

**TOWN OF LEICESTER, MASSACHUSETTS  
OPERATING BUDGET ANALYSIS & FORECAST**

	FY2017	FY2018
<b>REVENUES:</b>		
Levy Limit:		
Prior Year.....	\$ 12,980,784	\$ 13,469,075
Prop 2 1/2.....	\$ 324,520	\$ 336,727
New Growth.....	\$ 163,771	\$ 120,000
	\$ 13,469,075	\$ 13,925,802
Debt Exclusion.....	\$ 662,172	\$ 880,714
State Revenue.....	\$ 12,090,907	\$ 12,240,530
Local Receipts.....	\$ 2,102,100	\$ 2,266,700
Other Available Funds:		
Free Cash .....	\$ 60,509	\$ 25,250
Ambulance Receipts.....	\$ 368,195	\$ 416,000
Dog Fund, Overlay Res., NOI.....	\$ 53,521	\$ 23,882
Title V Reserves (Debt).....	\$ 19,944	\$ 19,944
	\$ 502,169	\$ 485,076
<b>TOTAL REVENUES</b>	\$ 28,826,423	\$ 29,798,822
<b>EXPENDITURES:</b>		
	FY2017	FY2018
General Government.....	\$ 5,195,324	\$ 5,328,829
School.....	\$ 15,910,800	\$ 16,264,094
Inter-Governmental.....	\$ 5,462,904	\$ 5,756,728
Vocational School Tuition.....	\$ 945,000	\$ 1,078,000
Town Meeting Articles.....	\$ 45,540	\$ 2,991
<b>TOTAL EXPENDITURES</b>	\$ 27,559,568	\$ 28,430,643
<b>TAX RECAP ITEMS</b>		
Cherry Sheet Offsets.....	\$ 580,394	\$ 580,997
Cherry Sheet Charges.....	\$ 529,111	\$ 667,182
Allowance for Abatements.....	\$ 155,000	\$ 120,000
<b>TOTAL TAX RECAP ITEMS</b>	\$ 1,264,505	\$ 1,368,179
<b>TOTAL EXPEND. &amp; CHARGES</b>	\$ 28,824,073	\$ 29,798,822
<b>UNUSED TAX LEVY/(DEFICIT)</b>	\$ 2,350	\$ 0



DEPT #	DEPARTMENT NAME	FY2016 ACTUAL	FY2017 BUDGET	FY2018 DEPT REQ	FY2018 TOWN ADMIN	\$ CHANGE	% CHANGE
111	LEGAL						
	TOTAL	61,639.59	59,000.00	60,000.00	59,000.00	0.00	0.00%
114	MODERATOR						
	TOTAL	151.00	151.00	151.00	151.00	0.00	0.00%
122	SELECTMEN						
	TOTAL	232,663.59	247,170.00	248,061.00	249,228.00	2,058.00	0.83%
130	RESERVE FUND						
	TOTAL	14,500.00	50,000.00	50,000.00	50,000.00	0.00	0.00%
131	ADVISORY BOARD						
	TOTAL	204.00	875.00	1,325.00	1,325.00	450.00	51.43%
135	TOWN ACCOUNTANT						
	TOTAL	117,348.00	124,375.00	120,415.32	114,955.00	-9,420.00	-7.57%
141	ASSESSORS						
	TOTAL	109,272.20	112,182.00	112,093.56	113,136.12	954.12	0.85%
145	TREASURER/COLLECTOR						
	TOTAL	158,415.71	160,269.00	160,113.00	160,514.00	245.00	0.15%
147	TAX TITLE						
	TOTAL	13,920.12	18,000.00	18,000.00	16,000.00	-2,000.00	-11.11%
152	PERSONNEL BOARD						
	TOTAL	482.60	250.00	250.00	250.00	0.00	0.00%
155	IT DEPARTMENT						
	TOTAL	118,793.31	111,785.00	117,000.00	129,620.00	17,835.00	15.95%
161	TOWN CLERK						
	TOTAL	92,162.19	94,458.00	104,493.00	99,955.00	5,497.00	5.82%
162	ELECTIONS & REGISTRATIONS						
	TOTAL	28,797.35	33,900.00	20,500.00	21,500.00	-12,400.00	-36.58%
180	DEVELOPMENT & INSPECT. SV						
	TOTAL	207,010.47	224,174.00	224,137.00	227,640.42	3,466.42	1.55%
192	TOWN OWNED BLDG MAINT						
	TOTAL	781.00	4,500.00	4,500.00	2,500.00	-2,000.00	-44.44%
197	TOWN HALL BLDG MAINT						
	TOTAL	61,943.54	35,432.00	35,598.00	40,505.00	5,073.00	14.32%
198	TOWN HALL TELEPHONES						
	TOTAL	5,860.27	6,400.00	6,400.00	6,400.00	0.00	0.00%
199	OTHER - GENERAL GOV						
	TOTAL	0.00	0.00	77,736.00	78,869.94	78,869.94	0.00%
210	POLICE DEPT						
	TOTAL	1,845,038.41	1,830,064.00	1,943,671.00	1,875,426.87	45,362.87	2.48%
220	FIRE DEPT						
	TOTAL	231,672.64	265,949.00	274,459.00	295,535.00	29,586.00	11.12%

DEPT #	DEPARTMENT NAME	FY2016 ACTUAL	FY2017 BUDGET	FY2018 DEPT REQ	FY2018 TOWN ADMIN	\$ CHANGE	% CHANGE
231	AMBULANCE DEPT						
	TOTAL	366,378.91	380,915.00	405,734.00	411,850.00	30,935.00	8%
232	EMERGENCY MANAGEMENT						
	TOTAL	3,720.00	4,720.00	4,720.00	4,813.00	93.00	1.97%
241	CODE DEPT						
	TOTAL	99,507.36	103,967.00	66,169.00	67,267.20	-36,699.80	-35.30%
292	ANIMAL CONTROL						
	TOTAL	26,331.43	30,100.00	30,100.00	29,729.00	-371.00	-1.23%
296	INSECT PEST CONTROL						
	TOTAL	8,848.00	8,900.00	9,750.00	9,770.00	870.00	9.78%
310	SCHOOL						
	TOTAL	15,748,000.00	15,910,800.00	16,308,570.00	16,264,094.00	353,294.00	2.22%
420	HIGHWAY DEPT						
	TOTAL	637,599.46	693,775.00	687,929.00	691,060.00	-2,715.00	-0.39%
423	SNOW & ICE						
	TOTAL	164,001.69	119,500.00	119,500.00	121,000.00	1,500.00	1.26%
424	STREET LIGHTS						
	TOTAL	80,937.99	86,000.00	66,000.00	70,000.00	-16,000.00	-18.60%
541	COUNCIL ON AGING						
	TOTAL	72,051.26	86,918.00	87,383.00	83,653.54	-3,264.46	-3.76%
543	VETERANS SERVICES						
	TOTAL	119,270.45	109,750.00	97,760.00	97,925.00	-11,825.00	-10.77%
545	VETERANS GRAVES REG						
	TOTAL	2,362.44	2,390.00	2,390.00	2,400.00	10.00	0.42%
610	PUBLIC LIBRARY						
	TOTAL	176,055.11	182,005.00	189,077.00	189,000.00	6,995.00	3.84%
630	PARKS & RECREATION						
	TOTAL	6,030.73	6,060.00	6,060.00	6,450.00	390.00	6.44%
691	HISTORICAL COMM						
	TOTAL	500.00	950.00	950.00	950.00	0.00	0.00%
692	MEMORIAL DAY COMM						
	TOTAL	0.00	440.00	440.00	450.00	10.00	2.27%
710	MATURING DEBT PRINCIPAL						
	TOTAL	499,013.36	819,894.00	919,485.00	919,485.00	99,591.00	12.15%
751	MATURING DEBT INTEREST						
	TOTAL	166,087.11	219,205.00	306,027.23	306,027.23	86,822.23	39.61%

