



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

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# SECTION I

## Budget Overview



## Budget Message (Updated)

This is a new format for the budget book. This new format, which still is a work in progress was given to the Town as part of a community compact grant that was awarded in 2016. The goal of the expanded format is to present the budget in such a way that enhances transparency.

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

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

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

The School budget shows an increase of \$188,619 or 1.1%, which is a reduction of 94,102 from the original increase of \$282,721. \$100,000 is being transferred from the School budget to the Highway budget, which reflects a transfer of duties regarding athletic field maintenance and winter snow removal. If that amount was not transferred from the School budget, the budget increase based on sharing of revenues would be \$288,619 or 1.70%. The \$100,000 that is not being recieved in revenues is an expense that is no longer within the school budget.

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

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

## Budget Calendar

### Budget Calendar

<b>October</b>	<b>Date</b>
Fall Special Town Meeting	22
<b>December</b>	
Town Administrator distributes operating budget forms to departments.	19
<b>January</b>	
Capital budgets reviewed by CIPC.	8
Departmental budget review meetings with Town Administrator begin.	15
Town Administrator and CIPC capital review sessions end.	22
Final capital budget voted by CIPC.	30
Departmental budget review meetings with Town Administrator end.	30
<b>February</b>	
BOS/FAB operating budget and Capital Budget workshop.	8
Town Administrator presents Operating and Capital Budget to BOS.	24
<b>March</b>	
Departmental budget reviews with Finance Advisory Board begin.	2
<b>April - May</b>	
Departmental budget reviews with Finance Advisory Board end.	
<b>June</b>	
Annual Town Meeting vote on budget.	2

## Personnel Summary

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

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

### Public Safety

Police	24.00	22.00	23.00	23.00	23.00
Fire	65.00	66.00	67.00	66.00	66.00
Ambulance	41.00	42.00	40.00	37.00	37.00
Animal Control	1.00	1.00	1.00	1.00	1.00
<b>Public Safety Employees</b>	<b>131.00</b>	<b>131.00</b>	<b>131.00</b>	<b>127.00</b>	<b>127.00</b>

### Land Use and Community Development

Development and Inspectional Services	11.00	11.00	12.00	12.00	12.00
Code Department	1.00	1.00	1.00	1.00	1.00
<b>Land Use Employees</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>

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

#### **Human Services**

Council on Aging	5.00	5.00	5.00	5.00	5.00
Veterans' Services	1.00	1.00	1.00	1.00	1.00
Veterans' Graves	0.00	0.00	0.00	0.00	0.00
<b>Total Human Services Employees</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

#### **Parks and Recreation**

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

#### **Education**

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

#### **General Government**

Board of Selectmen	8.00	8.00	8.00	8.00	8.00
Town Accountant	2.00	2.00	2.00	2.00	2.00
Assessors	5.00	5.00	5.00	5.00	5.00
Treasurer/Collector	3.00	3.00	3.00	3.00	3.00
Human Resources	0.00	0.00	0.00	0.00	0.00
Town Clerk	2.00	2.00	2.00	2.00	2.00
Elections/Registrars	0.00	0.00	0.00	0.00	0.00
Other General Government	1.00	0.00	0.00	0.00	0.00
<b>Total General Government Employees</b>	<b>21.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>

<b>Total Employees</b>	<b>442.26</b>	<b>426.26</b>	<b>421.60</b>	<b>430.10</b>	<b>430.10</b>
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**Note:** Town Administrator's recommended budget lower than School Committee request; which will likely affect employee count

## Overview of Revenues and Expenditures

### General Fund

Revenues	FY2018 Appropriation	FY2019 Appropriation	FY2020 Appropriation	FY2021 Town Admin. Budget	Dollar Change	Percent Change
Property Tax Levy	\$ 14,876,614	\$ 15,526,242	\$ 16,481,794	\$ 16,949,140	\$ 467,346	2.84%
State Aid	12,214,573	12,206,251	12,225,747	12,225,747	-	0.00%
Local Receipts	2,312,682	2,608,657	2,677,657	2,578,158	(99,499)	-3.72%
Free Cash	25,250	186,300	229,167	205,308	(23,859)	-10.41%
Available Funds	415,018	505,018	395,018	381,183	(13,835)	-3.50%
<b>General Fund Revenues Total</b>	<b>\$ 29,844,137</b>	<b>\$ 31,032,468</b>	<b>\$ 32,009,383</b>	<b>\$ 32,339,536</b>	<b>\$ 330,153</b>	<b>1.03%</b>

### Expenditures

Municipal Departments	\$ 5,410,021	\$ 5,726,936	\$ 6,000,135	\$ 6,249,409	\$ 249,274	4.2%
Education	16,264,094	16,667,839	16,985,780	17,174,399	188,619	1.1%
Inter-governmental	5,761,728	6,126,482	6,672,111	6,573,697	(98,414)	-1.5%
Vocational School Tuition	1,078,000	1,078,000	1,078,000	1,078,000	-	0.0%
Town Meeting articles	2,991	39,365	78,142	3,300	(74,842)	-95.8%
State Assessments & Offset Receipts	1,323,189	1,389,066	1,189,748	1,260,731	70,983	0.0%
<b>General Fund Expenditures Total</b>	<b>\$ 29,840,023</b>	<b>\$ 31,027,688</b>	<b>\$ 32,003,916</b>	<b>\$ 32,339,536</b>	<b>\$ 335,620</b>	<b>1.05%</b>

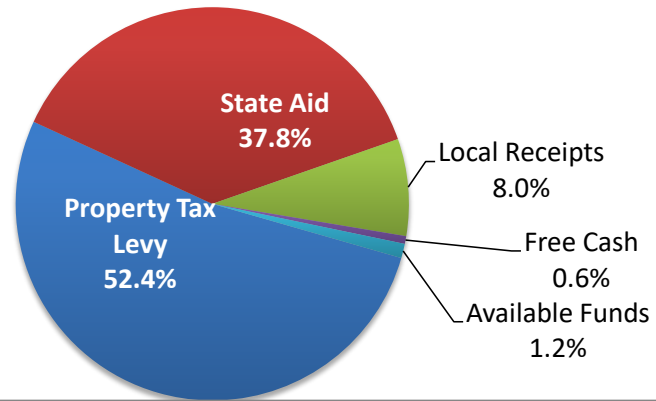
<b>General Fund Surplus/(Deficit)</b>	<b>\$ 4,114</b>	<b>\$ 4,780</b>	<b>\$ 5,467</b>	<b>\$ 0</b>
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<b>Town Gross Budget Increase</b>					<b>\$ 249,274</b>	<b>4.15%</b>
Less: Winter Maintenance transfer					(100,000)	
Less: Economic Development position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

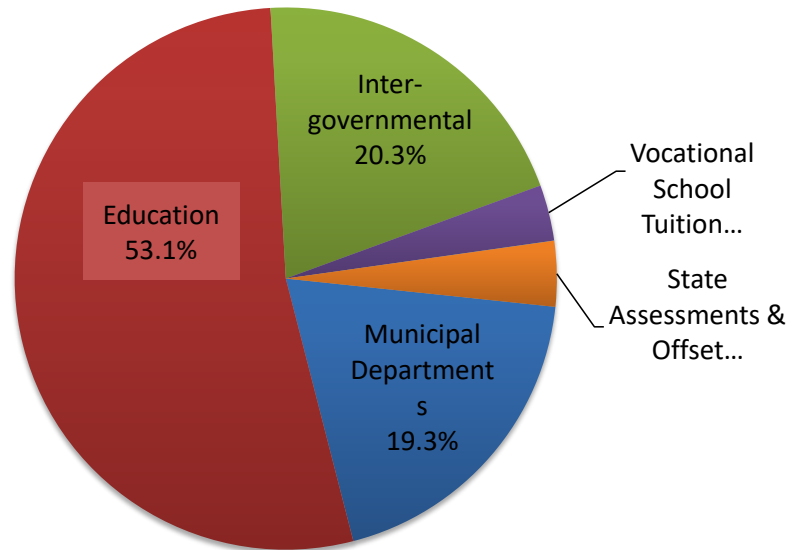
<b>School Gross Budget Increase</b>					<b>188,619</b>	<b>1.11%</b>
Add: Winter Maintenance transfer					100,000	
Other					0	
<b>Total</b>					<b>\$ 288,619</b>	<b>1.70%</b>



## Revenues



## Expenditures



## Appropriation Summary

### General Government

		FY 2018 Budget		FY 2019 Budget		FY 2020 Appropriation		FY 2021 Request		FY 2021 TA Budget		Dollar Change		Percent Change
<b>111 - Legal</b>														
Expenses	\$	59,000	\$	209,000	\$	209,000	\$	209,000	\$	209,000	\$	-		0.00%
Total	\$	59,000	\$	209,000	\$	209,000	\$	209,000	\$	209,000	\$	-		0.00%
<b>114 - Moderator</b>														
Personnel	\$	81	\$	81	\$	81	\$	81	\$	81	\$	-		0.00%
Expenses	\$	70	\$	70	\$	70	\$	70	\$	70	\$	-		0.00%
Total	\$	151	\$	151	\$	151	\$	151	\$	151	\$	-		0.00%
<b>122 - Select Board</b>														
Personnel	\$	206,978	\$	195,381	\$	234,729	\$	218,112	\$	218,122	\$	(16,607)		-7.07%
Expenses	\$	42,250	\$	44,399	\$	40,799	\$	40,799	\$	40,799	\$	-		0.00%
Total	\$	249,228	\$	239,780	\$	275,528	\$	258,911	\$	258,921	\$	(16,607)		-6.03%
<b>130 - Reserve Fund</b>														
Expenses	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	-		0.00%
Total	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	-		0.00%
<b>131 - Advisory Board</b>														
Expenses	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	-		0.00%
Total	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	-		0.00%
<b>135 - Town Accountant</b>														
Personnel	\$	87,380	\$	90,578	\$	94,036	\$	115,044	\$	115,044	\$	21,008		22.34%
Expenses	\$	27,575	\$	27,575	\$	28,575	\$	28,575	\$	28,575	\$	-		0.00%
Total	\$	114,955	\$	118,153	\$	122,611	\$	143,619	\$	143,619	\$	21,008		17.13%
<b>141 - Assessors</b>														
Assessors Personnel	\$	105,896	\$	109,724	\$	114,505	\$	116,671	\$	116,671	\$	2,166		1.89%
Assessors Expenses	\$	7,240	\$	7,240	\$	7,240	\$	7,240	\$	7,240	\$	-		0.00%
Total	\$	113,136	\$	116,964	\$	121,745	\$	123,911	\$	123,911	\$	2,166		1.78%
<b>145 - Treasurer/Collector</b>														
Personnel	\$	136,719	\$	142,072	\$	139,820	\$	146,288	\$	146,288	\$	6,468		4.63%
Expenses	\$	23,795	\$	23,795	\$	23,795	\$	20,123	\$	20,123	\$	(3,672)		-15.43%
Total	\$	160,514	\$	165,867	\$	163,615	\$	166,411	\$	166,411	\$	2,796		1.71%
<b>147 - Tax Title</b>														
Expenses	\$	16,000	\$	16,000	\$	16,000	\$	16,000	\$	-	\$	(16,000)		-100.00%
Total	\$	16,000	\$	16,000	\$	16,000	\$	16,000	\$	-	\$	(16,000)		-100.00%
<b>152 - Personnel Board</b>														
Expenses	\$	250	\$	250	\$	250	\$	250	\$	250	\$	-		0.00%
Total	\$	250	\$	250	\$	250	\$	250	\$	250	\$	-		0.00%
<b>155 - IT</b>														
Expenses	\$	141,620	\$	138,560	\$	155,560	\$	155,560	\$	162,060	\$	6,500		4.18%
Total	\$	141,620	\$	138,560	\$	155,560	\$	155,560	\$	162,060	\$	6,500		4.18%

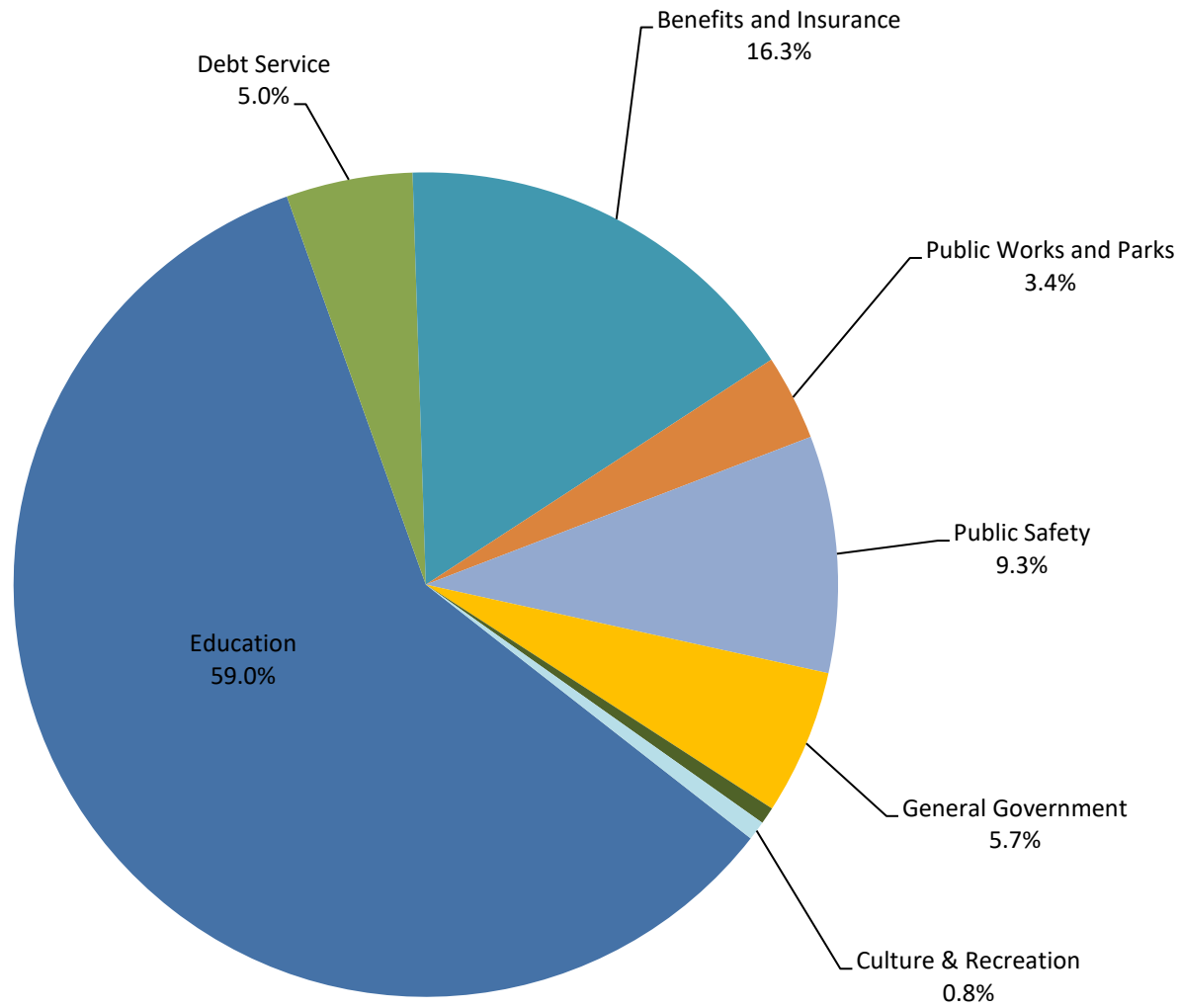
		FY 2018 Budget		FY 2019 Budget		FY 2020 Appropriation		FY 2021 Request		FY 2021 TA Budget		Dollar Change		Percent Change
<b>161 - Town Clerk</b>														
Personnel	\$	96,305	\$	101,024	\$	106,846	\$	108,862	\$	108,862	\$	2,016		1.89%
Expenses	\$	3,650	\$	3,645	\$	3,645	\$	3,766	\$	3,766	\$	121		3.32%
Total	\$	99,955	\$	104,669	\$	110,491	\$	112,628	\$	112,628	\$	2,137		1.93%
<b>162 - Elections/Registrars</b>														
Personnel	\$	10,000	\$	22,000	\$	22,000	\$	26,000	\$	26,000	\$	4,000		18.18%
Expense	\$	11,500	\$	13,600	\$	13,100	\$	14,500	\$	14,500	\$	1,400		10.69%
Total	\$	21,500	\$	35,600	\$	35,100	\$	40,500	\$	40,500	\$	5,400		10.69%
<b>180 - Development and Inspectional Services</b>														
Personnel	\$	148,790	\$	155,937	\$	167,326	\$	218,728	\$	218,728	\$	51,402		30.72%
Expenses	\$	78,850	\$	78,850	\$	74,604	\$	81,850	\$	74,604	\$	-		0.00%
Total	\$	227,640	\$	234,787	\$	241,930	\$	300,578	\$	293,332	\$	51,402		21.25%
<b>192 - Town Owned Buildings Maintenance</b>														
Expense	\$	15,250	\$	8,000	\$	68,281	\$	68,281	\$	68,281	\$	-		0.00%
Total	\$	15,250	\$	8,000	\$	68,281	\$	68,281	\$	68,281	\$	-		0.00%
<b>197 - Town Hall Building Maintenance</b>														
Expenses	\$	55,155	\$	63,909	\$	63,909	\$	63,909	\$	63,909	\$	-		0.00%
Total	\$	55,155	\$	63,909	\$	63,909	\$	63,909	\$	63,909	\$	-		0.00%
<b>198 - Town Hall Telephones</b>														
Expense	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	-		0.00%
Total	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	-		0.00%
<b>199 - Other General Government</b>														
Salaries	\$	39,232	\$	-	\$	-	\$	-	\$	-	\$	-		0.00%
Expenses	\$	39,938	\$	49,355	\$	54,155	\$	56,451	\$	66,451	\$	12,296		22.71%
Total	\$	79,170	\$	49,355	\$	54,155	\$	56,451	\$	66,451	\$	12,296		22.71%
<b>General Government Total</b>														
	\$	1,411,249	\$	1,558,770	\$	1,696,050	\$	1,773,885	\$	1,767,149	\$	71,099		4.19%
<b>Public Safety</b>														
<b>210 - Police</b>														
Personnel	\$	1,593,362	\$	1,701,652	\$	1,772,591	\$	1,759,055	\$	1,757,734	\$	(14,857)		-0.84%
Expenses	\$	288,065	\$	262,205	\$	262,205	\$	275,741	\$	275,741	\$	13,536		5.16%
Total	\$	1,881,427	\$	1,963,857	\$	2,034,796	\$	2,034,796	\$	2,033,475	\$	(1,321)		-0.06%
<b>220 - Fire</b>														
Personnel	\$	170,293	\$	170,287	\$	170,287	\$	170,287	\$	176,778	\$	6,491		3.81%
Expenses	\$	135,020	\$	135,020	\$	135,020	\$	138,620	\$	138,620	\$	3,600		2.67%
Total	\$	305,313	\$	305,307	\$	305,307	\$	308,907	\$	315,398	\$	10,091		3.31%

	FY 2018 Budget	FY 2019 Budget	FY 2020 Appropriation	FY 2021 Request	FY 2021 TA Budget	Dollar Change	Percent Change
<b>231 - Ambulance</b>							
Personnel	\$ 348,000	\$ 351,568	\$ 352,738	\$ 358,489	\$ 358,489	\$ 5,751	1.63%
Expenses	\$ 76,850	\$ 88,850	\$ 87,634	\$ 87,634	\$ 87,634	\$ -	0.00%
Total	\$ 424,850	\$ 440,418	\$ 440,372	\$ 446,123	\$ 446,123	\$ 5,751	1.31%
<b>232 - Emergency Management</b>							
Emergency Management Personnel	\$ 3,813	\$ 3,813	\$ 3,813	\$ -	\$ -	\$ (3,813)	-100.00%
Emergency Management Expenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Total	\$ 4,813	\$ 4,813	\$ 4,813	\$ 1,000	\$ 1,000	\$ (3,813)	-79.22%
<b>241 - Code</b>							
Salaries	\$ 57,589	\$ 60,241	\$ 55,052	\$ 53,045	\$ 53,045	\$ (2,007)	-3.65%
Expense	\$ 9,678	\$ 8,638	\$ 8,638	\$ 8,638	\$ 9,038	\$ 400	4.63%
Total	\$ 67,267	\$ 68,879	\$ 63,690	\$ 61,683	\$ 62,083	\$ (1,607)	-2.52%
<b>292 - Animal Control</b>							
Personnel	\$ 24,179	\$ 24,602	\$ 25,094	\$ 25,476	\$ 25,476	\$ 382	1.52%
Expenses	\$ 8,950	\$ 8,950	\$ 8,458	\$ 8,458	\$ 8,458	\$ -	0.00%
Total	\$ 33,129	\$ 33,552	\$ 33,552	\$ 33,934	\$ 33,934	\$ 382	1.14%
<b>296 - Insect Pest Control</b>							
Insect Pest Control Personnel	\$ 1,920	\$ -	\$ -	\$ -	\$ -	\$ -	
Insect Pest Control Expenses	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
Total	\$ 9,770	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
<b>Public Safety Total</b>	<b>\$ 2,726,569</b>	<b>\$ 2,824,676</b>	<b>\$ 2,890,379</b>	<b>\$ 2,894,293</b>	<b>\$ 2,899,864</b>	<b>\$ 9,484</b>	<b>0.33%</b>
<b>Education</b>							
300 - Leicester Public Schools	\$ 16,264,094	\$ 16,667,839	\$ 16,985,780	\$ 18,386,386	\$ 17,174,399	\$ 188,619	1.11%
<b>Education Total</b>	<b>\$ 16,264,094</b>	<b>\$ 16,667,839</b>	<b>\$ 16,985,780</b>	<b>\$ 18,386,386</b>	<b>\$ 17,174,399</b>	<b>\$ 188,619</b>	<b>1.11%</b>
<b>Public Works and Facilities</b>							
<b>420 - Highway Dept</b>							
Highway Dept Personnel	\$ 439,103	\$ 495,732	\$ 570,407	\$ 629,955	\$ 706,324	\$ 135,917	23.83%
Highway Dept Expenses	\$ 257,957	\$ 247,550	\$ 231,273	\$ 233,973	\$ 230,678	\$ (595)	-0.26%
Total	\$ 697,060	\$ 743,282	\$ 801,680	\$ 863,928	\$ 937,002	\$ 135,322	16.88%
<b>423 - Snow and Ice</b>							
Snow and Ice Personnel	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%
Snow and Ice Expenses	\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000	\$ 96,000	\$ -	0.00%
Total	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	0.00%
<b>424 - Street Lights</b>							
Street Lights Expenses	\$ 70,000	\$ 75,000	\$ 60,335	\$ 60,335	\$ 58,000	\$ (2,335)	-3.87%
<b>Public Works and Facilities Total</b>	<b>\$ 888,060</b>	<b>\$ 939,282</b>	<b>\$ 983,015</b>	<b>\$ 1,045,263</b>	<b>\$ 1,116,002</b>	<b>\$ 132,987</b>	<b>13.53%</b>

