



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR

Town Hall, 3 Washburn Square
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www.leicesterma.org

March 06, 2019

TO: Department Heads
Board/Committee Chairpersons

CC: Dr. Marilyn Tencza
Superintendent of Schools

FROM: David Genereux
Town Administrator

Re: Fiscal Year 2020 Budget Updated

The final version of the FY 2020 budget is attached. Please advised that there are four changes overall:

- 1) To the FY 2020 budget: \$75,000 moved from the Employee Benefits budget (#914) to the Unemployment budget (#913)**
- 2) From Free Cash: \$97,134 to Snow and Ice (#423). This is the remaining available FY 2018 Free Cash. Please see Attachment #4 in the budget document for all proposed uses of the FY 2018 Free Cash**

Areas of Concern:

- Legal – Despite the addition of \$150,000 in Free Cash, attorney's fees and other costs relative to the BSI lawsuit could result in budget overages.
- Street Lights – A significant reduction to this budget was made based on projected savings from switching to LED streetlights this spring. This will require monitoring throughout the year. Additional funding may be required.
- Veterans Agent – Veteran's Benefits were level funded in FY 2020; however, the FY 2019 veteran's budget is trending higher than forecasted. This budget will likely require an increase at the Fall Town Meeting.
- Schools – The recommended budget appropriation will result in the closure of Memorial School and a reduction in staff.

Please contact me with any questions.

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

	FY2018	FY2019	FY2020 initial	FY2020 Town Administrator	\$ Change	% Change
REVENUES:						
Levy Limit:						
Prior Year	\$ 13,469,075	\$ 14,001,857	\$ 14,615,965	\$ 14,615,965	\$ 614,108	4.39%
Prop 2 1/2	\$ 336,727	\$ 350,046	\$ 365,399	\$ 365,399	\$ 15,353	4.39%
New Growth	\$ 196,055	\$ 264,062	\$ 150,000	\$ 150,000	\$ (114,062)	-43.20%
	\$ 14,001,857	\$ 14,615,965	\$ 15,131,364	\$ 15,131,364	\$ 515,399	3.53%
Debt Exclusion	\$ 874,757	\$ 910,277	\$ 872,113	\$ 1,177,291	\$ 267,014	29.33%
State Revenue	\$ 12,214,573	\$ 12,206,251	\$ 12,206,251	\$ 12,201,606	\$ (4,645)	-0.04%
Local Receipts	\$ 2,312,682	\$ 2,608,657	\$ 2,495,557	\$ 2,495,557	\$ (113,100)	-4.34%
Other Available Funds:						
Free Cash	\$ 25,250	\$ 186,300	\$ 150,000	\$ 150,000	\$ (36,300)	-19.48%
Ambulance Receipts	\$ 371,192	\$ 371,192	\$ 371,192	\$ 371,192	\$ -	0.00%
Dog Fund, Overlay Res., NOI	\$ 23,882	\$ 113,882	\$ 23,882	\$ 23,882	\$ (90,000)	-79.03%
Title V Reserves (Debt)	\$ 19,944	\$ 19,944	\$ 19,944	\$ 19,944	\$ -	0.00%
	\$ 440,268	\$ 691,318	\$ 565,018	\$ 565,018	\$ (126,300)	-18.27%
TOTAL REVENUES	\$ 29,844,137	\$ 31,032,468	\$ 31,270,303	\$ 31,570,836	\$ 538,368	1.73%
EXPENDITURES:						
	FY2018 Recap	FY2019 Budget	FY2020 Budget	FY2020 Town Administrator	Change	% Change
General Government	\$ 5,410,021	\$ 5,726,937	\$ 5,784,451	\$ 5,799,968	\$ 73,031	1.28%
School	\$ 16,264,094	\$ 16,667,839	\$ 16,750,385	\$ 16,881,790	\$ 213,951	1.28%
Inter-Governmental	\$ 5,761,728	\$ 6,126,482	\$ 6,417,540	\$ 6,662,110	\$ 535,628	8.74%
Vocational School Tuition	\$ 1,078,000	\$ 1,078,000	\$ 1,078,000	\$ 1,078,000	\$ -	0.00%
Town Meeting Articles	\$ 2,991	\$ 39,365	\$ 3,065	\$ 3,142	\$ (36,223)	-92.02%
TOTAL EXPENDITURES	\$ 28,516,834	\$ 29,638,623	\$ 30,033,441	\$ 30,425,010	\$ 786,387	2.65%
TAX RECAP ITEMS						
	#					
Cherry Sheet Offsets	\$ 570,163	\$ 516,903	\$ 516,903	\$ 426,250	\$ (90,653)	-17.54%
Cherry Sheet Charges	\$ 632,850	\$ 540,180	\$ 540,180	\$ 564,874	\$ 24,694	4.57%
Tax Title	\$ -	\$ -	\$ -	\$ -	\$ -	n/a
Allowance for Abatements	\$ 120,176	\$ 331,983	\$ 175,000	\$ 149,923	\$ (182,060)	-54.84%
TOTAL TAX RECAP ITEMS	\$ 1,323,189	\$ 1,389,066	\$ 1,232,083	\$ 1,141,047	\$ (248,019)	-17.86%
TOTAL EXPEND. & CHARGES	# \$ 29,840,023	# \$ 31,027,689	\$ 31,265,524	\$ 31,566,057	\$ 538,368	1.74%
UNUSED TAX LEVY/(DEFICIT)	# \$ 4,113	# \$ 4,779	\$ 4,779	\$ 4,779	\$ (0)	0.00%

Cherry Sheet Offsets: School Choice, Public Libraries

DEPT #	DEPARTMENT NAME	FY2018 Budget	FY 2019 Budget	FY 2020 Initial	FY 2020 Supplemental	FY 2020 Town Administrator	\$ Change	% Change
111	LEGAL							
	EXPENSES	59,000	209,000	209,000	0	209,000	0	0.00%
	TOTAL	59,000	209,000	209,000	0	209,000	0	0.00%
114	MODERATOR							
	PERSONNEL	81	81	81	0	81	0	0.00%
	EXPENSES	70	70	70	0	70	0	0.00%
	TOTAL	151	151	151	0	151	0	0.00%
122	SELECTMEN							
	PERSONNEL	206,978	195,381	198,956	0	205,562	10,181	5.21%
	EXPENSES	42,250	44,399	44,399	0	40,799	-3,600	-8.11%
	TOTAL	249,228	239,780	243,355	0	246,361	6,581	2.74%
130	RESERVE FUND							
	EXPENSES	50,000	50,000	50,000	0	50,000	0	0.00%
	TOTAL	50,000	50,000	50,000	0	50,000	0	0.00%
131	ADVISORY BOARD							
	EXPENSES	1,325	1,325	1,325	0	1,325	0	0.00%
	TOTAL	1,325	1,325	1,325	0	1,325	0	0.00%
135	TOWN ACCOUNTANT							
	PERSONNEL	87,380	90,578	93,565	8,485	94,036	3,458	3.82%
	EXPENSES	27,575	27,575	27,575	0	28,575	1,000	3.63%
	TOTAL	114,955	118,153	121,140	8,485	122,611	4,458	3.77%
141	ASSESSORS							
	PERSONNEL	105,896	109,724	113,226	0	114,505	4,781	4.36%
	EXPENSES	7,240	7,240	7,240	0	7,240	0	0.00%
	TOTAL	113,136.12	116,964	120,466	0	121,745	4,781	4.09%
145	TREASURER/COLLECTOR							
	PERSONNEL	136,719	142,072	135,955	0	139,820	-2,252	-1.59%
	EXPENSES	23,795	23,795	22,421	0	23,795	0	0.00%
	TOTAL	160,514	165,867	158,376	0	163,615	-2,252	-1.36%
147	TAX TITLE							
	EXPENSES	16,000	16,000	16,000	0	16,000	0	0.00%
	TOTAL	16,000	16,000	16,000	0	16,000	0	0.00%
152	PERSONNEL BOARD							
	EXPENSES	250	250	250	0	250	0	0.00%
	TOTAL	250	250	250	0	250	0	0.00%
155	IT DEPARTMENT							
	EXPENSES	141,620	138,560	138,560	6,000	144,560	6,000	4.33%
	TOTAL	141,620	138,560	138,560	6,000	144,560	6,000	4.33%
161	TOWN CLERK							
	PERSONNEL	96,305	101,024	106,603	0	106,846	5,822	5.76%
	EXPENSES	3,650	3,645	3,645	0	3,645	0	0.00%
	TOTAL	99,955	104,669	110,248	0	110,491	5,822	5.56%
162	ELECTIONS & REGISTRATIONS							
	PERSONNEL	10,000	22,000	10,000	11,000	22,000	0	0.00%
	EXPENSES	11,500	13,600	11,500	5,500	13,100	-500	-3.68%
	TOTAL	21,500	35,600	21,500	16,500	35,100	-500	-1.40%
180	DEVELOPMENT & INSPECT. SV							
	PERSONNEL	148,790	155,937	160,171	0	167,326	11,389	7.30%
	EXPENSES	78,850	78,850	78,850	33,000	74,604	-4,246	-5.38%
	TOTAL	227,640.42	234,787	239,021	33,000	241,930	7,143	3.04%
192	TOWN OWNED BLDG MAINT							
	EXPENSES	15,250	8,000	38,281	0	38,281	30,281	378.51%
	TOTAL	15,250	8,000	38,281	0	38,281	30,281	378.51%
197	TOWN HALL BLDG MAINT							
	EXPENSES	55,155	63,909	63,909	0	63,909	0	0.00%
	TOTAL	55,155	63,909	63,909	0	63,909	0	0.00%
198	TOWN HALL TELEPHONES							
	EXPENSES	6,400	6,400	6,400	0	6,400	0	0.00%
	TOTAL	6,400	6,400	6,400	0	6,400	0	0.00%
199	OTHER - GENERAL GOV							
	PERSONNEL	39,232	0	0	0	0	0	0.00%
	EXPENSES	39,938	49,355	49,355	4,800	54,155	4,800	9.73%
	TOTAL	79,169.94	49,355	49,355	4,800	54,155	4,800	9.73%
210	POLICE DEPT							
	PERSONNEL	1,593,362	1,701,652	1,701,652	131,735	1,702,591	939	0.06%
	EXPENSES	288,065	262,205	262,205	0	262,205	0	0.00%
	TOTAL	1,881,427	1,963,857	1,963,857	131,735	1,964,796	939	0.05%
220	FIRE DEPT							
	PERSONNEL	170,293	170,287	170,287	0	170,287	0	0.00%
	EXPENSES	135,020	135,020	135,020	3,600	135,020	0	0.00%
	TOTAL	305,313	305,307	305,307	3,600	305,307	0	0.00%

