



Town of Leicester
Town Administrator's Budget
FY2024 - Version 3

I. Budget Overview

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

II. Revenue

1. Revenue Summary
2. Property Tax
3. State Aid
4. State Aid Assessments
5. Local Receipts
6. Free Cash History
7. Budgeted Free Cash/Available Funds

III. Departmental Budgets

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

IV. Capital Improvement Plan

1. Projects by Funding Source
2. Projects by Department

SECTION I

Budget Overview



Budget Message

FY2024 Budget

This is the third version of the FY 2024 budget. The first draft, released on February 15, was presented without state aid estimates, as the new Governor had until March 1 to get out the local aid figures. On February 23, local aid figures were released, and the news was good. The Town is netting an overall increase in state aid of \$774,288. This unprecedented increase was targeted mainly to the Schools through an increase in Chapter 70 aid. State aid figures are subject to change as the state budget evolves, but historically there has been not movement to the Governor's numbers.

Anticipated new FY 2024 revenue is forecast at \$2,429,296. Total general fund expenses are forecast at \$2,440,188, a difference of \$10,893, which is the FY 2023 excess levy capacity. The methodology that has been used over the past five years is to calculate new revenue, budget for common expenses, and allocate the remaining funds between municipal and school budgets equally on a percentage basis. This methodology was used in the first version of the budget that was posted earlier this month. However, the increase in state aid, targeted toward education, indicates a different approach is needed.

Budget changes

Shared expenses, shown in the budget under Intergovernmental, are slated to increase by \$1,146,622.

- Debt increases by \$472,681 or 27% due in part to debt coming on for the campus purchase.
- Retirement increases by \$106,012 or 6.17% percent
- Property/Comp insurance is expected to increase by \$92,802
- Employee benefits (Health Insurance) increases by \$247,583 or 7.94%
- Shared maintenance costs increase by \$227,545, or 54.89% (\$123,682 was not an increase, but a transfer from the School budget, for the remaining funds owed through the shared maintenance agreement).

The vocational school budget is also being increased by \$77,000. We anticipate a rise in students seeking vocational training, but do not get actual budget figures until late spring.

The municipal budget is slated to increase by \$188,499 or 2.90%. It is sufficient to keep the budget balanced, with 2% COLAS being paid. It is not optimal, but the municipal budget is currently balanced. Notable increases in the municipal budget are \$16,849 in Town Counsel (Increased legal expenses), \$38,012 to the Select Board/TA budget (first full year for the grant writer position), \$42,115 to the Treasurer/Collector (To eliminate a structural deficit, and give step increases).

The school budget is slated to increase by \$672,954 or 3.85%. The shared maintenance budget is owed \$123,682 for the portion of the transfer for property maintenance that was not done in October. Had that reduction not been made, the school budget would have risen by \$796,636 or by 4.55%. The school budget has a projected rounded shortfall of \$2,650,000 as of this writing.

Budget Message

Free Cash

Free Cash has been used to fund the Capital Plan, purchase police cruisers, cover snow/ice deficits, and departmental shortfalls, among other things. Since 2021, the Town has spent \$1,150,000 in Free Cash supporting the former Becker campus (19 buildings on 44 acres). Another \$450,000 will be requested at the May 2023 Town Meeting. Costs to maintain the campus include insurance, utility costs, repairs, snow removal and landscaping.

The anticipated Free Cash balance, once the Chapter 90 reimbursement is received, is \$1,029,145. Factoring in another transfer of \$450,000 for the campus, the \$650,000 owed to the HCA stabilization fund, and landfill and stormwater program fees, would all but eliminate remaining free cash. FY2023 free cash will be significantly lower, as drawing down this year's allotment completely will result in reductions in the following year. If we do not find a method to fund a minimum of \$850,000 per year in campus costs from a source other than Free Cash, the Town will not have enough revenue to meet its obligations.

Budget Recommendation

The budget, as contained in this work book is currently balanced, with all positions funded. However, the School Department anticipates a need of \$2,650,000 to maintain pupil services, and \$850,000 is needed to support costs of the campus, meaning the Town needs \$3,500,000 in revenue or other adjustments outside of free cash transfers to fully balance the budget. This need will be the focus of the FY 2024 budget process.

Budget Versions:

This is the third version of the FY 2024 Budget. Changes are listed as follows:

Version 1 - Issued on 2-15-23 in advance of the Governor's budget with standard state aid increases predicted.

Version 2 - Issued on 2-28-23 once the Governor's budget was released. Majority of large funding increase given to the school budget to reduce their FY2024 budget deficit.

Version 3 - Issued on 3-20-23. Has increases to the Town Clerk's salary, and has 3 warrant articles pulled into the general fund budget and funded with Free Cash:

Article 11 - Stormwater Management: \$30,700

Article 12 - Groundwater studies at the landfill: \$25,400

Article 13 - Town-owned Dams: \$7,500

Total: \$63,600

Personnel Summary

	FY2021	FY 2022	FY 2023	FY 2024	Town Administrator
	Budget	Budget	Budget	Request	Budget

Public Works

DPW	11.00	14.00	14.00	14.00	14.00
DPW Employees	11.00	14.00	14.00	14.00	14.00

Public Safety

Police	23.00	23.00	23.00	26.00	24.00
Fire	67.00	66.00	66.00	66.00	66.00
Animal Control	1.00	1.00	1.00	1.00	1.00
Public Safety Employees	91.00	90.00	90.00	93.00	91.00

Land Use and Community Development

Development and Inspectional Services	12.00	12.00	13.00	13.00	12.00
Code Department	1.00	1.00	1.00	2.00	2.00
Land Use Employees	13.00	13.00	14.00	15.00	14.00

	FY2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Request	Town Administrator Budget
Library					
Library	6.00	6.00	6.00	6.00	6.00
Total Library Employees	6.00	6.00	6.00	6.00	6.00
Human Services					
Council on Aging	5.00	5.00	5.00	5.00	5.00
Veterans' Services	1.00	1.00	1.00	1.00	1.00
Veterans' Graves	1.00	1.00	1.00	1.00	1.00
Total Human Services Employees	7.00	7.00	7.00	7.00	7.00
Parks and Recreation					
Parks and Recreation	0.00	0.00	0.00	0.00	0.00
Total Parks and Recreation FTE	0.00	0.00	0.00	0.00	0.00
Education					
Education	239.60	229.09	229.00	TBD	TBD
Total Education Employees	239.60	229.09	229.00	0.00	0.00
General Government					
Town Administrator/Select Board	8.00	9.00	9.00	0.00	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
Total General Government Employees	54.00	55.00	55.00	46.00	54.00
Total Employees	421.60	414.09	415.00	TBD	TBD

Overview of Revenues and Expenditures - FY 2024 Town Budget

General Fund

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Initial Budget	Updated FY2024 Town Admin. Budget	Dollar Change	Percent Change
Revenues							
Property Tax Levy	\$ 17,027,913	\$ 17,556,084	\$ 18,367,501	\$ 19,470,965	\$ 19,495,407	\$ 1,127,906	6.14%
State Aid	12,212,604	12,239,775	12,620,767	12,700,951	13,680,658	1,059,891	8.40%
Local Receipts	2,501,000	2,501,000	2,545,633	2,553,133	2,572,596	26,963	1.06%
Free Cash	205,308	346,780	319,968	243,814	307,414	(12,554)	-3.92%
Available Funds	381,183	550,000	928,848	1,155,939	1,155,938	227,090	24.45%
General Fund Revenues Total	\$ 32,328,008	\$ 33,193,639	\$ 34,782,717	\$ 36,124,802	\$ 37,212,013	\$ 2,429,296	6.98%
Expenditures							
Municipal Departments	\$ 6,213,118	\$ 6,482,728	\$ 6,385,809	\$ 6,400,521	\$ 6,570,808	\$ 184,999	2.90%
Education	17,186,399	16,890,587	17,497,412	17,457,807	18,170,366	672,954	3.85%
Inter-governmental	6,228,055	6,157,845	7,641,021	8,788,695	8,787,643	1,146,622	15.01%
Subtotal	29,627,572	29,531,160	31,524,242	32,647,024	33,528,817	2,004,575	6.36%
Vocational School Tuition	1,078,000	1,219,780	1,023,000	1,100,000	1,100,000	77,000	7.53%
Town Meeting articles	475,158	1,351,500	973,255	1,120,938	1,120,938	147,683	15.17%
State Assessments & Offset Receipts	1,138,161	1,083,916	1,251,328	1,256,840	1,462,258	210,930	16.86%
General Fund Expenditures Total	\$ 32,318,891	\$ 33,186,356	\$ 34,771,825	\$ 36,124,802	\$ 37,212,013	\$ 2,440,188	7.02%
General Fund Surplus/(Deficit)	\$ 9,117	\$ 7,282	\$ 10,892	\$ 0	\$ 0		
Distribution Proof							
Municipal Gross Budget Increase						\$ 184,999	2.90%
Ded: EMS Budget increase funded by user fees						\$ -	
Total						\$ 184,999	2.90%
School Budget Increase						672,954	3.85%
Add: Remainder of School maintenance fund transfer to Intergovernmental funds						123,682	
Total						\$ 796,636	4.55%
Municipal percentage of municipal/school portions of the FY 2024 budget						\$ 6,570,808	26.56%
School percentage of municipal/school portions of the FY 2024 budget						18,170,366	73.44%
Total						24,741,174	100.00%

Appropriation Summary

General Government		FY 2021 Budget	FY 2021 Expended	FY 2022 Budget	FY 2022 Expended	FY 2023 Budget	FY 2024 Request	Updated FY 2024 TA Budget	Dollar Change	Percent Change
111 - Legal										
Expenses	\$	323,500	\$ 305,384	\$ 100,798	\$ 100,798	\$ 82,151	\$ 79,251	\$ 99,000	16,849	20.51%
Total	\$	323,500	\$ 305,384	\$ 100,798	\$ 100,798	\$ 82,151	\$ 79,251	\$ 99,000	16,849	20.51%
114 - Moderator										
Personnel	\$	81	\$ 81	\$ 81	\$ 81	\$ 81	\$ 85	\$ 85	4	4.94%
Expenses	\$	70	\$ -	\$ 70	\$ -	\$ 70	\$ 70	\$ 115	45	64.29%
Total	\$	151	\$ 81	\$ 151	\$ 81	\$ 151	\$ 155	\$ 200	49	32.45%
122 - Select Board										
Personnel	\$	256,122	\$ 241,387	\$ 265,238	\$ 271,391	\$ 331,860	\$ 368,143	\$ 368,143	36,283	10.93%
Expenses	\$	89,491	\$ 54,138	\$ 41,193	\$ 33,389	\$ 41,193	\$ 42,923	\$ 42,922	1,729	4.20%
Total	\$	345,613	\$ 295,526	\$ 306,431	\$ 304,780	\$ 373,053	\$ 411,066	\$ 411,065	38,012	10.19%
130 - Reserve Fund										
Expenses	\$	35,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	-	0.00%
Total	\$	35,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	-	0.00%
131 - Advisory Board										
Expenses	\$	1,325	\$ 210	\$ 1,325	\$ 210	\$ 1,325	\$ 1,325	\$ 1,325	-	0.00%
Total	\$	1,325	\$ 210	\$ 1,325	\$ 210	\$ 1,325	\$ 1,325	\$ 1,325	-	0.00%
135 - Town Accountant										
Personnel	\$	115,044	\$ 114,997	\$ 121,074	\$ 121,079	\$ 132,171	\$ 134,800	\$ 134,800	2,629	1.99%
Expenses	\$	28,575	\$ 26,040	\$ 28,575	\$ 27,171	\$ 28,575	\$ 28,575	\$ 28,575	-	0.00%
Total	\$	143,619	\$ 141,037	\$ 149,649	\$ 148,250	\$ 160,746	\$ 163,375	\$ 163,375	2,629	1.64%
141 - Assessors										
Assessors Personnel	\$	132,671	\$ 133,175	\$ 126,073	\$ 116,268	\$ 123,517	\$ 122,534	\$ 122,534	(983)	-0.80%
Assessors Expenses	\$	7,240	\$ 749	\$ 8,540	\$ 6,608	\$ 8,940	\$ 8,940	\$ 13,590	4,650	52.01%
Total	\$	139,911	\$ 133,924	\$ 134,613	\$ 122,876	\$ 132,457	\$ 131,474	\$ 136,124	3,667	2.77%
145 - Treasurer/Collector										
Personnel	\$	146,288	\$ 142,642	\$ 162,747	\$ 140,856	\$ 151,621	\$ 153,045	\$ 167,874	16,253	10.72%
Expenses	\$	20,123	\$ 20,123	\$ 20,123	\$ 35,446	\$ 22,123	\$ 22,123	\$ 47,985	25,862	116.90%
Total	\$	166,411	\$ 162,765	\$ 182,870	\$ 176,302	\$ 173,744	\$ 175,168	\$ 215,859	42,115	24.24%
147 - Tax Title										
Expenses	\$	-	\$ -	\$ 16,000	\$ 4,611	\$ -	\$ -	\$ -	-	0.00%
Total	\$	-	\$ -	\$ 16,000	\$ 4,611	\$ -	\$ -	\$ -	-	0.00%
152 - Personnel Board										
Expenses	\$	250	\$ 250	\$ 275	\$ 250	\$ 275	\$ 275	\$ 275	-	0.00%
Total	\$	250	\$ 250	\$ 275	\$ 250	\$ 275	\$ 275	\$ 275	-	0.00%
155 - IT										
Expenses	\$	162,060	\$ 148,033	\$ 196,060	\$ 175,128	\$ 206,060	\$ 197,540	\$ 209,242	3,182	1.54%
Total	\$	162,060	\$ 148,033	\$ 196,060	\$ 175,128	\$ 206,060	\$ 197,540	\$ 209,242	3,182	1.54%
161 - Town Clerk										
Personnel	\$	108,862	\$ 109,075	\$ 127,252	\$ 127,253	\$ 135,473	\$ 116,997	\$ 144,379	8,906	6.57%
Expenses	\$	3,766	\$ 710	\$ 3,766	\$ 1,241	\$ 3,766	\$ 3,766	\$ 3,766	-	0.00%
Total	\$	112,628	\$ 109,786	\$ 131,018	\$ 128,494	\$ 139,239	\$ 120,763	\$ 148,145	8,906	6.40%

		FY 2021 Budget	FY 2021 Expended	FY 2022 Budget	FY 2022 Expended	FY 2023 Budget	FY 2024 Request	FY 2024 TA Budget	Dollar Change	Percent Change
162 - Elections/Registrars										
Personnel	\$	36,000	\$ 28,299	\$ 22,000	\$ 9,739	\$ 26,000	\$ 22,000	\$ 22,000	(4,000)	-15.38%
Expense	\$	14,500	\$ 18,858	\$ 14,500	\$ 20,352	\$ 15,700	\$ 15,700	\$ 15,700	-	0.00%
Total	\$	50,500	\$ 47,157	\$ 36,500	\$ 30,091	\$ 41,700	\$ 37,700	\$ 37,700	(4,000)	-9.59%
180 - Development and Inspectional Services										
Personnel	\$	213,728	\$ 219,646	\$ 244,398	\$ 228,248	\$ 245,904	\$ 255,086	\$ 255,086	9,182	3.73%
Expenses	\$	51,604	\$ 43,800	\$ 22,685	\$ 12,958	\$ 22,685	\$ 22,685	\$ 22,685	-	0.00%
Total	\$	265,332	\$ 263,446	\$ 267,083	\$ 241,206	\$ 268,589	\$ 277,771	\$ 277,771	9,182	3.42%
192 - Town Owned Buildings Maintenance										
Expense	\$	68,281	\$ 57,780	\$ 48,281	\$ 46,702	\$ 56,081	\$ 48,281	\$ 48,281	(7,800)	-13.91%
Total	\$	68,281	\$ 57,780	\$ 48,281	\$ 46,702	\$ 56,081	\$ 48,281	\$ 48,281	(7,800)	-13.91%
197 - Town Hall Building Maintenance										
Expenses	\$	87,409	\$ 86,147	\$ 86,909	\$ 65,613	\$ 86,909	\$ 86,909	\$ 86,909	-	0.00%
Total	\$	87,409	\$ 86,147	\$ 86,909	\$ 65,613	\$ 86,909	\$ 86,909	\$ 86,909	-	0.00%
198 - Town Hall Telephones										
Expense	\$	6,400	\$ 5,826	\$ 6,400	\$ 6,049	\$ 6,400	\$ 6,400	\$ 6,400	-	0.00%
Total	\$	6,400	\$ 5,826	\$ 6,400	\$ 6,049	\$ 6,400	\$ 6,400	\$ 6,400	-	0.00%
199 - Other General Government										
Salaries	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.00%
Expenses	\$	66,451	\$ 48,234	\$ 58,564	\$ 51,672	\$ 33,100	\$ 33,100	\$ 33,100	-	0.00%
Total	\$	66,451	\$ 48,234	\$ 58,564	\$ 51,672	\$ 33,100	\$ 33,100	\$ 33,100	-	0.00%
General Government Total	\$	1,974,841	\$ 1,805,585	\$ 1,772,927	\$ 1,603,112	\$ 1,811,980	\$ 1,820,552	\$ 1,924,771	112,791	6.22%
Public Safety										
210 - Police										
Personnel	\$	1,757,734	\$ 1,692,170	\$ 1,995,832	\$ 1,707,392	\$ 2,068,244	\$ 2,004,744	\$ 2,004,744	(63,501)	-3.07%
Expenses	\$	279,323	\$ 281,138	\$ 275,741	\$ 285,266	\$ 294,006	\$ 369,528	\$ 369,528	75,522	25.69%
Total	\$	2,037,057	\$ 1,973,308	\$ 2,271,573	\$ 1,992,657	\$ 2,362,250	\$ 2,374,272	\$ 2,374,272	12,021	0.51%
220 - Fire										
Personnel	\$	176,778	\$ 178,789	\$ 237,814	\$ 268,582	\$ 213,343	\$ 218,253	\$ 218,253	4,910	2.30%
Expenses	\$	152,620	\$ 149,780	\$ 152,620	\$ 121,709	\$ 152,620	\$ 152,620	\$ 152,620	-	0.00%
Total	\$	329,398	\$ 328,569	\$ 390,434	\$ 390,290	\$ 365,963	\$ 370,873	\$ 370,873	4,910	1.34%
231 - Ambulance										
Personnel	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.00%
Expenses	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.00%
Total	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.00%
290 - Emergency Management										
Emergency Management Personnel	\$	3,813	\$ 3,079	\$ 3,967	\$ 3,967	\$ 3,967	\$ 4,046	\$ 4,046	79	1.99%
Emergency Management Expenses	\$	1,000	\$ 181	\$ 922	\$ 638	\$ 2,500	\$ 2,500	\$ 2,500	-	0.00%
Total	\$	4,813	\$ 3,260	\$ 4,889	\$ 4,605	\$ 6,467	\$ 6,546	\$ 6,546	79	1.22%
241 - Code										
Salaries	\$	53,045	\$ 47,588	\$ 67,083	\$ 67,065	\$ 119,889	\$ 122,239	\$ 123,708	3,819	3.19%
Expense	\$	9,038	\$ 8,887	\$ 8,624	\$ 3,079	\$ 8,778	\$ 8,878	\$ 8,878	100	1.14%
Total	\$	62,083	\$ 56,475	\$ 75,707	\$ 70,144	\$ 128,667	\$ 131,117	\$ 132,586	3,919	3.05%
292 - Animal Control										
Personnel	\$	26,101	\$ 25,977	\$ 25,986	\$ 27,516	\$ 26,496	\$ 27,026	\$ 27,026	530	2.00%
Expenses	\$	9,958	\$ 7,300	\$ 8,458	\$ 3,995	\$ 8,458	\$ 8,458	\$ 8,458	-	0.00%
Total	\$	36,059	\$ 33,277	\$ 34,444	\$ 31,511	\$ 34,954	\$ 35,484	\$ 35,484	530	1.52%

	FY 2021 Budget	FY 2021 Expended	FY 2022 Budget	FY 2022 Expended	FY 2023 Budget	FY 2023 Request	FY 2024 Request	FY 2024 TA Budget	Dollar Change	Percent Change
296 - Insect Pest Control										
Insect Pest Control Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Insect Pest Control Expenses	\$ 7,850	\$ 4,322	\$ 7,850	\$ 4,376	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
Total	\$ 7,850	\$ 4,322	\$ 7,850	\$ 4,376	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
Public Safety Total	\$ 2,477,260	\$ 2,399,210	\$ 2,784,897	\$ 2,493,584	\$ 2,906,151	\$ 2,926,142	\$ 2,927,610	\$ 2,927,610	\$ 21,459	0.74%
Education										
300 - Leicester Public Schools*	\$ 17,186,399	\$ 15,426,565	\$ 16,890,587	\$ 15,605,139	\$ 17,497,412	\$ 17,457,807	\$ 18,170,366	\$ 18,170,366	\$ 672,954	3.85%
Education Total	\$ 17,186,399	\$ 15,426,565	\$ 16,890,587	\$ 15,605,139	\$ 17,497,412	\$ 17,457,807	\$ 18,170,366	\$ 18,170,366	\$ 672,954	3.85%
Note: School Expended totals do NOT include carryover for Teachers' salaries which are paid out over the summer.										
Public Works and Facilities										
420 - Highway Dept										
Highway Dept Personnel	\$ 712,945	\$ 694,388	\$ 768,068	\$ 763,742	\$ 806,336	\$ 785,036	\$ 794,133	\$ 794,133	\$ (12,203)	-1.51%
Highway Dept Expenses	\$ 250,678	\$ 218,213	\$ 333,978	\$ 315,547	\$ 235,478	\$ 235,478	\$ 290,981	\$ 290,981	\$ 55,503	23.57%
Total	\$ 963,623	\$ 912,601	\$ 1,102,046	\$ 1,079,288	\$ 1,041,814	\$ 1,020,514	\$ 1,085,114	\$ 1,085,114	\$ 43,300	4.16%
423 - Snow and Ice										
Snow and Ice Personnel	\$ 177,000	\$ 51,126	\$ 25,000	\$ 80,521	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%
Snow and Ice Expenses	\$ 96,000	\$ 216,528	\$ 332,000	\$ 275,801	\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000	\$ -	0.00%
Total	\$ 273,000	\$ 267,654	\$ 357,000	\$ 356,322	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	0.00%
424 - Street Lights										
Street Lights Expenses	\$ 58,000	\$ 47,378	\$ 28,000	\$ 22,204	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0.00%
Public Works and Facilities Total	\$ 1,294,623	\$ 1,227,633	\$ 1,487,046	\$ 1,457,814	\$ 1,197,814	\$ 1,176,514	\$ 1,241,114	\$ 1,241,114	\$ 43,300	3.61%
Human Services										
541 - Council on Aging										
Council on Aging Personnel	\$ 70,468	\$ 69,700	\$ 74,961	\$ 75,407	\$ 77,064	\$ 78,585	\$ 78,585	\$ 78,585	\$ 1,521	1.97%
Council on Aging Expenses	\$ 31,078	\$ 24,622	\$ 32,278	\$ 27,214	\$ 32,278	\$ 33,215	\$ 33,215	\$ 33,215	\$ 937	2.90%
Total	\$ 101,546	\$ 94,322	\$ 107,239	\$ 102,621	\$ 109,342	\$ 111,800	\$ 111,800	\$ 111,800	\$ 2,458	2.25%
543 - Veterans' Services										
Personnel	\$ 6,763	\$ 6,763	\$ 6,898	\$ 6,898	\$ 7,036	\$ 7,177	\$ 7,177	\$ 7,177	\$ 141	2.00%
Expenses	\$ 119,850	\$ 78,744	\$ 79,850	\$ 78,381	\$ 101,300	\$ 101,300	\$ 101,300	\$ 101,300	\$ -	0.00%
Total	\$ 126,613	\$ 85,506	\$ 86,748	\$ 85,279	\$ 108,336	\$ 108,477	\$ 108,477	\$ 108,477	\$ 141	0.13%
545 - Veterans' Graves Registration										
Personnel	\$ 400	\$ 380	\$ 400	\$ 380	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	0.00%
Expenses	\$ 2,000	\$ 1,990	\$ 2,000	\$ 1,965	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
Total	\$ 2,400	\$ 2,370	\$ 2,400	\$ 2,345	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	0.00%
Human Services Total	\$ 230,559	\$ 182,198	\$ 196,387	\$ 190,245	\$ 220,078	\$ 222,677	\$ 222,677	\$ 222,677	\$ 2,599	1.18%
Culture and Recreation										
610 - Library										
Library Personnel	\$ 191,955	\$ 170,600	\$ 184,890	\$ 182,122	\$ 191,751	\$ 196,601	\$ 196,601	\$ 196,601	\$ 4,850	2.53%
Library Expenses	\$ 33,480	\$ 42,817	\$ 46,181	\$ 46,864	\$ 47,635	\$ 47,635	\$ 47,635	\$ 47,635	\$ -	0.00%
Total	\$ 225,435	\$ 213,417	\$ 231,071	\$ 228,986	\$ 239,386	\$ 244,236	\$ 244,236	\$ 244,236	\$ 4,850	2.03%
630 - Parks & Recreation										
Expenses	\$ 6,450	\$ 3,916	\$ 6,450	\$ 5,787	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
Total	\$ 6,450	\$ 3,916	\$ 6,450	\$ 5,787	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
691 - Historical Commission										
Expenses	\$ 950	\$ 105	\$ 950	\$ 324	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	0.00%
Total	\$ 950	\$ 105	\$ 950	\$ 324	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	0.00%
692 - Memorial Day Committee										
Expenses	\$ 3,000	\$ 2,671	\$ 3,000	\$ 2,422	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
Total	\$ 3,000	\$ 2,671	\$ 3,000	\$ 2,422	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
Culture and Recreation Total	\$ 235,835	\$ 220,109	\$ 241,471	\$ 237,519	\$ 249,786	\$ 254,636	\$ 254,636	\$ 254,636	\$ 4,850	1.94%

	FY 2021 Budget	FY 2021 Expended	FY 2022 Budget	FY 2022 Expended	FY 2023 Budget	FY 2024 Request	FY 2024 TA Budget	Dollar Change	Percent Change
Intergovernmental									
Debt Service									
710 - Maturing Debt Principal	\$ 1,155,327	\$ 1,155,324	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,203,832	\$ 1,203,832	\$ (14,901)	-1.22%
751 - Maturing Debt Interest	\$ 369,949	\$ 369,946	\$ 331,047	\$ 331,045	\$ 293,828	\$ 255,273	\$ 255,321	\$ (38,507)	-13.11%
752 - Temporary Loan Interest	\$ 20,665	\$ 13,217	\$ 22,665	\$ 12,604	\$ 216,700	\$ 743,889	\$ 743,889	\$ 527,189	243.28%
753 - Bond Issuance Costs	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ 1,100	\$ 1,100	\$ -	\$ (1,100)	-100.00%
Total	\$ 1,547,041	\$ 1,538,487	\$ 1,380,929	\$ 1,369,766	\$ 1,730,361	\$ 2,204,094	\$ 2,203,042	\$ 472,681	27.32%
Benefits and Insurance									
911 - Retirement	\$ 1,456,243	\$ 1,456,243	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,823,365	\$ 1,823,365	\$ 106,012	6.17%
912 -Workers' Compensation	\$ 166,248	\$ 161,372	\$ 191,185	\$ 167,168	\$ 219,863	\$ 252,842	\$ 252,842	\$ 32,979	15.00%
913 - Unemployment	\$ 141,650	\$ 48,403	\$ 60,950	\$ 10,297	\$ 142,000	\$ 142,000	\$ 142,000	\$ -	0.00%
914 - Employee Benefits	\$ 2,700,123	\$ 2,654,464	\$ 2,719,175	\$ 2,653,821	\$ 3,117,782	\$ 3,365,365	\$ 3,365,365	\$ 247,583	7.94%
945 - Bonding and Insurance	\$ 216,750	\$ 188,263	\$ 249,263	\$ 224,754	\$ 299,116	\$ 358,939	\$ 358,939	\$ 59,823	20.00%
950 - Shared Maintenance Expenses									
Shared Maintenance Personnel	\$ -	\$ -	\$ -	\$ -	\$ 118,891	\$ 188,753	\$ 188,753	\$ 69,863	58.76%
Shared Maintenance Expenses	\$ -	\$ -	\$ -	\$ -	\$ 295,655	\$ 453,337	\$ 453,337	\$ 157,682	53.33%
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 414,546	\$ 642,090	\$ 642,090	\$ 227,545	54.89%
Benefits and Insurance Total	\$ 4,681,014	\$ 4,508,745	\$ 4,776,916	\$ 4,612,383	\$ 5,910,660	\$ 6,584,601	\$ 6,584,601	\$ 673,941	11.40%
Intergovernmental Total	\$ 6,228,055	\$ 6,047,232	\$ 6,157,845	\$ 5,982,149	\$ 7,641,021	\$ 8,788,695	\$ 8,787,643	\$ 1,146,622	15.01%
General Fund Grand Total	\$ 29,627,572	\$ 27,308,533	\$ 29,531,160	\$ 27,569,562	\$ 31,524,242	\$ 32,647,024	\$ 33,528,817	\$ 2,004,575	6.36%
Additional Appropriations									
Gross revenue	32,328,008		33,193,639		34,782,717	36,124,802	37,212,013	\$ 2,429,296	6.98%
Less: Vocational School	(1,078,000)		(1,219,780)		(1,023,000)	(1,100,000)	(1,100,000)	\$ (77,000)	7.53%
Less: Town Meeting Articles	(3,221)		(695,264)		(3,301)	(1,120,938)	(1,120,938)	\$ (1,117,637)	33857.53%
Less: Tax Recap Items	(1,138,161)		(1,083,916)		(1,251,328)	(1,256,840)	(1,462,258)	\$ (210,930)	16.86%
Less: Excess Capacity	(9,116)		(7,282)		(10,893)	(0)	(0)	\$ 10,893	
Total	\$ 30,099,509	\$ 30,187,397	\$ 32,494,195	\$ 32,647,023	\$ 33,528,817	\$ 1,034,622	\$ 1,034,622	\$ 1,034,622	3.18%
Difference	\$ 471,937	\$ 656,237	\$ 969,953	\$ (0)	\$ (1)	\$ (1)	\$ (1)	\$ (1)	

SECTION II

Revenue



Revenue Summary

General Fund

Revenues	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024	Updated	Dollar Change	Percent Change
				Initial Budget	Town Admin Budget		
Property Tax Levy	\$ 17,027,913	\$ 17,556,084	\$ 18,367,501	\$ 19,470,965	\$ 19,495,407	\$ 1,127,906	6.14%
State Aid Cherry Sheet	12,212,604	12,239,775	12,620,767	12,700,951	13,680,658	1,059,891	8.40%
Local Receipts	2,501,000	2,501,000	2,545,633	2,553,133	2,572,596	26,963	1.06%
Free Cash	205,308	346,780	319,968	243,814	307,414	(12,554)	-3.92%
Available Funds	381,183	550,000	928,848	1,155,939	1,155,938	227,090	24.45%
General Fund Revenues	\$ 32,328,008	\$ 33,193,639	\$ 34,782,717	\$ 36,124,802	\$ 37,212,013	\$ 2,429,296	6.98%

Town-wide revenues show an overall revenue increase of \$2,321,792 or 6.68%. State aid is projected to increase by \$1,059,891, or 8.40%. Free cash usage in the budget decreases by \$76,154 or -23.80%, due to an reduction in the final BAN payment for the School Feasibility Study. Available funds increase by \$227,091 or 24.45%, but this increase solely for the Ambulance enterprise fund.

