



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: October 21, 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. 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 – Executive Session, MGL Chapter 30A, Section 21A, Exceptions 2 and 6](#)
 - To conduct strategy sessions in preparation for negotiations with nonunion personnel (Building Inspector)
 - To consider the purchase, exchange, lease or value of real property (Hillcrest Country Club)
- b. [7:00pm – Hillcrest Country Club Lease](#)
- c. [7:00pm – Complete Streets Grant – Town Common Conceptual Design](#)
- d. [7:15pm - Class II & Vehicle License Policy Review](#)

2. PUBLIC COMMENT PERIOD

3. REPORTS & ANNOUNCEMENTS

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

4. RESIGNATIONS & APPOINTMENTS

- a. Appoint and Execute Contract - Building Inspector

5. OTHER BUSINESS

- a. [Senior Center Donations](#)
- b. [EMS Donation](#)
- c. [1 Paxton Street Donation](#)
- d. [Letter of Intent - Veterans Heritage Grant– Memorials at James F. Sugrue and Chester A. St. Martin Squares](#)
- e. [Fall Special Town Meeting Discussion](#)
- f. Trick or Treating and EEE
- g. [Opt Out of Central Mass Regional Stormwater Coalition](#)
- h. [Economic Development Coordinator Job Description](#)

6. MINUTES

- a. [October 7, 2019](#)
- b. Executive Session Minutes

ADJOURN

Proposed Executive Session Motion

Board Member 1

I move to go into Executive Session under MGL Chapter 30A, Section 21(a),

Exception #2 To conduct strategy sessions in preparation for negotiations with nonunion personnel (Building Inspector); and

Exception #6 To consider the purchase, exchange, lease or value of real property (Hillcrest Country Club)

The Board will reconvene in open session at the conclusion of executive session.

Board Member 2

Second

Chairperson

To discuss these matters in open session would compromise the position of the Town, the Chair so declares.

VOTE BY ROLL CALL

Hillcrest Country Club Building Report

Background

David Genereux asked if I would assess the current conditions of the clubhouse at Hillcrest Country Club. This inspection is not all inclusive but an overview of a 2 hour walk through of the exterior and interior spaces that are easily accessible. A more comprehensive inspection will undoubtedly reveal other deficiencies throughout the building.

1. Parking lot is in poor condition and has exceeded its serviceable life
2. Due to failing condition of the parking lot it does not meet ADA requirements.
3. Aluminum siding is incomplete in areas and does not provide a weather tight envelope on all elevations.
4. Brick veneer columns at eastern elevation second story deck needs a cap
5. Brick veneer need tuck pointing throughout
6. Exposed electrical under eastern elevation second story deck needs to be removed
7. Aluminum siding at easterly second story deck needs infill at old railing location
8. Patio doors at function room below second story deck have exceeded serviceable life
9. Patio doors are not ADA compliant
10. Missing siding at southerly elevation
11. Picture windows at southerly elevation are newer vinyl replacement windows but the original frames need replacement
12. Windows from line #11 are not caulked
13. Fascia metal wrap is missing-needs replaced
14. T-111 siding at southerly elevation needs to be replaced-failed
15. Brickwork at all elevations needs tuck-pointing throughout
16. Infilled door locations at patio area have archaic/inefficient glazing
17. Asbestos containing material probable in glazing
18. Structural steel for future deck at southerly elevation was never capped allowing water to accumulate in the structural posts. As that water freezes it has split the structural posts potentially causing catastrophic failure. Engineer review required for a corrective action plan
19. Glass block at infilled areas has failed and multiple blocks are broken
20. Archaic and unserviceable door in glass block infilled location
21. Garage door jamb metal needs to be repaired/replaced
22. Scalloped fascia needs scape/sand repainted if is even salvageable
23. Archaic and unserviceable windows throughout need to be replaced with new efficient windows.
24. There is bow in the westerly wall that could signify a structural deficiency or failure. This should be investigated further.
25. Old vent hole in aluminum siding should be repaired
26. Metal fascia missing at westerly elevation
27. Foundation repairs needed adjacent to glass block infilled areas on westerly elevation
28. Vegetative growth on side of building should be removed
29. Siding on westerly elevation be power washed and prepped and painted.

Hillcrest Country Club Building Report

30. Missing gutter at northerly elevation
31. FDC connection signage missing
32. Missing siding at northerly elevation adjacent to garage
33. Foundation crack at northerly elevation adjacent to structural glass block infill
34. Block foundation needs to be tuck pointed
35. Fascia at exterior kitchen entrance needs fascia wrapped
36. Stair rail at exterior kitchen entrance is not to code and needs repair
37. Newer replacement windows were installed but not caulked
38. Missing siding at northerly elevation
39. Function room is not ADA compliant-see 2011 ADA transition plan attached
40. Women's bathroom is not ADA compliant-(see 2011 transition plan attached
41. Function room entry door not ADA compliant and need replacement
42. Significant dip in dance floor could indicate structural deficiency or failure
43. Floor, walls and ceiling in scullery does meet health code requirements
44. Floor, wall and ceiling in kitchen does not meet health code requirements
45. No non-combustible surface on wall behind stove
46. Hood is archaic and exceeded its serviceable life-probable that there is no make-up air
47. Plywood under stove is flammable and does not meet health code requirements.
48. French doors from patio to function room are not ADA compliant or sufficient thermal barriers
49. OSB "finished" walls in multiple locations do not meet flame-spread requirements.
50. Door at southerly function room entrance is not ADA compliant and has exceeded its serviceable life
51. Transition from patio floor to bar area does not meet ADA requirements
52. Door from bar area to patio does not meet ADA requirements
53. Men's room does not meet ADA requirements
54. Illegal wiring in men's room
55. No exhaust fan in men's room
56. Multiple open junction boxes in attic
57. Improper flashing around chimney
58. Wiring in apartment is archaic
59. Exterior door at apartment needs replacement

Respectfully Submitted,

Jim Reinke

Quality Contracting Inc.

MA Unrestricted Construction Supervisor # 106568

HILLCREST GOLF COURSE AND CLUBHOUSE



Hillcrest Golf Course and Clubhouse, located at 325 Pleasant Street, is golfing facility including a golf course, pro shop and clubhouse. The golf course has holes on either side of Pleasant Street.

1. **Issue:** Accessible parking spaces do not have signage at the head of each space.

Recommendation: Provide post-mounted signage.

Est. Cost: \$250



2. **Issue:** Path from parking to the Pro Shop is cracked and uneven. Cross-slope is >2%,

Recommendation: Resurface area of parking lot.

Est. Cost: \$5,000



3. **Issue:** Gravel path to the Pro Shop is not firm, stable or slip-resistant.

Recommendation: Provide a paved path from parking to pro-shop.

Est. Cost: \$1,000



4. **Issue:** There is no accessible route to entrance of pro shop. There is a 4" step to entrance landing. Entrance threshold is 5".

Recommendation: Install a ramp to entrance.

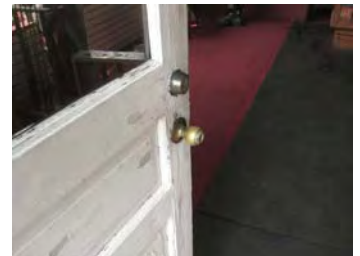
Est. Cost: \$12,000



5. **Issue:** Door hardware at entrance to pro shop requires pinching, tight grasping and twisting.

Recommendation: replace with lever hardware.

Est. Cost: \$100



6. **Issue:** Transaction counter in the Pro Shop does not have a portion of the counter 36" high & 36" wide.

Recommendation: Provide an auxiliary counter or folding shelf.

Est. Cost: \$1,500



7. **Issue:** Path from the Pro Shop to the golf cart area is not firm, stable or slip-resistant.

Recommendation: Provide a paved path from parking to pro-shop.

Est. Cost: \$1,000



8. **Issue:** Curb transition at club house is >8.3%. Transition at top and bottom is abrupt and uneven.

Recommendation: Install a new curb ramp.

Est. Cost: \$2,000



9. **Issue:** There is no accessible route to performance area in clubhouse

Recommendation: Install a ramp.

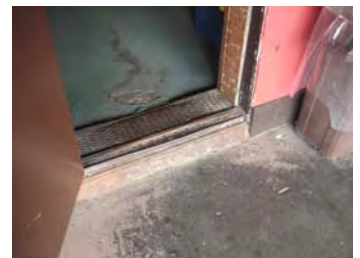
Est. Cost: \$8,000



10. **Issue:** There is accessible route to patio area.

Recommendation: Install a ramp

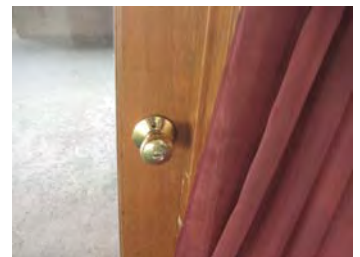
Est. Cost: \$4,000



11. **Issue:** Door hardware requires twisting, tight grasping and twisting to operate.

Recommendation: Replace knobs with lever hardware.

Est. Cost: 5 x \$100 = \$500



12. **Issue:** There is no portion of the bar 34" high and 60" wide.

Recommendation: Lower portion of bar.

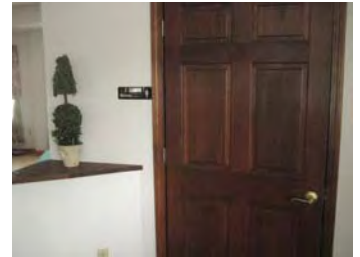
Est. Cost: \$3,000



13. **Issue:** Toilet room signage does not have tactile and Braille lettering. Signage is not mounted on the latch side of the door.

Recommendation: Install tactile and Braille signage

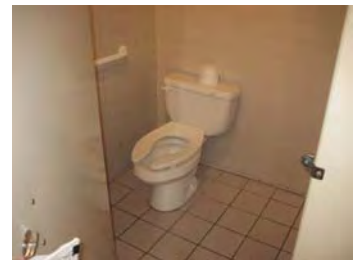
Est. Cost: 2 x \$50 = \$100



14. **Issue:** Stall in women's toilet room is not accessible. Toilet clearance is <59" deep (@53"). There is no rear grab bar, side grab bar is <42". Flush valve is on the wrong side of the toilet. Stall door requires pinching, tight grasping and twisting. Coat hook is mounted >54" high.

Recommendation: Provide an accessible stall.

Est. Cost: \$10,000



15. **Issue:** Women's room lavatory does not provide 27" high knee clearance. Faucets require pinching tight grasping and twisting. Lavatory pipes are not insulated or recessed. Mirror is mounted >40" high.

