



# PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

**ORGANIZATION:** Select Board

**MEETING:** X

**PUBLIC HEARING:** X

**DATE:** May 18, 2020

**TIME:** 6:30pm

**LOCATION:** Virtual Meeting – See Instructions Below

**REQUESTED BY:** Kristen L. Forsberg

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

**Join from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/470199717>

**Dial in by Phone**

(646) 749-3112; Access Code: 470-199-717

**1. SCHEDULED ITEMS**

- a. [6:30pm – Pole Hearing – Mulberry & Chapel Streets](#)
- b. 6:35pm – Senator Michael Moore and Representative David LeBoeuf – COVID19 and the Economy

**2. PUBLIC COMMENT PERIOD**

**3. REPORTS & ANNOUNCEMENTS**

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

**4. RESIGNATIONS & APPOINTMENTS**

- a. [Appointment – Per Diem/On Call EMT – Ryan Murphy](#)

**5. OTHER BUSINESS**

- a. [Recycling Center Donation - \\$500 – Leicester Food Pantry](#)
- b. 2020 Memorial Day Parade Discussion
- c. Request to Fly Flags Half Staff in Memory of Ron Tarentino – May 22, 2020
- d. Request to Place Banner Thanking First Responders in the Center of Town
- e. Discuss/Change June 2, 2020 Annual Town Meeting Date, Time and Location
- f. [FY21 Budget Discussion and/or Vote](#)
- g. Annual Town Meeting Warrant Discussion and/or Votes
- h. Sign Annual Town Meeting Warrant
- i. [Confirm Selection of Firm for Engineering Second Opinion – Proposed New School Construction Site](#)
- j. [Vote to Authorize Town Administrator to sign COVID funds contract and Submit Reimbursement Forms](#)

**6. MINUTES**

- a. [May 4, 2020](#)
- b. [May 6, 2020](#)

## **Town of Leicester**

### **Board of Selectmen Procedure**

#### **Public Hearings**

1. The Chairperson will read the agenda item and state the time of the public hearing out loud. A public hearing can be held either at the time listed in the published notice (newspaper advertisement) or any time thereafter during the meeting which it is scheduled. The public hearing cannot be held prior to the scheduled time in the published notice.
2. The published public hearing notice shall be read outloud.
3. A Board member shall make a motion to open the public hearing.
4. The motion must be seconded.
5. The applicant shall present their request.
6. Comments from the public (including the applicant or subject of the hearing) will be heard and the Board may ask any questions they deem necessary.
7. Once all comments are heard, a Board member will make a motion to go out of the public hearing.
8. The motion must be seconded.
9. The Board will then have the opportunity to comment and ask additional questions of the applicant/subject of the hearing after the public hearing has closed.
10. A Board member could then offer a motion to approve the request.



## Town of Leicester

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

May 4, 2020

Telegram & Gazette  
20 Franklin St  
Worcester, MA 01608

Attn: Legal Advertising Department

Please place the following legal advertisement in the next available date of publication for one day only. Forward tear sheet and invoice to the address listed below. Thank you.

Kristen L. Forsberg  
**LEICESTER BOARD OF SELECTMEN ACCOUNT**  
3 Washburn Square  
Leicester MA 01524  
[forsbergk@leicesterma.org](mailto:forsbergk@leicesterma.org)

**Notice of Public Hearing**  
**Petition for Joint or Identical Pole Locations**  
**Mulberry and Chapel Streets in Leicester**

The Leicester Select Board will hold a public hearing to consider a National Grid/Verizon Petition for Joint or Identical Pole Locations on Mulberry and Chapel Streets. The hearing will be held virtually using GoToMeeting on May 18, 2020 at 6:30pm. Members of the public can attend electronically by visiting: <https://global.gotomeeting.com/join/470199717> or by calling (646) 749-3112 and entering access code 470-199-717. Comments may be sent to [selectboard@leicesterma.org](mailto:selectboard@leicesterma.org) no later than Monday, May 18, 2020 at noon. Contact the Town Administrator's Office at 508-892-7077 for more information including the proposed plans.



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

May 6, 2020

**Notice of Public Hearing**  
**Ngrid Petition for Joint or Identical Pole Locations**  
**Mulberry & Chapel Streets**  
**May 18, 2020 at 6:30pm**

Dear Abutter:

The Leicester Select Board will consider the enclosed National Grid Petition for Joint or Identical Pole Locations on Mulberry & Chapel Streets at a virtual GoToMeeting public hearing on May 18, 2020 at 6:30pm. You are receiving this notice because you are an abutter to the proposed location(s).

You are welcome to attend and speak to this matter by connecting electronically to the virtual meeting using the link <https://global.gotomeeting.com/join/470199717> or by calling in to (646) 749-3112 and entering access code 470-199-717.

Comments may be emailed to [selectboard@leicesterma.org](mailto:selectboard@leicesterma.org) or mailed our office at the address listed above ***no later than Monday, May 18, 2020 at noon.***

Should you have any questions or concerns, please contact our office at 508-892-7077.

Sincerely,

Kristen L. Forsberg  
Assistant to the Town Administrator



April 20, 2020

Town of Leicester

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit please contact:

Please notify National Grid's Vincent LoGuidice of the hearing date / time.

If this petition meets with your approval, please return an executed copy to each of the above named Companies.

National Grid Contact: Vincent LoGuidice; 1101 Turnpike Street; North Andover, MA 01845. Phone 978-725-1392.

Very truly yours,

A handwritten signature in blue ink that reads "Pat Cody".

Patrick Cody  
Supervisor, Distribution Design

Enclosures

Questions contact – Scott Sowden 774-643-1818

**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**

North Andover, Massachusetts

To the Board of Selectmen  
Of Leicester, Massachusetts

Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Mulberry St - National Grid to relocate 1 JO Pole on Mulberry St beginning at a point approximately 300 feet northeast of the centerline of the intersection of Mulberry St and Chapel St. Relocate Pole 7 (16 feet) northeast on Mulberry St.

Location approximately as shown on plan attached

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Mulberry St - Leicester - Massachusetts.

No. 29525759 March 19, 2020

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a National Grid  
BY Pat Cody  
Engineering Department

VERIZON NEW ENGLAND, INC.  
BY \_\_\_\_\_  
Manager / Right of Way

NG RFD

**ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS**

To the Board of Selectmen - Leicester, Massachusetts

Notice having been given and public hearing held, as provided by law,  
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 19th day of March, 2020.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Mulberry St - Leicester - Massachusetts..

No. 29525759 Dated March 19, 2020. Filed with this order

There may be attached to said poles by Massachusetts Electric Company d/b/a National Grid and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Mulberry St - National Grid to relocate 1 JO Pole on Mulberry St beginning at a point approximately 300 feet northeast of the centerline of the intersection of Mulberry St and Chapel St. Relocate Pole 7 (16 feet) northeast on Mulberry St.

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the  
of the City/Town of \_\_\_\_\_, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Massachusetts

City/Town Clerk.  
20\_\_

Received and entered in the records of location orders of the City/Town of  
Book \_\_\_\_\_ Page \_\_\_\_\_

Attest:

City/Town Clerk

I hereby certify that on \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_ o'clock, M  
at \_\_\_\_\_ a public hearing was held on the petition of  
Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and  
that we mailed at least seven days before said hearing a written notice of the time and place of said  
hearing to each of the owners of real estate (as determined by the last preceding assessment for  
taxation) along the ways or parts of ways upon which the Company is permitted to erect  
poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

.....  
.....  
.....  
.....

Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of  
hearing with notice adopted by the \_\_\_\_\_ of the City of \_\_\_\_\_  
Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and recorded with the  
records of location orders of the said City, Book \_\_\_\_\_, Page \_\_\_\_\_. This certified copy  
is made under the provisions of Chapter 166 of General Laws and any additions thereto or  
amendments thereof.

Attest:  
City/Town Clerk



Leicester

**ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS**

To the Board of Selectmen - Leicester, Massachusetts

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Massachusetts

City/Town Clerk.

20\_\_

Received and entered in the records of location orders of the City/Town of

Book

Page

Attest:

City/Town Clerk

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at a public hearing was held on the petition of  
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for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and  
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hearing to each of the owners of real estate (as determined by the last preceding assessment for  
taxation) along the ways or parts of ways upon which the Company is permitted to erect  
poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

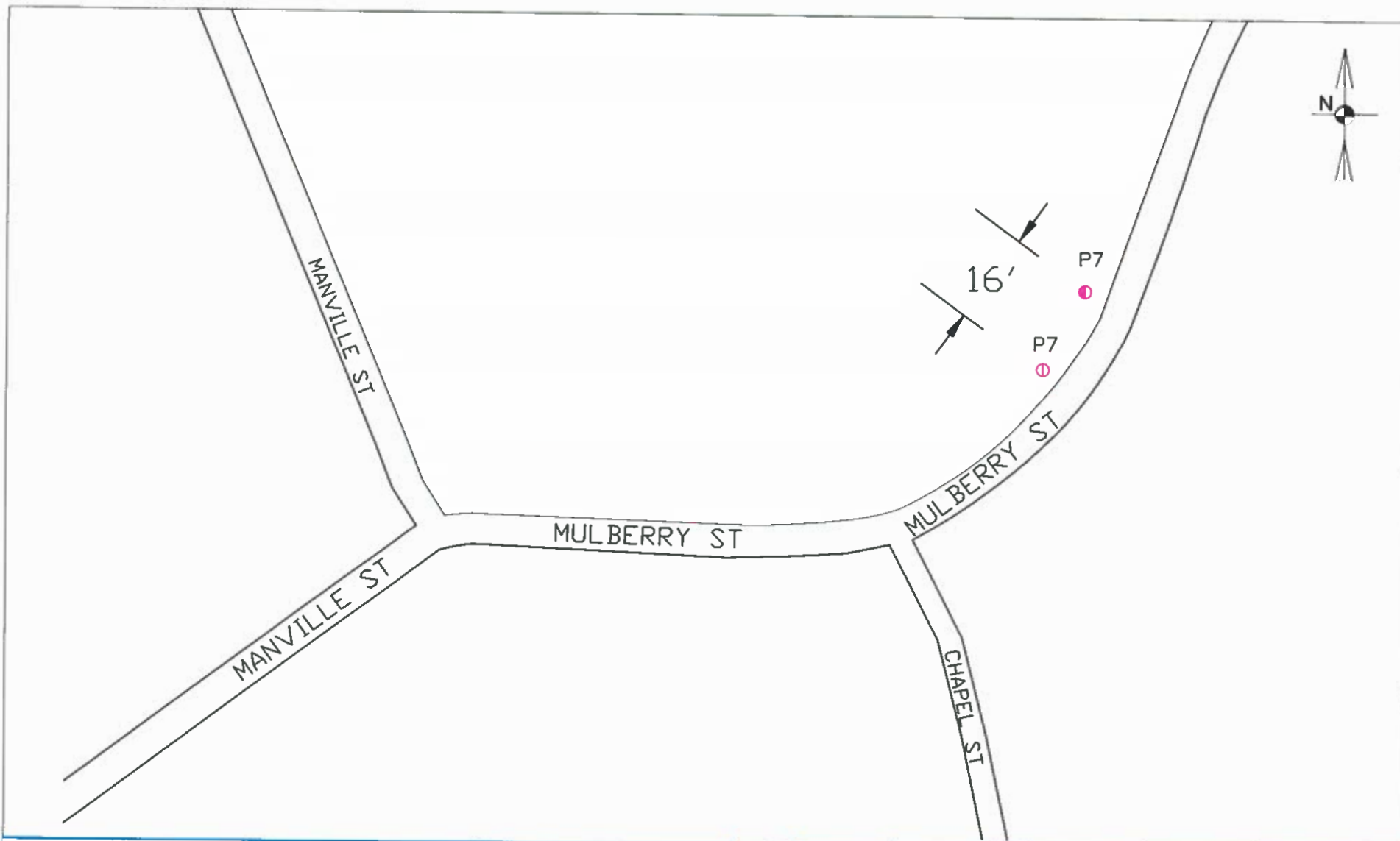
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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of  
hearing with notice adopted by the of the City of  
Massachusetts, on the day of 20 , and recorded with the  
records of location orders of the said City, Book , Page . This certified copy  
is made under the provisions of Chapter 166 of General Laws and any additions thereto or  
amendments thereof.

