

# PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

**ORGANIZATION:** Select Board

**MEETING:** X

**PUBLIC HEARING:**

**DATE:** January 28, 2019

**TIME:** 6:30pm

**LOCATION:** Town Hall, Select Board Conference Room, 3 Washburn Square, Leicester

**REQUESTED BY:** Kristen L. Forsberg

*Agenda packet and associated documents can be found at [www.leicesterma.org/bos](http://www.leicesterma.org/bos). This agenda lists all matters anticipated for discussion; some items may be passed over, and other items not listed may be brought up for discussion to the extent permitted by law. Select Board meetings are recorded by LCAC. Any member of the public planning to record the meeting must first notify the Chair. **PLEASE SILENCE ALL CELL PHONES DURING THE MEETING***

## CALL TO ORDER/OPENING

### 1. SCHEDULED ITEMS

- a. 6:30pm - Discussion with State Legislators
  - 1) [Water/Sewer Issues](#)
  - 2) Marijuana Host Community Agreements
  - 3) Solar Project PILOTs
- b. 7:00pm - Discussion with Schools - Potential Closure of Leicester Memorial School
- c. 7:30pm - [Library Renovation & Expansion Update](#)

### 2. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21A

### 3. PUBLIC COMMENT PERIOD

### 4. REPORTS & ANNOUNCEMENTS

- a. Student Liaison Reports
- b. Select Board Reports
- c. [Town Administrator Report](#)

### 5. RESIGNATIONS/APPOINTMENTS

- a. [Appointment - Part Time Library Assistant - Lori Buckley](#)
- b. [Appointment - Tyler Jefferson - Per Diem/On Call EMT-Basic](#)

### 6. OTHER BUSINESS

- a. [FY 2020 Budget Review & Proposed Prop 2 ½ Override Discussion](#)
- b. [Request to Use Town Roadways - Tarentino Strong 5k Road Race](#)
- c. [Award Bid for Church Street Bridge Reconstruction and Authorize Town Administrator to Sign Contract](#)
- d. [Parks & Rec Donations - Tarentino Playground Fund](#)
- e. [Senior Center Donations - Veterans Breakfast](#)
- f. [Fire Department Donation - Unrestricted](#)

### 7. MINUTES

- a. [January 7, 2019](#)
- b. [January 10, 2019](#)

**ADJOURN**

# CHERRY VALLEY SEWER DISTRICT

P.O. BOX 138  
ROCHDALE, MA 01542

Telephone: 508-892-0897  
Fax: 508-892-4371

## Commissioners

Donald G. Manseau, Chairman  
Victor M. Taylor, Commissioner  
Michael L. DellaCava, Sr. Commissioner

April 10, 2018

David Genereux, Town Administrator  
Town of Leicester  
3 Washburn Square  
Leicester, MA 01524

Dear Mr. Genereux:

We are writing to you on behalf of the Cherry Valley Sewer District (CVSD) located in Leicester, Massachusetts.

The intent of this letter is to plead for your help in obtaining Town assistance, by any available avenue.

We are seeking aide because the Cherry Valley Sewer District and its rate payers are in a financial crisis and need to take immediate action to avoid complete dissolution.

Allow me to provide you with a background of the District and how events have occurred to bring us to our current situation.

We are an extremely small subscriber-owned sewer District of currently only 420 customers, located on the western boarder of the City of Worcester. A public sanitary sewer system was desperately needed due failing septic systems throughout the area. The failing septic systems, coupled with no public sewers contributed to poor water quality within the Kettle Brook and Lynde Brook watershed, which directly discharges into the Upper Blackstone River.

After years of effort by the Sewer Commissioners, the District voters approved the construction of public sewers and further secured project funding from USDA Rural Development. The CVSD sewer system became active in 2001. CVSD does not operate a sewer treatment system. All wastewater leaves the District and travels through the City of Worcester and ultimately discharges for treatment into the Upper Blackstone Water Pollution Abatement District (UBWPAD) in Millbury, where the District is a community member.

The City of Worcester charges the District, based on transportation of flow and billed at an "out of city" rate for the wastewater to travel through the City's pipes. We are again charged by the UBWPAD for treatment costs or what is called "Operations and Maintenance Assessment." Both of these costs have increased tremendously each year, at a rate our District cannot maintain, with only 420 ratepayers.

Here is an explanation as to why rates continue to rise:

In the beginning stages of the sewer system operations, the City of Worcester allowed the District to provide total billed water use information received from and metered by the CV&R Water District. This information enabled the City of Worcester to bill back the District for sewer flow. Starting in 2013, the City

"This institution is an equal opportunity provider, and employer."

demanding that we install a working meter station to record all wastewater flow to enable them to bill the District for all flow. This also included additional Inflow and Infiltration (I&I), over and beyond what the District charges their customers for. Since this change, the District now receives bills from the City of Worcester, triple the cost of what was previously billed.

District staff works regularly to inspect manholes and areas of concern to mitigate potential areas of infiltration to reduce the high flows going into our system. With a very tight budget it has becoming very challenging for the District to address these issues in the system.

It doesn't end there. Pressure from environmental groups associated with Narragansett Bay concerned with the water quality from the UBWPAD, resulted in the EPA issued NPDES permit. The new conditions of the NPDES Permit have resulted in major and costly improvements to the UBWPAD. These costly upgrades have been to blame for the major financial impact our District has endured, as a community member. The costs of these upgrades are broken down and charged onto their community members. In the upcoming fiscal year (FY19) our District is looking at a possible 27% rate increase to pay for our portion of the UBWPAD O&M Assessment, after already receiving a 20% increase in FY18, a 24% in FY 17, a 29% in FY16. This equals a 100% increase in to our District in only 4 years.

In 2017 the District contracted with a professional company to conduct a rate study to determine how we should proceed with a rate increase to our customers. When the study was concluded it was determined that an enormous rate increase was needed and that increase was anywhere from 73% to 83% depending on consumption per household. With this increase it projected the District to generate \$382,953.00, in addition to annual sewer betterment payments of \$107,171 for fiscal year 2018. This does not even come close to meeting the total annual operating budget, including USDA debt service costs of \$772,473.00.

After the rate study, the new rate increase was implemented last year and deemed a major blow to our rate paying customers. Raising rates again would create additional financial trauma to them with possible catastrophic results, since Cherry Valley is considered a low income area, with mostly senior citizens, veterans and one income families.

We cannot burden our rate payers with another increase to add to their already skyrocketing water rates. In October of 2016, MassDEP issued the Cherry Valley and Rochdale Water District a Unilateral Administrative Order (UAO) directing them to connect to the City of Worcester, due to a depleted water supply. These SAME customers are being billed for water at rates that have increased, doubling and even tripling for some.

Since last year's rate increase, we have already witnessed trends where customers cannot pay their excruciatingly high water and sewer bills. We are sure that if rates have to be raised again, it will cripple the District rate payers with no light in sight.

In reviewing financial reports over the past few years, we have seen vast deficiencies in cash flow, not matching our expenses. In order to stay current on our loan payments and payables, funds have been and still are transferred out of our sewer betterment assessment CD account annually, just to make ends meet for the District. This practice can only continue for two more years before the District is completely out of money and can no longer operate.

In summary, the Commissioners recognize the rate payer's financial capabilities and have worked tirelessly to control operations of the CVSD. However, the aforementioned from the City of Worcester, the UBWPAD and the USDA debt service are areas they cannot control and are areas that have the greatest impact on District rates.


After reading this letter, we hope you understand that the Cherry Valley Sewer District and its rate payers are in severe financial jeopardy, and is the reason why we are pleading for you to help us any way possible.

We would like to meet with you in person to discuss options for our District and its rate payers. Thank you for your time and we hope to hear from you in the very near future. Please contact us with any questions or concerns you may have at (508) 892-9616.

Respectfully,

The Cherry Valley Sewer District  
Board of Commissioners

  
Donald G. Manseau, Chairman

  
Victor M. Taylor

  
Michael L. DellaCava, Sr.

Follow up from meeting with Town Administrator, Highway Superintendent, and LWSD Superintendent.

The items below are to give a general understanding of current issues facing both the Cherry Valley Sewer District and the Cherry Valley & Rochdale Water District. Also included within this is an overview of the financial status of both Districts.

The Cherry Valley Sewer District is currently in dire need of funding in order to continue operations moving forward. In the short term there are projects needing to be accomplished that the district cannot afford to appropriate the funding for. These projects were made known in a letter from MASSDEP back in April of this year

#### CVSD System needs Per MassDEP Letter April 11, 2018

1. GIS Map of entire System
2. Sump Pump inspection and removal program
3. CCTV 8500 ft. of sub area #2
4. Continue with recommended inspection and maintenance program.

Items 1-3 are items that the District cannot afford on their own considering the financial hardships the District is facing. The estimated cost on the CCTV is going to range anywhere from \$15,000-\$20,000. With potential \$5,000 for any engineering needed.

A sump pump inspection program could cost anywhere from \$40-\$50 per building being inspected. Currently the District has 420 connections which would cost roughly \$16,000-\$22,000.

GIS map of the system would cost less than the other projects (<\$10,000), an exact estimate was not given by the engineering company

Item 4 is currently worked into the Districts operation budget and staff will continue to work at the ongoing inspections and maintenance of the system.

Not listed in the state letter, but very clear within our flows and bills from the City of Worcester is that we have a flow issue, that we are attributing to issues with manhole structures within the system. The cost to rehab the manholes within the system is estimated to vary in costs from a few hundred dollars per manhole to a thousand dollars. The District has 270 Sewer manholes. Staff has begun an annual inspection program, system jetting and is working to fix some manholes that they can do within our operations budget, so far we are making progress in reduction of flows.

CVSD Financial Status is as follows

DEBT: Loan #1 \$105,963.00 annual, paid off 2030, Principal balance \$952,463.62

Loan # 2 \$128,059.00 annual, Paid off 2030, Principal Balance \$1,230,102.57

Loan # 3 \$76,006.00 annual, Paid off in 2033, Principal Balance \$809,201.77

ANNUAL TOTAL LOAN PAYMENTS \$310,028.00

CITY OF WORCESTER EXPENSE: \$272,000

UPPER BLACKSTONE EXPENSE: \$79,947.00

OPREATING BUDGET FY 19: \$246,837.74

AVAILABLE FUNDS (IN BANK ACCOUNT): \$1,208,782.79 (as of 6/30/2018)

Cherry Valley& Rochdale Water District is financially stable however, the District is in need of some major upgrades to the Distribution System. The water system was built back in 1910 and some of the infrastructure being used today has never been updated or replaced. June 2018 our engineering company Tata & Howard conducted a Hydraulic System Analysis. This report shows that there are many areas within the District that we can work to improve our pressures, fire flows and system capacity. These projects include both replacing old water mains and relining some existing water mains. Through the 2 phases and 11 projects noted in the study the price tag for the District is around \$10,200,000. Since 2016 the District has been purchasing all water from the City of Worcester which has come with a heavy price to the rate payers. Since this connection customers have seen a rate increase close to 100%. Knowing the financial burden that is on the ratepayers completing any projects with the idea of borrowing money and increasing rates at this current time is not feasible. The projects and cost are listed below in order of priority

#### PHASE 1

1. Water Main upgrade from intersection of Sargent and Redfield Rd down Locust to Rt 9 and up to Bottomley Ave. This project would replace the 8" main on Locust St up to the Redfield Rd intersection as well as replace the 8" and 6" main that go up route 9 to Bottomley ave. The new main would be a 12" Ductile Iron water main. Estimated project cost \$870,000
2. Install a 12" ductile iron water main on Sargent St from end of 8" Main (In area of # 61 Sargent) out to Rt 9. This is to help increase redundancy and improve flow coming from interconnection. Estimated cost \$138,000
3. Upgrade 8" Water main from intersection of Main & Chapel up Main St. To Willow Hill Rd, to the Booster pump @ Henshaw Pond to a 12" Ductile iron main. Estimated cost \$1,888,000
- 3\*. Alternate and temporary solutions in lieu of #3 is to utilize the clearwell @ Henshaw Pond to fill with water from Interconnection and then be pumped to Rochdale section of System. This would alleviate the pressure drop that the system experiences when the booster pump is in operation and supply the system with an extra 140,000gal in storage. Project estimate is \$210,000. Doing this project instead of # 3 would benefit the district in the short term and the task of #3 would still need to be done at some point in the future.
4. Replacing the 8" Main from Rt. 56 @ King St through the easement to Pleasant St and onto the Greenville Storage Tank. The main would be replaced with a 12" Ductile Iron main. Estimated cost is \$1,032,000
- 4b. Upgrade of water Main from intersection of Stafford St. @ Pleasant St. up Stafford St to Intersection with Rt56 to a 12" Ductile Iron main. This is expected to help with system capacity in relation to available fire flows for businesses located on Rt 56. Estimated Cost \$929,000

5. Relining of the existing 12" Water main on Pleasant St from the Greenville Storage all the way down Pleasant St to the intersection of Stafford St. This is to improve transmission of water throughout the system in Rochdale. Estimated Cost \$1,675,000

## PHASE 2

The items in phase 2 are on the lower priority of needing completion. All the projects noted in Phase 2 are to help improve the system to deliver the recommended residential fire flows.

