



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: March 23, 2020

TIME: 6:30pm

LOCATION: Virtual Meeting – See Login Information Below

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***

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CALL TO ORDER/OPENING

1. PUBLIC COMMENT PERIOD

2. REPORTS & ANNOUNCEMENTS

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

3. RESIGNATIONS & APPOINTMENTS

- a. [Resignation – Joanne Rose – Council on Aging](#)
- b. [Resignation – Alison Nadell – Commission on Disabilities](#)
- c. Resignation – Wanda Merced – Department Assistant, Treasurer/Collector's Office
- d. [Appointment – Amy Moulton – Department Assistant, Treasurer/Collector's Office](#)
- e. Appointment – Highway Truck Driver/Laborer

4. OTHER BUSINESS

- a. [Senior Center Donation](#)
- b. Swan Tavern Donation - \$1,000
- c. [Annual Town Meeting & School Special Town Meeting Warrant Discussion and/or Vote](#)

5. MINUTES

- a. [March 9, 2020 \(regular and executive\)](#)
- b. [March 14, 2020](#)
- c. [March 17, 2020 Emergency Meeting](#)

ADJOURN



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

March 18, 2020

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 March 18, 2020:

Citizen issues: Topics discussed with various citizens.

- ☐ I was contacted by an individual who recommended that all payments to the Town and the water/sewer districts be suspended for 90 days. The individual was informed that we have no legal authority for which to do suspend tax payments, and no jurisdiction over the water or sewer districts.
- ☐ Assisted a resident with a citizen's petition.
- ☐ I was pleased to receive a letter from Sean Thomas of the Boston Division of the FBI, who praised Detective Matthew Brady for his assistance that resulted in the arrest of a suspect wanted for nine robberies.

Meetings:

- ☐ Held our first Online meeting with the Board of Health to declare a local emergency.
- ☐ Had many different meetings online due to the COVID-19 pandemic

Activities:

- ☐ Following the Board's direction, we have closed all Town buildings until further notice. We are doing our best to make things work, and I am please to report that everyone has been working together. I am not hearing any complaints at this point.
- ☐ Sent out the water/sewer RFP to the working group for comment. I heard back from the District management staff, who offer some helpful edits.
- ☐ Wrote EDA asking for an extension on the \$100,000 federal grant regarding the Water/Sewer study, seeking an extension regarding the spending of funds. The original deadline was November 2020. In light of the pandemic, we are seeking a 12-month extension. This will ensure that the selected contractor will have adequate time to perform the analysis and receive input from management, boards, and residents.
- ☐ Completed collective bargaining negotiations with Fire union; awaiting discussion by the Select Board, to take place in Executive Session on April 6, 2020.
- ☐ Continued working on the next version of the FY2021 budget books.
- ☐ Did extensive work on the Annual Town Meeting Warrant...All financials are complete. The warrant is now ready for the Board to start making recommendations.
- ☐ Participated in the interview process for the Administrative Assistant in the Treasurer/Collector's Office.
- ☐ Submitted commentary for special legislation being offered by the Governor regarding Town Meetings.

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

From: [Ken Antanavica](#)
To: [Genereux, David](#); [Forsberg, Kristen](#)
Subject: Matthew Brady's Assistance
Date: Monday, March 9, 2020 8:37:29 AM

David and Kristen:

This letter was sent to PD regarding Detective Brady's active roll in the serial bank robbery case. I will be putting a copy in his p-file along with a department letter in case you wanted to notify the select board.

Sir,

I just wanted to reach out and say what a pleasure it was working with Detective Matthew Brady with the bank robbery case - since December 2019. Brady's expertise and assistance was instrumental in speeding up the process with search warrants, obtaining crucial evidence, source interviews, and grand jury proceedings. Brady's communication, investigative skills, and dependability made the process go much smoother. In all, the defendant, Matthew Alden, a career violent offender, was arrested on 02/27/2020 for multiple counts of "the Hobbs Act," which includes relevance to eight (8) other bank robberies; and one convenience store robbery that are likely to supersede into indictment(s). Multiple search warrants related to the case were executed on the 27th, which lead to incriminating evidence, all of which would not have happened without Brady's determination and willingness to help. Brady's assistance was extremely beneficial, and I look forward to continuing this investigation with his experience and knowledge for not only this case, but future incidents as well.

Respectfully,

-Sean

FBI SA Sean Thomas
Boston Division
Worcester RA

From: [Cloutier, Rachelle](#)
To: [David Genereux](#); [Forsberg, Kristen](#)
Subject: FW: notice of resignation
Date: Friday, March 6, 2020 10:02:00 AM

From: Joanne Rose
Sent: Thursday, March 5, 2020 6:29 PM
To: Cloutier, Rachelle <CloutierR@leicesterma.org>
Subject: notice of resignation

This letter is to formally inform you of my resignation as COA chair effective April 3, 2020. It has been very rewarding working with all of you. I will be moving to Florida for at least 9 months per year so I will be unable to continue in this position.

Regards,

Joanne Rose



From: cmsmailer@civicplus.com on behalf of [Contact form at Leicester MA](#)
To: [Forsberg, Kristen](#)
Subject: [Leicester MA] Disability Commission, Resignation (Sent by Alison Nadell,)
Date: Monday, March 9, 2020 12:53:03 PM

Hello forsbergk,

Alison Nadell has sent you a message via your contact form (<https://www.leicesterma.org/user/15781/contact>) at Leicester MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.leicesterma.org/user/15781/edit>.

Message:

Hi Kristen,

Please accept my Letter of Resignation, effective immediately.

Sincerely,
Alson Nadell

Amy Moulton

Authorized to work in the US for any employer

Work Experience

Teller

North Brookfield Savings Bank - North Brookfield, MA
November 2019 to Present

- Process deposits, withdrawals and loan payments for customers
- Answer phones and assist customers with questions and concerns
- Balance ATM and process night deposits daily
- Prepare cashiers checks and money orders for customers
- Record all transactions promptly, accurately and in compliance with bank procedures

Collections Assistant

Town of Rutland - Rutland, MA
April 2018 to October 2019

- Answer phones and assist the public with questions
- Greet public and take payments
- batch checks and balance drawer
- Post payments received
- Process mail
- Assist with filing and other projects as needed

Better Banking Ambassador

GFA Federal Credit Union - Gardner, MA
October 2016 to June 2018

- Balance coin machine.
- Scan daily work and checks.
- Answer phones and assist members with questions.
- Process deposit's and withdrawal's for members.
- Record all transactions promptly, accurately and in compliance with bank procedures.
- Prepare cashier's checks and money order's for members.
- Balance ATM.

Special Support Staff

Spencer Bank - Spencer, MA
February 2015 to October 2016

- Float among branches as needed
- Greet and assist customers with all there needs.
- Accept cash and checks for deposit and check accuracy of deposit slip.

Process cash withdrawals

Perform specialized tasks such as preparing cashier's checks and money orders.

Record all transactions promptly, accurately and in compliance with bank procedures.

Balance currency and check's in drawer at the end of the day.

Balance and settle the ATM.

Accounting Assistant

North Brookfield Savings Bank - North Brookfield, MA

March 2010 to February 2015

Complete daily general ledger reconciliations, identify discrepancies and correct issues in a timely manner.

Reconcile monthly statements.

Process daily manual fee assessments and generate account notices.

Monitor and initiate investor loan wire transfers when payments were received.

Verify and send domestic and foreign wire transfers.

verify maintenance on stop payment request forms.

Education

Associates in Accounting

Fisher College - Marlborough, MA

Skills

- Microsoft, Excel, Outlook and Windows

Certifications and Licenses

driver's license



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

March 5, 2020

**Leicester Special Olympics School
Day Games Inc.**

Thank you for your generous donation of \$100 to our senior center. This donation will help us defray some of the expenses for our Annual Senior Prom. For the past three years our seniors and some of our local students have come to the senior center to enjoy an evening of good food, great music and dance.

We are always grateful to those who help make this possible. Again, thank you so much.

Sincerely,

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

Cc: Town Administrator and Board of Selectmen



Town of Leicester, Massachusetts

Annual Town Meeting Warrant

Annual Town Meeting – May 5th, 2020– 7:00PM

“In the Hands of the Voters”

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

Version 1 - Published March 16, 2020

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 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

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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 Fifth day of May 2020 at 7:00 PM, then and there to act on the following articles, namely:

ARTICLE 1 PRIOR YEARS BILLS

To see if the Town will vote to approve to transfer or appropriate a sum of money to pay unpaid bills from a prior fiscal year or take any action thereon.

PROPOSED MOTION

I move that the Town vote to authorize the appropriation of \$1,474.18 from Free Cash for payment of the following prior year's bills:

<u>Vendor</u>	<u>Date of Invoice</u>	<u>Amount</u>	<u>Reason</u>
Ted's of Fayville Inc	10/15/18	\$312.50	Bill mailed to wrong address
Employee benefit	06/30/19	\$1,161.68	Insurance opt out payment which should have been paid in FY 2019

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

These two prior year's bills were recently discovered.

VOTE REQUIRED FOR PASSAGE Requires a 4/5th's vote.

ARTICLE 2 DEPARTMENT AND/OR WARRANT ARTICLE TRANSFERS -FY2020

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, adjust budgets, transfer to/from or adjust existing warrant articles such sums of money as may be necessary to defray expenses and fund various and diverse accounts in the Fiscal Year 2020 operating budget of the Town, any other warrant articles or take any action thereon.

PROPOSED MOTION

I move that the Town vote to transfer the following sums, totaling \$141,242 from and to the accounts listed in the table below:

<u>From:</u>	<u>Amount</u>	<u>To:</u>	<u>Amount</u>
FY 2020 Employee Benefits	\$117,242	FY 2020 Veteran's Benefits	\$28,000
FY 2020 Leicester Public Schools	\$24,000	FY 2020 Snow and Ice	\$50,000
		FY 2020 Accounting Salaries	\$3,000
		FY 2020 Accounting Wages	\$2,115
		FY 2020 Treasurer/Collector Wages	\$2,119
		FY 2020 Highway Wages	\$24,000
		FY 2020 Vocational School Tuition	\$22,008
		Recycling Center Article ATM 05/18 Art 4	\$10,000
Total	\$141,242	Total	\$141,242

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This article would amend the Fiscal Year 2020 (current) operating budget, and selected warrant articles by transferring funds from three current fiscal year accounts that have forecast surpluses to the following accounts:

FY 2020 Veterans Benefits: Funding sought to correct an insufficient budget. Veteran's claims are reimbursed at the rate of 75% by the Commonwealth, but that funding is a general fund revenue.

FY 2020 Snow/Ice: This account requires annual adjustment depending on weather events and associated costs

FY 2020 Accountant Salaries/Wages: The Town entered into an intermunicipal agreement with Spencer to share Accounting services, effective April 1. These transfers represent the amounts paid to employees for the increased workload for the final quarter of FY2020. The Town is receiving \$7,500 from Spencer for April to June to cover the increased cost.

FY 2020 Treasurer/Collector wages: Projected shortfall due to payout of vacation time for staffing turnover.

