



## PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

**ORGANIZATION:** Select Board

**MEETING:** X

**PUBLIC HEARING:**

**DATE:** September 14, 2020

**TIME:** 6:00pm

**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 by computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/940861549>

**Dial in by Phone:**

(224) 501-3412; Access Code: 940-861-549

### CALL TO ORDER/OPENING

#### 1. SCHEDULED ITEMS

- a. 6:00pm – FY19 Audit Discussion

#### 2. PUBLIC COMMENT PERIOD

#### 3. REGULAR BUSINESS ITEMS

- a. Update - 09/26/20 School Special Town Meeting
- b. Discussion/Vote – Special Municipal Employee Designation – Emergency Management Director
- c. Discussion/Vote – Special Municipal Employee Designation – Veterans Service Officer
- d. Discussion/Vote – Citizen Request; Adoption of a Recall Bylaw for Elected Officials
- e. Discussion/Vote – Reserve Fund Transfer - Reclaiming and Surfacing Westminster Street
- f. Discussion/Vote – Future Fire Department Management Options - Potential Adoption of MGL Chap 48, Sections 42 or 42A; or Retaining Board of Fire Engineers
- g. Discussion/Vote – Resumption of Tax Collection Activity
- h. Discussion/Vote – Collection Box Bylaw Amendment
- i. Discussion/Vote – Use of Town Owned Roads – Midstate Massive Ultra Trail Race – October 10<sup>th</sup>-11<sup>th</sup>
- j. Discussion/Vote – Trick or Treating Date, Hours and Safety Protocols
- k. Discussion/Vote – Right of First Refusal - Huntoon Memorial Highway (Map 44, Parcel A7)

#### 4. RESIGNATIONS & APPOINTMENTS

- a. Retirement – Principal Assessor – John Prescott
- b. Appointment – Local Emergency Planning Committee – Art Paquette (Media Representative)
- c. Appointment – Emergency Management Director – Jason Main
- d. Appointment – Health Agent

#### 5. REPORTS & ANNOUNCEMENTS

- a. Student Liaison Reports
- b. Town Administrator Report
- c. Select Board Reports

**ADJOURN**



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SCANLON & ASSOCIATES, LLC, 8 Tina Drive, S. Deerfield, MA 01373  
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To the Honorable Board of Selectmen and Town Manager  
Town of Leicester, Massachusetts

We are pleased to confirm our understanding of the services we are to provide Town of Leicester, Massachusetts for the years ended June 30, 2019. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Town of Leicester, Massachusetts as of and for the years ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Leicester's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Leicester's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Pension Plan Schedules
- 3) Other Post-Employment Benefit Plan Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Leicester's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of Expenditures of Federal Awards.
- 2) Schedule of Revenues, Expenditures and Changes in Fund Balances – Non-major Governmental Funds
- 3) Schedule of Property Taxes
- 4) Schedule of Excise Taxes
- 5) Schedule of Tax Liens

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Select Board of Town of Leicester. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

## Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation

of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Leicester's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Town of Leicester's major programs. The purpose of these procedures will be to express an opinion on Town of Leicester's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Town of Leicester in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing*

*Standards.* We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not

changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to Town of Leicester; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Scanlon and Associates, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Scanlon and Associates, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Thomas J Scanlon Jr. is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will be as follows:

<u>Fiscal Year</u>	<u>Audit Fee (a)</u>	<u>School EOYR</u>
2019	\$ 25,500	\$ 4,000

- (a) – The audit fee is inclusive of single audit/A-133 coverage based on prior coverage history of Town, which is up to two major programs. If the Town receives significant federal awards and additional major programs are needed (above two) to be tested then an additional fee will be charged of \$2,500 per major program.

We appreciate the opportunity to be of service to Town of Leicester and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Scanlon and Associates, LLC*

Scanlon & Associates, LLC  
Certified Public Accountants

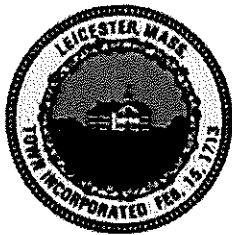
**RESPONSE:**

This letter correctly sets forth the understanding of Town of Leicester.

Signature: 

Title: Town Administrator

Date: 7/20/26



**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)

July 20, 2020

Scanlon and Associates, LLC  
8 Tina Drive  
South Deerfield, Massachusetts

This representation letter is provided in connection with your audit of the financial statements of Town of Leicester, Massachusetts, which comprise the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows for the June 30, 2019 then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of audit report date, the following representations made to you during your audit.

**Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.



- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the Town is contingently liable, if any, have been properly recorded or disclosed.

#### **Information Provided**

- 11) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the Town from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of Board of Selectmen or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the Town and involves:
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the Town's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 18) We have disclosed to you the identity of the Town's related parties and all the related party relationships and transactions of which we are aware.

#### **Government-specific**

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have a process to track the status of audit findings and recommendations.
- 21) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 22) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 23) The Town has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.

- 24) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 25) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 26) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 27) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 28) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 29) As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal awards. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes and schedule of expenditures of federal awards.
- 30) The Town has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 31) The Town has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 32) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 33) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
- 34) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 35) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 36) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 37) Provisions for uncollectible receivables have been properly identified and recorded.
- 38) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 39) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 40) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 41) Special and extraordinary items are appropriately classified and reported.

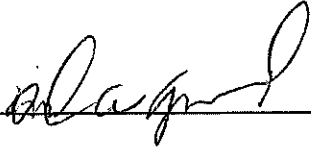
- 42) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 43) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 44) We have appropriately disclosed the Town's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 45) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 46) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 47) With respect to the supplementary information:
  - 1) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
  - 2) If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- 48) With respect to federal award programs:
  - a) We are responsible for understanding and complying with and have complied with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
  - b) We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) and related notes in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
  - 3) If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
  - 4) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA, expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
  - 5) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.

- 6) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- 7) We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- 8) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- 9) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards OR confirm that there were no amounts questioned and no known noncompliance with the direct and material compliance requirements of federal awards.
- 10) We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- 11) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- 12) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- 13) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- 14) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- 15) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- 16) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- 17) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- 18) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- 19) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- 20) We have charged costs to federal awards in accordance with applicable cost principles.
- 21) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance, and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- 22) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.

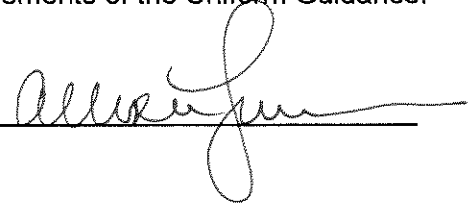
23) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.

24) We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.

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



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



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

Town Administrator

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

Town Accountant

**TOWN OF LEICESTER, MASSACHUSETTS**  
**MANAGEMENT LETTER**  
**FOR THE YEAR ENDED JUNE 30, 2019**

**TOWN OF LEICESTER, MASSACHUSETTS**

**Management Letter**

**Year Ended June 30, 2019**

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To the Board of Selectmen  
Town of Leicester  
Leicester, Massachusetts

Dear Members of the Board:

In planning and performing our audit of the basic financial statements of the Town of Leicester as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of Leicester's internal accounting control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

However, during our audit, we became aware of several matters that are opportunities for strengthening internal controls and operating efficiency. We have already discussed these comments and suggestions with Town personnel. We will be pleased to discuss them in further detail and to assist you in implementing the recommendations.

This communication is intended solely for the information and use of the management, the Board of Selectmen, others within the entity and the Commonwealth of Massachusetts Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

*Scanlon and Associates, LLC*

Scanlon & Associates, LLC  
South Deerfield, Massachusetts

July 20, 2020



## CURRENT YEAR COMMENTS AND RECOMMENDATIONS – Informational Items

### A. Implementation of Future GASB Statements

#### Comment:

In an effort to enhance financial information of a government's financial statements, the GASB is continually issuing new pronouncements that will affect what is required to be reported in a government's financial statements. Over the past couple years GASB has been active in developing new standards. It is important that the Town be aware of the current and future statements. The following are some of new GASB pronouncements that will be required to be implemented in future fiscal years:

- GASB Statement No. 84 – *Fiduciary Activities*. This statement is required to be implemented in fiscal year 2020.
- GASB Statement No. 87 – *Leases*. This statement is required to be implemented in fiscal year 2021.

Given the significant impact of these GASB statements on the Town's financial accounting and reporting, we recommend that the Town familiarize and educate themselves with the aforementioned statements to ensure proper implementation.

## **CURRENT YEAR COMMENTS AND RECOMMENDATIONS – Other Matters**

### **1. Individual Bank Statement Reconciliations**

#### Comment:

The Town has procedures in place to reconcile the cash accounts on the Town Accountant's general ledger to the Treasurer's cash records on a monthly basis. During our audit we reviewed and tested the cash reconciliation process. We noted that improvements could be made with regard to documenting and reviewing each reconciling item utilized on the individual bank statement reconciliations. We communicated these matters to personnel during our fieldwork.

### **2. Other Areas**

- Monitor Green Communities Grant Deficit.

#### Perspective Information:

The Town is aware of the grant deficit and understands its impact on the Town's financial position. One of the major reasons it has a deficit at June 30 is because of the multiple funding sources for the project and the different funding agencies having its own compliance requirements to release funds to the Town.

## **PRIOR YEAR COMMENTS AND RECOMMENDATIONS**

### **1. Accounting for Long Term Debt**

#### Prior Year Comment:

The Town issued long term debt during the year to finance three capital projects. The amounts in the financial statements for long term debt payable did not agree to loan amortization schedules on file with the treasurer. During our fieldwork, we discussed these variances with Town personnel and adjustments were made to the financial statements.

We recommend that the debt payable accounts are reconciled to the supporting loan amortization schedules on file in the treasurer's office.

#### Status - Fiscal Year 2019 Audit:

The debt payable accounts were reconciled to the supporting loan documentation on file in the treasurer's office throughout the year.

### **2. Agency Accounts**

#### Prior Year Comment:

During our audit we found that there is a lack of reconciliation of agency accounts. Agency accounts are used to report resources held by a Town in a purely custodial capacity. They usually involve only a receipt and the remittance of the receipt to individuals, private organizations or other governments.

We recommend all agency accounts be reconciled on a periodic basis and operate in accordance with the agency definition.

#### Status- Fiscal Year 2019 Audit:

The Town has researched and reconciled some of the agency accounts. We recommend they continue to research and reconcile the remaining agency accounts.

### **3. Internal Control Policies and Procedures Manual**

#### Prior Year Comment:

During our audit we noted that most departments do not maintain a formal internal control policies and procedures manual that documents day-to-day activities and controls utilized within their respective department. An internal control policies and procedures manual would assist each department head with training, documenting and assuring the continuity of operational policies and procedures that have been approved by management of the Town to ensure achievement of its objectives.

#### Status- Fiscal Year 2019 Audit:

The situation remains the same. However, the Town has taken our recommendation under advisement.

#### **4. Ambulance Receivable**

Prior Year Comment:

During our audit we noted that there is a significant amount of aged ambulance accounts receivable. As of June 30, 2018, there is approximately \$1,122,565 of ambulance accounts receivables outstanding and of that accounts that exceed 120 days old is \$992,301 (approximately 88%). The Town is still in the process of reviewing the older accounts and it is anticipated the older accounts receivable will be abated sometime in fiscal year 2019.

We recommend that the Town's management review and monitor the aged ambulance accounts receivable.

Status- Fiscal Year 2019 Audit:

The same condition exists. As of June 30, 2019, there is approximately \$1,056,200 of ambulance accounts receivables outstanding and of that accounts that exceed 120 days old is \$877,547 (approximately 83%). The Town is still in the process of reviewing the older accounts.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Report on the Examination of Basic Financial Statements**  
**For the Year Ended June 30, 2019**

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Report on the Examination of Basic Financial Statements**  
**For the Year Ended June 30, 2019**

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## **Independent Auditor's Report**

To the Honorable Board of Selectmen  
Town of Leicester, Massachusetts

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Leicester, Massachusetts, as of and for the fiscal year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town of Leicester, Massachusetts' basic financial statements as listed in the table of contents.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Leicester, Massachusetts, as of June 30, 2019, and the respective changes in financial position, and the respective budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, pension plan and other postemployment benefit plan schedules as listed on the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Leicester, Massachusetts' basic financial statements. The Supplementary Schedules, as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Supplementary Schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated July 20, 2020, on our consideration of the Town of Leicester, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Leicester, Massachusetts' internal control over financial reporting and compliance.

*Scanlon and Associates, LLC*

Scanlon & Associates, LLC  
South Deerfield, Massachusetts

July 20, 2020



## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

## Management's Discussion and Analysis

As management of the Town of Leicester, we offer readers of these financial statements this narrative overview and analysis of the financial activities for the fiscal year ended June 30, 2019. The intent of this discussion and analysis is to look at the Town's financial performance as a whole. Readers should also review the notes to the basic financial statements and financial statements to enhance their understanding of the Town's financial performance.

### Financial Highlights

- The Town's liabilities and deferred inflows of resources exceeded its assets and deferred outflows of resources by \$4,081,802 (net position) for the fiscal year reported. This compares to the previous year when liabilities and deferred inflows of resources exceeded its assets and deferred outflows of resources by \$4,181,586, or an increase of \$99,784 (2%).
- At the close of the current fiscal year, the Town's total governmental funds reported total ending fund balance of \$7,474,217 this year, an increase of \$2,021,455 (37%).
- The General Fund's total fund balance increased \$890,576 (27%) to \$4,139,059. The ending General fund balance is 12% of revenues, transfers in and sale of tax foreclosure property; and 12% of expenditures and transfers out.
- Total liabilities of the Town increased by \$5,629,673 (9%) to \$69,973,325 during the fiscal year. This was mainly attributed to net increases in the other postemployment benefit (OPEB) liability of \$4,990,676, in the pension liability of \$1,916,013 and in net bonds and leases payable of \$1,801,414; and a decrease in notes payable of \$2,553,695.
- The Town had General fund free cash certified by the Department of Revenue in the amount of \$1,398,550. The key factors that attributed to the free cash amount for fiscal year 2019 were unexpended/unencumbered appropriations of \$469,700, excess over budget state and local receipts of \$656,400 and excess over budget other financing sources of \$115,200.

### Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Town of Leicester's basic financial statements. These basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The *government-wide financial statements* are designed to provide readers with a broad overview of finances, in a manner similar to private-sector business.

The *statement of net position* presents information on all assets, deferred outflows of resources, liabilities and deferred inflows of resources with the difference between them reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The *statement of activities* presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities include general government, public safety, public works, education, health and

human services, culture and recreation, employee and pension benefits, interest, and state assessments. The Town does not have any functions classified as business-type activities.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

**Governmental funds.** *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on *near-term inflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financial requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decision. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The Town of Leicester adopts an annual appropriated budget for its general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statements because the resources of those funds are *not* available to support the Town's own programs.

**Notes to the basic financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

## Financial Highlights

### Statement of Net Position Highlights

	Governmental Activities		
	2019	2018	Change
<b>Assets:</b>			
Current assets	\$ 13,028,388	\$ 13,961,434	\$ (933,046)
Capital assets	49,730,210	47,194,550	2,535,660
<b>Total assets</b>	<b>62,758,598</b>	<b>61,155,984</b>	<b>1,602,614</b>
<b>Deferred Outflows of Resources</b>	<b>4,906,962</b>	<b>1,776,174</b>	<b>3,130,788</b>
<b>Liabilities:</b>			
Current liabilities (excluding debt and lease)	2,666,622	3,141,181	(474,559)
Current debt and lease	2,686,899	5,025,586	(2,338,687)
Noncurrent liabilities (excluding debt and lease)	52,551,395	45,694,882	6,856,513
Noncurrent debt and lease	12,068,409	10,482,003	1,586,406
<b>Total liabilities</b>	<b>69,973,325</b>	<b>64,343,652</b>	<b>5,629,673</b>
<b>Deferred Inflows of Resources</b>	<b>1,774,037</b>	<b>2,770,092</b>	<b>(996,055)</b>
<b>Net Position:</b>			
Net Investment in Capital Assets	35,051,418	31,783,421	3,267,997
Restricted	4,360,964	5,936,257	(1,575,293)
Unrestricted	(43,494,184)	(41,901,264)	(1,592,920)
<b>Total net position</b>	<b>\$ (4,081,802)</b>	<b>\$ (4,181,586)</b>	<b>\$ 99,784</b>

**Financial Highlights**  
**Statement of Activities Highlights**

	<b>Governmental Activities</b>		
	<b>2019</b>	<b>2018</b>	<b>Change</b>
<b>Program Revenues:</b>			
Charges for services	\$ 2,435,124	\$ 2,243,173	\$ 191,951
Operating grants and contributions	16,956,942	16,325,463	631,479
Capital grants and contributions	3,386,229	1,359,871	2,026,358
<b>General Revenues:</b>			
Property taxes	15,452,884	14,843,600	609,284
Motor vehicle and other excise taxes	2,039,538	1,678,928	360,610
Penalties and interest on taxes	206,812	182,206	24,606
Nonrestricted grants	1,875,118	1,814,041	61,077
Unrestricted investment income	122,077	37,728	84,349
Miscellaneous	74,329	80,104	(5,775)
Gain/(Loss) on Sale of Capital Assets	109,875	50,000	59,875
<b>Total revenues</b>	<b>42,658,928</b>	<b>38,615,114</b>	<b>4,043,814</b>
<b>Expenses:</b>			
General government	2,450,502	1,592,050	858,452
Public safety	3,915,325	3,829,154	86,171
Public works	2,704,990	2,591,230	113,760
Education	20,899,651	20,910,778	(11,127)
Health and human services	306,619	276,000	30,619
Culture and recreation	273,131	153,546	119,585
Employee and pension benefits	10,934,208	9,898,433	1,035,775
State assessments	617,293	562,601	54,692
Interest	457,425	384,651	72,774
<b>Total expenses</b>	<b>42,559,144</b>	<b>40,198,443</b>	<b>2,360,701</b>
<b>Change in net position</b>	<b>99,784</b>	<b>(1,583,329)</b>	<b>1,683,113</b>
<b>Net position - beginning of year</b>	<b>(4,181,586)</b>	<b>(2,598,257)</b>	<b>(1,583,329)</b>
<b>Net position - end of year</b>	<b>\$ (4,081,802)</b>	<b>\$ (4,181,586)</b>	<b>\$ 99,784</b>

**Government-wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. Liabilities and deferred inflows of resources exceeded assets and deferred outflows of resources by \$4,081,802 at the close of fiscal year 2019.

Net position of \$35,051,418 reflects its investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure); less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the net position, \$4,360,964 represents resources that are subject to external restrictions on how they may be used. The remaining balance consists of *unrestricted net position* (\$43,494,184).

At the end of the current fiscal year, the Town is able to report positive balances in two categories of net position and a negative balance in the unrestricted category in the governmental activities and for the government as a whole. The unrestricted governmental activities and government as a whole resulted in a negative balance mainly due to the accrual of the OPEB obligation and net pension liabilities that are required under GASB to be recognized in the Town's financial statements. These liabilities are presented on the statement of net position.

The governmental activities net position increased by \$99,78 (2%) during the current fiscal year. The key elements of the increase in net position for fiscal year 2019 are attributed to a net increase in the acquisition of \$5,579,922 in new capital assets exceeding the depreciation expense (normally spread out over the useful life of the asset) for the year of \$3,044,262 and in recognizing this year's change in the deferred outflow/(inflow) of resources related to OPEB of \$3,095,518 and related to pensions of \$1,031,325; and decreases from the change in the OPEB liability of \$4,990,676 and pension liability of \$1,916,013, and in debt and leases of \$1,801,414.