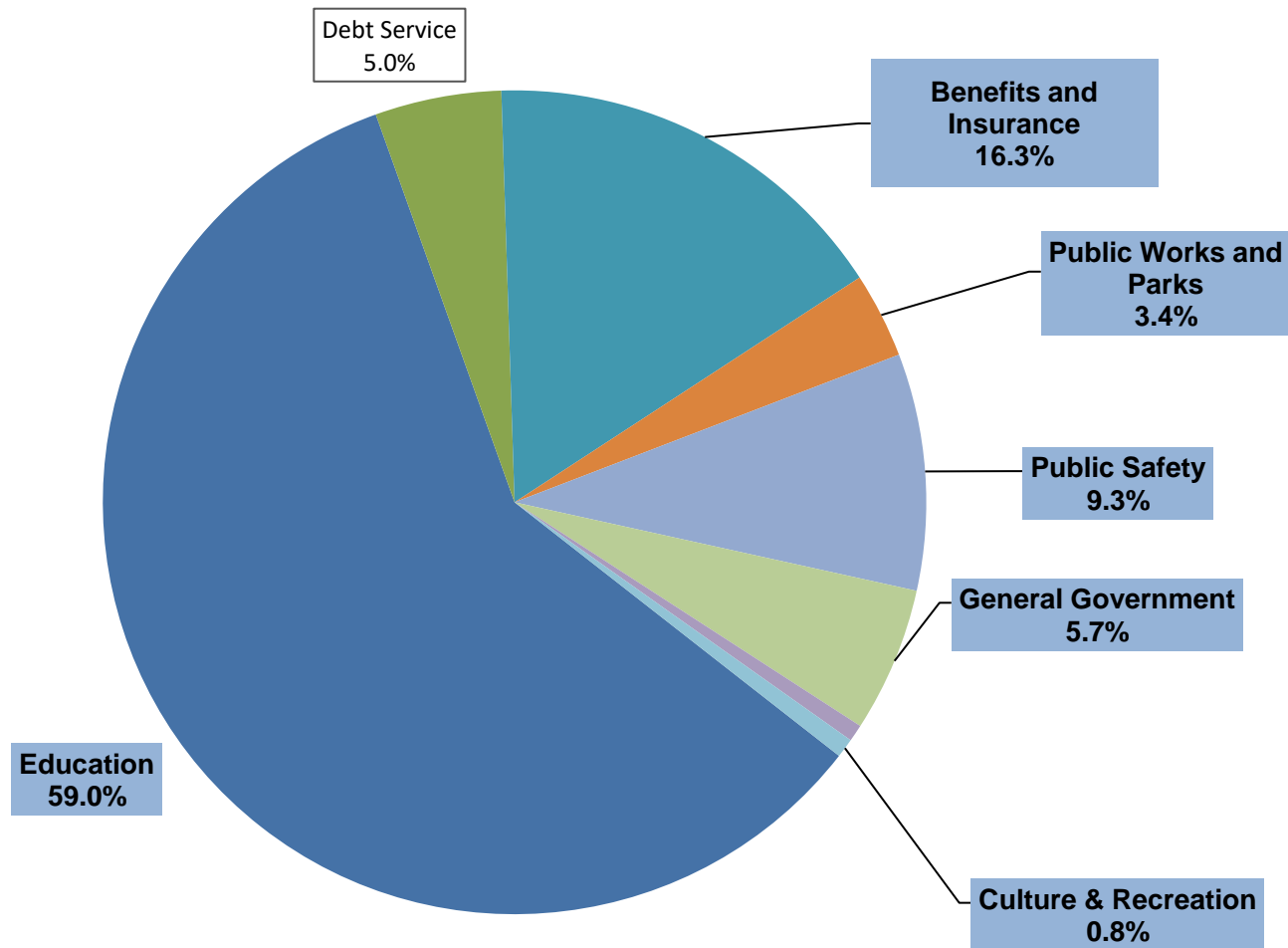
	FY 2018 Budget	FY 2019 Budget	FY 2020 Appropriation	FY 2021 Request	FY 2021 TA Budget	Dollar Change	Percent Change
<b>Human Services</b>							
<b>541 - Council on Aging</b>							
Council on Aging Personnel	\$ 53,273	\$ 62,977	\$ 77,135	\$ 70,468	\$ 70,468	\$ (6,667)	-8.64%
Council on Aging Expenses	\$ 31,145	\$ 31,145	\$ 31,145	\$ 31,258	\$ 31,078	\$ (67)	-0.22%
<b>Total</b>	<b>\$ 84,418</b>	<b>\$ 94,122</b>	<b>\$ 108,280</b>	<b>\$ 101,726</b>	<b>\$ 101,546</b>	<b>\$ (6,734)</b>	<b>-6.22%</b>
<b>543 - Veterans' Service Officer</b>							
Personnel	\$ 6,500	\$ 6,630	\$ 6,632	\$ 6,763	\$ 6,763	\$ 131	1.98%
Expenses	\$ 91,425	\$ 86,350	\$ 86,350	\$ 96,350	\$ 119,850	\$ 33,500	38.80%
<b>Total</b>	<b>\$ 97,925</b>	<b>\$ 92,980</b>	<b>\$ 92,982</b>	<b>\$ 103,113</b>	<b>\$ 126,613</b>	<b>\$ 33,631</b>	<b>36.17%</b>
<b>545 - Veterans' Graves Registration</b>							
Personnel	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	0.00%
Expenses	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
<b>Total</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Human Services Total</b>	<b>\$ 184,743</b>	<b>\$ 189,502</b>	<b>\$ 203,662</b>	<b>\$ 207,239</b>	<b>\$ 230,559</b>	<b>\$ 26,897</b>	<b>13.21%</b>
<b>Culture and Recreation</b>							
<b>610 - Library</b>							
Library Personnel	\$ 143,000	\$ 155,700	\$ 184,204	\$ 191,955	\$ 191,955	\$ 7,751	4.21%
Library Expenses	\$ 46,000	\$ 48,606	\$ 32,425	\$ 32,325	\$ 33,480	\$ 1,055	3.25%
<b>Total</b>	<b>\$ 189,000</b>	<b>\$ 204,306</b>	<b>\$ 216,629</b>	<b>\$ 224,280</b>	<b>\$ 225,435</b>	<b>\$ 8,806</b>	<b>4.07%</b>
<b>630 - Parks &amp; Recreation</b>							
Expenses	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
<b>Total</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ -</b>	<b>0.00%</b>
<b>691 - Historical Commission</b>							
Expenses	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	0.00%
<b>Total</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ -</b>	<b>0.00%</b>
<b>692 - Memorial Day Committee</b>					\$ -		
Expenses	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
<b>Total</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Culture and Recreation Total</b>	<b>\$ 199,400</b>	<b>\$ 214,706</b>	<b>\$ 227,029</b>	<b>\$ 234,680</b>	<b>\$ 235,835</b>	<b>\$ 8,806</b>	<b>3.88%</b>
<b>Intergovernmental</b>							
<b>Debt Service</b>							
710 - Maturing Debt Principal	\$ 919,485	\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,155,327	\$ 15,530	1.36%
751 - Maturing Debt Interest	\$ 306,027	\$ 325,635	\$ 406,144	\$ 369,949	\$ 369,949	\$ (36,195)	-8.91%
752 - Temporary Loan Interest	\$ 18,933	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ (12,590)	-37.86%
753 - Bond Issue	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ -	
<b>Total</b>	<b>\$ 1,244,445</b>	<b>\$ 1,314,814</b>	<b>\$ 1,579,196</b>	<b>\$ 1,547,041</b>	<b>\$ 1,547,041</b>	<b>\$ (32,155)</b>	<b>-2.04%</b>

	FY 2018 Budget	FY 2019 Budget	FY 2020 Appropriation	FY 2021 Request	FY 2021 TA Budget	Dollar Change	Percent Change
<b>Benefits and Insurance</b>							
911 - Retirement	\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 1,456,243	\$ 141,443	10.76%
912 -Workers' Compensation	\$ 197,000	\$ 216,700	\$ 187,498	\$ 206,248	\$ 206,248	\$ 18,750	10.00%
913 - Unemployment	\$ 66,510	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%
914 - Employee Benefits	\$ 3,052,161	\$ 3,266,089	\$ 3,288,284	\$ 3,040,374	\$ 3,045,765	\$ (242,519)	-7.38%
945 - Bonding and Insurance	\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 176,750	\$ 16,068	10.00%
<b>Benefits and Insurance Total</b>	<b>\$ 4,517,283</b>	<b>\$ 4,811,668</b>	<b>\$ 5,092,914</b>	<b>\$ 5,090,190</b>	<b>\$ 5,026,656</b>	<b>\$ (66,258)</b>	<b>-1.30%</b>
<b>Intergovernmental Total</b>							
	<b>\$ 5,761,728</b>	<b>\$ 6,126,482</b>	<b>\$ 6,672,111</b>	<b>\$ 6,637,231</b>	<b>\$ 6,573,697</b>	<b>\$ (98,413)</b>	<b>-1.48%</b>
<b>General Fund Grand Total</b>							
	<b>\$ 27,435,843</b>	<b>\$ 28,521,258</b>	<b>\$ 29,658,025</b>	<b>\$ 31,178,975</b>	<b>\$ 29,997,505</b>	<b>\$ 339,480</b>	<b>1.14%</b>
	\$ -	\$ -	\$ (0)	\$ 1,077,832	\$ 339,480		
<b>Additional Appropriations</b>							
Gross revenue	29,844,137.00	31,032,468.00	32,009,383.00	32,329,578.00	32,339,536.00	\$ 330,153	1.03%
Less: Vocational School	(1,078,000)	(1,078,000)	(1,078,000)	(1,078,000)	(1,078,000)	\$ -	0.00%
Less: Town Meeting Articles	(2,991)	(39,365)	(78,142)	(3,300)	(3,300)	\$ 74,842	-95.78%
Less: Tax Recap Items	(1,323,189)	(1,389,066)	(1,189,748)	(1,094,134)	(1,260,731)	\$ (70,983)	5.97%
Less: Excess Capacity	(4,113)	(4,779)	(5,468)	-	-	\$ 5,468	-100.00%
<b>Total</b>	<b>\$ 27,435,844</b>	<b>\$ 28,521,258</b>	<b>\$ 29,658,025</b>	<b>\$ 30,154,144</b>	<b>\$ 29,997,505</b>	<b>\$ 339,480</b>	<b>1.13%</b>
<b>Difference</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ (1,024,831)</b>	<b>\$ 0</b>	<b>\$ 0</b>	

## FY2020 Appropriations as Percent of Total



## FY2021 Proposed Budget as Percent of Total





## SECTION II

### Revenue



## Revenue Summary

### General Fund

Revenues	FY2018 Budget	FY2019 Budget	FY2020 Budget	FY2021 Projected	Dollar Change	Percent Change
Property Tax Levy	\$ 14,876,614	\$ 15,526,242	\$ 16,481,794	\$ 16,949,140	\$ 467,346	2.84%
State Aid Cherry Sheet	12,214,573	12,206,251	12,225,747	12,225,747	-	0.00%
Local Receipts	2,312,682	2,608,657	2,677,657	2,578,158	(99,499)	-3.72%
Free Cash	25,250	186,300	229,167	216,887	(12,280)	-5.36%
Available Funds	415,018	505,018	395,018	381,183	(13,835)	-3.50%
<b>General Fund Revenues</b>	<b>\$ 29,844,137</b>	<b>\$ 31,032,468</b>	<b>\$ 32,009,383</b>	<b>\$ 32,351,115</b>	<b>\$ 341,732</b>	<b>1.07%</b>

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

## Property Tax Levy

	<b>FY2018 Budget</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>	<b>FY2021 Projected</b>	<b>Dollar Change</b>	<b>Percent Change</b>
Prior Year Levy Limit	\$ 13,469,075	\$ 14,001,857	\$ 14,615,965	\$ 15,292,786	\$ 676,820	4.63%
Allowed 2.5% increase	336,727	350,046	365,399	382,320	16,921	4.63%
New Growth	196,055	264,062	311,421	125,000	(186,421)	-59.86%
Prop 2.5% Override	-	-	-	-	-	0.00%
Excluded Debt	874,757	910,277	1,189,009	1,149,035	(39,974)	-3.36%
<b>Tax Levy Total</b>	<b>\$ 14,876,614</b>	<b>\$ 15,526,242</b>	<b>\$ 16,481,794</b>	<b>\$ 16,949,140</b>	<b>\$ 467,347</b>	<b>2.84%</b>

*New growth expected to slow to \$125,000.  
Excluded debt dropping by \$39,974 or 3.36%.  
Revenue via taxation expected to grow by 2.84%.*

*For FY 2020, Leicester ranked 266 of 327 cities and towns reporting average tax bills to the Division of Local Services. The average single family home value is \$259,606. The FY 2020 tax bill for a home at that value is \$3,871.00.*

## State Aid

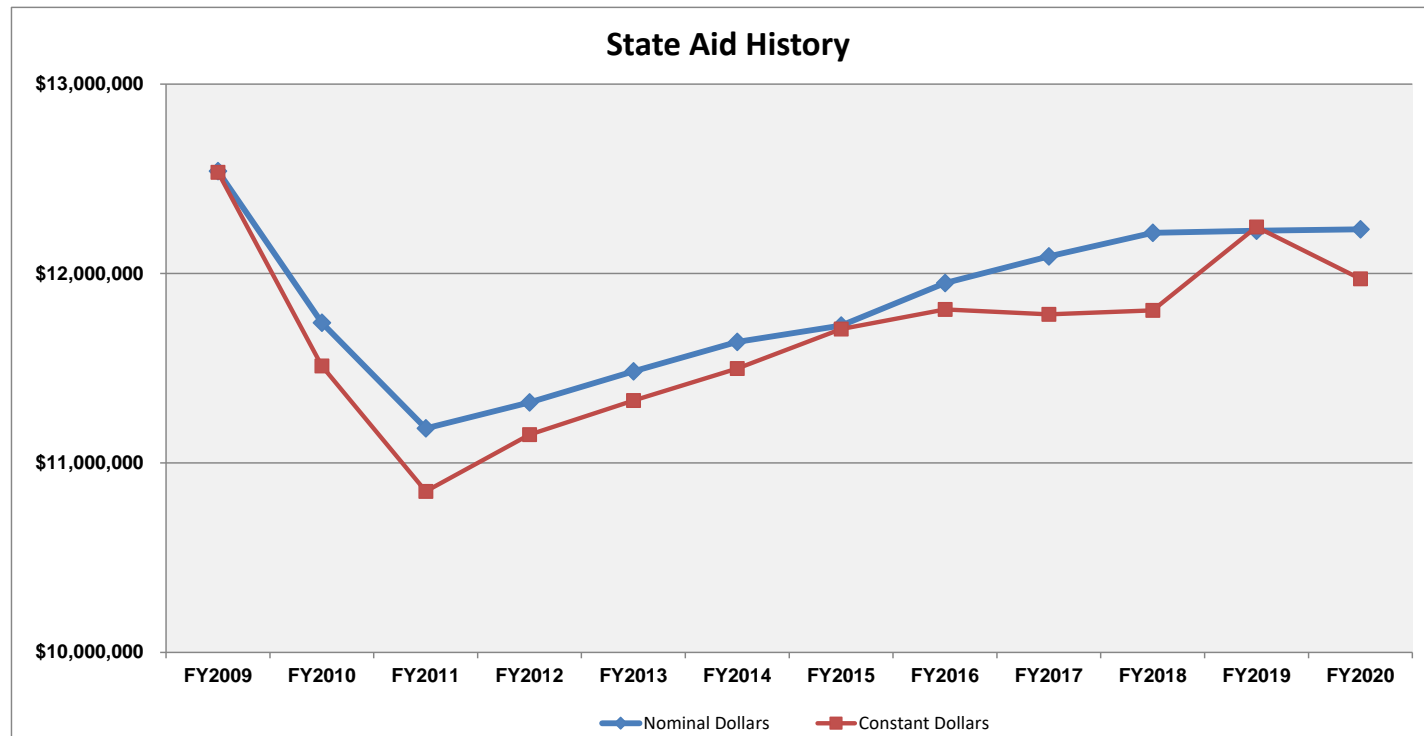
	<b>FY2018 Budget</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>	<b>FY2021 Projected*</b>	<b>Dollar Change</b>	<b>Percent Change</b>
Chapter 70	\$ 9,708,447	\$ 9,775,847	\$ 9,802,497	\$ 9,802,497	\$ -	0.00%
Charter Tuition Reimbursement	52,775	9,823	13,129	13,129	-	0.00%
School Lunch	-	-	-	-	-	-
School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

State aid is projected to rise by 153,474 or 1.25%. This includes new funding from the Student Opportunity Act, which is giving the Town a nominal amount of funding, but increasing performance benchmarks for the School system. State receipts peaked in 2009, and the Town has not managed to get back to that level in ten years.

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

## State Aid History

	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Nominal Dollars	\$12,541,060	\$11,740,787	\$ 11,182,644	\$11,319,577	\$11,483,871	\$11,639,075	\$11,725,932	\$11,950,425	\$12,090,907	\$12,214,573	\$12,226,251	\$12,233,747
Constant Dollars	\$12,534,818	\$11,512,575	\$ 10,850,269	\$11,149,206	\$11,329,363	\$11,498,578	\$11,706,876	\$11,810,946	\$11,784,651	\$11,805,633	\$12,246,295	\$11,972,056



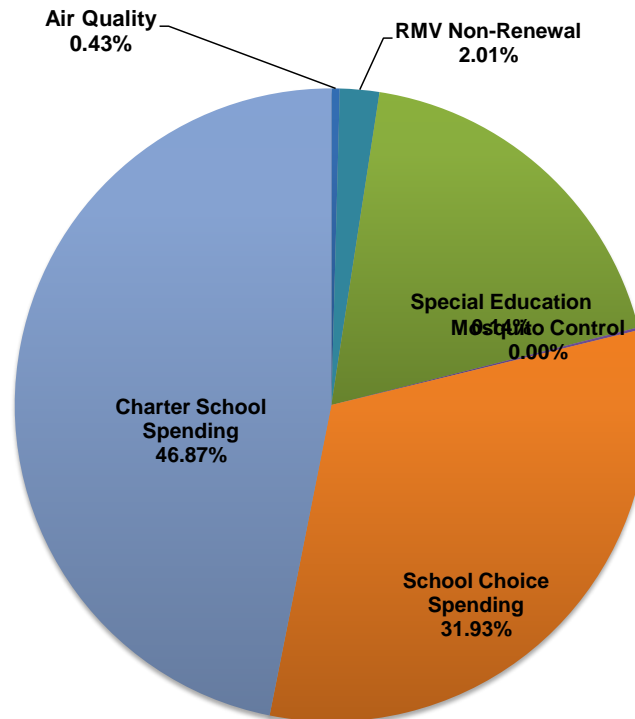
## State Assessments

	<b>FY2018 Budget</b>	<b>FY2019 Budget</b>	<b>FY2020 Budget</b>	<b>FY2021 Projected*</b>	<b>Dollar Change</b>	<b>Percent Change</b>
Air Quality	\$ 2,822	\$ 2,891	\$ 2,893	\$ 2,945	\$ 52	1.80%
RMV Non-Renewal	13,820	13,820	17,460	13,900	(3,560)	-20.39%
Regional Transit	104,932	107,086	116,774	128,919	12,145	10.40%
Special Education	8,246	-	-	951	951	0.00%
Mosquito Control	-	-	-	-	-	0.00%
School Choice Spending	291,441	264,204	244,691	221,042	(23,649)	-9.66%
Charter School Spending	211,589	152,179	177,628	324,462	146,834	82.66%
<b>State Assessments Total</b>	<b>\$ 632,850</b>	<b>\$ 540,180</b>	<b>\$ 559,446</b>	<b>\$ 692,219</b>	<b>\$ 132,773</b>	<b>23.73%</b>

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

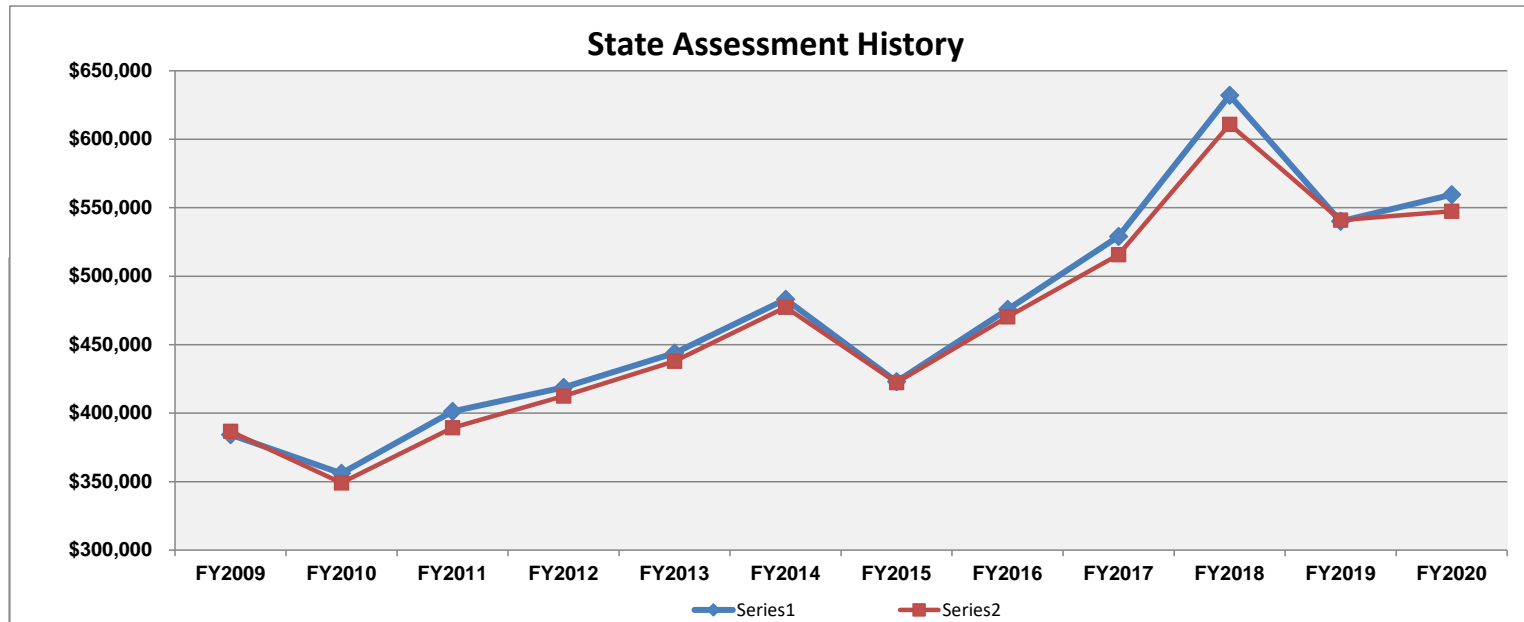
\* Figures do not constitute a projection on the part of DLS and are included here to demonstrate the spreadsheet's mechanics. Numbers are subject to change as part of the state budget process.

## State Aid



## State Aid History

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





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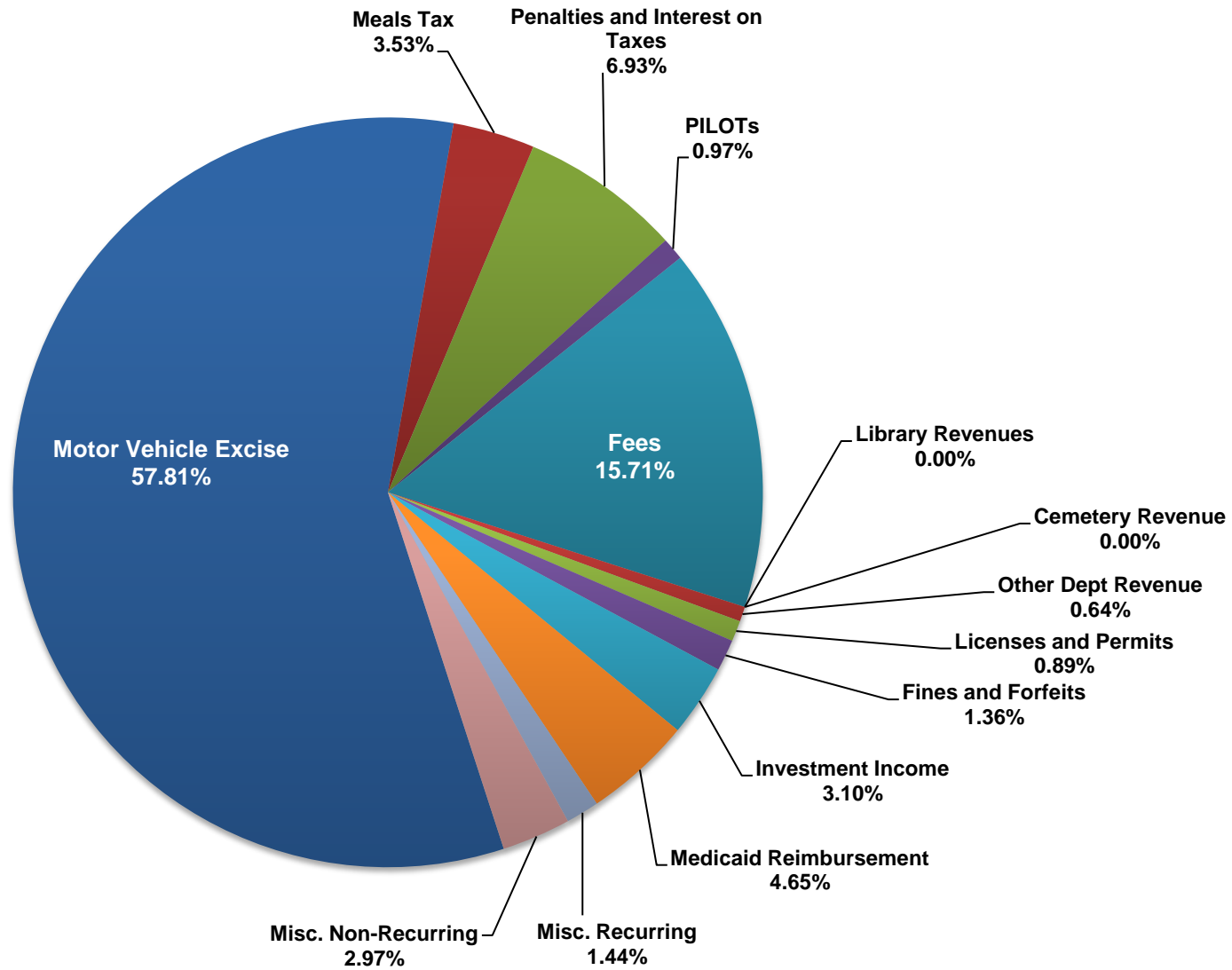
## Local Receipts

	FY2018 Estimate	FY2019 Estimate	FY2020 Estimate	FY2021 Projected	Dollar Change	Percent Change
Motor Vehicle Excise	\$ 1,343,000	\$ 1,475,000	\$ 1,500,000	\$ 1,490,412	\$ (9,588)	-0.64%
Meals Tax	90,000	95,000	106,000	91,000	(15,000)	-14.15%
Penalties and Interest on Taxes	165,000	165,000	195,000	178,738	(16,262)	-8.34%
PILOTs	45,000	45,000	25,000	25,000	-	0.00%
Fees	225,500	270,000	405,000	405,000	-	0.00%
Library Revenues	3,300	1,500	-	-	-	0.00%
Cemetery Revenue	-	-	-	-	-	0.00%
Other Dept Revenue	20,000	20,000	16,500	16,500	-	0.00%
Licenses and Permits	23,000	23,000	23,000	23,000	-	0.00%
Fines and Forfeits	51,382	45,000	35,000	35,000	-	0.00%
Investment Income	33,000	45,000	80,000	80,000	-	0.00%
Medicaid Reimbursement	133,500	160,000	120,000	120,000	-	0.00%
Misc. Recurring	29,000	29,000	37,000	37,000	-	0.00%
Misc. Non-Recurring	151,000	235,157	135,157	76,508	(58,649)	-43.39%
<b>Local Receipts Total</b>	<b>\$ 2,312,682</b>	<b>\$ 2,608,657</b>	<b>\$ 2,677,657</b>	<b>\$ 2,578,158</b>	<b>\$ (99,499)</b>	<b>-3.72%</b>

Level funded, with an expended drop in miscellaneous non-recurring funds. Please note that the bulk of the funding being released by host community agreements and sales tax revenue for marijuana establishments is not included in the operating budget revenues, as they cannot be guaranteed and will likely reduce over time. They will become part of Free Cash, and will be utilized for capital expenditures and funding stabilization and OPEB funds.