DEPT #	DEPARTMENT NAME	FY2016 ACTUAL	FY2017 BUDGET	FY2018 DEPT REQ	FY2018 TOWN ADMIN	\$ CHANGE	% CHANGE
752	TEMPORARY LOAN INTEREST						
	TOTAL	731.48	11,200.00	18,583.00	18,933.00	7,733.00	69.04%
753	BOND ISSUE						
	TOTAL	0.00	1,500.00	0.00	0.00	-1,500.00	-100.00%
911	WORC REG RETIREMENT						
	TOTAL	946,178.00	1,024,269.00	1,055,412.00	1,055,412.00	31,143.00	3.04%
912	WORKER COMPENSATION						
	TOTAL	143,719.42	191,034.00	196,765.02	197,000.00	5,966.00	3.12%
913	UNEMPLOYMENT COMP						
	TOTAL	32,132.87	66,330.00	66,610.00	66,510.00	180.00	0.27%
914	EMPLOYEE BENEFITS						
	TOTAL	2,588,430.59	2,992,509.00	2,995,543.57	3,052,161.22	59,652.22	1.99%
945	BONDING & INSURANCE						
	TOTAL	144,329.87	136,963.00	141,071.89	141,200.00	4,237.00	3.09%
<b>TOTAL BUDGET</b>							
	TOTAL	25,332,873.52	26,569,028.00	27,360,932.59	27,349,651.54	701,753.60	2.64%



**LEGAL**

The Town contracts with private firms for legal services. These services fall under the two categories of general legal services and labor matters. These firms represent the Town in legal proceedings, provide advice and assistance on various matters to all departments and committees as requested and assist in the preparation documents.

**Summary of Changes**

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-111-5200-005	LEGAL SERVICES	61,640	59,000	60,000	59,000	0	0.0%
TOTAL		61,640	59,000	60,000	59,000	0	0.0%
DEPARTMENTAL TOTAL		61,640	59,000	60,000	59,000	0	0.0%

**MODERATOR**

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.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-114-5100-000	SALARY-MODERATOR	81	81	81	81	0	0.0%
TOTAL		81	81	81	81	0	0.0%

  

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-114-5700-002	DUES/MEMBERSHIP	70	70	70	70	0	0.0%
TOTAL		70	70	70	70	0	0.0%
DEPARTMENTAL TOTAL		151	151	151	151	0	0.0%



Town of Leicester - Fiscal Year 2018 Budget

**SELECTMEN**

**Mission Statement**

(BOS): The Board of Selectmen is responsible for setting the strategic direction for the Town of Leicester.

(TA): 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 Board of Selectmen.

**Vision Statement**

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

(TA): The Office of the Town Administrator will create an environment that fosters innovative ideas, practices and strategies for delivering exceptional public services which make Leicester a great place to live, work and play.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-122-5100-000	SALARY/WAGES SELECTMEN	44,233	60,530	60,683	60,400	-130	-0.2%
01-122-5101-000	SALARY-TOWN ADMINISTRATOR	111,114	114,785	140,000	142,800	28,015	24.4%
01-122-5196-000	BOS STIPENDS - ELECTED OFFICIALS	3,054		3,778	3,778	3,778	
TOTAL		158,401	175,315	204,461	206,978	31,663	18.1%

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-122-5200-003	MAINT CONTRACTS/REPAIRS	3,581	3,205	0	0	-3,205	-100.0%
01-122-5200-004	CONSULTANT/PROF SERVICES	15,783	18,550	18,550	15,000	-3,550	-19.1%
01-122-5200-007	ADVERTISING	2,208	1,000	2,000	2,000	1,000	100.0%
01-122-5200-008	POSTAGE COSTS	27,099	25,800	0	0	-25,800	-100.0%
01-122-5200-009	PRINTING	1,028	1,000	150	150	-850	-85.0%
01-122-5400-001	OFFICE SUPPLIES	3,602	2,200	1,250	1,250	-950	-43.2%
01-122-5400-002	BOOKS/PERIODICALS	278	300	300	300	0	0.0%
01-122-5700-001	TRAVEL/LICENSES	3,218	4,500	3,500	3,500	-1,000	-22.2%
01-122-5700-002	DUES/MEMBERSHIP	2,734	2,800	3,050	3,050	250	8.9%
01-122-5700-003	TRAINING/SEMINARS/MEETINGS	5,370	2,000	3,000	4,000	2,000	100.0%
01-122-5700-006	EMPLOYEE BENEFITS	4,167	4,000	5,000	5,000	1,000	25.0%
01-122-5701-007	CONTRACTUAL PROF EXPENSES	4,800	5,700	6,000	7,200	1,500	26.3%
01-122-5800-001	EQUIPMENT- \$500	392	800	800	800	0	0.0%
TOTAL		74,263	71,855	43,600	42,250	-29,605	-41.2%
DEPARTMENTAL TOTAL		232,664	247,170	248,061	249,228	2,058	0.8%



## RESERVE FUND

The Reserve Fund is a sum of money appropriated at Town Meeting to be used at the discretion of the Finance Advisory Board in conjunction with the Board of Selectmen 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 §6 of the Massachusetts General Laws.

### Summary of Changes

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-130-5700-007	OTHER RESERVE FUND	14,500	50,000	50,000	50,000	0	0.0%
TOTAL		14,500	50,000	50,000	50,000	0	0.0%
DEPARTMENTAL TOTAL		14,500	50,000	50,000	50,000	0	0.0%

## ADVISORY BOARD

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

### Summary of Changes

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-131-5400-001	OFFICE SUPPLIES	0	250	250	250	0	0.0%
01-131-5700-002	DUES/MEMBERSHIPS	204	275	275	275	0	0.0%
01-131-5700-003	TRAINING/SEMINARS/MEETINGS	0	350	800	800	450	128.6%
TOTAL		204	875	1,325	1,325	450	51.4%
DEPARTMENTAL TOTAL		204	875	1,325	1,325	450	51.4%





Town of Leicester - Fiscal Year 2018 Budget

**TOWN ACCOUNTANT**

**Mission**

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

**Vision**

To provide innovative specialized local government legal support that helps to increase the quality of life of all residents of the Town of Leicester

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-135-5100-000	WAGES-ACCOUNTING	45,171	34,000	28,840	22,100	-11,900	-35.0%
01-135-5101-000	SALARY-TOWN ACCOUNTANT	46,847	64,000	64,000	65,280	1,280	2.0%
TOTAL		92,017	98,000	92,840	87,380	-10,620	-10.8%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-135-5200-004	CONSULTANTS/PROF SERVICES	24,000	24,500	25,500	25,500	1,000	4.1%
01-135-5200-009	PRINTING	0	150	150	150	0	0.0%
01-135-5400-001	OFFICE SUPPLIES	277	500	500	500	0	0.0%
01-135-5700-001	TRAVEL/LICENSES	339	300	300	300	0	0.0%
01-135-5700-002	DUES/MEMBERSHIPS	125	125	125	125	0	0.0%
01-135-5700-003	TRAINING/SEMINARS/MEETINGS	590	800	1,000	1,000	200	25.0%
TOTAL		25,331	26,375	27,575	27,575	1,200	4.5%
<b>DEPARTMENTAL TOTAL</b>		<b>117,348</b>	<b>124,375</b>	<b>120,415</b>	<b>114,955</b>	<b>-9,420</b>	<b>-7.6%</b>



Town of Leicester - Fiscal Year 2018 Budget

**ASSESSORS**

**Mission**

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.

**Vision**

Our vision is to be a model in the assessment administration field with a reputation for the delivery of impartial, accurate, equitable assessments that meet or exceed the statutory requirements of the State of Massachusetts. We will strive to satisfy not only our taxpayers, but other departments, local government and other taxing districts with courteous, prompt and professional service second to none.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-141-5100-000	SALARY/WAGES-ASSESSORS	37,108	39,636	37,817	38,573	-1,063	-2.7%
01-141-5101-000	SALARY-PRINCIPAL ASSESSOR	62,738	64,306	64,306	65,592	1,286	2.0%
01-141-5196-000	ASSESSORS - STIPEND ELECTED OFFICIALS	1,731		1,731	1,731	1,731	
TOTAL		101,577	103,942	103,854	105,896	1,954	1.9%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-141-5200-004	CONSULTANTS/PROF SERVICES	6,470	7,000	7,000	6,000	-1,000	-14.3%
01-141-5400-001	OFFICE SUPPLIES	195	200	200	200	0	0.0%
01-141-5700-002	DUES/MEMBERSHIPS	340	340	340	340	0	0.0%
01-141-5700-003	TRAINING/SEMINARS/MEETINGS	690	700	700	700	0	0.0%
TOTAL		7,695	8,240	8,240	7,240	-1,000	-12.1%
<b>DEPARTMENTAL TOTAL</b>		<b>109,272</b>	<b>112,182</b>	<b>112,094</b>	<b>113,136</b>	<b>954</b>	<b>0.9%</b>



Town of Leicester - Fiscal Year 2018 Budget

**TREASURER/COLLECTOR**

**Mission**

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 Massachusetts General Laws and the Town’s bylaws.