Recommendation: Remove lavatory apron. Insulate lavatory pipes. Replace twist faucets with lever faucets. Relocate mirror.

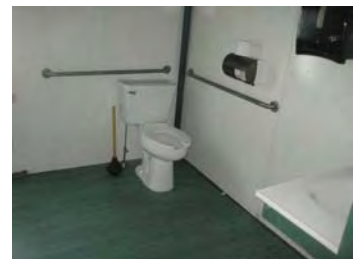
Est. Cost: \$7,500



16. **Issue:** Side grab bar in men's toilet room extends <54" out from back wall. Toilet paper dispenser interferes with the use of the side grab bar.

Recommendation: Reposition grab bar and dispenser.

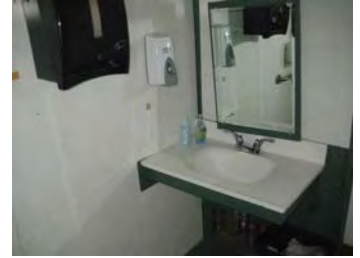
Est. Cost: \$500



17. **Issue:** Lavatory pipes in men's toilet room are not recessed or insulated. Paper towel dispenser is mounted >54" high.

Recommendation: Insulate pipes and relocate dispenser.

Est. Cost: \$500



18. **Issue:** There is no lowered urinal, 17" high.

Recommendation: Lower urinal.

Est. Cost: \$1,500



19. **Issue:** There are no detectable warnings where golf course route crosses pleasant street.

Recommendation: Provide detectable warnings.

Est. Cost: 2 x \$500 = \$1,000



TOTAL ESTIMATED COST: \$59,450

**Information on the Complete Streets Project including
PRELIMINARY DESIGN PLANS can be viewed at:**

<https://www.leicesterma.org/planning-board/pages/town-common-complete-streets-grant-project>

The Project Consultant will be in attendance to provide a brief presentation and answer questions on the Town Common portion of the grant.

Class II Amendments

1. No home based Class II businesses.
2. Businesses that is renting the property must have a current lease which shows that the landlord allows a Class II business on their property.
3. If not operated as a corporation, do you have current business certificate from the town.
4. A list of repair garages to do the warrantee repairs.
5. Stamped plans of site with parking layout.
6. Revisit amount of vehicles that should be allowed on each property.
7. Policy on repeat violators for suspension or revoke of license.

Repair shop Amendments

1. No home based repair businesses.
2. If not operated as a corporation, do you have current business certificate from the town.
3. Stamped plans of site with parking layout.
4. No dismantled vehicles on site.
5. No auto body repairs or auto body material on premises without a current Massachusetts auto body repair license.



TOWN OF LEICESTER VEHICLE LICENSES

Issued in accordance with the Town's General Bylaws, Chapter 9, Section 26

Overview

Class I: This license is required for dealers selling new vehicles. To obtain a Class I license, you must be an agent of a new vehicles manufacturer or have a contract with a manufacturer to sell new vehicles, sell used vehicles as an incidental or secondary part of the business and have repair facilities on site that allow repairs to vehicles under warranty.

Class II: This license is required for any person whose principal business is the buying or selling of second hand motor vehicles.

Class III: This license is required for any person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding and selling the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second-hand motor vehicles parts.

Motor Vehicle Repair Shop: This license is required for a person or entity which, for compensation, or with the intention or expectation of receiving the same, repairs or undertakes to repair in the Commonwealth a damaged motor vehicle as defined in the Mass General Laws Section 34A of Chapter 90, excluding motor vehicle glass repair.

Auto Body Shop: This license is required for anyone who owns, leases, operates or controls an automotive refinishing facility. Auto body shops are subject to the regulatory requirements of the EPA, MassDEP and OSHA. The State of Massachusetts regulates these shops through 310 CMR 7.18(28).

Application Requirements

Specific Requirements by Type of License

- Class I – Copy of the Applicant's Agreement with a New Motor Vehicle Agent.
- Class II – Copy of a Bond in the amount of \$25,000 executed by a Surety Company, Irrevocable Letter of Credit or a Certificate of Deposit. Submitted once the Board has approved the license. Copy of an agreement with a recognized repair facility or affidavit that repairs will be done on premises. (Number of bays and number of mechanics listed).
- Motor Vehicle Repair - Copy of \$10,000 surety bond and proof of registration with the State Division of Standards.
- Auto Body Repair – Copy of MassDEP air permit or proof of exemption.



General Requirements for all Vehicle Licenses

1. Prior to scheduling a hearing before the Board of Selectmen, a complete application must be submitted to our office. Once submitted, a public hearing will be scheduled at least two weeks after all documents are received. **Please note that no hearing will be scheduled and no application will be acted on by this Board until all permits have been approved and all departments (except Town Clerk) have signed off on the Permit License form.**
2. Advertisement of the public hearing and abutter notifications are handled by the Selectmen's Office and is paid for by the Applicant. The applicant will receive a bill following the hearing.
3. The following documents must be submitted as part of the application:
 - a. Signed application
 - b. Permit License Form signed by all departments except Town Clerk
 - c. A plan of the premises to include the number of displayed/unregistered vehicles, customer vehicles and employee vehicles.
 - d. Copy of the lease/purchase & sales agreement and/or letter from property owner stating vehicles may be sold or repaired at this address
 - e. CORI check authorization for owner(s) and manager(s)
 - f. Department of Revenue certification
 - g. Workers' Compensation Affidavit
 - h. Copy of Workers' Compensation policy (if required)
 - i. Naturalization papers (if applicable)
 - j. Articles of organization and vote of corporate board (for corporations only)
 - k. Special Permit, if applicable
4. Each Department has individual requirements and may require additional paperwork, inspections and/or fees.
5. No License shall be granted to any applicant with outstanding unpaid taxes or fees owed to the Town of Leicester.
6. Each Used Car Dealer shall apply for and obtain dealer plates from the Registry of Motor Vehicles within 30 days of obtaining their license. Copies of the dealer plate registrations shall be filed with the Board of Selectmen's Office upon receipt of the original registration and/or registration renewals
7. A business certificate must be obtained from the Town Clerk after receiving approval from the Board of Selectmen.
8. All other statutory requirements in the Massachusetts General Laws must be complied with.
9. All Class I, II and III applicants must submit an original copy of the application to the Registry of Motor Vehicles located at 25 Newport Ave Ext, Floor 2, Quincy, MA 02171-1748.



Class II Second Hand Motor Vehicle License Holder Policy

Issued in accordance with the Town's General Bylaws, Chapter 9, Section 31

Adopted by the Board of Selectmen on November 20, 2017

Vehicle Conditions and Notices

All vehicles for sale which are parked outside of a building must be in saleable and drivable condition. Dealer must affix "Used Vehicle Warranty Law" notices on the windows or dashboard of used vehicle that are offered for sale as required by Massachusetts General Laws, Chapter 90, Sections 7N ¼ and 7N ½, and 201 CMR 11.00. The sale price of the vehicle must be posted on the vehicle's windshield.

Access Road

An access road is required through the property. The minimum width of this access road shall be twenty (20) feet and the road will start at the main entrance.

Vehicle Parking

Vehicles must be parked a sufficient distance from the public way so as not to interfere with sidewalks or roadways and so as not to create a site line hazard as determined by the Police Chief or his/her designee. An approved parking plan shall be available on site for any inspections. The dealer must maintain at least two feet of clearance between all vehicles on display. All spaces delineated on the approved parking plan shall be marked out with lines, on the surface of the property, except for lots that are storage or non-asphalt surfaces. Vehicles must be parked in accordance with Zoning Bylaws and the Planning Board's Parking Regulations and parking spaces shall be a minimum of 9x18 feet.

Outdoor Lighting

Outdoor lighting must not impose on any abutting properties.

Office Requirements

Except in the case of an approved home business selling used cars in accordance with all zoning and fire restrictions, an office will be located in the building where the business will be located and accessible from the outside. A sign listing the name of the business and the hours of operation is required on the property; either freestanding or on the office door/window.

Logbook

The logbook tracking the sale of used cars shall be on the premises at all times. An inspection of the Used Vehicle Inventory Book for each dealership may be conducted by the Police Department as needed.

Fencing

Appropriate fencing may be required if, in the opinion of the Board of Selectmen, it is deemed necessary to control access to the property or to maintain the aesthetic value of the neighborhood.



Repairs

No repair work may be conducted without a Motor Vehicle Repair License. No repair work shall occur outside of a building except for minor emergency or reactive repairs to be completed by the end of the workday (e.g. lightbulbs, batteries, wiper blade replacement, tire replacement).

Fire and Safety Inspection

Prior to license issuance or renewal, the Fire Department will conduct a fire and safety inspection. Any violations that are noted must be corrected prior to the renewal or issuance of the license.

Rubbish, Debris and Spare Parts

All rubbish and debris will be kept in an approved steel rubbish container with a cover. The cover will remain closed at all times. No spare or junk parts may be stored outside of a building. Scrap metal must be kept in a recycling container and emptied on a regular basis. Properties must be kept clean and maintained at all times.

Flammable or Combustible Liquids or Gasses

No storage of flammable or combustible liquids in quantities greater than five (5) gallons will be allowed without a permit from the Fire Department. Applications are available at Fire Headquarters. No storage of flammable or combustible gases in quantities greater than forty (40) cubic feet will be allowed without a permit from the Fire Department. Applications are available at Fire Headquarters. Parking of vehicles, not related or incidental to the operation of the business, that store flammable or combustible liquids or gases will not be allowed on the site.

Used Batteries

Used batteries shall be stored in liquid tight containers.

Emergency Contacts

The facility must keep an up-to-date list of emergency contacts at the Fire Station.

Cutting & Welding Operations

All cutting and welding operations shall comply with the requirements of 527 CMR 39 and are required to obtain local Fire Department permits.

Open Burning

No open burning will be allowed on the site at any time.

Spills

The licensee must maintain a supply of spill containment equipment on site as approved by the Fire Inspector. Any spills of flammable or combustible liquids greater than one gallon must be immediately reported to the Fire Department.

Fire Extinguishers

Portable fire extinguishers will be required at the facility, the number and location of same to be determined by the Fire Department



TOWN OF LEICESTER

Council on Aging

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

Rachelle S. Cloutier, M.Ed.