Property Tax Levy

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Initial Budget	Updated FY2024 Town Admin Budget	Dollar Change	Percent Change
Prior Year Levy Limit	\$ 15,292,785	\$ 15,878,879	\$ 16,424,773	\$ 17,183,473	\$ 17,183,473	\$ 758,700	4.62%
Allowed 2.5% increase	382,320	396,972	410,619	429,587	429,587	18,968	4.62%
New Growth	203,774	148,922	348,081	295,000	319,442	(28,639)	-8.23%
Excluded Debt	1,149,034	1,131,312	1,184,028	1,562,905	1,562,905	378,877	32.00%
Tax Levy Total	\$ 17,027,913	\$ 17,556,084	\$ 18,367,501	\$ 19,470,965	\$ 19,495,407	\$ 1,127,906	6.14%

*New growth forecast at \$295,000.
 Excluded debt rises by \$378,877 or 32.00% due to the increase in interest payments for the campus property.
 Overall revenue via taxation expected to grow by 6.01%.*

State Aid

	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Initial Budget	Updated FY2024 Town Admin Budget	Dollar Change	Percent Change
Chapter 70	\$ 9,802,497	\$ 9,846,237	\$ 10,102,829	\$ 10,147,829	\$ 11,098,247	\$ 995,418	9.85%
Charter Tuition Reimbursement	13,129	17,822	56,501	56,501	42,723	(13,778)	-24.39%
School Lunch	-	-	-	-	-	-	-
School Choice Receiving (Offset Item)	368,919	304,137	294,588	294,588	334,797	40,209	13.65%
Unrestricted Gen. Government Aid	1,843,736	1,908,267	2,011,313	2,046,497	2,051,539	40,226	2.00%
Veterans' Benefits	91,256	71,092	56,166	56,166	52,324	(3,842)	-6.84%
Exempt: VBS and Elderly	65,471	56,193	55,995	55,995	52,145	(3,850)	0.00%
State Owned Land	9,852	12,022	15,431	15,431	18,075	2,644	17.13%
Public Libraries (Offset Item)	17,744	24,005	27,944	27,944	30,808	2,864	10.25%
State Aid Total	\$ 12,212,604	\$ 12,239,775	\$ 12,620,767	\$ 12,700,951	\$ 13,680,658	\$ 1,059,891	8.40%

State aid is projected to rise by \$80,184 or .64%. This estimate will not be adjusted until the Governor's budget is presented on March 1. State aid peaked in 2009, and the Town has not managed to get back to that level since.

* 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 Assessments/Other costs

State Assessments	FY2021 Budget	FY2022 Budget	FY2023 Budget	FY2024 Initial Budget	FY2024 Town Admin Budget	Dollar Change	Percent Change
Air Quality	\$ 2,945	\$ 3,034	\$ 3,023	\$ 3,023	\$ 3,132	\$ 109	3.61%
RMV Non-Renewal	13,900	13,900	11,560	11,560	12,020	460	3.98%
Regional Transit	128,919	144,822	153,244	153,244	142,530	(10,714)	-6.99%
Special Education	993	1,406	-	-	-	-	0.00%
Mosquito Control	-	-	-	-	-	-	0.00%
School Choice Sending	235,457	230,136	291,801	291,801	425,796	133,995	45.92%
Charter School Sending	199,657	292,517	333,558	333,558	372,053	38,495	11.54%
State Assessments Total	\$ 581,871	\$ 685,815	\$ 793,186	\$ 793,186	\$ 955,531	\$ 162,345	20.47%

Offset Receipts/Overlay Other

School Choice In	\$ 365,370	\$ 304,137	\$ 294,588	\$ 294,588	\$ 334,797	\$ 40,209	13.65%
State Aid to Public Libraries	21,293	24,005	27,944	27,944	30,808	2,864	10.25%
Assessors Overlay	153,627	69,959	119,610	125,122	125,122	5,512	4.61%
Tax Title	16,000	-	16,000	16,000	16,000	-	0.00%
Offset Receipts/Overlay Other	\$ 556,290	\$ 398,101	\$ 458,142	\$ 463,654	\$ 506,727	\$ 48,585	10.60%
Total	\$ 1,138,161	\$ 1,083,916	\$ 1,251,328	\$ 1,256,840	\$ 1,462,258	\$ 210,930	16.86%

Assessments and offsets are forecast to rise by \$210,930 or 16.86% per the Governor's budget.

* 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.

Local Receipts

	FY2021 Budget	FY2021 Auctual	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2024 Initial Budget	FY2024 Town Admin Budget	Dollar Change	Percent Change
Motor Vehicle Excise	\$ 1,476,254	\$ 1,539,119	\$ 1,535,000	\$ 1,492,706	\$ 1,460,000	\$ 1,460,000	\$ 1,479,463	\$ 19,463.00	1.33%
Meals Tax	91,000	93,583	91,000	108,419	90,000	90,000	90,000	\$ -	0.00%
Other		2,594	2,500	3,334	-	2,500	2,500	\$ 2,500.00	0.00%
Cannibas Sales Taxes		306,393	-	223,994	-	-	-	\$ -	0.00%
Penalties and Interest on Taxes	165,738	196,396	185,000	155,990	140,000	140,000	140,000	\$ -	0.00%
PILOTs	25,000	46,403	29,000	45,763	40,000	40,000	40,000	\$ -	0.00%
Fees	250,000	267,485	233,000	303,609	300,000	300,000	300,000	\$ -	0.00%
Marijuana Revenues (HCA)	125,000	300,000	125,000	475,000	75,000	75,000	75,000	\$ -	0.00%
Other Dept Revenue	16,500	79,558	30,000	21,421	20,000	20,000	20,000	\$ -	0.00%
Licenses and Permits	23,000	22,290	23,000	26,385	23,000	23,000	23,000	\$ -	0.00%
Fines and Forfeits	35,000	10,038	32,500	13,911	10,000	15,000	15,000	\$ 5,000.00	50.00%
Investment Income	60,000	17,739	50,000	16,803	10,000	10,000	10,000	\$ -	0.00%
Medicaid Reimbursement	120,000	134,327	120,000	271,539	180,000	180,000	180,000	\$ -	0.00%
Misc. Recurring	37,000	55,394	30,000	48,509	37,000	37,000	37,000	\$ -	0.00%
Misc. Non-Recurring	76,508	68,513	15,000	206,360	160,633	160,633	160,633	\$ -	0.00%
Local Receipts Total	\$ 2,501,000	\$ 3,139,832	\$ 2,501,000	\$ 3,413,743	\$ 2,545,633	\$ 2,553,133	\$ 2,572,596	\$ 26,963	1.06%

	FY2021 Budget	FY2021 Auctual	FY2022 Budget	FY2022 Actual	FY2023 Budget	FY2024 Initial Budget	FY2024 Town Admin Budget
Miscellaneous Recurring							
MLC	12,000	24,250	30,000	19,250	15,000	15,000	15,000
Cable Francise Payment	25,000	31,144	-	29,259	22,000	22,000	22,000
Sub total	37,000	55,394	30,000	48,509	37,000	37,000	37,000
Misc Non Recurring							
Employee Benefit Reimbursement	76,508	61,349	15,000	57,041	40,000	40,000	40,000
Prior Year Credit refunds	-	589	-	860	-	-	-
Scrap Metal	-	6,424	-	1,348	-	-	-
Records Requests	-	150	-	-	-	-	-
Honeywell Shortfall	-	-	-	6,222	-	-	-
Worc Cty Jail refund	-	-	-	79	-	-	-
Public Notice	-	-	-	35	-	-	-
Ngrid - Streetlight Rebate	-	-	-	26,275	-	-	-
Becker Purchase Credit	-	-	-	114,500	-	-	-
Bond Premium	-	-	-	-	120,633	120,633	120,633
Sub total	76,508	68,513	15,000	206,360	160,633	160,633	160,633
Misc Receipts Total	\$ 113,508	\$ 123,907	\$ 45,000	\$ 254,869	\$ 197,633	\$ 197,633	\$ 197,633

Free Cash/Available Funds

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

	FY2021 Budget	FY2022 Budget	FY2023 Projected	FY2024 Initial	FY2024 Projected	Dollar Change	Percent Change
Budgeted Free Cash	\$ 205,308	\$ 346,780	\$ 319,968	\$ 243,814	\$ 307,414	\$ (12,554)	-3.92%
Total Budgeted Free Cash	\$ 205,308	\$ 346,780	\$ 319,968	\$ 243,814	\$ 307,414	\$ (12,554)	-3.92%

	FY2021 Budget	FY2022 Budget	FY2023 Projected	FY2024 Initial	FY2024 Projected	Dollar Change	Percent Change
Ambulance Receipts	\$ 371,192	\$ 550,000	\$ 893,848	\$ 1,120,939	\$ 1,120,938	\$ 227,090	25.41%
Dog Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Overlay Reserve/NOI	\$ 9,991	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Miscellaneous	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0.0%
Available Funds Total	\$ 381,183	\$ 550,000	\$ 928,848	\$ 1,155,939	\$ 1,155,938	\$ 227,090	24.45%

Free Cash Usage: \$150,000 (Police Station Staffing)
 \$93,814 (School Feasibility Study debt)
 \$63,600 (Stormwater, Landfill, & Town-owned Dam studies)

SECTION III

Departmental Budgets





Town of Leicester
Town Administrator's Budget
FY2024 - Part A - General Government



Town of Leicester

Operating Budget Manual

FY2024

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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2023 ACCOMPLISHMENTS

Budget has been strained due to ongoing litigation with former personnel, general legal questions and contractor disputes.

FY2024 Budget Summary - Legal

Target Budget FY
2024 (LF Budget) \$ 79,252.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept Request	FY 2024 TA Approved	Dollar Change	Percent Change
Legal	\$ 323,500	\$ 305,384	\$ 100,798	\$ 100,798	\$ 82,151	\$ 79,251	\$ 99,000	\$ 16,849	20.51%
Total	\$ 323,500	\$ 305,384	\$ 100,798	\$ 100,798	\$ 82,151	\$ 79,251	\$ 99,000	\$ 16,849	20.51%

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

Purchase of Services	\$ 323,500	\$ 305,384	\$ 100,798	\$ 100,798	\$ 82,151	\$ 79,251	\$ 99,000	\$ 16,849	16.72%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 323,500	\$ 305,384	\$ 100,798	\$ 100,798	\$ 82,151	\$ 79,251	\$ 99,000	\$ 16,849	20.51%

Turnback \$ -

Legal Total	\$ 323,500	\$ 305,384	\$ 100,798	\$ 100,798	\$ 82,151	\$ 79,251	\$ 99,000	\$ 16,849	20.51%
Turnback		\$ 18,116		\$ -					

Expenses Detail - Legal

	Account #	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Legal Services	01-111-5200-005	\$ 323,500	\$ 305,384	\$ 100,798	\$ 100,798	\$ 82,151	\$ 79,251	\$ (2,900)	-3.53%	\$ 99,000	\$ 16,849	20.51%
Purchase of Services		\$ 323,500	\$ 305,384	\$ 100,798	\$ 100,798	\$ 82,151	\$ 79,251	\$ (2,900)	-3.53%	\$ 99,000	\$ 16,849	20.51%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024
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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To effectively moderate Town Meeting in a fair, impartial manner.

FY2023 ACCOMPLISHMENTS

Held three successful Town Meetings heading into the Spring Annual Town Meeting.

FY2024 Budget Summary - Moderator

Target Budget FY
2024 \$ 155.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept Request	FY 2024 TA Approved	Dollar Change	Percent Change
Moderator	\$ 151	\$ 81	\$ 151	\$ 81	\$ 151	\$ 155	\$ 200	\$ 49	32.45%
Total	\$ 151	\$ 81	\$ 151	\$ 81	\$ 151	\$ 155	\$ 200	\$ 49	32.45%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Other	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ 85	\$ 85	\$ 4	4.94%
Personnel Total	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ 85	\$ 85	\$ 4	4.94%

Purchase of Services	\$ 70	\$ -	\$ 70	\$ -	\$ 70	\$ 70	\$ 115	\$ 45	64.29%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 70	\$ -	\$ 70	\$ -	\$ 70	\$ 70	\$ 115	\$ 45	64.29%

Moderator Total	\$ 151	\$ 81	\$ 151	\$ 81	\$ 151	\$ 155	\$ 200	\$ 49	32.45%
Turnback		\$ 70		\$ 70					

	FY2021 Budget	FY2022 Budget	FY 2023 Budget	FY 2024 Request	FY2024 Administrator Budget
Employees					
Subtotal Employees	0	0	0	0	0
Stipend Employees	1	1	1	1	1
Total Employees	1	1	1	1	1

Compensation Detail

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

MODERATOR

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2023							FISCAL YEAR 2024								
Last Name	First Name	Account #	Position	Grade	Rate	Hours	Annual Stipend 1-Jul-22	FY23 Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	TA Stipend Fiscal 2024
Belanger	Doug	01-114-5100-000		n/a	n/a	n/a	\$ 83	\$ 83		\$ 2		\$ 85		\$ 85	\$ 85
Adjustment							\$ (2)								
Total Salaries							\$ 81			\$ 2			\$ -	\$ 85	\$ 85

Expenses Detail - Moderator

Account #	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change	
Dues/Membership	01-114-5700-002	\$ 70	\$ -	\$ 70	\$ -	\$ 70	\$ 70	\$ -	0.00%	\$ 115	\$ 45	64.29%
Purchase of Services		\$ 70	\$ -	\$ 70	\$ -	\$ 70	\$ 70	\$ -	0.00%	\$ 115	\$ 45	64.29%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

122-Town Administrator/Select Board

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2024 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.
- Complete a fee assessment as part of permitting process improvements.
- Work with ARPA grant review committee to disperse ARPA funds to community organizations.
- Continue to discuss potential reuse options for the Memorial School.
- Rewrite General Bylaws
- Establish an employee handbook which includes town policies and protocols.

FY2023 ACCOMPLISHMENTS

- Established a new Department of Public Works, which incorporates Highway and Facilities operations.
- Successfully negotiated with town unions on operation changes.
- Resolved issues with Chapter 90 reimbursements.
- Hiring of new personnel including an Assistant Town Administrator, Director of Public Works, Grants Manager, and Buildings and Grounds Manager.
- Community Compact Program Efficiency and Regionalization - \$62K for online permitting implementation.
- Community Compact Program Best Practices - \$30K for ADA Self-Evaluation and transition plan.
- Update of the Adaptive Reuse Overlay District to encourage smart growth of former college campus and other town properties.
- One Stop Grant - \$395K for Moose Hill study to determine viability as drinking water source.

FY2024 Budget Summary - Town Administrator/Select Board

Target Budget - FY2024 \$ 411,066.00

	FY 2021 Budget	FY2021 Actual	FY 2022 Budget	FY2022 Actual	FY 2023 Budget	FY 2024 Dept	FY 2024 TA Approved	Dollar Change	Percent Change
Town Administrator/Select Board	\$ 345,613	\$ 295,526	\$ 306,431	\$ 304,780	\$ 373,053	\$ 411,066	\$ 411,065	\$ 38,012	10.19%
Total	\$ 345,613	\$ 295,526	\$ 306,431	\$ 304,780	\$ 373,053	\$ 411,066	\$ 411,065	\$ 38,012	10.19%
Salaries	\$ 139,015	\$ 138,971	\$ 141,751	\$ 141,751	\$ 144,584	\$ 147,476	\$ 147,476	\$ 2,892	2.00%
Wages	\$ 109,729	\$ 95,762	\$ 116,109	\$ 122,263	\$ 179,820	\$ 213,134	\$ 213,134	\$ 33,314	18.53%
Other	\$ 7,378	\$ 6,654	\$ 7,378	\$ 7,378	\$ 7,456	\$ 7,533	\$ 7,533	\$ 77	1.03%
Personnel Total	\$ 256,122	\$ 241,387	\$ 265,238	\$ 271,391	\$ 331,860	\$ 368,143	\$ 368,143	\$ 36,283	10.93%
Purchase of Services	\$ 87,591	\$ 53,095	\$ 39,293	\$ 31,797	\$ 39,643	\$ 41,023	\$ 41,022	\$ 1,379	3.48%
Supplies	\$ 1,900	\$ 1,044	\$ 1,900	\$ 1,592	\$ 1,550	\$ 1,900	\$ 1,900	\$ 350	22.58%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 89,491	\$ 54,138	\$ 41,193	\$ 33,389	\$ 41,193	\$ 42,923	\$ 42,922	\$ 1,729	4.20%

Town Administrator/Select Board Total	\$ 345,613	\$ 295,526	\$ 306,431	\$ 304,780	\$ 373,053	\$ 411,066	\$ 411,065	\$ 38,012	10.19%
Turn back		\$ 50,087		\$ 1,651					

	FY2021 Budget	FY2022 Budget	FY 2023 Budget	FY 2024 Request	FY2024 TA Budget
Employees					
Town Administrator	1	1	1	1	1
Assistant Town Administrator	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Grant Writer	0	0	1	1	1
Select Board - stipend employees	5	5	5	5	5
Subtotal Employees	3	3	4	4	4
Stipend employees	5	5	5	5	5
Total Employees	8	8	9	9	9

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 Administrator/Select Board

FISCAL YEAR 2023							FISCAL YEAR 2024								
							FY23	Total hours	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary	
Last Name	First Name	Account #	Position	Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	FY23	Percent Increase	Rate Increase	Rate	Salary	Fiscal 2024
Geneux	David	01-122-5101-000	TA	Contract	\$72.82	38	\$ 144,584	\$ 72.82	38	1985.5	2%	\$ 1.46	\$ 74.28	\$ 147,476	\$ 147,476
Vitale, Chris		01-122-5100-000	ATA	V/6	\$38.87	38	\$ 52,066								
Vitale, Chris		01-122-5100-000	ATA	V/7	\$41.41	38	\$ 26,751	\$ 41.41	38	1985.5	2%	\$ 0.83	\$ 42.24	\$ 83,864	\$ 83,864
Cataloni, Maria		01-122-5100-000	Asst. to TA	III/4	\$25.36	38	\$ 30,115								
Cataloni, Maria		01-122-5100-000	Asst. to TA	III/5	\$25.36	38	\$ 20,237	\$ 25.36	38	1985.5	2%	\$ 0.51	\$ 25.87	\$ 51,360	\$ 51,360
Grant Writer		01-122-5100-000			\$34.93	38	\$ 23,892	\$ 38.47	38	1985.5	2%	\$ 0.77	\$ 39.24	\$ 77,910	\$ 77,910
Contract Prof Exp		01-122-5190-000		TA Prof. Exp. Stipend			\$ 3,600	\$ 3,600						\$ 3,600	\$ 3,600
Stipends		01-122-5196-000		Select Board Stipends			\$ 3,856	\$ 3,856			2%	\$ 77	\$ -	\$ 3,933	\$ 3,933
Budget Adjustment							\$ 26,758							\$ -	\$ -
Rounding							\$ -							\$ -	\$ -
Total Salaries							\$ 331,860			7942				\$ 3,933	\$ 368,143

Expenses Detail - Town Administrator/Select Board

	Account #	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar Change	Percent Change	FY 2024		
		Budget	Actual	Budget	Actual	Budget	Dept			TA Approved	Dollar Change	Percent Change
Maint Contract/Repairs	01-122-5200-003	\$ 1,400	\$ 1,249	\$ 1,399	\$ 1,907	\$ 1,569	\$ 1,569	\$ -	0.00%	\$ 1,569	\$ -	0.00%
Consultant/Prof Services	01-122-5200-004	\$ 69,691	\$ 41,229	\$ 21,394	\$ 12,575	\$ 21,394	\$ 21,394	\$ -	0.00%	\$ 21,393	\$ (1)	0.00%
Advertising	01-122-5200-007	\$ 2,000	\$ 2,512	\$ 2,000	\$ 3,739	\$ 2,000	\$ 3,800	\$ 1,800	90.00%	\$ 3,800	\$ 1,800	90.00%
Printing	01-122-5200-009	\$ 300	\$ 1,155	\$ 300	\$ 1,993	\$ 700	\$ 1,900	\$ 1,200	171.43%	\$ 1,900	\$ 1,200	171.43%
Travel/Licenses	01-122-5700-001	\$ 7,500	\$ 2,340	\$ 7,500	\$ 3,254	\$ 7,500	\$ 4,000	\$ (3,500)	-46.67%	\$ 4,000	\$ (3,500)	-46.67%
Dues/Memberships	01-122-5700-002	\$ 3,200	\$ 2,986	\$ 3,200	\$ 3,115	\$ 3,200	\$ 3,100	\$ (100)	-3.13%	\$ 3,100	\$ (100)	-3.13%
Training/Seminars/Meetings	01-122-5700-003	\$ 2,700	\$ 955	\$ 2,700	\$ 4,680	\$ 2,700	\$ 4,680	\$ 1,980	73.33%	\$ 4,680	\$ 1,980	73.33%
Employee benefits	01-122-5700-006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Contractual Prof/Expenses	01-122-5701-007	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Equipment - \$500	01-122-5800-001	\$ 800	\$ 669	\$ 800	\$ 533	\$ 580	\$ 580	\$ -	0.00%	\$ 580	\$ -	0.00%
Purchase of Services		\$ 87,591	\$ 53,095	\$ 39,293	\$ 31,797	\$ 39,643	\$ 41,023	\$ 1,380	3.48%	\$ 41,022	\$ 1,379	3.48%
Office Supplies	01-122-5400-001	\$ 1,500	\$ 974	\$ 1,500	\$ 1,417	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Books/Periodicals	01-122-5400-002	\$ 400	\$ 70	\$ 400	\$ 175	\$ 50	\$ 400	\$ 350	700.00%	\$ 400	\$ 350	700.00%
Supplies		\$ 1,900	\$ 1,044	\$ 1,900	\$ 1,592	\$ 1,550	\$ 1,900	\$ 350	22.58%	\$ 1,900	\$ 350	22.58%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

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 or Massachusetts General Laws.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2023 ACCOMPLISHMENTS

N/A

FY2024 Budget Summary - Reserve Fund

**Target Budget FY
2024 \$ 50,000.00**

	FY 2021 Budget	FY2021 Actual	FY 2022 Budget	FY2022 Actual	FY 2023 Budget	FY 2024 Dept Request	FY 2024 TA Approved	Dollar Change	Percent Change
Reserve Fund	\$ 35,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%
Total	\$ 35,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	

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

Purchase of Services	\$ 35,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 35,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%

Reserve Fund Total	\$ 35,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%
---------------------------	------------------	-------------	------------------	-------------	------------------	------------------	------------------	-------------	--------------

Expense Detail - Reserve Fund

	Account #	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Other Reserve Fund	01-130-5700-007	\$ 35,000		\$ 50,000		\$ 50,000	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Purchase of Services		\$ 35,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

131 - Advisory Committee

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

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

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

The Advisory Committee went through a significant transformation in FY 2023 with four new members appointed. Peter Cusolito joined the Committee in June 2022. Bill Brennan, Ashlyn Coyle, and Sandy Wilson joined the Committee in October 2022.

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

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

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

FY2023 ACCOMPLISHMENTS

Continue to advocate for the implementation of financial management reforms

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

Financial Forecasting

Budget Process

Budget Calendar

Capital Planning

Debt Management

Operations

Financial Reporting

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

FY2024 Budget Summary - Advisory Committee

Target Budget FY
2024 \$ 1,325.00

	FY 2021 Budget	FY2021 Actual	FY 2022 Budget	FY2022 Actual	FY 2023 Budget	FY 2024 Dept Request	FY 2024 TA Approved	Dollar Change	Percent Change
Advisory Committee	\$ 1,325	\$ 210	\$ 1,325	\$ 210	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%
Total	\$ 1,325	\$ 210	\$ 1,325	\$ 210	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	

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

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

Advisory Board Total	\$ 1,325	\$ 210	\$ 1,325	\$ 210	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%
Turn back		\$ 1,115		\$ 1,115					

Expense Detail - Advisory Committee

	Account #	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Approp.	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Dues/Memberships	01-131-5700-002	\$ 275	\$ 210	\$ 275	\$ 210	\$ 275	\$ 275	\$ -	0.00%	\$ 275	\$ -	0.00%
Training/Seminars/Meeting	01-131-5700-003	\$ 800	\$ -	\$ 800	\$ -	\$ 800	\$ 800	\$ -	0.00%	\$ 800	\$ -	0.00%
Purchase of Services		\$ 1,075	\$ 210	\$ 1,075	\$ 210	\$ 1,075	\$ 1,075	\$ -	0.00%	\$ 1,075	\$ -	0.00%
Office Supplies	01-131-5400-001	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ 250	\$ -	0.00%	\$ 250	\$ -	0.00%
Supplies		\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ 250	\$ -	0.00%	\$ 250	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024
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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To provide innovative specialized local government financial support.

FY2023 ACCOMPLISHMENTS

Had a smooth transition into FY23, considering the effects of COVID-19, all DOR reports were submitted timely with a quick certification.

FY2024 Budget Summary - Town Accountant

Target Budget FY
2024 \$ 163,375.00

	FY 2021 Budget	FY2021 Actual	FY 2022 Budget	FY2022 Actual	FY 2023 Budget	FY 2024 Dept Request	FY 2024 TA Approved	Dollar Change	Percent Change
Town Accountant	\$ 143,619	\$ 141,037	\$ 149,649	\$148,250	\$ 160,746	\$ 163,375	\$ 163,375	\$ 2,629	1.64%
Total	\$ 143,619	\$ 141,037	\$ 149,649	\$148,250	\$ 160,746	\$ 163,375	\$ 163,375	\$ 2,629	1.64%

Salaries	\$ 81,817	\$ 81,792	\$ 83,428	\$ 83,428	\$ 88,375	\$ 90,143	\$ 90,143	\$ 1,768	2.00%
Wages	\$ 33,227	\$ 33,205	\$ 37,646	\$ 37,651	\$ 37,663	\$ 44,657	\$ 44,657	\$ 6,994	18.57%
Other	\$ -				\$ 6,133	\$ -	\$ -	\$ (6,133)	-100.00%
Personnel Total	\$ 115,044	\$ 114,997	\$ 121,074	\$121,079	\$ 132,171	\$ 134,800	\$ 134,800	\$ 2,629	1.99%

Purchase of Services	\$ 28,075	\$ 25,625	\$ 28,075	\$ 27,007	\$ 28,075	\$ 27,925	\$ 27,925	\$ (150)	-0.53%
Supplies	\$ 500	\$ 415	\$ 500	\$ 164	\$ 500	\$ 650	\$ 650	\$ 150	30.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 28,575	\$ 26,040	\$ 28,575	\$ 27,171	\$ 28,575	\$ 28,575	\$ 28,575	\$ -	0.00%

Town Accountant Total	\$ 143,619	\$ 141,037	\$ 149,649	\$148,250	\$ 160,746	\$ 163,375	\$ 163,375	\$ 2,629	1.64%
------------------------------	-------------------	-------------------	-------------------	------------------	-------------------	-------------------	-------------------	-----------------	--------------

Turn back \$ 2,582 \$ 1,399

	FY2021 Budget	FY2022 Budget	FY 2023 Budget	FY 2024 Request	FY2024 Administrator Budget
Town Accountant	1	1	1	1	1
Assistant Town Accountant	1	1	1	1	1
Subtotal Employees	2	2	2	2	2
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	2	2	2	2	2

Upgrade request for Assistant Town Accountant - Cost of \$5,374

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

FISCAL YEAR 2023							FISCAL YEAR 2024									
							Annual Salary	FY23	Total hours			Proposed	Proposed	Final	TA	
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	1-Jul-22	Rate	Hours	FY24	Percent Increase	Rate Increase	Base Rate	Stipends	Final Salary	Fiscal 2023 Salary
Lawrence	Allison	01-135-5101-000	Acct	IV/11	\$44.51	38	\$ 88,375	\$ 44.51	38	1985.5	2.00%	\$ 0.89	\$ 45.40	0.00	\$ 90,143	\$ 90,143
Messina	Kate	01-135-5100-000	Ass Acct	III/7	\$27.93	30	\$ 37,663	\$ 27.93	30	1567.5	2.00%	\$ 0.56	\$ 28.49		\$ 44,657	\$ 44,657
Lawrence	Allison	01-135-5101-000	Acct				\$ 2,866									
2% COLA							\$ -									
Rounding							\$ 3,267									
							\$ -									
Total Salaries							\$ 132,171			3553					\$ 134,800	\$ 134,800

Expense Detail - Town Accountant

		FY2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-135-5200-004	\$ 26,500	\$ 25,500	\$ 26,500	\$ 26,000	\$ 26,500	\$ 26,500	\$ -	0.00%	\$ 26,500	\$ -	0.00%
Printing	01-135-5200-0009	\$ 150	\$ -	\$ 150	\$ -	\$ 150	\$ -	\$ (150)	-100.00%	\$ -	\$ (150)	-100.00%
Travel/Licenses	01-135-5700-001	\$ 300	\$ -	\$ 300	\$ 222	\$ 300	\$ 300	\$ -	0.00%	\$ 300	\$ -	0.00%
Dues/Memberships	01-135-5700-002	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ -	0.00%	\$ 125	\$ -	0.00%
Training/Seminars/Meetin	01-135-5700-003	\$ 1,000	\$ -	\$ 1,000	\$ 660	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Purchase of Services		\$ 28,075	\$ 25,625	\$ 28,075	\$ 27,007	\$ 28,075	\$ 27,925	\$ (150)	-0.53%	\$ 27,925	\$ (150)	-0.53%
Office Supplies	01-135-5400-001	\$ 500	\$ 415	\$ 500	\$ 164	\$ 500	\$ 650	\$ 150	30.00%	\$ 650	\$ 150	30.00%
Supplies		\$ 500	\$ 415	\$ 500	\$ 164	\$ 500	\$ 650	\$ 150	30.00%	\$ 650	\$ 150	30.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

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

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.