### **Financial Analysis of the Government's Funds**

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

**Governmental funds.** The focus of *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing financing requirements. In particular, the general fund *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$7,474,217, an increase of \$2,021,455 (37%) in comparison with the prior year.

The breakdown of the governmental fund balances is as follows:

- Nonspendable fund balance – \$35,847 (1%).
- Restricted fund balance – \$3,576,609 (48%).
- Committed fund balance – \$529,775 (7%).
- Assigned fund balance – \$1,126,051 (15%).
- Unassigned fund balance – \$2,205,935 (29%).

At the end of the fiscal year, the *General Fund* reported a fund balance of \$4,139,059 increasing \$890,576 (27%) from the prior year. Of the \$4,139,059, the unassigned amount is \$3,013,008 (73%) and the assigned amount is \$1,126,051 (27%). General fund revenues of \$33,971,286 were \$1,282,903 (4%) more than the prior fiscal year and expenditures of \$33,619,597 also increased by \$864,143 (3%). Other activities in the General Fund were net transfers to other funds of \$429,012 and the sale of foreclosure property of \$109,875.

The main components of the increases in general fund revenues as compared to the prior year are related increases in property taxes of \$659,113 (4%), in excise and other taxes of \$369,313 (22%) and in licenses, permits and fees of \$152,128 (25%).

The major changes with the general fund expenditures from the prior fiscal year were as follows:

- Increase in Public safety expenditures of \$96,254 (3%).
- Increase in Education expenditures of \$589,061 (3%).
- Increase in Debt service expenditures (principal and interest) of \$63,179 (5%).

The *Library Construction Fund* is used to account for the construction of a new public library. The fund has a deficit balance of \$671,068 and shows an increase of \$1,039,352 (61%) in total operations. The activity in the fund is attributed to receipts of \$2,515,000, investment income of \$2,529, expenditures of \$3,378,177 and the issuance of debt of \$1,900,000. The Town has a bond anticipation note outstanding of \$923,305 which is not reflected in the Fund Balance. Permanent financing will be done upon completion of the project.

### **General Fund Budgetary Highlights**

The final general fund budget for fiscal year 2019 was \$31,171,315. This was an increase of \$1,132,401 (4%) over the previous year's budget.

There was an increase between the total original budget and the total final amended budget. The change is attributed to adjustments voted at the Special Town Meeting in October 2018 and the Annual Town Meeting in May 2019 for various budget operating line items.

General fund expenditures were less than budgeted by \$1,147,032. Of the \$1,147,032 in under budget expenditures, \$677,329 has been carried over to fiscal year 2020.

There is a negative variance in state assessments of \$77,113 due to a higher assessment in the school choice sending tuitions of \$9,599 and a lower assessment in the charter school sending tuitions of \$86,712 than the actual payments.

The variance with the final budget was a positive \$1,245,264 consisting of a revenue surplus of \$775,561 and an appropriation surplus of \$469,703.

### **Capital Asset and Debt Administration**

**Capital Assets.** The Town's investment in capital assets for its governmental activities as of June 30, 2019 amounts to \$49,730,210.

The investment in capital assets includes land, construction in progress, buildings and renovations, machinery, equipment and infrastructure.

Major capital events during the current fiscal year in the governmental type funds included the following:

- Land purchase for \$100,000.
- Town Hall improvements for \$368,970.
- Town Buildings energy improvements for \$165,834.
- Police vehicle and equipment purchases for \$130,360.
- Radio communications upgrade for \$62,503.
- Highway Garage oil burner for \$18,200.
- Highway vehicle and equipment purchases for \$625,908.
- Road infrastructure improvements for \$545,601.
- Leicester Middle School feasibility for \$214,369.
- Library renovations for \$3,378,177.

**Debt Administration.** The Town's outstanding governmental debt, as of June 30, 2019, totaled \$13,120,737, of which \$421,375 is for school construction and remodeling projects, \$8,679,968 is for building construction, \$862,975 is for land purchases, \$237,057 is for water mains, \$855,000 for departmental equipment, \$76,516 is for Title V septic loans and \$1,987,846 is for energy update equipment lease.

The Town also has capital leases for financing of two fire department trucks and highway equipment. The last lease is due in 2021. The Town currently owes \$220,198 on the leases consisting of \$211,266 in principal and \$8,932 in interest.

In addition, the Town has bond anticipation notes outstanding in the amount of \$1,423,305 (\$923,305 for the library construction project and \$500,000 for the middle school feasibility study).

Please refer to notes 3D, 3F, 3G and 3H for further discussion of the major capital and debt activity.

### **Next Year's Annual Town Meeting**

The Town of Leicester operates under the "Open Meeting" concept where each voter has an equal vote in adopting of Town budgets and appropriations. The financial statements for June 30, 2019 do not reflect the fiscal year 2020 Town Meeting action with the exception of the free cash amount. The Annual Town Meeting on May 7, 2019 authorized a fiscal year 2020 operating and capital budget as follows:

From the tax levy		\$	29,954,992
From Other Available Funds:			
<b>General Fund:</b>			
Unassigned fund balance:			
Free cash			448,722
<b>Non-major Governmental Funds:</b>			
Ambulance Reserve	\$	371,192	
Conservation Commission Fees		3,882	
Leicester Cable Funds		186,395	
Septic Repair Programs		19,944	581,413
			<hr/>
		\$	<u>30,985,127</u>

### **Requests for Information**

This financial report is designed to provide a general overview of the Town of Leicester's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town Accountant, Town Hall, 3 Washburn Square, Leicester, Massachusetts 01524.

## **BASIC FINANCIAL STATEMENTS**



**TOWN OF LEICESTER, MASSACHUSETTS**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2019**

	<b>Primary Government</b>
	<b>Governmental</b>
	<b>Activities</b>
<b>ASSETS</b>	
<b>CURRENT:</b>	
Cash and Cash Equivalents	\$ 8,586,103
Investments	2,065,499
Cash and Investments in Custody of Others	131,902
Receivables, net of allowance for uncollectibles:	
Property Taxes	621,693
Tax Liens	439,091
Excise Taxes	201,117
Departmental	368,450
Due from Other Governments	506,036
Tax Foreclosures	108,497
Total current assets	<u>13,028,388</u>
<b>NONCURRENT:</b>	
Capital Assets, net of accumulated Depreciation	
Nondepreciable	14,480,770
Depreciable	35,249,440
Total noncurrent assets	<u>49,730,210</u>
<b>Total Assets</b>	<u><b>62,758,598</b></u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred Outflows Related to Pensions	1,996,338
Deferred Outflows Related to OPEB	2,910,624
<b>Total Deferred Outflows of Resources</b>	<u><b>4,906,962</b></u>
<b>LIABILITIES</b>	
<b>CURRENT:</b>	
Warrants and Accounts Payable	998,766
Accrued Payroll	1,200,330
Retainage Payable	112,919
Payroll Withholdings	154,433
Accrued Interest	145,433
Other	21,781
Compensated Absences	32,960
Bond Anticipation Notes Payable	1,423,305
Bonds and Leases Payable	1,263,594
Total current liabilities	<u>5,353,521</u>
<b>NONCURRENT:</b>	
Compensated Absences	378,283
Net OPEB Liability	33,248,723
Net Pension Liability	18,924,389
Bonds and Leases Payable	12,068,409
Total noncurrent liabilities	<u>64,619,804</u>
<b>Total Liabilities</b>	<u><b>69,973,325</b></u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred Inflows Related to Pensions	979,975
Deferred Inflows Related to OPEB	794,062
<b>Total Deferred Inflows of Resources</b>	<u><b>1,774,037</b></u>
<b>NET POSITION</b>	
Net Investment in Capital Assets	35,051,418
Restricted for:	
Capital Projects	1,126,232
Federal & State Grants	917,321
Permanent Funds	
Expendable	185,939
Nonexpendable	35,847
Other Purposes	2,095,625
Unrestricted	(43,494,184)
<b>Total Net Position</b>	<u><b>\$ (4,081,802)</b></u>

The Notes to the Financial Statements are an integral part of this Statement.

**TOWN OF LEICESTER, MASSACHUSETTS  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2019**

	Program Revenues				Net (Expenses) Revenues and and Changes in Net Position
					<u>Primary</u> <u>Government</u> <u>Governmental</u> <u>Activities</u>
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Primary Government:</b>					
<b>Governmental Activities:</b>					
General Government	\$ 2,450,502	\$ 293,382	\$ 1,085,006	\$ 124,100	\$ (948,014)
Public Safety	3,915,325	1,237,345	42,058	29,836	(2,606,086)
Public Works	2,704,990	54,828	101,664	590,546	(1,957,952)
Education	20,899,651	786,224	11,808,661	126,747	(8,178,019)
Health and Human Services	306,619	50,423	134,998	-	(121,198)
Culture and Recreation	273,131	12,922	98,901	2,515,000	2,353,692
Employee and Pension Benefits	10,934,208	-	3,685,654	-	(7,248,554)
State Assessments	617,293	-	-	-	(617,293)
Interest	457,425	-	-	-	(457,425)
<b>Total Governmental Activities</b>	<b>42,559,144</b>	<b>2,435,124</b>	<b>16,956,942</b>	<b>3,386,229</b>	<b>(19,780,849)</b>
<b>Total Primary Government</b>	<b>\$ 42,559,144</b>	<b>\$ 2,435,124</b>	<b>\$ 16,956,942</b>	<b>\$ 3,386,229</b>	<b>(19,780,849)</b>
<b>General Revenues:</b>					
Property Taxes					15,452,884
Motor vehicle excise and other taxes					2,039,538
Penalties & Interest on Taxes					206,812
Grants & Contributions not restricted to specific programs					1,875,118
Unrestricted Investment Income					122,077
Miscellaneous					74,329
Sale of Tax Foreclosure Property					109,875
<b>Total General Revenues</b>					<b>19,880,633</b>
<b>Change in Net Position</b>					<b>99,784</b>
<b>Net Position:</b>					
Beginning of year					(4,181,586)
End of year					<b>\$ (4,081,802)</b>

The Notes to the Financial Statements are an integral part of this Statement.

**TOWN OF LEICESTER, MASSACHUSETTS  
BALANCE SHEET - GOVERNMENTAL FUNDS  
JUNE 30, 2019**

	General Fund	Library Construction Fund	Nonmajor Governmental Funds	Total Governmental Funds
<b>Assets:</b>				
Cash and Cash Equivalents	\$ 3,642,875	\$ 655,186	\$ 4,288,042	\$ 8,586,103
Investments	2,065,499	-	-	2,065,499
Cash and Investments in Custody of Others	-	-	131,902	131,902
Receivables, net of allowance for uncollectibles:				
Property Taxes	621,693	-	-	621,693
Tax Liens	439,091	-	-	439,091
Excise Taxes	201,117	-	-	201,117
Departmental	-	-	368,450	368,450
Due from Other Governments	111,177	-	394,859	506,036
Tax Foreclosures	108,497	-	-	108,497
<b>Total Assets</b>	<b>\$ 7,189,949</b>	<b>\$ 655,186</b>	<b>\$ 5,183,253</b>	<b>\$ 13,028,388</b>
<b>Liabilities:</b>				
Warrants and Accounts Payable	\$ 385,176	\$ 305,536	\$ 308,054	\$ 998,766
Accrued Payroll	1,185,925	-	14,405	1,200,330
Retainage Payable	-	97,413	15,506	112,919
Payroll Withholdings	154,433	-	-	154,433
Other	21,781	-	-	21,781
Bond Anticipation Notes Payable	-	923,305	500,000	1,423,305
<b>Total Liabilities</b>	<b>1,747,315</b>	<b>1,326,254</b>	<b>837,965</b>	<b>3,911,534</b>
<b>Deferred Inflows of Resources:</b>				
Unavailable Revenue	1,303,575	-	339,062	1,642,637
<b>Fund Balance:</b>				
Nonspendable	-	-	35,847	35,847
Restricted	-	-	3,576,609	3,576,609
Committed	-	-	529,775	529,775
Assigned	1,126,051	-	-	1,126,051
Unassigned	3,013,008	(671,068)	(136,005)	2,205,935
<b>Total Fund Balance</b>	<b>4,139,059</b>	<b>(671,068)</b>	<b>4,006,226</b>	<b>7,474,217</b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<b>\$ 7,189,949</b>	<b>\$ 655,186</b>	<b>\$ 5,183,253</b>	<b>\$ 13,028,388</b>

The Notes to the Financial Statements are an integral part of this Statement.

**TOWN OF LEICESTER, MASSACHUSETTS  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES - GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2019**

	<b>General Fund</b>	<b>Library Construction Fund</b>	<b>Nonmajor Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>Revenues:</b>				
Property Taxes	\$ 15,379,971	\$ -	\$ -	\$ 15,379,971
Intergovernmental	11,869,786	-	3,816,332	15,686,118
Excise and Other Taxes	2,038,728	-	-	2,038,728
Licenses, Permits and Fees	758,598	-	-	758,598
Charges for Services	-	-	1,819,180	1,819,180
Interest and Penalties on Taxes	206,812	-	-	206,812
Investment Income	122,077	2,529	9,721	134,327
Gifts and Donations	-	2,515,000	68,304	2,583,304
Other	-	-	120,243	120,243
Intergovernmental - "On-behalf" Payments	3,595,314	-	-	3,595,314
<b>Total Revenues</b>	<b>33,971,286</b>	<b>2,517,529</b>	<b>5,833,780</b>	<b>42,322,595</b>
<b>Expenditures:</b>				
Current:				
General Government	1,361,186	-	1,562,734	2,923,920
Public Safety	3,178,346	-	534,841	3,713,187
Public Works	1,092,201	-	1,253,707	2,345,908
Education	17,453,433	-	2,940,374	20,393,807
Health and Human Services	222,138	-	44,231	266,369
Culture and Recreation	226,755	3,378,177	41,985	3,646,917
Employee and Pension Benefits	8,153,431	-	931	8,154,362
State Assessments	617,293	-	-	617,293
Debt Service:				
Principal	894,532	-	-	894,532
Interest	420,282	-	-	420,282
<b>Total Expenditures</b>	<b>33,619,597</b>	<b>3,378,177</b>	<b>6,378,803</b>	<b>43,376,577</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>351,689</b>	<b>(860,648)</b>	<b>(545,023)</b>	<b>(1,053,982)</b>
<b>Other Financing Sources (Uses):</b>				
Operating Transfers In	541,114	-	112,102	653,216
Operating Transfers Out	(112,102)	-	(541,114)	(653,216)
Sale of Tax Foreclosure Property	109,875	-	-	109,875
Bond Premium	-	-	115,562	115,562
Proceeds from Bonds and Notes	-	1,900,000	950,000	2,850,000
<b>Total Other Financing Sources (Uses)</b>	<b>538,887</b>	<b>1,900,000</b>	<b>636,550</b>	<b>3,075,437</b>
<b>Net Change in Fund Balances</b>	<b>890,576</b>	<b>1,039,352</b>	<b>91,527</b>	<b>2,021,455</b>
<b>Fund Balances, Beginning of Year</b>	<b>3,248,483</b>	<b>(1,710,420)</b>	<b>3,914,699</b>	<b>5,452,762</b>
<b>Fund Balances, End of Year</b>	<b>\$ 4,139,059</b>	<b>\$ (671,068)</b>	<b>\$ 4,006,226</b>	<b>\$ 7,474,217</b>

The Notes to the Financial Statements are an integral part of this Statement.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Reconciliation of the Governmental Funds Balance Sheet**  
**Total Fund Balances to the Statement of Net Position**  
**For the Year Ended June 30, 2019**

<b>Total Governmental Fund Balances</b>		\$ 7,474,217
Capital Assets (net) used in governmental activities are not financial resources and therefore, are not reported in the funds.		49,730,210
Revenues are recognized on an accrual basis of accounting instead of a modified accrual basis.		1,642,637
The statement of net position includes certain deferred inflows of resources and deferred outflows of resources that will be amortized over future periods. In governmental funds, these amounts are not deferred.		3,132,925
Long Term liabilities are not due and payable in the current period and therefore, are not reported in the governmental funds:		
Bonds and Leases Payable	\$ (13,332,003)	
Net Other Post Employment Benefits Liability	(33,248,723)	
Net Pension Liability	(18,924,389)	
Compensated Absences	(411,243)	(65,916,358)
In the statement of activities, interest is accrued on outstanding long term debt, whereas in the governmental funds, interest is not reported until due.		(145,433)
<b>Net Position of Governmental Activities</b>		<u><u>\$ (4,081,802)</u></u>

The Notes to the Financial Statements are an integral part of this Statement.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Reconciliation of the Statement of Revenues, Expenditures**  
**and Changes in Fund Balances of Governmental Funds**  
**to the Statement of Activities**  
**For the Year Ended June 30, 2019**

**Net Change in Fund Balances - Total Governmental Funds** \$ 2,021,455

Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and are reported as depreciation expense:

Capital Outlay Purchases	\$ 5,579,922	
Depreciation	<u>(3,044,262)</u>	2,535,660

Revenue in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (i.e., real estate and personal property, motor vehicle excise, etc.) differ between the two statements. This amount represents the net change in unavailable revenue.

110,896

The issuance of long-term debt (e.g., bonds and leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds.