6. Replace the remainder of the 8" Main on Rt 9 from Locust St to the Worcester line to 12" Ductile Iron main. At the same time replace the 6" main on McCarthy Ave. from Main St up to Keefe Ct. Estimated Cost \$651,000
7. Replace the 6" Water main on Church St from Intersection of Main St to Intersection of Boyd St to 8" Ductile Iron Main. Estimated Costs \$125,000
8. Replace all the 6" Main on Auburn St from Main St to end with new 8" Ductile Iron Main. Estimated cost \$929,000
9. Replace the 6" Cast Iron main on Bottomley Ave from Main St Intersection to West St intersection with new 8" Ductile Iron main. Estimated cost \$394,00
10. Replace 8" Cast iron main on Main St. From Willow Hill to the end of the District on Main St. with new 8" Ductile Iron main. Estimated Cost \$675,000
11. Replace the 6" water main on Charlton St from the Intersection of Pleasant and River St to end of Charlton St line with new 8" Ductile Iron main. Estimated Cost \$647,000

These are the current projects outside of our operations that are upon the District and will need to begin to be addressed in the near future. The total for the 11 items mentioned is roughly \$10,200,000. Not included in these projects is the replacement of the 8" main transmission main going cross country from the old Water Treatment Plant, through the woods over to Peter Salem Rd. and from there back into the woods over to King St. This main is roughly 7-8,000 ft long going through swamp woods and streams installed back in 1910. Updating the main and possibly rerouting the main in some cases would benefit the Districts transmission capacity to the Rochdale section of town. Environmental permitting and design were not included in the Hydraulic Study however, the estimated cost of this replacement is

## DISTRICT FINANCIALS

**OPERATIONS** (not including debt) \$ 1,350,750.4

**DEBT:** MWPAT 1 Paid off in 2035 Principal balance of \$510,134.15

MWPAT 2 Paid off in 2023 Principal balance of \$424,045.16

USDA 1 Paid off in 2050 Principal balance of \$513,611.61

USDA 2 Paid off in 2051 Principal balance of \$ 141,146.01

**RESERVE** \$50,000

**CASH AND CASH EQUIVALENTS** (as of Aug 15, 2018) \$2,129,071.75

Cherry Valley Sewer District (Net loss) Net Gain from Audit Reports			
	(Net Loss) Net Gain Including Depreciation	Excluding depreciation	Grant Money (This is including in Net Gain)
2017	\$ (659,368.00)	\$ (241,499.00)	
2016	\$ (574,849.00)	\$ (156,980.00)	
2015	\$ (579,421.00)	\$ (161,958.00)	
2014	\$ (546,292.00)	\$ (132,765.00)	
2013	\$ (424,823.00)	\$ (13,906.00)	
2012	\$ (477,471.00)	\$ (61,093.00)	
2011	\$ (396,825.00)	\$ 38,627.00	
2010	\$ (23,922.00)	\$ 410,493.00	\$ 307,949.00
2009	\$ (383,849.00)	\$ 38,309.00	
2008	\$ (71,715.00)	\$ 34,872.00	\$ 142,784.00
2007	\$ 586,738.00	\$ 171,677.00	\$ 515,888.00
2006	\$ 1,294,250.00	\$ 1,291,936.00	\$ 996,959.00
2005	\$ 875,616.00		\$ 307,858.00
2004	\$ 444,880.00		
2003	\$ 1,534,596.00		\$ 842,571.00
2002	\$ 979,942.00		\$ 6,615.00
2001	\$ 148,528.00		\$ 44,483.00

This note is directly from the 2006 Audit Report - The district decrease in operating revenue is due largely to a decrease in receipt of sewer betterments. Increases in expenses are attribtule to increases in sewerage Disposal fees, professional fees and other supplies and materials paid by the district



**Cherry Valley Sewer District**

<b>Debt Service</b>			
	<b>Yearly payment</b>	<b>Paid off in</b>	<b>Principal Balance as of 06/30/2018</b>
Loan # 1	\$105,963.00	2030	\$952,463.62
Loan # 2	\$128,059.00	2030	\$1,230,102.57
Loan # 3	\$76,006.00	2033	\$809,201.77
<b>Total Yearly Payment</b>	<b>\$310,028.00</b>		<b>\$2,991,767.96</b>

\*\* This could change a little when we get yearly report from USDA

<b>Money Market, Checking, CD Account</b>	
FY 14	\$2,475,998.00
FY 15	\$2,112,525.00
FY 16	\$1,774,471.00
FY 17	\$1,497,074.00
FY 18	\$1,209,820.45
FY 19 as of 10/31/2018	\$1,139,951.24

\* No loan payments have been made this  
fiscal year yet

	<b>City of Worcester</b>	<b>Upper Blackstone</b>
FY 14	\$98,940.00	\$31,689.00
FY 15	\$119,013.41	\$35,003.00
FY 16	\$150,928.96	\$45,159.00
FY 17	\$238,882.55	\$55,895.00
FY 18	\$285,190.17	\$66,577.00
FY'19	unknown	\$79,947.00

	Revenue Breakdown					
	Operating Revenue					
	User Fees	Betterments	Tax Title	Other	Non-Operating	Total
FY18	\$ 387,130.66	\$ 166,339.76	\$ 8,361.70	\$ 312.60	\$ 36,689.15	\$ 598,833.87
FY17	\$ 276,546.00	\$ 84,158.00	\$ 6,292.00	\$ 450.00	\$ 46,609.00	\$ 414,055.00
FY16	\$ 233,253.00	\$ 130,756.00	\$ 2,924.00	\$ 11,264.00	\$ 53,868.00	\$ 432,065.00
FY15	\$ 207,322.00	\$ 104,568.00	\$ 41,816.00	\$ 2,850.00	\$ 84,758.00	\$ 441,314.00
FY14	\$ 224,479.00	\$ 124,695.00	\$ 33,532.00	\$ 1,053.00	\$ 82,410.00	\$ 466,169.00
FY13	\$ 239,431.00	\$ 154,053.00	\$ 28,166.00	\$ 450.00	\$ 89,422.00	\$ 511,522.00
FY12	\$ 212,544.00	\$ 116,623.00	\$ 24,649.00	\$ 1,486.00	\$ 110,409.00	\$ 465,711.00
FY11	\$ 213,991.00	\$ 160,389.00	\$ 30,512.00	\$ 2,425.00	\$ 151,494.00	\$ 558,811.00
FY10	\$ 229,522.00	\$ 240,176.00	\$ 26,656.00	\$ 1,200.00	\$ 123,714.00	\$ 621,268.00
FY09	\$ 155,807.00	\$ 201,915.00		\$ 1,422.00	\$ 174,670.00	\$ 533,814.00
FY08	\$ 247,820.00	\$ 262,582.00	\$ 26,789.00	\$ 23,293.00	\$ 174,741.00	\$ 735,225.00
FY07	\$ 228,126.00	\$ 486,524.00		\$ 29,778.00	\$ 180,822.00	\$ 925,250.00
FY06	\$ 225,256.00	\$ 234,255.00		\$ 28,996.00	\$ 196,851.00	\$ 685,358.00
FY05	\$ 147,350.00	\$ 524,409.00		\$ 260,873.00		\$ 932,632.00
FY04	\$ 83,896.00	\$ 559,833.00		\$ 225,363.00		\$ 869,092.00
FY03	\$ 47,600.00	\$ 662,461.00		\$ 237,906.00		\$ 947,967.00
FY02	\$ 17,869.00	\$ 926,036.00		\$ 298,373.00		\$ 1,242,278.00
FY01						\$ -

\*not audited numbers

## Cherry Valley Sewer District Operating Budget

Operating Expenses	FY 19 Approved
Abatements	\$ -
Accounting	\$ 13,184.00
Administration	\$ 2,000.00
Allowance	\$ 20,658.00
Bank Fees	\$ 200.00
Consulting Fees	\$ 3,000.00
Electricity	\$ 7,210.00
Field Supplies	\$ 2,410.20
Heat	\$ 3,600.00
Insurance	\$ 12,400.00
Health Insurance	\$ 21,313.00
Legal Advertising	\$ 500.00
Legal	\$ 7,210.00
Miscellaneous	\$ 200.00
Mission / SCADA	\$ 3,934.60
Motor Vehicle Expense	\$ 4,500.00
Office Supply	\$ 8,400.00
Officers' Salary	\$ 5,092.32
Payroll	\$ 81,893.42
Pipes	\$ 2,300.00
Postage	\$ 3,600.00
Rent	\$ -
Repair/Maintenance	\$ 6,365.20
Septage Dumping Fees	\$ -
Small Tools	\$ 1,920.00
Sub Contracts	\$ 13,500.00
Technology	\$ 16,100.00
Telephone	\$ 3,600.00
WRR Assessment	\$ 1,747.00
<b>Total Operating Expense</b>	<b>\$ 246,837.74</b>

Reserve

\$ -

CO' Transport./Treatment Expenses

(\$3.75 per ccf)

\$ 272,000.00

(Actual: \$3.722)

UBWPAD

(\$19,986.75 per qtr)

\$ 79,947.00

Debt Service

\$ 310,028.00

**Total Proposed Budget**

**\$ 908,812.74**

This an estimate chances are we will go over. End of FY'18 was higher than this.

Red are part of a service agreement with the Cherry Valley & Rochdale Water District

**CHERRY VALLEY SEWER DISTRICT**

**FY'18 SEWER CHARGES/REVENUE**

MONTH 2017	Charges to Customers	Sewer User Revenue	Betterments	Liens	Reimbursement	Misc., Drain layers, etc.	Total Revenue Received
July	\$33,988.91	\$ 28,912.87				\$ 25.00	\$ 28,937.87
August	\$33,611.62	\$ 32,287.52	\$ 887.71		\$ 17.00		\$ 33,192.23
September	\$35,008.73	\$ 37,730.89	\$ 25,320.18	\$ 2,762.10		\$ 25.00	\$ 65,838.17
October	\$33,701.06	\$ 35,764.60	\$ 27,015.94	\$ 469.49			\$ 63,250.03
November	\$33,397.58	\$ 31,005.43	\$ 40,029.79				\$ 71,035.22
December	\$32,094.77	\$ 26,782.81					\$ 26,782.81
<b>2018</b>							
January	\$32,637.13	\$ 31,654.53	\$54,028.57	\$ 5,130.11			\$ 90,813.21
February	\$34,875.90	\$ 31,355.55	\$ 1,042.23			\$ 0.25	\$ 32,398.03
March	\$36,716.49	\$ 30,929.45	\$ 7,046.57				\$ 37,976.02
<b>TOTAL</b>	<b>\$306,032.19</b>	<b>\$286,423.65</b>	<b>\$155,370.99</b>	<b>\$8,361.70</b>	<b>\$17.00</b>	<b>\$50.25</b>	<b>\$450,223.59</b>

<b>Expenses:</b>	
Debt Service payments	\$310,028.00
City of Worcester (Est.)	\$278,970.00
Upper Blackstone	\$66,577.00
CVRWD Service Agreement	\$175,445.20
YTD Other expenses	\$33,146.99
Estimated other expenses for remainder of FY 18	\$43,676.00
<b>Total Expense:</b>	<b>\$907,843.19</b>

**Accounts Receivable as of 03/31/2018:**

\$47,541.38

**Betterment Revenue:** The District assessed sewer betterments upon completion of sewer installation to applicable Cherry Valley homeowners. The betterment was assessed in the amount of \$11,912 with option to pay over a 10, 20 or 30 year period. Phase 1 was completed May 2001, Phase 2 was completed May 2002. The 10 Year betterments have been paid off, 20 year will be paid off in 2022, 30 year will be paid off in 2032. As houses are sold betterments are paid in full. Our betterment Revenue is going to continue to decrease. As of 06/30/2017 there is \$801,550 left to collect.

65-1240

6-420

# Cherry Valley Sewer District

FY 18

## OPERATING BUDGET

	Approved FY'18	Amount used as of March 31, 2018	Balance
<b>Expenditures</b>			
ADMINISTRATION	\$ 2,000.00	\$ 295.00	\$ 1,705.00
Abatements	\$ 100.00		\$ - 100.00
Accounting Fees	\$ 13,184.00	\$ 12,096.00	\$ 1,088.00
Allowance	\$ 3,500.00		\$ 3,500.00
Bank Fees	\$ 200.00	\$ 25.00	\$ 175.00
Consulting Fees	\$ 3,000.00		\$ 3,000.00
Field Supplies	\$ 2,410.20	\$ 1,807.65	\$ 602.55
Gross Payroll	\$ 107,120.00	\$ 80,340.00	\$ 26,780.00
Insurance	\$ 12,100.00	\$ 11,355.00	\$ 745.00
Health Insurance	\$ 19,000.00	\$ 14,250.00	\$ 4,750.00
Legal Advertising	\$ 500.00		\$ 500.00
Legal Fees	\$ 7,210.00	\$ 391.50	\$ 6,818.50
License Fees			\$ -
Miscellaneous	\$ 200.00		\$ 200.00
Mission	\$ 3,934.60	\$ 2,253.60	\$ 1,681.00
Motor Vehicle Expense	\$ 4,500.00	\$ 3,375.00	\$ 1,125.00
Office Expense	\$ 9,177.00	\$ 6,882.75	\$ 2,294.25
Officers Salary	\$ 4,944.00	\$ 3,708.00	\$ 1,236.00
Pipes	\$ 2,300.00	\$ 915.32	\$ 1,384.68
Postage	\$ 3,474.00	\$ 2,605.50	\$ 868.50
Rent			\$ -
Repairs & Maint	\$ 6,365.40	\$ 1,769.60	\$ 4,595.80
Septage Fee			\$ -
Subcontractor	\$ 13,500.00		\$ 13,500.00
Technology	\$ 15,700.00	\$ 11,775.00	\$ 3,925.00
Small Tools & Equipment	\$ 1,920.00	\$ 1,440.00	\$ 480.00
Electricity	\$ 7,210.00	\$ 2,526.97	\$ 4,683.03
Heat	\$ 3,600.00	\$ 2,700.00	\$ 900.00
Telephone	\$ 3,600.00	\$ 2,700.00	\$ 900.00
Worcester Regional Assessment	\$ 1,519.00	\$ 1,519.00	\$ -
			\$ -
			\$ -
			\$ -
Reserve			\$ -
COW T/T	\$ 208,200.00	\$ 115,970.67	\$ 92,229.33
UBWPAD T/T	\$ 66,577.00	\$ 66,577.00	\$ -
			\$ -
<b>Total</b>	<b>\$ 527,045.20</b>	<b>\$ 347,278.56</b>	<b>\$ 179,766.64</b>

**Cherry Valley Sewer District**

<b>Expenses per Audit (Excluding Principal Debt Service)</b>				
	<b>Depreciation Expense</b>	<b>Operating Expenses</b>	<b>Non-Operating Expenses</b>	<b>Total Expenses</b>
FY 14	\$413,527.00	\$415,545.00	\$183,389.00	\$1,012,461.00
FY 15	\$417,463.00	\$425,567.00	\$177,705.00	\$1,020,735.00
FY 16	\$417,869.00	\$428,302.00	\$160,743.00	\$1,006,914.00
FY 17	\$417,869.00	\$517,292.00	\$138,262.00	\$1,073,423.00

	<b>Operating Revenue</b>	<b>Non-Operating Revenue</b>	<b>Total Revenue</b>
FY 14	\$383,759.00	\$82,410.00	\$466,169.00
FY 15	\$356,556.00	\$84,758.00	\$441,314.00
FY 16	\$378,197.00	\$53,868.00	\$432,065.00
FY 17	\$367,446.00	\$46,609.00	\$414,055.00

<b>Operating Revenue Breakdown</b>					
	<b>User Fees</b>	<b>Betterments</b>	<b>Tax Title</b>	<b>Other</b>	<b>Total Operating Revenue</b>
FY 14	\$224,479.00	\$124,695.00	\$33,532.00	\$1,053.00	\$383,759.00
FY 15	\$207,322.00	\$104,568.00	\$41,816.00	\$2,850.00	\$356,556.00
FY 16	\$233,253.00	\$130,756.00	\$2,924.00	\$11,264.00	\$378,197.00
FY 17	\$276,546.00	\$84,158.00	\$6,292.00	\$450.00	\$367,446.00

<b>Net Losses Per Audit Reports</b>	
FY 14	\$546,292.00
FY 15	\$579,421.00
FY 16	\$578,849.00
FY 17	\$659,368.00

<b>Net Loss not included Depreciaton</b>	
FY 14	\$132,765.00
FY 15	\$161,958.00
FY 16	\$156,980.00
FY 17	\$241,499.00

