



Town of Leicester
Town Administrator's Budget
FY2023

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SECTION I

Budget Overview



Budget Message

This is the FY 2023 budget for the Town of Leicester

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 \$328,441 or 2.68% while assessments increase by 135,705, or 12.34%. Local receipts have been level funded. New growth is estimated at \$150,000, a .72% increase.

Overall revenue is forecast to increase by \$1,413,015 or 4.29%

\$316,667 in Free Cash funding is being used in the police budget to allow for the Police Station to be opened for general business, as well as to pay for the FY2023 debt for the School Feasibility study. Municipal department budgets in the general fund are forecast to a decrease by \$473,398 or -7.00%. However, a large amount of this reduction comes from moving the EMS (Ambulance) budget from the general fund to an enterprise fund. Furthermore, \$50,000 was added to the municipal budget for the third Highway position that was hired to do field maintenance. When all of these moves are adjusted, the municipal budget would have increased by \$117,821, or 1.74%.

Each municipal department budget shows a 2% COLA for employees. There are some municipal employees moving multiple steps along the new 13 step classification and compensation plan. There is also improvement in the DIS budget, which adds a new employee to enforce terms and conditions of permitted developments, among other duties.

The School budget shows an increase of \$256,520 or 1.46%. However, when the \$50,000 transfer is factored back in, the overall budget increase would have been 306,520, or 1.74%. The FY2023 budget continues the practice established a few years ago that allows for the municipal and school budgets to increase by the same percentage, after shared costs are paid.

Debt, benefits and insurance are forecast to increase by \$767,930 or 11.85%. Debt is rising by \$349,432, or 25.30%, largely because of the first interest payment on the Becker acquisition. Benefits and insurance increase by \$418,898 or 8.22%.

The overall general fund budget shows an increase of \$551,051 or 1.79%. This is a misnomer, as the reason for the lower increase is the removal of the Ambulance budget from the main budget to an

Personnel Summary

| | FY2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Request | Town Administrator Budget |
|--------------------------|--------------------------|---------------------------|---------------------------|----------------------------|--------------------------------------|
| Public Works | | | | | |
| Highway | 11.00 | 14.00 | 14.00 | 14.00 | 14.00 |
| Highway Employees | 11.00 | 14.00 | 14.00 | 14.00 | 14.00 |

Public Safety

| | | | | | |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|
| Police | 23.00 | 23.00 | 23.00 | 24.00 | 24.00 |
| Fire | 67.00 | 66.00 | 66.00 | 66.00 | 66.00 |
| Animal Control | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Safety Employees | 91.00 | 90.00 | 90.00 | 91.00 | 91.00 |

Land Use and Community Development

| | | | | | |
|---------------------------------------|--------------|--------------|--------------|--------------|--------------|
| Development and Inspectional Services | 12.00 | 11.00 | 12.00 | 12.00 | 12.00 |
| Code Department | 1.00 | 1.00 | 1.00 | 2.00 | 2.00 |
| Land Use Employees | 13.00 | 12.00 | 13.00 | 14.00 | 14.00 |

| | 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 | 239.60 | 249.10 | 229.09 | TBD | TBD |
| Total Education Employees | 239.60 | 249.10 | 229.09 | 0.00 | 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 | 422.60 | 433.10 | 414.09 | TBD | TBD |
|------------------------|---------------|---------------|---------------|------------|------------|

Overview of Revenues and Expenditures - FY 2023 Town Budget

General Fund

| Revenues | FY2020 Budget | FY2021 Budget | FY2022 Budget | FY2023 Town Admin. Budget | Dollar Change | Percent Change |
|------------------------------------|----------------------|----------------------|----------------------|---------------------------------|---------------------|-------------------|
| Property Tax Levy | \$ 16,481,794 | \$ 17,027,912 | \$ 17,556,085 | \$ 18,290,054 | \$ 733,969 | 4.18% |
| State Aid | 12,225,747 | 12,212,604 | 12,239,775 | 12,568,216 | 328,441 | 2.68% |
| Local Receipts | 2,677,657 | 2,501,000 | 2,501,000 | 2,501,000 | - | 0.00% |
| Free Cash | 229,167 | 205,308 | 150,000 | 316,667 | 166,667 | 111.11% |
| Available Funds | 395,018 | 381,183 | 508,500 | 692,438 | 183,938 | 36.17% |
| General Fund Revenues Total | \$ 32,009,383 | \$ 32,328,007 | \$ 32,955,360 | \$ 34,368,375 | \$ 1,413,015 | 4.29% |

Expenditures

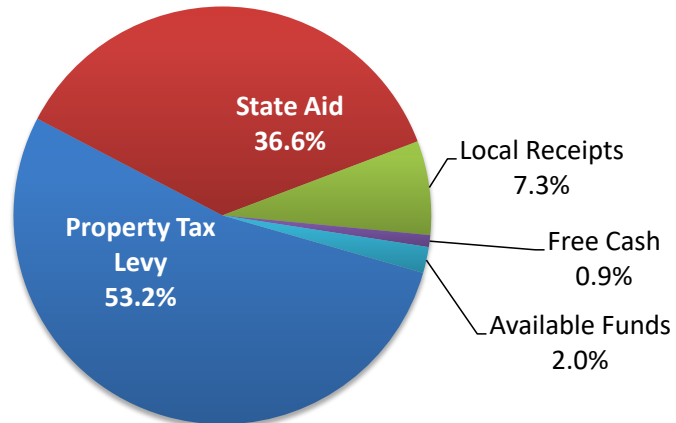
| | | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|---------------------|--------------|
| Municipal Departments | \$ 6,000,137 | \$ 6,351,412 | \$ 6,760,763 | \$ 6,287,365 | \$ (473,398) | -7.00% |
| Education | 16,985,780 | 17,174,399 | 17,582,550 | 17,839,070 | 256,520 | 1.46% |
| Inter-governmental | 6,672,110 | 6,573,697 | 6,478,545 | 7,246,475 | 767,930 | 11.85% |
| Subtotal | 29,658,027 | 30,099,508 | 30,821,859 | 31,372,910 | 551,052 | 1.79% |
| Vocational School Tuition | 1,078,000 | 1,078,000 | 1,023,000 | 1,023,000 | - | 0.00% |
| Town Meeting articles | 89,185 | 3,221 | 3,301 | 736,843 | 733,542 | 22221.81% |
| State Assessments & Offset Receipts | 1,178,705 | 1,138,161 | 1,099,916 | 1,235,621 | 135,705 | 12.34% |
| General Fund Expenditures Total | \$ 32,003,917 | \$ 32,318,890 | \$ 32,948,076 | \$ 34,368,374 | \$ 1,420,299 | 4.31% |
| General Fund Surplus/(Deficit) | \$ 5,466 | \$ 9,117 | \$ 7,284 | \$ 0 | | |

| | | | | | | |
|---|--|--|--|--|-------------------|--------------|
| Municipal Gross Budget Increase | | | | | \$ (473,398) | -7.00% |
| Add: Movement of EMS Budget to Enterprise Fund | | | | | \$ 641,219 | |
| Ded: \$50,000 taken from School budget for third Highway position | | | | | \$ (50,000) | |
| Total | | | | | \$ 117,821 | 1.74% |

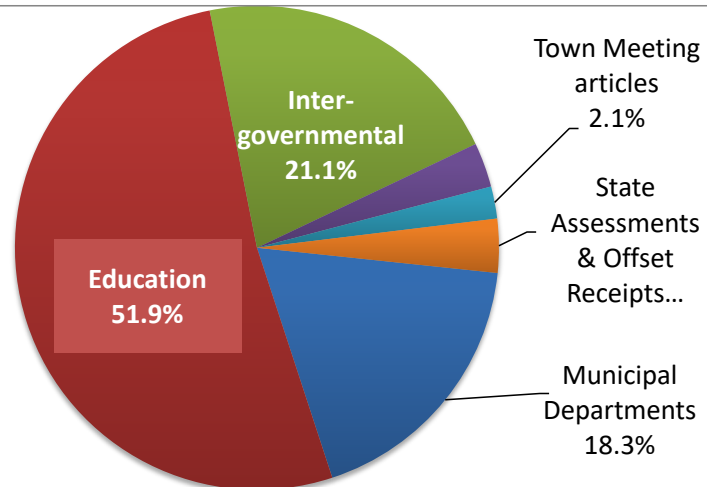
| | | | | | | |
|--|--|--|--|--|-------------------|--------------|
| School Gross Budget Increase | | | | | 256,520 | 1.46% |
| Add: \$50,000 taken from School budget from third Highway position | | | | | 50,000 | |
| Total | | | | | \$ 306,520 | 1.74% |

| | | | | | | |
|---|--|--|--|--|----------------------|----------------|
| Municipal percentage of municipal/school portions of the FY 2023 budget | | | | | \$ 6,287,365 | 26.06% |
| School percentage of municipal/school portions of the FY 2023 budget | | | | | \$ 17,839,070 | 73.94% |
| Total | | | | | \$ 24,126,435 | 100.00% |

Revenues



Expenditures



Appropriation Summary

General Government

| | | FY 2020 Budget | | FY 2021 Budget | | FY 2022 Budget | | FY 2023 Request | | FY 2023 TA Budget | | Dollar Change | Percent Change |
|----------------------------------|----|-------------------|----|-------------------|----|-------------------|----|--------------------|----|----------------------|----|------------------|-------------------|
| 111 - Legal | | | | | | | | | | | | | |
| Expenses | \$ | 209,000 | \$ | 209,000 | \$ | 80,798 | \$ | 80,798 | \$ | 72,045 | \$ | (8,753) | -10.83% |
| Total | \$ | 209,000 | \$ | 209,000 | \$ | 80,798 | \$ | 80,798 | \$ | 72,045 | \$ | (8,753) | -10.83% |
| 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 | \$ | 234,729 | \$ | 256,122 | \$ | 265,238 | \$ | 273,089 | \$ | 273,089 | \$ | 7,851 | 2.96% |
| Expenses | \$ | 40,799 | \$ | 94,990 | \$ | 41,193 | \$ | 41,193 | \$ | 41,193 | \$ | - | 0.00% |
| Total | \$ | 275,528 | \$ | 351,112 | \$ | 306,431 | \$ | 314,282 | \$ | 314,282 | \$ | 7,851 | 2.56% |
| 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 | \$ | 94,036 | \$ | 115,044 | \$ | 117,574 | \$ | 128,904 | \$ | 128,904 | \$ | 11,330 | 9.64% |
| Expenses | \$ | 28,575 | \$ | 28,575 | \$ | 28,575 | \$ | 28,575 | \$ | 28,575 | \$ | - | 0.00% |
| Total | \$ | 122,611 | \$ | 143,619 | \$ | 146,149 | \$ | 157,479 | \$ | 157,479 | \$ | 11,330 | 7.75% |
| 141 - Assessors | | | | | | | | | | | | | |
| Assessors Personnel | \$ | 114,505 | \$ | 116,671 | \$ | 126,073 | \$ | 124,517 | \$ | 123,517 | \$ | (2,556) | -2.03% |
| Assessors Expenses | \$ | 7,240 | \$ | 7,240 | \$ | 8,540 | \$ | 8,540 | \$ | 8,940 | \$ | 400 | 4.68% |
| Total | \$ | 121,745 | \$ | 123,911 | \$ | 134,613 | \$ | 133,057 | \$ | 132,457 | \$ | (2,156) | -1.60% |
| 145 - Treasurer/Collector | | | | | | | | | | | | | |
| Personnel | \$ | 139,820 | \$ | 146,288 | \$ | 162,747 | \$ | 151,621 | \$ | 151,621 | \$ | (11,126) | -6.84% |
| Expenses | \$ | 23,795 | \$ | 20,123 | \$ | 20,123 | \$ | 20,123 | \$ | 22,123 | \$ | 2,000 | 9.94% |
| Total | \$ | 163,615 | \$ | 166,411 | \$ | 182,870 | \$ | 171,744 | \$ | 173,744 | \$ | (9,126) | -4.99% |
| 147 - Tax Title | | | | | | | | | | | | | |
| Expenses | \$ | 16,000 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | 0.00% |
| Total | \$ | 16,000 | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | 0.00% |
| 152 - Personnel Board | | | | | | | | | | | | | |
| Expenses | \$ | 250 | \$ | 250 | \$ | 275 | \$ | 275 | \$ | 275 | \$ | - | 0.00% |
| Total | \$ | 250 | \$ | 250 | \$ | 275 | \$ | 275 | \$ | 275 | \$ | - | 0.00% |
| 155 - IT | | | | | | | | | | | | | |
| Expenses | \$ | 155,560 | \$ | 162,060 | \$ | 184,060 | \$ | 193,560 | \$ | 189,060 | \$ | 5,000 | 2.72% |
| Total | \$ | 155,560 | \$ | 162,060 | \$ | 184,060 | \$ | 193,560 | \$ | 189,060 | \$ | 5,000 | 2.72% |

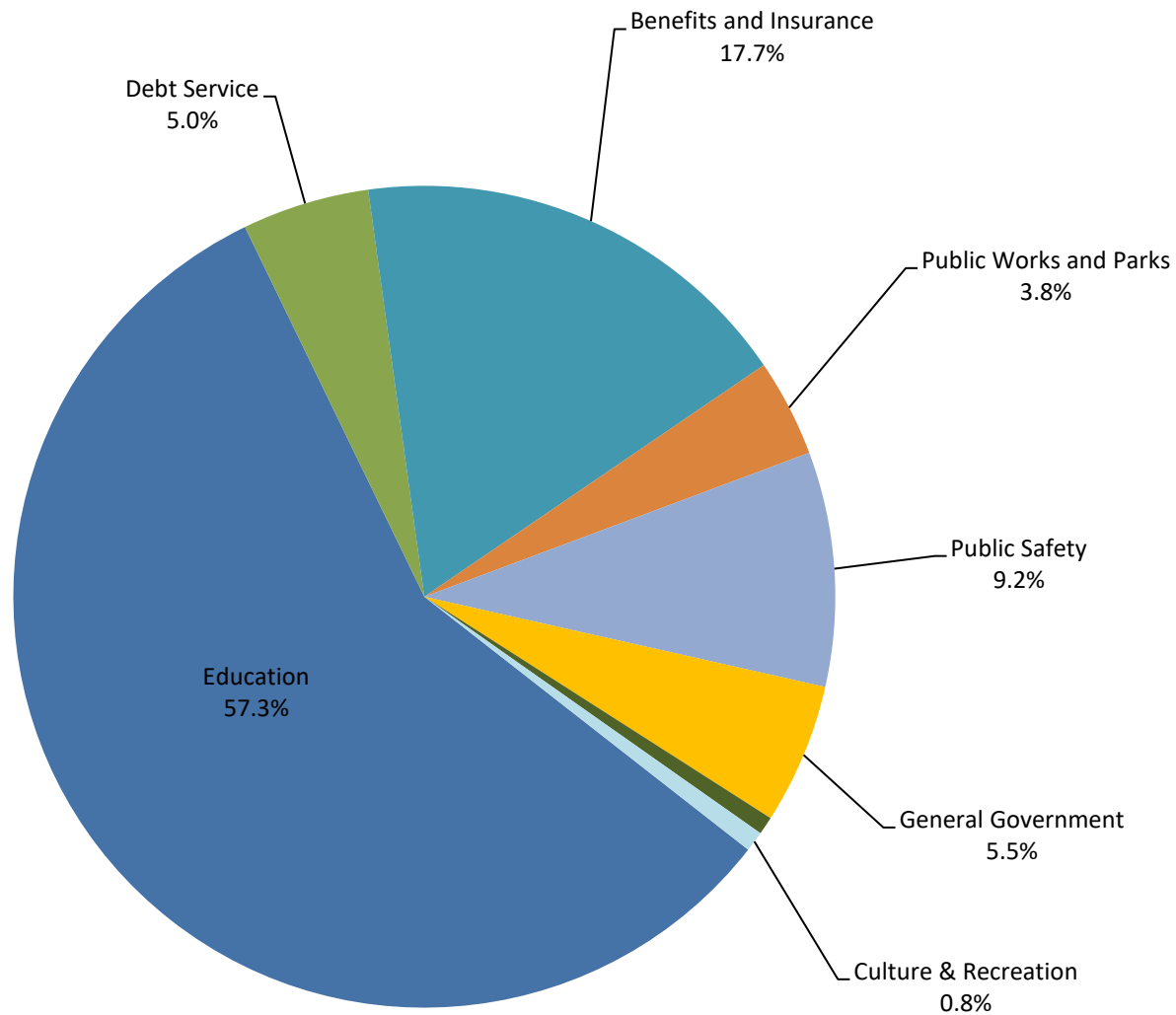
| | | FY 2020 Budget | | FY 2021 Budget | | FY 2022 Budget | | FY 2023 Request | | FY 2023 TA Budget | | Dollar Change | Percent Change |
|--|----|-------------------|----|-------------------|----|-------------------|----|--------------------|----|----------------------|----|------------------|-------------------|
| 161 - Town Clerk | | | | | | | | | | | | | |
| Personnel | \$ | 106,846 | \$ | 108,862 | \$ | 122,252 | \$ | 136,560 | \$ | 135,473 | \$ | 13,221 | 10.81% |
| Expenses | \$ | 3,645 | \$ | 3,766 | \$ | 3,766 | \$ | 3,766 | \$ | 3,766 | \$ | - | 0.00% |
| Total | \$ | 110,491 | \$ | 112,628 | \$ | 126,018 | \$ | 140,326 | \$ | 139,239 | \$ | 13,221 | 10.49% |
| 162 - Elections/Registrars | | | | | | | | | | | | | |
| Personnel | \$ | 22,000 | \$ | 26,000 | \$ | 22,000 | \$ | 26,000 | \$ | 26,000 | \$ | 4,000 | 18.18% |
| Expense | \$ | 13,100 | \$ | 14,500 | \$ | 14,500 | \$ | 15,700 | \$ | 15,700 | \$ | 1,200 | 8.28% |
| Total | \$ | 35,100 | \$ | 40,500 | \$ | 36,500 | \$ | 41,700 | \$ | 41,700 | \$ | 5,200 | 14.25% |
| 180 - Development and Inspectional Services | | | | | | | | | | | | | |
| Personnel | \$ | 167,326 | \$ | 213,728 | \$ | 244,398 | \$ | 245,904 | \$ | 245,904 | \$ | 1,506 | 0.62% |
| Expenses | \$ | 74,604 | \$ | 51,604 | \$ | 22,685 | \$ | 22,685 | \$ | 22,685 | \$ | - | 0.00% |
| Total | \$ | 241,930 | \$ | 265,332 | \$ | 267,083 | \$ | 268,589 | \$ | 268,589 | \$ | 1,506 | 0.56% |
| 192 - Town Owned Buildings Maintenance | | | | | | | | | | | | | |
| Expense | \$ | 68,281 | \$ | 68,281 | \$ | 48,281 | \$ | 48,281 | \$ | 48,281 | \$ | - | 0.00% |
| Total | \$ | 68,281 | \$ | 68,281 | \$ | 48,281 | \$ | 48,281 | \$ | 48,281 | \$ | - | 0.00% |
| 197 - Town Hall Building Maintenance | | | | | | | | | | | | | |
| Expenses | \$ | 63,909 | \$ | 63,909 | \$ | 86,909 | \$ | 86,909 | \$ | 86,909 | \$ | - | 0.00% |
| Total | \$ | 63,909 | \$ | 63,909 | \$ | 86,909 | \$ | 86,909 | \$ | 86,909 | \$ | - | 0.00% |
| 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 | \$ | 54,155 | \$ | 66,451 | \$ | 58,564 | \$ | 33,100 | \$ | 33,100 | \$ | (25,464) | -43.48% |
| Total | \$ | 54,155 | \$ | 66,451 | \$ | 58,564 | \$ | 33,100 | \$ | 33,100 | \$ | (25,464) | -43.48% |
| General Government Total | | | | | | | | | | | | | |
| | \$ | 1,696,051 | \$ | 1,831,340 | \$ | 1,716,427 | \$ | 1,727,976 | \$ | 1,715,036 | \$ | (1,391) | -0.08% |
| Public Safety | | | | | | | | | | | | | |
| 210 - Police | | | | | | | | | | | | | |
| Personnel | \$ | 1,772,591 | \$ | 1,757,734 | \$ | 1,995,832 | \$ | 2,041,038 | \$ | 2,068,244 | \$ | 72,412 | 3.63% |
| Expenses | \$ | 262,205 | \$ | 275,741 | \$ | 275,741 | \$ | 298,006 | \$ | 294,006 | \$ | 18,265 | 6.62% |
| Total | \$ | 2,034,796 | \$ | 2,033,475 | \$ | 2,271,573 | \$ | 2,339,044 | \$ | 2,362,250 | \$ | 90,677 | 3.99% |
| 220 - Fire | | | | | | | | | | | | | |
| Personnel | \$ | 170,287 | \$ | 176,778 | \$ | 237,814 | \$ | 213,341 | \$ | 213,343 | \$ | (24,470) | -10.29% |
| Expenses | \$ | 135,020 | \$ | 152,620 | \$ | 152,620 | \$ | 152,620 | \$ | 152,620 | \$ | - | 0.00% |
| Total | \$ | 305,307 | \$ | 329,398 | \$ | 390,434 | \$ | 365,961 | \$ | 365,963 | \$ | (24,470) | -6.27% |

| | | FY 2020 Budget | | FY 2021 Budget | | FY 2022 Budget | | FY 2023 Request | | FY 2023 TA Budget | | Dollar Change | Percent Change |
|-----------------------------------|----|-------------------|----|-------------------|----|-------------------|-----------------|--------------------|----|----------------------|-----------|------------------|-------------------|
| 231 - Ambulance | | | | | | | | | | | | | |
| Personnel | \$ | 352,738 | \$ | 358,489 | \$ | 484,102 | Enterprise Fund | \$ | - | \$ | (484,102) | -100.00% | |
| Expenses | \$ | 87,634 | \$ | 87,634 | \$ | 100,634 | Enterprise Fund | \$ | - | \$ | (100,634) | -100.00% | |
| Total | \$ | 440,372 | \$ | 446,123 | \$ | 584,736 | - | \$ | - | \$ | (584,736) | -100.00% | |
| 290 - Emergency Management | | | | | | | | | | | | | |
| Emergency Management Personnel | \$ | 3,813 | \$ | 3,813 | \$ | 3,889 | \$ | 3,967 | \$ | 3,967 | \$ | 78 | 2.01% |
| Emergency Management Expenses | \$ | 1,000 | \$ | 1,000 | \$ | 1,000 | \$ | 1,000 | \$ | 1,000 | \$ | - | 0.00% |
| Total | \$ | 4,813 | \$ | 4,813 | \$ | 4,889 | \$ | 4,967 | \$ | 4,967 | \$ | 78 | 1.60% |
| 241 - Code | | | | | | | | | | | | | |
| Salaries | \$ | 55,052 | \$ | 53,045 | \$ | 65,229 | \$ | 119,889 | \$ | 119,889 | \$ | 54,660 | 83.80% |
| Expense | \$ | 8,638 | \$ | 9,038 | \$ | 8,778 | \$ | 8,778 | \$ | 8,778 | \$ | - | 0.00% |
| Total | \$ | 63,690 | \$ | 62,083 | \$ | 74,007 | \$ | 128,667 | \$ | 128,667 | \$ | 54,660 | 73.86% |
| 292 - Animal Control | | | | | | | | | | | | | |
| Personnel | \$ | 25,094 | \$ | 25,476 | \$ | 25,986 | \$ | 26,496 | \$ | 26,496 | \$ | 510 | 1.96% |
| Expenses | \$ | 8,458 | \$ | 8,458 | \$ | 8,458 | \$ | 8,458 | \$ | 8,458 | \$ | - | 0.00% |
| Total | \$ | 33,552 | \$ | 33,934 | \$ | 34,444 | \$ | 34,954 | \$ | 34,954 | \$ | 510 | 1.48% |
| 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 | \$ | 2,890,380 | \$ | 2,917,676 | \$ | 3,367,932 | \$ | 2,881,442 | \$ | 2,904,651 | \$ | (463,281) | -13.76% |
| Education | | | | | | | | | | | | | |
| 300 - Leicester Public Schools | \$ | 16,985,780 | \$ | 17,174,399 | \$ | 17,582,550 | \$ | 17,889,070 | \$ | 17,839,070 | \$ | 256,520 | 1.46% |
| Education Total | \$ | 16,985,780 | \$ | 17,174,399 | \$ | 17,582,550 | \$ | 17,889,070 | \$ | 17,839,070 | \$ | 256,520 | 1.46% |
| Public Works and Facilities | | | | | | | | | | | | | |
| 420 - Highway Dept | | | | | | | | | | | | | |
| Highway Dept Personnel | \$ | 570,407 | \$ | 706,324 | \$ | 768,068 | \$ | 806,336 | \$ | 806,336 | \$ | 38,268 | 4.98% |
| Highway Dept Expenses | \$ | 231,273 | \$ | 250,678 | \$ | 251,478 | \$ | 235,478 | \$ | 235,478 | \$ | (16,000) | -6.36% |
| Total | \$ | 801,680 | \$ | 957,002 | \$ | 1,019,546 | \$ | 1,041,814 | \$ | 1,041,814 | \$ | 22,268 | 2.18% |
| 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 | \$ | 60,335 | \$ | 58,000 | \$ | 58,000 | \$ | 35,000 | \$ | 35,000 | \$ | (23,000) | -39.66% |
| Public Works and Facilities Total | \$ | 983,015 | \$ | 1,136,002 | \$ | 1,198,546 | \$ | 1,197,814 | \$ | 1,197,814 | \$ | (732) | -0.06% |

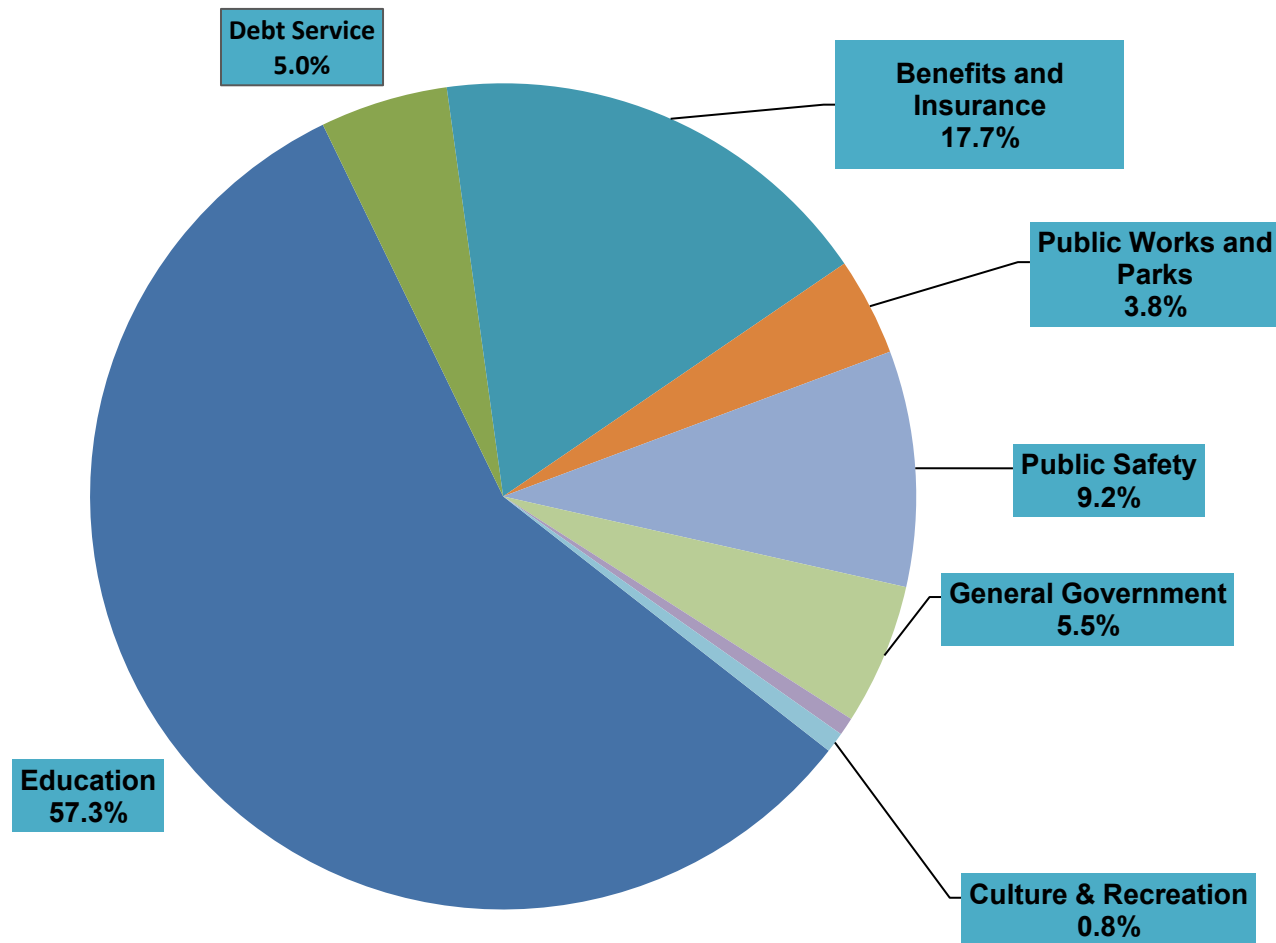
| | | FY 2020 Budget | | FY 2021 Budget | | FY 2022 Budget | | FY 2023 Request | | FY 2023 TA Budget | | Dollar Change | Percent Change |
|--|----|-------------------|----|-------------------|----|-------------------|----|--------------------|----|----------------------|----|------------------|-------------------|
| Human Services | | | | | | | | | | | | | |
| 541 - Council on Aging | | | | | | | | | | | | | |
| Council on Aging Personnel | \$ | 77,135 | \$ | 70,468 | \$ | 74,961 | \$ | 77,064 | \$ | 77,064 | \$ | 2,103 | 2.81% |
| Council on Aging Expenses | \$ | 31,145 | \$ | 31,078 | \$ | 32,278 | \$ | 32,278 | \$ | 32,278 | \$ | - | 0.00% |
| Total | \$ | 108,280 | \$ | 101,546 | \$ | 107,239 | \$ | 109,342 | \$ | 109,342 | \$ | 2,103 | 1.96% |
| 543 - Veterans' Service Officer | | | | | | | | | | | | | |
| Personnel | \$ | 6,632 | \$ | 6,763 | \$ | 6,898 | \$ | 7,036 | \$ | 7,036 | \$ | 138 | 2.00% |
| Expenses | \$ | 86,350 | \$ | 119,850 | \$ | 119,850 | \$ | 101,300 | \$ | 101,300 | \$ | (18,550) | -15.48% |
| Total | \$ | 92,982 | \$ | 126,613 | \$ | 126,748 | \$ | 108,336 | \$ | 108,336 | \$ | (18,412) | -14.53% |
| 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 | \$ | 203,662 | \$ | 230,559 | \$ | 236,387 | \$ | 220,078 | \$ | 220,078 | \$ | (16,309) | -6.90% |
| Culture and Recreation | | | | | | | | | | | | | |
| 610 - Library | | | | | | | | | | | | | |
| Library Personnel | \$ | 184,204 | \$ | 191,955 | \$ | 184,890 | \$ | 191,751 | \$ | 191,751 | \$ | 6,861 | 3.71% |
| Library Expenses | \$ | 32,425 | \$ | 33,480 | \$ | 46,181 | \$ | 46,181 | \$ | 47,635 | \$ | 1,454 | 3.15% |
| Total | \$ | 216,629 | \$ | 225,435 | \$ | 231,071 | \$ | 237,932 | \$ | 239,386 | \$ | 8,315 | 3.60% |
| 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 | \$ | 227,029 | \$ | 235,835 | \$ | 241,471 | \$ | 248,332 | \$ | 249,786 | \$ | 8,315 | 3.44% |
| Intergovernmental | | | | | | | | | | | | | |
| Debt Service | | | | | | | | | | | | | |
| 710 - Maturing Debt Principal | \$ | 1,139,797 | \$ | 1,155,327 | \$ | 1,026,117 | \$ | 1,052,066 | \$ | 1,218,733 | \$ | 192,616 | 18.77% |
| 751 - Maturing Debt Interest | \$ | 406,144 | \$ | 369,949 | \$ | 331,047 | \$ | 293,828 | \$ | 293,828 | \$ | (37,219) | -11.24% |
| 752 - Temporary Loan Interest | \$ | 33,255 | \$ | 20,665 | \$ | 22,665 | \$ | 216,700 | \$ | 216,700 | \$ | 194,035 | 856.10% |
| 753 - Bond Issuance Costs | \$ | - | \$ | 1,100 | \$ | 1,100 | \$ | 1,100 | \$ | 1,100 | \$ | - | 0.00% |
| Total | \$ | 1,579,196 | \$ | 1,547,041 | \$ | 1,380,929 | \$ | 1,563,694 | \$ | 1,730,361 | \$ | 349,432 | 25.30% |