FY 2020 Highway Wages: Funding per agreement with the Leicester Schools for three positions to perform winter maintenance and field mowing.

FY 2020 Vocational Tuition: FY2020 article forecast to be short, based on enrollment and assessment projections

Recycling Center ATM 5/18 Article 4: Funds needed to assist with covering the cost of operations.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 3 FUNDING IMPROVEMENTS AT TOWN PARKS

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund improvements at town parks or take any action thereon.

PROPOSED MOTION

I move the Town transfer \$65,000 from Free Cash and \$15,000 from FY 2020 Employee Benefits general fund budget appropriation to create a fund to which will pay for improvements at town parks, the application of said funding to be prioritized by the Leicester Highway Department.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This article represents the third year that we have set funds aside for the rehabilitation of town parks. The funds would be used as follows:

- 1.) \$25,000 for general park maintenance
- 2.) \$40,000 for playground equipment at Towtaid park that is being supplemented by a \$15,000 Kaboom grant. Total equipment cost is \$55,000.
- 3.) \$15,000 for use toward new paving and replacement fencing of the tennis and pickleball courts at Towtaid Park. Overall cost of replacement courts and fencing is \$65,000. Alternative funding, in the form of grants and fundraising, is being sought to pay the \$50,000 difference between the appropriation and the cost of installation.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 4 HIGHWAY VEHICLE MAINTENANCE & EQUIPMENT REPAIR

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, such sums of money as may be necessary to defray the costs of repair and maintenance of Highway vehicles or take any action thereon.

PROPOSED MOTION

I move the Town establish a warrant article for vehicle and equipment repair by the Leicester Highway Department funded via transfer from FY 2020 Employee Benefits general fund budget appropriation in the amount of \$25,000.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This article seeks funding for the vehicle maintenance of Trucks 4 and 10 of the Highway fleet, in order to forestall the purchase of new vehicles. This transfer should keep those vehicles on the road for an additional two years.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

NOTE: Articles 5, 6, and 7 below are requested because municipal and school budgets have been getting funding that is insufficient for repairs and maintenance of buildings and equipment for many years. During this year, the Fire, Police, and School departments saw a significant increase in major repairs that were paid from the operating budgets. Fortunately, the employee benefits line has a forecast surplus that will allow expenses to be reclassified and department budgets to be restored.

ARTICLE 5 FIRE EQUIPMENT MAINTENANCE & REPAIR

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, such sums of money as may be necessary to defray the costs of repair of fire apparatus and equipment or take any action thereon.

PROPOSED MOTION

I move the Town establish a warrant article for apparatus and equipment repair by the Leicester Fire Department funded via transfer from FY 2020 Employee Benefits general fund budget appropriation in the amount of \$20,911.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

These funds will be used to supplement the Fire Department budget for costs incurred that were not anticipated during the year. List as follows:

• Engine 4 Replace internal computer controlling electric throttle pedal	\$4,982.94
• Engine 4 Rebuild pump gear box, tank fill valve and tank to pump valve	\$8,613.14
• Station 2 Troubleshoot boiler and replace failed aquastat on boiler	\$1,047.65
• Station 2 Repair / maintenance of boiler	\$1,434.62
• Station 2 Replace leaking tankless water heater	\$1,730.00
• Station 3 Repair / maintenance of boiler	\$1,802.48
• Station 2 Repair leaking roof	<u>\$1,300.00</u>
Total unanticipated repairs:	\$20,910.83

This funding is needed to get the department budget through the close of the fiscal year.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 6 POLICE HEADQUARTERS MAINTENANCE & REPAIR

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, such sums of money as may be necessary to defray the costs of repair and maintenance of the Police Headquarters or take any action thereon.

PROPOSED MOTION

I move the Town establish a warrant article for vehicle and equipment repair by the Leicester Police Department funded via transfer from FY 2020 Employee Benefits general fund budget appropriation in the amount of \$34,905.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This Article seeks funding for major unanticipated repairs to the building's furnace and nitrogen generator, as well as performing needed upgrades to the Police training room. See detail below:

Unanticipated Repairs

- Duct Furnace #2 leaking - \$807.95
- Cooling system repairs - \$4,283.40
- System down – VFD ordered - \$610.15
- Ceiling transducer - \$3,949.79
- Replace VFD - \$2,160
- Thermostat replacement - \$385.56
- New Nitrogen Generator - \$9,100
- Broken sally port garage door - \$882.62
- Repair sinks - \$850
- Lamp/light replacement - \$1,885

Total unanticipated repairs - \$24,914.47

Upgrade to LPD Training/Community room

- Update the IT technology and accessories needed to provide for an adequate and updated training facility, which will allow for LPD-hosted training events. This will include updates to the hardware and equipment needed to facilitate modern training programs or community events (i.e. PowerPoint, video streaming, remote login, etc.) - \$9,990

Total costs: \$34,904.47

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 7 LEICESTER PUBLIC SCHOOLS - MAINTENANCE & REPAIR

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, such sums of money as may be necessary to defray the costs of repair and maintenance at the Leicester Public Schools or take any action thereon.

PROPOSED MOTION

I move the Town establish a warrant article for facilities and grounds maintenance and repair by the Leicester Public School funded via transfer from FY 2020 Employee Benefits general fund budget appropriation in the amount of \$125,000.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This Article seeks funding for major unanticipated and unfunded maintenance items to the Leicester Public Schools. See breakout of costs below:

Fields

- Athletic field maintenance (Aerating, fertilizing, lime, seeding) - \$45,000
- Repair of softball fields (SBC test pit digging) - \$1,500
- Repair of mowers/field equipment for transition to Highway - \$4,000

Middle School

- Air handler/dampener/bearing replacements (Middle School) - \$9,400
- Compressor pump & motor replacement - \$7,300
- Furnace tube repair (Boiler 1) - \$6,750
- Leaking T-valve boiler room replacement - \$5,800
- Boiler blower motor replacement - \$5,460
- Dumpsters for Memorial School cleanout - \$1,500

High School

- Boiler system repairs - \$7,875
- Roof vent drain repair - \$1,165
- Temporary solar panel for roof repair - \$5,000
- Roof seam repair - \$5,000

Elementary School

- Repair of UV coils, dampener, replacement of motor (Room 101 – insurance claim denied) - \$2,200
- Repairs to 3-way valve unit - \$13,000

Miscellaneous

- Geneon mist disinfecting sprays and sanitizers - \$2,050
- Additional Cleaning (All schools – Coronavirus) - \$2,000

Total: \$125,000

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 8 EMERGENCY MANAGEMENT SUPPLIES AND PERSONAL PROTECTIVE EQUIPMENT

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, such sums of money as may be necessary to defray the costs of the purchase of emergency management supplies and equipment for use by Town departments and/or the general public, or associated services required for the safety of employees and the general public including the cleaning of municipal buildings, said funding to be available starting in FY 2020, or take any action thereon.

PROPOSED MOTION

I move the Town establish a FY 2020 warrant article to defray the cost of the purchase of emergency management supplies and equipment for use by Town departments and/or for the general welfare of the public, or associated services required for the safety of employees and the general public, including the cleaning of municipal buildings, to be funded via transfer from Free Cash the amount of \$13,000, and from the FY 2020 Employee Benefits general fund budget appropriation in the amount of \$17,000.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This Article seeks funding for the purchase of supplies, services and/or equipment in the case of pandemic or another emergency. The unfolding situation with the COVID-19 virus demonstrates the need for a reserve of funding to be available, should the Town need to make purchases in an emergency.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 9 LOCAL SHARE – VETERAN’S HERITAGE GRANT

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, such sums of money as may be necessary to pay the Town’s local share of a Veteran’s Heritage grant to restore two veteran’s memorials on Main Street in Cherry Valley or take any action thereon.

PROPOSED MOTION

I move the Town establish a warrant article for the local share of a \$12,700 grant for the restoration of the Lt. James Sugrue and Chester St. Martin Memorials funded via transfer from Free Cash in the amount of \$6,350.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

The Town recently obtained a Veteran's Memorial grant from the State Historical Records Advisory Board, to repair and repoint two memorials for veterans that were killed in Action during World War II. The memorials were dedicated on July 30, 1944.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 10 PARTICIPATION IN THE CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT (FY 2021 – FY 2023)

To see if the Town will vote to participate in the Central Massachusetts Mosquito Control Project (CMMCP), pursuant To Massachusetts General Laws, Chapter 252, Section 5A, and other applicable sections of said law, such participation to be for the next three (3) fiscal years, with a starting cost of \$64,000 per year; and to affirm that the cost for said participation to be funded through state assessment, and/or grant funding or take any other action thereon.

PROPOSED MOTION

I move the Town approve participation in the Central Massachusetts Mosquito Control Program for a period of three years, such authorization to expire on June 30, 2023, unless authorized for an additional period at future Town Meeting.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

The Central Massachusetts Mosquito Control Project (CMMCP) operates under M.G.L. Chapter 252 (Improvement of Low Land & Swamps) and the State Reclamation and Mosquito Control Board. The Project was created by the Massachusetts State Legislature in 1973, and currently consists of 42 cities and towns in Central Massachusetts, from both Worcester and Middlesex Counties, covering over 785 square miles. The annual fee for participation is taken directly from state aid after approval by Town Meeting.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 11 FY2020 FUNDING - CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts such sums of money as may be necessary to fund participation in the Central Massachusetts Mosquito Control Project for the remainder of FY 2020, or take any action thereon.

PROPOSED MOTION

I move the Town establish a warrant article for payment of the FY 2020 assessment of the Central Massachusetts Mosquito Control Project funded via Free Cash in the amount of \$5,000.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This article is contingent on passage of the previous article. In order to get effective treatment in for the first season of Town participation in the project, spraying and other control methods must begin earlier. We have a quote from the CMMCP in the amount of \$5,000 for services for May and June.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 12 ELECTED OFFICIALS SALARIES

To see what compensation the Town will vote to pay elected officials or take any action thereon.

PROPOSED MOTION

I move the Town vote to set the rate of compensation to pay elected officials for fiscal year 2021 as detailed in the May 5, 2020 Spring Annual Town Meeting Warrant.

FISCAL YEAR 2019 ELECTED OFFICIALS PAY RATES	
<u>POSITION</u>	<u>PAY RATE</u>
TOWN CLERK	\$66,798
SELECT BOARD – CHAIR	\$882
SELECT BOARD – MEMBERS (4) each	\$724
SCHOOL COMMITTEE – CHAIRMAN	\$447
SCHOOL COMMITTEE – MEMBERS (4) each	\$197
PLANNING BOARD – CHAIRMAN	\$320
PLANNING BOARD – MEMBERS (4) each	\$276
MODERATOR	\$81
BOARD OF HEALTH – CHAIRMAN	\$320
BOARD OF HEALTH – MEMBERS (2) each	\$276
ASSESSOR – MEMBERS (3) each	\$577
TOTAL ELECTED SALARIES	\$75,919

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

Compensation for elected officials is set by Town Meeting. The proposed 2021 elected officials pay rate is the same as approved by the voters for fiscal year 2020 except for the Town Clerk, whose salary contains a 2% COLA.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote per M.G.L. Chapter 41, Section 108.