\*Revenue will continue to decrease as betterments are paid off

**Cherry Valley Sewer District**

<b>Debt Service</b>			
	<b>Yearly payment</b>	<b>Paid off in</b>	<b>Principal Balance as of 06/30/2017</b>
Loan # 1	\$105,963.00	2030	\$1,005,647.78
Loan # 2	\$128,059.00	2030	\$1,291,802.84
Loan # 3	\$76,006.00	2033	\$843,606.46
<b>Total Yearly Payment</b>	<b>\$310,028.00</b>		<b>\$3,141,057.08</b>

<b>Money Market, Checking, CD Account</b>	
FY 14	\$2,475,998.00
FY 15	\$2,112,525.00
FY 16	\$1,774,471.00
FY 17	\$1,497,074.00
FY 18 to date	\$1,204,592.56

	<b>City of Worcester</b>	<b>Upper Blackstone</b>
FY 14	\$98,940.00	\$31,689.00
FY 15	\$119,013.41	\$35,003.00
FY 16	\$150,928.96	\$45,159.00
FY 17	\$238,882.55	\$55,895.00
FY 18 Estimate	\$278,970.00	\$66,577.00

Open PCOs							1/22/2019	
PCO#	Rev'n	Title	Date Initiated	PCO Amount	Change Event Type	Proposed Amount - CO	CO's Amount-Signed	LPA Comments/Status
		POTENTIAL EXPENDITURES - CHANGES IN PROCESS				Exposure		
		EZ Operator -AAB variance				\$2,000.00		CVV Advise, placeholder
		Waiting area frame instalation				\$5,000.00		Not clear if an extra, CVV :was not built as shown , DAS added \$ Mason deduct \$? Carry exposure
		Added tactical warning pads				\$1,500.00		Await PCO DAS
		Cuit Reglet for glazing				\$5,000.00		Await field review
		West Chimney work			Existing Conditions	\$5,000.00		CVV Reviewing total area, adjustments
		Historic display modifications, other work				\$10,000.00		CVV to advise
		Other coordination-items contingency				\$0.00		1/16/19 oमितed contingency here , used for terrazzo increase
					TOTAL	\$28,500.00		
		PROPOSED CHANGE ORDERS FROM THE CONTRACTOR/SUMMARY CO'S				ACTIONS		
PCO %		Description	Date Initiated	PCO Amount	Change Event Type	CO #	CO's Amount-Proposed	
TBD		Propane switchover, tank removal				Owners work	\$4,000.00	Budget placeholder
TBD		Glass repairs -additional work				Owners work	\$5,000.00	1/16/19 Committee voted on NTE , Need selectboard approval 1/28/19
TBD		Terrazzo floor pco 112 plus new infill \$8-12,000				Owners work	\$40,000.00	Committee voted 1/16 to increse the NTE \$16,000 budget voted to NTE \$40,000, based on discussion w/ CVV , and estimate he received , plus OH&P Need selectboard approval 1/28/19
TBD		Radio cell transmitters Fire alarm and Security				TBD	\$990.00	\$1,200 Approved by Building Com'-Select bd, billed to town separatly by vendor carry \$ here
TBD		Refinishing woodwork				Owners work	\$7,500.00	1/16/19 was voted on by committee and selectboard , CCV to discuss w/ DAS
124		CE #167 Pendant fixture change	1/4/2019	\$1,283.53	Scope -MEP/Arch	FUTURE CO	\$1,283.53	11/14/18 Approved by Building Com'-Select bd
123		CE #166 Provide 5 monitor modules	1/4/2019	\$1,679.65	Scope -MEP/Arch	FUTURE CO	\$1,679.65	Approved by Building Com' and select board
122		CE #164 Plaster patching rms 001, 003 & 007	12/12/2018	\$6,690.00	Existing Conditions	FUTURE CO	\$6,690.00	Was signed by TA, Approve BC 12/12, needs selct board approval
121		CE #163 Snow guard modifications - ASI 018 supersedes #116	12/6/2018	\$19,528.44	Owner/Arch Scope	FUTURE CO	\$19,528.44	Voted 11/14 building committee, NTE, omit protection cost, overlap w/ contract work w/ Lift
120		Two monitor modules	11/30/2018	\$1,002.48	Scope -MEP/Arch	VOID		See PCO 123
119		Water line credit	11/30/2018	(\$1,948.32)	Existing Conditions	FUTURE CO	(\$1,948.32)	
118		Core wall for HVAC vent	11/30/2018	\$940.52	Scope -MEP/Arch			Rejected CVV formal letter to follow
117		Temporary propane	11/29/2018	\$6,483.87	Existing Conditions	CO # 14	\$6,483.87	11/14/18 Approved by Building Com'-Select bd
116		Revised Snow guard modifications	11/8/2018	\$24,878.34	Owner/Arch Scope	VOID		See PCO 121



PCO#	Rev'n	Title	Date Initiated	PCO Amount	Change Event Type	Proposed Amount - CO	CO's Amount-Signed	LPA Comments/Status
115		Additional SL4E fixture at opening 25	11/5/2018	\$1,927.51	Scope -MEP/Arch	CO # 14	\$1,927.51	11/14/18 Approved by Building Com'-Select bd
114		Exterior SL4E change	11/5/2018	\$1,912.01	Scope -MEP/Arch	CO # 14	\$1,912.01	11/14/18 Approved by Building Com'-Select bd
113		Radiant panels modifications	11/5/2018	\$93.12	Existing Conditions	CO # 14	\$93.12	11/14/18 Approved by Building Com'-Select bd
112		Concrete infill removal in Rooms 107, 108, 109	11/5/2018	\$3,566.60	Existing Conditions			VOID, REVIISED TO INCLUDE INFILL SEE ABOVE
111		Change locking function at various doors	11/5/2018	\$4,782.50	Owner/Arch Scope	CO # 14	\$4,782.50	11/14/18 Approved by Building Com'-Select bd
110		Trim change to Door 111	11/5/2018	\$564.17	Owner	CO # 14	\$564.17	11/14/18 Approved by Building Com'-Select bd
109		Added exit device to X101	11/5/2018	\$908.08	Owner	CO # 14	\$908.08	11/14/18 Approved by Building Com'-Select bd
108		Door cover plates	11/5/2018	\$1,194.62	Existing Conditions	CO # 14	\$1,194.62	11/14/18 Approved by Building Com'-Select bd
107		Drop plates for door closures	11/5/2018	\$347.04	Existing Conditions	CO # 14	\$347.04	11/14/18 Approved by Building Com'-Select bd
106		Main Street concrete sidewalk	10/26/2018	\$17,761.93	Existing Conditions	CO # 14	\$17,761.93	11/14/18 Approved by Building Com'-Select bd
105		Green exterior paint for PVC	10/18/2018	\$442.60	Scope -Arch	CO # 14	\$442.60	11/14/18 Approved by Building Com'-Select bd
104		Pendant fixture change	10/18/2018	\$2,584.76		VOID		Void see PCO 124
103		Keyed access elevator 2nd floor	10/18/2018	\$1,659.74	Owner	FUTURE CO	\$1,659.74	11/14/18 Approved by Building Com'-Select bd
102		Dorma Door Alarm	10/17/2018	\$1,861.21	Owner			less expensive device is being reviewed CVV/DAS advise
101		Electrical modifications for radiant panels	10/12/2018	\$708.15	Existing Conditions	CO #13	\$708.15	
100		Security wiring doors XG01 and 102	10/3/2018	\$5,481.55	Owner	CO #13	\$5,481.55	
99		Meeting Room Carpet to Linoleum	10/3/2018	\$2,852.86	Owner	CO #13	\$2,852.86	
98		Revised UPS for elevator exhaust	9/24/2018	\$2,779.50		VOID		
97		Waterproof membrane in toilet rooms	9/18/2018	\$4,296.58		REJECTED		CVV -Rejected
96		Wall tile issues	9/18/2018	\$2,230.02		REJECTED		CVV -Rejected
95		Roof brackets and planks on slate roof for masonry	9/12/2018	\$4,160.26		REJECTED		CVV -Rejected
94		CE #121 UPS for elevator exhaust	9/5/2018	\$2,114.78	Scope -MEP/Arch	CO #12	\$2,114.78	
93		CE #124 Radiant panel work in 012, 004, and 105	9/4/2018	\$11,470.29	Ex Conditions/Scope MEP			CVV -Requested DAS to revise- less scope
92		CE #125 Abutters property improvements	8/30/2018	\$16,111.00	Owner/MOU Agreement	CO #12	\$16,111.00	schedule
91		CE #123 Unit price plaster repairs Stair ST-EX	8/29/2018	\$1,680.00	Existing Conditions	CO #12	\$1,680.00	unit cost in contract at 30 \$/sf
90		CE #122 Unit price plaster repairs 1st floor	8/29/2018	\$3,930.00	Existing Conditions	CO #12	\$3,930.00	unit cost in contract at 30 \$/sf
89		CE #120 Revised elevator wrap proposal	8/17/2018	\$2,276.05	MEP/Arch	CO #12	\$2,276.05	
88		CE #094 Floor finish in meeting room from carpet to VCT	8/14/2018	(\$40.45)	Owner Request	VOID		CVV/LPA Linoleum was requested DAS to price
87		CE #119 Interior ground floor painting	8/13/2018	\$15,312.64	Ex Cond/ Owner Request	CO #11	\$15,312.64	
86		CE #114 Snow guard modifications	8/13/2018	\$26,193.94	Recommendation	VOID		Void see PCO 116
85		CE #118 Boots for pipe penetrations through roof	8/13/2018	\$4,287.65	MEP/Arch	CO #11	\$4,287.65	
84		CE #117 DCVA required by LWDS	8/7/2018	\$1,722.80	LWSD Request	CO #11	\$1,722.80	
83		CE #116 Reverse the swing of Door 211	8/7/2018	\$1,783.30	Arch	CO #11	\$1,783.30	
82		CE #109 Unit Price Plaster Repairs-2nd Floor	7/18/2018	\$12,090.00	Existing Conditions	CO #10	\$12,090.00	unit cost in contract at 30 \$/sf
81		CE #108 Sewer Revisions-DI	7/16/2018	\$1,106.49		VOID	0	not needed
80		CE #106 Sewer Cleanout	7/9/2018	\$1,659.74	LWSD Request	CO #10	\$1,659.74	
79		CE #105 Sewer Revisions-DI	7/9/2018	\$18,810.33		VOID	0	void
78		CE #104 Sewer Revisions-PVC	7/9/2018	\$17,703.84	LWSD Request	CO #10	\$17,703.84	
77		CE #103 Fence credit	6/27/2018	(\$2,000.00)	Abutter agreement	CO #9	(\$2,000.00)	
76		CE #102 Added stone drip	6/25/2018	\$1,095.43		VOID	0	CVV Do not need
75	2	CE #112 Site drainage changes - 1 cleanout	7/20/2018	\$6,578.64	MEP	CO #10	\$6,578.64	
75	1	CE #111 Site drainage changes - 2 cleanouts	7/20/2018	\$7,217.63		VOID	0	void see above
75		CE #101 Site drainage changes	6/25/2018	\$8,495.63		VOID	0	void see above
74	2	CE #100 Sidewalk east elevation	6/25/2018	\$11,012.89	Dispute-ownership	VOID		Closed
73	1	CE #099 Site changes - parking lot revisions	6/23/2018	\$3,168.38	Owner (Fire Dept)request	CO #10	\$3,168.38	

PCO#	Rev'n	Title	Date Initiated	PCO Amount	Change Event Type	Proposed Amount - CO	CO's Amount-Signed	LPA Comments/Status
72		CE #098 Boots for pipe penetrations through roof	6/23/2018	\$5,975.05	Arch/MEP	VOID		Void see # 85
71		CE #097 Wrap on elevator exhaust duct-2 layers	6/21/2018	\$4,259.99		VOID		void do one layer
70		CE #096 Wrap on elevator exhaust duct-1 layer	6/21/2018	\$2,428.19	MEP	VOID		Void see above
69		CE #095 Lighting revisions from RFI #48	6/21/2018	\$1,925.29	Arch/MEP	CO #10	\$1,925.29	
68		<b>CE #093 Additional Access Panel in Room 205</b>	6/4/2018	\$522.86	Existing Conditions	CO #9	\$522.86	
67		<b>CE #092 Fur out wall in Room 106</b>	5/30/2018	\$1,019.52	Existing Conditions	CO #9	\$1,019.52	
66		CE #090 Added control dampers	5/14/2018	\$4,296.50	MEP/Arch	CO #11	\$4,296.50	
65		<b>CE #089 Concrete pan at stair ST-1</b>	5/7/2018	\$5,414.89	Arch	CO #9	\$5,414.89	
64		CE #088 Water line revisions without hydrant	5/1/2018	\$63,189.43		VOID	\$0.00	
64	1	CE #088 Water line revisions without hydrant	5/1/2018	\$67,394.09	Existing Conditions	CO #8	\$67,394.09	credit due back ca 5k. Signed PCO received
63		CE #087 Water line revisions with hydrant \$ 69,019.53	5/1/2018	\$69,019.53		VOID		difference -hydrant only
63	1	CE #087 Water line revisions with hydrant \$ 73,224 total	5/1/2018	\$5,830.00		VOID		difference -hydrant only
62		CE #086 Lighting Revisions RFI 48 - VOID SEE #069	5/1/2018	\$8,730.21		VOID	\$0.00	discussed w/ CVV -not needed- he needs to formalize-VOID SEE#69
61	1	Sewer line Extension	6/13/2018	\$16,000.00		VOID		adjustment rec'd see above \$
61		CE #081 Sewer Connection	4/27/2018	\$35,059.14		VOID		20 K Authorized,-see # 80 & # 78
		Credit -w/ no SMH		(\$10,000.00)		VOID		
60		CE #082 for the stud backup	4/19/2018	\$2,275.26	Scope -Arch	CO #7	\$2,275.26	
59		CE # 084 Ledge Removal at detention System	4/13/2018	\$6,085.70	Existing Conditions	CO #7	\$6,085.70	
58		CE #080 Ground floor windows - Marvin Option	4/5/2018	\$4,702.52	Existing Conditions	CO #8	\$4,702.52	
57		CE #075 Delete tamper proof receptacle in Vestibule 101	4/2/2018	(\$186.09)	Design Change/Coord'n	CO #7	(\$186.09)	
56		CE #079 Additional materials at catwalk	3/30/2018	\$591.39	Scope -Arch	CO #7	\$591.39	
55		CE # 077 Vent piping through roof existing building	3/28/2018	\$2,450.23	Existing Conditions	CO #7	\$2,450.23	
54		CE # 076 Rock Removal at detention System	3/27/2018	\$580.91	Existing Conditions	CO #6	\$580.91	
53		CE #073 Wiring for Branch Controllers	3/23/2018	\$549.93	Scope -MEP	CO #6	\$549.93	
52		CE #069 Delete (2) SL4A fixtures and direction on pendant	3/23/2018	(\$950.58)	Design Change	CO #7	(\$950.58)	
51		CE #068 Additional scope at underpinning locations	3/13/2018	\$6,362.21	Existing Conditions	CO #6	\$6,362.21	
50		CE #067 Supply piping to P-3 sink in 117	3/12/2018	\$1,772.60	Scope-MEP	CO #7	\$1,062.23	
49		CE #066 Sprinkler Modifications	3/9/2018	\$1,514.64	Design Change/Coord'n	CO #6	\$1,514.64	
48		CE #063 Gas Piping Changes	2/27/2018	\$4,586.40	Scope -MEP	CO #7	\$4,518.78	
47		CE #062 Plasma cut steel	2/22/2018	\$4,979.21		VOID	\$0	implemented
46		CE #051 Interior ground floor painting, includes masonry infilling	2/16/2018	\$18,300.16	Existing Conditions	VOID		See PCO 87
45		CE #061 Exterior caulking removal and paint chip disposal	2/13/2018	\$26,887.71	Existing Conditions	CO #5	\$26,887.71	
44		CE #060, CE #115 Lightweight slab and rock removal existing buil'g	2/12/2018	\$20,798.47	Existing Conditions	CO #10	\$6,635.40	In end approved at a lower amount
43		CE #056 Unit Heater Changes	2/7/2018	(\$1,713.69)	Design Change/Coord'n	CO #5	(\$1,713.69)	
42		CE #059 DCU's Console Units	2/7/2018	\$3,446.94	Design Change/Coord'n	CO #5	\$3,446.94	
41		CE #058 Remove terracotta tile in friends storage	2/7/2018	\$1,757.57	Existing Conditions	CO #5	\$1,757.57	
40		CE #057 Cut and cap drain line	1/30/2018	\$924.43	Existing Conditions	CO #5	\$924.43	
39		CE #054 Rigid insulation at yard storage	1/29/2018	\$376.65	Scope-Arch	CO #5	\$376.65	
38		<b>CE #053 Fur down ceiling Computers 107 space</b>	1/26/2018	\$3,500.00	Existing Conditions	CO #9	\$3,500.00	
37		CE #052 Deck shelf angle in existing building	1/25/2018	\$955.84	Existing Conditions	CO #5	\$995.84	
36		CE # 047 Exposed piping in meeting room 003	1/2/2018	\$844.27	Design Change/Coord'n	VOID		
35		CE #046 Nov-December Rock Removal	12/26/2017	\$1,107.60	Existing Conditions	CO #5	\$1,107.60	
34		CE #045 Louver Changes	12/26/2017	\$1,132.49	Scope -Arch	CO #5	\$1,132.49	
33	0	Delete Barrier one	12/5/2017	(\$4,224.78)	Design Change	CO #5	(\$4,224.78)	
32	0	Transite Sewer Piping	11/14/2017	(\$20,118.00)	Existing Conditions	CO #4	(\$20,118.00)	