DEPT #	DEPARTMENT NAME	FY2018 Budget	FY 2019 Budget	FY 2020 Initial	FY 2020 Supplemental	FY 2020 Town Administrator	\$ Change	% Change
231	AMBULANCE DEPT							
	PERSONNEL	348,000	351,568	351,568	0	352,738	1,170	0.33%
	EXPENSES	76,850	88,850	88,850	0	87,634	-1,216	-1.37%
	TOTAL	424,850	440,418	440,418	0	440,372	-46	-0.01%
232	EMERGENCY MANAGEMENT							
	PERSONNEL	3,813	3,813	3,813	0	3,813	0	0.00%
	EXPENSES	1,000	1,000	1,000	0	1,000	0	0.00%
	TOTAL	4,813	4,813	4,813	0	4,813	0	0.00%
241	CODE DEPT							
	PERSONNEL	57,589	60,241	60,241	0	55,052	-5,189	-8.61%
	EXPENSES	9,678	8,638	8,638	0	8,638	0	0.00%
	TOTAL	67,267	68,879	68,879	0	63,690	-5,189	-7.53%
292	ANIMAL CONTROL							
	PERSONNEL	24,179	24,602	24,602	0	25,094	492	2.00%
	EXPENSES	8,950	8,950	8,950	0	8,458	-492	-5.50%
	TOTAL	33,129	33,552	33,552	0	33,552	0	0.00%
296	INSECT PEST CONTROL							
	PERSONNEL	1,920	0	0	0	0	0	0.00%
	EXPENSES	7,850	7,850	7,850	0	7,850	0	0.00%
	TOTAL	9,770	7,850	7,850	0	7,850	0	0.00%
310	SCHOOL							
	EXPENSES	16,264,094	16,667,839	16,750,385	150,000	16,881,790	213,951	1.28%
	TOTAL	16,264,094	16,667,839	16,750,385	150,000	16,881,790	213,951	1.28%
420	HIGHWAY DEPT							
	PERSONNEL	439,103	495,732	502,027	0	519,015	23,283	4.70%
	EXPENSES	257,957	247,550	247,550	0	232,665	-14,885	-6.01%
	TOTAL	697,060	743,282	749,577	0	751,680	8,398	1.13%
423	SNOW & ICE							
	PERSONNEL	25,000	25,000	25,000	0	25,000	0	0.00%
	EXPENSES	96,000	96,000	96,000	0	96,000	0	0.00%
	TOTAL	121,000	121,000	121,000	0	121,000	0	0.00%
424	STREET LIGHTS							
	EXPENSES	70,000	75,000	75,000	0	50,335	-24,665	-32.89%
	TOTAL	70,000	75,000	75,000	0	50,335	-24,665	-32.89%
541	COUNCIL ON AGING							
	PERSONNEL	53,273	62,977	80,253	0	77,135	14,158	22.48%
	EXPENSES	31,145	31,145	31,145	0	31,145	0	0.00%
	TOTAL	84,417.54	94,122	111,398	0	108,280	14,158	15.04%
543	VETERANS SERVICES							
	PERSONNEL	6,500	6,630	6,630	0	6,630	0	0.00%
	EXPENSES	91,425	86,350	86,350	0	86,350	0	0.00%
	TOTAL	97,925	92,980	92,980	0	92,980	0	0.00%
545	VETERANS GRAVES REG							
	PERSONNEL	400	400	400	0	400	0	0.00%
	EXPENSES	2,000	2,000	2,000	0	2,000	0	0.00%
	TOTAL	2,400	2,400	2,400	0	2,400	0	0.00%
610	PUBLIC LIBRARY							
	PERSONNEL	143,000	155,700	177,257	338	184,204	28,504	18.31%
	EXPENSES	46,000	48,606	32,425	10,625	32,425	-16,181	-33.29%
	TOTAL	189,000	204,306	209,682	10,963	216,629	12,323	6.03%
630	PARKS & RECREATION							
	PERSONNEL	0	0	0	0	0	0	0.00%
	EXPENSES	6,450	6,450	6,450	0	6,450	0	0.00%
	TOTAL	6,450	6,450	6,450	0	6,450	0	0.00%
691	HISTORICAL COMM							
	EXPENSES	950	950	950	0	950	0	0.00%
	TOTAL	950	950	950	0	950	0	0.00%
692	MEMORIAL DAY COMM							
	EXPENSES	3,000	3,000	3,000	0	3,000	0	0.00%
	TOTAL	3,000	3,000	3,000	0	3,000	0	0.00%
710	MATURING DEBT PRINCIPAL							
	EXPENSES	919,485	894,532	904,795	0	1,139,797	245,265	27.42%
	TOTAL	919,485	894,532	904,795	0	1,139,797	245,265	27.42%
751	MATURING DEBT INTEREST							
	EXPENSES	306,027	325,635	297,602	0	406,144	80,509	24.72%
	TOTAL	306,027	325,635	297,602	0	406,144	80,509	24.72%

DEPT #	DEPARTMENT NAME	FY2018 Budget	FY 2019 Budget	FY 2020 Initial	FY 2020 Supplemental	FY 2020 Town Administrator	\$ Change	% Change
752	TEMPORARY LOAN INTEREST							
	EXPENSES	18,933	94,647	64,000	0	33,255	-61,392	-64.86%
	TOTAL	18,933	94,647	64,000	0	33,255	-61,392	-64.86%
911	WORC REG RETIREMENT							
	EXPENSES	1,055,412	1,161,643	1,278,504	0	1,314,800	153,157	13.18%
	TOTAL	1,055,412	1,161,643	1,278,504	0	1,314,800	153,157	13.18%
912	WORKER COMPENSATION							
	EXPENSES	197,000	216,700	249,205	0	227,535	10,835	5.00%
	TOTAL	197,000	216,700	249,205	0	227,535	10,835	5.00%
913	UNEMPLOYMENT COMP							
	EXPENSES	66,510	66,650	66,650	0	141,650	75,000	112.53%
	TOTAL	66,510	66,650	66,650	0	141,650	75,000	112.53%
914	EMPLOYEE BENEFITS							
	PERSONNEL	3,052,161	3,266,089	3,446,139	0	3,288,285	22,196	0.68%
	TOTAL	3,052,161	3,266,089	3,446,139	0	3,288,285	22,196	0.68%
945	BONDING & INSURANCE							
	EXPENSES	146,200	100,586	110,645	0	110,645	10,059	10.00%
	TOTAL	146,200	100,586	110,645	0	110,645	10,059	10.00%
TOTAL BUDGET								
	PERSONNEL	6,749,974	7,141,489	7,368,427	151,558	7,260,420	118,931	1.67%
	EXPENSES	20,685,869	21,379,769	21,583,949	213,525	22,083,449	703,679	3.29%
	TOTAL	27,435,843	28,521,258	28,952,376	365,083	29,343,868	822,610	2.88%

Revenue allocation					
Gross Revenue	29,844,137	31,032,468	31,270,303		31,570,836
Less: Vocational	-1,078,000	-1,078,000	-1,078,000		-1,078,000
Less: TM Articles	-2,991	-39,365	-3,065		-3,142
Less: Cherry Cheet Charges	-1,323,189.00	-1,389,066.00	-1,232,083.00		-1,141,047.00
Less: Excess Capacity	-4,113	-4,779	-4,779		-4,779
Total	27,435,843	28,521,258	28,952,376		29,343,868
Difference	0	0	0		0