**Vision**

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.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-145-5100-000	WAGES-TREASURER/COLLECTOR	69,381	70,874	70,718	69,775	-1,099	-1.6%
01-145-5101-000	SALARY-TREASURER/COLLECTOR	63,673	65,600	65,600	66,944	1,344	2.0%
TOTAL		133,055	136,474	136,318	136,719	245	0.2%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-145-5200-004	CONSULTANTS/PROF SERVICE	23,285	22,000	22,000	22,000	0	0.0%
01-145-5400-001	OFFICE SUPPLIES	1,706	1,100	1,100	1,100	0	0.0%
01-145-5700-001	MILEAGE/LICENSES	0	355	355	355	0	0.0%
01-145-5700-002	DUES/MEMBERSHIPS	100	150	150	150	0	0.0%
01-145-5700-003	TRAINING/SEMINARS/MEETINGS	270	190	190	190	0	0.0%
TOTAL		25,361	23,795	23,795	23,795	0	0.0%
<b>DEPARTMENTAL TOTAL</b>		<b>158,416</b>	<b>160,269</b>	<b>160,113</b>	<b>160,514</b>	<b>245</b>	<b>0.2%</b>



Town of Leicester - Fiscal Year 2018 Budget

**TAX TITLE**

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's fees.

**Summary of Changes**

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-147-5200-004	CONSULTANTS/PROF SERVICES	13,920	18,000	18,000	16,000	-2,000	-11.1%
TOTAL		13,920	18,000	18,000	16,000	-2,000	-11.1%
DEPARTMENTAL TOTAL		13,920	18,000	18,000	16,000	-2,000	-11.1%

**PERSONNEL BOARD**

The Personnel Board is a five member body appointed by the Board of Selectmen. The Board is charged with advising the Board of Selectmen on the operation of the Town's personnel system including all related policies and practices.

**Summary of Changes**

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-152-5700-002	DUES/MEMBERSHIPS	250	250	250	250	0	0.0%
TOTAL		483	250	250	250	0	0.0%
DEPARTMENTAL TOTAL		483	250	250	250	0	0.0%



**IT DEPARTMENT**

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

Summary of Changes:

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-155-5200-003	MAINT CONTRACTS/REPAIRS	100,609	105,785	111,000	114,000	8,215	7.8%
01-155-5400-005	SMALL EQUIPMENT	11,684	6,000	6,000	15,620	9,620	160.3%
TOTAL		118,793	111,785	117,000	129,620	17,835	16.0%
<b>DEPARTMENTAL TOTAL</b>		<b>118,793</b>	<b>111,785</b>	<b>117,000</b>	<b>129,620</b>	<b>17,835</b>	<b>16.0%</b>



**TOWN CLERK**

**Mission**

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.

**Vision**

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.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-161-5100-000	WAGES-TOWN CLERK	39,065	39,843	39,843	34,085	-5,758	-14.5%
01-161-5101-000	SALARY-TOWN CLERK	50,331	51,590	61,000	62,220	10,630	20.6%
TOTAL		89,396	91,433	100,843	96,305	4,872	5.3%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-161-5200-009	PRINTING	202	825	850	850	25	3.0%
01-161-5400-001	OFFICE SUPPLIES	2,286	1,100	1,500	1,500	400	36.4%
01-161-5700-001	MILEAGE/LICENSES	0	100	100	100	0	0.0%
01-161-5700-002	DUES/MEMBERSHIPS	125	200	200	200	0	0.0%
01-161-5700-003	TRAINING/SEMINARS/MEETINGS	153	800	1,000	1,000	200	25.0%
TOTAL		2,766	3,025	3,650	3,650	625	20.7%
<b>DEPARTMENTAL TOTAL</b>		<b>92,162</b>	<b>94,458</b>	<b>104,493</b>	<b>99,955</b>	<b>5,497</b>	<b>5.8%</b>



## ELECTIONS & REGISTRATIONS

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.

### Summary of Changes

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-162-5100-000	SALARY/WAGES-ELECTIONS & REG	14,641	21,000	9,000	10,000	-11,000	-52.4%
TOTAL		14,641	21,000	9,000	10,000	-11,000	-52.4%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
CONSULTANTS/PROF SERVICES		9,848	8,200	5,000	6,000	-2,200	-26.8%
01-162-5200-009	PRINTING	3,124	2,500	3,500	3,500	1,000	40.0%
01-162-5400-001	OFFICE SUPPLIES	936	2,000	2,000	1,000	-1,000	-50.0%
01-162-5700-003	TRAINING/MEETINGS	248	200	1,000	1,000	800	400.0%
TOTAL		14,157	12,900	11,500	11,500	-1,400	-10.9%
<b>DEPARTMENTAL TOTAL</b>		<b>28,797</b>	<b>33,900</b>	<b>20,500</b>	<b>21,500</b>	<b>-12,400</b>	<b>-36.6%</b>



Town of Leicester - Fiscal Year 2018 Budget

**DEVELOPMENT & INSPECTIONAL SERVICES**

**Mission**

The Office of Development & Inspectional Services serves the Town of Leicester through the administration of all functions related to land-use development, public health, and long-range planning.

**Vision**

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.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-180-5100-000	WAGES-DEV & INSPECT SERVICES	62,332	63,857	63,820	65,736	1,879	2.9%
01-180-5101-000.	SALARY-TOWN PLANNER/DIR D&I SVCS	76,865	79,171	79,171	80,758	1,587	2.0%
01-180-5196-175	PLANNING BD - STIPEND ELECTED OFFICIALS	1,424	1,424	1,424	1,424	0	0.0%
01-180-5196-510	HEALTH BD - STIPEND ELECTED OFFICIALS	872	872	872	872	0	0.0%
		141,493	145,324	145,287	148,790	3,466	2.4%
PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-180-5200-004	CONSULTANTS/PROF SERVICES	58,253	70,000	70,000	70,000	0	0.0%
01-180-5200-007	ADVERTISING	324	900	900	900	0	0.0%
01-180-5200-009	PRINTING	574	600	600	600	0	0.0%
01-180-5400-001	OFFICE SUPPLIES	2,591	2,200	2,400	2,400	200	9.1%
01-180-5400-002	BOOKS/PERIODICALS	310	500	500	500	0	0.0%
01-180-5400-006	PARTS/MATERIALS	0	200	0	0	-200	-100.0%
01-180-5700-001	MILEAGE/LICENSES	891	1,150	1,150	1,150	0	0.0%
01-180-5700-002	DUES/MEMBERSHIPS	1,113	1,300	1,300	1,300	0	0.0%
01-180-5700-003	TRAINING/SEMINARS/MEETINGS	1,461	2,000	2,000	2,000	0	0.0%
		65,517	78,850	78,850	78,850	0	0.0%
<b>DEPARTMENTAL TOTAL</b>		<b>207,010</b>	<b>224,174</b>	<b>224,137</b>	<b>227,640</b>	<b>3,466</b>	<b>1.5%</b>





Town of Leicester - Fiscal Year 2018 Budget

**TOWN-OWNED BLDG MAINT**

The Town owns several buildings that do not fall under the direct responsibility of a department. This budget provides funding for the general maintenance and upkeep of those buildings and properties. The properties currently include but are not limited to Hillcrest Country Club and various small historic structures.