Director of Elder Affairs

E-mail: cloutierr@leicesterma.org

October 3, 2019

Jodie Gerulaitis
Vice President, Community Relations
Country Bank
75 Main Street
Ware, MA 01082-1350

Dear Jodie:

Thank you for your donation of \$2,000 as it means a lot to us. Our senior population is growing. In 2010 the Federal Census indicated that our town had a population of 2,111 seniors 60 and over. According to our Town Clerk we are now above 2700.

As our population grows demands are put upon us as a senior center to develop and implement a variety of programs that are all-inclusive. Your generous contribution helps us achieve those ambitious objectives needed to meet the needs of a population that ranges from 60 to 96.

Again, thank you.

Sincerely,

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

Cc: Board of Selectmen/Town Administrator



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

October 17, 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 October 17, 2019.

Citizen issues: Topics discussed with various citizens.

- ☐ Discussed various town meeting issues

Meetings:

- ☐ Discussed betterment issues with Cherry Valley Water and Sewer.
- ☐ Attended School Building Committee meeting
- ☐ Held Town Meeting information sessions on October 15th and October 17th
- ☐ Attended Parks Department meeting to discuss cost issues with the new basketball court
- ☐ Attended Senior Breakfast on October 17th
- ☐ Held Town Meeting information session after Senior Breakfast
- ☐ Attended Parks and Rec meeting
- ☐ Attended Economic Development Committee meeting

Activities:

- ☐ Worked with the Library and Historic Commission regarding the transfer of the Denny painting, which was donated to the Town and displayed at the Library. It will be displayed at the Swan Tavern going forward.
- ☐ Submitted a grant request to the Mass Commission on Disability for \$200,855 for replacement of non-compliant doors in the Town Hall and construction of an ADA compliant unisex bathroom in the upper level of the old ambulance office by the Gym.
- ☐ Assembled job description for Economic Development Coordinator
- ☐ Conducted interviews of candidates for the Building Inspector/Zoning Enforcement Officer position
- ☐ Completed negotiations for the Hillcrest property.

Please feel free to contact me with any questions or concerns



TOWN OF LEICESTER

Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

TELEPHONE: (508) 892-7016 • FAX: (508) 892-7506

Rachelle S. Cloutier, M.Ed.

Director of Elder Affairs

E-mail: cloutierr@leicesterma.org

October 4, 2019

J. Henri Morin & Son, Inc.
Funeral Homes
P.O. Box 177
23 Maple Terrace
Spencer, MA 01562-0177

Dear Morin Family:

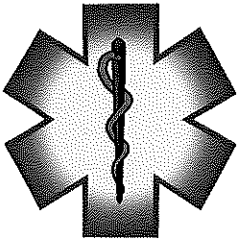
Thank you so very much for your generous donation of \$100 in support of our upcoming Veterans' Breakfast scheduled for the 7th of November at 9:00 a.m. Each year this event brings over 150 veterans, family members and others together to remember, to share and to honor those who served to keep us free.

The generosity of family like yours will help make this event successful.

Again, thank you so much.

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

Cc: Town Administrator
Board of Selectmen




Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

MARK F. WILSON, EMS Director • PHONE: (508) 892-7006

Date: October 15, 2019

To: Board of Selectmen

From: Robert F. Wilson 
EMS Director

Subject: Donations

I respectfully request the Board accept a \$100.00 donation from Susan and Victor Durocher, for services that were rendered to Mr. Durocher by members of the Leicester Emergency Medical Services; including an off-duty member who discovered Mr. Durocher suffering from a life-threatening emergency. Victor and Susan Durocher made the generous donation thanking the EMS crew for their life saving skills and quick actions that night. Please see the attached copy of the thank you letter that was received with the donation.

The off-duty Leicester EMS member was Koury McDowell, while the on-duty crew members were Ryan Plante and Kris Mastromatteo.

Thanking you in advance for your consideration in this matter.

August 22, 2019

Words cannot express our
Appreciation of the aid
that was given to my husband,
Victor Deurober, on last Friday
evening.

Corey, an off. duty EMT, found
him after he had fallen un-
conscious on our lawn
over →

Squary

A Gigantic thank you for
your presence and knowledge
Also, for all those who
"answered the call"

How fortunate we are to
have all of you dedicated
people looking out for our
welfare in Leicester.

^{Hallmark}
Susan & Rocky Durocher

SCHEDULE OF DEPARTMENTAL PAYMENTS TO TREASURER

Date: 10/10/19

\$ 500.00
Grand Total

Received the sum of \$ 500 for collections as per above schedule filed in my office.

Treasurer

deposit on
10/15/19



Veterans' Heritage Grants

SECRETARY GALVIN'S OFFICE NOW ACCEPTING GRANT APPLICATIONS TO PRESERVE VETERANS' HISTORY

Secretary of the Commonwealth William Francis Galvin and the Massachusetts State Historical Records Advisory Board (SHRAB) are pleased to announce a new round of funding for matching grants to preserve objects, sites, and document collections that are significant to the history and experiences of military veterans in the Commonwealth.

The program is in its fourth year beyond the initial awards made by the Massachusetts Sesquicentennial Commission of the American Civil War. Over multiple rounds of funding, the SHRAB has awarded over \$600,000 in matching funds to over 50 projects across the Commonwealth.

The program is open to Massachusetts municipalities and non-profit organizations, such as libraries, historical societies and commissions, museums, and universities. Grants provide state matching funds of up to 50 percent of a project's total cost. **Applicants can apply for up to \$15,000.00 per project.**

Eligible projects must be relevant to veterans and their military encounters, and may include:

- preservation or digitization of historic documents and photographs;
- increased access to archival collections;
- oral history projects;
- renovation, rehabilitation, restoration, or enhancement of existing monuments or memorials;
- proposals to construct new markers for historically significant sites;
- planning projects will also be considered.

Please note that general civic enhancement projects, such as flag poles or public green spaces, will not be accepted.

Applicants are asked to submit a Letter of Intent by November 6, 2019. This is a highly competitive grant program and only those applicants who submit a satisfactory Letter of Intent will be invited to submit a full application.

Questions can be submitted to shrab@sec.state.ma.us.



Examples of Previous Veterans' Heritage Grants

- Hatfield Historical Society – Veterans' Oral History Project.
- 1638 Fund Charitable Trust – Fabrication and installation of display cases and pedestal stands, modification of existing display cases, and restoration of ornamental features for the Military Museum and Armory on the 4th floor of Faneuil Hall.
- Belmont Veteran's Memorial Committee – Renovation of existing veterans' memorials.
- Dorchester Historical Society – Biographical research of local veterans.
- Office of the Mayor, City of Gloucester – Funding for display case for Civil War uniform at Gloucester High School.
- Morse Institute Library – Digitization of Grand Army of the Republic Post records.
- Friends of Mount Auburn Cemetery – Restoration of grave markers.
- Newburyport Maritime Society – Restoration of USS Richard S. Bull model ship.
- USS Massachusetts Memorial Committee – Revitalization and update of the Korean and Vietnam War Memorials on board the USS Joseph P. Kennedy Jr.
- Green Hill Park Coalition – Restoration of Memorial Grove.



Letter of Intent

SECTION I. Project Information

A. Project Name/Title: Masonry repair of two Veteran's Memorials

B. Project Address: Main/Waite Street & Main/Cross Street

City/Town: Cherry Valley Zip: 01611

Applicant Information

C. Name of Applicant (Non-profit organization or municipality):

Town of Leicester

Applicant Address: 3 Washburn Square

City/Town: Leicester Zip: 01524

Phone: 508-892-7077 Email: genereuxd@leicesterma.org

Website (if available): leicesterma.org

D. Primary Project Contact:

Name: David Genereux

Title/Role: Town Administrator

Phone: 508-892-7077 Email: genereuxd@leicesterma.org

SECTION II. Project Proposal

A. Brief description of project (three to five sentences)

Repair of cracked and missing masonry on the memorial located at the James F. Sugrue Square, which is located on the corner of Main and Waite Streets, Cherry Valley, MA. It is dedicated to Lt. James Sugrue, U.S. Army Air Forces, who was killed in action March 12, 1943. The monument is a 12 foot stone obelisk with plaques.

Repair of cracks, missing masonry, and repointing of the memorial located at Chester A. St. Martin Square at the corner of Main and Cross Streets, Cherry Valley, MA. It is dedicated to Apprentice Seaman Chester St. Martin, who was killed in action on February 28, 1942. The monument is a memorial wall that is twenty feet long and three feet high. Both memorials were dedicated on July 30, 1944, with seven Gold Star Mothers present, including Nellie Sugrue and Eva St. Martin.

B. Estimated total cost of project: \$12,700

Anticipated grant amount requested (max \$15,000): \$6,350

For the final grant submission, applicants will be asked to match the grant funds either through direct funding, in-kind donations, or volunteer labor.

Submit Letter of Intent by Wednesday, November 6, 2019.

Completed Letters of Intent should be submitted to:

By mail:

Massachusetts Archives
ATTN: MA SHRAB Veterans
220 Morrissey Blvd
Boston, MA 02125

Electronically:*

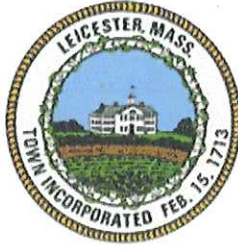
SHRAB@sec.state.ma.us

Subject line: Veterans Preservation Project application

*Electronic submissions are preferred.

Fax:

617-288-8429



October 3, 2019

To: Town of Leicester, MA. Select Board and Administrator

From: Town of Leicester Historical Commission

Re: Veteran Memorial Square repair;

James F. Sugrue Square and Chester A. St. Martin Square

It has come to the attention of the Historical Commission that two Veteran Memorials in town are in desperate need of professional repair. Both are built of stone masonry. The stone masonry Memorial at James F. Sugrue Square at the corner of Main Street and Waite Street across from St. Joseph Church is in very bad shape. The masonry joints are cracked and at the top of the obelisk there is missing masonry and some of the stones have been displaced by the weather and gravity and could possibly collapse if not addressed immediately. The other Memorial is a stone masonry wall at Chester A. St. Martin Square.

Both Memorials are 75 years old and were built by John Sugrue, Sr., a professional stone mason, in June and July 1944. John Sugrue, Sr. was the father of 1st Lt. James Sugrue, U.S. Army Air Forces, who was killed in action March 12, 1943, age 24, in North Africa when his twin engine medium bomber was shot down. The Memorial he built at Sugrue Square is a twelve foot tall obelisk with plaques installed. Upon completion of this monument he built the Memorial Wall at Chester A. St. Martin Square at the corner of Main Street and Cross Street. This wall is twenty feet long and three feet high. It has a concrete cap which is cracked in five places and there is also water/ice damage to the wall. Apprentice Seaman Chester St. Martin was killed in action on February 28, 1942, age 21, when his ship, USS Jacob Jones, DD-130, was torpedoed and sunk 30 miles southeast of Cape May, NJ. Both Memorial Squares were first dedicated on July 30, 1944. There were seven Gold Star Mothers present at both ceremonies, including Eva St. Martin and Nellie Sugrue.