| | | FY 2020 Budget | | FY 2021 Budget | | FY 2022 Budget | | FY 2023 Request | | FY 2023 TA Budget | | Dollar Change | Percent Change |
|--|----|-------------------|----|-------------------|----|-------------------|----|--------------------|----|----------------------|----|------------------|-------------------|
| Benefits and Insurance | | | | | | | | | | | | | |
| 911 - Retirement | \$ | 1,314,800 | \$ | 1,456,243 | \$ | 1,556,343 | \$ | 1,717,353 | \$ | 1,717,353 | \$ | 161,010 | 10.35% |
| 912 -Workers' Compensation | \$ | 187,498 | \$ | 166,248 | \$ | 191,185 | \$ | 219,863 | \$ | 219,863 | \$ | 28,678 | 15.00% |
| 913 - Unemployment | \$ | 141,650 | \$ | 141,650 | \$ | 141,650 | \$ | 141,650 | \$ | 142,000 | \$ | 350 | 0.25% |
| 914 - Employee Benefits | \$ | 3,288,284 | \$ | 3,045,765 | \$ | 2,959,175 | \$ | 3,117,782 | \$ | 3,117,782 | \$ | 158,607 | 5.36% |
| 945 - Bonding and Insurance | \$ | 160,682 | \$ | 216,750 | \$ | 249,263 | \$ | 299,116 | \$ | 299,116 | \$ | 49,853 | 20.00% |
| 950 - Becker Operating Expenses | | | | | | | | | | | | | |
| Becker Personnel | \$ | - | \$ | - | \$ | - | \$ | 20,000 | \$ | 20,000 | \$ | 20,000 | 0.00% |
| Becker Expenses | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | 0.00% |
| Subtotal | \$ | - | \$ | - | \$ | - | \$ | 20,000 | \$ | 20,000 | \$ | 20,000 | 0.00% |
| Benefits and Insurance Total | \$ | 5,092,914 | \$ | 5,026,656 | \$ | 5,097,616 | \$ | 5,515,763 | \$ | 5,516,114 | \$ | 418,498 | 8.21% |
| Intergovernmental Total | | | | | | | | | | | | | |
| | \$ | 6,672,110 | \$ | 6,573,697 | \$ | 6,478,546 | \$ | 7,079,457 | \$ | 7,246,475 | \$ | 767,930 | 11.85% |
| General Fund Grand Total | | | | | | | | | | | | | |
| | \$ | 29,658,027 | \$ | 30,099,509 | \$ | 30,821,859 | \$ | 31,244,169 | \$ | 31,372,910 | \$ | 551,051 | 1.79% |
| Additional Appropriations | | | | | | | | | | | | | |
| Gross revenue | | 32,009,383 | | 32,328,007 | | 32,955,360 | | 34,368,375 | | 34,368,375 | \$ | 1,413,015 | 4.29% |
| Less: Vocational School | | (1,078,000) | | (1,078,000) | | (1,023,000) | | (1,023,000) | | (1,023,000) | \$ | - | 0.00% |
| Less: Town Meeting Articles | | (89,185) | | (3,221) | | (3,301) | | (736,843) | | (736,843) | \$ | (733,542) | 22221.81% |
| Less: Tax Recap Items | | (1,178,705) | | (1,138,161) | | (1,099,916) | | (1,235,621) | | (1,235,621) | \$ | (135,705) | 12.34% |
| Less: Excess Capacity | | (5,465) | | (9,117) | | (7,284) | | - | | - | \$ | 7,284 | 0.00% |
| Total | \$ | 29,658,027 | \$ | 30,099,509 | \$ | 30,821,859 | \$ | 31,372,911 | \$ | 31,372,911 | \$ | 551,052 | 1.76% |
| Difference | \$ | - | \$ | - | \$ | - | \$ | 128,742 | \$ | (1) | \$ | (1) | |

FY2022 Appropriations as Percent of Total



FY2023 Proposed Budget as Percent of Total



SECTION II

Revenue



Revenue Summary

General Fund

| Revenues | FY2020 Budget | FY2021 Budget | FY2022 Budget | FY2023 Projected | Dollar Change | Percent Change |
|------------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|-------------------|
| Property Tax Levy | \$ 16,481,794 | \$ 17,027,912 | \$ 17,556,085 | \$ 18,290,054 | \$ 733,969 | 4.18% |
| State Aid Cherry Sheet | 12,225,747 | 12,212,604 | 12,239,775 | 12,568,216 | 328,441 | 2.68% |
| Local Receipts | 2,677,657 | 2,501,000 | 2,501,000 | 2,501,000 | - | 0.00% |
| Free Cash | 229,167 | 205,308 | 150,000 | 316,667 | 166,667 | 111.11% |
| Available Funds | 395,018 | 381,183 | 508,500 | 692,438 | 183,938 | 36.17% |
| General Fund Revenues | \$ 32,009,383 | \$ 32,328,007 | \$ 32,955,360 | \$ 34,368,375 | \$ 1,413,015 | 4.29% |

Town-wide revenues show an overall revenue increase of \$1,246,348 or 3.78%. State aid is projected to increase by \$328,441, or 2.68%. Free cash usage in the budget increases by \$166,667 or 111.11%, due to the addition of a BAN payment for the School Feasibility Study. Available funds increase by \$183,938 or 36.17%, but this increase is for the Ambulance enterprise fund.

Property Tax Levy

| | FY2020 Budget | FY2021 Budget | FY2022 Budget | FY2023 Projected | Dollar Change | Percent Change |
|-----------------------|--------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|---------------------------|
| Prior Year Levy Limit | \$ 14,615,965 | \$ 15,292,785 | \$ 15,878,879 | \$ 16,424,773 | \$ 545,894 | 3.44% |
| Allowed 2.5% increase | 365,399 | 382,320 | 396,972 | 410,619 | 13,647 | 3.44% |
| New Growth | 311,421 | 203,774 | 148,922 | 150,000 | 1,078 | 0.72% |
| Prop 2.5% Override | - | - | - | - | - | 0.00% |
| Excluded Debt | 1,189,009 | 1,149,034 | 1,131,312 | 1,304,662 | 173,350 | 15.32% |
| Tax Levy Total | \$ 16,481,794 | \$ 17,027,912 | \$ 17,556,085 | \$ 18,290,054 | \$ 733,969 | 4.18% |

New growth expected to increase to \$150,000.

Excluded debt rises by \$173,350 or 15.32%.

Overall revenue via taxation expected to grow by 4.18%.

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.

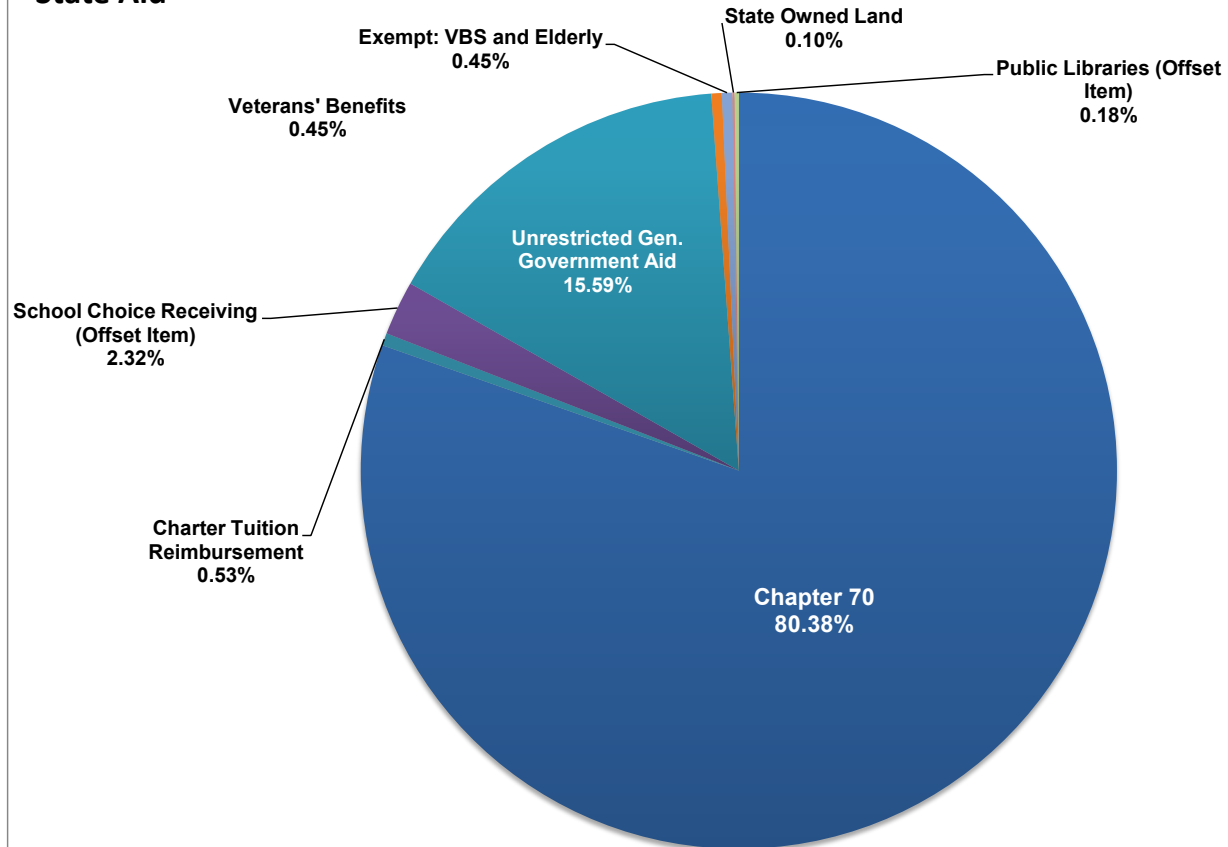
State Aid

| | FY2020 Budget | FY2021 Budget | FY2022 Budget | FY2023 Projected* | Dollar Change | Percent Change |
|---------------------------------------|--------------------------|--------------------------|--------------------------|------------------------------|--------------------------|---------------------------|
| Chapter 70 | \$ 9,802,497 | \$ 9,802,497 | \$ 9,846,237 | \$ 10,102,829 | \$ 256,592 | 2.61% |
| Charter Tuition Reimbursement | 13,129 | 13,129 | 17,822 | 66,709 | 48,887 | 274.31% |
| School Lunch | - | - | - | - | - | - |
| School Choice Receiving (Offset Item) | 414,970 | 368,919 | 304,137 | 292,177 | (11,960) | -3.93% |
| Unrestricted Gen. Government Aid | 1,843,736 | 1,843,736 | 1,908,267 | 1,959,790 | 51,523 | 2.70% |
| Veterans' Benefits | 60,520 | 91,256 | 71,092 | 56,166 | (14,926) | -21.00% |
| Exempt: VBS and Elderly | 63,255 | 65,471 | 56,193 | 55,995 | (198) | 0.00% |
| State Owned Land | 9,922 | 9,852 | 12,022 | 12,016 | (6) | -0.05% |
| Public Libraries (Offset Item) | 17,718 | 17,744 | 24,005 | 22,534 | (1,471) | -6.13% |
| State Aid Total | \$ 12,225,747 | \$ 12,212,604 | \$ 12,239,775 | \$ 12,568,216 | \$ 328,441 | 2.68% |

State aid is projected to rise by 328,441 or 2.68%. 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.

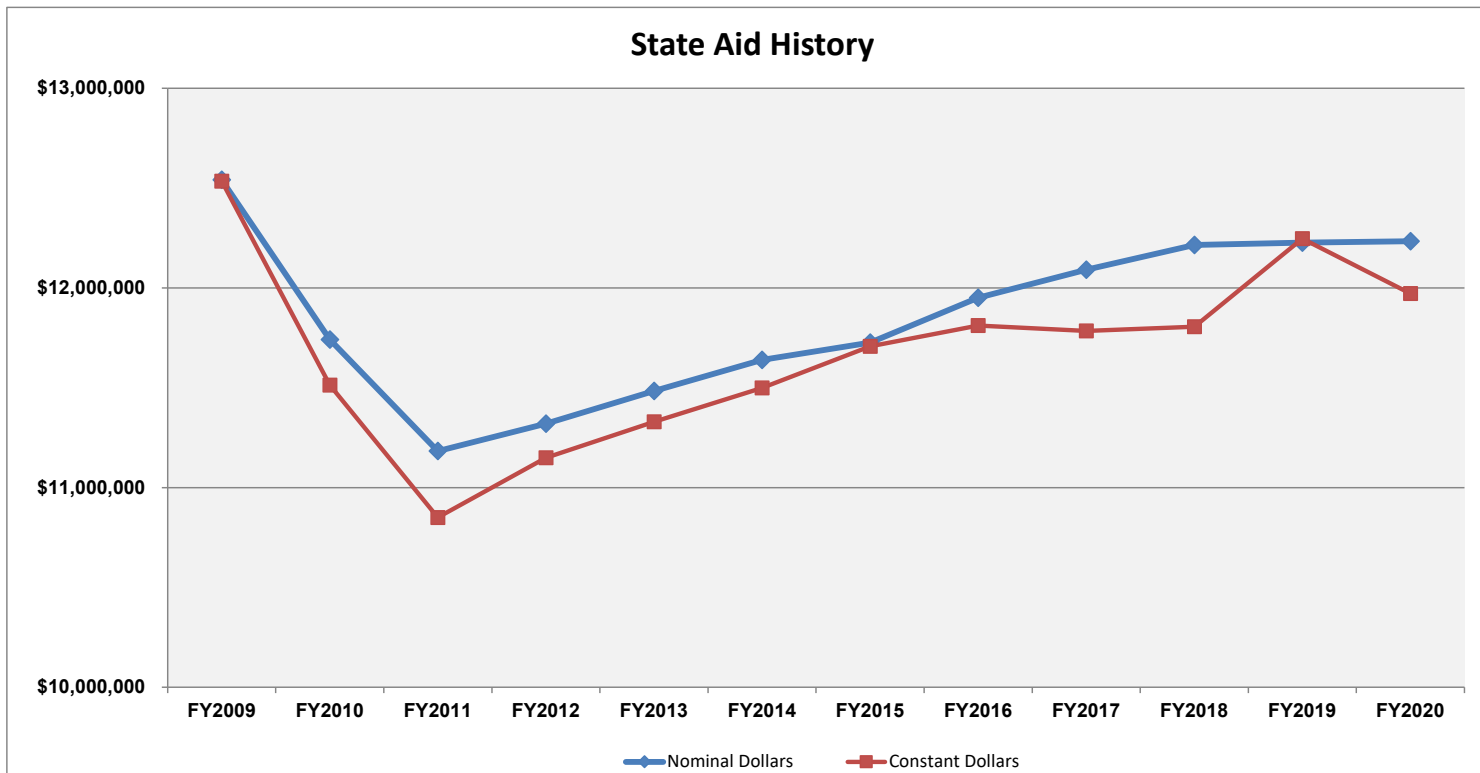
* Figures do not constitute a projection on the part of DLS and are included here to demonstrate the spreadsheet's mechanics. Numbers are subject to change as part of the state budget process.

State Aid



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 |



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State Assessments/Other costs

| State Assessments | FY2020 Budget | FY2021 Budget | FY2022 Budget | FY2023 Projected* | Dollar Change | Percent Change |
|--------------------------------|-------------------|-------------------|-------------------|----------------------|-------------------|-------------------|
| Air Quality | \$ 2,893 | \$ 2,945 | \$ 3,034 | \$ 3,023 | \$ (11) | -0.36% |
| RMV Non-Renewal | 17,460 | 13,900 | 13,900 | 11,560 | (2,340) | -16.83% |
| Regional Transit | 116,774 | 128,919 | 144,822 | 153,244 | 8,422 | 5.82% |
| Special Education | - | 993 | 1,406 | - | (1,406) | -100.00% |
| Mosquito Control | - | - | - | - | - | 0.00% |
| School Choice Sending | 244,691 | 235,457 | 230,136 | 269,080 | 38,944 | 16.92% |
| Charter School Sending | 177,628 | 199,657 | 292,517 | 398,044 | 105,527 | 36.08% |
| State Assessments Total | \$ 559,446 | \$ 581,871 | \$ 685,815 | \$ 834,951 | \$ 149,136 | 21.75% |

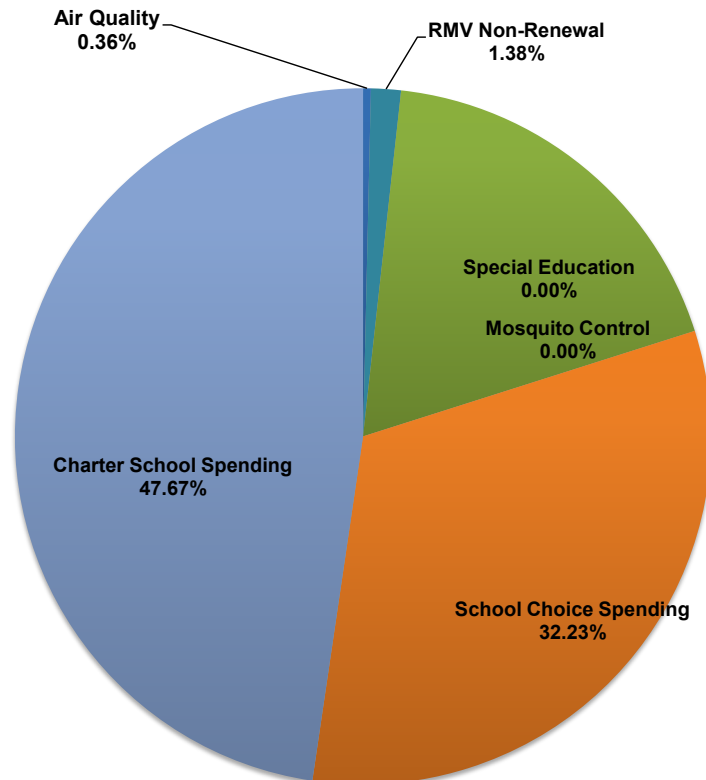
Offset Receipts/Overlay Other

| | | | | | | |
|--------------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|---------------|
| School Choice In | \$ 414,970 | \$ 365,370 | \$ 304,137 | \$ 292,177 | \$ (11,960) | -3.93% |
| State Aid to Public Libraries | 17,718 | 21,293 | 24,005 | 22,534 | (1,471) | -6.13% |
| Assessors Overlay | 186,571 | 153,627 | 69,959 | 69,959 | - | 0.00% |
| Tax Title | - | 16,000 | 16,000 | 16,000 | - | 0.00% |
| Offset Receipts/Overlay Other | \$ 619,259 | \$ 556,290 | \$ 414,101 | \$ 400,670 | \$ (13,431) | -3.24% |
| Total | \$ 1,178,705 | \$ 1,138,161 | \$ 1,099,916 | \$ 1,235,621 | \$ 135,705 | 12.34% |

Assessments and offsets are forecast to rise by \$149,136 or 21.75% .

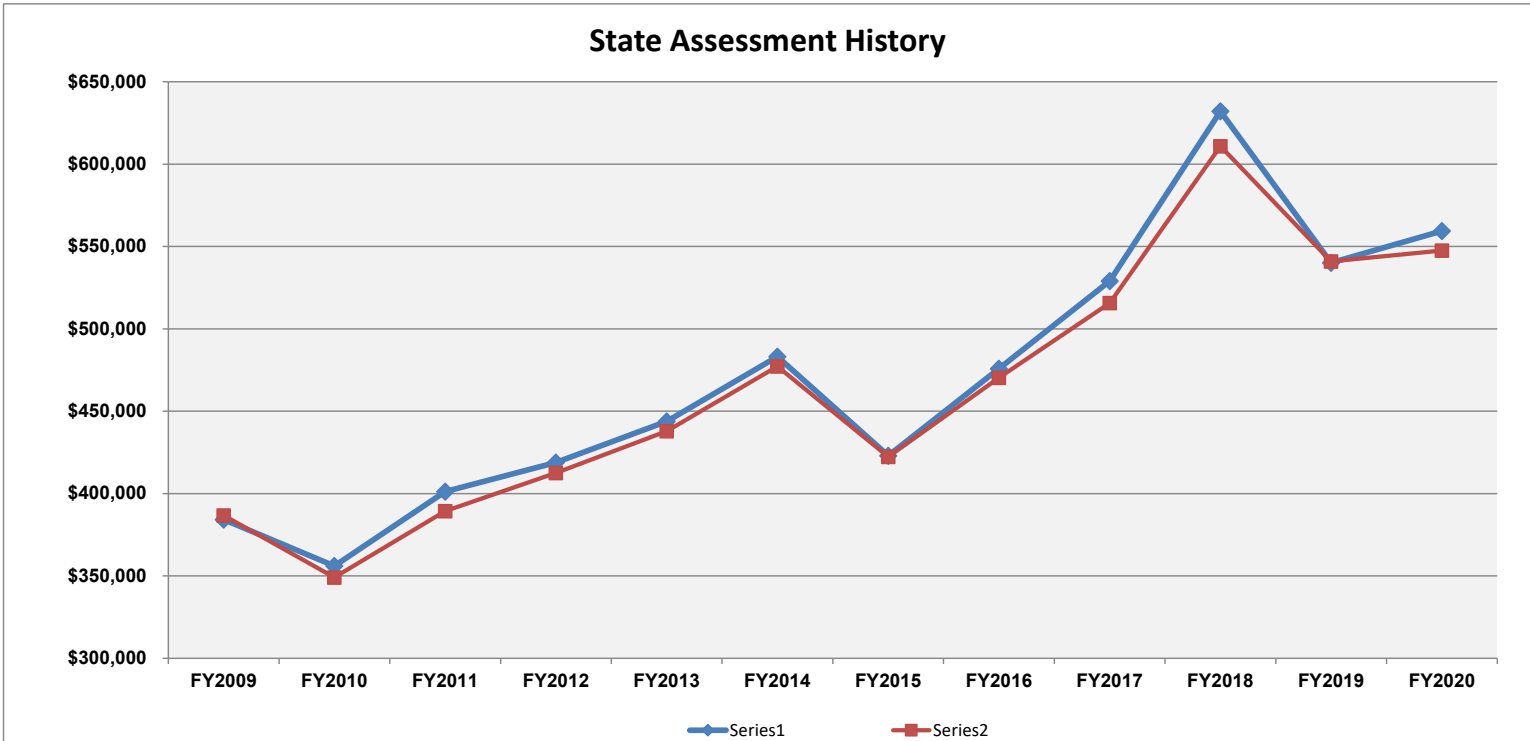
* Figures do not constitute a projection on the part of DLS and are included here to demonstrate the spreadsheet's mechanics. Numbers are subject to change as part of the state budget process.

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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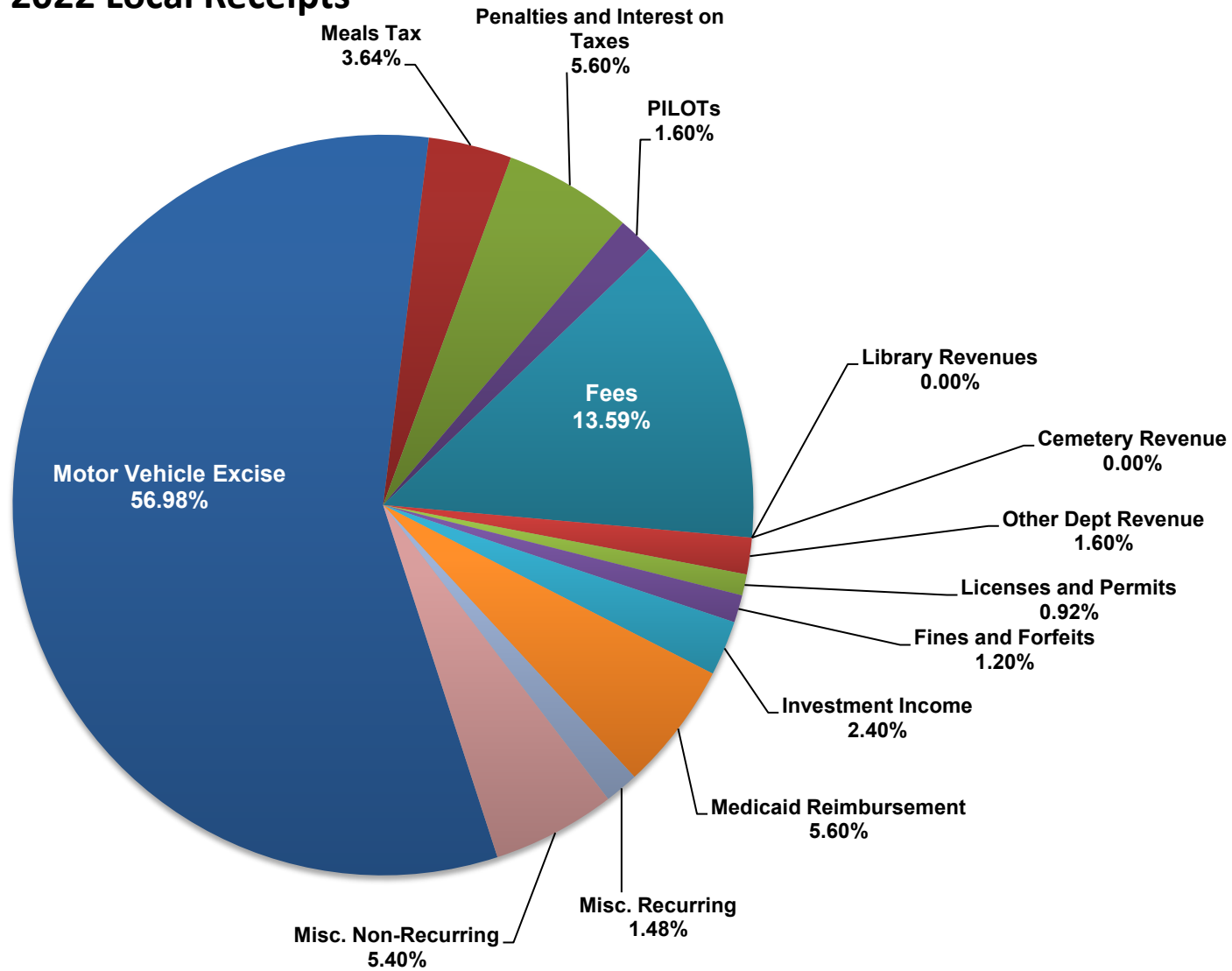
Local Receipts

| | FY2020 Budget | FY2021 Budget | FY2022 Budget | FY2023 Projected | Dollar Change | Percent Change |
|---------------------------------|--------------------------|--------------------------|--------------------------|-----------------------------|--------------------------|---------------------------|
| Motor Vehicle Excise | \$ 1,500,000 | \$ 1,425,000 | \$ 1,425,000 | \$ 1,425,000 | \$ - | 0.00% |
| Meals Tax | 106,000 | 91,000 | 91,000 | 91,000 | - | 0.00% |
| Penalties and Interest on Taxes | 195,000 | 140,000 | 140,000 | 140,000 | - | 0.00% |
| PILOTS | 25,000 | 40,000 | 40,000 | 40,000 | - | 0.00% |
| Fees | 405,000 | 340,000 | 340,000 | 340,000 | - | 0.00% |
| Library Revenues | - | - | - | - | - | 0.00% |
| Cemetery Revenue | - | - | - | - | - | 0.00% |
| Other Dept Revenue | 16,500 | 40,000 | 40,000 | 40,000 | - | 0.00% |
| Licenses and Permits | 23,000 | 23,000 | 23,000 | 23,000 | - | 0.00% |
| Fines and Forfeits | 35,000 | 30,000 | 30,000 | 30,000 | - | 0.00% |
| Investment Income | 80,000 | 60,000 | 60,000 | 60,000 | - | 0.00% |
| Medicaid Reimbursement | 120,000 | 140,000 | 140,000 | 140,000 | - | 0.00% |
| Misc. Recurring | 37,000 | 37,000 | 37,000 | 37,000 | - | 0.00% |
| Misc. Non-Recurring | 135,157 | 135,000 | 135,000 | 135,000 | - | 0.00% |
| Local Receipts Total | \$ 2,677,657 | \$ 2,501,000 | \$ 2,501,000 | \$ 2,501,000 | \$ - | 0.00% |

Level funded from FY2023. 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.