Attest:  
City/Town Clerk



<b>POLE PETITION</b>		<b>nationalgrid</b>	
● Proposed NGRID Pole Locations	Ⓢ Existing J.O. Pole Locations	Date: 02/25/2020 To Accompany Petition Dated: 08/25/2020	
○ Existing NGRID Pole Locations	⊕ Existing Telephone Co. Pole Locations	Plan Number: 29525759 To The: TOWN Of WORCESTER	
Ⓢ Proposed J.O. Pole Locations	⊗ Existing NGRID Pole Location To Be Made J.O.	For Proposed: JO Pole: 7 Location: MULBERRY ST	
	⊗ Existing Pole Locations To Be Removed	Date Of Original Grant:	
<b>DISTANCES ARE APPROXIMATE</b>			



**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

May 14, 2020

To: Select Board  
From: David Genereux, Town Administrator  
**RE: Town Administrator's report**

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The following is a report on the general activities of the Town Administrator through May 14, 2020

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

- ☐ Sent an email to the Administrator of the meadow's detailing our concern with a lack of COVID-19 testing of staff. I confirmed with the BOH Chair, that they had no enforcement powers in this area. The Chair stated that the Bureau of Healthcare Quality was the enforcing agent. However, representative LeBoeuf spoke with the Bureau, and was told that while the license long-term care facilities, they do not have enforcement powers.

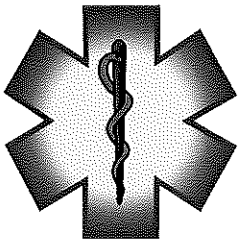
**Meetings:**

- ☐ Attended a Finance Advisory Board meeting. The Board voted on nine town meeting articles. Their next meeting is scheduled for Tuesday, May 14, to complete their voting.
- ☐ Participated in the Special Select Board meeting on May 6, with the Warren Avenue residents. VHB is currently working on the design phase of the project, now that the plan has been disseminated to the residents.
- ☐ Participated in a forum regarding the CARES act COVID-19 reimbursement program that is on the Board agenda this evening.
- ☐ Held a virtual meeting for potential proposers for the water/sewer study to explain the project and answer questions

**Activities:**

- ☐ Ardent will be starting construction where the old handicap ramp was removed next week. We expect that the project will be complete for the June 30 deadline.
- ☐ Significant time was spent assembling a FY 2021 alternate budget in the case of a state aid reduction similar to that which the Town endured from 2009 through 2011. That budget, which is included in the Board packet will created an untenable budget many municipal departments and will be devastating to the Leicester Schools.
- ☐ The bid for the west parking lot is out. Bids are due by June 2, 2020. Again, our goal is to be completed by June 30.
- ☐ Held interviews with three engineering firms to do peer review of the site work to be done as part of the School project.
- ☐ Completed a public records request
- ☐ Visited the high school to set up the design for Town Meeting.

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



# **Town of Leicester • Emergency Medical Services**

3 Paxton Street • Leicester, MA 01524

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

***Date:*** May 12, 2020

***To:*** Select Board

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

***Subject:*** EMT- Appointments

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

Ryan Murphy  
1 Whitewood Lane  
North Branford, CT 06471

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

Thanking you in advance for your consideration in this matter.



*Cat Pushing His Luck*

To help  
defray the  
cost of running  
the Center —  
In appreciation  
for ALL of the  
corrugated you  
take for us.!!

Cheryl  
LFP

774-368-0438

©1999 Erika Oller



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

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

May 12, 2020

TO: Select Board

FROM: David Genereux  
Town Administrator

**Re: Fiscal Year 2021 Budget, based on potential deductions in State Aid**

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I am writing to illustrate a potential adjusted Town-wide budget should the Town receive reductions similar to the amounts lost during the recession of FY 2009-2010. The current FY 2021 budget was already reduced to show a loss in local receipts and level funding of state aid due to forecast drops in revenue brought on by the COVID-19 pandemic. The attached budget scenario illustrates the effect on budgets should state aid drop to the level that we saw ten years ago.

In order to determine the overall reduction, I looked at cherry sheet revenue from FY 2007 through FY 2020. Aid was reduced in only two categories: Chapter 70 and Unrestricted General Government Aid. Chapter 70 rose steadily through FY 2009 and then dropped for FY 2010 and FY 2011, before starting a period of highly reduced growth until FY 2020. Unrestricted General Government Aid also followed the same increase path, but then dropped for a three-year period, from FY 2009 through FY2012 before starting to rise again.

Chapter 70 dropped by \$765,674, or 7.73% during those two years. Unrestricted General Government Aid dropped by \$798,558 or 36.95% during the three year period. I took those percentages and applied them to the FY 2020 aid in those categories. The result is a drop in State aid of \$757,733 in Chapter 70, and \$681,260 in Unrestricted General Government Aid. The total drop in State aid is \$1,438,933. After moving it with other savings within the budget, it would be an overall loss of \$995,633 between the municipal and school budgets. See tables below:

Municipal Operations	FY 2020	FY 2021	Difference	Percentage
Budget	\$6,000,135	\$5,875,128	-\$125,007	-2.08%
Less: Highway Transferred Duties		-\$100,000		
Less: EDC Position from Free Cash		-\$26,141		
Less: Intermunicipal agreement fees		-\$21,008		
Budget reduction w/o dedicated revenue	\$6,000,135	\$5,727,979	-\$272,156	-4.54%

School Department	FY 2020	FY 2021	Difference	Percentage
Budget	\$16,985,780	\$16,115,154	-\$870,626	-5.13%
Add: Highway Transferred Duties		\$100,000		
Budget reduction w/o dedicated revenue	\$16,985,780	\$16,215,154	-\$770,626	-4.54%

The overall loss to the budget can only be described as devastating. As you can see, once the movements between the municipal and school budgets are accounted for, plus municipal increases from by other funding sources (Free Cash and an intermunicipal agreement are factored out), the reduction to both operations are proportionately split.

The School budget loss of \$870,626, or 5.13% will likely be entirely salaries and may drop the Department below its minimum spending requirements.

I have done a full analysis of the municipal departments and show the following:

- All staff level funded, including all union, non-union, and contract staff. The only increase is via stipend for a department heard working through an intermunicipal agreement. No union contracts are funded or signed at this time.
- Most expense budgets are level funded or reduced
- Town Administrator – P/T salary halved
- Finance Advisory – Reserve Fund intact, expense budget eliminated
- IT – Computer replacement budget reduced
- DIS – Expense budget reduced by 7.71%
- Police – Loss of 2 F/T positions
- Emergency Management – Stipend eliminated
- ACO – Expense budget reduced
- Highway – Loss of all overtime, summer help and needed promotions
- COA – Loss of both bus drivers, eliminating senior transportation
- Veteran's Services – Still increases by \$29,500, to reduce impact on Reserve Fund
- Library – Funded below MAR requirements, which will require a waiver to maintain certification
- Parks – Budget eliminated, except for utility expenses
- Historical – Budget eliminated
- Memorial Day – Budget eliminated

Some of these reductions will likely result in budget deficiencies at the end of the fiscal year. There may be funds that can be redistributed, after the savings on health insurance for eliminated positions are factored in with increased employment costs. The savings will likely be used to plug budget deficits at the end of the fiscal year.

At this point, this is not a recommended budget. We do not currently know what our state aid will be, and the state certainly doesn't know how much federal aid will be received. However, we must keep in mind that this budget scenario remains a distinct possibility, given the state of the Commonwealth's current economy.



## Appropriation Summary

### General Government

		FY 2018 Budget		FY 2019 Budget		FY 2020 Appropriation		FY 2021 Request		FY 2021 TA Budget		Dollar Change		Percent Change
<b>111 - Legal</b>														
Expenses	\$	59,000	\$	209,000	\$	209,000	\$	209,000	\$	209,000	\$	-		0.00%
Total	\$	59,000	\$	209,000	\$	209,000	\$	209,000	\$	209,000	\$	-		0.00%
<b>114 - Moderator</b>														
Personnel	\$	81	\$	81	\$	81	\$	81	\$	81	\$	-		0.00%
Expenses	\$	70	\$	70	\$	70	\$	70	\$	70	\$	-		0.00%
Total	\$	151	\$	151	\$	151	\$	151	\$	151	\$	-		0.00%
<b>122 - Select Board</b>														
Personnel	\$	206,978	\$	195,381	\$	234,729	\$	218,112	\$	198,478	\$	(36,251)		-15.44%
Expenses	\$	42,250	\$	44,399	\$	40,799	\$	40,799	\$	40,799	\$	-		0.00%
Total	\$	249,228	\$	239,780	\$	275,528	\$	258,911	\$	239,277	\$	(36,251)		-13.16%
<b>130 - Reserve Fund</b>														
Expenses	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	-		0.00%
Total	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	50,000	\$	-		0.00%
<b>131 - Advisory Board</b>														
Expenses	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	-	\$	(1,325)		-100.00%
Total	\$	1,325	\$	1,325	\$	1,325	\$	1,325	\$	-	\$	(1,325)		-100.00%
<b>135 - Town Accountant</b>														
Personnel	\$	87,380	\$	90,578	\$	94,036	\$	115,044	\$	106,470	\$	12,434		13.22%
Expenses	\$	27,575	\$	27,575	\$	28,575	\$	28,575	\$	28,575	\$	-		0.00%
Total	\$	114,955	\$	118,153	\$	122,611	\$	143,619	\$	135,045	\$	12,434		10.14%
<b>141 - Assessors</b>														
Assessors Personnel	\$	105,896	\$	109,724	\$	114,505	\$	116,671	\$	114,251	\$	(254)		-0.22%
Assessors Expenses	\$	7,240	\$	7,240	\$	7,240	\$	7,240	\$	7,240	\$	-		0.00%
Total	\$	113,136	\$	116,964	\$	121,745	\$	123,911	\$	121,491	\$	(254)		-0.21%
<b>145 - Treasurer/Collector</b>														
Personnel	\$	136,719	\$	142,072	\$	139,820	\$	146,288	\$	143,310	\$	3,490		2.50%
Expenses	\$	23,795	\$	23,795	\$	23,795	\$	20,123	\$	20,123	\$	(3,672)		-15.43%
Total	\$	160,514	\$	165,867	\$	163,615	\$	166,411	\$	163,433	\$	(182)		-0.11%
<b>147 - Tax Title</b>														
Expenses	\$	16,000	\$	16,000	\$	16,000	\$	16,000	\$	-	\$	(16,000)		-100.00%
Total	\$	16,000	\$	16,000	\$	16,000	\$	16,000	\$	-	\$	(16,000)		-100.00%
<b>152 - Personnel Board</b>														
Expenses	\$	250	\$	250	\$	250	\$	250	\$	250	\$	-		0.00%
Total	\$	250	\$	250	\$	250	\$	250	\$	250	\$	-		0.00%
<b>155 - IT</b>														
Expenses	\$	141,620	\$	138,560	\$	155,560	\$	155,560	\$	147,000	\$	(8,560)		-5.50%
Total	\$	141,620	\$	138,560	\$	155,560	\$	155,560	\$	147,000	\$	(8,560)		-5.50%
<b>161 - Town Clerk</b>														