PCO#	Rev'n	Title	Date Initiated	PCO Amount	Change Event Type	Proposed Amount - CO	CO's Amount-Signed	LPA Comments/Status
31	0	Ceiling in Meeting 003	11/13/2017	(\$298.91)	Coordination	CO #4	(\$298.91)	
30	0	Additional Concrete Work East Retaining Wall	11/7/2017	\$10,979.70	Owner Change	CO #4	\$10,979.70	
29	0	Add Footing Drain East Side	11/6/2017	\$11,773.31	Scope -Civil	VOID	\$0.00	
28	0	Storm Window Modifications	11/2/2017	(\$8,701.04)	Owner Change-Credit	CO #4	(\$8,701.04)	
27	0	(3) Roof Valleys & Cut Reglet at Parapet	10/31/2017	\$17,703.84	Existing Conditions	CO #4	\$12,835.28	
26	0	Delete Inspection Risers at Subsurface Detention Area	10/25/2017	(\$2,497.37)	Design Change	VOID	\$0.00	
25	0	Unit Price Rock Removal 10/13	10/16/2017	\$1,095.43	Existing Conditions	CO #3	\$1,095.43	
24	2	Unit Price Rock Removal 10/4 & 10/5	10/10/2017	\$5,963.98	Existing Conditions	CO #3	\$5,963.98	
23	0	Unit Price Rock Removal Elevator Shaft	10/9/2017	\$3,407.99	Existing Conditions	CO #3	\$3,407.99	
22	0	Support Wall	10/6/2017	\$22,517.07	Existing Conditions	VOID		Arch -Rejected as submitted -SEE REVISED # 51
21	0	Roofing Valley Work - South East Valley	10/3/2017	\$7,615.29	Existing Conditions	CO #4	\$7,615.29	
20	0	Unit Price Rock Removal - 100 CY Placeholder	10/2/2017		Existing Conditions	VOID		Void Closed
19	0	Unit Price Boulder Unearthed on 9-28-17	10/2/2017	\$243.43	Existing Conditions	CO #3	\$243.43	
18	0	Plumbing Wall in Room 012	9/29/2017	\$1,442.87	Coordination	CO #9	\$1,442.87	
17	0	Window Caulking Replacement	9/28/2017	\$8,896.18	Existing Conditions	CO #7	\$8,896.18	
16	0	Boulder Removal from 9-26-17	9/27/2017	\$8,896.18	Existing Conditions	CO #3	\$1,156.28	
15	0	Unit Price Boulder Removal	9/25/2017	\$973.71	Existing Conditions	CO #2	\$973.71	
14	0	Abatement Credit for Insulation and Fire Door	9/22/2017	(\$3,118.29)	Existing Conditions	CO #2	(\$3,118.29)	
13	0	Window Caulking Removal	9/28/2017	\$32,420.16	Existing Conditions	VOID		Owner to solicit 3 prices-VOID -SEE PCO # 40
12	0	Topo Adjustment	9/19/2017	\$8,685.95	Existing Conditions	REJECTED	\$0.00	CVV Reviewed Rejected
11	0	On Site Material Backfill East West and North Retaining Wall	9/19/2017	\$11,562.82	Owner Change	CO #4	\$10,290.36	
10	2	Additional Excavation at East Retaining Wall	9/19/2017	\$2,207.45	Owner Change	CO #4	\$2,207.45	
9	0	Additional Excavation at North Retaining Wall	9/19/2017	\$1,419.07	Owner Change	CO #4	\$946.05	
8	0	Additional Excavation at West Retaining Wall	9/19/2017	\$3,742.15	Owner Change	CO #4	\$3,742.15	
7	0	Boulder Removal - Unit Price	8/30/2017	\$5,000.00	Existing Conditions	VOID		
6	1	Boulder Removal	8/18/2017	\$3,872.72	Existing Conditions	CO #2	\$3,983.36	
5	0	Retaining Wall East Side	8/11/2017	\$45,782.13	Owner Change	VOID		
4	0	Additional Concrete Scope at North and West Retaining Wall	8/11/2017	\$12,945.38	Owner Change	CO #1	\$12,945.38	
3	1	Unit Price Removal and Replacement of Unsuitable Soil CCD#1	8/3/2017	\$28,069.93	Existing Conditions	CO #1	\$28,069.93	
2	0	Unit Price Unsuitable Soil Removal & Replacement with Stru'I Fill	7/26/2017	\$20,641.07	Existing Conditions	VOID	\$0.00	
1	0	Additional Abatement - Floor Tiles Mastic and Glue Daubs	7/25/2017	\$9,536.54	Existing Conditions	CO #1	\$9,536.54	
					Total CO's		\$465,313.43	
					Total open PCO			
		Total submitted and approved - expenditures to date			\$465,313.43			

				Contract sum			\$6,624,000.00
				Owners items		\$57,490.00	
				FUTURE CO WORK		\$28,893.04	Proposed CO -Awaiting Final \$ projected NTE
				CHANGE ORDER NO. 14		\$36,417.45	
				CHANGE ORDER NO. 13		\$9,042.56	
				CHANGE ORDER NO. 12		\$26,111.83	
				CHANGE ORDER NO. 11		\$27,402.89	
				CHANGE ORDER NO. 10		\$49,761.29	
				CHANGE ORDER NO. 9		\$9,900.14	
				CHANGE ORDER NO. 8		\$72,096.61	
				CHANGE ORDER NO. 7		\$24,743.10	

PCO#	Rev'	Title	Date Initiated	PCO Amount	Change Event Type	Proposed Amount - CO	CO's Amount-Signed	LPA Comments/Status
					CHANGE ORDER NO. 6		\$9,007.69	
					CHANGE ORDER NO. 5		\$30,690.76	
					CHANGE ORDER NO. 4		\$19,498.33	
					CHANGE ORDER NO. 3		\$11,867.11	
					CHANGE ORDER NO. 2		\$1,838.78	
					CHANGE ORDER NO. 1		\$50,551.85	
					TOTAL CHANGE ORDERS To Date		\$465,313.43	
					Total Approved changes+contract			\$7,089,313.43
					% Approved co's			7.02%
					Other potential		\$28,500.00	
					Total co+potential		\$493,813.43	
					Total with potential			\$7,117,813.43
					% Projected Changes			7.45%

Approved CO-Summary-Cause	Total through CO 14 & Future CO	
Existing conditions/unit cost	\$240,483.86	58.97%
Owner Scope Change /AHJ	\$160,723.20	39.41%
Arch/MEP Scope items	\$49,876.07	12.23%
Credits	(\$43,259.70)	-10.61%
	TOTAL	\$407,823.43 100.00%



**CHANGE ORDER #15(PROPOSED)**

The following items are presented for review and approval, at this writing two of the formal changes are not written, however due to the projects schedule, The Building Committee requests that they be approved on a not to exceed budget, or as presented. The following items were approved by the building committee. To note, these items are adjustments to previously reviewed topics.

01/28-1	PCO #164 Unit price plaster repairs at the ground floor, Rooms 001,003,007 Contact work based on unit price paid by contingency per contract	\$ 6,690.00
01/28-2	Glass Repair, work will consist of replacing cracked glass in the existing window sash.	\$ 5, 000 NTE
01/28-3	Terrazzo Floor This topic was earlier approved by the Building committee at a NTE price of \$ 16, 000, the request is to increase this amount by \$24,000 to a NTE total of \$40, 000 , Breakdown includes Restoration Work \$17,350.00 (New Scope) Removal and infill at panels \$18,750 (Scope earlier approved ) GC OH&P, coordination \$3,900	\$ 24,000 NTE (total \$40,000)
	Sub Total for approval Includes the additional amount to the terrazzo work above the \$16,000 earlier approved	\$35,690

**SUMMARY**

01/28-1-PCO 164: The additional plaster work was in the Contract to be paid for as a unit cost item, based on the additional work as encountered due to field conditions. The Architect's/Owner's intent was that these costs would be budgeted to be paid as a contingency cost. The Architect and Clerk reviewed the additional areas and approved the unit cost work. The PCO is attached.

01/28-2 The Contract was written to replace only a limited number of the cracked glass in the existing exterior windows. At the time of the Bidding this decision was made based on overall budget issues on the project. Provisions in the contract were to replace additional glass on a unit cost basis. The Architect discussed to hold on glass replacement until later stages in the project. The building committee requested that this be re- reviewed, and that at this point, requests this work proceed. The committee voted on a NTE amount of \$5,000, which is a reduced amount from what was earlier carried.

The proposed work would be invoiced on a time and materials basis with a not-to-exceed the noted amount. The Architect has inventoried, and reviewed with the Committee and Contractor, what glass is to be replaced. They also confirmed that the noted glass cracks were pre-existing.

12/1-3 This item has been discussed since the onset of the project, when the carpet was removed found that where the old stacks were, the terrazzo did not run though, and these areas were infilled with leveling concrete filler, and carpeted over ( about 25 years or so ago). After lengthy discussions, as the terrazzo otherwise in very good condition, the Architect recommended infilling these areas with colored, concrete polished. (The old infill has to be removed as it is loose) based on initial pricing, a budget was set at \$16,000. The Contractor was unable to find any sub-contractor that had expertise in doing the work, and noted that they were unable to proceed. The Architect (based on the team's recommendations) met with other specialized sub-contractors, and in end met with a terrazzo

# LEICESTER PUBLIC LIBRARY

Leicester, MA

## SUMMARY OF CO's

01/28/19

contractor on site, who outlined in detail the required scope with options, and included the full restoration of the existing terrazzo.

After consideration, the Committee voted to proceed with the full scope, and decided to have the General contractor coordinate. Summary attached

### CHANGE ORDER TOTALS TO DATE

Contract sum		\$6,624,000.00
Owners items w/ projections	\$57,490	Includes earlier approved work, Terrazzo and glass noted above, and gas switchback budget
Proposed CHANGE ORDER	\$28,893.04	Adjusted amount , earlier presented at \$24,700.00,
CHANGE ORDER NO. 14	\$36,417.45	Adjusted amount , earlier presented at \$59,577.19 projected
CHANGE ORDER NO. 13	\$9,042.56	
CHANGE ORDER NO. 12	\$26,111.83	
CHANGE ORDER NO. 11	\$27,402.89	
CHANGE ORDER NO. 10	\$49,761.29	
CHANGE ORDER NO. 9	\$9,900.14	
CHANGE ORDER NO. 8	\$72,096.61	
CHANGE ORDER NO. 7	\$24,743.10	
CHANGE ORDER NO. 6	\$9,007.69	
CHANGE ORDER NO. 5	\$30,690.76	
CHANGE ORDER NO. 4	\$19,498.33	
CHANGE ORDER NO. 3	\$11,867.11	
CHANGE ORDER NO. 2	\$1,838.78	
CHANGE ORDER NO. 1	\$50,551.85	
TOTAL CHANGE ORDERS To Date	\$465,313.43	
Total Approved changes + contract		\$7,089,313.43
% Approved CO's		7.02%
Other potential changes	\$28,500	Includes potential exposure, requests being reviewed, amount lower as earlier budget items have been priced and approved
Total CO+potential	\$493,813.43	
Total with potential		\$7,117,813.43
% Projected Changes		7.45 %



D.A. Sullivan & Sons, Inc.  
82-84 North Street  
Northampton, Massachusetts 01060  
Phone: (413) 584-0310  
Fax: (413) 585-5710

PCO # 122 - 0

Project: 17-001 - Leicester Public Library  
1136 South Main Street  
Leicester, Massachusetts 01524

## Prime Contract Potential Change Order #122: Plaster Patching Rooms 001, 003, and 107

TO:	Town of Leicester 3 Washburn Square Leicester Massachusetts, 01524	FROM:	D.A. Sullivan & Sons, Inc. 82-84 North Street Northampton Massachusetts, 01060
PCO NUMBER/REVISION:	122 / 0	CONTRACT:	1 - Leicester Public Library Prime Contract
CREATED DATE:	12/12 /2018	CREATED BY:	Dan Steele (D.A. Sullivan & Sons, Inc.)
SCHEDULE IMPACT:		TOTAL AMOUNT:	\$6,690.00

POTENTIAL CHANGE ORDER TITLE: Plaster Patching Rooms 001, 003, and 107

CHANGE REASON: Field Condition

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*

CE #164 - Plaster Patching Rooms 001, 003, and 107

Provide plaster patching at the stated unit price.