The data for Local Receipts feeds into the pie chart below.

## Local Receipts



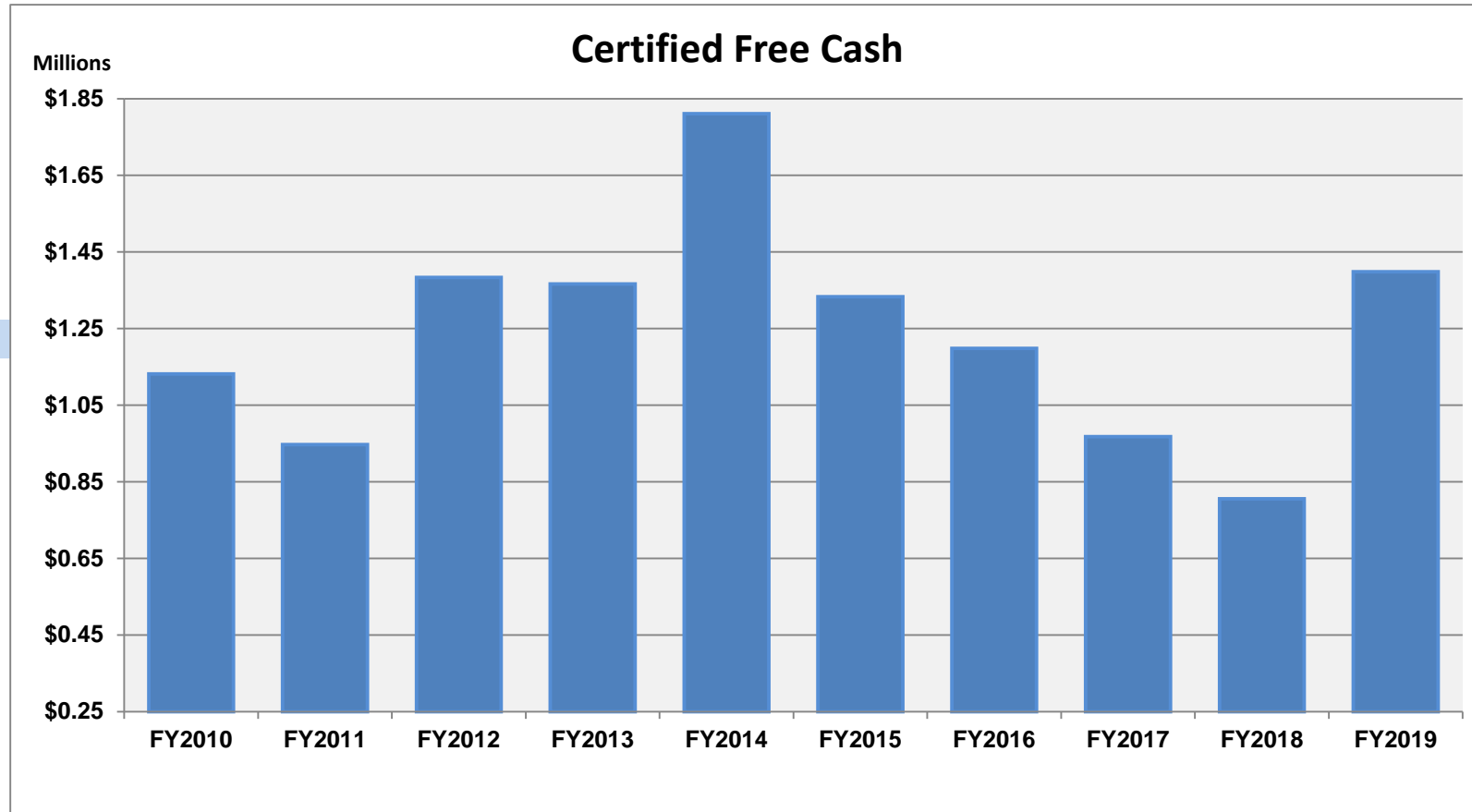
## Free Cash

Appropriation History	FY 2017 Actual FY16 FC	FY2018 Actual FY17 FC	FY2019 Actual FY18 FC	FY2020 Proposed FY19 FC	Dollar Change	Percent Change
10% Reserved per Policy	\$ 119,868	\$ 134,830	\$ 80,567	\$ 139,855	\$ 59,288	73.59%
Stabilization Fund Deposit	269,705	21,787	91,387	-	(91,387)	-100.00%
Budget	25,250	48,369	320,000	-	(320,000)	-100.00%
Capital Budget	430,528	437,534	130,118	209,781	79,663	61.22%
OPEB	35,000	35,000	35,000	35,000	-	0.00%
Snow and Ice	124,250	135,500	-	-	-	0.00%
Funds not Appropriated	45,426	-	-	872,623	872,623	0.00%
Reduce Tax Rate	-	-	-	-	-	0.00%
Other	148,660	155,280	148,598	141,291	(7,308)	-4.92%
<b>Appropriated Free Cash</b>	<b>\$ 1,198,687</b>	<b>\$ 968,300</b>	<b>\$ 805,670</b>	<b>\$ 1,398,550</b>	<b>\$ 592,880</b>	<b>73.59%</b>

Free cash is used for a number of purposes; capital planning, stabilization, snow and ice deficits, OPEB, and general fund budgeting. We are attempting to use less of it for operational expenses, but continue to be challenged by flat revenue, while budget pressures are mounting.

We use very little of the sales tax revenue and Host Community fees from marijuana cultivation and retail, which will continue to add to free cash going forward. These revenues will decline over time, as more facilities are built and the time periods for which Host Community Agreements can be in place end, so they cannot effectively be used as part of the operating budget.

FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
\$1,131,963	\$947,372	\$1,383,485	\$1,366,610	\$1,811,336	\$1,333,522	\$1,198,687	\$968,300	\$805,670	\$1,398,550



## Available Funds

	FY2018 Actual	FY2019 Actual	FY2020 Budget	FY2021 Projected	Dollar Change	Percent Change
Ambulance Receipts	\$ 371,192	\$ 371,192	\$ 371,192	\$ 371,192	\$ -	0.0%
Dog Fund	\$ -	\$ -	\$ -	\$ -	-	0.0%
Overlay Reserve/NOI	\$ 23,882	\$ 113,882	\$ 23,826	\$ 9,991	\$ (13,835)	0.0%
Miscellaneous	\$ 19,944	\$ 19,944	\$ -	\$ -	\$ -	0.0%
<b>Available Funds Total</b>	<b>\$ 415,018</b>	<b>\$ 505,018</b>	<b>\$ 395,018</b>	<b>\$ 381,183</b>	<b>\$ (13,835)</b>	<b>-3.50%</b>

## SECTION III

### Departmental Budgets





**Town of Leicester**  
**Town Administrator's Budget**  
**FY2021 - Part A - General Government**





**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**111- Legal**



**DEPARTMENT OF SERVICES**

The Town contracts with private firms for legal services. These services fall under three categories: general legal services, labor matters, and litigation. Our current firm, Perini and Associates, represent the Town in legal proceedings, provide advice and assistance on various legal matters for all departments, and assist in the preparation of legal documents. They also assist the Moderator with legal questions at Town Meeting.

**MISSION STATEMENT**

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

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

**FY2020 ACCOMPLISHMENTS**

Worked with the Town Administrator and Select Board on legal strategy to defend a 1.4 million dollar lawsuit by the general contractor on the fire station project, resulting in a settlement approved at the Fall Special Town Meeting.

# **FY2021 Budget Summary - Legal**

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

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

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

<b>Legal Total</b>	<b>\$ 59,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ -</b>	<b>0.00%</b>
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## Expenses Detail - Legal

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
	Account #	Budget	Budget	Approp.	Dept.	Dollar	Percent	TA	Dollar	Percent
					Request	Change	Change	Approved	Change	Change
Legal Services	01-111-5200-005	59,000	\$ 209,000	\$ 209,000	\$ 209,000	\$ -	0.0%	\$ 209,000	\$ -	0.0%
				\$ -	\$ -	\$ -			\$ -	
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				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 59,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ 209,000</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 209,000</b>	<b>\$ -</b>	<b>0.0%</b>
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
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				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**114 - Moderator**



**DESCRIPTION OF SERVICES**

The moderator is an elected official that serves a term of three years. The chief responsibility of the moderator is to manage and oversee the proceedings of Town Meetings.

**MISSION STATEMENT**

As members of the town meeting, voters have the right, if they so choose, to present opinions and to ask questions through the moderator in relation to the motion under discussion, and only to the motion under discussion. Voters have a right to be comfortable with the facts at hand in order to make an informed vote.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

To effectively moderate Town Meeting in a fair, impartial manner

**FY2020 ACCOMPLISHMENTS**

Held two successful Town Meetings



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

# **FY2021 Budget Summary - Moderator**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Moderator</b>	\$ 151	\$ 151	\$ 151	\$ 151	\$ 151	\$ -	0.00%
<b>Total</b>	\$ 151	\$ 151	\$ 151	\$ 151	\$ 151	\$ -	

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

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

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

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

MODERATOR

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2020				FISCAL YEAR 2021							Projected Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Stipend 1-Jul-19	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
Cherry, Jr.	Donald	01-114-5100-000		n/a	n/a	n/a	\$ 81			\$ -				\$ 81	\$ 81
							\$ -			\$ -					
							\$ -			\$ -					
Total Salaries							\$ 81			\$ -			\$ -	\$ 81	\$ 81

## Expenses Detail - Moderator

	Account #	FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Dues/Membership	01-114-5700-002	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00	\$ -	0.0%	\$ 70	\$ -	0.0%
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 70</b>	<b>\$ 70</b>	<b>\$ 70</b>	<b>\$ 70</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 70</b>	<b>\$ -</b>	<b>0.0%</b>
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

**122-Town Administrator/Select Board**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

- Continue to write successful grants for Town projects and programs
- Increase contributions to OPEB and General Stabilization accounts
- Continue to work on improving the Development & Inspectional Services permitting process
- Develop new 3-5 year Select Board goals
- Prepare a five-year outlook for financial stability including forecasted revenues and expenditures
- Consider modifying management structure and reorganizing personnel in the Town Administrator's office
- Complete town-wide LED streetlight conversion with Green Communities funding

**FY2020 ACCOMPLISHMENTS**

- Build a new, extensive budget format which will provide more detailed information regarding use of Town funds
- Grants awarded:
  - \$15,000 KaBOOM! Grant for a new playground at Towtaid Park
  - \$1,000,000 State Dam & Seawall Grant to replace Waite Pond Dam
  - \$30,000 State Grant to develop an Economic Development Plan for Leicester
  - \$200,000 State and Federal Grant for a Town-wide Water & Sewer Study
- Secured \$200,000 in State funds to reconstruct the west Town Hall parking lot and improve accessibility
- Continued work on the Leicester Middle School Feasibility Study
- Appointed new permanent Police Chief Ken Antanavica and Lieutenant Paul Doray
- Hired an Economic Development Coordinator to support local businesses and assist with grant writing
- Worked with the Towns of Spencer and Rutland to discuss regional services
- Installed LED streetlights on the major thoroughfares in Town using Green Communities grant funding
- Initiated contract negotiations with Police, Fire and Highway
- Initiated health insurance negotiations with the goal of better plan design for employees and lower deductibles/copays
- Continue working with the school department to provide in-house year round outdoor maintenance for the schools

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

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

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

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

Purchase of Services	\$ 40,700	\$ 42,599	\$ 38,999	\$ 38,899	\$ 38,899	\$ (100)	0%
Supplies	\$ 1,550	\$ 1,800	\$ 1,800	\$ 1,900	\$ 1,900	\$ 100	6%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 42,250</b>	<b>\$ 44,399</b>	<b>\$ 40,799</b>	<b>\$ 40,799</b>	<b>\$ 40,799</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Town Administrator/Select Board Total</b>	<b>\$ 249,228</b>	<b>\$ 239,780</b>	<b>\$ 275,528</b>	<b>\$ 258,911</b>	<b>\$ 258,921</b>	<b>\$ (16,607)</b>	<b>-6.03%</b>
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Compensation Detail

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

Town Administrator/Select Board

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Genereux	David	01-122-5101-000	TA	Contract	\$68.62	38	\$ 136,115	\$ 68.62	38	1986	2%	\$ 1.38	\$ 70.00		\$ 139,015	\$ 139,015
Forsberg	Kristen	01-122-5100-000	A to TA	NU III-3	\$23.74	38	\$ 47,091	\$ 23.74	38	1986	0%	\$ 0.01	\$ 27.99		\$ 55,589	\$ 55,599
Paquette	Marie	01-122-5100-000	Dept Asst	NU PT	\$15.92	19	\$ 15,789	\$ 15.92	19	993	2%	\$ 0.32	\$ 16.24		\$ 16,130	\$ 16,130
Milward*	Bryan	01-122-5100-000	EDC				\$ 29,167									
Contract Prof Exp		01-122-5190-000					\$ 3,600								\$ 3,600	\$ 3,600
Stipends		01-122-5196-000					\$ 3,778								\$ 3,778	\$ 3,778
Rounding							\$ (811)									\$ -
Total Salaries							\$ 234,729			4965				\$ -	\$ 218,112	\$ 218,122

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

\$ 71,719.00

# Expenses Detail - Town Administrator/Select Board

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maint Contract/Repairs	01-122-5200-003	\$ -	\$ 2,600	\$ 2,600	\$ 1,399	\$ (1,201)	-46%	\$ 1,399	\$ (1,201)	-46%
Consultant/Prof Services	01-122-5200-004	\$ 15,000	\$ 20,449	\$ 20,449	\$ 21,000	\$ 551	3%	\$ 21,000	\$ 551	3%
Advertising	01-122-5200-007	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
Printing	01-122-5200-009	\$ 150	\$ 300	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0%
Travel/Licenses	01-122-5700-001	\$ 3,500	\$ 7,250	\$ 7,250	\$ 7,500	\$ 250	3%	\$ 7,500	\$ 250	3%
Dues/Memberships	01-122-5700-002	\$ 3,050	\$ 2,900	\$ 2,900	\$ 3,200	\$ 300	10%	\$ 3,200	\$ 300	10%
Training/Seminars/Meetings	01-122-5700-003	\$ 4,000	\$ 2,700	\$ 2,700	\$ 2,700	\$ -	0%	\$ 2,700	\$ -	0%
Employee benefits	01-122-5700-006	\$ 5,000	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Contractual Prof/Expenses	01-122-5701-007	\$ 7,200	\$ 3,600	\$ -	\$ -	\$ -		\$ -	\$ -	
Equipment - \$500	01-122-5800-001	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 40,700</b>	<b>\$ 42,599</b>	<b>\$ 38,999</b>	<b>\$ 38,899</b>	<b>\$ (100)</b>	<b>0%</b>	<b>\$ 38,899</b>	<b>\$ (100)</b>	<b>0%</b>
Office Supplies	01-122-5400-001	\$ 1,250	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Books/Periodicals	01-122-5400-002	\$ 300	\$ 300	\$ 300	\$ 400	\$ 100	33%	\$ 400	\$ 100	33%
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
				\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 1,550</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>	<b>\$ 1,900</b>	<b>\$ 100</b>	<b>6%</b>	<b>\$ 1,900</b>	<b>\$ 100</b>	<b>6%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**130 - Reserve Fund**



**DESCRIPTION OF SERVICES****MISSION STATEMENT**

The Reserve Fund is a sum of money appropriated at Town Meeting at the discretion of the Finance Advisory Board in conjunction with the Select Board to cover extraordinary or unforeseen expenses that arise during the fiscal year. The creation and use of the Reserve Fund is specified in Chapter 40, Section 6 of Massachusetts General Laws.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

N/A

**FY2020 ACCOMPLISHMENTS**

N/A

# **FY2021 Budget Summary - Reserve Fund**

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

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

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

<b>Reserve Fund Total</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>0.00%</b>
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### Expense Detail - Reserve Fund

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
	Account #	Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Other Reserve Fund	01-130-5700-007	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0%	\$ 50,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0%	\$ 50,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **131 - Finance Advisory Board**





**DESCRIPTION OF SERVICES**

The Finance Advisory Board is a seven member body that is responsible for advising Town Meeting on all expenditures of the Town. The authority of the Board is found in Chapter 4 of the Town's General Bylaws.

**MISSION STATEMENT**

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

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

N/A

**FY2020 ACCOMPLISHMENTS**

N/A

# **FY2021 Budget Summary - Advisory Board**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Advisory Board</b>	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%
<b>Total</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ -</b>	
<b>Salaries</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Other</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Purchase of Services</b>	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ -	0%
<b>Supplies</b>	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0%
<b>Utilities</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Advisory Board Total</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ 1,325</b>	<b>\$ -</b>	<b>0.00%</b>

### Expense Detail - Advisory Board

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
	Account #	Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Dues/Memberships	01-131-5700-002	\$ 275.00	\$ 275.00	\$ 275.00	\$ 275.00	\$ -	0%	\$ 275.00	\$ -	0%
Training/Seminars/Meetings	01-131-5700-003	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ -	0%	\$ 800.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 1,075.00	\$ 1,075.00	\$ 1,075.00	\$ 1,075.00	\$ -	0%	\$ 1,075.00	\$ -	0%
Office Supplies	01-131-5400-001	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ -		\$ 250.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0.0%	\$ 250	\$ -	0.0%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**135 - Town Accountant**



**DESCRIPTION OF SERVICES**

The functions of the Accountant's Office include maintaining Finance Records, preparing Financial Reports, Custodian of Municipal Contracts and Monitoring Spending. The Town Accountant performs the duties and responsibilities in accordance with Massachusetts General Laws, town policies, bylaws, Massachusetts Department of Revenue regulations and federal law.

**MISSION STATEMENT**

To further and support the goals and to protect and preserve the legal, ethical and financial integrity of all Town departments by providing sound advice and assistance on matters of law.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

To provide innovative specialized local government financial support.

The Town Accountant will begin an Intermunicipal Agreement with the Town of Spencer, the agreed annual stipend is reflected in the salaries tab. Also this agreement will raise the Asst. Town Accountant's hours from 24 to 30 hours weekly. Budget request represents an overall increase of \$21,008, all in salaries. There is a 2% COL adjustments to both positions, plus a \$12,000 stipend for the Spencer Town Accountant position. Said stipend will be eliminated should this agreement be nullified in the future.

**FY2020 ACCOMPLISHMENTS**

We had a smooth transition into FY20, all DOR reports were submitted timely with a quick certification.

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



**FY2021 Budget Summary - Town Accountant**

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

Salaries	\$ 65,280	\$ 66,584	\$ 68,424	\$ 81,817	\$ 81,817	\$ 13,393	20%
Wages	\$ 22,100	\$ 23,994	\$ 25,612	\$ 33,227	\$ 33,227	\$ 7,615	30%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Personnel Total</b>	<b>\$ 87,380</b>	<b>\$ 90,578</b>	<b>\$ 94,036</b>	<b>\$ 115,044</b>	<b>\$ 115,044</b>	<b>\$ 21,008</b>	<b>22.34%</b>

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

<b>Town Accountant Total</b>	<b>\$ 114,955</b>	<b>\$ 118,153</b>	<b>\$ 122,611</b>	<b>\$ 143,619</b>	<b>\$ 143,619</b>	<b>\$ 21,008</b>	<b>17.13%</b>
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Compensation Detail

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

Town Accountant

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2021
Lawrence	Allison	01-135-5101-000	Acct	Con	\$34.46	38	\$ 68,424	\$ 34.46	38	1986	2%	\$ 0.69	\$ 35.15	12,000.00	\$ 81,817	\$ 81,817
Messina	Kate	01-135-5100-000	Ass Acct	III/3	\$20.77	24	\$ 26,046	\$ 20.77	30	1568	2%	\$ 0.42	\$ 21.19		\$ 33,227	\$ 33,227
Rounding							\$ (434)								\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
Total Salaries							\$ 94,036			3554				\$ 12,000	\$ 115,044	\$ 115,044

# Expense Detail - Town Accountant

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-135-5200-004	\$ 25,500.00	\$ 25,500.00	\$ 26,500.00	\$ 26,500.00	\$ -	0%	\$ 26,500.00	\$ -	0%
Printing	01-135-5200-0009	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	0%	\$ 150.00	\$ -	0%
Travel/Licenses	01-135-5700-001	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	0%	\$ 300.00	\$ -	0%
Dues/Memberships	01-135-5700-002	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ -	0%	\$ 125.00	\$ -	0%
Training/Seminars/Meetings	01-135-5700-003	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 27,075.00</b>	<b>\$ 27,075.00</b>	<b>\$ 28,075.00</b>	<b>\$ 28,075.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 28,075.00</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-135-5400-001	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
<b>Supplies</b>		<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**141 - Assessors**

**DESCRIPTION OF SERVICES**

The Assessors office consists of 3 elected Assessors, one Principal Assessor (Dept. head) and one Assistant to the Assessor. The office maintains databases for real estate, personal property and motor vehicle excise. We must meet Massachusetts Department of Revenue (DOR) statistical requirements annually by completing annual revaluation of all property creating fair and equitable assessments based on market sales data prior to being certified by the DOR. Motor vehicle excise files are maintained and billing data is provided to the Tax Collector through out the year.

The Assessors office also processes exemption applications, administers the senior tax work off program and provides various information to the public as well as town departments.

**MISSION STATEMENT**

The Town of Leicester Assessing Department is committed to a philosophy of service and accountability to the public, whose interest is best served through the sound administration of the Massachusetts General Laws and regulations pursuant to providing fair and equitable assessments on all real and personal property within the municipal boundaries.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

We have found a shortfall pertaining to our office supplies line of \$200, purchasing one toner cartridge for each printer for the most part uses up that \$200. Even with switching to the main printing machine for large print jobs we find that one cartridge per office printer may not cover the year's needs. Personal use items such as pens, sticky notes etc. are purchased personally at local stores and not paid for with town funds.

**FY2020 ACCOMPLISHMENTS**

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

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

# **FY2021 Budget Summary - Assessors**

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

Salaries	\$ 65,592	\$ 66,903	\$ 72,352	\$ 73,909	\$ 73,909	\$ 1,557	2%
Wages	\$ 38,573	\$ 41,090	\$ 40,168	\$ 41,031	\$ 41,031	\$ 863	2%
Other	\$ 1,731	\$ 1,731	\$ 1,985	\$ 1,731	\$ 1,731	\$ (254)	-13%
<b>Personnel Total</b>	<b>\$ 105,896</b>	<b>\$ 109,724</b>	<b>\$ 114,505</b>	<b>\$ 116,671</b>	<b>\$ 116,671</b>	<b>\$ 2,166</b>	<b>1.89%</b>

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

<b>Assessors Total</b>	<b>\$ 113,136</b>	<b>\$ 116,964</b>	<b>\$ 121,745</b>	<b>\$ 123,911</b>	<b>\$ 123,911</b>	<b>\$ 2,166</b>	<b>1.78%</b>
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Compensation Detail

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

Assessors

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2021
Prescott	John	01-141-5101-000	Pr Ass	Con	\$36.48	38	\$ 72,352	\$ 36.48	38	1986	2%	\$ 0.73	\$ 37.21		\$ 73,909	\$ 73,909
Asquith	Kathy	01-141-5100-000	Dept Ass	III/3	\$20.25	38	\$ 40,168	\$ 20.25	38	1986	2%	\$ 0.41	\$ 20.66		\$ 41,031	\$ 41,031
Stipends		01-141-5196-000					\$ 1,731							\$ 1,731	\$ 1,731	\$ 1,731
Rounding							\$ 254								\$ -	\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 114,505			3972				\$ 1,731	\$ 116,671	\$ 116,671



# Expense Detail - Assessors

		FY2018	FY 2019	FY2020	FY 2021	Dollar	Percent	FY 2021	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Consultants/Prof services	01-141-5200-004	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0%	\$ 6,000	\$ -	0%
Dues/Memberships	01-141-5700-002	\$ 340	\$ 340	\$ 340	\$ 340	\$ -	0%	\$ 340	\$ -	0%
Training/Seminars/Meetings	01-135-5700-003	\$ 700	\$ 700	\$ 700	\$ 700	\$ -	0%	\$ 700	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 7,040</b>	<b>\$ 7,040</b>	<b>\$ 7,040</b>	<b>\$ 7,040</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 7,040</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-135-5400-001	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%	\$ 200	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 200</b>	<b>\$ -</b>	<b>0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**145 - Treasurer Collector**

**DESCRIPTION OF SERVICES**

The Treasurer Collector's office adheres to a philosophy of timely and accurate services in a manner that is fair, legal and courteous to both the Town's residents as well as our fellow co-workers.

**MISSION STATEMENT**

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

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

One of the goals of this office is to have enough funds to attend the annual MCTA conference in order to network and maintain credentials as both the TC and ATC will be certified within the next year or two. We are already requesting an increase in the trainings line item to accommodate two employees attending the annual school. The dues and memberships will also need to be increased in the coming years. Based on the level funded budget, at present we are short \$3,863 for minimum department operations in FY2021.