		FY 2018 Budget		FY 2019 Budget		FY 2020 Appropriation		FY 2021 Request		FY 2021 TA Budget		Dollar Change		Percent Change
Personnel	\$	96,305	\$	101,024	\$	106,846	\$	108,862	\$	106,579	\$	(267)		-0.25%
Expenses	\$	3,650	\$	3,645	\$	3,645	\$	3,766	\$	3,645	\$	-		0.00%
Total	\$	99,955	\$	104,669	\$	110,491	\$	112,628	\$	110,224	\$	(267)		-0.24%
<b>162 - Elections/Registrars</b>														
Personnel	\$	10,000	\$	22,000	\$	22,000	\$	26,000	\$	26,000	\$	4,000		18.18%
Expense	\$	11,500	\$	13,600	\$	13,100	\$	14,500	\$	14,500	\$	1,400		10.69%
Total	\$	21,500	\$	35,600	\$	35,100	\$	40,500	\$	40,500	\$	5,400		10.69%
<b>180 - Development and Inspectional Services</b>														
Personnel	\$	148,790	\$	155,937	\$	167,326	\$	218,728	\$	205,589	\$	38,263		22.87%
Expenses	\$	78,850	\$	78,850	\$	74,604	\$	81,850	\$	68,850	\$	(5,754)		-7.71%
Total	\$	227,640	\$	234,787	\$	241,930	\$	300,578	\$	274,439	\$	32,509		13.44%
<b>192 - Town Owned Buildings Maintenance</b>														
Expense	\$	15,250	\$	8,000	\$	68,281	\$	68,281	\$	68,281	\$	-		0.00%
Total	\$	15,250	\$	8,000	\$	68,281	\$	68,281	\$	68,281	\$	-		0.00%
<b>197 - Town Hall Building Maintenance</b>														
Expenses	\$	55,155	\$	63,909	\$	63,909	\$	63,909	\$	63,909	\$	-		0.00%
Total	\$	55,155	\$	63,909	\$	63,909	\$	63,909	\$	63,909	\$	-		0.00%
<b>198 - Town Hall Telephones</b>														
Expense	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	-		0.00%
Total	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	6,400	\$	-		0.00%
<b>199 - Other General Government</b>														
Salaries	\$	39,232	\$	-	\$	-	\$	-	\$	-	\$	-		0.00%
Expenses	\$	39,938	\$	49,355	\$	54,155	\$	56,451	\$	56,451	\$	2,296		4.24%
Total	\$	79,170	\$	49,355	\$	54,155	\$	56,451	\$	56,451	\$	2,296		4.24%
<b>General Government Total</b>	<b>\$</b>	<b>1,411,249</b>	<b>\$</b>	<b>1,558,770</b>	<b>\$</b>	<b>1,696,050</b>	<b>\$</b>	<b>1,773,885</b>	<b>\$</b>	<b>1,685,851</b>	<b>\$</b>	<b>(10,199)</b>		<b>-0.60%</b>
<b>Public Safety</b>														
<b>210 - Police</b>														
Personnel	\$	1,593,362	\$	1,701,652	\$	1,772,591	\$	1,759,055	\$	1,585,322	\$	(187,269)		-10.56%
Expenses	\$	288,065	\$	262,205	\$	262,205	\$	275,741	\$	274,341	\$	12,136		4.63%
Total	\$	1,881,427	\$	1,963,857	\$	2,034,796	\$	2,034,796	\$	1,859,663	\$	(175,133)		-8.61%
<b>220 - Fire</b>														
Personnel	\$	170,293	\$	170,287	\$	170,287	\$	170,287	\$	170,287	\$	-		0.00%
Expenses	\$	135,020	\$	135,020	\$	135,020	\$	138,620	\$	135,020	\$	-		0.00%
Total	\$	305,313	\$	305,307	\$	305,307	\$	308,907	\$	305,307	\$	-		0.00%
<b>231 - Ambulance</b>														
Personnel	\$	348,000	\$	351,568	\$	352,738	\$	358,489	\$	352,738	\$	-		0.00%
Expenses	\$	76,850	\$	88,850	\$	87,634	\$	87,634	\$	87,134	\$	(500)		-0.57%
Total	\$	424,850	\$	440,418	\$	440,372	\$	446,123	\$	439,872	\$	(500)		-0.11%
<b>232 - Emergency Management</b>														
Emergency Management Personnel	\$	3,813	\$	3,813	\$	3,813	\$	-	\$	-	\$	(3,813)		-100.00%
Emergency Management Expenses	\$	1,000	\$	1,000	\$	1,000	\$	1,000	\$	500	\$	(500)		-50.00%
Total	\$	4,813	\$	4,813	\$	4,813	\$	1,000	\$	500	\$	(4,313)		-89.61%

		FY 2018 Budget		FY 2019 Budget		FY 2020 Appropriation		FY 2021 Request		FY 2021 TA Budget		Dollar Change		Percent Change
<b>241 - Code</b>														
Salaries	\$	57,589	\$	60,241	\$	55,052	\$	53,045	\$	51,963	\$	(3,089)		-5.61%
Expense	\$	9,678	\$	8,638	\$	8,638	\$	8,638	\$	9,038	\$	400		4.63%
Total	\$	67,267	\$	68,879	\$	63,690	\$	61,683	\$	61,001	\$	(2,689)		-4.22%
<b>292 - Animal Control</b>														
Personnel	\$	24,179	\$	24,602	\$	25,094	\$	25,476	\$	25,035	\$	(59)		-0.24%
Expenses	\$	8,950	\$	8,950	\$	8,458	\$	8,458	\$	7,058	\$	(1,400)		-16.55%
Total	\$	33,129	\$	33,552	\$	33,552	\$	33,934	\$	32,093	\$	(1,459)		-4.35%
<b>296 - Insect Pest Control</b>														
Insect Pest Control Personnel	\$	1,920	\$	-	\$	-	\$	-	\$	-	\$	-		
Insect Pest Control Expenses	\$	7,850	\$	7,850	\$	7,850	\$	7,850	\$	7,850	\$	-		0.00%
Total	\$	9,770	\$	7,850	\$	7,850	\$	7,850	\$	7,850	\$	-		0.00%
<b>Public Safety Total</b>	<b>\$</b>	<b>2,726,569</b>	<b>\$</b>	<b>2,824,676</b>	<b>\$</b>	<b>2,890,379</b>	<b>\$</b>	<b>2,894,293</b>	<b>\$</b>	<b>2,706,286</b>	<b>\$</b>	<b>(184,094)</b>		<b>-6.37%</b>
<b>Education</b>														
300 - Leicester Public Schools	\$	16,264,094	\$	16,667,839	\$	16,985,780	\$	18,386,386	\$	16,115,154	\$	(870,626)		-5.13%
<b>Education Total</b>	<b>\$</b>	<b>16,264,094</b>	<b>\$</b>	<b>16,667,839</b>	<b>\$</b>	<b>16,985,780</b>	<b>\$</b>	<b>18,386,386</b>	<b>\$</b>	<b>16,115,154</b>	<b>\$</b>	<b>(870,626)</b>		<b>-5.13%</b>
<b>Public Works and Facilities</b>														
<b>420 - Highway Dept</b>														
Highway Dept Personnel	\$	439,103	\$	495,732	\$	570,407	\$	622,932	\$	657,766	\$	87,359		15.32%
Highway Dept Expenses	\$	257,957	\$	247,550	\$	231,273	\$	233,973	\$	228,667	\$	(2,606)		-1.13%
Total	\$	697,060	\$	743,282	\$	801,680	\$	856,905	\$	886,433	\$	84,753		10.57%
<b>423 - Snow and Ice</b>														
Snow and Ice Personnel	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	25,000	\$	-		0.00%
Snow and Ice Expenses	\$	96,000	\$	96,000	\$	96,000	\$	96,000	\$	96,000	\$	-		0.00%
Total	\$	121,000	\$	121,000	\$	121,000	\$	121,000	\$	121,000	\$	-		0.00%
<b>424 - Street Lights</b>														
Street Lights Expenses	\$	70,000	\$	75,000	\$	60,335	\$	60,335	\$	58,000	\$	(2,335)		-3.87%
<b>Public Works and Facilities Total</b>	<b>\$</b>	<b>888,060</b>	<b>\$</b>	<b>939,282</b>	<b>\$</b>	<b>983,015</b>	<b>\$</b>	<b>1,038,240</b>	<b>\$</b>	<b>1,065,433</b>	<b>\$</b>	<b>82,418</b>		<b>8.38%</b>
<b>Human Services</b>														
<b>541 - Council on Aging</b>														
Council on Aging Personnel	\$	53,273	\$	62,977	\$	77,135	\$	70,468	\$	42,534	\$	(34,601)		-44.86%
Council on Aging Expenses	\$	31,145	\$	31,145	\$	31,145	\$	31,258	\$	31,078	\$	(67)		-0.22%
Total	\$	84,418	\$	94,122	\$	108,280	\$	101,726	\$	73,612	\$	(34,668)		-32.02%
<b>543 - Veterans' Service Officer</b>														
Personnel	\$	6,500	\$	6,630	\$	6,632	\$	6,763	\$	6,763	\$	131		1.98%
Expenses	\$	91,425	\$	86,350	\$	86,350	\$	96,350	\$	115,850	\$	29,500		34.16%
Total	\$	97,925	\$	92,980	\$	92,982	\$	103,113	\$	122,613	\$	29,631		31.87%
<b>545 - Veterans' Graves Registration</b>														
Personnel	\$	400	\$	400	\$	400	\$	400	\$	400	\$	-		0.00%
Expenses	\$	2,000	\$	2,000	\$	2,000	\$	2,000	\$	2,000	\$	-		0.00%
Total	\$	2,400	\$	2,400	\$	2,400	\$	2,400	\$	2,400	\$	-		0.00%

	FY 2018 Budget	FY 2019 Budget	FY 2020 Appropriation	FY 2021 Request	FY 2021 TA Budget	Dollar Change	Percent Change
<b>Human Services Total</b>	<b>\$ 184,743</b>	<b>\$ 189,502</b>	<b>\$ 203,662</b>	<b>\$ 207,239</b>	<b>\$ 198,625</b>	<b>\$ (5,037)</b>	<b>-2.47%</b>
<b>Culture and Recreation</b>							
<b>610 - Library</b>							
Library Personnel	\$ 143,000	\$ 155,700	\$ 184,204	\$ 191,955	\$ 184,204	\$ -	0.00%
Library Expenses	\$ 46,000	\$ 48,606	\$ 32,425	\$ 32,325	\$ 33,480	\$ 1,055	3.25%
Total	\$ 189,000	\$ 204,306	\$ 216,629	\$ 224,280	\$ 217,684	\$ 1,055	0.49%
<b>630 - Parks &amp; Recreation</b>							
Expenses	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 1,250	\$ (5,200)	-80.62%
Total	\$ 6,450	\$ 6,450	\$ 6,450	\$ 6,450	\$ 1,250	\$ (5,200)	-80.62%
<b>691 - Historical Commission</b>							
Expenses	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	\$ (950)	-100.00%
Total	\$ 950	\$ 950	\$ 950	\$ 950	\$ -	\$ (950)	-100.00%
<b>692 - Memorial Day Committee</b>					\$ -		
Expenses	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ (3,000)	-100.00%
Total	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ (3,000)	-100.00%
<b>Culture and Recreation Total</b>	<b>\$ 199,400</b>	<b>\$ 214,706</b>	<b>\$ 227,029</b>	<b>\$ 234,680</b>	<b>\$ 218,934</b>	<b>\$ (8,095)</b>	<b>-3.57%</b>
<b>Intergovernmental</b>							
<b>Debt Service</b>							
710 - Maturing Debt Principal	\$ 919,485	\$ 894,532	\$ 1,139,797	\$ 1,155,327	\$ 1,155,327	\$ 15,530	1.36%
751 - Maturing Debt Interest	\$ 306,027	\$ 325,635	\$ 406,144	\$ 369,949	\$ 369,949	\$ (36,195)	-8.91%
752 - Temporary Loan Interest	\$ 18,933	\$ 94,647	\$ 33,255	\$ 20,665	\$ 20,665	\$ (12,590)	-37.86%
753 - Bond Issue	\$ -	\$ -	\$ -	\$ 1,100	\$ 1,100	\$ -	0.00%
Total	\$ 1,244,445	\$ 1,314,814	\$ 1,579,196	\$ 1,547,041	\$ 1,547,041	\$ (32,155)	-2.04%
<b>Benefits and Insurance</b>							
911 - Retirement	\$ 1,055,412	\$ 1,161,643	\$ 1,314,800	\$ 1,525,168	\$ 1,456,243	\$ 141,443	10.76%
912 -Workers' Compensation	\$ 197,000	\$ 216,700	\$ 187,498	\$ 206,248	\$ 206,248	\$ 18,750	10.00%
913 - Unemployment	\$ 66,510	\$ 66,650	\$ 141,650	\$ 141,650	\$ 141,650	\$ -	0.00%
914 - Employee Benefits	\$ 3,052,161	\$ 3,266,089	\$ 3,288,284	\$ 3,040,374	\$ 3,045,765	\$ (242,519)	-7.38%
945 - Bonding and Insurance	\$ 146,200	\$ 100,586	\$ 160,682	\$ 176,750	\$ 176,750	\$ 16,068	10.00%
<b>Benefits and Insurance Total</b>	<b>\$ 4,517,283</b>	<b>\$ 4,811,668</b>	<b>\$ 5,092,914</b>	<b>\$ 5,090,190</b>	<b>\$ 5,026,656</b>	<b>\$ (66,258)</b>	<b>-1.30%</b>
<b>Intergovernmental Total</b>	<b>\$ 5,761,728</b>	<b>\$ 6,126,482</b>	<b>\$ 6,672,111</b>	<b>\$ 6,637,231</b>	<b>\$ 6,573,697</b>	<b>\$ (98,413)</b>	<b>-1.48%</b>
<b>General Fund Grand Total</b>	<b>\$ 27,435,843</b>	<b>\$ 28,521,258</b>	<b>\$ 29,658,025</b>	<b>\$ 31,171,952</b>	<b>\$ 28,563,979</b>	<b>\$ (1,094,046)</b>	<b>-3.69%</b>
	\$ -	\$ -	\$ (0)	\$ 1,070,809	\$ (1,094,046)		
<b>Additional Appropriations</b>							
Gross revenue	29,844,137.00	31,032,468.00	32,009,383.00	32,329,578.00	30,906,010.00	\$ (1,103,373)	-3.45%
Less: Vocational School	(1,078,000)	(1,078,000)	(1,078,000)	(1,078,000)	(1,078,000)	\$ -	0.00%
Less: Town Meeting Articles	(2,991)	(39,365)	(78,142)	(3,300)	(3,300)	\$ 74,842	-95.78%
Less: Tax Recap Items	(1,323,189)	(1,389,066)	(1,189,748)	(1,094,134)	(1,260,731)	\$ (70,983)	5.97%
Less: Excess Capacity	(4,113)	(4,779)	(5,468)	-	-	\$ 5,468	-100.00%
<b>Total</b>	<b>\$ 27,435,844</b>	<b>\$ 28,521,258</b>	<b>\$ 29,658,025</b>	<b>\$ 30,154,144</b>	<b>\$ 28,563,979</b>	<b>\$ (1,094,046)</b>	<b>-3.83%</b>
<b>Difference</b>	<b>\$ 1</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ (1,017,808)</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	



Town of Leicester, Massachusetts

# Annual Town Meeting Warrant

Annual Town Meeting – June 2, 2020– 7:00PM

“In the Hands of the Voters”

Version 7 – Published May 13, 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 Second day of June, 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 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**

**Favorable Action (6-0-0)**

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**DESCRIPTION**

Prior year bills are bills from previous fiscal years that are brought forward for town meeting approval as required by Massachusetts General Laws. These two prior year's bills were recently discovered.

