



Town of Leicester
Town Administrator's Budget
FY2022

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SECTION I

Budget Overview



Budget Message

I am pleased to present the FY 2022 Town Budget.

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

Overall revenue is forecast to increase by \$595,205 or 1.84%

The legal budget has been reduced by \$150,000 in Free Cash funding, now that all litigation surrounding the Fire Station project has been resolved. That \$150,000 in Free Cash funding is being moved to the police budget to allow for the Police Station to be opened for general business on a pilot program for FY 2022. While normally we would not advocate using Free Cash within the operating budget, but we believe that it is necessary for increased public service and safety.

Municipal department budgets are forecast to increase by \$206,1608 or 3.25%. Each municipal department budget shows a 2% COLA for employees. They are not included in individual rates as all unions contracts are finishing negotiation, and the non-union staff COLA's follow the union contracts. So the planned COLA is listed in lump sum only in each budget.

The School budget shows an increase of \$408,151 or 2.38%. Our goal is that both the municipal and school budgets increase by the same percentage. If \$150,000 that was transferred into the Highway budget for winter maintenance and field mowing for the Schools is considered, the school budget would increase by the same 3.25% that the municipal budget is increasing.

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

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

Budget Calendar

Budget Calendar

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

Personnel Summary

	FY2019 Budget	FY2020 Budget	FY 2021 Budget	FY 2022 Request	Town Administrator Budget
Public Works					
Highway	11.00	11.00	14.00	14.00	15.00
Highway Employees	11.00	11.00	14.00	14.00	15.00

Public Safety

Police	23.00	23.00	23.00	24.00	24.00
Fire	67.00	67.00	66.00	66.00	66.00
Ambulance	42.00	40.00	40.00	40.00	40.00
Animal Control	1.00	1.00	1.00	1.00	1.00
Public Safety Employees	133.00	131.00	130.00	131.00	131.00

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
Land Use Employees	12.00	12.00	13.00	13.00	13.00

	FY2019 Budget	FY2020 Budget	FY 2021 Budget	FY 2022 Request	Town Administrator Budget
Library					
Library	6.00	6.00	6.00	6.00	6.00
Total Library Employees	6.00	6.00	6.00	6.00	6.00

Human Services

Council on Aging	5.00	5.00	5.00	5.00	5.00
Veterans' Services	1.00	1.00	1.00	1.00	1.00
Veterans' Graves	1.00	1.00	1.00	1.00	1.00
Total Human Services Employees	7.00	7.00	7.00	7.00	7.00

Parks and Recreation

Parks and Recreation	0.00	0.00	0.00	0.00	0.00
Total Parks and Recreation FTE	0.00	0.00	0.00	0.00	0.00

Education

Education	247.26	239.60	249.10	229.09	TBD
Total Education Employees	247.26	239.60	249.10	229.09	0.00

General Government

Town Administrator/Select Board	9.00	9.00	9.00	8.00	8.00
Town Accountant	2.00	2.00	2.00	2.00	2.00
Assessors	5.00	5.00	5.00	5.00	5.00
Treasurer/Collector	3.00	3.00	3.00	3.00	3.00
Town Clerk	2.00	2.00	2.00	2.00	2.00
Elections/Registrars	34.00	34.00	34.00	34.00	34.00
Total General Government Employees	55.00	55.00	55.00	54.00	54.00

Total Employees	471.26	461.60	474.10	454.09	TBD
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Overview of Revenues and Expenditures - FY 2022 Town Budget

General Fund

Revenues	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Town Admin. Budget	Dollar Change	Percent Change
Property Tax Levy	\$ 15,526,242	\$ 16,481,795	\$ 17,027,912	\$ 17,532,163	\$ 504,251	2.96%
State Aid	12,206,251	12,225,747	12,212,604	12,303,558	90,954	0.74%
Local Receipts	2,608,657	2,677,657	2,501,000	2,501,000	-	0.00%
Free Cash	186,300	229,167	205,308	150,000	(55,308)	-26.94%
Available Funds	505,018	395,018	381,183	436,491	55,308	14.51%
General Fund Revenues Total	\$ 31,032,468	\$ 32,009,384	\$ 32,328,007	\$ 32,923,213	\$ 595,205	1.84%

Expenditures

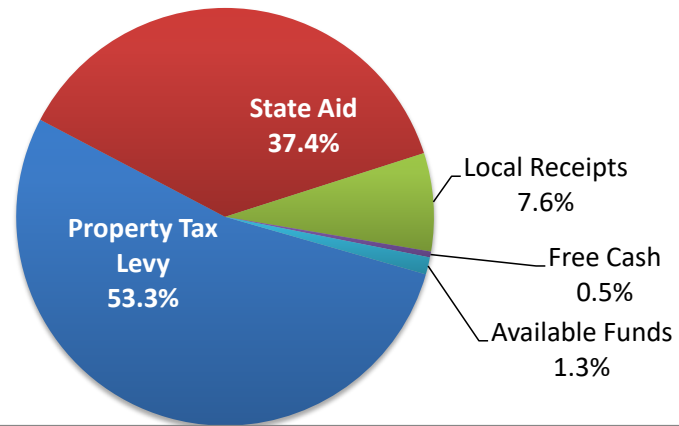
Municipal Departments	\$ 5,726,936	\$ 6,000,137	\$ 6,351,412	\$ 6,557,580	\$ 206,168	3.25%
Education	16,667,839	16,985,780	17,174,399	17,582,550	408,151	2.38%
Inter-governmental	6,126,482	6,672,110	6,573,697	6,476,545	(97,152)	-1.48%
Subtotal	28,521,257	29,658,027	30,099,508	30,616,675	517,167	1.72%
Vocational School Tuition	1,078,000	1,078,000	1,078,000	1,023,000	(55,000)	-5.10%
Town Meeting articles	39,365	78,142	3,221	3,301	80	2.48%
State Assessments & Offset Receipts	1,389,066	1,189,748	1,138,161	1,280,236	142,075	12.48%
General Fund Expenditures Total	\$ 31,027,688	\$ 32,003,917	\$ 32,318,890	\$ 32,923,212	\$ 659,242	2.04%
General Fund Surplus/(Deficit)	\$ 4,780	\$ 5,467	\$ 9,117	\$ 0		

Municipal Gross Budget Increase					\$ 206,168	3.25%
					\$ (55,000)	
Total					\$ 151,168	2.38%

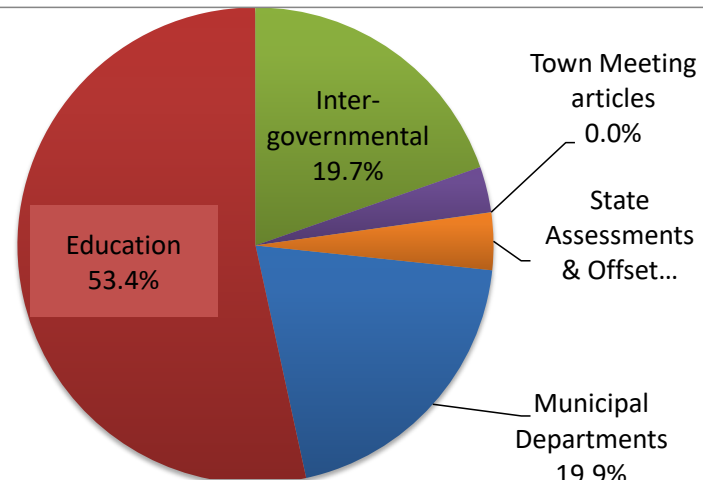
School Gross Budget Increase					408,151	2.38%
Total					\$ 408,151	2.38%

Municipal percentage of municipal/school portions of the FY 2022 budget					\$ 6,557,580	27.16%
Less: \$100,000 FY21 budget recalibration for Highway winter maintenance and field mowing					(150,000)	
Adjusted percentage of municipal/school budget					6,407,580	26.54%
School percentage of municipal/school portions of the FY 2022 budget					\$ 17,582,550	72.84%
Add: \$100,000 FY21 budget recalibration for Highway winter maintenance and field mowing					150,000	
Adjusted percentage of municipal/school budget					17,732,550	73.46%
Total					\$ 24,140,130	100.00%

Revenues



Expenditures



Appropriation Summary

General Government

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

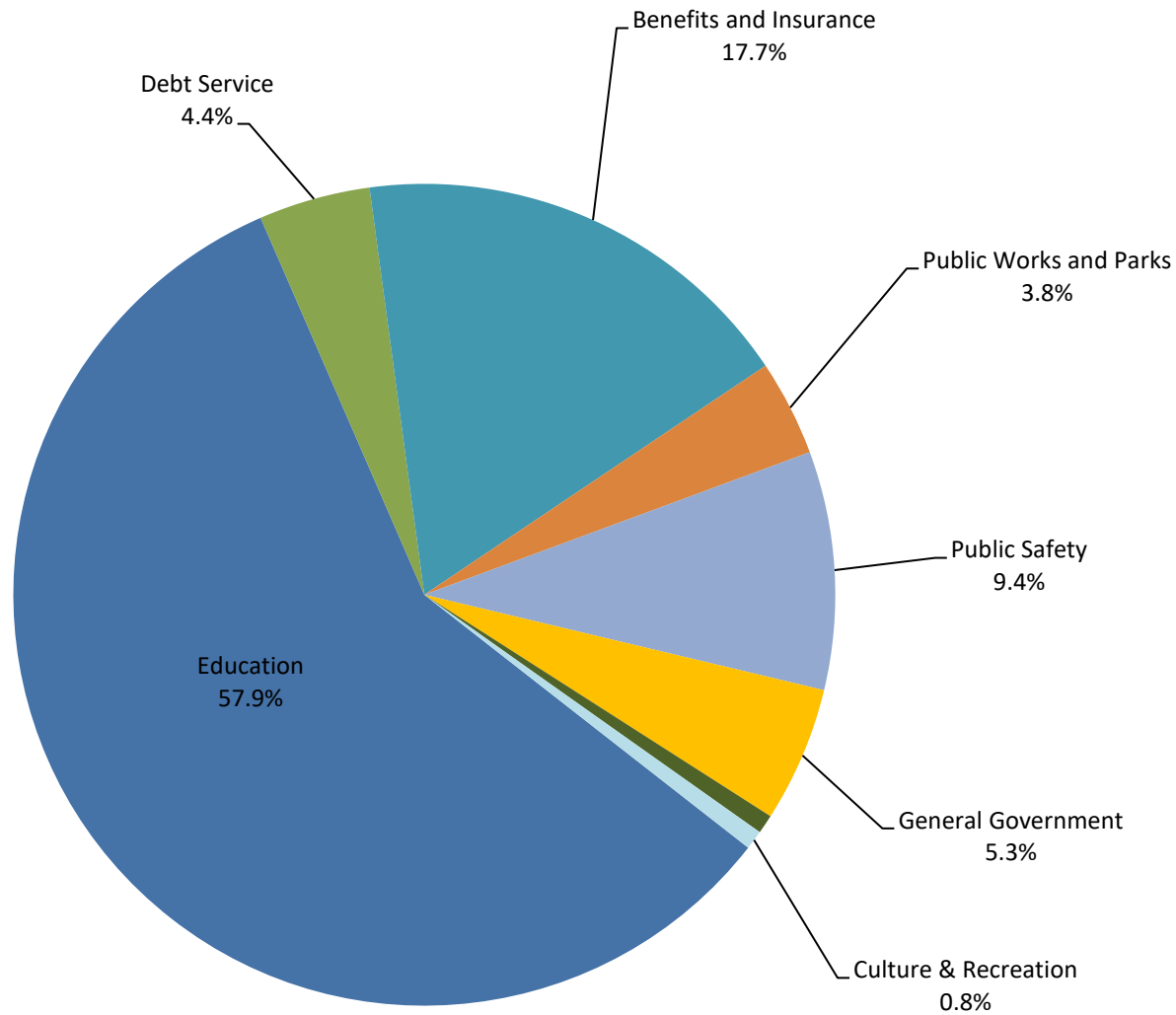
		FY 2019 Budget		FY 2020 Budget		FY 2021 Appropriation		FY 2022 Request		FY 2022 TA Budget		Dollar Change		Percent Change
161 - Town Clerk														
Personnel	\$	101,024	\$	106,846	\$	108,862	\$	108,734	\$	110,909	\$	2,047		1.88%
Expenses	\$	3,645	\$	3,645	\$	3,766	\$	3,766	\$	3,766	\$	-		0.00%
Total	\$	104,669	\$	110,491	\$	112,628	\$	112,500	\$	114,675	\$	2,047		1.82%
162 - Elections/Registrars														
Personnel	\$	22,000	\$	22,000	\$	26,000	\$	22,000	\$	22,000	\$	(4,000)		-15.38%
Expense	\$	13,600	\$	13,100	\$	14,500	\$	14,500	\$	14,500	\$	-		0.00%
Total	\$	35,600	\$	35,100	\$	40,500	\$	36,500	\$	36,500	\$	(4,000)		-9.88%
180 - Development and Inspectional Services														
Personnel	\$	155,937	\$	167,326	\$	213,728	\$	240,601	\$	244,398	\$	30,670		14.35%
Expenses	\$	78,850	\$	74,604	\$	51,604	\$	22,685	\$	22,685	\$	(28,919)		-56.04%
Total	\$	234,787	\$	241,930	\$	265,332	\$	263,286	\$	267,083	\$	1,751		0.66%
192 - Town Owned Buildings Maintenance														
Expense	\$	8,000	\$	68,281	\$	68,281	\$	68,281	\$	68,281	\$	-		0.00%
Total	\$	8,000	\$	68,281	\$	68,281	\$	68,281	\$	68,281	\$	-		0.00%
197 - Town Hall Building Maintenance														
Expenses	\$	63,909	\$	63,909	\$	63,909	\$	64,909	\$	66,909	\$	3,000		4.69%
Total	\$	63,909	\$	63,909	\$	63,909	\$	64,909	\$	66,909	\$	3,000		4.69%
198 - Town Hall Telephones														
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%
199 - Other General Government														
Salaries	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-		0.00%
Expenses	\$	49,355	\$	54,155	\$	66,451	\$	67,564	\$	67,564	\$	1,113		1.67%
Total	\$	49,355	\$	54,155	\$	66,451	\$	67,564	\$	67,564	\$	1,113		1.67%
General Government Total														
	\$	1,558,770	\$	1,696,051	\$	1,831,340	\$	1,673,826	\$	1,675,742	\$	(155,598)		-8.50%
Public Safety														
210 - Police														
Personnel	\$	1,701,652	\$	1,772,591	\$	1,757,734	\$	1,761,438	\$	1,995,832	\$	238,098		13.55%
Expenses	\$	262,205	\$	262,205	\$	275,741	\$	275,741	\$	275,741	\$	-		0.00%
Total	\$	1,963,857	\$	2,034,796	\$	2,033,475	\$	2,037,179	\$	2,271,573	\$	238,098		11.71%
220 - Fire														
Personnel	\$	170,287	\$	170,287	\$	176,778	\$	176,778	\$	180,314	\$	3,536		2.00%
Expenses	\$	135,020	\$	135,020	\$	152,620	\$	152,620	\$	152,620	\$	-		0.00%
Total	\$	305,307	\$	305,307	\$	329,398	\$	329,398	\$	332,934	\$	3,536		1.07%