**FY2020 ACCOMPLISHMENTS**

The office was reorganized from having an Assistant Collector and Assistant Treasurer to a Department Assistant and Assistant Treasurer Collector. This arrangement has allowed for the ATC to learn more aspects of the office, hopefully instilling confidence in those duties in case of future needs.

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
Treasurer Collector	1	1	1	1	1
Assistant Treasurer/Collector	0	0	1	1	1
Department Assistant	0	0	1	1	1
Assistant Treasurer	1	1	0	0	0
Assistant Collector	1	1	0	0	0
<b>Subtotal Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**FY2021 Budget Summary - Treasurer/Collector**

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

Salaries	\$ 66,944	\$ 68,283	\$ 63,473	\$ 64,833	\$ 64,833	\$ 1,360	2.14%
Wages	\$ 69,775	\$ 73,789	\$ 76,347	\$ 81,455	\$ 81,455	\$ 5,108	6.69%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Personnel Total</b>	<b>\$ 136,719</b>	<b>\$ 142,072</b>	<b>\$ 139,820</b>	<b>\$ 146,288</b>	<b>\$ 146,288</b>	<b>\$ 6,468</b>	<b>4.63%</b>

Purchase of Services	\$ 22,695	\$ 22,695	\$ 22,695	\$ 19,023	\$ 19,023	\$ (3,672)	-16.18%
Supplies	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>145 Expenses Total</b>	<b>\$ 23,795</b>	<b>\$ 23,795</b>	<b>\$ 23,795</b>	<b>\$ 20,123</b>	<b>\$ 20,123</b>	<b>\$ (3,672)</b>	<b>-15.43%</b>

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

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

Treasurer/Collector

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2021
Rajaniemi	Melanie	01-141-5101-000	Tr/Coll	Con	\$32.00	38	\$ 63,473	\$ 32.00	38	1986	2%	\$ 0.65	\$ 32.65		\$ 64,833	\$ 64,833
George	Nicholas	01-141-5100-000	Asst.Tr/Coll	III/3	\$20.77	38	\$ 41,199	\$ 20.77	38	1986	2%	\$ 0.42	\$ 21.19		\$ 42,085	\$ 42,085
Merced	Wanda	01-141-5196-000	Dept Asst.		\$19.43	38	\$ 38,541	\$ 19.43	38	1986	2%	\$ 0.39	\$ 19.82		\$ 39,370	\$ 39,370
Rounding							\$ (3,394)								\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
Total Salaries							\$ 139,820			5958				\$ -	\$ 146,288	\$ 146,288

**Expense Detail - Treasurer/Collector**

		FY2018	FY 2019	FY2020	FY 2021	Dollar	Percent	FY 2021	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Maintain Contract/Repairs	01-145-5200-003	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Consultants/Prof. Service	01-145-5200-004	\$ 22,000	\$ 22,000	\$ 22,000	\$ 18,138	\$ (3,862.00)	-18%	\$ 18,138	\$ (3,862)	-17.55%
Mileage/Licenses	01-145-5700-001	\$ 355	\$ 355	\$ 355	\$ 355	\$ -	0%	\$ 355	\$ -	0%
Dues/Memberships	01-145-5700-002	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0%	\$ 150	\$ -	0%
Training/Seminars/Meetings	01-145-5700-003	\$ 190	\$ 190	\$ 190	\$ 380	\$ 190.00	100%	\$ 380	\$ 190	100%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 22,695</b>	<b>\$ 22,695</b>	<b>\$ 22,695</b>	<b>\$ 19,023</b>	<b>\$ (3,672.00)</b>	<b>-16%</b>	<b>\$ 19,023</b>	<b>\$ (3,672)</b>	<b>-16.18%</b>
Office Supplies	01-145-5400-001	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0%	\$ 1,100	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,100</b>	<b>\$ -</b>	<b>0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**147 - Tax Title**





**DESCRIPTION OF SERVICES**

The Tax Title budget provides the Treasurer Collector with the resources to pursue all applicable legal proceedings to recover taxes that are past due on properties within the town. The vast majority of these expenditures cover attorney and recording fees.

**MISSION STATEMENT**

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

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

Our goals include reducing the number of parcels that end up in tax title by contacting, educating and working with delinquent tax payers.

**FY2020 ACCOMPLISHMENTS**

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

**FY2021 Budget Summary - Tax Title**


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

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

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

<b>Tax Title Total</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>\$ (16,000)</b>	<b>-100.00%</b>
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Expense Detail - Tax Title

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultants/Prof services	01-147-5200-004	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	0%	\$ -	\$ (16,000)	-100%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ (16,000)</b>	<b>-100%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-100%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**152 - Personnel Board**



**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

N/A

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

N/A

**FY2020 ACCOMPLISHMENTS**

N/A

**FY2021 Budget Summary - Personnel Board**

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept Request	FY 2021 TA Approved	Dollar Change	Percent Change
<b>Personnel Board</b>	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0.00%
<b>Total</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ -</b>	

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

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

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

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Dues/Membership	01-152-5700-002	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0%	\$ 250	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0%	\$ 250	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	-100%	\$ -	\$ -	-100%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**155 - IT Department**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

N/A

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

**FY2020 ACCOMPLISHMENTS**

N/A

# **FY2021 Budget Summary - IT Department**

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

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

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

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

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-155-5200-003	\$ 126,000.00	\$ 120,000.00	\$ 137,000.00	\$ 137,000.00	\$ -	0%	\$ 143,500.00	\$ 6,500.00	5%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 126,000.00</b>	<b>\$ 120,000.00</b>	<b>\$ 137,000.00</b>	<b>\$ 137,000.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 143,500.00</b>	<b>\$ 6,500</b>	<b>5%</b>
Small Equipment	01-155-5400-0005	\$ 15,620.00	\$ 18,560.00	\$ 18,560.00	\$ 18,560.00	\$ -	0%	\$ 18,560.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 15,620</b>	<b>\$ 18,560</b>	<b>\$ 18,560</b>	<b>\$ 18,560</b>	<b>\$ -</b>	<b>-100%</b>	<b>\$ 18,560</b>	<b>\$ -</b>	<b>-100%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

		<b>01-155-5200-003 Maintenance Contract/Professional Services</b>		
<b>Department</b>	<b>Company</b>	<b>Description</b>	<b>Monthly Charge</b>	<b>Total Annual Charge</b>
Accounting	Vadar	Accounting Software		\$ 9,450.00
Assessor	Patriot Properties	Assessing Software		\$ 9,000.00
Assessor/DIS	CMRPC	MuniGIS		\$ 4,000.00
TA/BOS	Intermedia	Town Email	\$ 800	\$ 12,900.00
TA/BOS	ClearCom	IT Mgmt Services - Town & PD	\$ 3,200	\$ 38,400.00
TA/BOS	Charter	Internet/Cable	\$ 1,100	\$ 13,200.00
TA/BOS	Onsolve	Code Red		\$ 6,030.00
TA/BOS	Seamless Docs	Web application for forms		\$ 4,750.00
TA/BOS	Civics Plus	Website		\$ 2,950.00
TA/BOS	BCS	Software Assurance (SWA)		\$ 290.00
Clerk	LLC Designs	Board/Comm Database Annual Support Fee		\$ 495.00
Fire/EMS	Akuity	network protection (\$380 FY22), server warranty (\$680)		\$ 1,060.00
Fire/EMS	Cumulus	G Suite Package (Google email, etc)		\$ 2,304.00
Fire/EMS	ESO	Fire Records Program		\$ 3,925.83
Fire/EMS	OCI	AmbuPro Ambulance Software		\$ 5,039.00
PD	Central Square/Tritech	IMC RMS Program		\$ 17,338.75
PD	Intermedia	PD Email, Licenses and software	\$ 400	\$ 6,300.00
Accounting	Cloud	SUPPLEMENTAL REQUEST		\$ 6,000.00
			Budget	\$ 143,500.00
			Expenditures	\$ 143,432.58
			<b>Balance</b>	<b>\$ 67.42</b>
		<b>01-155-5400-005 Small Equipment</b>		
<b>Department</b>	<b>Company</b>	<b>Description</b>	<b>Monthly Charge</b>	<b>Total Annual Charge</b>
BOS	ClearCom	Computer/Equipment Repairs/Phones		\$ 2,000.00
BOS	Lenovo	PD Server Lease	\$ 1,046	\$ 12,555.24
BOS	ClearCom	FY20 Computer Replacement/Upgrades		\$ 4,000.00
			Budget	\$ 18,560.00
			Expenditures	\$ 18,555.24
			<b>Balance</b>	<b>\$ 4.76</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**161 - Town Clerk**





**Description of Services**

The Office strives to provide public information in a courteous and timely manner and is committed to providing exceptional customer service. Birth, Marriage and Death Certificates; Zoning Decisions; Town Meeting Records; Annual & Special Town Meeting Reports are written and submitted to many agencies from this office; records of elections and lists of those who served the Town of Leicester in elective and appointive office.

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

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

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

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

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

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

All public record requests come through the TC's office as RAO we are required to oversee the answering of such requests and the posting to the website. This is a small overview of what this office does.

**Mission Statement**

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

**FY2021 Goals, objectives, and additional needs**

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

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

**FY2021 Budget Summary - Town Clerk**

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

Salaries	\$ 62,220.00	\$ 63,464.00	\$ 65,399.29	\$ 66,798.00	\$ 66,798.00	\$ 1,398.71	2%
Wages	\$ 34,085.00	\$ 37,560.00	\$ 41,179.54	\$ 42,064.00	\$ 42,064.00	\$ 884.46	2%
Other	\$ -	\$ -	\$ 267.00	\$ -	\$ -	\$ (267.00)	-100%
<b>Personnel Total</b>	<b>\$ 96,305</b>	<b>\$ 101,024</b>	<b>\$ 106,846</b>	<b>\$ 108,862</b>	<b>\$ 108,862</b>	<b>\$ 2,016</b>	<b>1.89%</b>

Purchase of Services	\$ 2,150.00	\$ 2,145.00	\$ 2,145.00	\$ 2,266.00	\$ 2,266.00	\$ 121.00	6%
Supplies	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 3,650</b>	<b>\$ 3,645</b>	<b>\$ 3,645</b>	<b>\$ 3,766</b>	<b>\$ 3,766</b>	<b>\$ 121</b>	<b>3.32%</b>

<b>Town Clerk Total</b>	<b>\$ 99,955</b>	<b>\$ 104,669</b>	<b>\$ 110,491</b>	<b>\$ 112,628</b>	<b>\$ 112,628</b>	<b>\$ 2,137</b>	<b>1.93%</b>
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Compensation Detail

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

Town Clerk

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Davis	Deborah	01-161-5101-000	T/C	Con	\$32.97	38	\$ 65,399	\$ 32.97	38	1986	2%	\$ 0.66	\$ 33.63		\$ 66,798	\$ 66,798
Zuscak	Susan	01-161-5100-000	Ass T/C	III/3	\$20.76	38	\$ 41,180	\$ 20.76	38	1986	2%	\$ 0.42	\$ 21.18		\$ 42,064	\$ 42,064
Rounding							\$ 267								\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
															\$ -	\$ -
Total Salaries							\$ 106,846			3972				\$ -	\$ 108,862	\$ 108,862

Expense Detail - Town Clerk

		FY2018	FY 2019	FY2020	FY 2021	Dollar	Percent	FY 2021	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Printing	01-161-5200-009	\$ 850.00	\$ 845.00	\$ 845.00	\$ 966.00	\$ 121.00	14%	\$ 966.00	\$ 121.00	14%
Travel/Licenses	01-161-5700-001	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%	\$ 100.00	\$ -	0%
Dues/Memberships	01-161-5700-002	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ -	0%	\$ 200.00	\$ -	0%
Training/Seminars/Meetings	01-161-5700-003	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 2,150.00</b>	<b>\$ 2,145.00</b>	<b>\$ 2,145.00</b>	<b>\$ 2,266.00</b>	<b>\$ 121.00</b>	<b>6%</b>	<b>\$ 2,266.00</b>	<b>\$ 121.00</b>	<b>6%</b>
Office Supplies	01-161-5400-001	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ -	0%	\$ 1,500.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**  
**Operating Budget Manual**  
**FY2021**

**162 - Elections and Registration**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

To provide a smooth and consistent process for all Elections, Early Voting and Town Meetings.

**FY2020 ACCOMPLISHMENTS**

New layout for the Election Hall with the installation of the Elevator some voters enter the hall from a different direction. Working on a smooth transition for all who vote. Made the hall ADA compliant to the best of our ability.

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



## FY2021 Budget Summary - Elections and Registration

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
<b>Elections and Registration</b>	\$ 21,500	\$ 35,600	\$ 35,100	\$ 40,500	\$ 40,500	\$ 5,400	15.38%
<b>Total</b>	<b>\$ 21,500</b>	<b>\$ 35,600</b>	<b>\$ 35,100</b>	<b>\$ 40,500</b>	<b>\$ 40,500</b>	<b>\$ 5,400</b>	<b>15.38%</b>

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

Purchase of Services	\$ 10,500	\$ 12,600	\$ 12,100	\$ 12,500	\$ 12,500	\$ 400	3%
Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ 1,000	100%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 11,500</b>	<b>\$ 13,600</b>	<b>\$ 13,100</b>	<b>\$ 14,500</b>	<b>\$ 14,500</b>	<b>\$ 1,400</b>	<b>10.69%</b>

<b>Elections and Registration Total</b>	<b>\$ 21,500</b>	<b>\$ 35,600</b>	<b>\$ 35,100</b>	<b>\$ 40,500</b>	<b>\$ 40,500</b>	<b>\$ 5,400</b>	<b>15.38%</b>
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\* This is the year of the ATE, September Primary and the November Election. We also have early voting currently for the November Election (two weeks) it could change for the September primary if they add early voting. The state is supposed to reimburse for Early Voting however I want to be prepared.

Compensation Detail

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

Elections and Registration

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2020				FISCAL YEAR 2021							Projected Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
		01-162-5100-000	Poll Workers				\$ 22,000	\$ -	0			\$ -	\$ -	\$ -	\$ 26,000
Total Salaries							\$ 22,000			\$ -			\$ -	\$ 26,000	\$ 26,000

### Expense Detail - Elections and Registration

		FY2018	FY 2019	FY2020	FY 2021	Dollar	Percent	FY 2021	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Consultant & Prof Services	01-162-5200-009	\$ 6,000.00	\$ 8,100.00	\$ 7,600.00	\$ 8,700.00	\$ 1,100.00	14%	\$ 8,700.00	\$ 1,100.00	14%
Printing	01-162-5200-009	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,600.00	\$ 100.00	3%	\$ 3,600.00	\$ 100.00	3%
Training/Seminars/Meetings	01-161-5700-003	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 200.00	\$ (800.00)	-80%	\$ 200.00	\$ (800.00)	-80%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ 10,500.00	\$ 12,600.00	\$ 12,100.00	\$ 12,500.00	\$ 400.00	3%	\$ 12,500.00	\$ 400.00	3%
Office Supplies	01-162-5400-001	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00	100%	\$ 2,000.00	\$ 1,000.00	100%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,000	100%	\$ 2,000	\$ 1,000	100%
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**180 -Development & Inspectional Services**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

The Office of Development & Inspectional Services plans for and permits development in an efficient and customer friendly way that encourages development while ensuring public health and safety and protecting Leicester's unique environmental, historical, and cultural resources. We continually look for ways to make navigating through permitting process more efficient and easier to understand.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

- Complete design and construction of Complete Streets Town Common project
- Explore e-permitting options and lower cost alternatives if not financially feasible (priority on Building & Health permits)
- Continue file storage organization and disposal of obsolete files in accordance with record disposal law
- Work with CMRPC on preparation of EOEEA grant-funded Economic Development Plan
- Develop easy-to-understand instructions for Conservation Commission applications, and work on public education related to wetland resources
- Continue implementation of Planning Board priority Zoning Bylaw amendments  
Actively work to fill multiple vacancies on permitting Boards, particularly the Zoning Board of Appeals

**FY2020 ACCOMPLISHMENTS**

- Administration of \$335,748 Complete Streets Tier 3 Grant for traffic improvements around the Town Common and nearby roadways.
- Zoning Bylaw amendments approved 10/2019 (deletion of obsolete sections: solar moratorium and phased growth)
- Implementation of compressive re-organization of DIS office space , including disposal of obsolete equipment and organization of storage areas
- New Economic Development Coordinator hired 12/2019

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

**FY2021 Budget Summary - DIS**

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

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

Purchase of Services	\$ 75,950	\$ 75,850	\$ 71,604	\$ 78,850	\$ 71,604	\$ -	0%
Supplies	\$ 2,900	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 78,850</b>	<b>\$ 78,850</b>	<b>\$ 74,604</b>	<b>\$ 81,850</b>	<b>\$ 74,604</b>	<b>\$ -</b>	<b>0.00%</b>

<b>DIS Total</b>	<b>\$ 227,640</b>	<b>\$ 234,787</b>	<b>\$ 241,930</b>	<b>\$ 300,578</b>	<b>\$ 293,332</b>	<b>\$ 51,402</b>	<b>21.25%</b>
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Compensation Detail

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

DIS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Buck	Michelle	01-180-5101-000	Planner	Con	\$42.48	38	\$ 84,253	\$42.48	38	1986	2%	\$ 0.85	\$ 43.33		\$ 86,053	\$ 86,053
Milward	Bryan	01-180-5102-000	EDC	III/3	\$23.08	38	\$ -	\$23.08	38	1986	0%	\$ 0.01	\$ 27.99		\$ 55,589	\$ 55,589
Conroy	Kelly	01-180-5100-000		II/3	\$19.43	38	\$ 38,541	\$19.43	38	1986	2%	\$ 0.39	\$ 19.82		\$ 39,370	\$ 39,370
Open		01-180-5100-000		II/2	\$17.48	38	\$ 34,673	\$17.48	38	1986	2%	\$ 0.35	\$ 17.83		\$ 35,420	\$ 35,420
Stipends	Planning	01-180-5196-175					\$ 1,424	\$1,424							\$ 1,424	\$ 1,424
Stipends	BOH	01-180-5196-510					\$ 872	\$872							\$ 872	\$ 872
Rounding							\$ 7,562									\$ -
Total Salaries							\$ 167,326			7944				\$ -	\$ 218,728	\$ 218,728



## Expense Detail - DIS

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maintain Cont/Repairs	01-180-5200-003	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Consultant/Prof. Services	01-180-5200-004	\$ 70,000.00	\$ 70,000.00	\$ 65,754.00	\$ 73,000.00	\$ 7,246.00	11%	\$ 65,754.00	\$ -	0%
Advertising	01-180-5200-007	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	\$ -	0%	\$ 900.00	\$ -	0%
Printing	01-180-5200-009	\$ 600.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ -	0%
Mileage/Licenses	01-180-5700-001	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ -	0%	\$ 1,150.00	\$ -	0%
Dues/Memberships	01-180-5700-002	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ 1,300.00	\$ -	0%	\$ 1,300.00	\$ -	0%
Training/Seminars/Meetings	01-180-5700-003	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%	\$ 2,000.00	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 75,950.00</b>	<b>\$ 75,850.00</b>	<b>\$ 71,604.00</b>	<b>\$ 78,850.00</b>	<b>\$ 7,246.00</b>	<b>10%</b>	<b>\$ 71,604.00</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-180-5400-001	\$ 2,400.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ -	0%	\$ 2,500.00	\$ -	0%
Books/Periodicals	01-180-5400-002	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ -	0%
Parts/Materials	01-180-5400-006	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Supplies</b>		<b>\$ 2,900</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>0%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **192 - Town-Owned Bldg Maintenance**



**DESCRIPTION OF SERVICES**

This budget supports maintenance of Town owned buildings not covered by other department budgets, including Hillcrest Country Club, Memorial School and the utilities for the newly renovated and expanded Leicester Public Library.

**MISSION STATEMENT**

N/A

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

Sell Memorial School.

Hire an architectural firm to make recommendations on improvements to Hillcrest Country Club and potential reuse options.

**FY2020 ACCOMPLISHMENTS**

The Town took ownership of Memorial School on August 31, 2019.

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

The Town demolished the condemned house at 275 Pleasant Street adjacent to Hillcrest Country Club.

**FY2021 Budget Summary - Town-owned Bldg. Maintenance**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Town-owned Bldg. Maintenance</b>	\$ 15,250	\$ 8,000	\$ 68,281	\$ 68,281	\$ 68,281	\$ -	0.00%
<b>Total</b>	<b>\$ 15,250</b>	<b>\$ 8,000</b>	<b>\$ 68,281</b>	<b>\$ 68,281</b>	<b>\$ 68,281</b>	<b>\$ -</b>	

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

Purchase of Services	\$ 15,250.00	\$ 8,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ 55,281.00	\$ 55,281.00	\$ 55,281.00	\$ -	0%
<b>Expenses Total</b>	<b>\$ 15,250.00</b>	<b>\$ 8,000.00</b>	<b>\$ 68,281.00</b>	<b>\$ 68,281.00</b>	<b>\$ 68,281.00</b>	<b>\$ -</b>	<b>0.00%</b>

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

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Expenses	01-192-5200-0003	\$ 15,250	\$ 8,000	\$ 13,000	\$ 13,000	\$ -	0.00%	\$ 13,000	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 15,250</b>	<b>\$ 8,000</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 13,000</b>	<b>\$ -</b>	<b>0%</b>
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
Electric	01-192-5200-002	\$ -	\$ -	\$ 24,181	\$ 24,181	\$ -	0.00%	\$ 24,181	\$ (24,180)	-100%
Heating Fuel	01-192-5400-003	\$ -	\$ -	\$ 31,100	\$ 31,100	\$ -	0.00%	\$ 31,100	\$ (31,099)	-100%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,281</b>	<b>\$ 55,281</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 55,281</b>	<b>\$ -</b>	<b>0%</b>



Town of Leicester

## **Operating Budget Manual**

FY2021

### **197- Town Hall Bldg Maintenance**

**DESCRIPTION OF SERVICES**

The Town Hall functions as the main office building for Town administrative operations. This budget funds the general operation of the building, including maintenance and utilities.

**MISSION STATEMENT**

N/A

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

N/A

**FY2020 ACCOMPLISHMENTS**

N/A



**FY2021 Budget Summary - Town Hall Bldg. Maintenance**

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

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

Purchase of Services	\$ 19,650	\$ 28,254	\$ 28,254	\$ 28,254	\$ 28,254	\$ -	0%
Supplies	\$ 5,305.00	\$ 5,305.00	\$ 5,305.00	\$ 5,305.00	\$ 5,305.00	\$ -	0%
Utilities	\$ 30,200.00	\$ 30,350.00	\$ 30,350.00	\$ 30,350.00	\$ 30,350.00	\$ -	0%
<b>Expenses Total</b>	<b>\$ 55,155</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ 63,909</b>	<b>\$ -</b>	<b>0.00%</b>

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

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-197-5200-003	\$ 19,650	\$ 28,254	\$ 28,254	\$ 28,254	\$ -	0.00%	\$ 28,254	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 19,650</b>	<b>\$ 28,254</b>	<b>\$ 28,254</b>	<b>\$ 28,254</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 28,254</b>	<b>\$ -</b>	<b>0%</b>
Tools/Small Equipment	01-197-5400-005	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0.00%	\$ 300	\$ -	0%
Parts/Materials	01-197-5400-006	\$ 1,750	\$ 1,750	\$ 1,750	\$ 1,750	\$ -	0.00%	\$ 1,750	\$ -	0%
Maintenance Supplies	01-197-5400-007	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%	\$ 3,000	\$ -	0%
Bandstand	01-197-5700-007	\$ 255	\$ 255	\$ 255	\$ 255	\$ -	0.00%	\$ 255	\$ -	0%
<b>Supplies</b>		<b>\$ 5,305</b>	<b>\$ 5,305</b>	<b>\$ 5,305</b>	<b>\$ 5,305</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 5,305</b>	<b>\$ -</b>	<b>0%</b>
Electric	01-197-5200-002	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	0.00%	\$ 13,000	\$ -	0%
Water/Sewer	01-197-5400-006	\$ 800	\$ 950	\$ 950	\$ 950	\$ -	0.00%	\$ 950	\$ -	0%
Heating Fuel	01-197-5400-003	\$ 16,400	\$ 16,400	\$ 16,400	\$ 16,400	\$ -	0.00%	\$ 16,400	\$ -	0%
<b>Utilities</b>		<b>\$ 30,200</b>	<b>\$ 30,350</b>	<b>\$ 30,350</b>	<b>\$ 30,350</b>	<b>\$ -</b>	<b>0.00%</b>	<b>\$ 30,350</b>	<b>\$ -</b>	<b>0%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **198 - Town Hall Telephones**

**DESCRIPTION OF SERVICES**

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

**MISSION STATMENT**

Not Applicable

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

No needs identified

**FY2020 ACCOMPLISHMENTS**

During this year, we switch telephone systems from copper line transmission to an internet-based system, which reduces costs and increases overall reliability.

**FY2021 Budget Summary - Town Hall Telephones**

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

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

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

<b>Town Hall Telephones Total</b>	<b>\$ 6,400</b>	<b>\$ 6,400</b>	<b>\$ 6,400</b>	<b>\$ 6,400</b>	<b>\$ 6,400</b>	<b>\$ -</b>	<b>0.00%</b>
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		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Town Hall Telephones	01-147-5200-004	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.0%	\$ 6,400	\$ -	0.0%
Utilities		\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.0%	\$ 6,400	\$ -	0.0%



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **199 - Other General Government**





**DESCRIPTION OF SERVICES**

This budget covers the general expenses shared by all Town Hall departments such as the copy and postage machine leases, printing of the Annual Town Report, postage and the cost of the Honeywell measures and values contract for the energy upgrade borrowing.