FY2024 Budget Summary - Assessors

Target Budget FY
2024 (LF Budget) \$ 126,695.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Assessors	\$ 139,911	\$ 133,924	\$ 134,613	\$ 122,876	\$ 132,457	\$ 131,474	\$ 136,124	\$ 3,667	2.77%
Total	\$ 139,911	\$ 133,924	\$ 134,613	\$ 122,876	\$ 132,457	\$ 131,474	\$ 136,124	\$ 3,667	2.77%

Salaries	\$ 73,909	\$ 90,440	\$ 74,533	\$ 75,141	\$ 76,382	\$ 78,910	\$ 78,910	\$ 2,528	3.31%
Wages	\$ 57,031	\$ 41,004	\$ 49,809	\$ 39,396	\$ 40,941	\$ 41,760	\$ 41,760	\$ 819	2.00%
Other	\$ 1,731	\$ 1,731	\$ 1,731	\$ 1,731	\$ 6,194	\$ 1,864	\$ 1,864	\$ (4,330)	-69.91%
Personnel Total	\$ 132,671	\$ 133,175	\$ 126,073	\$ 116,268	\$ 123,517	\$ 122,534	\$ 122,534	\$ (983)	-0.80%

Purchase of Services	\$ 7,040	\$ 749	\$ 8,240	\$ 5,729	\$ 8,440	\$ 8,440	\$ 13,090	\$ 4,650	55.09%
Supplies	\$ 200	\$ -	\$ 300	\$ 879	\$ 500	\$ 500	\$ 500	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 7,240	\$ 749	\$ 8,540	\$ 6,608	\$ 8,940	\$ 8,940	\$ 13,590	\$ 4,650	52.01%

Assessors Total	\$ 139,911	\$ 133,924	\$ 134,613	\$ 122,876	\$ 132,457	\$ 131,474	\$ 136,124	\$ 3,667	2.77%
------------------------	------------	------------	------------	------------	------------	------------	------------	----------	-------

Turn back \$ 5,987 \$ 11,737

	FY2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Request	FY 2024 Administrator Budget
Principal Assessor	1	1	1	1	1
Department Assistant	1	1	1	1	1
Board of Assessors	3	3	3	3	3
Subtotal Employees	2	2	2	2	2
Subtotal Stipend Employees	3	3	3	3	3
Total Employees	5	5	5	5	5

Department requested a total of \$400 increase in supplies and professional services budget.

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 2023								FISCAL YEAR 2023								
Last Name	First Name	Account #	Position	Grade	Rate	Hours	Annual Salary 1-Jul-22	FY23 Rate	Hours	Total hours FY24	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2023
Berisha	Linda	01-141-5101-000	Assessor	IV/7	\$38.47	38	\$ 76,382	\$ 38.47	38	1985.5	2%	\$ 0.77	\$ 39.24	1,000.00	\$ 78,910	\$ 78,910
Morin	Sarah	01-141-5100-000	Admin	II/4	\$20.62	38	\$ 40,941	\$ 20.62	38	1985.5	2%	\$ 0.41	\$ 21.03		\$ 41,760	\$ 41,760
Stipends		01-141-5196-000					\$ 1,827	\$ 1,827			2%	\$ 37		\$ 1,864	\$ 1,864	\$ 1,864
Prev employees							\$ 4,367									\$ -
Total Salaries							\$ 123,517			3971				\$ 2,864	\$ 122,534	\$ 122,534

Expense Detail - Assessors

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Consultants/Prof services	01-141-5200-004	\$ 6,000	\$ 70	\$ 6,000	\$ 3,500	\$ 6,000	\$ 6,000	\$ -	0.00%	\$ 10,000	\$ 4,000	66.67%
Travel/Licenses	01-141-5700-001	\$ -		\$ 1,200	\$ 1,200	\$ 1,400	\$ 1,400	\$ -	0.00%	\$ 1,500	\$ 100	7.14%
Dues/Memberships	01-141-5700-002	\$ 340	\$ 412	\$ 340	\$ 349	\$ 340	\$ 340	\$ -	0.00%	\$ 590	\$ 250	73.53%
Training/Seminars/Meetings	01-135-5700-003	\$ 700	\$ 267	\$ 700	\$ 680	\$ 700	\$ 700	\$ -	0.00%	\$ 1,000	\$ 300	42.86%
Purchase of Services		\$ 7,040	\$ 749	\$ 8,240	\$ 5,729	\$ 8,440	\$ 8,440	\$ -	0.00%	\$ 13,090	\$ 4,650	55.09%
Office Supplies	01-135-5400-001	\$ 200		\$ 300	\$ 879	\$ 500	\$ 500	\$ -	0.00%	\$ 500	\$ -	0.00%
Supplies		\$ 200	\$ -	\$ 300	\$ 879	\$ 500	\$ 500	\$ -	0.00%	\$ 500	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024
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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

This office continues its training of the Assistant Treasurer Collector to step in fully for the Treasurer Collector, if the need should arise. Some of the goals will reset, as we have a new Treasurer/Collector, effective February of 2022. One FY23 goal that did not come to fruition was a tax lien sale in order to recoup funds from years of delinquent taxes, which remains over \$1 Million. This will be a main priority in FY24. We do need an additional \$2,000 over the department head submittal for mailing costs, which are increasing by 0.09 per item mailed by Kelly & Ryan, our Deputy Collector. Tailings for calendar year 2022 will be processed and collected early FY24. Alisa Ayres has transitioned from Department Assistant to Assistant Treasurer Collector. She continues to learn the position with motivation and focus on attention to detail. She is knowledgeable in the Department Assistant role and now the Assistant Treasurer Collector role. I am requesting Alisa be promoted from Level 3 Step 3 to Step 6. She is a tremendous asset to this office and the Town should do everything available to retain her. Kaitlyn Cloutier is the new Department Assistant to this office as of August, 2022. She has quickly learned her role and shows ambition in learning other aspects of the office. She is professional and respectable to residents and looks forward to help them with their needs. I am requesting funds to move Kaitlyn from Level 2 Step 1 to Step 2.

FY2023 ACCOMPLISHMENTS

With office turnover, we currently have new employees in each position in this office. Everyone has done a wonderful job learning and adapting to the new setting in this office. The Assistant Treasurer Collector continues to be the main benefits contact, adding those job duties to her already full schedule. This office continues to create process and procedure books for this office in order to facilitate any future staffing changes and points of reference. 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 Lockbox provider, Eastern Bank, has helped this office streamline payments received and reduce incoming mail significantly. 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. We continue to mail out quarterly real estate and personal property bills to alleviate the chance of a semi-annual bill to go missing. It has been a busy year in the Treasurer Collector's office and we look forward to another year in serving the community professionally and respectfully.

FY2024 Budget Summary - Treasurer/Collector

Target Budget FY
2024 (LF Budget) \$ 175,168.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Treasurer/Collector	\$ 166,411	\$ 162,765	\$ 182,870	\$ 176,302	\$ 173,744	\$ 175,168	\$ 215,859	\$ 42,115	24.24%
Total	\$ 166,411	\$ 162,765	\$ 182,870	\$ 176,302	\$ 173,744	\$ 175,168	\$ 215,859	\$ 42,115	24.24%

Salaries	\$ 64,833	\$ 64,743	\$ 74,535	\$ 61,634	\$ 67,011	\$ 68,351	\$ 77,911	\$ 10,900	16.27%
Wages	\$ 81,455	\$ 77,899	\$ 88,212	\$ 79,222	\$ 84,611	\$ 84,694	\$ 89,963	\$ 5,352	6.33%
Other					\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 146,288	\$ 142,642	\$ 162,747	\$ 140,856	\$ 151,621	\$ 153,045	\$ 167,874	\$ 16,253	10.72%

Purchase of Services	\$ 19,023	\$ 19,023	\$ 19,023	\$ 34,629	\$ 21,023	\$ 21,023	\$ 46,885	\$ 25,862	123.02%
Supplies	\$ 1,100	\$ 1,100	\$ 1,100	\$ 817	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
145 Expenses Total	\$ 20,123	\$ 20,123	\$ 20,123	\$ 35,446	\$ 22,123	\$ 22,123	\$ 47,985	\$ 25,862	116.90%

Treasurer/Collector Total	\$ 166,411	\$ 162,765	\$ 182,870	\$ 176,302	\$ 173,744	\$ 175,168	\$ 215,859	\$ 42,115	24.24%
----------------------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	------------------	---------------

	FY2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Request	FY 2024 Administrator Budget
Employees					
Treasurer Collector	1	1	1	1	1
Assistant Treasurer/Collector	0	0	1	1	1
Department Assistant	0	0	1	1	1
Assistant Treasurer	1	1	0	0	0
Assistant Collector	1	1	0	0	0
Subtotal Employees	3	3	3	3	3
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	3	3	3	3	3

Compensation Detail

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

Treasurer/Collector

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
FISCAL YEAR 2023								FISCAL YEAR 2024								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	FY22 Rate	Hours	Total hours FY23	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Fiscal 2024
George	Nicholas	01-141-5101-000	Tr/Coll	IV/4	\$33.75	38	\$ 67,011	\$ 33.75	38	1985.5	2%	\$ 0.68	\$ 34.43		\$ 68,351	\$ 77,911
Ayres	Allissa	01-141-5100-000	Asst.Tr/Coll	III/3	\$23.27	38	\$ 46,203	\$ 23.27	38	1985.5	2%	\$ 0.47	\$ 23.74		\$ 47,127	\$ 51,345
Cloutier	Kaitlyn	01-141-5100-000	Dept Asst	II/1	\$18.55	38	\$ 36,831	\$ 18.55	38	1985.5	2%	\$ 0.37	\$ 18.92		\$ 37,567	\$ 38,618
Previous staff							\$ 1,577									
Rounding																
Stipends																
Total Salaries							\$ 151,621			5956.5				\$ -	\$ 153,045	\$ 167,874

One step increase to Treasurer/Collector would bring his salary level to \$73,125. I r
 I recommend a two step increase, which brings him to Benchmark, which is the
 grade assigned to average employee for knowledge and ability
 While this is still below the going rate for experience Treasurer/Collectors, it makes \$ 151,621
 us a least somewhat competitive. We are not at \$68,351 or \$73,135.

Expense Detail - Treasurer/Collector

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Maintain Contract/Repairs	01-145-5200-003	\$ -		\$ -		\$ -						
Consultants/Prof. Service	01-145-5200-004	\$ 18,138	\$ 21,703	\$ 18,138	\$ 33,998	\$ 20,138	\$ 20,138	\$ -	0.00%	\$ 46,000	\$ 25,862	128.42%
Mileage/Licenses	01-145-5700-001	\$ 355	\$ -	\$ 355	\$ 181	\$ 355	\$ 355	\$ -	0.00%	\$ 355	\$ -	0.00%
Dues/Memberships	01-145-5700-002	\$ 150	\$ 90	\$ 150	\$ 140	\$ 150	\$ 150	\$ -	0.00%	\$ 150	\$ -	0.00%
Training/Seminars/Meetin	01-145-5700-003	\$ 380	\$ 40	\$ 380	\$ 310	\$ 380	\$ 380	\$ -	0.00%	\$ 380	\$ -	0.00%
Purchase of Services		\$ 19,023	\$ 21,833	\$ 19,023	\$ 34,629	\$ 21,023	\$ 21,023	\$ -	0.00%	\$ 46,885	\$ 25,862	123.02%
Office Supplies	01-145-5400-001	\$ 1,100	\$ 960	\$ 1,100	\$ 817	\$ 1,100	\$ 1,100	\$ -	0.00%	\$ 1,100	\$ -	0.00%
Supplies		\$ 1,100	\$ 960	\$ 1,100	\$ 817	\$ 1,100	\$ 1,100	\$ -	0.00%	\$ 1,100	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024
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.

FY2024 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.

FY2023 ACCOMPLISHMENTS

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

FY2024 Budget Summary - Tax Title

Target Budget FY
2024

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept Request	FY 2024 TA Approved	Dollar Change	Percent Change
Tax Title	\$ -	\$ -	\$ 16,000	\$ 4,611	\$ -	\$ -	\$ -	\$ -	
Total	\$ -	\$ -	\$ 16,000	\$ 4,611	\$ -	\$ -	\$ -	\$ -	
Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchase of Services	\$ -	\$ -	\$ 16,000	\$ 4,611	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ -	\$ -	\$ 16,000	\$ 4,611	\$ -	\$ -	\$ -	\$ -	
Tax Title Total	\$ -	\$ -	\$ 16,000	\$ 4,611	\$ -	\$ -	\$ -	\$ -	
Budget turn back				\$ 11,389					

Expense Detail - Tax Title

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Consultants/Prof services	01-147-5200-004			\$ 16,000	\$ 4,611							
Purchase of Services		\$ -	\$ -	\$ 16,000	\$ 4,611	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

152 - Personnel Board

FY2024 Budget Summary - Personnel Board

Target Budget FY
2024 \$ 275.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept Request	FY 2024 TA Approved	Dollar Change	Percent Change
Personnel Board	\$ 250	\$ 250	\$ 275	\$ 250	\$ 275	\$ 275	\$ 275	\$ -	0.00%
Total	\$ 250	\$ 250	\$ 275	\$ 250	\$ 275	\$ 275	\$ 275	\$ -	

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

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

Personnel Board - Total	\$ 250	\$ 250	\$ 275	\$ 250	\$ 275	\$ 275	\$ 275	\$ -	0.00%
--------------------------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	-------------	--------------

Expense Detail - Personnel Board

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Dues/Membership	01-152-5700-002	\$ 250	\$ 250	\$ 275	\$ 250	\$ 275	\$ 275	\$ -	0.00%	\$ 275.00	\$ -	0.00%
Purchase of Services		\$ 250	\$ 250	\$ 275	\$ 250	\$ 275	\$ 275	\$ -	0.00%	\$ 275.00	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024
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

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2023 ACCOMPLISHMENTS

In FY23, the Town has maintained its IT infrastructure without incidents, and has a 74% rating of overall network health. As of Q4 in 2022, ClearCom completed 258 tickets for the Town of Leicester. The Town has made GIS and MLS software investments to assist the Assessor's Office with evaluating property assessments.

FY2024 Budget Summary - IT

Target Budget FY
2024 \$ 206,060.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept Request	FY 2024 TA Approved	Dollar Change	Percent Change
IT Department	\$ 162,060	\$ 148,033	\$ 196,060	\$ 175,128	\$ 206,060	\$ 197,540	\$ 209,242	\$ 3,182.00	1.54%
Total	\$ 162,060	\$ 148,033	\$ 196,060	\$ 175,128	\$ 206,060	\$ 197,540	\$ 209,242	\$ 3,182.00	1.54%

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

Purchase of Services	\$ 143,500	\$ 124,416	\$ 162,500	\$ 155,145	\$ 161,500	\$ 154,980	\$ 193,835	\$ 32,335	20.02%
Supplies	\$ 18,560	\$ 23,617	\$ 33,560	\$ 19,983	\$ 44,560	\$ 42,560	\$ 15,407	\$ (29,153)	-65.42%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 162,060	\$ 148,033	\$ 196,060	\$ 175,128	\$ 206,060	\$ 197,540	\$ 209,242	\$ 3,182	1.54%

It Department - Total	\$ 162,060	\$ 148,033	\$ 196,060	\$ 175,128	\$ 206,060	\$ 197,540	\$ 209,242	\$ 3,182.00	1.54%
------------------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	--------------------	--------------

Expense Detail - IT Department

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-155-5200-003	\$ 143,500	\$124,416	\$ 162,500	\$ 155,145	\$ 161,500	\$ 154,980	\$ (6,520)	-4.04%	\$ 193,835	\$ 32,335	20.02%
Purchase of Services		\$ 143,500	\$124,416	\$ 162,500	\$ 155,145	\$ 161,500	\$ 154,980	\$ (6,520)	-5.24%	\$ 193,835	\$ 32,335	20.02%
Small Equipment	01-155-5400-0005	\$ 18,560	\$ 23,617	\$ 33,560	\$ 19,983	\$ 44,560	\$ 42,560	\$ (2,000)	-4.49%	\$ 15,407	\$ (29,153)	-65.42%
Supplies		\$ 18,560	\$ 23,617	\$ 33,560	\$ 19,983	\$ 44,560	\$ 42,560	\$ (2,000)	-8.47%	\$ 15,407	\$ (29,153)	-65.42%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

MAINTENANCE CONTRACTS/PROFESSIONAL SERVICES				
Department	Company	Description	Monthly Charge	Total Annual Charge
Accounting	Vadar	Accounting Software		\$ 9,450.00
Accounting	Vadar Cloud	Financial Software		\$ 7,990.00
Assessor	Patriot Properties	Assessing Software		\$ 9,100.00
Assessor	CAI Technologies	Near Map		\$ 3,333.34
Assessor	MLS PIN	MLS Subscription		\$ 350.00
Assessor/DIS	CMRPC	MuniGIS		\$ 3,000.00
BOS	Intermedia	Town Email/Firewall/ Microsoft Office Licenses (\$15/mo each, 18 in FY20)	\$ 1,500	\$ 18,000.00
BOS	ClearCom	IT Mgmt Services - Town & PD	\$ 4,240	\$ 50,880.00
BOS	ClearCom	IT Out-of-Contract Services - Town & PD		\$ 4,000.00
BOS	Charter	Internet/Cable	\$ 1,111	\$ 13,332.00
BOS	Onsolve	Code Red		\$ 6,210.90
BOS	LLC Designs	Board/Comm Database Annual Support Fee		\$ 485.10
BOS	Seamless Docs	Web application for forms		\$ 4,750.00
BOS	Civic Plus	Website		\$ 2,950.00
BOS	LogMeIn	(2) GoToMeeting 12 month subscriptions		\$ 296.64
BOS	TBD	Work Order System for DPW (Facilities and Highway)		\$ 15,000.00
BOS	TBD	Office 365 G3 Migration		\$ 12,000.00
BOS	ClearCom	Domain Registration		\$ 25.00
EDC	ClearCom	Domain Registration		\$ 25.00
EDC	Wix	EDC website and domain		\$ 238.70
Fire	Cumulus Global	Google Workspace Annual Service Renewal		\$ 2,880.00
Fire	ESO	Fire Records Program		2,858.77
PD	Central Square/Tritech	IMC RMS Program		\$ 18,474.85
PD	Intermedia	PD Email/Firewall/ Microsoft Office Licenses (\$15/mo each, 8 in FY20)	\$ 600	\$ 7,200.00
PD	ClearCom	Domain Registration		\$ 50.00
PD	ClearCom	SonicWall License - Annual Subscription		\$ 953.70
			Budget	\$ 193,835.00
			Expenditures	\$ 193,834.01
			Balance	\$ 0.99
SMALL EQUIPMENT				
Department	Company	Description	Monthly Charge	Total Annual Charge
BOS	ClearCom	Computer/Equipment Repairs/Phones/Emergency Service		\$ 15,407.00
			Budget	\$ 15,407.00
			Expenditures	\$ 15,407.00
			Balance	\$ -



Town of Leicester
Operating Budget Manual
FY2024
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 Statues. The Leicester Town Clerk serves the residents of Leicester through its function as official record keeper for the Town Meeting and Vital Records and the Administration of Elections and voter related activities. Records found in this office are: Birth, Marriage and Death Certificates; Zoning Decisions; Town Meeting Records; Annual Town Reports and Special Reports to Town Meeting; records of elections and lists of those who have served the Town of Leicester in elective or appointive office. The Town Clerk's office welcomes inquiries from all citizens seeking assistance/information in relation to services provided by the Town of Leicester. The staff will assist in redirecting your questions to the appropriate department. 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

FY2024 Goals, objectives, and additional needs

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

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

FY2023 Accomplishments

Fiscal year 2023 is coming to an end as is my time here as your Interim Town Clerk. I have enjoyed the privilege of working here in the Town of Leicester.

With a new Town Clerk to come on board I have worked with Susan on the many aspects of running Elections, from start to finish through the state certification final step. Susan lacks confidence in elections. Susan worked with me on Town Meetings with all requirements. I completed the process for Attorney General submissions for changes to town by-law and/or zoning changes after Special Town Meetings.

FY2024 Budget Summary - Town Clerk

Target Budget FY
2024 \$ 120,763.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept Request	FY 2024 TA Approved	Dollar Change	Percent Change
Town Clerk	\$ 112,628	\$ 109,786	\$ 131,018	\$ 128,494	\$ 139,239	\$ 120,763	\$ 148,145	\$ 8,906	6.40%
Total	\$ 112,628	\$ 109,786	\$ 131,018	\$ 128,494	\$ 139,239	\$ 120,763	\$ 148,145	\$ 8,906	6.40%

Salaries	\$ 66,798	\$ 66,798	\$ 79,477	\$ 79,477	\$ 61,987	\$ 63,247	\$ 82,710	\$ 20,723	33.43%
Wages	\$ 42,064	\$ 42,277	\$ 47,775	\$ 47,776	\$ 55,455	\$ 48,646	\$ 56,565	\$ 1,110	2.00%
Other					\$ 18,031	\$ 5,104	\$ 5,104	\$ (12,927)	-71.69%
Personnel Total	\$ 108,862	\$ 109,075	\$ 127,252	\$ 127,253	\$ 135,473	\$ 116,997	\$ 144,379	\$ 8,906	6.57%

Purchase of Services	\$ 2,266	\$ 150	\$ 2,266	\$ 195	\$ 2,266	\$ 2,266	\$ 2,266	\$ -	0.00%
Supplies	\$ 1,500	\$ 560	\$ 1,500	\$ 1,046	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 3,766	\$ 710	\$ 3,766	\$ 1,241	\$ 3,766	\$ 3,766	\$ 3,766	\$ -	0.00%

Town Clerk Total	\$ 112,628	\$ 109,786	\$ 131,018	\$ 128,494	\$ 139,239	\$ 120,763	\$ 148,145	\$ 8,906	6.40%
Turn back		\$ 2,842		\$ 2,525					

	FY2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Request	FY 2024 Administrator Budget
Town Clerk	1	1	1	1	1
Assistant Town Clerk	1	1	1	1	1
Subtotal Employees	2	2	2	2	2
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	2	2	2	2	2

Compensation Detail

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

Town Clerk

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
FISCAL YEAR 2023								FISCAL YEAR 2024								TA
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	FY23 Rate	Hours	Total hours FY24	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	Fiscal 2023 Salary
Johnson	Lisa	01-161-5101-000	TC	IV/2	\$31.22	38	\$ 61,987	\$ 31.22	38	1985.5	2%	\$ 0.62	\$ 31.85		\$ 63,247	\$ 82,710
Zuscak	Susan	01-161-5100-000	Ass TC	III/3	\$27.93	38	\$ 55,455	\$27.93	38	1985.5	2%	\$ 0.56	\$ 28.49		\$ 56,565	\$ 56,565
Salary Difference	Elected						\$ 18,031	\$ 2.52	38	1985.5	2%	\$ 0.05	\$ 2.57		\$ 5,104	\$ 5,104
Error on original request															\$ (7,919)	
Total Salaries							\$ 135,473			5956.5				\$ -	\$ 116,997	\$ 144,379

Expense Detail - Town Clerk

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Printing	01-161-5200-009	\$ 966	\$ -	\$ 966		\$ 966	\$ 966	\$ -	0.00%	\$ 966	\$ -	0.00%
Travel/Licenses	01-161-5700-001	\$ 100	\$ -	\$ 100		\$ 100	\$ 100	\$ -	0.00%	\$ 100	\$ -	0.00%
Dues/Memberships	01-161-5700-002	\$ 200	\$ 150	\$ 200	\$ 150	\$ 200	\$ 200	\$ -	0.00%	\$ 200	\$ -	0.00%
Training/Seminars/Meetin	01-161-5700-003	\$ 1,000	\$ -	\$ 1,000	\$ 45	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Purchase of Services		\$ 2,266	\$ 150	\$ 2,266	\$ 195	\$ 2,266	\$ 2,266	\$ -	0.00%	\$ 2,266	\$ -	0.00%
Office Supplies	01-161-5400-001	\$ 1,500	\$ 560	\$ 1,500	\$ 1,046	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Supplies		\$ 1,500	\$ 560	\$ 1,500	\$ 1,046	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Operating Budget Manual

FY2024

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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2023 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.

FY2024 Budget Summary - Elections and Registration

Target Budget FY
2024 \$ 37,700.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Elections and Registration	\$ 50,500	\$ 47,157	\$ 36,500	\$ 30,091	\$ 41,700	\$ 37,700	\$ 37,700	\$ (4,000)	-9.59%
Total	\$ 50,500	\$ 47,157	\$ 36,500	\$ 30,091	\$ 41,700	\$ 37,700	\$ 37,700	\$ (4,000)	-9.59%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Wages	\$ 36,000	\$ 28,299	\$ 22,000	\$ 9,739	\$ 26,000	\$ 22,000	\$ 22,000	\$ (4,000)	-15.38%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 36,000	\$ 28,299	\$ 22,000	\$ 9,739	\$ 26,000	\$ 22,000	\$ 22,000	\$ (4,000)	-15.38%

Purchase of Services	\$ 12,500	\$ 17,695	\$ 12,500	\$ 16,692	\$ 13,700	\$ 13,700	\$ 13,700	\$ -	0.00%
Supplies	\$ 2,000	\$ 1,162	\$ 2,000	\$ 3,660	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 14,500	\$ 18,858	\$ 14,500	\$ 20,352	\$ 15,700	\$ 15,700	\$ 15,700	\$ -	0.00%

Elections and Registration Total	\$ 50,500	\$ 47,157	\$ 36,500	\$ 30,091	\$ 41,700	\$ 37,700	\$ 37,700	\$ (4,000)	-9.59%
Budget Turnback		\$ 3,343		\$ 6,409					

	FY2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Request	FY 2024 Administrator Budget
Employees					
Registrars	4	4	4	4	4
Poll Workers	30	30	30	30	30
Subtotal Employees	34	34	34	34	34
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	34	34	34	34	34

Compensation Detail

COLAS	
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 2023								FISCAL YEAR 2024																												
				Pay		Annual Salary		FY 23		Proposed Increase		Proposed Performance		Final Base		Other		Final Salary		TA																								
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-22	Rate	Hours	1-Jul-24	Increase	Rate	Pay	Salary	Fiscal 2024																													
		01-162-5100-000	Poll Workers				\$ 26,000	\$22,000.00	0		\$ -	\$ 22,000.00	\$ -	\$ 22,000	\$ 22,000																													
Total Salaries							\$ 26,000				\$ -		\$ -	\$ 22,000	\$ 22,000																													

Expense Detail - Elections and Registration

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Consultant & Prof Service	01-162-5200-009	\$ 8,700	\$ 12,514	\$ 8,700	\$ 11,592	\$ 10,000	\$ 10,000	\$ -	0.00%	\$ 10,000	\$ -	0.00%
Printing	01-162-5200-009	\$ 3,600	\$ 5,156	\$ 3,600	\$ 5,100	\$ 3,500	\$ 3,500	\$ -	0.00%	\$ 3,500	\$ -	0.00%
Training/Seminars/Meetin	01-161-5700-003	\$ 200	\$ 25	\$ 200	\$ -	\$ 200	\$ 200	\$ -	0.00%	\$ 200	\$ -	0.00%
Purchase of Services		\$ 12,500	\$ 17,695	\$ 12,500	\$ 16,692	\$ 13,700	\$ 13,700	\$ -	0.00%	\$ 13,700	\$ -	0.00%
Office Supplies	01-162-5400-001	\$ 2,000	\$ 1,162	\$ 2,000	\$ 3,660	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%
Supplies		\$ 2,000	\$ 1,162	\$ 2,000	\$ 3,660	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024

180 -Development & Inspectional Services

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

Mission & Responsibilities: 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. DIS is responsible for traditional land-use related activities such as the administration of the Town's Master Plan, Zoning Bylaw, Open Space and Recreation Plan, Municipal Vulnerability Plan, and more.

FY23 Activity:

Zoning Bylaw amendments (marijuana delivery, map changes) approved 10/2021

Finalizing the 2021 Open Space & Recreation Plan

Alaa M. Abusalah appointed DIS Director/Town Planner 10/2021

Construction of Complete Streets Town Common project completed 12/2021

Director represents the Town and West Subregion as a member of the Central Massachusetts Metropolitan Planning Commission (CMMPO)

Established a multi-departmental project review team to enhance and support applicants navigating the permitting process

Major development projects approved since 6/2021:

13 new residential lots

289,000 square feet of new commercial and/or industrial space

5-Megawatt AC Solar Energy Storage System

Major projects in review:

98 new dwelling units

(note: approved does not mean will be constructed)

Director priorities/initiatives (internal) - fostering a learning and entrepreneurial work environment; retaining excellent staff; 1:1 staff meetings to understand individual goals, ambitions, strengths; monthly team meetings to promote collaborative problem solving

Challenges:

Existing staffing structure does not reflect the functions and needs of the growing department.

Majority of recent plans and studies conducted by third party consultants note capacity challenges and its impact on strategic goals (Local Rapid Recovery Plan, Open Space and Recreation Plan).

Inadequate staffing puts the Town at risk.

Director and Department Assistant participated in 33+ evening meetings, approximately 60 additional work hours between 7/2021 - 2/2022. Meetings are uncompensated for exempt employee and compensated by flex time for non-exempt employee.