	FY 2019 Budget	FY 2020 Budget	FY 2021 Appropriation	FY 2022 Request	FY 2022 TA Budget	Dollar Change	Percent Change
231 - Ambulance							
Personnel	\$ 351,568	\$ 352,738	\$ 358,489	\$ 368,773	\$ 392,102	\$ 33,613	9.38%
Expenses	\$ 88,850	\$ 87,634	\$ 87,634	\$ 87,634	\$ 87,634	\$ -	0.00%
Total	\$ 440,418	\$ 440,372	\$ 446,123	\$ 456,407	\$ 479,736	\$ 33,613	7.53%
290 - Emergency Management							
Emergency Management Personnel	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,889	\$ 76	1.99%
Emergency Management Expenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
Total	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,889	\$ 76	1.58%
241 - Code							
Salaries	\$ 60,241	\$ 55,052	\$ 53,045	\$ 65,229	\$ 65,229	\$ 12,184	22.97%
Expense	\$ 8,638	\$ 8,638	\$ 9,038	\$ 8,778	\$ 8,778	\$ (260)	-2.88%
Total	\$ 68,879	\$ 63,690	\$ 62,083	\$ 74,007	\$ 74,007	\$ 11,924	19.21%
292 - Animal Control							
Personnel	\$ 24,602	\$ 25,094	\$ 25,476	\$ 25,476	\$ 25,986	\$ 510	2.00%
Expenses	\$ 8,950	\$ 8,458	\$ 8,458	\$ 8,458	\$ 8,458	\$ -	0.00%
Total	\$ 33,552	\$ 33,552	\$ 33,934	\$ 33,934	\$ 34,444	\$ 510	1.50%
296 - Insect Pest Control							
Insect Pest Control Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Insect Pest Control Expenses	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
Total	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
Public Safety Total	\$ 2,824,676	\$ 2,890,380	\$ 2,917,677	\$ 2,943,588	\$ 3,205,433	\$ 287,757	9.86%
Education							
300 - Leicester Public Schools	\$ 16,667,839	\$ 16,985,780	\$ 17,174,399	\$ 18,194,057	\$ 17,582,550	\$ 408,151	2.38%
Education Total	\$ 16,667,839	\$ 16,985,780	\$ 17,174,399	\$ 18,194,057	\$ 17,582,550	\$ 408,151	2.38%
Public Works and Facilities							
420 - Highway Dept							
Highway Dept Personnel	\$ 495,732	\$ 570,407	\$ 706,324	\$ 754,695	\$ 768,068	\$ 61,745	8.74%
Highway Dept Expenses	\$ 247,550	\$ 231,273	\$ 250,678	\$ 250,678	\$ 251,478	\$ 800	0.32%
Total	\$ 743,282	\$ 801,680	\$ 957,002	\$ 1,005,373	\$ 1,019,546	\$ 62,545	6.54%
423 - Snow and Ice							
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%
424 - Street Lights							
Street Lights Expenses	\$ 75,000	\$ 60,335	\$ 58,000	\$ 58,000	\$ 58,000	\$ -	0.00%
Public Works and Facilities Total	\$ 939,282	\$ 983,015	\$ 1,136,002	\$ 1,184,373	\$ 1,198,546	\$ 62,545	5.51%

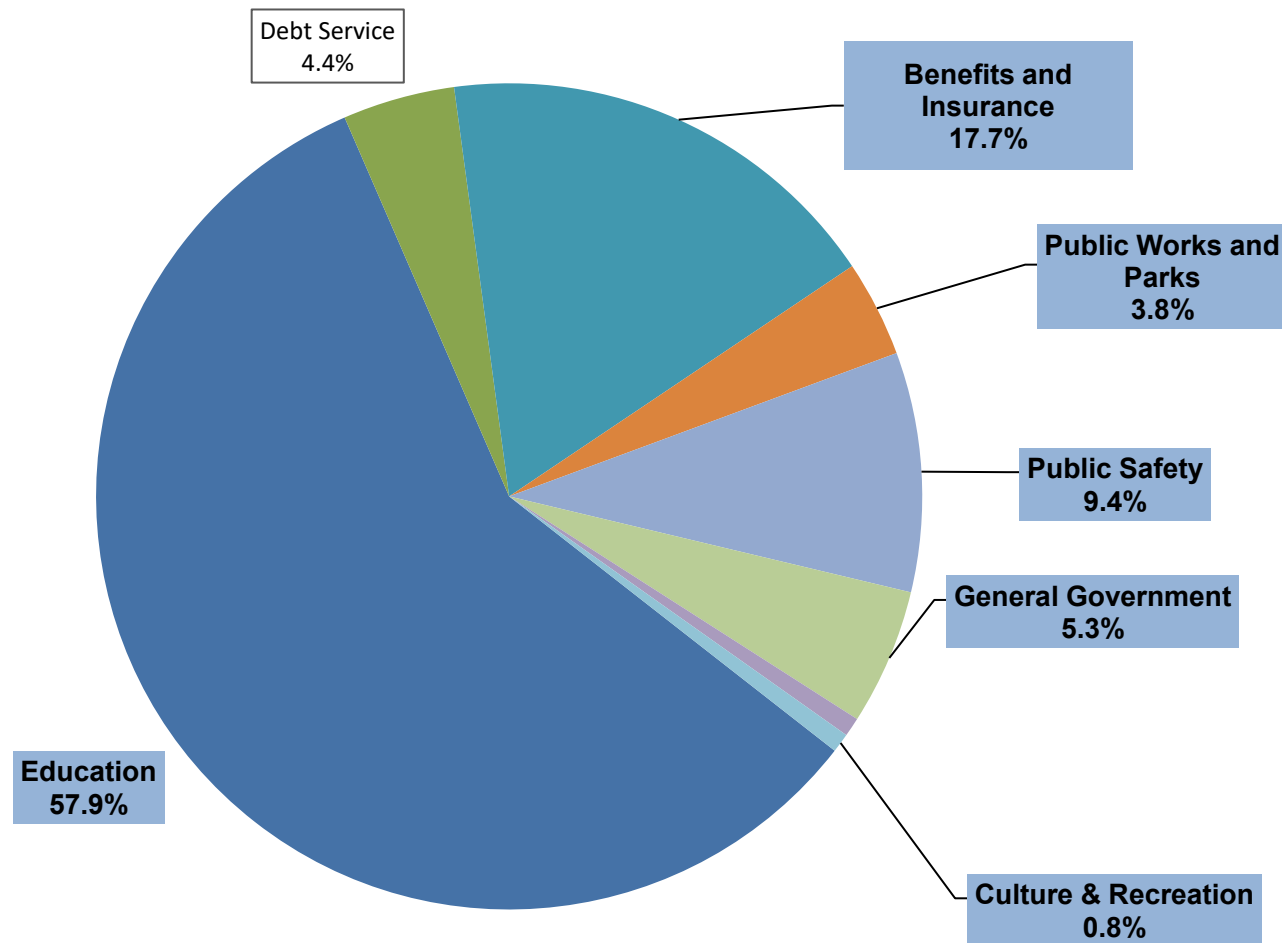
	FY 2019 Budget	FY 2020 Budget	FY 2021 Appropriation	FY 2022 Request	FY 2022 TA Budget	Dollar Change	Percent Change
Human Services							
541 - Council on Aging							
Council on Aging Personnel	\$ 62,977	\$ 77,135	\$ 70,468	\$ 73,491	\$ 74,961	\$ 4,493	6.38%
Council on Aging Expenses	\$ 31,145	\$ 31,145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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Appropriation	FY 2022 Request	FY 2022 TA Budget	Dollar Change	Percent Change
Benefits and Insurance							
911 - Retirement	\$ 1,161,643	\$ 1,314,800	\$ 1,456,243	\$ 1,645,555	\$ 1,556,343	\$ 100,100	6.87%
912 -Workers' Compensation	\$ 216,700	\$ 187,498	\$ 166,248	\$ 191,185	\$ 191,185	\$ 24,937	15.00%
913 - Unemployment	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%
914 - Employee Benefits	\$ 3,266,089	\$ 3,288,284	\$ 3,045,765	\$ 3,338,843	\$ 2,959,175	\$ (86,590)	-2.84%
945 - Bonding and Insurance	\$ 100,586	\$ 160,682	\$ 216,750	\$ 249,263	\$ 249,263	\$ 32,513	15.00%
Benefits and Insurance Total	\$ 4,811,668	\$ 5,092,914	\$ 5,026,656	\$ 5,566,495	\$ 5,097,616	\$ 70,960	1.41%
Intergovernmental Total	\$ 6,126,482	\$ 6,672,110	\$ 6,573,698	\$ 6,945,424	\$ 6,476,545	\$ (97,152)	-1.48%
General Fund Grand Total	\$ 28,521,257	\$ 29,658,028	\$ 30,099,508	\$ 31,410,685	\$ 30,616,675	\$ 517,166	1.72%
Additional Appropriations							
Gross revenue	31,032,468	32,009,384	32,328,007	32,923,213	32,923,213	\$ 595,206	1.84%
Less: Vocational School	(1,078,000)	(1,078,000)	(1,078,000)	(1,078,000)	(1,023,000)	\$ 55,000	-5.10%
Less: Town Meeting Articles	(39,365)	(78,142)	(3,221)	(3,301)	(3,301)	\$ (80)	2.48%
Less: Tax Recap Items	(1,389,066)	(1,189,748)	(1,138,161)	(1,280,236)	(1,280,236)	\$ (142,075)	12.48%
Less: Excess Capacity	(4,779)	(5,467)	(9,117)	-	-	\$ 9,117	0.00%
Total	\$ 28,521,257	\$ 29,658,028	\$ 30,099,508	\$ 30,561,677	\$ 30,616,677	\$ 517,168	1.69%
Difference	\$ -	\$ -	\$ -	\$ (849,008)	\$ 0	\$ 0	

FY2021 Appropriations as Percent of Total



FY2022 Proposed Budget as Percent of Total



SECTION II

Revenue



Revenue Summary

General Fund

Revenues	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Projected	Dollar Change	Percent Change
Property Tax Levy	\$ 15,526,242	\$ 16,481,795	\$ 17,027,912	\$ 17,532,163	\$ 504,251	2.96%
State Aid Cherry Sheet	12,206,251	12,225,747	12,212,604	12,303,558	90,954	0.74%
Local Receipts	2,608,657	2,677,657	2,501,000	2,501,000	-	0.00%
Free Cash	186,300	229,167	205,308	150,000	(55,308)	-26.94%
Available Funds	505,018	395,018	381,183	436,491	55,308	14.51%
General Fund Revenues	\$ 31,032,468	\$ 32,009,384	\$ 32,328,007	\$ 32,923,212	\$ 595,205	1.84%

Town-wide revenues show a modest overall revenue increase of \$595,205 or 1.84%. State aid is projected to increase by \$90,954, or .74%. Free cash usage in the budget declines by \$55,308 to \$150,000. We were funding \$150,000 to the legal budget for litigation that has been resolved. That funding has been moved to the Police budget to allow for the reopening of the station to the general public.

Property Tax Levy

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

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

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

Overall revenue via taxation expected to grow by 2.96%.

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

State Aid

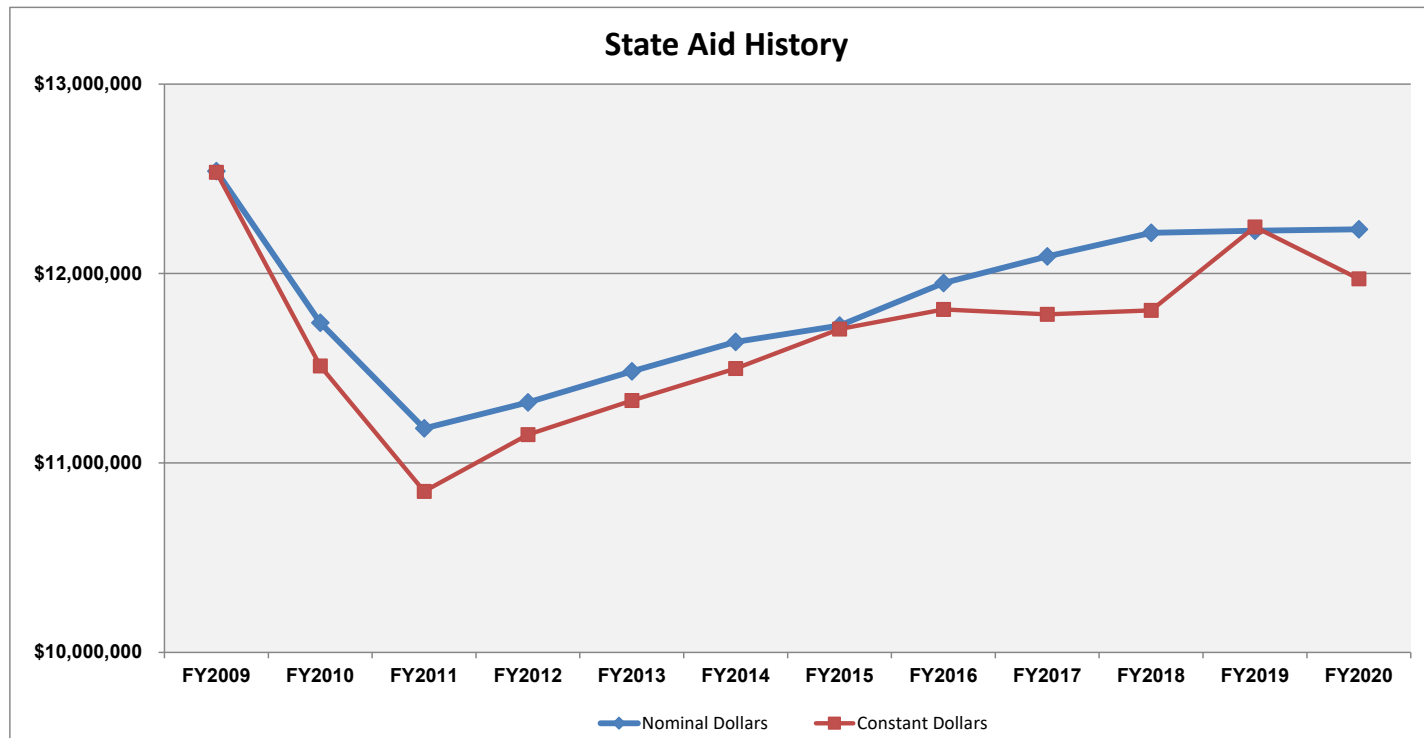
	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Projected*	Dollar Change	Percent Change
Chapter 70	\$ 9,755,847	\$ 9,802,497	\$ 9,802,497	\$ 9,846,237	\$ 43,740	0.45%
Charter Tuition Reimbursement	9,823	13,129	13,129	81,554	68,425	521.17%
School Lunch	-	-	-	-	-	-
School Choice Receiving (Offset Item)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

State aid is projected to rise by 90,954 or 0.74%. This includes new funding from the Student Opportunity Act, which is giving the Town a nominal amount of funding, but increasing performance benchmarks for the School system. State receipts peaked in 2009, and the Town has not managed to get back to that level in thirteen years.