Summary of Changes

EXPENSES	FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-192-5200-003 EXPENSES	781	4,500	4,500	2,500	-2,000	-44.4%
	781	4,500	4,500	2,500	-2,000	-44.4%
<b>DEPARTMENTAL TOTAL</b>	<b>781</b>	<b>4,500</b>	<b>4,500</b>	<b>2,500</b>	<b>-2,000</b>	<b>-44.4%</b>

**TOWN HALL BLDG MAINT**

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.

Summary of Changes

EXPENSES	FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-197-5200-002 ELECTRIC	13,793	11,650	11,650	13,000	1,350	11.6%
01-197-5200-003 MAINT CONTRACTS/REPAIRS	13,335	10,225	10,225	10,000	-225	-2.2%
01-197-5200-006 WATER/SEWER	590	424	590	800	376	88.7%
01-197-5400-003 HEATING FUEL	29,070	7,828	7,828	11,400	3,572	45.6%
01-197-5400-005 TOOLS/SMALL EQUIP	292	300	300	300	0	0.0%
01-197-5400-006 PARTS/MATERIALS	1,792	1,750	1,750	1,750	0	0.0%
01-197-5400-007 MAINTENANCE SUPPLIES	2,838	3,000	3,000	3,000	0	0.0%
01-197-5700-007 BANDSTAND	235	255	255	255	0	0.0%
<b>TOTAL</b>	<b>61,944</b>	<b>35,432</b>	<b>35,598</b>	<b>40,505</b>	<b>5,073</b>	<b>14.3%</b>
<b>DEPARTMENTAL TOTAL</b>	<b>61,944</b>	<b>35,432</b>	<b>35,598</b>	<b>40,505</b>	<b>5,073</b>	<b>14.3%</b>



Town of Leicester - Fiscal Year 2018 Budget

**TOWN HALL TELEPHONES**

This budget covers the telephone expenses of the Town Hall.

**Summary of Changes**

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-198-5200-001	TELEPHONES	5,860	6,400	6,400	6,400	0	0.0%
TOTAL		5,860	6,400	6,400	6,400	0	0.0%
DEPARTMENTAL TOTAL		5,860	6,400	6,400	6,400	0	0.0%

**OTHER - GENERAL GOVERNMENT**

This budget covers the general expenses shared by all departments

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-199-5100-000	WAGES-CUSTODIANS			37,798	38,932	38,932	

  

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-199-5200-004	CONSULTANTS/PROF SERVICES	0	0	8,583	8,583	8,583	
	POSTAGE	0	0	23,150	23,150	23,150	
	POSTAGE MACHINE LEASE			2,200	2,200	2,200	
	OFFICE SUPPLIES	0	0	1,800	1,800	1,800	
	COPY MACHINE LEASE	0	0	3,205	3,205	3,205	
	PRINTING	0	0	1,000	1,000	1,000	
TOTAL		0	0	39,938	39,938	39,938	
DEPARTMENTAL TOTAL		0	0	77,736	78,870	78,870	



## POLICE DEPT

### Mission

Mission: **"Community Committed"**

To provide the residents of our community with a professional and highly trained police force that is founded on community commitment and strong ethical values designed to enhance the quality of life in Leicester. The department will achieve its mission using its core value PRIDE:

Partnering with the residents and businesses in the community to enhance interaction and communication so that they become true stakeholders in the community.

Re-enforcing public trust and confidence in the police through accountability and transparency.

Identifying the quality of life issues that impact our residents through community engagement and work with them to develop a resolution.

Demonstrating a proactive approach to alleviating crime and disorder in the community with an emphasis on utilizing "Problem Solving Policing" strategies and techniques that result in long term resolutions to issues.

Establishing a community wide commitment that supports and sustains a collaborative effort between the police and public that maintains the standards that make Leicester a good and decent place to live, work, and raise a family

### Vision

The Leicester Police Department seeks to be a recognized leader in the law enforcement community against whom other police departments benchmark their performance. To achieve this vision the LPD will utilize "LEADERSHIP."

**L**Leading by example.

**E**xemplary performance by the members of the department in all that they do.

**A**ddjusting the police department's mission so that it remains in step with the needs of the community it serves and protects.

**D**eterring, interdicting, or interrupting crime through proactive police work.

**E**ducating the residents and businesses as to the emerging law enforcement issues which impact the community.

**R**esponding to the needs of the community in a timely and effective manner.

**S**howing the public, through transparency, that police are the public and the public are the police.

**H**elping other departments within the town by supporting their mission and vision.

**I**dentifying the department and its members as leaders in the community whom others look to for guidance and assistance.

**P**artnering with as many residents and community organizations as possible so that the police department becomes one agency in a multi-agency response to crime and disorder in the Town of Leicester.

The department must work with the community to establish a long term financial strategy that provides the department with the fiscal support needed to achieve its vision. This stability will provide the department with the resources it needs to get the job done!!



Town of Leicester - Fiscal Year 2018 Budget

Summary of Changes

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-210-5100-000	WAGES-POLICE	1,083,879	1,112,778	1,285,457	1,223,200	110,422	9.9%
01-210-5103-000	WAGES-DISPATCH	191,593	116,732	0	0	-116,732	-100.0%
01-210-5130-000	WAGES-OVERTIME	157,639	65,000	120,000	100,000	35,000	53.8%
01-210-5104-000	WAGES-OTHER	47,604	130,195	128,770	131,700	1,505	1.2%
01-210-5101-000	SALARY-POLICE CHIEF	134,507	134,429	134,429	138,462	4,033	3.0%
TOTAL		1,615,221	1,559,134	1,668,656	1,593,362	34,228	2.2%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-210-5200-001	TELEPHONES	7,126	7,200	9,000	9,000	1,800	25.0%
01-210-5200-002	ELECTRIC	27,962	26,980	28,000	21,000	-5,980	-22.2%
01-210-5200-003	MAINT CONTRACTS/REPAIRS	21,876	22,000	22,000	22,000	0	0.0%
01-210-5200-004	CONSULTANTS/PROF SERVICES	19,851	21,300	18,300	32,000	10,700	50.2%
01-210-5200-006	WATER/SEWER	849	1,350	1,000	1,350	0	0.0%
01-210-5200-009	PRINTING	1,145	2,000	2,000	2,000	0	0.0%
01-210-5400-001	OFFICE SUPPLIES	7,880	6,000	6,000	6,000	0	0.0%
01-210-5400-002	BOOKS/PERIODICALS	0	1,500	1,500	1,500	0	0.0%
01-210-5400-003	HEATING FUEL	6,073	10,560	8,000	8,000	-2,560	-24.2%
01-210-5400-005	TOOLS/SMALL EQUIP	21,395	17,000	17,000	17,000	0	0.0%
01-210-5400-006	PARTS/MATERIALS	10,619	13,000	13,000	13,000	0	0.0%
01-210-5400-007	MAINTENANCE SUPPLIES	6,990	6,500	7,000	7,000	500	7.7%
01-210-5700-002	DUES/MEMBERSHIPS	1,904	2,500	2,500	2,500	0	0.0%
01-210-5700-003	TRAINING/SEMINARS/MEETINGS	1,984	11,000	11,000	11,000	0	0.0%
01-210-5700-004	CLOTHING ALLOWANCE	21,275	29,000	31,775	31,775	2,775	9.6%
01-210-5700-005	RECOGNITIONS/AWARDS	67	500	500	500	0	0.0%
01-210-5700-006	EMPLOYEE BENEFITS	72,821	92,540	96,440	96,440	3,900	4.2%
TOTAL		229,817	270,930	275,015	282,065	11,135	4.1%
<b>DEPARTMENTAL TOTAL</b>		<b>1,845,038</b>	<b>1,830,064</b>	<b>1,943,671</b>	<b>1,875,427</b>	<b>45,363</b>	<b>2.5%</b>



Town of Leicester - Fiscal Year 2018 Budget

**FIRE DEPT**

**Mission**

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 the 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.