Room 001 75 SF

Room 003 140 SF

Room 107 8 SF

**ATTACHMENTS:**

#	Description	Type	Amount
1	223 sq ft @ \$30/sf	Commitment	\$ 6,690.00
Subtotal:			\$6,690.00
Grand Total:			\$6,690.00

Charlie Van Voorhis (Durland-Van  
Voorhis Architects)

20 Pearl Street P.O. Box 1169  
Mattapoisett, Massachusetts 02739


Town of Leicester


3 Washburn Square  
Leicester, Massachusetts 01524

D.A. Sullivan & Sons, Inc.

82-84 North Street  
Northampton, Massachusetts 01060

  
SIGNATURE 12-12-18  
DATE

  
SIGNATURE 12/12/18  
DATE

  
SIGNATURE 12-12-18  
DATE



P.O. Box 155  
Granby, MA 01033  
Ph: 413.896.7153, Office Phone: 413-642-5916

## **PROPOSAL**

October 16<sup>th</sup>, 2019

Re: – **Leicester Public Library - Mosaic Terrazzo Floor Restoration**

Charles van Voorhis  
Principal  
Durland – Van Voorhis  
Mattapoisett, MA 02739

Thank you for the opportunity to provide a quote for the before mentioned project.

**New England Floor & Wall (NFW)** is a Northeast applicator of seamless floors, coatings, and lining systems. The goal of our company is to provide high quality, reliable, and environmentally safe product systems at the most competitive prices. We are committed to performing a timely installation, by means of our experienced, professional crews. **NFW** performs most work with its own crews, eliminating the reliance on sub-contractors, and providing a “true” turnkey installation.

**NFW** provides a tradition of quality. Through an established process of on-site analysis, selection of appropriate systems and skill of application, **NFW** consistently delivers high performance surfaces tailored to demanding operational requirements. With over 25 years of installation experience behind us, you can rest assure that the system we recommend shall be the most cost-effective.

**NFW** will provide all labor and materials required to perform scope detailed below in all areas listed.

*Ken Bonney*  
*Owner*  
*New England Floor & Wall*

*Chris Bonney*  
*General Manager*  
*New England Floor & Wall*



*The following materials and labor shall be required to accomplish this project:*

PREPERATION SPECIFICATION & HIGH PERFORMANCE FLOORING SYSTEM
--

Complete restoration by 9-step honing/Polishing process and impregnate seal of Mosaic Terrazzo floor in old Main Lobby of Leicester Public Library. Floor consists of approximately 1,300 sq. ft. of entrance, lobby floor, Desk area, and Office. Floor will be restored to a naturally polished Level IV High Gloss Finish (1500+ grit). Price below includes grout repairs to cracks, spaces between walls & flooring transitions, penetrations, and areas of missing mosaic terrazzo.

<b>Restoration (Normal Hours): \$17,350.00</b>
--

## **ADDERS:**

**Infill Work Option #1:** Remove current cementitious material from 10 Infill areas in floor, Level with epoxy mortar, frame out with terrazzo strips, install Portland based terrazzo, grind, hone, polish terrazzo infills to match finish of restored mosaic terrazzo floor.

<b>\$18,750.00*</b>
---------------------

\*Price is budgetary pending selection of aggregate material/s

**Infill Work Option #2:** Remove current cementitious material from 10 Infill areas in floor, Level with epoxy mortar to desired depth, frame out with terrazzo strips to prepare for installation of flooring material.

**\$5,750.00**

### **Note(s):**

1. NFW require area to be stripped, clean, and dry prior to mobilization.
2. NFW to have access to entire area while conducting operations.
3. Price reflects Prevailing Wage rates

**Payment terms are: 50% Deposit - Balance due net 30 days after completion.**

### **Warranty**

The application of our materials, in accordance with the specifications listed in this quotation, are covered by a conditional one year labor and material guarantee against loss of adhesion due to normal usage. This does not include excessive abuse surface (i.e.- impact from metal objects, or swivel steel wheels). Nor does this obligation extend to floor problems beyond our control (i.e.- structural inadequacies, vibratory loads, product defects, acts of God, etc.). To maintain this warranty, cure times are per manufacturer's recommendation.

### **Customers Responsibilities**

Customer shall supply NFW with the following electrical power source in order for us to provide our full services:

8 or more Single phase, 120 volt outlets at 20 amp circuits throughout area.

208-240 and 480 volts, three phase at 50 amps.

Customer is requested to provide the entire floor clean, broom swept, cleared, dry, and with adequate lighting; also, to protect any equipment and/or product not removed from the work area, while providing a minimum surface/air temperature of 60°F. A temporary staging area is required adjacent to the project site for storage and mixing of product.

Prices quoted guaranteed for 30 days

This agreement is subject to NFW's General Terms and Conditions (see attached pages). If concrete is new, it must conform to ACI-504 specifications.

If additional phases become necessary, additional phase charges will apply.

If this proposal meets with your acceptance, either a purchase order or the return of one signed copy of this agreement shall constitute acceptance. We welcome this opportunity to be of service, and look forward to your reply in the near future.

Ken Bonney  
New England Floor & Wall  
1-16-2019

By: \_\_\_\_\_

By: \_\_\_\_\_

Date accepted: \_\_\_\_\_

### **New England Floor & Wall's -GENERAL TERMS AND CONDITIONS**

The following terms and conditions are hereby made a part of this agreement:

#### **1. RESPONSIBILITIES OF NFW.**

- a. NFW has visually inspected the project site prior to the commencement of work and agrees to the contract work based on the existing nature of the project site as it appears and is represented by the Customer. In the event that concealed conditions are revealed which would materially change the nature of the contract work, NFW is entitled to cease work until such time as the contract sum has been adjusted equitably to compensate for such change.
- b. NFW shall keep the premises free from the accumulation of waste material or rubbish, which results from the execution of its work. In no event shall NFW be responsible for any unclean condition caused by others.
- c. Upon request by the customer, NFW shall furnish certificates of Workman's Compensation insurance, liability and auto insurance.

- d. Upon request by the customer, NFW shall furnish material safety data sheets.
- e. NFW agrees to install all materials as specified. No substitutes will be allowed.
- f. NFW shall make all necessary arrangements to have any excess NFW products picked up after completion of the contract work.

## **2. RESPONSIBILITIES OF CUSTOMER:**

Customer has conducted an investigation of the project site prior to the commencement of work and represents that the existing nature and condition of the project site is as it appears and that there are no other concealed conditions, which would materially change the nature of the contract, work.

- b. Customer is requested to provide the entire floor clean, broom swept, cleared, dry, and with adequate lighting; also, to protect any equipment and/or product not removed from the work area, while providing a minimum surface/air temperature of 60°F. A temporary staging area is required adjacent to the project site for storage and mixing of product.

If the above is not performed by the agreed upon start date, customer agrees to compensate NFW for either: a) cost of NFW performing the work b) Labor costs incurred by NFW due to delay.

- c. The customer shall further provide NFW with a dumpster or other reasonable alternative in which NFW may dispose of its waste and rubbish.
- d. Customer shall provide and maintain a minimum continuous temperature of 60 degrees Fahrenheit at the floor level of the project site and provide a similarly suitable warm and dry storage area for NFW products and equipment during the course of the work.
- e. Customer shall insure that no other work or tasks will be contemporaneously performed in the work area by the Customer, other trades or subcontractors once NFW has commenced performance of its work.
- f. Customer, upon completion of work by NFW, shall protect NFW's work from damage caused by the Customer, their workmen or subsequent contractors.
- g. In the absence of satisfactory evidence of exemption supplied to NFW by the Customer, Customer shall pay, in addition to the price of the goods, all taxes for which AAS may be responsible for collection or payment to any government (national, state or local)
- h. This Agreement between NFW and Customer shall supersede all previous communications, representations and agreements, oral or written, between the parties hereto with respect to the subject matter hereof. No modification shall be effected by the acceptance of Customer's purchase order form, or other documents, containing terms or conditions in addition to or in variance with those set forth here.

## **3. PAYMENTS: Due upon completion, unless otherwise noted.** Unpaid balance shall accrue interest at the rate of 1.5%/month.

## **4. LIMITATION OF LIABILITIES:**

The parties acknowledge that in the event repairs need to be performed to the contract work, NFW's liability shall be to furnishing the labor and the materials necessary to reinstall the defective area (s). Unless specified elsewhere in this agreement, NFW's obligation to furnish the labor and materials necessary to reinstall the defective areas shall terminate one (1) year after the completion of the original contract work. NFW shall not be liable for damages to the contract work resulting from ordinary wear and tear, premature wear due to lack of cleaning, gouging, impact, failure of the Customer to protect the work as outlined in Section 2.f, the occurrence of reverse impact or the effects of osmotic or hydrostatic pressure or moisture vapor transmission.

The parties further acknowledge that NFW shall not be responsible for any consequential or incidental damages resulting from any breach of warranty. Please note: Floors/coatings, which are specified to be without a textured surface, shall be slippery when wet.

## **5. EFFECT OF DEFAULT:**

In the event of a default by the Customer of any of the covenants or conditions of this Agreement, NFW shall be entitled to the following remedies to all other rights and remedies afforded by law:

- a. **Right to Stop Work** - NFW shall have the right to stop work if any payments are not made as provided under this Agreement.
- b. **Cost of Performance** - If NFW is entitled to stop work as outlined in subparagraph (a) above, it shall have the right to bill the Customer for the work rendered up to the date of the stoppage, and for materials shipped to the project site (subject to a minimum charge of 40% of contract amount).
- c. **Additional Work** - Any additional costs to NFW resulting from failure of the Customer to provide site conditions as outlined in Sections 2a, 2b, 2c, 2d, 2e and 2f shall be paid by the Customer.
- d. **Interest on Unpaid Balances** - In the event any payments due hereunder become in default Customer agrees that

any and all such sums shall accrue interest at the rate of eighteen (18%) per annum.

- e. **Attorney's Fees** - If NFW is required to initiate legal action to collect any amounts due owing or to foreclose on any liens filed on the work, such costs and fees that NFW may recover include any and all prelitigation expenses, including attorney's fees incurred in attempting to recover said amounts. Any litigation shall take place within the Commonwealth of Massachusetts.
- f. **Arbitration** - In the event of a dispute between the parties in connection with this Agreement, NFW may by notice to the Customer, request arbitration of the dispute. In the event of such notice, each party shall within ten days thereafter appoint an arbitrator. The two arbitrators thus selected shall by agreement within ten additional days select a third arbitrator. The three arbitrators shall within thirty days thereafter review all aspects of the dispute, have a right to examine all documents related to the dispute and shall take sworn testimony from the parties and any other persons designated by the arbitrators. Within thirty days thereafter, the arbitrators shall by majority vote render a disposition of the dispute and such finding shall be enforceable in any court of law within the United States.



**Town of Leicester**  
**OFFICE OF THE TOWN ADMINISTRATOR**

Town Hall, 3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7000 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

January 28, 2019

To: Select Board  
From: David Genereux, Town Administrator

**RE: Town Administrator's report**

---

The following is a report on the general activities of the Town Administrator through January 24, 2019.

I would like to comment Dennis Griffin and the Highway Department staff for their response to last weekend's snow and ice event. The nature of the storm made it very difficult to handle, but the Department did an excellent job under the circumstances.

**Citizen issues:** Topics discussed with various citizens

- Handled calls from residents, regarding the weekend storm
- Had numerous email messages with former Board member

**Meetings:**

- Attended Town Hall Building meeting
- Attended a School Committee meeting to discuss the budget
- Attended a meeting to discuss the Cherry Valley water/sewer issue
- Met with Counsel on the BSI issue
- Met with regional Health Alliance

**Activities:**

- Attended MMA annual conference
- Planning meeting with vendor form implantation of electronic permitting system
- Finished all requirements for note sale of temporary and permanent notes that will be signed on February 11<sup>th</sup>.
- Included a request for \$275,000 for ADA accessibility improvements to Town Hall for FY 2020 Budget
- Completed bid process for the Church Street bridge
- Worked on the FY 2020 budget

Please feel free to contact me with any questions or concerns.



Leicester Public Library  
1 Paxton Street (temporary location)  
Leicester, MA 01524  
(508) 892-7020  
[www.leicesterlibrary.org](http://www.leicesterlibrary.org)

January 9, 2019

To: Leicester Select Board

From: Suzanne Hall, Library Director

Re: Request to hire new Library Circulation Assistant

Please accept this memo as a formal request to hire Lori Buckley as a permanent, part-time Library Assistant. Her resume and cover letter are attached.

This position was advertised last summer, but delays in the construction schedule did not necessitate the hiring of the second Library Assistant until the renovated building is open. This is not a new position, and the funds are already in our budget. Lori will be on the schedule for 5 hours per week on Saturdays, and will fill in for staff vacations, holidays and sick days as necessary.

If you have any questions, please let me know.

Suzanne Hall, Director  
Leicester Public Library  
1 Paxton Street  
Leicester, MA 01524

Re: Saturday Library Assistant

Dear Suzanne:

I am responding to the position of Saturday Library Assistant. Enclosed please find my resume, which includes three references. As you can see from my resume, I have worked for more than a two years independently at the Hoston Free Public Library and have extensive experience in a library setting.

Please feel free to contact me with any questions or if you are interested in interviewing me for this position. I appreciate your consideration.

Sincerely,

Lori Buckley

**LORI BUCKLEY**

**SUMMARY: Highly trained in administrative support, banking, library service with Microsoft Office, and a typing speed of 70 wpm.**

May 2016 – **HASTON FREE PUBLIC LIBRARY**

Present North Brookfield, MA  
Saturday and Substitute Librarian

- Work on Evergreen circulation systems
- Open and close alone on every other Saturday
- Check-in books from book drop and Interlibrary Loan
- Alert patrons to holds
- Manage library passes
- Check-out and check-in items for patrons
- Assist patrons in locating items within Haston Free Public Library and the CWMARS Regional Library system
- Re-shelve items, shelf shifting and shelf reading
- Carry, lift and transfer books between floors
- Assist patrons with copier, fax machine and computer questions/issues
- Work with library staff on a variety of special projects

July 2007 – **LEICESTER PUBLIC LIBRARY**

Present Leicester, MA  
Volunteer

- Work on Follett, Millennium, and Evergreen circulation systems
- Check-out and check-in items for patrons
- Assist patrons in locating items within Leicester Public Library and the CWMARS Regional Library system
- Re-shelve items, shelf shifting and shelf reading
- Carry, lift and transfer books between floors
- Assist patrons with copier, fax machine and computer questions/issues
- Work with library staff on a variety of special projects

September 2013 - **CLARK UNIVERSITY**

Present Worcester, MA

October 2017 –

Present

**Administrative Coordinator for the Center for Gender, Race and Area Studies Present (CGRAS)**

- Work with the faculty and related students for 7 program Directors and 2 faculty concentrations/majors/minors; manage student workers and ensure that they are busy and that their work is accurate

September 2013 –

October 2017

**Administrative Assistant Developmental Psychology**

- Provide support to the director of the department and 24 faculty members; manage student workers ensure that they are busy and their work is accurate.