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

State Aid History

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



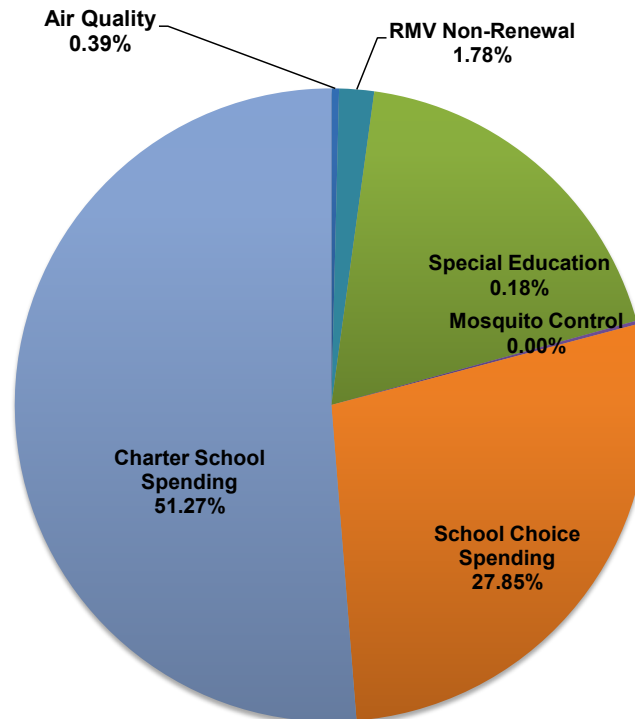
State Assessments/Other costs

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

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

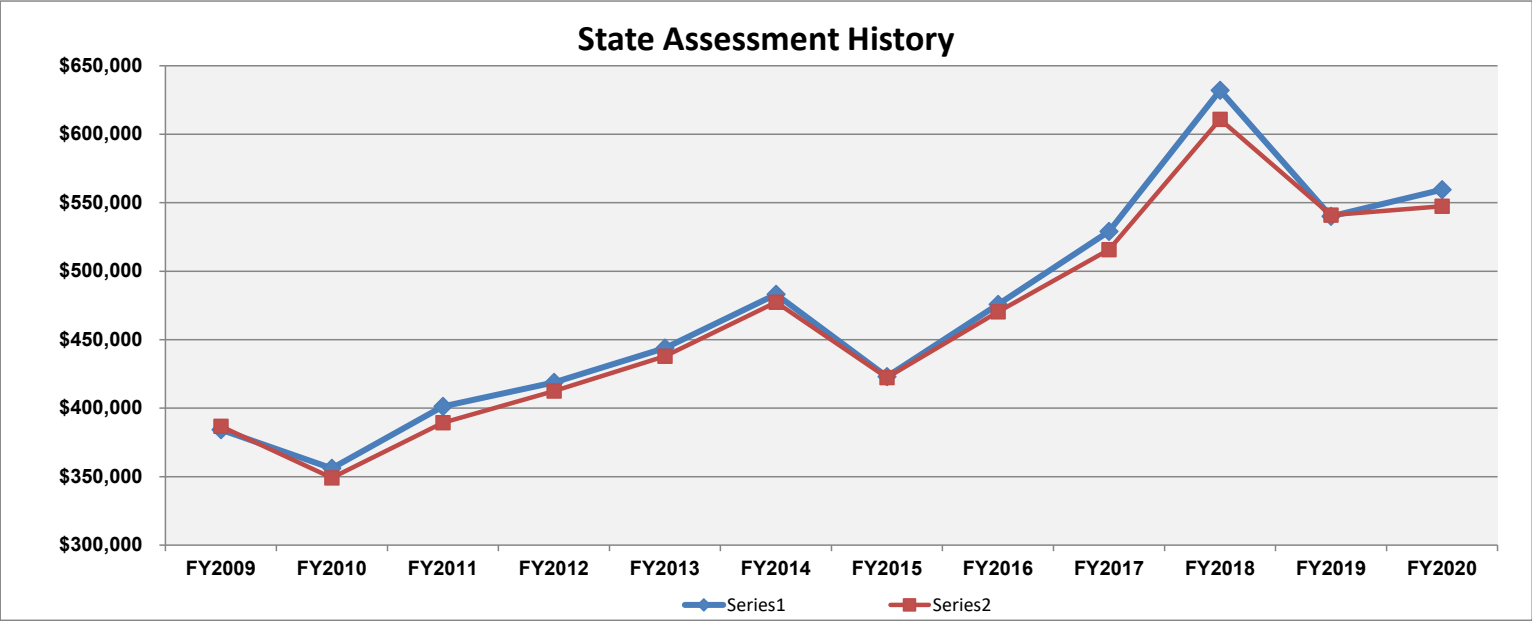
* Figures do not constitute a projection on the part of DLS and are included here to demonstrate the spreadsheet's mechanics. Numbers are subject to change as part of the state budget process.

State Aid



State Aid History

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



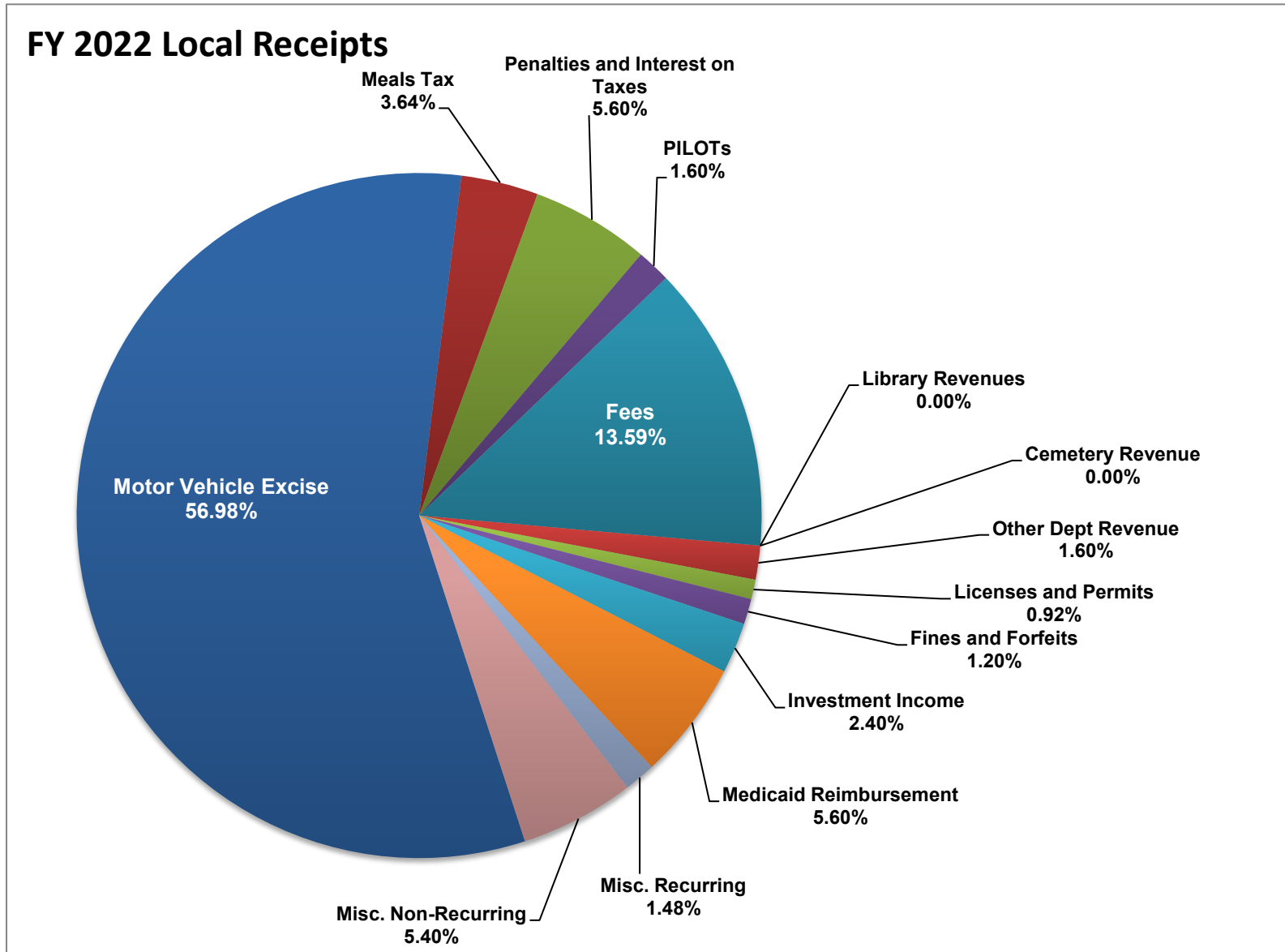
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Local Receipts

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

Level funded from FY2021. Please note that the bulk of the funding being released by host community agreements and sales tax revenue for marijuana establishments is not included in the operating budget revenues, as they cannot be guaranteed and are reducing over time. They will become part of Free Cash, and will be utilized for capital expenditures and funding stabilization and OPEB funds.

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



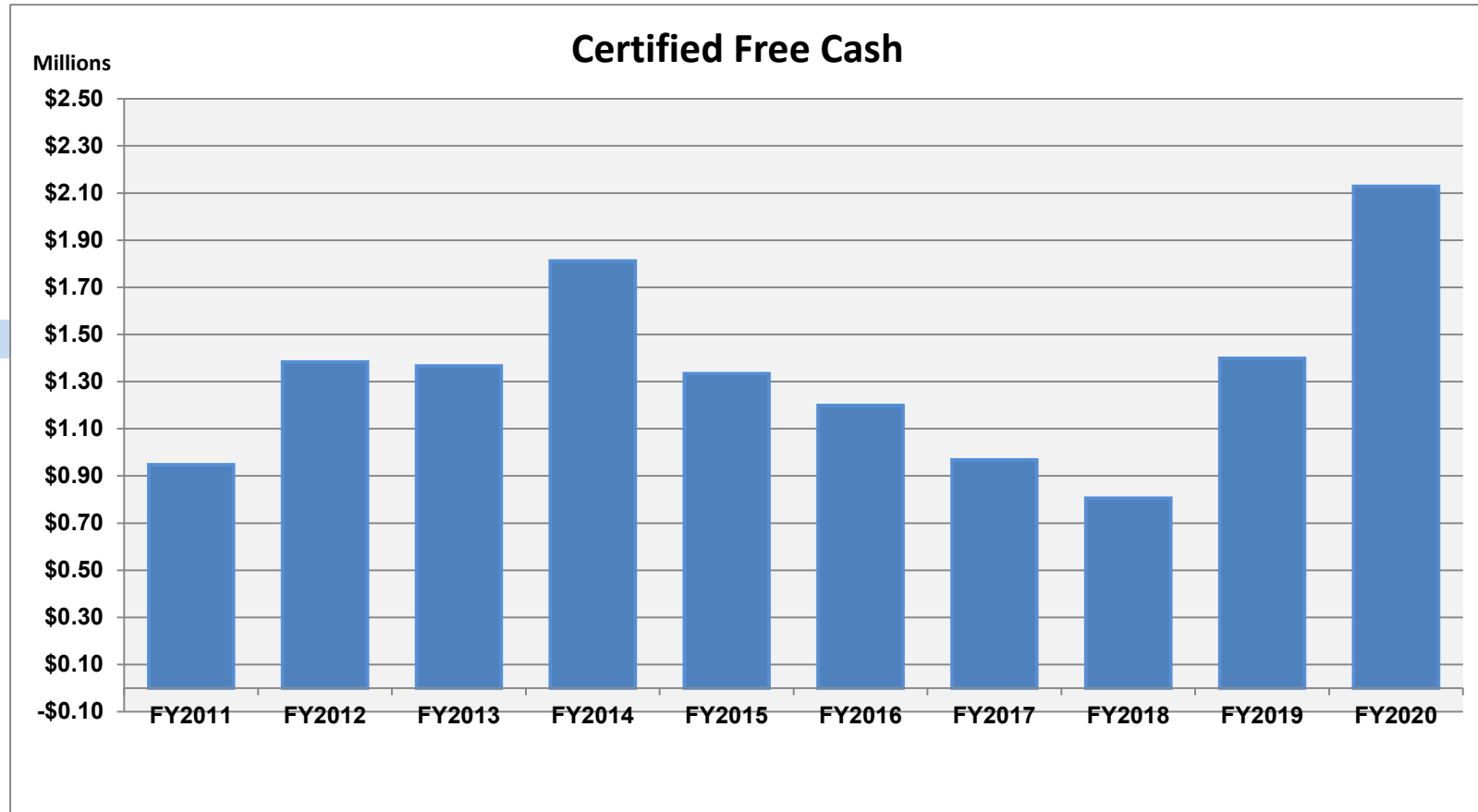
Free Cash

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

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

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

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



Free Cash/Available Funds

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

	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Projected	Dollar Change	Percent Change
Budgeted Free Cash	\$ 186,300	\$ 229,167	\$ 205,308	\$ 150,000	\$ 55,308	26.94%
Total Budgeted Free Cash	\$ 186,300	\$ 229,167	\$ 205,308	\$ 150,000	\$ 55,308	26.94%

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

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

SECTION III

Departmental Budgets





Town of Leicester
Town Administrator's Budget
FY2022 - Part A - General Government



Town of Leicester

Operating Budget Manual

FY2022

111- Legal

DEPARTMENT OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Legal

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
Legal	\$ 209,000	\$ 209,000	\$ 209,000	\$ 59,000	\$ 59,000	\$ (150,000)	-71.77%
Total	\$ 209,000	\$ 209,000	\$ 209,000	\$ 59,000	\$ 59,000	\$ (150,000)	-71.77%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 209,000	\$ 209,000	\$ 209,000	\$ 59,000	\$ 59,000	\$ (150,000)	-72%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 209,000	\$ 209,000	\$ 209,000	\$ 59,000	\$ 59,000	\$ (150,000)	-71.77%

Legal Total	\$ 209,000	\$ 209,000	\$ 209,000	\$ 59,000	\$ 59,000	\$ (150,000)	-71.77%
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Expenses Detail - Legal

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



Town of Leicester

Operating Budget Manual

FY2022

114 - Moderator

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To effectively moderate Town Meeting in a fair, impartial manner

FY2021 ACCOMPLISHMENTS

Held two successful Town Meetings heading into the Spring Annual Town Meeting

FY2022 Budget Summary - Moderator

Target Budget FY
2022 (LF Budget) \$ 151.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
Moderator	\$ 151	\$ 151	\$ 151	\$ 151	\$ 151	\$ -	0.00%
Total	\$ 151	\$ 151	\$ 151	\$ 151	\$ 151	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ -	0%
Personnel Total	\$ 81	\$ 81	\$ 81	\$ 81	\$ 81	\$ -	0.00%

Purchase of Services	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ -	0.00%

Moderator Total	\$ 151	\$ 151	\$ 151	\$ 151	\$ 151	\$ -	0.00%
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	FY2019 Budget	FY2020 Budget	FY 2021 Budget	FY 2022 Request	FY2022 Administrator Budget
Employees					
Subtotal Employees	0	0	0	0	0
Stipend Employees	1	1	1	1	1
Total Employees	1	1	1	1	1

Compensation Detail

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

MODERATOR

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2021				FISCAL YEAR 2022							TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Stipend 1-Jul-20	FY21 Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
Cherry, Jr.	Donald	01-114-5100-000		n/a	n/a	n/a	\$ 81			\$ -				\$ 81	\$ 81
Total Salaries							\$ 81			\$ -			\$ -	\$ 81	\$ 81

Expenses Detail - Moderator

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



Town of Leicester
Operating Budget Manual
FY2022

122-Town Administrator/Select Board

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

- Replaced the Waite Pond dam
- Built a new playground at Towtaid Park
- Obtained funding from the schools for the highway department to provide in-house, year-round maintenance
- Negotiated better plan design, lower rates and lower deductibles/copays for employee health insurance
- Regionalized accounting services with the Town of Spencer
- Modified management structure and reorganized personnel in the Town Administrator's office
- Conducted a thorough review of all auto-body shops to ensure local and state compliance
- Upgraded phone systems at Highway and the Senior Center
- Completed town-wide LED streetlight conversion using Green Communities funding; substantially lowered Town streetlight bills
- Completed Hillcrest Country Club Reuse Study
- Rebuilt the Town Hall parking lot using State funds including re-grading, drainage improvements, paving and line painting
- Grants awarded:
 - Community Compact Grant - \$52,000 - Streamline business permitting process and inventory of culverts in Town
 - Shared Streets and Spaces - \$20,000 - Town Common benches and LED pedestrian signage
 - PARC Grant - \$67,000 - Renovate courts at Towtaid Park
 - CARES Act - \$1,000,000 - COVID related expenses
 - Green Communities - \$200,000 - Phase II LED Streetlights, weatherization/lighting upgrades at Senior Center/High School
 - CDBG-CV Funds - \$376,000 - Lead Agency for microenterprise grants and funding for senior center outreach
 - CDBG FY20 - \$335,000 - ADA Improvements at Russell Park and housing rehabilitation

FY2022 Budget Summary - Town Administrator/Select Board

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

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

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

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

Town Administrator/Select Board Total	\$ 239,780	\$ 275,528	\$ 351,112	\$ 341,190	\$ 306,431	\$ (44,681)	-12.73%
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Compensation Detail