**Vision**

It is the vision of Leicester Fire/Rescue to be recognized as an all-hazards, all-risk service provider by developing and maintaining strategic community partnerships, hiring and training exceptional people, developing efficiencies in service provision to ensure fiscal sustainability for the entire organization and maintaining our core infrastructure.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-220-5100-000	SALARY/WAGES-FIRE DEPARTMENT	116,702	143,775	148,785	148,785	5,010	3.5%
01-220-5101-000	SALARY-FIRE CHIEF	11,222	11,500	11,500	11,730	230	2.0%
TOTAL		127,924	155,275	160,285	160,515	5,240	3.4%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-220-5200-001	TELEPHONES	1,770	3,800	3,800	3,800	0	0.0%
01-220-5200-002	ELECTRIC	8,720	14,535	14,535	19,800	5,265	36.2%
01-220-5200-003	MAINT CONTRACTS/REPAIRS	47,018	37,000	40,000	38,000	1,000	2.7%
01-220-5200-004	CONSULTANTS/PROF SERVICES	2,754	1,800	1,800	1,800	0	0.0%
01-220-5200-006	WATER/SEWER	3,056	3,000	3,500	5,000	2,000	66.7%
01-220-5400-001	OFFICE SUPPLIES	733	1,000	1,000	1,000	0	0.0%
01-220-5400-002	BOOKS/PERIODICALS	1,722	1,000	1,000	1,000	0	0.0%
01-220-5400-003	HEATING FUEL	6,270	18,539	18,539	34,620	16,081	86.7%
01-220-5400-005	TOOLS/SMALL EQUIP	21,555	16,000	16,000	16,000	0	0.0%
01-220-5400-006	PARTS/MATERIALS	861	2,000	2,000	2,000	0	0.0%
01-220-5400-007	BUILDING MAINT SUPPLIES	694	1,500	1,500	1,500	0	0.0%
01-220-5700-002	DUES/MEMBERSHIPS	2,784	2,500	2,500	2,500	0	0.0%
01-220-5700-003	TRAINING/SEMINARS/MEETINGS	1,121	2,500	2,500	2,500	0	0.0%
01-220-5800-001	EQUIPMENT \$500	4,690	5,500	5,500	5,500	0	0.0%



Town of Leicester - Fiscal Year 2018 Budget

	TOTAL	103,749	110,674	114,174	135,020	24,346	22.0%
<b>DEPARTMENTAL TOTAL</b>		<b>231,673</b>	<b>265,949</b>	<b>274,459</b>	<b>295,535</b>	<b>29,586</b>	<b>11.1%</b>

Town of Leicester - Fiscal Year 2018 Budget



**AMBULANCE DEPT**

**Mission**

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.

**Vision**

Leicester EMS is continuously working to improve its operations through training and member preparation. We want to provide the best possible total patient care and community service. Through increased involvement with other organizations and resources in the community, we will be an excellent provider of emergency services.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-231-5100-000	WAGES/STIPENDS-AMBULANCE DEPT	322,419	334,365	343,684	348,000	13,635	4.1%
TOTAL		322,419	334,365	343,684	348,000	13,635	4.1%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-231-5200-001	TELEPHONES	441	1,500	1,500	1,500	0	0.0%
01-231-5200-002	ELECTRIC			9,000	7,500	7,500	
01-231-5200-003	MAINT CONTRACTS/REPAIRS	13,243	12,500	12,500	12,500	0	0.0%
01-231-5200-004	CONSULTANTS/PROF SERVICES	505	900	900	900	0	0.0%
01-231-5400-001	OFFICE SUPPLIES	1,143	1,000	1,000	1,000	0	0.0%
01-231-5400-002	BOOKS/PERIODICALS	48	150	150	150	0	0.0%
01-220-5400-003	HEATING FUEL			5,000	8,300	8,300	
01-231-5400-005	TOOLS/SMALL EQUIP	1,003	3,500	4,000	4,000	500	14.3%
01-231-5400-006	PARTS/MATERIALS	16,190	15,000	16,000	16,000	1,000	6.7%
01-231-5400-007	MAINTENANCE SUPPLIES	188	500	500	500	0	0.0%
01-231-5700-001	MILEAGE/LICENSES	5,950	7,500	7,500	7,500	0	0.0%
01-231-5700-002	DUES/MEMBERSHIPS	4,800	2,000	2,000	2,000	0	0.0%
01-231-5700-003	TRAINING/SEMINARS/MEETINGS	450	2,000	2,000	2,000	0	0.0%
TOTAL		43,960	46,550	62,050	63,850	17,300	37.2%
<b>DEPARTMENTAL TOTAL</b>		<b>366,379</b>	<b>380,915</b>	<b>405,734</b>	<b>411,850</b>	<b>30,935</b>	<b>8.1%</b>



## EMERGENCY MANAGEMENT

The Emergency Management Department is responsible for emergency management planning and mitigation activities. In the event of a large scale emergency, the Emergency Management Director will play a primary role in coordinating the response of the Town and interacting with other government entities.

### Summary of Changes

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-290-5101-000	SALARY-EMERGENCY MGMT DIR	3,720	3,720	3,720	3,813	93	2.5%
TOTAL		3,720	3,720	3,720	3,813	93	2.5%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-290-5200-004	CONSULTANTS/PROF SERVICES	0	500	500	500	0	0.0%
01-290-5400-001	OFFICE SUPPLIES	0	500	500	500	0	0.0%
TOTAL		0	1,000	1,000	1,000	0	0.0%
DEPARTMENTAL TOTAL		3,720	4,720	4,720	4,813	93	2.0%





Town of Leicester - Fiscal Year 2018 Budget

**CODE DEPT**

**Mission**

The Building Department is charged with enforcing the State Building Codes to ensure the residents, businesses and visitors of Leicester are afforded safe and reliable structures in which to live and work. The department is also responsible for the enforcement of the Town zoning bylaws and Massachusetts MAABB (Massachusetts Architectural Access Barrier Board) CMR 521 rules and regulations. This is done to ensure the continued harmony between the residents and businesses in Leicester as our community grows to meet the requirements and desires of our citizens. We are able to provide these services through openly communicating with homeowners, business owners and contractors. We continually look for ways to make navigating through permitting process easier to understand.

**Vision**

Code Enforcement plays an important role in the community, not only with regard to new construction, but also with the repair and alteration of existing buildings. Because the building industry is ever changing, Code Enforcement personnel must stay informed regarding new materials, processes and practices. By keeping up with the industry, the department exerts a positive influence on the environment and contributes to the economic health and wellbeing of the community. As both an educator and valuable resource, a professional department provides many services to ensure a healthy and safe environment, from which the public benefits. The department only can be successful and provide needed services if there is recognition that code enforcement services are necessary and if there is a commitment to providing them.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-241-5100-000	WAGES-CODE	36,833	37,798	0	0	-37,798	-100.0%
01-241-5101-000	SALARY-BUILDING INSPECTOR	55,082	56,460	56,460	57,589	1,129	2.0%
TOTAL		91,915	94,258	56,460	57,589	-36,669	-38.9%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-241-5200-001	TELEPHONES	516	600	600	600	0	0.0%
01-241-5200-004	CONSULTANTS/PROF SERVICES	655	1,231	1,231	1,200	-31	-2.5%
01-241-5400-001	OFFICE SUPPLIES	1,033	1,000	1,000	1,000	0	0.0%
01-241-5400-005	TOOLS/SMALL EQUIPMENT	0	546	546	546	0	0.0%
01-241-5700-001	MILEAGE/LICENSES	5,214	6,000	6,000	6,000	0	0.0%
01-241-5700-003	TRAINING/SEMINARS/MEETINGS	175	332	332	332	0	0.0%
TOTAL		7,592	9,709	9,709	9,678	-31	-0.3%
<b>DEPARTMENTAL TOTAL</b>		<b>99,507</b>	<b>103,967</b>	<b>66,169</b>	<b>67,267</b>	<b>-36,700</b>	<b>-35.3%</b>