FY 2022 Local Receipts



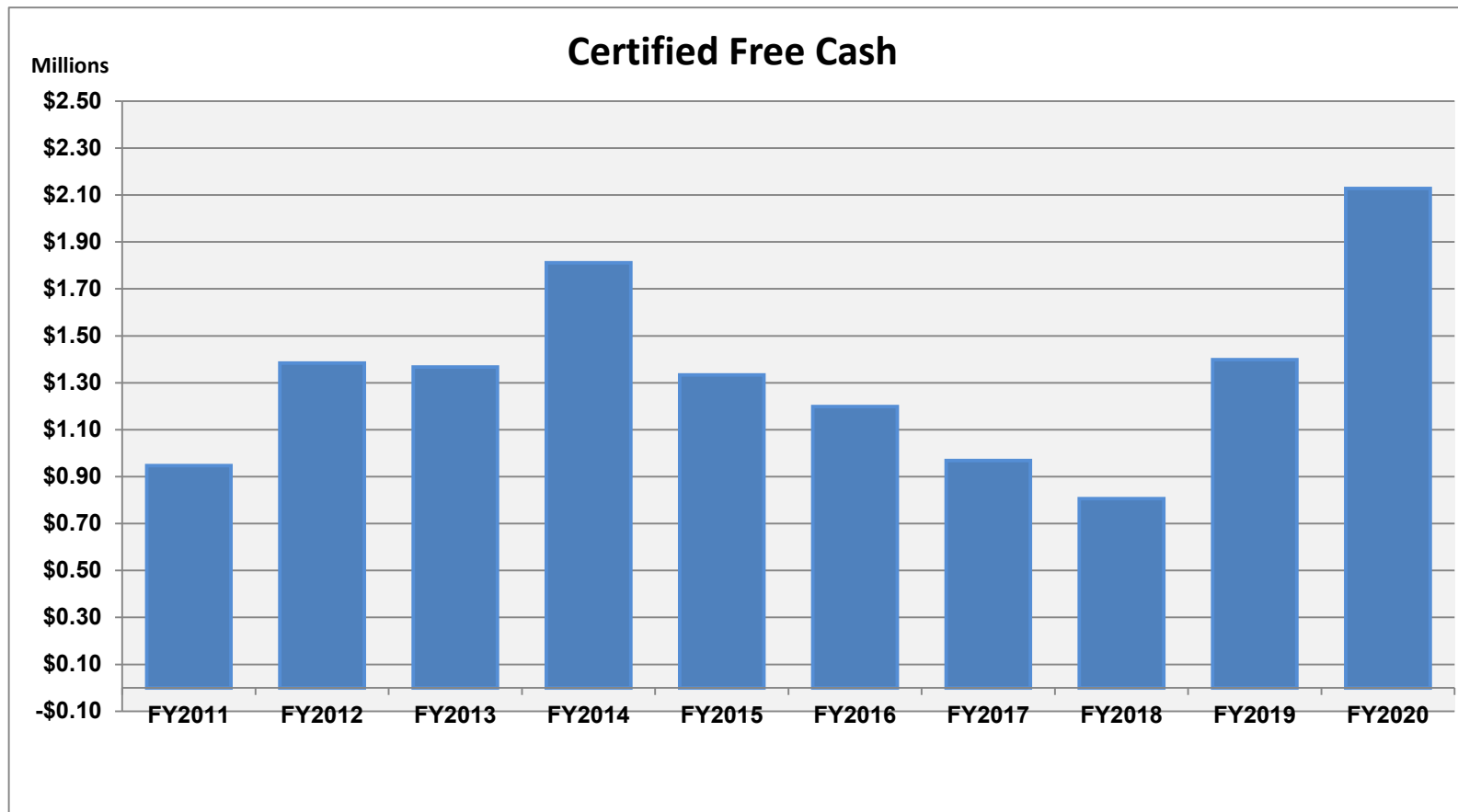
Free Cash

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

| | FY2020 Budget | FY2021 Budget | FY2022 Projected | FY2023 Projected | Dollar Change | Percent Change |
|---------------------------------|--------------------------|--------------------------|-----------------------------|-----------------------------|--------------------------|---------------------------|
| Budgeted Free Cash | \$ 229,167 | \$ 205,308 | \$ 150,000 | \$ 316,667 | \$ 166,667 | 111.11% |
| Total Budgeted Free Cash | \$ 229,167 | \$ 205,308 | \$ 150,000 | \$ 316,667 | \$ 166,667 | 111.11% |

| | FY2020 Budget | FY2021 Budget | FY2022 Projected | FY2023 Projected | Dollar Change | Percent Change |
|------------------------------|--------------------------|--------------------------|-----------------------------|-----------------------------|--------------------------|---------------------------|
| Ambulance Receipts | \$ 371,192 | \$ 371,192 | \$ 508,500 | \$ 657,438 | \$ 148,938 | 29.3% |
| Dog Fund | \$ - | \$ - | \$ - | \$ - | - | 0.0% |
| Overlay Reserve/NOI | \$ 23,826 | \$ 9,991 | \$ - | \$ - | \$ - | 0.0% |
| Miscellaneous | \$ - | \$ - | \$ - | \$ 35,000 | \$ 35,000 | 0.0% |
| Available Funds Total | \$ 395,018 | \$ 381,183 | \$ 508,500 | \$ 692,438 | \$ 183,938 | 36.17% |

The use of Free Cash continues to fund non-officer staffing at the Police Station, so that the building can be open to the public, and now has the addition of a debt payment for the school feasibility study. Ambulance receipts are no longer taken for the budget, as EMS services are moving to an enterprise account. The new funding in Miscellaneous is for a local receipt from a DPH health grant program.

SECTION III

Departmental Budgets





Town of Leicester
Town Administrator's Budget
FY2023 - Part A - General Government



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2022 ACCOMPLISHMENTS

Worked with the Town Administrator and Select Board on the Becker acquisition, as well as any other legal matters or opinions required of the firm.

FY2023 Budget Summary - Legal

Target Budget FY
2023 (LF Budget) \$ 80,798.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|--------------|-------------------|-------------------|-------------------|-------------------------|---------------------------|-------------------|-------------------|
| Legal | \$ 209,000 | \$ 209,000 | \$ 80,798 | \$ 80,798 | \$ 72,045 | \$ (8,753) | -10.83% |
| Total | \$ 209,000 | \$ 209,000 | \$ 80,798 | \$ 80,798 | \$ 72,045 | \$ (8,753) | -10.83% |

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

| | | | | | | | |
|-----------------------|-------------------|-------------------|------------------|------------------|------------------|-------------------|----------------|
| Purchase of Services | \$ 209,000 | \$ 209,000 | \$ 80,798 | \$ 80,798 | \$ 72,045 | \$ (8,753) | -11% |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Expenses Total | \$ 209,000 | \$ 209,000 | \$ 80,798 | \$ 80,798 | \$ 72,045 | \$ (8,753) | -10.83% |

| | | | | | | | |
|--------------------|-------------------|-------------------|------------------|------------------|------------------|-------------------|----------------|
| Legal Total | \$ 209,000 | \$ 209,000 | \$ 80,798 | \$ 80,798 | \$ 72,045 | \$ (8,753) | -10.83% |
|--------------------|-------------------|-------------------|------------------|------------------|------------------|-------------------|----------------|

Expenses Detail - Legal

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | | | FY 2023 | | |
|----------------------|-----------------|------------|------------|-----------|---------------|---------------|----------------|-------------|---------------|----------------|
| | Account # | Budget | Budget | Budget | Dept. Request | Dollar Change | Percent Change | TA Approved | Dollar Change | Percent Change |
| Legal Services | 01-111-5200-005 | \$ 209,000 | \$ 209,000 | \$ 80,798 | \$ 80,798 | \$ - | 0.0% | \$ 72,045 | \$ (8,753) | -10.8% |
| | | | | | | | | | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 209,000 | \$ 209,000 | \$ 80,798 | \$ 80,798 | \$ - | 0.0% | \$ 72,045 | \$ (8,753) | -10.8% |
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| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To effectively moderate Town Meeting in a fair, impartial manner

FY2022 ACCOMPLISHMENTS

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

FY2023 Budget Summary - Moderator

Target Budget FY
2023 (LF Budget) \$ 151.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept Request | FY 2023 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% |
|------------------------|---------------|---------------|---------------|---------------|---------------|-------------|--------------|

| | FY2020 Budget | FY2021 Budget | FY 2022 Budget | FY 2023 Request | FY2023 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 2022 | | | | FISCAL YEAR 2023 | | | | | | | TA Stipend Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Stipend 1-Jul-21 | FY21 Rate | Hours | Proposed Increase 1-Jul-22 | 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 2020 | FY 2021 | FY 2022 | FY 2023 | | | FY 2023 | | |
|----------------------|-----------------|---------|---------|---------|------------------|------------------|-------------------|----------------|------------------|-------------------|
| | 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% |
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| Purchase of Services | | \$ 70 | \$ 70 | \$ 70 | \$ 70 | \$ - | 0.0% | \$ 70 | \$ - | 0.0% |
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| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester
Operating Budget Manual
FY2023

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.

FY2023 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 Police Officer and Police Sergeant Unions
- Continue to look at 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
- Implement recommendations from the town-wide water/sewer study
- Rewrite General Bylaws

FY2022 ACCOMPLISHMENTS

- Held a Town Meeting and Election which approved the purchase of the Leicester Becker College Campus; established 9 working groups to determine campus reuse options
- Implemented town-wide electricity aggregation with lower rates for residents
- Utilized \$1M in CARES funding to address COVID concerns for Towns and Schools
- Began designing ADA improvements at Russell Park (Little League & Softball Field) & started up a housing rehab program using a CDBG grant
- Completed the town-wide water/sewer study
- Held management training for all Department Heads and respectful workplace & discrimination training for all employees
- Received a \$585K+ grant to create the Leicester Regional Public Health Coalition with 6 other local towns and hired four new employees.
- Finalized negotiations with Fire and Highway Unions
- Centralized and improved upon HR processes
- Completed the Leicester Culvert Assessment and Business Development Plan as funded by a Community Compact Grant
- Installed an electronic vehicle charging station at Town Hall using State EVIP grant funds
- Finished the Complete Streets grant project around the Town Common and up Route 56 (sidewalks, bike lanes, etc.)
- Completed lighting and weatherization improvements at the Senior Center and High School and converting all streetlights to LED (Green Communities grant)
- Grants awarded:
 - ARPA Funding - \$3.3M for community improvements
 - Mass Trails - \$48K for trail improvements at Burncoat Park
 - Local Rapid Recovery Grant - Consulting funds to develop a list of 10 priority projects to help revitalize the business community post-COVID
 - Shared Winter Streets - \$134K for sidewalks, curbs and ADA parking at Towtaid Park
 - Leicester Savings Bank - \$6,400 for a playground at Tarentino Memorial Park (Community Field)

FY2023 Budget Summary - Town Administrator/Select Board

Target Budget FY
2023 (LF Budget +
COLA) \$ 348,012.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|--|-------------------|-------------------|-------------------|-------------------------|---------------------------|------------------|-------------------|
| Town Administrator/Select Board | \$ 275,528 | \$ 351,112 | \$ 306,431 | \$ 314,282 | \$ 314,282 | \$ 7,851 | 2.56% |
| Total | \$ 275,528 | \$ 351,112 | \$ 306,431 | \$ 314,282 | \$ 314,282 | \$ 7,851 | 2.56% |
| Salaries | \$ 136,115 | \$ 136,557 | \$ 142,078 | \$ 142,078 | \$ 142,078 | \$ (0) | 0% |
| Wages | \$ 92,047 | \$ 109,170 | \$ 118,425 | \$ 120,793 | \$ 120,793 | \$ 2,368 | 2% |
| Other | \$ 6,567 | \$ 10,395 | \$ 4,734 | \$ 10,218 | \$ 10,218 | \$ 5,484 | 116% |
| Personnel Total | \$ 234,729 | \$ 256,122 | \$ 265,238 | \$ 273,089 | \$ 273,089 | \$ 7,851 | 2.96% |
| Purchase of Services | \$ 38,999 | \$ 93,090 | \$ 39,293 | \$ 39,643 | \$ 39,643 | \$ 350 | 1% |
| Supplies | \$ 1,800 | \$ 1,900 | \$ 1,900 | \$ 1,550 | \$ 1,550 | \$ (350) | -18% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Expenses Total | \$ 40,799 | \$ 94,990 | \$ 41,193 | \$ 41,193 | \$ 41,193 | \$ - | 0.00% |

| | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
| Town Administrator/Select Board Total | \$ 275,528 | \$ 351,112 | \$ 306,431 | \$ 314,282 | \$ 314,282 | \$ 7,851 | 2.56% |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Stipends | Final Salary | TA Salary Fiscal 2023 |
| Genereux | David | 01-122-5101-000 | TA | Contract | \$71.54 | 38 | \$ 142,078 | \$ 71.54 | 38 | 1986 | 0% | \$ - | \$ 71.54 | | \$ 142,078 | \$ 142,078 |
| Forsberg | Kristen | 01-122-5100-000 | ATA | Con NU 5/4 | \$35.61 | 38 | \$ 70,721 | \$ 35.61 | 38 | 1986 | 2% | \$ 0.71 | \$ 36.32 | | \$ 72,136 | \$ 72,136 |
| Drake | Jeanine | 01-122-5100-000 | Asst. to TA | NU 3/4 | \$24.02 | 38 | \$ 47,704 | \$ 24.02 | 38 | 1986 | 2% | \$ 0.48 | \$ 24.50 | | \$ 48,657 | \$ 48,657 |
| 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 | | | | | | | \$ (2,644) | | | | | | | | \$ - | \$ - |
| Allowance for T/A | | | | | | | | | | \$ 1,986 | 2% | \$ 1.43 | | | \$ 2,840 | \$ 2,840 |
| Rounding | | | | | | | \$ - | | | \$ 1 | | | \$ 1 | | \$ - | \$ - |
| Total Salaries | | | | | | | \$ 265,238 | | | 7945 | | | | \$ - | \$ 273,089 | \$ 273,089 |

265238

Expenses Detail - Town Administrator/Select Board

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | | | FY 2023 | | |
|-----------------------------|-----------------|------------------|------------------|------------------|------------------|-----------------|----------------|------------------|-----------------|----------------|
| 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 | \$ 1,399 | \$ 1,399 | \$ 1,569 | \$ 170 | 12% | \$ 1,569 | \$ 170 | 12% |
| Consultant/Prof Services | 01-122-5200-004 | \$ 20,449 | \$ 75,191 | \$ 21,394 | \$ 21,394 | \$ - | 0% | \$ 21,394 | \$ - | 0% |
| 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 | \$ 700 | \$ 400 | 133% | \$ 700 | \$ 400 | 133% |
| Travel/Licenses | 01-122-5700-001 | \$ 7,250 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ - | 0% | \$ 7,500 | \$ - | 0% |
| Dues/Memberships | 01-122-5700-002 | \$ 2,900 | \$ 3,200 | \$ 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 | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ - | \$ - | |
| Equipment - \$500 | 01-122-5800-001 | \$ 800 | \$ 800 | \$ 800 | \$ 580 | \$ (220) | -28% | \$ 580 | \$ (220) | -28% |
| | | | | | | | | | | |
| Purchase of Services | | \$ 38,999 | \$ 93,090 | \$ 39,293 | \$ 39,643 | \$ 350 | 0.9% | \$ 39,643 | \$ 350 | 0.9% |
| | | | | | | | | | | |
| 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 | \$ 400 | \$ 400 | \$ 50 | \$ (350) | -88% | \$ 50 | \$ (350) | -88% |
| | | | | | | \$ - | | | \$ - | 0% |
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| Supplies | | \$ 1,800 | \$ 1,900 | \$ 1,900 | \$ 1,550 | \$ (350) | -18% | \$ 1,550 | \$ (350) | -18% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |

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Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2022 ACCOMPLISHMENTS

N/A

FY2023 Budget Summary - Reserve Fund

Target Budget FY
2023 (LF Budget) \$ 50,000.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept Request | FY 2023 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% |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-------------|--------------|

Expense Detail - Reserve Fund

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | | | FY 2023 | | |
|----------------------|-----------------|-----------|-----------|-----------|---------------|---------------|----------------|-------------|---------------|----------------|
| Account # | | Budget | Budget | Budget | Dept. Request | Dollar Change | Percent Change | TA Approved | Dollar Change | Percent Change |
| Other Reserve Fund | 01-130-5700-007 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ - | 0% | \$ 50,000 | \$ - | 0% |
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| Purchase of Services | | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ - | 0.0% | \$ 50,000 | \$ - | 0.0% |
| | | | | | | | | | | |
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| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2022 ACCOMPLISHMENTS**

FY2023 Budget Summary - Advisory Board

Target Budget FY
2023 (LF Budget) \$ 1,325.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept Request | FY 2023 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% |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|--------------|

Expense Detail - Advisory Board

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Dollar | Percent | FY 2023 | Dollar | Percent |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|-------------|-----------------|-------------|-------------|
| Account # | | Budget | Budget | Approp. | Dept. Request | | | TA Approved | | |
| 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% |
| | | | | | | | | | | |
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| 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% |
| | | | | | | | | | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Supplies | | \$ 250 | \$ 250 | \$ 250 | \$ 250 | \$ - | \$ - | \$ 250 | \$ - | 0.0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To provide innovative specialized local government financial support.

FY2022 ACCOMPLISHMENTS

Had a smooth transition into FY22, considering the effects of COVID-19, all DOR reports were submitted timely with a quick certification.

FY2023 Budget Summary - Town Accountant

**Target Budget FY
2023 (LF Budget)**

| | FY 2020 Approp. | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|------------------------|----------------------------|---------------------------|---------------------------|----------------------------------|------------------------------------|--------------------------|---------------------------|
| Town Accountant | \$ 122,611 | \$ 143,619 | \$ 146,149 | \$ 157,479 | \$ 157,479 | \$ 11,330 | 7.75% |
| Total | \$ 122,611 | \$ 143,619 | \$ 146,149 | \$ 157,479 | \$ 157,479 | \$ 11,330 | 7.75% |

| | | | | | | | |
|------------------------|------------------|-------------------|-------------------|-------------------|-------------------|------------------|--------------|
| Salaries | \$ 68,424 | \$ 69,808 | \$ 67,426 | \$ 72,623 | \$ 72,623 | \$ 5,197 | 8% |
| Wages | \$ 25,612 | \$ 33,210 | \$ 37,663 | \$ 43,796 | \$ 43,796 | \$ 6,133 | 16% |
| Other | \$ - | \$ 12,026 | \$ 12,485 | \$ 12,485 | \$ 12,485 | \$ - | 0% |
| Personnel Total | \$ 94,036 | \$ 115,044 | \$ 117,574 | \$ 128,904 | \$ 128,904 | \$ 11,330 | 9.64% |

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

| | | | | | | | |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|--------------|
| Town Accountant Total | \$ 122,611 | \$ 143,619 | \$ 146,149 | \$ 157,479 | \$ 157,479 | \$ 11,330 | 7.75% |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|--------------|

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | TA Salary Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-22 | FY22 Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Stipends | Final Salary | |
| Lawrence | Allison | 01-135-5101-000 | Acct | Con | \$35.85 | 38 | \$ 71,204 | \$ 35.85 | 38 | 1986 | 2% | \$ 0.72 | \$ 36.57 | 0.00 | \$ 72,623 | \$ 72,623 |
| Messina | Kate | 01-135-5100-000 | Ass Acct | III/4 | \$24.02 | 30 | \$ 37,663 | \$ 24.02 | 30 | 1568 | 16.28% | \$ 3.91 | \$ 27.93 | | \$ 43,796 | \$ 43,796 |
| Lawrence | Allison | 01-135-5101-000 | Acct | | | | \$ 12,240 | | | | | | | \$ 12,485 | \$ 12,485 | \$ 12,485 |
| 2% COLA | | | | | | | \$ (3,778) | | | | | | | | | \$ - |
| Rounding | | | | | | | \$ 245 | | | | | | | | \$ - | \$ - |
| | | | | | | | \$ - | | | | | | | | | |
| Total Salaries | | | | | | | \$ 117,574 | | | 3554 | | | | \$ 12,485 | \$ 128,904 | \$ 128,904 |

Reflects move of Assistant Account to Level III Step 5

\$ 117,574.00

Expense Detail - Town Accountant

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------|------------------|-------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Consultants/Prof Services | 01-135-5200-004 | \$ 26,500 | \$ 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% |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 28,075 | \$ 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% |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Supplies | | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ - | 0.0% | \$ 500 | \$ - | 0.0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 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.

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

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

FY2022 ACCOMPLISHMENTS

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

FY2023 Budget Summary - Assessors

Target Budget FY
2023 (LF Budget) \$ 132,044.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|-------------------|-------------------|
| Assessors | \$ 121,745 | \$ 123,911 | \$ 134,613 | \$ 133,057 | \$ 132,457 | \$ (2,156) | -1.60% |
| Total | \$ 121,745 | \$ 123,911 | \$ 134,613 | \$ 133,057 | \$ 132,457 | \$ (2,156) | -1.60% |

| | | | | | | | |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Salaries | \$ 72,352 | \$ 79,544 | \$ 76,638 | \$ 74,128 | \$ 74,128 | \$ (2,510) | -3% |
| Wages | \$ 40,168 | \$ 41,031 | \$ 47,704 | \$ 48,658 | \$ 47,658 | \$ (46) | 0% |
| Other | \$ 1,985 | \$ (3,904) | \$ 1,731 | \$ 1,731 | \$ 1,731 | \$ - | 0% |
| Personnel Total | \$ 114,505 | \$ 116,671 | \$ 126,073 | \$ 124,517 | \$ 123,517 | \$ (2,556) | -2.03% |

| | | | | | | | |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|--------------|
| Purchase of Services | \$ 7,040 | \$ 7,040 | \$ 8,240 | \$ 8,240 | \$ 8,440 | \$ 200 | 2% |
| Supplies | \$ 200 | \$ 200 | \$ 300 | \$ 300 | \$ 500 | \$ 200 | 67% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Expenses Total | \$ 7,240 | \$ 7,240 | \$ 8,540 | \$ 8,540 | \$ 8,940 | \$ 400 | 4.68% |

| | | | | | | | |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Assessors Total | \$ 121,745 | \$ 123,911 | \$ 134,613 | \$ 133,057 | \$ 132,457 | \$ (2,156) | -1.60% |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Stipends | Final Salary | TA Salary Fiscal 2023 |
| Berisha | Linda | 01-141-5101-000 | Pr Ass | Con IV/6 | \$35.41 | 38 | \$ - | \$ 35.41 | 38 | 969 | 2% | \$ 0.71 | \$ 36.12 | | \$ 34,999 | \$ 34,999 |
| Berisha | Linda | 01-141-5101-000 | Pr Ass | Con IV/7 | \$37.72 | 38 | \$ 38,361 | \$ 37.72 | 38 | 1017 | 2% | \$ 0.75 | \$ 38.47 | | \$ 39,129 | \$ 39,129 |
| Open | | 01-141-5100-000 | Assis Ass | III/3 | \$24.02 | 38 | \$ 47,704 | \$ 24.02 | 38 | 1986 | 2% | \$ 0.48 | \$ 24.50 | | \$ 48,658 | \$ 47,658 |
| Prev employees | | 01-141-5101-000 | Pr Ass | Con | | | \$ 38,277 | | | | | | | | | |
| Stipends | | 01-141-5196-000 | | | | | \$ 1,731 | | | | | | | \$ 1,731 | \$ 1,731 | \$ 1,731 |
| | | | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Total Salaries | | | | | | | \$ 126,073 | | | 3972 | | | | \$ 1,731 | \$ 124,517 | \$ 123,517 |

\$ 126,073.00

Expense Detail - Assessors

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 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% | \$ 1,400 | \$ 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% |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 7,040 | \$ 7,040 | \$ 8,240 | \$ 8,240 | \$ - | 0.0% | \$ 8,440 | \$ 200 | 2.4% |
| | | | | | | | | | | |
| Office Supplies | 01-135-5400-001 | \$ 200 | \$ 200 | \$ 300 | \$ 300 | \$ - | 0% | \$ 500 | \$ 200 | 67% |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | | |
| Supplies | | \$ 200 | \$ 200 | \$ 300 | \$ 300 | \$ - | 0.0% | \$ 500 | \$ 200 | 66.7% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester
Operating Budget Manual
FY2023
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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

This office continues its training of the Assistant Treasurer Collector to step in fully for the Treasurer Collector, if the need should arise. Some of the goals will reset, as we have a new Treasurer/Collector, effective February of 2022. 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 FY22 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 \$1 Million. If Covid-19 allows, this will be a priority in FY23. We do need an additional \$2,000 over the department head submit for mailing costs, which are increasing by 0.09 per item mailed by Kelly & Ryan, our Deputy Collector.

FY2022 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.

FY2023 Budget Summary - Treasurer/Collector

Target Budget FY
2023 (LF Budget) 186,152.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|--------------------|-------------------|
| Treasurer/Collector | \$ 163,615 | \$ 166,411 | \$ 182,870 | \$ 171,744 | \$ 173,744 | \$ (9,126) | -4.99% |
| Total | \$ 163,615 | \$ 166,411 | \$ 182,870 | \$ 171,744 | \$ 173,744 | \$ (9,126) | -4.99% |
| Salaries | \$ 63,473 | \$ 64,426 | \$ 74,886 | \$ 62,003 | \$ 62,003 | \$ (12,883) | -17.20% |
| Wages | \$ 76,347 | \$ 81,862 | \$ 87,861 | \$ 89,618 | \$ 89,618 | \$ 1,757 | 2.00% |
| Other | \$ - | \$ - | \$ - | | \$ - | \$ - | 0.00% |
| Personnel Total | \$ 139,820 | \$ 146,288 | \$ 162,747 | \$ 151,621 | \$ 151,621 | \$ (11,126) | -6.84% |
| Purchase of Services | \$ 22,695 | \$ 19,023 | \$ 19,023 | \$ 19,023 | \$ 21,023 | \$ 2,000 | 10.51% |
| Supplies | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ - | 0.00% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| 145 Expenses Total | \$ 23,795 | \$ 20,123 | \$ 20,123 | \$ 20,123 | \$ 22,123 | \$ 2,000 | 9.94% |
| Treasurer/Collector Total | \$ 163,615 | \$ 166,411 | \$ 182,870 | \$ 171,744 | \$ 173,744 | \$ (9,126) | -4.99% |

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | TA Salary Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Stipends | Final Salary | |
| George | Nicholas | 01-141-5101-000 | Tr/Coll | Con 4/4 | | | \$ - | \$ 31.22 | 38 | 1986 | 0% | \$ - | \$ 31.22 | | \$ 62,003 | \$ 62,003 |
| George | Nicholas | 01-141-5100-000 | Asst.Tr/Coll | III/3 | \$24.02 | 38 | \$ - | \$ - | 0 | 0 | 0% | \$ - | \$ - | | \$ - | |
| Ayres | Allissa | 01-141-5100-000 | Dept Asst. | II/2 | \$20.22 | 38 | \$ 40,157 | \$ 20.22 | 38 | 1986 | 2% | \$ 0.40 | \$ 20.62 | | \$ 40,961 | \$ 40,961 |
| Open | | 01-141-5100-000 | Asst.Tr/Coll | III/3 | \$24.02 | 38 | \$ 47,704 | \$ 24.02 | 38 | 1986 | 2% | \$ 0.48 | \$ 24.50 | | \$ 48,657 | \$ 48,657 |
| Previous staff | | | | | | | \$ 74,912 | | | | | | | | | |
| Rounding | | | | | | | \$ (26) | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | |
| Total Salaries | | | | | | | \$ 162,747 | | | 5958 | | | | \$ - | \$ 151,621 | \$ 151,621 |

\$ 162,747.00

Expense Detail - Treasurer/Collector

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------|-----------------|-------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Maintain Contract/Repairs | 01-145-5200-003 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Consultants/Prof. Service | 01-145-5200-004 | \$ 22,000 | \$ 18,138 | \$ 18,138 | \$ 18,138 | \$ - | 0% | \$ 20,138 | \$ 2,000 | 11% |
| 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 | \$ 380 | \$ 380 | \$ 380 | \$ - | 0% | \$ 380 | \$ - | 0% |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 22,695 | \$ 19,023 | \$ 19,023 | \$ 19,023 | \$ - | 0.0% | \$ 21,023 | \$ 2,000 | 10.5% |
| | | | | | | | | | | |
| Office Supplies | 01-145-5400-001 | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ - | 0% | \$ 1,100 | \$ - | 0% |
| | | | | | | | | | | |
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| 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

FY2023

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.

FY2023 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.