The monument at James F. Sugrue Square is the one that needs repair first due to the type of structure and extent of damage. An estimate of the professional repair costs is included with this letter and others will be solicited. There is a matching Veteran's Heritage Grant available, up to \$15,000, through the State Historical Records Advisory Board. The application deadline for this grant is November 6, 2019. The Select Board's and Administrator's support in this matter would be greatly appreciated.

Respectfully yours,

Town of Leicester Historical Commission

Commission Chairman

Joseph Lennerton

Commission's Leicester Veterans Organization Liaison

Patrick McKeon

Saunders Masonry and Waterproofing	
51 McCormick Rd Spencer, MA 01562 (508) 450-1756 stvnstm@aol.com Saundersmasonryandwaterproofing.com	
Customer Patrick McKeon 508 769 6692 Job: Veteran Memorial Corner of Main and Waite st Cherry Valley Ma	

Job Description	
- Stage all four sides of monument	
Chisel out all masonry joints.	
Rebuild top areas where it falling apart	
Repoint all masonry joint 100%	
Total	
	\$7100.00

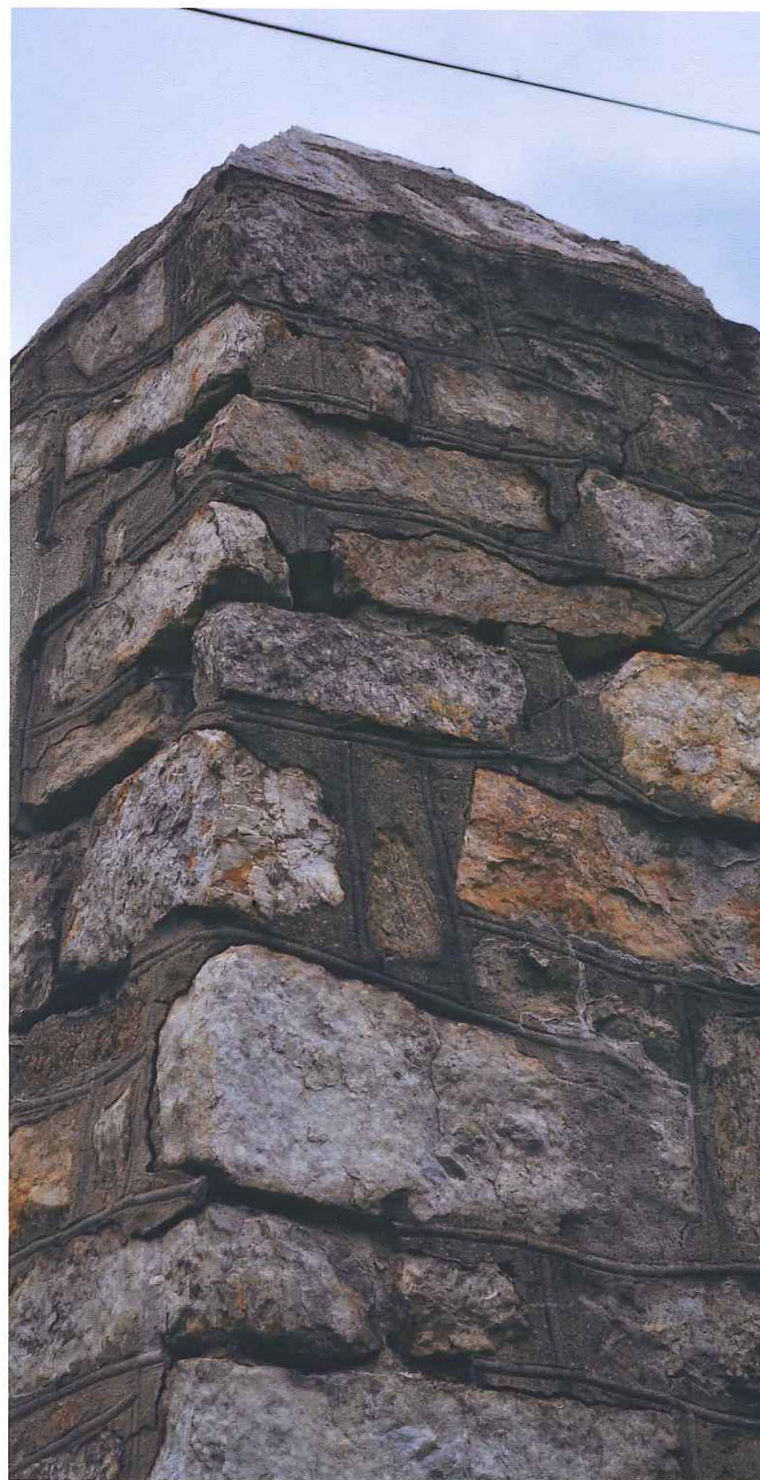
If you have any questions concerning this proposal, contact Steven Saunders | (508) 450- 1756 |

Saunders Masonry and Waterproofing	
51 McCormick Rd Spencer, MA 01562 (508) 450-1756 stvnstm@aol.com Saundersmasonryandwaterproofing.com	
Customer Patrick McKeon 508 769 6692 Job: Veteran Memorial Corner of Main and Cross st Cherry Valley Ma	

Job Description	
- Repair five cracks in cap and wall and point where needed	
- Chisel out all unfinished mortar joints and repoint.	
Total	
	\$5600.00

If you have any questions concerning this proposal, contact Steven Saunders | (508) 450- 1756 |









Motion Assignment copy

Town of Leicester
Fall Town Meeting – October 22, 2019



Town of Leicester, Massachusetts

Special Town Meeting Warrant

Fall Town Meeting – October 22, 2019 – 7:00PM

Meeting location:
Town Hall Gymnasium
3 Washburn Square
Leicester, MA 01524

Final Version - Published October 7, 2019

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Town Rules & Procedures Review

Each Town Meeting is a formal legislative body. As such, we are governed by both Massachusetts General Laws and Chapter Two of Leicester's Town By-Laws. Our proceedings follow "Town Meeting Time, A Handbook of Parliamentary Law", and tradition.

The Town Moderator does not vote, except in cases of a tie vote on the floor.

Town Meetings in Leicester are open only to registered voters.

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

A voter wishing to address the meeting through the moderator should approach the microphone and must identify themselves and state their address each time they address the meeting. If it seems that the Moderator is not aware of your desire to speak, please give some signal so that you will be recognized. If you are not able to get to the microphone, please give a signal and a teller or volunteer will bring a microphone to you.

No one may speak to any motion more than twice, except to clarify a point or respond to a question through or from the moderator, and maximum time is ten minutes. Voters must stay on topic with the motion at hand, and personal attacks or slurs of any kind will not be tolerated.

If you have a question as to why something is done in a particular fashion, feel free to ask. Raise that question or issue with the statement, "Point of Order."

If a member of this meeting wishes to move the question, that motion must be made from the microphone. A motion to move the question will not be accepted from the floor. A motion to move the question simply indicates that at least the individual offering the motion to move the question and person making the second have heard all the debate they feel is needed. A seconded motion to move the question is not a debatable motion. At such time, all debate will cease and a vote is taken. A 2/3 majority is required for passage. If the motion to move the question passes, we will immediately vote on the motion which was under discussion in the hands of the meeting. If the motion to move the question is defeated, debate on the motion previously under discussion will resume. This procedure is often misunderstood but is allowed and governed under the By-Laws of the Town of Leicester.

Any motion undertaken by Town Meeting in Leicester may be reconsidered, meaning it can be brought up for a vote a second time. The motion to reconsider a motion must be made within one hour of the taking of the original vote on the motion in question. A motion cannot be brought forward for reconsideration more than once.

Any motion made must be within the scope of the articles posted in the warrant and presented to the moderator in writing.

Respectfully,
Donald A. Cherry, Jr. – Town Moderator

WORCESTER, SS.

To a Constable in the Town of Leicester,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of Leicester qualified to vote in Town Elections and Town Affairs to meet at the Town Hall Gymnasium, 3 Washburn Square, Leicester, MA on Tuesday, the twenty-second day of October 2019 at 7:00 PM, then and there to act on the following articles, to wit:

NOTE: On September 25, 2019, the Department of Revenue certified FY 2019 Free Cash for the Town of Leicester in the amount of \$1,398,550, and FY 2019 Cable PEG Access retained earnings of \$100,001. If Free Cash used to fund Articles 1,2,3,10,11 which total \$145,840.50, the balance remaining in Free Cash at the end of this Town Meeting will be \$1,252,709.50.

ARTICLE 1 PRIOR YEAR BILLS

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of monies in order to pay bills from prior fiscal years or take any action thereon.

PROPOSED MOTION

Move that the Town appropriate \$36.00 from Free Cash to fund the payment of a June 30, 2018 bill to Kelly and Ryan Associates, Inc.

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (5-0-0) Monies to replace funds into the account that already paid the expense. Recommend approval.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

This article is required for the payment of bills prior to July 1, 2019 that were not submitted on time or were carried over by a department. There was a \$36.00 bill that was inadvertently paid out of the Deputy Collector account but should have been paid out of the general fund budget. As a result, the payment has created a deficit in that account, requiring approval of Town Meeting to pay the bill and transfer \$36.00 from Free Cash into that account.

VOTE REQUIRED FOR PASSAGE Requires a 9/10ths vote pursuant to MGL Chapter 44, §64

**ARTICLE 2 TRANSFER OF FREE CASH TO THE TRANSPORTATION
INFRASTRUCTURE FUND**

To see if the Town will vote to appropriate the amount of \$599.50 from Free Cash to the Transportation Infrastructure Fund or take any action thereon.

PROPOSED MOTION

Move that the article be voted as written

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (6-0-0) Required use of the funds. Recommend approval.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

The Town received \$599.50 from the Department of Public Utilities on June 12, 2018 under the Transportation Network Surcharge program. These funds are required to be placed in a regional transportation receipts reserved for appropriation account. We closed the receipt out to Free Cash before receiving information as to how the receipts were supposed to be treated. This transfer brings us in line with state requirements.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5

JS ARTICLE 3 FUNDING THE TOWN'S MATCH OF THE REGIONAL FIRE TRAINING FACILITY

To see if the Town will vote to appropriate the amount of \$4,338 from free cash to pay for the Town's portion of a regional training facility or take any action thereon.