March 2006 – **BANK OF AMERICA, N.A.**

October 2012 Waltham, MA

Commercial Documentation Administrator

- Document commercial loans up to \$5MM on a national level; provide due diligence and customer service to internal and external clients; proficient with all computer software programs employer specific; problem solve and resolve conflicts.

#### EDUCATION

1986 Graduate

**DAVID PROUTY HIGH SCHOOL**

1998 – 2006

**BECKER COLLEGE**

Worcester, MA

Associates Degree pursuing BS/BA

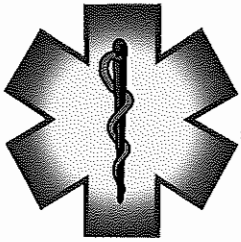
#### AWARDS

Worcester Business Journal and Junior Achievement 2005 40 Under Forty Award Winner

President's Volunteer Service Award 2006 through 2012 (National award for 400 hours or more of volunteering)

Diversity and Inclusion Certificate Program Graduate 2018

#### REFERENCES



# Town of Leicester • Emergency Medical Services


3 Paxton Street • Leicester, MA 01524

---

tor • PHONE: (508) 892-7006

**Date:** January 11, 2019

**To:** Select Board

**From:** Robert F. Wilson   
EMS, Director

**Subject:** EMT- Basic

I respectfully request the Board appoint the following applicant to the position of per diem/on call EMT- Basic for The Town of Leicester Emergency Medical Service, with a six Month probation period.

Tyler Jefferson.  
7 Shelter Ridge  
Leicester, MA 01524

This appointment will help solidify the per diem coverage during the weekend and evening hours.

Thanking you in advance for your consideration in this matter.



## Town of Leicester

### OFFICE OF THE TOWN ADMINISTRATOR

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Phone: (508) 892-7000 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

January 28, 2019

To: Select Board  
From: David Genereux, Town Administrator

#### **RE: Budget History**

---

As you know, I discussed the Town's budget history at the January 22, 2019 School Committee meeting that was held in the Town Auditorium. Part of that discussion that I used for notes was a six-year analysis going back to FY 2013. That analysis is attached to this memorandum.

#### **A few notes on how the analysis was completed:**

- The analysis was generated by reviewing town meeting votes in the Town report from 2012 through 2017, with meeting minutes from the 2018 spring and fall town meetings.
- This analysis is for the operating budget only. Transfers to and from accounts that are not part of the general fund budget (capital, vocational school, special revenue funds, etc.) are not part of the analysis.
- Transfers from free cash to the snow and ice account are not included, as these transfers are considered one-time expenses.
- The \$150,000 transferred to the legal budget at fall town meeting is not included, as I would also consider it a one-time expense.
- The \$90,000 that was transferred from the School's special revenue fund to the operating budget is included, as it becomes part of their 2020 base budget.

#### **Sheet setup**

The attached sheet is set up in five sections:

- Budget by categories – The first section is the budget and amendments by category and year. This section drives the analysis that is presented in the next four sections. Total change over six years is included.
- Totals – This section compacted the municipal budget into one line, and restates the Leicester Schools and intergovernmental lines, so that the comparisons by the three sections can be made.
- % of Budget – This section takes the budget total from each year and allocates the percentage of the budget to the municipal, school, and intergovernmental budgets for each year.
- Dollar change – This section calculates the dollar change to the municipal, school and intergovernmental budgets from each year with a summation of the change between 2013 through 2019.
- % change – This section calculates the percentage change (up or down) by the budget annually, with a summation of the change from 2013 through 2019.

#### **Observations**

- The general fund budget has increased by \$2,273,462 or 8.65% from FY 2013 through FY 2019. Intergovernmental expenses increased by \$781,556 (14.16%); Municipal operations expenses

increased by \$670,919 (13.61%); while the Leicester Schools budget increased by \$820,987 (5.18%).

- From a % of budget standard, the municipal budget increased from 18.74%, while the school budget decreased from 60.26% to 58.34%. The Intergovernmental budget grew from 20.99% to 22.06%.

Based on this information, my opinion is a 5.18% budgetary increase over a six-year period would be considered insufficient to operate a school department without effecting the quality of the educational product. There has been modest budgetary increases since FY 2017, but likely not enough to compete with inflationary pressures.

### **FY2020 Budget**

The Governors FY 2020 budget was released yesterday. The good news is that there is an overall increase to the budget of \$61,314. The bad news is school choice is dropped by \$91,330. Therefore, the school will pick up \$45,985 for the general fund budget, but overall lose \$43,345 in complete dollars.

### **Override**

As discussed in previous meetings, the school will save about \$138,000 in field maintenance costs if the override passes. There will also be additional savings in snow removal. The school is using a contractor this year for snow removal for the first time. This expense will be removed for next year, as Highway will plow school facilities as part of the department responsibilities to lower costs.

### **Future**

S&P affirmed our bond rating on 01/23/19, but noted concerns with debt levels. We are rated as stable; but not growing. As a result of that ratings call, we are going to start an active tax title collections program, and will likely be moving to see existing liens within the year4 in order to build reserves and fund liabilities.

I also highly recommend maintaining the revenue allocation at the current level, and commit to working together to grow the municipal and school budgets in a manner that is sustainable, responsible and fair4 to all departments.

Please feel free to contact me with any questions or concerns.

<b>Budget by Categories</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2013 -2019</b>
General Government	1,147,395	1,071,442	1,152,651	1,300,868	1,285,839	1,510,608	1,431,835	284,440
Public Safety	2,483,599	2,485,799	2,548,875	2,659,622	2,624,615	2,726,569	2,824,676	341,077
Leicester Schools	15,846,852	15,783,772	16,190,400	15,748,000	15,910,800	16,302,094	16,667,839	820,987
Public Works	850,035	834,295	869,665	897,276	899,275	888,060	939,282	89,247
Human Services	275,342	240,116	267,845	197,750	199,058	164,743	189,502	- 85,840
Culture & Rec	172,711	164,317	175,839	186,764	191,805	199,400	214,706	41,995
Intergovernmental	5,520,523	5,481,032	4,754,887	4,747,601	5,448,858	5,736,728	6,302,079	781,556
<b>Total</b>	<b>26,296,457</b>	<b>26,060,773</b>	<b>25,960,162</b>	<b>25,737,881</b>	<b>26,560,250</b>	<b>27,528,203</b>	<b>28,569,919</b>	<b>2,273,462</b>

<b>Totals</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2013 -2019</b>
Municipal total	4,929,082	4,795,969	5,014,875	5,242,280	5,200,592	5,489,380	5,600,001	670,919
Leicester Schools total	15,846,852	15,783,772	16,190,400	15,748,000	15,910,800	16,302,094	16,667,839	820,987
Intergovernmental total	5,520,523	5,481,032	4,754,887	4,747,601	5,448,858	5,736,728	6,302,079	781,556
<b>Grand Total</b>	<b>26,296,457</b>	<b>26,060,773</b>	<b>25,960,162</b>	<b>25,737,881</b>	<b>26,560,250</b>	<b>27,528,203</b>	<b>28,569,919</b>	<b>2,273,462</b>

<b>% of Budget</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Municipal	18.74%	18.40%	19.32%	20.37%	19.58%	19.94%	19.60%
Leicester Schools	60.26%	60.57%	62.37%	61.19%	59.90%	59.22%	58.34%
Intergovernmental	20.99%	21.03%	18.32%	18.45%	20.52%	20.84%	22.06%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

<b>Dollar Change</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2013 -2019</b>
Municipal		- 133,113	218,906	227,405	- 41,688	288,788	110,621	670,919
Leicester Schools		- 63,080	406,628	- 442,400	162,800	391,294	365,745	820,987
Intergovernmental		- 39,491	- 726,145	- 7,286	701,257	287,870	565,351	781,556
<b>Total</b>		- 235,684	- 100,611	- 222,281	822,369	967,953	1,041,716	2,273,462

<b>% Change</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2013 -2019</b>
Municipal		-2.70%	4.56%	4.53%	-0.80%	5.55%	2.02%	13.61%
Leicester Schools		-0.40%	2.58%	-2.73%	1.03%	2.46%	2.24%	5.18%
Intergovernmental		-0.72%	-13.25%	-0.15%	14.77%	5.28%	9.85%	14.16%
<b>Total</b>		-0.90%	-0.39%	-0.86%	3.20%	3.64%	3.78%	8.65%



## Town of Leicester

Highway Department  
59 Peter Salem Rd  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7021 Fax: (508) 892-7058  
[www.leicesterma.org](http://www.leicesterma.org)

Dennis Griffin  
Superintendent

To: Select Board

From: Dennis Griffin

Date: January 24, 2019

Subj: Proposition 2-1/2 Override

I am requesting you to consider a Proposition 2-1/2 Override for the Highway Department to fund staffing for the following positions:

- 1 Foreman @ \$60,000/year plus benefits = \$81,000
- 1 Light Equip Operation @ \$52,000/year plus benefits = \$73,000
- 2 Truck Driver/Laborers @ \$48,000/year plus benefits = \$69,000

The Fiscal 20 budget for wages is currently at \$434,332.

Proposition 2-1/2 increase would be \$223,000.

Wages for staffing would increase in Fiscal Year 2020 to \$657,331.

Outsourcing custodial services only for the Town buildings - \$70,000 in professional services  
Present custodial position is \$37,163/year.

Prior year's staffing:

1994-2000 = 14

2001-2007 = 12

2008-2013 = 11

2014-2017 = 9

Current staffing:

Superintendent

Admin Asst

1 Foreman

1 Mechanic

1 Heavy Equip Operator

1 Light Equip Operator

3 Truck Driver/Laborers (1 of which is unfilled, on payroll)

The passing of Proposition 2-1/2 will provide increase services to the following:

- Park and Cemeteries to the standard they should be.
- Town building's maintenance and groundskeeping.
- 5 full time positions added for snow removal.
- Ability to mow all athletic fields – town wide.
- Plowing and snow removal of all town owned buildings, including schools.

With these increased services, the Town will see:

- Cost savings to the schools on mowing and field improvements.
- Reduce cost in snow removal for the schools – estimated at \$130,000 presently.
- Reduction in outside contracted services for snow removal – average \$10,000/year.
- Ability to meet Storm Water requirements: 2021 – Bi-annual sweeping schedule and yearly catch basin maintenance.
- Improvements to composting, resulting in usable products for fields and buildings.
- Roadside repairs.

Thank you for your consideration.

I am available for questions.



**Town of Leicester**  
**OFFICE OF THE TOWN ADMINISTRATOR**

Town Hall, 3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7000 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

December 18, 2018

TO: Department Heads  
Board/Committee Chairpersons  
CC: Dr. Marilyn Tencza  
Superintendent of Schools  
FROM: David Genereux  
Town Administrator

**Re: Fiscal Year 2020 Budget**

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This memorandum is issued as guidance for developing the July 1, 2019 through June 30, 2020 operating budget (FY20 budget). All Department/Committee budgets are to be submitted to the Town Administrator's office no later than the close of business on **Thursday, January 10<sup>th</sup>**.

Enclosed are **preliminary** revenue estimates (Attachment 1), as well as opening budget allocations for FY20 (Attachment 2). Opening budget allocations are determined by first subtracting estimated increases in intergovernmental expenses from new revenue as these expenses are involuntary. The balance of new revenue is then divided between the municipal and school departments on a percentage basis. As the school budget comprises 75% of the overall budget (after subtracting intergovernmental expenses), 75% of these funds will be allocated to the school budget with the remaining 25% allocated to the municipal departments.

Attachment 1 shows forecasted FY 2019 revenue, based on data submitted to the Department of Revenue as part of setting the FY 2019 tax rate. Predicted revenue for FY 2020 is listed in the second column of the sheet. Anticipated changes in revenue are as follows:

Increased Revenue:

- FY 2020 tax levy: \$14,615,965: (Add \$614,108)
- Increase allowed by Proposition 2 ½: \$365,399 (Add \$15,353)
- New growth: \$150,000 (Subtract \$114,062)
- Debt Exclusions: \$872,113 (Subtract \$38,164)
- State revenue: \$12,206,251 (Level funded)
- Local receipts: \$2,495,557 (Subtract \$113,100)
- Free Cash: \$150,000 (Subtract \$36,300)
- Ambulance receipts: \$371,192 (Level funded)
- Other transfers: \$23,882 (Decrease of \$90,000 due to FY19 School Special Revenue funds transfer)

*Increased Revenue Subtotal: \$237,835*



#### Decreased Appropriations

- School appropriation deduction from FY 2019 special revenue fund transfer (Appropriation decrease – Add \$90,000)
- Town Meeting articles: \$3,065 (Appropriation decrease – Add \$36,300)
- Tax recap items: \$1,232,083 (Appropriation decrease - Add \$156,983)

*Decreased Appropriations Subtotal: \$283,283*

**Increased revenue (\$237,835) plus decreased appropriations (\$283,283) creates \$521,118 in available funds.**

On the expense side of the budget, the following intergovernmental expenses have been budgeted at forecasted increases. These amounts will be revised as the budget develops:

#### Increased Intergovernmental Expenses

- Debt Principal: \$904,795 (Increase of \$10,263 or 1.15%)
- Debt Interest: \$297,602 (Decrease of \$28,033 or 8.61%)
- Temporary loan interest: \$64,000 (decrease of \$30,647 or 32.38%)
- Worcester Regional Retirement: \$1,278,504 (increase of \$116,861, or 10.06%)
- Worker Compensation: \$249,205 (Increase of \$32,505, or 15%)
- Employee Benefits (Health Insurance): \$3,446,139 (increase of \$180,050 or 5.51%)
- Bonding & Insurance (Property/Casualty insurance): \$110,645 (Increase of \$10,059 or 10.00%)

*Total new intergovernmental expenses: \$291,058 (an increase of 4.75% over FY19)*

Total new revenue (\$431,119) less total new intergovernmental expenses (\$291,058) leaves \$230,061 to be divided between the municipal and school departments.

**The School Department FY20 budget is forecasted to increase by \$172,546 from new revenue. The FY20 budget documents will only show an increase of \$82,546, or 0.50%, as the \$172,546, (or 1% increase) includes the replacement of the \$90,000 in one-time special revenue funds that were transferred into the school budget in FY2019. Had there been no forecasted increase to the school budget in 2020, it would have dropped by \$90,000.**

**The municipal departments' overall budgets increase by \$57,515 (1.00%)**

Total general fund budget (excluding vocational school tuition and CMRPC assessment) is currently is forecasted at \$28,952,376, an increase of \$431,118 or 1.51%.