ARTICLE 13 FY 2021 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, 2020 and ending on June 30, 2021, as listed in the May 7, 2019 Spring Annual Town Meeting Warrant or take any action thereon.

PROPOSED MOTION

I move the Town vote to approve the budgets of the several Town departments and Town Accounts as printed in the Spring Annual Town Meeting Warrant for the Fiscal Year beginning July 1, 2020, in the aggregate amount of \$30,183,520, and to fund this amount from the following sources:

<i>Transfer from FY 2019 Free Cash</i>	<i>\$253,000</i>
<i>Transfer from Ambulance Receipts Reserved Account:</i>	<i>\$371,192</i>
<i>Transfer from Conservation Commission NOI Account:</i>	<i>\$3,991</i>

And the balance of the funds in the remaining sum of \$29,555,337 shall be raised and appropriated by taxation, state aid, and local receipts:

DEPT #	DEPARTMENT NAME	FY2019 BUDGET	FY2020 BUDGET	FY2021 TOWN ADMIN	\$ CHANGE	% CHANGE
111	LEGAL					
	TOTAL	209,000	209,000	209,000	0	0.00%
114	MODERATOR					
	TOTAL	151	151	151	0	0.00%
122	SELECT BOARD					
	TOTAL	239,870	275,528	251,423	-24,105	-8.75%
130	RESERVE FUND					
	TOTAL	50,000	50,000	50,000	0	0.00%
131	ADVISORY BOARD					
	TOTAL	1,325	1,325	1,325	0	0.00%
135	ACCOUNTANT					
	TOTAL	118,153	122,611	143,619	21,008	17.13%
141	ASSESSORS					
	TOTAL	116,964	121,745	123,911	2,166	1.78%
145	TREASURER COLLECTOR					
	TOTAL	165,867	163,615	166,411	2,796	1.71%
147	TAX TITLE					
	TOTAL	16,000	16,000	0	-16,000	-100%
152	PERSONNEL BD					
	TOTAL	250	250	250	0	0.0%
155	IT DEPARTMENT					
	TOTAL	138,560	155,560	162,060	6,500	4.18%
161	TOWN CLERK					
	TOTAL	104,699	110,491	112,628	2,137	1.93%
162	ELECTIONS & REGISTRATIONS					
	TOTAL	35,600	35,100	40,500	5,400	10.69%

DEPT #	DEPARTMENT NAME	FY2019 BUDGET	FY2020 BUDGET	FY2021 TOWN ADMIN	\$ CHANGE	% CHANGE
180	DEVELOPMENT & INSPECT. SVCS					
	TOTAL	234,787	241,930	290,784	48,854	20.19%
192	TOWN OWNED BLDG MAINT					
	TOTAL	8,000	68,281	68,281	0	0.00%
197	TOWN HALL BLDG MAINTENANCE					
	TOTAL	63,909	63,909	63,909	0	0.00%
198	TOWN HALL TELEPHONES					
	TOTAL	6,400	6,400	6,400	0	0.00%
199	OTHER - GENERAL GOV					
	TOTAL	49,355	54,155	66,451	12,296	22.71%
210	POLICE DEPT					
	TOTAL	1,963,857	2,034,796	2,083,475	48,679	2.39%
220	FIRE DEPT					
	TOTAL	305,307	305,307	315,398	10,091	3.31%
231	AMBULANCE					
	TOTAL	440,418	440,372	446,123	5,751	1.31%
232	EMERGENCY MANAGEMENT					
	TOTAL	4,813	4,813	4,813	0.00	0.00%
241	CODE DEPT					
	TOTAL	68,879	63,690	62,483	-1,207	-1.89%
292	ANIMAL CONTROL					
	TOTAL	33,552	33,552	33,934	382	1.14%
296	INSECT PEST CONTROL					
	TOTAL	7,850	7,850	7,850	0	0.00%
310	SCHOOL					
	TOTAL	16,667,839	16,985,780	17,268,501	282,721	1.28%
420	HIGHWAY DEPT					
	TOTAL	697,060	743,282	990,801	189,121	23.59%
423	SNOW & ICE					
	TOTAL	121,000	121,000	121,000	0	0.00%
424	STREETLIGHTS					
	TOTAL	75,000	60,335	58,000	-2,335	-3.87%
541	COUNCIL ON AGING					
	TOTAL	94,122	108,280	101,726	-6,554	-6.05%
543	VETERANS SERVICES					
	TOTAL	92,980	92,982	103,113	10,131	10.90%

DEPT #	DEPARTMENT NAME	FY2019 BUDGET	FY2020 BUDGET	FY2021 TOWN ADMIN	\$ CHANGE	% CHANGE
545	VETERANS GRAVES REG					
	TOTAL	2,400	2,400	2,400	0	0.00%
610	PUBLIC LIBRARY					
	TOTAL	204,306	216,629	242,703	26,704	12.04%
630	PARKS & RECREATION					
	TOTAL	6,450	6,450	6,450	0	0.00%
691	HISTORICAL COMMISSION					
	TOTAL	950	950	950	0	0.00%
692	MEMORIAL DAY COMMITTEE					
	TOTAL	3,000	3,000	3,000	0	0.00%
710	MATURING DEBT PRINCIPAL					
	TOTAL	894,532	1,139,797	1,155,327	15,530	1.36%
751	MATURING DEBT INTEREST					
	TOTAL	325,635	406,144	369,949	-36,195	-8.91%
752	TEMPORARY LOAN INTEREST					
	TOTAL	94,647	33,255	20,665	-12,590	-37.86%
753	BOND ISSUE					
	TOTAL	0	0	1,100	1,100	
911	WORC REG RETIREMENT					
	TOTAL	1,161,643	1,314,800	1,456,243	141,443	10.76%
912	WORKER COMPENSATION					
	TOTAL	216,700	187,498	206,248	18,750	10.00%
913	UNEMPLOYMENT COMP					
	TOTAL	66,650	141,650	141,650	0	0.00%
914	EMPLOYEE BENEFITS					
	TOTAL	3,266,089	3,288,284	3,045,765	242,519	-7.38%
945	BONDING & INSURANCE					
	TOTAL	100,586	160,662	176,750	16,068	10.00%
Grand Total – All Budgets		28,521,258	29,658,025	30,183,520	525,495	1.77%

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This is the fiscal year 2021 annual operating budget for municipal and school services. Property tax proposed to be levied is within the allowances of Proposition 2 ½. Although the State FY 2021 budget is not set, we are utilizing the Governor's proposed revenue estimates for local aid. This financial plan meets at least the minimum needs of every department and continues to move the Town forward in a sustainable direction. The FY 2021 budget is 1.77% greater than the FY 2020 budget. Please note budget allocation below:

Department	FY 20 Budget	FY 21 Budget	\$ Change	% Change
Municipal Budgets	\$6,000,135	\$6,341,323	\$341,188	5.69%
School Budget	\$16,985,780	\$17,268,501	\$282,721	1.66%
Unclassified Budget	\$6,672,111	\$6,573,697	-\$98,414	-1.50%
Totals	\$28,658,026	\$30,183,521	\$525,495	1.77%

Although we have instituted a policy of sharing revenue at 75% School, 25% Municipal, several factors have changed the allocation for this year:

- Highway is taking over field and winter maintenance from the schools resulting in funds that would have allocated to the Leicester Schools via formula being allocated to Highway. The benefit to Highway is getting three positions that can work both municipal and school operations. The School benefits from a one-time cost for these services.
- The Town Accountant is now being share with Spencer, resulting in a payment for services that cannot be shared.
- Likewise, 2 municipal positions, the Economic Development Coordinator and a Highway position are being allocated via Free Cash, resulting in another revenue that cannot be shared. The Highway position was slated to be budgeted, but we had to readjust to Free Cash in order to offer the Mosquito Control Program.

The budget increases, had these adjustments not happened are shown in the tables below:

Municipal Budget Increase	341,188	5.69%
Less: Highway Transfer (3 positions)	-150,000	
Less: Accountant Intermunicipal Agreement	-21,008	
Less: Economic Development Position funded from Free Cash	-53,000	
Less: Highway staff position funded from Free Cash	-50,000	
Municipal Net Budget Increase	\$67,180	1.12%

School Budget Increase	282,721	1.66%
Plus: Highway Transfer	150,000	
School Net Budget Increase	\$432,721	2.55%

The School shows a higher net increase in this theoretical situation, but there will likely be changes in the fall and spring town meetings where the municipal catches or surpasses the formula.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 14 VOCATIONAL TUITION

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 fund the Vocational Tuition expenses for Leicester students for the fiscal year beginning July 1, 2020 or take any action thereon.

PROPOSED MOTION

I move the Town vote to raise and appropriate \$1,078,000 for Vocational Tuition expenses for the Fiscal Year beginning July 1, 2020.

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

Chapter 74 of the Mass General Laws governs vocational technical education programs in public school districts. This article was moved out of the line item budget and into a separate warrant article starting in FY'16. Tracking these costs independently allows for more accurate accounting of the costs associated with Leicester students attending other schools for vocational education.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 15 CENTRAL MASS REGIONAL PLANNING COMMISSION ANNUAL ASSESSMENT

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the FY 2021 assessment from the Central Mass Regional Planning Commission, said assessment to be based on a per capita rate or take any other action thereon.

PROPOSED MOTION

I move the Town vote to raise and appropriate the sum of \$3,221 to fund the FY 2021 assessment from the Central Mass Regional Planning Commission, said assessment to be based on a per capita rate of \$0.29353.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

In accordance with Chapter 40B, Section 7 of the Mass General Laws, the Central Mass Regional Planning Commission requires member municipalities to pay the costs and expenses of the Central Massachusetts Regional Planning District each fiscal year. Leicester is a part of this District. The assessment is based on the population of the Town as it appears in the most recent national census (2010). The payment of this assessment will maintain the Town's services provided by the District.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote

ARTICLE 16 FY 2021 CABLE PEG ACCESS ENTERPRISE ACCOUNT APPROPRIATION

To see if the Town will vote to appropriate a sum of moneys to fund the FY 2021 expenses of the Cable Access Enterprise Fund, as established by the vote under Article 5 of the May 1, 2018 Annual Town Meeting, pursuant to Massachusetts General Laws, Chapter 44, Section 53 F 1/2 said appropriation to be funded by fees received pursuant to the Town's cable licensing agreement, or act on anything relating thereon.

PROPOSED MOTION

I move that the Town vote to appropriate up to \$102,925 to fund the FY 2021 expenses of the Cable Access Enterprise Fund, as established by the vote under Article 5 of the May 1, 2018 Annual Town Meeting, pursuant to Massachusetts General Laws, Chapter 44, Section 53 F 1/2, said appropriation to be funded by funds available in the Cable PEG Access Enterprise Fund pursuant to the Town's cable licensing agreement.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

The Department of Revenue requires the Town to budget for the funds received through Charter for Cable PEG Access operations. While these funds are exclusively for Cable Access operations, it must be approved by the voters annually at Town Meeting. Any retained earnings from the FY 2020 appropriation will be moved to the FY 2021 Cable Enterprise budget at the Fall Town Meeting.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote, unless funding is sought from the General Stabilization Fund.