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

Town Administrator/Select Board

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2021				FISCAL YEAR 2022								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2022
Genereux	David	01-122-5101-000	TA	Contract	\$68.76	38	\$ 136,557	\$ 68.76	38	1986	0%	\$ -	\$ 68.76		\$ 136,557	\$ 136,557
Forsberg	Kristen	01-122-5100-000	ATA	Contract	\$31.43	38	\$ 62,420	\$ 34.92	38	1986	0%	\$ -	\$ 34.92		\$ 69,352	\$ 69,352
Milward*	Bryan	01-122-5100-000	Asst. to TA	NU 2/3	\$23.54	38	\$ 46,750	\$ 23.54	38	1986	0%	\$ -	\$ 23.54		\$ 46,750	\$ 46,750
Contract Prof Exp		01-122-5190-000		TA Prof. Exp. Stipend			\$ 3,600								\$ 3,600	\$ 3,600
Stipends		01-122-5196-000		Select Board Stipends			\$ 3,778								\$ 3,778	\$ 3,778
2% COLA							\$ -								\$ -	\$ 5,201
Rounding							\$ 3,016			\$ 1			\$ 1		\$ -	\$ -
Total Salaries							\$ 256,122			5959				\$ -	\$ 260,037	\$ 265,238

\$ 256,122.00

Expenses Detail - Town Administrator/Select Board

		FY 2019	FY 2020	FY 2021	FY 2022			FY 2022		
Account #		Budget	Budget	Budget	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Maint Contract/Repairs	01-122-5200-003	\$ 2,600	\$ 2,600	\$ 1,399	\$ 1,399	\$ -	0%	\$ 1,399	\$ -	0%
Consultant/Prof Services	01-122-5200-004	\$ 20,449	\$ 20,449	\$ 75,191	\$ 21,000	\$ (54,191)	-72%	\$ 21,394	\$ (53,797)	-72%
Advertising	01-122-5200-007	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
Printing	01-122-5200-009	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0%
Travel/Licenses	01-122-5700-001	\$ 7,250	\$ 7,250	\$ 7,500	\$ 7,500	\$ -	0%	\$ 7,500	\$ -	0%
Dues/Memberships	01-122-5700-002	\$ 2,900	\$ 2,900	\$ 3,200	\$ 3,200	\$ -	0%	\$ 3,200	\$ -	0%
Training/Seminars/Meetings	01-122-5700-003	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ -	0%	\$ 2,700	\$ -	0%
Employee benefits	01-122-5700-006	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Contractual Prof/Expenses	01-122-5701-007	\$ 3,600	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Equipment - \$500	01-122-5800-001	\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
Purchase of Services		\$ 42,599	\$ 38,999	\$ 93,090	\$ 38,899	\$ (54,191)	-58.2%	\$ 39,293	\$ (53,797)	-57.8%
Office Supplies	01-122-5400-001	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Books/Periodicals	01-122-5400-002	\$ 300	\$ 300	\$ 400	\$ 400	\$ -	0%	\$ 400	\$ -	0%
Reserve			\$ -		\$ 40,354	\$ 40,354			\$ -	0%
Supplies		\$ 1,800	\$ 1,800	\$ 1,900	\$ 42,254	\$ 40,354	2124%	\$ 1,900	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%

\$ -

\$ -



Town of Leicester

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130 - Reserve Fund

DESCRIPTION OF SERVICES**MISSION STATEMENT**

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2021 ACCOMPLISHMENTS

N/A

FY2022 Budget Summary - Reserve Fund

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
Reserve Fund	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%
Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

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

Reserve Fund Total	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	0.00%
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Expense Detail - Reserve Fund

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



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131 - Finance Advisory Board

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

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

FY2022 Budget Summary - Advisory Board

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
Advisory Board	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%
Total	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ 1,075	\$ -	0%
Supplies	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%

Advisory Board Total	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ 1,325	\$ -	0.00%
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Expense Detail - Advisory Board

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



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135 - Town Accountant

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To provide innovative specialized local government financial support.

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Town Accountant

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

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

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

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

Town Accountant Total	\$ 118,153	\$ 122,611	\$ 143,619	\$ 143,844	\$ 146,149	\$ 2,530	1.76%
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Compensation Detail

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

Town Accountant

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Lawrence	Allison	01-135-5101-000	Acct	Con	\$35.15	38	\$ 69,808	\$ 35.15	38	1986	0%	\$ -	\$ 35.15	12,240.00	\$ 82,057	\$ 82,057
Messina	Kate	01-135-5100-000	Ass Acct	III/2	\$21.18	30	\$ 33,210	\$ 21.18	30	1568	0%	\$ -	\$ 21.18		\$ 33,212	\$ 33,212
Lawrence	Allison	01-135-5101-000	Acct				\$ 12,000									\$ -
2% COLA																\$ 2,305
Rounding							\$ 27									\$ -
Total Salaries							\$ 115,045			3554				\$ 12,240	\$ 115,269	\$ 117,574

\$ 115,045.00

Expense Detail - Town Accountant

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



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141 - Assessors

DESCRIPTION OF SERVICES

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

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Assessors

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

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

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

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

Assessors Total	\$ 116,964	\$ 121,745	\$ 123,911	\$ 124,745	\$ 127,069	\$ 3,158	2.55%
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Compensation Detail

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

Assessors

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2021				FISCAL YEAR 2022								
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	TA Salary Fiscal 2022
Prescott	John	01-141-5101-000	Pr Ass	Con	\$36.98	38	\$ 36,721	\$ -	0	0	0%	\$ -	\$ -		\$ -	\$ -
Genna	Sanders	01-141-5101-000	Pr Ass	Con	\$36.98	38	\$ 42,823	\$ 36.98	38	1986	0%	\$ -	\$ 36.98		\$ 73,443	\$ 73,443
Asquith	Kathy	01-141-5100-000	Dept Ass	III/3	\$20.66	38	\$ 41,031	\$ 20.66	38	1986	0%	\$ -	\$ 20.66		\$ 41,031	\$ 41,031
Stipends		01-141-5196-000					\$ 1,731							\$ 1,731	\$ 1,731	\$ 1,731
2% COLA																\$ 2,324
Rounding							\$ (5,635)									\$ -
Total Salaries							\$ 116,671			3972				\$ 1,731	\$ 116,205	\$ 118,529

\$ 116,671.00

Expense Detail - Assessors

		FY 2019 Budget	FY 2020 Budget	FY 2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Consultants/Prof services	01-141-5200-004	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0%	\$ 6,000	\$ -	0%
Travel/Licenses	01-141-5700-001	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	0%	\$ 1,200	\$ 1,200	0%
Dues/Memberships	01-141-5700-002	\$ 340	\$ 340	\$ 340	\$ 340	\$ -	0%	\$ 340	\$ -	0%
Training/Seminars/Meetings	01-135-5700-003	\$ 700	\$ 700	\$ 700	\$ 700	\$ -	0%	\$ 700	\$ -	0%
Purchase of Services		\$ 7,040	\$ 7,040	\$ 7,040	\$ 8,240	\$ 1,200	17.0%	\$ 8,240	\$ 1,200	17.0%
Office Supplies	01-135-5400-001	\$ 200	\$ 200	\$ 200	\$ 300	\$ 100	50%	\$ 300	\$ 100	50%
Supplies		\$ 200	\$ 200	\$ 200	\$ 300	\$ 100	50.0%	\$ 300	\$ 100	50.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



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145 - Treasurer Collector

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Treasurer/Collector

Target Budget FY
2022 (LF Budget) 165,975.00

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

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

Purchase of Services	\$ 22,695	\$ 22,695	\$ 19,023	\$ 19,023	\$ 19,023	\$ -	0.00%
Supplies	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
145 Expenses Total	\$ 23,795	\$ 23,795	\$ 20,123	\$ 20,123	\$ 20,123	\$ -	0.00%

Treasurer/Collector Total	\$ 165,867	\$ 163,615	\$ 166,411	\$ 165,796	\$ 182,870	\$ 16,459	9.89%
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Compensation Detail

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

Treasurer/Collector

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Rajaniemi	Melanie	01-141-5101-000	Tr/Coll	Con	\$32.44	38	\$ 64,426	\$ 32.44	38	1986	0%	\$ -	\$ 32.44		\$ 64,426	\$ 73,443
George	Nicholas	01-141-5100-000	Asst.Tr/Coll	III/3	\$21.18	38	\$ 42,063	\$ 23.08	38	1986	0%	\$ -	\$ 23.08		\$ 45,836	\$ 46,750
Ayres	Allissa	01-141-5100-000	Dept Asst.	II/2	\$17.83	38	\$ 35,410	\$ 17.83	38	1986	0%	\$ -	\$ 17.83		\$ 35,411	\$ 39,363
2% COLA							\$ 4,388									\$ 3,191
Total Salaries							\$ 146,288			5958				\$ -	\$ 145,673	\$ 162,747

\$ 146,288.00

Expense Detail - Treasurer/Collector

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Maintain Contract/Repairs	01-145-5200-003	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Consultants/Prof. Service	01-145-5200-004	\$ 22,000	\$ 22,000	\$ 18,138	\$ 18,138	\$ -	0%	\$ 18,138	\$ -	0%
Mileage/Licenses	01-145-5700-001	\$ 355	\$ 355	\$ 355	\$ 355	\$ -	0%	\$ 355	\$ -	0%
Dues/Memberships	01-145-5700-002	\$ 150	\$ 150	\$ 150	\$ 150	\$ -	0%	\$ 150	\$ -	0%
Training/Seminars/Meetings	01-145-5700-003	\$ 190	\$ 190	\$ 380	\$ 380	\$ -	0%	\$ 380	\$ -	0%
Purchase of Services		\$ 22,695	\$ 22,695	\$ 19,023	\$ 19,023	\$ -	0.0%	\$ 19,023	\$ -	0.0%
Office Supplies	01-145-5400-001	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0%	\$ 1,100	\$ -	0%
Supplies		\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.0%	\$ 1,100	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2022

147 - Tax Title

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Tax Title

Target Budget FY
2022 (LF Budget) 16,000.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
Tax Title	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -	0.00%
Total	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -	0.00%

Tax Title Total	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -	\$ -	0.00%
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Expense Detail - Tax Title

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



Town of Leicester

Operating Budget Manual

FY2022

152 - Personnel Board

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

N/A

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2021 ACCOMPLISHMENTS

N/A

FY2022 Budget Summary - Personnel Board

Target Budget FY
2022 (LF Budget) \$ 250.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
Personnel Board	\$ 250	\$ 250	\$ 250	\$ 275	\$ 275	\$ 25	10.00%
Total	\$ 250	\$ 250	\$ 250	\$ 275	\$ 275	\$ 25	10.00%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 250	\$ 250	\$ 250	\$ 275	\$ 275	\$ 25	10%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 250	\$ 250	\$ 250	\$ 275	\$ 275	\$ 25	0.00%

Personnel Board - Total	\$ 250	\$ 250	\$ 250	\$ 275	\$ 275	\$ 25	100.00%
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Expense Detail - Personnel Board

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



Town of Leicester

Operating Budget Manual

FY2022

155 - IT Department

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

N/A

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

N/A

FY2022 Budget Summary - IT Department

Target Budget FY
2022 (LF Budget) 162,060.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
IT Department	\$ 138,560	\$ 155,560	\$ 162,060	\$ 168,060	\$ 175,060	\$ 13,000	8.02%
Total	\$ 138,560	\$ 155,560	\$ 162,060	\$ 168,060	\$ 175,060	\$ 13,000	8.02%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 120,000	\$ 137,000	\$ 143,500	\$ 149,500	\$ 151,500	\$ 8,000	6%
Supplies	\$ 18,560	\$ 18,560	\$ 18,560	\$ 18,560	\$ 23,560	\$ 5,000	27%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 138,560	\$ 155,560	\$ 162,060	\$ 168,060	\$ 175,060	\$ 13,000	8.02%

It Department - Total	\$ 138,560	\$ 155,560	\$ 162,060	\$ 168,060	\$ 175,060	\$ 13,000	8.02%
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[illegible]

		<u>01-155-5200-003 Maintenance Contract/Professional Services</u>		
Department	Company	Description	Monthly Charge	Total Annual Charge
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
			Balance	\$ 67.42
		<u>01-155-5400-005 Small Equipment</u>		
Department	Company	Description	Monthly Charge	Total Annual Charge
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
			Balance	\$ 4.76



Town of Leicester
Operating Budget Manual
FY2022
161 - Town Clerk

Description of Services

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

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

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

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

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

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

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

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

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

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

Mission Statement

Often considered the core of local government, the Town Clerk's Office serves as the central information point for local residents and citizens at large. It is the mission of the Office of the Town Clerk to be a primary provider of information and quality services to the community and to work cooperatively and in coordination with the varied departments and groups while performing a myriad of tasks to achieve established goals and comply with State and Local Statutes. The Leicester Town Clerk serves the residents of Leicester through its function as official record keeper for the Town Meeting and Vital Records and the Administration of Elections and voter related activities.

Records found in this office are: Birth, Marriage and Death Certificates; Zoning Decisions; Town Meeting Records; Annual Town Reports and Special Reports to Town Meeting; records of elections and lists of those who have served the Town of Leicester in elective or appointive office. The Town Clerk's office welcomes inquiries from all citizens seeking assistance/information in relation to services provided by the Town of Leicester. The staff will assist in redirecting your questions to the appropriate department. The Clerk's office works mainly under the direction of the Secretary of the Commonwealth, Attorney General's Office, Department of Revenue, in accordance with Federal Laws and Regulations, the Massachusetts General Laws, Special Acts, Local Bylaws, rules and regulations, Select Board and the citizens of Leicester

FY2022 Goals, objectives, and additional needs

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

FY2021 Accomplishments

Our top priority this year with the Pandemic was the safety and well being of all citizens. The purchase of shields for the Election Hall and Town Meetings. We continued to work through the Pandemic and still meet all the needs of the citizens as best we could. Making appointments, meeting people when convenient for them even if after hours. We strived to meet all the challenges that were presented and will continue to do so.

FY2022 Budget Summary - Town Clerk

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

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

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

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

Town Clerk Total	\$ 104,669	\$ 110,491	\$ 112,628	\$ 112,500	\$ 114,675	\$ 2,047	1.82%
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Compensation Detail

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

Town Clerk

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Davis	Deborah	01-161-5101-000	T/C	Ele	\$33.57	38	\$ 66,670	\$ 33.57	38	1986	0%	\$ -	\$ 33.57		\$ 66,670	\$ 66,670
Zuscak	Susan	01-161-5100-000	Ass T/C	III/3	\$21.18	38	\$ 42,063	\$ 21.18	38	1986	0%	\$ -	\$ 21.18		\$ 42,064	\$ 42,064
2% COLA							\$ -								\$ -	\$ 2,175
Rounding							\$ 128								\$ -	\$ -
															\$ -	\$ -
Total Salaries							\$ 108,862			3972				\$ -	\$ 108,734	\$ 110,909

\$ 108,862.00

Expense Detail - Town Clerk

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Approp.	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Printing	01-161-5200-009	\$ 845	\$ 845	\$ 966	\$ 966	\$ -	0%	\$ 966.00	\$ -	0%
Travel/Licenses	01-161-5700-001	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100.00	\$ -	0%
Dues/Memberships	01-161-5700-002	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%	\$ 200.00	\$ -	0%
Training/Seminars/Meetings	01-161-5700-003	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000.00	\$ -	0%
Purchase of Services		\$ 2,145	\$ 2,145	\$ 2,266	\$ 2,266	\$ -	0.0%	\$ 2,266.00	\$ -	0.0%
Office Supplies	01-161-5400-001	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500.00	\$ -	0%
Supplies		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.0%	\$ 1,500	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester
Operating Budget Manual
FY2022

162 - Elections and Registration

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Elections and Registration

Target Budget FY
2022 (LF Budget) 36,500.000

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

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

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

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

Compensation Detail

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

Elections and Registration

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2021				FISCAL YEAR 2022							TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY 21 Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
		01-162-5100-000	Poll Workers				\$ 26,000	\$ -	0		\$ -	\$ -	\$ -	\$ 22,000	\$ 22,000
Total Salaries							\$ 26,000			\$ -			\$ -	\$ 22,000	\$ 22,000

Expense Detail - Elections and Registration

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



Town of Leicester
Operating Budget Manual
FY2022

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.