FY2022 ACCOMPLISHMENTS

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

FY2023 Budget Summary - Tax Title

**Target Budget FY
2023 (LF Budget)**

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|------------------|---------------------------|---------------------------|---------------------------|---------------------------------|------------------------------------|--------------------------|---------------------------|
| Tax Title | \$ 16,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| Total | \$ 16,000 | \$ - | \$ - | \$ - | \$ - | \$ - | |

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

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

| | | | | | | | |
|------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Tax Title Total | \$ 16,000 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
|------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|

Expense Detail - Tax Title

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------|-----------------|-------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Consultants/Prof services | 01-147-5200-004 | \$ 16,000 | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 16,000 | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

152 - Personnel Board

FY2023 Budget Summary - Personnel Board

Target Budget FY
2023 (LF Budget) \$ -

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|------------------------|-------------------|-------------------|-------------------|-------------------------|---------------------------|------------------|-------------------|
| Personnel Board | \$ 250 | \$ 250 | \$ 275 | \$ 275 | \$ 275 | \$ - | 0.00% |
| Total | \$ 250 | \$ 250 | \$ 275 | \$ 275 | \$ 275 | \$ - | |

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

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

| | | | | | | | |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|-------------|----------------|
| Personnel Board - Total | \$ 250 | \$ 250 | \$ 275 | \$ 275 | \$ 275 | \$ - | 100.00% |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|-------------|----------------|

Expense Detail - Personnel Board

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------------|-----------------|-------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Dues/Membership | 01-152-5700-002 | \$ 250 | \$ 250 | \$ 275 | \$ 275 | \$ - | 0% | \$ 275 | \$ - | 0% |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 250 | \$ 250 | \$ 275 | \$ 275 | \$ - | 0.0% | \$ 275 | \$ - | 0.0% |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Upgrade Fire Station phone system to tie in with main Town phone system (estimated cost: \$11K)

FY2022 ACCOMPLISHMENTS

EMS upgrades to ESO cloud based reporting software and CrewSense scheduling software. Purchased additional fireware protections from ClearCom. Switched to a new, comprehensive GIS system through CAI technologies offering greater detail and ease of use for the public. Put the Town's IT managed services out to bid; bid was awarded to ClearCom IT. Priced out and entered into a three year lease for two copy machines for Town Hall.

FY2023 Budget Summary - IT Department

Target Budget FY
2023 (LF Budget) 194,060.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------------|-------------------|-------------------|-------------------|-------------------------|---------------------------|------------------|-------------------|
| IT Department | \$ 155,560 | \$ 162,060 | \$ 184,060 | \$ 193,560 | \$ 189,060 | \$ 5,000 | 2.72% |
| Total | \$ 155,560 | \$ 162,060 | \$ 184,060 | \$ 193,560 | \$ 189,060 | \$ 5,000 | 2.72% |

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

| | | | | | | | |
|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
| Purchase of Services | \$ 137,000 | \$ 143,500 | \$ 160,500 | \$ 166,000 | \$ 161,500 | \$ 1,000 | 1% |
| Supplies | \$ 18,560 | \$ 18,560 | \$ 23,560 | \$ 27,560 | \$ 27,560 | \$ 4,000 | 17% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Expenses Total | \$ 155,560 | \$ 162,060 | \$ 184,060 | \$ 193,560 | \$ 189,060 | \$ 5,000 | 2.72% |

| | | | | | | | |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
| It Department - Total | \$ 155,560 | \$ 162,060 | \$ 184,060 | \$ 193,560 | \$ 189,060 | \$ 5,000 | 2.72% |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|

Expense Detail - IT Department

[illegible]

| | | MAINTENANCE CONTRACTS/PROFESSIONAL SERVICES | | |
|--------------|------------------------|---|----------------|---------------------|
| Department | Company | Description | Monthly Charge | Total Annual Charge |
| Accounting | Vadar | Accounting Software | | \$ 9,950.00 |
| Accounting | Vadar Cloud | Financial Software | | \$ 6,407.50 |
| Assessor | Patriot Properties | Assessing Software | | \$ 9,100.00 |
| Assessor | CAI Technologies | GIS Software | | \$ 3,000.00 |
| Assessor/DIS | CMRPC | MuniGIS Mapping | | \$ 4,000.00 |
| BOS | Intermedia | Town Email/Firewall/ Microsoft Office Licenses (\$15/mo each, 18 in FY20) | \$ 1,500 | \$ 18,000.00 |
| BOS | ClearCom | IT Mgmt Services - Town & PD | \$ 3,700 | \$ 44,400.00 |
| BOS | Charter | Internet/Cable | \$ 1,200 | \$ 14,400.00 |
| BOS | Onsolve | Code Red | | \$ 6,030.00 |
| BOS | LLC Designs | Board/Comm Database Annual Support Fee | | \$ 485.10 |
| BOS | Seamless Docs | Web application for forms | | \$ 4,750.00 |
| BOS | Civics Plus | Website | | \$ 2,950.00 |
| BOS | BCS | Software Assurance (SWA) - every 3 years | | \$ 290.00 |
| BOS | LogMeln | (2) GoToMeeting 12 month subscriptions | | \$ 288.00 |
| BOS | ClearCom | Domain Registration | | \$ 25.00 |
| EDC | ClearCom | Domain Registration | | \$ 25.00 |
| EDC | Wix | EDC website and domain | | \$ 231.75 |
| Fire | Cumulus Global | Google Workspace Annual Service Renewal | | \$ 2,304.00 |
| Fire | ESO | Fire Records Program | | \$ 2,694.66 |
| EMS | ESO | Ambulance Reporting Program | | \$ 6,405.00 |
| EMS | CrewSense | EMS Scheduling | | \$ 4,494.00 |
| PD | Central Square/Tritech | IMC RMS Program | | \$ 17,936.75 |
| PD | Intermedia | PD Email/Firewall/ Microsoft Office Licenses (\$15/mo each, 8 in FY20) | \$ 500 | \$ 6,000.00 |
| PD | ClearCom | Domain Registration | | \$ 50.00 |
| PD | ClearCom | SonicWall License - Annual Subscription | | \$ 953.70 |
| | | | Budget | \$ 166,000.00 |
| | | | Expenditures | \$ 165,170.46 |
| | | | Balance | \$ 829.54 |
| | | | | |
| | | | | |
| | | SMALL EQUIPMENT | | |
| Department | Company | Description | Monthly Charge | Total Annual Charge |
| BOS | ClearCom | Computer/Equipment Repairs/Phones/Emergency Service | | \$ 15,000.00 |
| BOS | Lenovo | PD Server Lease | \$ 1,047 | \$ 12,564.00 |
| | | | Budget | \$ 27,564.00 |



Town of Leicester
Operating Budget Manual
FY2023
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

FY2023 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.

FY2022 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.

FY2023 Budget Summary - Town Clerk

Target Budget FY
2023 (LF Budget) \$ 135,221.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|-------------------|-------------------|-------------------|-------------------|-------------------------|---------------------------|------------------|-------------------|
| Town Clerk | \$ 110,491 | \$ 112,628 | \$ 126,018 | \$ 140,326 | \$ 139,239 | \$ 13,221 | 10.49% |
| Total | \$ 110,491 | \$ 112,628 | \$ 126,018 | \$ 140,326 | \$ 139,239 | \$ 13,221 | 10.49% |

| | | | | | | | |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| Salaries | \$ 65,399 | \$ 66,671 | \$ 79,500 | \$ 81,090 | \$ 81,090 | \$ 1,590 | 2% |
| Wages | \$ 41,180 | \$ 42,063 | \$ 47,704 | \$ 55,470 | \$ 54,383 | \$ 6,679 | 14% |
| Other | \$ 267 | \$ 128 | \$ (4,951) | \$ - | \$ - | \$ 4,951 | 0% |
| Personnel Total | \$ 106,846 | \$ 108,862 | \$ 122,252 | \$ 136,560 | \$ 135,473 | \$ 13,221 | 10.81% |

| | | | | | | | |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|--------------|
| Purchase of Services | \$ 2,145 | \$ 2,266 | \$ 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 | \$ 3,766 | \$ 3,766 | \$ 3,766 | \$ 3,766 | \$ - | 0.00% |

| | | | | | | | |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| Town Clerk Total | \$ 110,491 | \$ 112,628 | \$ 126,018 | \$ 140,326 | \$ 139,239 | \$ 13,221 | 10.49% |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | TA Salary Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-22 | FY22 Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Stipends | Final Salary | |
| Davis | Deborah | 01-161-5101-000 | T/C | Ele | \$40.03 | 38 | \$ 79,500 | \$ 40.03 | 38 | 1986 | 2% | \$ 0.80 | \$ 40.83 | | \$ 81,090 | \$ 81,090 |
| Zuscak | Susan | 01-161-5100-000 | Ass T/C | III/3 | \$24.02 | 38 | \$ 47,704 | \$ 24.02 | 38 | 1986 | 16.28% | \$ 3.91 | \$ 27.93 | | \$ 55,470 | \$ 54,383 |
| 2% COLA | | | | | | | \$ 2,175 | | | | | | | | \$ - | \$ - |
| Rounding | | | | | | | \$ (7,126) | | | | | | | | \$ - | \$ - |
| | | | | | | | | | | | | | | | \$ - | \$ - |
| | | | | | | | | | | | | | | | | |
| Total Salaries | | | | | | | \$ 122,252 | | | 3972 | | | | \$ - | \$ 136,560 | \$ 135,473 |

Dept requests \$27.93 for Asst Town Clerk

\$ 122,252.00

Expense Detail - Town Clerk

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | | | | FY 2023 | | |
|----------------------------|-----------------|-------------|-------------|-------------|-------------|--------|---------|-------------|---------|---------|--|
| | | Budget | Budget | Budget | Dept. | Dollar | Percent | TA | Dollar | Percent | |
| | | | | | Request | Change | Change | Approved | Change | Change | |
| Printing | 01-161-5200-009 | \$ 845.00 | \$ 966.00 | \$ 966.00 | \$ 966.00 | \$ - | 0% | \$ 966.00 | \$ - | 0% | |
| Travel/Licenses | 01-161-5700-001 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ - | 0% | \$ 100.00 | \$ - | 0% | |
| Dues/Memberships | 01-161-5700-002 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ 200.00 | \$ - | 0% | \$ 200.00 | \$ - | 0% | |
| Training/Seminars/Meetings | 01-161-5700-003 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ - | 0% | \$ 1,000.00 | \$ - | 0% | |
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| | | | | | | | | | | | |
| Purchase of Services | | \$ 2,145 | \$ 2,266 | \$ 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% | |
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| Supplies | | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ - | 0.0% | \$ 1,500 | \$ - | 0.0% | |
| | | | | | | | | | | | |
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| | | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% | |



Town of Leicester
Operating Budget Manual
FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2022 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.

FY2023 Budget Summary - Elections and Registration

Target Budget FY
2023 (LF Budget) 41,700.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------------|------------------------|------------------|-------------------|
| Elections and Registration | \$ 35,100 | \$ 40,500 | \$ 36,500 | \$ 41,700 | \$ 41,700 | \$ 5,200 | 14.25% |
| Total | \$ 35,100 | \$ 40,500 | \$ 36,500 | \$ 41,700 | \$ 41,700 | \$ 5,200 | 14.25% |

| | | | | | | | |
|------------------------|------------------|------------------|------------------|------------------|------------------|-----------------|---------------|
| Salaries | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Wages | \$ 22,000 | \$ 26,000 | \$ 22,000 | \$ 26,000 | \$ 26,000 | \$ 4,000 | 18% |
| Other | \$ - | \$ - | \$ - | | \$ - | \$ - | 0% |
| Personnel Total | \$ 22,000 | \$ 26,000 | \$ 22,000 | \$ 26,000 | \$ 26,000 | \$ 4,000 | 18.18% |

| | | | | | | | |
|-----------------------|------------------|------------------|------------------|------------------|------------------|-----------------|--------------|
| Purchase of Services | \$ 12,100 | \$ 12,500 | \$ 12,500 | \$ 13,700 | \$ 13,700 | \$ 1,200 | 10% |
| Supplies | \$ 1,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - | 0% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Expenses Total | \$ 13,100 | \$ 14,500 | \$ 14,500 | \$ 15,700 | \$ 15,700 | \$ 1,200 | 8.28% |

| | | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|-----------------|---------------|
| Elections and Registration Total | \$ 35,100 | \$ 40,500 | \$ 36,500 | \$ 41,700 | \$ 41,700 | \$ 5,200 | 14.25% |
|---|------------------|------------------|------------------|------------------|------------------|-----------------|---------------|

| | FY2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Request | FY2023 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 2022 | | | | FISCAL YEAR 2023 | | | | | | | TA Salary Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY 22 Rate | Hours | Proposed Increase 1-Jul-22 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | |
| | | 01-162-5100-000 | Poll Workers | | | | \$ 22,000 | \$ - | 0 | | \$ - | \$ - | \$ - | \$ 26,000 | \$ 26,000 |
| | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| Total Salaries | | | | | | | \$ 22,000 | | | \$ - | | | \$ - | \$ 26,000 | \$ 26,000 |

Expense Detail - Elections and Registration

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Dollar | Percent | FY 2023 | Dollar | Percent |
|-----------------------------|-----------------|------------------|------------------|------------------|------------------|-----------------|-------------|------------------|-----------------|-------------|
| | | Budget | Budget | Budget | Dept. Request | Change | Change | TA Approved | Change | Change |
| Consultant & Prof Services | 01-162-5200-009 | \$ 7,600 | \$ 8,700 | \$ 8,700 | \$ 10,000 | \$ 1,300 | 15% | \$ 10,000 | \$ 1,300 | 15% |
| Printing | 01-162-5200-009 | \$ 3,500 | \$ 3,600 | \$ 3,600 | \$ 3,500 | \$ (100) | -3% | \$ 3,500 | \$ (100) | -3% |
| Training/Seminars/Meetings | 01-161-5700-003 | \$ 1,000 | \$ 200 | \$ 200 | \$ 200 | \$ - | 0% | \$ 200 | \$ - | 0% |
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| Purchase of Services | | \$ 12,100 | \$ 12,500 | \$ 12,500 | \$ 13,700 | \$ 1,200 | 9.6% | \$ 13,700 | \$ 1,200 | 9.6% |
| | | | | | | | | | | |
| Office Supplies | 01-162-5400-001 | \$ 1,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - | 0% | \$ 2,000 | \$ - | 0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Supplies | | \$ 1,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - | 0.0% | \$ 2,000 | \$ - | 0.0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester
Operating Budget Manual
FY2023

180 -Development & Inspectional Services

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

Mission & Responsibilities: The Office of Development & Inspectional Services plans for and permits development in an efficient and customer friendly way that encourages development while ensuring public health and safety and protecting Leicester's unique environmental, historical, and cultural resources. DIS is responsible for traditional land-use related activities such as the administration of the Town's Master Plan, Zoning Bylaw, Open Space and Recreation Plan, Municipal Vulnerability Plan, and more.

FY22 Activity:

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

Finalizing the 2021 Open Space & Recreation Plan

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

Construction of Complete Streets Town Common project completed 12/2021

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

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

Major development projects approved since 6/2021:

13 new residential lots

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

5-Megawatt AC Solar Energy Storage System

Major projects in review:

98 new dwelling units

(note: approved does not mean will be constructed)

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

Challenges:

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

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

Inadequate staffing puts the Town at risk.

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

FY23 Goals & Objectives:**Improve Economic Wellbeing:**

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

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

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

Continue implementation of Planning Board priority Zoning Bylaw amendments

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

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

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

FY2023 Budget Summary - DIS

Target Budget FY
2023 (LF Budget +
COLA) \$ 260,325.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|--------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|------------------|-------------------|
| DIS | \$ 241,930 | \$ 265,332 | \$ 267,083 | \$ 268,589 | \$ 268,589 | \$ 1,506 | 0.56% |
| Total | \$ 241,930 | \$ 265,332 | \$ 267,083 | \$ 268,589 | \$ 268,589 | \$ 1,506 | 0.56% |

| | | | | | | | |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
| Salaries | \$ 84,253 | \$ 86,053 | \$ 70,740 | \$ 72,136 | \$ 72,136 | \$ 1,396 | 2% |
| Wages | \$ 80,777 | \$ 152,251 | \$ 155,131 | \$ 171,472 | \$ 171,472 | \$ 16,341 | 11% |
| Other | \$ 2,296 | \$ (24,576) | \$ 18,527 | \$ 2,296 | \$ 2,296 | \$ (16,231) | -88% |
| Personnel Total | \$ 167,326 | \$ 213,728 | \$ 244,398 | \$ 245,904 | \$ 245,904 | \$ 1,506 | 0.62% |

| | | | | | | | |
|-----------------------|------------------|------------------|------------------|------------------|------------------|-------------|--------------|
| Purchase of Services | \$ 71,604 | \$ 48,604 | \$ 18,035 | \$ 18,035 | \$ 18,035 | \$ - | 0% |
| Supplies | \$ 3,000 | \$ 3,000 | \$ 3,250 | \$ 3,250 | \$ 3,250 | \$ - | 0% |
| Utilities | \$ - | \$ - | \$ 1,400 | \$ 1,400 | \$ 1,400 | \$ - | 0% |
| Expenses Total | \$ 74,604 | \$ 51,604 | \$ 22,685 | \$ 22,685 | \$ 22,685 | \$ - | 0.00% |

| | | | | | | | |
|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
| DIS Total | \$ 241,930 | \$ 265,332 | \$ 267,083 | \$ 268,589 | \$ 268,589 | \$ 1,506 | 0.56% |
|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Stipends | Final Salary | TA Salary Fiscal 2023 |
| Abusala | Alaa | 01-180-5101-000 | Planner Health Director | Con IV/4 | \$35.61 | 38 | \$ 70,740 | \$35.61 | 38 | 1986 | 2% | \$ 0.71 | \$ 36.32 | | \$ 72,136 | \$ 72,136 |
| Dagle | Francis | 01-180-5103-000 | | Con IV/4 | \$33.09 | 38 | \$ 65,717 | \$33.09 | 38 | 1986 | 2% | \$ 0.66 | \$ 33.75 | 30,000.00 | \$ 67,032 | \$ 67,032 |
| Conroy | Kelly | 01-180-5100-000 | | II/4 | \$20.22 | 38 | \$ 40,157 | \$0.00 | 0 | 0 | 0% | \$ - | \$ - | | \$ - | \$ - |
| Hultgren | Brooke | 01-180-5100-000 | | II/4 | \$20.22 | 38 | \$ 40,157 | \$20.22 | 38 | 1986 | 16.25% | \$ 3.29 | \$ 23.51 | | \$ 46,683 | \$ 46,683 |
| Ganas | Helen | 01-180-5103-000 | Nurse | | \$35.00 | 10 | \$ 9,100 | \$35.00 | | | | | | | \$ 9,100 | \$ 9,100 |
| Open | Asst Planner | 01-180-5100-000 | | III/4 | | | | \$24.50 | 38 | 1986 | 0% | \$ - | \$ 24.50 | | \$ 48,657 | \$ 48,657 |
| Stipends | Planning | 01-180-5196-175 | | | | | \$ 1,424 | \$1,424 | | | | | | | \$ 1,424 | \$ 1,424 |
| Stipends | BOH | 01-180-5196-510 | | | | | \$ 872 | \$872 | | | | | | | \$ 872 | \$ 872 |
| Former Employees | | | | | | | \$ 16,231 | \$0 | | | | | | | \$ - | \$ - |
| Rounding | | | | | | | \$ - | | | | | | | | | |
| Total Salaries | | | | | | | \$ 244,398 | | | 7944 | | | | \$ 30,000 | \$ 245,904 | \$ 245,904 |

Note: Heath Director's Stipend is paid from DPH grants

\$ 244,398.00

Expense Detail - DIS

| | | FY2020 | FY 2021 | FY2022 | FY 2023 | Dollar | Percent | FY 2023 | Dollar | Percent |
|-----------------------------|-----------------|------------------|------------------|---------------------|------------------|-------------|-------------|---------------------|-------------|-------------|
| | | Budget | Budget | Budget | Dept. Request | Change | Change | TA Approved | Change | Change |
| Maintain Cont/Repairs | 01-180-5200-003 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Consultant/Prof. Services | 01-180-5200-004 | \$ 65,754 | \$ 42,754 | \$ 10,000 | \$ 10,000 | \$ - | 0% | \$ 10,000 | \$ - | 0% |
| 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 | \$ 950 | \$ 950 | \$ - | 0% | \$ 950 | \$ - | 0% |
| Dues/Memberships | 01-180-5700-002 | \$ 1,300 | \$ 1,300 | \$ 1,800 | \$ 1,800 | \$ - | 0% | \$ 1,800 | \$ - | 0% |
| Training/Seminars/Meetings | 01-180-5700-003 | \$ 2,000 | \$ 2,000 | \$ 3,885 | \$ 3,885 | \$ - | 0% | \$ 3,885 | \$ - | 0% |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 71,604 | \$ 48,604 | \$ 18,035.00 | \$ 18,035 | \$ - | 0% | \$ 18,035.00 | \$ - | 0% |
| | | | | | | | | | | |
| 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 | \$ - | 0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Supplies | | \$ 3,000 | \$ 3,000 | \$ 3,250 | \$ 3,250 | \$ - | 0% | \$ 3,250 | \$ - | 0% |
| | | | | | | | | | | |
| Telephones [new account] | 01-180-5200-001 | | \$ - | \$ 1,400 | \$ 1,400 | \$ - | n/a | \$ 1,400 | \$ - | 0.0% |
| Utilities | | \$ - | \$ - | \$ 1,400 | \$ 1,400 | \$ - | 0.0% | \$ 1,400 | \$ - | 0.0% |



Town of Leicester
Operating Budget Manual
FY2023

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

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Explore potential reuse options for Memorial School and Hillcrest Country Club

FY2022 ACCOMPLISHMENTS

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

FY2023 Budget Summary - Town-owned Bldg. Maintenance

Target Budget FY
2023 (LF Budget) \$ 48,281.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|-------------------------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|------------------|-------------------|
| Town-owned Bldg. Maintenance | \$ 68,281 | \$ 68,281 | \$ 48,281 | \$ 48,281 | \$ 48,281 | \$ - | 0.00% |
| Total | \$ 68,281 | \$ 68,281 | \$ 48,281 | \$ 48,281 | \$ 48,281 | \$ - | |

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

| | | | | | | | |
|-----------------------|------------------|------------------|------------------|------------------|------------------|-------------|--------------|
| Purchase of Services | \$ 13,000 | \$ 13,000 | \$ 13,000 | \$ 15,100 | \$ 15,100 | \$ 2,100 | 16% |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Utilities | \$ 55,281 | \$ 55,281 | \$ 35,281 | \$ 33,181 | \$ 33,181 | \$ (2,100) | -6% |
| Expenses Total | \$ 68,281 | \$ 68,281 | \$ 48,281 | \$ 48,281 | \$ 48,281 | \$ - | 0.00% |

| | | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|-------------|--------------|
| Town-owned Bldg. Maintenance Total | \$ 68,281 | \$ 68,281 | \$ 48,281 | \$ 48,281 | \$ 48,281 | \$ - | 0.00% |
|---|------------------|------------------|------------------|------------------|------------------|-------------|--------------|

Expense Detail - Town-owned Bldg. Maintenance

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------|------------------|-------------------|-------------------|-------------------|-----------------------------|--------------------|-------------------|---------------------------|-------------------|-------------------|
| Expenses | 01-192-5200-0003 | \$ 13,000 | \$ 13,000 | \$ 13,000 | \$ 15,100 | \$ 2,100.00 | 0.00% | \$ 15,100 | \$ 2,100 | 16% |
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| Purchase of Services | | \$ 13,000 | \$ 13,000 | \$ 13,000 | \$ 15,100 | \$ 2,100.00 | 0.0% | \$ 15,100 | \$ 2,100 | 0.0% |
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| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
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| Electric | 01-192-5200-002 | \$ 24,181 | \$ 24,181 | \$ 24,181 | \$ 24,181 | \$ - | 0% | \$ 24,181 | \$ - | 0% |
| Heating Fuel | 01-192-5400-003 | \$ 31,100 | \$ 31,100 | \$ 11,100 | \$ 9,000 | \$ (2,100.00) | -19% | \$ 9,000 | \$ 2,100 | 19% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ 55,281 | \$ 55,281 | \$ 35,281 | \$ 33,181 | \$ (2,100) | -6.0% | \$ 33,181 | \$ (2,100) | -6.0% |



Town of Leicester

Operating Budget Manual

FY2023

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

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2022 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.

FY2023 Budget Summary - Town Hall Bldg. Maintenance

Target Budget FY
2023 (LF Budget) \$ 86,909.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|------------------|-------------------|
| Town Hall Bldg. Maintenance | \$ 63,909 | \$ 63,909 | \$ 86,909 | \$ 86,909 | \$ 86,909 | \$ - | 0.00% |
| Total | \$ 63,909 | \$ 63,909 | \$ 86,909 | \$ 86,909 | \$ 86,909 | \$ - | |

| | | | | | | | |
|------------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|
| 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 | \$ 53,350 | \$ 53,350 | \$ 53,350 | \$ - | 0% |
| Expenses Total | \$ 63,909 | \$ 63,909 | \$ 86,909 | \$ 86,909 | \$ 86,909 | \$ - | 0.00% |

| | | | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|-------------|--------------|
| Town Hall Bldg. Maintenance Total | \$ 63,909 | \$ 63,909 | \$ 86,909 | \$ 86,909 | \$ 86,909 | \$ - | 0.00% |
|--|------------------|------------------|------------------|------------------|------------------|-------------|--------------|

Expense Detail - Town Hall Bldg. Maintenance

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 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% |
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| | | | | | | | | | | |
| 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 | \$ 1,950 | \$ 1,950 | \$ - | 0% | \$ 1,950 | \$ - | 0% |
| Heating Fuel | 01-197-5400-003 | \$ 16,400 | \$ 16,400 | \$ 38,400 | \$ 38,400 | \$ - | 0% | \$ 38,400 | \$ - | 0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ 30,350 | \$ 30,350 | \$ 53,350 | \$ 53,350 | \$ - | 0.00% | \$ 53,350 | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2022 ACCOMPLISHMENTS

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

FY2023 Budget Summary - Town Hall Telephones

Target Budget FY
2023 (LF Budget) \$ 6,400.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 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% |
|-----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|--------------|

Expense Detail - Town Hall Telephones

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------------|-----------------|-------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
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| Purchase of Services | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
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| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
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| 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
FY2023

199 - Other General Government

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

N/A

FY2023 GOALS, OBJECTIVE AND ADDITIONAL NEEDS

Print the 2022 Annual Town Report.

FY2022 ACCOMPLISHMENTS

Printed the 2021 Annual Town Report.

FY2023 Budget Summary - Other General Government

Target Budget FY
2023 (LF Budget) \$ 35,100.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|---------------------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|--------------------|-------------------|
| Other General Government | \$ 54,155 | \$ 66,451 | \$ 58,564 | \$ 33,100 | \$ 33,100 | \$ (25,464) | -43.48% |
| Total | \$ 54,155 | \$ 66,451 | \$ 58,564 | \$ 33,100 | \$ 33,100 | \$ (25,464) | -43.48% |

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

| | | | | | | | |
|-----------------------|------------------|------------------|------------------|------------------|------------------|--------------------|----------------|
| Purchase of Services | \$ 45,522 | \$ 58,447 | \$ 50,560 | \$ 23,500 | \$ 23,500 | \$ (27,060) | -54% |
| Supplies | \$ 8,633 | \$ 8,004 | \$ 8,004 | \$ 9,600 | \$ 9,600 | \$ 1,596 | 20% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Expenses Total | \$ 54,155 | \$ 66,451 | \$ 58,564 | \$ 33,100 | \$ 33,100 | \$ (25,464) | -43.48% |

| | | | | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|--------------------|----------------|
| Other General Government | | | | | | | |
| Total | \$ 54,155 | \$ 66,451 | \$ 58,564 | \$ 33,100 | \$ 33,100 | \$ (25,464) | -43.48% |

Expense Detail - Other General Government

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------|-----------------|-------------------|-------------------|-------------------|-----------------------------|--------------------|-------------------|---------------------------|--------------------|-------------------|
| Consultants/Prof Services | 01-199-5200-004 | \$ 21,188 | \$ 22,247 | \$ 23,360 | \$ - | \$ (23,360) | -100% | \$ - | \$ (23,360) | -100% |
| Postage | 01-199-5200-008 | \$ 23,134 | \$ 35,000 | \$ 26,000 | \$ 22,000 | \$ (4,000) | -15% | \$ 22,000 | \$ (4,000) | -15% |
| Printing | 01-199-5200-009 | \$ 1,200 | \$ 1,200 | \$ 1,200 | \$ 1,500 | \$ 300 | 25% | \$ 1,500 | \$ 300 | 25% |
| Mileage | 01-199-5700-001 | \$ - | | | | \$ - | | | \$ - | |
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| Purchase of Services | | \$ 45,522 | \$ 58,447 | \$ 50,560 | \$ 23,500 | \$ (27,060) | -53.5% | \$ 23,500 | \$ (27,060) | -53.5% |
| | | | | | | | | | | |
| Office Supplies | 01-199-5400-001 | \$ 2,500 | \$ 2,000 | \$ 2,000 | \$ 3,500 | \$ 1,500 | 75% | \$ 3,500 | \$ 1,500 | 75% |
| Lease Equipment | 01-199-5400-005 | \$ 6,133 | \$ 6,004 | \$ 6,004 | \$ 6,100 | \$ 96 | 2% | \$ 6,100 | \$ 96 | 2% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Supplies | | \$ 8,633 | \$ 8,004 | \$ 8,004 | \$ 9,600 | \$ 1,596 | 19.9% | \$ 9,600 | \$ 1,596 | 19.9% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester
Town Administrator's Budget
FY2023 - Part B - Public Safety



Town of Leicester

Operating Budget Manual

FY2023

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 towards the common goal of keeping Leicester a great place to live and work.

Officers have been working throughout the COVID-19 Pandemic as the new variants infected our communities. We have had several officers infected with COVID-19 and another several quarantined due to exposure. While we all had PPE and other safety equipment, it was inevitable that some officers would contract the virus. During these tumultuous times we have found ourselves intervening and de-escalating so many situations including many domestic events occurring and an increase in neighborhood disputes. The continued goal is to have a full complement of officers to provide stability within the department and complete shift staffing at all times. This is a difficult task with the onslaught of retirements and career changes. A full complement is necessary to maintain peace within the community and public safety for all including the duty officers.

We continue to implement new policies and regulations required by National Police Reform, also known as POST, The Massachusetts Peace Officers Standards and Training Commission, which was put into effect by Chapter 253 the Acts of 2020. All Law Enforcement Officers need to be certified or decertified by a newly formed POST Commission by July 1, 2022, with last names that start with A-H.