**VOTE REQUIRED FOR PASSAGE** Requires a 4/5<sup>th</sup>'s vote pursuant to M.G.L. c. 44, § 64.

**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 \$184,094 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	\$160,094	FY 2020 Reserve Fund	\$33,000
FY 2020 Leicester Public Schools	\$24,000	FY 2020 Snow and Ice	\$50,852
		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 Street Lights	\$10,000
		FY 2020 Town Hall Expenses	\$17,000
		FY 2020 Vocational School Tuition	\$22,008
		Recycling Center Article ATM 05/18 Art 4	\$20,000
<b>Total</b>	<b>\$184,094</b>	<b>Total</b>	<b>\$184,094</b>

FINANCE ADVISORY BOARD RECOMMENDATION

**Favorable Action (6-0-0)**

SELECTBOARD RECOMMENDATION

**Favorable Action (4-0-1)**

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 Reserve Fund:** Funding sought due to an increase in veterans claims. Veteran's claims are reimbursed at the rate of 75% by the Commonwealth, but that funding is a general fund revenue. A \$28,000 reserve fund transfer was sought and approved by the Select Board on 04/27/2020 and Finance Advisory on 04/29/20. This transfer will bring the Reserve Fund balance back to \$50,000.

The remainder of this transfer (\$5,000) is to repay unanticipated expenses for Town Hall repairs to the heating and HVAC systems.

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

**FY 2020 Accountant Salaries/Wages:** The Town has entered into an intermunicipal agreement with the Town of 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 Street Lights:** Additional funding required to adequately fund the streetlight budget through the remainder of the fiscal year.

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

**FY 2020 Town Hall Expenses:** The Town Hall budget had been running short due to unanticipated supply and maintenance services including:

- An additional oil delivery – \$6,204.57
- Additional electrical work (Town Hall panels) - \$4,208.96
- Town Hall HVAC work - \$5,608.77
- Allowance for additional work between now and June 30: \$977.70

**Total - \$17,000.00**

**FY 2020 Vocational Tuition:** FY2020 article is 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, and to assist with site maintenance.

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

### **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 \$40,000 from Free Cash to create a fund for improvements at Towtaid Park, the application of said funding to be prioritized by the Leicester Highway Department.*

#### FINANCE ADVISORY BOARD RECOMMENDATION

**Unfavorable Action (6-0-0)**

#### SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

#### DESCRIPTION

These funds will be used to purchase \$40,000 for playground equipment at Towtaid park that is being supplemented by a \$15,000 Kaboom grant. Total equipment cost is \$55,000.

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

### **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 an FY20 warrant article for highway vehicle and equipment repair to be expended by the Leicester Highway Department funded via transfer from Free Cash in the amount of \$36,113 and transfer from the FY 2020 the Employee Benefits general fund budget appropriation in the amount of \$13,887.*

#### FINANCE ADVISORY BOARD RECOMMENDATION

**Favorable Action (6-0-0)**

#### SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

#### DESCRIPTION

This article seeks funding for \$25,000 for vehicle maintenance of highway Trucks 4 and 10 in order to delay the purchase of new vehicles. This transfer should keep those vehicles on the road for an additional two years.

An additional \$25,000 is being sought to correct a design flaw with Truck 15, a 2016 Ford 550 dump body. The design of the plow attachment has resulted in the truck being damaged while plowing for the past two years. A redesign of the plow controls will eliminate this issue.

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

**NOTE: Articles 5, 6, and 7 are requested because municipal and school budgets have received insufficient funding to repair and maintain buildings and equipment for many years. During FY20, the Fire, Police, and School departments saw a significant increase in major repairs that were paid out of department operating budgets. Fortunately, the employee benefits line has a forecast surplus that will allow expenses to be reclassified and department budgets to 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 an FY20 warrant article for fire apparatus and equipment repair to be expended by the Leicester Fire Department funded via transfer from the FY 2020 Employee Benefits general fund budget appropriation in the amount of \$20,911.*

##### FINANCE ADVISORY BOARD RECOMMENDATION

**Favorable Action (4-0-1)**

##### SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

##### 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 sustain the department operating budget through the close of the fiscal year.

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

#### **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 an FY20 warrant article for police vehicle and equipment repair to be expended by the Leicester Police Department funded via transfer from the FY 2020 Employee Benefits general fund budget appropriation in the amount of \$34,905.*

**FINANCE ADVISORY BOARD RECOMMENDATION**

**Favorable Action (3-0-2)**

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**DESCRIPTION**

This Article seeks funding for major unanticipated repairs to the building's furnace and nitrogen generator, as well as 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 repair cost: \$24,914.47

**Upgrade to LPD Training/Community room**

- Update the IT technology and equipment necessary 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 and community events (i.e. PowerPoint, video streaming, remote login, etc.) - \$9,990

Total cost: \$34,904.47

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

**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 an FY20 warrant article for school facilities and grounds maintenance and repair to be expended by the Leicester Public School funded via transfer from the FY 2020 Employee Benefits general fund budget appropriation in the amount of \$125,000.***

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

This Article seeks funding for major underfunded school maintenance items as detailed below:

Fields

- Athletic field maintenance - \$45,000

In FY19, the School Department utilized additional end of year funds to spread 144 yards of loam, aerate and do additional maintenance to the High School Multi-Purpose field. The costs of that work were as follows: \$4,320 for loam/delivery and \$34,925 for labor on said work.

It is the intent of the School Department to continue to maintain that particular field at the same level given the need for additional resources to bring it back up to standards for the students and community. When the work was completed last year, we heard nothing but great feedback from the aforementioned parties on how the field had never looked so good. We pride ourselves on that effort and if not continued, would certainly cause the field condition to go back to the original state. While we understand the costs should be budgeted for each year, we simply cannot find additional funds within the confines of our facilities/maintenance budget for such a large additional expenditure. Within that budget already exists the standard seeding, fertilizing, lime, lining of fields and grub/weed control.

- 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

High School

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

Note: The High School roof was replaced in 2016, with a two-year warranty on labor. The roof was damaged by improper snow removal. There is now water intrusion into the building, so repairs must be made.

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
- Dumpsters for Memorial School cleanout - \$1,500

Total: \$125,000

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

**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 an FY 2020 warrant article for 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, said purchase of supplies and services to be associated with a national, state and/or local emergency, expended by the Town Administrator, and 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

Favorable Action (3-2-0)

SELECTBOARD RECOMMENDATION

Favorable Action (5-0-0)

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. If approved, we expect to replace expended funds on an annual basis.

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

**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 an FY20 warrant article for the local share of a \$12,700 grant to restore the Lt. James Sugrue and Chester St. Martin Veterans memorials funded via transfer from Free Cash in the amount of \$6,350.*

**FINANCE ADVISORY BOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**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 built in 1944 by John Sugrue, Sr. The memorial at Sugrue Square is a twelve-foot obelisk with installed plaques. The obelisk needs to have its masonry joints chiseled, have the top repaired and structure repointed. The memorial located in the Chester A. Martin Square is a twenty-foot wall that is three feet high. The wall has a concrete cap that is cracked in five places. There is also ice and water damage present. This grant and match will fully repair both memorials.

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

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

This article was removed per vote of the Select Board (3-2-0) on 04/27/20.

**ARTICLE 11 FY2020 FUNDING – CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT**

This article was removed per vote of the Select Board (4-1-0) on 04/27/20

**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 June 2, 2020 Spring Annual Town Meeting Warrant.*

FISCAL YEAR 2021 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

**Favorable Action (3-2-0)**

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

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 2020 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 Annual Town Meeting Warrant for the Fiscal Year beginning July 1, 2020, in the aggregate amount of \$29,997,505 and to fund this amount from the following sources:*

<i>Transfer from FY 2019 Free Cash</i>	<i>\$205,308</i>
<i>Transfer from Ambulance Receipts Reserved Account:</i>	<i>\$371,192</i>
<i>Transfer from Conservation Commission NOI Account:</i>	<i>\$9,991</i>

*And the balance of the funds in the remaining sum of \$29,411,014 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	258,921	-16,607	-6.03%
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	293,332	51,402	21.25%
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	2,033,475	-1,321	-0.06%
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	1,000	-3,813	-79.22%
241	CODE DEPT					
	TOTAL	68,879	63,690	62,083	-1,607	-2.52%

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	17,174,399	188,619	1.11%
420	HIGHWAY DEPT					
	TOTAL	697,060	743,282	937,002	135,322	16.88%
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	101,546	-6,734	-6.22%
543	VETERANS SERVICES					
	TOTAL	92,980	92,982	126,613	33,631	36.17%
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	225,435	8,806	4.07%
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	0%

911	<b>WORC REG RETIREMENT</b>					
	<b>TOTAL</b>	<b>1,161,643</b>	<b>1,314,800</b>	<b>1,456,243</b>	<b>141,443</b>	<b>10.76%</b>
912	<b>WORKER COMPENSATION</b>					
	<b>TOTAL</b>	<b>216,700</b>	<b>187,498</b>	<b>206,248</b>	<b>18,750</b>	<b>10.00%</b>
913	<b>UNEMPLOYMENT COMP</b>					
	<b>TOTAL</b>	<b>66,650</b>	<b>141,650</b>	<b>141,650</b>	<b>0</b>	<b>0.00%</b>
914	<b>EMPLOYEE BENEFITS</b>					
	<b>TOTAL</b>	<b>3,266,089</b>	<b>3,288,284</b>	<b>3,045,765</b>	<b>242,519</b>	<b>-7.38%</b>
945	<b>BONDING &amp; INSURANCE</b>					
	<b>TOTAL</b>	<b>100,586</b>	<b>160,662</b>	<b>176,750</b>	<b>16,068</b>	<b>10.00%</b>
<b>Grand Total – All Budgets</b>		<b>28,521,258</b>	<b>29,658,026</b>	<b>29,997,505</b>	<b>339,480</b>	<b>1.14%</b>

FINANCE ADVISORY BOARD RECOMMENDATION

**Favorable Action (5-0-0)**

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

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. We have level funded state aid, reduced local receipts by 3.72%, and forecast state assessments to increase. 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:

<b>Department</b>	<b>FY 20 Budget</b>	<b>FY 21 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Municipal Budgets</b>	<b>\$6,000,135</b>	<b>\$6,249,409</b>	<b>\$249,274</b>	<b>4.2%</b>
<b>School Budget</b>	<b>\$16,985,780</b>	<b>\$17,174,399</b>	<b>\$188,619</b>	<b>1.1%</b>
<b>Unclassified Budget</b>	<b>\$6,672,111</b>	<b>\$6,573,697</b>	<b>-\$98,414</b>	<b>-1.5%</b>
<b>Totals</b>	<b>\$29,658,026</b>	<b>\$29,997,505</b>	<b>\$339,480</b>	<b>1.14%</b>

We have maintained the policy of sharing revenue at 75% for the school budget, and 25% for the municipal budget, because it allows for the budget to grow at the same percentage. While the budget growth appears not to be equitable, it is because of several factors have impacted the allocation:

- Highway is taking over field and winter maintenance from the schools resulting in funds that would have allocated to the Leicester Schools via formula now being allocated to Highway. Highway is using these funds for two new employees and summer help that can work both municipal and school operations. The School benefits from a fixed cost for these services.
- The Town Accountant is now being shared with Spencer, through an intermunicipal agreement with a starting cost of \$30,000. The funds that we receive for these services are local receipts, so we have

segregated that portion of them that is associated with the cost of providing the service. The \$8,992 in “profit” is a shared receipt.