ARTICLE 17 OTHER POST-EMPLOYMENT BENEFITS TRUST

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to deposit into the Other Post-Employment Benefit (OPEB) Trust or take any action thereon.

PROPOSED MOTION

I move the Town vote to transfer \$35,000 from Free Cash to deposit into the Other Post Employment Benefit (OPEB) Trust Fund.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

Other Post-Employment Benefits are benefits that an employer pays to an employee once they retire. Like most public-sector employers, the Town of Leicester provides matching funds towards the health insurance premiums of eligible retirees. In recent years, financial oversight entities including bond rating agencies and the Governmental Account Standards Board have required municipalities to perform an actuarial analysis to project the future cost of the benefits that are being offered. Further they have encouraged municipalities to begin setting funding aside to ensure they are able to make these payments in the future.

The most recent actuarial analysis performed for the Town estimates that the Town's current OPEB liability is \$23.8 million when projected 18 years into the future. By starting to fund this projected obligation now, the Town will be reducing its projected funding requirement. The funds that are being set aside in the trust will only be able to be used to pay for retiree health insurance contributions. These funds will be reflected on the Town's financial balance sheet as an asset that will help offset the liability. The current balance in this fund is \$105,000.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote, unless funding is sought from the General Stabilization Fund.

ARTICLE 18 STORMWATER MANAGEMENT

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund stormwater management operations throughout the Town, said funds to be expended by the Highway Department, or take any action thereon.

PROPOSED MOTION

I move the Town vote to transfer \$40,000 from the FY 2020 general fund employee benefits budget to a special article for stormwater management throughout the Town, said funds to be expended by the Highway Department.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This article funds Stormwater management operations, including operations, professional services and reporting requirements of the Town's MS-4 permit.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote, unless funding is sought from the General Stabilization Fund. Transfers from the General Stabilization fund requires a 9/10th's vote per Town bylaws.

ARTICLE 19 GROUNDWATER STUDIES AT LANDFILL

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund groundwater and other studies at the former landfill site, said funds to be expended by the Select Board, or take any action thereon.

PROPOSED MOTION

I move the Town vote to transfer \$12,001 from Free Cash to fund groundwater and other studies at the former landfill site, said funds to be expended by the Highway Department.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

The Town is obligated to comply with the Massachusetts Department of Environmental Protection's annual monitoring and testing requirements for the closed landfill. These tasks require routine sampling of groundwater from a series of wells, any required follow up or additional testing based upon the findings and routine readings of landfill gases being produced. The \$12,001 requested will fund these required activities in Fiscal Year 2021.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote, unless funding is sought from the General Stabilization Fund.

ARTICLE 20 POLICE CRUISER

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to purchase and equip one (1) police cruiser or take any action thereon.

PROPOSED MOTION

I move the Town vote to transfer \$49,200 from Free Cash to purchase and equip 1 police cruiser.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

The Police Department utilizes a fleet of ten (10) vehicles to meet the law enforcement needs of the residents of Leicester. This fleet of vehicles includes five (5) frontline marked police cruisers that are used on a daily basis. Funding is being requested to replace the oldest marked frontline cruiser which will have over 100,000 miles when replaced. The Town has been following a fleet replacement schedule that includes the replacement of one to two cruisers annually to ensure the full use and reliability of the fleet.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 21 FY 2021 CAPITAL IMPROVEMENT PLAN

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the Capital Improvement Plan budget beginning July 1, 2019 and 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

I move the Town vote to transfer \$471,314.82 from Free Cash, \$13,922.18 from the FY2020 Employee Benefits Appropriation Budget, and \$70,197 from the Ambulance Receipts Reserved for Appropriation account, to fund the Fiscal Year 2020 Capital Improvement Plan budget to pay for ongoing installments of 1 lease/purchase agreement, and to purchase seven other items, as recommended by the Capital Committee, as listed, said funding to total \$555,434.

DEPARTMENT	ITEM	AMOUNT
Fire	Aerial scope Tower Truck Lease/Purchase Payment – Year 4 of 5	\$90,081
EMS	Purchase of a new Ambulance	\$222,500
Fire	Replacement of Station #2 roof	\$42,378
School	Installation of 19 Cameras in the High School	\$28,000
Town Hall	Installation of emergency generator at Town Hall	\$30,000
Police	Replacement Detective Unit	\$43,475
Police	Car Port	\$50,000
Police	Replacement F150 (Current F250 to go to Highway)	\$49,000
	Total FY 2021 Capital Plan	\$555,434

CAPITAL PLANNING COMMITTEE RECOMENDATION

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

The FY 2021 capital plan has one lease payment and seven new purchases. The seven new items are being financed in single appropriations to avoid committing free cash in future years. See detail below:

Aerial Scope Tower Truck Lease (\$90,081) - Payment 4 of 5 of 2006 Spartan Gladiator

New Ambulance (\$222,500) – The Town has three ambulances, a 2005 Chevrolet, a 2006 Ford and a 2015 International. This appropriation would purchase a 2020 demo model, replacing the 2005 Chevrolet. The older vehicles have been out of service intermittently. The Ford received a new engine last year. We will be seeing to replace a vehicle every five years moving forward.

Fire Station #2 Roof (\$42,378) – This funding will allow the roof on Station #2 to be replaced. There have been temporary repairs made in the past, but water has infiltrated the membrane of the roof, allow water to enter the building, and create conditions that will allow for black mold become established. This issue must be addressed as soon as possible.

High School Cameras (\$28,000) - This appropriation seeks to augment the nine cameras that are currently in service at the High School with an additional nineteen to increase the staff's ability to monitor the public spaces in the building.

Emergency Generator (\$30,000) – This funding will allow the Town Hall to be on emergency power when needed. The generator previously served at the old Fire Station on 15 Water Street. This appropriation is sought to pour the pad, convert the generator to three phase power, and make connections to the building.

Replacement Detective Unit (\$43,475) – This funding will allow replacement of a 2012 Ford Fusion, which will be repurposed as a vehicle used by Town Hall for inspectional services/assessing. It will be replaced by a Ford utility vehicle to be used by the Chief, with his 2017 Ford being repurposed for the Detective.

Police Car Port (\$50,000) – This funding will fund a carport on the back portion of the station, which will afford safer storage of equipment/vehicles and minimize the risk of injury to employees and residents from falling ice.

Replacement F150 (\$49,000) – This appropriation will allow for the purchase of an F150 to replace the F250 that the Department currently utilizes. The new vehicle would be a crew cab that is pursuit-rated. It would be used to haul radar trailers, carry safety equipment, and transport recruits to the academy. The Police Station parking lot will now be plowed by the Highway Department, which was one of the other purposes of the larger vehicle. The F250 will be transferred to the Highway Department, and used for plowing municipal lots in the winter, and towing larger trailers the rest of the year

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 22 TOWN-OWNED DAMS

To see if the Town will vote to raise and appropriate and/or transfer from available funds to this article a sum of money for the purpose of inspections, reporting, and/or grant application funding for Town-owned dams or take any action thereon.

PROPOSED MOTION

I move that the Town will vote to appropriate \$7,000 from Free Cash for the purpose of inspections, reporting, and/or grant application funding.

FINANCE ADVISORY COMMITTEE RECOMMENDATION

DESCRIPTION

The Town owns two dams that require annual inspections and reporting to DCR.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 23 FUNDING STUDY OF HILLCREST PROPERTY

To see if the Town will vote to raise and appropriate, and/or transfer from available funds a sum of monies to fund a study of the Hill Crest Country Club property for the purposes of planning building repairs or reconfiguration and well as future options for use of the property, or take any action thereon.

PROPOSED MOTION

I move that the Town vote to appropriate \$10,000 from Free Cash to fund a study of the Hillcrest Country Club property for the purposes of planning building repairs or reconfiguration and well as future options for use of the property.

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This Article seeks funding to perform a study on the Hillcrest Country Club building to rate its overall condition, cost of improvement, address accessibility issues, and to make recommendations about the property moving forward, including its viability as a golf course. The current management group is leasing the property year-to-year and there is no certainty as to how long the arrangement will last or the property will remain marketable in its current condition.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote

ARTICLE 24 TRANSFER FUNDS INTO STABILIZATION

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

PROPOSED MOTION

I move that the Town appropriate and transfer \$322,842.50 from Free Cash to the Town Stabilization Fund.

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

The Town has a financial policy that calls for 25% of annual free cash, after 10% is unreserved, to place into the Stabilization Fund until the fund achieves a balance of 5% of total revenues. This transfer, which is 28.05%, gets the Town close to its goal. See calculations below:

Current Stabilization fund balance: \$1,109,145.96
This Article: \$322,842.50
New Stabilization fund balance \$1,431,988.46

FY2021 total revenues: \$32,589,552
New Stabilization fund balance percentage of total revenues: 4.39%

Target stabilization balance: \$1,629,477.60
Remaining funding to target: \$197,489.14

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote.

ARTICLE 25 ESTABLISH REVOLVING FUND ANNUAL SPENDING LIMITS

To see if the Town will vote to set annual spending limits for revolving accounts as detailed in the hands of the voters and as defined by Massachusetts General Laws, Chapter 44, § 53E½ for Fiscal Year 2021, or take any action thereon.

PROPOSED MOTION

I move the Town vote to set annual spending limits for revolving accounts as detailed in the warrant and as defined by Mass General Laws, Chapter 44, § 53E½, for Fiscal Year 2021

<u>Revolving Fund</u>	<u>Spending Limit:</u>
Inspectional Services	\$50,000
Health Clinics	\$5,000
Senior Center Programs	\$10,000
Fuel Usage	\$35,000
Town Hall	\$15,000
Recycling	\$30,000
Police Training	\$5,000
Recreation	\$20,000
One-to-one Technology	\$25,000
DIS Fees	\$5,000
Library Copier	\$5,000
300 TH Anniversary	\$100,000
Agricultural Land Acquisition	\$100,000
Tree Lighting	\$20,000

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

Under MGL Chapter 44, Section 53E½ as amended through the Municipal Modernization Act of 2016, Town Meeting is required to vote on the amount that may be spent from each revolving fund established through the Town's General Bylaws during the upcoming fiscal year prior to July 1st.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote

ARTICLE 26 DISPOSITION OF MEMORIAL DRIVE, MAP 39, BLOCK A6.3

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 at Memorial Drive, Leicester as shown on Assessor's Map 39, Block A6.3, containing about 2.840 acres of land, more or less, with any improvements 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 COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

There was an error made in the article presented and passed at the FY 2019 Fall Town Meeting. The Town's GIS maps shows the Memorial School with its playground and practice fields as a single property, but the Assessors maps have the property labeled as two separate and distinct properties. The article presented a single property description, and therefore, the second parcel must be voted separately by Town Meeting. This parcel's frontage is tied directly to the School property, so it will become landlocked if the school property is sold.