**MISSION STATEMENT**

N/A

**FY2021 GOALS, OBJECTIVE AND ADDITIONAL NEEDS**

Increase consultant/professional services budget to cover the contract cost increase from \$21,188 to \$22,247 (+\$1,059).

Increase postage budget to from \$23,134 to \$35,000 (+\$1866) to cover additional mailing costs associated with the 2020 Presidential Election.

Print the 2020 Annual Town Report.

Review options for copy machine leases.

**FY2020 ACCOMPLISHMENTS**

Entered into a five year lease for an upgraded, more efficient postage machine with Town Meeting approval.

Printed the 2019 Annual Town Report.

**FY2021 Budget Summary - Other General Government**

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

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

Purchase of Services	\$ 32,733	\$ 42,150	\$ 45,522	\$ 48,447	\$ 58,447	\$ 12,925	28%
Supplies	\$ 7,205	\$ 7,205	\$ 8,633	\$ 8,004	\$ 8,004	\$ (629)	-7%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 39,938</b>	<b>\$ 49,355</b>	<b>\$ 54,155</b>	<b>\$ 56,451</b>	<b>\$ 66,451</b>	<b>\$ 12,296</b>	<b>22.71%</b>

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

		FY2018	FY 2019	FY2020	FY 2021	Dollar	Percent	FY 2021	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Consultants/Prof Services	01-199-5200-004	\$ 8,583	\$ 18,000	\$ 21,188	\$ 22,247	\$ 1,059	5%	\$ 22,247	\$ 1,059	5%
Postage	01-199-5200-008	\$ 23,150	\$ 23,150	\$ 23,134	\$ 25,000	\$ 1,866	8%	\$ 35,000	\$ 11,866	51%
Printing	01-199-5200-009	\$ 1,000	\$ 1,000	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0%
Mileage	01-199-5700-001	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Purchase of Services</b>		<b>\$ 32,733</b>	<b>\$ 42,150</b>	<b>\$ 45,522</b>	<b>\$ 48,447</b>	<b>\$ 2,925</b>	<b>6%</b>	<b>\$ 58,447</b>	<b>\$ 12,925</b>	<b>28%</b>
Office Supplies	01-199-5400-001	\$ 1,800	\$ 1,800	\$ 2,500	\$ 2,000	\$ (500)	-20%	\$ 2,000	\$ (500)	
Lease Equipment	01-199-5400-005	\$ 5,405	\$ 5,405	\$ 6,133	\$ 6,004	\$ (129)	-2%	\$ 6,004	\$ (129)	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 7,205</b>	<b>\$ 7,205</b>	<b>\$ 8,633</b>	<b>\$ 8,004</b>	<b>\$ (629)</b>	<b>-100%</b>	<b>\$ 8,004</b>	<b>\$ (629)</b>	<b>-100%</b>
				\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**  
**Town Administrator's Budget**  
**FY2021 - Part B - Public Safety**



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**210 - Police Department**



**Mission Statement:**

"Proudly working with the Leicester Community"

The members of the Leicester Police Department are committed to upholding the law fairly, preventing crime and reducing the fear of crime within our community. Dutiful in maintaining order, protecting life and property along with improving the quality of life within the Leicester community.

**Vision:**

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

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
Police Chief	1	1	1	1	1
Lieutenant	0	1	1	1	1
Detective	2	2	2	2	2
Sergeants	5	3	3	3	3
Patrol Officers	13	12	13	13	13
Administrative Assistant	1	1	1	1	1
Part-time Department Assistants	2	2	2	2	2
Other					
<b>Subtotal Employees</b>	<b>24</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>23</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>24</b>	<b>22</b>	<b>23</b>	<b>23</b>	<b>23</b>



# **FY2021 Budget Summary - Police**

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

Salaries	\$ 138,462	\$ 146,894	\$ 123,455	\$ 123,455	\$ 137,700	\$ 14,245	12%
Wages	\$ 1,223,200	\$ 1,383,045	\$ 1,434,777	\$ 1,432,231	\$ 1,460,876	\$ 26,098	2%
Overtime	\$ 100,000	\$ 26,206	\$ 100,651	\$ 102,718	\$ 52,718	\$ (47,933)	-48%
Other	\$ 131,700	\$ 145,507	\$ 113,708	\$ 100,651	\$ 106,441	\$ (7,267)	-6%
<b>Personnel Total</b>	<b>\$ 1,593,362</b>	<b>\$ 1,701,652</b>	<b>\$ 1,772,591</b>	<b>\$ 1,759,055</b>	<b>\$ 1,757,734</b>	<b>\$ (14,857)</b>	<b>-0.84%</b>

Purchase of Services	\$ 204,215	\$ 183,685	\$ 183,685	\$ 197,221	\$ 197,221	\$ 13,536	7%
Supplies	\$ 44,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0%
Utilities	\$ 39,350	\$ 43,520	\$ 43,520	\$ 43,520	\$ 43,520	\$ -	0%
<b>Expenses Total</b>	<b>\$ 288,065</b>	<b>\$ 262,205</b>	<b>\$ 262,205</b>	<b>\$ 275,741</b>	<b>\$ 275,741</b>	<b>\$ 13,536</b>	<b>5.16%</b>

<b>Police Total</b>	<b>\$ 1,881,427</b>	<b>\$ 1,963,857</b>	<b>\$ 2,034,796</b>	<b>\$ 2,034,796</b>	<b>\$ 2,033,475</b>	<b>\$ (1,321)</b>	<b>-0.06%</b>
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Compensation Detail

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

Police

FY20 year end rate for union steps  
formula incorrect to balance before beginning used 52.15  
told should be changed 52.2

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16.00	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	Projected Salary Fiscal 2021
Antanavica	Kenneth	01-210-5101-000	Chief		\$58.52	40	\$ 123,455.00	\$123,455.00	40	1	2.00%	\$ 14,244.00	\$ 137,699.02	\$ -	137,700.00	\$ 137,700
Doray	Paul	01-210-5100-000	Lieutenant		\$44.55	40	\$ 92,931.30	\$44.55	40	2086	2.00%	\$ 0.89	\$ 45.46	\$ -	94,831.65	\$ 94,832
Fontaine	Michael	01-210-5100-000	Sergeant		\$37.60	40	\$ 78,433.60	\$37.60	40	2086	2.00%	\$ 0.75	\$ 38.37	\$ -	80,043.99	\$ 80,044
Guertin	Craig	01-210-5100-000	Sergeant		\$37.60	40	\$ 78,433.60	\$37.60	40	2086	2.00%	\$ 0.75	\$ 38.37	\$ -	80,043.99	\$ 80,044
Samia	Al	01-210-5100-000	Sergeant		\$37.60	40	\$ 78,433.60	\$37.60	40	2086	0.00%	\$ 0.75	\$ 38.35	\$ -	80,002.27	\$ 80,002
Open		01-210-5100-000	Sergeant		\$5.94	40	\$ 12,390.84	\$5.94	40	2086	0.00%	\$ 0.12	\$ 6.06	\$ -	12,638.66	\$ 12,639
Brady	Matthew	01-210-5100-000	Patrol (FY21max)		\$31.17	40	\$ 65,020.62	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Fontaine	Tim	01-210-5100-000	Patrol Det		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Brooks	Scot	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Bulman	Frank	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Caforio	John	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Laperle	Charles	01-210-5100-000	Patrol 168 (4/21)		\$27.87	40	\$ 58,136.82	\$27.87	40	2086	0.00%	\$ 0.56	\$ 28.43	\$ -	59,299.56	\$ 59,300
Larson	Charles	01-210-5100-000	Patrol 168 (9/9)		\$29.85	40	\$ 62,267.10	\$31.07	40	2086	0.00%	\$ 0.62	\$ 31.69	\$ -	66,108.26	\$ 66,108
Lombardozzi	Michael	01-210-5100-000	Patrol (FY21max)		\$31.17	40	\$ 65,020.62	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
McCauly	Travis	01-210-5100-000	Patrol 168 (12/4)		\$29.85	40	\$ 62,267.10	\$31.07	40	2086	0.00%	\$ 0.62	\$ 31.69	\$ -	66,108.26	\$ 66,108
Moughan	Thomas	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Murphy	James	01-210-5100-000	Patrol (FY21max)		\$31.17	40	\$ 65,020.62	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Ruth	Derrick	01-210-5100-000	Patrol max		\$31.66	40	\$ 66,042.76	\$31.66	40	2086	0.00%	\$ 0.63	\$ 32.29	\$ -	67,363.62	\$ 67,364
Sielis	Michael	01-210-5100-000	Patrol 168 (1/9)		\$26.93	40	\$ 56,175.98	\$27.87	40	2086	0.00%	\$ 0.56	\$ 28.43	\$ -	59,299.56	\$ 59,300
Soojian	Matthew	01-210-5100-000	Patrol 168 (4/2)		\$27.87	40	\$ 58,136.82	\$27.87	40	2086	0.00%	\$ 0.56	\$ 28.43	\$ -	59,299.56	\$ 59,300
Open	Patrol	01-210-5100-000	Patrol 168/1		\$24.48	40	\$ 51,065.28	\$24.48	40	2086	0.00%	\$ 0.49	\$ 24.97	\$ -	52,086.59	\$ 52,087
Open	Patrol	01-210-5100-000	Patrol 168/2		\$27.21	40	\$ 56,760.06	\$27.21	40	2086	0.00%	\$ 0.54	\$ 27.75	\$ -	57,895.26	\$ 57,895
PDBB							\$ 40,000.00								40,000.00	\$ 40,000
Custodian		01-210-5104-000	Custodian		\$14.14	18	\$ 13,273.22	\$14.14	0	0	0.00%	\$ 0.28	\$ 14.42	\$ -	0.00	\$ -
Gaffney	Sheila	01-210-5104-000	Admin Asst		\$23.08	40	\$ 48,144.88	\$23.08	40	2086	0.00%	\$ 0.46	\$ 23.54	\$ -	49,107.78	\$ 49,108
Parkinson	Anne Marie	01-210-5104-000	Clerk		\$16.32	18	\$ 15,319.58	\$16.32	18	938.7	0.00%	\$ 0.33	\$ 16.65	\$ -	15,625.98	\$ 15,626
Temple*	Deborah	01-210-5104-000	Clerk		\$16.00	18	\$ 15,019.20	\$16.65	18	938.7	0.00%	\$ 0.33	\$ 16.98	\$ -	15,941.94	\$ 15,942
		01-210-5104-000	Detention		\$15.00	8	\$ 6,270	\$15.00	8	417.2	0.00%	\$ 0.30	\$ 15.30	\$ -	6,270.00	\$ 6,270
Other-stipends		01-210-5104-000					\$ 60,650.60	\$63,085.60							61,440.60	\$ 66,441
Overtime		01-210-5130-000					\$ 113,708	\$102,718.00							102,718.00	\$ 52,718
Total Salaries							\$ 1,772,591				\$ 0			\$ -	1,802,734.43	\$ 1,757,734

**Supplementary Compensation**

	Fiscal Year 2020	Fiscal Year 2021
01-210-5101-000 Salary - Chief (see notes →)	\$ 123,455	\$ 137,700
01-210-5100-000 Wages - Police REQUEST CONTRACT INCREASE	\$ 1,376,751	\$ -
ALSO increase personal day buyback to union increase plus \$9,500 for chief BB		\$ -
	\$ -	\$ -
01-210-5104-000 Wages Other - REQUEST Non Union Wage & Union stipend incr	\$ 158,677	\$ -
moved custodian to professional services for cleaners fees	\$ -	\$ -
	\$ -	\$ -
01-210-5120-000 Overtime - REQUEST CONTRACT INCREASE	\$ 113,708	\$ -
	\$ -	\$ -
<b>Total Shift Coverage</b>	<b>\$ 1,772,591</b>	<b>\$ 137,700</b>
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Quinn/ECI</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Holiday Pay</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Shift Differential</b>	<b>\$ -</b>	<b>\$ -</b>
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>Total Other</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Supplementary Compensation</b>	<b>\$ 1,772,591</b>	<b>\$ 137,700</b>

**NOTES:**

	FY20 start	FY20 perm	NEED for FY20 add'l FY20	NEED for FY21 add'l FY21	TOTAL ADD'L
Chief	123,455.00	135,000.00	11,545.00	2,700.00	14,245.00

TO LEVEL FUND, AGAIN any and all unfunded increases will have to reduce the OT line.  
All expenses are as close to actual as calculated. Will have to request to replenish at STM in fall.

## Expense Detail - Police

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-210-5200-003	\$ 22,000	\$ 24,400	\$ 24,400	\$ 24,400	\$ -	0%	\$ 24,400	\$ -	0%
Consultant/Prof Services	01-210-5200-004	\$ 38,000	\$ 16,000	\$ 16,000	\$ 29,536	\$ 13,536	85%	\$ 29,536	\$ 13,536	85%
Printing	01-210-5200-009	\$ 2,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Dues/Memberships	01-210-5700-002	\$ 2,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Training/Seminars/Meetings	01-210-5700-003	\$ 11,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0%	\$ 4,000	\$ -	0%
Clothing Allowance	01-210-5700-004	\$ 31,775	\$ 35,725	\$ 35,725	\$ 35,725	\$ -	0%	\$ 35,725	\$ -	0%
Recognition/Awards	01-210-5700-005	\$ 500	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Employee Benefits	01-210-5700-006	\$ 96,440	\$ 100,560	\$ 100,560	\$ 100,560	\$ -	0%	\$ 100,560	\$ -	0%
moved from custodian to consultants/pro services										
<b>Purchase of Services</b>		<b>\$ 204,215</b>	<b>\$ 183,685</b>	<b>\$ 183,685</b>	<b>\$ 197,221</b>	<b>\$ 13,536</b>	<b>7%</b>	<b>\$ 197,221</b>	<b>\$ 13,536</b>	<b>7.4%</b>
Office Supplies	01-210-5400-001	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0%	\$ 6,000	\$ -	0%
Books Periodicals	01-210-5400-002	\$ 1,500	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%
Tools/Small Equipment	01-210-5400-005	\$ 17,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0%	\$ 12,000	\$ -	0%
Parts/Materials	01-210-5400-006	\$ 13,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0%	\$ 10,000	\$ -	0%
Maintenance Supplies	01-210-5400-007	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0%	\$ 7,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 44,500</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>0.0%</b>
Telephone	01-210-5200-001	\$ 9,000	\$ 13,020	\$ 13,020	\$ 13,020	\$ -	0.0%	\$ 13,020	\$ -	0%
Electric	01-210-5200-002	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ -	0%	\$ 21,000	\$ -	0%
Water Sewer	01-210-5200-006	\$ 1,350	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Heating Fuel	01-210-5400-003	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0%	\$ 8,000	\$ -	0%
<b>Utilities</b>		<b>\$ 39,350</b>	<b>\$ 43,520</b>	<b>\$ 43,520</b>	<b>\$ 43,520</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 43,520</b>	<b>\$ -</b>	<b>0.0%</b>

## Supplementary Expenses

	Fiscal Year 2020	Fiscal Year 2021
MOVED "custodian wages" to "consultants/professional services" \$300wkly	\$ 16,000	\$ 31,600
^^OVERALL increase \$15,600-\$13,550=\$2,050 (does not included stripping/waxing, rug shampooing)	\$ -	\$ -
	\$ -	\$ -
Dues and Memberships have increased	\$ -	\$ 2,100
Recognition/Awards - LPD would like to reinstate awards/recognitions for exemplary work	\$ -	\$ 1,500
Employee Benefits - chiefs contract stipends added	\$ 100,650	\$ 109,425
Water - increased rates	\$ 1,500	\$ 1,800
Heating Fuel - rates increased and now on ACTUAL read with an updated meter	\$ 8,000	\$ 10,000
	\$ -	\$ -
	\$ 126,150	\$ 156,425



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**220 - Fire Department**

**DESCRIPTION OF SERVICES**

The main duties of a Fire Department are to help protect the public in emergency situations. They respond to a wide variety of calls, such as car crashes, chemical spills, flooding, water rescue and general rescue as well as fires.

**MISSION STATEMENT**

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

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

Maintain funding levels for Fire Operations, Training of new Recruits and current FF, along with equipment maintenance.

Increase funding for the following. 1. Mask fit testing for all FF as per new OSHA requirements (\$3600.00 added to professional service line) 2. Additional hours for Fire Prevention Office. ( 3 hours/week) funding provided from inspection fee's) 3. Apply for grant funding for replacement of our Self Contained Breathing Apparatus (SCBA's).

**FY2020 ACCOMPLISHMENTS**

Maintained department equipment, operation and staffing level after 2 years of level funded budgeting. Received grant funding to replace Firefighter Gloves and protective Hoods, along with fund for our SAFE ( Student Awareness of Fire Education) and Senior SAFE program.

Fire Chief	Fire Inspector	
Deputy Chief		
Assistant Chief		
Captain Company 1	Captain Company 2	Captain Company 3
Lieutenant Company 1	Lieutenant Company 2	Lieutenant Company 3
Firefighters Company 1	Firefighters Company 2	Firefighters Company 3
Recruits Company 1	Recruits Company2	Recruits Company 3

	FY2018 Actual	FY2019 Actual	FY 2020 Budget	FY 2021 Request	FY2021 Town Administrator Budget
Fire Chief	1	1	1	1	1
Deputy Chief	1	1	1	1	1
Assistant Chief	1	1	1	1	1
Fire Inspector/Captain	1	1	1	1	1
Captains	3	3	3	3	3
Lieutenants	3	3	3	3	3
Firefighters	35	36	35	36	36
Recruits	20	20	22	20	20
<b>Subtotal Employees</b>	<b>65</b>	<b>66</b>	<b>67</b>	<b>66</b>	<b>66</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>65</b>	<b>66</b>	<b>67</b>	<b>66</b>	<b>66</b>

# FY2021 Budget Summary - Fire

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

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

Purchase of Services	\$ 50,300	\$ 50,300	\$ 50,300	\$ 63,900	\$ 63,900	\$ 13,600	27%
Supplies	\$ 21,500	\$ 21,500	\$ 21,500	\$ 22,300	\$ 22,300	\$ 800	4%
Utilities	\$ 63,220	\$ 63,220	\$ 63,220	\$ 52,420	\$ 52,420	\$ (10,800)	-17%
<b>Expenses Total</b>	<b>\$ 135,020</b>	<b>\$ 135,020</b>	<b>\$ 135,020</b>	<b>\$ 138,620</b>	<b>\$ 138,620</b>	<b>\$ 3,600</b>	<b>2.67%</b>

<b>Fire Total</b>	<b>\$ 305,313</b>	<b>\$ 305,307</b>	<b>\$ 305,307</b>	<b>\$ 308,907</b>	<b>\$ 315,398</b>	<b>\$ 10,091</b>	<b>3.31%</b>
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Compensation Detail

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

Fire

1	2	3	4	5	6	7	8	9	10	12	13	14	15	16		
				FISCAL YEAR 2020				FISCAL YEAR 2021								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Other Pay	Final Salary	Projected
								Rate								Salary
Wilson	Robert		Chief		\$0.00	0	\$ 12,204.00	\$0.00	0	0	2.00%		\$ 0.01	\$ -	\$ 12,448	\$ 12,448
Wilson	Michael		Fire Inspector		\$19.83	992	\$ 19,667.00	\$19.83	1144	1144	2%	\$ 0.40	\$ 20.23		\$ 23,145	\$ 23,145
			Stipends				\$ 138,416.00	#####			2.00%				\$ 141,185	\$ 141,185
																\$ -
Total Salaries							\$ 170,287							\$ -	\$ 176,778	\$ 176,778

**Supplementary Compensation**

	Fiscal Year		Fiscal Year
	2020		2021
Stipends & Other Pay	\$ -		\$ -
Chief's Stipend	\$ 12,964		\$ 12,964
Fire Incidents	\$ 49,575		\$ 49,575
Fire Training	\$ 36,368		\$ 36,368
FF X-Duty	\$ 3,142		\$ 3,142
FF Maintenance	\$ 3,966		\$ 3,966
Officers Stipends	\$ 4,775		\$ 4,775
Aux/Recruit FF	\$ 5,376		\$ 5,376
Longevity Stipend	\$ 5,250		\$ 5,250
FF I/II Stipend	\$ 3,000		\$ 3,000
Other Stipends	\$ 9,000		\$ 9,000
New FF I/II	\$ 5,000		\$ 5,000
<b>Total Stipends and Other Pay</b>	<b>\$ 138,416</b>		<b>\$ 138,416</b>
<b>Total Supplementary Compensation</b>	<b>\$ 138,416</b>		<b>\$ 138,416</b>

## Expense Detail - Fire

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-220-5200-003	\$ 38,000	\$ 38,000	\$ 38,000	\$ 48,000	\$ 10,000	26%	\$ 48,000	\$ 10,000	26%
Consultant/Prof Services	01-220-5200-004	\$ 1,800	\$ 1,800	\$ 1,800	\$ 5,400	\$ 3,600	200%	\$ 5,400	\$ 3,600	200%
Dues/Memberships	01-220-5700-002	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0%	\$ 2,500	\$ -	0%
Training/Seminars/Meetings	01-220-5700-003	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0%	\$ 2,500	\$ -	0%
Equipment	01-210-5800-001	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ -	0%	\$ 5,500	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 50,300</b>	<b>\$ 50,300</b>	<b>\$ 50,300</b>	<b>\$ 63,900</b>	<b>\$ 13,600</b>	<b>27%</b>	<b>\$ 63,900</b>	<b>\$ 13,600</b>	<b>27%</b>
Office Supplies	01-220-5400-001	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
Books Periodicals	01-220-5400-002	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
Tools/Small Equipment	01-220-5400-005	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,800	\$ 800	5%	\$ 16,800	\$ 800	5%
Parts/Materials	01-220-5400-006	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
Maintenance Supplies	01-220-5400-007	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 21,500</b>	<b>\$ 21,500</b>	<b>\$ 21,500</b>	<b>\$ 22,300</b>	<b>\$ 800</b>	<b>4%</b>	<b>\$ 22,300</b>	<b>\$ 800</b>	<b>4%</b>
Telephone	01-220-5200-001	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ -	0%	\$ 3,800	\$ -	0%
Electric	01-220-5200-002	\$ 19,800	\$ 19,800	\$ 19,800	\$ 19,000	\$ (800)	-4%	\$ 19,000	\$ (800)	-4%
Water Sewer	01-220-5200-006	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0%	\$ 5,000	\$ -	0%
Heating Fuel	01-220-5400-003	\$ 34,620	\$ 34,620	\$ 34,620	\$ 24,620	\$ (10,000)	-29%	\$ 24,620	\$ (10,000)	-29%
<b>Utilities</b>		<b>\$ 63,220</b>	<b>\$ 63,220</b>	<b>\$ 63,220</b>	<b>\$ 52,420</b>	<b>\$ (10,800)</b>	<b>-17%</b>	<b>\$ 52,420</b>	<b>\$ (10,800)</b>	<b>0.0%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **231 - Ambulance Department**



**DESCRIPTION OF SERVICES**

**Emergency Medical Services** (EMS) is a critical component of the Town's **emergency** and trauma care system. ... It includes **emergency** calls to 9-1-1; dispatch of **emergency** personnel to the scene of an illness or trauma; and triage, **treatment**, and transport of patients by ambulance to area Hospitals..

**MISSION STATEMENT**

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

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

Replacement of Ambulance 2. Ability to retain current staffing levels of EMT Paramedics and Basics.

**FY2020 ACCOMPLISHMENTS**

Replaced Cardiac Monitors. Maintained existing staffing with new on-call/per diem personnel. Staffed 100% 1st call, 90+% 2nd and 3rd calls.