- The Economic Development Coordinator position is being funded via Free Cash. \$29,167 was raised from Free Cash last year for ½ year salary. The amount below is a new receipt from free cash that would directly fund the position.

Budget increases, with the adjustments not considered, shows the allocation of receipts below:

Municipal Budget Increase	249,274	4.15%
Less: Highway Transfer from school portion of new receipts (2 positions)	-100,000	
Less: Accountant Intermunicipal Agreement funding from Spencer	-21,008	
Less: Economic Development Position funded from Free Cash	-26,141	
Municipal Net Budget Increase	\$101,125	1.70%

School Budget Increase	188,619	0.43%
Plus: Highway Transfer	100,000	
School Net Budget Increase	\$288,619	1.70%

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

#### **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**

**Favorable Action (5-0-0)**

##### **SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

##### **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 under M.G.L. c. 40, §5.

#### **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**

**Favorable Action (5-0-0)**

**SELECTBOARD RECOMMENDATION**

**Favorable Action (4-0-1)**

**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 under M.G.L. c. 40, §5.

**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 ½ 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 ½, said appropriation to be funded by fees received pursuant to the Town's cable licensing agreement.*

**FINANCE ADVISORY BOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**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 under M.G.L. c. 40, §5.

**ARTICLE 17 OTHER POST-EMPLOYMENT BENEFITS TRUST**

This article was removed per vote of the Select Board (5-0-0) on 04/27/20.

#### **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**

**Favorable Action (5-0-0)**

##### **SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

##### **DESCRIPTION**

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

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

#### **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 the FY 2020 Employee Benefits general fund budget appropriation to fund groundwater and other studies at the former landfill site, said funds to be expended by the Highway Department.*

##### **FINANCE ADVISORY BOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

##### **SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

##### **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 under M.G.L. c. 40, §5.

#### **ARTICLE 20 POLICE CRUISER**

This article was removed per vote of the Select Board (5-0-0) on 04/27/20.

#### **ARTICLE 21 FY 2020 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 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 \$90,081 from Free Cash, \$42,378 from the FY2020 Employee Benefits Appropriation Budget, to fund the Fiscal Year 2020 Capital Improvement Plan budget to pay for ongoing installments of one lease/purchase agreement and to replace the roof at Fire Station #2, said funding to total \$132,459.*

DEPARTMENT	ITEM	AMOUNT
Fire	Aerial Scope Tower Truck Lease/Purchase Payment – Year 4 of 5	\$90,081
Fire	Replacement of Station #2 roof	\$42,378
	<b>Total FY 2020 Capital Plan</b>	<b>\$132,459</b>

##### **FINANCE ADVISORY BOARD RECOMMENDATION**

**Favorable Action (4-0-1)**

##### **SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

##### **DESCRIPTION**

The proposed FY 2020 capital plan has one lease payment and one repair. Originally there was to be six other purchases, but they are being delayed so that we may preserve funding in the case of a receding economy in the wake of COVID-19. See detail below:

**Aerial Scope Tower Truck Lease (\$90,081)** – Payment 4 of 5 for the 2006 Spartan Gladiator truck

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

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

#### **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 vote to appropriate \$7,000 from the FY 2020 Employee Benefits general fund budget appropriation for the purpose of inspections, reporting, and/or grant application funding for Town owned dams.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

DESCRIPTION

The Town owns two dams that require annual inspections and reporting to DCR. The amount requested, when combined with remaining article balances from previous Town Meetings will fund all costs associated with these dams through FY21.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

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

**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 the from the FY 2020 Employee Benefits general fund budget appropriation 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

**Favorable Action (5-0-0)**

DESCRIPTION

This Article seeks funding to perform a study of the Hillcrest Country Club building to rate its overall condition, cost of improvements, 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 under M.G.L. c. 40, §5.



**ARTICLE 24 TRANSFER FUNDS INTO STABILIZATION**

This article was removed per vote of the Select Board (5-0-0) on 04/27/20.

**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 <sup>TH</sup> Anniversary	\$100,000
Agricultural Land Acquisition	\$100,000
Tree Lighting	\$20,000

**FINANCE ADVISORY BOARD RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**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 1<sup>st</sup>.

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

**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

**Favorable Action (5-0-0)**

DESCRIPTION

There was an error made in the article presented and passed at the FY 2019 Fall Town Meeting to dispose of the former Memorial School. 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 without it.

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 per M.G.L. c. 40, § 15.

**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

**Favorable Action (5-0-0)**

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 requests property be transferred from the District to the Town to complete the swap, and further requests that the property be surplus, 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 onto Lehigh Road, potentially increasing its value.

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

**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

*I move that the Town will vote to authorize the Select Board to borrow the sum of \$388,000 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.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

The Town has received a million-dollar grant through the State Dam and Seawall program to replace Waite Pond Dam. The dam is in poor condition and has been classified pursuant to Massachusetts General Laws Chapter 21, Section 65 as a Significant Hazard Dam. In the opinion of the Massachusetts Department of Conservation and Recreation (DCR), it does not meet accepted dam safety standards, is structurally deficient, and in poor condition. As a result, it is a potential threat to public safety.

The grant requires 25% in matching funds from the Town. 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**

**Favorable Action (5-0-0)**

**DESCRIPTION**

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

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

**ARTICLE 30 SPECIAL ACT – DESIGNATION OF THE RAWSON STREET BRIDGE AS THE JOHN J. BINIENDA MEMORIAL BRIDGE**

To see if the Town will vote to request that its' elected representatives in the General Court file a Special Act with the General Court on behalf of the inhabitants of the Town of Leicester as follows:

*An Act designated a certain bridge in the Town of Leicester as the John J. Binienda Memorial Bridge*

Section 1. The bridge No. L-06-017, on Rawson Street in the Town of Leicester shall be designated and known as the John J. Binienda Memorial Bridge, in memory of John J. Binienda, (June 22, 1947 – August 22, 2014), who served in the Massachusetts House of Representatives from 1986 until 2014, representing the 17<sup>th</sup> Worcester District.

Section 2. The Town shall erect and maintain suitable markers bearing the designation in compliance with the standards of the department; or take any other action in relation thereto.

PROPOSED MOTION

*Move that the article be voted as written.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

Passage of this article will allow special legislation to be created to enable the Rawson Street Bridge to be dedicated in the name of a long-serving state legislator who dedicated his career in public service to the residents of Leicester.

VOTE REQUIRED FOR PASSAGE Requires a simple majority

**ARTICLE 31 SPECIAL ACT – DESIGNATION OF THE CHURCH STREET BRIDGE AS THE PRIVATE FIRST CLASS EUGENE JOSEPH PARENTEAU MEMORIAL BRIDGE**

To see if the Town will vote to request that its' elected representatives in the General Court file a Special Act with the General Court on behalf of the inhabitants of the Town of Leicester as follows:

***An Act designated a certain bridge in the Town of Leicester as the Private First Class Eugene Joseph Parenteau Memorial Bridge***

Section 1. Bridge No. #L-06-011, on Church Street in the Town of Leicester shall be designated and known as the Private First Class Eugene Joseph Parenteau Memorial Bridge, in memory of Private First-Class Eugene Joseph Parenteau (August 10, 1924 – June 7, 1945). Private Parenteau, a member of the U.S. Army, 2<sup>nd</sup> Platoon, Company B, 1<sup>st</sup> Battalion, 164<sup>th</sup> Infantry Regiment, American Division, XI Corps, Eighth Army was killed in action, with his body not recovered, on Thursday, June 7, 1945, on Negros Island, Philippines.

Section 2. The Town shall erect and maintain suitable markers bearing the designation in compliance with the standards of the department; or take any other action in relation thereto.

PROPOSED MOTION

*Move that the article be voted as written.*

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

DESCRIPTION

Passage of this article will allow special legislation to be created to enable the Church Street Bridge to be dedicated in the name of a fallen local serviceman who was killed in service to his country.

VOTE REQUIRED FOR PASSAGE Requires a simple majority

**ARTICLE 32 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** multifamily 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.**

Or take any action relating thereon.

**PROPOSED MOTION**

***Move that the article be voted as written.***

**PLANNING BOARD RECOMMENDATION**

Favorable Action (5-0-0)

**FINANCE ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**Favorable Action (5-0-0)**

**DESCRIPTION**

This article, put forward by the Planning Board, seeks to make improvements to the Adaptive Reuse Overlay District Bylaw, by adding potential reuse options.

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

**ARTICLE 33 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:**

2. **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.

## 2. 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.<sup>1</sup>

**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
21. Marijuana Social Consumption Facility	N	N	N	N	N	N	N	N
<u>22. 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] <sup>2</sup>

#### 5.15.04 MARIJUANA OUTDOOR CULTIVATOR REQUIREMENTS

<sup>2</sup> 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.



2. 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 Leicester<sup>3</sup>

2. 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.

2. Performance Standards

2. 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>
<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;

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

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:

2. 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

PROPOSED MOTION

***Motion, if any shall be provided by the petitioner.***

PLANNING BOARD RECOMMENDATION

**Favorable Action (5-0-0)**

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

**Favorable Action (5-0-0)**

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

DRAFT

**CERTIFIED FREE CASH AS OF JUNE 30, 2019:    \$1,398,550.00**

October 22, 2019 Fall Special Town Meeting	Free Cash
--------------------------------------------	-----------

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	
<b>Remaining Free Cash</b>	<b>\$1,251,182.50</b>	
<b>June 2, 2020 Annual Town Meeting</b>	<b>Free Cash</b>	<b>Employee Benefit Funds</b>
Available Balances	1,251,182.50	495,000.00
School Budget		24,000.00
<b>Total Available Funds</b>	<b>1,251,182.50</b>	<b>514,000.00</b>
Article 1 – Prior Year Bills	1474.18	
Article 2 – Reserve Fund		33,000.00
Article 2 – Snow and Ice		50,852.00
Article 2 – Accounting Salaries		3,000.00
Article 2 – Accounting Wages		2,115.00
Article 2 – Treasurer/Collector Wages		2,119.00
Article 2 – Street Lights		10,000.00
Article 2 – Town Hall Expenses		17,000.00
Article 2 – Highway Wages		24,000.00
Article 2 - Recycling Center		20,000.00
Article 2 - Vocational School Tuition		22,008.00
Article 3 - Kaboom Grant	40,000.00	
Article 4 - Highway Maintenance	36,113.00	13,887.00
Article 5 - Fire Maintenance		20,911.00
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 13 – FY 2021 Budget	205,308.00	
Article 18 - Stormwater		40,000.00
Article 19 - Landfill		12,001.00
Article 21 Capital Improvement Plan (Ariel scope Payment 4 of 5)	90,081.00	
Article 21B Capital Improvement Plan (Station 2 Roof)		42,378.00
Article 22 Town Owned Dams		7,000.00
Article 23 Hillcrest Architectural Study		10,000.00
<b>Remaining Balance</b>	<b>858,856.32</b>	<b>11,824.00</b>

**TOWN OF LEICESTER**  
**ANNUAL TOWN MEETING**  
**June 2, 2020**

And you are hereby directed to serve this Annual Town Meeting Warrant by posting an attested copy in at least one public place in each precinct of the Town, on the Town Clerk's bulletin board, and on the bulletin board in the front entry of the Town Hall, and also by serving a copy of said Warrant to the Moderator and the Town Clerk, not less than seven (7) days before the 2nd day of June 2020.

***Given under our hand and seal of the Town on this \_\_\_\_\_ day of \_\_\_\_\_ 2020***

Respectfully submitted, Leicester Select Board

Chair \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

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

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

and on the Town Clerk's bulletin board, in the front entry of the Town Hall, with the Moderator, and with the Town Clerk, not less than seven days before the 2nd day of June, 2020.