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

- Complete construction of Complete Streets Town Common project
- Continue changes to Health division related to end of our partnership with the Central Mass Regional Public Health Alliance
- Prepare update to the Leicester Open Space & Recreation Plan with assistance from CMRPC & Open Space & Recreation Committee
- Explore e-permitting options and lower cost alternatives if not financially feasible (priority on Building & Health permits)
- Continue file storage organization and disposal of obsolete files in accordance with record disposal law
- Develop easy-to-understand instructions for Conservation Commission applications, and work on public education related to wetland resources
- Continue implementation of Planning Board priority Zoning Bylaw amendments

Additional Needs:

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - DIS

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

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

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

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

DIS Total	\$ 234,787	\$ 241,930	\$ 265,332	\$ 263,286	\$ 267,083	\$ 1,751	0.66%
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Compensation Detail

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

DIS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Buck	Michelle	01-180-5101-000	Planner Health Agent	Con	\$43.33	38	\$ 86,053	\$43.33	38	1986	0%	\$ -	\$ 43.33		\$ 86,053	\$ 86,053
Dagle	Francis	01-180-5103-000		IV/3	\$32.44	38	\$ 64,426	\$32.44	38	1986	0%	\$ -	\$ 32.44		\$ 64,426	\$ 64,426
Conroy	Kelly	01-180-5100-000		II/3	\$19.82	38	\$ 39,363	\$19.82	38	1986	0%	\$ -	\$ 19.82		\$ 39,363	\$ 39,363
Hammond	Brooke	01-180-5100-000		II/2	\$19.82	38	\$ 39,363	\$19.82	38	1986	0%	\$ -	\$ 19.82		\$ 39,363	\$ 39,363
Ganas	Helen	01-180-5103-000	Nurse		\$35.00	10	\$ 9,100								\$ 9,100	\$ 9,100
Stipends	Planning	01-180-5196-175					\$ 1,424	\$1,424							\$ 1,424	\$ 1,424
Stipends	BOH	01-180-5196-510					\$ 872	\$872							\$ 872	\$ 872
2% COLA																\$ 3,797
Rounding							\$ (26,872)									
Total Salaries							\$ 213,728			7944				\$ -	\$ 240,601	\$ 244,398

\$ 213,728.00

Expense Detail - DIS

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



Town of Leicester
Operating Budget Manual
FY2022

192 - Town-Owned Bldg Maintenance

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

N/A

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Explore potential reuse options for Memorial School and Hillcrest Country Club

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Town-owned Bldg. Maintenance

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Town-owned Bldg. Maintenance	\$ 8,000	\$ 68,281	\$ 68,281	\$ 68,281	\$ 68,281	\$ -	0.00%
Total	\$ 8,000	\$ 68,281	\$ 68,281	\$ 68,281	\$ 68,281	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 8,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ 55,281	\$ 55,281	\$ 55,281	\$ 55,281	\$ -	0%
Expenses Total	\$ 8,000	\$ 68,281	\$ 68,281	\$ 68,281	\$ 68,281	\$ -	0.00%

Town-owned Bldg. Maintenance Total	\$ 8,000	\$ 68,281	\$ 68,281	\$ 68,281	\$ 68,281	\$ -	0.00%
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Expense Detail - Town-owned Bldg. Maintenance

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



Town of Leicester
Operating Budget Manual

FY2022

197- Town Hall Bldg Maintenance

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

N/A

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Town Hall Bldg. Maintenance

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2021 Dept. Request	FY 2021 TA Approved	Dollar Change	Percent Change
Town Hall Bldg. Maintenance	\$ 63,909	\$ 63,909	\$ 63,909	\$ 64,909	\$ 66,909	\$ 3,000	4.69%
Total	\$ 63,909	\$ 63,909	\$ 63,909	\$ 64,909	\$ 66,909	\$ 3,000	4.69%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 28,254	\$ 28,254	\$ 28,254	\$ 28,254	\$ 28,254	\$ -	0%
Supplies	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ 5,305	\$ -	0%
Utilities	\$ 30,350	\$ 30,350	\$ 30,350	\$ 31,350	\$ 33,350	\$ 3,000	10%
Expenses Total	\$ 63,909	\$ 63,909	\$ 63,909	\$ 64,909	\$ 66,909	\$ 3,000	0.00%

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

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



Town of Leicester

Operating Budget Manual

FY2022

198 - Town Hall Telephones

DESCRIPTION OF SERVICES

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

MISSION STATMENT

Not Applicable

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

No needs identified

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Town Hall Telephones

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Town Hall Telephones	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.00%
Total	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

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

Town Hall Telephones Total	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.00%
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Expense Detail - Town Hall Telephones

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Purchase of Services		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Town Hall Telephones	01-147-5200-004	\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.0%	\$ 6,400	\$ -	0.0%
Utilities		\$ 6,400	\$ 6,400	\$ 6,400	\$ 6,400	\$ -	0.0%	\$ 6,400	\$ -	0.0%



Town of Leicester
Operating Budget Manual
FY2021

199 - Other General Government

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

N/A

FY2022 GOALS, OBJECTIVE AND ADDITIONAL NEEDS

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

Print the 2021 Annual Town Report.

FY2021 ACCOMPLISHMENTS

Printed the 2020 Annual Town Report

FY2022 Budget Summary - Other General Government

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Other General Government	\$ 49,355	\$ 54,155	\$ 66,451	\$ 67,564	\$ 67,564	\$ 1,113	1.67%
Total	\$ 49,355	\$ 54,155	\$ 66,451	\$ 67,564	\$ 67,564	\$ 1,113	1.67%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 42,150	\$ 45,522	\$ 58,447	\$ 59,560	\$ 59,560	\$ 1,113	2%
Supplies	\$ 7,205	\$ 8,633	\$ 8,004	\$ 8,004	\$ 8,004	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 49,355	\$ 54,155	\$ 66,451	\$ 67,564	\$ 67,564	\$ 1,113	1.67%

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

Expense Detail - Other General Government

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



Town of Leicester
Town Administrator's Budget
FY2022 - Part B - Public Safety



Town of Leicester

Operating Budget Manual

FY2022

210 - Police Department

Mission Statement:

"Proudly working with the Leicester Community"

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

Goals and Vision:

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

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

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

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

FY2022 Budget Summary - Police

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Police	\$ 1,963,857	\$ 2,034,796	\$ 2,033,475	\$ 2,037,179	\$ 2,271,573	\$ 238,098	11.71%
Total	\$ 1,963,857	\$ 2,034,796	\$ 2,033,475	\$ 2,037,179	\$ 2,271,573	\$ 238,098	11.71%
Salaries	\$ 146,894	\$ 123,455	\$ 137,700	\$ 137,700	\$ 137,700	0	0%
Wages	\$ 1,383,045	\$ 1,434,777	\$ 1,464,579	\$ 1,464,579	\$ 1,621,463	\$ 156,884	11%
Overtime	\$ 26,206	\$ 100,651	\$ 52,718	\$ 52,718	\$ 95,000	\$ 42,282	80%
Other	\$ 145,507	\$ 113,708	\$ 102,737	\$ 106,441	\$ 141,670	\$ 38,933	38%
Personnel Total	\$ 1,701,652	\$ 1,772,591	\$ 1,757,734	\$ 1,761,438	\$ 1,995,832	\$ 238,098	13.55%
Purchase of Services	\$ 183,685	\$ 183,685	\$ 197,221	\$ 197,221	\$ 197,221	\$ -	0%
Supplies	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0%
Utilities	\$ 43,520	\$ 43,520	\$ 43,520	\$ 43,520	\$ 43,520	\$ -	0%
Expenses Total	\$ 262,205	\$ 262,205	\$ 275,741	\$ 275,741	\$ 275,741	\$ -	0.00%
Police Total	\$ 1,963,857	\$ 2,034,796	\$ 2,033,475	\$ 2,037,179	\$ 2,271,573	\$ 238,098	11.71%

Compensation Detail

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

Police

66.01151
137700

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16.00	17
				FISCAL YEAR 2020				FISCAL YEAR 2022								TA
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	Salary Fiscal 2022
Antanavica	Kenneth	01-210-5101-000	Chief		\$66.01	40	\$ 137,700	\$66.01	40	2086	0.00%	\$ -	\$ 66.01	\$ -	\$ 137,700	\$ 137,700
Doray	Paul	01-210-5100-000	Lieutenant		\$47.84	40	\$ 99,794	\$47.84	40	2086	0.00%	\$ -	\$ 47.84	\$ -	\$ 99,794	\$ 99,794
Fontaine	Michael	01-210-5100-000	Sergeant		\$38.35	40	\$ 79,998	\$38.35	40	2086	0.00%	\$ -	\$ 38.35	\$ -	\$ 79,998	\$ 79,998
Guertin	Craig	01-210-5100-000	Sergeant		\$38.35	40	\$ 79,998	\$38.35	40	2086	0.00%	\$ -	\$ 38.35	\$ -	\$ 79,998	\$ 79,998
Samia	Al	01-210-5100-000	Sergeant		\$38.35	40	\$ 79,998	\$38.35	40	2086	0.00%	\$ -	\$ 38.35	\$ -	\$ 79,998	\$ 79,998
Open		01-210-5100-000	Sergeant		\$6.06	40	\$ 12,641	\$6.06	40	2086	0.00%	\$ -	\$ 6.06	\$ -	\$ 12,641	\$ 12,641
Brady	Matthew	01-210-5100-000	Patrol (FY21max)		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Fontaine	Tim	01-210-5100-000	Patrol Det		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Brooks	Scot	01-210-5100-000	Patrol max		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Bulman	Frank	01-210-5100-000	Patrol max		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Caforio	John	01-210-5100-000	Patrol max		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Laperle	Charles	01-210-5100-000	Patrol 168 (4/21)		\$28.43	40	\$ 59,305	\$28.43	40	2086	0.00%	\$ -	\$ 28.43	\$ -	\$ 59,305	\$ 59,305
Larson	Charles	01-210-5100-000	Patrol 168 (9/9)		\$30.45	40	\$ 63,519	\$30.45	40	2086	0.00%	\$ -	\$ 30.45	\$ -	\$ 63,519	\$ 63,519
Lombardozzi	Michael	01-210-5100-000	Patrol (FY21max)		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
McCauly	Travis	01-210-5100-000	Patrol 168 (12/4)		\$31.69	40	\$ 66,105	\$31.69	40	2086	0.00%	\$ -	\$ 31.69	\$ -	\$ 66,105	\$ 66,105
Moughan	Thomas	01-210-5100-000	Patrol max		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Murphy	James	01-210-5100-000	Patrol (FY21max)		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Ruth	Derrick	01-210-5100-000	Patrol max		\$32.29	40	\$ 67,357	\$32.29	40	2086	0.00%	\$ -	\$ 32.29	\$ -	\$ 67,357	\$ 67,357
Sielis	Michael	01-210-5100-000	Patrol 168 (1/9)		\$29.14	40	\$ 60,786	\$29.14	40	2086	0.00%	\$ -	\$ 29.14	\$ -	\$ 60,786	\$ 60,786
Soojian	Matthew	01-210-5100-000	Patrol 168 (4/2)		\$28.43	40	\$ 59,305	\$28.43	40	2086	0.00%	\$ -	\$ 28.43	\$ -	\$ 59,305	\$ 59,305
Open	Patrol	01-210-5100-000	Patrol 168/1		\$24.97	40	\$ 52,087	\$24.97	40	2086	0.00%	\$ -	\$ 24.97	\$ -	\$ 52,087	\$ 52,087
Open	Patrol	01-210-5100-000	Patrol 168/2		\$27.75	40	\$ 57,887	\$27.75	40	2086	0.00%	\$ -	\$ 27.75	\$ -	\$ 57,887	\$ 57,887
PDBB							\$ 40,000					\$ -			\$ 40,000	\$ 40,000
Gaffney	Sheila	01-210-5104-000	Admin Asst		\$23.54	40	\$ 49,104	\$23.54	40	2086	0.00%	\$ -	\$ 23.54	\$ -	\$ 49,104	\$ 55,988
Parkinson	Anne Marie	01-210-5104-000	Clerk		\$16.65	18	\$ 15,629	\$16.65	18	938.7	0.00%	\$ -	\$ 16.65	\$ -	\$ 15,629	\$ 15,629
Temple*	Deborah	01-210-5104-000	Clerk		\$16.98	18	\$ 15,939	\$16.98	18	938.7	0.00%	\$ -	\$ 16.98	\$ -	\$ 15,939	\$ 15,939
		01-210-5104-000	Detention		\$15.30	8	\$ 6,270	\$15.30	8	417.2	0.00%	\$ -	\$ 15.30	\$ -	\$ 6,270	\$ 6,270
Other-stipends		01-210-5104-000					\$ 66,441	\$66,441							\$ 66,441	\$ 66,441
Overtime		01-210-5130-000					\$ 52,718	\$52,718							\$ 52,718	\$ 95,000
2% COLA							\$ -	\$0								\$ 35,229
Daily Staffing																\$ 150,000
Rounding							\$ (3,704)	\$ -							0.00	\$ -
Total Salaries							\$ 1,757,734				\$ -			\$ -	1,761,438	\$ 1,995,832

1,757,734

Expense Detail - Police

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contracts/Repairs	01-210-5200-003	\$ 24,400	\$ 24,400	\$ 24,400	\$ 24,400	\$ -	0%	\$ 24,400	\$ -	0%
Consultant/Prof Services	01-210-5200-004	\$ 16,000	\$ 16,000	\$ 29,536	\$ 29,536	\$ -	0%	\$ 29,536	\$ -	0%
Printing	01-210-5200-009	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Dues/Memberships	01-210-5700-002	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Training/Seminars/Meetings	01-210-5700-003	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0%	\$ 4,000	\$ -	0%
Clothing Allowance	01-210-5700-004	\$ 35,725	\$ 35,725	\$ 35,725	\$ 35,725	\$ -	0%	\$ 35,725	\$ -	0%
Recognition/Awards	01-210-5700-005	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Employee Benefits	01-210-5700-006	\$ 100,560	\$ 100,560	\$ 100,560	\$ 100,560	\$ -	0%	\$ 100,560	\$ -	0%
moved from custodian to consultants/pro services										
Purchase of Services		\$ 183,685	\$ 183,685	\$ 197,221	\$ 197,221	\$ -	0%	\$ 197,221	\$ -	0.0%
Office Supplies	01-210-5400-001	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0%	\$ 6,000	\$ -	0%
Books Periodicals	01-210-5400-002	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	0%
Tools/Small Equipment	01-210-5400-005	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	0%	\$ 12,000	\$ -	0%
Parts/Materials	01-210-5400-006	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0%	\$ 10,000	\$ -	0%
Maintenance Supplies	01-210-5400-007	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0%	\$ 7,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	0%	\$ 35,000	\$ -	0.0%
Telephone	01-210-5200-001	\$ 13,020	\$ 13,020	\$ 13,020	\$ 12,600	\$ (420)	0.0%	\$ 12,600	\$ (420)	-3%
Electric	01-210-5200-002	\$ 21,000	\$ 21,000	\$ 21,000	\$ 19,500	\$ (1,500)	-7%	\$ 19,500	\$ (1,500)	-7%
Water Sewer	01-210-5200-006	\$ 1,500	\$ 1,500	\$ 1,500	\$ 3,000	\$ 1,500	100%	\$ 3,000	\$ 1,500	100%
Heating Fuel	01-210-5400-003	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,420	\$ 420	5%	\$ 8,420	\$ 420	5%
Utilities		\$ 43,520	\$ 43,520	\$ 43,520	\$ 43,520	\$ -	0.0%	\$ 43,520	\$ -	0.0%

Supplementary Expenses

	Fiscal Year 2021	Fiscal Year 2022
Employee Benefits - requested for FY21 but not funded	\$ 100,560	\$ 109,425
Figure based on ACTUAL cost of all contractual Employee Benefits		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
		\$ -
	\$ -	\$ -
	\$ 100,560	\$ 109,425



Town of Leicester

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220 - Fire Department

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Fire

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

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

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

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

Fire Total	\$ 305,307	\$ 305,307	\$ 329,398	\$ 329,398	\$ 332,934	\$ 3,536	1.07%
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Compensation Detail