EMS Director  
 EMS Coordinator  
 Training Coordinator  
 EMT Paramedics

Dept. Assistant

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
EMS Director	1	1	1	1	1
EMS Coordinator	1	1	1	1	1
Training Coordinator	1	1	1	1	1
EMT-Paramedic	1	1	1	1	1
Dept Assistant	1	1	1	1	1
Per-Diem Paramedics	15	13	13	13	13
Per-Diem Basics	21	24	22	22	22
<b>Subtotal Employees</b>	<b>38</b>	<b>39</b>	<b>37</b>	<b>37</b>	<b>37</b>
Subtotal Stipend Employees	3	3	3	0	0
<b>Total Employees</b>	<b>41</b>	<b>42</b>	<b>40</b>	<b>37</b>	<b>37</b>

# **FY2021 Budget Summary - Ambulance**

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

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

Purchase of Services	\$ 37,900	\$ 49,900	\$ 48,684	\$ 48,684	\$ 48,684	\$ -	0%
Supplies	\$ 21,650	\$ 21,650	\$ 21,650	\$ 22,150	\$ 22,150	\$ 500	0%
Utilities	\$ 17,300	\$ 17,300	\$ 17,300	\$ 16,800	\$ 16,800	\$ -	0%
<b>Expenses Total</b>	<b>\$ 76,850</b>	<b>\$ 88,850</b>	<b>\$ 87,634</b>	<b>\$ 87,634</b>	<b>\$ 87,634</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Ambulance Total</b>	<b>\$ 424,850</b>	<b>\$ 440,418</b>	<b>\$ 440,372</b>	<b>\$ 446,123</b>	<b>\$ 446,123</b>	<b>\$ 5,751</b>	<b>1.31%</b>
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Compensation Detail

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

Ambulance

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Franklin	Michael	01-231-5100-000	EMT - Para		\$22.36	28	\$ 32,025.12	\$ 22.36	28	1463	2%	\$ 0.45	\$ 22.81		\$ 33,375	\$ 33,375
Per Diem		01-231-5100-000	EMT - Para		\$23.25	60	\$ 72,749.25	\$ 23.25	60	3135	2%	\$ 0.47	\$ 23.72		\$ 74,363	\$ 74,363
Per Diem		01-231-5100-000	EMT - Basic		\$18.72	72	\$ 70,631.55	\$ 18.72	72	3762	2%	\$ 0.38	\$ 19.10		\$ 71,852	\$ 71,852
Fields	Donna	01-231-5100-000	Dept Assist		\$23.08	40	\$ 48,375.68	\$ 23.08	40	2090	2%	\$ 0.47	\$ 23.55		\$ 49,213	\$ 49,213
Stand By Wages		01-231-5100-000	Stand by-On Call		\$3.00	115	\$ 17,994.00	\$ 3.00	115	6009	0%	\$ -	\$ 3.00		\$ 18,027	\$ 18,027
Night Staff P/D		01-231-5100-000	EMT - Para		\$150.00	6	\$ 46,950.00	\$ 150.00	6	314	0%	\$ -	\$ 150.00		\$ 47,100	\$ 47,100
Night Staff P/D		01-231-5100-000	EMT - Basic		\$100.00	7	\$ 36,600.00	\$ 100.00	7	366	0%	\$ -	\$ 100.00		\$ 36,600	\$ 36,600
On Call Wages		01-231-5100-000	On-Call/Second calls				\$ 15,000.00	\$15,000.00		0	2%	\$ 300.01	\$ 15,300.01		\$ 15,300	\$ 15,300
Vac/Sick/Holiday		01-231-5100-000	Vacation /Sick				\$ 3,074.00	\$ 3,074.00		0	2%	\$ 61.49	\$ 3,135.49		\$ 3,135	\$ 3,135
Wilson	Robert	01-231-5100-000	EMS Director				\$ 3,820.00	\$ 3,820.00		0	2%	\$ 76.41	\$ 3,896.41		\$ 3,896	\$ 3,896
Franklin	Mike	01-231-5100-000	EMS Coord				\$ 3,608.00	\$ 3,608.00		0	2%	\$ 72.17	\$ 3,680.17		\$ 3,680	\$ 3,680
Plante	Pam	01-231-5100-000	Train Coord				\$ 1,910.00	\$ 1,910.00		0	2%	\$ 38.21	\$ 1,948.21		\$ 1,948	\$ 1,948
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 352,738			17139				\$ -	\$ 358,489	\$ 358,489

## Expense Detail - Ambulance

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept.	Dollar	Percent	TA	Dollar	Percent
					Request	Change	Change	Approved	Change	Change
Maint Contracts/Repairs	01-231-5200-003	\$ 12,500.00	\$ 24,500.00	\$ 23,284.00	\$ 23,284.00	\$ -	0%	\$ 23,284.00	\$ -	0%
Consultant/Prof Services	01-231-5200-004	\$ 13,900.00	\$ 13,900.00	\$ 13,900.00	\$ 13,900.00	\$ -	0%	\$ 13,900.00	\$ -	0%
Mileage/Licenses	01-231-5700-001	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	0%	\$ 7,500.00	\$ -	0%
Dues/Memberships	01-231-5700-002	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%	\$ 2,000.00	\$ -	0%
Training/Seminars/Meetings	01-231-5700-003	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%	\$ 2,000.00	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 37,900.00</b>	<b>\$ 49,900.00</b>	<b>\$ 48,684.00</b>	<b>\$ 48,684.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 48,684.00</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-231-5400-001	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$ -	0%
Books Periodicals	01-231-5400-002	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	0%	\$ 150.00	\$ -	0%
Tools/Small Equipment	01-231-5400-005	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	0%	\$ 4,000.00	\$ -	0%
Parts/Materials	01-231-5400-006	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ -	0%	\$ 16,000.00	\$ -	0%
Maintenance Supplies	01-231-5400-007	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 500.00	100%	\$ 1,000.00	\$ 500.00	100%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 21,650</b>	<b>\$ 21,650</b>	<b>\$ 21,650</b>	<b>\$ 22,150</b>	<b>\$ 500</b>	<b>2%</b>	<b>\$ 22,150</b>	<b>\$ 500</b>	<b>2%</b>
Telephone	01-231-5200-001	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Electric	01-231-5200-002	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	0%	\$ 7,500	\$ -	0%
Heating Fuel	01-231-5400-003	\$ 8,300	\$ 8,300	\$ 8,300	\$ 7,800	\$ (500)	-6%	\$ 7,800	\$ (500.00)	-6%
<b>Utilities</b>		<b>\$ 17,300</b>	<b>\$ 17,300</b>	<b>\$ 17,300</b>	<b>\$ 16,800</b>	<b>\$ (500)</b>	<b>-3%</b>	<b>\$ 16,800</b>	<b>\$ (500)</b>	<b>-2.9%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**241 - Code Department**



**DESCRIPTION OF SERVICES**

The Code/ Department, a Division of the Development and Inspectional Services Department, is charged with enforcing the State Building Codes to ensure the residents, businesses and visitors of Leicester are afforded safe and reliable structures in which to live and work. The department is also responsible for the enforcement of the Town zoning bylaws and Massachusetts MAABB (Massachusetts Architectural Access Barrier Board) CMR 521 rules and regulations. The Code Department also is responsible for oversight of plumbing, gas, and electrical permits.

**MISSION STATEMENT**

The Department's primary goal is to protect the public's life, health, safety and welfare as it relates to construction and occupancy of buildings. We ensure that all construction, reconstruction, alterations, and repairs conform to the requirements of the State Building, Electrical, Plumbing and Gas codes and the Town of Leicester Zoning Bylaw and conduct annual inspections on specified use groups in existing buildings.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

- Organize and catalog all plans in the office and storage room; dispose of obsolete files in accordance with record disposal law
- Improve required periodic inspection program (Table 110 Schedule of Periodic Inspection of Existing Buildings)
- Develop written office procedures.
- Develop and implement improved enforcement mechanisms for Building Code and Zoning Bylaw violations.
- Explore e-permitting options and lower cost alternatives if not financially feasible.

**FY2020 ACCOMPLISHMENTS**

- Building Permits prepared on computer as form-fillable pdfs.
- Continued ongoing enforcement of Building, Plumbing, Gas, and Electrical codes.
- New Building Inspector/Zoning Enforcement Officer hired 11/2019.

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

**FY2021 Budget Summary - Code**


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

Salaries	\$ 57,589	\$ 58,741	\$ 50,463	\$ 51,545	\$ 51,545	1,082	2%
Wages	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	-	0%
Other	\$ -	\$ -	\$ 3,089	\$ -	\$ -	(3,089)	-100%
<b>Personnel Total</b>	<b>\$ 57,589</b>	<b>\$ 60,241</b>	<b>\$ 55,052</b>	<b>\$ 53,045</b>	<b>\$ 53,045</b>	<b>\$ (2,007)</b>	<b>-3.65%</b>

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

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

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

Code

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
McCrae	David	01-241-5101-000	BI	Con	\$25.44	38	\$ 50,463	\$ 25.44	38	1986	2%	\$ 0.51	\$ 25.95		\$ 51,545	\$ 51,545
		01-241-5100-000	On Call				\$ 1,500	\$ -					\$ -		\$ 1,500	\$ 1,500
		Rounding					\$ 3,089									\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 55,052			1986				\$ -	\$ 53,045	\$ 53,045



# Expense Detail - Code

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Consultants/Prof services	01-241-5200-004	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0%
Travel/Licenses	01-241-5700-001	\$ 6,000	\$ 4,960	\$ 4,960	\$ 4,960	\$ -	0%	\$ 4,960	\$ -	0%
Training/Seminars/Meetings	01-241-5700-003	\$ 332	\$ 332	\$ 332	\$ 332	\$ -	0%	\$ 332	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
<b>Purchase of Services</b>		<b>\$ 7,532.00</b>	<b>\$ 6,492.00</b>	<b>\$ 6,492.00</b>	<b>\$ 6,492.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 6,492.00</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-241-5400-001	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,400.00	\$ 400.00	40%
Tools/Small equipment	01-241-5400-005	\$ 546	\$ 546	\$ 546	\$ 546	\$ -	0%	\$ 546.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ 1,546</b>	<b>\$ 1,546</b>	<b>\$ 1,546</b>	<b>\$ 1,546</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,946</b>	<b>\$ 400</b>	<b>26%</b>
Telephones	01-241-5200-001	600	\$ 600	\$ 600	\$ 600	\$ -	0.0%	\$ 600	\$ -	0%
<b>Utilities</b>		<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ 600</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ 600</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**290 - Emergency Management**

**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

To provide safe, effective, and timely services to the community

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS****FY2020 ACCOMPLISHMENTS**

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

**FY2021 Budget Summary - Emergency Management**

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

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

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

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

Compensation Detail

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

Fire

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Montiverdi	Chris		Director		\$0.00	0	\$ 3,813.00	\$ -		0	0%	\$ -	\$ -		\$ -	.
															\$ -	\$ -
																\$ -
																\$ -
Total Salaries							\$ 3,813			0				\$ -	\$ -	\$ -

### Expense Detail - Fire

[illegible]



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**292 - Animal Control**





**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

To work with residents to provide safe, effective and efficient animal control services, provide high quality animal care, and to promote responsible pet ownership.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

To continue to provide effective Animal Control services.

**FY2020 ACCOMPLISHMENTS**

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

**FY2021 Budget Summary - Animal Control**

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

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

Purchase of Services	\$ 6,775	\$ 6,775	\$ 6,283	\$ 6,283	\$ 6,283	\$ -	0%
Supplies	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 8,950</b>	<b>\$ 8,950</b>	<b>\$ 8,458</b>	<b>\$ 8,458</b>	<b>\$ 8,458</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Animal Control Total</b>	<b>\$ 33,129</b>	<b>\$ 33,552</b>	<b>\$ 33,552</b>	<b>\$ 33,934</b>	<b>\$ 33,934</b>	<b>\$ 382</b>	<b>1.14%</b>
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Compensation Detail

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

Animal Control

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Dykas	Pat	01-292-5100-000	AI	Con			\$ 22,035	\$22,035.00		0	2%	\$ 440.71	\$ 22,475.71	3,000.00	\$ 25,476	\$ 25,476
Rounding							\$ 3,059									
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 25,094			0				\$ 3,000	\$ 25,476	\$ 25,476

## Expense Detail - Animal Control

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maint Contr/Repairs	01-292-5200-003	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	0%	\$ 500.00	\$ -	0%
Consultants/Prof Services	01-292-5200-004	\$ 5,000.00	\$ 5,000.00	\$ 4,508.00	\$ 4,508.00	\$ -	0%	\$ 4,508.00	\$ -	0%
Dues/Membership	01-292-5700-002	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%	\$ 100.00	\$ -	0%
Training/Seminars/Meetings	01-292-5700-003	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ -	0%	\$ 300.00	\$ -	0%
Clothing Allowance	01-292-5700-004	\$ 325.00	\$ 325.00	\$ 325.00	\$ 325.00	\$ -	0%	\$ 325.00	\$ -	0%
Equipment	01-292-5800-001	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ -	0%	\$ 550.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
<b>Purchase of Services</b>		<b>\$ 6,775.00</b>	<b>\$ 6,775.00</b>	<b>\$ 6,283.00</b>	<b>\$ 6,283.00</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 6,283.00</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-292-5400-001	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ -	0%	\$ 1,400.00	\$ -	0%
Tools/Small equipment	01-292-5400-005	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%	\$ 100.00	\$ -	0%
Animal Disposal Supplies	01-292-5400-007	\$ 675.00	\$ 675.00	\$ 675.00	\$ 675.00	\$ -	0%	\$ 675.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
<b>Supplies</b>		<b>\$ 2,175</b>	<b>\$ 2,175</b>	<b>\$ 2,175</b>	<b>\$ 2,175</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 2,175</b>	<b>\$ -</b>	<b>0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



Town of Leicester

**Operating Budget Manual**

FY2021

**296 - Insect Pest Control**





**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

To promote public safety by effectively managing trees on town-owned property.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

N/A

**FY2020 ACCOMPLISHMENTS**

N/A

# **FY2021 Budget Summary - Insect Pest Control**

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ 1,920	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ 1,920</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>

Purchase of Services	\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	\$ -	0%
Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Insect Pest Total</b>	<b>\$ 9,770</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ 7,850</b>	<b>\$ -</b>	<b>0.00%</b>
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**Expense Detail - Insect Pest Control**

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-296-5200-004	\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	\$ -	0%	\$ 6,850	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 6,850</b>	<b>\$ 6,850</b>	<b>\$ 6,850</b>	<b>\$ 6,850</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 6,850</b>	<b>\$ -</b>	<b>0%</b>
Tools/Small equipment	01-296-5400-005	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
<b>Supplies</b>		<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**  
**Town Administrator's Budget**  
**FY2021 - Part C - Education**



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**School Department**



## DESCRIPTION OF SERVICES

The public educational system of Leicester structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. At present, the district is comprised of four locations, employing 247 full and part-time employees with a total enrollment of 1,495 as reported to the MA Department of Elementary and Secondary Education in the SY 2019-2020: Leicester High School (enrollment: 461) Leicester Middle School (enrollment: 467) Leicester Elementary School (enrollment: 497) and Leicester Integrated Preschool (enrollment: 70).

## MISSION STATEMENT

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

## FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

*Strategic Objective 1:* Design engaging instruction grounded in rigorous and relevant curricula in order to improve overall student achievement.

*Goal/additional need for Objective 1:* In order to meet the needs of our learners in all areas identified by recent district audits, additional staffing to include 1.3 FTE Health/Physical Education at the High School; 2.0 FTE ELA/Math at the Middle School; 3.2 FTE Health/Media Specialist/ELL/Special Education at the Elementary School; 1.0 FTE ELL Teacher Districtwide

*Strategic Objective 2:* Develop Social-Emotional Skills to prepare students for learning and life.

*Goal/additional need for Objective 2:* With the continual increase in social emotional needs, the Middle School proposes adding a 1.0 FTE School Adjustment Counselor to promote a positive learning environment for high risk students in addition to the Guidance Counselor.

*Strategic Objective 3:* Improve educational facilities to create effective and safe learning environments for students, faculty, and staff.

*Goal/additional need for Objective 3:* Additional allocations have been made to the facilities budget based on both prior year trends, but also to address items which have been deferred such as white board paint upgrades, plumbing, electrical, boiler maintenance (and PM), HVAC PM, re-coring doors and upgrades to security systems at the High School including new cameras, FOBs and associated software.

## FY2020 ACCOMPLISHMENTS

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

#1-Reinstatement of the Director of Curriculum

#2-Continuance of successful administration of the Universal Health Screening program at the Elementary School level

#3-Initial implementation of security enhancements at the High School (phase 1) addressing door framing issues, security cameras and initial FOB roll-out process.

In addition, the district successfully closed a \$600,000 budget gap through restructuring of buildings and staff to ensure no programs and

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
Central Office	12.50	11.50	13.50	14.50	14.50
Special Education	4.50	4.50	4.50	4.50	4.50
High School	67.66	61.36	64.50	65.80	65.80
Memorial School	45.25	48.75	0.00	0.00	0.00
Primary School	67.35	62.85	0.00	0.00	0.00
Middle School	60.00	53.30	60.00	63.00	63.00
Elementary School	0.00	0.00	76.00	80.20	80.20
Pre-School	0.00	0.00	16.10	16.10	16.10
<b>Subtotal Employees</b>	<b>257.26</b>	<b>242.26</b>	<b>234.60</b>	<b>244.10</b>	<b>244.10</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>257.26</b>	<b>242.26</b>	<b>234.6</b>	<b>244.1</b>	<b>244.1</b>



# **FY2021 Budget Summary - Schools**

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

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

Purchase of Services	\$ 2,417,751	\$ 3,595,490	\$ 3,509,317	\$ 3,685,760	\$ 3,685,760	\$ 176,443	5%
Supplies	\$ 244,947	\$ 477,850	\$ 388,372	\$ 460,003	\$ 460,003	\$ 71,631	18%
Utilities	\$ 389,378	\$ 359,666	\$ 358,096	\$ 393,450	\$ 393,450	\$ 35,354	10%
<b>Expenses Total</b>	<b>\$ 3,052,076</b>	<b>\$ 4,433,006</b>	<b>\$ 4,255,785</b>	<b>\$ 4,539,213</b>	<b>\$ 4,539,213</b>	<b>\$ 283,428</b>	<b>6.66%</b>

<b>Schools</b>	<b>\$ 16,302,094</b>	<b>\$ 16,667,839</b>	<b>\$ 16,985,780</b>	<b>\$ 18,386,386</b>	<b>\$ 17,174,399</b>	<b>\$ 188,619</b>	<b>1.11%</b>
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Compensation Detail

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

Schools

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2020							FISCAL YEAR 2021								Projected Salary Fiscal 2021
Location							Annual Salary 1-Jul-19	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
Central Office							\$ 1,010,381	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ 1,473,731	\$ 1,473,731
Special Education							\$ 388,439							\$ 419,438	\$ 419,438
High School							\$ 3,157,035							\$ 3,291,567	\$ 3,291,567
Athletics							\$ 167,805							\$ 175,848	\$ 175,848
Memorial School							\$ -							\$ -	\$ -
Primary School							\$ -							\$ -	\$ -
Middle School							\$ 3,470,773							\$ 3,716,643	\$ 3,716,643
Elementary School							\$ 3,972,161							\$ 4,192,694	\$ 4,192,694
Pre-School							\$ 563,401							\$ 577,252	\$ 577,252
TA Adjustment							\$ -								\$ (1,211,987)
Total Salaries							\$ 12,729,995			\$ -			\$ -	\$ 13,847,173	\$ 12,635,186

Expense Detail - School Department

		\$16,264,094.00	\$16,667,839.00	\$16,985,780.00	\$18,386,385.00	\$1,400,605.00	8.25%	\$17,165,876.00	\$180,096.00	1.06%
		FY 2021						FY 2021		
		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY2021 Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
<b>All Schools</b>									\$ -	
Central Office		\$ 797,121.00	\$ 1,527,302.00	\$ 1,603,864.00	\$ 1,622,797.00	\$ 18,933.00	1.18%	\$ 1,622,797.00	\$ 18,933.00	1.18%
Special Education		\$ 1,511,509.00	\$ 1,589,218.00	\$ 1,585,319.00	\$ 1,702,625.00	\$ 117,306.00	7.40%	\$ 1,702,625.00	\$ 117,306.00	7.40%
High School		\$ 57,966.00	\$ 160,975.00	\$ 116,633.00	\$ 136,704.00	\$ 20,071.00	17.21%	\$ 136,704.00	\$ 20,071.00	17.21%
Athletics		\$ -	\$ 36,954.00	\$ 77,289.00	\$ 87,259.00	\$ 9,970.00	12.90%	\$ 87,259.00	\$ 9,970.00	12.90%
Middle School		\$ 20,728.00	\$ 58,326.00	\$ 49,899.00	\$ 55,375.00	\$ 5,476.00	10.97%	\$ 55,375.00	\$ 5,476.00	10.97%
Memorial School		\$ 16,081.00	\$ 153,725.00	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Primary School		\$ 14,346.00	\$ 68,990.00	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Elementary School		\$ -	\$ -	\$ 76,313.00	\$ 79,500.00	\$ 3,187.00	4.18%	\$ 79,500.00	\$ 3,187.00	4.18%
Pre-School		\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00	0.00%	\$ 1,500.00	\$ 1,500.00	0.00%
<b>Purchase of Services</b>		<b>\$ 2,417,751.00</b>	<b>\$ 3,595,490.00</b>	<b>\$ 3,509,317.00</b>	<b>\$ 3,685,760.00</b>	<b>\$ 176,443.00</b>	<b>5.03%</b>	<b>\$ 3,685,760.00</b>	<b>\$ 176,443.00</b>	<b>5.03%</b>
Central Office		\$ 6,130.00	\$ 114,493.00	\$ 64,921.00	\$ 99,990.00	\$ 35,069.00	54.02%	\$ 99,990.00	\$ 35,069.00	54.02%
Special Education		\$ 250.00	\$ 6,162.00	\$ 17,776.00	\$ 18,200.00	\$ 424.00	2.39%	\$ 18,200.00	\$ 424.00	2.39%
High School		\$ 67,604.00	\$ 96,660.00	\$ 79,131.00	\$ 80,705.00	\$ 1,574.00	1.99%	\$ 80,705.00	\$ 1,574.00	1.99%
Athletics		\$ -	\$ 8,309.00	\$ 17,541.00	\$ 25,809.00	\$ 8,268.00	47.14%	\$ 25,809.00	\$ 8,268.00	47.14%
Middle School		\$ 87,820.00	\$ 132,658.00	\$ 110,376.00	\$ 137,424.00	\$ 27,048.00	24.51%	\$ 137,424.00	\$ 27,048.00	24.51%
Memorial School		\$ 41,248.00	\$ 53,037.00	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Primary School		\$ 41,895.00	\$ 66,531.00	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Elementary School		\$ -	\$ -	\$ 98,627.00	\$ 91,750.00	\$ (6,877.00)	-6.97%	\$ 91,750.00	\$ (6,877.00)	-6.97%
Pre-School		\$ -	\$ -	\$ -	\$ 6,125.00	\$ 6,125.00	100.00%	\$ 6,125.00	\$ 6,125.00	100.00%
<b>Supplies</b>		<b>\$ 244,947</b>	<b>\$ 477,850</b>	<b>\$ 388,372</b>	<b>\$ 460,003</b>	<b>\$ 71,631</b>	<b>18.44%</b>	<b>\$ 460,003</b>	<b>\$ 71,631</b>	<b>18.44%</b>
Central Office		\$ 11,545	\$ 3,633	\$ 5,000	\$ 5,000	\$ -	0.00%	\$ 5,000	\$ -	100.00%
Special Education		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
High School		\$ 135,341	\$ 119,746	\$ 142,072	\$ 149,500	\$ 7,428	5.23%	\$ 149,500	\$ 7,428	100.00%
Athletics		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
Middle School		\$ 100,915	\$ 94,834	\$ 124,385	\$ 137,600	\$ 13,215	10.62%	\$ 137,600	\$ 13,215	100.00%
Memorial School		\$ 63,621	\$ 66,818	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Primary School		\$ 77,956	\$ 74,635	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
Elementary School		\$ -	\$ -	\$ 86,639	\$ 101,350	\$ 14,711	16.98%	\$ 101,350	\$ 14,711	100.00%
Pre-School		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	100.00%
<b>Utilities</b>		<b>\$ 389,378</b>	<b>\$ 359,666</b>	<b>\$ 358,096</b>	<b>\$ 393,450</b>	<b>\$ 35,354</b>	<b>9.87%</b>	<b>\$ 393,450</b>	<b>\$ 35,354</b>	<b>9.87%</b>



**Town of Leicester**  
**Town Administrator's Budget**  
**FY2021 - Part D - Public Works**



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **420 - Highway Department**



**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

To continue to provide top quality services to the residents as well as provide winter maintenance and field mowing to the School Department, as authorized by the Select Board and School Committee.

**FY2020 ACCOMPLISHMENTS**

Continued to provide exemplary service to the Town with the resources that was available.