Neither transaction, however, has any effect on net position:

Repayment of Debt and Lease Principal	1,048,586	
Proceeds from Issuance of Bonds and Notes	<u>(2,850,000)</u>	(1,801,414)

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds:

Net Change in Compensated Absences	50,176	
Net Change in Net Other Post Employment Benefits Liability	(4,990,676)	
Net Change in Deferred Outflow/(Inflow) of Resources Related to OPEB	3,095,518	
Net Change in Deferred Outflow/(Inflow) of Resources Related to Pensions	1,031,325	
Net Change in Net Pension Liability	(1,916,013)	
Net Change in Accrued Interest on Long-Term Debt	<u>(37,143)</u>	(2,766,813)

**Change in Net Position of Governmental Activities** \$ 99,784

The Notes to the Financial Statements are an integral part of this Statement.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**STATEMENT OF REVENUES AND EXPENDITURES - BUDGETARY BASIS -**  
**(NON-GAAP) - BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	Budgeted Amounts				Amounts Carried Forward to Next Year	Variance with Final Budget Positive (Negative)
	Amounts Carried Forward from Prior Year	Original Budget	Final Budget	Actual Budgetary Amounts		
<b>Revenues:</b>						
Property Taxes	\$ -	\$ 15,028,845	\$ 15,189,780	\$ 15,308,971	\$ -	\$ 119,191
Intergovernmental	-	11,849,348	11,849,348	11,869,786	-	20,438
Excise and Other Taxes	-	1,615,000	1,615,000	2,038,728	-	423,728
Licenses, Permits, Fees	-	623,657	623,657	758,598	-	134,941
Interest and Penalties on Taxes	-	165,000	165,000	206,812	-	41,812
Investment income	-	45,000	45,000	80,451	-	35,451
<b>Total Revenues</b>	-	29,326,850	29,487,785	30,263,346	-	775,561
<b>Expenditures:</b>						
Current:						
General Government	96,135	1,301,763	1,702,834	1,361,186	161,343	180,305
Public Safety	132,084	2,952,345	3,321,982	3,178,346	69,012	74,624
Public Works	65,277	1,044,634	1,218,060	1,092,201	25,522	100,337
Education	237,391	17,505,425	17,908,290	17,453,433	413,485	41,372
Health and Human Services	107	201,863	230,610	222,138	2,135	6,337
Culture and Recreation	56	234,706	238,062	226,755	5,153	6,154
Employee and Pension Benefits	-	5,051,483	4,696,483	4,558,117	679	137,687
State Assessments	-	540,180	540,180	617,293	-	(77,113)
Debt Service:						
Principal	-	894,532	894,532	894,532	-	-
Interest	-	425,578	420,282	420,282	-	-
<b>Total Expenditures</b>	531,050	30,152,509	31,171,315	30,024,283	677,329	469,703
<b>Excess of Revenues Over (Under) Expenditures</b>	(531,050)	(825,659)	(1,683,530)	239,063	(677,329)	1,245,264
<b>Other Financing Sources (Uses):</b>						
Operating Transfers In	-	485,018	505,018	541,114	-	36,096
Operating Transfers Out	-	(41,787)	(103,095)	(133,889)	-	(30,794)
Sale of Tax Foreclosure Property	-	-	-	109,875	-	109,875
<b>Total Other Financing Sources (Uses)</b>	-	443,231	401,923	517,100	-	115,177
<b>Net Change in Budgetary Fund Balance</b>	(531,050)	(382,428)	(1,281,607)	\$ 756,163	\$ (677,329)	\$ 1,360,441
<b>Other Budgetary Items:</b>						
Free Cash and Other Reserves	-	382,428	750,557			
Prior Year Encumbrances	531,050	-	531,050			
<b>Total Other Budgetary Items</b>	531,050	382,428	1,281,607			
<b>NET BUDGET</b>	\$ -	\$ -	\$ -			

The Notes to the Financial Statements are an integral part of this Statement.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Reconciliation of Revenues and Expenditures**  
**from Budgetary Basis to GAAP Basis**  
**For the Year Ended June 30, 2019**

	<u>Revenues</u>	<u>Expenditures</u>
<b>Reported on a Budgetary Basis</b>	\$ 30,263,346	\$ 30,024,283
<u>Adjustments:</u>		
Activity for Stabilization Funds Recorded in the General Fund for GAAP Purposes	41,626	-
Recognition of Intergovernmental Revenue - "on behalf payments"	3,595,314	-
Recognition of Expenditures - "on behalf payments"	-	3,595,314
Net Increase in Revenue from Recording 60-Day Receipts	71,000	-
<b>Reported on a GAAP Basis</b>	<u>\$ 33,971,286</u>	<u>\$ 33,619,597</u>

The Notes to the Financial Statements are an integral part of this Statement.



**TOWN OF LEICESTER, MASSACHUSETTS  
STATEMENT OF FIDUCIARY NET POSITION  
FIDUCIARY FUNDS  
JUNE 30, 2019**

	<b>Other Postemployment Benefits Trust Fund</b>	<b>Private Purpose Trust Funds</b>	<b>Agency Funds</b>
<b>ASSETS</b>			
Cash and Cash Equivalents	\$ -	\$ 3,015	\$ 479,142
Investments	111,370	-	-
District Tax Receivables	-	-	264,307
<b>Total Assets</b>	<b>111,370</b>	<b>3,015</b>	<b>743,449</b>
<b>LIABILITIES</b>			
Warrants Payable	-	-	13,066
Due to Others	-	-	9,104
Due to Districts	-	-	326,397
Due to Student Groups	-	-	147,066
Escrows and Deposits	-	-	247,816
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>	<b>743,449</b>
<b>NET POSITION</b>			
Held in Trust for Other Purposes	\$ 111,370	\$ 3,015	\$ -

The Notes to the Financial Statements are an integral part of this Statement.

**TOWN OF LEICESTER, MASSACHUSETTS  
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION  
FIDUCIARY FUNDS  
FOR THE YEAR ENDED JUNE 30, 2019**

	<b>Other Postemployment Benefits Trust Fund</b>	<b>Private Purpose Trust Funds</b>
<b>Additions:</b>		
Employer Contributions	\$ 807,299	\$ -
Investment Income	5,653	21
<b>Total Additions</b>	<u>812,952</u>	<u>21</u>
<b>Deductions:</b>		
Educational Scholarships	-	500
Employee Benefits	772,299	-
<b>Total Deductions</b>	<u>772,299</u>	<u>500</u>
<b>Change in Net Position</b>	<u>40,653</u>	<u>(479)</u>
<b>Net Position at Beginning of Year</b>	<u>70,717</u>	<u>3,494</u>
<b>Net Position at End of Year</b>	<u>\$ 111,370</u>	<u>\$ 3,015</u>

The Notes to the Financial Statements are an integral part of this Statement.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying basic financial statements of the Town of Leicester, Massachusetts (the Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The significant Town accounting policies are described herein.

**A. Reporting Entity**

The Town was incorporated in 1713 under the laws of the Commonwealth of Massachusetts. The Town is governed by an elected five-member Board of Selectmen.

For financial reporting purposes, the Town has included all funds, organizations, account groups, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. In Fiscal Year 2019, it was determined that no entities met the required GASB-39 and GASB-61 criteria of component units.

The Town is responsible for electing the governing board of the Leicester Housing Authority. The Town is also responsible for the collection of taxes of the Oxford/Rochdale Sewer District, Cherry Valley/Rochdale Water District, Cherry Valley Sewer District, Leicester Water Supply District, Hillcrest Water District, Hillcrest Sewer District, Burncoat Pond Watershed District, Stiles Water District, and Cedar Meadow Lake Watershed District which are autonomous entities in the Town. These related organizations are excluded from the financial reporting entity because the Town's accountability does not extend beyond the Town electing the board or handling the tax collections of the districts. Audited financial statements are available from the respective organizations. Descriptions of the related organizations are as follows:

**Leicester Housing Authority** - A public housing agency that provides housing assistance to eligible and qualified low and moderate income families, the elderly and handicapped. The housing authority is an autonomous and self-sufficient agency under the State Executive Office of Communities and Development. The Town has no significant influence over management, budget or policies of the authority.

**Oxford/Rochdale Sewer District, Cherry Valley/Rochdale Water District, Cherry Valley Sewer District, Hillcrest Water District, Hillcrest Sewer District, Leicester Water Supply District, Burncoat Pond Watershed District, Stiles Water District and Cedar Meadow Lake Watershed District** - Water and sewer districts that provide utility services to the residents of the Town. The districts are autonomous and self-sufficient units under the General Laws of Massachusetts. The Town has no significant influence over management, budget or policies of the districts.

**B. Government-Wide and Fund Financial Statements**

**Government-Wide Financial Statements**

The government-wide financial statements (e.g., statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. Governmental activities, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which are supported primarily by user fees and charges.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

**Fund financial statements**

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements. Non-major funds are aggregated and displayed in a single column.

Because governmental fund statements are presented using a measurement focus and basis of accounting different from that used in the government-wide statements' governmental column, a reconciliation is presented that briefly explains the adjustment necessary to reconcile ending net position and the change in net position.

***Major Fund Criteria***

Major funds must be reported if the following criteria are met:

- If the total assets, liabilities, revenues or expenditures/expenses of an individual governmental fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental funds),
- and*
- If the total assets, liabilities, revenues or expenditures/expenses of the individual governmental funds are at least 5 percent of the corresponding element for all governmental funds combined.

Additionally, any other governmental fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Fiduciary funds are reported by fund type.

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

**Government-Wide Financial Statements**

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis* of accounting, as are the fiduciary fund financial statements. Revenues are recognized when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported.

**Fund Financial Statements**

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis* of accounting. Under the modified accrual basis concept, revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon thereafter to be used to pay current liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, excises and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The Town reports the following major governmental funds:

The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *library construction fund* is a capital projects fund used to account for the accumulation of resources to construct a new public library.

The non-major governmental fund consists of other special revenue, capital projects and permanent funds that are aggregated and presented in the *non-major governmental funds'* column on the governmental funds' financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for the proceeds of specific revenue sources (other than permanent or capital projects funds) that are restricted by law or administrative action to expenditures for specified purposes.

The *capital projects fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Enterprise and Trust Funds).

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

Additionally, the Town reports the following fund types:

*Fiduciary fund* financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the government programs. The Town reports the following fiduciary funds:

The *Other Post Employment Benefit (OPEB) Trust Fund* is used to account for the assets held by the Town in trust for the payment of future retiree health insurance benefits. The assets of the OPEB Trust Fund cannot be used to support the Town's operations.

The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.

The *agency fund* is used to account for assets held in a purely custodial capacity.

#### **D. Cash and Cash Equivalents**

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. The Town maintains a cash and investment pool that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption, "cash and cash equivalents".

Excluding the permanent funds, investment income derived from major and non-major governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Laws (MGL).

#### **E. Investments**

The Town maintains investments according to Massachusetts General Laws and adopted policies. Investments are reported according to the fair value hierarchy established by generally accepted accounting principles. Investments are defined as securities or other assets that (a) a government holds primarily for the purpose of income or profit and (b) has a present service capacity based solely on its ability to generate cash or to be sold to generate cash. Fair Value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The hierarchy is based upon valuation inputs, which are assumptions that market participants would use when pricing an asset or a liability, including assumptions about risk.

Level 1 inputs are quoted prices in active markets for identical assets or liabilities at the measurement date.

Level 2 inputs are directly observable for an asset or a liability (including quoted prices for similar assets or liabilities), as well as inputs that are indirectly observable for the asset or liability.

Level 3 inputs are unobservable for the asset or liability.

Certain investments, such as money market investments and 2a7-like external investment pools, are reported at amortized cost. 2a7-like pools are external investment pools that operate in conformity with the Securities and Exchange Commission's (SEC) Rule 2a7 as promulgated under the Investment Company Act of 1940, as amended and should be measured at the net asset value per share provided by the pool.

Additional investment disclosures are presented in these Notes.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**F. Receivables**

The recognition of revenues related to accounts receivable reported in the government-wide financial statements and fund financial statements are reported under the accrual basis of accounting and the modified accrual basis of accounting, respectively.

**Property Taxes, Tax Liens and Tax Foreclosures**

Property taxes are based on assessments as of January 1, 2018 and include betterments, special assessments and liens. Taxes are used to finance the operations of the Town for the fiscal year July 1st to June 30th. By law, all taxable property in the Commonwealth of Massachusetts must be assessed at 100% of fair cash value. Taxes are due and payable on July 1st. The Town has accepted the quarterly tax payment system. Under the quarterly tax payment system, the assessors make a preliminary tax commitment based on the prior year's net tax and may not exceed, with limited exceptions, fifty percent of that amount. The collector must mail preliminary tax bills each year by July 1st. The preliminary tax is payable in two equal installments. The first installment is due on August 1st and the second installment is due on November 1st. After the Town sets the tax rate, the assessors make the actual tax commitment. If actual bills are mailed on or before December 31st, the balance remaining is payable in two equal installments. The first installment is due on February 1st and the second installment is due on May 1st. If bills are mailed after December 31st, the entire balance is not due until May 1st or thirty days after the bills were mailed, whichever is later. Any betterments, special assessments and other charges are added to the actual bills. Interest at the rate of 14% is charged on the amount of any preliminary tax or actual tax installment payment that is unpaid and delinquent and is charged only for the number of days the payment is actually delinquent. If actual tax bills are mailed after December 31st, interest will be computed from May 1st, or the payment due date, whichever is later. The Town has an ultimate right to foreclose on property for which taxes have not been paid. Property taxes levied are recorded as receivables. Revenues from property taxes are recognized in the fiscal year for which they have been levied.

The Town mailed preliminary tax bills for fiscal year 2019 on June 27, 2018 that were due on August 1, 2018 and November 1, 2018 and the actual tax bills were mailed on December 28, 2018 were due on February 1, 2019 and May 1, 2019, respectively.

The Commonwealth of Massachusetts electorate in November, 1980, passed legislation known as Proposition 2 1/2, in order to limit the amount of revenue to be raised by taxation. The purpose of the legislation was to control the levy of taxes that are assessed to property owners of a Town. The legal levy limit under Proposition 2 1/2 for fiscal year 2019 is as follows:

Legal Levy Limit Under Proposition	
2 1/2 for fiscal year 2019	\$ 14,615,965
Add: Debt Exclusion	910,277
	<u>\$ 15,526,242</u>

The total amount raised by taxation was \$15,521,763.

The allowance for uncollectible accounts is estimated based on historical trends and specific account analysis.

**Excise Taxes**

Excise taxes consist of motor vehicle excise and vessel excise. Excise taxes are assessed annually for each vehicle and vessel registered in the Town and are recorded as receivables in the fiscal year of levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair value of those vehicles. The Board of Assessors of the Town is responsible for determining the value of each vessel.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

The tax calculation is the fair market value of the vehicle or vessel multiplied by the \$25 per \$1,000 of value and \$10 per \$1,000 of valuation, respectively.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.

**Departmental**

Departmental receivables consist primarily of ambulance, police off-duty details and Title V septic repair loans. Upon issuance of Title V septic repair loans that were given by the Town to individuals and businesses, a receivable is recorded for the principal amount of the loan.

The allowance for uncollectibles relates to ambulance and police off-duty details are based upon historical trends. The other departmental receivable is considered 100% collectible and, therefore, do not report an allowance for uncollectibles.

**Due from Other Governments**

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, revenue is recognized as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, revenue is recognized when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and, therefore, do not report an allowance for uncollectibles.

**G. Capital Assets**

Capital assets of the primary government include land, construction in progress, buildings and renovations, machinery, equipment and other, and infrastructure assets (e.g. roads, water mains, sewer mains, and similar items), are reported in the applicable governmental or business-type activity column of the government wide financial statements. Capital assets are recorded at historical cost or at estimated historical cost if actual historical cost is not available. Donated capital assets are recorded at the estimated fair market value.

All purchase and construction costs in excess of \$15,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of fixed assets are as follows:

<b>Capital Asset Type</b>	<b>Years</b>
Buildings and improvements	5-50
Machinery, equipment and other	3-10
Infrastructure	20-50

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

**H. Interfund Transfers**

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as operating transfers in and operating transfers out.



**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

In the government-wide financial statements, operating transfers between and within governmental funds are eliminated from the governmental activities in the statement of activities.

In the fund financial statements, operating transfers between and within funds are not eliminated from the individual fund statements and are reported as operating transfers in and operating transfers out.

**I. Deferred Outflows/Inflows of Resources**

**Government-wide financial statements**

The government-wide financial statements *Statement of Net Position* includes a separate section, listed below total assets, for *deferred outflows of resources*. This represents the usage of net position applicable for future period(s) and will not be recognized as expenditures until the future period to which it applies. Currently, the items in this category are *deferred outflows related to pensions and deferred outflows related to OPEB*.

In addition to liabilities, the *Statement of Net Position* will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. Currently, the items in this category are *deferred inflows related to pensions and deferred inflows related to OPEB*.

**Fund financial statements**

In addition to liabilities, the governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has only one type of item, which arises only under a modified accrual basis of accounting that qualifies in this category. Accordingly, the item, *unavailable revenue*, is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues for the Town's property, excise and other taxes, departmental revenue and intergovernmental grants. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

**J. Net Position and Fund Balances**

In the Government-Wide financial statements, the difference between the Town's total assets, deferred outflows of resources, total liabilities and deferred inflows of resources represents net position. Net position displays three components – net investment in capital assets; restricted (distinguished between major categories of restrictions); and unrestricted. Unrestricted net position represents the net position available for future operations.

Net position classified as net investment in capital assets, consists of capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Net position has been "restricted for" the following:

"Capital projects" represents amounts restricted for capital purposes.

"Federal and state grants" represents amounts restricted by the federal and state government for various programs.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

“Permanent funds – nonexpendable” represents amounts held in trust for which only investment earnings may be expended.

“Permanent funds – expendable” represents amounts held in trust for which the expenditures are restricted by various trust agreements.

“Other purposes” represents restrictions placed on assets from outside parties.

In the fund financial statements, governmental funds report aggregate amounts for five classifications of fund balances based on the constraints imposed on the use of those resources.

The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form – prepaid items or inventories; or (b) legally or contractually required to be maintained intact.

The spendable portion of the fund balance comprises the remaining four classifications: restricted, committed, assigned and unassigned.

*Restricted fund balance.* This classification reflects the constraints imposed on resources either (a) externally by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

*Committed fund balance.* These amounts can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest level of decision-making authority, which is the Town meeting action and can be modified or rescinded only through these actions. Committed amounts cannot be used for any other purpose unless the Town removes or changes the specified use by taking the same type of action it employed to previously commit.

*Assigned fund balance.* This classification reflects the amounts constrained by the Town's “intent” to be used for specific purposes, but are neither restricted nor committed. Department heads and Town board/committees have the authority to assign amounts to be used for specific purposes. Assigned fund balances include all remaining amounts (except negative balances) that are reported in governmental funds, other than the General Fund, that are not classified as nonspendable and are neither restricted nor committed.

*Unassigned fund balance.* This fund balance is the residual classification for the General Fund. It is also used to report negative fund balances in other governmental funds.

When the restricted and other fund balance resources are available for use, it is the Town's policy to use restricted resources first, followed by committed, assigned, and unassigned amounts respectively.

#### **K. Long-term Debt**

Long-term debt of the primary government is reported as liabilities in the government-wide statement of net position.

The face amount of governmental funds long-term debt is reported as other financing sources.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**L. Compensated Absences**

The Town grants to employees sick and vacation leave in varying amounts based upon length of service and in accordance with various individual union contracts. Individuals that have been employed by the Town for twenty years and retire from the Town are provided for 20 days of sick time based upon their current salaries. The school department grants employees sick leave in varying amounts based upon various individual union and employee contracts.

**M. Post Retirement Benefits**

In addition to providing pension benefits, health insurance coverage is provided for retired employees and their survivors in accordance with MGL, Chapter 32, on a pay-as-you-go basis. The cost of providing health insurance is recognized by recording the employer's 50% share of insurance premiums in the general fund in the fiscal year paid.

**N. Pension Benefits**

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the Worcester Regional Retirement System (the System) and the Massachusetts Teachers Retirement System (MTRS) are provided. Additions to and deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the system. For this purpose, benefit payments (including refunds of employee contributions), are recognized when due and payable according with the benefit terms. Investments are reported at their fair value.

**O. Use of Estimates**

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

**P. Total Column**

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

**2. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

**A. Budgetary Information**

An annual budget is adopted for the Town's General Fund. Although legislative approval is required for the acceptance of grants, capital projects, and borrowing authorizations, annual budgets are not prepared for any other fund; therefore, comparison of budget to actual is only presented for the General Fund.

The Town must establish its property tax rate each year so that the property tax rate levy will comply with the limits established by Proposition 2 1/2, as amended, and also equal the sum of (a) the aggregate of all annual appropriations for expenditures, plus (b) provision for prior year deficits, if any, less (c) the aggregate of all non-property tax revenues estimated to be received, including available funds.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

The Town follows these procedures in establishing the General Fund budgetary data as reflected in the financial statements:

- Estimates are submitted by departments in accordance with Massachusetts general Laws.
- The budget is legally enacted by vote at the annual Town meeting.
- Supplemental appropriations may be made from available funds after setting of the tax rate with Town meeting approval.
- Throughout the year, appropriations may be transferred between departments with Town meeting approval.

Massachusetts law requires cities and towns to provide a balanced budget. Section 23 of Chapter 59 of the Massachusetts General Laws states, in part,

"The assessors shall annually assess taxes to an amount not less than the aggregate of all amounts appropriated, granted or lawfully expended by their respective towns (cities) since the preceding annual assessment and not provided for therein . . . "

For fiscal year 2019, the Town incurred a final budget deficit of \$1,281,607 for the General Fund.