There are three potential buyers for the Memorial School property, and all have stated that they need this property in order to be able to successfully repurpose the Memorial School property.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority vote.

ARTICLE 27 ACCEPTANCE, DISPOSITION OF PROPERTY FROM HILLCREST WATER DISTRICT 13 LEHIGH ROAD, MAP 39, BLOCK A9.

To see if the Town will vote to authorize the Select Board to acquire, by purchase, gift, eminent domain or otherwise, in fee simple, any interest in a portion of property located off Lehigh Road in Leicester, identified as 13 Lehigh Road, further identified by Town Assessors Map 39, Lot A9 the parcel of land located at 13 Lehigh Road, Leicester, Massachusetts, and further, vote to dispose of the fee or any lesser interest in the real property 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 COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

This property is part of a land swap between the Town and the Hillcrest Water District for placement of a new water tower. The District's old water tower was located on the Memorial School property. The District must place the tank on property that it owns not on Town property. Town Meeting had previously approved transferring a portion of the Memorial School property to the District. This article request property be transferred from the District to the Town to complete the swap, and further requests that the property be surplused, so that it may be transferred with the Memorial School property. A further benefit to the property is that acquiring this parcel of land will create a second egress to the property unto Lehigh Road, potentially increasing its value.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority vote

ARTICLE 28 WAITE POND DAM 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 repair and/or replacement of the Waite Pond Dam, as well as any equipment and/or site improvements required, and for the payment of any other costs incidental and related thereto such funds to be supplemented by a dam safety grant received from the Executive Office of Energy and Environmental Affairs 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 article be voted as written.

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

The Town has received a million-dollar grant through the Dam and Seawall program to replace Waite Pond Dam. The terms of the grant state that the Town must match 25% of the project. This bond authorization is for that match. It is anticipated that the debt will be paid for through appropriation within the general fund budget, at a cost to all department, or through Free Cash.

VOTE REQUIRED FOR PASSAGE Requires a 2/3rds majority vote.

ARTICLE 29 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 that the article be voted as written.

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

The Land Trust would like to acquire this waterfront property, which was taken for taxes owed to clean it up and beautify it for use as public access.

VOTE REQUIRED FOR PASSAGE Requires a two-thirds majority vote

ARTICLE 30 ZONING BYLAW CHANGE - ADAPTIVE REUSE OVERLAY DISTRICT IMPROVEMENTS

To see if the Town will vote to make the following amendments to Section 1.3 and 5.10 of the Zoning Bylaws or take any action thereon:

Amend Section 1.3, DEFINITIONS, to include a definition of makerspace, as follows:

MAKERSPACE: a collaborative incubator workspace for making, learning, exploring in a variety of artistic, industrial, or light industrial activities such as machining, plasma cutting, sandblasting, ventilated painting, forging, casting, ceramics, and various other industrial processes. Such workspace may include a variety of low-tech and high-tech tools and equipment including but not limited to 3D printers, laser cutters, cnc machines, soldering irons, blacksmith equipment, and woodworking machinery. Makerspaces may include training and educational activities, including training related to vehicle repair, and may also include live-work spaces.

A. Amend Section 1.3, DEFINITIONS, to amend the definition of Mixed-Use Development, Horizontal Mix, as follows:

MIXED-USE DEVELOPMENT, HORIZONTAL MIX- An integration of commercial and multifamily residential uses in a development comprised of two or more buildings on the same lot, or in a single building where residential use is on the ground floor. **This may include a single residential unit combined with a commercial use.**

B. Amend Section 5.10, Adaptive Reuse Overlay District as follows by adding the following uses to subsection D.(2), Uses Allowed by Special Permit:

- k) Mixed-Use Development, Vertical Mix
- l) Mixed-Use Development, Horizontal Mix
- m) Brewery, Distillery, Winery
- n) Brew Pub
- o) Makerspace

C. Amend Section 5.10, Adaptive Reuse Overlay District, subsection G. (1), as shown below:

(1) As a condition of any special permit for the an Adaptive Reuse Project that proposes **10 or more** multi-family dwelling units, a minimum of ten (10%) of the total number of dwelling units shall be required, in perpetuity, to be restricted to persons qualifying as moderate income in accordance with the Massachusetts Department of Housing and Community Development definitions of low and moderate incomes. **This affordability requirement is recommended but not required for live-work spaces associated with makerspaces.**

5.10. Adaptive Reuse Overlay District (AROD).

[Amended ATM 5/5/2008]

A. The purpose of the Adaptive Reuse Overlay District (AROD) is to:

- (1) Provide specific regulations allowing for the reuse of municipal, religious, and historic mill buildings in a way that promotes public health, safety and welfare and is in keeping with the adjacent character of the neighborhood.
- (2) Provide regulatory flexibility and intensification of use in municipal, religious, and historic mill buildings to prevent disinvestment or deterioration of buildings that have become obsolete for their original purposes.
- (3) Allow for the reuse of municipal, religious, and historic mill buildings to increase the town's overall tax base, create employment opportunities and ensure efficient use of municipal services so as to not create a burden on these services.
- (4) Encourage the adaptive reuse of historic buildings where such reuse would more effectively promote, preserve, and enhance the architectural character of the surrounding neighborhood than would the redevelopment of the site following the demolition of these landmark structures.

B. Eligibility for Conversion

The following shall be eligible for conversion to those uses listed in Section D of this bylaw:

- (1) A municipal building located in any zoning district if it was used for not less than fifteen (15) years for municipal use.
- (2) Any existing structure having not less than 10,000 square feet constructed more than sixty (60) years ago and historically part of a mill complex.
- (3) Any existing structure used for one or more of the following religious uses for not less than fifteen (15) years: churches, convents, schools, rectories, and parish halls.

C. Scope of Authority

The AROD is superimposed over all the underlying zoning districts in the Town. Except as specified in this Section 5.10, the provisions of the underlying zoning districts shall remain in effect. The regulations of this overlay district shall govern reuse, reconstruction or expansion of those buildings eligible for conversion as describe in Subsection B above. The Special Permit Granting Authority for an Adaptive Reuse Development (ARD) under this section shall be the Planning Board. Adaptive Reuse Developments which utilize any of the provisions of this Section 5.10 relative to use, parking, and/or dimensional controls shall require a special permit from the Planning Board. Applicants for Special Permits under this section shall submit plans in compliance with the Leicester Planning Board Rules & Regulations for Special Permit Applications.

D. Uses Permitted

- (1) Uses allowed by ~~the~~ right *[note: deletion of the word "the" doesn't require an amendment, as the original bylaw as passed doesn't include the word "the" – it appears to have been added in error.]*

The following uses be allowed by-right:

- a) Any uses permitted by right in the underlying zoning district in which the structure is located.
- b) Conversion of former municipal buildings to private medical or professional offices.

(2) Uses allowed by Special Permit

The following uses are allowed by special permit and subject to site plan review:

- a) Senior Village Development residential uses, Adult Day Care Facilities, and Senior Village Community Centers as defined under Section 5.7.03
- b) Multi-family
- c) Professional or administrative offices
- d) Community recreational center or personal training centers
- e) Medical Clinic, Dental Office, Veterinarian Office, and Ancillary Offices and Facilities
- f) Community center or conference center with meeting rooms
- g) Studios for art, drama, speech, dance, or music
- h) Retail
- i) Indoor commercial recreation or health club
- j) Research and Development uses including ancillary office use and electronic and computer laboratories, but not including ancillary manufacturing, assembly, sale or resale or storage for sale or resale of any goods, items, or material

k) Mixed-Use Development, Vertical Mix

l) Mixed-Use Development, Horizontal Mix

m) Brewery, Distillery, Winery

n) Brew Pub

o) Makerspace

- (3) Multiple or Mixed Uses: Any combination of uses allowed by right in D(1) and uses allowed by special permit in D(2), may be allowed provided they are compatible with each other and maintain the public health, safety and welfare of the community.
- (4) Uses required by MGL c40A, Section 3, such as public and private non-profit religious and educational institutions are allowed in the AROD by right subject to Site Plan Review.

E. Parking Requirements

- (1) For all new buildings and structures and for reuse or substantial restoration of existing buildings or structures within the Adaptive Reuse Overlay District, the parking requirement of Section 5.1 of the Zoning Bylaw shall apply.
- (2) The Planning Board shall be authorized to modify parking, loading requirements, dimensional requirements for off-street parking and loading areas; layout requirements and the number of required spaces in conjunction with the grant of a special permit pursuant to this Section 5.10. This provision shall only apply to uses in the Adaptive Reuse Overlay District which are located in buildings or structures in existence as of the date of the adoption of this Section of the Leicester Zoning Bylaw. In determining the appropriate reduction, the Planning Board may give consideration to the hours of operation and/or usage of the proposed uses within the development, the opinions of merchants, residents and municipal officials as to the adequacy or inadequacy of parking spaces within the surrounding area, as well as other relevant information. The decrease in number of required spaces shall not create undue congestion, traffic hazards, or a substantial detriment to the neighborhood, and shall not derogate the intent and purpose of this Bylaw.

F. Dimensional and Other Requirements

- (1) The Planning Board, by Special Permit, shall have the authority to waive or modify dimensional controls set forth in Section 4 of the Zoning Bylaw.
- (2) The Site Development Standards for the underlying district are applicable. Where the underlying district does not have Site Development Standards, the standards for the Business (B) District shall apply. The Board, through the ARD special permit, may allow for modifications of Site Development Standards where not feasible due to existing site constraints.
- (3) For multi-family projects, the maximum number of dwelling units shall be established by the Planning Board after reviewing the following criteria:
 - a) Existing structures
 - b) Proposed method and efficacy of stormwater disposal
 - c) Availability of water and sewer
 - d) Trip generation, traffic safety and internal site traffic
 - e) Character of the proposed ARP and its relation to the surrounding neighborhood(s)
 - f) Character of the existing buildings and the potential for reuse thereof
 - g) Applicability of the Water Resource Protection Overlay District
 - h) Reports of the technical consultants of the Planning Board and all other reviewing boards
- (4) Existing Buildings may be expanded provided that such expansion is consistent with the building's historic character and scale and does not cause substantial detriment.
- (5) New Buildings may be constructed on the ARD site provided that the number, type, scale, architectural scale, and uses within such new buildings shall be subject to Planning Board approval. For all new structures or buildings, the dimensional requirements of the underlying zoning district shall apply and, if applicable, to the extent that the dimensional requirements vary dependent upon the use of the building, the pre- dominant use based upon gross floor area utilized shall govern.
- (6) All proposed signs shall comply with Section 3.2.07 of the Bylaw, except that if the building and land on which situated are located in a single family district (SA, R1, R2), the Planning Board may permit a sign of no larger than 10 square feet which identifies only the building and its occupants.