PROPOSED MOTION

Move that the article be voted as written

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (6-0-0) This is our Town's required match for grant. Recommend approval.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

The Auburn Fire Department received a grant in the amount of \$477,273 to build a regional fire training facility. This grant required a 10% local match from participating communities. The match amount of \$47,727, when split among the 11 participating communities, totals \$4,338.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote

HB ARTICLE 4 AUTHORIZATION OF LEASE PERIOD GREATER THAN THREE YEARS – TOWN HALL POSTAGE MACHINE

To see if the Town will vote to authorize a five-year lease purchase agreement with Pitney-Bowes Inc. for a new postage machine at Town Hall or take any action thereon.

PROPOSED MOTION

Move that the article be accepted as written

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (5-0-0) No additional cost to the Town. Recommend approval.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

Towns are required to seek Town Meeting authorization for lease agreements that exceed three years. The Town is reviewing five-year lease agreement options for a new postage machine. The useful life of the machine exceeds five years and this longer lease will allow the Town to receive a new machine without having to request additional funds.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote

SW ARTICLE 5 COMBINATION OF THREE FOUNDERS DAY/300th ANNIVERSARY
ACCOUNTS INTO A 300TH ANNIVERSARY REVOLVING ACCOUNT

To see if the Town will vote to close Article 16 of the May 6, 2014 Town Meeting, which appropriated funds for the Founder's Day celebration; close the Founder's Day Donation Account; close the 300th Anniversary Donation Account; and transfer balances in the three closed accounts to the 300TH Anniversary Revolving Fund. or take any action thereon.

PROPOSED MOTION

Move that the Town close Article 16 of the May 6, 2014 Town Meeting, which appropriated funds for the Founder's Day celebration; close the Founder's Day Donation Account; close the 300th Anniversary Donation Account; and transfer balances in the three closed accounts, totaling \$3,900.25 to the 300th Anniversary Revolving Fund.

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (5-1-0) No cost to the Town. Recommend approval.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

This article seeks to transfer the balances from three separate funds established to celebrate Founders Day and the 300th Anniversary to one source, the 300th Anniversary Revolving Fund. All future gifts or donations will go through this account.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5

HB ARTICLE 6 FUNDING POLICE DETAIL ACCOUNT

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the Police Detail Account or take any action thereon.

PROPOSED MOTION

Move that the Town appropriate and transfer the amount of \$1,527.00 from Free Cash to the Police Detail account.

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (6-0-0) This article funds a 2020 budget shortfall to fund contract appropriations. Recommend approval.

SELECT BOARD RECOMMENDATION

Favorable Action (4-1-0)

DESCRIPTION

This amount is sought to reimburse the Police detail account for a revenue deficit caused by a bill that will not be paid because the contractor is in Chapter 7 bankruptcy.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5

RA ARTICLE 7 ADJUST FY 2020 OPERATING BUDGET

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money as may be necessary to defray the expenses of Town departments and Town accounts for the Fiscal Year beginning July 1, 2019, as listed in the May 7, 2019 Annual Town Meeting Warrant or take any action thereon.

ACTION #1 - RAISE AND APPROPRIATE

PROPOSED MOTION

Move that the Town raise and appropriate \$234,990 to defray the expenses of Town departments and Town accounts for the Fiscal Year beginning July 1, 2019, as listed in the May 7, 2019 Annual Town Meeting Warrant and as amended below:

Sources	Reason	Amount
Raise and Appropriate	Increased overall receipts	\$234,990
Total		\$234,990

Department	Reason	Amount
IT	Additional appropriation required for Charter service fee increases and computer replacement/upgrades to Windows 10 on all municipal computers, which must be implemented by the end of 2019.	\$11,000
Other Town Buildings	Funds needed to maintain the former Memorial School Building through the end of FY20, including mothballing the heating system and paying for the minimum electricity needed.	\$30,000
Police Department Personnel	Funds required to replenish the Police Overtime budget, which was depleted due to negotiated increases in the Police Department union contract. The Department acknowledged this potential shortfall at last year's budget meeting but there were insufficient funds available at the time.	\$70,000
School Department	Additional funding per agreement implemented to apportion receipts. The School Department intends to use the funding to offset increases in Special Education costs, specifically student transportation costs both in and out of district. Please note that we have not yet managed to attain the goal of granting the same percentage increase for municipal and school budgets for the entire fiscal year as of yet, but will continue to move in that direction.	\$103,990

Streetlights	Additional appropriation sought due to delays in implementing the LED Streetlights funded through the Green Communities Act grant.	\$10,000
Property Liability Insurance	Additional appropriation sought to cover policy deductibles.	\$10,000
Total		\$234,990

DESCRIPTION

See descriptions in the above table for individual line item explanations. Generally speaking, this article adjusts the FY20 budget after all final revenues are received and accounted for. The revenues which make up the annual budget come from four categories: new growth, state aid, local receipts, and excess levy capacity. These revenues are not finalized until July or August of each year. However, the budget is assembled in February using conservative forecasted revenue assumptions. When final revenue numbers come in, funds are either apportioned to or removed from departments at the following town meeting, which typically occurs every fall.

Towns that are up against the levy limit like Leicester are often unable to fully fund all department budget needs at the May Town Meeting and must make adjustments at the Fall Special Town Meeting. The Town assembles a conservative balanced budget in the spring and adds additional funds in the fall once final revenue numbers are in.

The revenue changes in this article come from the following sources:

Revenue	ATM Projected	STM Final	Additional Revenue
New Growth (Taxation)	\$150,000	\$250,000	\$100,000
State Aid	\$11,210,482	\$11,233,613	\$23,131
Local Receipts	\$2,495,557	\$2,602,637	\$107,080
Excess Levy Capacity	-\$4,779	\$0	\$4,779
Total			\$234,990

This change will increase the FY20 budget by 0.74%, or, less than 1%.

FINANCE ADVISORY BOARD RECOMMENDATION

Motion to approve failed (2-3-0). This article includes funding for routine expenses to town departments and for the school department on a percentage allocation formula and for no specified necessary expenses. Recommendation failed.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

ACTION #2 - TRANSFER FROM AVAILABLE FUNDS

PROPOSED MOTION

Move that the Town vote to transfer the amount of \$40,037 from FY 2020 Workers Compensation insurance account to FY 2020 Property/Casualty insurance account:

DESCRIPTION

This transfer is requested to fix an error that occurred in setting up the FY 2020 budget.

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (5-0-0) Line item transfer. No new money required. Recommend approval.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5

JS ARTICLE 8 FIRE STATION PROJECT BORROWING

To see if the Town will vote to raise and appropriate, transfer from available funds and/or authorize the Select Board to borrow a sum of money under the provisions M.G.L. c. 44 as amended, for the purpose of engineering, site work, and all other costs relevant to addressing and correcting stormwater runoff and infiltration affecting properties in the general vicinity of the Leicester Fire Station, located at 3 Paxton Street, Leicester; as well as additional equipment and site improvements requested, such funds to be supplemented by the remaining original project budget, and for the payment of any other costs incidental and related thereto, which funds shall be expended under the direction of the Select Board and the Office of the Town Administrator, or to take any action thereon.

PROPOSED MOTION

Move that the Town appropriate \$500,000 to pay costs of engineering, site work, and all other costs relevant to addressing and correcting stormwater runoff and infiltration affecting properties in the general vicinity of the Leicester Fire Station, located at 3 Paxton Street, Leicester; as well as additional equipment and site improvements requested, such funds to be supplemented by the remaining original project budget, and for the payment of any other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow the sum of up to \$500,000 under the provisions M.G.L. c.44 §§7 and 8, or any other enabling authority, and to issue bonds or notes of the Town therefor. The amounts appropriated by this vote shall be expended under the direction of the Select Board and the Office of the Town Administrator. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

FINANCE ADVISORY BOARD RECOMMENDATION

No Recommendation – The lack of specificity regarding articles in this article and spending limits were of concern to the Finance Advisory Board Members.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

The retention ponds at the new Fire Station do not appear to have been performing in the manner for which they were designed. This is creating stormwater runoffs and ground water seepage to adjacent properties, leaving resident abutters' properties saturated with water. The funding request represents the estimated amounts needed to address this issue for both engineering and implementing the proposed solution.

Additionally, the station needs radios and the Select Board has voted to install fencing on the southern side of the property, from the western edge to the driveway parallel to the Headquarters property. Any remaining balances in the Fire & EMS Headquarters building account will be used to offset these expenses.

Cost estimates are as follows:

- Engagement of a third-party engineering firm to identify the water problem, determine why it occurred and offer solutions to mitigate it: \$50,000.
- Estimated funding for potential resolution of the retention pond issue: \$400,000
- Radios and Fencing: \$50,000

At this time, these costs are conservative estimates. Should the final costs be lower than anticipated, the borrowing will be reduced, and the remaining authorization will be rescinded at a future town meeting. The Town is currently seeking an engineer to cost out the project and identify potential solutions.

It is anticipated that the Town will pay the debt service for this article and for Article 7 through an annual appropriation of Free Cash. It will have no impact on residents' annual tax bills.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority vote under M.G.L. c. 44 §20

RA ARTICLE 9 FIRE STATION CONSTRUCTION SETTLEMENT

To see if the Town will approve pursuant to General By-law Chapter 7, Section 1 settlement of a construction suit and vote to raise and appropriate, transfer from available funds and/or authorize the Select Board to borrow a sum of money under the provisions of M.G.L. c. 44 as amended, for the purpose of settling a suit filed in the Worcester Superior Court as C.A. No. 1885CV00985, captioned as Builders Systems, Inc. v. Town of Leicester et al, paying all other costs incidental and related thereto; and further to authorize the Select Board to enter into any and all contracts necessary to settle such suit or take any action thereon.

PROPOSED MOTION

Move that the Town will approve pursuant to General By-law Chapter 7, Section 1, settlement of a construction suit filed in the Worcester Superior Court as C.A. No. 1885CV00985, captioned as Builders Systems, Inc. v. Town of Leicester et al, to authorize the Select Board to enter into any and all contracts necessary to settle such suit; that the Town appropriates \$700,000 to pay costs of such settlement, and that to meet this appropriation, the Treasurer, with the approval of the Select Board is authorized to borrow said amount under and pursuant to M.G.L. c. 44 §7(1), or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (5-0-0) Drawn out legal proceedings will continue to cost more to the taxpayers. Funds to come from free cash/not borrowing. Recommend approval.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

This warrant article proposes a potential settlement of litigation pending in Worcester Superior Court filed by Builders Systems, Inc. ("BSI") against the Town arising from the construction of the new Leicester Fire & EMS Head Quarters ("the Project"). BSI was the general contractor for the Project, which was constructed between 2016 and 2018. BSI alleges that it is owed additional compensation for work performed during the Project, and alleges claims valued between \$1.1-1.4 million, excluding interest which is typically awarded at 12% per year from the date of the breach in a breach of contract action like this one. Assuming the litigation proceeds and BSI recovers judgment against the Town on all of its claims, BSI could recover in excess of \$1.75 million against the Town.