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

Fire

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

Supplementary Compensation

	Fiscal Year 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
Total Stipends and Other Pay	\$ 138,416	\$ 138,416
Total Supplementary Compensation	\$ 138,416	\$ 138,416

Expense Detail - Fire

		FY 2019	FY 2020	FY2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contracts/Repairs	01-220-5200-003	\$ 38,000	\$ 38,000	\$ 48,000	\$ 48,000	\$ -	0%	\$ 48,000	\$ -	0%
Consultant/Prof Services	01-220-5200-004	\$ 1,800	\$ 1,800	\$ 5,400	\$ 5,400	\$ -	0%	\$ 5,400	\$ -	0%
Dues/Memberships	01-220-5700-002	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0%	\$ 2,500	\$ -	0%
Training/Seminars/Meetings	01-220-5700-003	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0%	\$ 2,500	\$ -	0%
Equipment	01-210-5800-001	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ -	0%	\$ 5,500	\$ -	0%
Purchase of Services		\$ 50,300	\$ 50,300	\$ 63,900	\$ 63,900	\$ -	0.0%	\$ 63,900	\$ -	0.0%
Office Supplies	01-220-5400-001	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
Books Periodicals	01-220-5400-002	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
Tools/Small Equipment	01-220-5400-005	\$ 16,000	\$ 16,000	\$ 30,800	\$ 30,800	\$ -	0%	\$ 30,800	\$ -	0%
Parts/Materials	01-220-5400-006	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0%	\$ 2,000	\$ -	0%
Maintenance Supplies	01-220-5400-007	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 21,500	\$ 21,500	\$ 36,300	\$ 36,300	\$ -	0.0%	\$ 36,300	\$ -	0.0%
Telephone	01-220-5200-001	\$ 3,800	\$ 3,800	\$ 3,800	\$ 3,800	\$ -	0%	\$ 3,800	\$ -	0%
Electric	01-220-5200-002	\$ 19,800	\$ 19,800	\$ 19,000	\$ 19,000	\$ -	0%	\$ 19,000	\$ -	0%
Water Sewer	01-220-5200-006	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0%	\$ 5,000	\$ -	0%
Heating Fuel	01-220-5400-003	\$ 34,620	\$ 34,620	\$ 24,620	\$ 24,620	\$ -	0%	\$ 24,620	\$ -	0%
Utilities		\$ 63,220	\$ 63,220	\$ 52,420	\$ 52,420	\$ -	0.0%	\$ 52,420	\$ -	0.0%



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231 - Ambulance Department

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Ambulance

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

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

Compensation Detail

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

Ambulance

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

Expense Detail - Ambulance

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contracts/Repairs	01-231-5200-003	\$ 24,500.00	\$ 23,284.00	\$ 23,284.00	\$ 23,284.00	\$ -	0%	\$ 23,284.00	\$ -	0%
Consultant/Prof Services	01-231-5200-004	\$ 13,900.00	\$ 13,900.00	\$ 13,900.00	\$ 13,900.00	\$ -	0%	\$ 13,900.00	\$ -	0%
Mileage/Licenses	01-231-5700-001	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ -	0%	\$ 7,500.00	\$ -	0%
Dues/Memberships	01-231-5700-002	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%	\$ 2,000.00	\$ -	0%
Training/Seminars/Meetings	01-231-5700-003	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	0%	\$ 2,000.00	\$ -	0%
Purchase of Services		\$ 49,900.00	\$ 48,684.00	\$ 48,684.00	\$ 48,684.00	\$ -	0%	\$ 48,684.00	\$ -	0%
Office Supplies	01-231-5400-001	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$ -	0%
Books Periodicals	01-231-5400-002	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ -	0%	\$ 150.00	\$ -	0%
Tools/Small Equipment	01-231-5400-005	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ -	0%	\$ 4,000.00	\$ -	0%
Parts/Materials	01-231-5400-006	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ -	0%	\$ 16,000.00	\$ -	0%
Maintenance Supplies	01-231-5400-007	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ -	0%	\$ 1,000.00	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 21,650	\$ 21,650	\$ 22,150	\$ 22,150	\$ -	0%	\$ 22,150	\$ -	0%
Telephone	01-231-5200-001	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0%	\$ 1,500	\$ -	0%
Electric	01-231-5200-002	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	0%	\$ 7,500	\$ -	0%
Heating Fuel	01-231-5400-003	\$ 8,300	\$ 8,300	\$ 7,800	\$ 7,800	\$ -	0%	\$ 7,800	\$ -	0%
Utilities		\$ 17,300	\$ 17,300	\$ 16,800	\$ 16,800	\$ -	0%	\$ 16,800	\$ -	0.0%



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241 - Code Department

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

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

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

ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Code

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

	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Approp.	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Code	\$ 68,879	\$ 63,690	\$ 62,083	\$ 74,007	\$ 74,007	\$ 11,924	19.21%
Total	\$ 68,879	\$ 63,690	\$ 62,083	\$ 74,007	\$ 74,007	\$ 11,924	19.21%

Salaries	\$ 58,741	\$ 50,463	\$ 57,971	\$ 63,734	\$ 63,734	5,763	10%
Wages	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,495	\$ 1,495	(5)	0%
Other	\$ -	\$ 3,089	\$ (6,426)	\$ -	\$ -	6,426	-100%
Personnel Total	\$ 60,241	\$ 55,052	\$ 53,045	\$ 65,229	\$ 65,229	\$ 12,184	22.97%

Purchase of Services	\$ 6,492	\$ 6,492	\$ 6,492	\$ 6,132	\$ 6,132	\$ (360)	-6%
Supplies	\$ 1,546	\$ 1,546	\$ 1,946	\$ 1,946	\$ 1,946	\$ -	0%
Utilities	\$ 600	\$ 600	\$ 600	\$ 700	\$ 700	\$ 100	17%
Expenses Total	\$ 8,638	\$ 8,638	\$ 9,038	\$ 8,778	\$ 8,778	\$ (260)	-2.88%

Code Total	\$ 68,879	\$ 63,690	\$ 62,083	\$ 74,007	\$ 74,007	\$ 11,924	19.21%
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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 2021				FISCAL YEAR 2022								TA Salary Fiscal 2021
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Silva	Michael	01-241-5101-000	BI	Con	\$29.19	38	\$ 57,971	\$ 29.19	38	1986	9.94%	\$ 2.90	\$ 32.09		\$ 63,734	\$ 63,734
		01-241-5101-000	BI	Con	\$37.38	7.5	\$ 1,500	\$ 37.38	0	40	0%	\$ -	\$ 37.38		\$ 1,495	\$ 1,495
		Rounding					\$ (6,426)									\$ -
2% COLA																\$ 1,275
Total Salaries							\$ 53,045			2026				\$ -	\$ 65,229	\$ 66,504

\$ 53,045

390 original estimate of hours/year

40 revised estimate \$ 1,495.20

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

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

Expense Detail - Code

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Consultants/Prof services	01-241-5200-004	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0%
Travel/Licenses	01-241-5700-001	\$ 4,960	\$ 4,960	\$ 4,960	\$ 3,000	\$ (1,960)	-40%	\$ 3,000	\$ (1,960.00)	-40%
Training/Seminars/Meetings	01-241-5700-003	\$ 332	\$ 332	\$ 332	\$ 1,932	\$ 1,600	482%	\$ 1,932	\$ 1,600.00	482%
Purchase of Services		\$ 6,492.00	\$ 6,492.00	\$ 6,492.00	\$ 6,132.00	\$ (360.00)	-6%	\$ 6,132.00	\$ (360.00)	-6%
Office Supplies	01-241-5400-001	\$ 1,000	\$ 1,000	\$ 1,400	\$ 1,400	\$ -	0%	\$ 1,400	\$ -	0%
Tools/Small equipment	01-241-5400-005	\$ 546	\$ 546	\$ 546	\$ 546	\$ -	0%	\$ 546	\$ -	0%
Supplies		\$ 1,546	\$ 1,546	\$ 1,946	\$ 1,946	\$ -	0%	\$ 1,946	\$ -	0%
Telephones	01-241-5200-001	\$ 600	\$ 600	\$ 600	\$ 700	\$ 100	0.0%	\$ 700	\$ 100	17%
Utilities		\$ 600	\$ 600	\$ 600	\$ 700	\$ 100	0.0%	\$ 700	\$ 100	16.7%



Town of Leicester

Operating Budget Manual

FY2022

290 - Emergency Management

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

N/A

FY2022 Budget Summary - Emergency Management

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

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,889	\$ 76	1.99%
Personnel Total	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,813	\$ 3,889	\$ 76	1.99%

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

Emergency Management Total	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,813	\$ 4,889	\$ 76	1.58%
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Compensation Detail

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

Fire

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

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-290-5200-004	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ 500	\$ -	0%
Purchase of Services		\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ 500	\$ -	0%
Office Supplies	01-290-5400-001	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ 500	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -			\$ -	
Supplies		\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ 500	\$ -	0%
					\$ -	\$ -	0%		\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2022

292 - Animal Control

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To continue to provide effective Animal Control services.

FY2021 ACCOMPLISHMENTS

FY2022 Budget Summary - Animal Control

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

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

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

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

Animal Control Total	\$ 33,552	\$ 33,552	\$ 33,934	\$ 33,934	\$ 34,444	\$ 510	1.50%
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Compensation Detail

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

Animal Control

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Dykas	Pat	01-292-5100-000	AI	Con			\$ 25,476	\$25,476.00		0	0%	\$ -	\$ 25,476.00	0.00	\$ 25,476	\$ 25,476
2% COLA							\$ -								\$ -	\$ 510
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
Total Salaries							\$ 25,476			0				\$ -	\$ 25,476	\$ 25,986

Expense Detail - Animal Control

		FY2019	FY 2020	FY2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contr/Repairs	01-292-5200-003	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
Consultants/Prof Services	01-292-5200-004	\$ 5,000	\$ 4,508	\$ 4,508	\$ 4,508	\$ -	0%	\$ 4,508	\$ -	0%
Dues/Membership	01-292-5700-002	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100	\$ -	0%
Training/Seminars/Meetings	01-292-5700-003	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0%
Clothing Allowance	01-292-5700-004	\$ 325	\$ 325	\$ 325	\$ 325	\$ -	0%	\$ 325	\$ -	0%
Equipment	01-292-5800-001	\$ 550	\$ 550	\$ 550	\$ 550	\$ -	0%	\$ 550	\$ -	0%
Purchase of Services		\$ 6,775	\$ 6,283	\$ 6,283	\$ 6,283	\$ -	0%	\$ 6,283	\$ -	0%
Office Supplies	01-292-5400-001	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400	\$ -	0%	\$ 1,400	\$ -	0%
Tools/Small equipment	01-292-5400-005	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100	\$ -	0%
Animal Disposal Supplies	01-292-5400-007	\$ 675	\$ 675	\$ 675	\$ 675	\$ -	0%	\$ 675	\$ -	0%
Supplies		\$ 2,175	\$ 2,175	\$ 2,175	\$ 2,175	\$ -	0%	\$ 2,175	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2022

296 - Insect Pest Control

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Insect Pest Control

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

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

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%
Expenses Total	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%

Insect Pest Total	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ 7,850	\$ -	0.00%
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Expense Detail - Insect Pest Control

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-296-5200-004	\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	\$ -	0%	\$ 6,850	\$ -	0%
Purchase of Services		\$ 6,850	\$ 6,850	\$ 6,850	\$ 6,850	\$ -	0%	\$ 6,850	\$ -	0%
Tools/Small equipment	01-296-5400-005	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
Supplies		\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0%	\$ 1,000	\$ -	0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	100%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester
Town Administrator's Budget
FY2022 - Part C - Education



Town of Leicester

Operating Budget Manual

FY2022

School Department

DESCRIPTION OF SERVICES

The public educational system of Leicester structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. At present, the district is comprised of four locations, employing 224 full and part-time employees with a total enrollment of 1,411 as reported to the MA Department of Elementary and Secondary Education in the SY 2020-2021: Leicester High School (enrollment: 447) Leicester Middle School (enrollment: 432) Leicester Elementary School (enrollment: 498) and Leicester Integrated Preschool (enrollment: 34).

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

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

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

FY2021 ACCOMPLISHMENTS

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

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

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

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

FY2022 Budget Summary - Schools

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

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

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

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

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

Compensation Detail

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

Schools

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
FISCAL YEAR 2021							FISCAL YEAR 2022								T/A Salary Fiscal 2022
Location							Annual Salary 1-Jul-20	FY21 Rate	Hours	Proposed Increase 1-Jul-22	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
Central Office							\$ 1,473,731	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ 1,515,400	\$ 1,473,731
Special Education							\$ 419,438							\$ 411,486	\$ 419,438
High School							\$ 3,291,567							\$ 3,009,056	\$ 3,291,567
Athletics							\$ 175,848							\$ 171,040	\$ 175,848
Memorial School							\$ -							\$ -	\$ -
Primary School							\$ -							\$ -	\$ -
Middle School							\$ 3,716,643							\$ 3,398,280	\$ 3,716,643
Elementary School							\$ 4,192,694							\$ 4,143,369	\$ 4,192,694
Pre-School							\$ 577,252							\$ 467,711	\$ 577,252
TA Adjustment							\$ (1,211,987)								\$ (803,836)
Total Salaries							\$ 12,635,186			\$ -			\$ -	\$ 13,116,342	\$ 13,043,337

Expense Detail - School Department

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



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



Town of Leicester

Operating Budget Manual

FY2022

420 - Highway Department

DESCRIPTION OF SERVICES

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

MISSION STATMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Highway Department

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Highway	\$ 743,282	\$ 801,680	\$ 957,002	\$ 1,005,373	\$ 1,019,546	\$ 62,545	6.54%
Total	\$ 743,282	\$ 801,680	\$ 957,002	\$ 1,005,373	\$ 1,019,546	\$ 62,545	6.54%

Salaries	\$ 80,580	\$ 82,977	\$ 90,000	\$ 90,000	\$ 91,800	\$ 1,800	2%
Wages	\$ 413,152	\$ 485,430	\$ 611,324	\$ 659,695	\$ 671,268	\$ 59,945	10%
Overtime	\$ 2,000	\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ 495,732	\$ 570,407	\$ 706,324	\$ 754,695	\$ 768,068	\$ 61,745	8.74%

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

Highway	\$ 743,282	\$ 801,680	\$ 957,002	\$ 1,005,373	\$ 1,019,546	\$ 62,545	6.54%
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Compensation Detail

