements.** Contractors that are employers certify compliance with applicable state and federal employment laws and regulations, including but not limited to prevailing wage laws at M.G.L. c. 149, §§ 26-27D (public construction work); M.G.L. c. 149, § 27F (use of trucks, vehicles and other equipment to perform public works functions); [M.G.L. c. 149, § 27G](#) (moving office furniture and fixtures); [M.G.L. c. 149, § 27H](#) (cleaning state office buildings or buildings leased by the state); [M.G.L. c. 6C, § 44](#) (MassDOT relocation of utilities or utility facility); [M.G.L. c. 7, § 22](#) (contracts for meat products and clothing and apparel); [M.G.L. c. 71, § 7A](#) (transportation of students to public schools); Chapter 195 of the Acts of 2014 (MA Convention Center Authority security guard services); minimum wage and overtime law and regulations ([M.G.L. c. 151](#) and 454 CMR 27.00); child labor laws (M.G.L. c. 149, §§ 56-105); all payment of wages, payroll and timekeeping records, earned sick time, meal breaks, domestic violence leave, temporary worker rights, domestic worker rights and anti-retaliation laws at M.G.L. c. 149 (Labor and Industries); [M.G.L. c. 151A](#) (unemployment insurance and contributions); [M.G.L. c. 152](#) (workers compensation and insurance); [M.G.L. c. 150A](#) (Labor Relations); [M.G.L. c. 153](#) (liability for injuries); 29 U.S.C. c. 8 (Federal Fair Labor Standards); 29 U.S.C. c. 28 (Federal Family and Medical Leave Act); M.G.L. c. 6, § 171A (applicant criminal record information); M.G.L. c. 149, § 105A (MA Equal Pay Act); and M.G.L. c. 175M (Paid Family Medical Leave Act).

**Federal And State Laws And Regulations Prohibiting Discrimination.** Contractors certify compliance with applicable state and federal anti-discrimination laws, including but not limited to the Federal Equal Employment (EEO) Laws; the Americans with Disabilities Act; 42 U.S.C. § 12101, et seq., the Rehabilitation Act, 29 U.S.C. § 794; 29 U.S.C. § 701; 29 U.S.C. § 623; 42 U.S.C. c. 45; (Federal Fair Housing Act); [M.G. L. c. 151B](#) (Unlawful Discrimination); [M.G.L. c. 151E](#) (Business Discrimination); the Public Accommodations Law [M.G.L. c. 272, § 92A](#); [M.G.L. c. 272, §§ 98 and 98A](#), [Massachusetts Constitution Article CXIV](#) and [M.G.L. c. 93, § 103](#); 47 USC § 255 (Telecommunication Act); [M.G.L. c. 149, § 105D](#), [M.G.L. c. 151C](#), M.G.L. c. 272, §§ 92A, 98 and 98A, and [M.G.L. c. 111, § 199A](#), and Massachusetts Disability-Based Non-Discrimination Standards For Executive Branch Entities, and related Standards and Guidance, authorized under Massachusetts Executive Order or any disability-based protection arising from state or federal law or precedent. See also MCAD and MCAD links and resources.



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**Small Business Purchasing Program (SBPP).** A Contractor may be eligible to participate in the SBPP, created pursuant to [Executive Order 523](#), if qualified through the SBPP COMMBUYS subscription process at: [www.commbuys.com](http://www.commbuys.com) and with acceptance of the terms of the SBPP participation agreement.

**Limitation of Liability.** Contracts may not use the following limitation of liability language unless approved by legal staff at the Office of the Comptroller (CTR) or Operational Services Division (OSD), and it may not be used if a Department is utilizing the Commonwealth IT Terms and Conditions. The term “other damages” in Section 11 of the Commonwealth Terms and Conditions, “Indemnification,” shall include, but shall not be limited to, the reasonable costs the Commonwealth incurs to repair, return, replace or seek cover (purchase comparable substitute commodities and services) under a Contract. “Other damages” shall not include damages to the Commonwealth as a result of third party claims, provided, that this in no way limits the Commonwealth’s right of recovery for personal injury or property damages or patent and copyright infringement under Section 11 or the Commonwealth’s ability to join the contractor as a third party defendant. Further, the term “other damages” shall not include, and in no event shall the contractor be liable for, damages for the Commonwealth’s use of contractor provided products or services, loss of Commonwealth records, or data (or other intangible property), loss of use of equipment, lost revenue, lost savings or lost profits of the Commonwealth. In no event shall “other damages” exceed the greater of \$100,000, or two times the value of the product or service (as defined in the Contract scope of work) that is the subject of the claim. Section 11 sets forth the Contractor’s entire liability under a Contract. Nothing in this section shall limit the Commonwealth’s ability to negotiate higher limitations of liability in a particular Contract, provided that any such limitation must specifically reference Section 11 of the Commonwealth Terms and Conditions. In the event the limitation of liability conflicts with accounting standards which mandate that there can be no cap of damages, the limitation shall be considered waived for that audit engagement. The terms in this Clarification may not be modified.

**Northern Ireland Certification.** Pursuant to [M.G.L. c. 7, § 22C](#), for state agencies, state authorities, the state House of Representatives or the state Senate, by signing this Contract the Contractor certifies that it does not employ ten or more employees in an office or other facility in Northern Ireland or if the Contractor employs ten or more employees in an office or other facility located in Northern Ireland the Contractor certifies that it does not discriminate in employment, compensation, or the terms, conditions and privileges of employment on account of religious or political belief, and certifies that it promotes religious tolerance within the work place, and the eradication of any manifestations of religious and other illegal discrimination; and the Contractor is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.

**Pandemic, Disaster or Emergency Performance.** In the event of a serious emergency, pandemic or disaster outside the control of the Department, the Department may negotiate emergency performance from the Contractor to address the immediate needs of the Commonwealth even if not contemplated under the original Contract or procurement. Payments are subject to appropriation and other payment terms.

**Attorneys.** Attorneys or firms providing legal services or representing Commonwealth Departments may be subject to [M.G.L. c. 30, § 65](#), and if providing litigation services must be approved by the Office of the Attorney General to appear on behalf of a Department, and shall have a continuing obligation to notify the Commonwealth of any conflicts of interest arising under

the Contract.

**Subcontractor Performance.** The Contractor certifies full responsibility for Contract performance, including subcontractors, and that comparable Contract terms will be included in subcontracts, and that the Department will not be required to directly or indirectly manage subcontractors or have any payment obligations to subcontractors.

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#### EXECUTIVE ORDERS

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For covered Executive Departments, the Contractor certifies compliance with applicable Massachusetts Executive Orders including, but not limited to, the specific orders listed below. A breach during the period of a Contract may be considered a material breach and subject Contractor to appropriate monetary or Contract sanctions.

**Executive Order 481. Prohibiting the Use of Undocumented Workers on State Contracts.** For all state agencies in the Executive Branch, including all executive offices, boards, commissions, agencies, Departments, divisions, councils, bureaus, and offices, now existing and hereafter established, by signing this Contract the Contractor certifies under the pains and penalties of perjury that they shall not knowingly use undocumented workers in connection with the performance of this Contract; that, pursuant to federal requirements, they shall verify the immigration status of workers assigned to a Contract without engaging in unlawful discrimination; and shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker.

**Executive Order 130. Anti-Boycott.** The Contractor warrants, represents and agrees that during the time this Contract is in effect, neither it nor any affiliated company, as hereafter defined, participates in or cooperates with an international boycott (See IRC § 999(b)(3)-(4), and IRS Audit Guidelines Boycotts) or engages in conduct declared to be unlawful by [M.G.L. c. 151E, § 2](#). If there is a breach in the warranty, representation, and agreement contained in this paragraph, without limiting such other rights as it may have, the Commonwealth may rescind this Contract. As used herein, an affiliated company shall be a business entity of which at least 51% of the ownership interests are directly or indirectly owned by the Contractor or by a person or persons or business entity or entities directly or indirectly owning at least 51% of the ownership interests of the Contractor, or which directly or indirectly owns at least 51% of the ownership interests of the Contractor.