FY24 Goals & Objectives:

Improve Economic Wellbeing:

Leverage routine interaction with businesses to develop meaningful relationships, comprehensively understand needs, and learn how to support/maximize our business community's growth and success

Focus efforts on local control, analyze zoning and regulations to ensure that development rules align with Town vision and strategic intent

Effectively measure, track, and report development progress, project life cycle, and economic growth

Continue implementation of Planning Board priority Zoning Bylaw amendments

Leveraging and Reallocating Resources to Enhance Permitting Services: Conservation Commission, Planning Board, Zoning Board of Appeals, and Building/Code services were physically relocated to a shared office space in FY22. To advance the development of a centralized and efficient permitting function, the FY23 budget leverages existing talent by investing in the promotion of DIS Department Assistant Kelly Conroy (overseeing Building/Code operations) and Brooke Hultgren (overseeing Conservation, Planning, and Zoning). Over the next year, DIS will be strategically positioned to: Increase operational efficiency through process, structure, and practice reform Accelerate economic development by reducing processing time, flagging procedural errors or incomplete submissions in early stages Establish predictable and consistent permitting processes Proactively administer construction projects to ensure conformance with orders of condition

Operational Excellence: Identify costs and plan for record digitization and e-permitting software Analyze department business model and cost structures, develop key performance indicators for all DIS functions Develop a mid-year performance review allowing staff to rate and report the Director's leadership and management skills The FY23 budget positions DIS to effectively advance the Town's long-term goals.

Additional Needs: Deputy Director/Assistant Town Planner, or similar position (\$50,000+/-) Increased consulting budget for sign bylaw overhaul, and updates to ZBA Variances & Special Permits to make consistent with state law (\$3,000 total) Technology support including Dropbox and Adobe Acrobat (\$1,200) Professional development for junior staff (\$400) Technology for record digitization and e-permitting is not included.

FY2024 Budget Summary - DIS

Target Budget FY
2024 (LF Budget +
COLA) \$ 260,325.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
DIS	\$ 265,332	\$ 263,446	\$ 267,083	\$ 241,206	\$ 268,589	\$ 277,771	\$ 277,771	\$ 9,182	3.42%
Total	\$ 265,332	\$ 263,446	\$ 267,083	\$ 241,206	\$ 268,589	\$ 277,771	\$ 277,771	\$ 9,182	3.42%
Salaries	\$ 136,642	\$ 137,214	\$ 168,576	\$ 151,050	\$ 82,245	\$ 83,864	\$ 83,864	\$ 1,619	1.97%
Wages	\$ 74,790	\$ 79,937	\$ 73,526	\$ 75,774	\$ 161,313	\$ 168,829	\$ 168,829	\$ 7,516	4.66%
Other	\$ 2,296	\$ 2,494	\$ 2,296	\$ 1,424	\$ 2,346	\$ 2,393	\$ 2,393	\$ 47	2.00%
Personnel Total	\$ 213,728	\$ 219,646	\$ 244,398	\$ 228,248	\$ 245,904	\$ 255,086	\$ 255,086	\$ 9,182	3.73%
Purchase of Services	\$ 48,604	\$ 36,036	\$ 18,035	\$ 9,661	\$ 18,035	\$ 18,035	\$ 18,035	\$ -	0.00%
Supplies	\$ 3,000	\$ 7,765	\$ 3,250	\$ 2,145	\$ 3,250	\$ 3,250	\$ 3,250	\$ -	0.00%
Utilities	\$ -	\$ -	\$ 1,400	\$ 1,151	\$ 1,400	\$ 1,400	\$ 1,400	\$ -	0.00%
Expenses Total	\$ 51,604	\$ 43,800	\$ 22,685	\$ 12,958	\$ 22,685	\$ 22,685	\$ 22,685	\$ -	0.00%
DIS Total	\$ 265,332	\$ 263,446	\$ 267,083	\$ 241,206	\$ 268,589	\$ 277,771	\$ 277,771	\$ 9,182	3.42%

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

FISCAL YEAR 2023																	FISCAL YEAR 2024							
																	FY22	Total hours	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary
Last Name	First Name	Account #	Position	Grade	Rate	Hours	Annual Salary 1-Jul-21	Rate	Hours	FY23														
Abusala	Alaa	01-180-5101-000	Planner Health	IV/4	\$41.41	38	\$ 82,245	\$41.41	38	1985.5	2%	\$ 0.83	\$ 42.24			\$ 83,864	\$ 83,864							
Dagle	Francis	01-180-5103-000	Director	IV/4	\$33.75	38	\$ 67,011	\$33.75	38	1985.5	2%	\$ 0.68	\$ 34.43	30,897		\$ 68,351	\$ 68,351							
Main	Donna	01-180-5100-000		II/4	\$20.62	38	\$ 40,941	\$20.62	38	1985.5	2%	\$ 0.41	\$ 21.03			\$ 41,760	\$ 41,760							
Open	Nurse	01-180-5103-000	Nurse		\$35.00	10	\$ 9,100	\$35.00		520						\$ 9,100	\$ 9,100							
Open	Asst Planner	01-180-5100-000		III/4	\$24.50	38	\$ 48,645	\$24.50	38	1985.5	2%	\$ 0.49	\$ 24.99			\$ 49,618	\$ 49,618							
Stipends	Planning	01-180-5196-175					\$ 1,455	\$1,455			2%	\$ 29	\$ 1,484			\$ 1,484	\$ 1,484							
Stipends	BOH	01-180-5196-510					\$ 891	\$891			2%	\$ 18	\$909			\$ 909	\$ 909							
Adjustments							\$ (4,383)	\$0								\$ -	\$ -							
							\$ -																	
Total Salaries							\$ 245,904			8462					\$ 30,897	\$ 255,086	\$ 255,086							

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

\$ 245,904.00

Expense Detail - DIS

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Maintain Cont/Repairs	01-180-5200-003	\$ -		\$ -		\$ -						
Consultant/Prof. Services	01-180-5200-004	\$ 42,754	\$32,975	\$ 10,000	\$ 5,711	\$ 10,000	\$ 10,000	\$ -	0.00%	\$ 10,000	\$ -	0.00%
Advertising	01-180-5200-007	\$ 900	\$ 756	\$ 900	\$ 285	\$ 900	\$ 900	\$ -	0.00%	\$ 900	\$ -	0.00%
Printing	01-180-5200-009	\$ 500	\$ 617	\$ 500	\$ 379	\$ 500	\$ 500	\$ -	0.00%	\$ 500	\$ -	0.00%
Mileage/Licenses	01-180-5700-001	\$ 1,150	\$ 53	\$ 950	\$ 877	\$ 950	\$ 950	\$ -	0.00%	\$ 950	\$ -	0.00%
Dues/Memberships	01-180-5700-002	\$ 1,300	\$ 1,230	\$ 1,800	\$ 1,029	\$ 1,800	\$ 1,800	\$ -	0.00%	\$ 1,800	\$ -	0.00%
Training/Seminars/Meetin	01-180-5700-003	\$ 2,000	\$ 405	\$ 3,885	\$ 1,380	\$ 3,885	\$ 3,885	\$ -	0.00%	\$ 3,885	\$ -	0.00%
Purchase of Services		\$ 48,604	\$36,036	\$ 18,035	\$ 9,661	\$ 18,035	\$ 18,035	\$ -	0.00%	\$ 18,035	\$ -	0.00%
Office Supplies	01-180-5400-001	\$ 2,500	\$ 7,394	\$ 2,500	\$ 1,329	\$ 2,500	\$ 2,500	\$ -	0.00%	\$ 2,500	\$ -	0.00%
Books/Periodicals	01-180-5400-002	\$ 500	\$ 371	\$ 500	\$ 638	\$ 500	\$ 500	\$ -	0.00%	\$ 500	\$ -	0.00%
Parts/Materials	01-180-5400-006	\$ -		\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	
Tools/Small equipment [n	01-180-5400-005	\$ -		\$ 250	\$ 179	\$ 250	\$ 250	\$ -	0.00%	\$ 250	\$ -	0.00%
Supplies		\$ 3,000	\$ 7,765	\$ 3,250	\$ 2,145	\$ 3,250	\$ 3,250	\$ -	0.00%	\$ 3,250	\$ -	0.00%
Telephones	01-180-5200-001	\$ -		\$ 1,400	\$ 1,151	\$ 1,400	\$ 1,400	\$ -	0.00%	\$ 1,400	\$ -	0.00%
Utilities		\$ -	\$ -	\$ 1,400	\$ 1,151	\$ 1,400	\$ 1,400	\$ -	0.00%	\$ 1,400	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

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

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2023 ACCOMPLISHMENTS

The Town executed a one year lease with Hilltop Management Group for Hillcrest Country Club and paid utilities for the Memorial School, Lions Park and the Library.

FY2024 Budget Summary - Town-owned Building Maintenance

Target Budget FY
2024 \$ 48,281.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Town-owned Bldg. Maintenance	\$ 68,281	\$ 57,780	\$ 48,281	\$ 46,702	\$ 56,081	\$ 48,281	\$ 48,281	\$ (7,800)	-13.91%
Total	\$ 68,281	\$ 57,780	\$ 48,281	\$ 46,702	\$ 56,081	\$ 48,281	\$ 48,281	\$ (7,800)	-13.91%

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

Purchase of Services	\$ 13,000	\$ 25,996	\$ 13,000	\$ 16,052	\$ 22,900	\$ 15,100	\$ 9,281	\$ (13,619)	-59.47%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ 55,281	\$ 31,784	\$ 35,281	\$ 30,651	\$ 33,181	\$ 33,181	\$ 39,000	\$ 5,819	17.54%
Expenses Total	\$ 68,281	\$ 57,780	\$ 48,281	\$ 46,702	\$ 56,081	\$ 48,281	\$ 48,281	\$ (7,800)	-13.91%

Town-owed Bldg. Maintenance Total	\$ 68,281	\$ 57,780	\$ 48,281	\$ 46,702	\$ 56,081	\$ 48,281	\$ 48,281	\$ (7,800)	-13.91%
--	-----------	-----------	-----------	-----------	-----------	-----------	-----------	------------	---------

Expense Detail - Town-owned Bldg. Maintenance

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Repairs	01-192-5200-0003	\$ 13,000	\$ 25,996	\$ 13,000	\$16,052	\$ 22,900	\$ 15,100	\$ (7,800)	-34.06%	\$ 9,281	\$ (13,619.00)	-59.47%
Purchase of Services		\$ 13,000	\$ 25,996	\$ 13,000	\$16,052	\$ 22,900	\$ 15,100	\$ (7,800)	-34.06%	\$ 9,281	\$ (13,619.00)	-59.47%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Electric	01-192-5200-002	\$ 24,181	\$ 23,546	\$ 24,181	\$20,345	\$ 24,181	\$ 24,181	\$ -	0.00%	\$ 28,000	\$ 3,819.00	15.79%
Heating Fuel	01-192-5400-003	\$ 31,100	\$ 8,238	\$ 11,100	\$10,306	\$ 9,000	\$ 9,000	\$ -	0.00%	\$ 11,000	\$ 2,000.00	22.22%
Utilities		\$ 55,281	\$ 31,784	\$ 35,281	\$30,651	\$ 33,181	\$ 33,181	\$ -	0.00%	\$ 39,000	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

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

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2023 ACCOMPLISHMENTS

Status quo.

FY2024 Budget Summary - Town Hall Building Maintenance

Target Budget FY
2024 (LF Budget) \$ 86,909.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Town Hall Bldg. Maintenance	\$ 87,409	\$ 86,147	\$ 86,909	\$ 65,613	\$ 86,909	\$ 86,909	\$ 86,909	\$ -	0.00%
Total	\$ 87,409	\$ 86,147	\$ 86,909	\$ 65,613	\$ 86,909	\$ 86,909	\$ 86,909	\$ -	

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

Purchase of Services	\$ 40,254	\$ 42,343	\$ 48,254	\$ 26,422	\$ 28,254	\$ 28,254	\$ 28,254	\$ -	0.00%
Supplies	\$ 5,305	\$ 3,671	\$ 5,305	\$ 4,391	\$ 5,305	\$ 5,305	\$ 5,305	\$ -	0.00%
Utilities	\$ 41,850	\$ 40,132	\$ 33,350	\$ 34,800	\$ 53,350	\$ 53,350	\$ 53,350	\$ -	0.00%
Expenses Total	\$ 87,409	\$ 86,147	\$ 86,909	\$ 65,613	\$ 86,909	\$ 86,909	\$ 86,909	\$ -	0.00%

Town Hall Bldg. Maintenance Total	\$ 87,409	\$ 86,147	\$ 86,909	\$ 65,613	\$ 86,909	\$ 86,909	\$ 86,909	\$ -	0.00%
--	-----------	-----------	-----------	-----------	-----------	-----------	-----------	------	-------

Expense Detail - Town Hall Bldg. Maintenance

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contracts/Repairs	01-197-5200-003	\$ 40,254	\$ 42,051	\$ 48,254	\$ 26,422	\$ 28,254	\$ 28,254	\$ -	0.00%	\$ 28,254	\$ -	0.00%
Consultants/Prof Serv	01-197-5200-004		\$ 292									
Purchase of Services		\$ 40,254	\$ 42,343	\$ 48,254	\$ 26,422	\$ 28,254	\$ 28,254	\$ -	0.00%	\$ 28,254	\$ -	0.00%
Tools/Small Equipment	01-197-5400-005	\$ 300	\$ 15	\$ 300	\$ -	\$ 300	\$ 300	\$ -	0.00%	\$ 300	\$ -	0.00%
Parts/Materials	01-197-5400-006	\$ 1,750	\$ 1,946	\$ 1,750	\$ 1,649	\$ 1,750	\$ 1,750	\$ -	0.00%	\$ 1,750	\$ -	0.00%
Maintenance Supplies	01-197-5400-007	\$ 3,000	\$ 1,710	\$ 3,000	\$ 2,742	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ -	0.00%
Bandstand	01-197-5700-007	\$ 255	\$ -	\$ 255	\$ -	\$ 255	\$ 255	\$ -	0.00%	\$ 255	\$ -	0.00%
Supplies		\$ 5,305	\$ 3,671	\$ 5,305	\$ 4,391	\$ 5,305	\$ 5,305	\$ -	0.00%	\$ 5,305	\$ -	0.00%
Electric	01-197-5200-002	\$ 19,000	\$ 18,812	\$ 13,000	\$ 18,153	\$ 13,000	\$ 13,000	\$ -	0.00%	\$ 26,000	\$ 13,000	100.00%
Water/Sewer	01-197-5400-006	\$ 950	\$ 1,232	\$ 1,950	\$ 830	\$ 1,950	\$ 1,950	\$ -	0.00%	\$ 1,950	\$ -	0.00%
Heating Fuel	01-197-5400-003	\$ 21,900	\$ 20,087	\$ 18,400	\$ 15,817	\$ 38,400	\$ 38,400	\$ -	0.00%	\$ 25,400	\$ (13,000)	-33.85%
Utilities		\$ 41,850	\$ 40,132	\$ 33,350	\$ 34,800	\$ 53,350	\$ 53,350	\$ -	0.00%	\$ 53,350	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

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

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2023 ACCOMPLISHMENTS

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

FY2024 Budget Summary - Town Hall Telephones

Target Budget FY
2024 (LF Budget) \$ 6,400.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Town Hall Telephones	\$ 6,400	\$ 5,826	\$ 6,400	\$ 6,049	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.00%
Total	\$ 6,400	\$ 5,826	\$ 6,400	\$ 6,049	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	

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

Purchase of Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ 6,400	\$ 5,826	\$ 6,400	\$ 6,049	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.00%
Expenses Total	\$ 6,400	\$ 5,826	\$ 6,400	\$ 6,049	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.00%

Town Hall Telephones Total	\$ 6,400	\$ 5,826	\$ 6,400	\$ 6,049	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.00%
-----------------------------------	----------	----------	----------	----------	----------	----------	----------	------	-------

Expense Detail - Town Hall Telephones

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Town Hall Telephones	01-147-5200-004	\$ 6,400	\$ 5,826	\$ 6,400	\$ 6,049	\$ 6,400	\$ 6,400	\$ -	0.00%	\$ 6,400	\$ -	0.00%
Utilities		\$ 6,400	\$ 5,826	\$ 6,400	\$ 6,049	\$ 6,400	\$ 6,400	\$ -	0.00%	\$ 6,400	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024

199 - Other General Government

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

N/A

FY2024 GOALS, OBJECTIVE AND ADDITIONAL NEEDS

Print the 2023 Annual Town Report.

FY2023 ACCOMPLISHMENTS

Printed the 2022 Annual Town Report.

FY2024 Budget Summary - Other General Government

Target Budget FY
2024 (LF Budget) \$ 35,100.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Other General Government	\$ 66,451	\$ 48,234	\$ 58,564	\$ 51,672	\$ 33,100	\$ 33,100	\$ 33,100	\$ -	0.00%
Total	\$ 66,451	\$ 48,234	\$ 58,564	\$ 51,672	\$ 33,100	\$ 33,100	\$ 33,100	\$ -	

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

Purchase of Services	\$ 58,447	\$ 39,641	\$ 50,560	\$ 44,050	\$ 23,500	\$ 23,500	\$ 23,500	\$ -	0.00%
Supplies	\$ 8,004	\$ 8,592	\$ 8,004	\$ 7,621	\$ 9,600	\$ 9,600	\$ 9,600	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 66,451	\$ 48,234	\$ 58,564	\$ 51,672	\$ 33,100	\$ 33,100	\$ 33,100	\$ -	0.00%

Other General Government Total	\$ 66,451	\$ 48,234	\$ 58,564	\$ 51,672	\$ 33,100	\$ 33,100	\$ 33,100	\$ -	0.00%
---	-----------	-----------	-----------	-----------	-----------	-----------	-----------	------	-------

Expense Detail - Other General Government

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Consultants/Prof Services	01-199-5200-004	\$ 22,247	\$ 22,247	\$ 23,360	\$ 29,805	\$ -		\$ -	0.00%	\$ -	\$ -	
Postage	01-199-5200-008	\$ 35,000	\$ 16,338	\$ 26,000	\$ 12,848	\$ 22,000	\$ 22,000	\$ -	0.00%	\$ 22,000	\$ -	0.00%
Printing	01-199-5200-009	\$ 1,200	\$ 1,056	\$ 1,200	\$ 1,397	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Mileage	01-199-5700-001											
Purchase of Services		\$ 58,447	\$ 39,641	\$ 50,560	\$ 44,050	\$ 23,500	\$ 23,500	\$ -	0.00%	\$ 23,500	\$ -	0.00%
Office Supplies	01-199-5400-001	\$ 2,000	\$ 2,844	\$ 2,000	\$ 1,682	\$ 3,500	\$ 3,500	\$ -	0.00%	\$ 3,500	\$ -	0.00%
Lease Equipment	01-199-5400-005	\$ 6,004	\$ 5,749	\$ 6,004	\$ 5,939	\$ 6,100	\$ 6,100	\$ -	0.00%	\$ 6,100	\$ -	0.00%
Supplies		\$ 8,004	\$ 8,592	\$ 8,004	\$ 7,621	\$ 9,600	\$ 9,600	\$ -	0.00%	\$ 9,600.00	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Town Administrator's Budget
FY2024 - Part B - Public Safety



Town of Leicester
Operating Budget Manual
FY2024
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 ever-changing 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 towards the common goal of keeping Leicester a great place to live and work.

Officers continue working throughout the COVID-19 Pandemic as the new variants infected our communities. We have had several officers infected with COVID-19 and another several quarantined due to exposure. During these tumultuous times we have found ourselves intervening and de-escalating so many situations including many domestic events occurring and an increase in neighborhood disputes. The continued goal is to have a full complement of officers to provide stability within the department and complete shift staffing at all times. This is a difficult task with the onslaught of retirements and career changes. A full complement is necessary to maintain peace within the community and public safety for all including the duty officers. In November 2022 the selectboard voted to accept the town meeting vote to hire officers outside of civil service. In early 2023 we will have our first two fully trained hires on board.

We continue to implement new policies and regulations required by National Police Reform, also known as POST, The Massachusetts Peace Officers Standards and Training Commission, which was put into effect by Chapter 253 the Acts of 2020. All Law Enforcement Officers need to be certified or decertified by a newly formed POST Commission by July 1, 2023.

To continue the department transparency, we have applied for and have been awarded \$40,000 for body cameras. which will be in service in early 2023. This technology is cutting edge and will be a mandate for all law enforcement officers in the future.

FY2024 Budget Summary - Police

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	Target Budget FY 2024 (LF Budget) \$ 2,374,271.00		FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
					FY 2023 Budget	FY 2024 Dept. Request				
Police	\$ 2,037,057	\$ 1,973,308	\$ 2,271,573	\$ 1,992,657	\$ 2,362,250	\$ 2,374,272	\$ 2,374,272	\$ 12,021	0.51%	
Total	\$ 2,037,057	\$ 1,973,308	\$ 2,271,573	\$ 1,992,657	\$ 2,362,250	\$ 2,374,272	\$ 2,374,272	\$ 12,021	0.51%	

Salaries	\$ 137,700	\$ 137,700	\$ 140,454	\$ 140,454	\$ 143,302	\$ 146,168	\$ 146,168	\$ 2,866	2.00%
Wages	\$ 1,413,929	\$ 1,359,328	\$ 1,445,891	\$ 1,274,452	\$ 1,559,419	\$ 1,543,688	\$ 1,543,688	\$ (15,730)	-1.01%
Overtime	\$ 52,718	\$ 68,018	\$ 314,487	\$ 164,632	\$ 122,205	\$ 63,957	\$ 63,957	\$ (58,248)	-47.66%
Other	\$ 153,387	\$ 127,125	\$ 95,000	\$ 127,853	\$ 243,319	\$ 250,930	\$ 250,930	\$ 7,611	3.13%
Personnel Total	\$ 1,757,734	\$ 1,692,170	\$ 1,995,832	\$ 1,707,392	\$ 2,068,244	\$ 2,004,744	\$ 2,004,744	\$ (63,501)	-3.07%

Purchase of Services	\$ 200,803	\$ 201,116	\$ 197,221	\$ 204,305	\$ 215,486	\$ 293,297	\$ 293,297	\$ 77,811	36.11%
Supplies	\$ 35,000	\$ 42,308	\$ 35,000	\$ 42,590	\$ 35,000	\$ 33,325	\$ 33,325	\$ (1,675)	-4.79%
Utilities	\$ 43,520	\$ 37,714	\$ 43,520	\$ 38,371	\$ 43,520	\$ 42,906	\$ 42,906	\$ (614)	-1.41%
Expenses Total	\$ 279,323	\$ 281,138	\$ 275,741	\$ 285,266	\$ 294,006	\$ 369,528	\$ 369,528	\$ 75,522	25.69%
Police Total	\$ 2,037,057	\$ 1,973,308	\$ 2,271,573	\$ 1,992,657	\$ 2,362,250	\$ 2,374,272	\$ 2,374,272	\$ 12,021	0.51%

Budget Turnback \$ 63,749 \$ 278,916

	FY2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Request	FY 2024 Administrator's Budget
Employees					
Police Chief	1	1	1	1	1
Lieutenant	1	1	1	1	1
Detective	2	2	2	2	2
Sergeants	3	3	3	4	4
Patrol Officers	13	13	13	13	13
Administrative Assistant	1	1	1	1	1
Part-time Department Assistant	2	2	2	3	3
Other				1	1
Subtotal Employees	23	23	23	26	26
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	23	23	23	26	26

Department request total: 2,355,579. Available funds \$2,303,561. Difference: \$52,018

Compensation Detail

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

Police

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16.00	17	
							FISCAL YEAR 2023				FISCAL YEAR 2024					TA	
Last Name	First Name	Account #	Position	Grade	Rate	Hours	Annual Salary	FY23	Hours	Total hours	Proposed	Proposed	Final	Stipends	Final	Salary	
							1-Jul-22	Rate			FY23	Percent	Rate	Base	Rate	Salary	Fiscal 2023
											Increase	Increase	Rate				
Antanavica	Kenneth 12/17/22	01-210-5101-000	Chief	salary	\$68.70	40	\$ 143,302	\$67.33	40	2086	3.93%	\$ 2.70	\$ 70.07	\$ -	\$ 146,168	\$ 146,168	
Lieutenant (76PD)	OPEN	01-210-5100-000	Lieutenant	L168/7	\$7.38	40	\$ 15,395	\$7.38	40	2086	0.00%	\$ -	\$ 7.38	\$ -	\$ 15,395	\$ 15,395	
Brady	Matthew	01-210-5100-000	Sergeant/DB	S168/7	\$39.90	40	\$ 83,231	\$39.90	40	2086	0.00%	\$ -	\$ 39.90	\$ -	\$ 83,231	\$ 83,231	
Brooks	Scot	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,090	\$33.60	40	2086	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,090	\$ 70,090	
Bulman	Frank	01-210-5100-000	Sergeant	S168/7	\$39.90	40	\$ 83,231	\$39.90	40	2086	0.00%	\$ -	\$ 39.90	\$ -	\$ 83,231	\$ 83,231	
Fenuccio (New/24)	Matthew	01-210-5100-000	Patrol	168/6*	\$32.97	40	\$ 68,775	\$33.60	40	2086	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,090	\$ 70,090	
Fontaine	Michael	01-210-5100-000	Sergeant	S168/7	\$39.90	40	\$ 83,231	\$39.90	40	2086	0.00%	\$ -	\$ 39.90	\$ -	\$ 83,231	\$ 83,231	
Guertin	Craig	01-210-5100-000	Sergeant	S168/7	\$39.90	40	\$ 83,231	\$39.90	40	2086	0.00%	\$ -	\$ 39.90	\$ -	\$ 83,231	\$ 83,231	
Jette (New/6)	Max	01-210-5100-000	Patrol	168/2*	\$28.88	40	\$ 60,244	\$29.58	40	2086	0.00%	\$ -	\$ 29.58	\$ -	\$ 61,704	\$ 61,704	
Larson	Charles	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,090	\$33.60	40	2086	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,090	\$ 70,090	
Lombardozzi	Michael	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,090	\$33.60	40	2086	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,090	\$ 70,090	
McCaughey	Patrol	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,090	\$33.60	40	2086	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,090	\$ 70,090	
Murphy	James	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,090	\$33.60	40	2086	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,090	\$ 70,090	
Pepin 9/28	Paul	01-210-5100-000	Patrol	168/3*	\$29.58	40	\$ 61,704	\$30.31	40	2086	0.00%	\$ -	\$ 30.31	\$ -	\$ 63,227	\$ 63,227	
Ruth	Derrick	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,090	\$33.60	40	2086	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,090	\$ 70,090	
Samia	Al	01-210-5100-000	Sergeant	S168/7	\$39.90	40	\$ 83,231	\$39.90	40	2086	0.00%	\$ -	\$ 39.90	\$ -	\$ 83,231	\$ 83,231	
Soojian 4/2	Matthew	01-210-5100-000	Patrol	168/5*	\$31.68	40	\$ 66,084	\$32.97	40	2086	0.00%	\$ -	\$ 32.97	\$ -	\$ 68,775	\$ 68,775	
Open (32MS)	Patrol	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,090	\$33.60	40	2086	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,090	\$ 70,090	
Open (33CL)	Patrol	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,090	\$33.60	40	2086	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,090	\$ 70,090	
Open (17JC)	Patrol	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,090	\$33.60	40	2086	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,090	\$ 70,090	
Open (14TM)	Patrol	01-210-5100-000	Patrol	168/7	\$33.60	40	\$ 70,090	\$33.60	40	2086	0.00%	\$ -	\$ 33.60	\$ -	\$ 70,090	\$ 70,090	
																\$ -	
Gaffney	Sheila	01-210-5104-000	Admin Asst	III/11*	\$32.30	40	\$ 67,378	\$32.30	40	2086	0.00%	\$ 0.65	\$32.95	\$ -	\$ 68,725	\$ 68,725	
Parkinson	Anne Marie	01-210-5104-000	Clerk	II/4	\$20.62	18	\$ 19,356	\$20.62	18	938.7	0.00%	\$ -	\$20.62	\$ -	\$ 19,356	\$ 19,356	
Rachholz	Karola	01-210-5104-000	Clerk	II/3	\$19.59	40	\$ 40,865	\$19.59	40	2086	0.00%	\$ -	\$ 19.59	\$ -	\$ 40,865	\$ 40,865	
Detention/Matron	Various	01-210-5104-000	Detention	II/1	\$18.55	8	\$ 7,739	\$18.55	8	417.2	0.00%	\$ -	\$ 18.55	\$ -	\$ 7,739	\$ 7,739	
PT Clerk(s 2)	Open	01-210-5104-000	Clerk	II/1	\$18.55	36	\$ 34,826	\$18.55	48	2503.2	0.00%	\$ -	\$ 18.55	\$ -	\$ 46,434	\$ 46,434	
PDBB	Contract	01-210-5100-000					\$ 60,000					\$ -			\$ 60,000	\$ 60,000	
Other-stipends		01-210-5104-000					\$ 66,441								\$ 63,957	\$ 63,957	
Overtime		01-210-5130-000					\$ 122,205								\$ 122,205	\$ 122,205	
Contract Allow		01-210-5100-000					\$ 42,569								\$ 33,051	\$ 33,051	
Daily Staffing		01-210-5104-000					\$ 74,309								\$ -	\$ -	
Total							\$ 2,068,244								\$ 2,004,744	\$ 2,004,744	

Expense Detail - Police

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-210-5200-003	\$ 24,400	\$ 37,320	\$ 24,400	\$ 37,909	\$ 24,400	\$ 25,000	\$ 600	2.46%	\$ 25,000.00	\$ 600.00	2.46%
Consultant/Prof Services	01-210-5200-004	\$ 33,118	\$ 26,297	\$ 29,536	\$ 31,072	\$ 30,636	\$ 28,000	\$ (2,636)	-8.60%	\$ 28,000.00	\$ (2,636.00)	-8.60%
Printing	01-210-5200-009	\$ 1,500	\$ 635	\$ 1,500	\$ 1,365	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500.00	\$ -	0.00%
Dues/Memberships	01-210-5700-002	\$ 1,500	\$ 2,254	\$ 1,500	\$ 2,219	\$ 1,500	\$ 2,200	\$ 700	46.67%	\$ 2,200.00	\$ 700.00	46.67%
Training/Seminars/Meetin	01-210-5700-003	\$ 4,000	\$ 4,021	\$ 4,000	\$ 709	\$ 6,000	\$ 6,000	\$ -	0.00%	\$ 6,000.00	\$ -	0.00%
Clothing Allowance	01-210-5700-004	\$ 35,725	\$ 33,335	\$ 35,725	\$ 39,192	\$ 35,725	\$ 35,725	\$ -	0.00%	\$ 35,725.00	\$ -	0.00%
Recognition/Awards	01-210-5700-005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Employee Benefits	01-210-5700-006	\$ 100,560	\$ 97,254	\$ 100,560	\$ 91,839	\$ 115,725	\$ 194,872	\$ 79,147	68.39%	\$ 194,872.00	\$ 79,147.00	68.39%
Purchase of Services		\$ 200,803	\$201,116	\$ 197,221	\$204,305	\$ 215,486	\$ 293,297	\$ 77,811	36.11%	\$ 293,297.00	\$ 77,811.00	36.11%
Office Supplies	01-210-5400-001	\$ 6,000	\$ 4,850	\$ 6,000	\$ 2,368	\$ 6,000	\$ 4,000	\$ (2,000)	-33.33%	\$ 4,000.00	\$ (2,000.00)	-33.33%
Books Periodicals	01-210-5400-002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,325	\$ 2,325		\$ 2,325.00	\$ 2,325.00	
Tools/Small Equipment	01-210-5400-005	\$ 12,000	\$ 21,005	\$ 12,000	\$ 23,859	\$ 12,000	\$ 12,000	\$ -	0.00%	\$ 12,000.00	\$ -	0.00%
Parts/Materials	01-210-5400-006	\$ 10,000	\$ 12,572	\$ 10,000	\$ 12,594	\$ 10,000	\$ 10,000	\$ -	0.00%	\$ 10,000.00	\$ -	0.00%
Maintenance Supplies	01-210-5400-007	\$ 7,000	\$ 3,882	\$ 7,000	\$ 3,769	\$ 7,000	\$ 5,000	\$ (2,000)	-28.57%	\$ 5,000.00	\$ (2,000.00)	-28.57%
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Supplies		\$ 35,000	\$ 42,308	\$ 35,000	\$ 42,590	\$ 35,000	\$ 33,325	\$ (1,675)	-4.79%	\$ 33,325.00	\$ (1,675.00)	-4.79%
Telephone	01-210-5200-001	\$ 13,020	\$ 11,447	\$ 12,600	\$ 12,674	\$ 12,600	\$ 12,700	\$ 100	0.79%	\$ 12,700.00	\$ 100.00	0.79%
Electric	01-210-5200-002	\$ 21,000	\$ 20,157	\$ 19,500	\$ 19,464	\$ 19,500	\$ 22,481	\$ 2,981	15.29%	\$ 22,481.00	\$ 2,981.00	15.29%
Water Sewer	01-210-5200-006	\$ 1,500	\$ 2,354	\$ 3,000	\$ 1,894	\$ 3,000	\$ 2,000	\$ (1,000)	-33.33%	\$ 2,000.00	\$ (1,000.00)	-33.33%
Heating Fuel	01-210-5400-003	\$ 8,000	\$ 3,756	\$ 8,420	\$ 4,340	\$ 8,420	\$ 5,725	\$ (2,695)	-32.01%	\$ 5,725.00	\$ (2,695.00)	-32.01%
Utilities		\$ 43,520	\$ 37,714	\$ 43,520	\$ 38,371	\$ 43,520	\$ 42,906	\$ (614)	-1.41%	\$ 42,906.00	\$ (614.00)	-1.41%

Fiscal Year
2024

Employee Benefits as written in PO contracts for current 16 plus fitness, firearms, and clothing for full staffing (note: education stipend to be requested at STM as more hired)	\$ 194,872
Funded Books/Periodicals - Need 2023 Criminal/MotorVehicle/Juvenile Law & Procedure with updated laws/procedures	
	\$ 194,872



Town of Leicester
Operating Budget Manual
FY2024
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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**GOALS:**

Get the Town's out of service hydrants back in service
Keep up to date with the firefighter's personal protective equipment
Continue training of new Recruits and current Firefighters
Maintain the fire station buildings and equipment
Streamline the inspection permitting process through on-line program
Continue to test firehose, ground and aerial ladders, fire pumps and Self Contained Breathing Apparatus through annual testing.
Continue grant writing.
Always strive to increase customer service to the public.