The Town voted from the following sources to fund the deficit budget during the fiscal year:

Unassigned fund balance:	
Free cash votes	\$ 638,809
Overlay surplus	111,748
Prior year's encumbrances	531,050
	<hr/>
	\$ 1,281,607
	<hr/>

**B. Deficit Fund Balances**

The following funds have deficits at June 30, 2019 as measured by the balance of unreserved fund balance.

- The *Library construction fund*, a capital project and Major fund, has a deficit of \$671,068. The Town has an outstanding bond anticipation note for \$923,305 for the project. The deficit will be eliminated upon the issuance of permanent debt.
- The *Leicester High School roof construction* capital project fund and Massachusetts School Building Administration (MSBA) project, has a deficit of \$87,621. The Town has an outstanding bond anticipation note for \$500,000 for the project. The deficit will be eliminated upon the issuance of permanent debt.
- The *Green Communities grant* special revenue account has a deficit of \$46,734. The deficit will be eliminated upon additional receipts or upon the appropriation of funds.
- The *Outside details revolving (Police and Fire)* special revenue account has a deficit of \$1,650. The deficit will be eliminated upon additional receipts or upon the appropriation of funds.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**3. DETAILED NOTES**

**A. Deposits, Investments and Cash and Investments in Custody of Trustees**

**Custodial Credit Risks – Deposits and Investments**

Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned. The Town has a deposit policy for custodial credit risk summarized by the following key guidelines.

- Diversity by institution: no more than 50% of the total cash balance will be invested in a single bank at any one time.
- Participation in any bank not to exceed 10% of the bank's capital and surplus position.
- Investments will routinely be considered in all legal investments: certificates of deposit, money market accounts, purchase agreements, treasury bills, savings and MMDT.
  - To maintain all collected cash balances in interest bearing accounts.
- Participation in MMDT may be 100% of available cash.
- Utilize U.S. Treasuries when rate favorable to MMDT.
- Trust funds may be co-mingled and invested in investments allowed by the legal list issued by the Banking Commissioner each July. Each trust fund must be accounted for separately.
- The stabilization fund shall not exceed ten per cent of the equalized valuation of the Town and any interest shall be added to and become part of the fund.

Deposits at June 30, 2019 were \$8,453,785. Of these, \$139,405 are exposed to custodial credit risk as uninsured and uncollateralized.

Investments of funds, except for trust funds, are generally restricted by Massachusetts General Laws, Chapter 44, Section 55. That statute permits investments of available revenue funds and bond and note proceeds in term deposits and certificates of deposit of banks and trust companies, in obligations issued or unconditionally guaranteed by the federal government or an agency thereof with a maturity of not more than one year, in repurchase agreements with a maturity of not more than 90 days secured by federal or federal agency securities, in participation units in the Massachusetts Municipal Depository Trust ("MMDT"), or in shares in SEC-registered money market funds with the highest possible rating from at least one nationally recognized rating organization.

The MMDT is an investment pool created by the Commonwealth under the supervision of the State Treasurer's office. According to the State Treasurer, the Trust's investment policy is designed to maintain an average weighted maturity of 90 days or less and is limited to high-quality, readily marketable fixed income instruments, including U. S. Government obligations and highly-rated corporate securities with maturities of one year or less. The MMDT is an external investment pool that meets the criteria established under GASB Statement No. 79 to report its investments at amortized cost.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

As of June 30, 2019, the Town had the following investments and maturities:

Investment Type	Fair Value	Investment Maturities (in Years)	
		Less Than 1	1 to 5
Debt Securities:			
U. S. treasury obligations	\$ 186,943	\$ 136,893	\$ 50,050
U. S. government agencies	291,653	-	291,653
Bond mutual funds	37,363	37,363	-
Corporate bonds	251,241	59,863	191,378
Money market mutual fund	43,196	43,196	-
	810,396	\$ 277,315	\$ 533,081
Other Investments:			
Certificates of deposit	1,184,442		
Equity mutual funds	74,499		
Equity securities - domestic (stocks)	107,532		
	<u>\$ 2,176,869</u>		

**Custodial Credit Risks**

For an investment, custodial risk is the risk that, in the event of the failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. Of the Town's \$2,176,869 in investments, none are uninsured and unregistered investments for which the securities are held by the counterparty, or by its trust department but not in the Town's name. The Town has no policy on custodial credit risk.

**Interest Rate Risk**

The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**Credit Risk**

The Town's exposure to credit risk as of June 30, 2019 is as follows:

Related Debt Instruments	Fair Value
<u>Moody's Quality Ratings</u>	
<b>U. S. Treasury Obligations:</b>	
Aaa	\$ 186,943
<b>U. S. Government Agencies:</b>	
Aaa	291,653
<b>Corporate Bonds:</b>	
A1	84,938
A2	46,856
A3	29,944
Baa1	75,415
Baa2	14,088
<b>Bond Mutual Funds:</b>	
Not rated	37,363
<b>Money Market Mutual Funds:</b>	
Not rated	43,196
	<u>\$ 810,396</u>

**Concentration of Credit Risk**

The Town places no limit on the amount the Town may invest in one issuer. More than 5 percent of the Town's total investments are in the Federal Home Loan Mortgage Corp. amounting to 13.40% of the Town's total investments.

**Cash and Investments in Custody of Trustees**

Cash and investments in custody of trustees are library funds that are in the custody and under the control of the library trustees.

**Fair Value of Investments**

The Town categorizes its fair value measurements within the fair value hierarchy established by GAAP. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

The Town has the following recurring fair value measurements as of June 30, 2019:

Investment Type	Fair Value	Fair Value Measurements			
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	
Investments by Fair Value Level:					
U. S. treasury obligations	\$ 186,943	\$ 186,943	\$ -	\$ -	
U. S. government agencies	291,653	291,653	-	-	
Certificates of deposit	1,184,442	1,184,442	-	-	
Equity mutual funds	74,499	74,499	-	-	
Equity securities - domestic	107,532	107,532	-	-	
Money market mutual fund	43,196	43,196	-	-	
Bond mutual funds	37,363	-	37,363	-	
Corporate bonds	251,241	-	251,241	-	
Total Investments	\$ 2,176,869	\$ 1,888,265	\$ 288,604	\$ -	

Investments classified in Level 1 of the fair value hierarchy are valued using quoted prices in active markets for those securities.

Investments classified in Level 2 are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices.

**B. Receivables**

At June 30, 2019, receivables for the individual major governmental funds, non-major governmental funds and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts of the primary government, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
<b>Major and nonmajor governmental funds:</b>			
Property taxes	\$ 630,999	\$ (9,306)	\$ 621,693
Tax liens	439,091	-	439,091
Excise taxes	293,309	(92,192)	201,117
Departmental	1,245,996	(877,546)	368,450
Due from other governments	506,036	-	506,036
Tax foreclosures	108,497	-	108,497
<b>Fiduciary funds:</b>			
District tax receivables	264,307	-	264,307
	<u>\$ 3,488,235</u>	<u>\$ (979,044)</u>	<u>\$ 2,509,191</u>



**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

The composition of amounts due from other governments as of June 30, 2019 for governmental funds is as follows:

**General Fund:**

**Commonwealth of Massachusetts:**

Department of Veterans Services:

Veterans benefits \$ 111,177

**Nonmajor Governmental Funds:**

**U. S. Department of Agriculture:**

School lunch 14,306

**U. S. Department of Education:**

School title grants 2,232

**Commonwealth of Massachusetts:**

Department of Elementary and Secondary Education:

School lunch 366

State Special Education Reimbursement fund 43,155

Executive Office of Environmental Affairs 10,000

Executive Office of Public Safety and Homeland Security 5,317

Massachusetts Department of Transportation:

Highway Department 269,513

Massachusetts School Building Authority:

School Building Assistance - capital portion 37,475

**Others** 12,495 394,859

\$ 506,036

**C. Deferred Inflows of Resources – Unavailable Revenue**

Governmental funds report deferred inflows of resources in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current fiscal year, the various components of deferred inflows of resources reported in the governmental funds were as follows:

**General Fund:**

Property taxes \$ 435,794

Tax liens 439,091

Excise taxes 201,117

Due from other governments 119,076

Tax foreclosures 108,497 \$ 1,303,575

**Nonmajor Governmental Funds:**

Departmental \$ 203,010

Due from other governments 136,052 339,062

\$ 1,642,637

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**D. Capital Assets**

Capital asset activity for the year ended June 30, 2019, is as follows:

<b>Governmental Activities</b>	<b>Beginning Balance</b>	<b>Increases</b>	<b>Decreases</b>	<b>Ending Balance</b>
Capital assets not being depreciated:				
Land	\$ 5,278,740	\$ 100,000	\$ -	\$ 5,378,740
Construction in progress	5,428,861	4,024,019	(350,850)	9,102,030
Total capital assets not being depreciated	10,707,601	4,124,019	(350,850)	14,480,770
Capital assets being depreciated:				
Buildings and Renovations	37,217,110	516,684	-	37,733,794
Machinery, equipment and other	6,286,054	744,468	(401,681)	6,628,841
Infrastructure	66,972,500	545,601	-	67,518,101
Total capital assets being depreciated	110,475,664	1,806,753	(401,681)	111,880,736
Less accumulated depreciation for:				
Buildings and Renovations	20,078,936	1,166,718	-	21,245,654
Machinery, equipment and other	4,467,431	476,050	(401,681)	4,541,800
Infrastructure	49,442,348	1,401,494	-	50,843,842
Total accumulated depreciation	73,988,715	3,044,262	(401,681)	76,631,296
Total capital assets being depreciated, net	36,486,949	(1,237,509)	-	35,249,440
Total governmental activities capital assets, net	\$ 47,194,550	\$ 2,886,510	\$ (350,850)	\$ 49,730,210

Depreciation expense was charged to functions/programs of the governmental type activities as follows:

<b>Governmental Activities:</b>	
General government	\$ 154,568
Public safety	507,433
Public works	1,580,097
Education	758,501
Health and human services	41,298
Culture and recreation	2,365
Total depreciation expense - governmental activities	<u>\$ 3,044,262</u>

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**E. Interfund Receivables, Payables and Transfers**

Interfund transfers for the fiscal year ended June 30, 2019, are summarized below:

Transfers Out:	Transfers In:		Total
	General fund	Nonmajor Governmental fund	
General fund	\$ -	\$ 112,102	\$ 112,102
Nonmajor governmental funds	541,114	-	541,114
Total transfers out	<u>\$ 541,114</u>	<u>\$ 112,102</u>	<u>\$ 653,216</u>

**F. Leases**

The Town has entered into lease agreements as lessee for financing of two fire department trucks and highway equipment. The lease agreements qualify as capital leases for accounting purposes and, therefore, have been recorded at the present value of their future minimum lease payments as of the inception date.

The assets, including any expiring in 2019, acquired through the capital leases are as follows:

Asset:	Governmental Activities
Machinery, Equipment and Other	\$ 1,091,000
Less: Accumulated Depreciation	(448,932)
Total	<u>\$ 642,068</u>

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2019 are as follows:

Year Ending June 30,	Governmental Activities
2020	\$ 130,117
2021	90,081
Total minimum lease payments	220,198
Less: amount representing interest	(8,932)
Present value of minimum lease payments	<u>\$ 211,266</u>

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**G. Short-Term Financing**

Under the general laws of the Commonwealth and with the appropriate local authorization the Town is authorized to borrow funds on a temporary basis to (1) fund current operations prior to the collection of revenues, by issuing revenue anticipation notes, (2) fund grants prior to reimbursements, by issuing grant anticipation notes, and (3) fund capital projects costs incurred prior to selling permanent debt by issuing bond anticipation notes.

Details related to the short-term debt activity of the governmental type activities are as follows:

<b>Purpose</b>	<b>Interest Rate</b>	<b>Final Maturity Date</b>	<b>Balance July 1, 2018</b>	<b>Renewed/ Issued</b>	<b>Retired/ Redeemed</b>	<b>Outstanding June 30, 2019</b>
<b>Governmental Activities</b>						
<b>Bond Anticipation Note:</b>						
Library construction	2.50%	2/15/2019	\$ 3,577,000	\$ -	\$ 3,577,000	\$ -
Hillcrest Land Acquisition	2.00%	2/15/2019	100,000	-	100,000	-
Middle School Feasibility Study	2.00%	2/15/2019	300,000	-	300,000	-
Library construction	2.35%	2/14/2020	-	923,305	-	923,305
Middle School Feasibility Study	2.35%	2/14/2020	-	500,000	-	500,000
Total Governmental Activities			<u>\$ 3,977,000</u>	<u>\$ 1,423,305</u>	<u>\$ 3,977,000</u>	<u>\$ 1,423,305</u>

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**H. Long Term Debt**

**General Obligation Debt**

The Town issues general obligation debt to provide funds for the acquisition and construction of major capital facilities. General obligation debt has been issued for both governmental activities.

General obligation debt currently outstanding of the governmental type fund is as follows:

	<b>Interest Rate</b>	<b>Date Issued</b>	<b>Final Maturity Date</b>	<b>Original Amount Issued</b>	<b>Outstanding June 30, 2019</b>
<b>Inside Debt:</b>					
<b>Municipal Purpose Loan of 2010:</b>					
Remodel Roofs	4.20%	8/13/2010	8/1/2020	\$ 388,679	\$ 70,000
<b>U.S. Department of Agriculture:</b>					
School project	3.38%	6/27/2012	6/27/2042	160,500	135,893
School project	3.38%	6/27/2012	6/27/2042	254,500	215,482
<b>Refunding Loan of 2015:</b>					
Land Acquisition (Hillcrest Country Club)	1.57%	6/15/2015	11/15/2023	1,351,271	729,383
Land Acquisition (Police)	1.57%	6/15/2015	11/15/2020	116,944	38,592
Police Station	1.57%	6/15/2015	11/15/2023	1,485,552	799,968
<b>Lease Purchase Agreement of 2015:</b>					
Energy Update Equipment	2.79%	11/10/2015	8/1/2035	2,237,835	1,987,846
<b>Municipal Purpose Loan of 2016:</b>					
Fire Station Construction	2.83%	12/1/2016	5/1/2041	4,665,000	4,210,000
<b>Municipal Purpose Loan of 2017:</b>					
Fire Station Construction	1.94%	10/25/2017	5/1/2028	1,585,000	1,455,000
Town Hall Elevator	1.91%	10/25/2017	5/1/2028	250,000	90,000
Town Hall Renovations	1.91%	10/25/2017	5/1/2028	100,000	225,000
<b>Municipal Purpose Loan of 2019:</b>					
Library Construction	3.03%	2/14/2019	2/1/2039	1,900,000	1,900,000
Land Acquisition (Pleasant Street)	2.04%	2/14/2019	2/1/2024	95,000	95,000
Highway Equipment	2.04%	2/14/2019	2/1/2024	855,000	855,000
Total Inside Debt					<u>12,807,164</u>
<b>Outside Debt:</b>					
<b>Refunding Loan of 2015:</b>					
Water mains	1.57%	6/15/2015	11/15/2020	580,000	190,000
Water mains	1.57%	6/15/2015	11/15/2023	86,233	47,057
<b>Massachusetts Clean Water Trust:</b>					
Title V Septic Repair Program	Various	8/1/2001	8/1/2019	191,022	9,953
Title V Septic Repair Program	Various	8/1/2004	8/1/2022	64,592	13,678
Title V Septic Repair Program	0.00%	12/14/2006	7/15/2026	132,217	52,885
Total Outside Debt					<u>313,573</u>
Total governmental type debt					<u><u>\$ 13,120,737</u></u>

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**Future Debt Service**

The annual principal and interest payments to retire all governmental type fund general obligation long-term debt outstanding as of June 30, 2019 are as follows:

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2020	\$ 1,139,794	\$ 407,013	\$ 1,546,807
2021	1,155,324	370,378	1,525,702
2022	1,026,116	331,304	1,357,420
2023	1,052,066	293,827	1,345,893
2024	1,074,803	255,318	1,330,121
2025-2029	3,096,310	925,416	4,021,726
2030-2034	2,510,709	544,598	3,055,307
2035-2039	1,803,403	187,119	1,990,522
2040-2044	262,212	14,739	276,951
	<u>\$ 13,120,737</u>	<u>\$ 3,329,712</u>	<u>\$ 16,450,449</u>

A summary of the changes in governmental activities liabilities during the year is as follows:

	<b>Balance July 1, 2018</b>	<b>Additions</b>	<b>Reductions</b>	<b>Balance June 30, 2019</b>	<b>Amounts Due within One Year</b>
<b>Governmental activities:</b>					
<b>Bonds/Leases Payable:</b>					
General obligation debt	\$ 11,068,809	\$ 2,850,000	\$ 874,588	\$ 13,044,221	\$ 1,119,850
Massachusetts Clean Water Trust bonds	96,460	-	19,944	76,516	19,944
<b>Capital lease</b>	365,320	-	154,054	211,266	123,800
<b>Compensated absences</b>	461,419	15,283	65,459	411,243	32,960
<b>Net OPEB liability</b>	28,258,047	4,990,676	-	33,248,723	-
<b>Net pension liability</b>	17,008,376	1,916,013	-	18,924,389	-
Governmental activity Long-term liabilities	<u>\$ 57,258,431</u>	<u>\$ 9,771,972</u>	<u>\$ 1,114,045</u>	<u>\$ 65,916,358</u>	<u>\$ 1,296,554</u>

**Massachusetts Clean Water Trust (MCWT)**

The Town is scheduled to be subsidized by the Massachusetts Clean Water Trust (MCWT) on a periodic basis for principal in the amount of \$387,831 and interest costs of \$122,572 for three loans which the Town has borrowed from MCWT. The gross amount outstanding at June 30, 2019 for principal and interest combined for the loans are \$78,164. The Town is scheduled to be subsidized for interest in the amount of \$1,648. The net repayments, including interest, are scheduled to be \$76,516. Since the Town is legally obligated for the total amount of the debt, such amounts for the gross principal have been recorded on the financial statements. The fiscal year 2019 interest subsidies totaled \$1,602.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**Legal Debt Limit**

Under Section 10 of Chapter 44 of the Massachusetts General Laws a Town may authorize indebtedness up to a limit of five percent of its equalized valuation of the Town. Debt issued in accordance with this section of the law is designated as being "inside the debt limit." The Town's inside debt at June 30, 2019 totaled \$12,807,164.

In addition, the Town is authorized to incur debt outside of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit."