**Executive Order 346. Hiring of State Employees By State Contractors.** Contractor certifies compliance with both the conflict of interest law, including [M.G.L. c. 268A, § 5\(f\)](#) and this Order, which includes limitations regarding the hiring of state employees by private companies contracting with the Commonwealth. A privatization contract shall be deemed to include a specific prohibition against the hiring at any time during the term of Contract, and for any position in the Contractor’s company, of a state management employee who is, was, or will be involved in the preparation of the RFP, the negotiations leading to the awarding of the Contract, the decision to award the Contract, and/or the supervision or oversight of performance under the Contract.

**Executive Order 444. Disclosure of Family Relationships With Other State Employees.** Each person applying for employment (including Contract work) within the Executive Branch under the Governor must disclose in writing the names of all immediate family as well as persons related to immediate family by marriage who serve as employees or elected officials of the Commonwealth. All disclosures made by applicants hired by the Executive Branch under the Governor shall be made available for public inspection to the extent permissible by law by the official with whom such disclosure has been filed.



# STANDARD CONTRACT FORM INSTRUCTIONS CONTRACTOR CERTIFICATIONS COMMONWEALTH TERMS AND CONDITIONS

**Executive Orders [523](#), [526](#) and [565](#), [Executive Order 523](#)** (Establishing the Massachusetts Small Business Purchasing Program.). [Executive Order 526](#) (Order Regarding Non-Discrimination, Diversity, Equal Opportunity and Affirmative Action which supersedes Executive Order 478). [Executive Order 565](#) (Reaffirming and Expanding the Massachusetts Supplier Diversity Program). All programs, activities, and services provided, performed, licensed, chartered, funded, regulated, or contracted for by the state shall be conducted without unlawful discrimination based on race, color, age, gender, ethnicity, sexual orientation, gender identity or expression, religion, creed, ancestry, national origin, disability, veteran's status (including Vietnam-era veterans), or background. The Contractor and any subcontractors may not engage in discriminatory employment practices. The Contractor certifies compliance with applicable federal and state laws, rules, and regulations governing fair labor and employment practices. The Contractor also commits to purchase supplies and services from certified minority, women, veteran, service-disabled veteran, LGBT or disability-owned businesses, small businesses, or businesses owned by socially or economically disadvantaged persons; and Contractor commits to comply with any Applicable Department contractual requirements pertaining to the employment of persons with disabilities pursuant to [M.G.L. c. 7 § 61\(s\)](#). These provisions shall be enforced through the contracting Department, OSD, and/or the Massachusetts Commission Against Discrimination. Any breach shall be regarded as a material breach of the contract that may subject the contractor to appropriate sanctions.

# MASSACHUSETTS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Assistance Listing Number: 14.228

Project/Grant Number: B-20-DC-25-001

Federal Award Date

CDF and ME

FEDERAL FISCAL YEAR 2020

TOWN OF Leicester GRANT # CDF-G-2020-Leicester-00894

## ATTACHMENT A – SCOPE OF SERVICES AND ADDITIONAL TERMS & CONDITIONS

### I. INTRODUCTION

#### A. Contract

This Contract shall consist of the following documents:

- a. The Commonwealth Standard Contract Form
- b. The Commonwealth Standard Terms and Conditions
- c. Attachment A, Additional Terms and Conditions
- d. Attachment B, Approved Budget

B. **Authority.** The Commonwealth of Massachusetts, through its Department of Housing and Community Development (Department or DHCD), has elected to receive Community Development Block Grant (CDBG) funds for distribution to units of general local government in the State's non-entitlement areas pursuant to Title I Section 106(a) of the Housing and Community Development Act of 1974, P.L. 93-383 subject to the regulations of the U.S. Department of Housing and Urban Development, 24 CFR Part 570, Subpart I. The grant which is the subject of this Contract is authorized by Title I of the Housing and Community Development Act of 1974 (42 U.S.C.5301 et seq.), including amendments contained in the Housing and Community Development Act of 1987, P.L. 100-242 and the Cranston-Gonzalez National Affordable Housing Act, P.L. 100-625.

C. **Scope of Services.** The Contractor agrees to perform the activities described in the Massachusetts CDBG grant application submitted on March 6, 2020, approved by the Department ("Application"), as may be amended from time to time, to the extent authorized by the following paragraphs. Where the Contractor has received full funding for an activity, it must be carried out as described in the Application. Where a Contractor has received partial funding for an activity, that activity must be carried out as described in a revised activity description and management plan that must be submitted to the Department for approval. Key personnel and qualifications shall conform to the functional descriptions in the Contractor's Management Plan included in the Application. Where the activities described in the Application are inconsistent with this Attachment A, Attachment A shall control. Any later change in activities shall be made only with the prior approval of the Department. The approved activities funded herein are not for R&D purposes. The Contractor's approved budget is attached hereto and made a part hereof as Attachment B.

D. **Period of Performance.** Notwithstanding the "Termination Date" stated on page one of this Contract, the Contractor agrees that the activities funded herein shall be completed by June 30, 2022 and a final quarterly activities report filed by July 31, 2022 (see Section IV), unless the Department grants an extension for completion of activities and filing of final reports. In no case may the extension date be later than the Termination Date.

### II. MODIFICATIONS AND DEFINITIONS

A. **Modifications.** The Contract is hereby modified by adding the following, as approved by the Office of the Comptroller (references are to the Commonwealth "Terms and Conditions" that has been executed by the Contractor and has been or will be filed with the Office of the Comptroller).

1. Section 2. PAYMENTS AND COMPENSATION (Commonwealth Terms and Conditions) "Federally authorized pre-contract costs (see 24 CFR 570.489(b)) shall be included in the maximum obligation and identified in Attachment B – Approved Budget."
2. Section 3. CONTRACTOR PAYMENT MECHANISM (Commonwealth Terms and Conditions) "For the purposes of this Contract, the parties shall follow the procedures

outlined in the Massachusetts CDBG Program Operations Manual with regard to the processing and payment of invoices.”

3. Section 4. CONTRACT TERMINATION OR SUSPENSION (Commonwealth Terms and Conditions) “For the purposes of this Contract, the first clause of the second sentence shall be superseded by federal HUD regulations and directives which outline provisions for termination for convenience and for termination in whole or in part pursuant to 2 CFR § 200.340.”

**B. Definitions.**

1. **Project** means the activities described in the Application, any amendments or supplements thereto, and other such submittals required by this Contract, which are to be carried out to meet the objectives of the Massachusetts CDBG Program.
2. **Low- and Moderate-income** means household income which does not exceed 80% of the median income of the metropolitan area in which the household is located, or, if the community is not located in a metropolitan area, 80% of the median for the county or the median for the entire non-metropolitan area of the state, whichever is greater.

The terms “person of low- and moderate-income” and “low- and moderate-income persons” mean families and individuals whose incomes do not exceed 80% of the median income of the area involved as determined by the Secretary of Housing and Urban Development (HUD) with adjustments for smaller and larger families. The term “persons of low-income” means families and individuals whose incomes do not exceed 50% of the median income of the area, as determined by the Secretary of HUD with adjustments for smaller and larger families. The term “persons of moderate-income” means individuals and families whose incomes exceed 50% but do not exceed 80%, of the median income of the area involved as determined by the Secretary of HUD with adjustments for smaller and larger families. For purposes of such terms, the area involved shall be determined in the same manner as such area is determined for the purpose of assistance under Section 8 of the United States Housing Act of 1937.

3. **Affordability** means, in the case of rental housing, units which are affordable to and occupied by low- and moderate-income persons. Requirements for determining and maintaining affordable rent are set forth in Section VI of this ATTACHMENT A and the Massachusetts CDBG Program Operations Manual.