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
Highway Superintendent	1	1	1	1	1
Foreman	1	1	1	1	1
Mechanic	1	1	1	1	1
Truck Drivers	3	3	4	7	7
HEO	1	1	1	1	1
LEO	1	1	1	1	1
Dept Assistant	1	1	1	1	1
Custodian	0	0	1	1	1
<b>Subtotal Employees</b>	<b>9</b>	<b>9</b>	<b>11</b>	<b>14</b>	<b>14</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>9</b>	<b>9</b>	<b>11</b>	<b>14</b>	<b>14</b>



**FY2021 Budget Summary - Highway Department**

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

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

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

<b>Highway</b>	<b>\$ 697,060</b>	<b>\$ 743,282</b>	<b>\$ 801,680</b>	<b>\$ 863,928</b>	<b>\$ 937,002</b>	<b>\$ 135,322</b>	<b>16.88%</b>
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Compensation Detail

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

Highway Department

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
				FISCAL YEAR 2020				FISCAL YEAR 2021									TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY20 Rate	Step Increase Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Griffin	Dennis	01-420-5101-000	Hsup		39.55	40	\$ 82,977	\$ 39.55		40	2086	2%	\$ 0.80	\$ 40.35		\$ 84,162	\$ 90,000
Knott	Brian	01-420-5100-000	Foreman		28.42	40	\$ 59,625	\$ 28.42		40	2086	2%	\$ 0.57	\$ 28.99		\$ 60,481	\$ 60,481
Bulak	Eric	01-420-5100-000	Truck Driver		23.16	40	\$ 48,590	\$ 23.16		40	2086	2%	\$ 0.47	\$ 23.63		\$ 49,289	\$ 49,289
Burt	William	01-420-5100-000	Truck Driver		22.72	40	\$ 47,667	\$ 22.72		40	2086	2%	\$ 0.46	\$ 23.18		\$ 48,353	\$ 48,353
Dube	Anthony	01-420-5100-000	Truck Driver		22.72	40	\$ 47,667	\$ 22.72		40	2086	2%	\$ 0.46	\$ 23.18		\$ 48,353	\$ 48,353
Fenner	Derek	01-420-5100-000	LEO		25.05	40	\$ 14,228										\$ -
Fenner	Derek	01-420-5100-000	LEO		25.55	40	\$ 38,836	\$ 25.55		40	2086	2%	\$ 0.52	\$ 26.07		\$ 54,374	\$ 54,374
Shurr	Maureen	01-420-5100-000	Dept Asst		19.43	35	\$ 32,584	\$ 19.43		35	1826	2%	\$ 0.39	\$ 19.82		\$ 36,198	\$ 36,198
Keats	Derrick	01-420-5100-000	Mechanic		26.02	40	\$ 54,590	\$ 26.02	\$ 26.53	40	2086	2%	\$ 0.54	\$ 27.07		\$ 56,459	\$ 56,459
McCormick	Michael	01-420-5100-000	Truck Driver		24.1	40	\$ 50,562	\$ 24.10	\$ 24.57	40	2086	2%	\$ 0.50	\$ 25.07		\$ 52,289	\$ 52,289
Provost	Robert	01-420-5100-000	HEO		24.54	40	\$ 15,902										\$ -
Provost	Robert	01-420-5100-000	HEO		25.03	40	\$ 36,043	\$ 25.03	\$ 25.52	40	2086	2%	\$ 0.52	\$ 26.04		\$ 54,310	\$ 54,310
Solomon	Karl	01-420-5100-000	Maint		18.45	33	\$ 31,789	\$ 18.45		33	1721	2%	\$ 0.37	\$ 19.45		\$ 33,474	\$ 33,474
Open		01-420-5100-000	Truck Driver				\$ -	\$ 22.72		40	2086	2%	\$ 0.46	\$ 23.18		\$ 48,353	\$ 48,353
Open		01-420-5100-000	Truck Driver					\$ 22.72		40	2086	2%	\$ 0.46	\$ 23.18		\$ 48,353	\$ 48,353
Open		01-420-5100-000	Truck Driver					\$ 22.72		40	2086	2%	\$ 0.46	\$ 23.18		\$ 48,353	\$ -
Other		01-420-5100-000			11.48		\$ 298	\$ 12.75			0	0%	\$ 0.01	\$ 12.76		\$ -	\$ -
Overtime		01-420-5130-000					\$ 2,000	\$2,000.00			0	0%	\$ -	\$ 2,000.00		\$ 10,000	\$ 5,000
Promotions		01-420-5100-000	Mechanic					\$ 1.38		40	2086	2%	\$ 0.03	\$ 1.41		\$ 2,947	\$ 2,947
Promotions		01-420-5100-000	LEO					\$ 1.82		40	2086	2%	\$ 0.04	\$ 1.86		\$ 3,883	\$ 3,883
Promotions		01-420-5100-000	LEO					\$ 0.92		40	2086	2%	\$ 0.02	\$ 0.94		\$ 1,968	\$ 1,968
		01-420-5100-000	Sum Staff					\$ 12.75		40	480	0%	\$ 0.01	\$ 12.75		\$ 6,120	\$ 6,120
		01-420-5100-000	Sum Staff					\$ 12.75		40	480	0%	\$ -	\$ 12.75		\$ 6,120	\$ 6,120
Rounding							\$ 7,049										\$ -
																	\$ -
Total Salaries							\$ 570,407								\$ -	\$ 753,839	\$ 706,324

# Expense Detail - Highway Department

		FY2018	FY 2019	FY2020	FY 2021	FY 2021				
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-420-5200-003	\$ 1,000	\$ 1,000	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
Consultants/Prof Services	01-420-5200-004	\$ 57,000	\$ 55,000	\$ 48,608	\$ 51,308	\$ 2,700	6%	\$ 55,308	\$ 6,700	14%
Advertising	01-420-5200-007	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
Postage Costs	01-420-5200-008	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100	\$ -	0%
Mileage/Licenses	01-420-5700-001	\$ 900	\$ 1,940	\$ 1,940	\$ 1,940	\$ -	0%	\$ 1,940	\$ -	0%
Dues/Memberships	01-420-5700-002	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%	\$ 200	\$ -	0%
Training/Seminars/Meetings	01-420-5700-003	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
Clothing Allowance	01-420-5700-004	\$ 4,300	\$ 4,785	\$ 4,200	\$ 4,200	\$ -	0%	\$ 5,770	\$ 1,570	37%
Other-Gas Taxes	01-420-5700-007	\$ 5,000	\$ 4,615	\$ 3,765	\$ 3,765	\$ -	0%	\$ 3,765	\$ -	0%
Purchase of Services		\$ 69,500	\$ 68,640	\$ 60,613	\$ 63,313	\$ 2,700	4%	\$ 68,883	\$ 8,270	14%
Office Supplies	01-420-5400-001	\$ 800	\$ 800	\$ 725	\$ 725	\$ -	0%	\$ 725	\$ -	0%
Gasoline	01-420-5400-004	\$ 108,500	\$ 101,500	\$ 96,500	\$ 96,500	\$ -	0%	\$ 96,500	\$ -	0%
Parts/Materials	01-420-5400-006	\$ 65,000	\$ 64,615	\$ 63,865	\$ 63,865	\$ -	0%	\$ 55,000	\$ (8,865)	-14%
Supplies		\$ 174,300	\$ 166,915	\$ 161,090	\$ 161,090	\$ -	0%	\$ 152,225	\$ (8,865)	-6%
Telephone	01-420-5200-001	\$ 700	\$ 700	\$ 700	\$ 700	\$ -	0.0%	\$ 700	\$ -	0%
Electric	01-420-5200-002	\$ 6,650	\$ 5,800	\$ 4,800	\$ 4,800	\$ -	0.0%	\$ 4,800	\$ -	0%
Water/Sewer	01-420-5200-006	\$ 1,235	\$ 1,085	\$ 660	\$ 660	\$ -	0.0%	\$ 660	\$ -	0%
Heating Fuel	01-420-5400-003	\$ 5,572	\$ 4,410	\$ 3,410	\$ 3,410	\$ -	0.0%	\$ 3,410	\$ -	0%
Utilities		\$ 14,157	\$ 11,995	\$ 9,570	\$ 9,570	\$ -	0.0%	\$ 9,570	\$ -	0.0%



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**423 - Snow and Ice**

**DESCRIPTION OF SERVICES**

This budget is managed by the Highway Superintendent and funds expenditures related to winter maintenance of roadways. This covers the related overtime costs of town employees, roadway salt and sand, contract services, and equipment repairs.

**MISSION STATEMENT**

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

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS****FY2020 ACCOMPLISHMENTS**

# **FY2021 Budget Summary - Street Lights**

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

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

Purchase of Services	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0%
Supplies	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>96,000</b>	<b>96,000</b>	<b>96,000</b>	<b>96,000</b>	<b>96,000</b>	<b>-</b>	<b>0.00%</b>

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

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

Snow & Ice

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2020				FISCAL YEAR 2021							Projected Salary Fiscal 2021
		Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
Overtime							\$ 25,000	\$ -						\$ 25,000	\$ 25,000.00
															\$ -
Total Salaries							\$ 25,000			\$ -			\$ -	\$ 25,000	\$ 25,000

Expense Detail - Snow and Ice

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultant/Prof Services	01-423-5200-004	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	100%	\$ 8,000	\$ 8,000	100%
<b>Purchase of Services</b>		<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 8,000</b>	<b>\$ -</b>	<b>0%</b>
Parts and Materials	01-423-5400-006	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	100%	\$ 88,000	\$ 88,000	100%
<b>Supplies</b>		<b>\$ 88,000</b>	<b>\$ 88,000</b>	<b>\$ 88,000</b>	<b>\$ 88,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 88,000</b>	<b>\$ -</b>	<b>0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>





**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**424 - Street Lights**



# **FY2021 Budget Summary - Street Lights**

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

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

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

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

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Electric	01-424-5200-002	\$ 70,000	\$ 75,000	\$ 60,335	\$ 58,000	\$ (2,335)	0.0%	\$ 58,000	\$ (2,335)	0%
Utilities		\$ 70,000	\$ 75,000	\$ 60,335	\$ 58,000	\$ (2,335)	0.0%	\$ 58,000	\$ (2,335)	0%



**Town of Leicester**  
**Town Administrator's Budget**  
**FY2021 - Part E - Health & Human Services**



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**541 - Council on Aging**



**DESCRIPTION OF SERVICES**

Our senior center is an all inclusive center devoted to making sure that all who enter feel welcomed. Our center offers a myriad of programs designed for an ever-changing population. Our services include and are not limited to: community enrichment, health education, physical activity programs, and nutrition. Through outreach we work closely with other social services agencies and public agencies. We further broaden our spectrum by including our volunteers. These include: Our Board of Directors, elected officials, town administration, Select Board, our schools, our Girl Scout troops, Garden Club and Woman's Club. We strive to meet each concern and issue brought to us by our seniors and/or family members. We assess concerns individually or comprehensively and thereafter refer and outsource or craft programs that meet their concerns.

**MISSION STATEMENT**

The Leicester Senior Center strives to enrich the lives of the seniors by providing opportunities of volunteerism, education, recreation and social engagement.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

Continue to provide programs of high quality that are enriching for the seniors who attend our center and those out in the community. Continue to involve our schools and other agencies in our abilities to develop innovative programs. Review and integrate various goals of meeting the needs of baby-boomers while at times making certain that those advancing in age also have their special needs met. This coming year we will implement a new program called "Round Table". We find that individuals who often seem disengaged will often join in a group discussion with those of similar life experiences. This can serve as a breakthrough from isolation.

**FY2020 ACCOMPLISHMENTS**

Our accomplishments are due to a teamwork approach. We look at a potential program that may be good for a large number of varying ages. Program design such as "Laugh in the Morning" is well attended and can be enjoyed by both our elder seniors (80 and over) and those who are now turning 60. Another program designed to improve mental acuity that is now very popular is called "Train Your Brain". The aforementioned program is a continuum program rather than short term as offered at other agencies. Teamwork efforts that include our Nutrition Manager, Donna and her coworkers and volunteers allow for better decision making for meals that our seniors enjoy. Another accomplishment has been our ability to acquire bread and pastries from Shaws Supermarket. This has been very beneficial for our seniors.



	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
COA Director	1	1	1	1	1
Outreach Coordinator	1	1	1	1	1
Bus Drivers	2	2	2	2	2
Clerk/Newsletter Editor	1	1	1	1	1
<b>Subtotal Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

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

**FY2021 Budget Summary - Council on Aging**

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

Salaries	\$ 32,685	\$ 36,979	\$ 41,663	\$ 42,534	\$ 42,534	\$ 871	2%
Wages	\$ 20,588	\$ 25,998	\$ 35,472	\$ 27,934	\$ 27,934	\$ (7,538)	-21%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ 53,273</b>	<b>\$ 62,977</b>	<b>\$ 77,135</b>	<b>\$ 70,468</b>	<b>\$ 70,468</b>	<b>\$ (6,667)</b>	<b>-100.00%</b>

Purchase of Services	\$ 8,495	\$ 8,245	\$ 8,245	\$ 7,958	\$ 7,778	\$ (467)	-6%
Supplies	\$ 4,750	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ -	0%
Utilities	\$ 17,900	\$ 18,400	\$ 18,400	\$ 18,800	\$ 18,800	\$ 400	2%
<b>Expenses Total</b>	<b>\$ 31,145</b>	<b>\$ 31,145</b>	<b>\$ 31,145</b>	<b>\$ 31,258</b>	<b>\$ 31,078</b>	<b>\$ (67)</b>	<b>-0.22%</b>

<b>Council on Aging</b>	<b>\$ 84,418</b>	<b>\$ 94,122</b>	<b>\$ 108,280</b>	<b>\$ 101,726</b>	<b>\$ 101,546</b>	<b>\$ (6,734)</b>	<b>-6.22%</b>
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Compensation Detail

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

Council on Aging

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Cloutier	Rachelle	01-541-5100-000	Director		31.90	25	\$ 41,663	\$ 31.90	25	1307	2%	\$ 0.64	\$ 32.54		\$ 42,534	\$ 42,534
Lamb	Nancy	01-541-5101-000	Outreach		19.43	19	\$ -	\$ 19.43	19	993	2%	\$ 0.39	\$ 19.82		\$ 19,685	\$ -
Grenieir	Genevieve	01-541-5101-000	Clerk		15.30	19	\$ -	\$ 19.43	19	993	2%	\$ 0.39	\$ 19.82		\$ 19,685	\$ -
Foley	Robert	01-541-5101-000	Bus Driver		17.46	15	\$ 13,684	\$ 17.46	15	784	2%	\$ 0.35	\$ 17.81		\$ 13,967	\$ 13,967
Gercken	David	01-541-5101-000	Bus Driver		17.46	15	\$ 13,684	\$ 17.46	15	784	2%	\$ 0.35	\$ 17.81		\$ 13,967	\$ 13,967
Rounding							\$ 8,103									
Total Salaries							\$ 77,135			4861				\$ -	\$ 70,468	\$ 70,468

Expense Detail - Council on Aging

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Maint Contracts/Repairs	01-541-5200-003	6,870	6,870	6,870	7,050	180	0	\$ 6,870	\$ -	0%
Consultants/Prof Services	01-541-5200-004	400	400	400	-	(400)	(1)	\$ -	\$ (400)	-100%
Mileage/Licenses	01-541-5700-001	300	300	300	200	(100)	(0)	\$ 200	\$ (100)	-33%
Dues/Memberships	01-541-5700-002	425	425	425	508	83	0	\$ 508	\$ 83	20%
Training/Seminars/Meetings	01-541-5700-003	500	250	250	200	(50)	(0)	\$ 200	\$ (50)	-20%
<b>Purchase of Services</b>		<b>8,495</b>	<b>8,245</b>	<b>8,245</b>	<b>7,958</b>	<b>(287)</b>	<b>(0)</b>	<b>\$ 7,778</b>	<b>\$ (467)</b>	<b>-6%</b>
Office Supplies	01-420-5400-001	500	500	500	500	-	-	\$ 500	\$ -	0%
Maintenance Supplies	01-541-5400-007	4,250	4,000	4,000	4,000	-	-	\$ 4,000	\$ -	0%
<b>Supplies</b>		<b>4,750</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>	<b>-</b>	<b>\$ 4,500</b>	<b>\$ -</b>	<b>0%</b>
Telephone	01-541-5200-001	1,500	1,500	1,500	1,500	-	-	\$ 1,500	\$ -	100%
Electric	01-541-5200-002	6,900	6,900	6,900	6,900	-	-	\$ 6,900	\$ -	100%
Water/Sewer	01-541-5200-006	1,000	1,500	1,500	1,900	400	-	\$ 1,900	\$ -	100%
Heating Fuel	01-541-5400-003	8,500	8,500	8,500	8,500	-	-	\$ 8,500	\$ -	100%
<b>Utilities</b>		<b>17,900</b>	<b>18,400</b>	<b>18,400</b>	<b>18,800</b>	<b>400</b>	<b>-</b>	<b>\$ 18,800</b>	<b>\$ 400</b>	<b>2.2%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**543 - Veterans' Services**



**DESCRIPTION OF SERVICES**

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

**MISSION STATEMENT**

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

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

**FY2020 ACCOMPLISHMENTS**

N/A

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



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

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

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

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

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

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

## Veteran's Services

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Arriaga-Reyes	Alex	01-541-5100-000	Agent				\$ 6,630	\$6,630.00		0	2%	\$ 132.61	\$ 6,762.61		\$ 6,763	\$ 6,763
Rounding							\$ 2									\$ -
																\$ -
																\$ -
																\$ -
																\$ -
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																\$ -
																\$ -
																\$ -
																\$ -
<b>Total Salaries</b>							\$ 6,632			0				\$ -	\$ 6,763	\$ 6,763

# Expense Detail - Veterans

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Mileage/Licenses	01-543-5700-001	\$ 200	\$ 250	\$ 250	\$ 250	\$ -	0%	\$ 250	\$ -	0%
Dues/Memberships	01-543-5700-002	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100	\$ -	0%
Training/Seminars/Meetings	01-543-5700-003	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%	\$ 200	\$ -	0%
Other - Veteran's Benefits	01-543-5800-001	\$ 90,000	\$ 85,000	\$ 85,000	\$ 95,000	\$ 10,000	12%	\$ 118,500	\$ 33,500	39%
<b>Purchase of Services</b>		<b>\$ 90,500.00</b>	<b>\$ 85,550.00</b>	<b>\$ 85,550.00</b>	<b>\$ 95,550.00</b>	<b>\$ 10,000.00</b>	<b>12%</b>	<b>\$ 119,050</b>	<b>\$ 33,500</b>	<b>39%</b>
Office Supplies	01-543-5400-001	\$ 125	\$ 300	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0%
Equipment	01-543-5800-001	\$ 800	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
<b>Supplies</b>		<b>\$ 925</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**  
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**545 - Veterans Graves Registration**

**DESCRIPTION OF SERVICES**

The Veterans Graves Officer is responsible for ensuring every veteran's grave in the Town is suitably kept and cared for. The Town is responsible for paying for the care and maintenance of graves that are not cared for by citizens or cemetery trustees.

**MISSION STATEMENT**

To afford dignity and respect to the grave of every veteran buried in the Town of Leicester.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

N/A

**FY2020 ACCOMPLISHMENTS**

N/A

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

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

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

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

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

<b>Veterans Graves Registration</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ 2,400</b>	<b>\$ -</b>	<b>0.00%</b>
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Compensation Detail

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

Veterans Graves Registration

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2020				FISCAL YEAR 2021							Projected Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
		01-541-5100-000	Agent				\$ 400	\$ 400.00	0	\$ -	\$ -	\$ 400.00	\$ -	\$ 400	\$ 400
Total Salaries							\$ 400			\$ -			\$ -	\$ 400	\$ 400



Expense Detail - Veterans Graves Registration

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
<b>Purchase of Services</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Parts/Materials	01-545-5400-006	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
<b>Supplies</b>		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
<b>Utilities</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

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



**Town of Leicester**

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**610 - Public Library**



**DESCRIPTION OF SERVICES**

The Leicester Public Library is a vibrant institution that enriches life in the community by providing books and other materials for recreation and self-education, free access to technology, and cultural and informational programs that enable people to come together, share ideas and information and pursue lifelong learning. The library also acts as custodian and repository for items and ephemera regarding Leicester's history.

**MISSION STATEMENT**

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

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

A few outstanding construction items remain to be completed. FY21 will be the first full fiscal year in the new facility, so accurate operating costs will be available. Broadly speaking, our goal for FY21 is to come as close to community expectations as our budget allows. Goals include finishing the few outstanding construction items, making progress on uncatalogued museum items , and keeping up with current trends like binge boxes and more activities for the children's room.

**Additional needs:** We had to add an additional phone line for the elevator and quarterly water inspections to the renovated library, so those two lines increased slightly. For Supplemental Requests, I would like to add \$3500 to our Dues and Membership line. Our CWMARS annual dues are \$10,000. We have been paying the difference with saved State Aid grant money, but that will run out with FY21. To maintain our certification (which allows for reciprocal borrowing with other libraries and to receive State Aid), our minimum spending on Books and Circulating materials needs to be 16% of our municipal budget. For FY21, 16% is \$35,884, leaving this line short \$15,539. Previous shortfalls in this line have been made up with saved State Aid grant money, but that will run out with FY21 also.

**FY2020 ACCOMPLISHMENTS**

2019 was an exciting year for the library. Construction was completed on the renovation/addition project, and the library moved from our temporary space at the Swan Tavern back to the permanent location at 1136 Main Street. 30,000 circulating items were packed, moved, unpacked and organized. Furniture was reused, refinished, and purchased. Most technology, for both patrons and staff, was upgraded. Inventories of furnishings, circulating items and museum items were updated.

	<b>FY2018 Actual</b>	<b>FY2019 Actual</b>	<b>FY 2020 Budget</b>	<b>FY 2021 Request</b>	<b>FY2021 Town Administrator Budget</b>
Library Director	1	1	1	1	1
Assistant Director	1	1	1	1	1
Catalogers	2	2	2	2	2
Library Assistants	2	2	2	2	2
<b>Subtotal Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
Subtotal Stipend Employees	0	0	0	0	0
<b>Total Employees</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

# **FY2021 Budget Summary - Public Library**

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

Salaries	\$ 60,000	\$ 63,400	\$ 72,345	\$ 74,506	\$ 74,506	\$ 2,161	3%
Wages	\$ 83,000	\$ 92,300	\$ 111,859	\$ 117,449	\$ 117,449	\$ 5,590	5%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Personnel Total</b>	<b>\$ 143,000</b>	<b>\$ 155,700</b>	<b>\$ 184,204</b>	<b>\$ 191,955</b>	<b>\$ 191,955</b>	<b>\$ 7,751</b>	<b>4.21%</b>

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

<b>Public Library</b>	<b>\$ 189,000</b>	<b>\$ 204,306</b>	<b>\$ 216,629</b>	<b>\$ 224,280</b>	<b>\$ 225,435</b>	<b>\$ 8,806</b>	<b>4.07%</b>
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Compensation Detail

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

Public Library

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2020				FISCAL YEAR 2021								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-19	FY19 Rate	Hours	Total hours FY21	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Hall	Suzanne	01-610-5100-000	Director		36.25	38	\$ 72,345	\$ 36.78	38	1986	2%	\$ 0.74	\$ 37.52		\$ 74,506	\$ 74,506
Grady	Pat	01-610-5101-000	Asst Dir		26.32	34	\$ 46,771	\$ 26.32	34	1777	2%	\$ 0.53	\$ 26.85		\$ 47,715	\$ 47,715
Cherry	Kathleen	01-610-5101-000	Cataloger		19.43	18	\$ 18,245	\$ 19.43	18	941	2%	\$ 0.39	\$ 19.82		\$ 18,655	\$ 18,655
Johnson	Donna	01-610-5101-000	Cataloger		19.43	23	\$ 23,335	\$ 19.43	23	1202	2%	\$ 0.39	\$ 19.82		\$ 23,828	\$ 23,828
Berube	Charissa	01-610-5101-000	Assistant		13.26	18	\$ 12,451	\$ 13.26	18	941	2%	\$ 0.27	\$ 13.53		\$ 12,732	\$ 12,732
Buckley	Lori	01-610-5101-000	Assistant		13.26	8	\$ 5,543	\$ 13.26	8	418	2%	\$ 0.27	\$ 13.53		\$ 5,656	\$ 5,656
Rounding/Vac							\$ 5,514	\$ 13.26	8	655	2%	\$ 0.27	\$ 13.53		\$ 8,863	\$ 8,863
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 184,204							\$ -	\$ 191,955	\$ 191,955



Expense Detail - Public Library

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Dues/Memberships	01-610-5700-002	\$ 6,000	\$ 6,500	\$ 6,500	\$ 6,500	\$ -	0%	\$ 6,500	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 6,000</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 6,500</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-610-5400-001	\$ 2,000	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	0%	\$ 1,800	\$ -	0%
Books/Periodicals/Video	01-610-5400-002	\$ 25,000	\$ 21,500	\$ 21,500	\$ 20,345	\$ (1,155)	-5%	\$ 21,500	\$ -	0%
Maintenance Supplies	01-610-5400-007	\$ 900	\$ 1,100	\$ 1,100	\$ 1,200	\$ 100	9%	\$ 1,200	\$ 100	9%
<b>Supplies</b>		<b>\$ 27,900</b>	<b>\$ 24,400</b>	<b>\$ 24,400</b>	<b>\$ 23,345</b>	<b>\$ (1,055)</b>	<b>0%</b>	<b>\$ 24,500</b>	<b>\$ 100</b>	<b>0%</b>
Telephone	01-610-5200-001	\$ 500	\$ 525	\$ 525	\$ 680	\$ 155	0.0%	\$ 680	\$ -	100%
Electric	01-610-5200-002	\$ 2,800	\$ 9,181	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
Water/Sewer	01-610-5200-006	\$ 800	\$ 1,000	\$ 1,000	\$ 1,800	\$ 800	0.0%	\$ 1,800	\$ -	100%
Heating Fuel	01-610-5400-003	\$ 8,000	\$ 7,000	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
<b>Utilities</b>		<b>\$ 12,100</b>	<b>\$ 17,706</b>	<b>\$ 1,525</b>	<b>\$ 2,480</b>	<b>\$ 955</b>	<b>0.0%</b>	<b>\$ 2,480</b>	<b>\$ 955</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**630 - Parks and Recreation**



**DESCRIPTION OF SERVICES**

The Leicester Parks and Recreation Committee provides an opportunity for all Town residents to participate in a variety of enjoyable activities. Committee -sponsored programs are selected, organized and staffed with the objective of providing appealing programs to satisfy the diverse interests of Leicester residents.

**MISSION STATEMENT**

To provide a wealth of recreational activities that benefits all residents of Leicester.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

To construct a new playground at Towtaid park.

**FY2020 ACCOMPLISHMENTS**

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

# **FY2021 Budget Summary - Parks and Recreation**

	<b>FY 2018 Approp.</b>	<b>FY 2019 Approp.</b>	<b>FY 2020 Approp.</b>	<b>FY 2021 Dept. Request</b>	<b>FY 2021 TA Approved</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Parks and Recreation</b>	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
<b>Total</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ -</b>	

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

Purchase of Services	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.00%
Supplies	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.00%
Utilities	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	0.00%
<b>Expenses Total</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Parks and Recreation</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ 6,450</b>	<b>\$ -</b>	<b>0.00%</b>
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Expense Detail - Parks and Recreation

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-630-5200-002	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>0%</b>
Maintenance Supplies	01-630-5400-007	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0%	\$ 4,000	\$ -	0%
<b>Supplies</b>		<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 4,000</b>	<b>\$ -</b>	<b>0%</b>
Electric	01-630-5200-002	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	0.0%	\$ 1,250	\$ -	0%
<b>Utilities</b>		<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 1,250</b>	<b>\$ -</b>	<b>0%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **691 - Historical Commission**





**DESCRIPTION OF SERVICES**

The Historical Commission is responsible for local advocacy on and documentation of historically significant items and structures within the community. The Commission is also responsible for the administration and enforcement of the Preservation of Historically Significant Buildings bylaw.