To continue the department transparency, we have applied for and been awarded \$44,000 for body cameras. The goal is to develop a policy and have the body worn cameras available whenever there is a question regarding a police call. This technology is cutting edge and will be a mandate for all law enforcement officers in the future.

FY2023 Budget Summary - Police

Target Budget FY
2023 (LF Budget) \$ 2,303,561.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|------------------------|---------------------|---------------------|---------------------|--------------------------|---------------------------|------------------|-------------------|
| Police | \$ 2,034,796 | \$ 2,033,475 | \$ 2,271,573 | \$ 2,339,044 | \$ 2,362,250 | \$ 90,677 | 3.99% |
| Total | \$ 2,034,796 | \$ 2,033,475 | \$ 2,271,573 | \$ 2,339,044 | \$ 2,362,250 | \$ 90,677 | 3.99% |
| Salaries | \$ 123,455 | \$ 137,700 | \$ 140,450 | \$ 143,302 | \$ 143,302 | 2852 | 2% |
| Wages | \$ 1,434,777 | \$ 1,464,579 | \$ 1,655,504 | \$ 1,636,378 | \$ 1,636,380 | \$ (19,124) | -1% |
| Overtime | \$ 100,651 | \$ 52,718 | \$ 95,000 | \$ 95,000 | \$ 122,205 | \$ 27,205 | 29% |
| Other | \$ 113,708 | \$ 102,737 | \$ 104,878 | \$ 166,358 | \$ 166,357 | \$ 61,479 | 59% |
| Personnel Total | \$ 1,772,591 | \$ 1,757,734 | \$ 1,995,832 | \$ 2,041,038 | \$ 2,068,244 | \$ 72,412 | 3.63% |
| Purchase of Services | \$ 183,685 | \$ 197,221 | \$ 197,221 | \$ 219,486 | \$ 215,486 | \$ 18,265 | 9% |
| 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 | \$ 275,741 | \$ 275,741 | \$ 298,006 | \$ 294,006 | \$ 18,265 | 6.62% |
| Police Total | \$ 2,034,796 | \$ 2,033,475 | \$ 2,271,573 | \$ 2,339,044 | \$ 2,362,250 | \$ 90,677 | 3.99% |

Compensation Detail

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

Police

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16.00 | 17 |
|----------------|------------|-----------------|------------|------------------|---------|-------|------------------------|------------------|-------|------------------|---------------------------|------------------------|-----------------|----------|--------------|-----------------------|
| | | | | FISCAL YEAR 2022 | | | | FISCAL YEAR 2023 | | | | | | | | |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Stipends | Final Salary | TA Salary Fiscal 2023 |
| Antanavica | Kenneth | 01-210-5101-000 | Chief | | \$67.33 | 40 | \$ 140,450 | \$67.33 | 40 | 2086 | 2.00% | \$ 1.35 | \$ 68.70 | \$ - | \$ 143,302 | \$ 143,302 |
| Doray | Paul | 01-210-5100-000 | Lieutenant | 168/7 | \$45.44 | 40 | \$ 94,788 | \$45.44 | 40 | 2086 | 0.00% | \$ - | \$ 45.44 | \$ - | \$ 94,788 | \$ 94,788 |
| Fontaine | Michael | 01-210-5100-000 | Sergeant | 168/7 | \$38.35 | 40 | \$ 79,998 | \$38.35 | 40 | 2086 | 0.00% | \$ - | \$ 38.35 | \$ - | \$ 79,998 | \$ 79,998 |
| Guertin | Craig | 01-210-5100-000 | Sergeant | 168/7 | \$38.35 | 40 | \$ 79,998 | \$38.35 | 40 | 2086 | 0.00% | \$ - | \$ 38.35 | \$ - | \$ 79,998 | \$ 79,998 |
| Samia | Al | 01-210-5100-000 | Sergeant | 168/7 | \$38.35 | 40 | \$ 79,998 | \$38.35 | 40 | 2086 | 0.00% | \$ - | \$ 38.35 | \$ - | \$ 79,998 | \$ 79,998 |
| Open | Patrol | 01-210-5100-000 | Sergeant | 168/7 | \$6.06 | 40 | \$ 12,641 | \$6.06 | 40 | 2086 | 0.00% | \$ - | \$ 6.06 | \$ - | \$ 12,641 | \$ 12,641 |
| Brady | Matthew | 01-210-5100-000 | Detective | 168/7 | \$32.29 | 40 | \$ 67,357 | \$32.29 | 40 | 2086 | 0.00% | \$ - | \$ 32.29 | \$ - | \$ 67,357 | \$ 67,357 |
| McCauly | Travis | 01-210-5100-000 | Patrol Det | 168/7 | \$32.29 | 40 | \$ 67,357 | \$32.29 | 40 | 2086 | 0.00% | \$ - | \$ 32.29 | \$ - | \$ 67,357 | \$ 67,357 |
| Brooks | Scot | 01-210-5100-000 | Patrol | 168/7 | \$32.29 | 40 | \$ 67,357 | \$32.29 | 40 | 2086 | 0.00% | \$ - | \$ 32.29 | \$ - | \$ 67,357 | \$ 67,357 |
| Bulman | Frank | 01-210-5100-000 | Patrol | 168/7 | \$32.29 | 40 | \$ 67,357 | \$32.29 | 40 | 2086 | 0.00% | \$ - | \$ 32.29 | \$ - | \$ 67,357 | \$ 67,357 |
| Open | Patrol | 01-210-5100-000 | Patrol | 168/7 | \$32.29 | 40 | \$ 67,357 | \$27.75 | 40 | 2086 | 0.00% | \$ - | \$ 27.75 | \$ - | \$ 57,887 | \$ 57,887 |
| Open | Patrol | 01-210-5100-000 | Patrol | 168/4 | \$31.69 | 40 | \$ 66,105 | \$27.75 | 40 | 2086 | 0.00% | \$ - | \$ 27.75 | \$ - | \$ 57,887 | \$ 57,887 |
| Larson | Charles | 01-210-5100-000 | Patrol | 168/6 | \$31.69 | 40 | \$ 66,105 | \$32.29 | 40 | 2086 | 0.00% | \$ - | \$ 32.29 | \$ - | \$ 67,357 | \$ 67,357 |
| Lombardozzi | Michael | 01-210-5100-000 | Patrol | 168/7 | \$32.29 | 40 | \$ 67,357 | \$32.29 | 40 | 2086 | 0.00% | \$ - | \$ 32.29 | \$ - | \$ 67,357 | \$ 67,357 |
| Open | Patrol | 01-210-5100-000 | Patrol | 168/7 | \$32.29 | 40 | \$ 67,357 | \$27.75 | 40 | 2086 | 0.00% | \$ - | \$ 27.75 | \$ - | \$ 57,887 | \$ 57,887 |
| Moughan | Thomas | 01-210-5100-000 | Patrol | 168/7 | \$32.29 | 40 | \$ 67,357 | \$32.29 | 40 | 2086 | 0.00% | \$ - | \$ 32.29 | \$ - | \$ 67,357 | \$ 67,357 |
| Murphy | James | 01-210-5100-000 | Patrol | 168/7 | \$32.29 | 40 | \$ 67,357 | \$32.29 | 40 | 2086 | 0.00% | \$ - | \$ 32.29 | \$ - | \$ 67,357 | \$ 67,357 |
| Pepin | Paul | 01-210-5100-000 | Patrol | 168/2 | \$27.75 | 40 | \$ 57,887 | \$28.43 | 40 | 2086 | 0.00% | \$ - | \$ 28.43 | \$ - | \$ 59,305 | \$ 59,305 |
| Ruth | Derrick | 01-210-5100-000 | Patrol | 168/7 | \$32.29 | 40 | \$ 67,357 | \$32.29 | 40 | 2086 | 0.00% | \$ - | \$ 32.29 | \$ - | \$ 67,357 | \$ 67,357 |
| Sielis | Michael | 01-210-5100-000 | Patrol | 168/5 | \$32.29 | 40 | \$ 67,357 | \$32.29 | 40 | 2086 | 0.00% | \$ - | \$ 32.29 | \$ - | \$ 67,357 | \$ 67,357 |
| Soojian | Matthew | 01-210-5100-000 | Patrol | 168/4 | \$31.69 | 40 | \$ 66,105 | \$31.69 | 40 | 2086 | 0.00% | \$ - | \$ 31.69 | \$ - | \$ 66,105 | \$ 66,105 |
| 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 | | | | | \$ - | | | \$ 60,000 | \$ 60,000 |
| Gaffney | Sheila | 01-210-5104-000 | Admin Asst | III/10 | \$30.73 | 40 | \$ 64,103 | \$30.73 | 40 | 2086 | 2.00% | \$ 0.61 | \$31.34 | \$ - | \$ 65,385 | \$ 65,385 |
| Parkinson | Anne Marie | 01-210-5104-000 | Clerk | II/4 | \$16.98 | 18 | \$ 15,939 | \$16.98 | 18 | 938.7 | 21.45% | \$ 3.64 | \$20.62 | \$ - | \$ 19,358 | \$ 19,358 |
| Open | PT Clerk | 01-210-5104-000 | Clerk | II/1 | \$16.98 | 18 | \$ 15,939 | \$16.98 | 18 | 938.7 | 8.75% | \$ 1.49 | \$ 18.55 | \$ - | \$ 17,416 | \$ 17,416 |
| | | 01-210-5104-000 | Detention | | \$16.98 | 8 | \$ 7,084 | \$16.98 | 8 | 417.2 | 8.75% | \$ 1.49 | \$ 18.55 | \$ - | \$ 6,270 | \$ 6,270 |
| Other-stipends | | 01-210-5104-000 | | | | | \$ 66,441 | | | | | | | | \$ 66,441 | \$ 66,441 |
| Overtime | | 01-210-5130-000 | | | | | \$ 95,000 | | | | | | | | \$ 95,000 | \$ 122,205 |
| Adjustments | | | | | | | \$ (1,563) | | | | | | | | \$ 39,917 | \$ 39,916 |
| Daily Staffing | | | | | | | \$ 150,000 | | | | | | | | \$ 150,000 | \$ 150,000 |
| Rounding | | | | | | | | | | | | | | | . | |
| Total Salaries | | | | | | | \$ 1,995,832 | | | | \$ 0 | | | \$ - | 2,041,038 | \$ 2,068,244 |

Expense Detail - Police

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Dollar | Percent | FY 2023 | 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 | \$ 29,536 | \$ 29,536 | \$ 30,636 | \$ 1,100 | 4% | \$ 30,636 | \$ 1,100 | 4% |
| 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 | \$ 10,000 | \$ 6,000 | 150% | \$ 6,000 | \$ 2,000 | 50% |
| 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 | \$ 115,725 | \$ 15,165 | 15% | \$ 115,725 | \$ 15,165 | 15% |
| moved from custodian to consultants/pro services | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Purchase of Services | | \$ 183,685 | \$ 197,221 | \$ 197,221 | \$ 219,486 | \$ 22,265 | 11% | \$ 215,486 | \$ 18,265 | 9.3% |
| | | | | | | | | | | |
| 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 | \$ 12,600 | \$ 12,600 | \$ - | 0.0% | \$ 12,600 | \$ - | 0% |
| Electric | 01-210-5200-002 | \$ 21,000 | \$ 21,000 | \$ 19,500 | \$ 19,500 | \$ - | 0% | \$ 19,500 | \$ - | 0% |
| Water Sewer | 01-210-5200-006 | \$ 1,500 | \$ 1,500 | \$ 3,000 | \$ 3,000 | \$ - | 0% | \$ 3,000 | \$ - | 0% |
| Heating Fuel | 01-210-5400-003 | \$ 8,000 | \$ 8,000 | \$ 8,420 | \$ 8,420 | \$ - | 0% | \$ 8,420 | \$ - | 0% |
| Utilities | | \$ 43,520 | \$ 43,520 | \$ 43,520 | \$ 43,520 | \$ - | 0.0% | \$ 43,520 | \$ - | 0.0% |

Supplementary Expenses

| | Fiscal Year 2022 | Fiscal Year 2023 |
|---|---------------------|---------------------|
| Employee Benefits as outlined in FY21 contracts | \$ 100,560 | \$ 115,725 |
| | | \$ - |
| | | \$ - |
| | | \$ - |
| ONE TIME COSTS ASSOCIATED WITH (2) NEW HIRES FY23 (cost as referenced FY22 STM Article 5) | | \$ - |
| 01-210-5700-003 TRAINING Academy Tuition \$3000 x 2 = \$6000. | \$ 4,000 | \$ 10,000 |
| 01-210-5400-005 TOOLS/SM EQUIP Academy Supplies \$2500 x 2 = \$5000. | \$ 12,000 | \$ 17,000 |
| 01-210-5200-004 - CONSULT/PRO SVS Psych and Physical x 2 = \$1100. | \$ 29,536 | \$ 30,636 |
| | \$ 146,096 | \$ 173,361 |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 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.

FY2022 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.

FY2023 Budget Summary - Fire

Target Budget FY
2023 (LF Budget) \$ 365,963.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|--------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|--------------------|-------------------|
| Fire | \$ 305,307 | \$ 329,398 | \$ 390,434 | \$ 365,961 | \$ 365,963 | \$ (24,470) | -6.27% |
| Total | \$ 305,307 | \$ 329,398 | \$ 390,434 | \$ 365,961 | \$ 365,963 | \$ (24,470) | -6.27% |

| | | | | | | | |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|
| Salaries | 12,204 | 12,448 | 69,948 | 45,720 | 45,720 | (24,228) | -35% |
| Wages | 158,083 | 164,330 | 164,330 | 167,620 | 167,623 | 3,293 | 2% |
| Other | - | - | 3,536 | - | - | (3,536) | 0% |
| Personnel Total | \$ 170,287 | \$ 176,778 | \$ 237,814 | \$ 213,341 | \$ 213,343 | \$ (24,470) | -10.29% |

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

| | | | | | | | |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|---------------|
| Fire Total | \$ 305,307 | \$ 329,398 | \$ 390,434 | \$ 365,961 | \$ 365,963 | \$ (24,470) | -6.27% |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|---------------|

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Other Pay | Final Salary | T/A Salary Fiscal 2023 |
| Dupuis | Michael | | Chief | Con V/10 | \$0.00 | 0 | \$ 69,948 | \$43.10 | 20 | 1040 | 2% | \$ 0.86 | \$43.96 | \$ - | \$ 45,720 | \$ 45,720 |
| Wilson | Michael | | Fire Inspector | | \$20.23 | 1144 | \$ 23,145 | \$20.23 | 19 | 1144 | 2% | \$ 0.41 | \$20.64 | | \$ 23,612 | \$ 23,614 |
| | | | Stipends | | | | \$ 141,185 | \$141,185.00 | | | 2% | | | | \$ 144,009 | \$ 144,009 |
| 2% COLA | | | | | | | \$ 3,536 | | | | | | | | \$ - | \$ - |
| Total Salaries | | | | | | | \$ 237,814 | | | | | | | \$ - | \$ 213,341 | \$ 213,343 |

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

237,814.00

Supplementary Compensation

| | Fiscal Year Fiscal Year | |
|---|-------------------------|-------------------|
| | 2021 | 2022 |
| Stipends & Other Pay | \$ - | \$ - |
| Chief's Stipend | \$ - | \$ - |
| Fire Incidents | \$ 65,308 | \$ 68,132 |
| Fire Training | \$ 36,368 | \$ 36,368 |
| FF X-Duty | \$ 3,142 | \$ 3,142 |
| FF Maintenance | \$ 3,966 | \$ 3,966 |
| Officers Stipends | \$ 4,775 | \$ 4,775 |
| Aux/Recruit FF | \$ 5,376 | \$ 5,376 |
| Longevity Stipend | \$ 5,250 | \$ 5,250 |
| FF I/II Stipend | \$ 3,000 | \$ 3,000 |
| Other Stipends | \$ 9,000 | \$ 9,000 |
| New FF I/II | \$ 5,000 | \$ 5,000 |
| Total Stipends and Other Pay | \$ 141,185 | \$ 144,009 |
| Total Supplementary Compensation | \$ 141,185 | \$ 144,009 |

Expense Detail - Fire

| | | FY 2020 | FY2021 | FY2022 | FY 2023 | Dollar | Percent | FY 2023 | Dollar | Percent |
|-----------------------------|-----------------|------------------|------------------|------------------|------------------|-------------|-------------|------------------|-------------|-------------|
| | | Budget | Budget | Budget | Dept. Request | Change | Change | TA Approved | Change | Change |
| Maint Contracts/Repairs | 01-220-5200-003 | \$ 38,000 | \$ 48,000 | \$ 48,000 | \$ 48,000 | \$ - | 0% | \$ 48,000 | \$ - | 0% |
| Consultant/Prof Services | 01-220-5200-004 | \$ 1,800 | \$ 5,400 | \$ 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 | \$ 63,900 | \$ 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 | \$ 30,800 | \$ 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 | \$ 36,300 | \$ 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 | \$ 19,000 | \$ 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 | \$ 24,620 | \$ 24,620 | \$ 24,620 | \$ - | 0% | \$ 24,620 | \$ - | 0% |
| Utilities | | \$ 63,220 | \$ 52,420 | \$ 52,420 | \$ 52,420 | \$ - | 0.0% | \$ 52,420 | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 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.

FY2022 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.

FY2023 Budget Summary - Ambulance Enterprise

Target Budget FY
2022 (LF Budget) \$ 641,219.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|------------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|-------------------|-------------------|
| Ambulance | \$ 440,372 | \$ 446,123 | \$ 584,736 | \$ 733,542 | \$ 733,542 | \$ 148,806 | 25.45% |
| Total | \$ 440,372 | \$ 446,123 | \$ 584,736 | \$ 733,542 | \$ 733,542 | \$ 148,806 | 25.45% |
| Salaries | \$ - | \$ - | \$ - | | \$ - | \$ - | |
| Wages | \$ 352,738 | \$ 358,489 | \$ 474,102 | \$ 633,808 | \$ 633,808 | \$ 159,706 | 33.69% |
| Overtime | \$ - | \$ - | \$ 10,000 | \$ - | \$ - | \$ (10,000) | 0% |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Personnel Total | \$ 352,738 | \$ 358,489 | \$ 484,102 | \$ 633,808 | \$ 633,808 | \$ 149,706 | 30.92% |
| Purchase of Services | \$ 48,684 | \$ 48,684 | \$ 61,684 | \$ 74,484 | \$ 74,484 | \$ 12,800 | 21% |
| Supplies | \$ 21,650 | \$ 22,150 | \$ 22,150 | \$ 23,000 | \$ 23,000 | \$ 850 | 0% |
| Utilities | \$ 17,300 | \$ 16,800 | \$ 16,800 | \$ 2,250 | \$ 2,250 | \$ - | 0% |
| Expenses Total | \$ 87,634 | \$ 87,634 | \$ 100,634 | \$ 99,734 | \$ 99,734 | \$ (900) | -0.89% |
| Ambulance Total | \$ 440,372 | \$ 446,123 | \$ 584,736 | \$ 733,542 | \$ 733,542 | \$ 148,806 | 25.45% |

Compensation Detail

43359.68

| | |
|--------------|-------|
| 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 2022 | | | | | | | | FISCAL YEAR 2023 | | | | | | | | TA Salary Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Stipends | Final Salary | |
| Dupuis | Mike | 01-231-5100-000 | Fire Chief | | | | | \$ 43.10 | 1043 | 1040 | 2.00% | \$ 0.86 | \$ 43.96 | \$ - | \$ 45,720 | \$ 45,720 |
| Kelly | Brian | 01-231-5100-000 | EMS Director | | \$29.78 | | \$ 43,360 | \$ 29.78 | 28 | 1456 | 0% | \$ - | \$ 29.78 | \$ - | \$ 43,360 | \$ 43,360 |
| Fields | Donna | 01-231-5100-000 | Dept Assist | | \$30.73 | 40 | \$ 63,919 | \$ 30.73 | 40 | 2080 | 0% | \$ - | \$ 30.73 | \$ - | \$ 63,919 | \$ 63,919 |
| TBD | | 01-231-5100-000 | EMS Supervisor | | | | | | | 1040 | | | \$ 1.00 | \$ - | \$ 1,040 | \$ 1,040 |
| Avellino | Joseph | 01-231-5100-000 | Training Coord | | | | | | | 104 | | | \$ 26.25 | \$ - | \$ 2,730 | \$ 2,730 |
| Montiverdi, Chris | Fitzgerald, Robert | 01-231-5100-000 | CQI Specialists | | | | | | | 208 | | | \$ 27.00 | \$ - | \$ 5,616 | \$ 5,616 |
| Frankling | Jennifer | 01-231-5100-000 | Schedule Coord | | | | | | | 52 | | | \$ 22.00 | \$ - | \$ 1,144 | \$ 1,144 |
| Plante | Colleen | 01-231-5100-000 | PT Paramedic | | | | | | 30 | 1560 | 0% | \$ - | \$ 25.25 | \$ - | \$ 39,390 | \$ 39,390 |
| McDowell | Koury | 01-231-5100-000 | PT EMT | | | | | | 30 | 1560 | 0% | \$ - | \$ 20.25 | \$ - | \$ 31,590 | \$ 31,590 |
| Per-Diem | Paramedic | 01-231-5100-000 | PD Paramedic | | | | | | 138 | 7176 | 0% | \$ - | \$ 26.00 | \$ - | \$ 186,576 | \$ 186,576 |
| Per-Diem | EMT | 01-231-5100-000 | PD EMT | | | | | | 138 | 7176 | 0% | \$ - | \$ 21.00 | \$ - | \$ 150,696 | \$ 150,696 |
| Vac/Sick/Holiday | | 01-231-5100-000 | Vacation /Sick | | | | | | | 0 | 0% | \$ - | \$ - | \$ - | \$ 10,403 | \$ 10,403 |
| Stand By Wages | | 01-231-5100-000 | Stand By Wages | | \$3.00 | 115 | \$ 12,699 | | | 0 | 0% | \$ - | \$ - | \$ 4,500.00 | \$ 4,500 | \$ 4,500 |
| On Call Wages | | 01-231-5100-000 | On-Call/Second Calls | | \$300.00 | | \$ 15,300 | | | 0 | 0% | \$ - | \$ - | \$ 19,500.00 | \$ 19,500 | \$ 19,500 |
| | | 01-231-5100-000 | Mand Training | | | | | | | 80 | 0% | \$ - | \$ 26.00 | \$ - | \$ 2,080 | \$ 2,080 |
| | | 01-231-5100-000 | Para Orient | | | | | | | 384 | 0% | \$ - | \$ 26.00 | \$ - | \$ 9,984 | \$ 9,984 |
| | | 01-231-5100-000 | EMT Orient | | | | | | | 320 | 0% | \$ - | \$ 21.00 | \$ - | \$ 6,720 | \$ 6,720 |
| | | 01-231-5100-000 | Extra Duty | | | | | | | 340 | 0% | \$ - | \$ 26.00 | \$ - | \$ 8,840 | \$ 8,840 |
| Franklin | Mike | 01-231-5100-000 | EMS Coord | | \$72.17 | | \$ 3,680 | \$ 3,680.00 | | 0 | 0% | \$ - | \$ 3,680.00 | | \$ - | \$ - |
| Plante | Pam | 01-231-5100-000 | Train Coord | | \$38.21 | | \$ 1,948 | \$ 1,948.00 | | 0 | 0% | \$ - | \$ 1,948.00 | | \$ - | \$ - |
| 2% Cola | | | | | | | \$ 7,375.00 | | | | | | | | \$ - | \$ - |
| Add Funding | | | | | | | \$ - | | | | | | | | \$ - | \$ - |
| Other | | | | | | | \$ 79,163.00 | | | | | | | | \$ - | \$ - |
| O/T | | | | | | | \$ 10,000.00 | | | | | | | | \$ - | \$ - |
| Per Diem | | 01-231-5100-000 | EMT - Para | | \$23.72 | 60 | \$ 74,363 | \$ 23.72 | 0 | 0 | 0% | \$ - | \$ - | | \$ - | \$ - |
| Per Diem | | 01-231-5100-000 | EMT - Basic | | \$19.10 | 72 | \$ 71,855 | \$ 19.10 | 0 | 0 | 0% | \$ - | \$ - | | \$ - | \$ - |
| Night Staff P/D | | 01-231-5100-000 | EMT - Para | | \$150.00 | 6 | \$ 56,520 | \$ 150.00 | 0 | 0 | 0% | \$ - | \$ - | | \$ - | \$ - |
| Night Staff P/D | | 01-231-5100-000 | EMT - Basic | | \$100.00 | 7 | \$ 43,920 | \$ 100.00 | 0 | 0 | 0% | \$ - | \$ - | | \$ - | \$ - |
| | | | | | | | | | | | | | | | \$ - | \$ - |
| Total Salaries | | | | | | | \$ 484,102 | | | 23536 | | | | \$ 24,000 | \$ 633,808 | \$ 633,808 |

Expense Detail - Ambulance

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Dollar | Percent | FY 2023 | Dollar | Percent |
|-----------------------------|-----------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|---------------------|---------------------|---------------|
| | | Budget | Budget | Budget | Dept. Request | Change | Change | TA Approved | Change | Change |
| Maint Contracts/Repairs | 01-231-5200-003 | \$ 23,284.00 | \$ 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 | \$ 29,000.00 | \$ 15,100.00 | 109% | \$ 29,000.00 | \$ 15,100.00 | 109% |
| Mileage/Licenses | 01-231-5700-001 | \$ 7,500.00 | \$ 7,500.00 | \$ 7,500.00 | \$ 3,000.00 | \$ (4,500.00) | -60% | \$ 3,000.00 | \$ (4,500.00) | -60% |
| Dues/Memberships | 01-231-5700-002 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 17,200.00 | \$ 15,200.00 | 760% | \$ 17,200.00 | \$ 15,200.00 | 760% |
| Training/Seminars/Meetings | 01-231-5700-003 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ - | 0% | \$ 2,000.00 | \$ - | 0% |
| | | | | \$ 13,000.00 | \$ - | | | \$ - | | |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 48,684.00 | \$ 48,684.00 | \$ 61,684.00 | \$ 74,484.00 | \$ 12,800.00 | 21% | \$ 74,484.00 | \$ 12,800.00 | 21% |
| | | | | | | | | | | |
| 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 | \$ 200.00 | \$ 50.00 | 33% | \$ 200.00 | \$ 50.00 | 33% |
| Tools/Small Equipment | 01-231-5400-005 | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 1,000.00 | \$ (3,000.00) | -75% | \$ 1,000.00 | \$ (3,000.00) | -75% |
| Parts/Materials | 01-231-5400-006 | \$ 16,000.00 | \$ 16,000.00 | \$ 16,000.00 | \$ 19,800.00 | \$ 3,800.00 | 24% | \$ 19,800.00 | \$ 3,800.00 | 24% |
| Maintenance Supplies | 01-231-5400-007 | \$ 500.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ - | 0% | \$ 1,000.00 | \$ - | 0% |
| | | \$ - | \$ - | | | \$ - | | | \$ - | |
| Supplies | | \$ 21,650 | \$ 22,150 | \$ 22,150 | \$ 23,000 | \$ 850 | 4% | \$ 23,000 | \$ 850 | 4% |
| | | | | | | | | | | |
| Telephone | 01-231-5200-001 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 2,250 | \$ 750 | 50% | \$ 2,250 | \$ 750.00 | 50% |
| Electric | 01-231-5200-002 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ - | \$ (7,500) | -100% | \$ - | \$ (7,500.00) | -100% |
| Heating Fuel | 01-231-5400-003 | \$ 8,300 | \$ 7,800 | \$ 7,800 | \$ - | \$ (7,800) | -100% | \$ - | \$ (7,800.00) | -100% |
| | | | | | | | | | | |
| Utilities | | \$ 17,300 | \$ 16,800 | \$ 16,800 | \$ 2,250 | \$ (14,550) | -87% | \$ 2,250 | \$ (14,550) | -86.6% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 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**FY2022 ACCOMPLISHMENTS**

- Continued ongoing enforcement of Building, Plumbing, Gas, and Electrical codes.
- Prepared written office procedures for Continuity of Operations Plan
-

FY2023 Budget Summary - Code

**Target Budget FY
2023 (LF Budget)**

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|--------------|---------------------------|---------------------------|---------------------------|----------------------------------|------------------------------------|--------------------------|---------------------------|
| Code | \$ 63,690 | \$ 62,083 | \$ 74,007 | \$ 128,667 | \$ 128,667 | \$ 54,660 | 73.86% |
| Total | \$ 63,690 | \$ 62,083 | \$ 74,007 | \$ 128,667 | \$ 128,667 | \$ 54,660 | 73.86% |

| | | | | | | | |
|------------------------|------------------|------------------|------------------|-------------------|-------------------|------------------|---------------|
| Salaries | \$ 50,463 | \$ 57,971 | \$ 65,717 | \$ 71,711 | \$ 71,711 | 71,711 | 109% |
| Wages | \$ 1,500 | \$ 1,500 | \$ (488) | \$ 48,178 | \$ 48,178 | 48,666 | 9973% |
| Other | \$ 3,089 | \$ (6,426) | \$ - | \$ - | \$ - | - | 0% |
| Personnel Total | \$ 55,052 | \$ 53,045 | \$ 65,229 | \$ 119,889 | \$ 119,889 | \$ 54,660 | 83.80% |

| | | | | | | | |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|--------------|
| Purchase of Services | \$ 6,492 | \$ 6,492 | \$ 6,132 | \$ 6,132 | \$ 6,132 | \$ - | 0% |
| Supplies | \$ 1,546 | \$ 1,946 | \$ 1,946 | \$ 1,946 | \$ 1,946 | \$ - | 0% |
| Utilities | \$ 600 | \$ 600 | \$ 700 | \$ 700 | \$ 700 | \$ - | 0% |
| Expenses Total | \$ 8,638 | \$ 9,038 | \$ 8,778 | \$ 8,778 | \$ 8,778 | \$ - | 0.00% |

| | | | | | | | |
|-------------------|------------------|------------------|------------------|-------------------|-------------------|------------------|---------------|
| Code Total | \$ 63,690 | \$ 62,083 | \$ 74,007 | \$ 128,667 | \$ 128,667 | \$ 54,660 | 73.86% |
|-------------------|------------------|------------------|------------------|-------------------|-------------------|------------------|---------------|

Compensation Detail

32.99368421
65195.52

| | |
|--------------|-------|
| 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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Stipends | Final Salary | TA Salary Fiscal 2023 |
| Silva | Michael | 01-241-5101-000 | BI | Con IV/6 | \$33.09 | 38 | \$ 65,717 | \$ 33.09 | 38 | 1986 | 9.12% | \$ 3.02 | \$ 36.11 | | \$ 71,711 | \$ 71,711 |
| Coverage | | 01-241-5101-000 | BI | | \$37.38 | 7.5 | \$ 1,495 | \$ 37.38 | 0 | 40 | 0% | \$ - | \$ 37.38 | | \$ 1,495 | \$ 1,495 |
| Conroy | Kelly | 01-241-5100-000 | II/4 | | | | \$ - | \$20.22 | 38 | 1986 | 16.25% | \$ 3.29 | \$ 23.51 | | \$ 46,683 | \$ 46,683 |
| 2% COLA | | | | | | | \$ (1,983) | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | |
| Total Salaries | | | | | | | \$ 65,229 | | | 4012 | | | | \$ - | \$ 119,889 | \$ 119,889 |

\$ 65,229

Building Inspector moved up two steps due to completion of licensure

Expense Detail - Code

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Dollar | Percent | FY 2023 | 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 | \$ 3,000 | \$ 3,000 | \$ - | 0% | \$ 3,000 | \$ - | 0% |
| Training/Seminars/Meetings | 01-241-5700-003 | \$ 332 | \$ 332 | \$ 1,932 | \$ 1,932 | \$ - | 0% | \$ 1,932 | \$ - | 0% |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 6,492.00 | \$ 6,492.00 | \$ 6,132.00 | \$ 6,132.00 | \$ - | 0% | \$ 6,132.00 | \$ - | 0% |
| | | | | | | | | | | |
| Office Supplies | 01-241-5400-001 | \$ 1,000 | \$ 1,400 | \$ 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 | \$ 1,946 | \$ 1,946 | \$ 1,946 | \$ - | 0% | \$ 1,946 | \$ - | 0% |
| | | | | | | | | | | |
| Telephones | 01-241-5200-001 | \$ 600 | \$ 600 | \$ 700 | \$ 700 | \$ - | 0.0% | \$ 700 | \$ - | 0% |
| Utilities | | \$ 600 | \$ 600 | \$ 700 | \$ 700 | \$ - | 0.0% | \$ 700 | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 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.