Town of Leicester - Fiscal Year 2018 Budget

**ANIMAL CONTROL**

**Mission**

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

**Vision**

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-292-5100-000	WAGES-ANIMAL CONTROL	3,466	2,050	2,050	0	-2,050	-100.0%
01-292-5101-000	SALARY-ANIMAL CONTROL OFFICER	17,163	18,900	18,900	24,179	5,279	27.9%
TOTAL		20,629	20,950	20,950	24,179	3,229	15.4%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-292-5200-003	MAINT CONTR/REPAIRS	1,214	500	500	500	0	0.0%
01-292-5200-004	CONSULTANTS /PROF SERVICES	1,106	5,000	5,000	1,600	-3,400	-68.0%
01-292-5400-001	OFFICE SUPPLIES	2,577	1,400	1,400	1,400	0	0.0%
01-292-5400-005	TOOLS/SMALL EQUIPMENT	0	100	100	100	0	0.0%
01-292-5400-007	ANIMAL DISPOSAL SUPPLIES	806	675	675	675	0	0.0%
01-292-5700-002	DUES/MEMBERSHIPS	0	100	100	100	0	0.0%
01-292-5700-003	TRAINING/SEMINARS/MEETINGS	0	300	300	300	0	0.0%
01-292-5700-004	CLOTHING ALLOWANCE	0	325	325	325	0	0.0%
01-292-5800-001	EQUIPMENT. \$500 ea.	0	750	750	550	-200	-26.7%
TOTAL		5,703	9,150	9,150	5,550	-3,600	-39.3%
<b>DEPARTMENTAL TOTAL</b>		<b>26,331</b>	<b>30,100</b>	<b>30,100</b>	<b>29,729</b>	<b>-371</b>	<b>-1.2%</b>



Town of Leicester - Fiscal Year 2018 Budget

**INSECT PEST CONTROL**

This Department is responsible for the management of all the Town's street trees. The salary line item funds the stipend of the Tree Warden and the expenses line items are used for management and removal of diseased and dead trees.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-296-5100-000	SALARY-INSECT PEST CONTROL	1,848	1,900	1,900	1,920	20	1.1%
TOTAL		1,848	1,900	1,900	1,920	20	1.1%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-296-5200-004	CONSULTANTS/PROF SERVICES	6,814	6,000	6,850	6,850	850	14.2%
01-296-5400-005	TOOLS/SMALL EQUIP	186	1,000	1,000	1,000	0	0.0%
TOTAL		7,000	7,000	7,850	7,850	850	12.1%
<b>DEPARTMENTAL TOTAL</b>		<b>8,848</b>	<b>8,900</b>	<b>9,750</b>	<b>9,770</b>	<b>870</b>	<b>9.8%</b>

SCHOOL DEPARTMENT		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
<b>DEPARTMENTAL TOTAL</b>	<b>ALL SCHOOLS</b>	<b>15,910,800</b>	<b>15,910,800</b>	<b>16,308,570</b>	<b>16,264,094</b>	<b>353,294</b>	<b>2.2%</b>



Town of Leicester - Fiscal Year 2018 Budget

**HIGHWAY DEPT**

**Mission**

The Leicester Highway Department provides professional public works and public safety services to manage the infrastructure with which we have been entrusted.

**Vision**

To create a safe and healthy environment by satisfying the infrastructure management needs of the Town of Leicester.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-420-5100-000	WAGES-HIGHWAY	320,718	355,057	348,911	362,100	7,043	2.0%
01-420-5101-000	SALARY-HIGHWAY SUPERINTENDENT	66,000	67,650	67,650	69,003	1,353	2.0%
01-420-5130-000	SALARY/WAGES-OVERTIME	753	2,000	2,000	2,000	0	0.0%
TOTAL		387,471	424,707	418,561	433,103	8,396	2.0%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-420-5200-001	TELEPHONES	585	700	700	700	0	0.0%
01-420-5200-002	ELECTRIC	5,480	6,650	6,650	6,650	0	0.0%
01-420-5200-003	MAINT CONTRACTS/REPAIRS	646	1,000	1,000	1,000	0	0.0%
01-420-5200-004	CONSULTANTS/PROF SERVICES	106,285	53,199	53,199	57,000	3,801	7.1%
01-420-5200-006	WATER/SEWER	669	835	1,235	1,235	400	47.9%
01-420-5200-007	ADVERTISING	526	500	500	500	0	0.0%
01-420-5200-008	POSTAGE COSTS	47	100	100	100	0	0.0%
01-420-5400-001	OFFICE SUPPLIES	838	800	800	800	0	0.0%
01-420-5400-003	HEATING FUEL	1,932	6,072	5,572	5,572	-500	-8.2%
01-420-5400-004	GASOLINE	48,805	125,000	125,000	108,500	-16,500	-13.2%
01-420-5400-006	PARTS/MATERIALS	75,669	63,712	63,712	65,000	1,288	2.0%
01-420-5700-001	MILEAGE/LICENSES	840	500	900	900	400	80.0%
01-420-5700-002	DUES/MEMBERSHIPS	150	200	200	200	0	0.0%
01-420-5700-003	TRAINING/SEMINARS/MEETINGS	80	500	500	500	0	0.0%
01-420-5700-004	CLOTHING ALLOWANCE	4,080	4,300	4,300	4,300	0	0.0%
01-420-5700-007	OTHER-GAS TAXES	3,498	5,000	5,000	5,000	0	0.0%
TOTAL		250,129	269,068	269,368	257,957	-11,111	-4.1%
<b>DEPARTMENTAL TOTAL</b>		<b>637,599</b>	<b>693,775</b>	<b>687,929</b>	<b>691,060</b>	<b>-2,715</b>	<b>-0.4%</b>



Town of Leicester - Fiscal Year 2018 Budget

**SNOW & ICE**

The Snow and Ice accounts are managed by the Highway Superintendent and fund expenditures related to the winter maintenance of the roadways. This covers the related overtime costs of Town Employees, roadway salt and sand, contractors that augment staffing levels, and equipment repairs.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-423-5130-000	WAGES OVERTIME-SNOW & ICE	34,739	24,500	24,500	25,000	500	2.0%
TOTAL		34,739	24,500	24,500	25,000	500	2.0%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-423-5200-004	CONSULTANTS/PROF SERVICES	15,495	7,500	7,500	8,000	500	6.7%
01-423-5400-006	PARTS/MATERIALS	113,768	87,500	87,500	88,000	500	0.6%
TOTAL		129,263	95,000	95,000	96,000	1,000	1.1%
<b>DEPARTMENTAL TOTAL</b>		<b>164,002</b>	<b>119,500</b>	<b>119,500</b>	<b>121,000</b>	<b>1,500</b>	<b>1.3%</b>

**STREET LIGHTS**

This department funds the cost of electricity for all the Town-owned street lights.

**Summary of Changes**

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-424-5200-002	ELECTRIC	80,938	86,000	66,000	70,000	-16,000	-18.6%
TOTAL		80,938	86,000	66,000	70,000	-16,000	-18.6%
<b>DEPARTMENTAL TOTAL</b>		<b>80,938</b>	<b>86,000</b>	<b>66,000</b>	<b>70,000</b>	<b>-16,000</b>	<b>-18.6%</b>



Town of Leicester - Fiscal Year 2018 Budget

**COUNCIL ON AGING**

**Mission**

The Leicester Senior Center enriches the lives of seniors by providing opportunities for volunteerism, education, recreation and social engagement.