OBJECTIVES:

Increase the quality of training by having outside vendors come in and provide such.

NEEDS:

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

FY2023 ACCOMPLISHMENTS

Maintained department equipment, operation and staffing level after years of level funded budgeting. Received grant funding for our SAFE (Student Awareness of Fire Education) and Senior SAFE programs.
Continued to reach out to hire new personnel to maintain a Call Firefighter Department.
Purchased small equipment to make operations quicker and safer.
Help facilitate the opening of the New High School
Giving back to the community by donating time at Town functions
With the increase in calls we were still able to provide emergency services.

FY2024 Budget Summary - Fire

Target Budget FY
2024 (LF Budget) \$ 365,963.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Fire	\$ 329,398	\$ 328,569	\$ 390,434	\$ 390,290	\$ 365,963	\$ 370,873	\$ 370,873	\$ 4,910	1.34%
Total	\$ 329,398	\$ 328,569	\$ 390,434	\$ 390,290	\$ 365,963	\$ 370,873	\$ 370,873	\$ 4,910	1.34%
Salaries	\$ 12,448	\$ 12,536	\$ 70,197	\$ 71,284	\$ 45,900	\$ 46,813	\$ 46,813	\$ 913	1.99%
Wages	\$ 164,330	\$ 166,252	\$ 167,617	\$ 197,297	\$ 167,443	\$ 168,078	\$ 168,078	\$ 635	0.38%
Other	\$ -	\$ -			\$ -	\$ 3,362	\$ 3,362	\$ 3,362	
Personnel Total	\$ 176,778	\$ 178,789	\$ 237,814	\$ 268,582	\$ 213,343	\$ 218,253	\$ 218,253	\$ 4,910	2.30%
Purchase of Services	\$ 63,900	\$ 50,122	\$ 63,900	\$ 58,977	\$ 63,900	\$ 63,900	\$ 58,900	\$ (5,000)	-7.82%
Supplies	\$ 36,300	\$ 64,942	\$ 36,300	\$ 24,808	\$ 36,300	\$ 36,300	\$ 36,300	\$ -	0.00%
Utilities	\$ 52,420	\$ 34,717	\$ 52,420	\$ 37,924	\$ 52,420	\$ 52,420	\$ 57,420	\$ 5,000	9.54%
Expenses Total	\$ 152,620	\$ 149,780	\$ 152,620	\$ 121,709	\$ 152,620	\$ 152,620	\$ 152,620	\$ -	0.00%
Fire Total	\$ 329,398	\$ 328,569	\$ 390,434	\$ 390,290	\$ 365,963	\$ 370,873	\$ 370,873	\$ 4,910	\$ 0

Compensation Detail

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

Fire

FISCAL YEAR 2023							FISCAL YEAR 2024									
Last Name	First Name	Account #	Position	Grade	Rate	Hours	Annual Salary 1-Jul-22	FY23 Rate	Hours	FY23 Total hours	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Other Pay	Final Salary	T/A Salary Fiscal 2023
Dupuis	Michael		Chief	Con V/10	\$44.13	1040	\$ 45,900	\$44.13	20	1040	2%	\$ 0.88	\$45.01	\$ -	\$ 46,813	\$ 46,813
Wilson	Michael		Fire Inspector		\$21.04	1144	\$ 24,070	\$21.04	19	1144	0%	\$ -	\$21.04		\$ 24,070	\$ 24,069
			Stipends				\$ 143,373	\$141,185.00			0%				\$ 144,009	\$ 144,009
2% COLA							\$ -								\$ 3,362	\$ 3,362
Total Salaries							\$ 213,343							\$ -	\$ 218,253	\$ 218,253

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

Supplementary Compensation

	Fiscal Year 2023	Fiscal Year 2024
Stipends & Other Pay	\$ -	\$ -
Chief's Stipend	\$ -	\$ -
Fire Incidents	\$ 67,496	\$ 68,132
Fire Training	\$ 36,368	\$ 36,368
FF X-Duty	\$ 3,142	\$ 3,142
FF Maintenance	\$ 3,966	\$ 3,966
Officers Stipends	\$ 4,775	\$ 4,775
Aux/Recruit FF	\$ 5,376	\$ 5,376
Longevity Stipend	\$ 5,250	\$ 5,250
FF I/II Stipend	\$ 3,000	\$ 3,000
Other Stipends	\$ 9,000	\$ 9,000
New FF I/II	\$ 5,000	\$ 5,000
Total Stipends and Other Pay	\$ 143,373	\$ 144,009
Total Supplementary Compensation	\$ 143,373	\$ 144,009

Expense Detail - Fire

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contracts/Repairs	01-220-5200-003	\$ 48,000	\$ 46,176	\$ 48,000	\$ 53,273	\$ 48,000	\$ 48,000	\$ -	\$ -	\$ 43,000	\$ (5,000)	-10.42%
Consultant/Prof Services	01-220-5200-004	\$ 5,400	\$ 1,403	\$ 5,400	\$ -	\$ 5,400	\$ 5,400	\$ -	\$ -	\$ 5,400	\$ -	0.00%
Dues/Memberships	01-220-5700-002	\$ 2,500	\$ 2,544	\$ 2,500	\$ 3,243	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ -	0.00%
Training/Seminars/Meetin	01-220-5700-003	\$ 2,500	\$ -	\$ 2,500	\$ 1,271	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ -	0.00%
Equipment	01-210-5800-001	\$ 5,500	\$ -	\$ 5,500	\$ 1,190	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ 5,500	\$ -	0.00%
Purchase of Services		\$ 63,900	\$ 50,122	\$ 63,900	\$ 58,977	\$ 63,900	\$ 63,900	\$ -	\$ -	\$ 58,900	\$ (5,000)	-7.82%
Office Supplies	01-220-5400-001	\$ 1,000	\$ 1,369	\$ 1,000	\$ 1,690	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	0.00%
Books Periodicals	01-220-5400-002	\$ 1,000	\$ 685	\$ 1,000	\$ 588	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	0.00%
Tools/Small Equipment	01-220-5400-005	\$ 30,800	\$ 58,523	\$ 30,800	\$ 11,403	\$ 30,800	\$ 30,800	\$ -	\$ -	\$ 30,800	\$ -	0.00%
Parts/Materials	01-220-5400-006	\$ 2,000	\$ 513	\$ 2,000	\$ 2,414	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	0.00%
Maintenance Supplies	01-220-5400-007	\$ 1,500	\$ 3,852	\$ 1,500	\$ 8,713	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ 1,500	\$ -	0.00%
		\$ -	\$ -	\$ -	\$ -							
Supplies		\$ 36,300	\$ 64,942	\$ 36,300	\$ 24,808	\$ 36,300	\$ 36,300	\$ -	\$ -	\$ 36,300	\$ -	0.00%
Telephone	01-220-5200-001	\$ 3,800	\$ 4,972	\$ 3,800	\$ 4,156	\$ 3,800	\$ 3,800	\$ -	\$ -	\$ 4,500	\$ 700	18.42%
Electric	01-220-5200-002	\$ 19,000	\$ 15,050	\$ 19,000	\$ 16,459	\$ 19,000	\$ 19,000	\$ -	\$ -	\$ 29,000	\$ 10,000	52.63%
Water Sewer	01-220-5200-006	\$ 5,000	\$ 4,467	\$ 5,000	\$ 4,148	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	0.00%
Heating Fuel	01-220-5400-003	\$ 24,620	\$ 10,228	\$ 24,620	\$ 13,161	\$ 24,620	\$ 24,620	\$ -	\$ -	\$ 18,920	\$ (5,700)	-23.15%
Utilities		\$ 52,420	\$ 34,717	\$ 52,420	\$ 37,924	\$ 52,420	\$ 52,420	\$ -	\$ -	\$ 57,420	\$ 5,000	9.54%



Town of Leicester

Operating Budget Manual

FY2024

231 - Ambulance Enterprise Fund

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

In FY2024 Leicester EMS intends on expanding the coverage provided by the second "Duty Crew" to include 8-hours on both Saturday and Sunday. Due to the increasing call volume - Leicester EMS is in desperate need of a 3rd new ambulance, which we hope to obtain in FY2024.

FY2023 ACCOMPLISHMENTS

Expanded the number and scope of services provided to the residents of the Town of Leicester to meet the increasing complexity of the medical needs of our patients. We were able to develop new funding sources through beginning to provide non-emergent transports, this has allowed us to hire, for the first time four (4) full field employees. We maintain one (1) 24/7 "Duty Crew", and beginning in FY2023 added a second "Duty Crew" 40 hours per week Monday through Friday. Two new ambulances were placed into service. Despite an increase in call volume of over 70 % (nearly 1,000 calls annually) since Calendar Year 2020, we have been able to cover over 93% of our calls for service.

FY2024 Budget Summary - Ambulance

Target Budget FY
2024 (LF Budget) \$ 990,586.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Ambulance	\$ 471,937	\$ 469,627	\$ 656,236	\$ 656,098	\$ 969,954	\$ 1,120,938	\$ 1,120,938	\$ 150,984	15.57%
Total	\$ 471,937	\$ 469,627	\$ 656,236	\$ 656,098	\$ 969,954	\$ 1,120,938	\$ 1,120,938	\$ 150,984	15.57%

Salaries	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	
Wages	\$ 373,489	\$ 380,879	\$ 531,602	\$ 533,439	\$ 832,166	\$ 932,794	\$ 932,794	\$ 100,628	12.09%
Overtime	\$ -	\$ -			\$ 20,280	\$ 19,344	\$ 19,344	\$ (936)	-4.62%
Other	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 373,489	\$ 380,879	\$ 531,602	\$ 533,439	\$ 852,446	\$ 952,138	\$ 952,138	\$ 99,692	11.69%

Purchase of Services	\$ 59,498	\$ 63,978	\$ 70,684	\$ 90,600	\$ 87,258	\$ 119,450	\$ 119,450	\$ 32,192	36.89%
Supplies	\$ 22,150	\$ 22,848	\$ 37,150	\$ 29,637	\$ 28,000	\$ 46,600	\$ 46,600	\$ 18,600	66.43%
Utilities	\$ 16,800	\$ 1,922	\$ 16,800	\$ 2,421	\$ 2,250	\$ 2,750	\$ 2,750	\$ 500	22.22%
Expenses Total	\$ 98,448	\$ 88,748	\$ 124,634	\$ 122,658	\$ 117,508	\$ 168,800	\$ 168,800	\$ 51,292	43.65%

Ambulance Total	\$ 471,937	\$ 469,627	\$ 656,236	\$ 656,098	\$ 969,954	\$ 1,120,938	\$ 1,120,938	\$ 150,984	15.57%
Budget turnback		\$ 2,310		\$ 138					

	FY2021 Budget	FY 2022 Budget	FY 2023 Budget	FY 2024 Request	FY 2024 Administrator Budget
Employees					
Fire Chief	0	0	1	1	1
EMS Director	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
EMS Supervisors	1	1	4	4	4
Full-Time Paramedic	0	0	3	3	3
Full-Time EMT	0	0	1	1	1
Per-Diem/On-Call Paramedics	13	13	18	18	18
Per-Diem/On-Call AEMT's	0	0	1	1	1
Per-Diem/On-Call EMT's	13	13	40	40	40
Subtotal Employees	29	29	70	70	70
Subtotal Stipend Employees	0	0	0	0	0
Total Employees	29	29	70	70	70

Compensation Detail

COLAS	\$	0.02
Union	\$	-
Contract	\$	-
Non-Union FT	\$	-
Non-Union PT	\$	-
Stipend	\$	-
Other	\$	-

Ambulance

FISCAL YEAR 2023																	FISCAL YEAR 2024				
FISCAL YEAR 2023																	Proposed	Proposed	Final	TA	
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary	FY23 Rate	Hours	Total hours	Percent Increase	Rate Increase	Base Rate	Stipends	Final Salary	Fiscal 2023 Salary					
Dupuis	Michael	65-231-5100-000	Chief	Con V/10	\$ 44.01	1040	\$ 44,743.00	\$ 44.01	20	1040		2%	\$ 44.89	\$ -	\$ 46,686	\$ 46,685					
Kelley	Brian	65-231-5100-000	EMS Director		\$ 30.38	1456	\$ 43,359.68	\$ 30.38	28	1456		2%	\$ 30.99	\$ -	\$ 45,118	\$ 45,118					
Fields	Donna	65-231-5100-000	Administrative Assistant		\$ 31.34	2080	\$ 65,188.00	\$ 31.34	40	2080	2%	\$ 0.63	\$ 31.97	\$ -	\$ 66,491	\$ 66,491					
Mullins	Kate	65-231-5100-000	FT EMT		\$ 24.00	2080	\$ 49,920.00		40	2080		\$ -	\$ 24.00	\$ -	\$ 49,920	\$ 49,920					
Plante	Colleen	65-231-5100-000	FT Paramedic		\$ 29.50	1872	\$ 55,224.00		36	1872		\$ -	\$ 31.00	\$ -	\$ 58,032	\$ 58,032					
Fitzgibbons	Elizabeth	65-231-5100-000	FT Paramedic		\$ 24.50	2080	\$ 50,960.00		36	1872		\$ -	\$ 25.00	\$ -	\$ 46,800	\$ 46,800					
Harrington	Christopher	65-231-5100-000	FT Paramedic		\$ 34.00	1872	\$ 63,648.00		40	2080		\$ -	\$ 24.50	\$ -	\$ 50,960	\$ 50,960					
N/A		65-231-5100-000	EMS Supervisor - LT		\$ 1.00	4160	\$ 2,080.00	\$ 1.00	20	3120		\$ -	\$ 2.00	\$ -	\$ 6,240	\$ 6,240					
N/A		65-231-5100-000	EMS Supervisor - CAPT		\$ -	0	\$ -		20	1040		\$ -	\$ 4.00	\$ -	\$ 4,160	\$ 4,160					
N/A		65-231-5100-000	EMS Supervisor - OFFICE		\$ -	0	\$ -		6	312		\$ -	\$ 28.00	\$ -	\$ 8,736	\$ 8,736					
Montiverdi, Chris	Fitzgerald, Robert	65-231-5100-000	CQI Specialist(s)		\$ 27.00	208	\$ 5,616.00		4	208		\$ -	\$ 29.50	\$ -	\$ 6,136	\$ 6,136					
Dube	Molly	65-231-5100-000	Supply Coordinator		\$ 22.00	52	\$ 1,144.00		1	52		\$ -	\$ 19.25	\$ -	\$ 1,001	\$ 1,001					
Franklin	Jennifer	65-231-5100-000	Schedule Coordinator		\$ 22.00	52	\$ 1,144.00		1	52		\$ -	\$ 23.00	\$ -	\$ 1,196	\$ 1,196					
Belanger	Ashley	65-231-5100-000	Training Coordinator		\$ 26.25	104	\$ 2,730.00		8	416		\$ -	\$ 28.00	\$ -	\$ 11,648	\$ 11,648					
Per-Diem (911)	Paramedic	65-231-5100-000	PD Paramedic		\$ 26.00	4992	\$ 129,792.00		168	4992		\$ -	\$ 28.00	\$ -	\$ 139,776	\$ 139,776					
Per-Diem (911)	EMT	65-231-5100-000	PD EMT		\$ 21.00	8736	\$ 183,456.00		96	8736		\$ -	\$ 21.00	\$ -	\$ 183,456	\$ 183,456					
Per-Diem (IFT)	Paramedic	65-231-5100-000	PD Paramedic		\$ -	0	\$ -		16	832		\$ -	\$ 28.00	\$ -	\$ 23,296	\$ 23,296					
Per-Diem (IFT)	EMT	65-231-5100-000	PD EMT		\$ -	0	\$ -		16	832		\$ -	\$ 21.00	\$ -	\$ 17,472	\$ 17,472					
N/A		65-231-5100-000	Special Pay Rate		\$ -	0	\$ -		18	936		\$ -	\$ 2.00	\$ -	\$ 1,872	\$ 1,872					
N/A		65-231-5100-000	Para Orientation		\$ 26.00	384	\$ 9,984.00			400		\$ -	\$ 28.00	\$ -	\$ 11,200	\$ 11,200					
N/A		65-231-5100-000	EMT Orientation		\$ 21.00	320	\$ 6,720.00			320		\$ -	\$ 21.00	\$ -	\$ 6,720	\$ 6,720					
N/A		65-231-5100-000	Mandatory Training		\$ -	0	\$ -			106		\$ -	\$ 28.00	\$ -	\$ 2,968	\$ 2,968					
N/A		65-231-5100-000	M&M Rounds		\$ 26.00	80	\$ 2,080.00			96		\$ -	\$ 28.00	\$ -	\$ 2,688	\$ 2,688					
N/A		65-231-5100-000	LEMS Details (Extra Duty)		\$ 26.00	52	\$ 1,352.00			52		\$ -	\$ 28.00	\$ -	\$ 1,456	\$ 1,456					
N/A		65-231-5100-000	Storm Coverage		\$ 26.00	288	\$ 7,488.00			432		\$ -	\$ 28.00	\$ -	\$ 12,096	\$ 12,096					
N/A		65-231-5100-000	Preceptor Compensation		\$ -	0	\$ -			760		\$ -	\$ 1.00	\$ -	\$ 760	\$ 760					
N/A		65-231-5100-000	Overtime		\$ 48.75	416	\$ 20,280.00			416		\$ -	\$ 46.50	\$ -	\$ 19,344	\$ 19,344					
N/A		65-231-5100-000	Holiday/Comp Time Coverage		\$ 32.50	240	\$ 7,800.00			240		\$ -	\$ 31.00	\$ -	\$ 7,440	\$ 7,440					
N/A		65-231-5100-000	Holiday Pay		\$ 32.50	132	\$ 4,290.00			132		\$ -	\$ 31.00	\$ -	\$ 4,092	\$ 4,092					
N/A		65-231-5100-000	Sick Time Coverage		\$ 32.50	192	\$ 6,240.00			192		\$ -	\$ 31.00	\$ -	\$ 5,952	\$ 5,952					
N/A		65-231-5100-000	Vacation Time Coverage		\$ 32.50	320	\$ 10,400.00			320		\$ -	\$ 31.00	\$ -	\$ 9,920	\$ 9,920					
N/A		65-231-5100-000	Personal Time Coverage		\$ 32.50	120	\$ 3,900.00			120		\$ -	\$ 31.00	\$ -	\$ 3,720	\$ 3,720					
N/A		65-231-5100-000	911 ALS 2nd Occuring Calls		\$ 175.00	52	\$ 9,100.00			52		\$ -	\$ 175	\$ 9,100	\$ 9,100	\$ 9,100					
N/A		65-231-5100-000	911 BLS 2nd Occuring Calls		\$ 150.00	52	\$ 7,800.00			52		\$ -	\$ 150	\$ 7,800	\$ 7,800	\$ 7,800					
N/A		65-231-5100-000	Assist & Cancellation		\$ 25.00	104	\$ 2,600.00			104		\$ -	\$ 25	\$ 2,600	\$ 2,600	\$ 2,600					
N/A		65-231-5100-000	BLS IFT Detail		\$ 350.00	104	\$ 36,400.00			52		\$ -	\$ 350	\$ 18,200	\$ 18,200	\$ 18,200					
N/A		65-231-5100-000	ALS IFT Detail		\$ 425.00	26	\$ 11,050.00			52		\$ -	\$ 425	\$ 22,100	\$ 22,100	\$ 22,100					
N/A		65-231-5100-000	Storm Coverage Stipend		\$ 50.00	24	\$ 1,200.00			60		\$ -	\$ 50	\$ 3,000	\$ 3,000	\$ 3,000					
N/A		65-231-5100-000	Holiday Stipend		\$ 75.00	48	\$ 3,600.00			96		\$ -	\$ 75	\$ 7,200	\$ 7,200	\$ 7,200					
N/A		65-231-5100-000	EMS Supervisor On-Call		\$ -	0	\$ -			52		\$ -	\$ 100	\$ 5,200	\$ 5,200	\$ 5,200					
Agreements															\$ 19,587	\$ 19,587					
Total Salaries							\$ 852,446			38114				\$ 75,200	\$ 952,138	\$ 952,138					

Expense Detail - Ambulance

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Consultant/Prof Services	01-231-5200-004	\$ 13,900	\$ 20,961	\$ 23,900	\$ 22,956	\$ 40,000	\$ 48,000	\$ 8,000	20.00%	\$ 48,000	\$ 8,000	20.00%
Building Maintenance	01-231-5200-002	\$ -	\$ -	\$ -	\$ -	\$ 4,784	\$ 5,000	\$ 216	4.52%	\$ 5,000	\$ 216	4.52%
Dues/Memberships	01-231-5700-002	\$ 2,000	\$ 5,040	\$ 2,000	\$ 16,228	\$ 17,200	\$ 35,700	\$ 18,500	107.56%	\$ 35,700	\$ 18,500	107.56%
Maint Contracts/Repairs	01-231-5200-003	\$ 34,098	\$ 35,876	\$ 35,284	\$ 41,505	\$ 20,274	\$ 22,750	\$ 2,476	12.21%	\$ 22,750	\$ 2,476	12.21%
Mileage/Licenses	01-231-5700-001	\$ 7,500	\$ 2,100	\$ 7,500	\$ 7,066	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ -	0.00%
Training	01-231-5700-003	\$ 2,000	\$ -	\$ 2,000	\$ 2,845	\$ 2,000	\$ 5,000	\$ 3,000	150.00%	\$ 5,000	\$ 3,000	150.00%
Purchase of Services		\$ 59,498	\$ 63,978	\$ 70,684	\$ 90,600	\$ 87,258	\$ 119,450	\$ 32,192	36.89%	\$ 119,450	\$ 32,192	36.89%
Office Supplies	01-231-5400-001	\$ 1,000	\$ 613	\$ 1,000	\$ 904	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Books Periodicals	01-231-5400-002	\$ 150	\$ -	\$ 150	\$ 690	\$ 200	\$ 300	\$ 100	50.00%	\$ 300	\$ 100	50.00%
Tools/Small Equipment	01-231-5400-005	\$ 4,000	\$ 1,970	\$ 4,000	\$ 4,879	\$ 1,000	\$ 13,000	\$ 12,000	1200.00%	\$ 13,000	\$ 12,000	1200.00%
Parts/Materials	01-231-5400-006	\$ 16,000	\$ 20,008	\$ 16,000	\$ 22,300	\$ 20,000	\$ 25,000	\$ 5,000	25.00%	\$ 25,000	\$ 5,000	25.00%
Maintenance Supplies	01-231-5400-007	\$ 1,000	\$ 257	\$ 16,000	\$ 865	\$ 5,800	\$ 7,300	\$ 1,500	25.86%	\$ 7,300	\$ 1,500	25.86%
		\$ -										
Supplies		\$ 22,150	\$ 22,848	\$ 37,150	\$ 29,637	\$ 28,000	\$ 46,600	\$ 18,600	66.43%	\$ 46,600	\$ 18,600	66.43%
Telephone	01-231-5200-001	\$ 1,500	\$ 1,784	\$ 1,500	\$ 2,421	\$ 2,250	\$ 2,750	\$ 500	22.22%	\$ 2,750	\$ 500	22.22%
Electric	01-231-5200-002	\$ 7,500	\$ 138	\$ 7,500	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Heating Fuel	01-231-5400-003	\$ 7,800	\$ -	\$ 7,800	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Utilities		\$ 16,800	\$ 1,922	\$ 16,800	\$ 2,421	\$ 2,250	\$ 2,750	\$ 500	22.22%	\$ 2,750	\$ 500	22.22%



Town of Leicester

Operating Budget Manual

FY2024

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's zoning bylaws and Massachusetts MAABB (Massachusetts Architectural Access Barrier Board) CMR 521 rules and regulations. The Code Department is also 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.

FY2024 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
- Further develop and implement improved enforcement mechanisms for Building Code and Zoning Bylaw violations.

FY2023 ACCOMPLISHMENTS

- Continued ongoing enforcement of Building, Fire, Plumbing, Gas, Energy, and Electrical codes.
- Prepared written office procedures for Continuity of Operations Plan.
- Improved required periodic inspection program including bringing multi-family periodic inspections into compliance that were out of date.
- Analyzed and developed a new fee schedule.
- Created new forms and documents to educate applicants on the application and inspectional process and requirements.
- Provided as much flexibility as possible on scheduling inspections to prevent delays for commercial and residential projects.