**III. COMPLIANCE REQUIREMENTS**

All activities authorized by this Contract shall be subject to and performed in accordance with the provisions of this Contract, Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 5301 et seq., hereinafter “the Act”), HUD regulations in 24 CFR Part 570 Subpart I and other federal law and regulations as specified therein, and any regulations, directives or guidelines as may be established by HUD and the Department for the Massachusetts CDBG Program. The Contractor shall cause any subgrantees and contractors to comply with these requirements.

All activities authorized by this Contract shall be conducted in accordance with all applicable laws, rules, regulations, ordinances, orders and requirements of the Commonwealth and the federal government including, but not limited to, the following:

**A. Program Requirements.**

1. **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq.), and HUD regulations at **24 CFR Part 1**, which prohibit discrimination based on race, color, or national origin under any program or activity receiving federal financial assistance.
2. **Title VIII of the Civil Rights Act of 1968** (42 U.S.C. 3601 et seq.) as amended by the Fair Housing Amendments of 1988 (known as the Fair Housing Act), which prohibits discrimination based on race, color, religion, sex, handicap, familial status, or national origin in the sale, rental, financing, or brokering of housing; and **Federal Executive Order 11063**, as amended by **Executive Order**

**12259**, and as implemented by regulations at **24 CFR Part 1**, which prohibits such discrimination in the sale or rental of property which has received federal financial assistance.

3. **The Age Discrimination Act of 1975** (42 U.S.C. 6101 et seq.), which prohibits discrimination on the basis of age, and **Section 504 of the Rehabilitation Act of 1973** (29 U.S.C. 794), which prohibits discrimination based on handicap.

4. The **Davis-Bacon Act** (40 U.S.C. 276a - 276a-7), as supplemented by Department of Labor regulations at **29 CFR Part 5**, which provides that laborers and mechanics employed by the Contractor or subgrantees on construction projects (consisting of 8 or more units in the case of residential property) assisted under the Act shall be paid wages determined by the Secretary of Labor, provided that Davis Bacon shall not apply to “volunteers”; and the **Contract Work Hours and Safety Standards Act** (40 U.S.C. 327 et seq.), as supplemented by Department of Labor Regulations at **29 CFR Part 5**, which contains labor standards for work on contracts financed by federal grants; and the Department of Labor **“anti-kickback” regulations at 29 CFR Part 3**. The Contractor shall include these requirements in agreements with subgrantees.

5. **The National Environmental Policy Act of 1969** (42 U.S.C. 4321 et seq.), and such other provisions of law which further the purposes of the National Environmental Policy Act as are specified in **24 CFR Part 58** (entitled “Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities.”)

6. **The Housing and Urban Development Act of 1968, Section 3** (12 U.S.C. 1701u), which requires that training and employment opportunities be made available to lower-income persons living in the community where a project assisted under the Act is located, and that contracting opportunities be made available to businesses located in or owned by persons living in such community. The Contractor shall include this requirement in agreements with subgrantees. The text of this clause is included in the Massachusetts CDBG Program Operations Manual.

7. **The Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846) and the Residential Lead-Based Paint Hazard Reduction Act of 1992** (42 U.S.C. 4851 et seq.) as implemented by regulations at **24 CFR Part 35**, which establishes requirements to protect children from lead-based paint hazards in housing that is receiving federal financial assistance or is being sold by the government. **24 CFR Part 35** became effective on September 15, 2000.

8. Regulations at **24 CFR Part 44**, “Non-Federal Audit Requirements for State and Local Government.”

9. **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** (42 U.S.C. 4601 et seq.) and regulations at **49 CFR Part 24**, and **Section 104 (d) of the Act** and regulations at **24 CFR 570.606 and 24 CFR Part 42 cited in 24 CFR 570.488**), which govern the acquisition of real property for activities assisted under the Act and which require the Contractor to adopt policies and plans designed to minimize displacement of residents and businesses, and to provide relocation benefits and assistance.

10. Department of Labor Regulations at **41 CFR Part 60-1**, implementing **Executive Order 11246**, which require the Contractor to adopt equal employment practices and cooperate with the Secretary of Labor in assuring compliance by subgrantees. The Contractor shall include this requirement in agreements with subgrantees. In addition, for all subcontracts which are nonexempt as defined in 41 CFR 60-1.5 (generally, subcontracts in excess of \$10,000), the Contractor shall include in the agreement the “equal opportunity clause” set forth in 41 CFR 60-1.4(b) for construction contracts, and in 41 CFR 60-1.4(a) for all other contracts.

11. **The Architectural Barriers Act of 1968 (42 U.S.C. 4151 et seq.)**, which requires certain federally assisted buildings to be constructed so as to be accessible to physically handicapped persons, and **The Americans with Disabilities Act of 1990** (42 U.S.C. 12101 et seq.), which prohibits discrimination against disabled individuals in private and public employment, public accommodations, public transportation, government services, and telecommunications. The Contractor shall include this requirement in agreements with subgrantees.

12. **Section 102 of the Department of Housing and Urban Development Reform Act of 1989 (42 U.S.C. 3545) as supplemented by HUD regulations at 24 CFR Part 4** which requires applicants to a state, or to a unit of local government, for assistance from HUD to make a number of disclosures. See specific requirements under “Special Conditions” and Exhibit A below.

- B. **Administrative Requirements.** The Contractor shall comply with the provisions of 2 CFR Part 200, “Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards,” as required by 24 CFR §570.489. These include, but are not limited to, the requirements pertaining to Program Income located at 2 CFR §200.307, the requirements pertaining to Cash Management located at 2 CFR §200.305(b), and the requirements pertaining to Audits located at 2 CFR §§ 200.501 through 200.521.

The Contractor shall use its best efforts to ensure that it will not knowingly use Contract funds to purchase, or enter into contracts to purchase, any equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of a system that is subject to 2 CFR § 200.216. In the event the Contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system that is subject to 2 CFR § 200.216, during Contract performance, the Contractor shall alert the Department as soon as possible and shall provide information on any measures taken to prevent recurrence.

- C. **Massachusetts CDBG Program Operations Manual.** In implementing all activities authorized by this Contract, the Contractor shall use the provisions of the Massachusetts CDBG Program Operations Manual as a guidance document. In accordance with such manual, the Contractor shall comply with Massachusetts law for all procurements unless otherwise stated.

- D. **Political Activity Prohibited Under the Hatch Act.** None of the services to be provided by the Contractor shall be used for any partisan political activity or to further the election or defeat of any candidate for public office. The Contractor shall adhere to the provisions of the Hatch Act (5 U.S.C. 1501 et seq.) which limits political activities by employees whose principal employment is in connection with an activity which is financed in whole or in part by federal funds.

- E. Regulations at **41 CFR Part 60-250**, entitled “Affirmative Action Obligations of Contractors and Subcontractors for Disabled Veterans and Veterans of the Vietnam Era.”

- F. **Conflict of Interest.** The Contractor shall adhere to the requirements of M.G.L. Chapter 268A and the HUD Conflict of Interest regulations at 24 CFR Part 570.489(h).

- G. **Domestic Preferences for Procurements.** Pursuant to 2 CFR §§ 200.322, the Contractor should, to the greatest extent practicable under this award and as appropriate and to the extent consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The Contractor shall include this requirement in agreements with subgrantees, including all contracts and purchase orders for work or products under this award.

- H. **Special Conditions.**

1. **Certification Regarding Disclosure Requirements for Activities Receiving \$200,000 or more.** Pursuant to Section 102 of the Department of Housing and Urban Development Reform Act of 1989 (42 U.S.C. 3545) and 24 CFR Part 4, the Contractor must complete and execute the Disclosure Form attached hereto in Exhibit A. Furthermore, updates must be filed with the Contractor’s quarterly reports to reflect any changes. In any sub-recipient contracts, the Contractor shall require compliance with these disclosure provisions and provide the sub-recipient with a copy of the attached Disclosure Form.