FY19/20 - FREE CASH - WORKING PLAN	
CERTIFIED FREE CASH - June 30, 2018	805,670.00
Vocational Tuition	-
Repurposed warrant articles	-
Free Cash Policy/Stabilization Fund Transfer	80,567.00
	725,103.00
October 30 Special Town Meeting	
Legal - Article 2	150,000.00
Reserve Fund replenishment - Article 2	20,000.00
Ambulance Engine - Article 4	16,300.00
Annual Town Meeting - May 2019	
Snow & Ice - Article xx	97,134.00
Aerialscope Tower Truck - Payment 3/5 - Article xx	115,081.00
Backhoe Payment 3/3 - Article xx	41,000.00
Legal FY 2020 - Article xx	150,000.00
Fund Two Police Cruisers - Article xx	82,588.00
Fund Closed Landfill - Article xx	18,000.00
Fund OPEB Trust - Article xx	35,000.00
Subtotal	725,103.00
BALANCE	-

FREE CASH POLICY CALCULATION		
CERTIFIED FREE CASH - June 30, 2018	\$ 805,670.00	
At Least...		Rev. Balance
10% shall be reserved and not appropriated	\$ 80,567.00	\$ 725,103.00
25% of the remaining free cash will be placed into the Stabilization Fund or...	\$ -	\$ 725,103.00
50% of the remaining free cash will be used to fund the capital budget projects and items or shall remain not appropriated	\$ 362,551.50	\$ 362,551.50
	\$ -	

APPORTIONMENT OF CAPITAL/OPERATING

	Capital	Operating
	\$ 362,551.50	\$ 362,551.50
October 30 Special Town Meeting		
Legal - Article 2	\$ -	\$ 150,000.00
Reserve Fund replenishment - Article 2	\$ 20,000.00	
Article 4 - Capital Improvements	\$ 16,300.00	
Aerialscope Tower Truck - Payment 3/5 Article xx	\$ 115,081.00	\$ -
Backhoe Payment 3/3 - Article xx	\$ 41,000.00	
Legal - FY 2020	\$ -	\$ 150,000.00
Snow and Ice Deficit	\$ -	\$ 97,134.00
	\$ -	
	\$ -	\$ -
	\$ -	\$ -
Fund two Police Cruisers - Article xx	\$ -	\$ 82,588.00
Fund Closed Landfill Management - Article xx	\$ -	\$ 18,000.00
Fund OPEB Trust - Article xx	\$ -	\$ 35,000.00
Subtotal	\$ 192,381.00	\$ 532,722.00
Difference	\$ 170,170.50	\$ (170,170.50)
Budget adjustment	(73,036.50)	73,036.50

Total Available funds \$ - \$0

Unfunded: Stormwater 50,000.00
Unfunded: Cardiac Monitors \$ 103,893.00



Operating Summary

Summary of Changes

EXPENSES	FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
Municipal Departments	5,410,021	5,726,937	5,784,451	215,083	5,799,968	73,031	1.28%
School Department	16,264,094	16,667,839	16,750,385	150,000	16,881,790	213,951	1.28%
Intergovernmental Budgets	5,761,728	6,126,482	6,417,540	0	6,662,110	535,628	8.74%
SUBTOTAL	27,435,843	28,521,258	28,952,376	365,083	29,343,868	822,610	2.88%
Vocational Schools	1,078,000	1,078,000	1,078,000	0	1,078,000	0	0.00%
Other Articles	2,991	39,365	2,991	0	3,142	-36,223	-92.02%
Cherry Sheet Charges/Overlay	1,323,189	1,389,066	1,226,328	0	1,141,047	-248,019	-17.86%
Excess levy Capacity	4,113	4,779	4,113	0	4,779	0	0.00%
SUBTOTAL	2,408,293	2,511,210	2,311,432	0	2,226,968	-284,242	-11.32%
DEPARTMENTAL TOTAL	29,844,136	31,032,468	31,263,808	365,083	31,570,836	538,368	1.73%
FORECAST REVENUE	29,844,137	31,032,468	31,270,303	0	31,570,836	538,368	1.73%
DIFFERENCE	-1	0	-6,495	365,083	0	0	



111 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

Budget relies on infusion of \$150,000 of Free Cash for continued legal expenses in the ongoing BSI Construction case.

	FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-111-5200-005 LEGAL SERVICES	59,000	209,000	209,000	0	209,000	0	0.00%
TOTAL	59,000	209,000	209,000	0	209,000	0	0.00%
DEPARTMENTAL TOTAL	59,000	209,000	209,000	0	209,000	0	0.00%



114 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 No Changes

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-114-5100-000	SALARY-MODERATOR	81	81	81	0	81	0	0.00%
TOTAL		81	81	81	0	81	0	0.00%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-114-5700-002	DUES/MEMBERSHIP	70	70	70	0	70	0	0.00%
TOTAL		70	70	70	0	70	0	0.00%
DEPARTMENTAL TOTAL		151	151	151	0	151	0	0.00%



122 SELECT BOARD

Mission Statement

The Select Board is responsible for setting the strategic direction for the Town of Leicester.

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

Select Board: 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.

Town Administrator: 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

No significant changes aside of full year implementation of the Class/Comp plan for non-union employees

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-122-5100-000	WAGES - SELECT BOARD/TOWN ADMIN.	60,400	61,603	61,603	0	63,274	1,671	2.71%
01-122-5101-000	SALARY-TOWN ADMINISTRATOR	142,800	130,000	133,575	0	134,910	4,910	3.78%
01-122-5190-000	CONTRACTUAL PROF EXPENSES	0	0	0	0	3,600	3,600	0.00%
01-122-5196-000	STIPENDS - ELECTED OFFICIALS	3,778	3,778	3,778	0	3,778	0	0.00%
TOTAL		206,978	195,381	198,956	0	205,562	10,181	5.21%

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-122-5200-003	MAINT CONTRACTS/REPAIRS	0	2,600	2,600	0	2,600	0	0.00%
01-122-5200-004	CONSULTANT/PROF SERVICES	15,000	20,449	20,449	0	20,449	0	0.00%
01-122-5200-007	ADVERTISING	2,000	2,000	2,000	0	2,000	0	0.00%
01-122-5200-008	POSTAGE COSTS	0	0	0	0	0	0	0.00%
01-122-5200-009	PRINTING	150	300	300	0	300	0	0.00%
01-122-5400-001	OFFICE SUPPLIES	1,250	1,500	1,500	0	1,500	0	0.00%
01-122-5400-002	BOOKS/PERIODICALS	300	300	300	0	300	0	0.00%
01-122-5700-001	TRAVEL/LICENSES	3,500	7,250	7,250	0	7,250	0	0.00%
01-122-5700-002	DUES/MEMBERSHIP	3,050	2,900	2,900	0	2,900	0	0.00%
01-122-5700-003	TRAINING/SEMINARS/MEETINGS	4,000	2,700	2,700	0	2,700	0	0.00%
01-122-5700-006	EMPLOYEE BENEFITS	5,000	0	0	0	0	0	0.00%
01-122-5701-007	CONTRACTUAL PROF EXPENSES	7,200	3,600	3,600	0	0	-3,600	-100.00%
01-122-5800-001	EQUIPMENT- \$500	800	800	800	0	800	0	0.00%
ALLOWANCE FOR DEPT. DISTRIBUTION								
TOTAL		42,250	44,399	44,399	0	40,799	-3,600	-8.11%
DEPARTMENTAL TOTAL		249,228	239,780	243,355	0	246,361	6,581	2.74%



130 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 No Change

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-130-5700-007	OTHER RESERVE FUND	50,000	50,000	50,000	0	50,000	0	0.00%
	TOTAL	50,000	50,000	50,000	0	50,000	0	0.00%
	DEPARTMENTAL TOTAL	50,000	50,000	50,000	0	50,000	0	0.00%

131 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 No Change

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-131-5400-001	OFFICE SUPPLIES	250	250	250	0	250	0	0.00%
01-131-5700-002	DUES/MEMBERSHIPS	275	275	275	0	275	0	0.00%
01-131-5700-003	TRAINING/SEMINARS/MEETINGS	800	800	800	0	800	0	0.00%
	TOTAL	1,325	1,325	1,325	0	1,325	0	0.00%
	DEPARTMENTAL TOTAL	1,325	1,325	1,325	0	1,325	0	0.00%



135 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 financial support.