FY2024 Budget Summary - Code

Target Budget FY
2024 \$ 131,117.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Code	\$ 62,083	\$ 56,475	\$ 75,707	\$ 70,144	\$ 128,667	\$ 131,117	\$ 132,586	\$ 3,919	3.05%
Total	\$ 62,083	\$ 56,475	\$ 75,707	\$ 70,144	\$ 128,667	\$ 131,117	\$ 132,586	\$ 3,919	3.05%

Salaries	\$ 51,545	\$ 47,588	\$ 65,383	\$ 65,383	\$ 71,702	\$ 73,131	\$ 73,131	\$ 1,429	1.99%
Wages	\$ 1,500	\$ -	\$ 1,700	\$ 1,682	\$ 48,186	\$ 49,108	\$ 50,577	\$ 2,390	4.96%
Other					\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 53,045	\$ 47,588	\$ 67,083	\$ 67,065	\$ 119,889	\$ 122,239	\$ 123,708	\$ 3,819	3.19%

Purchase of Services	\$ 6,492	\$ 2,597	\$ 6,132	\$ 1,526	\$ 6,132	\$ 6,132	\$ 6,132	\$ -	0.00%
Supplies	\$ 1,946	\$ 5,530	\$ 1,792	\$ 963	\$ 1,946	\$ 2,046	\$ 2,046	\$ 100	5.14%
Utilities	\$ 600	\$ 760	\$ 700	\$ 591	\$ 700	\$ 700	\$ 700	\$ -	0.00%
Expenses Total	\$ 9,038	\$ 8,887	\$ 8,624	\$ 3,079	\$ 8,778	\$ 8,878	\$ 8,878	\$ 100	1.14%

Code Total	\$ 62,083	\$ 56,475	\$ 75,707	\$ 70,144	\$ 128,667	\$ 131,117	\$ 132,586	\$ 3,919	3.05%
-------------------	-----------	-----------	-----------	-----------	------------	------------	------------	----------	-------

Compensation Detail

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

Code

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
FISCAL YEAR 2023							FISCAL YEAR 2024									TA
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	FY23 Rate	Hours	Total hours FY23	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	Fiscal 2024 Salary
Silva	Michael	01-241-5101-000	BI	Con IV/6	\$36.11	38	\$ 71,702	\$ 36.11	38	1985.5	2.00%	\$ 0.72	\$ 36.83		\$ 73,131	\$ 73,131
Coverage		01-241-5101-000	BI		\$37.38	40	\$ 1,495	\$ 37.38	0	40	0%	\$ -	\$ 37.38		\$ 1,495	\$ 1,495
Conroy	Kelly	01-241-5100-000	II/4		\$23.51	38	\$ 46,679	\$23.51	38	1985.5	2.00%	\$ 0.47	\$ 23.98		\$ 47,613	\$ 49,082
Other							\$ 12									
Total Salaries							\$ 119,889			4011				\$ -	\$ 122,239	\$ 123,708

Expense Detail - Code

		FY 2021		FY 2022		FY 2023		FY 2024		FY 2024			
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change	
Consultants/Prof services	01-241-5200-004	\$ 1,200	\$ 306	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -	0.00%	\$ 1,200	\$ -	0.00%	
Travel/Licenses	01-241-5700-001	\$ 4,960	\$ 603	\$ 3,000	\$ 26	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ -	0.00%	
Training/Seminars/Meetin	01-241-5700-003	\$ 332	\$ 1,688	\$ 1,932	\$ 1,500	\$ 1,932	\$ 1,932	\$ -	0.00%	\$ 1,932	\$ -	0.00%	
Purchase of Services		\$ 6,492	\$ 2,597	\$ 6,132	\$ 1,526	\$ 6,132	\$ 6,132	\$ -	0.00%	\$ 6,132	\$ -	0.00%	
Office Supplies	01-241-5400-001	\$ 1,400	\$ 5,324	\$ 1,400	\$ 897	\$ 1,400	\$ 1,500	\$ 100	7.14%	\$ 1,500	\$ 100	7.14%	
Tools/Small equipment	01-241-5400-005	\$ 546	\$ 206	\$ 392	\$ 66	\$ 546	\$ 546	\$ -	0.00%	\$ 546	\$ -	0.00%	
Supplies		\$ 1,946	\$ 5,530	\$ 1,792	\$ 963	\$ 1,946	\$ 2,046	\$ 100	5.14%	\$ 2,046	\$ 100	5.14%	
Telephones	01-241-5200-001	\$ 600	\$ 760	\$ 700	\$ 591	\$ 700	\$ 700	\$ -	0.00%	\$ 700	\$ -	0.00%	
Utilities		\$ 600	\$ 760	\$ 700	\$ 591	\$ 700	\$ 700	\$ -	0.00%	\$ 700	\$ -	0.00%	



Town of Leicester

Operating Budget Manual

FY2024

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.

FY2024 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.

FY2023 ACCOMPLISHMENTS

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

FY2024 Budget Summary - Emergency Management

Target Budget FY
2024 \$ 4,889.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Emergency Management	\$ 4,813	\$ 3,260	\$ 4,889	\$ 4,605	\$ 6,467	\$ 6,546	\$ 6,546	\$ 79	1.22%
Total	\$ 4,813	\$ 3,260	\$ 4,889	\$ 4,605	\$ 6,467	\$ 6,546	\$ 6,546	\$ 79	1.22%

Salaries					\$ -	\$ -	\$ -	\$ -	
Wages					\$ -	\$ -	\$ -	\$ -	
Overtime					\$ -	\$ -	\$ -	\$ -	
Other	\$ 3,813	\$ 3,079	\$ 3,967	\$ 3,967	\$ 3,967	\$ 4,046	\$ 4,046	\$ 79	1.99%
Personnel Total	\$ 3,813	\$ 3,079	\$ 3,967	\$ 3,967	\$ 3,967	\$ 4,046	\$ 4,046	\$ 79	1.99%

Purchase of Services	\$ 500	\$ 181	\$ 500	\$ 302	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
Supplies	\$ 500	\$ -	\$ 422	\$ 336	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 1,000	\$ 181	\$ 922	\$ 638	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.00%

Emergency Management Total	\$ 4,813	\$ 3,260	\$ 4,889	\$ 4,605	\$ 6,467	\$ 6,546	\$ 6,546	\$ 79	1.22%
---------------------------------------	----------	----------	----------	----------	----------	----------	----------	-------	-------

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 2023							FISCAL YEAR 2024									
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	FY23 Rate	Hours	Total hours FY23	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2024
Main	Jason		Director		\$0.00	0	\$ 3,967	\$ 3,967		0	2%	\$ 79	\$ -	4,046	\$ 4,046	\$ 4,046
Total Salaries							\$ 3,967			0				\$ 4,046	\$ 4,046	\$ 4,046

Expense Detail - Emergency Management

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-290-5200-004	\$ 500	\$ 181	\$ 500	\$ 302	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Purchase of Services		\$ 500	\$ 181	\$ 500	\$ 302	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Office Supplies	01-290-5400-001	\$ 500		\$ 422	\$ 336	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
		\$ -		\$ -								
Supplies		\$ 500	\$ -	\$ 422	\$ 336	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024
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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To continue to provide effective Animal Control services.

FY2023 ACCOMPLISHMENTS

FY2024 Budget Summary - Animal Control

Target Budget FY
2024 \$ 35,484.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Animal Control	\$ 36,059	\$ 33,277	\$ 34,444	\$ 31,511	\$ 34,954	\$ 35,484	\$ 35,484	\$ 530	1.52%
Total	\$ 36,059	\$ 33,277	\$ 34,444	\$ 31,511	\$ 34,954	\$ 35,484	\$ 35,484	\$ 530	1.52%

Salaries	\$ 26,101	\$ 25,977	\$ 25,986	\$ 27,516	\$ 26,496	\$ 27,026	\$ 27,026	\$ 530	2.00%
Wages					\$ -	\$ -	\$ -	\$ -	
Other					\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 26,101	\$ 25,977	\$ 25,986	\$ 27,516	\$ 26,496	\$ 27,026	\$ 27,026	\$ 530	2.00%

Purchase of Services	\$ 7,783	\$ 5,333	\$ 6,283	\$ 1,295	\$ 6,283	\$ 6,283	\$ 6,283	\$ -	0.00%
Supplies	\$ 2,175	\$ 1,967	\$ 2,175	\$ 2,700	\$ 2,175	\$ 2,175	\$ 2,175	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 9,958	\$ 7,300	\$ 8,458	\$ 3,995	\$ 8,458	\$ 8,458	\$ 8,458	\$ -	0.00%

Animal Control Total	\$ 36,059	\$ 33,277	\$ 34,444	\$ 31,511	\$ 34,954	\$ 35,484	\$ 35,484	\$ 530	1.52%
-----------------------------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	--------	-------

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 2023							FISCAL YEAR 2024									
				Pay			Annual Salary	FY23		Total hours	Proposed	Proposed	Final			TA
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-22	Rate	Hours	FY23	Percent Increase	Rate Increase	Base Rate	Stipends	Final Salary	Fiscal 2024
Dykas	Pat	01-292-5100-000	Al	Con			\$ 26,496	\$ 26,496		\$ -	2%	\$ 530	\$ 27,026	\$ -	\$ 27,026	\$ 27,026
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 26,496			0				\$ -	\$ 27,026	\$ 27,026

Expense Detail - Animal Control

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contr/Repairs	01-292-5200-003	\$ 500	\$ 999	\$ 500	\$ 558	\$ 500	\$ 500	\$ -	0.00%	\$ 500	\$ -	0.00%
Consultants/Prof Services	01-292-5200-004	\$ 6,008	\$ 4,279	\$ 4,508	\$ 737	\$ 4,508	\$ 4,508	\$ -	0.00%	\$ 4,508	\$ -	0.00%
Dues/Membership	01-292-5700-002	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	0.00%	\$ 100	\$ -	0.00%
Training/Seminars/Meetin	01-292-5700-003	\$ 300	\$ -	\$ 300	\$ -	\$ 300	\$ 300	\$ -	0.00%	\$ 300	\$ -	0.00%
Clothing Allowance	01-292-5700-004	\$ 325	\$ 55	\$ 325	\$ -	\$ 325	\$ 325	\$ -	0.00%	\$ 325	\$ -	0.00%
Equipment	01-292-5800-001	\$ 550	\$ -	\$ 550	\$ -	\$ 550	\$ 550	\$ -	0.00%	\$ 550	\$ -	0.00%
Purchase of Services		\$ 7,783	\$ 5,333	\$ 6,283	\$ 1,295	\$ 6,283	\$ 6,283	\$ -	0.00%	\$ 6,283	\$ -	0.00%
Office Supplies	01-292-5400-001	\$ 1,400	\$ 1,317	\$ 1,400	\$ 1,710	\$ 1,400	\$ 1,400	\$ -	0.00%	\$ 1,400	\$ -	0.00%
Tools/Small equipment	01-292-5400-005	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	0.00%	\$ 100	\$ -	0.00%
Animal Disposal Supplies	01-292-5400-007	\$ 675	\$ 650	\$ 675	\$ 990	\$ 675	\$ 675	\$ -	0.00%	\$ 675	\$ -	0.00%
Supplies		\$ 2,175	\$ 1,967	\$ 2,175	\$ 2,700	\$ 2,175	\$ 2,175	\$ -	0.00%	\$ 2,175	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

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.

FY2024 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.

FY2023 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.

FY2024 Budget Summary - Insect Pest Control

Target Budget FY
2024 \$ 7,850.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept.Request	FY 2024 TA Approved	Dollar Change	Percent Change
Insect Pest Control	\$ 7,850	\$ 4,322	\$ 7,850	\$ 4,376	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
Total	\$ 7,850	\$ 4,322	\$ 7,850	\$ 4,376	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	

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

Purchase of Services	\$ 6,850	\$ 4,300	\$ 6,850	\$ 3,861	\$ 6,850	\$ 6,850	\$ 6,850	\$ -	0.00%
Supplies	\$ 1,000	\$ 22	\$ 1,000	\$ 515	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 7,850	\$ 4,322	\$ 7,850	\$ 4,376	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%

Insect Pest Total	\$ 7,850	\$ 4,322	\$ 7,850	\$ 4,376	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
--------------------------	----------	----------	----------	----------	----------	----------	----------	------	-------

Expense Detail - Insect Pest Control

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Consultants/Prof Services	01-296-5200-004	\$ 6,850	\$ 4,300	\$ 6,850	\$ 3,861	\$ 6,850	\$ 6,850	\$ -	0.00%	\$ 6,850	\$ -	0.00%
Purchase of Services		\$ 6,850	\$ 4,300	\$ 6,850	\$ 3,861	\$ 6,850	\$ 6,850	\$ -	0.00%	\$ 6,850	\$ -	0.00%
Tools/Small equipment	01-296-5400-005	\$ 1,000	\$ 22	\$ 1,000	\$ 515	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
Supplies		\$ 1,000	\$ 22	\$ 1,000	\$ 515	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ 1,000	\$ -	0.00%
		\$ -	\$ -	\$ -	\$ -	\$ -						
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Town Administrator's Budget
FY2024 - Part C - Education



Town of Leicester
Operating Budget Manual
FY2024
School Department

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

#1-FY24 Budget Shortfall \$2,650,000 due to large expense increases beyond the School Districts Control. LPS is requesting additional appropriation of this amount in order to maintain the current level of services we are providing to our students. The 7 major expense increases were presented to the Board of Selectmen and the School Committee on 2/7/2023. A detailed Power-Point of the presentation is posted on the School Committee website. This joint meeting can also be viewed on LCAC.

#2-LPS has been promised earmark funding from Senator Gobi in the amount of \$50,000.00 to cover the start up costs for Fire Science & CNA programming. (see aforementioned PowerPoint for more details)

#3-FY24 includes funding to start Chapter 74 Vocational programming Building & Property Maintenance, and Early Childhood Education. (see aforementioned PowerPoint for more details)

#4-FY24 includes funding to start innovation pathways in Advanced Manufacturing.

FY2023 ACCOMPLISHMENTS

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

#1-LHS transitioned in part from the former HS to the new LHS Campus.

#2-LPS is establishing credibility and trust with the School Committee by creating a new Budget & Finance Advisory Council.

#3-LPS has established a Family Advisory Council to improve communication with parents, guardians, and the community.

#4-LPS is establishing strong partnerships with Leicester Police & Fire Departments. Crisis plans were reviewed and the FY24 budget includes funds for a full time School Resource Officer.

#5-To date, LHS has applied for and received preliminary approval (Part A) for Chapter 74 DESE approved programming in Building Property & Maintenance and Early Childhood Education. LHS is working on Part B of this process.

#6-To date, LHS has applied for and received preliminary approval (Part A) for Advanced Manufacturing. LHS is working on Part B of this process.

#7-LPS has hired a Grant Writer. To date, LPS has received \$68,220.00 in grants and \$11,862.50 in donations for a grand total of \$80,082.50 as of January 31st, 2023.

#8- LPS hosted a CH74 MA DESE regional meeting for the first time ever.

FY2024 Budget Summary - Schools

Target Budget FY
2024 \$ 17,457,807.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept Request	FY 2024 TA Approved	Dollar Change	Percent Change
Schools	\$ 17,186,399	\$ 15,426,565	\$ 16,890,587	\$ 15,605,139	\$ 17,497,412	\$ 17,457,807	\$ 18,170,366	\$ 672,954	3.85%
Total	\$ 17,186,399	\$ 15,426,565	\$ 16,890,587	\$ 15,605,139	\$ 17,497,412	\$ 17,457,807	\$ 18,170,366	\$ 672,954	3.85%

Salaries	\$ 12,771,552	\$ 11,614,564	\$ 12,463,309	\$ 11,205,862	\$ 13,043,337	\$ 11,833,399	\$ 12,545,958	\$ (497,379)	-3.81%
Wages		\$ -			\$ -	\$ -	\$ -	\$ -	
Other	\$ -	\$ -			\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 12,771,552	\$ 11,614,564	\$ 12,463,309	\$ 11,205,862	\$ 13,043,337	\$ 11,833,399	\$ 12,545,958	\$ (497,379)	-3.81%

Purchase of Services	\$ 3,913,630	\$ 3,316,489	\$ 3,771,113	\$ 3,743,113	\$ 3,771,113	\$ 4,750,893	\$ 4,750,893	\$ 979,780	25.98%
Supplies	\$ 501,217	\$ 495,512	\$ 656,165	\$ 656,164	\$ 682,962	\$ 873,515	\$ 873,515	\$ 190,553	27.90%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 4,414,847	\$ 3,812,001	\$ 4,427,277	\$ 4,399,277	\$ 4,454,075	\$ 5,624,408	\$ 5,624,408	\$ 1,170,333	26.28%

Schools	\$ 17,186,399	\$ 15,426,565	\$ 16,890,587	\$ 15,605,139	\$ 17,497,412	\$ 17,457,807	\$ 18,170,366	\$ 672,954	3.85%
Carryover		\$ 1,682,444		\$ 1,285,448					
Budget Turn Back		\$ 77,390		\$ -					

	FY2021 Actual	FY 2022 Budget	FY 2023 Budget	FY 2024 Request	FY 2024 Administrator Budget
Employees'					
Central Office	13.50	14.50	11.80	TBD	TBD
Special Education	4.50	4.50	5.00	TBD	TBD
High School	64.50	65.80	62.80	TBD	TBD
Middle School	60.00	63.00	55.80	TBD	TBD
Elementary School	76.00	80.20	79.95	TBD	TBD
Pre-School	16.10	16.10	8.74	TBD	TBD
Subtotal Employees	234.60	244.10	224.09	0.00	TBD
Subtotal Stipend Employees	5	5	5	5	5
Total Employees	239.60	249.10	229.09	TBD	TBD

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 2023							FISCAL YEAR 2024								
							Annual Salary	FY23		Proposed	Proposed	Final		Other	Final	T/A
Location							1-Jul-22	Rate	Hours	Increase	Performance	Base	Rate	Pay	Salary	Salary
										1-Jul-22	Increase					Fiscal 2024
Central Office							\$ 1,473,731	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,833,399	\$ 12,545,958
Special Education							\$ 419,438								\$ -	\$ -
High School							\$ 3,291,567								\$ -	\$ -
Athletics							\$ 175,848								\$ -	\$ -
Memorial School							\$ -								\$ -	\$ -
Primary School							\$ -								\$ -	\$ -
Middle School							\$ 3,716,643								\$ -	\$ -
Elementary School							\$ 4,192,694								\$ -	\$ -
Pre-School							\$ 577,252								\$ -	\$ -
TA Adjustment							\$ (803,836)								\$ -	\$ -
Total Salaries							\$ 13,043,337			\$ -				\$ -	\$ 11,833,399	\$ 12,545,958

Difference \$ 712,559

Expense Detail - School Department

Total Expenses

\$ 4,427,277	\$ 4,399,277	\$ 4,454,075	\$ 5,624,408	\$ 1,170,333	26.28%	\$ 5,624,408	\$ 1,170,333	26.28%
--------------	--------------	--------------	--------------	--------------	--------	--------------	--------------	--------

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
All Schools	\$ 3,913,630	\$ 3,316,489	\$ 3,771,113	\$ 3,743,113	\$ 3,771,113	\$ 4,750,893	\$ 979,780	25.98%	\$ 4,750,893	\$ 979,780	25.98%
						\$ -	\$ -				
Purchase of Services	\$ 3,913,630	\$ 3,316,489	\$ 3,771,113	\$ 3,743,113	\$ 3,771,113	\$ 4,750,893	\$ 979,780	25.98%	\$ 4,750,893	\$ 979,780	25.98%
All Schools	\$ 501,217	\$ 495,512	\$ 656,165	\$ 656,164	\$ 682,962	\$ 873,515	\$ 190,553	27.90%	\$ 873,515	\$ 190,553	27.90%
Supplies	\$ 501,217	\$ 495,512	\$ 656,165	\$ 656,164	\$ 682,962	\$ 873,515	\$ 190,553	27.90%	\$ 873,515	\$ 190,553	27.90%
All Schools	\$ -	\$ -									
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Town Administrator's Budget
FY2024 - Part D - Public Works



Town of Leicester
Operating Budget Manual
FY2024
420 - Department of Public Works

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Under the new department director, the newly established Department of Public Works will work with administration to build capacity through the implementation of a work-order system.

FY2023 ACCOMPLISHMENTS

Continued to provide exemplary service to the Town with the resources that was available. Highway incorporated facilities management into the department and successfully restructured into two divisions.

FY2024 Budget Summary - Department of Public Works

Target Budget FY
2024 \$ 1,020,514.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Highway	\$ 963,623	\$ 912,601	\$ 1,102,046	\$ 1,079,288	\$ 1,041,814	\$ 1,020,514	\$ 1,085,114	\$ 43,300	4.16%
Total	\$ 963,623	\$ 912,601	\$ 1,102,046	\$ 1,079,288	\$ 1,041,814	\$ 1,020,514	\$ 1,085,114	\$ 43,300	4.16%

Salaries	\$ 90,000	\$ 90,000	\$ 91,800	\$ 91,833	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	
Wages	\$ 617,945	\$ 587,231	\$ 671,268	\$ 663,681	\$ 801,336	\$ 746,633	\$ 757,883	\$ (43,453)	-5.42%
Overtime	\$ 5,000	\$ 17,157	\$ 5,000	\$ 8,228	\$ 5,000	\$ 7,153	\$ 5,000	\$ -	0.00%
Other	\$ -				\$ -	\$ 16,250	\$ 16,250	\$ 16,250	
Personnel Total	\$ 712,945	\$ 694,388	\$ 768,068	\$ 763,742	\$ 806,336	\$ 785,036	\$ 794,133	\$ (12,203)	-1.51%

Purchase of Services	\$ 88,883	\$ 73,998	\$ 102,313	\$ 100,203	\$ 71,313	\$ 71,313	\$ 126,816	\$ 55,503	77.83%
Supplies	\$ 152,225	\$ 136,063	\$ 221,295	\$ 206,193	\$ 153,795	\$ 153,795	\$ 153,795	\$ -	0.00%
Utilities	\$ 9,570	\$ 8,152	\$ 10,370	\$ 9,150	\$ 10,370	\$ 10,370	\$ 10,370	\$ -	0.00%
Expenses Total	\$ 250,678	\$ 218,213	\$ 333,978	\$ 315,547	\$ 235,478	\$ 235,478	\$ 290,981	\$ 55,503	23.57%

Highway	\$ 963,623	\$ 912,601	\$ 1,102,046	\$ 1,079,288	\$ 1,041,814	\$ 1,020,514	\$ 1,085,114	\$ 43,300	4.16%
----------------	-------------------	-------------------	---------------------	---------------------	---------------------	---------------------	---------------------	------------------	--------------

FY2024 Budget Summary - Department of Public Works

Compensation Detail

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

Highway Department

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
FISCAL YEAR 2023								FISCAL YEAR 2024									
Last Name	First Name	Account #	Position	Grade	Pay Rate	Hours	Annual Salary 1-Jul-22	FY23 Rate	Step Increase Rate	Hours	Total hours FY24	Proposed Increase Percent	Proposed Increase Rate	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2024
		01-420-5100-000	Foreman		30.76	40	\$ 64,165	\$ 35.06		40	2086	0%	\$ -	\$ 35.06		\$ 73,128	\$ 73,128
Dube	Anthony	01-420-5100-000	LEO		25.58	40	\$ 53,360	\$ 26.56		40	2086	0%	\$ -	\$ 26.56	0.00	\$ 55,405	\$ 55,405
Fenner	Derek	01-420-5100-000	LEO		27.11	40	\$ 56,551	\$ 29.82		40	2086	0%	\$ -	\$ 29.82	0.00	\$ 62,207	\$ 62,207
Gagne	Jared	01-420-5100-000	LEO		25.58	40	\$ 53,360	\$ 25.58		40	2086	0%	\$ -	\$ 25.58	0.00	\$ 53,360	\$ 53,360
Keats	Derek	01-420-5100-000	Mechanic		28.15	40	\$ 58,721	\$ 30.97		40	2086	0%	\$ -	\$ 30.97	0.00	\$ 64,593	\$ 64,593
John	Keith	01-420-5100-000	LEO		25.09	40	\$ 52,338	\$ 25.09		40	2086	0%	\$ -	\$ 25.09	0.00	\$ 52,338	\$ 52,338
McCormick	Michael	01-420-5100-000	LEO		27.08	40	\$ 56,489	\$ 29.79	\$ -	40	2086	0%	\$ -	\$ 29.79	0.00	\$ 62,138	\$ 62,138
Knott	Brian	01-420-5100-000	Mechanic		28.15	40	\$ 58,721	\$ 28.15	\$ -	40	2086	0%	\$ -	\$ 28.15	0.00	\$ 58,721	\$ 58,721
Tu	Han	01-420-5100-000	Truck Driver		25.09	40	\$ 52,338	\$ 25.09		40	2086	0%	\$ -	\$ 25.09	0.00	\$ 52,338	\$ 52,338
Open		01-420-5100-000	Truck Driver		24.11	40	\$ 50,293	\$ 24.11		40	2086	0%	\$ -	\$ 24.11	0.00	\$ 50,294	\$ 50,294
Open		01-420-5100-000	Truck Driver		24.11	40	\$ 50,293	\$ 24.11		40	2086	0%	\$ -	\$ 24.11	0.00	\$ 50,294	\$ 50,294
Rosenbrooks	Deborah	01-420-5100-000	Dept Asst		24.50	35	\$ 51,107	\$ 24.50	\$ -	40	2086	2%	\$ 0.49	\$ 24.99	0.00	\$ 52,130	\$ 52,130
Solomon	Karl	01-420-5100-000	Maint	OS	20.38	33	\$ 42,513	\$ 20.38		40	2086	2%	\$ 0.41	\$ 20.79	0.00	\$ 43,363	\$ 43,363
Overtime		01-420-5130-000					\$ 5,000	\$ 5,000				0%	\$ -	\$ 7,153	0.00	\$ 7,153	\$ 5,000
Summer Staff		01-420-5100-000	Sum Staff		\$12.75	40	\$ 6,120	\$ 12.75		40	480	33%	\$ 4.25	\$ 17.00	0.00	\$ 8,162	\$ 8,162
Summer Staff		01-420-5100-000	Sum Staff		\$12.75	40	\$ 6,120	\$ 12.75		40	480	33%	\$ 4.25	\$ 17.00	0.00	\$ 8,162	\$ 8,162
Summer Staff		01-420-5100-000	Sum Staff		\$12.75	40	\$ -	\$ 12.75		40	480	33%	\$ 4.25	\$ 17.00		\$ -	\$ -
Prior employees							\$ 88,847						\$ -			\$ -	\$ -
Rounding							\$ -									\$ -	\$ -
Cola							\$ -									\$ 16,250	\$ 16,250
Total Salaries							\$ 806,336								\$ -	\$ 785,036	\$ 782,883

FY2024 Budget Summary - Department of Public Works

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contracts/Repairs	01-420-5200-003	\$ 800	\$ 564	\$ 800	\$ 1,086	\$ 800	\$ 800	\$ -	0.00%	\$ 800	\$ -	0.00%
Consultants/Prof Services	01-420-5200-004	\$ 75,308	\$ 61,110	\$ 90,308	\$ 82,886	\$ 59,308	\$ 59,308	\$ -	0.00%	\$ 114,811	\$ 55,503.00	93.58%
Advertising	01-420-5200-007	\$ 500	\$ 112	\$ 500	\$ 252	\$ 500	\$ 500	\$ -	0.00%	\$ 500	\$ -	0.00%
Postage Costs	01-420-5200-008	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	0.00%	\$ 100	\$ -	0.00%
Mileage/Licenses	01-420-5700-001	\$ 1,940	\$ 1,473	\$ 1,940	\$ 2,783	\$ 1,940	\$ 1,940	\$ -	0.00%	\$ 1,940	\$ -	0.00%
Dues/Memberships	01-420-5700-002	\$ 200	\$ 175	\$ 200	\$ 191	\$ 200	\$ 200	\$ -	0.00%	\$ 200	\$ -	0.00%
Training/Seminars/Meetin	01-420-5700-003	\$ 500	\$ -	\$ 500	\$ 488	\$ 500	\$ 500	\$ -	0.00%	\$ 500	\$ -	0.00%
Clothing Allowance	01-420-5700-004	\$ 5,770	\$ 6,885	\$ 4,200	\$ 7,794	\$ 4,200	\$ 4,200	\$ -	0.00%	\$ 4,200	\$ -	0.00%
Other-Gas Taxes	01-420-5700-007	\$ 3,765	\$ 3,679	\$ 3,765	\$ 4,722	\$ 3,765	\$ 3,765	\$ -	0.00%	\$ 3,765	\$ -	0.00%
Purchase of Services		\$ 88,883	\$ 73,998	\$ 102,313	\$ 100,203	\$ 71,313	\$ 71,313	\$ -	0.00%	\$ 126,816	\$ 55,503.00	77.83%
Office Supplies	01-420-5400-001	\$ 725	\$ 785	\$ 725	\$ 805	\$ 725	\$ 725	\$ -	0.00%	\$ 725	\$ -	0.00%
Gasoline	01-420-5400-004	\$ 96,500	\$ 77,513	\$ 156,500	\$ 117,285	\$ 96,500	\$ 96,500	\$ -	0.00%	\$ 96,500	\$ -	0.00%
Parts/Materials	01-420-5400-006	\$ 55,000	\$ 57,766	\$ 64,070	\$ 88,104	\$ 56,570	\$ 56,570	\$ -	0.00%	\$ 56,570	\$ -	0.00%
Supplies		\$ 152,225	\$ 136,063	\$ 221,295	\$ 206,193	\$ 153,795	\$ 153,795	\$ -	0.00%	\$ 153,795	\$ -	0.00%
Telephone	01-420-5200-001	\$ 700	\$ 815	\$ 1,500	\$ 775	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Electric	01-420-5200-002	\$ 4,800	\$ 4,578	\$ 4,800	\$ 4,635	\$ 4,800	\$ 4,800	\$ -	0.00%	\$ 4,800	\$ -	0.00%
Water/Sewer	01-420-5200-006	\$ 660	\$ 573	\$ 660	\$ 330	\$ 660	\$ 660	\$ -	0.00%	\$ 660	\$ -	0.00%
Heating Fuel	01-420-5400-003	\$ 3,410	\$ 2,186	\$ 3,410	\$ 3,410	\$ 3,410	\$ 3,410	\$ -	0.00%	\$ 3,410	\$ -	0.00%
Utilities		\$ 9,570	\$ 8,152	\$ 10,370	\$ 9,150	\$ 10,370	\$ 10,370	\$ -	0.00%	\$ 10,370	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024
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

FY2024 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.