FY2022 ACCOMPLISHMENTS

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

FY2022 Budget Summary - Emergency Management

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

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|------------------|-------------------|
| Emergency Management | \$ 4,813 | \$ 4,813 | \$ 4,889 | \$ 4,967 | \$ 4,967 | \$ 78 | 1.60% |
| Total | \$ 4,813 | \$ 4,813 | \$ 4,889 | \$ 4,967 | \$ 4,967 | \$ 78 | 1.60% |

| | | | | | | | |
|------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|--------------|
| Salaries | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Overtime | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Other | \$ 3,813 | \$ 3,813 | \$ 3,889 | \$ 3,967 | \$ 3,967 | \$ 78 | 2.01% |
| Personnel Total | \$ 3,813 | \$ 3,813 | \$ 3,889 | \$ 3,967 | \$ 3,967 | \$ 78 | 2.01% |

| | | | | | | | |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|--------------|
| 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 | \$ 4,889 | \$ 4,967 | \$ 4,967 | \$ 78 | 1.60% |
|---------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------------|--------------|

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | TA Salary Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Stipends | Final Salary | |
| Main | Jason | | Director | | \$0.00 | 0 | \$ 3,889 | \$ 3,889 | | 0 | 2% | \$ 78 | \$ 3,967 | | \$ 3,967 | \$ 3,967 |
| | | | | | | | | | | | | | | | \$ - | \$ - |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Total Salaries | | | | | | | \$ 3,889 | | | 0 | | | | \$ - | \$ 3,967 | \$ 3,967 |

Expense Detail - Emergency Manangement

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|---------------------------|-----------------|-------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Consultants/Prof Services | 01-290-5200-004 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ - | \$ - | \$ 500 | \$ - | 0% |
| | | | | | | | | | | |
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| Purchase of Services | | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ - | \$ - | \$ 500 | \$ - | 0% |
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| Office Supplies | 01-290-5400-001 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ - | \$ - | \$ 500 | \$ - | 0% |
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| Supplies | | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ - | \$ - | \$ 500 | \$ - | 0% |
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| | | | | | \$ - | \$ - | 0% | | \$ - | 0% |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To continue to provide effective Animal Control services.

FY2022 ACCOMPLISHMENTS

FY2023 Budget Summary - Animal Control

Target Budget FY
2023 (LF Budget) \$ 34,954.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|------------------|-------------------|
| Animal Control | \$ 33,552 | \$ 33,934 | \$ 34,444 | \$ 34,954 | \$ 34,954 | \$ 510 | 1.48% |
| Total | \$ 33,552 | \$ 33,934 | \$ 34,444 | \$ 34,954 | \$ 34,954 | \$ 510 | 1.48% |

| | | | | | | | |
|------------------------|------------------|------------------|------------------|------------------|------------------|---------------|--------------|
| Salaries | \$ 22,035 | \$ 25,476 | \$ 25,476 | \$ 25,986 | \$ 25,986 | \$ 510 | 2.00% |
| Wages | \$ 3,059 | \$ - | \$ 510 | \$ 510 | \$ - | \$ (510) | 0.00% |
| Other | \$ - | \$ - | \$ - | \$ - | \$ 510 | \$ - | 0.00% |
| Personnel Total | \$ 25,094 | \$ 25,476 | \$ 25,986 | \$ 26,496 | \$ 26,496 | \$ 510 | 1.96% |

| | | | | | | | |
|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|--------------|
| Purchase of Services | \$ 6,283 | \$ 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 | \$ 8,458 | \$ 8,458 | \$ 8,458 | \$ 8,458 | \$ 8,458 | \$ - | 0.00% |

| | | | | | | | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|---------------|--------------|
| Animal Control Total | \$ 33,552 | \$ 33,934 | \$ 34,444 | \$ 34,954 | \$ 34,954 | \$ 510 | 1.48% |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|---------------|--------------|

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | TA Salary Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Total hours FY23 | 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 | 2% | \$ 509.52 | \$ 25,985.52 | 0.00 | \$ 25,986 | \$ 25,986 |
| 2% COLA | | | | | | | \$ 510 | \$ 510.00 | | | 2% | \$ 10.20 | \$ 520.20 | | \$ 510 | \$ 510 |
| | | | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | | | \$ - |
| Total Salaries | | | | | | | \$ 25,986 | | | 0 | | | | \$ - | \$ 26,496 | \$ 26,496 |

Expense Detail - Animal Control

| | | FY 2020 | FY2021 | FY2022 | FY 2023 | Dollar | Percent | FY 2023 | 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 | \$ 4,508 | \$ 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% |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 6,283 | \$ 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

FY2023

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.

FY2023 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.

FY2022 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.

FY2023 Budget Summary - Insect Pest Control

Target Budget FY
2023 (LF Budget) \$ 7,850.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept.Request | FY 2023 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% |
|--------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|--------------|

Expense Detail - Insect Pest Control

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 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% |
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| 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% |
| | | | | | | | | | | |
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| 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
FY2023 - Part C - Education



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 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.

FY2022 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.

FY2023 Budget Summary - Schools

Target Budget FY
2023 (LF Budget) \$ 17,889,070.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------|----------------------|----------------------|----------------------|-------------------------|---------------------------|-------------------|-------------------|
| Schools | \$ 16,985,780 | \$ 17,174,399 | \$ 17,582,550 | \$ 17,889,070 | \$ 17,839,070 | \$ 256,520 | 1.46% |
| Total | \$ 16,985,780 | \$ 17,174,399 | \$ 17,582,550 | \$ 17,889,070 | \$ 17,839,070 | \$ 256,520 | 1.46% |

| | | | | | | | |
|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------|--------------|
| Salaries | \$ 12,729,995 | \$ 12,635,186 | \$ 13,043,337 | \$ 13,349,857 | \$ 13,299,857 | \$ 256,520 | 1.97% |
| Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Personnel Total | \$ 12,729,995 | \$ 12,635,186 | \$ 13,043,337 | \$ 13,349,857 | \$ 13,299,857 | \$ 256,520 | 1.97% |

| | | | | | | | |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------|--------------|
| Purchase of Services | \$ 3,509,317 | \$ 3,685,760 | \$ 3,685,760 | \$ 3,685,760 | \$ 3,685,760 | \$ - | 0% |
| Supplies | \$ 388,372 | \$ 460,003 | \$ 460,003 | \$ 460,003 | \$ 460,003 | \$ - | 0% |
| Utilities | \$ 358,096 | \$ 393,450 | \$ 393,450 | \$ 393,450 | \$ 393,450 | \$ - | 0% |
| Expenses Total | \$ 4,255,785 | \$ 4,539,213 | \$ 4,539,213 | \$ 4,539,213 | \$ 4,539,213 | \$ - | 0.00% |

| | | | | | | | |
|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------|--------------|
| Schools | \$ 16,985,780 | \$ 17,174,399 | \$ 17,582,550 | \$ 17,889,070 | \$ 17,839,070 | \$ 256,520 | 1.46% |
|----------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------------------|--------------|

| | FY2020 Actual | FY 2021 Budget | FY 2022 Budget | FY 2023 Request | FY2023 Administrator Budget |
|----------------------------|------------------|-------------------|-------------------|--------------------|-----------------------------------|
| Employees' | | | | | |
| Central Office | 13.50 | 14.50 | 11.80 | 0.00 | 0.00 |
| Special Education | 4.50 | 4.50 | 5.00 | 0.00 | 0.00 |
| High School | 64.50 | 65.80 | 62.80 | 0.00 | 0.00 |
| Memorial School | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Primary School | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Middle School | 60.00 | 63.00 | 55.80 | 0.00 | 0.00 |
| Elementary School | 76.00 | 80.20 | 79.95 | 0.00 | 0.00 |
| Pre-School | 16.10 | 16.10 | 8.74 | 0.00 | 0.00 |
| Subtotal Employees | 234.60 | 244.10 | 224.09 | 0.00 | TBD |
| Subtotal Stipend Employees | 5 | 5 | 5 | 5 | 5 |
| Total Employees | 239.6 | 249.1 | 229.09 | 5 | 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 2022 | | | | | | | FISCAL YEAR 2023 | | | | | | | | T/A Salary Fiscal 2023 |
| Location | | | | | | | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Proposed Increase 1-Jul-22 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | |
| Central Office | | | | | | | \$ 1,473,731 | \$ - | 0 | \$ - | \$ - | \$ - | \$ - | \$ 13,349,857 | \$ 13,299,857 |
| Special Education | | | | | | | \$ 419,438 | | | | | | | \$ - | \$ - |
| High School | | | | | | | \$ 3,291,567 | | | | | | | \$ - | \$ - |
| Athletics | | | | | | | \$ 175,848 | | | | | | | \$ - | \$ - |
| Memorial School | | | | | | | \$ - | | | | | | | \$ - | \$ - |
| Primary School | | | | | | | \$ - | | | | | | | \$ - | \$ - |
| Middle School | | | | | | | \$ 3,716,643 | | | | | | | \$ - | \$ - |
| Elementary School | | | | | | | \$ 4,192,694 | | | | | | | \$ - | \$ - |
| Pre-School | | | | | | | \$ 577,252 | | | | | | | \$ - | \$ - |
| TA Adjustment | | | | | | | \$ (803,836) | | | | | | | \$ - | \$ - |
| Total Salaries | | | | | | | \$ 13,043,337 | | | \$ - | | | \$ - | \$ 13,349,857 | \$ 13,299,857 |

Expense Detail - School Department

| Total Expenses | | \$ 4,255,785.00 | \$ 4,539,213.00 | \$ 4,539,213.00 | \$ 4,539,213.00 | \$ - | 0.00% | \$ 4,539,213.00 | \$ - | 0.00% |
|-----------------------------|--|---------------------|---------------------|---------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
| All Schools | | | | | | | | | | |
| Central Office | | \$ 1,603,864 | \$ 1,622,797 | \$ 1,622,797 | \$ 1,622,797 | \$ - | 0.00% | \$ 1,622,797 | \$ - | 0.00% |
| Special Education | | \$ 1,585,319 | \$ 1,702,625 | \$ 1,702,625 | \$ 1,702,625 | \$ - | 0.00% | \$ 1,702,625 | \$ - | 0.00% |
| High School | | \$ 116,633 | \$ 136,704 | \$ 136,704 | \$ 136,704 | \$ - | 0.00% | \$ 136,704 | \$ - | 0.00% |
| Athletics | | \$ 77,289 | \$ 87,259 | \$ 87,259 | \$ 87,259 | \$ - | 0.00% | \$ 87,259 | \$ - | 0.00% |
| Middle School | | \$ 49,899 | \$ 55,375 | \$ 55,375 | \$ 55,375 | \$ - | 0.00% | \$ 55,375 | \$ - | 0.00% |
| Memorial School | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Primary School | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Elementary School | | \$ 76,313 | \$ 79,500 | \$ 79,500 | \$ 79,500 | \$ - | 0.00% | \$ 79,500 | \$ - | 0.00% |
| Pre-School | | \$ - | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ - | 0.00% | \$ 1,500 | \$ - | 0.00% |
| Purchase of Services | | \$ 3,509,317 | \$ 3,685,760 | \$ 3,685,760 | \$ 3,685,760 | \$ - | 0.00% | \$ 3,685,760 | \$ - | 0.00% |
| Central Office | | \$ 64,921 | \$ 99,990 | \$ 99,990 | \$ 99,990 | \$ - | 0.00% | \$ 99,990 | \$ - | 0.00% |
| Special Education | | \$ 17,776 | \$ 18,200 | \$ 18,200 | \$ 18,200 | \$ - | 0.00% | \$ 18,200 | \$ - | 0.00% |
| High School | | \$ 79,131 | \$ 80,705 | \$ 80,705 | \$ 80,705 | \$ - | 0.00% | \$ 80,705 | \$ - | 0.00% |
| Athletics | | \$ 17,541 | \$ 25,809 | \$ 25,809 | \$ 25,809 | \$ - | 0.00% | \$ 25,809 | \$ - | 0.00% |
| Middle School | | \$ 110,376 | \$ 137,424 | \$ 137,424 | \$ 137,424 | \$ - | 0.00% | \$ 137,424 | \$ - | 0.00% |
| Memorial School | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Primary School | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Elementary School | | \$ 98,627 | \$ 91,750 | \$ 91,750 | \$ 91,750 | \$ - | 0.00% | \$ 91,750 | \$ - | 0.00% |
| Pre-School | | \$ - | \$ 6,125 | \$ 6,125 | \$ 6,125 | \$ - | 100.00% | \$ 6,125 | \$ - | 100.00% |
| Supplies | | \$ 388,372 | \$ 460,003 | \$ 460,003 | \$ 460,003 | \$ - | 0.00% | \$ 460,003 | \$ - | 0.00% |
| Central Office | | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - | 0.00% | \$ 5,000 | \$ - | 100.00% |
| Special Education | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 100.00% |
| High School | | \$ 142,072 | \$ 149,500 | \$ 149,500 | \$ 149,500 | \$ - | 0.00% | \$ 149,500 | \$ - | 100.00% |
| Athletics | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 100.00% |
| Middle School | | \$ 124,385 | \$ 137,600 | \$ 137,600 | \$ 137,600 | \$ - | 0.00% | \$ 137,600 | \$ - | 100.00% |
| Memorial School | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Primary School | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 0.00% |
| Elementary School | | \$ 86,639 | \$ 101,350 | \$ 101,350 | \$ 101,350 | \$ - | 0.00% | \$ 101,350 | \$ - | 100.00% |
| Pre-School | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% | \$ - | \$ - | 100.00% |
| Utilities | | \$ 358,096 | \$ 393,450 | \$ 393,450 | \$ 393,450 | \$ - | 0.00% | \$ 393,450 | \$ - | 0.00% |



Town of Leicester
Town Administrator's Budget
FY2023 - Part D - Public Works



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

This letter serves as a fact-based request for budget changes for position changes and contractual obligations. Filling these positions will allow for greater ability to meet stormwater regulations which the department struggles to meet currently. The addition of a second mechanic will allow the department to keep up with workload and growth. There will be no hiring from outside to fill these positions, they will be moves from within the department. Funding for these changes can be done within the existing budget with a critical impact to existing line items stressing other areas. The approximate total for this is less than 2% of the total budget if it were to be added from other sources. This moving of staff is due to the License and performance in the current positions. This moving of staff is due to the license and performance in current positions. A single move within the department is directly related to Compensation and Classification Rate Plan in identifying the workload and ability in that employee's advancement in productivity and the ability to adapt and excel in the department's growth and performance.

The positions that will be filled are mechanic, HEO, and 2 LEO withing the bargaining unit. The office assistant would be kept at Benchmark for the FY23 budget on the Comp./Class. Voted on by the Select Board. The workload has been on a consistent level of growth and improvement attaching to most other departments and the newly purchased Becker College Campus. Noting that as a department committed to protecting and maintaining town assets it is becoming clearer that this purchase supported by residents and staff will clearly prove to provide additional work in this department.

The Department in the past has always had 2 mechanics prior to my arrival to this position and it was removed. With the growth of vehicles and equipment along with the specialized development and the aging of some of the equipment raises safety and workload concerns.

Positions to be considered to move are listed below:

Truck driver/laborer to LEO

Truck driver/laborer to LEO

LEO/laborer to HEO

Truck driver/laborer to Mechanic

| | |
|---|----------------|
| Budget cost to move the positions is | \$9,200-10,000 |
| Contractual obligation (clothing allowance for union personnel) | \$3500. |
| Minimum wage increase per State of MA | \$2,000. |
| Department Assistant due to performance and maintain benchmark | \$5,100. |

The position changes mentioned in this letter will not impact the laborer end of the department. It will increase productivity to all of the moving requirements presented to the department in today's municipal environment.

The total cost to make these adjustments got the improvement and efficiency of the department will come at a total of \$19,800-20,600. This adjustment can be managed inside the existing proposed budget. Any outside sources of funding will greatly lessen the critical impact to the department.

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.

FY2022 ACCOMPLISHMENTS

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

FY2023 Budget Summary - Highway Department

Target Budget FY
2023 (LF Budget) \$ 1,034,274.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|--------------|-------------------|-------------------|---------------------|--------------------------|---------------------------|------------------|-------------------|
| Highway | \$ 801,680 | \$ 957,002 | \$ 1,019,546 | \$ 1,041,814 | \$ 1,041,814 | \$ 22,268 | 2.18% |
| Total | \$ 801,680 | \$ 957,002 | \$ 1,019,546 | \$ 1,041,814 | \$ 1,041,814 | \$ 22,268 | 2.18% |

| | | | | | | | |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|--------------|
| Salaries | \$ 82,977 | \$ 90,000 | \$ 91,800 | \$ 93,636 | \$ 93,636 | \$ 1,836 | 2% |
| Wages | \$ 485,430 | \$ 611,324 | \$ 671,268 | \$ 707,700 | \$ 707,700 | \$ 36,432 | 5% |
| Overtime | \$ 2,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - | 0% |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Personnel Total | \$ 570,407 | \$ 706,324 | \$ 768,068 | \$ 806,336 | \$ 806,336 | \$ 38,268 | 4.98% |

| | | | | | | | |
|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|---------------|
| Purchase of Services | \$ 60,613 | \$ 87,313 | \$ 87,313 | \$ 71,313 | \$ 71,313 | \$ (16,000) | -18% |
| Supplies | \$ 161,090 | \$ 153,795 | \$ 153,795 | \$ 153,795 | \$ 153,795 | \$ - | 0% |
| Utilities | \$ 9,570 | \$ 9,570 | \$ 10,370 | \$ 10,370 | \$ 10,370 | \$ - | 0% |
| Expenses Total | \$ 231,273 | \$ 250,678 | \$ 251,478 | \$ 235,478 | \$ 235,478 | \$ (16,000) | -6.36% |

| | | | | | | | |
|---------|------------|------------|--------------|--------------|--------------|-----------|-------|
| Highway | \$ 801,680 | \$ 957,002 | \$ 1,019,546 | \$ 1,041,814 | \$ 1,041,814 | \$ 22,268 | 2.18% |
|---------|------------|------------|--------------|--------------|--------------|-----------|-------|

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | | TA Salary Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Step Increase Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Stipends | Final Salary | |
| Griffin | Dennis | 01-420-5101-000 | Hsup | Con | 40.35 | 40 | \$ 91,800 | \$ 40.35 | | 40 | 2086 | 2% | \$ 0.81 | \$ 41.16 | 7,790.76 | \$ 93,636 | \$ 93,636 |
| Knott | Brian | 01-420-5100-000 | Foreman | | 30.16 | 40 | \$ 62,914 | \$ 30.16 | | 40 | 2086 | 2% | \$ 0.60 | \$ 30.76 | | \$ 64,173 | \$ 64,173 |
| | | | | | | | | | | | | | | | | \$ - | \$ - |
| Bulak | Eric | 01-420-5100-000 | Truck Driver | | 24.57 | 40 | \$ 51,253 | \$ 24.57 | | 40 | 2086 | 2% | \$ 0.49 | \$ 25.06 | | \$ 52,279 | \$ 52,279 |
| Burt | William | 01-420-5100-000 | Truck Driver | | 24.10 | 40 | \$ 50,273 | \$ 24.10 | | 40 | 2086 | 2% | \$ 0.48 | \$ 24.58 | | \$ 51,279 | \$ 51,279 |
| Dube | Anthony | 01-420-5100-000 | Truck Driver | | 23.63 | 40 | \$ 49,292 | \$ 23.63 | | 40 | 2086 | 2% | \$ 0.47 | \$ 24.10 | | \$ 50,279 | \$ 50,279 |
| Fenner | Derek | 01-420-5100-000 | LEO | | 26.58 | 40 | \$ 55,446 | \$ 26.58 | | 40 | 2086 | 2% | \$ 0.53 | \$ 27.11 | | \$ 56,555 | \$ 56,555 |
| Flemming | James | 01-420-5100-000 | Truck Driver | | 23.63 | 40 | \$ 49,292 | \$ 23.63 | | 40 | 2086 | 2% | \$ 0.47 | \$ 24.10 | | \$ 50,279 | \$ 50,279 |
| Gagne | Jarad | 01-420-5100-000 | Truck Driver | | 23.63 | 40 | \$ 49,292 | \$ 23.63 | | 40 | 2086 | 2% | \$ 0.47 | \$ 24.10 | | \$ 50,279 | \$ 50,279 |
| Keats | Derek | 01-420-5100-000 | Mechanic | | 27.60 | 40 | \$ 57,574 | \$ 27.60 | \$ - | 40 | 2086 | 2% | \$ 0.55 | \$ 28.15 | | \$ 58,726 | \$ 58,726 |
| McCormick | Michael | 01-420-5100-000 | LEO | | 25.56 | 40 | \$ 53,318 | \$ 25.56 | \$ - | 40 | 2086 | 2% | \$ 0.51 | \$ 26.07 | | \$ 54,385 | \$ 54,385 |
| Provost | Robert | 01-420-5100-000 | HEO | | 27.04 | 40 | \$ 56,405 | \$ 26.04 | \$ - | 40 | 2086 | 0% | \$ - | \$ 26.04 | | \$ 54,320 | \$ 54,320 |
| Shur | Maureen | 01-420-5100-000 | Dept Asst | | 20.22 | 35 | \$ 36,922 | \$ 20.22 | | 35 | 1826 | 16% | \$ 3.29 | \$ 23.51 | | \$ 42,922 | \$ 42,922 |
| Solomon | Karl | 01-420-5100-000 | Maint | OS | 19.45 | 33 | \$ 33,473 | \$ 19.45 | | 33 | 1721 | 2% | \$ 0.39 | \$ 19.84 | | \$ 34,143 | \$ 34,143 |
| St Pierre | Zack | 01-420-5100-000 | Truck Driver | | 23.63 | 40 | \$ 49,292 | \$ 23.63 | | 40 | 2086 | 2% | \$ 0.47 | \$ 24.10 | | \$ 50,279 | \$ 50,279 |
| 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 | \$ 2,395 | \$ 1.41 | | 40 | 2086 | 0% | \$ - | \$ 1.41 | | \$ 2,942 | \$ 2,942 |
| Promotions | | 01-420-5100-000 | LEO | | \$1.86 | 2086 | \$ 3,880 | \$ 1.86 | | 40 | 2086 | 0% | \$ - | \$ 1.86 | | \$ 3,880 | \$ 3,880 |
| Promotions | | 01-420-5100-000 | LEO | | \$0.94 | 2086 | \$ 1,961 | \$ 0.94 | | 40 | 2086 | 0% | \$ - | \$ 0.94 | | \$ 1,961 | \$ 1,961 |
| | | 01-420-5100-000 | Sum Staff | | \$12.75 | 40 | \$ 5,484 | \$ 12.75 | | 40 | 480 | 11.75% | \$ 1.50 | \$ 14.25 | | \$ 6,840 | \$ 6,840 |
| | | 01-420-5100-000 | Sum Staff | | \$12.75 | 40 | \$ 5,484 | \$ 12.75 | | 40 | 480 | 11.75% | \$ 1.50 | \$ 14.25 | | \$ 6,840 | \$ 6,840 |
| Adjustments | | | | | | | | | | | | | | | | \$ 15,339 | \$ 15,339 |
| Rounding | | | | | | | \$ (2,682) | | | | | | | | | \$ - | \$ - |
| 2% COLA | | | | | | | \$ - | | | | | | | | | \$ - | \$ - |
| Total Salaries | | | | | | | \$ 768,068 | | | | | | | | \$ 7,791 | \$ 806,336 | \$ 806,336 |

\$ 768,068

Expense Detail - Highway Department

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Dollar | Percent | FY 2023 | Dollar | Percent |
|-----------------------------|-----------------|-------------------|-------------------|-------------------|-------------------|--------------------|---------------|-------------------|--------------------|---------------|
| | | Budget | Approp. | Approp. | Dept. Request | Change | Change | TA Approved | Change | Change |
| Maint Contracts/Repairs | 01-420-5200-003 | \$ 800 | \$ 800 | \$ 800 | \$ 800 | \$ - | 0% | \$ 800 | \$ - | 0% |
| Consultants/Prof Services | 01-420-5200-004 | \$ 48,608 | \$ 75,308 | \$ 75,308 | \$ 59,308 | \$ (16,000) | -21% | \$ 59,308 | \$ (16,000) | -21% |
| 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 | \$ 4,200 | \$ 4,200 | \$ 4,200 | \$ 4,200 | \$ - | 0% | \$ 4,200 | \$ - | 0% |
| Other-Gas Taxes | 01-420-5700-007 | \$ 3,765 | \$ 3,765 | \$ 3,765 | \$ 3,765 | \$ - | 0% | \$ 3,765 | \$ - | 0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Purchase of Services | | \$ 60,613 | \$ 87,313 | \$ 87,313 | \$ 71,313 | \$ (16,000) | -18.3% | \$ 71,313 | \$ (16,000) | -18.3% |
| | | | | | | | | | | |
| Office Supplies | 01-420-5400-001 | \$ 725 | \$ 725 | \$ 725 | \$ 725 | \$ - | 0% | \$ 725 | \$ - | 0% |
| Gasoline | 01-420-5400-004 | \$ 96,500 | \$ 96,500 | \$ 96,500 | \$ 96,500 | \$ - | 0% | \$ 96,500 | \$ - | 0% |
| Parts/Materials | 01-420-5400-006 | \$ 63,865 | \$ 56,570 | \$ 56,570 | \$ 56,570 | \$ - | 0% | \$ 56,570 | \$ - | 0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Supplies | | \$ 161,090 | \$ 153,795 | \$ 153,795 | \$ 153,795 | \$ - | 0.0% | \$ 153,795 | \$ - | 0.0% |
| | | | | | | | | | | |
| Telephone | 01-420-5200-001 | \$ 700 | \$ 700 | \$ 1,500 | \$ 1,500 | \$ - | 0.0% | \$ 1,500 | \$ - | 0% |
| Electric | 01-420-5200-002 | \$ 4,800 | \$ 4,800 | \$ 4,800 | \$ 4,800 | \$ - | 0.0% | \$ 4,800 | \$ - | 0% |
| Water/Sewer | 01-420-5200-006 | \$ 660 | \$ 660 | \$ 660 | \$ 660 | \$ - | 0.0% | \$ 660 | \$ - | 0% |
| Heating Fuel | 01-420-5400-003 | \$ 3,410 | \$ 3,410 | \$ 3,410 | \$ 3,410 | \$ - | 0.0% | \$ 3,410 | \$ - | 0% |
| Utilities | | \$ 9,570 | \$ 9,570 | \$ 10,370 | \$ 10,370 | \$ - | 0.0% | \$ 10,370 | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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

FY2023 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.