2. **Additional Certifications.** In addition to any other certifications submitted by the Contractor to the Department, the Contractor, by execution of this Contract, certifies:

- (a) that it shall adopt a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of a nonviolent civil rights demonstration within its jurisdiction.
- (b) That, in accordance with 24 CFR 570.487(b) and 24 CFR §5.166, it is taking action to affirmatively further fair housing.

3. **Religious Organizations:**

If CDBG funds are being provided to primarily religious organizations, it must be in accordance with HUD's guidance on Participation in HUD Programs by **Faith-Based Organizations**; Providing for Equal Treatment of all HUD Program Participants, Final Rule, as published in the Federal Register (Vol. 68, No. 189) on September 30, 2003 on Pages 56396-56408, effective October 30, 2003.

4. **Certain Relocation Projects:**

CDBG funds may not be used to assist in the relocation of an industrial or commercial plant, facility, or operation from one area to another if the relocation is likely to result in a significant loss of employment in the area from which the relocation occurs.

5. **Changes of Use of Real Property:**

Real property owned or controlled by units of local governments and improved with CDBG funds, may not have its use changed for a period of five years after the closeout of the grant that assisted the property unless the change of use is consistent with 24 CFR 570.489(j). Further, grantees will certify to DHCD on an annual basis that they are maintaining the original use of the building.

6. **Program Income:**

Contractor will track, report and utilize any and all program income generated through CDBG funded activities as described in Chapter 11 of the CDBG Operations Manual.

7. **Photographic Documentation:** The Contractor shall submit photographs to the Department of all construction projects assisted with CDBG funds, illustrating conditions prior to, during, and at completion of the project. Photographs are to be submitted at the time of final quarterly report.

8. **Additional Special Conditions:**

#### IV. **REPORTING REQUIREMENTS**

The Contractor shall monitor the performance of all activities undertaken pursuant to this Contract to assure compliance with this Contract and the implementation schedule is being met, consistent with the schedule submitted with the Application, or any changes thereto approved by the Department.

- A. **Quarterly Activity Reports.** In accordance with the requirements set forth in the Massachusetts CDBG Program Operations Manual, the Contractor must submit to the Department **electronic program** reports at the end of each quarter of the program grant year using the Accounting/INTELLIGRANTS Grants Management System computer software (hereinafter "INTELLIGRANTS") found at the Department's internet website. The required quarterly reports must be submitted in accordance with the schedule established by the Department in the INTELLIGRANTS system for the grant received by the Contractor.

For purposes of filing the Final Quarterly Activity Report, please note that this report and other additional required information constitute the Close-Out Report as indicated in the Massachusetts CDBG Program Operations Manual.

- B. **Audit.** Pursuant to 2 CFR §200.501, if the Contractor has expended \$750,000.00 or more during their fiscal year in Federal awards, the Contractor shall cause to be prepared an audit of any expenditure from funds received pursuant to this Contract. Said audit shall be performed by an independent entity, and

shall be conducted in accordance with the procedures and requirements set forth in 2 CFR Part 200, subpart F which implements the Single Audit Act of 1996 (P.L. 104-156). The Department may at any time cause an audit to be made for the purpose of detecting fraud, waste, or mismanagement by the Contractor or subgrantee in addition to those stated in other paragraphs.

- C. **HUD 2516 Report.** In accordance with requirements set forth by HUD, the Contractor shall maintain data in INTELLIGRANTS for all contracts over \$10,000 for Minority-owned Business Enterprises Contracts (construction and non-construction) and subcontracts for the period ending September 30. DHCD will produce these reports and transmit to HUD directly on behalf of CDBG grantees.
- D. **Housing Activities Reporting.** For housing activities only, the Contractor shall submit to DHCD, via INTELLIGRANTS or other method required by DHCD, data required by DHCD regulations at 760 CMR 61.00, promulgated pursuant to Chapter 334 of the Acts of 2006, and all applicable DHCD directives, guidelines and forms as may be amended from time to time. The Contractor shall collect said data for the express purpose of reporting to DHCD, and the collection and reporting of said data shall comply with said regulations, directives, guidelines and forms.

## **V. PRIOR APPROVAL BY THE DEPARTMENT FOR CONTRACTUAL MANAGEMENT ASSISTANCE**

A copy of the proposed contract for management assistance must be submitted to the Department for approval prior to its execution for any program or activity contracted, in whole or in part, to an entity other than the unit of local government receiving funds (or any subordinate unit of that government). In addition to all required contractual obligations including federal requirements, such contract must include: a detailed scope of services; a listing of the actual accomplishments of the contract; and a timetable for all payments that will be made.

## **VI. OTHER PROGRAM REQUIREMENTS:**

### **A. Management**

Contractor will implement funded activities in accordance with the management plan contained in the approved Application unless modified by special condition. Contractor must hire, as employees, consultants or by administering agency contract, qualified personnel for each position included in the management plan and maintain the staffing levels, positions and functions specified in the plan throughout the period of performance of this Contract.

Any substantive change in the management plan requires prior written approval by the Department. "Substantive" shall mean a change in the number of grant management staff positions, full-time equivalency(ies), or personnel at the management, professional or technical levels of the organization. Contractor is obligated to notify the Department, in writing, of any such changes within ten (10) days of their occurrence and submit for approval an interim management plan, including a description of the process and expected timeframe for filling a vacancy.

The Department reserves the right to review personnel hiring decisions for CDBG-funded grant management positions such as community development director or administrator, program manager or housing rehabilitation specialist; and to review selection of contractors for contracted grant management services such as consultants or organizations procured through a competitive process.

Failure to provide resumes of final candidates with ranking and selection criteria of professional positions prior to formally offering the candidate, consultant or organization, a position or contract may result in suspension of the grant.

### **B. Budget Amendments**

Internal budget amendments that do not affect the total grant award shall be in accordance with the Massachusetts CDBG Program Operations Manual and the INTELLIGRANTS.

**C. Cost Allocation Plans**

A detailed cost allocation plan must be submitted to and approved by the Department prior to its execution whenever the Contractor contracts for the management of any portion of its grant to the following types of organizations: regional planning agencies; local housing authorities; local redevelopment authorities; community development corporations; non-profit housing agencies and other similar organizations.

**D. Pre-Contract Costs**

If the Contractor has been authorized by the Department grant award letter to undertake certain activities and incur certain costs prior to the execution of this Contract, the Contractor warrants that it has undertaken only those activities and incurred only those costs so authorized and agrees that all work performed prior to entering into this Contract shall be subject to all the terms and conditions of this Contract.

**E. Indirect Cost Rate**

The Contractor may apply an indirect cost rate consistent with that submitted in the approved Application. Any revisions to the rate must receive prior written approval from the Department. Approved revisions are incorporated herein and made a part of this Contract. Described rates must comply with 2 CFR part 200.

**F. Signage in Construction Projects**

The Contractor acknowledges that local awareness of grant programs is essential to the success of the program and that identification of specific projects is important in enhancing local awareness. In order to identify the project which is the subject of this Contract, the Contractor shall erect a temporary sign and, if applicable, permanent signs, which acknowledge the funding source as follows: The U.S. Department of Housing and Urban Development and the Department of Housing and Community Development, Massachusetts CDBG Program.

**G. Publications**

All publications resulting from the program funded by this contract shall acknowledge funding by the U.S. Department of Housing and Urban Development and the Department of Housing and Community Development, Massachusetts CDBG Program.

**H. Confidentiality**

The Contractor shall hold all personal data, wherever obtained, including, without limitation from an individual and the Department in accordance with Section 6 of the Commonwealth Terms and Conditions, the Standard Contract Form Instructions and Contractor Certifications, and all applicable Federal and State privacy and confidentiality laws and regulations, including without limitation, M.G.L.c.66A, "Massachusetts Fair Information Practices Act," M.G.L.c.93H, Security Breaches; M.G.L. c. 66 sec. 17A; 801 CMR 3.00: Privacy and Confidentiality; and 201 CMR 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth.