Equalized Valuation-Real Estate and Personal Property (2018)		\$ 985,402,100
Debt Limit: 5 % of Equalized value		<u>49,270,105</u>
Total Debt Outstanding	\$ 13,120,737	
Less: Debt Outside Debt Limit	<u>(313,573)</u>	<u>12,807,164</u>
Inside Debt Excess Borrowing Capacity at June 30, 2019		<u><u>\$ 36,462,941</u></u>

**Loans Authorized and Unissued - Memorandum Only**

Under the general laws of the Commonwealth of Massachusetts a Town must authorize debt at a Town meeting. This authorized debt does not have to be actually issued at that time and remains authorized until the debt is actually issued or Town meeting votes to rescind the authorized debt. Loan authorizations that have not been issued as of June 30, 2019 and are not reflected in the Town's financial statements are as follows:

<b>Date Town Meeting Authorized</b>	<b>Purpose</b>	<b>Amount</b>
5/4/2015	Energy updates to municipal and school facilities	\$ 19,165
10/20/2015	Library construction	5,323,157
10/20/2015	Leicester High School roof replacement	594,552
5/2/2017	Middle School Feasibility Study	250,000
10/30/2018	Highway Department vehicles & equipment	<u>40,000</u>
		<u><u>\$ 6,226,874</u></u>

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**I. Fund Balances**

The following is a summary of the Town's Governmental fund balances at the year ended June 30, 2019:

	<b>General Fund</b>	<b>Major Funds</b>	<b>Nonmajor Governmental Funds</b>	<b>Total Governmental Funds</b>
Nonspendable:				
Permanent funds	\$ -	\$ -	\$ 35,847	\$ 35,847
Restricted:				
Federal, state and local grants	-	-	781,269	781,269
School revolving funds	-	-	1,537,795	1,537,795
Town revolving funds	-	-	186,852	186,852
Donations and gifts	-	-	181,440	181,440
Reserve for debt	-	-	39,459	39,459
Capital projects	-	-	422,157	422,157
Permanent funds	-	-	185,938	185,938
Other	-	-	241,699	241,699
	-	-	3,576,609	3,576,609
Committed:				
Ambulance reserve	-	-	523,590	523,590
Health insurance fund	-	-	4,912	4,912
Open space fund	-	-	1,273	1,273
	-	-	529,775	529,775
Assigned:				
General government	161,343	-	-	161,343
Public safety	69,012	-	-	69,012
Public works	25,522	-	-	25,522
Education	413,485	-	-	413,485
Health and human services	2,135	-	-	2,135
Culture and recreation	5,153	-	-	5,153
Employee and pension benefits	679	-	-	679
Subsequent year's budget	448,722	-	-	448,722
	1,126,051	-	-	1,126,051
Unassigned:				
General Fund	3,013,008	-	-	3,013,008
Capital project deficits:				
Leicester Middle School Feasibility	-	-	(87,621)	(87,621)
Library Construction	-	(671,068)	-	(671,068)
Special revenue deficits:	-	-	(48,384)	(48,384)
	3,013,008	(671,068)	(136,005)	2,205,935
Total Governmental fund balances	\$ 4,139,059	\$ (671,068)	\$ 4,006,226	\$ 7,474,217



**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**J. Special Trust Funds**

**Stabilization Fund**

Massachusetts General Laws, Chapter 40, Section 5B, allows for the establishment of stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any change to the purpose of the fund along with any additions to or appropriations from the fund requires a two-thirds vote of the legislative body. Any interest shall be added to and become a part of the fund.

At June 30, 2019 the balances in the stabilization funds are reported in the General Fund as unassigned fund balance consisting of the following:

General purpose stabilization fund	\$ 1,001,619
Capital stabilization fund	105
Hillcrest capital stabilization fund	25,639
	<hr/>
	\$ 1,027,363
	<hr/>

**4. OTHER INFORMATION**

**A. Risk Management**

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The Town participates in a premium-based health care plan for its active employees. In addition, the Town has obtained a variety of commercial liability insurance policies which passes the risk of loss listed above to independent third parties.

Settlement claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

**B. Contingent Liabilities**

**Litigation**

Litigation is subject to many uncertainties, and the outcome of individual matters is not always predictable. Although the amount of the liability, if any, at June 30, 2019, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2019.

The Town has received state and federal grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursement to the grantor agency for any expenditure disallowed under the terms of the grant. The amount, if any, of expenditures which may be disallowed cannot be determined at this time, although, based on prior experience, Town management believes such disallowances, if any, will not be material.

**C. Subsequent Events**

The Covid-19 outbreak in the United States and across the globe has resulted in economic uncertainties. The disruption is expected to be temporary, but there is considerable uncertainty around the duration and scope. The extent of the impact of Covid-19 on our operational and financial performance will depend on certain developments, including the duration and spread of outbreak, impact on our customers, employees, and vendors all of which are uncertain and cannot be predicted. At this point, the extent to which Covid-19 may impact our financial condition or results of operations is uncertain.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**D. Pension Plan**

**Plan Description**

The Town is a member of the Worcester Regional Retirement System (the System). The System is a cost-sharing multiple-employer public employee retirement system administered by the Worcester Regional Retirement Board (the Board). Massachusetts General Laws (MGL), Chapter 32, assigns authority to establish the System and amend benefit provisions of the plan; which is regulated by the Public Employees Retirement Administration Commission (PERAC). The System is a defined benefit pension plan that covers substantially all employees of its member employers except for current and retired teachers. The System issues a publicly available financial report in accordance with guidelines established by the Commonwealth's PERAC. That report may be obtained by contacting the System at 23 Midstate Drive, Suite 106, Auburn, Massachusetts 01501.

The Town is a member of the Massachusetts Teachers' Retirement System (MTRS), a cost-sharing multi-employer defined benefit plan, to which the Town does not contribute. MTRS is managed by the Commonwealth of Massachusetts (Commonwealth) on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for the contributions and future benefit requirements of the MTRS.

**Special Funding Situation**

The Commonwealth is a nonemployer contributor and is responsible by statute to make all actuarially determined contributions and future benefit requirements on behalf of the Town to the MTRS. Therefore, the Town is considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a nonemployer contributor in the MTRS. Since the Town does not contribute directly to MTRS, there is no pension liability to recognize. The total of the Commonwealth provided contributions have been allocated based upon each employer's covered payroll to the total covered payroll of employers in MTRS as of the measurement date of June 30, 2018. The Town's portion of the collective pension expense contributed by the Commonwealth of \$3,595,314 on-behalf payments for the fiscal year ending June 30, 2019 is reported as intergovernmental revenues and employee and pension benefits expenditures in the General Fund as of the measurement date.

**Benefits Provided**

Both the System and MTRS provide retirement, disability, and death benefits to plan members and beneficiaries. Members become vested after 10 years of creditable service and are eligible for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. Retirement benefits are determined as a percentage of the member's final three-year (five-year for members hired on or after April 2, 2012) final average compensation times the member's years of creditable service prior to retirement. The percentage is based on the age of the member at retirement and his or her Group classification. The authority for amending these provisions rests with the Massachusetts Legislature.

Employees who resign from service and who are not eligible to receive a retirement allowance or are under the age of 55 are entitled to request a refund of their accumulated total deductions. Survivor benefits are extended to eligible beneficiaries of members whose death occurs prior to or following retirement.

Cost of living adjustments granted between 1981 and 1997 and any increases in other benefits imposed by the Commonwealth's State law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the System.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**Contributions**

MGL Chapter 32 governs the contributions of plan members and the Town. Plan members are required to contribute to the System at rates ranging from 5% to 9% based upon their membership date of gross regular compensation with an additional 2% contribution after exceeding \$30,000 in annual covered compensation. The Town is required to pay into the System its share of the system-wide actuarial determined contribution that is apportioned among the employers based on active current payroll. Administrative expenses are funded through investment earnings. The Town's proportionate share of the required contribution to the System for the year ended December 31, 2018 was \$1,161,943, representing 23.25% of the covered payroll, an actuarially determined amount that, when combined with plan member contributions, is expected to finance the costs of benefits earned by plan members during the year and an additional amount to finance any unfunded accrued liability.

**Pension Liability**

As of June 30, 2019, a reported liability of \$18,924,389 is the Town's proportionate share of the net pension liability as measured as of December 31, 2018. The net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2018. Accordingly, update procedures were used to roll forward the total pension liability to the measurement date. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At December 31, 2018, the Town's proportional percentage was 2.0870%, which was a slight increase from the last measurement.

**Pension Expense**

For the year ended June 30, 2019, the Town recognized a pension expense of \$2,046,632 and reported deferred outflows of resources related to pensions of \$1,996,338 from the net difference between expected and actual experience, the net difference between projected and actual investment earnings on pension plan investments, changes in assumptions and changes in proportion and differences between employer contributions and proportionate share of contributions; and deferred inflows of resources related to pensions of \$979,975 from the differences between expected and actual experience and the changes in proportion and differences between employer contributions and proportionate share of contributions.

The Town's net deferred outflows/(inflows) of resources related to pensions will be recognized in the pension expense as follows:

<b>For years ended June 30,</b>		
	<b>2020</b>	<b>\$ 314,569</b>
	<b>2021</b>	<b>143,655</b>
	<b>2022</b>	<b>330,681</b>
	<b>2023</b>	<b>250,491</b>
	<b>Thereafter:</b>	<b>(23,033)</b>
		<b>\$ 1,016,363</b>

**Actuarial Assumptions**

The total pension liability was determined by an actuarial valuation as of January 1, 2018, using the following actuarial assumptions, applied to all periods included in the measurement that was updated December 31, 2018:

Valuation date	January 1, 2018
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**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

Actuarial cost method	Entry Age Normal
Amortization method	<p><i>Unfunded Actuarial Accrued Liability (UAAL):</i>  Increasing dollar amount at 4.0% to reduce the UAAL to zero on or before June 30, 2035. The annual increase in appropriation is further limited to 9.95%.</p> <p><i>2002 &amp; 2003 &amp; 2010 Early Retirement Incentive (ERI):</i>  Increasing dollar amount at 4.0% to reduce the 2002 &amp; 2003 ERI to zero on or before June 30, 2028 and level dollar amount for the 2010 ERI to zero on or before June 30, 2022.</p>
Asset valuation method	<p>The actuarial value of assets is the market value of assets as of the valuation date reduced by the sum of:</p> <p style="padding-left: 40px;">80% of the gains and losses of the prior year, 60% of the gains and losses of the second prior year, 40% of the gains and losses of the third prior year, and 20% of the fourth prior year.</p> <p>Investment gains and losses are determined by the excess or deficiency of the expected return over the actual return on the market value. The actuarial valuation of assets is further constrained to be not less than 80% or more than 120% of market value.</p>
Inflation	3.0% per year
Salary increases	<p>Group 1: 4.25% -- 6.00%, based on service</p> <p>Group 4: 4.75% -- 7.00%, based on service</p>
Payroll growth	4.0% per year
Investment rate of return	7.75%, net of pension plan investment expense, including inflation
Mortality rates	<p>RP-2000 Mortality Table (base year 2009) with full generational mortality improvement using Scale BB.</p> <p>RP-2000 Mortality Table (base year 2012) with full generational mortality improvement using Scale BB for disabled members</p>

**Long-term Expected Rate of Return**

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighing the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

Best estimates of arithmetic real rates of return for each major class included in the pension plan's target asset allocation as of December 31, 2018, are summarized in the following table:

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Long-Term Expected Real Rate of Return</b>
Global Equity	39%	4.75%
Fixed income	23%	2.28%
Private Equity	13%	8.15%
Real Estate	10%	3.43%
Timber/Natural Resources	4%	4.00%
Portfolio Completion Strategies	11%	3.76%
Total	100%	

**Rate of Return**

For the year ended December 31, 2018, the annual money-weighted rate of return (which expresses investment performance), net of investment expense was (2.75%). The money-weighted rate of return considers the changing amounts actually invested during a period and weighs the amount of pension plan investments by the proportion of time they are available to earn a return during that period. The rate of return is then calculated by solving, through an iterative process, for the rate that equates the sum of the weighted external cash flows into and out of the pension plan investments to the ending fair value of pension plan investments.

**Discount Rate**

The discount rate used to measure the total pension liability was 7.75%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rates and that member employer contributions will be made in accordance with Section 22D and Section 22F of MGL Chapter 32. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments or current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**Sensitivity of the Net Pension Liability to Changes in the Discount Rate**

The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 7.75%. As well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.75%) or 1-percentage-point higher (8.75%) than the current rate:

	<b>1% Decrease</b>	<b>Current</b>	<b>1% Increase</b>
	<b>6.75%</b>	<b>Discount Rate</b>	<b>8.75%</b>
		<b>7.75%</b>	
Net pension liability	\$ 22,795,607	\$ 18,924,389	\$ 15,654,002

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**E. Other Post Employment Benefits Payable**

**GASB Statement No. 74 and GASB Statement No. 75**

The cost of post employment benefits generally should be associated with the periods in which costs occur rather than in the future year when it will be paid. The Town recognizes the cost of post employment benefits in the year when the employee services are received, reports the accumulated liability from prior years and provides information useful in assessing potential demands on the Town's future cash flows.

**Plan Description**

In addition to providing pension benefits, the Town provided post-employment health care and life insurance benefits for retired employees, their dependents and beneficiaries. The benefits, benefit levels, employee and employer contributions are governed by Massachusetts General Law chapter 32. There are approximately 487 active and retired employees that meet the eligibility requirements. The plan does not issue a separate financial report.

**Funding Policy**

The contribution requirements of plan members and the Town are established and may be amended through Town ordinances. For the period ending on the June 30, 2019 Measurement Date, total Town premiums plus implicit costs for the retiree medical program were \$772,299. The Town also made a contribution to an OPEB Trust of \$35,000 for a total contribution during the measurement period of \$807,299. The Town did establish a trust fund in order to contribute funds to reduce the future OPEB liability. As of June 30, 2019, the Town's trust balance is \$111,370.

**Investments**

The Town's policy in regard to the allocation of invested assets is established and may be amended by the Board of Selectmen by majority vote of its members. The OPEB plan's assets are managed on a total return basis with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the OPEB plan. The long-term real rate of return on OPEB investments was determined using the Town's investment policy. As of June 30, 2019, investments, concentration and rate of return information consisted of pooled funds in the Town's Bartholomew Commonwealth Financial investments described earlier under Deposits and Investments (refer to note 3A).

**Measurement Date**

GASB Statement No. 74 and GASB Statement No. 75 require the net OPEB liability to be measured as of the OPEB Plan's most recent fiscal year-end. Accordingly, the net OPEB liability was measured as of June 30, 2019, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of July 1, 2017.

**Plan Membership:**

Current active members	287
Current retirees, beneficiaries and dependents	200
Total	<u>487</u>

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**Net OPEB Liability**

The components of the net OPEB liability are as follows:

	<u>6/30/2019</u>
Total OPEB liability	\$ 33,360,093
Less: Plan fiduciary net position	<u>(111,370)</u>
Town's Net OPEB liability	<u><u>\$ 33,248,723</u></u>

**Actuarial Assumptions**

The total OPEB liability was determined by an actuarial valuation as of July 1, 2017, using the following actuarial assumptions, applied to all periods included in the measurement that was updated for the reporting date of June 30, 2019, unless otherwise specified:

Valuation date	July 1, 2017
Actuarial cost method	Individual Entry Age Normal
Investment rate of return	6.80% (based on investment policy)
Single Equivalent Discount rate	3.00% per year
Inflation rate	2.75% per year
Participant salary increases	3.00% per year
Healthcare cost trend rates	an ultimate trend rate of 5.00% per year
Mortality rates	
Pre-retirement	RP-2000 Employees table projected generationally with Scale BB and a base year of 2009 for males and females.
Post-retirement	RP-2000 Healthy Annuitant table projected generationally with Scale BB and a base year of 2009 for males and females.
Disabled retirees	RP-2000 Healthy Annuitant table projected generationally with Scale BB and a base year of 2012 for males and females.

The actuarial assumptions used the July 1, 2017 actuarial valuation and market value of assets as of the measurement date of June 30, 2019 were reflective of published municipal bond indices; the S&P Municipal Bond 20-year High Grade Rate Index is 2.79%.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**Long-term Expected Rate of Return**

The chart below shows how the long-term rate of return on assets is developed based on the Town's Investment Policy:

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Long-Term Expected Real Rate of Return</b>
Domestic Equity - Large Capital	20.00%	4.00%
Domestic Equity - Small/Mid Capital	10.00%	6.00%
International Equity - Developed Market	10.00%	4.50%
International Equity - Emerging Market	5.00%	7.00%
Domestic Fixed Income	25.00%	2.00%
International Fixed Income	10.00%	3.00%
Alternatives	20.00%	6.50%
Real Estate	0.00%	6.25%
Cash and Cash Equivalents	0.00%	0.00%
Total	100.00%	
I. Real Rate of Return		4.30%
II. Add: Inflation Assumption		2.75%
III. Total Nominal Return (I. + II.)		7.05%
IV. Less: Investment Expense		-0.25%
V. Net investment Return (III.-IV.)		6.80%

**Rate of Return**

For the year ended June 30, 2019, the annual money-weighted rate of return (which expresses investment performance), net of investment expense was 5.50%.



**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**Changes in the Net OPEB Liability**

	<b>Increase (Decrease)</b>		
	<b>Total OPEB Liability</b>	<b>Plan Fiduciary Net Position</b>	<b>Total OPEB Liability</b>
Balances at June 30, 2018	\$ 28,328,764	\$ 70,717	\$ 28,258,047
Service cost	1,222,535	-	1,222,535
Interest on Total OPEB Liability	1,093,826	-	1,093,826
Changes in benefit terms *	-	-	-
Changes in assumptions **	3,487,267	-	3,487,267
Difference between actual and expected experience **	-	-	-
Net investment income	-	5,653	(5,653)
Employer contributions to Trust	-	807,299	(807,299)
Total benefit payments including implicit cost	(772,299)	(772,299)	-
Other charges	-	-	-
Net change in total OPEB liability	5,031,329	40,653	4,990,676
Balances at June 30, 2019	\$ 33,360,093	\$ 111,370	\$ 33,248,723

\* = Recognized immediately

\*\* = Amortized over 5.89 years

**Discount Rate**

The discount rate used to measure the total OPEB liability was 3.00%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rates and that member employer contributions will be made in accordance Massachusetts General Law Chapter 32. Based on those assumptions, the OPEB plan fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

**Sensitivity of the Net OPEB Liability to Changes in the Discount Rate**

The following presents the Town's net OPEB liability as well as what the Town's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.00%) or 1-percentage-point higher (4.00%) than the current rate:

	<b>1% Decrease 2.00%</b>	<b>Current Discount Rate 3.00%</b>	<b>1% Increase 4.00%</b>
Town's net OPEB liability	\$ 39,664,837	\$ 33,248,723	\$ 28,224,944

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**Sensitivity of the Net OPEB Liability to Changes in the Healthcare Trend Rates**

The following presents the Town's net OPEB liability as well as what the Town's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (4.00%) or 1-percentage-point higher (6.00%) than the current healthcare cost trend rates:

	1% Decrease 4.00%	Healthcare Cost Trend Rates 5.00%	1% Increase 6.00%
Town's net OPEB liability	\$ 22,551,776	\$ 33,248,723	\$ 47,264,062

**Summary of Significant Accounting Policies**

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to the OPEB, and OPEB expense, information about the fiduciary net position of the Plan and additions to or deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest earning investment contracts (repurchase agreements) that have a maturity at the time of purchase of one year, which are reported at cost.

**Expense, Deferred Outflows or Resources and Deferred Inflows of Resources Related to OPEB**

For the year ended June 30, 2019, the GASB Statement No. 75 reporting period and fiscal year ending date, the Town recognized an OPEB expense of \$1,895,158 and reported deferred outflows of resources related to OPEB of \$2,910,624 from the differences between expected and actual experience, changes in assumptions and the net difference between projected and actual investment earnings on plan investments; and deferred inflows of resources related to OPEB of \$794,062 from the changes in assumptions.