\_\_\_\_\_  
***Printed Name of Constable***

\_\_\_\_\_  
***Signature of Constable***

## **5j. School Engineering Second Opinion**

**PROPOSALS DUE FRIDAY**

**INFORMATION WILL BE AVAILABLE MONDAY**



MICHAEL  
HEFFERNAN  
SECRETARY

Commonwealth of Massachusetts

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE

STATE HOUSE, ROOM 373  
BOSTON, MASSACHUSETTS 02133  
TELEPHONE (617) 727-2040  
WWW.MASS.GOV/ANF

To: Chief Executives of Massachusetts Cities and Towns  
From: Michael J. Heffernan, Secretary of Administration and Finance  
Date: May 14, 2020  
RE: Fiscal Year 2020 Aid to Municipalities for COVID-19 Costs

---

The Commonwealth of Massachusetts is preparing to distribute federal dollars from the Coronavirus Relief Fund (CvRF) to municipalities for specific COVID-19 response costs, consistent with parameters established by the federal Coronavirus Aid, Relief, and Economic Security Act (the “CARES” Act) and guidance from the US Treasury Department. This memo summarizes the Commonwealth’s approach to providing money through the CvRF to municipalities.

The distribution announced today, adjusted for funds paid directly by the federal government to Boston and Plymouth County, represents 25% of the state’s allocation from the Coronavirus Relief Fund. We anticipate that in most cases, these funds will be sufficient to address incurred or expected eligible COVID-related expenses, while maintaining necessary flexibility to allocate additional funds if unanticipated needs arise, or if federal rules change.

The key aspects of this approach include:

- **Immediate Support for Incurred or Expected Expenses:** Municipalities may apply for resources to address eligible COVID-19 response costs that are already incurred or expected in Fiscal Year 2020. These funds will help address any existing deficits in Fiscal Year 2020, thereby avoiding the need to use reserves to fund a deficit or carry one into Fiscal Year 2021.
- **Cashflow Relief:** These resources can help ease municipal cashflow pressures.
- **Federal Revenue Optimization:** By seeking FEMA reimbursements at the state and municipal level, the Commonwealth and municipalities can work together to maximize federal resources available for Massachusetts to address the public health crisis.
- **Compliance Risk Management:** Accounting for COVID-19 costs is complicated by a mix of revenue sources (federal, state) and the still-evolving federal guidance about how to spend and track the money. Clear processes and documentation can mitigate the risk of federal audit challenges to the uses of these funds. If you have questions about how to track and account for these funds, contact the auditing firm that completes your annual audit or your Division of Local Services (DLS) field rep.



Please refer to the guidance distributed by the Executive Office for Administration and Finance for detailed information on this approach (<https://www.mass.gov/info-details/covid-19-resources-and-guidance-for-municipal-officials>).

If the federal law or relevant guidelines materially change, we expect to revisit this distribution plan.



MICHAEL  
HEFFERNAN  
SECRETARY

Commonwealth of Massachusetts

EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE

STATE HOUSE, ROOM 373  
BOSTON, MASSACHUSETTS 02133  
TELEPHONE (617) 727-2040  
WWW.MASS.GOV/ANF

To: Chief Executives of Massachusetts Cities and Towns  
From: Michael J. Heffernan, Secretary of Administration and Finance  
Date: May 14, 2020  
Re: Federal Coronavirus Relief Fund

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The federal Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) includes funds for Massachusetts governments to use to pay costs incurred in responding to the COVID-19 outbreak. This memo describes how your city or town can access funds for that purpose.

*Background*

The CARES Act authorized \$150 B through the Coronavirus Relief Fund for state and local governments, including \$2.7 B for Massachusetts. Aside from large local government units (Boston and Plymouth County), funds have been sent in the first instance to the state, with the expectation that the state will use funds for its own expenses and those of municipalities.

The Executive Office for Administration and Finance (“A&F”) has established an expendable trust to hold the federal funds and is authorized to spend from that trust on the basis of the federal law.

*Eligible Uses*

Under federal law, eligible uses must meet three conditions. They must be:

1. “Necessary expenditures incurred due to the public health emergency with respect to ... COVID-19”
  - a. Funds may not be used to substitute for lost revenue
2. Not budgeted as of March 27, 2020 when the CARES Act was enacted
  - a. May not supplant state or municipal spending
3. Incurred on or after March 1, 2020, up to December 30, 2020

For further context on costs that A&F anticipates municipalities may incur, see the attached list of potential uses (Attachment A). If your municipality contemplates the use of funds outside these parameters, please contact the Division of Local Services (DLS) at [LocalGovCaresAct@dor.state.ma.us](mailto:LocalGovCaresAct@dor.state.ma.us) and we will follow up to discuss your needs further.

Note that these eligible uses are as currently described in federal law and relevant guidance from the US Treasury. If these uses are modified by future federal actions, A&F will revisit the process and procedures described in this guidance.

### *Intersection with Other Funding Sources*

Eligible uses of the federal Coronavirus Relief Fund may overlap with allowable uses of other federal grants and reimbursements. A&F will be working with the Command Center,<sup>\*</sup> state agencies, and municipalities to optimize the use of federal funds.

As a condition of accepting federal Coronavirus Relief Fund money, municipalities must maximize Federal Emergency Management Agency (“FEMA”) reimbursements. In other words, for costs that appear eligible under the federal Coronavirus Relief Fund as well as for FEMA reimbursement, municipalities must apply for FEMA reimbursement.<sup>†</sup> Federal dollars cannot under any circumstances be claimed twice for the same spending. DLS will issue further guidance on establishment of appropriate fund structures for both anticipated FEMA reimbursement and CARES Act funds.

To the extent that municipalities are unsure of their precise needs or need money for cash flow purposes, they are free to request funds from the federal Coronavirus Relief Fund, with the understanding that unspent amounts will need to be returned to the Commonwealth.

While this approach may be a little complicated due to possible multiple funding sources for similar expenses, providing municipalities with funding now eliminates or reduces FY20 deficits and helps with cash flow issues.

### *Available Funds*

A&F has determined that initially 25% of total federal Coronavirus Relief Fund dollars to the Commonwealth will be directly available for municipalities. After subtracting amounts for Boston and Plymouth County municipalities, funds have been allocated in proportion to population. The attached chart indicates total eligible amounts for each municipality to be distributed in this FY20 round and a subsequent FY21 round later in the calendar year.

At this time, cities and towns are asked to estimate their FY20 COVID-19 expenses. Municipalities who request less than the amount for which they are eligible do not forego the opportunity to ask for additional funds at a later date. Municipalities will be asked to estimate their COVID-19 expenses in FY21 still within the same ceiling. In other words, the ceiling is the preliminary total amount available for FY20 and FY21, but at this point all you are being asked to do is estimate your FY20 COVID-19 expenses.

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<sup>\*</sup> The Command Center, headed by Health and Human Services Secretary Marylou Sudders, is the coordinating entity for the administration’s response to the COVID-19 outbreak.

<sup>†</sup> For further information on the FEMA reimbursement process, please see MEMA’s resource page: <https://www.mass.gov/info-details/covid-19-federal-disaster-declaration>.

Note that to the extent actual expenditures are less than the amount requested, at this time A&F expects that municipalities will be required to return the balance of unspent funds to the Commonwealth.

This approach is intended to get money out to municipalities quickly, and to allow adjustments over the coming months. A&F and DLS will continue to monitor the situation and may make additional funds available at a later date. Please contact DLS at [LocalGovCaresAct@dor.state.ma.us](mailto:LocalGovCaresAct@dor.state.ma.us) if your FY20 expenditures are likely to exceed the eligible amounts in the first round. Municipalities located in Plymouth County should contact county officials for information about the Coronavirus Relief Fund.

### *Dispersal of Funds*

Municipalities, through their chief executive officer, should complete the [web-based application form](#). The application asks for estimates of FY20 incurred or anticipated expenses for each category listed in Attachment A. Based on these estimated amounts, the application will calculate an Estimated Request amount based on an assumed FEMA reimbursement rate for each category. Municipalities may request an amount above or below the Estimated Request using the Other Request field.

Further, municipalities must return the certification (see Attachment B) through the web-based application form and agree to document costs and to return unspent funds, if any. The application deadline is Friday, June 5, 2020, but submissions will be reviewed and approved on a rolling basis.

DLS will provide guidance regarding local accounting requirements (e.g., treatment of funds, general ledger entries, etc.) via a Bulletin.

### *Audit Provisions and Documentation*

Federal Coronavirus Relief Fund expenditures are subject to audit by an Inspector General within the U.S. Department of the Treasury. Documenting that costs were eligible uses are essential to managing compliance risk and to minimizing the possibility that the costs are deemed ineligible, thereby requiring that the municipality and the state may need to return funds to the federal government.

A&F will establish a bimonthly reporting process to monitor incurred spending relative to estimates, and to ensure that documentation is adequate to minimize compliance risk.

For now, we ask that you document costs clearly with respect to the date and nature of the expense incurred so that together we can best manage resources in the interests of the residents of Massachusetts. In general, we will be asking that you document expenses with the same specificity as for FEMA reimbursements. A&F will follow up with further guidance as necessary.

Thank you for your cooperation as we work together to protect the interests of all our residents.

## Attachment A- Potential Municipal Uses

*Note that the state and municipalities should coordinate on appropriate funding source where more than one source is potentially available for the purpose. For purposes of calculating the Estimated Request, costs in categories denoted with an asterisk (\*) are assumed to be ineligible for FEMA reimbursement but FEMA has final approval for eligibility determination. Cost in all other categories are assumed to be reimbursed by FEMA at a rate of 75 percent.*

- Core municipal services, in a declared state of emergency
  - First responder costs, including:
    - Direct staffing costs – Overtime, additional hires, and/or backfilling staff who test positive
    - Quarantine/isolation costs for first responders who may be infected and should not put household members at risk – or who should be kept apart from potentially infected household members
      - Including hotel/motel space, sanitization of first responder vehicles, etc.
  - Temporary staff to backfill sick or quarantined municipal employees including:
    - City/town management
    - Phone/administrative support
    - Janitorial
    - Police, fire, EMT
    - Trash collection
    - Other
  - Staff for compliance and reporting associated with this funding
  - Accelerated telework capacity – infrastructure, subscriptions for meeting services, hardware (laptops)\*
  - Hiring and training, including training for employees and contractors hired for COVID-19 response
  - PPE, including first responders, grocery store employees, gas station attendants and others who interact with public
  - Sanitation and Refuse Collection\*
  - Food inspection\*
  - Cleaning/disinfection of public buildings
    - Municipal buildings, including fire stations
    - Public housing
    - Specialized cleaning equipment
    - Air filtration / HVAC
  - School distance learning, to the extent not funded from other sources, including
    - Planning and development, including IT costs\*
    - Incremental costs of special education services required under individual education plans (IEPs) in a remote, distance, or alternative location\*
    - Food for families that rely on food through the school system\*
  - Costs of debt financing related to COVID-19 investments – short-term borrowing and construction carrying costs\*

- Health insurance claims costs in excess of reasonably budgeted claims costs, and directly related to COVID-19 medical costs
- Expanded public health mission
  - Boards of health staffing needs – to the extent not addressed with public health funding
  - Use of public spaces/ building as field hospitals
  - Shelter for those who are homeless or otherwise have nowhere they can go without significant risk to themselves or other household members, and are at high risk of or recovering from COVID-19
  - Food banks / food pantries – need tied to COVID-19\*
  - Travel expenses – for distribution of resources
  - Transporting residents to COVID-19 medical and testing appointments
  - Signage and communication including translation services
  - Educational materials related to COVID-19
  - Testing for COVID-19
- Services and supports to residents in their homes
  - Grocery and/or meals delivery – modeled on COA activities
    - Expanded participation
    - Replacement of meals delivery volunteer staff (often retirees)
  - Wellness check-ins with vulnerable elders\*
  - Short-term rental or mortgage support\*
  - Prescription drug delivery\*

Attachment B - CERTIFICATION

I, **[Insert name of signatory]**, am the chief executive of **[insert name of municipality]**, and I certify that:

1. I have the authority on behalf of **[insert name of municipality]** to request payment from the Commonwealth of Massachusetts. At this time, I am requesting payment in the amount of **[\$X – reflecting current estimate of eligible FY20 costs]** for fiscal year 2020 costs in connection with section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020) (“section 601”).
2. I understand that the Commonwealth will rely on this certification as a material representation in making a payment to **[insert name of municipality]**.
3. As required by federal law, **[Insert name of municipality]**'s proposed uses of the funds provided as payment in response to this request will be used only to cover those costs that-
  - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
  - b. were not accounted for in the budget most recently approved as of March 27, 2020, for **[insert name of municipality]**; and
  - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. I will report bimonthly on incurred expenses in a form prescribed by the Secretary of Administration and Finance, and will cooperate with the Executive Office for Administration and Finance in creating and retaining appropriate documentation to demonstrate that the proposed uses meet the requirements of section 601.
5. I will coordinate with the Executive Office for Administration and Finance in optimizing federal funds from section 601 and other potentially available federal sources. In particular, I will prioritize and coordinate application for FEMA reimbursement where available.
6. To the extent actual expenditures are less than the amount requested per item 1 above, I agree to return the balance of unspent funds to the Commonwealth. If the United States Department of the Treasury recoups funds from the Commonwealth based on a determination they were used by **[insert name of municipality]** in a manner not in compliance with section 601, I agree that the Commonwealth may recover funds from the city or town through an assessment or deduction from the city or town's periodic unrestricted local aid distribution.