Pursuant to the requirements of the Standard Contract Form Instructions and Contractor Certifications and the Commonwealth Terms and Conditions, the Contractor certifies that the Contractor has reviewed and shall comply with all information security programs, plans, guidelines, standards and policies that apply to the work to be performed under this Contract, that the Contractor shall communicate these provisions to and enforce them against its subcontractors, and that the Contractor shall implement and maintain any other reasonable and appropriate security procedures and practices necessary to protect personal information to which the Contractor is given access as part of this Contract, from unauthorized access, destruction use, modification, disclosure, or loss.

The Contractor understands and agrees that only those employees who must access personal data for the performance of their job duties under CDBG are authorized to access such personal data. These authorized employees shall not use or disclose this data for purposes other than those required to fulfill their job duties under CDBG. Pursuant to the above, the Contractor acts as a holder of personal data and the Contractor certifies that it and its authorized employees shall comply with all Federal and State laws and regulations applicable to the data, including but not limited to M.G.L. c. 66A, M.G.L. c. 93H, and M.G.L. c. 66 sec. 17A. DHCD and the Contractor shall not use any of the foregoing data for any purpose described in Section 603(d)(1) of the federal Fair Credit Reporting Act (15 U.S.C. § 1681a(d)(1)) or in any manner that would cause DHCD or the Contractor to be considered a "consumer reporting agency" under Section 603(f) of the federal Fair Credit Reporting Act (15 U.S.C. § 1681a(f)).

**I. For Housing Activities:**

- 1. Affordable Housing Restriction** - All projects supporting the creation, preservation, and rehabilitation of rental and owner-occupied housing units must be affordable to Low- and Moderate-income persons for at least a fifteen (15) year period. Rehabilitation assistance for owner-occupied properties must be secured by a mortgage or lien on the subject property that restricts rent levels in Low- and Moderate-income units for a minimum term of fifteen (15) years from the date of rehabilitation completion or for as long as the loan is outstanding. Rehabilitation assistance for investor-owned properties must be secured by a mortgage or lien on the subject property and the affordability requirements must be secured by an **affordable housing restriction** provided and approved by DHCD on the subject property, which runs with the land and restricts rent levels in Low- and Moderate-income units for a minimum of fifteen (15) years from the date of rehabilitation completion. An "owner-occupied property" is defined as a property that contains no more than four (4) units, one of which is occupied by the owner. All other properties are considered "investor-owned properties."

Rentals of units in any assisted property shall further meet the requirements outlined in paragraph I. 2 below.

- 2. Rent Limits** – Owners of rental property to be rehabilitated with program assistance provided pursuant to this Contract shall be required to sign an agreement to maintain rents at affordable levels for a minimum of fifteen (15) years after the completion of the rehabilitation (unless, in the case of owner-occupied properties, the loan is paid in full by an owner-occupant prior to this time). Such affordable rent agreement shall apply to units occupied by low- and moderate-income persons as well as units that are vacant at the time of the owner's application to the program. At the time of application, the owner shall certify that no tenant has been or will be displaced or relocated without due cause for the purposes of evading the terms of such agreement. At a minimum, such agreement shall include the following provisions:

- I. The owners shall agree to enter into a lease agreement with tenants which will include (i) the term of the rental agreement; and (ii) the maximum allowable rent to be charged for the subject unit. The Contractor shall also ensure that all tenants in affected units receive the above information in writing.
- II. Rent shall be calculated taking into account the owner's share of the cost of the rehabilitation as well as the operating expenses, but shall not exceed the lesser of the Section 8 Existing Housing Program Fair Market Rents as established by HUD for the area pursuant to 24 CFR 888 or the High HOME Rents established by HUD pursuant to 24 CFR 92.252(a)(2). Thereafter, annual rent adjustments may not exceed the limits allowed by HUD in the annually published schedules of High HOME or Section 8 Existing Housing Program Fair Market Rents. In addition, the Contractor shall ensure that required displacement and relocation assistance is afforded to all eligible persons as required by the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC § 4601-4655) and the HUD regulations at 24 CFR 570.606.

- III. The owner shall agree to notify the appropriate housing agencies of the availability of any units covered by the terms of this agreement, and shall not refuse to rent to tenants holding Section 8 Existing Housing Certificates, Massachusetts Rental Voucher Program Vouchers, or any other recognized housing voucher certifications except for good cause. If the Contractor or the subject property is located within the Boston-Cambridge-Quincy PMSA, the owner shall also agree to list all of the Low- and Moderate-income units with the Boston Fair Housing Commission MetroList (Metropolitan Housing Opportunity Clearing Center).

The Contractor shall adhere to the Department-approved Recapture and Anti-Speculation Plan which includes a description of how it will ensure that the level of Low- and Moderate-income benefit and terms of affordability specified herein will be maintained. The description shall include the procedures by which the Contractor will monitor compliance with its rental agreement policy, including the designation of responsible staff person(s), method of monitoring compliance, and corrective actions to be taken by the Contractor in the event of non-compliance.

In addition, the Contractor will maintain records for each Low- and Moderate-income unit regarding the rent and tenant's household income at the time of application, at the time of completion of rehabilitation, at the termination of the rental agreement, and at the time a new lease is executed, for the duration of the affordability term. The Director of the Department, if requested to do so in writing by the Contractor, may waive any of the above provisions of this section not required by law if the Contractor has demonstrated to the satisfaction of the Director of the Department that compliance with this condition would adversely affect the implementation of the Contractor's approved program.

3. **Participant Approval** - The determination of an individual's eligibility for program participation shall not be subject to the approval of any local governing body unless required by law. In these instances, the appropriate citation shall be provided to the Department, accompanied by a plan to protect the privacy of individuals and guarantee objectivity in the process. Any such plan shall be subject to Department approval.

4. **Code Violations** - General property improvements shall not be permitted unless specifically needed to correct violations of Article II of the Massachusetts Sanitary Code.

5. **Single Case Waivers** - Contractor shall obtain prior DHCD authorization for projects the cost of which will exceed \$35,000 per unit, except in projects involving lead, barrier removal, septic, asbestos, historic preservation, for which the prior authorization of the Department will be required when projects exceed \$40,000 per unit in cost. Municipalities must request a Single Case Waiver from DHCD utilizing the appropriate Single Case Waiver form from the Mass. CDBG Implementation Manual. Prior to authorization, DHCD may also request additional documentation from Contractor to demonstrate need, reasonableness of costs, and compliance with applicable federal and state requirements.

## EXHIBIT A

### DISCLOSURE FORM (To Be Completed and Signed by the Contractor)

The Contractor is required to complete and sign a *Certification Regarding Disclosure Requirements for Activities Receiving \$200,000 or More*. Following are guidelines for completing the form. For further clarification, consult HUD regulations at 24 CFR Part 4.

1. The attached Disclosure Form serves as the first of a series of reports. Updates showing any change to the original Disclosure Form shall be submitted quarterly, together with the Quarterly Reports. **If the parties are not known at this time, please type in “Parties with a financial interest not known at this time. The Contractor shall update and forward when appropriate.” If it is clearly not applicable, type in “Not Applicable.”**
2. This Disclosure Form identifies:
  - the assistance expected from other government sources in connection with the project or activity;
  - financial interest of persons in the project;
  - sources of funds to be made available for the projects; and
  - uses of the funds.
3. For purposes of this Disclosure Form, a **project** is an activity which was applied for and received \$200,000 or more. For example, under a housing rehabilitation program, individual housing rehabilitation cases are considered **projects**; under a Public Facilities Program is a program, a water system rehabilitation project is considered a **project**; under a Public Social Services program, a provider or a group of activities is considered a **project**; under the Community Economic Development Program, while a Small Business Revolving Loan Program is considered a sub-program, individual cases are considered **projects**.
4. The \$200,000 threshold refers to a single project receiving CDBG funding equal to \$200,000 or more, or receiving less than \$200,000 in CDBG funds but anticipated to receive a total of \$200,000 in combined CDBG funds and other government (federal, state, or local) funds.