The Town's net deferred outflows/(inflows) of resources related to OPEB will be recognized in the OPEB expense as follows:

<b>For years ended June 30,</b>	
<b>2020</b>	\$ 392,075
<b>2021</b>	392,075
<b>2022</b>	392,077
<b>2023</b>	413,393
<b>2024</b>	526,942
	<u>\$ 2,116,562</u>

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Notes to the Financial Statements**  
**Year Ended June 30, 2019**

**F. Implementation of New GASB Pronouncements**

The GASB issued Statement No. 83, *Certain Asset Retirement Obligations*, for implementation in fiscal year 2019.

The GASB issued Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*, for implementation in fiscal year 2019.

**G. Future GASB Pronouncements**

Management is currently assessing the impact the implementation of the following pronouncements will have on the basic financial statements.

The GASB issued Statement No. 84, *Fiduciary Activities*, for implementation in fiscal year 2020.

The GASB issued Statement No. 87, *Leases*, for implementation in fiscal year 2021.

The GASB issued Statement No. 90, *Majority Equity Interests – an amendment of GASB Statements No. 14 and No. 61*, for implementation in fiscal year 2020.

The GASB issued Statement No. 91, *Conduit Debt Obligations*, for implementation in fiscal year 2022.

## **REQUIRED SUPPLEMENTARY INFORMATION**

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Required Supplementary Information**  
**Pension Plan Schedules**  
**Worcester Regional Contributory Retirement System**  
**For the Year Ended June 30, 2019**

The Schedule of Proportionate Share of the Net Pension Liability represents multiyear trend information relating to the Town's proportion of the net pension liability and related ratios.

**Schedule of the Town's Proportionate Share of the Net pension Liability:**

<b>Date</b>	<b>Town's proportion of the net pension liability (asset)</b>	<b>Town's proportionate share of the net pension liability (asset)</b>	<b>Town's covered employee payroll</b>	<b>Net pension liability percentage of covered employee payroll</b>	<b>Plan fiduciary net position as a percentage of the total pension liability</b>
12/31/2018	2.0870%	\$ 18,924,389	\$ 4,997,991	378.64%	43.05%
12/31/2017	2.0858%	\$ 17,008,376	\$ 5,205,603	326.73%	46.40%
12/31/2016	2.1086%	\$ 17,661,849	\$ 5,580,380	316.50%	42.00%
12/31/2015	2.1033%	\$ 14,929,159	\$ 5,236,988	285.07%	44.52%
12/31/2014	2.4786%	\$ 14,749,413	\$ 5,035,565	292.90%	47.94%

Note: These schedules are intended to present information for 10 years. Until a 10-year trend is compiled, the information is presented for those years the information is available.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Required Supplementary Information**  
**Pension Plan Schedules**  
**Worcester Regional Retirement System**  
**For the Year Ended June 30, 2019**

The Schedule of the Employer Contributions presents multiyear trend information on the Town's required and actual payments to the pension plan and related ratios.

**Schedule of the Town's Contributions:**

<b>Date</b>	<b>Actuarially determined contribution</b>	<b>Less: Contributions in relation to the actuarially determined contribution</b>	<b>Contribution deficiency (excess)</b>	<b>Town's covered employee payroll</b>	<b>Contributions percentage of covered employee payroll</b>
12/31/2018	\$ 1,161,943	\$ (1,161,943)	\$ -	\$ 4,997,991	23.25%
12/31/2017	\$ 1,055,412	\$ (1,055,412)	\$ -	\$ 5,205,603	20.27%
12/31/2016	\$ 1,024,269	\$ (1,024,269)	\$ -	\$ 5,580,380	18.35%
12/31/2015	\$ 946,178	\$ (946,178)	\$ -	\$ 5,236,988	18.07%
12/31/2014	\$ 979,423	\$ (979,423)	\$ -	\$ 5,035,565	19.45%

Note: These schedules are intended to present information for 10 years. Until a 10-year trend is compiled, the information is presented for those years the information is available.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Required Supplementary Information**  
**Other Post Employment Benefit Plan Schedules**  
**For the Year Ended June 30, 2019**

**Schedule of Changes in the Net OPEB Liability:**

	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>6/30/2017</u>
<b>Total OPEB liability</b>			
Service cost	\$ 1,222,535	\$ 918,534	\$ 1,112,103
Interest on total OPEB liability	1,093,826	1,079,817	1,088,426
Changes in Benefit terms	-	-	-
Changes in Assumptions	3,487,267	(1,202,320)	-
Difference between actual and expected experience	-	19,412	(3,552,281)
Benefit payments, including refunds of member contributions	(772,299)	(719,907)	(794,727)
Administrative expense	-	-	-
Net change in total OPEB liability	5,031,329	95,536	(2,146,479)
Total OPEB liability-beginning	28,328,764	28,233,228	30,379,707
<b>Total OPEB liability-ending (a)</b>	<u>\$ 33,360,093</u>	<u>\$ 28,328,764</u>	<u>\$ 28,233,228</u>
<b>Plan fiduciary net position</b>			
Net investment income	5,653	\$ (279)	\$ 996
Employer contributions to Trust	807,299	754,907	829,727
Benefit payments, including refunds of member contributions	(772,299)	(719,907)	(794,727)
Administrative expense	-	-	-
Net change in plan fiduciary net position	40,653	34,721	35,996
Total fiduciary net position-beginning	70,717	35,996	-
<b>Total fiduciary net position-ending (b)</b>	<u>\$ 111,370</u>	<u>\$ 70,717</u>	<u>\$ 35,996</u>
<b>Town's net OPEB liability (a-b)</b>	<u><u>\$ 33,248,723</u></u>	<u><u>\$ 28,258,047</u></u>	<u><u>\$ 28,197,232</u></u>

Note: These schedules are intended to present information for 10 years. Until a 10-year trend is compiled, the information is presented for those years the information is available.

**TOWN OF LEICESTER, MASSACHUSETTS**  
**Required Supplementary Information**  
**Other Post Employment Benefit Plan Schedules**  
**For the Year Ended June 30, 2019**

**Schedule of Net OPEB Liability:**

	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>6/30/2017</u>
Total OPEB liability	\$ 33,360,093	\$ 28,328,764	\$ 28,233,228
Less: Plan fiduciary net position	(111,370)	(70,717)	(35,996)
Town's Net OPEB liability	<u>\$ 33,248,723</u>	<u>\$ 28,258,047</u>	<u>\$ 28,197,232</u>
Plan fiduciary net position as a percentage of the total OPEB liability	0.33%	0.25%	0.13%
Town's share of covered employee payroll	\$ 16,620,202	\$ 16,136,118	\$ 15,209,838
Participating employer net OPEB liability (asset) as a percentage of covered-employee payroll	200.05%	175.12%	185.39%

**Schedule of Contributions:**

	<u>6/30/2019</u>	<u>6/30/2018</u>	<u>6/30/2017</u>
Actuarially determined contribution	\$ 2,869,453	\$ 2,446,174	\$ 2,708,031
Less: Contributions in relation to the actuarially determined contribution	(807,299)	(754,907)	(829,727)
Contribution deficiency (excess)	<u>\$ 2,062,154</u>	<u>\$ 1,691,267</u>	<u>\$ 1,878,304</u>
Town's share of covered employee payroll	\$ 16,620,202	\$ 16,136,118	\$ 15,209,838
Contributions percentage of covered-employee payroll	4.86%	4.68%	5.46%
Annual money-weighted rate of return net of investment expense	5.50%	(0.52%)	5.77%

Note: These schedules are intended to present information for 10 years. Until a 10-year trend is compiled, the information is presented for those years the information is available.



**TOWN OF LEICESTER, MASSACHUSETTS**  
**Required Supplementary Information**  
**Other Post Employment Benefit Plan Schedules**  
**For the Year Ended June 30, 2019**

**Schedule of Funding Progress:**

<b>Other Post Employment Benefits</b>						
<b>Actuarial Measurement Date</b>	<b>Actuarial Fiduciary Net Position (A)</b>	<b>Actuarial Total OPEB Liability (B)</b>	<b>Actuarial Net OPEB Liability (B-A)</b>	<b>Actuarial Funded Ratio (A/B)</b>	<b>Actuarial Covered Payroll (C)</b>	<b>Actuarial Percentage of Covered Payroll ((B-A)/C)</b>
6/30/2019	\$ 111,370	\$ 33,360,093	\$ 33,248,723	0.33%	\$ 16,620,202	200.05%
6/30/2018	\$ 70,717	\$ 28,328,764	\$ 28,258,047	0.25%	\$ 16,136,118	175.12%
6/30/2017	\$ 35,996	\$ 28,233,228	\$ 28,197,232	0.13%	\$ 15,209,838	185.39%

Note: These schedules are intended to present information for 10 years. Until a 10-year trend is compiled, the information is presented for those years the information is available.

## **SUPPLEMENTARY SCHEDULES**

**TOWN OF LEICESTER, MASSACHUSETTS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**NON-MAJOR GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	Fund Balances July 1, 2018	Revenues	Expenditures	Other Financing Sources (Uses)	Fund Balances June 30, 2019
<b>Special Revenue:</b>					
<b>Federal and State Grants:</b>					
School Grants	\$ 31,130	\$ 727,524	\$ 725,136	\$ -	\$ 33,518
Community Development Block Grants	-	646,074	646,044	-	30
Council on Aging Grants	7,000	32,332	32,332	-	7,000
Green Communities Grant	-	119,100	165,834	-	(46,734)
Highway Grants	-	572,227	572,227	-	-
Library Grants	63,498	16,528	18,732	-	61,294
Other Grants and Programs	25,453	125,407	92,004	(46,177)	12,679
Park Grants	-	59,000	5,000	-	54,000
Public Safety Grants	14,690	34,538	26,429	(9,338)	13,461
<b>Schools:</b>					
School Lunch Program	145,235	626,580	626,975	-	144,840
School Lunch Commodities	-	55,607	55,607	-	-
Revolving Accounts	451,568	471,626	424,885	(90,000)	408,309
School Choice	759,833	421,475	562,659	-	618,649
School Special Education Reserve	365,997	-	-	-	365,997
State Special Education Reimbursement Fund	288,214	312,890	288,214	-	312,890
<b>Other:</b>					
Ambulance Reserve	402,508	492,274	-	(371,192)	523,590
Conservation Commission Fees	25,442	6,565	-	(3,882)	28,125
Gifts and Donations	175,576	68,304	63,704	1,264	181,440
Insurance Reimbursements	-	112,755	112,656	(99)	-
Leicester Cable Funds	156,791	223,452	93,847	-	286,396
Outside Detail Revolving	265	417,499	419,414	-	(1,650)
RDTF Seizures Released	54,069	-	4,128	-	49,941
Revolving Funds	185,486	112,717	110,869	(482)	186,852
Sale of Cemetery Lots	9,260	-	-	-	9,260
Septic Repair Programs	143,933	4,327	-	(19,944)	128,316
Transportation Infrastructure	-	1,005	-	-	1,005
Waterway Improvement Fund	7,830	-	-	-	7,830
<b>Total Special Revenue Page 63</b>	<b>\$ 3,313,778</b>	<b>\$ 5,659,806</b>	<b>\$ 5,046,696</b>	<b>\$ (539,850)</b>	<b>\$ 3,387,038</b>

**TOWN OF LIECESTER, MASSACHUSETTS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**NON-MAJOR GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	<b>Fund Balances July 1, 2018</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Other Financing Sources (Uses)</b>	<b>Fund Balances June 30, 2019</b>
<b>Continued from Page 63</b>	\$ 3,313,778	\$ 5,659,806	\$ 5,046,696	\$ (539,850)	\$ 3,387,038
<b>Special Revenue (continued):</b>					
Arts Council Fund	8,850	13,959	10,523	-	12,286
Capital Expenditures Fund	3,462	28	-	-	3,490
Health Insurance Fund	5,796	47	931	-	4,912
Open Space Fund	1,263	10	-	-	1,273
Post War Rehabilitation Fund	1,436	11	-	-	1,447
<b>Total Special Revenue</b>	<b>3,334,585</b>	<b>5,673,861</b>	<b>5,058,150</b>	<b>(539,850)</b>	<b>3,410,446</b>
<b>Capital Projects:</b>					
Highway equipment	-	-	569,446	910,000	340,554
Hillcrest land purchase	-	-	100,000	100,000	-
Leicester High School roof	(21,308)	-	-	21,308	-
Leicester Middle School feasibility study	-	126,747	214,368	-	(87,621)
New Fire/EMS Facility	31,917	29,835	20,005	-	41,747
Premium on Bond	-	-	45,633	85,092	39,459
Town Hall 3rd Floor renovations	18,259	-	18,259	-	-
Town Hall renovations	330,567	-	350,711	60,000	39,856
<b>Total Capital Projects</b>	<b>359,435</b>	<b>156,582</b>	<b>1,318,422</b>	<b>1,176,400</b>	<b>373,995</b>
<b>Perpetual Permanent Funds:</b>					
Cherry Valley Cemetery Perpetual Care	18,819	-	-	-	18,819
Dorothy Warren Fund	17,028	-	-	-	17,028
<b>Total Perpetual Permanent Funds</b>	<b>\$ 35,847</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,847</b>

**TOWN OF LIECESTER, MASSACHUSETTS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**NON-MAJOR GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED JUNE 30, 2019**

	<b>Fund Balances</b> <b>July 1, 2018</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Other Financing</b> <b>Sources (Uses)</b>	<b>Fund Balances</b> <b>June 30, 2019</b>
<b>Permanent Funds:</b>					
Cherry Valley Cemetery Perpetual Care	\$ 1,853	\$ 162	\$ 141	\$ -	\$ 1,874
Dorothy Warren Fund	258	138	-	-	396
Newhall Fund	19,199	153	-	-	19,352
I. H. Thomas Fund	1,517	12	-	-	1,529
Southgate Fund	30,641	244	-	-	30,885
In Custody of Library Trustees:					
Library Funds	131,364	2,628	2,090	-	131,902
<b>Total Permanent Funds</b>	<b>184,832</b>	<b>3,337</b>	<b>2,231</b>	<b>-</b>	<b>185,938</b>
<b>Total Non-Major Governmental Funds</b>	<b>\$ 3,914,699</b>	<b>\$ 5,833,780</b>	<b>\$ 6,378,803</b>	<b>\$ 636,550</b>	<b>\$ 4,006,226</b>

**TOWN OF LEICESTER, MASSACHUSETTS**  
**SCHEDULE OF REAL ESTATE, PERSONAL PROPERTY, ROLLBACK AND DEFERRED TAXES**  
**JULY 1, 2018 TO JUNE 30, 2019**

	Uncollected Taxes July 1, 2018	Commitments	Abatements and Adjustments	Collections Net of Refunds and Overpayments	Uncollected Taxes June 30, 2019	Uncollected Taxes Per Detail June 30, 2019
<b>Real Estate Taxes:</b>						
Levy of 2019	\$ -	\$ 15,013,443	\$ 123,134	\$ 14,498,157	\$ 392,152	\$ 392,167
Levy of 2018	288,128	-	57,745	172,641	57,742	57,723
Levy of 2017	82,763	-	14,432	25,500	42,831	42,843
Levy of 2016	45,238	-	8,814	6,494	29,930	28,849
Levy of 2015	32,354	-	21,701	5,145	5,508	6,442
Prior Years	30,764	-	4,254	13,098	13,412	10,401
	<u>479,247</u>	<u>15,013,443</u>	<u>230,080</u>	<u>14,721,035</u>	<u>541,575</u>	<u>538,425</u>
<b>Personal Property Taxes:</b>						
Levy of 2019	-	539,355	106	491,641	47,608	47,608
Levy of 2018	28,100	-	45	858	27,197	27,197
Levy of 2017	1,247	-	74	112	1,061	1,061
Levy of 2016	949	-	285	20	644	644
Levy of 2015	1,206	-	375	22	809	809
Prior Years	6,193	-	1,971	16	4,206	4,206
	<u>37,695</u>	<u>539,355</u>	<u>2,856</u>	<u>492,669</u>	<u>81,525</u>	<u>81,525</u>
<b>Rollback Taxes</b>	-	2,592	-	2,592	-	-
<b>Deferred Taxes</b>	7,899	-	-	-	7,899	7,899
<b>Total Real Estate, Personal Property, Rollback and Deferred Taxes</b>	<u>\$ 524,841</u>	<u>\$ 15,555,390</u>	<u>\$ 232,936</u>	<u>\$ 15,216,296</u>	<u>\$ 630,999</u>	<u>\$ 627,849</u>

**TOWN OF LEICESTER, MASSACHUSETTS  
SCHEDULE OF MOTOR VEHICLE AND BOAT EXCISE TAXES  
JULY 1, 2018 TO JUNE 30, 2019**

	Uncollected Taxes July 1, 2018	Commitments	Abatements and Adjustments	Collections Net of Refunds and Overpayments	Uncollected Taxes June 30, 2019	Uncollected Taxes Per Detail June 30, 2019
<b>Motor Vehicle Excise Taxes:</b>						
Levy of 2019	\$ -	\$ 1,433,403	\$ 29,965	\$ 1,242,119	\$ 161,319	\$ 161,319
Levy of 2018	158,677	156,921	17,532	267,252	30,814	30,814
Levy of 2017	31,431	-	1,466	19,274	10,691	10,691
Levy of 2016	11,522	-	2,364	692	8,466	8,425
Levy of 2015	10,699	-	-	925	9,774	9,657
Prior Years	70,294	-	-	1,363	68,931	69,024
	<u>282,623</u>	<u>1,590,324</u>	<u>51,327</u>	<u>1,531,625</u>	<u>289,995</u>	<u>289,930</u>
<b>Boat Excise Taxes:</b>						
Levy of 2019	-	2,543	95	1,673	775	775
Levy of 2018	1,216	-	163	825	228	228
Levy of 2017	252	-	58	(34)	228	203
Levy of 2016	355	-	83	2	270	260
Levy of 2015	292	-	30	(99)	361	356
Prior Years	1,579	-	143	(16)	1,452	1,442
	<u>3,694</u>	<u>2,543</u>	<u>572</u>	<u>2,351</u>	<u>3,314</u>	<u>3,264</u>
<b>Total Motor Vehicle and Boat Excise Taxes</b>	<u>\$ 286,317</u>	<u>\$ 1,592,867</u>	<u>\$ 51,899</u>	<u>\$ 1,533,976</u>	<u>\$ 293,309</u>	<u>\$ 293,194</u>

**TOWN OF LEICESTER, MASSACHUSETTS  
SCHEDULE OF TAX LIENS AND TAX FORECLOSURES  
JULY 1, 2018 TO JUNE 30, 2019**

	Uncollected Accounts July 1, 2018	Commitments	Abatements and Adjustments	Collections Net of Refunds and Overpayments	Uncollected Accounts June 30, 2019	Uncollected Accounts Per Detail June 30, 2019
<b>Tax Liens</b>	<u>\$ 377,999</u>	<u>\$ 153,532</u>	<u>\$ -</u>	<u>\$ 92,440</u>	<u>\$ 439,091</u>	<u>\$ 434,947</u>
<b>Tax Foreclosures</b>	<u>\$ 129,878</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 21,381</u>	<u>\$ 108,497</u>	<u>\$ 108,497</u>



**TOWN OF LEICESTER, MASSACHUSETTS**

**INDEPENDENT AUDITOR'S REPORTS PURSUANT  
TO GOVERNMENTAL AUDITING STANDARDS  
AND UNIFORM GUIDANCE**

**FOR THE YEAR ENDED JUNE 30, 2019**

**TOWN OF LEICESTER, MASSACHUSETTS**

**Independent Auditors' Reports Pursuant  
To Governmental Auditing Standards  
And Uniform Guidance**

**For the Year Ended June 30, 2019**

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Honorable Board of Selectmen  
Town of Leicester, Massachusetts

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Leicester, Massachusetts, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town of Leicester, Massachusetts' basic financial statements, and have issued our report thereon dated July 20, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Town of Leicester, Massachusetts' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Leicester, Massachusetts' internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Leicester, Massachusetts' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Town of Leicester, Massachusetts' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Scanlon and Associates, LLC*

Scanlon & Associates, LLC  
South Deerfield, Massachusetts

July 20, 2020

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;  
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF  
EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

To the Honorable Board of Selectmen  
Town of Leicester, Massachusetts

**Report on Compliance for Each Major Federal Program**

We have audited the Town of Leicester, Massachusetts' compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Town of Leicester, Massachusetts' major federal programs for the year ended June 30, 2019. The Town of Leicester, Massachusetts' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the Town of Leicester, Massachusetts' major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Town of Leicester, Massachusetts' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Town of Leicester, Massachusetts' compliance.