Summary of Changes

No significant changes aside of full year implementation of the Class/Comp plan for non-union employees and \$1,000 increase for new annual audit contract

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-135-5100-000	WAGES-ACCOUNTING	22,100	23,994	23,994	8,485	25,613	1,619	6.75%
01-135-5101-000	SALARY-TOWN ACCOUNTANT	65,280	66,584	69,571	0	68,423	1,839	2.76%
TOTAL		87,380	90,578	93,565	8,485	94,036	3,458	3.82%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-135-5200-004	CONSULTANTS/PROF SERVICES	25,500	25,500	25,500	1,000	26,500	1,000	3.92%
01-135-5200-009	PRINTING	150	150	150	0	150	0	0.00%
01-135-5400-001	OFFICE SUPPLIES	500	500	500	0	500	0	0.00%
01-135-5700-001	TRAVEL/LICENSES	300	300	300	0	300	0	0.00%
01-135-5700-002	DUES/MEMBERSHIPS	125	125	125	0	125	0	0.00%
01-135-5700-003	TRAINING/SEMINARS/MEETINGS	1,000	1,000	1,000	0	1,000	0	0.00%
TOTAL		27,575	27,575	27,575	0	28,575	1,000	3.63%
DEPARTMENTAL TOTAL		114,955	118,153	121,140	8,485	122,611	4,458	3.77%



141 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

No significant changes aside of full year implementation of the Class/Comp plan for non-union employees

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-141-5100-000	SALARY/WAGES-ASSESSORS	38,573	41,090	41,090	0	40,419	-671	-1.63%
01-141-5101-000	SALARY-PRINCIPAL ASSESSOR	65,592	66,903	70,405	0	72,355	5,452	8.15%
01-141-5196-000	ASSESSORS - STIPEND ELECTED OFFICIALS	1,731	1,731	1,731	0	1,731	0	0.00%
TOTAL		105,896	109,724	113,226	0	114,505	4,781	4.36%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-141-5200-004	CONSULTANTS/PROF SERVICES	6,000	6,000	6,000	0	6,000	0	0.00%
01-141-5400-001	OFFICE SUPPLIES	200	200	200	0	200	0	0.00%
01-141-5700-001	MILEAGE/LICENSES	0	0	0	0	0	0	0.00%
01-141-5700-002	DUES/MEMBERSHIPS	340	340	340	0	340	0	0.00%
01-141-5700-003	TRAINING/SEMINARS/MEETINGS	700	700	700	0	700	0	0.00%
TOTAL		7,240	7,240	7,240	0	7,240	0	0.00%
DEPARTMENTAL TOTAL		113,136	116,964	120,466	0	121,745	4,781	4.09%



145 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

No significant changes aside of full year implementation of the Class/Comp plan for non-union employees; and a repositioning of the new Treasurer/Collector's salary

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-145-5100-000	WAGES-TREASURER/COLLECTOR	69,775	73,789	74,325	0	76,347	2,558	3.47%
01-145-5101-000	SALARY-TREASURER/COLLECTOR	66,944	68,283	61,630	0	63,473	-4,810	-7.04%
TOTAL		136,719	142,072	135,955	0	139,820	-2,252	-1.59%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-145-5200-003	MAINT CONTRACTS/REPAIRS							
01-145-5200-004	CONSULTANTS/PROF SERVICE	22,000	22,000	20,626	0	22,000	0	0.00%
01-145-5400-001	OFFICE SUPPLIES	1,100	1,100	1,100	0	1,100	0	0.00%
01-145-5700-001	MILEAGE/LICENSES	355	355	355	0	355	0	0.00%
01-145-5700-002	DUES/MEMBERSHIPS	150	150	150	0	150	0	0.00%
01-145-5700-003	TRAINING/SEMINARS/MEETINGS	190	190	190	0	190	0	0.00%
TOTAL		23,795	23,795	22,421	0	23,795	0	0.00%
DEPARTMENTAL TOTAL		160,514	165,867	158,376	0	163,615	-2,252	-1.36%



147 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

No change; will be moved to the recap next year as a common expense

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-147-5200-004	CONSULTANTS/PROF SERVICES	16,000	16,000	16,000	0	16,000	0	0.00%
	TOTAL	16,000	16,000	16,000	0	16,000	0	0.00%
	DEPARTMENTAL TOTAL	16,000	16,000	16,000	0	16,000	0	0.00%



152 PERSONNEL BOARD

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

Summary of Changes

No Change

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-152-5700-002	DUES/MEMBERSHIPS	250	250	250	0	250	0	0.00%
TOTAL		250	250	250	0	250	0	0.00%
DEPARTMENTAL TOTAL		250	250	250	0	250	0	0.00%



155 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:

Budget increase required due to Charter interest upgrade costs to Police/Fire at \$2,400 per yr, Vadar software by \$450 per year, and Akiuity software at \$1,700 per year. There is also a charge of \$1,040 for two additional MEI Licences for the Police Department, and \$3,500 for emergency recovery funds.

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-155-5200-003	MAINT CONTRACTS/REPAIRS	126,000	120,000	120,000	6,000	126,000	6,000	5.00%
01-155-5400-005	SMALL EQUIPMENT	15,620	18,560	18,560	0	18,560	0	0.00%
TOTAL		141,620	138,560	138,560	6,000	144,560	6,000	4.33%
DEPARTMENTAL TOTAL		141,620	138,560	138,560	6,000	144,560	6,000	4.33%



161 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:

No significant changes aside of full year implementation of the Class/Comp plan for non-union employees

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-161-5100-000	WAGES-TOWN CLERK	34,085	37,560	43,139	0	41,457	3,897	10.38%
01-161-5101-000	SALARY-TOWN CLERK	62,220	63,464	63,464	0	65,389	1,925	3.03%
TOTAL		96,305	101,024	106,603	0	106,846	5,822	5.76%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-161-5200-009	PRINTING	850	845	845	0	845	0	0.00%
01-161-5400-001	OFFICE SUPPLIES	1,500	1,500	1,500	0	1,500	0	0.00%
01-161-5700-001	MILEAGE/LICENSES	100	100	100	0	100	0	0.00%
01-161-5700-002	DUES/MEMBERSHIPS	200	200	200	0	200	0	0.00%
01-161-5700-003	TRAINING/SEMINARS/MEETINGS	1,000	1,000	1,000	0	1,000	0	0.00%
TOTAL		3,650	3,645	3,645	0	3,645	0	0.00%
DEPARTMENTAL TOTAL		99,955	104,669	110,248	0	110,491	5,822	5.56%



162 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:

The budget has increased because there is a Federal Election (Presidential Primary) and the Annual Town Election

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-162-5100-000	SALARY/WAGES-ELECTIONS & REG	10,000	22,000	10,000	11,000	22,000	0	0.00%
TOTAL		10,000	22,000	10,000	11,000	22,000	0	0.00%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
CONSULTANTS/PR CONSULTANTS/PROF SERVICES		6,000	8,100	6,000	5,500	7,600	-500	-6.17%
01-162-5200-009	PRINTING	3,500	3,500	3,500	0	3,500	0	0.00%
01-162-5400-001	OFFICE SUPPLIES	1,000	1,000	1,000	0	1,000	0	0.00%
01-162-5700-003	TRAINING/MEETINGS	1,000	1,000	1,000	0	1,000	0	0.00%
TOTAL		11,500	13,600	11,500	5,500	13,100	-500	-3.68%
DEPARTMENTAL TOTAL		21,500	35,600	21,500	16,500	35,100	-500	-1.40%



180 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

No significant changes aside of full year implementation of the Class/Comp plan for non-union employees

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-180-5100-000	WAGES-DEV & INSPECT SERVICES	65,736	71,268	75,502	0	77,565	6,297	8.84%
01-180-5101-000	SALARY-TOWN PLANNER/DIR D&I SVCS	80,758	82,373	82,373	0	87,465	5,092	6.18%
01-180-5196-175	PLANNING BD - STIPEND ELECTED OFFICIALS	1,424	1,424	1,424	0	1,424	0	0.00%
01-180-5196-510	HEALTH BD - STIPEND ELECTED OFFICIALS	872	872	872	0	872	0	0.00%
		148,790	155,937	160,171	0	167,326	4,234	2.72%
PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-180-5200-003	MAINT CONTRACTS/REPAIRS	0	0	0	0	0	0	0.00%
01-180-5200-004	CONSULTANTS/PROF SERVICES	70,000	70,000	70,000	33,000	65,754	-4,246	-6.07%
01-180-5200-007	ADVERTISING	900	900	900	0	900	0	0.00%
01-180-5200-009	PRINTING	600	500	500	0	500	0	0.00%
01-180-5400-001	OFFICE SUPPLIES	2,400	2,500	2,500	0	2,500	0	0.00%
01-180-5400-002	BOOKS/PERIODICALS	500	500	500	0	500	0	0.00%
01-180-5400-006	PARTS/MATERIALS	0	0	0	0	0	0	0.00%
01-180-5700-001	MILEAGE/LICENSES	1,150	1,150	1,150	0	1,150	0	0.00%
01-180-5700-002	DUES/MEMBERSHIPS	1,300	1,300	1,300	0	1,300	0	0.00%
01-180-5700-003	TRAINING/SEMINARS/MEETINGS	2,000	2,000	2,000	0	2,000	0	0.00%
		78,850	78,850	78,850	33,000	74,604	-4,246	-5.38%
DEPARTMENTAL TOTAL		227,640	234,787	239,021	33,000	241,930	7,143	3.04%



192 TOWN-OWNED BLDG MAINT

Summary of Changes

Budget increase reflects the addition of the remodeled Library utilities outside of the Library budget to reduce state-mandated expenditures on materials