Large infrastructure projects are anticipated to be covered. Individual housing rehabilitation contracts, unless anticipated to be \$200,000 or more in combined government costs, are usually not covered. Small Business Loan Program pool funds, unless an individual loan is anticipated to be at \$200,000 or more in combined costs, are usually not covered.
5. Financial interest in a project includes, but is not limited to, equity, shares in profit on resale, any distribution of surplus cash or assets, or compensation for goods and services. The parties who must disclose their financial interest in a project include:
  - all developers, contractors, consultants involved in the application for the financial assistance, or in the planning, development, or implementation of the project;
  - all others with financial interest that exceeds \$50,000 or 10% of the assistance (whichever is lower).

Such a party may be an organization (e.g., a non-profit or a for-profit consulting group), or an individual. For organizations, please note that the name of each officer, director, and principal stockholder of the entity must be included in the Disclosure Form.

\$ of Project/Activity	\$ Paid to Party	Disclosure Form Applies?
Total grant is >\$200,000 - funded for a \$200,000 project	Does not matter	Yes
Total grant is >\$200,000 - no \$200,000 project cost	=, > \$50,000 < \$50,000	Yes No
Total grant is \$200,000, no line item is \$200,000	=,> \$50,000 (total, not just CDBG)	Yes
Total grant is \$200,000, no line item is \$200,000	=,> \$20,000, < \$50,000, (total, not just CDBG)	No
Total grant is >\$200,000, no line item is \$200,000	=, >, \$20,000, < \$50,000	No
Total grant is >\$200,000, no line item is \$200,000	=, > \$50,000 (total, not just CDBG)	Yes

Examples:

If an application was prepared by a consultant and contains a line item for \$200,000 or more, then the consultant is considered to be a party with financial interest in the project. (e.g.; if an application was submitted for \$800,000 and \$500,000 was awarded, and there is a line item that will result in a contract for \$200,000, the consultant who prepared the application will be considered a party with financial interest in the project).

If there is no single line item which costs at least \$200,000, but the total compensation provided to a consultant is \$50,000, the consultant will be considered a party with financial interest in the project.

If a consultant will be hired to implement a \$200,000 or larger grant program, the consultant will file this Disclosure Form.

If the entire grant is less than \$200,000 but the compensation is \$50,000 or more the consultant will file this Disclosure Form.

*If the entire grant is less than \$200,000, and the compensation to the consultant is less than \$50,000, then the Chief Elected Official needs to certify that the Disclosure Form does not apply by indicating "Not Applicable" on the form.*

6. Because a project's contract cost may not be known at this time, updates need to be provided to the Department. For ease in reporting, these updates need to be provided on a quarterly basis, at the same time that the Quarterly Activity Reports are filed. A form shall be forwarded to all Contractors before the end of the first quarter. This form shall be completed and signed by the Chief Elected Official and submitted with the Quarterly Report.

**For any further questions, please contact your program representative at (617) 573-1400.**

**EXHIBIT A: DISCLOSURE REPORT  
FINANCIAL INTEREST IN PROJECT**

**APPLICANT** Town of Leicester

**DATE** 1/29/21

Any applicant (city or town government, or subgrantee) to this program which will receive or expects to receive in excess of \$200,000 from funds made available by the federal Department of Housing and Urban Development (HUD), to assist a project or which is expecting to receive less than \$200,000 from HUD but is seeking or receiving other government (federal, state or local) funds to assist a project, must submit this form, and submit updates as financial interests change.

Information on this form is designed to show the level of financial interest in a project (including, but not limited to, equity, shares in profit on resale or any distribution of surplus cash or assets, or compensation for goods or services) of parties in the following categories:

- 1) All developers, contractors, or consultants involved in the application for financial assistance, or in the planning, development, or implementation of the project or activity; and
- 2) All other parties with a financial interest that exceeds \$50,000 or 10% of the assistance (whichever is lower)

A. Alphabetical list of all persons with a reportable financial interest in the project or activity	B. Social Security Number or Employee ID Number	C. Type of Participation in Project/Activity	D. Financial Interest in Project/Activity
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Central Mass. Regional Planning Commission 1 Mercantile St., Suite 520 Worcester, MA 01608	04-2318872	Grant admin, program delivery	\$82,500
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- A. Give the last name first (if entity, name of each officer, director, and principal stockholder) and include full address.
- B. Provide for each.
- C. This means the persons' specific role in the project (e.g. contractor, consultant, investor, etc.).
- D. Provide for each.

**Certification**

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of the Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosure of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

**Signature** \_\_\_\_\_

**Date** 1/29/21

**FOR MUNICIPALITIES, THE COMMUNITY'S CHIEF ELECTED OFFICIAL, AND, FOR NON-MUNICIPALITY ENTITIES,  
THE CHIEF EXECUTIVE OFFICER, EXECUTIVE DIRECTOR, OR MANAGER, MUST SIGN THIS FORM.**

# **MASSACHUSETTS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

## **Community Development Fund 2020**

### **Town of Leicester**

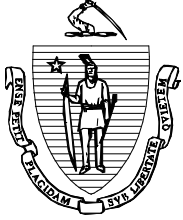
#### **Attachment A III. H. 8. – Additional Special Conditions**

1. Contractor will submit for the Department's approval a Program Income Plan.
2. Contractor will submit to the Department a detailed Organizational Chart of the Municipal structure including descriptions of positions/roles and identification of staff.
3. Contractor will submit for the Department's approval a revised Program Contingency Plan that removes the use of "sweat equity" in the housing rehabilitation program.
4. For the Russell Memorial Park design project, Contractor will provide for the Department's approval a revised project description, revised budget and revised national objective compliance documentation that eliminates any elements of the project that are specific to disabled youth, who are not presumed to be low and moderate income.
5. Contractor shall certify to the Department that its Program Director and Housing Rehabilitation Specialist will consult regularly with local Weatherization Assistance Program(s) (WAP) regarding opportunities for cross-referral, cost-sharing and joint scheduling of projects. The goal is to accomplish energy efficiency and program/property owner cost savings through communication and coordination of rehabilitation and weatherization services.

**Original Budget Summary**

PROGRAM/PROJECT/ACTIVITY		CDBG FUNDS (\$)	OTHER FUNDS
<b>1</b>	<b>PROPERTY ACQUISITION</b>	\$0	\$0
<b>2</b>	<b>CLEARANCE/DEMOLITION</b>	\$0	\$0
<b>3</b>	<b>RELOCATION (Permanent)</b>	\$0	\$0
<b>4</b>	<b>HOUSING REHABILITATION</b>	\$189,000	
A	Program Delivery	\$38,500	\$0
B	Unit Development/Creation	\$0	\$0
C	Rehabilitation Loans/Grants	\$189,000	\$4,000
D	Other	\$0	\$0
<b>5</b>	<b>COMMUNITY ECONOMIC DEVELOPMENT</b>	\$0	
A	Program Delivery	\$0	\$0
B	Acquisition	\$0	\$0
C	Commercial Improvements (Signs/Facades)	\$0	\$0
D	Assist to For-profits (formally Sm. Business Assist.)	\$0	\$0
E	Infrastructure or Streetscape Improvements	\$0	\$0
F	Planning	\$0	\$0
M	Other	\$0	\$0
N	Mirco enterprise Assistance	\$0	\$0
<b>6</b>	<b>PUBLIC FACILITIES/INFRASTRUCTURE</b>	\$63,700	
A	Program Delivery	\$6,000	\$0
B	Streets and Sidewalks	\$0	\$0
C	Parks and Recreation	\$0	\$0
D	Neighborhood Facilities	\$0	\$0
E	Parking	\$0	\$0
F	Water	\$0	\$0
G	Sewer	\$0	\$0
H	Drainage	\$0	\$0
I	Architectural Barriers	\$0	\$0
J	Other	\$0	\$0
K	Design only (architectural and engineering)	\$63,700	\$0
<b>7</b>	<b>PLANNING</b>	\$0	
<b>8</b>	<b>PUBLIC SOCIAL SERVICES</b>	\$0	
A	Program Delivery	\$0	\$0
B	Program Costs	\$0	\$0
<b>9</b>	<b>GENERAL ADMINISTRATION</b>	\$38,000	\$0
	<b>TOTAL PROGRAM COSTS</b>	\$335,200	\$4,000