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Attachment C – Total Eligible Amounts (Round 1 and 2)

	<u>Total Eligible Amounts</u>		<u>Total Eligible Amounts</u>
<b>Acton</b>	\$2,092,925	<b>Brewster</b>	\$864,573
<b>Acushnet</b>	\$932,814	<b>Brimfield</b>	\$332,569
<b>Adams</b>	\$712,131	<b>Brookfield</b>	\$304,884
<b>Agawam</b>	\$2,543,991	<b>Brookline</b>	\$5,229,227
<b>Alford</b>	\$43,290	<b>Buckland</b>	\$165,314
<b>Amesbury</b>	\$1,549,019	<b>Burlington</b>	\$2,534,116
<b>Amherst</b>	\$3,482,889	<b>Cambridge</b>	\$10,489,930
<b>Andover</b>	\$3,209,569	<b>Canton</b>	\$2,083,315
<b>Aquinnah</b>	\$28,831	<b>Carlisle</b>	\$462,616
<b>Arlington</b>	\$4,022,564	<b>Charlemont</b>	\$109,769
<b>Ashburnham</b>	\$559,512	<b>Charlton</b>	\$1,207,633
<b>Ashby</b>	\$285,134	<b>Chatham</b>	\$543,113
<b>Ashfield</b>	\$152,883	<b>Chelmsford</b>	\$3,113,466
<b>Ashland</b>	\$1,564,007	<b>Chelsea</b>	\$3,540,815
<b>Athol</b>	\$1,036,235	<b>Cheshire</b>	\$277,199
<b>Attleboro</b>	\$3,977,863	<b>Chester</b>	\$122,024
<b>Auburn</b>	\$1,479,631	<b>Chesterfield</b>	\$110,915
<b>Avon</b>	\$398,430	<b>Chicopee</b>	\$4,900,538
<b>Ayer</b>	\$719,801	<b>Chilmark</b>	\$80,850
<b>Barnstable</b>	\$3,919,936	<b>Clarksburg</b>	\$145,477
<b>Barre</b>	\$493,034	<b>Clinton</b>	\$1,236,288
<b>Becket</b>	\$152,530	<b>Cohasset</b>	\$753,040
<b>Bedford</b>	\$1,251,541	<b>Colrain</b>	\$147,857
<b>Belchertown</b>	\$1,334,330	<b>Concord</b>	\$1,693,790
<b>Bellingham</b>	\$1,514,898	<b>Conway</b>	\$166,813
<b>Belmont</b>	\$2,321,456	<b>Cummington</b>	\$77,411
<b>Berkley</b>	\$599,717	<b>Dalton</b>	\$579,174
<b>Berlin</b>	\$283,900	<b>Danvers</b>	\$2,444,626
<b>Bernardston</b>	\$186,387	<b>Dartmouth</b>	\$3,024,770
<b>Beverly</b>	\$3,730,552	<b>Dedham</b>	\$2,233,641
<b>Billerica</b>	\$3,860,335	<b>Deerfield</b>	\$444,542
<b>Blackstone</b>	\$822,252	<b>Dennis</b>	\$1,224,209
<b>Blandford</b>	\$111,091	<b>Dighton</b>	\$695,731
<b>Bolton</b>	\$473,990	<b>Douglas</b>	\$789,454
<b>Bourne</b>	\$1,752,069	<b>Dover</b>	\$537,911
<b>Boxborough</b>	\$563,215	<b>Dracut</b>	\$2,799,060
<b>Boxford</b>	\$737,699	<b>Dudley</b>	\$1,040,555
<b>Boylston</b>	\$413,330	<b>Dunstable</b>	\$300,123
<b>Braintree</b>	\$3,284,247	<b>East Brookfield</b>	\$195,291



	<u>Total</u> <u>Eligible</u> <u>Amounts</u>		<u>Total</u> <u>Eligible</u> <u>Amounts</u>
<b>East Longmeadow</b>	\$1,436,781	<b>Heath</b>	\$61,894
<b>Eastham</b>	\$429,465	<b>Hinsdale</b>	\$169,458
<b>Easthampton</b>	\$1,409,537	<b>Holbrook</b>	\$974,077
<b>Easton</b>	\$2,208,601	<b>Holden</b>	\$1,689,558
<b>Edgartown</b>	\$382,912	<b>Holland</b>	\$220,155
<b>Egremont</b>	\$106,507	<b>Holliston</b>	\$1,317,137
<b>Erving</b>	\$156,410	<b>Holyoke</b>	\$3,558,273
<b>Essex</b>	\$334,067	<b>Hopedale</b>	\$526,009
<b>Everett</b>	\$4,133,302	<b>Hopkinton</b>	\$1,610,736
<b>Fairhaven</b>	\$1,418,971	<b>Hubbardston</b>	\$422,059
<b>Fall River</b>	\$7,905,205	<b>Hudson</b>	\$1,759,828
<b>Falmouth</b>	\$2,734,874	<b>Huntington</b>	\$192,382
<b>Fitchburg</b>	\$3,604,472	<b>Ipswich</b>	\$1,242,459
<b>Florida</b>	\$63,833	<b>Lancaster</b>	\$721,653
<b>Foxborough</b>	\$1,558,012	<b>Lanesborough</b>	\$261,417
<b>Framingham</b>	\$6,447,088	<b>Lawrence</b>	\$7,086,568
<b>Franklin</b>	\$2,929,813	<b>Lee</b>	\$503,878
<b>Freetown</b>	\$828,336	<b>Leicester</b>	\$1,004,583
<b>Gardner</b>	\$1,826,747	<b>Lenox</b>	\$437,665
<b>Georgetown</b>	\$773,495	<b>Leominster</b>	\$3,687,438
<b>Gill</b>	\$131,282	<b>Leverett</b>	\$164,080
<b>Gloucester</b>	\$2,680,387	<b>Lexington</b>	\$2,979,363
<b>Goshen</b>	\$93,810	<b>Leyden</b>	\$63,833
<b>Gosnold</b>	\$6,613	<b>Lincoln</b>	\$599,276
<b>Grafton</b>	\$1,665,047	<b>Littleton</b>	\$902,926
<b>Granby</b>	\$559,600	<b>Longmeadow</b>	\$1,395,430
<b>Granville</b>	\$143,184	<b>Lowell</b>	\$9,845,688
<b>Great Barrington</b>	\$604,125	<b>Ludlow</b>	\$1,893,666
<b>Greenfield</b>	\$1,539,408	<b>Lunenburg</b>	\$1,027,771
<b>Groton</b>	\$1,003,878	<b>Lynn</b>	\$8,345,427
<b>Groveland</b>	\$603,949	<b>Lynnfield</b>	\$1,149,795
<b>Hadley</b>	\$471,345	<b>Malden</b>	\$5,381,404
<b>Hamilton</b>	\$713,982	<b>Manchester By The</b>	
<b>Hampden</b>	\$460,235	<b>Sea</b>	\$478,663
<b>Hancock</b>	\$61,806	<b>Mansfield</b>	\$2,121,580
<b>Hardwick</b>	\$269,441	<b>Marblehead</b>	\$1,819,253
<b>Harvard</b>	\$582,789	<b>Marlborough</b>	\$3,511,279
<b>Harwich</b>	\$1,069,739	<b>Mashpee</b>	\$1,250,218
<b>Hatfield</b>	\$289,543	<b>Maynard</b>	\$940,485
<b>Haverhill</b>	\$5,646,348	<b>Medfield</b>	\$1,137,716
<b>Hawley</b>	\$29,624	<b>Medford</b>	\$5,093,008

	<u>Total</u> <u>Eligible</u> <u>Amounts</u>		<u>Total</u> <u>Eligible</u> <u>Amounts</u>
<b>Medway</b>	\$1,183,828	<b>Norwood</b>	\$2,585,694
<b>Melrose</b>	\$2,485,712	<b>Oak Bluffs</b>	\$412,449
<b>Mendon</b>	\$545,141	<b>Oakham</b>	\$173,073
<b>Merrimac</b>	\$614,970	<b>Orange</b>	\$675,717
<b>Methuen</b>	\$4,469,927	<b>Orleans</b>	\$511,196
<b>Middlefield</b>	\$46,729	<b>Otis</b>	\$136,484
<b>Middleton</b>	\$886,086	<b>Oxford</b>	\$1,237,963
<b>Milford</b>	\$2,566,121	<b>Palmer</b>	\$1,085,256
<b>Millbury</b>	\$1,222,533	<b>Paxton</b>	\$437,576
<b>Millis</b>	\$729,147	<b>Peabody</b>	\$4,697,399
<b>Millville</b>	\$287,868	<b>Pelham</b>	\$116,558
<b>Milton</b>	\$2,434,840	<b>Pepperell</b>	\$1,072,208
<b>Monroe</b>	\$9,875	<b>Peru</b>	\$73,796
<b>Monson</b>	\$781,607	<b>Petersham</b>	\$110,474
<b>Montague</b>	\$733,203	<b>Phillipston</b>	\$154,382
<b>Monterey</b>	\$81,908	<b>Pittsfield</b>	\$3,750,037
<b>Montgomery</b>	\$76,706	<b>Plainfield</b>	\$58,543
<b>Mount Washington</b>	\$13,930	<b>Plainville</b>	\$813,788
<b>Nahant</b>	\$310,703	<b>Princeton</b>	\$306,647
<b>Nantucket</b>	\$998,676	<b>Provincetown</b>	\$260,976
<b>Natick</b>	\$3,194,228	<b>Quincy</b>	\$8,338,902
<b>Needham</b>	\$2,755,065	<b>Randolph</b>	\$3,032,793
<b>New Ashford</b>	\$19,838	<b>Raynham</b>	\$1,261,944
<b>New Bedford</b>	\$8,403,705	<b>Reading</b>	\$2,233,905
<b>New Braintree</b>	\$90,725	<b>Rehoboth</b>	\$1,081,377
<b>New Marlborough</b>	\$128,549	<b>Revere</b>	\$4,745,274
<b>New Salem</b>	\$89,931	<b>Richmond</b>	\$125,374
<b>Newbury</b>	\$629,870	<b>Rockport</b>	\$643,183
<b>Newburyport</b>	\$1,604,829	<b>Rowe</b>	\$34,738
<b>Newton</b>	\$7,838,462	<b>Rowley</b>	\$560,570
<b>Norfolk</b>	\$1,056,955	<b>Royalston</b>	\$112,502
<b>North Adams</b>	\$1,137,716	<b>Russell</b>	\$158,878
<b>North Andover</b>	\$2,759,297	<b>Rutland</b>	\$779,932
<b>North</b>		<b>Salem</b>	\$3,840,497
<b>Attleborough</b>	\$2,587,634	<b>Salisbury</b>	\$836,623
<b>North Brookfield</b>	\$423,910	<b>Sandisfield</b>	\$78,910
<b>North Reading</b>	\$1,385,115	<b>Sandwich</b>	\$1,783,280
<b>Northampton</b>	\$2,532,706	<b>Saugus</b>	\$2,502,641
<b>Northborough</b>	\$1,331,421	<b>Savoy</b>	\$60,219
<b>Northbridge</b>	\$1,475,222	<b>Seekonk</b>	\$1,384,409
<b>Northfield</b>	\$263,798	<b>Sharon</b>	\$1,670,161
<b>Norton</b>	\$1,758,770		