FY2022 ACCOMPLISHMENTS

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

FY2023 Budget Summary - Snow & Ice

Target Budget FY
2023 (LF Budget)

-

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 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% |
|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------|--------------|

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 2022 | | | | FISCAL YEAR 2022 | | | | | | | T/A Salary Fiscal 2023 |
| | | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Proposed Increase 1-Jul-22 | 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 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|--------------------------|-----------------|-------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Consultant/Prof Services | 01-423-5200-004 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ 8,000 | \$ - | 0% | \$ 8,000 | \$ 8,000 | 100% |
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| | | | | | | | | | | |
| 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 | \$ - | 0% | \$ 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

FY2023

424 - Street Lights

FY2023 Budget Summary - Street Lights

Target Budget FY
2022 (LF Budget) \$ -

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|--------------------|-------------------|
| Street Lights | \$ 60,335 | \$ 58,000 | \$ 58,000 | \$ 35,000 | \$ 35,000 | \$ (23,000) | -39.66% |
| Total | \$ 60,335 | \$ 58,000 | \$ 58,000 | \$ 35,000 | \$ 35,000 | \$ (23,000) | -39.66% |

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

| | | | | | | | |
|-----------------------|------------------|------------------|------------------|------------------|------------------|--------------------|----------------|
| Purchase of Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Utilities | \$ 60,335 | \$ 58,000 | \$ 58,000 | \$ 35,000 | \$ 35,000 | \$ (23,000) | 0% |
| Expenses Total | \$ 60,335 | \$ 58,000 | \$ 58,000 | \$ 35,000 | \$ 35,000 | \$ (23,000) | -39.66% |

| | | | | | | | |
|----------------------|------------------|------------------|------------------|------------------|------------------|--------------------|----------------|
| Street Lights | \$ 60,335 | \$ 58,000 | \$ 58,000 | \$ 35,000 | \$ 35,000 | \$ (23,000) | -39.66% |
|----------------------|------------------|------------------|------------------|------------------|------------------|--------------------|----------------|

Expense Detail - Street Lights

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------------|-----------------|-------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Purchase of Services | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
| | | | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
| | | | | | | | | | | |
| Electric | 01-424-5200-002 | \$ 60,335 | \$ 58,000 | \$ 58,000 | \$ 35,000 | \$ (23,000) | 0.0% | \$ 35,000 | \$ (23,000) | 0% |
| Utilities | | \$ 60,335 | \$ 58,000 | \$ 58,000 | \$ 35,000 | \$ (23,000) | 0.0% | \$ 35,000 | \$ (23,000) | 0.0% |



Town of Leicester

Town Administrator's Budget

FY2023 - Part E - Health & Human Services



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 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.

FY2022 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.

FY2023 Budget Summary - Council on Aging

**Target Budget FY
2023 (LF Budget) 109,342.00**

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|-------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|------------------------------------|--------------------------|---------------------------|
| Council on Aging | \$ 108,280 | \$ 101,546 | \$ 107,239 | \$ 109,342 | \$ 109,342 | \$ 2,103 | 1.96% |
| Total | \$ 108,280 | \$ 101,546 | \$ 107,239 | \$ 109,342 | \$ 109,342 | \$ 2,103 | 1.96% |

| | | | | | | | |
|------------------------|------------------|------------------|------------------|------------------|------------------|-----------------|-----------|
| Salaries | \$ 41,663 | \$ 42,530 | \$ 43,249 | \$ 44,114 | \$ 44,114 | \$ 865 | 2% |
| Wages | \$ 35,472 | \$ 27,917 | \$ 31,712 | \$ 32,950 | \$ 32,950 | \$ 1,238 | 4% |
| Other | \$ - | \$ 21 | \$ - | \$ - | \$ - | \$ - | 0% |
| Personnel Total | \$ 77,135 | \$ 70,468 | \$ 74,961 | \$ 77,064 | \$ 77,064 | \$ 2,103 | 3% |

| | | | | | | | |
|-----------------------|------------------|------------------|------------------|------------------|------------------|-------------|--------------|
| Purchase of Services | \$ 8,245 | \$ 7,778 | \$ 7,778 | \$ 7,778 | \$ 7,778 | \$ - | 0% |
| Supplies | \$ 4,500 | \$ 4,500 | \$ 4,500 | \$ 4,500 | \$ 4,500 | \$ - | 0% |
| Utilities | \$ 18,400 | \$ 18,800 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ - | 0% |
| Expenses Total | \$ 31,145 | \$ 31,078 | \$ 32,278 | \$ 32,278 | \$ 32,278 | \$ - | 0.00% |

| | | | | | | | |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
| Council on Aging | \$ 108,280 | \$ 101,546 | \$ 107,239 | \$ 109,342 | \$ 109,342 | \$ 2,103 | 1.96% |
|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | TA Salary Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | 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 | | 33.09 | 25 | \$ 43,249 | \$ 33.09 | 25 | 1307 | 2% | \$ 0.66 | \$ 33.75 | | \$ 44,114 | \$ 44,114 |
| Lamb | Nancy | 01-541-5101-000 | Outreach | Grant | 22.02 | 19 | \$ 21,866 | \$ 22.02 | 19 | 993 | 2% | \$ 0.44 | \$ 22.46 | | \$ 22,304 | \$ 22,304 |
| Grenieir | Genevieve | 01-541-5101-000 | Clerk | Grant | 18.17 | 17 | \$ 16,153 | \$ 18.17 | 17 | 889 | 2% | \$ 0.36 | \$ 18.53 | | \$ 16,477 | \$ 16,477 |
| Baur | Edward | 01-541-5101-000 | Bus Driver | | 18.17 | 10 | \$ 9,503 | \$ 18.17 | 10 | 523 | 2% | \$ 0.36 | \$ 18.53 | | \$ 9,693 | \$ 9,693 |
| Schiavone | Joseph | 01-541-5101-000 | Bus Driver | | 18.17 | 15 | \$ 14,245 | \$ 18.17 | 15 | 784 | 2% | \$ 0.36 | \$ 18.53 | | \$ 14,531 | \$ 14,531 |
| Rounding | | | | | | | \$ - | | | | | | | | \$ - | \$ - |
| | | | | | | | | | | | | | | | | |
| | | Deduct | FG Genevieve | \$15,866.00 | | | \$ 15,866 | | | | | | | | \$ 15,866 | \$ 15,866 |
| | | Deduct | FG Nancy | \$6,000.00 | | | \$ 6,000 | | | | | | | | \$ 6,000 | \$ 6,000 |
| | | Deduct | GWCF Nancy | \$6,000.00 | | | \$ 6,000 | | | | | | | | \$ 6,000 | \$ 6,000 |
| | | | | | | | \$ 2,189 | | | | | | | | \$ 2,189 | \$ 2,189 |
| | | | | | | | \$ - | | | | | | | | \$ - | \$ - |
| | | | | | | | | | | | | | | | | |
| Total Salaries | | | | | | | \$ 74,961 | | | 4496 | | | | \$ - | \$ 77,064 | \$ 77,064 |

74961

Expense Detail - Council on Aging

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Dollar | Percent | FY 2023 | 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 | - | - | - | - | - | - | \$ - | 0% |
| Mileage/Licenses | 01-541-5700-001 | 300 | 200 | 200 | 200 | - | - | 200 | \$ - | 0% |
| Dues/Memberships | 01-541-5700-002 | 425 | 508 | 508 | 508 | - | - | 508 | \$ - | 0% |
| Training/Seminars/Meetings | 01-541-5700-003 | 250 | 200 | 200 | 200 | - | - | 200 | \$ - | 0% |
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| | | | | | | | | | | |
| Purchase of Services | | 8,245 | 7,778 | \$ 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% |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Supplies | | 4,500 | 4,500 | \$ 4,500 | \$ 4,500 | - | 0.0% | \$ 4,500 | \$ - | 0.0% |
| | | | | | | | | | | |
| Telephone | 01-541-5200-001 | 1,500 | 1,500 | 2,700 | 2,700 | - | - | 2,700 | \$ - | 0% |
| Electric | 01-541-5200-002 | 6,900 | 6,900 | 6,900 | 6,900 | - | - | 6,900 | \$ - | 0% |
| Water/Sewer | 01-541-5200-006 | 1,500 | 1,900 | 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 | 18,800 | \$ 20,000 | \$ 20,000 | - | 0.0% | \$ 20,000 | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Contini

FY2022 ACCOMPLISHMENTS

N/A

FY2023 Budget Summary - Veteran's Services

Target Budget FY
2023 (LF Budget) \$ 108,336.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|---------------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|--------------------|-------------------|
| Veteran's Services | \$ 92,982 | \$ 126,613 | \$ 126,748 | \$ 108,336 | \$ 108,336 | \$ (18,412) | -14.53% |
| Total | \$ 92,982 | \$ 126,613 | \$ 126,748 | \$ 108,336 | \$ 108,336 | \$ (18,412) | -14.53% |

| | | | | | | | |
|------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|--------------|
| Salaries | \$ 6,632 | \$ 6,763 | \$ 6,898 | \$ 7,036 | \$ 7,036 | \$ 138 | 2% |
| Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Personnel Total | \$ 6,632 | \$ 6,763 | \$ 6,898 | \$ 7,036 | \$ 7,036 | \$ 138 | 2.00% |

| | | | | | | | |
|-----------------------|------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|
| Purchase of Services | \$ 85,550 | \$ 119,050 | \$ 119,050 | \$ 100,000 | \$ 100,000 | \$ (19,050) | -16% |
| Supplies | \$ 800 | \$ 800 | \$ 800 | \$ 1,300 | \$ 1,300 | \$ 500 | 63% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Expenses Total | \$ 86,350 | \$ 119,850 | \$ 119,850 | \$ 101,300 | \$ 101,300 | \$ (18,550) | -15.48% |

| | | | | | | | |
|---------------------------|------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|
| Veteran's Services | \$ 92,982 | \$ 126,613 | \$ 126,748 | \$ 108,336 | \$ 108,336 | \$ (18,412) | -14.53% |
|---------------------------|------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|

| | |
|--------------|-------|
| 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 2020 | FY 2021 | FY 2022 | FY 2023 | | | | FY 2023 | | |
|----------------------------|-----------------|--------------|---------------|------------|------------|----------------|---------|------------|-------------|---------|--|
| | | 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% | \$ 2,500 | \$ 2,300 | 1150% | |
| Other - Veteran's Benefits | 01-543-5800-001 | \$ 85,000 | \$ 118,500 | \$ 118,500 | \$ 99,450 | \$ (19,050) | -16% | \$ 97,150 | \$ (21,350) | -18% | |
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| Purchase of Services | | \$ 85,550.00 | \$ 119,050.00 | \$ 119,050 | \$ 100,000 | \$ (19,050.00) | -16.0% | \$ 100,000 | \$ (19,050) | -16.0% | |
| | | | | | | | | | | | |
| Office Supplies | 01-543-5400-001 | \$ 300 | \$ 300 | \$ 300 | \$ 300 | \$ - | 0% | \$ 300 | \$ - | 0% | |
| Parts/Materials | 01-543-5400-006 | \$ - | \$ - | \$ - | \$ 500 | \$ 500 | 0% | \$ 500 | \$ 500 | 0% | |
| Equipment | 01-543-5800-001 | \$ 500 | \$ 500 | \$ 500 | \$ 500 | \$ - | 0% | \$ 500 | \$ - | 0% | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Supplies | | \$ 800 | \$ 800 | \$ 800 | \$ 1,300 | \$ 500 | 0.0% | \$ 1,300 | \$ 500 | 62.5% | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% | |



Town of Leicester
Operating Budget Manual
FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2022 ACCOMPLISHMENTS

N/A

FY2023 Budget Summary - Veteran's Graves

Target Budget FY
2023 (LF Budget) \$ 2,400.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 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% |
|-------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|--------------|

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | T/A Salary Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | Rate | Hours | Proposed Increase 1-Jul-22 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | |
| Main | Jason | 01-541-5100-000 | Agent | | | | \$ 400 | \$ 400.00 | 0 | \$ - | \$ - | \$ 400.00 | \$ - | \$ 400 | \$ 400 |
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| Total Salaries | | | | | | | \$ 400 | | | \$ - | | | \$ - | \$ 400 | \$ 400 |

Expense Detail - Veterans Graves Registration

| | | FY 2020 Budget | FY 2021 Approp. | FY 2022 Approp. | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------------|-----------------|-------------------|--------------------|--------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
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| Purchase of Services | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Parts/Materials | 01-545-5400-006 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - | 0% | \$ 2,000 | \$ - | 0% |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| 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

FY2023 - Part F - Culture & Recreation



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

Broadly speaking, our goal for FY23 is to come as close to community expectations as our budget allows. One goal is to increase promotion of library services in the community, including partnering with our public schools. Our second goal is to offer more programming in the library, which is inline with local and national trends (a slight shift away from circulating traditional physical items and offering in-person events, with the library as a destination). I have added a line to our Expenses sheet, and shifted a small amount of money from the books budget. We would also like to replace a retiring staff member with two part time circulation assistants. This will allow the library staff to be more flexible with staffing needs to fill behind both planned and unplanned absences.

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

FY2022 ACCOMPLISHMENTS

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

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

FY2022 Budget Summary - Public Library

Target Budget FY
2022 (LF Budget) \$ 233,487.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|------------------|-------------------|
| Public Library | \$ 216,629 | \$ 225,435 | \$ 231,071 | \$ 237,932 | \$ 239,386 | \$ 8,315 | 3.60% |
| Total | \$ 216,629 | \$ 225,435 | \$ 231,071 | \$ 237,932 | \$ 239,386 | \$ 8,315 | 3.60% |

| | | | | | | | |
|------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
| Salaries | \$ 72,345 | \$ 74,515 | \$ 74,912 | \$ 76,411 | \$ 76,411 | \$ 1,499 | 2% |
| Wages | \$ 111,859 | \$ 117,440 | \$ 109,978 | \$ 115,340 | \$ 115,340 | \$ 5,362 | 5% |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Personnel Total | \$ 184,204 | \$ 191,955 | \$ 184,890 | \$ 191,751 | \$ 191,751 | \$ 6,861 | 3.71% |

| | | | | | | | |
|-----------------------|------------------|------------------|------------------|------------------|------------------|-----------------|--------------|
| Purchase of Services | \$ 6,500 | \$ 6,500 | \$ 9,800 | \$ 9,800 | \$ 9,800 | \$ - | 0% |
| Supplies | \$ 24,400 | \$ 24,500 | \$ 34,381 | \$ 34,381 | \$ 35,835 | \$ 1,454 | 4% |
| Utilities | \$ 1,525 | \$ 2,480 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ - | 0% |
| Expenses Total | \$ 32,425 | \$ 33,480 | \$ 46,181 | \$ 46,181 | \$ 47,635 | \$ 1,454 | 3.15% |

| | | | | | | | |
|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
| Public Library | \$ 216,629 | \$ 225,435 | \$ 231,071 | \$ 237,932 | \$ 239,386 | \$ 8,315 | 3.60% |
|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|

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 2022 | | | | FISCAL YEAR 2023 | | | | | | | | TA Salary Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | FY22 Rate | Hours | Total hours FY23 | Proposed Percent Increase | Proposed Rate Increase | Final Base Rate | Stipends | Final Salary | |
| Hall | Suzanne | 01-610-5100-000 | Director | | 37.72 | 38 | \$ 74,912 | \$ 37.72 | 38 | 1986 | 2% | \$ 0.75 | \$ 38.47 | | \$ 76,411 | \$ 76,411 |
| Berube | Charissa | 01-610-5101-000 | Assistant | | 14.05 | 18 | \$ 13,221 | \$ 14.05 | 32 | 1672 | 32% | \$ 4.50 | \$ 18.55 | | \$ 31,009 | \$ 31,009 |
| Buckley | Lori | 01-610-5101-000 | Assistant | | 14.05 | 8 | \$ 6,618 | \$ 14.05 | 9 | 471 | 15% | \$ 2.17 | \$ 16.22 | | \$ 7,640 | \$ 7,640 |
| Cherry | Kathleen | 01-610-5101-000 | Cataloger | | 20.22 | 18 | \$ 19,027 | \$ 20.22 | 18 | 941 | 2% | \$ 0.40 | \$ 20.62 | | \$ 19,408 | \$ 19,408 |
| Hart | Kaeleigh | 01-610-5101-000 | CHL Lib. | | 21.61 | 32 | \$ 39,525 | \$ 21.61 | 35 | 1829 | 2% | \$ 0.43 | \$ 22.04 | | \$ 40,316 | \$ 40,316 |
| Open | | 01-610-5101-000 | Cataloger | | 20.22 | 23 | \$ 11,627 | \$ 14.05 | 11 | 575 | 15% | \$ 2.17 | \$ 16.22 | | \$ 9,327 | \$ 9,327 |
| Open | | 01-610-5101-000 | Cataloger | | 14.05 | 8 | \$ 6,618 | \$ 14.05 | 9 | 471 | 15% | \$ 2.17 | \$ 16.22 | | \$ 7,640 | \$ 7,640 |
| Schedule differences | | | | | | | \$ 13,344 | | | | | | | | | \$ - |
| | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | |
| Total Salaries | | | | | | | \$ 184,890 | | | | | | | \$ - | \$ 191,751 | \$ 191,751 |

Expense Detail - Public Library

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------|-----------------|-------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Dues/Memberships | 01-610-5700-002 | \$ 6,500 | \$ 6,500 | \$ 9,800 | \$ 9,800 | \$ - | 0% | \$ 9,800 | \$ - | 0% |
| | | | | | | | | | | |
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| Purchase of Services | | \$ 6,500 | \$ 6,500 | \$ 9,800 | \$ 9,800 | \$ - | 0% | \$ 9,800 | \$ - | 0% |
| | | | | | | | | | | |
| Office Supplies | 01-610-5400-001 | \$ 1,800 | \$ 1,800 | \$ 2,000 | \$ 2,000 | \$ - | 0% | \$ 2,000 | \$ - | 0% |
| Books/Periodicals/Video | 01-610-5400-002 | \$ 21,500 | \$ 21,500 | \$ 31,181 | \$ 31,181 | \$ - | 0% | \$ 32,635 | \$ 1,454 | 5% |
| Maintenance Supplies | 01-610-5400-007 | \$ 1,100 | \$ 1,200 | \$ 1,200 | \$ 1,200 | \$ - | 0% | \$ 1,200 | \$ - | 0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Supplies | | \$ 24,400 | \$ 24,500 | \$ 34,381 | \$ 34,381 | \$ - | 0% | \$ 35,835 | \$ 1,454 | 4% |
| | | | | | | | | | | |
| Telephone | 01-610-5200-001 | \$ 525 | \$ 680 | \$ 700 | \$ 700 | \$ - | 0.0% | \$ 700 | \$ - | 100% |
| Electric | 01-610-5200-002 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 100% |
| Water/Sewer | 01-610-5200-006 | \$ 1,000 | \$ 1,800 | \$ 1,300 | \$ 1,300 | \$ - | 0.0% | \$ 1,300 | \$ - | 100% |
| Heating Fuel | 01-610-5400-003 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 100% |
| Utilities | | \$ 1,525 | \$ 2,480 | \$ 2,000 | \$ 2,000 | \$ - | 0.0% | \$ 2,000 | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To construct a new playground at Towtaid park.

FY2022 ACCOMPLISHMENTS

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

FY2023 Budget Summary - Parks and Recreation

Target Budget FY
2023 (LF Budget) \$ 6,450.00

| | FY 2020 Approp. | FY 2021 Approp. | FY 2022 Approp. | FY 2023 Dept. Request | FY 2023 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% |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|--------------|

Expense Detail - Parks and Recreation

| | | FY 2020 Budget | FY 2021 Approp. | FY 2022 Approp. | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 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% |
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| 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% |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| 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

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2022 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.

FY2023 Budget Summary - Historical Committee

Target Budget FY
2023 (LF Budget) \$ 950.00

| | FY 2020 Approp. | FY 2021 Approp. | FY 2022 Approp. | FY 2023 Dept. Request | FY 2023 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% |
|------------------------------|---------------|---------------|---------------|---------------|---------------|-------------|--------------|

Expense Detail - Historical Commission

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------|-----------------|-------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Consultants/Prof Services | 01-691-5200-004 | \$ 800 | \$ 800 | \$ 800 | \$ 800 | \$ - | 0% | \$ 800 | \$ - | 0% |
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| 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% |
| | | | | | | | | | | |
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| Supplies | | \$ 150 | \$ 150 | \$ 150 | \$ 150 | \$ - | 0.0% | \$ 150 | \$ - | 0.0% |
| | | | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

N/A

FY2022 ACCOMPLISHMENTS

No celebration held due to Covid-19

FY2023 Budget Summary - Memorial Day Committee

Target Budget FY
2023 (LF Budget) \$ 3,000.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 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% |
|-------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|--------------|

Expense Detail - Memorial Day Committee

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Dollar | Percent | FY 2023 | Dollar | Percent |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|------------------|-------------|-------------|-----------------|-------------|-------------|
| | | Budget | Budget | Budget | Dept. Request | Change | Change | TA Approved | Change | Change |
| Consultants/Prof Services | 01-692-5200-004 | \$ 2,550 | \$ 2,550 | \$ 2,550 | \$ 2,550 | \$ - | 0% | \$ 2,550 | \$ - | 0% |
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| 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% |
| | | | | | | | | | | |
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| Supplies | | \$ 450 | \$ 450 | \$ 450 | \$ 450 | \$ - | 0.0% | \$ 450 | \$ - | 0.0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester
Town Administrator's Budget
FY2023 - Part G - Debt



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2022 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.

FY2023 Budget Summary - Maturing Debt Principal

**Target Budget FY
2023 (LF Budget)**

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|--------------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|------------------------------------|--------------------------|---------------------------|
| Maturing Debt Principal | \$ 1,139,797 | \$ 1,155,327 | \$ 1,026,117 | \$ 1,052,066 | \$ 1,218,733 | \$ 192,616 | 18.77% |
| Total | \$ 1,139,797 | \$ 1,155,327 | \$ 1,026,117 | \$ 1,052,066 | \$ 1,218,733 | \$ 192,616 | 18.77% |

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

| | | | | | | | |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| Purchase of Services | \$ 1,139,797 | \$ 1,155,327 | \$ 1,026,117 | \$ 1,052,066 | \$ 1,218,733 | \$ 192,616 | 18.77% |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| Expenses Total | \$ 1,139,797 | \$ 1,155,327 | \$ 1,026,117 | \$ 1,052,066 | \$ 1,218,733 | \$ 192,616 | 18.77% |

| | | | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| Maturing Debt Principal | \$ 1,139,797 | \$ 1,155,327 | \$ 1,026,117 | \$ 1,052,066 | \$ 1,218,733 | \$ 192,616 | 18.77% |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|

Expense Detail - Maturing Debt Principal

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Dollar | Percent | FY 2023 | Dollar | Percent |
|-----------------------------------|-----------------|---------------------|---------------------|---------------------|---------------------|------------------|--------------|---------------------|-------------------|---------------|
| | | Budget | Approp. | Approp. | Dept. Request | Change | Change | TA Approved | Change | Change |
| Water Poll Abate-Loan 1 | 01-710-5900-020 | \$ 9,953 | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Police Land - Principal | 01-710-5900-021 | \$ 19,437 | \$ 19,155 | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Rte. 9 Water Principal | 01-710-5900-022 | \$ 95,000 | \$ 95,000 | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Police Station - Principal | 01-710-5900-023 | \$ 165,212 | \$ 162,817 | \$ 159,851 | \$ 157,314 | \$ (2,537) | -2% | \$ 157,314 | \$ (2,537) | -2% |
| Rte. 9 Pump Station - Principal | 01-710-5900-024 | \$ 9,719 | \$ 9,578 | \$ 9,403 | \$ 9,254 | \$ (149) | -2% | \$ 9,254 | \$ (149) | -2% |
| Hillcrest CC Purchase - Principal | 01-710-5900-025 | \$ 150,634 | \$ 148,451 | \$ 145,747 | \$ 143,433 | \$ (2,314) | -2% | \$ 143,433 | \$ (2,314) | -2% |
| Water Poll Abate-Loan 2 | 01-710-5900-027 | \$ 3,380 | \$ 3,380 | \$ 3,459 | \$ 3,459 | \$ - | 0% | \$ 3,459 | \$ - | 0% |
| 06 Roof Replacements - Princ | 01-710-5900-029 | \$ 35,000 | \$ 35,000 | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Water Poll Abate-Loan 3 | 01-710-5900-031 | \$ 6,611 | \$ 6,611 | \$ 6,611 | \$ 6,611 | \$ - | 0% | \$ 6,611 | \$ - | 0% |
| USDA Sch. Roof & Boiler Princ | 01-710-5900-032 | \$ 10,358 | \$ 10,708 | \$ 11,068 | \$ 11,440 | \$ 372 | 3% | \$ 11,440 | \$ 372 | 3% |
| Energy Infrastructure Project | 01-710-5900-034 | \$ 79,493 | \$ 84,627 | \$ 89,978 | \$ 95,555 | \$ 5,577 | 6% | \$ 95,555 | \$ 5,577 | 6% |
| Fire & EMS Headquarters | 01-710-5900-035 | \$ 145,000 | \$ 150,000 | \$ 155,000 | \$ 160,000 | \$ 5,000 | 3% | \$ 160,000 | \$ 5,000 | 3% |
| Fire & EMS Headquarters | 01-710-5900-036 | \$ 140,000 | \$ 145,000 | \$ 150,000 | \$ 155,000 | \$ 5,000 | 3% | \$ 155,000 | \$ 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 | \$ 75,000 | \$ 5,000 | 7% | \$ 75,000 | \$ 5,000 | 7% |
| Hillcrest Building | 01-710-5900-040 | \$ 15,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ - | 0% | \$ 20,000 | \$ - | 0% |
| Highway Equipment | 01-710-5900-041 | \$ 155,000 | \$ 160,000 | \$ 170,000 | \$ 180,000 | \$ 10,000 | 6% | \$ 180,000 | \$ 10,000 | 6% |
| Feasability Study | 01-710-5900-042 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ 166,667 | \$ 166,667 | 0% |
| Purchase of Services | | \$ 1,139,797 | \$ 1,155,327 | \$ 1,026,117 | \$ 1,052,066 | \$ 25,949 | 2.53% | \$ 1,218,733 | \$ 192,616 | 18.77% |
| | | | | | | | | | | |
| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2022 ACCOMPLISHMENTS**

FY2023 Budget Summary - Maturing Debt Interest

Target Budget FY
2023 (LF Budget) \$ -

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|-------------------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|--------------------|-------------------|
| Maturing Debt Interest | \$ 406,144 | \$ 369,949 | \$ 331,047 | \$ 293,828 | \$ 293,828 | \$ (37,219) | -11.24% |
| Total | \$ 406,144 | \$ 369,949 | \$ 331,047 | \$ 293,828 | \$ 293,828 | \$ (37,219) | -11.24% |

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

| | | | | | | | |
|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|
| Purchase of Services | \$ 406,144 | \$ 369,949 | \$ 331,047 | \$ 293,828 | \$ 293,828 | \$ (37,219) | -11.24% |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| Expenses Total | \$ 406,144 | \$ 369,949 | \$ 331,047 | \$ 293,828 | \$ 293,828 | \$ (37,219) | -11.24% |

| | | | | | | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|
| Maturing Debt Interest | \$ 406,144 | \$ 369,949 | \$ 331,047 | \$ 293,828 | \$ 293,828 | \$ (37,219) | -11.24% |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|

Expense Detail - Maturing Debt Interest

| | | FY 2020 | FY 2021 | FY 2022 | FY 2023 | Dollar | Percent | FY 2023 | Dollar | Percent |
|-----------------------------------|-----------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|-------------------|--------------------|----------------|
| | | Budget | Budget | Budget | Dept. Request | Change | Change | TA Approved | Change | Change |
| Police Land - Interest | 01-751-5900-021 | \$ 867 | \$ 288 | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Rte. 9 West Water Proj - Interest | 01-751-5900-022 | \$ 4,275 | \$ 1,425 | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Police Station - Interest | 01-751-5900-023 | \$ 21,521 | \$ 16,601 | \$ 11,761 | \$ 7,003 | \$ (4,758) | -40% | \$ 7,003 | \$ (4,758) | -40% |
| Rte. 9 Pump Station - Interest | 01-751-5900-024 | \$ 1,266 | \$ 974 | \$ 692 | \$ 412 | \$ (280) | -40% | \$ 412 | \$ (280) | -40% |
| Hillcrest CC Purchase - Interest | 01-751-5900-025 | \$ 19,622 | \$ 15,136 | \$ 10,723 | \$ 6,385 | \$ (4,338) | -40% | \$ 6,385 | \$ (4,338) | -40% |
| 06 Roof Replacements - Interest | 01-751-5900-029 | \$ 2,205 | \$ 735 | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Water Poll Abate-Loan 2 | 01-710-5900-027 | \$ - | \$ - | \$ - | \$ 87 | \$ 87 | 0% | \$ 87 | \$ 87 | 0% |
| USDA Sch. Roof & Boiler Interest | 01-751-5900-032 | \$ 11,859 | \$ 11,510 | \$ 11,148 | \$ 10,774 | \$ (374) | -3% | \$ 10,774 | \$ (374) | -3% |
| Energy Infrastructure Project | 01-751-5900-034 | \$ 55,362 | \$ 53,148 | \$ 50,791 | \$ 48,285 | \$ (2,506) | -5% | \$ 48,285 | \$ (2,506) | -5% |
| Fire & EMS Headquarters | 01-751-5900-035 | \$ 122,625 | \$ 118,275 | \$ 113,775 | \$ 109,125 | \$ (4,650) | -4% | \$ 109,125 | \$ (4,650) | -4% |
| Fire & EMS Headquarters | 01-751-5900-035 | \$ 47,500 | \$ 41,900 | \$ 36,100 | \$ 30,100 | \$ (6,000) | -17% | \$ 30,100 | \$ (6,000) | -17% |
| Town Hall Elevator | 01-751-5900-037 | \$ 7,500 | \$ 6,500 | \$ 5,500 | \$ 4,500 | \$ (1,000) | -18% | \$ 4,500 | \$ (1,000) | -18% |
| Town Hall Remodeling | 01-751-5900-038 | \$ 3,000 | \$ 2,600 | \$ 2,200 | \$ 1,800 | \$ (400) | -18% | \$ 1,800 | \$ (400) | -18% |
| Library | 01-751-5900-039 | \$ 62,756 | \$ 61,857 | \$ 58,357 | \$ 54,857 | \$ (3,500) | -6% | \$ 54,857 | \$ (3,500) | -6% |
| Hillcrest Building | 01-751-5900-040 | \$ 4,579 | \$ 4,000 | \$ 3,000 | \$ 2,000 | \$ (1,000) | -33% | \$ 2,000 | \$ (1,000) | -33% |
| Highway Equipment | 01-751-5900-041 | \$ 41,207 | \$ 35,000 | \$ 27,000 | \$ 18,500 | \$ (8,500) | -31% | \$ 18,500 | \$ (8,500) | -31% |
| | | | | | | | | | | |
| Purchase of Services | | \$ 406,144 | \$ 369,949 | \$ 331,047 | \$ 293,828 | \$ (37,219) | -11.24% | \$ 293,828 | \$ (37,219) | -11.24% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2022 ACCOMPLISHMENTS**

FY2023 Budget Summary - Temporary Loan Interest

Target Budget FY
2023 (LF Budget) \$ -

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|--------------------------------|-------------------|-------------------|-------------------|-------------------------|---------------------------|-------------------|-------------------|
| Temporary Loan Interest | \$ 33,255 | \$ 20,665 | \$ 22,665 | \$ 216,700 | \$ 216,700 | \$ 194,035 | 856.10% |
| Total | \$ 33,255 | \$ 20,665 | \$ 22,665 | \$ 216,700 | \$ 216,700 | \$ 194,035 | 856.10% |

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

| | | | | | | | |
|-----------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|----------------|
| Purchase of Services | \$ 33,255 | \$ 20,665 | \$ 22,665 | \$ 216,700 | \$ 216,700 | \$ 194,035 | 856.10% |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Expenses Total | \$ 33,255 | \$ 20,665 | \$ 22,665 | \$ 216,700 | \$ 216,700 | \$ 194,035 | 856.10% |

| | | | | | | | |
|--------------------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|----------------|
| Temporary Loan Interest | \$ 33,255 | \$ 20,665 | \$ 22,665 | \$ 216,700 | \$ 216,700 | \$ 194,035 | 856.10% |
|--------------------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|----------------|

| | | FY 2020 Budget | FY 2021 Approp. | FY 2022 Approp. | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|-------------------------|-----------------|-------------------|--------------------|--------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Temporary Loan Interest | 01-752-5900-000 | \$ 33,255 | \$ 20,665 | \$ 22,665 | \$ 216,700 | \$ 194,035 | 856% | \$ 216,700 | \$ 194,035 | 856% |
| | | | | | | | | \$ - | | |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 33,255 | \$ 20,665 | \$ 22,665 | \$ 216,700 | \$ 194,035.00 | 856.10% | \$ 216,700 | \$ 194,035 | 856.10% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| | | | | | | | | | | |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2022 ACCOMPLISHMENTS**

FY2023 Budget Summary - Bond Issuance Costs

Target Budget FY
2023 (LF Budget) \$ 1,100.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|------------------|-------------------|
| Bond Issuance Costs | \$ - | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ - | 0.00% |
| Total | \$ - | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ - | |

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

| | | | | | | | |
|-----------------------|------|------------|----------|----------|----------|------|--------------|
| Purchase of Services | \$ - | \$ 1,100.0 | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ - | 0.00% |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| Expenses Total | \$ - | \$ 1,100.0 | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ - | 0.00% |

| | | | | | | | |
|----------------------------|------|----------|----------|----------|----------|------|-------|
| Bond Issuance Costs | \$ - | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ - | 0.00% |
|----------------------------|------|----------|----------|----------|----------|------|-------|

Expense Detail - Bond Issuance Costs

| | | FY2020 Budget | FY2021 Approp. | FY2022 Approp. | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------------|-----------------|------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Bond Issuance Costs | 01-753-5900-000 | \$ - | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ - | 0% | \$ 1,100 | \$ - | 0% |
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| Purchase of Services | | \$ - | \$ 1,100 | \$ 1,100 | \$ 1,100 | \$ - | 0% | \$ 1,100 | \$ - | 0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| | | | | | | | | | | |



Town of Leicester
Town Administrator's Budget
FY2023 - Part H - Benefits & Insurance



Town of Leicester
Operating Budget Manual
FY2023

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.