**MISSION STATEMENT**

To preserve and maintain historically significant items and structures within the Town of Leicester.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

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

**FY2020 ACCOMPLISHMENTS**

In partnership with the Leicester Historic Society, the Commission has taken over the Swan Tavern at 1 Paxton Street, in order to preserve this town-owned building and operate it as a Town Museum.

**FY2021 Budget Summary - Historical Committee**

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

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

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

<b>Historical Commission</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ 950</b>	<b>\$ -</b>	<b>0.00%</b>
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Expense Detail - Historical Commission

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-691-5200-004	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 800</b>	<b>\$ -</b>	<b>0%</b>
Office Supplies	01-691-5400-001	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0%	\$ 150	\$ -	0%
<b>Supplies</b>		<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 150</b>	<b>\$ -</b>	<b>0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

**692 - Memorial Day Committee**



**DESCRIPTION OF SERVICES**

The Committee plans, manages and oversees the Town's official Memorial Day activities every May.

**MISSION STATEMENT**

To make each annual celebration worthy of those who died in service to our country.

**FY2021 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**

N/A

**FY2020 ACCOMPLISHMENTS**

N/A

**FY2021 Budget Summary - Memorial Day Committee**

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

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

Purchase of Services	\$ 2,550	\$ 2,550	\$ 2,550	\$ 2,550	\$ 2,550	\$ -	0.00%
Supplies	\$ 450	\$ 450	\$ 450	\$ 450	\$ 450	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Expenses Total</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>0.00%</b>

<b>Memorial Day Committee</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>0.00%</b>
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Expense Detail - Memorial Day Committee

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-692-5200-004	\$ 2,550	\$ 2,550	\$ 2,550	\$ 2,550	\$ -	0%	\$ 2,550	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 2,550</b>	<b>\$ 2,550</b>	<b>\$ 2,550</b>	<b>\$ 2,550</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 2,550</b>	<b>\$ -</b>	<b>0%</b>
Parts/Materials	01-692-5400-006	\$ 450	\$ 450	\$ 450	\$ 450	\$ -	0%	\$ 450	\$ -	0%
<b>Supplies</b>		<b>\$ 450</b>	<b>\$ 450</b>	<b>\$ 450</b>	<b>\$ 450</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 450</b>	<b>\$ -</b>	<b>0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>





**Town of Leicester**  
**Town Administrator's Budget**  
**FY2021 - Part G - Debt**



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**710 - Maturing Debt Principal**

**FY2021 Budget Summary - Maturing Debt Principal**

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

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

Purchase of Services	\$ 919,485	\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,155,327	\$ 15,530	1.36%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Expenses Total</b>	<b>\$ 919,485</b>	<b>\$ 894,532</b>	<b>\$ 1,139,797</b>	<b>\$ 1,155,327</b>	<b>\$ 1,155,327</b>	<b>\$ 15,530</b>	<b>1.36%</b>

<b>Maturing Debt Principal</b>	<b>\$ 919,485</b>	<b>\$ 894,532</b>	<b>\$ 1,139,797</b>	<b>\$ 1,155,327</b>	<b>\$ 1,155,327</b>	<b>\$ 15,530</b>	<b>1.36%</b>
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# Expense Detail - Maturing Debt Principal

		FY2018	FY2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Water Poll Abate-Loan 1	01-710-5900-020	\$ 9,953	\$ 9,953	\$ 9,953	\$ -	\$ (9,953)	-100%	\$ -	\$ (9,953)	-100%
Police Land - Principal	01-710-5900-021	\$ 20,000	\$ 19,722	\$ 19,437	\$ 19,155	\$ (282)	-1%	\$ 19,155	\$ (282)	-1%
Rte. 9 Water Principal	01-710-5900-022	\$ 100,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ -	0%	\$ 95,000	\$ -	0%
Police Station - Principal	01-710-5900-023	\$ 175,000	\$ 172,570	\$ 165,212	\$ 162,817	\$ (2,395)	-1%	\$ 162,817	\$ (2,395)	-1%
Rte. 9 Pump Station - Principal	01-710-5900-024	\$ 10,000	\$ 9,861	\$ 9,719	\$ 9,578	\$ (141)	-1%	\$ 9,578	\$ (141)	-1%
Hillcrest CC Purchase - Principal	01-710-5900-025	\$ 160,000	\$ 152,847	\$ 150,634	\$ 148,451	\$ (2,183)	-1%	\$ 148,451	\$ (2,183)	-1%
Water Poll Abate-Loan 2	01-710-5900-027	\$ 3,380	\$ 3,380	\$ 3,380	\$ 3,380	\$ -	0%	\$ 3,380	\$ -	0%
06 Roof Replacements - Princ	01-710-5900-029	\$ 40,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0%	\$ 35,000	\$ -	0%
Water Poll Abate-Loan 3	01-710-5900-031	\$ 6,611	\$ 6,611	\$ 6,611	\$ 6,611	\$ -	0%	\$ 6,611	\$ -	0%
USDA Sch. Roof & Boiler Princ	01-710-5900-032	\$ 9,693	\$ 10,019	\$ 10,358	\$ 10,708	\$ 350	3%	\$ 10,708	\$ 350	3%
Energy Infrastructure Project	01-710-5900-034	\$ 69,848	\$ 74,569	\$ 79,493	\$ 84,627	\$ 5,134	6%	\$ 84,627	\$ 5,134	6%
Fire & EMS Headquarters	01-710-5900-035	\$ 315,000	\$ 140,000	\$ 145,000	\$ 150,000	\$ 5,000	3%	\$ 150,000	\$ 5,000	3%
Fire & EMS Headquarters	01-710-5900-036	\$ -	\$ 130,000	\$ 140,000	\$ 145,000	\$ 5,000	4%	\$ 145,000	\$ 5,000	4%
Town Hall Elevator	01-710-5900-037	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0%	\$ 25,000	\$ -	0%
Town Hall Remodeling	01-710-5900-038	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0%	\$ 10,000	\$ -	0%
Library	01-710-5900-039	\$ -		\$ 65,000	\$ 70,000	\$ 5,000	8%	\$ 70,000	\$ 5,000	8%
Hillcrest Building	01-710-5900-040	\$ -		\$ 15,000	\$ 20,000	\$ 5,000	33%	\$ 20,000	\$ 5,000	33%
Highway Equipment	01-710-5900-041	\$ -		\$ 155,000	\$ 160,000	\$ 5,000	3%	\$ 160,000	\$ 5,000	3%
<b>Purchase of Services</b>		<b>\$ 919,485.00</b>	<b>\$ 894,532.00</b>	<b>\$ 1,139,797.00</b>	<b>\$ 1,155,327.00</b>	<b>\$ 15,530.00</b>	<b>1.36%</b>	<b>\$ 1,155,327.00</b>	<b>\$ 15,530.00</b>	<b>1.36%</b>
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **751 - Maturing Debt Interest**



**FY2021 Budget Summary - Maturing Debt Interest**

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

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

Purchase of Services	\$ 306,027.00	\$ 325,635.00	\$ 406,144.00	\$ 369,949.00	\$ 369,949.00	\$ (36,195.00)	-8.91%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Expenses Total</b>	<b>\$ 306,027</b>	<b>\$ 325,635</b>	<b>\$ 406,144</b>	<b>\$ 369,949</b>	<b>\$ 369,949</b>	<b>\$ (36,195)</b>	<b>-8.91%</b>

<b>Maturing Debt Interest</b>	<b>\$ 306,027</b>	<b>\$ 325,635</b>	<b>\$ 406,144</b>	<b>\$ 369,949</b>	<b>\$ 369,949</b>	<b>\$ (36,195)</b>	<b>-8.91%</b>
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Expense Detail - Maturing Debt Interest

			FY2018	FY 2019	FY2020	FY 2021			FY 2021		
			Budget	Budget	Approp.	Dept.	Dollar	Percent	TA	Dollar	Percent
						Request	Change	Change	Approved	Change	Change
Final	Police Land - Interest	01-751-5900-021	\$ 2,049	\$ 1,453	\$ 867	\$ 288	\$ (579)	-67%	\$ 288	\$ (579)	-67%
Final	Rte. 9 West Water Proj - Interest	01-751-5900-022	\$ 10,050	\$ 7,125	\$ 4,275	\$ 1,425	\$ (2,850)	-67%	\$ 1,425	\$ (2,850)	-67%
	Police Station - Interest	01-751-5900-023	\$ 31,802	\$ 26,588	\$ 21,521	\$ 16,601	\$ (4,920)	-23%	\$ 16,601	\$ (4,920)	-23%
	Rte. 9 Pump Station - Interest	01-751-5900-024	\$ 1,858	\$ 1,560	\$ 1,266	\$ 974	\$ (292)	-23%	\$ 974	\$ (292)	-23%
	Hillcrest CC Purchase - Interest	01-751-5900-025	\$ 28,867	\$ 24,174	\$ 19,622	\$ 15,136	\$ (4,486)	-23%	\$ 15,136	\$ (4,486)	-23%
Final	06 Roof Replacements - Interest	01-751-5900-029	\$ 5,250	\$ 3,675	\$ 2,205	\$ 735	\$ (1,470)	-67%	\$ 735	\$ (1,470)	-67%
	USDA Sch. Roof & Boiler Interest	01-751-5900-032	\$ 12,525	\$ 12,197	\$ 11,859	\$ 11,510	\$ (349)	-3%	\$ 11,510	\$ (349)	-3%
<b>Sterling</b>	Energy Infrastructure Project	01-751-5900-034	\$ 59,384	\$ 57,438	\$ 55,362	\$ 53,148	\$ (2,214)	-4%	\$ 53,148	\$ (2,214)	-4%
	Fire & EMS Headquarters	01-751-5900-035	\$ 154,242	\$ 126,825	\$ 122,625	\$ 118,275	\$ (4,350)	-4%	\$ 118,275	\$ (4,350)	-4%
	Fire & EMS Headquarters	01-751-5900-035	\$ -	\$ 52,700	\$ 47,500	\$ 41,900	\$ (5,600)	-12%	\$ 41,900	\$ (5,600)	-12%
	Town Hall Elevator	01-751-5900-037	\$ -	\$ 8,500	\$ 7,500	\$ 6,500	\$ (1,000)	-13%	\$ 6,500	\$ (1,000)	-13%
	Town Hall Remodeling	01-751-5900-038	\$ -	\$ 3,400	\$ 3,000	\$ 2,600	\$ (400)	-13%	\$ 2,600	\$ (400)	-13%
	Library	01-751-5900-039	\$ -		\$ 62,756	\$ 61,857	\$ (899)	-1%	\$ 61,857	\$ (899)	-1%
	Hillcrest Building	01-751-5900-040	\$ -		\$ 4,579	\$ 4,000	\$ (579)	-13%	\$ 4,000	\$ (579)	-13%
	Highway Equipment	01-751-5900-041	\$ -		\$ 41,207	\$ 35,000	\$ (6,207)	-15%	\$ 35,000	\$ (6,207)	-15%
	<b>Purchase of Services</b>		<b>\$ 306,027.00</b>	<b>\$ 325,635.00</b>	<b>\$ 406,144.00</b>	<b>\$ 369,949.00</b>	<b>\$ (36,195.00)</b>	<b>-8.91%</b>	<b>\$ 369,949.00</b>	<b>\$ (36,195.00)</b>	<b>-8.91%</b>
	<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>
	<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>





**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **752 - Temporary Loan Interest**



**FY2021 Budget Summary - Temporary Loan Interest**

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

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

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

<b>Temporary Loan Interest</b>	<b>\$ 18,933</b>	<b>\$ 94,647</b>	<b>\$ 33,255</b>	<b>\$ 20,665</b>	<b>\$ 20,665</b>	<b>\$ (12,590)</b>	<b>-37.86%</b>
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Expense Detail - Temporary Loan Interest

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Temporary Loan Interest	01-752-5900-000	\$ 18,933	\$ 94,647	\$ 33,255	\$ 20,665	\$ (12,590)	-38%	\$ 20,665	\$ (12,590)	-38%
Purchase of Services		\$ 18,933.00	\$ 94,647.00	\$ 33,255.00	\$ 20,665.00	\$ (12,590.00)	-37.86%	\$ 20,665.00	\$ (12,590.00)	-37.86%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **753 - Bond Issuance Costs**



**FY2021 Budget Summary - Bond Issuance Costs**

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
<b>Bond Issuance Costs</b>	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	0.00%
<b>Total</b>	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	#DIV/0!

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

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

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

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Bond Issuance Costs	01-753-5900-000	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	1100.00%	\$ 1,100	\$ 1,100	1100%
Purchase of Services		\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	1100.00%	\$ 1,100	\$ 1,100	1100%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%





**Town of Leicester**  
**Town Administrator's Budget**  
**FY2021 - Part H - Benefits & Insurance**



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **911 - Worcester Regional Retirement**



**FY2021 Budget Summary - Worcester Regional Retirement**

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

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

Purchase of Services	\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 1,456,243	\$ 141,443	11%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Expenses Total</b>	<b>\$ 1,055,412</b>	<b>\$ 1,161,643</b>	<b>\$ 1,314,800</b>	<b>\$ 1,525,168</b>	<b>\$ 1,456,243</b>	<b>\$ 141,443</b>	<b>10.76%</b>

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

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-911-5110-000	\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 210,368	16%	\$ 1,456,243	\$ 141,443	11%
Purchase of Services		\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 210,368	16%	\$ 1,456,243	\$ 141,443	11%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **912 - Workers Compensation**

# FY2021 Budget Summary - Workers Compensation

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

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

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

<b>Workers Compensation</b>	<b>\$ 197,000</b>	<b>\$ 216,700</b>	<b>\$ 187,498</b>	<b>\$ 206,248</b>	<b>\$ 206,248</b>	<b>\$ 18,750</b>	<b>10.00%</b>
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# Expense Detail - Workers Compensation

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Workers Compensation	01-912-5700-009	\$ 197,000	\$ 216,700	\$ 187,498	\$ 206,248	\$ 18,750	10%	\$ 206,248	\$ 18,750	10%
Purchase of Services		\$ 197,000	\$ 216,700	\$ 187,498	\$ 206,248	\$ 18,750	10%	\$ 206,248	\$ 18,750	10%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%





**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **913 - Unemployment Compensation**

# FY2021 Budget Summary - Unemployment Compensation

	FY 2018 Approp.	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
<b>Unemployment Compensation</b>	\$ 66,510	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%
<b>Total</b>	<b>\$ 66,510</b>	<b>\$ 66,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ -</b>	

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

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

<b>Unemployment Compensation</b>	<b>\$ 66,510</b>	<b>\$ 66,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ -</b>	<b>0.00%</b>
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Expense Detail - Unemployment Compensation

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Unemployment Compensation	01-913-5110-000	\$ 64,000	\$ 64,000	\$ 139,000	\$ 139,000	\$ -	0%	\$ 139,000	\$ -	0%
Consultant Services	01-913-5200-004	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0%	\$ 1,500	\$ 1,350	900%
Interest	01-913-5700-007	\$ 2,360	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0%	\$ 1,150	\$ (1,350)	-54%
<b>Purchase of Services</b>		<b>\$ 66,510</b>	<b>\$ 66,650</b>	<b>\$ 141,650</b>	<b>\$ 141,650</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 141,650</b>	<b>\$ -</b>	<b>0%</b>
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>



**Town of Leicester**

**Operating Budget Manual**

**FY2021**

**914 - Employee Benefits**



**FY2021 Budget Summary - Employee Benefits**

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

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

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

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

		FY2018	FY 2019	FY2020	FY 2021			FY 2021		
		Budget	Budget	Approp.	Dept.	Dollar	Percent	TA	Dollar	Percent
					Request	Change	Change	Approved	Change	Change
Employee Insurance	01-914-5110-001	\$ 15,795	\$ 16,500	\$ 17,000	\$ 17,500	\$ 500	\$ 0	\$ 17,500	\$ 500	3%
Employee Health Insurance	01-914-5110-002	\$ 2,361,156	\$ 2,500,713	\$ 2,502,350	\$ 2,228,544	\$ (273,806)	\$ (0)	\$ 2,233,935	\$ (268,415)	-11%
Employee Medicare	01-914-5110-003	\$ 215,000	\$ 220,000	\$ 225,000	\$ 250,000	\$ 25,000	\$ 0	\$ 250,000	\$ 25,000	11%
Retiree Life Insurance	01-914-5110-004	\$ 4,050	\$ 4,100	\$ 4,105	\$ 4,501	\$ 396	\$ 0	\$ 4,501	\$ 396	10%
Retiree Health Insurance	01-914-5110-005	\$ 456,160	\$ 501,776	\$ 516,829	\$ 516,829	\$ -	\$ -	\$ 516,829	\$ -	0%
HRA	01-914-5110-006	\$ -	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	\$ -	\$ 23,000	\$ -	0%
<b>Purchase of Services</b>		<b>\$ 3,052,161</b>	<b>\$ 3,266,089</b>	<b>\$ 3,288,284</b>	<b>\$ 3,040,374</b>	<b>\$ (247,910)</b>	<b>\$ (0)</b>	<b>\$ 3,045,765</b>	<b>\$ (242,519)</b>	<b>-7.38%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
<b>Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
<b>Utilities</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>

2116449.99  
\$ 117,485



**Town of Leicester**

# **Operating Budget Manual**

**FY2021**

## **945 - Bonding & Insurance**



**FY2021 Budget Summary - Bonding & Insurance**

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

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

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

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

		FY2018 Budget	FY 2019 Budget	FY2020 Approp.	FY 2021 Dept. Request	Dollar Change	Percent Change	FY 2021 TA Approved	Dollar Change	Percent Change
Liability Insurance	01-945-5700-009	\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 16,068	10%	\$ 176,750	\$ 16,068	10%
Purchase of Services		\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 16,068	10%	\$ 176,750	\$ 16,068	10%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%

## SECTION IV

# Capital Improvement Plan



## Proposed Capital Projects by Funding Source

<b>Grant Funding</b>							
Program	Description	FY2020	FY2021	FY2022	FY2023	FY2024	Source
Administration	Town Hall Parking Lot	-	200,000	-	-	-	State Budget
Administration	Town Hall Doors & Bathroom	200,855	-	-	-	-	Grant
<b>Subtotal General Fund</b>		<b>200,855</b>	<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	

<b>Bonds</b>							
Program	Description	FY2020	FY2021	FY2022	FY2023	FY2024	Source
Fire Dept	Engine 4 Replacement	-	520,000	-	-	-	Bond
Schools	K-8 School	45,500,000	-	-	-	-	Bond
Highway Dept	Replacement Highway garage					8,500,000	Bond
<b>Subtotal Bonds</b>		<b>45,500,000</b>	<b>520,000</b>	<b>-</b>	<b>-</b>	<b>8,500,000</b>	

<b>Free Cash Transfer</b>							
Program	Description	FY2020	FY2021	FY2022	FY2023	FY2024	Source
Ambulance Fund	Cardiac Monitors	81,364					Free Cash
Highway Dept	Truck #4 Replacement	-	250,000	-	-	-	Free Cash
Police Dept	Replacement Detective Unit	-	43,475	-	-	-	Free Cash
Police Dept	Car Port	-	50,000	-	-	-	Free Cash
Police Dept	Technology for Training Center	-	10,205	-	-	-	Free Cash
Administration	Remaining Accessibility	-	80,000	-	-	-	Free Cash
Administration	Town Hall Back Up Generator	-	30,000	-	-	-	Free Cash
Administration	First floor restrooms	-	30,000	-	-	-	Free Cash
Schools	Electronic Entry Systems (Prim & Middle)		28,000				Free Cash
Schools	Electronic Entry Systems (Prim & Middle)		15,000				Free Cash
Schools	Multi purpose field repairs	-	80,000	-	-	-	Free Cash
Schools	Hallway Cameras	-	28,000	-	-	-	Free Cash
Schools	Track repairs		120,000				Free Cash
Schools	Clock replacement	-	18,000	-	-	-	Free Cash
Schools	Parking Lot repairs	-	75,000	-	-	-	Free Cash
Highway Dept	Mower Replacement	-	-	70,000	-	-	Free Cash
Fire Dept	Station 2 Roof replacement	-	-	45,650	-	-	Free Cash
Police Dept	Taser replacement & upgrade	-	-	25,845	-	-	Free Cash
Police Dept	Replacement photocopiers	-	-	14,500	-	-	Free Cash
Police Dept	School Police radio system	-	-	70,000	-	-	Free Cash
Schools	Replacement AC systems for offices/labs	-	-	50,000	-	-	Free Cash
Schools	Baseball field repairs	-	-	50,000	-	-	Free Cash
Highway Dept	Misc. garage equipment/tools				50,000		Free Cash
Fire Dept	Station 2 roof replacement				64,900		Free Cash
Police Dept	Range safety & maintenance				21,684		Free Cash
Police Dept	Replace failing floors at PD				13,500		Free Cash
Police Dept	Town Message Board				35,000		Free Cash
Police Dept	Thermal spotlights				20,485		Free Cash
Schools	Parking lot repairs				200,000		Free Cash
Highway Dept	Overhead garage doors/oil dispensing unit					25,000	Free Cash
Fire Dept	Replacement extrication equipment	-	-	-	-	60,000	Free Cash

Police Dept	Police accreditation program	-	-	-	-	112,050	Free Cash
Schools	Gym sanding	-	-	-	-	25,000	Free Cash
<b>Subtotal Capital Asset Stabilization Fund</b>		-	<b>857,680</b>	<b>325,995</b>	<b>405,569</b>	<b>222,050</b>	

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

<b>CIP Total</b>	<b>\$ 45,700,855</b>	<b>\$ 1,817,680</b>	<b>\$ 325,995</b>	<b>\$ 405,569</b>	<b>\$ 8,722,050</b>	<b>\$ 56,972,149</b>
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## Proposed Capital Projects by Department

### Highway

Description	FY2020	FY2021	FY2022	FY2023	FY2024	Five Year Total	Funding Source
Truck #4 Replacement		250,000				250,000	Free Cash
Mower replacement			70,000			70,000	Free Cash
Misc. Garage equipment/tools				50,000		50,000	Free Cash
Overhead garage doors/oil dispensing unit					25,000	25,000	Free Cash
Replacement Highway garage					8,500,000	8,500,000	Bond
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 70,000</b>	<b>\$ 50,000</b>	<b>\$ 8,525,000</b>	<b>\$ 8,895,000</b>	

### Ambulance

Description	FY2020	FY2021	FY2022	FY2023	FY2024	Five Year Total	Funding Source
Cardiac Monitors	81,364				-	81,364	Free Cash
Replacement Ambulance		240,000			-	240,000	Ambulance Fund
<b>Subtotal</b>	<b>\$ 81,364</b>	<b>\$ 240,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 321,364</b>	

### Fire

Description	FY2020	FY2021	FY2022	FY2023	FY2024	Five Year Total	Funding Source
Engine 4 Replacement		520,000				520,000	Bond
Station 2 roof replacement			45,650			45,650	Free Cash
Station 2 roof replacement				64,900		64,900	Free Cash
Replacement extrication equipment					60,000	60,000	Free Cash
						-	Free Cash
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 520,000</b>	<b>\$ 45,650</b>	<b>\$ 64,900</b>	<b>\$ 60,000</b>	<b>\$ 690,550</b>	

### Police

Description	FY2020	FY2021	FY2022	FY2023	FY2024	Five Year Total	Funding Source
Replacement Detective Unit		43,475				43,475	Free Cash
Car Port		50,000				50,000	Free Cash
Technology for Training Center		10,205				10,205	Free Cash
Taser replacement & upgrade			25,845			25,845	Free Cash
Replacement photocopiers			14,500			14,500	Free Cash
School Police Radio System			70,000			70,000	Free Cash
Range safety & maintenance				21,684		21,684	Free Cash
Replace failing floors at PD				13,500		13,500	Free Cash
Town message board				35,000		35,000	Free Cash
Thermal spotlights				20,485		20,485	Free Cash
Police Accreditation program					112,050	112,050	Free Cash
						-	Free Cash
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 103,680</b>	<b>\$ 110,345</b>	<b>\$ 90,669</b>	<b>\$ 112,050</b>	<b>\$ 416,744</b>	

### Town Municipal Facilities

Description	FY2020	FY2021	FY2022	FY2023	FY2024	Five Year Total	Funding Source
Town Hall doors & bathroom	200,855					200,855	Grant
Remaining Town Hall accessibility		80,000				80,000	Free Cash
Town Hall back-up generator		30,000				30,000	Free Cash
First floor restrooms		30,000				30,000	Free Cash
Town Hall Parking lot		200,000				200,000	State Budget
<b>Subtotal</b>	<b>\$ 200,855</b>	<b>\$ 340,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 540,855</b>	

### School

Description	FY2020	FY2021	FY2022	FY2023	FY2024	Five Year Total	Funding Source
K-8 School	45,500,000					45,500,000	Bond
Multipurpose field repairs		80,000				80,000	Free Cash
Hallway cameras		28,000				28,000	Free Cash
Clock replacement		18,000				18,000	Free Cash
Electronic entry systems - High School		28,000				28,000	Free Cash
Electronic entry systems - High School		15,000				15,000	Free Cash
Track repairs		120,000				120,000	Free Cash
Concrete sidewalk repairs		75,000				75,000	Free Cash
Replacement AC systems for offices/labs			50,000			50,000	Free Cash
Baseball field repairs			50,000			50,000	Free Cash
Parking lot repairs				200,000		200,000	Free Cash
Gym sanding					25,000	25,000	Free Cash
						-	
<b>Subtotal</b>	<b>\$ 45,500,000</b>	<b>\$ 364,000</b>	<b>\$ 100,000</b>	<b>\$ 200,000</b>	<b>\$ 25,000</b>	<b>\$ 46,189,000</b>	

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