	<u>Total</u> <u>Eligible</u> <u>Amounts</u>		<u>Total</u> <u>Eligible</u> <u>Amounts</u>
<b>Sheffield</b>	\$277,905	<b>Waltham</b>	\$5,551,215
<b>Shelburne</b>	\$164,080	<b>Ware</b>	\$865,013
<b>Sherborn</b>	\$382,736	<b>Warren</b>	\$462,704
<b>Shirley</b>	\$674,395	<b>Warwick</b>	\$68,771
<b>Shrewsbury</b>	\$3,347,993	<b>Washington</b>	\$47,699
<b>Shutesbury</b>	\$156,410	<b>Watertown</b>	\$3,169,982
<b>Somerset</b>	\$1,602,977	<b>Wayland</b>	\$1,223,944
<b>Somerville</b>	\$7,191,135	<b>Webster</b>	\$1,501,232
<b>South Hadley</b>	\$1,569,914	<b>Wellesley</b>	\$2,616,201
<b>Southampton</b>	\$546,287	<b>Wellfleet</b>	\$240,610
<b>Southborough</b>	\$896,577	<b>Wendell</b>	\$78,117
<b>Southbridge</b>	\$1,492,768	<b>Wenham</b>	\$465,878
<b>Southwick</b>	\$863,426	<b>West Boylston</b>	\$724,298
<b>Spencer</b>	\$1,055,456	<b>West Brookfield</b>	\$333,715
<b>Springfield</b>	\$13,668,817	<b>West Newbury</b>	\$413,595
<b>Sterling</b>	\$722,094	<b>West Springfield</b>	\$2,534,557
<b>Stockbridge</b>	\$167,783	<b>West Stockbridge</b>	\$111,444
<b>Stoneham</b>	\$2,003,964	<b>West Tisbury</b>	\$255,775
<b>Stoughton</b>	\$2,552,455	<b>Westborough</b>	\$1,691,850
<b>Stow</b>	\$636,042	<b>Westfield</b>	\$3,674,830
<b>Sturbridge</b>	\$849,937	<b>Westford</b>	\$2,142,123
<b>Sudbury</b>	\$1,730,468	<b>Westhampton</b>	\$144,683
<b>Sunderland</b>	\$322,606	<b>Westminster</b>	\$695,114
<b>Sutton</b>	\$842,090	<b>Weston</b>	\$1,069,827
<b>Swampscott</b>	\$1,342,530	<b>Westport</b>	\$1,409,625
<b>Swansea</b>	\$1,472,842	<b>Westwood</b>	\$1,421,881
<b>Taunton</b>	\$5,051,657	<b>Weymouth</b>	\$5,088,952
<b>Templeton</b>	\$718,831	<b>Whately</b>	\$139,305
<b>Tewksbury</b>	\$2,767,408	<b>Wilbraham</b>	\$1,300,386
<b>Tisbury</b>	\$362,457	<b>Williamsburg</b>	\$219,449
<b>Tolland</b>	\$44,877	<b>Williamstown</b>	\$704,725
<b>Topsfield</b>	\$584,287	<b>Wilmington</b>	\$2,107,825
<b>Townsend</b>	\$841,737	<b>Winchendon</b>	\$961,998
<b>Truro</b>	\$176,247	<b>Winchester</b>	\$2,014,720
<b>Tyngsborough</b>	\$1,094,867	<b>Windsor</b>	\$77,147
<b>Tyringham</b>	\$27,861	<b>Winthrop</b>	\$1,647,678
<b>Upton</b>	\$706,400	<b>Woburn</b>	\$3,561,711
<b>Uxbridge</b>	\$1,242,724	<b>Worcester</b>	\$16,388,350
<b>Wakefield</b>	\$2,392,431	<b>Worthington</b>	\$104,655
<b>Wales</b>	\$167,342	<b>Wrentham</b>	\$1,054,839
<b>Walpole</b>	\$2,222,620	<b>Yarmouth</b>	\$2,055,630

**SELECT BOARD MEETING MINUTES**  
**MAY 4, 2020 at 6:30pm**  
**VIRTUAL MEETING**

**CALL TO ORDER/OPENING**

Chairwoman Wilson called the meeting to order at 6:32pm. Chair Sandra Wilson, Vice-Chair Harry Brooks, 2<sup>nd</sup> Vice-Chair Rick Antanavica, Selectwoman Dianna Provencher, Selectman John Shocik, Student Liaison Katheryn Stapel, Town Administrator David Genereux and Assistant to the Town Administrator Kristen Forsberg were in attendance.

**1. SCHEDULED ITEMS**

None

**2. PUBLIC COMMENT PERIOD**

No members of the public provided comments

**3. REPORTS & ANNOUNCEMENTS**

**a. Student Liaison Reports**

School is out for the rest of the year and students are learning virtually.

**b. Select Board Reports**

The Select Board discussed a variety of topics including the requirement to wear masks in public beginning May 6<sup>th</sup>, the closure of the Worcester Walmart, Ernie's Cars operating despite a cease and desist order on the business, postponing paving on Route 9, happy mothers' day and don't leave items at Deja Nu as they are not currently open and items will be disposed of.

**c. Town Administrator Report**

The Town Administrator presented highlights from his written report. Board of Health Chair Chris Montiverdi provided an update on COVID-19 in Leicester. Mr. Montiverdi stated that there are 98 cases in Town as of today which is 0.9% of the population. This is consistent with the State infection rate. There is a large cluster at the nursing home in Town which is being monitored by the State Department of Public Health. The State is beginning to see a drop in daily hospitalizations (5%; was 6-8%) and daily death rates. 60% of deaths in the State are related to nursing homes and larger cluster locations. The Worcester Regional Public Health Alliance has been in touch with the administrator at the Meadows regarding testing of asymptomatic staff members. Staff testing is not mandated but is required to receive state funding. Walmart has had two employees test positive due to family members who had contracted COVID-19 and were removed from work even though asymptomatic. There is no data yet on who has been cleared off of the quarantine list.

**4. RESIGNATIONS & APPOINTMENTS**

None

**5. OTHER BUSINESS**

**a. Vote to Sign Annual Town Election Warrant**

A motion was made by Mr. Antanavica and seconded by Ms. Provencher to sign the Annual Town Election warrant. Roll call: 5:0:0.

**b. Culvert Replacement Municipal Assistance Grant Application**

Ms. Wilson discussed a grant application for \$85,000 to design the replacement of a culvert on Marshall Street. A motion was made by Mr. Shocik and seconded by Ms. Provencher to name the Town Administrator as the Chief Procurement Officer and authorize him to sign the grant application. Roll call: 5:0:0.

**c. FY21 Budget and Annual Town Meeting Warrant Discussion and/or Votes**

Mr. Genereux discussed the revised FY21 draft budget which has been cut by \$200,000 due to anticipated decreases in State assessments and local receipts. Mr. Genereux noted the budget may require future revisions as more information becomes available. The union and nonunion salary increases remain in the budget but are contingent upon available funds. The veterans' budget has been adjusted to reflect the current number of beneficiaries. The budget will likely change again prior to Annual Town meeting and may even need to be cut at Fall Town meeting. A motion was made by Mr. Antanavica and seconded by Ms. Provencher to recommend approval of article 13 as presented. Roll call: 5:0:0.

**d. Reserve Fund Transfer Request - \$5,000 – Town Hall Building Maintenance**

A motion was made by Mr. Brooks and seconded by Ms. Provencher to approve a reserve fund transfer request in the amount of \$5,000 for town hall building maintenance. Roll call: 5:0:0.

**e. Reserve Fund Transfer Request - \$8,000 – Highway Department (Hillcrest Irrigation System)**

A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve a reserve fund transfer request in the amount of \$8,000 for the hillcrest water system. Roll call: 5:0:0.

**6. MINUTES**

**a. April 27, 2020**

A motion was made by Mr. Shocik and seconded by Mr. Brooks to approve the minutes of April 27, 2020. Roll call: 5:0:0

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

**a. Exception 1 – Discuss complaint brought against a public officer (Fire Station Building Committee)**

A motion was made by Mr. Shocik and seconded by Ms. Provencher to enter into executive session at 7:33pm under MGL Chapter 30A, Section 21A, Exception 1, to discuss a complaint brought against a public officer (Fire Station Building Committee) and to not reconvene in open session. The Chair declared that to discuss these matters in open session would compromise the position of the Town. Roll call: 5:0:0.

A motion to adjourn was made by Ms. Provencher and seconded by Mr. Shocik at 8:48pm. Roll call: 5:0:0.

**SELECT BOARD MEETING MINUTES**  
**MAY 6, 2020 at 6:30pm**  
**VIRTUAL MEETING**

**CALL TO ORDER/OPENING**

Chairwoman Sandra Wilson called the meeting to order at 6:31pm. Chair Sandra Wilson, Vice-Chair Harry Brooks, 2<sup>nd</sup> Vice-Chair Rick Antanavica, Selectwoman Dianna Provencher, Selectman John Shocik, Town Administrator David Genereux and Assistant to the Town Administrator Kristen Forsberg were in attendance.

**1. Engineering Design Discussion – Fire & EMS Headquarters Retention Ponds**

Luke Boucher with VHB discussed his review of the water issues at 3 Paxton Street. To resolve the site drainage issues, VHB recommends converting the infiltration basins to detention basins where water would flow over the top of the basin into a pipe system which flows through one of three properties on Warren Ave, down Harberton and into Sargent Pond. The largest basin behind the building will be expanded and the bottoms of the basins would be raised above groundwater and outfitted with impermeable liners so the only way water can escape is through the structure and into the pipes. The largest pond at the back of the building will be expanded. Mr. Boucher noted the existing closed drainage system on Warren Ave is not in great shape and does not have adequately capacity to handle the additional flows from the site. Chapter 90 funds will be used to repair this system. An existing culvert on Warren Ave in bad condition would also be replaced. The goal of proposed solution is to intercept all water that lands on the Fire & EMS Headquarters site.

Mr. Boucher noted several other options were explored including utilizing the existing culvert and swale but this falls within a wetlands area and would require extensive permitting and proof that there is no viable alternate. Mr. Boucher noted the proposed concept has been endorsed by the Select Board and a field survey has been conducted. The next step is the design development phase, during which the route the pipe will take through the neighborhood must be determined. The faster the Town can obtain an easement from one of the residents at 20,22 or 24 Warren Ave, the faster the design can move forward into construction. Mr. Boucher estimated completing design and heading to permitting in the fall, undertaking procurement in the winter and beginning construction in early spring, barring any delays.

Town Counsel Chris Petrini noted the Town is seeking recovery of as much of these costs as possible from the project architect on the project. Town Administrator David Genereux noted the total project cost is estimated at \$535,000, of which, approximately \$180,000-\$200,000 will be paid for using Chapter 90 funds. The remaining funding will come from the \$400,000 Town Meeting borrowing authorization for site remediation. Highway Superintendent Dennis Griffin stated he believes this is the best plan, noting it has been tweaked to result in a savings. The majority of natural water from the lower elevations and slopes will now be under full control and discharged from the property in a contained system.

Questions from the public included:

- Will there still be water to the north of fire station? The area is a jurisdiction wetland and had water before so there will still be water but this project will eliminate any water coming off the site.
- Can permits be sped up because this is a Town Project? The goal is to seek all permits at the same time, hopefully in two meetings. Permitting and design are time consuming and even if the design was expedited and complete in late June, there is not enough time in this construction season to complete the project.
- Will digging in the neighborhood cause any changes to the underground veins that will cause water to go elsewhere? VHB will look into this, noting clay dams can be used to prevent water from following a new path.

- Will the project cause the new house on Harberton to be flooded or create any new problems? VHB noted the existing channel is well defined, runs downhill and has not overflowed before but they will take a look at the existing pipes to see if any need to be replaced near the corner of Harberton and Warren Ave.
- Which properties are being looked at for a possible easement? 20, 22 and 24 Warren Ave

Residents also expressed concerns about new species of weeds in their yards.

Mr. Genereux stated the Town will do a full write up of the proposed solution and will mail it out to affected residents along with a site photo showing the proposed solution.

## **2. Vote to Award Contract – Town Hall Parking Lot Stairs Project – Ardent Group**

Mr. Genereux noted the Town may not be able to receive an extension from the State for this project and the \$200,000 earmark is set to expire on June 30<sup>th</sup> so the Town must move forward expediently. If awarded, the low bidder could start design immediately. A motion was made by Ms. Provencher and seconded by Mr. Shocik to award the bid for the Town Hall parking lot stairs project to Ardent Group for \$88,898. Roll call: 5:0:0. A motion was made by Ms. Provencher and seconded by Mr. Shocik to authorize the Town Administrator to sign the contract with Ardent. Roll call: 5:0:0.

Mr. Genereux noted a joint letter from the Select Board and the Board of Health will be sent to the Meadows urging them to test all staff. Representative David LeBoeuf and Senator Moore will also send a letter.

A motion to adjourn was made by Mr. Brooks and seconded by Ms. Provencher at 7:55pm. Roll call: 5:0:0.