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-192-5200-002	ELECTRIC	0	0	9,181	0	9,181	9,181	0.00%
01-192-5400-003	HEATING FUEL	0	0	21,100	0	21,100	21,100	0.00%
01-192-5200-003	EXPENSES	15,250	8,000	8,000	0	8,000	0	0.00%
		15,250	8,000	38,281	0	38,281	30,281	378.51%
DEPARTMENTAL TOTAL		15,250	8,000	38,281	0	38,281	30,281	378.51%



197 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

No Change

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-197-5200-002	ELECTRIC	13,000	13,000	13,000	0	13,000	0	0.00%
01-197-5200-003	MAINT CONTRACTS/REPAIRS	19,650	28,254	28,254	0	28,254	0	0.00%
01-197-5200-006	WATER/SEWER	800	950	950	0	950	0	0.00%
01-197-5400-003	HEATING FUEL	16,400	16,400	16,400	0	16,400	0	0.00%
01-197-5400-005	TOOLS/SMALL EQUIP	300	300	300	0	300	0	0.00%
01-197-5400-006	PARTS/MATERIALS	1,750	1,750	1,750	0	1,750	0	0.00%
01-197-5400-007	MAINTENANCE SUPPLIES	3,000	3,000	3,000	0	3,000	0	0.00%
01-197-5700-007	BANDSTAND	255	255	255	0	255	0	0.00%
TOTAL		55,155	63,909	63,909	0	63,909	0	0.00%
DEPARTMENTAL TOTAL		55,155	63,909	63,909	0	63,909	0	0.00%

**198 TOWN HALL TELEPHONES**

This budget covers the telephone expenses of the Town Hall.

Summary of Changes

No Change

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-198-5200-001	TELEPHONES	6,400	6,400	6,400	0	6,400	0	0.00%
TOTAL		6,400	6,400	6,400	0	6,400	0	0.00%
DEPARTMENTAL TOTAL		6,400	6,400	6,400	0	6,400	0	0.00%

199 OTHER - GENERAL GOVERNMENT

This budget covers the general expenses shared by all departments

Summary of Changes

Budget increase reflects the an increase in the Honeywell measures and values contract on the energy upgrade borrowing, as well as increeases for postage and paper.

PERSONNEL			FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE	
01-199-5100-000	WAGES-CUSTODIANS		39,232	0	0	0	0	0.00%	
EXPENSES				FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE	
01-199-5200-004	CONSULTANTS/PROF SERVICES		8,583	18,000	21,188	0	21,188	3,188	17.71%
01-199-5200-008	POSTAGE		23,150	23,150	19,534	3,600	23,134	-16	-0.07%
01-199-5200-009	PRINTING		1,000	1,000	1,000	200	1,200	200	20.00%
01-199-5400-001	OFFICE SUPPLIES		1,800	1,800	1,500	1,000	2,500	700	38.89%
01-199-5400-005	LEASE EQUIPMENT		5,405	5,405	6,133	0	6,133	728	13.47%
01-199-5700-001	MILEAGE		0	0	0	0	0	0	0.00%
TOTAL			39,938	49,355	49,355	4,800	54,155	4,800	9.73%
DEPARTMENTAL TOTAL			79,170	49,355	49,355	4,800	54,155	4,800	9.73%

**210 POLICE DEPT****Mission**

"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 fire of crime within our community. Dutiful in maintaining order, protecting life and property along with improving the quality of life within the Leicester community.

Vision

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

Summary of Changes

Budget level funded; no significant changes aside of full year implementation of the Class/Comp plan for non-union employees and union contract increases

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-210-5100-000	WAGES-POLICE	1,223,200	1,383,045	1,383,045	0	1,376,750	-6,295	-0.46%
01-210-5130-000	WAGES-OVERTIME	100,000	26,206	26,206	113,000	43,708	17,502	66.79%
01-210-5104-000	WAGES-OTHER	131,700	145,507	145,507	18,735	158,678	13,171	9.05%
01-210-5101-000	SALARY-POLICE CHIEF	138,462	146,894	146,894	0	123,455	-23,439	-15.96%
TOTAL		1,593,362	1,701,652	1,701,652	131,735	1,702,591	939	0.06%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-210-5200-001	TELEPHONES	9,000	13,020	13,020	0	13,020	0	0.00%
01-210-5200-002	ELECTRIC	21,000	21,000	21,000	0	21,000	0	0.00%
01-210-5200-003	MAINT CONTRACTS/REPAIRS	22,000	24,400	24,400	0	24,400	0	0.00%
01-210-5200-004	CONSULTANTS/PROF SERVICES	38,000	16,000	16,000	0	16,000	0	0.00%
01-210-5200-006	WATER/SEWER	1,350	1,500	1,500	0	1,500	0	0.00%
01-210-5200-009	PRINTING	2,000	1,500	1,500	0	1,500	0	0.00%
01-210-5400-001	OFFICE SUPPLIES	6,000	6,000	6,000	0	6,000	0	0.00%
01-210-5400-002	BOOKS/PERIODICALS	1,500	0	0	0	0	0	0.00%
01-210-5400-003	HEATING FUEL	8,000	8,000	8,000	0	8,000	0	0.00%
01-210-5400-005	TOOLS/SMALL EQUIP	17,000	12,000	12,000	0	12,000	0	0.00%
01-210-5400-006	PARTS/MATERIALS	13,000	10,000	10,000	0	10,000	0	0.00%
01-210-5400-007	MAINTENANCE SUPPLIES	7,000	7,000	7,000	0	7,000	0	0.00%
01-210-5700-002	DUES/MEMBERSHIPS	2,500	1,500	1,500	0	1,500	0	0.00%
01-210-5700-003	TRAINING/SEMINARS/MEETINGS	11,000	4,000	4,000	0	4,000	0	0.00%
01-210-5700-004	CLOTHING ALLOWANCE	31,775	35,725	35,725	0	35,725	0	0.00%
01-210-5700-005	RECOGNITIONS/AWARDS	500	0	0	0	0	0	0.00%
01-210-5700-006	EMPLOYEE BENEFITS	96,440	100,560	100,560	0	100,560	0	0.00%
TOTAL		288,065	262,205	262,205	0	262,205	0	0.00%
DEPARTMENTAL TOTAL		1,881,427	1,963,857	1,963,857	131,735	1,964,796	939	0.05%



220 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

Budget level funded

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-220-5100-000	SALARY/WAGES-FIRE DEPARTMENT	158,563	158,557	158,557	0	158,557	0	0.00%
01-220-5101-000	SALARY-FIRE CHIEF	11,730	11,730	11,730	0	11,730	0	0.00%
TOTAL		170,293	170,287	170,287	0	170,287	0	0.00%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-220-5200-001	TELEPHONES	3,800	3,800	3,800	0	3,800	0	0.00%
01-220-5200-002	ELECTRIC	19,800	19,800	19,800	0	19,800	0	0.00%
01-220-5200-003	MAINT CONTRACTS/REPAIRS	38,000	38,000	38,000	0	38,000	0	0.00%
01-220-5200-004	CONSULTANTS/PROF SERVICES	1,800	1,800	1,800	3,600	1,800	0	0.00%
01-220-5200-006	WATER/SEWER	5,000	5,000	5,000	0	5,000	0	0.00%
01-220-5400-001	OFFICE SUPPLIES	1,000	1,000	1,000	0	1,000	0	0.00%
01-220-5400-002	BOOKS/PERIODICALS	1,000	1,000	1,000	0	1,000	0	0.00%
01-220-5400-003	HEATING FUEL	34,620	34,620	34,620	0	34,620	0	0.00%
01-220-5400-005	TOOLS/SMALL EQUIP	16,000	16,000	16,000	0	16,000	0	0.00%
01-220-5400-006	PARTS/MATERIALS	2,000	2,000	2,000	0	2,000	0	0.00%
01-220-5400-007	BUILDING MAINT SUPPLIES	1,500	1,500	1,500	0	1,500	0	0.00%
01-220-5700-002	DUES/MEMBERSHIPS	2,500	2,500	2,500	0	2,500	0	0.00%
01-220-5700-003	TRAINING/SEMINARS/MEETINGS	2,500	2,500	2,500	0	2,500	0	0.00%
01-220-5800-001	EQUIPMENT \$500	5,500	5,500	5,500	0	5,500	0	0.00%
TOTAL		135,020	135,020	135,020	3,600	135,020	0	0.00%
DEPARTMENTAL TOTAL		305,313	305,307	305,307	3,600	305,307	0	0.00%