***Opinion Each Major Federal Program***

In our opinion, the Town of Leicester, Massachusetts, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs for the year ended June 30, 2019.

**Report on Internal Control Over Compliance**

Management of the Town of Leicester, Massachusetts, is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In

planning and performing our audit of compliance, we considered the Town of Leicester, Massachusetts' internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Leicester, Massachusetts' internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

#### **Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance**

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Leicester, Massachusetts, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Town of Leicester, Massachusetts' basic financial statements. We issued our report thereon dated July 20, 2020, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

*Scanlon and Associates, LLC*

Scanlon & Associates, LLC  
South Deerfield, Massachusetts  
July 20, 2020

**TOWN OF LEICESTER, MASSACHUSETTS  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2019**

<b>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</b>	<b>Federal CFDA Number</b>	<b>Pass-Through Entity Identifying Number</b>	<b>Passed Through to Subrecipients</b>	<b>Total Federal Expenditures</b>
<b>U. S. Department of Agriculture</b>				
Passed Through Commonwealth of Massachusetts				
Department of Elementary and Secondary Education:				
Child Nutrition Cluster:				
School Breakfast Program	10.553	14-151	\$ -	\$ 57,276
National School Lunch Program	10.555	14-151	-	240,689
Total Child Nutrition Cluster			-	297,965
Food Distribution - School Lunch Commodities	10.565	14-151	-	55,607
<b>Total U. S. Department of Agriculture</b>			-	<b>353,572</b>
<b>U. S. Department of Housing and Urban Development</b>				
Passed Through Commonwealth of Massachusetts				
Department of Housing and Community Development:				
Community Development Fund - FY 2017	14.228	799	-	646,044
Program Income	14.228		-	80,643
<b>Total U. S. Department of Housing and Urban Development</b>			-	<b>726,687</b>
<b>U. S. Department of Justice</b>				
Direct Programs:				
Byrne Memorial Justice Assistance Grant	16.738		-	4,128
<b>Total U. S. Department of Justice</b>			-	<b>4,128</b>
<b>U. S. Department of Transportation</b>				
Passed Through Commonwealth of Massachusetts				
Executive Office of Public Safety and Security:				
State and Community Highway Safety:				
Traffic Enforcement - 2018	20.600		-	7,242
Pedestrian/Bicycle Safety - 2018	20.600		-	184
Pedestrian/Bicycle Safety - 2019	20.600		-	5,317
Total State and Community Highway Safety			-	12,743
Passed Through Commonwealth of Massachusetts				
Emergency Management Agency:				
Hazardous Materials Emergency Planning - 2018	20.703		-	3,271
<b>Total U. S. Department of Transportation</b>			-	<b>16,014</b>
<b>U. S. Department of Homeland Security</b>				
Passed Through Commonwealth of Massachusetts				
Emergency Management Agency:				
Disaster Assistance - March 2018 Severe Winter Storm	97.036	FEMA-4379-DR	-	24,203
Emergency Management Performance Grants	97.042		-	3,220
<b>Total U. S. Department of Homeland Security</b>			-	<b>27,423</b>
<b>TOTAL PAGE 1 OF 2</b>			\$ -	\$ 1,127,824

The Notes to the Schedule of Expenditures of Federal Awards are an integral part of this Schedule.

**TOWN OF LEICESTER, MASSACHUSETTS  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2019**

<b>Federal Grantor/Pass-Through Grantor/ Program or Cluster Title</b>	<b>Federal CFDA Number</b>	<b>Pass-Through Entity Identifying Number</b>	<b>Passed Through to Subrecipients</b>	<b>Total Federal Expenditures</b>
<b>U. S. Department of Education</b>				
Passed Through Commonwealth of Massachusetts				
Department of Elementary and Secondary Education:				
Title I Grants to Local Educational Agencies:				
Title I - 2018	84.010	305-145540-2018-0151	\$ - \$	47,150
Title I - 2019	84.010	305-210122-2019-0151	-	145,915
Total Title I Grants to Local Educational Agencies			-	193,065
Special Education Cluster:				
Special Education PL 94-142 Allocation - 2018	84.027	240-144321-2018-0151	-	136,713
Special Education PL 94-142 Allocation - 2019	84.027	240-209580-2019-0151	-	299,420
Special Education Program Improvement - 2018	84.027	274-202945-2018-0151	-	2,765
Special Education Early Childhood Allocation - 2019	84.173	262-235678-2019-0151	-	17,365
Total Special Education Cluster, Department of Elementary and Secondary Education			-	456,263
Improving Teacher Quality State Grants:				
Teacher Quality - 2018	84.367	140-144221-2018-0151	-	6,564
Teacher Quality - 2019	84.367	140-210123-2019-0151	-	31,184
Total Improving Teacher Quality State Grants			-	37,748
Student Support and Academic Enrichment Program:				
Student Support and Academic Enrichment - 2018	84.424	309-170005-2018-0151	-	2,652
Student Support and Academic Enrichment - 2019	84.424	309-210124-2019-0151	-	8,866
Total Student Support and Academic Enrichment Program			-	11,518
Passed Through Commonwealth of Massachusetts				
Department of Early Education and Care:				
Special Education Cluster:				
Special Education Early Childhood Allocation - 2018	84.173	EEC-262	-	4,008
Total Special Education Cluster, Department of Early Education and Care			-	4,008
<b>Total U. S. Department of Education</b>			-	702,602
<b>TOTAL PAGE 2 OF 2</b>			-	702,602
<b>TOTAL PAGE 1 OF 2</b>			-	1,127,824
<b>TOTAL FEDERAL AWARDS EXPENDED</b>			\$ - \$	1,830,426

The Notes to the Schedule of Expenditures of Federal Awards are an integral part of this Schedule.



**TOWN OF LEICESTER, MASSACHUSETTS**  
**NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**JUNE 30, 2019**

**NOTE A – BASIS OF PRESENTATION**

The accompanying Schedule of Expenditures of Federal Awards (the "Schedule") includes the federal grant activity of the Town of Leicester, Massachusetts, under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Town of Leicester, Massachusetts, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Town of Leicester, Massachusetts.

**NOTE B – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE C – INDIRECT COSTS**

The Town of Leicester, Massachusetts, has not charged any indirect costs to any of its federal award programs.

**NOTE D – FOOD DISTRIBUTION**

Nonmonetary assistance is reported in the Schedule at the fair market value of the commodities received and disbursed.

**NOTE E – OUTSTANDING DEBT OBLIGATIONS TO THE FEDERAL GOVERNMENT**

As of June 30, 2019, the Town of Leicester, Massachusetts, had \$351,374.22 in outstanding bonds due to the U. S. Department of Agriculture. The bonds are maturing through fiscal year 2042. During the year ended June 30, 2019, the Town of Leicester, Massachusetts, paid \$10,109.27 principal and \$12,197.03 interest on these bonds.

**TOWN OF LEICESTER, MASSACHUSETTS  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2019**

**SECTION I – SUMMARY OF AUDITOR’S RESULTS**

**Financial Statements**

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP: *Unmodified*

Internal control over financial reporting:

- Material weakness(es) identified? \_\_\_\_\_ Yes        X   No
- Significant deficiency(ies) identified that is (are) not considered to be material weakness(es)? \_\_\_\_\_ Yes        X   No

Noncompliance material to financial statements noted? \_\_\_\_\_ Yes        X   No

**Federal Awards**

Internal control over major federal programs:

- Material weakness(es) identified? \_\_\_\_\_ Yes        X   No
- Significant deficiency(ies) identified that is (are) not considered to be material weakness(es)? \_\_\_\_\_ Yes        X   None Reported

Type of Auditor’s Report issued on compliance for major federal programs: *Unmodified*

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? \_\_\_\_\_ Yes        X   No

Identification of major federal programs:

<u><b>CFDA Number(s)</b></u>	<u><b>Name of Federal Program or Cluster</b></u>
14.228	U. S. Department of Housing and Urban Development – Community Development Block Grants/State’s Program
84.027, 84.173	U. S. Department of Education – Special Education Cluster

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? \_\_\_\_\_ Yes        X   No

**SECTION II – FINANCIAL STATEMENT FINDINGS**

None reported.

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

None reported.

**SECTION IV – PRIOR YEAR FINDINGS**

None reported.



**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)

September 14, 2020

To: Select Board  
From: David Genereux, Town Administrator  
**RE: School Special Town Meeting Update**

---

We have continued to make progress made towards addressing safety and convenience concerns for the School Special Town Meeting on September 26<sup>th</sup>. This memorandum serves to update the steps taken, and the overall expected costs of the meeting, which we have confirmed is eligible for reimbursement under the CARES act.

#### **Costs**

There is no rent being paid for the use of 88 Huntoon Highway. The owners of the building have graciously given the Town the ability to use the building at no charge.

That said, this is an expensive meeting. The number of expected residents, coupled with the demands of offering a safe space considering Covid-19, and the technology requirements for a meeting of this size are driving the costs. Below is an estimate of those costs:

Vendor	Service	Cost
Immedia	Sound, microphones, multiple video screens, event recording	\$16,500
Immedia	Tables, 800 chairs set up and removed	\$2,080
LAZ Parking	Onsite parking services	\$5,365
Meridia	Rental of additional voting devices; use of company personnel to run the voting system for the warrant article	\$6,330
United Site Services	Porta Potty rental	\$1,859
Design Temperature Control Inc	Air filter installation on Millbrook air handler	\$980
Total		\$33,114

#### **Meeting Setup and Design**

The Town has secured the front portion of the old Millbrook Distributors building as the location for the September 26, 2020 town meeting. In order to maximize the ability of the public to attend the meeting and vote on the project, the following measures have been taken:

#### **Safety Measures**

- There is a seating plan for nearly 800 people on the main floor of the building with chairs spaced out for proper social distancing.
- Approximately 50 other seats will be locating on an upper deck area for those who are concerned about being on the main floor area during the meeting. Sign in however, is still at the main entrance.

Seating will be allocated on the upper deck area will be on a first come, first served basis.

- The garage doors at the east end of the building will be open to allow for fresh air to enter, supplemented by two large fans in the corner open bay doors at the building's east end.
- The floor will be cleaned by the highway street sweeper using an antiseptic solution.
- There will be multiple cleanings of the area with antiseptic spray.
- The building's large air handler will be running, with filter media wrapped around the base of the unit to clean the air going through the intake.
- Masks, disinfectant spray, gloves and wipes will be available for the public.
- Microphones will be cleaned by volunteers in between speakers.
- The space itself, as well as the practices listed, have been approved by the Town's health agent from the Regional Public Health Alliance.

## **Equipment**

- The Town will be contracting with event and media company Immedia to ensure Town Meeting runs smoothly.
- There will be multiple screens in place so voters can see the Town Meeting warrant, presentations, and the vote tally onscreen.
- Meridia, the company from which we bought the voting devices, will be sending two representatives to run the voting and ensure that there are no technical issues. We also do not want any Town employees operating the system for this vote.
- There will be 1,000 electronic voting devices on hand.
- There will be no live streaming of the meeting, as Charter is not willing to invest the time and expense to bring internet access to the site for a single event.
- The typical Town Meeting setup will be used in a larger venue with multiple microphones for speakers. We anticipate that there will be seven microphones for use by the public; six on the main floor and one on the mezzanine.

## **Other**

- Police officers will be onsite to ensure there are no issues with parking.
- There will be a designated drop off area for voters with mobility issues.
- There will be 2 golf carts, driven by parking employees, picking up people walking the lot and ferrying them to the main entrance of the building.
- The Police Department is working with nearby property owners to expand parking options.
- Portable toilets, including ADA accessible toilets, will be available on site.

## **Public Transportation**

- We are working with the WRTA on providing free public transportation to and from the Special Town Meeting. While we are not yet confirmed with the WRTA yet, we are requesting 2 forty-foot buses and one van, to be routed as follows:
- Bus #1: Pickup at the former mill at the McCarthy Avenue/Route 9 intersection, west on 9 to Rte. 56 to 88 Huntoon Highway.
- Bus #2: Pickup at Walmart, East on Route 9, left through the Leicester Housing Authority complex, back on Rte. 9 to Rte. 56 to 88 Huntoon Highway.
- Van to run from Senior Center Parking lot, through Town Hall parking lot at 3 Washburn Square to Rte. 9 to Rte. 56 to 88 Huntoon Highway.
- Service to begin at each starting location at 8:30 am. However, residents on the route may flag down a bus as it travels toward its destination. The last run at each starting point will be 9:30 am.

Please contact me with any questions.

**From:** [Christopher Brown](#)  
**To:** [Forsberg, Kristen](#); [Christopher J. Petrini](#); [Genereux, David](#)  
**Subject:** RE: Emergency Management Director  
**Date:** Thursday, August 20, 2020 3:59:18 PM  
**Attachments:** [image001.png](#)  
[image002.jpg](#)  
[image003.jpg](#)  
[image004.jpg](#)  
[image005.jpg](#)

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Thank you for this information Kristen. So the Selectmen could vote to classify the VSO and EMD positions as special municipal employee positions. To be so classified, each position must meet one the following criteria:

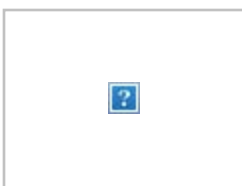
- The position is unpaid; or
- The position is a part-time position which allows the person to work at another job during normal working hours; or
- The person serving in the position was not paid by the city or town for more than 800 working hours (approximately 20 weeks full-time) during the preceding 365 days.

It is the municipal position that is designated as having "special" status, not the individual. Therefore, all employees holding the same office or position must have the same classification as "special municipal employees." The designation may be made by a formal vote of the Select Board at any time. The State Ethics Commission recommends that votes should be taken individually for each board or position being designated, expressly naming the positions being designated. Once a position is designated as having "special" status, it remains a "special municipal employee" position unless and until the classification is rescinded. A list of all the "special municipal employee" positions should be on file at the Town Clerk's office. This list should also be filed with the Ethics Commission. As a "special municipal employee," the person serving in the position may have a financial interest in a contract (the concept of a contract under Chapter 268A includes employment in a second position even if there is no express contract) with a department which is completely independent of the one where they work, provided that the person files a disclosure of their interest in the contract with the Town Clerk. Ordinarily this would be prohibited under G.L. c. 268A, s. 20. There is no "public notice" or "competitive bid" requirement for this "special municipal employee" exemption.

Please let me know if you have any additional questions.

Thanks,  
Chris

Christopher L. Brown  
Petrini & Associates, P.C.  
Counselors at Public Law  
372 Union Avenue  
Framingham, MA 01702  
Tel. 508-665-4310  
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---

**From:** Forsberg, Kristen <[forsbergk@leicesterma.org](mailto:forsbergk@leicesterma.org)>

**Sent:** Thursday, August 20, 2020 12:58 PM

**To:** Christopher Brown <[cbrown@petrinilaw.com](mailto:cbrown@petrinilaw.com)>; Christopher J. Petrini <[cpetrini@petrinilaw.com](mailto:cpetrini@petrinilaw.com)>; Genereux, David <[genereuxd@leicesterma.org](mailto:genereuxd@leicesterma.org)>

**Subject:** RE: Emergency Management Director

Yes they do

Kristen L. Forsberg, MPA & MCPPO  
Assistant to the Town Administrator  
Town of Leicester  
3 Washburn Square  
Leicester, MA 01524  
508-892-7077

---

**From:** Christopher Brown <[cbrown@petrinilaw.com](mailto:cbrown@petrinilaw.com)>

**Sent:** Thursday, August 20, 2020 12:57 PM

**To:** Forsberg, Kristen <[forsbergk@leicesterma.org](mailto:forsbergk@leicesterma.org)>; Christopher J. Petrini <[cpetrini@petrinilaw.com](mailto:cpetrini@petrinilaw.com)>; Genereux, David <[genereuxd@leicesterma.org](mailto:genereuxd@leicesterma.org)>

**Subject:** RE: Emergency Management Director

Do the VSO and EMD positions fall under separate departments?

Christopher L. Brown  
Petrini & Associates, P.C.  
Counselors at Public Law  
372 Union Avenue  
Framingham, MA 01702  
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---

**From:** Forsberg, Kristen <[forsbergk@leicesterma.org](mailto:forsbergk@leicesterma.org)>

**Sent:** Thursday, August 20, 2020 12:55 PM

**To:** Christopher Brown <[cbrown@petrinilaw.com](mailto:cbrown@petrinilaw.com)>; Christopher J. Petrini <[cpetrini@petrinilaw.com](mailto:cpetrini@petrinilaw.com)>; Genereux, David <[genereuxd@leicesterma.org](mailto:genereuxd@leicesterma.org)>

**Subject:** RE: Emergency Management Director

Hi Chris,

Just an FYI – both are stipended positions without contracts if that makes a difference. Thanks,

Kristen L. Forsberg, MPA & MCPPO  
Assistant to the Town Administrator  
Town of Leicester  
3 Washburn Square  
Leicester, MA 01524  
508-892-7077

---

**From:** Christopher Brown <[cbrown@petrinilaw.com](mailto:cbrown@petrinilaw.com)>

**Sent:** Thursday, August 20, 2020 11:02 AM

**To:** Christopher J. Petrini <[cpetrini@petrinilaw.com](mailto:cpetrini@petrinilaw.com)>; Genereux, David <[genereuxd@leicesterma.org](mailto:genereuxd@leicesterma.org)>

**Cc:** Forsberg, Kristen <[forsbergk@leicesterma.org](mailto:forsbergk@leicesterma.org)>

**Subject:** RE: Emergency Management Director

Hi David,

I don't think it makes a difference whether you are talking about a salaried employee or a stipend employee, both are considered employees for purposes of Chapter 268A so both would have the similar issue of having multiple contracts with the same municipality by virtue of serving in more than 1 paid position unless one of the exceptions in the statute applies. One potential workaround as you were advised before by Chris is to define the original position to include the duties of the second position.

Please let me know if you have any additional questions about this.

Christopher L. Brown  
Petrini & Associates, P.C.  
Counselors at Public Law  
372 Union Avenue  
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---

**From:** Christopher J. Petrini <[cpetrini@petrinilaw.com](mailto:cpetrini@petrinilaw.com)>  
**Sent:** Thursday, August 20, 2020 10:10 AM  
**To:** Genereux, David <[genereuxd@leicesterma.org](mailto:genereuxd@leicesterma.org)>  
**Cc:** Forsberg, Kristen <[forsbergk@leicesterma.org](mailto:forsbergk@leicesterma.org)>; Christopher Brown <[cbrown@petrinilaw.com](mailto:cbrown@petrinilaw.com)>  
**Subject:** Re: Emergency Management Director

Chris, please respond to David and Kristen.