**Vision**

To expand our curriculum of activities to meet the demands of a growing population of older seniors and baby-boomers who request programs that are more physical, educational and social.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-541-5100-000	WAGES-COA	18,111	19,988	19,988	20,588	600	3.0%
01-541-5101-000	SALARY-COA DIRECTOR	29,720	31,295	31,295	31,921	626	2.0%
TOTAL		47,831	51,283	51,283	52,509	1,226	2.4%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-541-5200-001	TELEPHONES	1,462	1,500	1,500	1,500	0	0.0%
01-541-5200-002	ELECTRIC	6,876	6,670	6,900	6,900	230	3.4%
01-541-5200-003	MAINT CONTRACTS/REPAIRS	5,480	6,870	6,870	6,870	0	0.0%
01-541-5200-004	CONSULTANTS/PROF SERVICES	399	400	400	400	0	0.0%
01-541-5200-006	WATER/SEWER	759	895	1,000	1,000	105	11.7%
01-541-5400-001	OFFICE SUPPLIES	558	500	500	500	0	0.0%
01-541-5400-003	HEATING FUEL	4,346	13,500	13,500	8,500	-5,000	-37.0%
01-541-5400-007	MAINTENANCE SUPPLIES	3,377	4,250	4,250	4,250	0	0.0%
01-541-5700-001	MILEAGE/LICENSES	190	200	300	300	100	50.0%
01-541-5700-002	DUES/MEMBERSHIP	338	350	380	425	75	21.4%
01-541-5700-003	TRAINING/SEMINARS/MEETINGS	435	500	500	500	0	0.0%
TOTAL		24,220	35,635	36,100	31,145	-4,490	-12.6%
<b>DEPARTMENTAL TOTAL</b>		<b>72,051</b>	<b>86,918</b>	<b>87,383</b>	<b>83,654</b>	<b>-3,264</b>	<b>-3.8%</b>



Town of Leicester - Fiscal Year 2018 Budget

**VETERANS SERVICES**

**Mission**

The mission of Veterans Service Officer is to be the advocate for the 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. As the Veteran’s Agent Assist Veterans, Veterans spouses, and Veteran’s Family members in filing appropriate documentation for Massachusetts and Federal Veterans Benefit Programs. Foremost, treat each Veteran with dignity and respect while courteously providing accurate and timely service.

**Vision**

The Veterans Service Office of Leicester will noted as the best informed and efficient in the state for obtaining information and processing veterans through the tedious application process.

**Summary of Changes**

The budget is being proposed at 10.8% less than fiscal year 2017. This decrease is a result of less benefits being paid out for various reasons including the stronger overall economic conditions. This line item is influenced by macro economic conditions.

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-543-5100-000	SALARY-VETERANS SERVICES	6,000	6,150	6,335	6,500	350	5.7%
TOTAL		6,000	6,150	6,335	6,500	350	5.7%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-543-5400-001	OFFICE SUPPLIES	111	100	125	125	25	25.0%
01-543-5700-001	MILEAGE/LICENSES	0	200	200	200	0	0.0%
01-543-5700-002	DUES/MEMBERSHIPS	70	100	100	100	0	0.0%
01-543-5700-003	TRAINING/SEMINARS/MEETINGS	116	200	200	200	0	0.0%
01-543-5700-007	OTHER-VETERANS BENEFITS	112,973	102,500	90,000	90,000	-12,500	-12.2%
01-543-5800-001	EQUIPMENT 500+	0	500	800	800	300	60.0%
TOTAL		113,270	103,600	91,425	91,425	-12,175	-11.8%
<b>DEPARTMENTAL TOTAL</b>		<b>119,270</b>	<b>109,750</b>	<b>97,760</b>	<b>97,925</b>	<b>-11,825</b>	<b>-10.8%</b>



**VETERANS GRAVES REGISTRATION**

The Selectmen of every Town must appoint a resident who is a veteran to serve as a veterans' graves officer. The veterans' graves officer is responsible for ensuring every veteran's grave in the Town is suitably kept and cared for and the Town is responsible for paying for the care and maintenance of graves when not paid for by private citizens or cemetery trustees.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-545-5100-000	SALARY-VETS GRAVES REG	380	390	390	400	10	2.6%
TOTAL		380	390	390	400	10	2.6%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-545-5400-006	PARTS/MATERIALS	1,982	2,000	2,000	2,000	0	0.0%
TOTAL		1,982	2,000	2,000	2,000	0	0.0%
<b>DEPARTMENTAL TOTAL</b>		<b>2,362</b>	<b>2,390</b>	<b>2,390</b>	<b>2,400</b>	<b>10</b>	<b>0.4%</b>





Town of Leicester - Fiscal Year 2018 Budget

**PUBLIC LIBRARY**

**Mission**

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

**Vision**

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.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-610-5100-000	WAGES-LIBRARY	79,880	82,077	82,077	83,000	923	1.1%
01-610-5101-000	SALARY-LIBRARY DIRECTOR	50,417	51,678	62,000	60,000	8,322	16.1%
TOTAL		130,297	133,755	144,077	143,000	9,245	6.9%
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-610-5200-001	TELEPHONES	477	500	500	500	0	0.0%
01-610-5200-002	ELECTRIC	3,052	3,100	2,800	2,800	-300	-9.7%
01-610-5200-006	WATER/SEWER	495	550	800	800	250	45.5%
01-610-5400-001	OFFICE SUPPLIES	2,516	2,000	2,000	2,000	0	0.0%
01-610-5400-002	BOOKS/PERIODICALS/VIDEO	30,040	28,000	25,000	25,000	-3,000	-10.7%
01-610-5400-003	HEATING FUEL	2,488	7,000	7,000	8,000	1,000	14.3%
01-610-5400-007	MAINTENANCE SUPPLIES	892	1,100	900	900	-200	-18.2%
01-610-5700-002	DUES/MEMBERSHIPS	5,800	6,000	6,000	6,000	0	0.0%
TOTAL		45,758	48,250	45,000	46,000	-2,250	-4.7%
<b>DEPARTMENTAL TOTAL</b>		<b>176,055</b>	<b>182,005</b>	<b>189,077</b>	<b>189,000</b>	<b>6,995</b>	<b>3.8%</b>



**PARKS & RECREATION**

**Mission**

The Leicester Parks and Recreation Committee consists of 7 members. We provide an opportunity for all of the Town's residents to participate in a variety of enjoyable activities during their leisure. Committee sponsored programs are selected, organized and staffed with the objective of providing appealing programs to satisfy the diverse interest of Leicester residents.

**Vision**

To provide the Town of Leicester residents with fun and affordable recreational sports, leisure activities, trips and events.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
WAGES		0	0	0	0		
TOTAL		0	0	0	0	0	0
EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-630-5200-002	ELECTRIC	1,000	1,000	1,000	1,250	250	25.0%
01-630-5200-004	CONSULTANTS/PROF SERVICES	1,200	1,200	1,200	1,200	0	0.0%
01-630-5400-007	MAINTENANCE SUPPLIES	3,831	3,860	3,860	4,000	140	3.6%
TOTAL		6,031	6,060	6,060	6,450	390	6.4%
<b>DEPARTMENTAL TOTAL</b>		<b>6,031</b>	<b>6,060</b>	<b>6,060</b>	<b>6,450</b>	<b>390</b>	<b>6.4%</b>



## HISTORICAL COMM

The Commission is appointed by the Board of Selectmen and is responsible for local advocacy on and documentation of historically significant items and structures within the Community. Additionally, the Commission is responsible for the administration and enforcement of the bylaw for The Preservation of Historically Significant Buildings

### Summary of Changes

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-691-5200-004	CONSULTANTS/PROF SERVICES	500	800	800	800	0	0.0%
01-691-5400-001	OFFICE SUPPLIES	0	150	150	150	0	0.0%
	TOTAL	500	950	950	950	0	0.0%
	<b>DEPARTMENTAL TOTAL</b>	<b>500</b>	<b>950</b>	<b>950</b>	<b>950</b>	<b>0</b>	<b>0.0%</b>

## MEMORIAL DAY COMM

The Committee manages, plans, and oversee the Town's official Memorial Day activities annually in May.

### Summary of Changes

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-692-5400-006	PARTS/MATERIALS	0	440	440	450	10	2.3%
	TOTAL	0	440	440	450	10	2.3%
	<b>DEPARTMENTAL TOTAL</b>	<b>0</b>	<b>440</b>	<b>440</b>	<b>450</b>	<b>10</b>	<b>2.3%</b>



Town of Leicester - Fiscal Year 2018 Budget

**MATURING DEBT PRINCIPAL**

The funding allocated to this department covers the principal portion of the Town's annual debt service obligations.