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

Highway Department

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
				FISCAL YEAR 2021				FISCAL YEAR 2022									TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Step Increase Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Griffin	Dennis	01-420-5101-000	Hsup		40.35	40	\$ 90,000	\$ 40.35		40	2086	0%	\$ -	\$ 40.35	5,838.00	\$ 90,000	\$ 91,800
Knott	Brian	01-420-5100-000	Foreman		28.99	40	\$ 60,481	\$ 28.99		40	2086	0%	\$ -	\$ 28.99		\$ 60,474	\$ 60,474
Bulak	Eric	01-420-5100-000															\$ -
Bulak	Eric	01-420-5100-000	Truck Driver		23.63	40	\$ 49,289	\$ 23.63		40	2086	0%	\$ -	\$ 23.63		\$ 49,293	\$ 49,293
Burt	William	01-420-5100-000	Truck Driver		23.18	40	\$ 48,353	\$ 23.18		40	2086	0%	\$ -	\$ 23.18		\$ 48,354	\$ 48,354
Dube	Anthony	01-420-5100-000	Truck Driver		23.18	40	\$ 48,353	\$ 23.18		40	2086	0%	\$ -	\$ 23.18		\$ 48,354	\$ 48,354
Fenner	Derek	01-420-5100-000	LEO		26.07	40	\$ 54,374	\$ 26.07		40	2086	0%	\$ -	\$ 26.07		\$ 54,383	\$ 54,383
Shur	Maureen	01-420-5100-000	Dept Asst		19.82	35	\$ 36,198	\$ 19.82		35	1826	0%	\$ -	\$ 19.82		\$ 36,192	\$ 36,192
Keats	Derek	01-420-5100-000	Mechanic		27.07	40	\$ 56,459	\$ 27.07	\$ -	40	2086	0%	\$ -	\$ 27.07		\$ 56,469	\$ 56,469
McCormick	Michael	01-420-5100-000	LEO		25.07	40	\$ 52,289	\$ 25.07	\$ -	40	2086	0%	\$ -	\$ 25.07		\$ 52,297	\$ 52,297
Provost	Robert	01-420-5100-000	HEO		26.04	40	\$ 54,310	\$ 26.04	\$ -	40	2086	0%	\$ -	\$ 26.04		\$ 54,320	\$ 54,320
Provost	Robert	01-420-5100-000	HEO									0%	\$ -				\$ -
Solomon	Karl	01-420-5100-000	Maint		19.45	33	\$ 33,474	\$ 19.45		33	1721	0%	\$ -	\$ 19.45		\$ 33,474	\$ 33,474
Open		01-420-5100-000	Truck Driver		23.18	40	\$ 48,353	\$ 23.18		40	2086	0%	\$ -	\$ 23.18		\$ 48,354	\$ 48,354
Open		01-420-5100-000	Truck Driver		23.18	40	\$ 48,353	\$ 23.18		40	2086	0%	\$ -	\$ 23.18		\$ 48,354	\$ 48,354
Open		01-420-5100-000	Truck Driver		23.18	40	\$ -	\$ 23.18		40	2086	0%	\$ -	\$ 23.18		\$ 48,354	\$ 48,354
Other		01-420-5100-000			0		\$ -	\$ -			0	0%	\$ -	\$ -		\$ -	\$ -
Overtime		01-420-5130-000					\$ 5,000	\$ 5,000.00			0	0%	\$ -	\$ -		\$ 5,000	\$ 5,000
Promotions		01-420-5100-000	Mechanic		\$1.41	2086	\$ 2,947	\$ 1.41		40	2086	0%	\$ -	\$ 1.41		\$ 2,942	\$ 2,395
Promotions		01-420-5100-000	LEO		\$1.86	2086	\$ 3,883	\$ 1.86		40	2086	0%	\$ -	\$ 1.86		\$ 3,880	\$ 3,880
Promotions		01-420-5100-000	LEO		\$0.94	2086	\$ 1,968	\$ 0.94		40	2086	0%	\$ -	\$ 0.94		\$ 1,961	\$ 1,961
		01-420-5100-000	Sum Staff		\$12.75	40	\$ 6,120	\$ 12.75		40	480	0%	\$ -	\$ 12.75		\$ 6,120	\$ 5,484
		01-420-5100-000	Sum Staff		\$12.75	40	\$ 6,120	\$ 12.75		40	480	0%	\$ -	\$ 12.75		\$ 6,120	\$ 5,484
Rounding							\$ (4)										\$ -
2% COLA																	\$ 13,392
Total Salaries							\$ 706,324								\$ 5,838	\$ 754,695	\$ 768,068

\$ 706,324

Expense Detail - Highway Department

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Approp.	Dept. Request	Change	Change	TA Approved	Change	Change
Maint Contracts/Repairs	01-420-5200-003	\$ 1,000	\$ 800	\$ 800	\$ 800	\$ -	0%	\$ 800	\$ -	0%
Consultants/Prof Services	01-420-5200-004	\$ 55,000	\$ 48,608	\$ 75,308	\$ 75,308	\$ -	0%	\$ 75,308	\$ -	0%
Advertising	01-420-5200-007	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
Postage Costs	01-420-5200-008	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100	\$ -	0%
Mileage/Licenses	01-420-5700-001	\$ 1,940	\$ 1,940	\$ 1,940	\$ 1,940	\$ -	0%	\$ 1,940	\$ -	0%
Dues/Memberships	01-420-5700-002	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%	\$ 200	\$ -	0%
Training/Seminars/Meetings	01-420-5700-003	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
Clothing Allowance	01-420-5700-004	\$ 4,785	\$ 4,200	\$ 4,200	\$ 4,200	\$ -	0%	\$ 4,200	\$ -	0%
Other-Gas Taxes	01-420-5700-007	\$ 4,615	\$ 3,765	\$ 3,765	\$ 3,765	\$ -	0%	\$ 3,765	\$ -	0%
Purchase of Services		\$ 68,640	\$ 60,613	\$ 87,313	\$ 87,313	\$ -	0.0%	\$ 87,313	\$ -	0.0%
Office Supplies	01-420-5400-001	\$ 800	\$ 725	\$ 725	\$ 725	\$ -	0%	\$ 725	\$ -	0%
Gasoline	01-420-5400-004	\$ 101,500	\$ 96,500	\$ 96,500	\$ 96,500	\$ -	0%	\$ 96,500	\$ -	0%
Parts/Materials	01-420-5400-006	\$ 64,615	\$ 63,865	\$ 56,570	\$ 56,570	\$ -	0%	\$ 56,570	\$ -	0%
Supplies		\$ 166,915	\$ 161,090	\$ 153,795	\$ 153,795	\$ -	0.0%	\$ 153,795	\$ -	0.0%
Telephone	01-420-5200-001	\$ 700	\$ 700	\$ 700	\$ 700	\$ -	0.0%	\$ 1,500	\$ 800	114%
Electric	01-420-5200-002	\$ 5,800	\$ 4,800	\$ 4,800	\$ 4,800	\$ -	0.0%	\$ 4,800	\$ -	0%
Water/Sewer	01-420-5200-006	\$ 1,085	\$ 660	\$ 660	\$ 660	\$ -	0.0%	\$ 660	\$ -	0%
Heating Fuel	01-420-5400-003	\$ 4,410	\$ 3,410	\$ 3,410	\$ 3,410	\$ -	0.0%	\$ 3,410	\$ -	0%
Utilities		\$ 11,995	\$ 9,570	\$ 9,570	\$ 9,570	\$ -	0.0%	\$ 10,370	\$ 800	8.4%



Town of Leicester

Operating Budget Manual

FY2022

423 - Snow and Ice

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

FY2022 Budget Summary - Snow & Ice

Target Budget FY
2022 (LF Budget) 121,000.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Snow and Ice	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	0.00%
Total	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Overtime	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0%
Personnel Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0.00%

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%
Expenses Total	96,000	96,000	96,000	96,000	96,000	-	0.00%

Snow and Ice	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ -	0.00%
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Compensation Detail

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

Snow & Ice

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 20201				FISCAL YEAR 2022							T/A Salary Fiscal 2022
		Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Proposed Increase 1-Jul-21	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
Overtime							\$ 25,000	\$ -						\$ 25,000	\$ 25,000
Total Salaries							\$ 25,000			\$ -			\$ -	\$ 25,000	\$ 25,000

Expense Detail - Snow and Ice

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Consultant/Prof Services	01-423-5200-004	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	100%	\$ 8,000	\$ 8,000	100%
Purchase of Services		\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ -	0%	\$ 8,000	\$ -	0%
Parts and Materials	01-423-5400-006	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	100%	\$ 88,000	\$ 88,000	100%
Supplies		\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	\$ -	0.0%	\$ 88,000	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2022

424 - Street Lights

FY2022 Budget Summary - Street Lights

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Street Lights	\$ 75,000	\$ 60,335	\$ 58,000	\$ 58,000	\$ 58,000	\$ -	0.00%
Total	\$ 75,000	\$ 60,335	\$ 58,000	\$ 58,000	\$ 58,000	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ 75,000	\$ 60,335	\$ 58,000	\$ 58,000	\$ 58,000	\$ -	0%
Expenses Total	\$ 75,000	\$ 60,335	\$ 58,000	\$ 58,000	\$ 58,000	\$ -	0.00%

Street Lights	\$ 75,000	\$ 60,335	\$ 58,000	\$ 58,000	\$ 58,000	\$ -	0.00%
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Expense Detail - Street Lights

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



Town of Leicester
Town Administrator's Budget
FY2022 - Part E - Health & Human Services



Town of Leicester

Operating Budget Manual

FY2022

541 - Council on Aging

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Council on Aging

Target Budget FY
2022 (LF Budget) 101,536.00

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

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

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

Council on Aging	\$ 94,122	\$ 108,280	\$ 101,546	\$ 104,569	\$ 107,239	\$ 5,693	5.61%
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Compensation Detail

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

Council on Aging

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY22 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Cloutier	Rachelle	01-541-5100-000	Director		32.54	25	\$ 42,530	\$ 32.54	25	1307	0%	\$ -	\$ 32.54		\$ 42,530	\$ 42,530
Lamb	Nancy	01-541-5101-000	Outreach	Grant	19.82	19	\$ 19,681	\$ 19.82	19	993	0%	\$ -	\$ 19.82		\$ 19,682	\$ 19,682
Grenieir	Genevieve	01-541-5101-000	Clerk	Grant	17.48	17	\$ 15,540	\$ 17.48	17	889	0%	\$ -	\$ 17.48		\$ 15,540	\$ 15,540
Foley	Robert	01-541-5101-000	Bus Driver		17.8	10	\$ 9,306	\$ 17.81	10	523	0%	\$ -	\$ 17.81		\$ 9,315	\$ 9,315
Gercken	David	01-541-5101-000	Bus Driver		17.8	15	\$ 13,959	\$ 17.81	15	784	0%	\$ -	\$ 17.81		\$ 13,964	\$ 13,964
Rounding							\$ 21									
		Deduct	FG Genevieve	\$15,540.00			\$ 15,540								\$ 15,540	\$ 15,540
		Deduct	FG Nancy	\$6,000.00			\$ 6,000								\$ 6,000	\$ 6,000
		Deduct	GWCF Nancy	\$6,000.00			\$ 6,000								\$ 6,000	\$ 6,000
		Less: FY21 Shortfall					\$ 3,028									\$ -
COL (Neg)																\$ 1,470
Total Salaries							\$ 70,468			4496				\$ -	\$ 73,491	\$ 74,961

70468

Expense Detail - Council on Aging

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



Town of Leicester

Operating Budget Manual

FY2022

543 - Veterans' Services

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

N/A

FY2022 Budget Summary - Veteran's Services

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

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

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

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

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

[illegible]

Expense Detail - Veterans

		FY 2019	FY 2020	FY 2021	FY 2022			FY 2022		
		Budget	Budget	Budget	Dept.	Dollar	Percent	TA	Dollar	Percent
					Request	Change	Change	Approved	Change	Change
Mileage/Licenses	01-543-5700-001	\$ 250	\$ 250	\$ 250	\$ 250	\$ -	0%	\$ 250	\$ -	0%
Dues/Memberships	01-543-5700-002	\$ 100	\$ 100	\$ 100	\$ 100	\$ -	0%	\$ 100	\$ -	0%
Training/Seminars/Meetings	01-543-5700-003	\$ 200	\$ 200	\$ 200	\$ 200	\$ -	0%	\$ 200	\$ -	0%
Other - Veteran's Benefits	01-543-5800-001	\$ 85,000	\$ 85,000	\$ 118,500	\$ 118,500	\$ -	0%	\$ 118,500	\$ -	0%
Purchase of Services		\$ 85,550.00	\$ 85,550.00	\$ 119,050.00	\$ 119,050.00	\$ -	0.0%	\$ 119,050	\$ -	0.0%
Office Supplies	01-543-5400-001	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0%	\$ 300	\$ -	0%
Equipment	01-543-5800-001	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	0%	\$ 500	\$ -	0%
Supplies		\$ 800	\$ 800	\$ 800	\$ 800	\$ -	0.0%	\$ 800	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester
Operating Budget Manual
FY2022

545 - Veterans Graves Registration

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2021 ACCOMPLISHMENTS

N/A

FY2022 Budget Summary - Veteran's Graves

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Veterans Graves Registration	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	0.00%
Total	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	0%
Personnel Total	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	0%

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

Veterans Graves Registration	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ -	0.00%
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Compensation Detail

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

Veterans Graves Registration

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
				FISCAL YEAR 2021				FISCAL YEAR 2022							T/A Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	Rate	Hours	Proposed Increase 1-Jul-20	Proposed Performance Increase	Final Base Rate	Other Pay	Final Salary	
		01-541-5100-000	Agent				\$ 400	\$ 400.00	0	\$ -	\$ -	\$ 400.00	\$ -	\$ 400	\$ 400
Total Salaries							\$ 400			\$ -			\$ -	\$ 400	\$ 400

Expense Detail - Veterans Graves Registration

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



Town of Leicester
Town Administrator's Budget
FY2022 - Part F - Culture & Recreation



Town of Leicester

Operating Budget Manual

FY2022

610 - Public Library

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Public Library

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

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

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

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

Public Library	\$ 204,306	\$ 216,629	\$ 225,435	\$ 225,434	\$ 231,071	\$ 5,636	2.50%
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Compensation Detail

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

Public Library

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
				FISCAL YEAR 2021				FISCAL YEAR 2022								TA Salary Fiscal 2022
Last Name	First Name	Account #	Position	Pay Grade	Rate	Hours	Annual Salary 1-Jul-20	FY21 Rate	Hours	Total hours FY22	Proposed Percent Increase	Proposed Rate Increase	Final Base Rate	Stipends	Final Salary	
Hall	Suzanne	01-610-5100-000	Director		37.52	38	\$ 74,515	\$ 37.52	38	1986	0%	\$ -	\$ 37.52		\$ 74,515	\$ 74,515
Hart	Kaeleigh	01-610-5101-000	CHL Lib.		21.18	32	\$ 35,921	\$ 21.18	32	1696	0%	\$ -	\$ 21.18		\$ 35,922	\$ 35,922
Cherry	Kathleen	01-610-5101-000	Cataloger		19.82	18	\$ 18,651	\$ 19.82	18	941	0%	\$ -	\$ 19.82		\$ 18,651	\$ 18,651
Johnson	Donna	01-610-5101-000	Cataloger		19.82	23	\$ 23,824	\$ 19.82	23	1202	0%	\$ -	\$ 19.82		\$ 23,824	\$ 23,824
Berube	Charissa	01-610-5101-000	Assistant		13.77	18	\$ 12,958	\$ 13.77	18	941	0%	\$ -	\$ 13.77		\$ 12,958	\$ 12,958
Buckley	Lori	01-610-5101-000	Assistant		13.77	8	\$ 5,756	\$ 13.77	8	418	0%	\$ -	\$ 13.77		\$ 5,756	\$ 5,756
Open					13.77	8	\$ 9,019	\$ 13.77	13	700	0%	\$ -	\$ 13.77		\$ 9,639	\$ 9,639
1% COLA																\$ 3,625
Rounding							\$ 11,312									\$ -
Total Salaries							\$ 191,955							\$ -	\$ 181,265	\$ 184,890

Expense Detail - Public Library

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



Town of Leicester

Operating Budget Manual

FY2022

630 - Parks and Recreation

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To construct a new playground at Towtaid park.

FY2021 ACCOMPLISHMENTS

Constructed a new basketball court in honor of Ronald Tarentino.