The specific counts alleged by BSI in its Complaint are breach of contracts, quantum meruit, and breach of implied warranty. In its complaint, BSI alleges an overly burdensome change order process was administered by the Town, its architect and its project manager that delayed BSI's completion of the work. BSI further alleged differing site conditions from the civil drawings for the Project's retention ponds which caused them to drain improperly, resulting in additional costs to BSI. BSI alleged further errors and omissions in the design of the building and its components which BSI claims caused it further delay and expense. The Town denies BSI's claims and has asserted counterclaims, including claims for liquidated damages in the amount of \$202,000 and other damages incurred by the Town as a result of BSI's delays in completing the Project on time. The specific claims alleged by the Town in its counterclaims are breach of contract and liquidated/non-liquidated damages.

Following the commencement of the litigation, BSI and the Town engaged in substantial settlement discussions over the course of many months. The discussions resulted in a tentative settlement agreement between BSI and the Town whereby the Town will pay \$700,000 to settle all of BSI's claims. Pursuant to Chapter 7, Section 1 of the Town's General Bylaws, Town Meeting approval of the settlement is required. The settlement agreement is set forth in the background materials for this article.

The Select Board and Town Administrator recommend approval of this settlement by Town Meeting. In addition to potential significant exposure for damages outlined above, the Town would incur legal costs and expert fees to defend and prosecute the case in the absence of a settlement, which given the complexities of this large construction project, could be substantial.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority vote under M.G.L. c. 44 §20

ARTICLE 10 FUNDING AN ECONOMIC DEVELOPMENT POSITION

To see if the Town will vote to raise and appropriate, and/or transfer from available funds a sum of monies to fund an Economic Development position, effective December 1, 2019 or take any action thereon.

HB

PROPOSED MOTION

Move to transfer the sum of \$29,167 from Free Cash to the Town Administrator's budget to fund an Economic Development position for the remainder of FY 2020.

FINANCE ADVISORY BOARD RECOMMENDATION

Unfavorable Action (6-0-0) New positions belong in the Annual Meeting not in a Special Warrant meant for emergency or unforeseen expenses.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

This position, funded via a Free Cash transfer, will be used to fund the an Economic Development Specialist position. The individual hired for this position will be responsible for business outreach, new business recruitment, licensing, and grant writing. The amount requested is based on a partial year's salary. We will determine through our advertising and interview process if the position will be full time or part time.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5

DP

ARTICLE 11 CAPITAL IMPROVEMENTS

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund capital improvements and, if recommended, authorize the Select Board to enter into lease purchase agreement(s) for a term of years and to transfer from available funds a sum of money to pay for the initial installments of the lease/purchase agreement(s), or take any action thereon.

PROPOSED MOTION:

Move that the Town appropriate the sum of \$111,700 from Free Cash for the purposes listed in the table and in the hands of the voters for the benefit of the EMS Department.

<u>Item</u>	<u>Amount</u>	<u>Purpose</u>
3 Replacement Cardiac Monitors and Defibrillators	\$101,700	Replace existing Cardiac Monitors and Defibrillators which are at the end of their useful life and are no longer supported by the manufacturer. This amount includes a four-year service plan.
Installation of repeater on new water tower	\$10,000	Estimated cost of labor and equipment to move the repeater on the old water Tower by the Memorial School to a new one being constructed in the same vicinity.
Total	\$111,700	

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (6-0-0) Equipment required to keep our ambulances ALS certified and update our communication for emergency personnel. Recommend approval.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

See table above

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5

SW ARTICLE 12 CAPITAL IMPROVEMENTS – CABLE PEG ACCESS

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund capital improvements, under the direction of the Leicester Cable Access Corporation (LCAC) or take any action thereon.

PROPOSED MOTION

Move that the Town vote to appropriate from cable access retained earnings the sum of \$100,000 to fund capital improvements, at the direction of the Leicester Cable Access Corporation (LCAC).

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (5-0-0) These funds are already collected on our cable bills and is a transfer of funds. Recommend approval.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

LCAC received \$100,000 in FY 2019 per its contract with Charter Communications to receive funding for capital improvements every five years. Passage of this warrant article transfers funds to LCAC's enterprise account to be used for capital purposes.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 40, §5

DP ARTICLE 13 BORROWING RESCISSION – MUNICIPAL/SCHOOL FACILITIES UPGRADES

To see if the Town will vote to rescind an outstanding borrowing authorization, in the amount of \$19,165, which was authorized as part of the \$3,145,000 borrowing authorization voted as Article 8 of the May 5, 2015 special town meeting; or take any action thereon.

PROPOSED MOTION

Move that the article be voted as written

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (6-0-0) This was money that was approved and not used for the renovation.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

This amount represents the remaining sum that was not borrowed on the Municipal/School Facilities energy upgrades project that was authorized at the May 5, 2015 Special Town Meeting, but not borrowed. This is a housekeeping article which removes this outstanding debt authorization from the Town's Statement of Indebtedness.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote under M.G.L. c. 44, §2

HB ARTICLE 14 TRANSFER OF TOWN-OWNED PROPERTY ON RIVER STREET (MAP 43
BLOCK A11 0) TO COMMON GROUND LAND TRUST

To see if the Town will vote to dispose of the fee or any lesser interest in the real property and the improvements thereon, located on River Street, Leicester as shown on Assessor's Map 43, Block A11 0, containing about .42 acres of land, and to transfer said property to the Common Ground Land Trust, under such terms and conditions that the Select Board may deem appropriate, which include the reservation of easements and restrictions and the grant of rights of access or easements appurtenant to the property; and to authorize the Select Board to take all related actions necessary or appropriate to carry out the purposes of this article; or take any action thereon

PROPOSED MOTION

Move to pass over this article

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (5-0-0) This property to become open land for the Town of Leicester. Recommend approval.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

Common Ground Land Trust has requested transfer of a tax title property in order to preserve public access to Greenville Pond. This property is 0.42 acres of land located on River Street. The Common Ground Land Trust has since respectfully requested this article to be passed over at this Town Meeting. They anticipate being ready to request this transfer at the Spring Annual Town Meeting.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority per M.G.L. c. 40, § 15.

DP ARTICLE 15 DISPOSITION OF 11 MEMORIAL DRIVE (FORMER MEMORIAL SCHOOL),
MAP 39, BLOCK A7

To see if the Town will vote to dispose of the fee or any lesser interest in the real property and the improvements thereon used by the Memorial School, located at 11 Memorial Drive, Leicester as shown on Assessor's Map 23, Block B21B 0, containing about 28 acres of land, more or less, with building thereon by auction or solicitation of proposals in accordance with M.G.L. c. 30B, any such disposition to be on such terms and conditions that the Select Board shall deem appropriate, which may include the reservation of

easements and restrictions and the grant of rights of access or easements appurtenant to the property; and to authorize the Select Board to take all related actions necessary or appropriate to carry out the purposes of this article; or take any action thereon

PROPOSED MOTION

Move that the article be voted as written.

FINANCE ADVISORY BOARD RECOMMENDATION:

Favorable Action (5-0-0) This allows the committee regarding the school disposition and the Board of Selectmen to dispose of the property. Recommend approval.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

The Memorial School was decommissioned on August 31st. It is now a surplus Town building. The Select Board has assembled a seven-member subcommittee to recommend strategies for finding a new use for property with as little burden on residents as possible. There are challenges to be addressed including an outstanding USDA loan on the property and leased solar panels on the roof of the building.

The Committee is requesting authorization from Town Meeting to allow the Select Board to dispose of the building so that it may consider and act on all available options. The Committee is willing to work with residents and abutters to ensure that the repurposing process is open and transparent.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority per M.G.L. c. 40, § 15.

JS ARTICLE 16 AMENDMENT TO THE GENERAL BYLAWS – SELECT BOARD

To see if the Town will vote to amend the Town By-laws to substitute the term “Board of Selectmen” throughout with the term “Select Board” and the words “selectman, selectmen, selectwoman, or selectwomen” with the words “select board member(s)” or “member(s) of the select board” in each and every place they appear in the Town By-laws, and, further, to insert the following in before Article 1, Section 1 of the Town By-laws the following:

For purposes of these bylaws, and for all official business of the Town, the board previously referred to as the Board of Selectmen shall hereinafter be referred to as the Select Board, with individual members to be referred to as “select board members” or “members of the select board”, and said Select Board shall have all the powers and duties of a board of selectmen as set forth in the General Laws or any special act applicable to the Town. Or take any action thereon.

PROPOSED MOTION

Move that the article be voted as written.

FINANCE ADVISORY BOARD RECOMMENDATION

Motion for Favorable Action failed (3-2-1)

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

Passage of this article would change the name of the Board of Selectmen to a gender-neutral term. The Board of Selectmen is the only Town Board/Committee with a gender-specific title. This change, which was voted on by the Board in 2017, would change the title of the Board in all bylaws and other Town records going forward.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote pursuant to the Town's General Bylaws, Chapter 1, §5

SW ARTICLE 17 AMENDMENT TO THE ZONING BYLAWS – DELETION OF SECTION 5.14.7 OF THE ZONING BY-LAW, TEMPORARY MORATORIUM – MEDIUM AND LARGE-SCALE GROUND-MOUNTED SOLAR ENERGY SYSTEMS

To see if the Town will vote to delete Section 5.14.7 of the Zoning Bylaw, Temporary Moratorium on the Construction of Medium and Large-Scale Ground-Mounted Solar Energy Systems in its entirety or take any action thereon.

PROPOSED MOTION

Move that the article be voted as written.

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (6-0-0) This moratorium was enacted upon as a temporary request by the Planning Board at the Fall 2018 Special Town Meeting. Recommend Approval.