231 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

Level service budget

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-231-5100-000	WAGES/STIPENDS-AMBULANCE DEPT	348,000	351,568	351,568	0	352,738	1,170	0.33%
TOTAL		348,000	351,568	351,568	0	352,738	1,170	0.33%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-231-5200-001	TELEPHONES	1,500	1,500	1,500	0	1,500	0	0.00%
01-231-5200-002	ELECTRIC	7,500	7,500	7,500	0	7,500	0	0.00%
01-231-5200-003	MAINT CONTRACTS/REPAIRS	12,500	24,500	24,500	0	23,284	-1,216	-4.96%
01-231-5200-004	CONSULTANTS/PROF SERVICES	13,900	13,900	13,900	0	13,900	0	0.00%
01-231-5400-001	OFFICE SUPPLIES	1,000	1,000	1,000	0	1,000	0	0.00%
01-231-5400-002	BOOKS/PERIODICALS	150	150	150	0	150	0	0.00%
01-220-5400-003	HEATING FUEL	8,300	8,300	8,300	0	8,300	0	0.00%
01-231-5400-005	TOOLS/SMALL EQUIP	4,000	4,000	4,000	0	4,000	0	0.00%
01-231-5400-006	PARTS/MATERIALS	16,000	16,000	16,000	0	16,000	0	0.00%
01-231-5400-007	MAINTENANCE SUPPLIES	500	500	500	0	500	0	0.00%
01-231-5700-001	MILEAGE/LICENSES	7,500	7,500	7,500	0	7,500	0	0.00%
01-231-5700-002	DUES/MEMBERSHIPS	2,000	2,000	2,000	0	2,000	0	0.00%
01-231-5700-003	TRAINING/SEMINARS/MEETINGS	2,000	2,000	2,000	0	2,000	0	0.00%
TOTAL		76,850	88,850	88,850	0	87,634	-1,216	-1.37%
DEPARTMENTAL TOTAL		424,850	440,418	440,418	0	440,372	-46	-0.01%



290 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

No change

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-290-5101-000	SALARY-EMERGENCY MGMT DIR	3,813	3,813	3,813	0	3,813	0	0.00%
TOTAL		3,813	3,813	3,813	0	3,813	0	0.00%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-290-5200-004	CONSULTANTS/PROF SERVICES	500	500	500	0	500	0	0.00%
01-290-5400-001	OFFICE SUPPLIES	500	500	500	0	500	0	0.00%
TOTAL		1,000	1,000	1,000	0	1,000	0	0.00%
DEPARTMENTAL TOTAL		4,813	4,813	4,813	0	4,813	0	0.00%



241 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

Level service budget

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-241-5100-000	WAGES-CODE	0	1,500	1,500	0	1,500	0	0.00%
01-241-5101-000	SALARY-BUILDING INSPECTOR	57,589	58,741	58,741	0	53,552	-5,189	-8.83%
TOTAL		57,589	60,241	60,241	0	55,052	-5,189	-8.61%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-241-5200-001	TELEPHONES	600	600	600	0	600	0	0.00%
01-241-5200-004	CONSULTANTS/PROF SERVICES	1,200	1,200	1,200	0	1,200	0	0.00%
01-241-5400-001	OFFICE SUPPLIES	1,000	1,000	1,000	0	1,000	0	0.00%
01-241-5400-005	TOOLS/SMALL EQUIPMENT	546	546	546	0	546	0	0.00%
01-241-5700-001	MILEAGE/LICENSES	6,000	4,960	4,960	0	4,960	0	0.00%
01-241-5700-003	TRAINING/SEMINARS/MEETINGS	332	332	332	0	332	0	0.00%
TOTAL		9,678	8,638	8,638	0	8,638	0	0.00%
DEPARTMENTAL TOTAL		67,267	68,879	68,879	0	63,690	-5,189	-7.53%

**292 ANIMAL CONTROL****Mission**

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

Vision

To work with residents to provide safe, effective, and HuOur mission is to provide responsive, efficient animal control services, to provide a high quality of animal care, and to promote responsible pet ownership.

Summary of Changes**Level service budget**

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-292-5100-000	WAGES-ANIMAL CONTROL	0	0	0	0	0	0	0.00%
01-292-5101-000	SALARY-ANIMAL CONTROL OFFICER	24,179	24,602	24,602	0	25,094	492	2.00%
TOTAL		24,179	24,602	24,602	0	25,094	492	2.00%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-292-5200-003	MAINT CONTR/REPAIRS	500	500	500	0	500	0	0.00%
01-292-5200-004	CONSULTANTS /PROF SERVICES	5,000	5,000	5,000	0	4,508	-492	-9.84%
01-292-5200-009	PRINTING	0	0	0	0	0	0	0.00%
01-292-5400-001	OFFICE SUPPLIES	1,400	1,400	1,400	0	1,400	0	0.00%
01-292-5400-005	TOOLS/SMALL EQUIPMENT	100	100	100	0	100	0	0.00%
01-292-5400-007	ANIMAL DISPOSAL SUPPLIES	675	675	675	0	675	0	0.00%
01-292-5700-002	DUES/MEMBERSHIPS	100	100	100	0	100	0	0.00%
01-292-5700-003	TRAINING/SEMINARS/MEETINGS	300	300	300	0	300	0	0.00%
01-292-5700-004	CLOTHING ALLOWANCE	325	325	325	0	325	0	0.00%
01-292-5800-001	EQUIPMENT. \$500 ea.	550	550	550	0	550	0	0.00%
TOTAL		8,950	8,950	8,950	0	8,458	-492	-5.50%
DEPARTMENTAL TOTAL		33,129	33,552	33,552	0	33,552	0	0.00%



296 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

No Change

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-296-5100-000	SALARY-INSECT PEST CONTROL	1,920	0	0	0	0	0	100.00%
TOTAL		1,920	0	0	0	0	0	100.00%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-296-5200-004	CONSULTANTS/PROF SERVICES	6,850	6,850	6,850	0	6,850	0	0.00%
01-296-5400-005	TOOLS/SMALL EQUIP	1,000	1,000	1,000	0	1,000	0	0.00%
TOTAL		7,850	7,850	7,850	0	7,850	0	0.00%
DEPARTMENTAL TOTAL		9,770	7,850	7,850	0	7,850	0	0.00%

Town of Leicester - Fiscal Year 2020 Budget



300 SCHOOL DEPARTMENT		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
DEPARTMENTAL TOTAL	ALL SCHOOLS	16,264,094	16,667,839	16,750,385	150,000	\$ 16,881,790	213,951	1.28%



420 HIGHWAY DEPT

Mission

The Leicester Highway Department provides professional public works and public safety services to manage the infrastructure, parks and fields 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, as well as to maintain clean town parks and fields

Summary of Changes

No significant changes aside of full year implementation of the Class/Comp plan for non-union employees

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-420-5100-000	WAGES-HIGHWAY	362,100	413,152	419,447	0	434,332	21,180	5.13%
01-420-5101-000	SALARY-HIGHWAY SUPERINTENDENT	75,003	80,580	80,580	0	82,683	2,103	2.61%
01-420-5130-000	SALARY/WAGES-OVERTIME	2,000	2,000	2,000	0	2,000	0	0.00%
TOTAL		439,103	495,732	502,027	0	519,015	23,283	4.70%

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-420-5200-001	TELEPHONES	700	700	700	0	700	0	0.00%
01-420-5200-002	ELECTRIC	6,650	5,800	5,800	0	4,800	-1,000	-17.24%
01-420-5200-003	MAINT CONTRACTS/REPAIRS	1,000	1,000	1,000	0	800	-200	-20.00%
01-420-5200-004	CONSULTANTS/PROF SERVICES	57,000	55,000	55,000	0	50,000	-5,000	-9.09%
01-420-5200-006	WATER/SEWER	1,235	1,085	1,085	0	660	-425	-39.17%
01-420-5200-007	ADVERTISING	500	500	500	0	500	0	0.00%
01-420-5200-008	POSTAGE COSTS	100	100	100	0	100	0	0.00%
01-420-5200-009	PRINTING	0	0	0	0	0	0	0.00%
01-420-5400-001	OFFICE SUPPLIES	800	800	800	0	725	-75	-9.38%
01-420-5400-003	HEATING FUEL	5,572	4,410	4,410	0	3,410	-1,000	-22.68%
01-420-5400-004	GASOLINE	108,500	101,500	101,500	0	96,500	-5,000	-4.93%
01-420-5400-006	PARTS/MATERIALS	65,000	64,615	64,615	0	63,865	-750	-1.16%
01-420-5700-001	MILEAGE/LICENSES	900	1,940	1,940	0	1,940	0	0.00%
01-420-5700-002	DUES/MEMBERSHIPS	200	200	200	0	200	0	0.00%
01-420-5700-003	TRAINING/SEMINARS/MEETINGS	500	500	500	0	500	0	0.00%
01-420-5700-004	CLOTHING ALLOWANCE	4,300	4,785	4,785	0	4,200	-585	-12.23%
01-420-5700-007	OTHER-GAS TAXES	5,000	4,615	4,615	0	3,765	-850	-18.42%
TOTAL		257,957	247,550	247,550	0	232,665	-14,885	-6.01%
DEPARTMENTAL TOTAL		697,060	743,282	749,577	0	751,680	8,398	1.13%



423 SNOW & ICE

Mission

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.

Vision

The Highway Department will strive to keep town roads clean and passable at all times during the winter storm season.