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

FY2022 Budget Summary - Parks and Recreation

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

	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Approp.	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Parks and Recreation	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
Total	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-100.00%

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%
Expenses Total	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%

Parks and Recreation	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ -	0.00%
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Expense Detail - Parks and Recreation

		FY 2019 Budget	FY 2020 Budget	FY 2021 Approp.	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-630-5200-002	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0%	\$ 1,200	\$ -	0%
Purchase of Services		\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.0%	\$ 1,200	\$ -	0.0%
Maintenance Supplies	01-630-5400-007	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0%	\$ 4,000	\$ -	0%
Supplies		\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.0%	\$ 4,000	\$ -	0.0%
Electric	01-630-5200-002	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	0%	\$ 1,250	\$ -	0%
Utilities		\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	0.0%	\$ 1,250	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2022

691 - Historical Commission

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Historical Committee

Target Budget FY
2022 (LF Budget) \$ 950.00

	FY 2019 Approp.	FY 2020 Approp.	FY 2021 Approp.	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Historical Commission	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	0.00%
Total	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	

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

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

Historical Commission	\$ 950	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	0.00%
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Expense Detail - Historical Commission

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



Town of Leicester

Operating Budget Manual

FY2022

692 - Memorial Day Committee

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2021 ACCOMPLISHMENTS

No celebration held due to Covid-19

FY2022 Budget Summary - Memorial Day Committee

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Memorial Day Committee	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
Total	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	

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

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%
Expenses Total	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%

Memorial Day Committee	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	0.00%
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Expense Detail - Memorial Day Committee

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-692-5200-004	\$ 2,550	\$ 2,550	\$ 2,550	\$ 2,550	\$ -	0%	\$ 2,550	\$ -	0%
Purchase of Services		\$ 2,550	\$ 2,550	\$ 2,550	\$ 2,550	\$ -	0.0%	\$ 2,550	\$ -	0.0%
Parts/Materials	01-692-5400-006	\$ 450	\$ 450	\$ 450	\$ 450	\$ -	0%	\$ 450	\$ -	0%
Supplies		\$ 450	\$ 450	\$ 450	\$ 450	\$ -	0.0%	\$ 450	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester
Town Administrator's Budget
FY2022 - Part G - Debt



Town of Leicester

Operating Budget Manual

FY2022

710 - Maturing Debt Principal

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

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

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

FY2022 Budget Summary - Maturing Debt Principal

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

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-100.00%

Purchase of Services	\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,026,117	\$ 1,026,117	\$ (129,210)	-11.18%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses Total	\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,026,117	\$ 1,026,117	\$ (129,210)	-11.18%

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

		FY 2019	FY 2020	FY 2021	FY 2022			FY 2022		
		Budget	Budget	Approp.	Dept. Request	Dollar Change	Percent Change	TA Approved	Dollar Change	Percent Change
Water Poll Abate-Loan 1	01-710-5900-020	\$ 9,953	\$ 9,953	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Police Land - Principal	01-710-5900-021	\$ 19,722	\$ 19,437	\$ 19,155	\$ -	\$ (19,155)	-100%	\$ -	\$ (19,155)	-100%
Rte. 9 Water Principal	01-710-5900-022	\$ 95,000	\$ 95,000	\$ 95,000	\$ -	\$ (95,000)	-100%	\$ -	\$ (95,000)	-100%
Police Station - Principal	01-710-5900-023	\$ 172,570	\$ 165,212	\$ 162,817	\$ 159,851	\$ (2,966)	-2%	\$ 159,851	\$ (2,966)	-2%
Rte. 9 Pump Station - Principal	01-710-5900-024	\$ 9,861	\$ 9,719	\$ 9,578	\$ 9,403	\$ (175)	-2%	\$ 9,403	\$ (175)	-2%
Hillcrest CC Purchase - Principal	01-710-5900-025	\$ 152,847	\$ 150,634	\$ 148,451	\$ 145,747	\$ (2,704)	-2%	\$ 145,747	\$ (2,704)	-2%
Water Poll Abate-Loan 2	01-710-5900-027	\$ 3,380	\$ 3,380	\$ 3,380	\$ 3,459	\$ 79	2%	\$ 3,459	\$ 79	2%
06 Roof Replacements - Princ	01-710-5900-029	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	\$ (35,000)	-100%	\$ -	\$ (35,000)	-100%
Water Poll Abate-Loan 3	01-710-5900-031	\$ 6,611	\$ 6,611	\$ 6,611	\$ 6,611	\$ -	0%	\$ 6,611	\$ -	0%
USDA Sch. Roof & Boiler Princ	01-710-5900-032	\$ 10,019	\$ 10,358	\$ 10,708	\$ 11,068	\$ 360	3%	\$ 11,068	\$ 360	3%
Energy Infrastructure Project	01-710-5900-034	\$ 74,569	\$ 79,493	\$ 84,627	\$ 89,978	\$ 5,351	6%	\$ 89,978	\$ 5,351	6%
Fire & EMS Headquarters	01-710-5900-035	\$ 140,000	\$ 145,000	\$ 150,000	\$ 155,000	\$ 5,000	3%	\$ 155,000	\$ 5,000	3%
Fire & EMS Headquarters	01-710-5900-036	\$ 130,000	\$ 140,000	\$ 145,000	\$ 150,000	\$ 5,000	3%	\$ 150,000	\$ 5,000	3%
Town Hall Elevator	01-710-5900-037	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	0%	\$ 25,000	\$ -	0%
Town Hall Remodeling	01-710-5900-038	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	0%	\$ 10,000	\$ -	0%
Library	01-710-5900-039		\$ 65,000	\$ 70,000	\$ 70,000	\$ -	0%	\$ 70,000	\$ -	0%
Hillcrest Building	01-710-5900-040		\$ 15,000	\$ 20,000	\$ 20,000	\$ -	0%	\$ 20,000	\$ -	0%
Highway Equipment	01-710-5900-041		\$ 155,000	\$ 160,000	\$ 170,000	\$ 10,000	6%	\$ 170,000	\$ 10,000	6%
Purchase of Services		\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,026,117	\$ (129,210)	-11.18%	\$ 1,026,117	\$ (129,210)	-11.18%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%



Town of Leicester

Operating Budget Manual

FY2022

751 - Maturing Debt Interest

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

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

FY2022 Budget Summary - Maturing Debt Interest

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

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

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

Purchase of Services	\$ 325,635	\$ 406,144	\$ 369,949	\$ 331,047	\$ 331,047	\$ (38,902)	-10.52%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses Total	\$ 325,635	\$ 406,144	\$ 369,949	\$ 331,047	\$ 331,047	\$ (38,902)	-10.52%

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

		FY 2019	FY 2020	FY 2021	FY 2022	Dollar	Percent	FY 2022	Dollar	Percent
		Budget	Budget	Budget	Dept. Request	Change	Change	TA Approved	Change	Change
Police Land - Interest	01-751-5900-021	\$ 1,453	\$ 867	\$ 288	\$ -	\$ (288)	-100%	\$ -	\$ (288)	-100%
Rte. 9 West Water Proj - Interest	01-751-5900-022	\$ 7,125	\$ 4,275	\$ 1,425	\$ -	\$ (1,425)	-100%	\$ -	\$ (1,425)	-100%
Police Station - Interest	01-751-5900-023	\$ 26,588	\$ 21,521	\$ 16,601	\$ 11,761	\$ (4,840)	-29%	\$ 11,761	\$ (4,840)	-29%
Rte. 9 Pump Station - Interest	01-751-5900-024	\$ 1,560	\$ 1,266	\$ 974	\$ 692	\$ (282)	-29%	\$ 692	\$ (282)	-29%
Hillcrest CC Purchase - Interest	01-751-5900-025	\$ 24,174	\$ 19,622	\$ 15,136	\$ 10,723	\$ (4,413)	-29%	\$ 10,723	\$ (4,413)	-29%
06 Roof Replacements - Interest	01-751-5900-029	\$ 3,675	\$ 2,205	\$ 735	\$ -	\$ (735)	-100%	\$ -	\$ (735)	-100%
USDA Sch. Roof & Boiler Interest	01-751-5900-032	\$ 12,197	\$ 11,859	\$ 11,510	\$ 11,148	\$ (362)	-3%	\$ 11,148	\$ (362)	-3%
Energy Infrastructure Project	01-751-5900-034	\$ 57,438	\$ 55,362	\$ 53,148	\$ 50,791	\$ (2,357)	-4%	\$ 50,791	\$ (2,357)	-4%
Fire & EMS Headquarters	01-751-5900-035	\$ 126,825	\$ 122,625	\$ 118,275	\$ 113,775	\$ (4,500)	-4%	\$ 113,775	\$ (4,500)	-4%
Fire & EMS Headquarters	01-751-5900-035	\$ 52,700	\$ 47,500	\$ 41,900	\$ 36,100	\$ (5,800)	-14%	\$ 36,100	\$ (5,800)	-14%
Town Hall Elevator	01-751-5900-037	\$ 8,500	\$ 7,500	\$ 6,500	\$ 5,500	\$ (1,000)	-15%	\$ 5,500	\$ (1,000)	-15%
Town Hall Remodeling	01-751-5900-038	\$ 3,400	\$ 3,000	\$ 2,600	\$ 2,200	\$ (400)	-15%	\$ 2,200	\$ (400)	-15%
Library	01-751-5900-039		\$ 62,756	\$ 61,857	\$ 58,357	\$ (3,500)	-6%	\$ 58,357	\$ (3,500)	-6%
Hillcrest Building	01-751-5900-040		\$ 4,579	\$ 4,000	\$ 3,000	\$ (1,000)	-25%	\$ 3,000	\$ (1,000)	-25%
Highway Equipment	01-751-5900-041		\$ 41,207	\$ 35,000	\$ 27,000	\$ (8,000)	-23%	\$ 27,000	\$ (8,000)	-23%
Purchase of Services		\$ 325,635	\$ 406,144	\$ 369,949	\$ 331,047	\$ (38,902)	-10.52%	\$ 331,047	\$ (38,902)	-10.52%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%



Town of Leicester

Operating Budget Manual

FY2022

752 - Temporary Loan Interest

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

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

FY2022 Budget Summary - Temporary Loan Interest

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept Request	FY 2022 TA Approved	Dollar Change	Percent Change
Temporary Loan Interest	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ 20,665	\$ -	0.00%
Total	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ 20,665	\$ -	

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

Purchase of Services	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ 20,665	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ 20,665	\$ -	0.00%

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

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



Town of Leicester

Operating Budget Manual

FY2022

753 - Bond Issuance Costs

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

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

FY2022 Budget Summary - Bond Issuance Costs

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Bond Issuance Costs	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.00%
Total	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	

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

Purchase of Services	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses Total	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.00%

Bond Issuance Costs	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ 1,100	\$ -	0.00%
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Expense Detail - Bond Issuance Costs

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



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



Town of Leicester
Operating Budget Manual
FY2022

911 - Worcester Regional Retirement

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

FY2022 Budget Summary - Worcester Regional Retirement

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Worcester Regional	\$ 1,161,643	\$ 1,314,800	\$ 1,456,243	\$ 1,645,555	\$ 1,556,343	\$ 100,100	6.87%
Total	\$ 1,161,643	\$ 1,314,800	\$ 1,456,243	\$ 1,645,555	\$ 1,556,343	\$ 100,100	6.87%

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	.	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 1,161,643	\$ 1,314,800	\$ 1,456,243	\$ 1,645,555	\$ 1,556,343	\$ 100,100	7%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 1,161,643	\$ 1,314,800	\$ 1,456,243	\$ 1,645,555	\$ 1,556,343	\$ 100,100	6.87%

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

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Consultants/Prof Services	01-911-5110-000	\$ 1,161,643	\$ 1,314,800	\$ 1,456,243	\$ 1,645,555	\$ 189,312	13%	\$ 1,556,343	\$ 100,100	7%
Purchase of Services		\$ 1,161,643	\$ 1,314,800	\$ 1,456,243	\$ 1,645,555	\$ 189,312	13.00%	\$ 1,556,343	\$ 100,100	6.87%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%



Town of Leicester

Operating Budget Manual

FY2022

912 - Workers Compensation

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

N/A

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Work on cost containment measures with insurance broker

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

FY2021 ACCOMPLISHMENTS

FY2022 Budget Summary - Workers Compensation

Target Budget FY
2022 (LF Budget) 191,185.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Workers Compensation	\$ 216,700	\$ 187,498	\$ 166,248	\$ 191,185	\$ 191,185	\$ 24,937	15.00%
Total	\$ 216,700	\$ 187,498	\$ 166,248	\$ 191,185	\$ 191,185	\$ 24,937	15.00%

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

Purchase of Services	\$ 216,700	\$ 187,498	\$ 166,248	\$ 191,185	\$ 191,185	\$ 24,937	15%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 216,700	\$ 187,498	\$ 166,248	\$ 191,185	\$ 191,185	\$ 24,937	15.00%

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

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



Town of Leicester
Operating Budget Manual
FY2022

913 - Unemployment Compensation

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2021 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Unemployment Compensation

Target Budget FY
2022 (LF Budget) 141,650.00

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Unemployment Compensation	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%
Total	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -		\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%

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

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



Town of Leicester

Operating Budget Manual

FY2022

914 - Employee Benefits

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

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

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

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

FY2022 Budget Summary - Employee Benefits

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

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

Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Wages	.	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Other	\$ -	\$ -		\$ -	\$ -	\$ -	0%
Personnel Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Purchase of Services	\$ 3,266,089	\$ 3,288,284	\$ 3,045,765	\$ 3,338,843	\$ 2,959,175	\$ (86,590)	-2.84%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Expenses Total	\$ 3,266,089	\$ 3,288,284	\$ 3,045,765	\$ 3,338,843	\$ 2,959,175	\$ (86,590)	-2.84%

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

		FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	Dollar Change	Percent Change	FY 2022 TA Approved	Dollar Change	Percent Change
Employee Insurance	01-914-5110-001	\$ 16,500	\$ 17,000	\$ 17,500	\$ 18,000	\$ 500	\$ 0	\$ 18,000	\$ 500	3%
Employee Health Insurance	01-914-5110-002	\$ 2,500,713	\$ 2,502,350	\$ 2,233,935	\$ 2,479,668	\$ 245,733	\$ 0	\$ 2,100,000	\$ (133,935)	-6%
Employee Medicare	01-914-5110-003	\$ 220,000	\$ 225,000	\$ 250,000	\$ 255,000	\$ 5,000	\$ 0	\$ 255,000	\$ 5,000	2%
Retiree Life Insurance	01-914-5110-004	\$ 4,100	\$ 4,105	\$ 4,501	\$ 5,000	\$ 499	\$ 0	\$ 5,000	\$ 499	11%
Retiree Health Insurance	01-914-5110-005	\$ 501,776	\$ 516,829	\$ 516,829	\$ 558,175	\$ 41,346	\$ 0	\$ 558,175	\$ 41,346	8%
HRA	01-914-5110-006	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	\$ -	\$ 23,000	\$ -	0%
Purchase of Services		\$ 3,266,089	\$ 3,288,284	\$ 3,045,765	\$ 3,338,843	\$ 293,078	\$ 0	\$ 2,959,175	\$ (86,590)	-2.84%
Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%
Utilities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	0.0%

2116449.99
\$ (16,450)



Town of Leicester

Operating Budget Manual

FY2022

945 - Bonding & Insurance

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

N/A

FY2022 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Work on cost containment measures with insurance broker

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

FY2021 ACCOMPLISHMENTS

FY2022 Budget Summary - Bonding & Insurance

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

	FY 2019 Budget	FY 2020 Budget	FY 2021 Budget	FY 2022 Dept. Request	FY 2022 TA Approved	Dollar Change	Percent Change
Bonding & Insurance	\$ 100,586	\$ 160,682	\$ 216,750	\$ 249,263	\$ 249,263	\$ 32,513	15.00%
Total	\$ 100,586	\$ 160,682	\$ 216,750	\$ 249,263	\$ 249,263	\$ 32,513	15.00%

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

Purchase of Services	\$ 100,586	\$ 160,682	\$ 216,750	\$ 249,263	\$ 249,263	\$ 32,513	15.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses Total	\$ 100,586	\$ 160,682	\$ 216,750	\$ 249,263	\$ 249,263	\$ 32,513	15.00%

Bonding & Insurance	\$ 100,586	\$ 160,682	\$ 216,750	\$ 249,263	\$ 249,263	\$ 32,513	15.00%
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Expense Detail - Bonding & Insurance

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

SECTION IV

Capital Improvement Plan



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

Grant Funding							
Department	Description	FY2022	FY2023	FY2024	FY2025	FY2026	Source
		-		-	-	-	
			-	-	-	-	
Subtotal General Fund		-	-	-	-	-	

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

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

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

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

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

Highway

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

Ambulance

Description	FY2022	FY2023	FY2024	FY2025	FY2026	Five Year Total	Funding Source
					-	-	
					-	-	
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Fire

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

Police

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

Town Municipal Facilities

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

Library

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

School

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

CIP Total	\$ 868,154	\$ 952,340	\$ 252,000	\$ 285,000	\$ 385,000	\$ 2,742,494
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