FY2023 ACCOMPLISHMENTS

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

FY2024 Budget Summary - Snow and Ice

Target Budget FY
2024 \$ 121,000.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Snow and Ice	\$ 273,000	\$ 267,654	\$ 357,000	\$ 356,322	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	0.00%
Total	\$ 273,000	\$ 267,654	\$ 357,000	\$ 356,322	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	

Salaries	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Overtime	\$ 177,000	\$ 51,126	\$ 25,000	\$ 80,521	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%
Personnel Total	\$ 177,000	\$ 51,126	\$ 25,000	\$ 80,521	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%

Purchase of Services	\$ 8,000	\$ 1,779	\$ 8,000	\$ 90	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0.00%
Supplies	\$ 88,000	\$ 214,750	\$ 324,000	\$ 275,711	\$ 88,000	\$ 88,000	\$ 88,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 96,000	\$ 216,528	\$ 332,000	\$ 275,801	\$ 96,000	\$ 96,000	\$ 96,000	\$ -	0.00%

Snow and Ice	\$ 273,000	\$ 267,654	\$ 357,000	\$ 356,322	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	0.00%
Budget Turn back		\$ 5,346		\$ 678					

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 2023							FISCAL YEAR 2024								
				Pay			Annual Salary	FY22		Proposed	Proposed	Final		Final	T/A
	Account #	Position	Grade	Rate	Hours		1-Jul-22	Rate	Hours	1-Jul-22	Performance Increase	Base Rate	Other Pay	Salary	Fiscal 2024
Overtime							\$ 25,000	\$ -						\$ 25,000	\$ 25,000
Total Salaries							\$ 25,000			\$ -			\$ -	\$ 25,000	\$ 25,000

Expense Detail - Snow and Ice

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Consultant/Prof Services	01-423-5200-004	\$ 8,000	\$ 1,779	\$ 8,000	\$ 90	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	0.00%
Purchase of Services		\$ 8,000	\$ 1,779	\$ 8,000	\$ 90	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ 8,000	\$ -	0.00%
Parts and Materials	01-423-5400-006	\$ 88,000	\$ 214,750	\$ 324,000	\$ 275,711	\$ 88,000	\$ 88,000	\$ -	\$ -	\$ 88,000	\$ -	0.00%
Supplies		\$ 88,000	\$ 214,750	\$ 324,000	\$ 275,711	\$ 88,000	\$ 88,000	\$ -	\$ -	\$ 88,000	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024
424 - Street Lights

FY2024 Budget Summary - Street Lights

Target Budget FY
2024 \$ 35,000.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Street Lights	\$ 58,000	\$ 47,378	\$ 28,000	\$ 22,204	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0%
Total	\$ 58,000	\$ 47,378	\$ 28,000	\$ 22,204	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	

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

Purchase of Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ 58,000	\$ 47,378	\$ 28,000	\$ 22,204	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0.00%
Expenses Total	\$ 58,000	\$ 47,378	\$ 28,000	\$ 22,204	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0.00%

Street Lights	\$ 58,000	\$ 47,378	\$ 28,000	\$ 22,204	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0%
Budget turn back		\$ 10,622		\$ 5,797					

Expense Detail - Street Lights

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change	Fall Adj	Final Budget	Percent Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Electric	01-424-5200-002	\$58,000	\$47,378	\$28,000	\$22,204	\$35,000	\$35,000	\$ -	0.00%	\$35,000	\$ -	0.00%			0.00%
Utilities		\$58,000	\$47,378	\$28,000	\$22,204	\$35,000	\$35,000	\$ -	0.00%	\$35,000	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Town Administrator's Budget

FY2024 - Part E - Health & Human Services



Town of Leicester
Operating Budget Manual
FY2024
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.

FY2024 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.

FY2023 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.

FY2024 Budget Summary - Council on Aging

Target Budget FY
2024 \$ 111,800.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Council on Aging	\$ 101,546	\$ 94,322	\$ 107,239	\$ 102,621	\$ 109,342	\$ 111,800	\$ 111,800	\$ 2,458	2.25%
Total	\$ 101,546	\$ 94,322	\$ 107,239	\$ 102,621	\$ 109,342	\$ 111,800	\$ 111,800	\$ 2,458	2.25%

Salaries	\$ 42,534	\$ 42,286	\$ 43,132	\$ 43,132	\$ 44,114	\$ 44,994	\$ 44,994	\$ 880	1.99%
Wages	\$ 27,934	\$ 27,414	\$ 31,829	\$ 32,275	\$ 32,950	\$ 33,591	\$ 33,591	\$ 641	1.95%
Other					\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 70,468	\$ 69,700	\$ 74,961	\$ 75,407	\$ 77,064	\$ 78,585	\$ 78,585	\$ 1,521	1.97%

Purchase of Services	\$ 7,778	\$ 5,676	\$ 7,778	\$ 6,666	\$ 7,778	\$ 7,778	\$ 7,895	\$ 117	1.50%
Supplies	\$ 4,500	\$ 3,571	\$ 4,500	\$ 2,252	\$ 4,500	\$ 4,500	\$ 4,500	\$ -	0.00%
Utilities	\$ 18,800	\$ 15,374	\$ 20,000	\$ 18,296	\$ 20,000	\$ 20,937	\$ 20,820	\$ 820	4.10%
Expenses Total	\$ 31,078	\$ 24,622	\$ 32,278	\$ 27,214	\$ 32,278	\$ 33,215	\$ 33,215	\$ 937	2.90%

Council on Aging	\$ 101,546	\$ 94,322	\$ 107,239	\$ 102,621	\$ 109,342	\$ 111,800	\$ 111,800	\$ 2,458	2.25%
-------------------------	-------------------	------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-----------------	--------------

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 2023										FISCAL YEAR 2024						
Last Name	First Name	Account #	Position	Grade	Rate	Hours	Annual Salary	FY23	Hours	Total hours	Proposed Percent Increase	Proposed Rate	Final Base Rate	Stipends	Final Salary	TA Salary
Cloutier	Rachelle	01-541-5100-000	Director		33.75	25	\$ 44,114	\$ 33.75	25	1307	2%	\$ 0.68	\$ 34.43		\$ 44,994	\$ 44,994
Lamb	Nancy	01-541-5101-000	Outreach	Grant	20.62	19	\$ 20,476	\$ 20.62	19	993	2%	\$ 0.41	\$ 21.03		\$ 20,886	\$ 20,886
Grenier	Genevieve	01-541-5101-000	Clerk	Grant	18.53	17	\$ 16,473	\$ 18.53	18	941	2%	\$ 0.37	\$ 18.90		\$ 17,786	\$ 17,786
Baur	Edward	01-541-5101-000	Bus Driver		18.53	10	\$ 9,691	\$ 18.53	10	523	2%	\$ 0.37	\$ 18.90		\$ 9,886	\$ 9,886
Schiavone	Joseph	01-541-5101-000	Bus Driver		18.53	15	\$ 14,528	\$ 18.53	15	784	2%	\$ 0.37	\$ 18.90		\$ 14,819	\$ 14,819
Rounding							\$ -								\$ -	\$ -
Deduct				FG Genevieve	\$15,866.00		\$ 15,866								\$ 17,786	\$ 17,786
Deduct				FG Nancy	\$6,000.00		\$ 6,000								\$ 6,000	\$ 6,000
Deduct				GWCF Nancy	\$6,000.00		\$ 6,000								\$ 6,000	\$ 6,000
							\$ 352								\$ -	\$ -
							\$ -								\$ -	\$ -
Total Salaries							\$ 77,064			4548				\$ -	\$ 78,585	\$ 78,585

77064

Expense Detail - Council on Aging

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contracts/Repairs	01-541-5200-003	\$ 6,870	\$ 5,383	\$ 6,870	\$ 6,066	\$ 6,870	\$ 6,870	\$ -	0.00%	\$ 6,870	\$ -	0.00%
Consultants/Prof Services	01-541-5200-004	\$ -	\$ 74	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Mileage/Licenses	01-541-5700-001	\$ 200	\$ -	\$ 200	\$ 29	\$ 200	\$ 200	\$ -	0.00%	\$ 200	\$ -	0.00%
Dues/Memberships	01-541-5700-002	\$ 508	\$ 219	\$ 508	\$ 525	\$ 508	\$ 508	\$ -	0.00%	\$ 625	\$ 117	23.03%
Training/Seminars/Meetin	01-541-5700-003	\$ 200	\$ -	\$ 200	\$ 45	\$ 200	\$ 200	\$ -	0.00%	\$ 200	\$ -	0.00%
Purchase of Services		\$ 7,778	\$ 5,676	\$ 7,778	\$ 6,666	\$ 7,778	\$ 7,778	\$ -	0.00%	\$ 7,895	\$ 117	1.50%
Office Supplies	01-541-5400-001	\$ 500	\$ 500	\$ 500	\$ 211	\$ 500	\$ 500	\$ -	0.00%	\$ 500	\$ -	0.00%
Maintenance Supplies	01-541-5400-007	\$ 4,000	\$ 3,071	\$ 4,000	\$ 2,041	\$ 4,000	\$ 4,000	\$ -	0.00%	\$ 4,000	\$ -	0.00%
Supplies		\$ 4,500	\$ 3,571	\$ 4,500	\$ 2,252	\$ 4,500	\$ 4,500	\$ -	0.00%	\$ 4,500	\$ -	0.00%
Telephone	01-541-5200-001	\$ 1,500	\$ 1,574	\$ 2,700	\$ 1,658	\$ 2,700	\$ 2,700	\$ -	0.00%	\$ 2,700	\$ -	0.00%
Electric	01-541-5200-002	\$ 6,900	\$ 4,782	\$ 6,900	\$ 4,598	\$ 6,900	\$ 7,837	\$ 937	13.58%	\$ 7,720	\$ 820	11.88%
Water/Sewer	01-541-5200-006	\$ 1,900	\$ 1,409	\$ 1,900	\$ 1,497	\$ 1,900	\$ 1,900	\$ -	0.00%	\$ 1,900	\$ -	0.00%
Heating Fuel	01-541-5400-003	\$ 8,500	\$ 7,610	\$ 8,500	\$ 10,544	\$ 8,500	\$ 8,500	\$ -	0.00%	\$ 8,500	\$ -	0.00%
Utilities		\$ 18,800	\$ 15,374	\$ 20,000	\$ 18,296	\$ 20,000	\$ 20,937	\$ 937	4.69%	\$ 20,820	\$ 820	4.10%



Town of Leicester
Operating Budget Manual
FY2024
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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

FY2023 ACCOMPLISHMENTS

N/A

FY2024 Budget Summary - Veterans Services

Target Budget FY
2024 (LF Budget) \$ 108,477.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Veteran's Services	\$ 126,613	\$ 85,506	\$ 86,748	\$ 85,279	\$ 108,336	\$ 108,477	\$ 108,477	\$ 141	0.13%
Total	\$ 126,613	\$ 85,506	\$ 86,748	\$ 85,279	\$ 108,336	\$ 108,477	\$ 108,477	\$ 141	0.13%

Salaries	\$ 6,763	\$ 6,763	\$ 6,898	\$ 6,898	\$ 7,036	\$ 7,177	\$ 7,177	\$ 141	2.00%
Wages					\$ -	\$ -	\$ -	\$ -	
Other					\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 6,763	\$ 6,763	\$ 6,898	\$ 6,898	\$ 7,036	\$ 7,177	\$ 7,177	\$ 141	2.00%

Purchase of Services	\$ 119,050	\$ 78,744	\$ 79,050	\$ 78,381	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Supplies	\$ 800	\$ -	\$ 800	\$ -	\$ 1,300	\$ 1,300	\$ 1,300	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 119,850	\$ 78,744	\$ 79,850	\$ 78,381	\$ 101,300	\$ 101,300	\$ 101,300	\$ -	0.00%

Veteran's Services	\$ 126,613	\$ 85,506	\$ 86,748	\$ 85,279	\$ 108,336	\$ 108,477	\$ 108,477	\$ 141	0.13%
---------------------------	------------	-----------	-----------	-----------	------------	------------	------------	--------	-------

Compensation Detail

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

Veteran's Services

FISCAL YEAR 2023							FISCAL YEAR 2024									
							FY23	Total hours	Proposed	Proposed	Final	Stipends	Final	TA		
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	FY24	Percent Increase	Rate Increase	Base Rate	Salary	Final Salary	
Main	Jason	01-541-5100-000	Agent				\$ 7,036	\$ 7,036		0	2%	\$ 141	\$ 7,177	\$ 7,177	\$ 7,177	
															\$ -	
															\$ -	
															\$ -	
															\$ -	
															\$ -	
															\$ -	
															\$ -	
															\$ -	
															\$ -	
															\$ -	
															\$ -	
Total Salaries							\$ 7,036			0				\$ -	\$ 7,177	

Expense Detail - Veterans

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Mileage/Licenses	01-543-5700-001	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ 250	\$ -	\$ -	\$ 250	\$ -	0.00%
Dues/Memberships	01-543-5700-002	\$ 100	\$ -	\$ 100	\$ 50	\$ 100	\$ 100	\$ -	\$ -	\$ 100	\$ -	0.00%
Training/Seminars/Meetings	01-543-5700-003	\$ 200	\$ -	\$ 200	\$ 3,570	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ -	0.00%
Other - Veteran's Benefits	01-543-5800-001	\$ 118,500	\$ 78,744	\$ 78,500	\$ 74,761	\$ 97,150	\$ 97,150	\$ -	\$ -	\$ 97,150	\$ -	0.00%
Purchase of Services		\$ 119,050	\$ 78,744	\$ 79,050	\$ 78,381	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	0.00%
Office Supplies	01-543-5400-001	\$ 300	\$ -	\$ 300	\$ -	\$ 300	\$ 300	\$ -	\$ -	\$ 300	\$ -	0.00%
Parts/Materials	01-543-5400-006	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ -	\$ 500	\$ -	0.00%
Equipment	01-543-5800-001	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ -	\$ 500	\$ -	0.00%
Supplies		\$ 800	\$ -	\$ 800	\$ -	\$ 1,300	\$ 1,300	\$ -	\$ -	\$ 1,300	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		0.00%



Town of Leicester
Operating Budget Manual
FY2024

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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2023 ACCOMPLISHMENTS

N/A

FY2024 Budget Summary - Veteran's Graves

Target Budget FY
2024 \$ 2,400.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Veterans Graves Registration	\$ 2,400	\$ 2,370	\$ 2,400	\$ 2,345	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	0.00%
Total	\$ 2,400	\$ 2,370	\$ 2,400	\$ 2,345	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	

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

Purchase of Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Supplies	\$ 2,000	\$ 1,990	\$ 2,000	\$ 1,965	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 2,000	\$ 1,990	\$ 2,000	\$ 1,965	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%

Veterans Graves Registration	\$ 2,400	\$ 2,370	\$ 2,400	\$ 2,345	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	0.00%
-------------------------------------	----------	----------	----------	----------	----------	----------	----------	------	-------

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

FISCAL YEAR 2023							FISCAL YEAR 2024								
							Proposed	Proposed	Final			T/A			
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-22	Rate	Hours	Proposed Increase 1-Jul-23	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	Fiscal 2024
Main	Jason	01-541-5100-000	Agent				\$ 400	\$ 400	0	\$ -	\$ -	\$ 400	\$ -	\$ 400	\$ 400
Total Salaries							\$ 400			\$ -		\$ 400	\$ -	\$ 400	\$ 400

Expense Detail - Veterans Graves Registration

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Approp.	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Parts/Materials	01-545-5400-006	\$ 2,000	\$ 1,990	\$ 2,000	\$ 1,965	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ 2,000.00	\$ -	0.00%
Supplies		\$ 2,000	\$ 1,990	\$ 2,000	\$ 1,965	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ 2,000.00	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Town Administrator's Budget
FY2024 - Part F - Culture & Recreation



Town of Leicester
Operating Budget Manual
FY2024
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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Broadly speaking, our goal for FY24 is to come as close to community expectations as our budget allows. One goal is to increase promotion of library services in the community, including partnering with our public schools. Our second goal is to offer more programming in the library, which is inline with local and national trends (a slight shift away from circulating traditional physical items and offering in-person events, with the library as a destination). I have added a line to our Expenses sheet, and shifted a small amount of money from the books budget. We would also like to replace a retiring staff member with two part time circulation assistants. This will allow the library staff to be more flexible with staffing needs to fill behind both planned and unplanned absences.

Additional needs: Ideally, we would like to request \$5000 for programming, and an additional \$10,000 in the wages line.

FY2023 ACCOMPLISHMENTS

FY22 continued to be a challenge. The Library was closed to the public for part of the year, and staff pivoted to remote services and lobby pick ups. We welcomed the public back inside the building in June, which allowed for some small in-person programs, especially focused around Summer Reading. Circulation of physical items remained strong. The Library was able to circulate 2/3 of our usual volume through lobby pick ups.

We were also able to offer more non-traditional items, like mobile hotspots. These were particularly valuable to patrons who rely on the library for internet access.

FY2024 Budget Summary - Library

Target Budget FY
2024 \$ 244,236.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Public Library	\$ 225,435	\$ 213,417	\$ 231,071	\$ 228,986	\$ 239,386	\$ 244,236	\$ 244,236	\$ 4,850	2.03%
Total	\$ 225,435	\$ 213,417	\$ 231,071	\$ 228,986	\$ 239,386	\$ 244,236	\$ 244,236	\$ 4,850	2.03%

Salaries	\$ 74,506	\$ 96,815	\$ 75,250	\$ 75,250	\$ 76,401	\$ 77,930	\$ 77,930	\$ 1,529	2.00%
Wages	\$ 117,449	\$ 73,785	\$ 109,640	\$ 106,872	\$ 115,350	\$ 118,671	\$ 118,671	\$ 3,322	2.88%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Personnel Total	\$ 191,955	\$ 170,600	\$ 184,890	\$ 182,122	\$ 191,751	\$ 196,601	\$ 196,601	\$ 4,850	2.53%

Purchase of Services	\$ 6,500	\$ 6,700	\$ 9,800	\$ 10,100	\$ 9,800	\$ 10,400	\$ 10,400	\$ 600	6.12%
Supplies	\$ 24,500	\$ 34,045	\$ 34,381	\$ 34,600	\$ 35,835	\$ 35,235	\$ 35,235	\$ (600)	-1.67%
Utilities	\$ 2,480	\$ 2,072	\$ 2,000	\$ 2,164	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
Expenses Total	\$ 33,480	\$ 42,817	\$ 46,181	\$ 46,864	\$ 47,635	\$ 47,635	\$ 47,635	\$ -	0.00%

Public Library	\$ 225,435	\$ 213,417	\$ 231,071	\$ 228,986	\$ 239,386	\$ 244,236	\$ 244,236	\$ 4,850	2.03%
-----------------------	------------	------------	------------	------------	------------	------------	------------	----------	-------

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

FISCAL YEAR 2023							FISCAL YEAR 2024									
				Pay		Annual Salary	FY22		Total hours	Proposed Percent	Proposed Rate	Final Base	Stipends	Final Salary	TA Salary	
Last Name	First Name	Account #	Position	Grade	Rate	Hours	1-Jul-22	Rate	Hours	FY23	Increase	Increase	Rate		Fiscal 2024	
Hall	Suzanne	01-610-5100-000	Director	IV/4	38.47	38	\$ 76,401	\$ 38.47	38	1986	2%	\$ 0.77	\$ 39.24		\$ 77,930	\$ 77,930
Berube	Charissa	01-610-5101-000	Assistant	I/5	18.99	18	\$ 13,221	\$ 18.99	32	1672	2%	\$ 0.38	\$ 19.37		\$ 32,387	\$ 32,387
Buckley	Lori	01-610-5101-000	Assistant	I/2	16.8	8	\$ 7,913	\$ 16.80	9	471	2%	\$ 0.34	\$ 17.13		\$ 8,067	\$ 8,067
Cherry	Kathleen	01-610-5101-000	Cataloger	II/4	20.62	18	\$ 19,403	\$ 20.62	18	941	2%	\$ 0.41	\$ 21.03		\$ 19,792	\$ 19,792
Hart	Kaeleigh	01-610-5101-000	CHL Lib.	III/1	22.04	32	\$ 40,311	\$ 22.04	35	1829	2%	\$ 0.44	\$ 22.48		\$ 41,118	\$ 41,118
Paquette	Marie	01-610-5101-000	Cataloger	I/I	16.22	23	\$ 9,327	\$ 16.22	11	575	2%	\$ 0.32	\$ 16.54		\$ 9,514	\$ 9,514
Open		01-610-5101-000	Cataloger	I/I	16.22	8	\$ 7,640	\$ 16.22	9	471	2%	\$ 0.32	\$ 16.54		\$ 7,793	\$ 7,793
Schedule differences							\$ 17,535									
Total Salaries							\$ 191,751							\$ -	\$ 196,601	\$ 196,601

Expense Detail - Public Library

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Dues/Memberships	01-610-5700-002	\$ 6,500	\$ 6,700	\$ 9,800	\$ 10,100	\$ 9,800	\$ 10,400	\$ 600	6.12%	\$ 10,400	\$ 600	6.12%
Purchase of Services		\$ 6,500	\$ 6,700	\$ 9,800	\$ 10,100	\$ 9,800	\$ 10,400	\$ 600	6.12%	\$ 10,400	\$ 600	6.12%
Office Supplies	01-610-5400-001	\$ 1,800	\$ 1,570	\$ 2,000	\$ 1,966	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%
Books/Periodicals/Video	01-610-5400-002	\$ 21,500	\$ 31,649	\$ 31,181	\$ 32,017	\$ 32,635	\$ 32,035	\$ (600)	-1.84%	\$ 32,035	\$ (600)	-1.84%
Maintenance Supplies	01-610-5400-007	\$ 1,200	\$ 825	\$ 1,200	\$ 618	\$ 1,200	\$ 1,200	\$ -	0.00%	\$ 1,200	\$ -	0.00%
Supplies		\$ 24,500	\$ 34,045	\$ 34,381	\$ 34,600	\$ 35,835	\$ 35,235	\$ (600)	-1.67%	\$ 35,235	\$ (600)	-1.67%
Telephone	01-610-5200-001	\$ 680	\$ 711	\$ 700	\$ 682	\$ 700	\$ 700	\$ -	0.00%	\$ 700	\$ -	0.00%
Electric	01-610-5200-002	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Water/Sewer	01-610-5200-006	\$ 1,800	\$ 1,361	\$ 1,300	\$ 1,482	\$ 1,300	\$ 1,300	\$ -	0.00%	\$ 1,300	\$ -	0.00%
Heating Fuel	01-610-5400-003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Utilities		\$ 2,480	\$ 2,072	\$ 2,000	\$ 2,164	\$ 2,000	\$ 2,000	\$ -	0.00%	\$ 2,000	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To construct a new playground at Towtaid park.

FY2023 ACCOMPLISHMENTS

Constructed a new basketball court in honor of Ronald Tarentino.

Obtained a KABOOM grant for the construction of a playground at Towtaid Park.

FY2024 Budget Summary - Parks

Target Budget FY
2024 \$ 6,450.00

	FY 2021 Approp.	FY 2021 Actual	FY 2022 Approp.	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Parks and Recreation	\$ 6,450	\$ 3,916	\$ 6,450	\$ 5,787	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
Total	\$ 6,450	\$ 3,916	\$ 6,450	\$ 5,787	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	

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

Purchase of Services	\$ 1,200	\$ -	\$ 1,200	\$ 1,250	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.00%
Supplies	\$ 4,000	\$ 1,996	\$ 4,000	\$ 3,043	\$ 4,000	\$ 3,250	\$ 3,250	\$ (750)	-18.75%
Utilities	\$ 1,250	\$ 1,920	\$ 1,250	\$ 1,494	\$ 1,250	\$ 2,000	\$ 2,000	\$ 750	60.00%
Expenses Total	\$ 6,450	\$ 3,916	\$ 6,450	\$ 5,787	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%

Parks and Recreation	\$ 6,450	\$ 3,916	\$ 6,450	\$ 5,787	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
-----------------------------	----------	----------	----------	----------	----------	----------	----------	------	-------

Expense Detail - Parks and Recreation

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Approp.	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-630-5200-002	\$ 1,200	\$ -	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0.00%
Maintenance Cont/Repair	01-630-5200-003	\$ -	\$ -	\$ -	\$ 1,250							
Purchase of Services		\$ 1,200	\$ -	\$ 1,200	\$ 1,250	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0.00%
Maintenance Supplies	01-630-5400-007	\$ 4,000	\$ 1,996	\$ 4,000	\$ 3,043	\$ 4,000	\$ 3,250	\$ (750)	-19%	\$ 3,250	\$ (750)	-18.75%
Supplies		\$ 4,000	\$ 1,996	\$ 4,000	\$ 3,043	\$ 4,000	\$ 3,250	\$ (750)	-19%	\$ 3,250	\$ (750)	-18.75%
Electric	01-630-5200-002	\$ 1,250	\$ 1,920	\$ 1,250	\$ 1,494	\$ 1,250	\$ 2,000	\$ 750	60%	\$ 2,000	\$ 750	60.00%
Utilities		\$ 1,250	\$ 1,920	\$ 1,250	\$ 1,494	\$ 1,250	\$ 2,000	\$ 750	60%	\$ 2,000	\$ 750	60.00%



Town of Leicester

Operating Budget Manual

FY2024

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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2023 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.

FY2024 Budget Summary - Historical

Target Budget FY
2024 \$ 950.00

	FY 2021 Approp.	FY 2021 Actual	FY 2022 Approp.	FY 2022 Actual	FY 2023 Approp.	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Historical Commission	\$ 950	\$ 105	\$ 950	\$ 324	\$ 950	\$ 950	\$ 950	\$ -	0.00%
Total	\$ 950	\$ 105	\$ 950	\$ 324	\$ 950	\$ 950	\$ 950	\$ -	

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

Purchase of Services	\$ 800	\$ 105	\$ 800	\$ 324	\$ 800	\$ 800	\$ 800	\$ -	0.00%
Supplies	\$ 150	\$ -	\$ 150	\$ -	\$ 150	\$ 150	\$ 150	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 950	\$ 105	\$ 950	\$ 324	\$ 950	\$ 950	\$ 950	\$ -	0.00%

Historical Commission	\$ 950	\$ 105	\$ 950	\$ 324	\$ 950	\$ 950	\$ 950	\$ -	0.00%
------------------------------	--------	--------	--------	--------	--------	--------	--------	------	-------

Expense Detail - Historical Commission

		FY 2024					FY 2024					
		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	Dept.	Dollar	Percent	TA	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Request	Change	Change	Approved	Change	Change
Consultants/Prof Services	01-691-5200-004	\$ 800	\$ 105	\$ 800	\$ 324	\$ 800	\$ 800	\$ -	0.00%	\$ 800	\$ -	0.00%
Purchase of Services		\$ 800	\$ 105	\$ 800	\$ 324	\$ 800	\$ 800	\$ -	0.00%	\$ 800	\$ -	0.00%
Office Supplies	01-691-5400-001	\$ 150	\$ -	\$ 150	\$ -	\$ 150	\$ 150	\$ -	0.00%	\$ 150	\$ -	0.00%
Supplies		\$ 150	\$ -	\$ 150	\$ -	\$ 150	\$ 150	\$ -	0.00%	\$ 150	\$ -	0.00%
				\$ -		\$ -						
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2023 ACCOMPLISHMENTS

The Parade returned in FY2023.

FY2024 Budget Summary - Memorial Day

Target Budget FY
2024 (LF Budget) \$ 3,000.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Memorial Day Committee	\$ 3,000	\$ 2,671	\$ 3,000	\$ 2,422	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
Total	\$ 3,000	\$ 2,671	\$ 3,000	\$ 2,422	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	

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

Purchase of Services	\$ 2,550	\$ 2,315	\$ 2,550	\$ 2,422	\$ 2,550	\$ 2,550	\$ 2,550	\$ -	0.00%
Supplies	\$ 450	\$ 356	\$ 450	\$ -	\$ 450	\$ 450	\$ 450	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 3,000	\$ 2,671	\$ 3,000	\$ 2,422	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%

Memorial Day Committee	\$ 3,000	\$ 2,671	\$ 3,000	\$ 2,422	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
-------------------------------	----------	----------	----------	----------	----------	----------	----------	------	-------

Expense Detail - Memorial Day Committee

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-692-5200-004	\$ 2,550	\$ 2,315	\$ 2,550	\$ 2,422	\$ 2,550	\$ 2,550	\$ -	0.00%	\$ 2,550	\$ -	0.00%
Purchase of Services		\$ 2,550	\$ 2,315	\$ 2,550	\$ 2,422	\$ 2,550	\$ 2,550	\$ -	0.00%	\$ 2,550	\$ -	0.00%
Parts/Materials	01-692-5400-006	\$ 450	\$ 356	\$ 450	\$ -	\$ 450	\$ 450	\$ -	0.00%	\$ 450	\$ -	0.00%
Supplies		\$ 450	\$ 356	\$ 450	\$ -	\$ 450	\$ 450	\$ -	0.00%	\$ 450	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Town Administrator's Budget
FY2024 - Part G - Debt



Town of Leicester
Operating Budget Manual
FY2024
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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2023 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.