FY2023 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.

FY2022 ACCOMPLISHMENTS

FY2023 Budget Summary - Worcester Regional Retirement

Target Budget FY
2023 (LF Budget) \$ -

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|---------------------------|---------------------|---------------------|---------------------|--------------------------|---------------------------|-------------------|-------------------|
| Worcester Regional | \$ 1,314,800 | \$ 1,456,243 | \$ 1,556,343 | \$ 1,717,353 | \$ 1,717,353 | \$ 161,010 | 10.35% |
| Total | \$ 1,314,800 | \$ 1,456,243 | \$ 1,556,343 | \$ 1,717,353 | \$ 1,717,353 | \$ 161,010 | 10.35% |

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

| | | | | | | | |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| Purchase of Services | \$ 1,314,800 | \$ 1,456,243 | \$ 1,556,343 | \$ 1,717,353 | \$ 1,717,353 | \$ 161,010 | 10% |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Expenses Total | \$ 1,314,800 | \$ 1,456,243 | \$ 1,556,343 | \$ 1,717,353 | \$ 1,717,353 | \$ 161,010 | 10.35% |

| | | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|
| Worcester Regional | \$ 1,314,800 | \$ 1,456,243 | \$ 1,556,343 | \$ 1,717,353 | \$ 1,717,353 | \$ 161,010 | 10.35% |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|---------------|

Expense Detail - Worcester Regional Retirement

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|---------------------------|-----------------|-------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Consultants/Prof Services | 01-911-5110-000 | \$ 1,314,800 | \$ 1,456,243 | \$ 1,556,343 | \$ 1,717,353 | \$ 161,010 | 10% | \$ 1,717,353 | \$ 161,010 | 10% |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 1,314,800 | \$ 1,456,243 | \$ 1,556,343 | \$ 1,717,353 | \$ 161,010 | 10.35% | \$ 1,717,353 | \$ 161,010 | 10.35% |
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| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
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| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

912 - Workers Compensation

DESCRIPTION OF SERVICES

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

MISSION STATEMENT

N/A

FY2023 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

FY2022 ACCOMPLISHMENTS

FY2023 Budget Summary - Workers Compensation

Target Budget FY
2022 (LF Budget) 191,185.00

| | FY 2000 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|------------------|-------------------|
| Workers Compensation | \$ 187,498 | \$ 166,248 | \$ 191,185 | \$ 219,863 | \$ 219,863 | \$ 28,678 | 15.00% |
| Total | \$ 187,498 | \$ 166,248 | \$ 191,185 | \$ 219,863 | \$ 219,863 | \$ 28,678 | 15.00% |

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

| | | | | | | | |
|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| Purchase of Services | \$ 187,498 | \$ 166,248 | \$ 191,185 | \$ 219,863 | \$ 219,863 | \$ 28,678 | 15% |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Expenses Total | \$ 187,498 | \$ 166,248 | \$ 191,185 | \$ 219,863 | \$ 219,863 | \$ 28,678 | 15.00% |

| | | | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| Workers Compensation | \$ 187,498 | \$ 166,248 | \$ 191,185 | \$ 219,863 | \$ 219,863 | \$ 28,678 | 15.00% |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|

Expense Detail - Workers Compensation

| | | FY 2020 Budget | FY2021 Budget | FY2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------------|-----------------|-------------------|------------------|------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Workers Compensation | 01-912-5700-009 | \$ 187,498 | \$ 166,248 | \$ 191,185 | \$ 219,863 | \$ 28,678 | 15% | \$ 219,863 | \$ 28,678 | 15% |
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| Purchase of Services | | \$ 187,498 | \$ 166,248 | \$ 191,185 | \$ 219,863 | \$ 28,678 | 15.0% | \$ 219,863 | \$ 28,678 | 15.0% |
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| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
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| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

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

FY2022 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.

FY2023 Budget Summary - Unemployment Compensation

**Target Budget FY
2023 (LF Budget)**

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------------------------|---------------------------|---------------------------|---------------------------|----------------------------------|------------------------------------|--------------------------|---------------------------|
| Unemployment Compensation | \$ 141,650 | \$ 141,650 | \$ 141,650 | \$ 141,650 | \$ 142,000 | \$ 350 | 0.25% |
| Total | \$ 141,650 | \$ 141,650 | \$ 141,650 | \$ 141,650 | \$ 142,000 | \$ 350 | 0.25% |

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

| | | | | | | | |
|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|--------------|
| Purchase of Services | \$ 141,650 | \$ 141,650 | \$ 141,650 | \$ 141,650 | \$ 142,000 | \$ 350 | 0% |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Expenses Total | \$ 141,650 | \$ 141,650 | \$ 141,650 | \$ 141,650 | \$ 142,000 | \$ 350 | 0.25% |

| | | | | | | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|--------------|
| Unemployment Compensation | \$ 141,650 | \$ 141,650 | \$ 141,650 | \$ 141,650 | \$ 142,000 | \$ 350 | 0.25% |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|--------------|

Expense Detail - Unemployment Compensation

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|---------------------------|-----------------|-------------------|-------------------|-------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Unemployment Compensation | 01-913-5110-000 | \$ 139,000 | \$ 139,000 | \$ 139,000 | \$ 139,000 | \$ - | 0% | \$ 139,000 | \$ - | 0% |
| Consultant Services | 01-913-5200-004 | \$ 150 | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ - | 0% | \$ 1,500 | \$ - | 0% |
| Interest | 01-913-5700-007 | \$ 2,500 | \$ 1,150 | \$ 1,150 | \$ 1,150 | \$ - | 0% | \$ 1,500 | \$ 350 | 30% |
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| Purchase of Services | | \$ 141,650 | \$ 141,650 | \$ 141,650 | \$ 141,650 | \$ - | 0.0% | \$ 142,000 | \$ 350 | 0.2% |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | | | \$ - | |
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| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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.

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS**FY2022 ACCOMPLISHMENTS**

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

FY2023 Budget Summary - Employee Benefits

Target Budget FY
2023 (LF Budget) \$ -

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|--------------------------|---------------------|---------------------|---------------------|--------------------------|---------------------------|-------------------|-------------------|
| Employee Benefits | \$ 3,288,284 | \$ 3,045,765 | \$ 2,959,175 | \$ 3,117,782 | \$ 3,117,782 | \$ 158,607 | 5.36% |
| Total | \$ 3,288,284 | \$ 3,045,765 | \$ 2,959,175 | \$ 3,117,782 | \$ 3,117,782 | \$ 158,607 | 5.36% |

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

| | | | | | | | |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|--------------|
| Purchase of Services | \$ 3,288,284 | \$ 3,045,765 | \$ 2,959,175 | \$ 3,117,782 | \$ 3,117,782 | \$ 158,607 | 5.36% |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Expenses Total | \$ 3,288,284 | \$ 3,045,765 | \$ 2,959,175 | \$ 3,117,782 | \$ 3,117,782 | \$ 158,607 | 5.36% |

| | | | | | | | |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|--------------|
| Employee Benefits | \$ 3,288,284 | \$ 3,045,765 | \$ 2,959,175 | \$ 3,117,782 | \$ 3,117,782 | \$ 158,607 | 5.36% |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|--------------|

Expense Detail - Employee Benefits

| | | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------|-----------------|---------------------|---------------------|---------------------|-----------------------------|-------------------|-------------------|---------------------------|-------------------|-------------------|
| Employee Insurance | 01-914-5110-001 | \$ 17,000 | \$ 17,500 | \$ 18,000 | \$ 19,000 | \$ 1,000 | \$ 0 | \$ 19,000 | \$ 1,000 | 6% |
| Employee Health Insurance | 01-914-5110-002 | \$ 2,502,350 | \$ 2,233,935 | \$ 2,100,000 | \$ 2,202,453 | \$ 102,453 | \$ 0 | \$ 2,202,453 | \$ 102,453 | 5% |
| Employee Medicare | 01-914-5110-003 | \$ 225,000 | \$ 250,000 | \$ 255,000 | \$ 265,000 | \$ 10,000 | \$ 0 | \$ 265,000 | \$ 10,000 | 4% |
| Retiree Life Insurance | 01-914-5110-004 | \$ 4,105 | \$ 4,501 | \$ 5,000 | \$ 5,500 | \$ 500 | \$ 0 | \$ 5,500 | \$ 500 | 10% |
| Retiree Health Insurance | 01-914-5110-005 | \$ 516,829 | \$ 516,829 | \$ 558,175 | \$ 602,829 | \$ 44,654 | \$ 0 | \$ 602,829 | \$ 44,654 | 8% |
| HRA | 01-914-5110-006 | \$ 23,000 | \$ 23,000 | \$ 23,000 | \$ 23,000 | \$ - | \$ - | \$ 23,000 | \$ - | 0% |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 3,288,284 | \$ 3,045,765 | \$ 2,959,175 | \$ 3,117,782 | \$ 158,607 | \$ 0 | \$ 3,117,782 | \$ 158,607 | 5.36% |
| | | | | | | | | | | |
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| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 0.0% |



Town of Leicester

Operating Budget Manual

FY2023

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

FY2023 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

FY2022 ACCOMPLISHMENTS

FY2023 Budget Summary - Bonding & Insurance

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

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|--------------------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|------------------|-------------------|
| Bonding & Insurance | \$ 160,682 | \$ 216,750 | \$ 249,263 | \$ 299,116 | \$ 299,116 | \$ 49,853 | 20.00% |
| Total | \$ 160,682 | \$ 216,750 | \$ 249,263 | \$ 299,116 | \$ 299,116 | \$ 49,853 | 20.00% |

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

| | | | | | | | |
|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| Purchase of Services | \$ 160,682 | \$ 216,750 | \$ 249,263 | \$ 299,116 | \$ 299,116 | \$ 49,853 | 20.00% |
| Supplies | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| Utilities | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.00% |
| Expenses Total | \$ 160,682 | \$ 216,750 | \$ 249,263 | \$ 299,116 | \$ 299,116 | \$ 49,853 | 20.00% |

| | | | | | | | |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| Bonding & Insurance | \$ 160,682 | \$ 216,750 | \$ 249,263 | \$ 299,116 | \$ 299,116 | \$ 49,853 | 20.00% |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|

Expense Detail - Bonding & Insurance

| | | FY 2020 Budget | FY 2021 Approp. | FY 2022 Approp. | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|----------------------|-----------------|-------------------|--------------------|--------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Liability Insurance | 01-945-5700-009 | \$ 160,682 | \$ 216,750 | \$ 249,263 | \$ 299,116 | \$ 49,853 | 20% | \$ 299,116 | \$ 49,853 | 20% |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Purchase of Services | | \$ 160,682 | \$ 216,750 | \$ 249,263 | \$ 299,116 | \$ 49,853 | 20% | \$ 299,116 | \$ 49,853 | 20% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Utilities | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |



Town of Leicester

Operating Budget Manual

FY2023

950 - Becker Operating Costs

DESCRIPTION OF SERVICES
MISSION STATEMENT

FY2023 GOALS, OBJECTIVES AND ADDITIONAL NEEDS

To fund the Recreation Field Coordinator position for scheduling municipal and Becker fields and facilities

FY2022 ACCOMPLISHMENTS

N/A

FY2023 Budget Summary - Becker Operating Costs

Target Budget FY
2023 (LF Budget) \$ 2,400.00

| | FY 2020 Budget | FY 2021 Budget | FY 2022 Budget | FY 2023 Dept. Request | FY 2023 TA Approved | Dollar Change | Percent Change |
|------------------------|-------------------|-------------------|-------------------|--------------------------|---------------------------|------------------|-------------------|
| Becker Operating Costs | \$ - | \$ - | \$ - | \$ 20,000 | \$ 20,000 | \$ 20,000 | 0.00% |
| Becker Operating Costs | \$ - | \$ - | \$ - | \$ 20,000 | \$ 20,000 | \$ 20,000 | #DIV/0! |

| | | | | | | | |
|-----------------|------|------|------|-----------|-----------|-----------|----|
| Salaries | \$ - | \$ - | \$ - | \$ 20,000 | \$ 20,000 | \$ - | 0% |
| Wages | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Other | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| Personnel Total | \$ - | \$ - | \$ - | \$ 20,000 | \$ 20,000 | \$ 20,000 | 0% |

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

| | | | | | | | |
|------------------------|------|------|------|-----------|-----------|-----------|-------|
| Becker Operating Costs | \$ - | \$ - | \$ - | \$ 20,000 | \$ 20,000 | \$ 20,000 | 0.00% |
|------------------------|------|------|------|-----------|-----------|-----------|-------|

Compensation Detail

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

Becker Operating Costs

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
|----------------|------------|-----------------|----------|------------------|------|-------|---------------------------|------------------|-------|----------------------------------|-------------------------------------|-----------------------|--------------|-----------------|------------------------------|
| | | | | FISCAL YEAR 2022 | | | | FISCAL YEAR 2023 | | | | | | | T/A Salary Fiscal 2023 |
| Last Name | First Name | Account # | Position | Pay Grade | Rate | Hours | Annual Salary 1-Jul-21 | Rate | Hours | Proposed Increase 1-Jul-22 | Proposed Performance Increase | Final Base Rate | Other Pay | Final Salary | |
| Open | | 01-950-5100-000 | | | | | \$ - | \$ - | 0 | \$ - | \$ - | \$ - | \$ - | \$ 20,000 | \$ 20,000 |
| | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | |
| Total Salaries | | | | | | | \$ - | | | \$ - | | | \$ - | \$ 20,000 | \$ 20,000 |

Expense Detail - Becker Operating Costs

| | | FY 2020 Budget | FY 2021 Approp. | FY 2022 Approp. | FY 2023 Dept. Request | Dollar Change | Percent Change | FY 2023 TA Approved | Dollar Change | Percent Change |
|-----------------------------|-----------------|-------------------|--------------------|--------------------|-----------------------------|------------------|-------------------|---------------------------|------------------|-------------------|
| Maint Contracts/Repairs | 01-950-5200-003 | | | | | | | | | |
| Consultants/Prof Services | 01-950-5200-004 | | | | | | | | | |
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| | | | | | | | | | | |
| Purchase of Services | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| | | | | | | | | | | |
| Parts/Materials | 01-545-5400-006 | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| Supplies | | \$ - | \$ - | \$ - | \$ - | \$ - | 0% | \$ - | \$ - | 0% |
| | | | | | | | | | | |
| Telephone | 01-950-5200-001 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 100% |
| Electric | 01-950-5200-002 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 100% |
| Water/Sewer | 01-950-5200-006 | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% | \$ - | \$ - | 100% |

SECTION IV

Capital Improvement Plan



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

| Other Funding | | | | | | | |
|------------------------------|-------------|--------|--------|--------|--------|--------|--------|
| Department | Description | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | Source |
| | | - | | - | - | - | |
| | | | - | - | - | - | |
| Subtotal General Fund | | - | - | - | - | - | |

| Bonds | | | | | | | |
|-----------------------|-------------|--------|--------|--------|--------|--------|--------|
| Department | Description | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | Source |
| | | | - | - | - | - | |
| | | | | | | | |
| Subtotal Bonds | | - | - | - | - | - | |

| Free Cash?ARPA funding | | | | | | | |
|-------------------------------|---|---------|---------|---------|---------|--------|----------------|
| Department | Description | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | Source |
| Highway | Garage Overhead Doors | 26,817 | | | | | Free Cash/ARPA |
| Highway | Ford f450 - Replacement of Truck #19 | 125,000 | | | | | Free Cash/ARPA |
| Highway | Inter 6 wheel - Replacement of Truck #7 | | 265,000 | | | | Free Cash/ARPA |
| Highway | Replacement Zero Turn Mower | | 70,000 | | | | Free Cash/ARPA |
| Highway | Truck #10 Replacement | | | 265,000 | | | Free Cash |
| Highway | Replacement of Dump Body #3 | | | | 75,000 | | Free Cash |
| Fire | Station 3 Roof Replacement | 20,000 | | | | | Free Cash/ARPA |
| Fire | Forestry #2 Replacement | 70,000 | | | | | Free Cash/ARPA |
| Fire | Engine 4 Replacement | 700,000 | | | | | Free Cash/ARPA |
| Fire | Hydrant Repair | 93,500 | | | | | Free Cash/ARPA |
| Fire | Phone System | | 11,000 | | | | Free Cash/ARPA |
| Fire | Chief Car | | 55,000 | | | | Free Cash/ARPA |
| Fire | Rescue Boat | | | 20,000 | | | Free Cash |
| Fire | UTV | | | | 30,000 | | Free Cash |
| Fire | Inspection Car | | | | | 60,000 | Free Cash |
| Ambulance | 2022 Horton Dodge Ambulance | 328,000 | | | | | Free Cash/ARPA |
| Anbulance | 6 Portable Radios | | 26,676 | | | | Free Cash/ARPA |
| Police | Range Safety & Maintenance | 65,969 | | | | | Free Cash/ARPA |
| Police | Replacement Police Vehicle | 44,900 | | | | | Free Cash/ARPA |
| Police | Augment funds for Carport | 35,000 | | | | | Free Cash/ARPA |
| Police | Police Accreditation Program | | 112,500 | | | | Free Cash/ARPA |
| Police | Replace Failing Floors at PD | | 34,700 | | | | Free Cash/ARPA |
| Police | Replacement Detective Unit | | | 48,000 | | | Free Cash |
| Police | Town message Board | | | 35,000 | | | Free Cash |
| Police | New Roof - Police Department | | | | 160,000 | | Free Cash |
| Police | Rugged Tablets | | | | | 78,200 | Free Cash |
| Administration | Town Hall Back-up Generator | 125,000 | | | | | Free Cash/ARPA |
| Administration | First Floor Restrooms | | 60,000 | | | | Free Cash/ARPA |
| Administration | New Gym ADA Restroom | | | 30,000 | | | Free Cash |

| | | | | | | | |
|-----------------|--|------------------|----------------|----------------|----------------|----------------|----------------|
| Administration | Hillcrest Building Replacement Plans | | 103,500 | | | | Free Cash/ARPA |
| Administration | Town Hall Doors | | | | 200,855 | | Free Cash |
| Townwide | DEP Vent & Tube Replacement | 50,000 | | | | | Free Cash/ARPA |
| Townwide | Cameras for Town Properties | 100,000 | | | | | Free Cash/ARPA |
| Senior Center | Roof/shingles on Building | 115,000 | | | | | Free Cash/ARPA |
| Library | Replacement of 15 Computers | | 15,000 | | | | Free Cash/ARPA |
| School | High School Parking Lot repairs | 210,000 | | | | | Free Cash/ARPA |
| School | High School Concrete sidewalk repairs | 78,750 | | | | | Free Cash/ARPA |
| School | Elementary School - Cameras & Electronic Entry Systems | 57,750 | | | | | Free Cash/ARPA |
| School | Elementary School - Phone System | 18,900 | | | | | Free Cash/ARPA |
| School | High School Hallway Cameras | 31,500 | | | | | Free Cash/ARPA |
| School | High School Track | 100,000 | | | | | Free Cash/ARPA |
| School | HS Replacement AC systems for offices and labs | | 60,000 | | | | Free Cash/ARPA |
| School | Elementary School - Networking & Infrastructure - (60% grant funded) | | 26,250 | | | | Free Cash/ARPA |
| School | High School Multi Purpose Field Repairs | | | 84,000 | | | Free Cash |
| School | High School Baseball Field Repairs | | | 78,750 | | | Free Cash |
| School | High School Gym Sanding | | | | 20,000 | | Free Cash |
| | | | | | | | |
| Subtotal | | 2,396,086 | 839,626 | 560,750 | 485,855 | 138,200 | |

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

| | | | | | | | | | | | | |
|------------------|-----------|------------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|------------------|
| CIP Total | \$ | 2,396,086 | \$ | 839,626 | \$ | 560,750 | \$ | 485,855 | \$ | 138,200 | \$ | 4,420,517 |
|------------------|-----------|------------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|------------------|

Proposed Capital Projects by Department

| Highway | | | | | | | |
|---|-------------------|-------------------|-------------------|------------------|-------------|-------------------|----------------|
| Description | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | Five Year Total | Funding Source |
| Garage Overhead Doors | 26,817 | | | | | 26,817 | Free Cash/ARPA |
| Ford f450 - Replacement of Truck #19 | 125,000 | | | | | 125,000 | Free Cash/ARPA |
| Inter 6 wheel - Replacement of Truck #7 | | 265,000 | | | | 265,000 | Free Cash/ARPA |
| Replacement Zero Turn Mower | | 70,000 | | | | 70,000 | Free Cash/ARPA |
| Truck #10 Replacement | | | 265,000 | | | 265,000 | Free Cash |
| Replacement of Dump Body #3 | | | | 75,000 | | 75,000 | Free Cash |
| Subtotal | \$ 151,817 | \$ 335,000 | \$ 265,000 | \$ 75,000 | \$ - | \$ 826,817 | |

| Ambulance | | | | | | | |
|-----------------------------|-------------------|------------------|-------------|-------------|-------------|-------------------|----------------|
| Description | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | Five Year Total | Funding Source |
| 2022 Horton Dodge Ambulance | 328,000 | | | | | 328,000 | Free Cash/ARPA |
| 6 Portable Radios | | 26,676 | | | | 26,676 | Free Cash/ARPA |
| Subtotal | \$ 328,000 | \$ 26,676 | \$ - | \$ - | \$ - | \$ 354,676 | |

| Fire | | | | | | | |
|----------------------------|-------------------|------------------|------------------|------------------|------------------|---------------------|----------------|
| Description | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | Five Year Total | Funding Source |
| Station 3 Roof Replacement | 20,000 | | | | | 20,000 | Free Cash/ARPA |
| Forestry #2 Replacement | 70,000 | | | | | 70,000 | Free Cash/ARPA |
| Engine 4 Replacement | 700,000 | | | | | 700,000 | Free Cash/ARPA |
| Hydrant Repair | 93,500 | | | | | 93,500 | Free Cash/ARPA |
| Phone System | | 11,000 | | | | 11,000 | Free Cash/ARPA |
| Chief Car | | 55,000 | | | | 55,000 | Free Cash/ARPA |
| Rescue Boat | | | 20,000 | | | 20,000 | Free Cash |
| UTV | | | | 30,000 | | 30,000 | Free Cash |
| Inspection Car | | | | | 60,000 | 60,000 | Free Cash |
| Subtotal | \$ 883,500 | \$ 66,000 | \$ 20,000 | \$ 30,000 | \$ 60,000 | \$ 1,059,500 | |

| Police | | | | | | | |
|------------------------------|-------------------|-------------------|------------------|-------------------|------------------|-------------------|----------------|
| Description | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | Five Year Total | Funding Source |
| Range Safety & Maintenance | 65,969 | | | | | 65,969 | Free Cash/ARPA |
| Replacement Police Vehicle | 44,900 | | | | | 44,900 | Free Cash/ARPA |
| Augment funds for Carport | 35,000 | | | | | 35,000 | Free Cash/ARPA |
| Police Accreditation Program | | 112,500 | | | | 112,500 | Free Cash/ARPA |
| Replace Failing Floors at PD | | 34,700 | | | | 34,700 | Free Cash/ARPA |
| Replacement Detective Unit | | | 48,000 | | | 48,000 | Free Cash |
| Town message Board | | | 35,000 | | | 35,000 | Free Cash |
| New Roof - Police Department | | | | 160,000 | | 160,000 | Free Cash |
| Rugged Tablets | | | | | 78,200 | 78,200 | Free Cash |
| Subtotal | \$ 145,869 | \$ 147,200 | \$ 83,000 | \$ 160,000 | \$ 78,200 | \$ 614,269 | |

Town Municipal Facilities

| Description | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | Five Year Total | Funding Source |
|--------------------------------------|-------------------|-------------------|------------------|-------------------|-------------|-------------------|----------------|
| Town Hall Back-up Generator | 125,000 | | | | | 125,000 | Free Cash/ARPA |
| First Floor Restrooms | | 60,000 | | | | 60,000 | Free Cash/ARPA |
| New Gym ADA Restroom | | | 30,000 | | | 30,000 | Free Cash |
| Hillcrest Building Replacement Plans | | 103,500 | | | | 103,500 | Free Cash/ARPA |
| Town Hall Doors | | | | 200,855 | | 200,855 | Free Cash |
| Subtotal | \$ 125,000 | \$ 163,500 | \$ 30,000 | \$ 200,855 | \$ - | \$ 519,355 | |

Town Wide

| Description | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | Five Year Total | Funding Source |
|-----------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|----------------|
| DEP Vent & Tube Replacement | 50,000 | | | | | 50,000 | Free Cash/ARPA |
| Cameras for Town Properties | 100,000 | | | | | 100,000 | Free Cash/ARPA |
| Subtotal | \$ 150,000 | \$ - | \$ - | \$ - | \$ - | \$ 150,000 | |

Library

| Description | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | Five Year Total | Funding Source |
|-----------------------------|-------------|------------------|-------------|-------------|-------------|------------------|----------------|
| Replacement of 15 Computers | | 15,000 | | | | 15,000 | Free Cash/ARPA |
| Subtotal | \$ - | \$ 15,000 | \$ - | \$ - | \$ - | \$ 15,000 | |

Senior Center

| Description | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | Five Year Total | Funding Source |
|---------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|----------------|
| Roof/shingles on Building | 115,000 | | | | | 115,000 | Free Cash/ARPA |
| Subtotal | \$ 115,000 | \$ - | \$ - | \$ - | \$ - | \$ 115,000 | |

School

| Description | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | Total | Funding Source |
|--|-------------------|------------------|-------------------|------------------|-------------|-------------------|----------------|
| High School Parking Lot repairs | 210,000 | | | | | 210,000 | Free Cash/ARPA |
| High School Concrete sidewalk repairs | 78,750 | | | | | 78,750 | Free Cash/ARPA |
| Elementary School - Cameras & Electronic Entry Systems | 57,750 | | | | | 57,750 | Free Cash/ARPA |
| Elementary School - Phone System | 18,900 | | | | | 18,900 | Free Cash/ARPA |
| High School Hallway Cameras | 31,500 | | | | | 31,500 | Free Cash/ARPA |
| High School Track | 100,000 | | | | | 100,000 | Free Cash/ARPA |
| HS Replacement AC systems for offices and labs | | 60,000 | | | | 60,000 | Free Cash/ARPA |
| Elementary School - Networking & Infrastructure - (60% grant funded) | | 26,250 | | | | 26,250 | Free Cash/ARPA |
| High School Multi Purpose Field Repairs | | | 84,000 | | | 84,000 | Free Cash |
| High School Baseball Field Repairs | | | 78,750 | | | 78,750 | Free Cash |
| High School Gym Sanding | | | | 20,000 | | 20,000 | Free Cash |
| Subtotal | \$ 496,900 | \$ 86,250 | \$ 162,750 | \$ 20,000 | \$ - | \$ 765,900 | |

| | | | | | | | |
|------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|--|
| CIP Total | \$ 2,396,086 | \$ 839,626 | \$ 560,750 | \$ 485,855 | \$ 138,200 | \$ 4,420,517 | |
|------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|--|