Current forecasted revenue increases are not sufficient to properly fund operations. Municipal departments will have to cut expense budgets to fund any salary line increases. I anticipate the School Department will be similarly challenged. There is no benefit to funding a budget with large opening deficits. The projected revenues and intergovernmental expenses must be considered in advance of department funding

I remain concerned that Highway will continue to struggle at current staffing levels. I have spoken to the School Superintendent, and there are concerns on the educational portion of the budget as well. I believe that we need to start discussing options during the upcoming budget season.

**Until that time, departments are required to submit budget requests that are level funded, but include all contracted salary increases. This will require reductions in expense lines of this budgets.**

Departments may request enhanced service and funding levels as a part of their requests. These enhanced service requests must be tied to specific departmental goals and initiatives which presented during the budget review meetings. These requests may include personnel and non-personnel expenses. All requests are subject to the availability of the overall resources of the Town. Information on making those requests are included in the instruction portion of this memorandum.

Budget review meetings will be held with each department/board/committee during the month of January. From there, changes may be made to funding levels and account structures. The Town Administrator's budget recommendation will be submitted to the Select Board at their second meeting in February.

Budgets will be submitted via email to [forsbergk@leicesterma.org](mailto:forsbergk@leicesterma.org) (copied to me at [genereuxd@leicesterma.org](mailto:genereuxd@leicesterma.org)) on MS Excel spreadsheets. Instructions are attached to this memo (Attachment 3). I will be available to assist in the development of budget submissions throughout this process.

Please reach out to our office with any questions.

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

	FY2018		FY2019		FY2020		Change	
<b>REVENUES:</b>								
Levy Limit:								
Prior Year	\$ 13,469,075	\$	14,001,857	\$	14,615,965	\$	614,108	4.39%
Prop 2 1/2	\$ 336,727	\$	350,046	\$	365,399	\$	15,353	4.39%
New Growth	\$ 196,055	\$	264,062	\$	150,000	\$	(114,062)	-43.20%
	\$ 14,001,857	\$	14,615,965	\$	15,131,365	\$	515,399	3.53%
Debt Exclusion	\$ 874,757	\$	910,277	\$	872,113	\$	(38,164)	-4.19%
State Revenue	\$ 12,214,573	\$	12,206,251	\$	12,206,251	\$	-	0.00%
Local Receipts	\$ 2,312,682	\$	2,608,657	\$	2,495,557	\$	(113,100)	-4.34%
Other Available Funds:								
Free Cash	\$ 25,250	\$	186,300	\$	150,000	\$	(36,300)	-19.48%
Ambulance Receipts	\$ 371,192	\$	371,192	\$	371,192	\$	-	0.00%
Dog Fund, Overlay Res., NOI	\$ 23,882	\$	113,882	\$	23,882	\$	(90,000)	-79.03%
Title V Reserves (Debt)	\$ 19,944	\$	19,944	\$	19,944	\$	-	0.00%
	\$ 440,268	\$	691,318	\$	565,018	\$	(126,300)	-18.27%
<b>TOTAL REVENUES</b>	\$ 29,844,137	\$	31,032,468	\$	31,270,304	\$	237,835	0.77%
	FY2018 Recap		FY2019 Budget		FY2020 Budget		Change	
<b>EXPENDITURES:</b>								
General Government	\$ 5,410,021	\$	5,726,937	\$	5,784,451	\$	57,514	1.00%
School	\$ 16,264,094	\$	16,667,839	\$	16,750,385	\$	82,546	0.50%
Inter-Governmental	\$ 5,761,728	\$	6,126,482	\$	6,417,540	\$	291,058	4.75%
Vocational School Tuition	\$ 1,078,000	\$	1,078,000	\$	1,078,000	\$	-	0.00%
Town Meeting Articles	\$ 2,991	\$	39,365	\$	3,065	\$	(36,300)	-92.21%
<b>TOTAL EXPENDITURES</b>	\$ 28,516,835	\$	29,638,623	\$	30,033,441	\$	394,818	1.33%
<b>TAX RECAP ITEMS</b>		#						
Cherry Sheet Offsets	\$ 570,163	\$	516,903	\$	516,903	\$	-	0.00%
Cherry Sheet Charges	\$ 632,850	\$	540,180	\$	540,180	\$	-	0.00%
Allowance for Abatements	\$ 120,176	\$	331,983	\$	175,000	\$	(156,983)	-47.29%
<b>TOTAL TAX RECAP ITEMS</b>	\$ 1,323,189	\$	1,389,066	\$	1,232,083	\$	(156,983)	-11.30%
						\$	-	
<b>TOTAL EXPEND. &amp; CHARGES</b>	# \$ 29,840,024	# \$	31,027,689	\$	31,265,524	\$	237,835	0.77%
<b>UNUSED TAX LEVY/(DEFICIT)</b>	# \$ 4,113	# \$	4,779	\$	4,779	\$	0	

Cherry Sheet Offsets: School Choice, Public Libraries

DEPT #	DEPARTMENT NAME	FY2018 Budget	FY 2019 Budget	FY 2020 Initial	FY 2020 Supplemental	\$ CHANGE	% CHANGE
111	LEGAL						
	EXPENSES	59,000	209,000	209,000	0	0	0.00%
	TOTAL	59,000	209,000	209,000	0	0	0.00%
114	MODERATOR						
	PERSONNEL	81	81	81	0	0	0.00%
	EXPENSES	70	70	70	0	0	0.00%
	TOTAL	151	151	151	0	0	0.00%
122	SELECTMEN						
	PERSONNEL	206,978	195,381	198,956	0	3,575	1.83%
	EXPENSES	42,250	44,399	44,399	0	0	0.00%
	TOTAL	249,228	239,780	243,355	0	3,575	1.49%
130	RESERVE FUND						
	EXPENSES	50,000	50,000	50,000	0	0	0.00%
	TOTAL	50,000	50,000	50,000	0	0	0.00%
131	ADVISORY BOARD						
	EXPENSES	1,325	1,325	1,325	0	0	0.00%
	TOTAL	1,325	1,325	1,325	0	0	0.00%
135	TOWN ACCOUNTANT						
	PERSONNEL	87,380	90,578	93,565	0	2,987	3.30%
	EXPENSES	27,575	27,575	27,575	0	0	0.00%
	TOTAL	114,955	118,153	121,140	0	2,987	2.53%
141	ASSESSORS						
	PERSONNEL	105,896	109,724	113,226	0	3,502	3.19%
	EXPENSES	7,240	7,240	7,240	0	0	0.00%
	TOTAL	113,136.12	116,964	120,466	0	3,502	2.99%
145	TREASURER/COLLECTOR						
	PERSONNEL	136,719	142,072	134,581	0	-7,491	-5.27%
	EXPENSES	23,795	23,795	23,795	0	0	0.00%
	TOTAL	160,514	165,867	158,376	0	-7,491	-4.52%
147	TAX TITLE						
	EXPENSES	16,000	16,000	16,000	0	0	0.00%
	TOTAL	16,000	16,000	16,000	0	0	0.00%
152	PERSONNEL BOARD						
	EXPENSES	250	250	250	0	0	0.00%
	TOTAL	250	250	250	0	0	0.00%
155	IT DEPARTMENT						
	EXPENSES	141,620	138,560	138,560	0	0	0.00%
	TOTAL	141,620	138,560	138,560	0	0	0.00%
161	TOWN CLERK						
	PERSONNEL	96,305	101,024	106,603	0	5,579	5.52%
	EXPENSES	3,650	3,645	3,645	0	0	0.00%
	TOTAL	99,955	104,669	110,248	0	5,579	5.33%
162	ELECTIONS & REGISTRATIONS						
	PERSONNEL	10,000	22,000	10,000	0	-12,000	-54.55%
	EXPENSES	11,500	13,600	11,500	0	-2,100	-15.44%
	TOTAL	21,500	35,600	21,500	0	-14,100	-39.61%
180	DEVELOPMENT & INSPECT. SV						
	PERSONNEL	148,790	155,937	160,171	0	4,234	2.72%
	EXPENSES	78,850	78,850	78,850	0	0	0.00%
	TOTAL	227,640.42	234,787	239,021	0	4,234	1.80%
192	TOWN OWNED BLDG MAINT						
	EXPENSES	15,250	8,000	38,281	0	30,281	378.51%
	TOTAL	15,250	8,000	38,281	0	30,281	378.51%
197	TOWN HALL BLDG MAINT						
	EXPENSES	55,155	63,909	63,909	0	0	0.00%
	TOTAL	55,155	63,909	63,909	0	0	0.00%
198	TOWN HALL TELEPHONES						
	EXPENSES	6,400	6,400	6,400	0	0	0.00%
	TOTAL	6,400	6,400	6,400	0	0	0.00%
199	OTHER - GENERAL GOV						
	PERSONNEL	39,232	0	0	0	0	0.00%
	EXPENSES	39,938	49,355	49,355	0	0	0.00%
	TOTAL	79,169.94	49,355	49,355	0	0	0.00%
210	POLICE DEPT						
	PERSONNEL	1,593,362	1,701,652	1,701,652	0	0	0.00%
	EXPENSES	288,065	262,205	262,205	0	0	0.00%
	TOTAL	1,881,427	1,963,857	1,963,857	0	0	0.00%
220	FIRE DEPT						
	PERSONNEL	170,293	170,287	170,287	0	0	0.00%
	EXPENSES	135,020	135,020	135,020	0	0	0.00%
	TOTAL	305,313	305,307	305,307	0	0	0.00%

DEPT #	DEPARTMENT NAME	FY2018 Budget	FY 2019 Budget	FY 2020 Initial	FY 2020 Supplemental	\$ CHANGE	% CHANGE
231	AMBULANCE DEPT						
	PERSONNEL	348,000	351,568	351,568	0	0	0.00%
	EXPENSES	76,850	88,850	88,850	0	0	0.00%
	<b>TOTAL</b>	<b>424,850</b>	<b>440,418</b>	<b>440,418</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
232	EMERGENCY MANAGEMENT						
	PERSONNEL	3,813	3,813	3,813	0	0	0.00%
	EXPENSES	1,000	1,000	1,000	0	0	0.00%
	<b>TOTAL</b>	<b>4,813</b>	<b>4,813</b>	<b>4,813</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
241	CODE DEPT						
	PERSONNEL	57,589	60,241	60,241	0	0	0.00%
	EXPENSES	9,678	8,638	8,638	0	0	0.00%
	<b>TOTAL</b>	<b>67,267</b>	<b>68,879</b>	<b>68,879</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
292	ANIMAL CONTROL						
	PERSONNEL	24,179	24,602	24,602	0	0	0.00%
	EXPENSES	8,950	8,950	8,950	0	0	0.00%
	<b>TOTAL</b>	<b>33,129</b>	<b>33,552</b>	<b>33,552</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
296	INSECT PEST CONTROL						
	PERSONNEL	1,920	0	0	0	0	0.00%
	EXPENSES	7,850	7,850	7,850	0	0	0.00%
	<b>TOTAL</b>	<b>9,770</b>	<b>7,850</b>	<b>7,850</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
310	SCHOOL						
	EXPENSES	16,264,094	16,667,839	16,750,385	0	82,546	0.50%
	<b>TOTAL</b>	<b>16,264,094</b>	<b>16,667,839</b>	<b>16,750,385</b>	<b>0</b>	<b>82,546</b>	<b>0.50%</b>
420	HIGHWAY DEPT						
	PERSONNEL	439,103	495,732	502,027	0	6,295	1.27%
	EXPENSES	257,957	247,550	247,550	0	0	0.00%
	<b>TOTAL</b>	<b>697,060</b>	<b>743,282</b>	<b>749,577</b>	<b>0</b>	<b>6,295</b>	<b>0.85%</b>
423	SNOW & ICE						
	PERSONNEL	25,000	25,000	25,000	0	0	0.00%
	EXPENSES	96,000	96,000	96,000	0	0	0.00%
	<b>TOTAL</b>	<b>121,000</b>	<b>121,000</b>	<b>121,000</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
424	STREET LIGHTS						
	EXPENSES	70,000	75,000	75,000	0	0	0.00%
	<b>TOTAL</b>	<b>70,000</b>	<b>75,000</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
541	COUNCIL ON AGING						
	PERSONNEL	53,273	62,977	80,253	0	17,276	27.43%
	EXPENSES	31,145	31,145	31,145	0	0	0.00%
	<b>TOTAL</b>	<b>84,417.54</b>	<b>94,122</b>	<b>111,398</b>	<b>0</b>	<b>17,276</b>	<b>18.35%</b>
543	VETERANS SERVICES						
	PERSONNEL	6,500	6,630	6,630	0	0	0.00%
	EXPENSES	91,425	86,350	86,350	0	0	0.00%
	<b>TOTAL</b>	<b>97,925</b>	<b>92,980</b>	<b>92,980</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
545	VETERANS GRAVES REG						
	PERSONNEL	400	400	400	0	0	0.00%
	EXPENSES	2,000	2,000	2,000	0	0	0.00%
	<b>TOTAL</b>	<b>2,400</b>	<b>2,400</b>	<b>2,400</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
610	PUBLIC LIBRARY						
	PERSONNEL	143,000	155,700	177,257	0	21,557	13.85%
	EXPENSES	46,000	48,606	32,425	0	-16,181	-33.29%
	<b>TOTAL</b>	<b>189,000</b>	<b>204,306</b>	<b>209,682</b>	<b>0</b>	<b>5,376</b>	<b>2.63%</b>
630	PARKS & RECREATION						
	PERSONNEL	0	0	0	0	0	0.00%
	EXPENSES	6,450	6,450	6,450	0	0	0.00%
	<b>TOTAL</b>	<b>6,450</b>	<b>6,450</b>	<b>6,450</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
691	HISTORICAL COMM						
	EXPENSES	950	950	950	0	0	0.00%
	<b>TOTAL</b>	<b>950</b>	<b>950</b>	<b>950</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
692	MEMORIAL DAY COMM						
	EXPENSES	3,000	3,000	3,000	0	0	0.00%
	<b>TOTAL</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
710	MATURING DEBT PRINCIPAL						
	EXPENSES	919,485	894,532	904,795	0	10,263	1.15%
	<b>TOTAL</b>	<b>919,485</b>	<b>894,532</b>	<b>904,795</b>	<b>0</b>	<b>10,263</b>	<b>1.15%</b>
751	MATURING DEBT INTEREST						
	EXPENSES	306,027	325,635	297,602	0	-28,033	-8.61%
	<b>TOTAL</b>	<b>306,027</b>	<b>325,635</b>	<b>297,602</b>	<b>0</b>	<b>-28,033</b>	<b>-8.61%</b>