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION:

Passage of this article eliminates the temporary moratorium on medium and large-scale ground mounted solar energy systems that the Planning Board put in place last fall [10/30/2018 Town Meeting (Article 13)]. The purpose of the temporary moratorium was to provide time to improve zoning for ground-mounted solar energy systems (Section 5.14 of the Zoning Bylaw). A revised Section 5.14 was approved at the 5/7/2019 Town Meeting (Article 23). The temporary moratorium already expired on May 7, 2019; this article simply removes the text of the moratorium from the Zoning Bylaw.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority per M.G.L. c. 40A, § 5.

RA ARTICLE 18 AMENDMENT TO THE ZONING BYLAWS – DELETION OF SECTION 6.2.01, OF THE ZONING BYLAW, PHASED GROWTH ZONING

To see if the Town will vote to delete Section 6.2.01 of the Zoning Bylaw, Phased Growth Zoning Bylaw, in its entirety, delete 5.7.04.1 General Standards (D), a cross reference to the Phased Growth Zoning Bylaw, and re-letter the subsections of Section 5.7.04.1 following said deletion, or take any action thereon.

PROPOSED MOTION

Move that the article be voted as written.

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (5-0-0)

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

DESCRIPTION

Passage of this article eliminates Leicester's Phased Growth Bylaw, which requires phasing of residential development over time. This bylaw is no longer enforceable due to case law which disallows permanent phased growth bylaws.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority per M.G.L. c. 40A, § 5.

ARTICLE 19 CITIZEN'S PETITION

citizen presents
To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to adopt a special act, as set forth below, to allow Paul S. Doray to continue to serve in the Position of Police Sergeant or a higher rank until August 31, 2025, provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments thereto before enactment by the General Court, which amendment shall be within the public purpose of said petition;

Be it enacted by the Senate and House of Representatives in General Court assembled, and by authority of the same as follows;

Section 1. Notwithstanding any general or special law to the contrary, Paul S. Doray, currently Interim Police Lieutenant of the Town of Leicester, may continue to serve in the position of Police Sergeant or a higher rank until August 31, 2025, until the date of his retirement; provided, however, that he is mentally and physically capable of performing the duties of his office. No further deductions shall be made from the regular compensation of Paul S. Doray under Chapter 32 of the General Laws for any service subsequent to August 31, 2020, and upon retirement, he shall receive a superannuation retirement allowance equal to that which he would have been entitled had he retired on that date.

Section 2. This act shall take effect upon its passage.

PROPOSED MOTION

Motion, if any, to be provided by the petitioner

FINANCE ADVISORY BOARD RECOMMENDATION

Favorable Action (3-0-1)

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0) for a two year extension

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote per MGL

TOWN OF LEICESTER
ANNUAL TOWN MEETING
October 22nd, 2019

And you are hereby directed to serve this Annual Town Meeting Warrant by posting an attested copy in at least one public place in each precinct of the Town, on the Town Clerk's bulletin board, and on the bulletin board in the front entry of the Town Hall, and also by serving a copy of said Warrant to the Moderator and the Town Clerk, not less than fourteen (14) days before the 22nd day of October 2019.

Given under our hand and seal of the Town on this 7th day of October 2019

Respectfully submitted, Leicester Select Board

Judith Muller
Chair

Dennis Brown

John Sweet

John D. G.

Rick A. L.

Date: 10/7/19

Pursuant to above warrant, I have notified and warned the inhabitants of the Town of Leicester by posting a certified copy in the following precincts:

- Precinct 1. Leicester Post Office,
- Precinct 2. Redemption Center/Jan's Beer Mart,
- Precinct 3. Post Office in Rochdale,
- Precinct 4. Leicester Country Bank for Savings;

and on the Town Clerk's bulletin board, in the front entry of the Town Hall, with the Moderator, and with the Town Clerk, not less than fourteen days before the 22nd day of October, 2019.

Kenneth M Antanavicius
Printed Name of Constable

Kenneth M Antanavicius
Signature of Constable

TOWN OF SPENCER AND TOWN OF LEICESTER

INTERMUNICIPAL AGREEMENT FOR PARTICIPATION IN THE CENTRAL MASSACHUSETTS REGIONAL STORMWATER COALITION (MUNICIPAL FY 2016)

Agreement by and between the Town of Spencer, Massachusetts, acting by and through its Board of Selectmen ("Spencer") and the Town of Leicester Massachusetts, acting by and through its Board of Selectmen ("Leicester") pursuant to the provisions of Section 4A of Chapter 40 of the Massachusetts General Laws.

Whereas, Spencer is a founding member of the Central Massachusetts Regional Stormwater Coalition ("the CMRSWC"), a regional, efficiency-driven stormwater compliance project involving between 13 and 30 towns;

Whereas, Spencer has managed funds awarded to the CMRSWC by the Massachusetts Executive Office of Administration and Finance in previous state fiscal years through its Community Innovation Challenge (CIC) Grant program;

Whereas, Spencer has managed funds awarded to the CMRSWC by the New England Water Environment Association (NEWEA) through its Humanitarian Assistant Grant program;

Whereas, Spencer has managed matching shares contributed to the CMRSWC from participating communities in previous fiscal years, and has obtained intermunicipal agreements from each participating community for those contributions;

Whereas, the CMRSWC Steering Committee approved, at its May 2015 meeting, the expected annual contribution for participation in the CMRSWC in FY2016 to be Four Thousand Dollars, and No Cents (\$4,000.00);

Whereas, Leicester wishes to participate in the CMRSWC;

Whereas, Spencer and Leicester have determined that it would be in their best interests to enter into an intermunicipal agreement for the purpose of coordinating the contribution from each participating community under the terms and conditions hereinafter set forth; and

Whereas the Boards of Selectmen of Spencer and Leicester have each voted at a duly posted open meeting to authorize this intermunicipal agreement pursuant to the provisions of Chapter 40, Section 4A of the Massachusetts General Laws.

Now, therefore, in consideration of these premises, and for other good and valuable consideration, the parties agree as follows.

1. Spencer agrees to be the lead community for the CMRSWC Project in municipal FY2016 and subsequent fiscal years and is responsible for making required payments for all CMRSWC subcontractors supplying services and all vendors supplying purchases in accordance with tasks authorized by the CMRSWC Steering Committee, managing the budget for authorized

tasks, and receiving any grants. If at some time Spencer is no longer able to serve in this role, the CMRSWC Steering Committee shall identify another member community to serve as the fiscal lead.

2. In order to fund the CMRSWC project, Spencer agrees to attempt to obtain intermunicipal agreements from all participating communities for each community's contribution.

3. Payment of the established fee for a municipal fiscal year entitles Leicester to participate in all services, activities, and events offered by the CMRSWC that year. This includes access to fee-based services (such as the online mapping and inspection platform, use of survey devices and water quality monitoring tools), receipt of Annual Report narratives and any regulatory updates, participation in pilot projects and partnerships, and attendance at training events and presentations. In the event that Leicester elects to withdraw, it shall retain ownership of products delivered in previous fiscal years during which it participated but will not have future access to fee-based services. If Leicester withdraws, it will be provided with a digital copy (GIS shapefile and Excel spreadsheet) of data within its boundaries managed by the CMRSWC online mapping and inspection platform through the end of the last fiscal year in which it participated. Infrastructure in Leicester will continue to be visible to other members on the platform.

4. This agreement shall become effective on Leicester and shall expire June 30, 2020. This extended commitment term decreases the effort to administer the CMRSWC and increases the strength of the CMRSWC's voice. Any member, including Leicester, shall be able to withdraw from the CMRSWC at any time with 60 days' notice, provided in writing to the Spencer Town Administrator (or, in the case of Spencer, to the CMRSWC Steering Committee). There will be no credit or pro-rating of the annual fee for withdrawal. The term of the agreement is subject to extension or revision by vote of the CMRSWC Steering Committee and written amendment signed by all parties.

5. In the event that a community participating in the CMRSWC withdraws, Spencer will attempt to replace said non-participating community for the next fiscal year such that the total number of participating communities remains around 30. Additional communities may be invited to participate at the approval of the CMRSWC Steering Committee.

6. The matching share for each participating community for each year shall be set at Four Thousand Dollars, and No Cents (\$4,000.00).

7. Each participating community shall make full payment of the fee identified above to the "Town of Spencer" prior to July 31 of each year, for participation during the fiscal year beginning July 1st of that same year. The fee may be adjusted only by vote of the CMRSWC Steering Committee and by written amendment signed by all parties, with Leicester able to withdraw from the CMRSWC at any time as noted in #4, above.

8. This agreement sets forth the entire understanding of the parties with respect to its subject matter. Any amendment of this agreement must be in writing and authorized by votes of the Boards of Selectmen of Spencer and Leicester. This agreement shall be governed by the laws of the Commonwealth of Massachusetts. If any provision of this agreement is declared by a

court of competent jurisdiction to be illegal, unenforceable, or void, then both parties shall be relieved of their obligations under that provision, and the remainder of the agreement shall be enforced to the fullest extent permitted by law.

Executed by the parties authorized representatives.

TOWN OF SPENCER
By its Board of Selectmen

[Signature]
Chair

[Signature]

[Signature]

[Signature]

[Signature]

Dated: August 17, 2015

TOWN OF LEICESTER
By its Board of Selectmen

[Signature]
Chair

[Signature]

[Signature]

[Signature]

[Signature]

Dated: 8/10/15

**Town of Leicester, Massachusetts
Job Description**

Position Title:	Economic Development Coordinator	Grade Level:	III
Department	Town Administrator	Date:	10/21/2019
Reports to:	Town Administrator	FLSA Status	Non-Exempt

Statement of Duties: Performs a variety of administrative, technical and professional work to prepare and implement economic and community development plans, programs, and services. The position is responsible for working closely with the Town Administrator, Director of Inspectional Services, Economic Development Committee, other town staff, boards and committees to promote and foster business and economic development in the community. The Economic Development Coordinator will work with individuals and companies to establish, relocate and/or expand their businesses in Town. The position will assist with the planning and coordination of community development projects, local and state permitting and licensing processes and Town sponsored projects.

The position is also responsible for researching, writing and managing local, federal and state grants including maintaining of database of opportunities.

This position is a direct report to the Town Administrator.

Supervisory Responsibility: No staff supervision

Confidentiality: The employee has regular access to limited confidential information, in the form of department records in accordance with the State Public Records Law.

Judgment: Work requires examining, analyzing and evaluating facts and circumstances and determining actions to be taken within the limits of standard or accepted practices. Guidelines include MGL and the Town's zoning bylaws. Independent judgment is used to analyze and/or evaluate specific situations to determine appropriate actions.

Complexity: Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field

Work Environment: The employee performs work in a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally pleasant. The employee may be required to work beyond normal business hours in order to attend evening meetings or town-sponsored events.