Summary of Changes

No Change

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-423-5130-000	WAGES OVERTIME-SNOW & ICE	25,000	25,000	25,000	0	25,000	0	0.00%
TOTAL		25,000	25,000	25,000	0	25,000	0	0.00%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-423-5200-004	CONSULTANTS/PROF SERVICES	8,000	8,000	8,000	0	8,000	0	0.00%
01-423-5400-006	PARTS/MATERIALS	88,000	88,000	88,000	0	88,000	0	0.00%
TOTAL		96,000	96,000	96,000	0	96,000	0	0.00%
DEPARTMENTAL TOTAL		121,000	121,000	121,000	0	121,000	0	0.00%



424 STREET LIGHTS

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

Summary of Changes

Budget reduced due to LED light conversion; budget will bear watching

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-424-5200-002	ELECTRIC	70,000	75,000	75,000	0	50,335	-24,665	-32.89%
TOTAL		70,000	75,000	75,000	0	50,335	-24,665	-32.89%
DEPARTMENTAL TOTAL		70,000	75,000	75,000	0	50,335	-24,665	-32.89%



541 COUNCIL ON AGING

Mission

The mission of the Leicester Council on Aging is to support and advocate for older adults and their families by providing programs, services, and resources that promote independent living and quality of life.

Vision

To provide services and assistance to the Senior community

Summary of Changes

No significant changes aside of full year implementation of the Class/Comp plan for non-union employees

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-541-5100-000	WAGES-COA	20,588	25,999	35,996	0	35,477	9,478	36.46%
01-541-5101-000	SALARY-COA DIRECTOR	32,685	36,979	44,258	0	41,658	4,679	12.65%
TOTAL		53,273	62,977	80,253	0	77,135	14,158	22.48%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-541-5200-001	TELEPHONES	1,500	1,500	1,500	0	1,500	0	0.00%
01-541-5200-002	ELECTRIC	6,900	6,900	6,900	0	6,900	0	0.00%
01-541-5200-003	MAINT CONTRACTS/REPAIRS	6,870	6,870	6,870	0	6,870	0	0.00%
01-541-5200-004	CONSULTANTS/PROF SERVICES	400	400	400	0	400	0	0.00%
01-541-5200-006	WATER/SEWER	1,000	1,500	1,500	0	1,500	0	0.00%
01-541-5400-001	OFFICE SUPPLIES	500	500	500	0	500	0	0.00%
01-541-5400-003	HEATING FUEL	8,500	8,500	8,500	0	8,500	0	0.00%
01-541-5400-007	MAINTENANCE SUPPLIES	4,250	4,000	4,000	0	4,000	0	0.00%
01-541-5700-001	MILEAGE/LICENSES	300	300	300	0	300	0	0.00%
01-541-5700-002	DUES/MEMBERSHIP	425	425	425	0	425	0	0.00%
01-541-5700-003	TRAINING/SEMINARS/MEETINGS	500	250	250	0	250	0	0.00%
TOTAL		31,145	31,145	31,145	0	31,145	0	0.00%
DEPARTMENTAL TOTAL		84,418	94,122	111,398	0	108,280	14,158	15.04%



543 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 leveled funded. This line item is influenced by macro economic conditions. The budget will have to be monitored throughout the year for variances

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-543-5100-000	SALARY-VETERANS SERVICES	6,500	6,630	6,630	0	6,630	0	0.00%
TOTAL		6,500	6,630	6,630	0	6,630	0	0.00%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-543-5400-001	OFFICE SUPPLIES	125	300	300	0	300	0	0.00%
01-543-5700-001	MILEAGE/LICENSES	200	250	250	0	250	0	0.00%
01-543-5700-002	DUES/MEMBERSHIPS	100	100	100	0	100	0	0.00%
01-543-5700-003	TRAINING/SEMINARS/MEETINGS	200	200	200	0	200	0	0.00%
01-543-5700-007	OTHER-VETERANS BENEFITS	90,000	85,000	85,000	0	85,000	0	0.00%
01-543-5800-001	EQUIPMENT 500+	800	500	500	0	500	0	0.00%
TOTAL		91,425	86,350	86,350	0	86,350	0	0.00%
DEPARTMENTAL TOTAL		97,925	92,980	92,980	0	92,980	0	0.00%



545 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

No Changes

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-545-5100-000	SALARY-VETS GRAVES REG	400	400	400	0	400	0	0.00%
TOTAL		400	400	400	0	400	0	0.00%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-545-5400-006	PARTS/MATERIALS	2,000	2,000	2,000	0	2,000	0	0.00%
TOTAL		2,000	2,000	2,000	0	2,000	0	0.00%
DEPARTMENTAL TOTAL		2,400	2,400	2,400	0	2,400	0	0.00%



610 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

Salary increases reflect the increased staffing necessary at the renovated/expanded library. Increases in utilities, office and maintenance supplies are anticipated as well. To be eligible for State Aid, the book budget needs to be at 16% of the Library's municipal budget. Some saved grant money will cover this, so while the total difference is 12,100, there is \$6,000 in the supplemental budget line. Actual CWMARS dues are \$12,000 per year. In the past, the difference has been paid through grant funding. There are sumes remaining, but not enough to fund the difference indefinitely. Director's contract calls for 3-5% annual raises. \$3% is \$72,337.92. This budget does not include lines that will be necessary in the renovated building, such as yearly building maintenance items (Filters, yearly service calls, etc), landscaping, increased cleaning/janitorial service, dumpster or trash removal. It also assumes a revolving fund will pay for the copier lease

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-610-5100-000	WAGES-LIBRARY	83,000	92,300	105,257	0	111,130	18,830	20.40%
01-610-5101-000	SALARY-LIBRARY DIRECTOR	60,000	63,400	72,000	338	73,074	9,674	15.26%
TOTAL		143,000	155,700	177,257	338	184,204	28,504	18.31%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-610-5200-001	TELEPHONES	500	525	525	25	525	0	0.00%
01-610-5200-002	ELECTRIC	2,800	9,181	0	0	0	-9,181	-100.00%
01-610-5200-004	CONSULTANTS/PROF. SVCS	0	0	0	0	0	0	0.00%
01-610-5200-006	WATER/SEWER	800	1,000	1,000	500	1,000	0	0.00%
01-610-5400-001	OFFICE SUPPLIES	2,000	1,800	1,800	200	1,800	0	0.00%
01-610-5400-002	BOOKS/PERIODICALS/VIDEO	25,000	21,500	21,500	6,000	21,500	0	0.00%
01-610-5400-003	HEATING FUEL	8,000	7,000	0	0	0	-7,000	-100.00%
01-610-5400-007	MAINTENANCE SUPPLIES	900	1,100	1,100	900	1,100	0	0.00%
01-610-5700-002	DUES/MEMBERSHIPS	6,000	6,500	6,500	3,000	6,500	0	0.00%
TOTAL		46,000	48,606	32,425	10,625	32,425	-16,181	-33.29%
DEPARTMENTAL TOTAL		189,000	204,306	209,682	10,963	216,629	12,323	6.03%



630 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

No Changes

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
WAGES		0	0	0	0	0	0	0.00%
TOTAL		0	0	0	0	0	0	0.00%
EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-630-5200-002	ELECTRIC	1,250	1,250	1,250	0	1,250	0	0.00%
01-630-5200-004	CONSULTANTS/PROF SERVICES	1,200	1,200	1,200	0	1,200	0	0.00%
01-630-5200-006	PARTS/MATERIALS	0	0	0	0	0	0	0.00%
01-630-5400-007	MAINTENANCE SUPPLIES	4,000	4,000	4,000	0	4,000	0	0.00%
TOTAL		6,450	6,450	6,450	0	6,450	0	0.00%
DEPARTMENTAL TOTAL		6,450	6,450	6,450	0	6,450	0	0.00%



691 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

No Changes

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-691-5200-004	CONSULTANTS/PROF SERVICES	800	800	800	0	800	0	0.00%
01-691-5400-001	OFFICE SUPPLIES	150	150	150	0	150	0	0.00%
01-691-5700-002	DUES/MEMBERSHIP	0	0	0	0	0	0	0.00%
01-691-5700-003	TRAINING/SEMINARS/MEETINGS	0	0	0	0	0	0	0.00%
TOTAL		950	950	950	0	950	0	0.00%
DEPARTMENTAL TOTAL		950	950	950	0	950	0	0.00%



692 MEMORIAL DAY COMM

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

Summary of Changes

No Changes

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-692-5200-004	CONSULTANT/PROFESSIONAL SERVICES	2550	2550	2550	0	2550	0	0.00%
01-692-5400-006	PARTS/MATERIALS	450	450	450	0	450	0	0.00%
TOTAL		3,000	3,000	3,000	0	3,000	0	0.00%
DEPARTMENTAL TOTAL		3,000	3,000	3,000	0	3,000	0	0.00%

**710 MATURING DEBT PRINCIPAL**

01-710-5900-011

0

0.0%

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

Summary of Changes

Reflects addition of Library debt (1.9 Million), Hillcrest house debt (100K), and Highway equipment debt (\$910k)