G. Standards for Approval

- (1) As a condition of any special permit for the an Adaptive Reuse Project that proposes **10 or more** multi-family dwelling units, a minimum of ten (10%) of the total number of dwelling units shall be required, in perpetuity, to be restricted to persons qualifying as moderate income in accordance with the Massachusetts Department of Housing and Community Development definitions of low and moderate incomes. **This affordability requirement is recommended but not required for live-work spaces associated with makerspaces.**
- (2) The proposed project preserves or enhances the historic significance of existing buildings on or eligible to be on the State or National Register of Historic Places and, where applicable, the eligibility of the same for listing on the State or National Register of Historic Places as an individual property or a contributing property to an area.
- (3) Any expansion of existing buildings on or eligible to be on the State or National Register of Historic Places is consistent with the U.S. Secretary of the Interior's Standards for Rehabilitation, as determined by the Leicester Historical Commission.

- (4) The project shall have sufficient local infrastructure to accommodate the proposed development
- (5) The proposed ARD does not cause substantial detriment to the neighborhood after considering the following potential consequences
 - a) noise, during the construction and operational phases,
 - b) pedestrian and vehicular traffic,
 - c) environmental harm,
 - d) visual impact caused by the character and scale of the proposed structure(s), and

The SPGA may attach such additional conditions and limitations to a Special Permit granted under this Section as may be necessary to protect the neighborhood surrounding the property, and as may be necessary to encourage the most appropriate use of the land and building to be converted.
Or take any action relating thereon.

PROPOSED MOTION

Move that the article be voted as written.

PLANNING BOARD RECOMMENDATION

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote, unless funding is sought from the General Stabilization Fund. Transfers from the General Stabilization fund requires a 9/10th's vote per Town bylaw

ARTICLE 31 CITIZEN PETITION AMENDMENT TO MEDICAL MARIJUANA TREATMENT CENTERS AND MARIJUANA ESTABLISHMENT BYLAW OF THE TOWN OF LEICESTER

To see if the Town will vote to authorize an amendment to the Town of Leicester Zoning Bylaw and to its existing "Medical Marijuana Treatment Centers and Marijuana Establishments" Bylaws by inserting new definitions and amending existing definitions in Section 1.3, by inserting a new paragraph to the Schedule of Use Section 3.2.03 Business for Outdoor Cultivation of Cannabis/Marijuana in Suburban Agricultural district (SA). In addition, by inserting additional language to Section 5.15.02 and a new section 5.15.04, entitled Marijuana Outdoor Cultivator Requirements."

Inserting the following definitions to Section 1.3 [As Amended through October 22, 2019]

A. Definition

Insert this definition into Section 1.3 of our Bylaw.

MARIJUANA OUTDOOR CULTIVATOR: a marijuana establishment that involves the cultivation of mature Cannabis outdoors without the use of artificial lighting in the canopy area, except to maintain immature or vegetative Mother Plants, including but limited to open air, hot house, or cold frame greenhouse production, which is not (a) for personal use or (b) conducted by a licensed caregiver, in amounts not to exceed the state imposed limits for individuals or caregivers."

Amend the existing definition of Marijuana Establishment, Non-Retail in Section 1.3, as follows:

MARIJUANA ESTABLISHMENT, NON-RETAIL: a marijuana establishment that does not involve on-site retail sales to consumers, including Marijuana Cultivators, Marijuana Product

Manufacturers that only sell to Marijuana Establishments but not consumers, Marijuana Testing Facilities, and Marijuana Transportation or Distribution Facilities. Not to include Marijuana Outdoor Cultivator.

By Inserting the following language to Section 5.15 Medical Marijuana Treatment Centers and Marijuana Establishments [New Bylaw voted May 7, 2013, Rev' 5/1/2018 and 5/7/2019]

**By amending Section 5.15.12, subsections A & B, as shown below:
5.15.02 STANDARDS:**

A. General

All aspects of a Medical Marijuana Treatment Center or Marijuana Establishment except Marijuana Outdoor Cultivators must take place at a fixed location within a fully enclosed building with opaque walls and shall not be visible from the exterior of the building. ~~(Except as allowed for Marijuana Outdoor Cultivators,~~ Greenhouses with transparent or translucent walls are prohibited: glass or other transparent roofs are allowed. Transparent or translucent greenhouses are allowable within the opaque perimeter fence of an outdoor cultivation facility. (See related subsection J., Lighting and Section 5.15.04 Marijuana Outdoor Cultivators). No outside storage of marijuana, related supplies, or educational materials is permitted. Medical Marijuana Treatment Centers and Marijuana Establishments are not permitted as a home occupation. Site Plan Review is required for all Medical Marijuana Treatment Centers, Marijuana Outdoor Cultivators and Marijuana Establishments, including when the facility will reuse an existing structure.

B. Buffer Requirements

No Medical Marijuana Treatment Center or Marijuana Establishment may be located within required buffer areas. Buffers shall be 500 feet for Medical Marijuana Treatment Centers and Marijuana Retailers, Consumer Sales Only and 200 feet for Marijuana Establishments, Non-Retail, from the following: residential zoning districts (SA, R1, and R2), and pre-existing public or private schools (pre-school through grade 12), except that buffer from the SA district shall not apply to Marijuana Outdoor Cultivators. Distance shall be measured in a straight line as the shortest between the Medical Marijuana Treatment Center or Marijuana Establishment building and residential district boundaries, and as a straight line from the nearest point of the property line in question to the nearest point of the property line where the Medical Marijuana Treatment Center or Marijuana Establishment is or will be located for schools.¹

Amend Section 3.2.03, Business, by inserting use number 22, Marijuana Outdoor Cultivator as shown below (and renumbering existing uses 22 – 29 accordingly):

3.2.03 BUSINESS		SA	R1	R2	B	CB	I	BI-A	HB-1 & HB-
18.	Medical Marijuana Treatment Center (Planning Board Site Plan Review Required)	N	N	N	Y	N	Y	Y	Y
19.	Marijuana Retailer, Consumer Sales Only (Special Permits issued by the Planning Board)	N	N	N	SP	N	SP	SP	SP
20.	Marijuana Establishment, Non-Retail (Planning Board Site Plan Review Required)	N	N	N	Y	N	Y	Y	Y

3.2.03 BUSINESS		SA	R1	R2	B	CB	I	BI-A	HB-1 & HB-
21.	Marijuana Social Consumption Facility	N	N	N	N	N	N	N	N
22.	<u>Marijuana Outdoor Cultivator</u>	<u>SP</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>	<u>N</u>

Amend Section 5.6, Greenville Village Neighborhood Business District (NB), Subsection 5.6.04, Prohibited Uses, by adding the following text:

5.6.04.3. All types of Marijuana Establishments regulated by Section 5.15.

To Amend the Leicester Zoning Bylaws as Amended through October 22, 2019 (Section 5.15) by inserting a proposed new section Section 5.15.04 entitled “Outdoor Marijuana Cultivation, Requirements” [See, New Bylaw voted May 7, 2013, Revised 5/1/2018 and 5/7/2019]²

5.15.04 MARIJUANA OUTDOOR CULTIVATOR REQUIREMENTS

A. Purpose

The intent of this Section is to address local siting and land use concerns in relation to the legalization of medical and recreational marijuana in the Commonwealth following ballot initiatives in 2012 and 2016. The granting of a Special Permit by the Town of Leicester does not supersede state or federal laws or pre-empt an applicant from complying with all relevant state and federal laws. In addition, the purpose of this bylaw is to update the Marijuana Establishment Bylaw and to regulate Marijuana Outdoor Cultivators, to incorporate the recent circular issued by the Cannabis Control Commission entitled “Guidance for Farmers” and to protect the integrity of natural resources in the Town of Leicester³

B. Applicability

A Special Permit under this section shall be required from the Planning Board for any Marijuana Outdoor Cultivator as a principal or accessory use, or combination of uses involving a Marijuana Outdoor Cultivator.

C. Performance Standards

1. No Marijuana Outdoor Cultivator shall be located within 500 feet (measured from edge of building or occupied space to edge of building or occupied space) of any public or private school providing education in kindergarten or any of grades 1 through 12, any public playground, or licensed daycare.
2. The minimum lot size for this use shall be fifteen (15) acres. In addition, the Town establishes the following minimal ratios of acreage for outdoor cultivation based on the following footage of Canopy:

<u>Tier:</u>	<u>Footage of Canopy</u>	<u>Acreage required</u>
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² Section 5.15.03 will remain in effect establishing Special Permit Requirements **5.15.03 SPECIAL PERMIT REQUIREMENTS:** The Planning Board shall be the Special Permit Granting Authority for all Marijuana Establishments. Applications shall be submitted in accordance with the Planning Board’s Special Permit Regulations. In addition to the special permit approval criteria for the applicable zoning district and the Planning Board’s Special Permit Regulations, the Planning Board shall find that the proposed use meets the requirements of this section 5.15.

³ See, e.g. Guidance for Farmers, Cannabis Control Commission as revised on January 16, 2020

<u>Tier 1:</u>	<u>up to 5,000 s.f canopy</u>	<u>15 acres</u>
<u>Tier 2:</u>	<u>5,001 to 10,000 s.f.</u>	<u>25 acres</u>
<u>Tier 3:</u>	<u>10,001 to 20,000 s.f.</u>	<u>30 acres</u>
<u>Tier 4:</u>	<u>20,001 to 30,000</u>	<u>35 acres</u>
<u>Tier 5:</u>	<u>30,001 to 40,000</u>	<u>40 acres</u>
<u>Tier 6:</u>	<u>40,001 to 50,000</u>	<u>45 acres</u>
<u>Tier 7:</u>	<u>50,001 to 60,000</u>	<u>50 acres</u>
<u>Tier 8:</u>	<u>60,001 to 70,000</u>	<u>50 acres</u>
<u>Tier 9:</u>	<u>70,001 to 80,000</u>	<u>50 acres</u>
<u>Tier 10:</u>	<u>80,001 to 90,000</u>	<u>50 acres</u>
<u>Tier 11:</u>	<u>90,001 to 100,000</u>	<u>50 acres</u>

3. No fertilizers, compost, soils, materials, machinery, or equipment shall be stored within the required front, side, and rear yard setbacks.
4. The minimum setback from all property lines shall be 200 feet.
5. Marijuana not grown inside a securable structure shall be enclosed within a minimum of eight (8') foot opaque perimeter security fence to prevent unauthorized entry to the cultivation facility with signs notifying observers that it is a Limited Access Area.
6. The establishment shall not allow any person under 21 years of age to volunteer or work for the marijuana establishment;
7. The outdoor cultivation facility shall comply in every respect with the requirements of 935 CMR 500.110 (6) which regulates "Security and Alarm Requirements for Marijuana Establishments Operating Outdoors." The outdoor cultivation facility shall:
 - a). Implement adequate security measures to ensure that outdoor areas are not readily accessible to unauthorized individuals and to prevent and detect diversion, theft or loss of Marijuana which shall, at a minimum, include:
 - b). A perimeter security fence designed to prevent unauthorized entry to the cultivation facility with signs notifying observers that it is a Limited Access Area;
 - c). Commercial-grade, nonresidential locks;
 - d). A security alarm system that shall: be continuously monitored, whether electronically, by a monitoring company or other means determined to be adequate by the Commission; and provide an alert to designated employees of the Marijuana Establishment within five minutes after a notification of an alarm or a system failure, either by telephone, email or text message.
 - e). Video cameras at all points of entry and exit and in any parking lot which shall be appropriate for the normal lighting conditions of the area under surveillance. The cameras shall be directed at all safes, vaults, sales areas, and areas where Marijuana is cultivated, harvested, Processed, prepared, stored, handled, Transferred or dispensed and for the purpose of securing cash. Cameras shall be angled so as to allow for the capture of clear and certain identification of any Person entering or exiting the Marijuana Establishment or area;
 - f). 24-hour recordings from all video cameras that are available immediate viewing by the Commission on request and that are retained for at least 90 calendar days. Recordings shall not be destroyed or altered, and shall be retained as long as necessary if the Marijuana Establishment is aware of a pending criminal, civil or administrative investigation or legal proceeding for which the recording may contain relevant information;