Nature and Purpose of Relationships: Relationships are primarily with co-workers, elected and appointed officials and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors doing business with

Town Administrator Department
Assistant to the Town Administrator

Town of Leicester, Massachusetts
Job Description

the Town and representatives from other local and state agencies. More than ordinary courtesy, tact and diplomacy may be required.

Accountability: Consequences of errors, missed deadlines or poor judgment may result in adverse public relations, legal repercussions, and jeopardize programs.

Occupational Risk: Duties generally do not present occupational risks to the employee.

Essential Functions: *The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Assists in the development of short and long term economic and community development plans, as well as the gathering of information and preparation of studies, reports, and recommendations to achieve such goals. This will involve the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives, in order to respond to requests for information for economic development purposes, and the coordination with other departments and agencies as needed.

Provides professional economic development advice, assists in the application and permitting process, and serves as an advocate for economic development in line with the Town's Master Plan, zoning ordinances, and goals as established by the Town.

Acts as a liaison to various local, State, and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate, i.e. DHCD, HUD, Department of Economic and Community Development, Regional Planning Commission, and the Leicester Housing Authority.

Provides information and/or makes presentations to boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans. Becomes familiar with the existing inventory of available buildings and business and residential development sites within the community. This will include both public and private buildings and land areas.

Prepares grant proposals and applications, contracts and other necessary documents as may be required for community services.

Assists with negotiation and the management of professional service contracts, property sales or acquisition, and economic development-oriented negotiations, as assigned.

Works with the Economic Development Committee to formulate and implement marketing and business attraction strategies.

Serves as a member of economic development groups or task forces that promote economic and community development at the local, State or Federal level, as deemed necessary or appropriate.

Town Administrator Department
Assistant to the Town Administrator

Town of Leicester, Massachusetts
Job Description

Monitors legislation and regulations relating to economic development, and report findings to the appropriate impacted parties, i.e. the Town Administrator, the Economic Development Committee, Select Board, etc.

Maintains strong working relationships with the general public, area businesses, clients, the media, and others.

Serves as a member of various staff committees, as assigned. Attends professional development workshops and conferences to follow trends and developments in the field of economic development, and to represent the interests of the Town of Leicester on matters related to economic development. Attendance at various night meetings and weekend events, as required.

Conducts other related work as assigned.

Recommended Minimum Qualifications

Education and Experience: Associate's Degree or a Bachelor's Degree preferred in Public Administration, Community Planning/Development, Economics or a related field; one to three (1-3) years of office experience in planning, zoning, or grant writing; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Certified to conduct CORI background checks.

Knowledge, Abilities and Skill:

Knowledge: Experience in economic and community development, including administrative responsibility; graduation from a two-year or four-year college or university, preferably with specialization in economic and community development or a related field; or any equivalent combination of experience and training. Knowledge of business development, community, and economic development. Working knowledge of municipal zoning and infrastructure, and planning programs and processes.

Ability: Ability to communicate effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees, and the general public. Ability to establish working relationships with other organizations and economic development practitioners. Ability to prepare and analyze reports and data. Ability to interact effectively and appropriately with the public, state and local officials, and other personnel and to perform work under stressful situations; ability to perform multiple tasks in an independent, detailed, and accurate manner; ability to use office software including word processing and spreadsheet applications in support of department operations.

Skill: Proficient computer skills including word processing and spread sheet applications, organizational skills, recordkeeping and clerical skills; proficient oral and written communication skills. Effective organizational skills.

Town Administrator Department
Assistant to the Town Administrator

Town of Leicester, Massachusetts
Job Description

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee may be occasionally required to lift objects such as office equipment, photocopy and/or computer paper.

Motor Skills: Position requires basic motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects and the sorting of papers.

Visual Skills: The employee is required to routinely read documents and reports for understanding and analytical purposes. The employee is rarely required to determine color differences. Normal ability to hear and understand verbal statements such as answering the department's telephone and to meet and greet customers at a counter.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

**SELECT BOARD MEETING MINUTES
OCTOBER 7, 2019 at 6:30pm
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chairwoman Wilson called the meeting to order at 6:30pm. Chair Sandra Wilson, Vice-Chair Harry Brooks, 2nd Vice-Chair Rick Antanavica, Selectwoman Dianna Provencher, Selectman John Shocik, Student Liaisons Katheryn Stapel and Jacob Stolberg, Town Administrator David Genereux and Assistant to the Town Administrator Kristen Forsberg were in attendance.

1. SCHEDULED ITEMS

- a. **6:30pm - Dog Hearing – Noncompliance with Board Order - Bella (Sheard), 39 Craig Street**

This item was passed over as Ms. Sheard has paid her fine, received her license and is in full compliance.

- b. **6:45pm – Executive Session, MGL Chapter 30A, Section 21A, Exception 6 - To consider the purchase, exchange, lease or value of real property (Hillcrest Country Club)**

A motion was made by Mr. Brooks and seconded by Ms. Provencher to enter into executive session at 6:31pm under Mass General Laws Chapter 30A, Section 21A, Exception 6, to consider the purchase, exchange, lease or value of real property (Hillcrest Country Club) and to resume in open session at the conclusion of executive session. The Chair declared that to discuss these matters in open session would compromise the position of the Town. 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.

- b. **Select Board Reports**

The Select Board discussed various topics including October is Breast Cancer Awareness Month and Fire Safety Prevention Month, clean your wood stoves and check batteries in your smoke detectors, Hearts for Heat applications are available online or at the Town Clerk's office (apply as soon as you can), Deja Nu is making donations to the two food pantries in Town and Hearts for Heat along with other organizations in Town, the Moose Hill Water Commission meeting which discussed the water/sewer working group, the CVWRD meeting, corrections to the LCAC show on the town meeting warrant articles (if the town loses in court we are responsible for the entire bill, insurance will not pay), Burncoat Park Sports Planning Committee meeting discussing fields from 9am to 1pm on October 26th, potential grant opportunities, Drug Takeback Day on October 26th from 10am to 2pm at the Leicester Recycling Center, building and parking lot at Rochdale Park belong to Mr. Raymond Shea who passed away and the Town needs to look into options for land at Rochdale Park, the successful second annual town-wide yard sale, the Tarentino Basketball Court is complete and can be played on, potholes on Route 9, the Town Meeting Information Sessions on 10/15 at Town Hall and 10/17 at the Senior Center and discussing Trick or Treating day/time in light of EEE at the next meeting.

- c. **Town Administrator Report**

The Town Administrator provided highlights from his written report.

4. RESIGNATIONS & APPOINTMENTS

a. Appointments - Tree Lighting Committee

A motion was made by and seconded by to appoint Gabrielle Danforth, Harry Brooks, Kim Bachant, Megan Bouchard and Sarah Connly to the Tree Lighting Committee. The motion carried 5:0:0.

b. Appointments - 300th Anniversary Committee

A motion was made by Ms. Provencher and seconded by Mr. Brooks to appoint Kim Myles-Hedgepeth, Allen Phillips and Mychelle Phillips to the ad-hoc 300th Anniversary Committee as at-large members. The motion carried 5:0:0.

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to appoint Sandy Wilson to the ad-hoc 300th Anniversary Committee as the Select Board representative. The motion carried 5:0:0.

5. OTHER BUSINESS

a. Senior Center Donations

A motion was made by Ms. Provencher and seconded by Mr. Brooks to accept \$350 in donations to the Senior Center for the Veterans Breakfast. The motion carried 5:0:0.

b. EEE Discussion

Mr. Genereux noted he received an email from the Chair of the Library Board of Trustees requesting that Town Meeting be pushed back until after the first hard frost due to EEE concerns. The Board discussed moving the meeting to the High School Auditorium, but live filming is not available at this location and the date was not changed. A motion was made by Mr. Brooks and seconded by Ms. Wilson to fund mosquito control in the FY21 budget. The motion carried 5:0:0.

c. VHB Proposal Acceptance and Authorization to Sign Contract - Water Issues at 3 Paxton Street

Luke Boucher with VHB discussed the proposal for a third-party engineering study at 3 Paxton Street at a cost of \$22,500. Mr. Boucher has specialized experience in stormwater infrastructure and extensive experience in peer review. VHB will review soil conditions, the retention pond design and construction including a recalculating the hydrogeologic model that was used. A motion was made by Mr. Antanavica and seconded by Mr. Brooks to accept the proposal from VHB for a third-party engineering study at 3 Paxton Street and to authorize the Town Administrator to sign the contract. Under discussion, Mr. Genereux noted the funding would come from the legal budget initially then be transferred to the proposed Town Meeting warrant article for the fire station, if approved. VHB has noted they could complete the initial scope within 60 days of receiving the notice to proceed. The motion carried 5:0:0.

d. Vote and Update Fall Special Town Meeting Warrant Articles, Sign Warrant and Assign Motions

A motion was made by Ms. Provencher and seconded Mr. Antanavica to sign the Fall Special Town Meeting warrant. The motion carried 5:0:0. Ms. Wilson assigned motions to the board members.

Acting Lieutenant Doray discussed his citizen's petition requesting permission to work as a police officer for up to an additional five years. Lieutenant Doray stated he turns 65 next August which is the mandatory retirement age for local police departments even though State Police do not have a retirement age. Lieutenant Doray noted that Special Police Officers can work until 70 years old. This type request has occurred in other communities. Lieutenant Doray stated he will modify his petition down to an additional two years after discussing the matter with his family. Mr. Genereux stated he will be discussing this request with the Moderator tomorrow evening to see if Lieutenant Doray can reduce the number of years he is requesting in the motion. Lieutenant Doray noted that any salary increases he receives after the age of 65 will not count towards his retirement. By extending his

service for two years instead of five years, the current Assessment Center lists for Chief and Lieutenant will still be valid when he retires and the Town will not have to spend another \$10,000+ to conduct these examinations again. A motion was made by Ms. Provencher and seconded by Mr. Brooks to support Lieutenant Paul Doray's citizen petition to enable him to work for an additional two years after the age of 65. The motion carried 5:0:0.

6. MINUTES

a. September 23, 2019

A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the minutes of September 23, 2019. The motion carried 5:0:0.

b. October 1, 2019

A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the minutes of October 1, 2019. The motion carried 5:0:0.

c. Executive Session Minutes

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to approve the executive session minutes of September 23, 2019. The motion carried 5:0:0.

A motion to adjourn was made by Mr. Brooks and seconded by Ms. Provencher at 9:03pm. The motion carried 5:0:0.