DEPT #	DEPARTMENT NAME	FY2018 Budget	FY 2019 Budget	FY 2020 Initial	FY 2020 Supplemental	\$ CHANGE	% CHANGE
752	TEMPORARY LOAN INTEREST						
	EXPENSES	18,933	94,647	64,000	0	-30,647	-32.38%
	<b>TOTAL</b>	<b>18,933</b>	<b>94,647</b>	<b>64,000</b>	<b>0</b>	<b>-30,647</b>	<b>-32.38%</b>
911	WORC REG RETIREMENT						
	EXPENSES	1,055,412	1,161,643	1,278,504	0	116,861	10.06%
	<b>TOTAL</b>	<b>1,055,412</b>	<b>1,161,643</b>	<b>1,278,504</b>	<b>0</b>	<b>116,861</b>	<b>10.06%</b>
912	WORKER COMPENSATION						
	EXPENSES	197,000	216,700	249,205	0	32,505	15.00%
	<b>TOTAL</b>	<b>197,000</b>	<b>216,700</b>	<b>249,205</b>	<b>0</b>	<b>32,505</b>	<b>15.00%</b>
913	UNEMPLOYMENT COMP						
	EXPENSES	66,510	66,650	66,650	0	0	0.00%
	<b>TOTAL</b>	<b>66,510</b>	<b>66,650</b>	<b>66,650</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
914	EMPLOYEE BENEFITS						
	PERSONNEL	3,052,161	3,266,089	3,446,139	0	180,050	5.51%
	<b>TOTAL</b>	<b>3,052,161</b>	<b>3,266,089</b>	<b>3,446,139</b>	<b>0</b>	<b>180,050</b>	<b>5.51%</b>
945	BONDING & INSURANCE						
	EXPENSES	146,200	100,586	110,645	0	10,059	10.00%
	<b>TOTAL</b>	<b>146,200</b>	<b>100,586</b>	<b>110,645</b>	<b>0</b>	<b>10,059</b>	<b>10.00%</b>
<b>TOTAL BUDGET</b>							
	PERSONNEL	6,749,974	7,141,489	7,367,053	0	225,564	3.16%
	EXPENSES	20,685,869	21,379,769	21,585,323	0	205,554	0.96%
	<b>TOTAL</b>	<b>27,435,844</b>	<b>28,521,258</b>	<b>28,952,376</b>	<b>0</b>	<b>431,118</b>	<b>1.51%</b>

Revenue allocation			
Gross Revenue	29,844,137	31,032,468	31,270,304
Less: Vocational	-1,078,000	-1,078,000	-1,078,000
Less: TM Articles	-2,991	-39,365	-3,065
Less: Cherry Cheet Charges	-1,323,189.00	-1,389,066.00	-1,232,083.00
Less: Excess Capacity	-4,113	-4,779	-4,779
Total	27,435,844	28,521,258	28,952,376
Difference	0		

**From:** [Tarentino Strong Road Race](#)  
**To:** [Forsberg, Kristen](#)  
**Subject:** Tarentino Road Race  
**Date:** Wednesday, January 09, 2019 3:46:23 PM

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January 9, 2019

Dear Select Board,

The Officer Ronald Tarentino Jr. Charitable Fund would like to respectfully request a Town Permit to hold the Third Annual Tarentino Strong 5K Road Race.

The run/walk will be held on Sunday, April 28th, 2019, starting and finishing at Leicester High School. The road race will begin at 10:00 am. The entire event would use the High School property from 4:30 am - 12:30 pm. The event will be covered by an independent insurance provider which every participant will have a signed and completed waiver.

The Leicester Police department will once again be involved with planning community safety of the event.

If you would like me to attend an upcoming meeting please let me know.

Thank you for your time and please contact me if any questions or concerns.

Sincerely,

BJ Williams  
Event Director



## APPARENT 3 LOWEST BIDDERS FORM

Town / City: LEICESTER

Location: Church Street over Kettle Brook (Bridge No. L-06-011)

Description: Rehabilitation of the Church Street Bridge over Kettle Brook (Superstructure Replacement)

Class of Work: BRIDGE - CONSTRUCTION

Bid Opening Date: 01/22/2019

Project Value: \$ 496,210

Contractor	Address	City	State/Zip	Total Bid	Rank
NEL Corporation	3 Ajootian Way, Bldg. B	Middleton	MA 01949	\$423,990	1
New England Infrastructure, Inc.	16 Brent Drive	Hudson	MA 01749	\$475,830	2
E.T.&L. Corporation	873 Great Road	Stow	MA 01775	\$520,841	3

Signature of person completing form: Richard P. Lenox

Sign

1/23/2019

Date

Print name: Richard Lenox

Comments:

### MASSDOT OFFICE USE ONLY

All Bidders Prequalified: ☒

Reviewed by: 10

System Input: ☒

Close File: 1/23/19

Comments:

NO PREQUAL ISSUES OF CONCERN 1-23/19  
NOTE THIS IS MUNICIPAL & STATE Bridge Funding



## **Parks & Rec Tarentino Playground Fund Donations**

Recommend accepting the following donations made to Parks & Rec for the Tarentino Playground Fund in memory of Gordon O'Rourke:

- Neil & Tricia Pineda - \$50
- Nancy Quinlan - \$50
- Ellen & Raymond DeSanti - \$30

Total to be deposited: \$130

1/8/2019

Please accept this donation  
to the Tarantino Playground  
Fund in memory of Gordon  
O'Rourke. I am friends  
with his daughter  
meaghan and am so  
sorry for the O'Rourke  
family loss as well as  
this loss for the Leicester  
community. May his passing  
bring love to this project.

Sincerely,  
Juicia W. Pineda

Please accept this donation in  
memory of Gordon O'Rourke - a great guy -  
who will be missed by his family & friends.  
He obviously had a kind heart - as witnessed  
by his volunteering work.

Sincerely

Ellen M. Desanti  
a friend of the very  
special O'Rourke family



# **TOWN OF LEICESTER**

## **Council on Aging**

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113  
TELEPHONE: (508) 892-7016 • FAX: (508) 892-7506

**January 16, 2019**

**Mr. Bruce A. Taylor**  
**President**  
**ERA Key Charitable Organization, Inc.**

**Dear Mr. Taylor:**

**Thank you for your generous donation of \$500.00 to help support our programs particularly our Veterans' Annual Breakfast. Each year our senior center engages our town officials, schoolchildren, Police in this special event.**

**Others invited are Senator Michael Moore, Sherriff Lou Evangelidis, Congressman James McGovern as well as our State Representatives. This past Veterans Breakfast Our Master of Ceremonies was William (Bill) Moore CEO of Project New Hope. Our guest speaker was Lt. Col. Shannon McLaughlin of the Massachusetts National Guard. Retired Army Col. Bonita Keefe-Layden said the invocation. Worcester's South High Community School conducted a POW/MIA remembrance and a local high school student sang the National Anthem. As you can see this is a momentous occasion for us and for the many who attend. We normally have over 150 who come to honor and thank our veterans.**

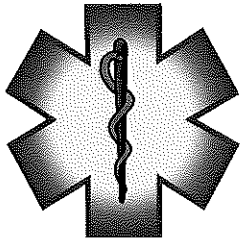
**Your contribution will help us achieve a successful veterans' breakfast once again this coming November. We begin organizing many months in advance and we are very grateful for your financial support. Thank you and thank you to all who were here today from ERA.**

**Sincerely,**

**Rachelle S. Cloutier, M.Ed.**  
**Director of Elder Affairs**

**Cc: Town Administrator and Board of Selectmen**

**Samantha Butkiewicz at ERA Key Realty Services**



# Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

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• PHONE: (508) 892-7006

**Date:** January 18, 2019

**To:** Select Board

**From:** Robert F. Wilson *RFW*  
EMS Director

**Subject:** Donations

I respectfully request the Board accept the following donations:

Forgit Family  
43 Rosedale St  
Portland, ME 04103

\$500.00

Thanking you in advance for your consideration in this matter.

RECEIVED JAN 23 2019

"I wasn't born here but I got here as fast as I could"



January 9, 2019

Robert Wilson  
Leicester Fire/EMS Headquarters  
3 Paxton Street  
Leicester, MA 01524

Dear Mr. Wilson,

On behalf of my Mother Sylvia and the rest of the Forgit Family we would like to thank you, and your staff for the past services provided to my father Richard, who past away 12/28/18.

Please accept this token of our appreciation for use as your department sees fit.

Again, our gratitude for your services.

Thanks,

Andrew "Andy" Forgit

A handwritten signature in cursive script, reading "Andrew R. Forgit", is located below the typed name.

**SELECT BOARD MEETING MINUTES  
JANUARY 7, 2018 AT 6:30PM  
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

**CALL TO ORDER/OPENING**

Chairwoman Provencher called the meeting to order at 6:30pm. Chair Dianna Provencher, Vice Chair Sandra Wilson, 2<sup>nd</sup> Vice Chair Brian Green, Selectman Harry Brooks, Selectman Rick Antanavica, Town Administrator David Genereux, Assistant to the Town Administrator Kristen Forsberg and Student Liaison Katheryn Stapel were in attendance.

**1. EXECUTIVE SESSION**

- a. **Executive Session Minutes**
- b. **Exception 1 - Discuss the reputation, character, physical condition or mental health rather than professional competence of an individual (Highway Laborer)**
- c. **Exception 3 – Discuss strategy with respect to collective bargaining (Interim Police Lieutenant)**

A motion was made by Ms. Wilson and seconded by Mr. Brooks to enter into executive session at 6:32pm under Mass General Law Chapter 30A, Section 21A, Exception 1, to discuss the reputation, character, physical condition or mental health rather than professional competence of an individual (Highway Laborer), Exception 3, to discuss strategy with respect to collective bargaining (Interim Police Lieutenant) and to review executive session minutes. The Chair declared that to discuss these matters in open session would compromise the position of the Town. Roll Call: 5:0:0.

A motion was made by Mr. Brooks and seconded by Mr. Green to go out of executive session at 7:32pm and to resume meeting in open session. Roll Call: 5:0:0

**2. PUBLIC COMMENT PERIOD**

No members of the public provided comment

**3. REPORTS & ANNOUNCEMENTS**

- a. **Student Liaison Reports**

The Student Liaisons provided updates from the Leicester Public Schools including reading testing at Primary School things month, hearing and BMI screenings at the Middle School, the LHS International Club travelling to Canada, January 22<sup>nd</sup> mid-terms and that school delays and closings will be made by 5:45am and calls will go out to parents at this time.

- b. **Select Board Reports**

The Select Board discussed various topics including the Blackstone Heritage Corridor tour Thursday at 6pm, staying off the ice due to the warm weather, a concern about the unauthorized use of a fire truck during an incident in August which had been previously addressed by the Town Administrator, excessive speeding by police officers which the Town Administrator has addressed with the new Interim Chief, the issue of access to Town owned buildings, and a request to have Senator Moore Come in to discuss Host Community Agreements and Solar PILOT agreements.

- c. **Town Administrator Report**

The Town Administrator presented highlights from his written report including public records requests received, FY20 budget kickoff meeting with Department Heads, the Church Street bridge bid, USDA debt, and noted the Fire Station is not sinking.

**4. RESIGNATIONS/APPOINTMENTS**

- a. **Retirement - Police Officer Steven Zecco**

A motion was made by Ms. Wilson and seconded by Mr. Brooks to accept with retirement of Police Officer Steven Zecco. The motion carried 5:0:0.

**b. Appointment Amendment- Local Building Inspector - John Zachariewicz**

A motion was made by Ms. Wilson and seconded by Mr. Antanavica to rescind the appointment of John Zachariewicz as Alternate Building Inspector and to instead appoint him as Local Building Inspector. The motion carried 5:0:0.

**5. OTHER BUSINESS**

**a. Library Expansion and Renovation Project Update**

Charlie Van Voorhis, Architect for the Library Expansion and Renovation project provided an update on the project and presented potential change orders. Mr. Van Voorhis noted that the total change order rate for the project is under 7.5% which is the amount that was budgeted. A motion was made by Ms. Wilson and seconded by Mr. Brooks to authorize the Town Administrator to sign the change order for furniture from Tucker Library Interiors. The motion carried 5:0:0.

**b. Execute Police Sergeant Union MOA**

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to execute the Police Sergeant Union MOA which adds a lieutenant position and sets a salary schedule. The motion carried 5:0:0.

**c. 2019 License Renewals**

- Common Victualler - Families Together - 1601 Main Street
- General Entertainment - Eller's Restaurant - 190 Main Street
- Class II - Raul's Automotive - 81 S. Main Street

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to approve the license renewal requests as listed on the agenda. The motion carried 5:0:0.

**d. BYOB License - Pleasant Street Diner - 310 Pleasant Street**

A motion was made by Mr. Antanavica and seconded by Ms. Wilson to approve the BYOB license request for Pleasant Street Diner contingent upon showing proof of TIPS training for staff. The motion carried 5:0:0.

**e. Fee Discussion & Review**

- Selectmen Fees (Discussion and review)
- Board of Health Fees (Discussion only)

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to reduce the BYOB license fee to \$15 effective January 1, 2019. The motion carried 5:0:0.

**f. Disposition of 15 Water Street (former Leicester Fire Station)**

A motion was made by Mr. Antanavica and seconded by Ms. Wilson to put 15 Water Street out to bid using an IFB process. The motion carried 5:0:0.

**g. FY 2020 Budget Elected Officials Stipends/Salaries**

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to keep the elected official stipends at the FY19 rate for FY20 and to reassess for FY21. The motion carried 5:0:0.

**h. Contract for Designer Services - Finegold Alexander Architects - Leicester Middle School Project**

A motion was made by Mr. Brooks and seconded by Ms. Wilson to authorize the Chair to sign a contract for designer services with Finegold Alexander Architects for the Leicester Middle School feasibility study. The motion carried 5:0:0.

**i. Reserve Fund Transfer Request - Unemployment Accounts - \$20,000**

A motion was made by Ms. Wilson and seconded by Mr. Green to recommend the Finance Advisory Board approve a \$20,000 reserve fund transfer for the unemployment account. The motion carried 5:0:0.



## **6. MINUTES**

### **a. December 17, 2018**

A motion was made by Mr. Antanavica and seconded by Ms. Wilson to approve the minutes of December 17, 2018. The motion carried 4:0:1 with Mr. Brooks abstaining.

A motion to adjourn was made by Mr. Brooks and seconded by Ms. Provencher at 9:18pm. The motion carried 5:0:0.

**SELECT BOARD MEETING MINUTES  
JANUARY 10<sup>TH</sup> AT 6:45PM  
BLACKSTONE HERITAGE CORRIDOR VISITOR CENTER, 3 PAUL CLANCY WAY, WORCESTER MA 01607**

**CALL TO ORDER/OPENING**

Chairwoman Provencher called the meeting to order at 6:45pm. Chair Dianna Provencher, 2<sup>nd</sup> Vice Chair Brian Green and Selectman Harry Brooks were in attendance.

**1. NEW BUSINESS**

**A. Execute Complete Streets Grant Contract Documents**

A motion was made by Mr. Brooks and seconded by Mr. Green to authorize the Chair to sign the Complete Streets Grant Contract documents. The motion carried 3:0:0.

A motion to adjourn was made by Mr. Brooks and seconded by Mr. Green at 6:50pm. The motion carried unanimously.