**Summary of Changes**

EXPENSES	FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-710-5900-020 WATER POLL ABATE-LOAN 1	9,953	9,953	9,953	9,953	0	0.0%
01-710-5900-021 POLICE LAND PURCHASE-PRINCIPAL	18,356	20,274	20,000	20,000	-274	-1.4%
01-710-5900-022 RTE 9 WATER PROJECT-PRINCIPAL	95,000	100,000	100,000	100,000	0	0.0%
01-710-5900-023 POLICE STATION-PRINCIPAL	160,616	177,398	175,000	175,000	-2,398	-1.4%
01-710-5900-024 RTE 9 PUMP STATION-PRINCIPAL	9,178	10,137	10,000	10,000	-137	-1.4%
01-710-5900-025 HILLCREST CC PURCHASE-PRINCIPAL	146,849	162,192	160,000	160,000	-2,192	-1.4%
01-710-5900-027 WATER POLL ABATE-LOAN 2	3,380	3,380	3,380	3,380	0	0.0%
01-710-5900-029 06 ROOF REPLACEMENTS-PRINCIPAL	40,000	40,000	40,000	40,000	0	0.0%
01-710-5900-031 WATER POLL ABATE-LOAN 3	6,611	6,611	6,611	6,611	0	0.0%
01-710-5900-032 USDA SCH. ROOF & BOILER-PRINCIPAL	9,069	9,376	9,693	9,693	317	3.4%
01-710-5900-XXX ENERGY INFRASTRUCTURE PROJECT	0	105,573	69,848	69,848	-35,725	-33.8%
01-710-5900-XXX FIRE AND EMS HEADQUARTERS TOWN HALL	0	175,000	315,000	315,000	140,000	80.0%
TOTAL	499,013	819,894	919,485	919,485	99,591	12.1%
<b>DEPARTMENTAL TOTAL</b>	<b>499,013</b>	<b>819,894</b>	<b>919,485</b>	<b>919,485</b>	<b>99,591</b>	<b>12.1%</b>



Town of Leicester - Fiscal Year 2018 Budget

**MATURING DEBT INTEREST**

The funding allocated to this department covers the interest portion of all Town's annual debt service obligations.

**Summary of Changes**

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-751-5900-021	POLICE-LAND PURCHASE-INTEREST	4,687	2,654	2,050	2,050	-604	-22.8%
01-751-5900-022	RTE 9 WEST WATER PROJECT-INT	19,012	13,050	10,050	10,050	-3,000	-23.0%
01-751-5900-023	POLICE STATION-INTEREST	61,311	37,088	31,802	31,802	-5,286	-14.3%
01-751-5900-024	RTE 9 PUMP STATION-INTEREST	3,562	2,160	1,858	1,858	-302	-14.0%
01-751-5900-025	HILLCREST CC PURCHASE-INTEREST	55,759	33,700	28,867	28,867	-4,833	-14.3%
01-751-5900-029	06 ROOF REPLACEMENTS-INTEREST	8,610	6,930	5,250	5,250	-1,680	-24.2%
01-751-5900-032	USDA SCH. ROOF & BOILER-INTEREST	13,147	12,842	12,525	12,525	-317	-2.5%
01-751-5900-XXX	ENERGY INFRASTRUCTURE PROJECT	0	45,185	59,384	59,384	14,199	31.4%
01-751-5900-XXX	FIRE AND EMS HEADQUARTERS	0	65,596	154,242	154,242	88,646	135.1%
TOTAL		166,087	219,205	306,027	306,027	86,822	39.6%
<b>DEPARTMENTAL TOTAL</b>		<b>166,087</b>	<b>219,205</b>	<b>306,027</b>	<b>306,027</b>	<b>86,822</b>	<b>39.6%</b>

**TEMPORARY LOAN INTEREST**

The Town has the option to enter into temporary short term borrowing agreements to phase the borrowing on a project to reduce the overall impact on the budget or for small projects that could be paid off in the near term. Temporary borrowings are normally for a term of one year and only obligate the Town to pay interest. Short term borrowings can be reissued two times for any single project.

**Summary of Changes**

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-752-5900-000	TEMPORARY LOAN INTEREST	731	11,200	18,583	18,933	7,733	69.0%
TOTAL		731	11,200	18,583	18,933	7,733	69.0%
<b>DEPARTMENTAL TOTAL</b>		<b>731</b>	<b>11,200</b>	<b>18,583</b>	<b>18,933</b>	<b>7,733</b>	<b>69.0%</b>



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**BOND ISSUE**

Bond issuance costs primarily include legal and financial advisory services related to accessing various financial markets.

**Summary of Changes**

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-753-5900-000	BOND ISSUE COSTS	0	1,500	0	0	-1,500	-100.0%
TOTAL		0	1,500	0	0	-1,500	-100.0%
<b>DEPARTMENTAL TOTAL</b>		<b>0</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>-1,500</b>	<b>-100.0%</b>



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**WORCESTER REGIONAL RETIREMENT**

Although employees fund the vast majority of the pension through contributions while they are active employees, the Town does contribute an annual amount to the pension system as well. This is based on an actuarial analysis of both retired and active employees.

**Summary of Changes**

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-911-5110-000	WORCESTER REGIONAL RETIREMENT	946,178	1,024,269	1,055,412	1,055,412	31,143	3.0%
	TOTAL	946,178	1,024,269	1,055,412	1,055,412	31,143	3.0%
	<b>DEPARTMENTAL TOTAL</b>	<b>946,178</b>	<b>1,024,269</b>	<b>1,055,412</b>	<b>1,055,412</b>	<b>31,143</b>	<b>3.0%</b>

**WORKER COMPENSATION**

Like all employers the Town is required to carry workers compensation insurance. The funding in this department covers the cost of the annual premium for our conventional workers compensation policy and our Injured on Duty coverage for Police Officers and Fire Fighters.

**Summary of Changes**

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-912-5700-009	WORKERS COMPENSATION	143,719	191,034	196,765	197,000	5,966	3.1%
	TOTAL	143,719	191,034	196,765	197,000	5,966	3.1%
	<b>DEPARTMENTAL TOTAL</b>	<b>143,719</b>	<b>191,034</b>	<b>196,765</b>	<b>197,000</b>	<b>5,966</b>	<b>3.1%</b>



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**UNEMPLOYMENT COMP**

The Town self funds any unemployment obligations for former employees in accordance with State regulations.

**Summary of Changes**

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-913-5110-000	UNEMPLOYMENT COMPENSATION	29,973	64,000	64,000	64,000	0	0.0%
01-913-5	INTEREST	0	250	250	150	-100	-40.0%
01-913-5	CONSULTANTS/PROF SERVICES	2,160	2,080	2,360	2,360	280	13.5%
TOTAL		32,133	66,330	66,610	66,510	180	0.3%
DEPARTMENTAL TOTAL		32,133	66,330	66,610	66,510	180	0.3%

**EMPLOYEE BENEFITS**

The accounts in the employee benefits department fund the Town's portion of fringe benefits offered to all eligible employees.

**Summary of Changes**

PERSONNEL		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-914-5110-001	EMPLOYEE LIFE INSURANCE	16,229	19,000	15,795	15,795	-3,205	-16.9%
01-914-5110-002	EMPLOYEE HEALTH INSURANCE	1,969,303	2,327,509	2,305,415	2,361,156	33,647	1.4%
01-914-5110-003	EMPLOYEE MEDICARE	217,637	210,000	214,123	215,000	5,000	2.4%
01-914-5110-004	RETIREE LIFE INSURANCE	3,834	4,000	4,050	4,050	50	1.3%
01-914-5110-005	RETIREE HEALTH INSURANCE	381,428	432,000	456,160	456,160	24,160	5.6%
TOTAL		2,588,431	2,992,509	2,995,544	3,052,161	59,652	2.0%
DEPARTMENTAL TOTAL		2,588,431	2,992,509	2,995,544	3,052,161	59,652	2.0%





## BONDING & INSURANCE

The Bonding and insurance account covers the Town and Schools general liability, automobile, professional liability and law enforcement liability insurance premiums and deductibles. In addition, this account covers the Public Officials Bonds held by staff in the Treasurer Collector's Office.

### Summary of Changes

EXPENSES		FY16 ACTUAL	FY17 BUDGET	FY18 DEPT REQ	FY18 TOWN ADMIN	\$ CHANGE	% CHANGE
01-945-5700-009	LIABILITY INS	144,330	136,963	141,072	141,200	4,237	3.1%
	TOTAL	144,330	136,963	141,072	141,200	4,237	3.1%
	DEPARTMENTAL TOTAL	144,330	136,963	141,072	141,200	4,237	3.1%