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-710-5900-020	WATER POLL ABATE-LOAN 1	9,953	9,953	9,953	0	9,953	0	0.00%
01-710-5900-021	POLICE LAND PURCHASE-PRINCIPAL	20,000	19,722	19,437	0	19,437	-285	-1.45%
01-710-5900-022	RTE 9 WATER PROJECT-PRINCIPAL	100,000	95,000	95,000	0	95,000	0	0.00%
01-710-5900-023	POLICE STATION-PRINCIPAL	175,000	172,569	165,212	0	165,212	-7,357	-4.26%
01-710-5900-024	RTE 9 PUMP STATION-PRINCIPAL	10,000	9,861	9,719	0	9,719	-142	-1.44%
01-710-5900-025	HILLCREST CC PURCHASE-PRINCIPAL	160,000	152,847	150,634	0	150,634	-2,213	-1.45%
01-710-5900-027	WATER POLL ABATE-LOAN 2	3,380	3,380	3,380	0	3,380	0	0.00%
01-710-5900-028	SCHOOL BLDG RENOV-PRINCIPAL	0	0	0	0	0	0	0.00%
01-710-5900-029	06 ROOF REPLACEMENTS-PRINCIPAL	40,000	35,000	35,000	0	35,000	0	0.00%
01-710-5900-031	WATER POLL ABATE-LOAN 3	6,611	6,611	6,611	0	6,611	0	0.00%
01-710-5900-032	USDA SCH. ROOF & BOILER-PRINCIPAL	9,693	10,019	10,357	0	10,358	339	3.38%
01-710-5900-034	ENERGY INFRASTRUCTURE PROJECT	69,848	74,569	79,492	0	79,493	4,924	6.60%
01-710-5900-035	FIRE AND EMS HEADQUARTERS	315,000	140,000	145,000	0	145,000	5,000	3.57%
01-710-5900-036	FIRE AND EMS HEADQUARTERS	0	130,000	140,000	0	140,000	10,000	7.69%
01-710-5900-037	TOWN HALL ELEVATOR	0	25,000	25,000	0	25,000	0	0.00%
01-710-5900-038	TOWN HALL REMODELING	0	10,000	10,000	0	10,000	0	0.00%
01-710-5900-039	LIBRARY	0	0	0	0	65,000	65,000	n/a
01-710-5900-040	HILLCREST BUILDING	0	0	0	0	15,000	15,000	n/a
01-710-5900-041	HIGHWAY EQUIPMENT	0	0	0	0	155,000	155,000	n/a
TOTAL		919,485	894,532	904,795	0	1,139,797	245,265	27.42%
DEPARTMENTAL TOTAL		919,485	894,532	904,795	0	1,139,797	245,265	27.42%



751 MATURING DEBT INTEREST

Summary of Changes

Reflects addition of Library debt (1.9 Million), Hillcrest house debt (100K), and Highway equipment debt (\$910k)

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-751-5900-021	POLICE-LAND PURCHASE-INTEREST	2,050	1,453.58	867	0	867	-587	-40.35%
01-751-5900-022	RTE 9 WEST WATER PROJECT-INT	10,050	7,125.00	4,275	0	4,275	-2,850	-40.00%
01-751-5900-023	POLICE STATION-INTEREST	31,802	26,587.60	21,521	0	21,521	-5,067	-19.06%
01-751-5900-024	RTE 9 PUMP STATION-INTEREST	1,858	1,559.62	1,266	0	1,266	-294	-18.83%
01-751-5900-025	HILLCREST CC PURCHASE-INTEREST	28,867	24,174.20	19,622	0	19,622	-4,552	-18.83%
01-751-5900-028	SCHOOL BLDG RENOV-INTEREST	0	0.00	0	0	0	0	0.00%
01-751-5900-029	06 ROOF REPLACEMENTS-INTEREST	5,250	3,675.00	2,205	0	2,205	-1,470	-40.00%
01-751-5900-032	USDA SCH. ROOF & BOILER-INTEREST	12,525	12,197.02	11,859	0	11,859	-338	-2.77%
01-751-5900-034	ENERGY INFRASTRUCTURE PROJECT	59,384	57,438.26	55,362	0	55,362	-2,076	-3.61%
01-751-5900-035	FIRE AND EMS HEADQUARTERS	154,242	126,825.00	122,625	0	122,625	-4,200	-3.31%
01-710-5900-036	FIRE AND EMS HEADQUARTERS	0	52,700.00	47,500	0	47,500	-5,200	-9.87%
01-710-5900-037	TOWN HALL ELEVATOR	0	8,500.00	7,500	0	7,500	-1,000	-11.76%
01-710-5900-038	TOWN HALL REMODELING	0	3,400.00	3,000	0	3,000	-400	-11.76%
01-710-5900-039	LIBRARY	0	0	0	0	62,756	62,756	n/a
01-710-5900-040	HILLCREST BUILDING	0	0	0	0	4,579	4,579	n/a
01-710-5900-041	HIGHWAY EQUIPMENT	0	0	0	0	41,207	41,207	n/a
	TOTAL	306,027	325,635	297,602	0	406,144	80,509	24.72%
	DEPARTMENTAL TOTAL	306,027	325,635	297,602	0	406,144	80,509	24.72%



752 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

Reduction of temporary debt; BAN for library grant funds

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-752-5900-000	TEMPORARY LOAN INTEREST	18,933	94,647	64,000	0	33,255	-61,392	-64.86%
	TOTAL	18,933	94,647	64,000	0	33,255	-61,392	-64.86%
	DEPARTMENTAL TOTAL	18,933	94,647	64,000	0	33,255	-61,392	-64.86%

753 BOND ISSUE

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

Summary of Changes

Budget not funded

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-753-5900-000	BOND ISSUE COSTS	0	0	0	0	0	0	0.00%
	TOTAL	0	0	0	0	0	0	0.00%
	DEPARTMENTAL TOTAL	0	0	0	0	0	0	0.00%



911 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

Reflects change in annual assessment

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-911-5110-000	WORCESTER REGIONAL RETIREMENT	1,055,412	1,161,643	1,278,504	0	1,314,800	153,157	13.18%
	TOTAL	1,055,412	1,161,643	1,278,504	0	1,314,800	153,157	13.18%
	DEPARTMENTAL TOTAL	1,055,412	1,161,643	1,278,504	0	1,314,800	153,157	13.18%



912 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

Reflects modest forecast increase in policy charges

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-912-5700-009	WORKERS COMPENSATION	197,000	216,700	249,205	0	227,535	10,835	5.00%
	TOTAL	197,000	216,700	249,205	0	227,535	10,835	5.00%
	DEPARTMENTAL TOTAL	197,000	216,700	249,205	0	227,535	10,835	5.00%



913 UNEMPLOYMENT COMP

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

Summary of Changes

Budget level funded

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-913-5110-000	UNEMPLOYMENT COMPENSATION	64,000	64,000	64,000	0	139,000	75,000	117.19%
01-913-5	INTEREST	150	150	150	0	150	0	0.00%
01-913-5	CONSULTANTS/PROF SERVICES	2,360	2,500	2,500	0	2,500	0	0.00%
TOTAL		66,510	66,650	66,650	0	141,650	75,000	112.53%
DEPARTMENTAL TOTAL		66,510	66,650	66,650	0	141,650	75,000	112.53%



914 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

Slight increase based on a 0% health insurance premium change

PERSONNEL		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-914-5110-001	EMPLOYEE LIFE INSURANCE	15,795	16,500	16,500	0	17,000	500	3.03%
01-914-5110-002	EMPLOYEE HEALTH INSURANCE	2,361,156	2,500,713	2,675,763	0	2,502,350	1,637	0.07%
01-914-5110-003	EMPLOYEE MEDICARE	215,000	220,000	225,000	0	225,000	5,000	2.27%
01-914-5110-004	RETIREE LIFE INSURANCE	4,050	4,100	4,100	0	4,105	5	0.12%
01-914-5110-005	RETIREE HEALTH INSURANCE	456,160	501,776	501,776	0	516,829	15,053	3.00%
01-914-5110-006	HRA	0	23,000	23,000	0	23,000	0	0.00%
TOTAL		3,052,161	3,266,089	3,446,139	0	3,288,285	22,196	0.68%
DEPARTMENTAL TOTAL		3,052,161	3,266,089	3,446,139	0	3,288,285	22,196	0.68%



945 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

Budget reflects modest increase in Property/Casualty insurance policy

EXPENSES		FY18 BUDGET	FY19 BUDGET	FY 20 INITIAL	FY 20 SUPPLEMENTAL	FY 20 TOWN ADMINISTRATOR	\$ CHANGE	% CHANGE
01-945-5700-009	LIABILITY INS	146,200	100,586	110,645	0	110,645	10,059	10.00%
	TOTAL	146,200	100,586	110,645	0	110,645	10,059	10.00%
	DEPARTMENTAL TOTAL	146,200	100,586	110,645	0	110,645	10,059	10.00%
	INTER-GOVERNMENTAL	5,761,728	6,126,482	6,417,540	0	6,662,110	535,628	8.74%
	OPERATING ACTUAL TOTAL	27,435,843	28,521,258	28,952,376	365,083	29,343,868	822,610	3.00%