Award Amount: \$0



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Undersecretary

Ms. Diana Provencher  
Chairman, Board of Selectman  
Town of Leicester  
3 Washburn Square  
Leicester, MA 01524

Dear Chairman Provencher:

On behalf of Governor Charles D. Baker and Lt. Governor Karyn E. Polito, I am pleased to award the Town of Leicester an FY 2020 Community Development Fund grant in the amount of up to \$335,200 from the Massachusetts Community Development Block Grant (CDBG) Program. Congratulations on being one of the successful applicants.

This award is contingent upon the execution of a CDBG grant contract between the Department of Housing and Community Development (DHCD) and the U.S. Department of Housing and Urban Development, as well as on the Town of Leicester's execution of a grant contract with DHCD and the satisfaction of its special conditions and requirements. We will send your grant contract to the contact person identified in your application. The Town of Leicester may incur pre-agreement costs for administrative and other start-up costs not subject to 24CFR Part 58, Environmental Review, as of January 1, 2021.

All grantees will be provided guidance regarding grant administration and contract requirements. This will help ensure that all grantees understand their contractual and regulatory obligations before proceeding with activities for which DHCD has authorized grant funding. If you have any questions concerning this award, please contact Mark Southard, Community Development Manager, Division of Community Services, at (617) 573-1436.

Congratulations once again. I look forward to working with you to address the Town of Leicester's community development needs.

Sincerely,

*Jennifer Maddox*

Jennifer Maddox  
Undersecretary, DHCD

cc: Please see attached list for those receiving copies of this letter

COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May  
2004



CONTRACTOR LEGAL NAME :  
CONTRACTOR VENDOR/CUSTOMER CODE:

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures.  
It is recommended that Departments obtain authentication of signature for the signatory  
who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type):

Title:

X

Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, \_\_\_\_\_ (NOTARY) as a notary public certify that I witnessed  
the signature of the aforementioned signatory above and I verified the individual's identity on this date:

\_\_\_\_\_, 20 \_\_\_\_.

My commission expires on:

AFFIX NOTARY SEAL

I, \_\_\_\_\_ (CORPORATE CLERK) certify that I witnessed the  
signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's  
authority as an authorized signatory for the Contractor on this date:

\_\_\_\_\_, 20 \_\_\_\_.

AFFIX CORPORATE SEAL

**COMMONWEALTH OF MASSACHUSETTS  
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May  
2004



**CONTRACTOR LEGAL NAME :**  
**CONTRACTOR VENDOR/CUSTOMER CODE:**

**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

<b>AUTHORIZED SIGNATORY NAME</b>	<b>TITLE</b>

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

\_\_\_\_\_  
Signature

Date:

Title:

Telephone:

Fax:

Email:

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

## Settlement & Release Statement of Expenses

Agency/ City/ Town Name: Town of Leicester

Insert Start Date Here: 1/1/2021

Insert latest signature Date here:

List expenses with amounts and total: \$0

### **New Proposed Language**

AN ACT RELATIVE TO PROPERTY TAXATION IN THE TOWN OF LEICESTER REGARDING THE DOMICILE OF THE SURVIVING SPOUSE OF RUTLAND POLICE DETECTIVE JOHN. D. SONGY

SECTION 1. Notwithstanding any general or special law to the contrary, commencing with the fiscal year beginning July 1, 2020, the assessors of the town of Leicester may exempt from taxation under chapter 59 of the General Laws the real estate owned by and occupied as the domicile of the surviving spouse, until remarried, of John. D. Songy, a former detective for the Rutland police department and resident of the town of Leicester, who died on May 29, 2020 after contracting COVID-19 in the line of duty.

SECTION 2. This act shall take effect upon its passage.

### **Original Town Meeting Article**

#### **ARTICLE 15 SPECIAL ACT – REQUEST FOR AUTHORITY OF THE TOWN TO GRANT A FULL ANNUAL PROPERTY TAX EXEMPTION PURSUANT TO MGL CHAPTER 59, SECTION 5, CLAUSE 42 TO THE SURVIVING SPOUSE OF RUTLAND POLICE DETECTIVE AND TOWN RESIDENT JOHN D. SONGY.**

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 to give the Town of Leicester authority to grant full annual property tax exemptions to the surviving spouse of Rutland Police Detective and Leicester resident John D. Songy pursuant to MGL Chapter 59, Section 5, Clause 42.*

Section 1. Whereas Rutland Police Detective John D. Songy of Leicester, died after contracting COVID-19 on May 29, 2020.

Section 2. Whereas, MGL 59, Section 5, Clause 42 allows for the full exemption from property taxes for surviving spouses of police officers killed in the line of duty.

Section 3. Whereas, the U.S. Department of Justice determined that Detective Songy perished in the line of duty though contraction of COVID-19 at the workplace.

Section 4. Whereas, the definition of “Killed in the line of duty” according to the Massachusetts Division of Local Services is: “Death as a result of some violent act, or occurrence of violent external physical force to the body, while in the line of duty.”

Section 5. Whereas, the Town has been prohibited by the Division of Local Services from granting a property tax exemption pursuant to MGL 59, Section 5, Clause 42 to Detective Songy’s surviving spouse because death from the coronavirus does not meet the Division of Local Service’s definition.

Section 6. Whereas, the Town, through this petition, respectfully requests the authority to grant such exemption, pursuant to and under the terms of MGL 59, Section 5, Clause 42, retroactive to fiscal year 2020, and forward; or take any other action in relation thereon.



**Town of Leicester**  
**OFFICE OF THE SELECT BOARD**  
Town Hall, 3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7077 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

February 8, 2021

Peter Milano  
Senior Director, Business Development  
Massachusetts Office of Business Development  
136 Blackstone Street, 5th floor  
Boston, MA 02109

Dear Mr. Milano:

**On behalf of the Town of Leicester, I am pleased to express my support for the Worcester Regional Chamber of Commerce grant application for the Regional Pilot Project Grant Program for the propose of building a cohesive network of startup resources for entrepreneurs in our region.**

The Worcester Regional Chamber of Commerce is partnering with the Venture Forum, Worclab, IdeaLab, and others to create a new network and joint marketing initiative for the more than 10 startup assets locally. Leicester is proud to be home to two of these great resources for our entrepreneurial community—the Worcshop and Becker College, which has an entrepreneurship program and is the home of MassDiGI game design incubator. Not only do we want to support our entrepreneurship resources but we want to foster new business and encourage companies to start their business here.

Uniting the many incubators and accelerators in the Worcester area under a single framework, while retaining the autonomy of these organizations, is crucial to helping new business owners navigate the network of coworking facilities, makerspaces, industrial accelerators, business assistance organizations, and incubators. As we continue to deal with the effects of the COVID-19 pandemic, we understand supporting small businesses will be an important path to recovery, creating jobs and contributing to the tax base of our towns.

The Leicester Select Board is happy to extend our support for this application. Please do not hesitate to contact me if I can be of any assistance during this process.