FY2024 Budget Summary - Debt Principal

Target Budget FY
2024

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Maturing Debt Principal	\$ 1,155,327	\$ 1,155,324	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,203,832	\$ 1,203,832	\$ (14,901)	-1.22%
Total	\$ 1,155,327	\$ 1,155,324	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,203,832	\$ 1,203,832	\$ (14,901)	-1.22%

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

Purchase of Services	\$ 1,155,327	\$ 1,155,324	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,203,832	\$ 1,203,832	\$ (14,901)	-1.22%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 1,155,327	\$ 1,155,324	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,203,832	\$ 1,203,832	\$ (14,901)	-1.22%

Maturing Debt Principal	\$ 1,155,327	\$ 1,155,324	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,203,832	\$ 1,203,832	\$ (14,901)	-1.22%
Budget turn back		\$ 3		\$ 1					

FY2024 Budget Summary - Debt Principal

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Approp.	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Water Poll Abate-Loan 1	01-710-5900-020	\$ -		\$ -		\$ -	\$ -	\$ -				
Police Land - Principal	01-710-5900-021	\$ 19,155	\$ 19,155	\$ -		\$ -	\$ -	\$ -				
Rte. 9 Water Principal	01-710-5900-022	\$ 95,000	\$ 95,000	\$ -		\$ -	\$ -	\$ -				
Police Station - Principal	01-710-5900-023	\$ 162,817	\$ 162,817	\$ 159,851	\$ 159,851	\$ 157,314	\$ 154,777	\$ (2,537)	-1.61%	\$ 154,777	\$ (2,537)	-1.61%
Rte. 9 Pump Station - Pri	01-710-5900-024	\$ 9,578	\$ 9,577	\$ 9,403	\$ 9,403	\$ 9,254	\$ 9,105	\$ (149)	-1.61%	\$ 9,105	\$ (149)	-1.61%
Hillcrest CC Purchase - P	01-710-5900-025	\$ 148,451	\$ 148,451	\$ 145,747	\$ 145,747	\$ 143,433	\$ 141,120	\$ (2,313)	-1.61%	\$ 141,120	\$ (2,313)	-1.61%
Water Poll Abate-Loan 2	01-710-5900-027	\$ 3,380	\$ 3,380	\$ 3,459	\$ 3,459	\$ 3,459						
06 Roof Replacements -	01-710-5900-029	\$ 35,000	\$ 35,000	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -	
Water Poll Abate-Loan 3	01-710-5900-031	\$ 6,611	\$ 6,611	\$ 6,611	\$ 6,611	\$ 6,611	\$ 6,611	\$ -	0.00%	\$ 6,611	\$ -	0.00%
USDA Sch. Roof & Boiler	01-710-5900-032	\$ 10,708	\$ 10,707	\$ 11,068	\$ 11,068	\$ 11,440	\$ 11,828	\$ 388	3.39%	\$ 11,828	\$ 388	3.39%
Energy Infrastructure Pro	01-710-5900-034	\$ 84,627	\$ 84,627	\$ 89,978	\$ 89,978	\$ 95,555	\$ 101,365	\$ 5,810	6.08%	\$ 101,365	\$ 5,810	6.08%
Fire & EMS Headquarters	01-710-5900-035	\$ 150,000	\$ 150,000	\$ 155,000	\$ 155,000	\$ 160,000	\$ 165,000	\$ 5,000	3.13%	\$ 165,000	\$ 5,000	3.13%
Fire & EMS Headquarters	01-710-5900-036	\$ 145,000	\$ 145,000	\$ 150,000	\$ 150,000	\$ 155,000	\$ 160,000	\$ 5,000	3.23%	\$ 160,000	\$ 5,000	3.23%
Town Hall Elevator	01-710-5900-037	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%	\$ 25,000	\$ -	0.00%
Town Hall Remodeling	01-710-5900-038	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0.00%	\$ 10,000	\$ -	0.00%
Library	01-710-5900-039	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 75,000	\$ 80,000	\$ 5,000	6.67%	\$ 80,000	\$ 5,000	6.67%
Hillcrest Building	01-710-5900-040	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0.00%	\$ 20,000	\$ -	0.00%
Highway Equipment	01-710-5900-041	\$ 160,000	\$ 160,000	\$ 170,000	\$ 170,000	\$ 180,000	\$ 190,000	\$ 10,000	5.56%	\$ 190,000	\$ 10,000	5.56%
Feasibility Study	01-710-5900-042	\$ -	\$ -	\$ -	\$ -	\$ 166,667	\$ 93,815	\$ (72,852)	-43.71%	\$ 93,815	\$ (72,852)	-43.71%
Waite Pond Dam	01-710-5900-043	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,211	\$ 10,211		\$ 10,211	\$ 10,211	
Fire Station Settlement	01-710-5900-044	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000		\$ 25,000	\$ 25,000	
Purchase of Services		\$ 1,155,327	\$ 1,155,324	\$ 1,026,117	\$ 1,026,116	\$ 1,218,733	\$ 1,203,832	\$ (11,442)	-0.94%	\$ 1,203,832	\$ (11,442)	-0.94%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

751 - Maturing Debt Interest

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2023 ACCOMPLISHMENTS**

FY2024 Budget Summary - Debt Interest

Target Budget FY
2024 \$ -

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Maturing Debt Interest	\$ 369,949	\$ 369,946	\$ 331,047	\$ 331,045	\$ 293,828	\$ 255,273	\$ 255,321	\$ (38,507)	-13.11%
Total	\$ 369,949	\$ 369,946	\$ 331,047	\$ 331,045	\$ 293,828	\$ 255,273	\$ 255,321	\$ (38,507)	-13.11%

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

Purchase of Services	\$ 369,949	\$ 369,946	\$ 331,047	\$ 331,045	\$ 293,828	\$ 255,273	\$ 255,321	\$ (38,507)	-13.11%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 369,949	\$ 369,946	\$ 331,047	\$ 331,045	\$ 293,828	\$ 255,273	\$ 255,321	\$ (38,507)	-13.11%

Maturing Debt Interest	\$ 369,949	\$ 369,946	\$ 331,047	\$ 331,045	\$ 293,828	\$ 255,273	\$ 255,321	\$ (38,507)	-13.11%
-------------------------------	------------	------------	------------	------------	------------	------------	------------	-------------	---------

Expense Detail - Maturing Debt Interest

		FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	Dollar	Percent	FY 2024	Dollar	Percent
		Budget	Actual	Budget	Actual	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Police Land - Interest	01-751-5900-021	\$ 288	\$ 287	\$ -		\$ -	\$ -	\$ -				
Rte. 9 West Water Proj -	01-751-5900-022	\$ 1,425	\$ 1,425	\$ -		\$ -	\$ -	\$ -				
Police Station - Interest	01-751-5900-023	\$ 16,601	\$ 16,600	\$ 11,761	\$ 11,760	\$ 7,003	\$ 2,298	\$ (4,705)	-67.19%	\$ 2,322	\$ (4,681)	-66.84%
Rte. 9 Pump Station - Inte	01-751-5900-024	\$ 974	\$ 974	\$ 692	\$ 692	\$ 412	\$ 137	\$ (275)	-66.75%	\$ 137	\$ (275)	-66.75%
Hillcrest CC Purchase - Ir	01-751-5900-025	\$ 15,136	\$ 15,136	\$ 10,723	\$ 10,723	\$ 6,385	\$ 2,093	\$ (4,292)	-67.22%	\$ 2,117	\$ (4,268)	-66.84%
06 Roof Replacements - I	01-751-5900-029	\$ 735	\$ 735	\$ -		\$ -	\$ -	\$ -				
Water Poll Abate-Loan 2	01-710-5900-027	\$ -		\$ -		\$ 87						
USDA Sch. Roof & Boiler	01-751-5900-032	\$ 11,510	\$ 11,509	\$ 11,148	\$ 11,148	\$ 10,774	\$ 10,389	\$ (385)	-3.57%	\$ 10,389	\$ (385)	-3.57%
Energy Infrastructure Proj	01-751-5900-034	\$ 53,148	\$ 53,148	\$ 50,791	\$ 50,791	\$ 48,285	\$ 45,624	\$ (2,661)	-5.51%	\$ 45,624	\$ (2,661)	-5.51%
Fire & EMS Headquarters	01-751-5900-035	\$ 118,275	\$ 118,275	\$ 113,775	\$ 113,775	\$ 109,125	\$ 104,325	\$ (4,800)	-4.40%	\$ 104,325	\$ (4,800)	-4.40%
Fire & EMS Headquarters	01-751-5900-035	\$ 41,900	\$ 41,900	\$ 36,100	\$ 36,100	\$ 30,100	\$ 23,900	\$ (6,200)	-20.60%	\$ 23,900	\$ (6,200)	-20.60%
Town Hall Elevator	01-751-5900-037	\$ 6,500	\$ 6,500	\$ 5,500	\$ 5,500	\$ 4,500	\$ 3,500	\$ (1,000)	-22.22%	\$ 3,500	\$ (1,000)	-22.22%
Town Hall Remodeling	01-751-5900-038	\$ 2,600	\$ 2,600	\$ 2,200	\$ 2,200	\$ 1,800	\$ 1,400	\$ (400)	-22.22%	\$ 1,400	\$ (400)	-22.22%
Library	01-751-5900-039	\$ 61,857	\$ 61,856	\$ 58,357	\$ 58,356	\$ 54,857	\$ 51,107	\$ (3,750)	-6.84%	\$ 51,107	\$ (3,750)	-6.84%
Hillcrest Building	01-751-5900-040	\$ 4,000	\$ 4,000	\$ 3,000	\$ 3,000	\$ 2,000	\$ 1,000	\$ (1,000)	-50.00%	\$ 1,000	\$ (1,000)	-50.00%
Highway Equipment	01-751-5900-041	\$ 35,000	\$ 35,000	\$ 27,000	\$ 27,000	\$ 18,500	\$ 9,500	\$ (9,000)	-48.65%	\$ 9,500	\$ (9,000)	-48.65%
Purchase of Services		\$ 369,949	\$ 369,946	\$ 331,047	\$ 331,045	\$ 293,828	\$ 255,273	\$ (38,468)	-13.09%	\$ 255,321.00	\$ (38,420.00)	-13.08%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2023 ACCOMPLISHMENTS**

FY2024 Budget Summary - Debt Interest

Target Budget FY
2024 \$ -

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept Request	FY 2024 TA Approved	Dollar Change	Percent Change
Temporary Loan Interest	\$ 20,665	\$ 13,217	\$ 22,665	\$ 12,604	\$ 216,700	\$ 743,889	\$ 743,889	\$ 527,189	243.28%
Total	\$ 20,665	\$ 13,217	\$ 22,665	\$ 12,604	\$ 216,700	\$ 743,889	\$ 743,889	\$ 527,189	243.28%

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

Purchase of Services	\$ 20,665	\$ 13,217	\$ 22,665	\$ 12,604	\$ 216,700	\$ 743,889	\$ 743,889	\$ 527,189	243.28%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 20,665	\$ 13,217	\$ 22,665	\$ 12,604	\$ 216,700	\$ 743,889	\$ 743,889	\$ 527,189	243.28%

Temporary Loan Interest	\$ 20,665	\$ 13,217	\$ 22,665	\$ 12,604	\$ 216,700	\$ 743,889	\$ 743,889	\$ 527,189	243.28%
--------------------------------	-----------	-----------	-----------	-----------	------------	------------	------------	------------	---------

Expense Detail - Temporary Loan Interest

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Approp.	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Temporary Loan Interest	01-752-5900-000	\$ 20,665	\$ 13,217	\$ 22,665	\$ 12,604	\$ -						
Feasibility Study	01-752-5900-000					\$ 1,005	\$ 5,184	\$ 4,179	415.82%	\$ 5,184	\$ 4,179.00	415.82%
Waite Pond Dam	01-752-5900-000					\$ 1,239	\$ 13,580	\$ 12,341	996.05%	\$ 13,580	\$ 12,341.00	996.05%
Fire Settlement	01-752-5900-000					\$ 27,232	\$ 23,625	\$ (3,607)	-13.25%	\$ 23,625	\$ (3,607.00)	-13.25%
Becker Purchase	01-752-5900-000					\$ 185,947	\$ 701,500	\$ 515,553	277.26%	\$ 701,500	\$ 515,553.00	277.26%
Fire Rentention Pond	01-752-5900-000					\$ 1,277	\$ -	\$ (1,277)	-100.00%	\$ -	\$ (1,277.00)	-100.00%
Purchase of Services		\$ 20,665	\$ 13,217	\$ 22,665	\$ 12,604	\$ 216,700	\$ 743,889	\$ 527,189	243.28%	\$ 743,889.00	\$ 527,189.00	243.28%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2023 ACCOMPLISHMENTS**

FY2024 Budget Summary - Bond Issuance

Target Budget FY
2024 \$ 1,100.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Bond Issuance Costs	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ 1,100	\$ 1,100	\$ -	\$ (1,100)	-100.00%
Total	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ 1,100	\$ 1,100	\$ -	\$ (1,100)	-100.00%

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

Purchase of Services	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ 1,100	\$ 1,100	\$ -	\$ (1,100)	-100.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ 1,100	\$ 1,100	\$ -	\$ (1,100)	-100.00%

Bond Issuance Costs	\$ 1,100	\$ -	\$ 1,100	\$ -	\$ 1,100	\$ 1,100	\$ -	\$ (1,100)	-100.00%
----------------------------	----------	------	----------	------	----------	----------	------	------------	----------

Expense Detail - Bond Issuance Costs

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Bond Issuance Costs	01-753-5900-000	\$1,100.00	\$ -	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 1,100.00	\$ -	0.00%	\$ -	\$ (1,100.00)	-100.00%
Purchase of Services		\$1,100.00	\$ -	\$ 1,100.00	\$ -	\$ 1,100.00	\$ 1,100.00	\$ -	0.00%	\$ -	\$ (1,100.00)	-100.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Town Administrator's Budget
FY2024 - Part H - Benefits & Insurance



Town of Leicester
Operating Budget Manual

FY2024

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.

FY2024 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.

FY2023 ACCOMPLISHMENTS

FY2024 Budget Summary - Retirement

Target Budget FY
2024 \$ 1,823,365.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Worcester Regional	\$ 1,456,243	\$ 1,456,243	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,823,365	\$ 1,823,365	\$ 106,012	6.17%
Total	\$ 1,456,243	\$ 1,456,243	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,823,365	\$ 1,823,365	\$ 106,012	6.17%

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

Purchase of Services	\$ 1,456,243	\$ 1,456,243	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,823,365	\$ 1,823,365	\$ 106,012	6.17%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 1,456,243	\$ 1,456,243	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,823,365	\$ 1,823,365	\$ 106,012	6.17%

Worcester Regional	\$ 1,456,243	\$ 1,456,243	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,823,365	\$ 1,823,365	\$ 106,012	6.17%
---------------------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	------------	-------

Expense Detail - Worcester Regional Retirement

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-911-5110-000	\$ 1,456,243	\$1,456,243	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,823,365	\$ 106,012	6.17%	\$ 1,823,365	\$ 106,012	6.17%
Purchase of Services		\$ 1,456,243	\$1,456,243	\$ 1,556,343	\$ 1,556,343	\$ 1,717,353	\$ 1,823,365	\$ 106,012	6.17%	\$ 1,823,365	\$ 106,012	6.17%
		\$ -		\$ -								
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024
912 - Workers Compensation

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

N/A

FY2024 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

FY2023 ACCOMPLISHMENTS

FY2024 Budget Summary - Workers Compensation

Target Budget FY
2024 \$ 252,842.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Workers Compensation	\$ 166,248	\$ 161,372	\$ 191,185	\$ 167,168	\$ 219,863	\$ 252,842	\$ 252,842	\$ 32,979	15.00%
Total	\$ 166,248	\$ 161,372	\$ 191,185	\$ 167,168	\$ 219,863	\$ 252,842	\$ 252,842	\$ 32,979	15.00%

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

Purchase of Services	\$ 166,248	\$ 161,372	\$ 191,185	\$ 167,168	\$ 219,863	\$ 252,842	\$ 252,842	\$ 32,979	15.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 166,248	\$ 161,372	\$ 191,185	\$ 167,168	\$ 219,863	\$ 252,842	\$ 252,842	\$ 32,979	15.00%

Workers Compensation	\$ 166,248	\$ 161,372	\$ 191,185	\$ 167,168	\$ 219,863	\$ 252,842	\$ 252,842	\$ 32,979	15.00%
-----------------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	------------------	---------------

Expense Detail - Workers Compensation

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Workers Compensation	01-912-5700-009	\$ 166,248	\$ 161,372	\$ 191,185	\$ 167,168	\$ 219,863	\$ 252,842	\$ 32,979	15.00%	\$ 252,842	\$ 32,979	15.00%
Purchase of Services		\$ 166,248	\$ 161,372	\$ 191,185	\$ 167,168	\$ 219,863	\$ 252,842	\$ 32,979	15.00%	\$ 252,842	\$ 32,979	15.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024

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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2023 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.

FY2024 Budget Summary - Unemployment Compensation

Target Budget FY
2024 (LF Budget) \$ 142,000.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Unemployment Compensation	\$ 141,650	\$ 48,403	\$ 60,950	\$ 10,297	\$ 142,000	\$ 142,000	\$ 142,000	\$ -	0.00%
Total	\$ 141,650	\$ 48,403	\$ 60,950	\$ 10,297	\$ 142,000	\$ 142,000	\$ 142,000	\$ -	

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

Purchase of Services	\$ 141,650	\$ 48,403	\$ 60,950	\$ 10,297	\$ 142,000	\$ 142,000	\$ 142,000	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 141,650	\$ 48,403	\$ 60,950	\$ 10,297	\$ 142,000	\$ 142,000	\$ 142,000	\$ -	0.00%

Unemployment Compensation	\$ 141,650	\$ 48,403	\$ 60,950	\$ 10,297	\$ 142,000	\$ 142,000	\$ 142,000	\$ -	0.00%
----------------------------------	------------	-----------	-----------	-----------	------------	------------	------------	------	-------

Expense Detail - Unemployment Compensation

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Unemployment Compens	01-913-5110-000	\$ 139,000	\$ 45,803	\$ 58,300	\$ 7,694	\$ 139,000	\$ 139,000	\$ -	0.00%	\$ 139,000	\$ -	0.00%
Consultant Services	01-913-5200-004	\$ 1,500	\$ 2,600	\$ 1,500	\$ 2,600	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Interest	01-913-5700-007	\$ 1,150	\$ -	\$ 1,150	\$ 3	\$ 1,500	\$ 1,500	\$ -	0.00%	\$ 1,500	\$ -	0.00%
Purchase of Services		\$ 141,650	\$ 48,403	\$ 60,950	\$ 10,297	\$ 142,000	\$ 142,000	\$ -	0.00%	\$ 142,000	\$ -	0.00%
		\$ -		\$ -								
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester
Operating Budget Manual
FY2024
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.

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2023 ACCOMPLISHMENTS

The Town moved over to MIIA Blue Cross in FY 23, for a zero percent increase. We are in the second year of that contract.

FY2024 Budget Summary - Tax Title

Target Budget FY
2024 \$ 3,365,365.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Employee Benefits	\$ 2,700,123	\$ 2,654,464	\$ 2,719,175	\$ 2,653,821	\$ 3,117,782	\$ 3,365,365	\$ 3,365,365	\$ 247,583	7.94%
Total	\$ 2,700,123	\$ 2,654,464	\$ 2,719,175	\$ 2,653,821	\$ 3,117,782	\$ 3,365,365	\$ 3,365,365	\$ 247,583	7.94%
Salaries									
Wages									
Other									
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Purchase of Services	\$ 2,700,123	\$ 2,654,464	\$ 2,719,175	\$ 2,653,821	\$ 3,117,782	\$ 3,365,365	\$ 3,365,365	\$ 247,583	7.94%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 2,700,123	\$ 2,654,464	\$ 2,719,175	\$ 2,653,821	\$ 3,117,782	\$ 3,365,365	\$ 3,365,365	\$ 247,583	7.94%
Employee Benefits	\$ 2,700,123	\$ 2,654,464	\$ 2,719,175	\$ 2,653,821	\$ 3,117,782	\$ 3,365,365	\$ 3,365,365	\$ 247,583	7.94%

Expense Detail - Employee Benefits

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Employee Insurance	01-914-5110-001	\$ 17,500	\$ 13,450	\$ 18,000	\$ 12,722	\$ 19,000	\$ 20,520	\$ 1,520	8.00%	\$ 20,520	\$ 1,520	8.00%
Employee Health Insuran	01-914-5110-002	\$ 1,888,293	\$ 1,849,389	\$ 1,860,000	\$ 1,850,241	\$ 2,202,453	\$ 2,378,649	\$ 176,196	8.00%	\$ 2,378,649	\$ 176,196	8.00%
Employee Medicare	01-914-5110-003	\$ 250,000	\$ 247,225	\$ 255,000	\$ 262,837	\$ 265,000	\$ 286,200	\$ 21,200	8.00%	\$ 286,200	\$ 21,200	8.00%
Retiree Life Insurance	01-914-5110-004	\$ 4,501	\$ 4,226	\$ 5,000	\$ 4,388	\$ 5,500	\$ 5,940	\$ 440	8.00%	\$ 5,940	\$ 440	8.00%
Retiree Health Insurance	01-914-5110-005	\$ 516,829	\$ 538,040	\$ 558,175	\$ 520,884	\$ 602,829	\$ 651,055	\$ 48,226	8.00%	\$ 651,055	\$ 48,226	8.00%
HRA	01-914-5110-006	\$ 23,000	\$ 2,135	\$ 23,000	\$ 2,750	\$ 23,000	\$ 23,000	\$ -	0.00%	\$ 23,000	\$ -	0.00%
Purchase of Services		\$ 2,700,123	\$ 2,654,464	\$ 2,719,175	\$ 2,653,821	\$ 3,117,782	\$ 3,365,365	\$ 247,583	7.94%	\$ 3,365,365	\$ 247,583	7.94%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

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

FY2024 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

FY2023 ACCOMPLISHMENTS

FY2024 Budget Summary - Tax Title

Target Budget FY
2024 \$ 358,939.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Bonding & Insurance	\$ 216,750	\$ 188,263	\$ 249,263	\$ 224,754	\$ 299,116	\$ 358,939	\$ 358,939	\$ 59,823	20.00%
Total	\$ 216,750	\$ 188,263	\$ 249,263	\$ 224,754	\$ 299,116	\$ 358,939	\$ 358,939	\$ 59,823	20.00%

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

Purchase of Services	\$ 216,750	\$ 188,263	\$ 249,263	\$ 224,754	\$ 299,116	\$ 358,939	\$ 358,939	\$ 59,823	20.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ 216,750	\$ 188,263	\$ 249,263	\$ 224,754	\$ 299,116	\$ 358,939	\$ 358,939	\$ 59,823	20.00%

Bonding & Insurance	\$ 216,750	\$ 188,263	\$ 249,263	\$ 224,754	\$ 299,116	\$ 358,939	\$ 358,939	\$ 59,823	20.00%
--------------------------------	------------	------------	------------	------------	------------	------------	------------	-----------	--------

Expense Detail - Bonding & Insurance

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Approp.	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Liability Insurance	01-945-5700-009	\$ 216,750	\$ 188,263	\$ 249,263	\$ 224,754	\$ 299,116	\$ 358,939	\$ 59,823	20.00%	\$ 358,939	\$ 59,823	20.00%
Purchase of Services		\$ 216,750	\$ 188,263	\$ 249,263	\$ 224,754	\$ 299,116	\$ 358,939	\$ 59,823	20.00%	\$ 358,939	\$ 59,823	20.00%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%



Town of Leicester

Operating Budget Manual

FY2024

950 Shared Maintenance Costs

DESCRIPTION OF SERVICES

MISSION STATEMENT

FY2024 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To successfully implement a town-wide maintenance plan based on budgetary allowance.

FY2023 ACCOMPLISHMENTS

N/A

FY2024 Budget Summary - Shared Maintenance Costs

Target Budget FY
2024 \$ 642,090.00

	FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	FY 2024 TA Approved	Dollar Change	Percent Change
Becker Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ 414,546	\$ 642,090	\$ 642,090	\$ 227,545	54.89%
Becker Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ 414,546	\$ 642,090	\$ 642,090	\$ 227,545	0.00%

Salaries					\$ 67,672	\$ 94,290	\$ 94,290	\$ 26,618	39.33%
Wages					\$ 31,219	\$ 74,464	\$ 74,464	\$ 43,245	138.52%
Other					\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0.00%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ 118,891	\$ 188,753	\$ 188,753	\$ 69,863	58.76%

Purchase of Services	\$ -	\$ -	\$ -	\$ -	\$ 295,655	\$ 453,337	\$ 453,337	\$ 157,682	53.33%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Expenses Total	\$ -	\$ -	\$ -	\$ -	\$ 295,655	\$ 453,337	\$ 453,337	\$ 157,682	53.33%

Becker Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ 414,546	\$ 642,090	\$ 642,090	\$ 227,545	54.89%
-------------------------------	------	------	------	------	------------	------------	------------	------------	--------

Expense Detail - Shared Maintenance Costs

		FY 2021 Budget	FY 2021 Actual	FY 2022 Budget	FY 2022 Actual	FY 2023 Budget	FY 2024 Dept. Request	Dollar Change	Percent Change	FY 2024 TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-950-5200-003					\$ -						
Consultants/Prof Services	01-950-5200-004					\$ 295,655	\$ 453,337	\$ 157,682	53.33%	\$ 453,337	\$ 157,682	53.33%
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ 295,655	\$ 453,337	\$ 157,682	53.33%	\$ 453,337	\$ 157,682	53.33%
Parts/Materials	01-545-5400-006			\$ -		\$ -						
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Telephone	01-950-5200-001			\$ -		\$ -						
Electric	01-950-5200-002			\$ -		\$ -						
Water/Sewer	01-950-5200-006			\$ -		\$ -						

SECTION IV

Capital Improvement Plan



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

Other Funding								
Department	Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Source
		-		-	-	-	-	
			-	-	-	-	-	
Subtotal General Fund		-	-	-	-	-	-	

Bonds								
Department	Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Source
		-	-	-	-	-	-	
Subtotal Bonds		-	-	-	-	-	-	

Available Funds								
Department	Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Source
Fire Department	Station 3 Roof Replacement	70,000						Available Funds
Fire Department	Replacement - Rescue Boat	34,000						Available Funds
Fire Department	Replacement Fire Hydrants (5)	38,000						Available Funds
Fire Department	Phone system upgrade	11,000						Available Funds
Fire Department	Fire Hydrant Maintenance and Inspections (332)		62,250					Available Funds
Fire Department	Replacement - Forestry/Plow Truck #2		70,000					Available Funds
Fire Department	Replacement - Fire Chief Vehicle			60,000				Available Funds
Fire Department	Purchase - Utility Terrain Vehicle			30,000				Available Funds
Fire Department	Replacement - Forestry Tanker #3				700,000			Available Funds
Fire Department	Replacement - Inspector Vehicle					60,000		Available Funds
Public Works	Replacement - Combination Dump/Sand Body	70,000						Available Funds
Public Works	Replacement - Ford 350 Service Truck	75,000						Available Funds
Public Works	Replacement - Ford 450	130,000						Available Funds
Public Works	Replacement - Mower Cutter Head	28,000						Available Funds
Police Department	Replacement - Failing Floors Police Department	44,000						Available Funds
Police Department	Move/Expand Detective Work Area	32,000						Available Funds
Police Department	Purchase - Town Message Board		38,000					Available Funds
Police Department	Replacement - Detective Car			49,000				Available Funds
Police Department	Replacement - Police Department Roof				180,000			Available Funds
Police Department	Replacement - Detective Car					50,000		Available Funds
Police Department	Replacement - 4x4 Pick up Truck						72,000	Available Funds

School	Elementary School - Cameras & Electronic Entry Systems	57,750						Available Funds
School	Middle School concrete sidewalk repairs		78,750					Available Funds
School	Elementary School - Phone System		18,900					Available Funds
School	Middle School - Parking lot repairs			210,000				Available Funds
School	Middle School - Hallway Cameras				46,000			Available Funds
School	Middle School - Gym sanding				20,000			Available Funds
School	High School Track Basic Repair					100,000		Available Funds
School	Middle School Replacement AC Systems						60,000	Available Funds
Assessor	AssessPro - Patriot Software Implementation	19,300						Available Funds
Town Administrator	Town Hall back up generator	125,000						Available Funds
Town Administrator	Town Hall Doors		200,855					Available Funds
Town Administrator	New Gym ADA restroom			30,000				Available Funds
Town Administrator	Hillcrest building replacement plans				103,500			Available Funds
Town Administrator	First floor restrooms					60,000		Available Funds
Town	Camera add-on project cost	75,000						Available Funds
Subtotal		809,050	468,755	379,000	1,049,500	270,000	132,000	

Enterprise Funds		FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Source
Ambulance Fund	Replacement - Ambulance 4	450,000						Retained Earnings
Ambulance Fund	Portable Radios	53,352						Retained Earnings
Subtotal Ambulance Fund		503,352	-	-	-	-		

CIP Total	\$ 1,312,402	\$ 468,755	\$ 379,000	\$ 1,049,500	\$ 270,000	\$ 132,000	\$ 3,611,657
------------------	---------------------	-------------------	-------------------	---------------------	-------------------	-------------------	---------------------

Proposed Capital Projects by Department

Public Works							
Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Five Year Total
Replacement - Combination Dump/Sand Body	70,000						145,000
Replacement - Ford 350 Service Truck	75,000						205,000
Replacement - Ford 450	130,000						158,000
Replacement - Mower Cutter Head	28,000						331,000
Subtotal	\$ 303,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 303,000

Ambulance							
Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Five Year Total
Replacement - Ambulance 4	450,000						450,000
Portable Radios	53,352						53,352
Subtotal	\$ 503,352	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 503,352

Fire							
Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Five Year Total
Station 3 Roof Replacement	70,000						70,000
Replacement - Rescue Boat	34,000						34,000
Replacement Fire Hydrants (5)	38,000						38,000
Phone system upgrade	11,000						11,000
Fire Hydrant Maintenance and Inspections (332)		62,250					62,250
Replacement - Forestry/Plow Truck #2		70,000					70,000
Replacement - Fire Chief Vehicle			60,000				60,000
Purchase - Utility Terrain Vehicle			30,000				30,000
Replacement - Forestry Tanker #3				700,000			700,000
Replacement - Inspector Vehicle					60,000		60,000
Subtotal	\$ 153,000	\$ 132,250	\$ 90,000	\$ 700,000	\$ 60,000	\$ -	\$ 1,135,250

Police							
Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Five Year Total
Replacement - Failing Floors Police Department	44,000						44,000
Move/Expand Detective Work Area	32,000						32,000
Purchase - Town Message Board		38,000					38,000
Replacement - Detective Car			49,000				49,000
Replacement - Police Department Roof				180,000			180,000
Replacement - Detective Car					50,000		50,000
Replacement - 4x4 Pick up Truck						72,000	72,000
Subtotal	\$ 76,000	\$ 38,000	\$ 49,000	\$ 180,000	\$ 50,000	\$ 72,000	\$ 465,000

School							
Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Five Year Total
Elementary School - Cameras & Electronic Entry Systems	57,750						57,750
Middle School concrete sidewalk repairs		78,750					78,750
Elementary School - Phone System		18,900					18,900
Middle School - Parking lot repairs			210,000				210,000
Middle School - Hallway Cameras				46,000			46,000
Middle School - Gym sanding				20,000			20,000
High School Track Basic Repair					100,000		100,000
Middle School Replacement AC Systems						60,000	60,000
Subtotal	\$ 57,750	\$ 97,650	\$ 210,000	\$ 66,000	\$ 100,000	\$ 60,000	\$ 591,400

Town Administrator							
Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Five Year Total
Town Hall back up generator	125,000						125,000
Town Hall Doors		200,855					200,855
New Gym ADA restroom			30,000				30,000
Hillcrest building replacement plans				103,500			103,500
First floor restrooms					60,000		60,000
Subtotal	\$ 125,000	\$ 200,855	\$ 30,000	\$ 103,500	\$ 60,000	\$ -	\$ 519,355

Assessor							
Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Five Year Total
AssessPro - Patriot Software Implementation	19,300						19,300
Subtotal	\$ 19,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,300

Town Wide							
Description	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	Five Year Total
Cameras for Town Properties	75,000						75,000
Subtotal	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000

CIP Total	\$ 1,312,402	\$ 468,755	\$ 379,000	\$ 1,049,500	\$ 270,000	\$ 132,000	\$ 3,611,657
------------------	---------------------	-------------------	-------------------	---------------------	-------------------	-------------------	---------------------