- g). The ability to immediately produce a clear, color still image whether live or recorded;
 - h). A date and time stamp embedded in all recordings, which shall be synchronized and set correctly at all times and shall not significantly obscure the picture;
 - i). The ability to remain operational during a power outage; and
 - j). A video recording that allows for the exporting of still images in an industry standard image format, including .jpg, .bmp and .gif. Exported video shall have the ability to be archived in a proprietary format that ensures authentication of the video and guarantees that no alteration of the recorded image has taken place. Exported video shall also have the ability to be saved in an industry standard file format that may be played on a standard computer operating system. All recordings shall be erased or destroyed prior to disposal.
 - k). All security system equipment and recordings shall be maintained in a secure location so as to prevent theft, loss, destruction and alterations.
 - l). In addition to the requirements listed in 935 CMR 500.110(4)(a) and (b), the Marijuana Establishment shall have a back-up alarm system, with all capabilities of the primary system, provided by a company supplying commercial grade equipment, which shall not be the same company supplying the primary security system, or shall demonstrate to the Commission's satisfaction alternate safeguards to ensure continuous operation of a security system.
 - m). Access to surveillance areas shall be limited to Persons that are essential to surveillance operations, Law Enforcement Authorities acting within their lawful jurisdiction, police and fire departments, security system service personnel and the Commission. A current list of authorized employees and service personnel that have access to the surveillance room must be available to the Commission on request. If the surveillance room is on-site of the Marijuana Establishment, it shall remain locked and shall not be used for any other function.
 - n). All security equipment shall be in good working order and shall be inspected and tested at regular intervals, not to exceed 30 calendar days from the previous inspection and test.
 - o). Security plans and procedures shared with Law Enforcement Authorities pursuant to 935 CMR 500.110(1)(o) shall include: a description of the location and operation of the security system, including the location of the central control on the Premises, a schematic of security zones, the name of the security alarm company and monitoring company, if any, a floor plan or layout of the facility in a manner and scope as required by the municipality; and, a safety plan for the Manufacture and production of Marijuana Products as required pursuant to 935 CMR 500.101(1)(d)3.c.
 - p). Each licensee shall file an emergency response plan with the Leicester Fire and Police Department
 - q). No Outdoor Marijuana Cultivation establishment shall allow cultivation, processing, manufacture, sale or display of marijuana or marijuana products to be visible from a public place without the use of binoculars, aircraft or other optical aids.
8. In reviewing a special permit under this section the Board shall consider the impact of the proposal on the following:
- a. Character of the neighborhood to include visual compatibility with surrounding uses.

- b. Proximity to other licensed marijuana uses to prevent clustering.
- c. Relationship to surrounding uses to avoid unnecessary exposure to minors.
- d. Site design and other development related site impacts.
- e. No odor from marijuana or its processing can be detected by a person with an unimpaired and otherwise normal sense of smell at the exterior of the Marijuana Establishment or at any adjoining use or property, except as allowed under a Special Permit granted to a Marijuana Cultivator, outdoors. Outdoor cultivation of marijuana will implement industry best practice to eliminate any noticeable trace of marijuana odor at the perimeter of property of the cultivator site.

9. Liability Insurance Coverage or Maintenance of Escrow as required in 935 CMR 500(10).

These amendments establish permitting requirements and reasonable regulations for Marijuana Outdoor Cultivators

Uses of Free Cash and other Funds

Certified Free Cash – June 30, 2019	\$1,398,550.00
10% reserve not appropriated	
Subtotal	\$1,398,550.00

October 22, 2019 Fall Special Town Meeting

Article 1 – Prior Years Bills	-\$36.00
Article 2 – Transportation Infrastructure Fund	-\$599.50
Article 3 – Local match – Regional Fire Training Facility	-\$4,338.00
Article 6 – Funding Police detail account	-\$1,527.00
Article 10 – Funding an Economic Development Position	-\$29,167.00
Article 11 – Capital Improvements	-\$111,700.00
Subtotal: Free Cash Appropriated at STM	-\$147,367.50
Remaining Free Cash	\$1,251,182.50

May 5, 2020 Annual Town Meeting

May 5, Annual Town Meeting	Free Cash	Employee Benefits
Available Balances	1,251,182.50	465,000.00
School Budget		24,000.00
Ambulance RRFA		70,197.00
Total Available Funds	1,251,182.50	559,197.00
Article 2 - Veteran's Benefits		28,000.00
Article 2 - Snow and Ice		50,000.00
Article 2 - Accounting Salaries		3,000.00
Article 2 - Accounting Wages		2,115.00
Article 2 - Treasurer/Collector Wages		2,119.00
Article 2 – Highway Wages		24,000.00
Article 2 - Recycling Center		10,000.00
Article 2 - Vocational School Tuition		22,008.00
Article 3 - Parks	25,000.00	
Article 3 - Kaboom Grant	40,000.00	15,000.00
Article 4 - Fire Maintenance		20,911.00
Article 5 - Highway Maintenance		25,000.00
Article 6 - Police Maintenance		34,905.00
Article 7 - Schools		125,000.00
Article 8 – Emergency Preparedness	13,000.00	17,000.00
Article 9 - Veteran's Memorials	6,350.00	
Article 11 - FY 2020 Mosquito Control	5,000.00	
Article 13 – FY 2021 Budget	253,000.00	
Article 17 - OPEB	35,000.00	
Article 18 - Stormwater		40,000.00
Article 19 - Landfill	12,001.00	
Article 20 -Police Cruiser	49,200.00	
Article 21 Capital Improvement Plan (Ariel scope Payment 4 of 5)	90,081.00	
Article 21A Capital Improvement Plan (Replacement Ambulance)	138,380.82	84,119.18
Article 21B Capital Improvement Plan (Station 2 Roof)	42,378.00	
Article 21C Capital Improvement Plan (School Cameras)	28,000.00	
Article 21D Capital Improvement Plan (Generator)	30,000.00	
Article 21E Capital Improvement Plan (Replacement Detective Unit)	43,475.00	
Article 21F Capital Improvement Plan (Car Port)	50,000.00	

Town of Leicester
Annual Town Meeting – May 5, 2020
Version 2

Article 21G Capital Improvement Plan (F150)	49,000.00	
Article 22 Town Owned Dams	7,000.00	
Article 23 Hillcrest Architectural Study	10,000.00	
Article 24 Transfer to Stabilization Fund	388,842.50	
Subtotal	1,251,182.50	503,217.18
Remaining Balance	0.00	56,019.82

SELECT BOARD MEETING MINUTES
MARCH 9, 2020 at 6:30pm
TOWN HALL, SELECT BOARD CONFERENCE ROOM

CALL TO ORDER/OPENING

Chairwoman Wilson called the meeting to order at 6:31pm. 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 – School Building Committee Presentation and Discussion

Jeff Berthiaume provided an update on the school building feasibility study and the next approval steps in the Mass State Building Authority (MSBA) process. Town officials will be in Boston on Thursday to discuss the study and associated budget projections with the State. A Special Town Meeting has been scheduled for May 9th at 10am at the High School. Once further direction is provided by MSBA, additional information will be provided to the Board. Mr. Berthiaume stated that furniture, books, computers, etc. are included in the project costs and the project would be essentially turnkey ready upon completion, if approved.

2. PUBLIC COMMENT PERIOD

Lee Dykas discussed his citizens petition to amend the zoning bylaws pertaining to marijuana to allow for outdoor growing of cannabis. Mr. Dykas stated that this is a time sensitive matter and would like the bylaw addressed at May Town Meeting so he can plant a crop in June.

Joel Hart discussed his request to have an agenda item to change the date and location of the School Special Town Meeting which was not included on this agenda. Ms. Wilson noted she informed Mr. Hart that a full test run is planned up at the high school and that she would have asked for a sound system if the meeting was at Town Hall so people in the back of the gym can hear. Ms. Wilson noted the item will not appear on an agenda again unless the test fails.

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 a variety of topics including daylight savings time, check batteries on fire & co2 alarms, be careful of the children in the morning because it is darker, the Open for Business meeting on 3/12 at 6pm, outdoor growing of marijuana which is now allowed by the State and would require a change to our bylaws, the potential upcoming drought and properly discarding cigarettes, the latest updates on coronavirus and the Swan Tavern fundraiser on 3/28 at 7pm at the Leicester Country Club with raffles and auction of services.

c. Town Administrator Report

The Town Administrator presented highlights from his written report. Mr. Genereux noted that the Highway Superintendent has requested permission to trade in old surplus highway equipment to purchase two mowers and a trailer for school maintenance operations at a net cost to the Town of \$1,937.19.

d. **Eagle Scout Ceremony – Adam Labombard**

The Board signed a certificate of achievement for Adam Labombard who is becoming an Eagle Scout on March 29, 2020.

4. RESIGNATIONS & APPOINTMENTS

None

5. OTHER BUSINESS

a. **Police Department Donation**

A motion was made by Mr. Brooks and seconded by Ms. Provencher to accept a \$500 donation to the Leicester Police Department from Hot Dog Annie's. The motion carried 5:0:0.

b. **Historical Commission Letter**

Ms. Wilson discussed a letter from the Historical Commission which requested assistance in rectifying an issue where an item was moved from the Historical Commission office to the Library. Ms. Wilson noted Mr. Genereux has worked with the highway department to ensure that items are not removed without notification.

c. **Discuss and/or Vote on May Annual Town Meeting Warrant**

Mr. Genereux reviewed the first draft of the Annual Town Meeting Warrant with the Board which will likely be modified going forward to include a general bylaw amendment request from the Fire Department and a citizen's petition from Lee Dykas.