Sincerely,

Dianna Provencher  
Select Board Chair

**SELECT BOARD MEETING MINUTES  
JANUARY 25, 2021 AT 6:00PM  
VIRTUAL MEETING**

**CALL TO ORDER/OPENING**

Chairwoman Provencher called the meeting to order at 6:02pm. Chair Dianna Provencher, Vice-Chair Harry Brooks, Second Vice-Chair John Shocik, Selectman Rick Antanavica, Town Administrator David Genereux, and Assistant Town Administrator Kristen Forsberg were in attendance. Selectman Herb Duggan, Jr.

**1. SCHEDULED ITEMS**

**a. 6:00pm - Liquor License Transfer of Ownership – Jan’s Package Store All Alcohol License**

A motion was made by Mr. Brooks and seconded by Mr. Shocik to open the public hearing. Roll Call: 4:0:0

Matthew Porter, attorney for Jesang Corporation, introduced the applicant and summarized the proposed transaction. A motion was made by Mr. Brooks and seconded by Mr. Shocik to close the public hearing at 6:12pm. Roll Call: 4:0:0

A motion was made by Mr. Brooks and seconded by Mr. Shocik to allow the transfer of the liquor license from Jan’s Package Store to Jesang Corporation. Roll Call: 4:0:0

A motion was made by Mr. Brooks and seconded by Mr. Shocik to pledge the liquor license. Roll Call: 4:0:0

**b. 6:05pm – Common Victualler License Transfer – Good Guys Pizza**

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to approve the common victualler license transfer. Roll Call: 4:0:0

**c. 6:10pm – Memorial School Discussion**

Mr. Antanavica stated that he would like to see the School Committee make a final decision on whether to examine Memorial School as a site for a new middle school. Mr. Shocik stated that the Town’s residents had expressed that Memorial should be used as a new school site at the Special School Town Meeting in September 2020. Town administrator David Genereux and Superintendent Marilyn Tencza discussed the process of going through the MSBA for a new school. School Committee Chair Nathan Hagglund stated that the School Committee should not be the ultimate authority on selling or developing the Memorial School site and that the Town should consider the future value the land has for the Town.

**2. PUBLIC COMMENT PERIOD**

No members of the public provided public comment.

**3. REPORTS & ANNOUNCEMENTS**

**a. Student Liaison Reports**

Student Liaisons Erin Arsenault and Jacob Stolberg provided an update on upcoming events with the schools and the new semester.

**b. Town Administrator Report**

David Genereux read highlights from the Town Administrator's report including discussions to host a local COVID-19 vaccination site, recent revenue projections that will affect the FY22 budget, and the proposed energy aggregation program.

**c. Health Agent COVID-19 Update**

Health Agent Francis Dagle discussed the recent case numbers for COVID-19, the vaccination efforts through Harrington Hospital, and the preparations needed to set up a local COVID-19 vaccination site.

**d. Select Board Reports**

Select Board members discussed ice concerns on local roads, potential discussions with Becker College, the ongoing Town census, and the opening of the Mexican restaurant Mi Cocina.

**4. RESIGNATIONS & APPOINTMENTS**

**a. Resignation – Amy Moulton – Treasurer/Collector Department Assistant**

A motion was made by Mr. Shocik and seconded by Mr. Antanavica to accept Amy Moulton's resignation and send a letter of thanks. Roll Call: 4:0:0

**b. Appointment – Alissa Ayres - Treasurer/Collector Department Assistant**

A motion was made by Mr. Brooks and seconded by Mr. Shocik to accept Alissa Ayres' appointment as Department Assistant in the Treasurer/Collector's office. Roll Call: 4:0:0

**c. Appointment – Ferol Smith – Bylaw Committee**

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to accept Ferol Smith's appointment to the Bylaw Committee. Roll Call: 4:0:0

**d. Appointment – Heidi Cooper – Agricultural Commission Alternate**

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to accept Heidi Cooper's appointment as an alternate on the Agricultural Commission. Roll Call: 4:0:0

**5. OTHER BUSINESS**

**a. Discussion/Vote Reserve Fund Transfer - \$12,000 – High School Fire Panel**

David Genereux explained the need for a fire panel based on the fire chief and school facilities manager's inspections. Additionally, Mr. Genereux noted that the vendor would be able to install a replacement immediately after the approval of the reserve fund transfer. A motion was made by Mr. Brooks and seconded by Mr. Antanavica to transfer \$12,000 from the reserve fund to cover the replacement of the fire pump panel and allow the Select Board Chair to sign all pertinent documents. Roll Call: 4:0:0

**b. Discussion/Vote 03/18/21 as the close date of the Spring Annual Town Meeting warrant**

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to set March 18<sup>th</sup> 2021 as the close date for the Spring Town Meeting Warrant. Roll Call: 4:0:0

**c. Letter of support – State funding for extrications tool**

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to have the Select Board Chair sign a letter of support for state funding for extrication tools. Roll Call: 4:0:0

**d. Discussion/Vote - Hillcrest Replacement Building Design**

David Genereux summarized the proposal from Dixon Salo Architects for a design of a replacement building at Hillcrest Country Club and the estimated cost for the design work. Mr. Antanavica stated he was supportive of this approach given the numerous deficiencies with the current building and the Town control of the project. Sandy Wilson questioned if the Town would need to submit a request for architectural services for this contract. David Genereux stated that it would not be necessary as architectural services fall under the 30b exemption for professional services procurement. A motion was made by Mr. Antanavica and seconded by Mr. Brooks to

state the Select Board's interest in moving forward with a replacement building design. Roll Call: 4:0:0

**e. 1 Paxton Street Donation - \$1,302.44 – Leicester Historical Society**

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to accept the donation from the Leicester Historical Society. Sandy Wilson questioned if the expense for boiler repair would be submitted for reimbursement as a warrant article. David Genereux stated that a warrant article for Spring Town meeting would be prepared after a request for reimbursement was received from the Leicester Historical Commission. Roll Call: 4:0:0

**f. Senior Center Donations**

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to accept the donations to the Senior Center. Roll Call 4:0:0

**g. EMS Donation**

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to accept the EMS donation. Roll Call: 4:0:0

**h. Fire Donation**

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to accept the donation to the fire department. Roll Call: 4:0:0

**i. Dissolve Bandstand Committee**

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to dissolve the Bandstand Committee and send letters of thanks to each member. Roll Call: 4:0:0

**j. Special Municipal Employee Disclosure of Financial Interest in a Municipal Contract – Diane Moffat**

Town Administrator David Genereux explained the request due to Ms. Moffat's position as a Board of Health Member as well as a school nurse. A motion was made by Mr. Antanavica and seconded by Mr. Shocik to have the Select Board Chair sign the disclosure of financial interest. Roll Call: 4:0:0

**k. Discussion/Vote – MassTrails Grant Application – Burncoat Park**

Dawn Martilla of the Burncoat Park Sports Planning Committee summarized the grant application which would renovate trails, create a viewing platform, and improve ADA access to Burncoat Park. A motion was made by Mr. Brooks and seconded by Mr. Shocik to have the Chair of the Select Board sign a letter of support for the MassTrails Grant. Roll Call: 4:0:0

**l. Discussion/Vote – CMRPC DLTA Assistance Grant**

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to sign a letter of support for the Town's application for the DLTA grant. Roll Call: 4:0:0

**m. 21 Common Victualler License Renewal - Families Together – 1601 Main Street**

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to renew the Common Victualler license at Families Together. Roll Call: 4:0:0

**6. MINUTES**

**a. January 4, 2021**

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to approve the January 4, 2021 minutes with a spelling correction and additional language about a letter of thanks to the Camosse family. Roll Call: 4:0:0

**b. January 11, 2021**

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to approve the January 11, 2021 minutes as written. Roll Call: 4:0:0

A motion to adjourn was made by Mr. Brooks and seconded by Mr. Antanavica at 8:23pm. Roll Call: 4:0:0