Article 1 – Prior Year Bills

- Two outstanding invoices from prior fiscal years in the amounts of \$312.50 and \$1,161.68

Article 2 - FY20 Budget Amendment

- Transfers come from free cash and the employee benefits line item, as the health insurance line item has a surplus
- Transfers would go to:
 - Veterans Benefits (Chapter 115 State benefits)
 - Snow and Ice deficit
 - Accounting salaries are adjusted due to an Intermunicipal Agreement with the Town of Spencer for shared accounting services where the Town will be paid for the Town Accountant's supervisory services and an increase in hours for the Assistant Town Accountant to accommodate work from Spencer.
 - DIS and Treasurer/Collector have deficits due to the payout of vacation time for former employees
 - Funding for recycling operations
 - Vocational School Tuition has a deficit of \$22,008

Article 3 – Improvements at Town Parks

- Annual \$25,000 allocation for annual parks maintenance as outlined in host community agreement with Cultivate
- \$40,000 match for a \$15,000 KaBOOM! grant for playground equipment at Towtaid Park
- \$15,000 for replacement paving and fencing on the tennis and pickleballs courts at Towtaid to supplement \$50,000 in grants, State budget and fundraising

Article 4 – Fire Equipment Maintenance and Repair

- \$20,000 for work on engine 4 and repairs at stations 2 & 3

Article 5 – Highway Vehicle Maintenance and Equipment Repair

- \$25,000 for repairs to trucks 4 and 10

Article 6 – Police Headquarters Maintenance and Repair

- \$34,905 to repair the building's furnace and nitrogen generator in addition to police training room upgrades

Article 7 – School Maintenance and Repair

- \$100,000 for field work, dumpsters, air handler repairs, boiler and distribution system repairs and roof drain work

Article 8 – Emergency Management Supplies and Personal Protective Equipment

- \$20,000 to defray potential costs relative to pandemic or other emergencies, as needed (e.g. coronavirus)
- Would seek reimbursement from FEMA/MEMA

Article 9 – Local Share of Veterans Heritage Grant

- \$6,350 to match \$6,350 in grant funds to repair two veterans' monuments in Town

Article 10 – Mosquito Control Participation Vote

- Town Meeting approval is required for participation in this program
- Minimum three-year commitment at an approximate cost of \$64,000 per year

Article 11 – Funding for Mosquito Control

- Would be passed over if Article 10 fails
- Would cover May and June of 2020

Article 12 – Elected Official Stipends

- Only change is a 2% COLA for the Town Clerk

Article 13 – FY21 Operating Budget

- \$30,183,521 – an increase of \$525,496 or 1.77% over FY20
- Municipal budget is increasing by 5.69% and the School budget is increasing by 1.66% due to:
 - Highway fields and maintenance - \$150,000 moved from schools to highway to hire 3 employees
 - Shared accounting services – Payment from Spencer is specific to accounting
 - Economic Development and Highway positions funded out of free cash at a cost of \$100,000
 - Goal is 75/25 split to the extent possible; has been for the past two years but not this year

Article 14 – Vocational Tuition

- Standard allocation of \$1,078,000 which may require additional funds at fall town meeting

Article 15 – CMRPC Annual Assessment

- \$3,221 for regional services

Article 16 – FY21 Cable PEG Access Enterprise Account Appropriation

- \$102,925 in funds received from Charter for local cable operations

Article 17 – OPEB

- \$35,000 to fund a portion of the Town's \$23.8M liability for other post employee benefits

Article 18 – Stormwater Management

- \$12,001 for operations, professional services, MS-4 permit reporting requirements

Article 19 – Landfill

- Annual appropriate for DEP required testing and monitoring

Article 20 – Police Cruiser

- \$49,200 for to purchase and equip one police cruiser

Article 21 – FY21 Capital Plan

- \$555,434 for the aerial scope lease payment, new ambulance, station 2 roof, cameras at the high school, emergency generator at Town Hall, replacement detective unit, carport at PD, replacement 150 for PD with the current F250 going to highway for plowing operations

Article 22 – Dams

- \$7,000 to meet DEP reporting and inspection requirements for Waite Pond and Greenville Pond Dams

Article 23 – Hillcrest

- Study on the building needs at Hillcrest and potential future options

Article 24 – Stabilization

- \$353,093.50 from free cash to the Town's rainy-day fund

Article 25 – Revolving Fund Annual Limits

- No change from FY20

Article 26 – Disposition of the Fields at Memorial School

- GIS shows one parcel for the school and the fields; old assessor's maps show two separate parcels
- Fields would be landlocked if the building parcel is sold without the fields parcel

Article 27 – Land swap with Hillcrest Water District

- For the parcel that contains the water tank which is Town owned; District will give the Town the other parcel they own that is of no beneficial use to the District but would give an additional egress from the Memorial School
- Land swap was approved at a former Town Meeting but never approved

Article 28 – Town Match to replace Waite Pond Dam

- Borrowing authorization for \$388,000 - Town's match for the \$1M State Dam and Seawall Grant
- Not a debt exclusion

Article 29 – General Bylaw Amendment – Fire Alarm (more information to follow)

Article 30 – Zoning Bylaw Amendment – Adaptive Reuse Overlay District Improvements (under Planning Board discussion)

Plus, a potential Article 31, citizens petition from Lee Dykas for a zoning bylaw amendment.

d. Discuss and/or Vote on May Special Town Meeting Warrant (School Vote)

A draft legal warrant article for the school vote is included in the packet which is a subject to approval by MSBA.

e. FY21 Budget Discussion

This is a standing warrant article through the budget season. No updates were provided.

6. MINUTES

a. February 24, 2020 (Regular and Executive Session)

A motion was made by Mr. Brooks and seconded by Ms. Provencher to approve the minutes of February 24, 2020. The motion carried 5:0:0.

A motion was made by Mr. Brooks and seconded by Ms. Provencher to approve the executive session minutes of February 24, 2020. The motion carried 5:0:0.

7. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21A

a. Exception 3 – Discuss strategy with respect to collective bargaining (Fire, Police and Highway Unions)

b. Exception 3 & 7 - Discuss strategy with respect to pending litigation pursuant to G.L. c. 30A, §21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007) – Fire & EMS Headquarters

A motion was made by Mr. Brooks and seconded by Ms. Provencher to enter into executive session at 8:35pm under MGL, Chapter 30A, Section 21A, Exception 3, to discuss strategy with respect to collective bargaining (Fire, Police and Highway Unions); and Exceptions 3 & 7, discuss strategy with respect to pending litigation pursuant to G.L. c. 30A, section 21(a)(3) and (7) and Suffolk Construction V. DCAMM, 449 Mass. 44 (2007) (Fire & EMS Headquarters). The Chair declared that to discuss this matter in open session would compromise the position of the Town. Roll call: 5:0:0.

A motion to adjourn was made by Ms. Provencher and seconded by Mr. Shocik at 9:19pm. The motion carried 5:0:0.

SELECT BOARD MEETING MINUTES

MARCH 14, 2020 at 9:00 AM

Becker College, Borger 112, 964 Main Street, Leicester, MA 01524

Moved to: Select Board's Meeting Room, Town Hall, 3 Washburn Square, Leicester, MA 01524

CALL TO ORDER/OPENING

The Borger Building at Becker was locked, so the meeting was moved to the Select Board's meeting room at Town Hall, with a sign posted at the Borger Building's door. Chairwoman Wilson called the meeting to order at 9:12 am. Chair Sandra Wilson, Vice-Chair Harry Brooks, 2nd Vice-Chair Rick Antanavica, Selectwoman Dianna Provencher, Selectman John Shocik, Town Administrator David Genereux and School Superintendent Marilyn Tencza were in attendance.

Superintendent spoke with the Board regarding an incident that had occurred at the March 9th meeting regarding commentary during public comment period regarding a quote for electronic equipment to be set up in the High School for the special town meeting. The Board then discussed the actions of various members when the comments made during the public comment period got heated. Mr. Genereux reminded the Board that the public comment period was three minutes per speaker as listed in the Public Comment Policy, and that there should be no interaction with members of the public during that time, as those discussions are not on the Board agenda.

Ms. Tencza then updated the Board regarding the closing of the schools for 1 week, to be reviewed at a later time. There was discussion about surplus food being donated, and the Board spending time later in the weekend making meals to be distributed to the community. Ms. Tencza then left the meeting. After discussion of Town Hall operations, Mr. Brooks made a motion, seconded by Ms. Provencher to close all Town buildings, effective immediately. Motion carried 5-0-0.

The Board also determined that they wished the Town Administrator's report to be more accessible, either on the Web or emailed with the department reports. There was also a short discussion regarding the Community Preservation Act, and the Board asked to make sure that the plumbing Inspector was aware of the sewer district's regulations to ensure no issues like the one that Eastern Pearl is dealing with does not happen in the future.

Discuss 3 -5 Year Goals

The Board reviewed the Vision Statement, dated July 13, 2015. After much review and discussion, the Board made the following changes:

Add "Highway Barn" and "School Facilities" beneath "Public Facilities"

Remove "Wet/Dry" from "Wet/Dry Utilities"

Add "Stormwater" and "Natural Gas" beneath utilities

No work was done on the Policy Manual.

Mr. Shocik made a motion to adjourn. Seconded by Ms. Provencher, the vote carried 5-0-0. Meeting adjourned at 10:53 am.

JOINT SELECT BOARD AND BOARD OF HEALTH EMERGENCY MEETING MINUTES
MARCH 17, 2020 at 6:00pm
VIRTUAL MEETING

CALL TO ORDER/OPENING

Select Board Chair Sandy Wilson called the Select Board meeting to order at 6:04pm. Chair Sandra Wilson, Vice-Chair Harry Brooks, 2nd Vice-Chair Rick Antanavica and Selectman John Shocik were in attendance. Selectwoman Dianna Provencher was absent.

Board of Health Chair/Emergency Management Director Chris Montiverdi called the Board of Health meeting to order at 6:04pm. Board of Health Chair/Emergency Management Director Chris Montiverdi and Board of Health members Pamela Hale and Richard Spaulding were in attendance.

Other participants who identified themselves were David Genereux, Julie Van Arsdalen, Kelly Conroy, Kristen Forsberg, Allison Lawrence, Debbie Davis, Bryan Milward and Andy Bourke.

1. SCHEDULED ITEMS

a. 6:00pm – Joint Declaration of Town-Wide Emergency (COVID-19)

Mr. Montiverdi stated the number of COVID-19 cases in the State continues to increase, including confirmed cases in Rutland and Worcester. The State Department of Public Health says they have evidence of community-wide spread of the disease. Many communities are beginning to declare local states of emergency which would provide access to federal funds should they become available along with potential modifications of certain Mass General Laws.

Ms. Wilson noted that in the past, the Town did not qualify for funds because they did not declare a local state of emergency.

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to declare a local state of emergency. Roll call: 4:0:0.

Mr. Genereux stated all Town Buildings have been closed since Monday, but offices are staffed and working with residents via email and over the phone. Employees were given the option of leaving and only one has done so to date.

A motion as made by Ms. Hale and seconded by Mr. Spaulding to declare a local public health emergency. The motion carried 3:0:0.

The Boards discussed the GoToMeeting platform for virtual board and committee meetings. Overall, the first test run of the program worked well and there are a few follow up questions to be researched including how to share information and how to obtain access for other boards and committees.

A motion to adjourn the Select Board meeting was made by Mr. Shocik and seconded by Mr. Brooks at 6:19pm. The motion carried 4:0:0.

A motion to adjourn the Board of Health meeting was made by Mr. Spaulding and seconded by Ms. Hale at 6:19pm. The motion carried 3:0:0.