Get [Outlook for iOS](#)

---

**From:** Genereux, David <[genereuxd@leicesterma.org](mailto:genereuxd@leicesterma.org)>  
**Sent:** Thursday, August 20, 2020 9:23:49 AM



**To:** Christopher J. Petrini <[cpetrini@petrinilaw.com](mailto:cpetrini@petrinilaw.com)>

**Cc:** Forsberg, Kristen <[forsbergk@leicesterma.org](mailto:forsbergk@leicesterma.org)>

**Subject:** Emergency Management Director

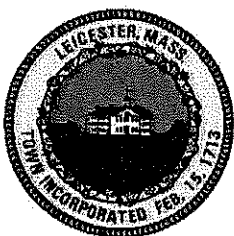
Hi Chris,

My Veteran's Service Agent, who is a stipend employee, is the most qualified individual to serve as our Emergency Management Director. You may recall that previously, we were looking for a salaried employee to do the job, for which you recommended that we change his job description so as not to have any issues with the Conflict of Interest law. Would we do the same thing with a stipend employee?

*David A. Genereux*

David A. Genereux  
Town Administrator  
Town of Leicester  
3 Washburn Square  
Leicester, MA 01524  
Telephone: (508) 892-7000  
Fax: (508) 892-7070  
Email: [genereuxd@leicesterma.org](mailto:genereuxd@leicesterma.org)

"Please remember that the Secretary of State has determined that email is a public record"



## RESERVE FUND TRANSFER REQUEST

Date of Request: 09/14/20

Department: #420 Name: Highway Department

Request is hereby made of the Advisory Board of the Town of Leicester for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the MGLs.

CURRENT RESERVE FUND BALANCE: \$36,000

TOTAL AMOUNT OF REQUEST: \$20,000

To Line Number: 01-420-5200-0004

Amount: \$20,000

REVISED RESERVE FUND BALANCE: \$16,000

State what transfer will be used for and give reason for this emergency request:

Funds will be used to reclaim and surface Westminster Drive. This is a private road, located on Dead Horse Hill. The pitch of the road creates large amounts of silt, fill and dirt washing on to Stafford Street during weather events, which causes a significant safety hazard to traffic on Stafford Street. Highway must remove the washed product after every storm, which costs up to \$200 in labor per storm. This amount will be transferred back into the Reserve Fund at the Fall Town Meeting. Please see attached memo from the Highway Superintendent for more information.

Signature of applicant: [Signature]

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Chair, Select Board - Signature \_\_\_\_\_

\*\*\*\*\*

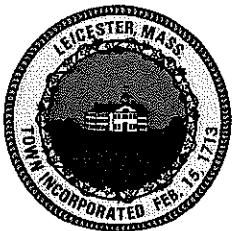
### ADVISORY BOARD ACTION

Date of Advisory Board meeting: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Amount approved: \_\_\_\_\_ Account Number: \_\_\_\_\_

Chair, Advisory Board - Signature \_\_\_\_\_



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

Dennis Griffin  
Superintendent

To: David Genereux  
Town Administrator

Select Board Members

From: Dennis Griffin  
Highway Superintendent

Date: September 9, 2020

Subj: Stafford St. and Westminster area

Facts/Findings regarding conditions and cost to the maintenance and safety in the area of Westminster Dr. and Stafford St.

The average weather-related incidents are 6-8 times in a normal seasonal pattern and can be as high as 12-16 times requiring equipment and manpower/material for the corrective measures to create safe travel on Stafford St.

Sand/Stone/Fine Gravel ranging in size from 1 1/2" down to 3/8<sup>th</sup> "can fill the east bound lane. Puddling occurs when the debris covers the inlet to the stormwater system. Vehicles then will move more to the west bound lane to avoid the depth and size of the puddle. At this point in the road there is a crest of the west bound lane and the east bound lane.

Per Rain Event:

Man, hour cost \$200.00 estimated rain events 12-16 at an approximate cost of \$3,200.00  
Annual Maintenance- \$1,200.00 in man hours and \$200.00 materials total cost \$1,400.00

Adding that to every rain event negates the \$1,400 road maintenance cost.

All these costs can be estimated at a total cost combined over a 20 year span at \$85,000.00  
\$24,000.00 in maintenance costs  
\$60,000.00 in rain event repairs

Estimated cost to pave the road is approximately \$18,000-\$20,000 and the life expectancy of the road is approximately 20-25 years.

Any questions, please feel free to contact me.

Filter by: Segment 1: 01  
Segment 2: 420  
Group as: \*\*\_111\_\*\*\*\_\*\*\*

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

## Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
Group 1: Segment 2: Department					
Code: 420 - HIGHWAY DEPT					
01-420-5100-000	WAGES - HIGHWAY	616,324.00	-87,549.18	528,774.82	14.21
01-420-5101-000	SALARY-HIGHWAY SUPERINTENDENT	90,000.00	-12,051.72	77,948.28	13.39
01-420-5130-000	WAGES - HWY OVERTIME	0.00	-1,374.80	-1,374.80	0.00
01-420-5200-001	TELEPHONES	700.00	-57.35	642.65	8.19
01-420-5200-002	ELECTRIC	4,800.00	-399.68	4,400.32	8.33
01-420-5200-003	MAINT CONTRACTS/REPAIRS	800.00	0.00	800.00	0.00
01-420-5200-004	CONSULTANTS/PROF SERVICES	55,308.00	-6,974.06	48,333.94	12.61
01-420-5200-006	WATER/SEWER	660.00	0.00	660.00	0.00
01-420-5200-007	ADVERTISING	500.00	0.00	500.00	0.00
01-420-5200-008	POSTAGE COSTS	100.00	0.00	100.00	0.00
01-420-5400-001	OFFICE SUPPLIES	725.00	-97.13	627.87	13.40
01-420-5400-003	HEATING FUEL	3,410.00	0.00	3,410.00	0.00
01-420-5400-004	GASOLINE	96,500.00	0.00	96,500.00	0.00
01-420-5400-006	PARTS/MATERIALS	55,000.00	-6,386.49	48,613.51	11.61
01-420-5700-001	MILEAGE/LICENSES	1,940.00	0.00	1,940.00	0.00
01-420-5700-002	DUES/MEMBERSHIPS	200.00	0.00	200.00	0.00
01-420-5700-003	TRAINING/SEMINARS/MEETINGS	500.00	0.00	500.00	0.00
01-420-5700-004	CLOTHING ALLOWANCE	5,770.00	0.00	5,770.00	0.00
01-420-5700-007	OTHER-GAS TAXES	3,765.00	0.00	3,765.00	0.00
Total Group 1: Segment 2: Department		937,002.00	-114,890.41	822,111.59	12.26
Code: 420 - HIGHWAY DEPT					
19 Account(s) totaling:		937,002.00	-114,890.41	822,111.59	12.26



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)

September 14, 2020

To: Select Board  
From: David Genereux, Town Administrator  
**RE: Fire Department Discussion**

---

I have been asked by a Board member to assemble options for potential management changes at the Leicester Fire Department to be considered by the Board. The Fire Department is currently governed by the Board of Fire Engineers, via what appears to have been an action taken by the Board of Selectmen in 1956/57. They currently run all aspects of the Fire Department, while working within the funding and capital planning structure of the Town.

With the impending retirement of the Chief, there are options that are available for consideration, including leaving the structure unchanged. The Massachusetts General Laws governing the Board of Fire Engineers, “Strong” Chief and “Weak” Chief forms of fire department management structures are listed below:

**Board of Fire Engineers (Present management structure)**

Chapter 48, Section 45. The selectmen, except as provided in the three preceding sections, may establish a fire department, and thereafter shall annually, in April, appoint a suitable number of engineers, not exceeding twelve, for one year from the following May first, and until others are appointed in their stead; may, for cause, remove an engineer, after seven days' notice to him and a hearing, and shall fill all vacancies.

Section 46. They shall, immediately after such appointment, notify each of said engineers to meet at a time and place designated. At such meeting the engineers shall choose a chief engineer, a clerk and other necessary officers.

Section 47. The engineers, in the extinguishment of fires, shall exercise the powers of fire wards and, in the nomination and appointment of such firefighters as necessary therefor, shall exercise the powers and perform the duties of selectmen. They may appoint such men to the engines, hose and hook and ladder carriages, and constitute such companies for securing property endangered by fire, as they deem expedient.

**Summary:** The engineers are appointed by the Select Board, but function as an autonomous group, or as the statute says “perform the duties of selectmen” in running the Fire Department, including the appointment of the Fire Chief and employees and the management of Fire Department property.

**“Strong” Chief**

Chapter 48, Section 42. Towns accepting the provisions of this section and sections forty-three and forty-four, or which have accepted corresponding provisions of earlier laws may establish a fire department to be under the control of an officer to be known as the chief of the fire department. The chief shall be appointed by the selectmen and shall receive such salary as the selectmen may from

time to time determine, not exceeding in the aggregate the amount annually appropriated therefor. He may be removed for cause by the selectmen at any time after a hearing. He shall have charge of extinguishing fires in the town and the protection of life and property in case of fire. He shall purchase subject to the approval of the selectmen and keep in repair all property and apparatus used for and by the fire department. He shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in towns except as herein provided, and shall appoint a deputy chief and such officers and firemen as he may think necessary, and may remove the same at any time for cause and after a hearing. He shall have full and absolute authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the selectmen from time to time as they may require, and shall annually report to the town the condition of the department with his recommendations thereon; he shall fix the compensation of the permanent and call members of the fire department subject to the approval of the selectmen. In the expenditure of money the chief shall be subject to such further limitations as the town may from time to time prescribe.

Summary: Appointed by the Select Board; can only be removed “for cause” after a hearing; has the ability to “exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers...” responsible for caretaking of equipment, and hiring all employees, setting wages, making rules and regulations for department operations.

#### “Weak” Chief

Chapter 48, Section 42A. In towns which accept this section or have accepted corresponding provisions of earlier laws there shall be a fire department established under the direction of the selectmen, who shall appoint a chief of the fire department and such other officers and firemen as they deem necessary, and fix their compensation in an amount not in the aggregate exceeding the annual appropriation therefor. The selectmen may make suitable regulations governing the fire department and the officers and firemen thereof, and in towns which are not subject to chapter thirty-one may remove the chief and other officers and firemen at pleasure. The chief of the fire department shall be in immediate control of all town property used by the department, and of the officers and firemen, who shall obey his orders.

Summary: Appointed by the Select Board; Chief, officers, and fire personnel serve at the pleasure of the Select Board; Responsible for caretaking of equipment. Select Board responsible for hiring all employees, setting wages, making rules and regulations for department operations. This option places fire operations as a typical Town department.

If the Board wishes to migrate to either of the strong or weak chief options, a warrant article must be prepared and placed before the voters at Town Meeting. Upon acceptance, the Board of Fire Engineers would be abolished, with their duties and oversight being transferred to the Select Board. The Chief currently oversees Fire and EMS operations, but is appointed by two separate Boards, that being the Engineers for Fire and the Select Board for EMS. Approval of either article would place the appointments of Fire Chief and EMS Director under the purview of the Select Board.

Again, if the Board wishes to move forward, I also would recommend that a consultant be retained to examine operations and make recommendations regarding staffing needs, management roles, and facilities going forward. This could be done with the existing management structure in place, or after action has been taken to install one of the options detailed in Section 42 or 42A. It’s often challenging to replace a long-term management employee, but it is more complicated if there is a serious discussion regarding changing the management structure of the department.

Please contact me with any questions.



Town of Leicester  
Office of the Treasurer Collector  
3 Washburn Square  
Leicester MA 01524-1333  
Phone: 508-892-7002  
Fax: 508-892-7070

To: David Genereux, Town Administrator  
From: Melanie Rajaniemi, Treasurer Collector  
Re: Collection Actions for FY20  
Date: September 2, 2020

Please see below a synopsis of the outstanding receivables for FY20. Due to Covid-19 and the beneficial measures the Selectboard elected to enact to assist the residents of Leicester, we are currently at a 91% average collection rate across the boards.

FY20 Collections as of 9/02/2020				
Tax Type	Outstanding Tax	Outstanding Interest	FY20 Billed	% Collected
PP	\$ 2,913.30	\$ 249.33	\$ 670,430.96	99%
RE	\$ 462,136.72	\$ 36,160.33	\$ 15,794,855.02	97%
Liens	\$ 23,006.46		\$ 461,448.12	95%
Burncoat Pond	\$ 6,778.83	\$ 340.41	\$ 78,973.23	92%
Cedar Meadow	\$ 1,289.58	\$ 65.81	\$ 28,675.74	96%
Stiles	\$ 5,006.43	\$ 288.12	\$ 39,423.38	88%
MVX	\$ 178,384.71	\$ 7,872.78	\$ 1,430,168.77	88%
Boat	\$ 622.00	\$ 5.47	\$ 2,577.00	76%
	<b>\$ 680,138.03</b>	<b>\$ 44,982.25</b>	<b>\$ 18,506,552.22</b>	<b>91%</b>
				Average Collection

Given that we have been status quo for some time in the state's phase three of the virus, I am respectfully requesting the opportunity to pursue collections at this time by sending demands for FY20 real estate, personal property, lake associations, and motor vehicle and boat excise.

The decision for my request was based on many factors, the most prominent being the interest that continues to accrue on these accounts that I cannot abate. We waived interest up to June 30<sup>th</sup>, as permitted by the state, but as you can see, the interest figures are steadily increasing. Our Deputy Collector reached out to me regarding demands for motor vehicle and boat taxes. He stated that the majority of the municipalities continued with collections per usual, Leicester being one of only a few who have made no move towards collection enforcement. I have received the same information regarding real estate and personal property through the MCTA listserv (a tool to connect Treasurers/Collectors across the state). I am also concerned that the longer we hold off, the longer the districts and lake associations must wait for their receivables causing financial issues for them.

We are nearing the second quarter taxes and another round of motor vehicle being due for FY21. I am concerned that if accounts from FY20 are not paid it will be nearly impossible for people to catch up. If collection actions are approved, I will revisit with you and the Selectboard in the future to establish a timeline for the tax taking for FY20 in order to secure those liens for the Town.

**COLLECTION BOXES FOR NOT FOR PROFIT AND PROFIT ORGANIZATIONS AND INDIVIDUALS**  
(New Bylaw 5-7-01, Amended 10-20-15; 11-17-20)

**SECTION 1:** This General Bylaw shall be known and cited as the "Collection Box Bylaw". Its purpose is to standardize the placement of collection boxes and maintenance of the area in which the collection boxes are located on real property in the Town of Leicester to promote the health, safety and welfare of the inhabitants of the Town of Leicester by reducing sources of filth, litter and debris caused by the improper placement and maintenance of such collection boxes. Effective the passage of the revised bylaw, this bylaw will be enforced by the Board of Health.

**SECTION 2: DEFINITIONS:** For the purpose of this General Bylaw, the words and phrases used herein shall have the following meaning, except in those instances where the context clearly indicates a different meaning:

**APPLICANT:** An Operator, as defined within this bylaw, applying to have a collection box installed on a property.

**CERTIFICATE OF COMPLIANCE:** The Certificate of Compliance issued by the Board of Health ~~Board of Selectmen~~ to an operator of a collection box.

**COLLECTION BOXES:** Any type of self-service device for the collection of used and/or new articles of clothing, shoes; new and/or used articles of household goods including but not limited to bedding, curtains, decorative items such as pictures, and object d'art; books and/or magazines.

**NOT FOR PROFIT ORGANIZATIONS OR AGENCY:** Any entity that has been approved by the Internal Revenue Service as a not for profit organization, agency or corporation pursuant to Internal Revenue Code Section 501(c), and is recognized as any legal entity by the Commonwealth of Massachusetts and/or is registered with the Secretary of the Commonwealth, Department of Corporations.

**FOR PROFIT ORGANIZATIONS OR AGENCY:** Any entity that has not been approved by the Internal Revenue Service as a not for profit organization, agency or corporation pursuant to Internal Revenue Code Section 501 (c), and is recognized as a legal entity by the Commonwealth of Massachusetts and/or is registered with the Secretary of the Commonwealth, Department of Corporations.

**INDIVIDUAL:** Any person or persons including any person registered with the Town of Leicester as doing business under another name, who is not a legal entity recognized by the Commonwealth of Massachusetts and/or is not registered with the Secretary of the Commonwealth, Department of Corporations.

**PROPERTY OWNER:** Any individual, not for profit and/or for profit organization or agency who is the record owner of real estate located within the Town of Leicester and recorded at the Worcester District Registry of Deeds.

**OPERATOR:** Any natural person or other legal entity, including but not limited to, not for profit or for profit corporations, partnerships, joint ventures who either own, operate or are otherwise in control of the collection box.

**SECTION 3: PERMITTED LOCATIONS** Collection boxes are permitted in all zoning districts designated on the Town of Leicester Zoning Map.

**SECTION 4: GENERAL REQUIREMENTS** The placement of collection boxes on real estate by an operator is prohibited without the written permission of the property owner. The operator of the collection box shall provide a copy of the property owner's written permission to the Board of Health ~~Board of Selectmen~~.

The Board of Health will use the following criteria in determining whether to allow placement of a collection box at a particular location:

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- a) The applicant's name, business name, business address and telephone number as well as the name, address and telephone number of the person or persons responsible for maintaining each donation collection bin;
- b) Written permission of the owner allowing the placement of the donation bin;
- c) A sketch plan showing the proposed location of the donation collection bin on the property as well as existing conditions on the property such that there is safe and convenient pedestrian and vehicular access to them. The Board of Health may, by regulation, limit the number of collection boxes within a specific radius from existing donation bins;
- d) That the bins shall be of the type that is enclosed by use of a receiving door and locked so that the contents of the bin may not be accessed by anyone other than those responsible for the retrieval of the contents;
- e) That each donation collection bin must be regularly emptied of its contents so that it does not overflow. Used clothing or other donated goods and materials may not be placed about the surrounding area. All donation collection bins must be maintained in a state of good repair and in a neat and clean condition, and free of trash, debris, refuse or like material;
- f) Additional information as offered by the Applicant or requested by the Board of Health.

If the Operator satisfies the requirements of the Board of Health as annotated above, the Board of Health shall issue a Certificate of Compliance. If the Operator's application for a Certificate of Compliance is denied, a letter with the reason(s) for denial will be sent to the Applicant and the property owner.

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The Board of Selectmen may then issue a Certificate of Compliance to the operator. The Board of Selectmen reserves the right to deny any request for a Certificate of Compliance at their discretion. A letter with the reason for denial will be sent to the applicant.SECTION 5: ELIGIBLE SITES Effective the date of the acceptance of this revised bylaw, only collection boxes placed on property owned by not for profit organizations or agencies shall be allowed in the Town. All other collection boxes shall be removed by the operator(s) within ninety (90) days. Collection boxes that are not removed within that time period shall be removed by the Town, and the operator and/or property owner shall be charged for their disposal.

**SECTION 65: PROPERTY OWNER OBLIGATIONS** Any property owner who grants permission to an operator for placement of a collection box shall be held responsible for keeping the area around the collection box free from excess articles that do not fit into the collection box or have not been properly placed into the collection box. The property owner will be responsible for the removal and storage of articles that will not fit into the collection box. The property owner shall maintain the area around the collection box daily. The Board of Health~~Board of Selectmen~~ may assess fines not to exceed \$100.00 for each offense per Section 7 to the property owner for failure to remove excess articles immediately upon receipt of written notification from the Board of Health~~Board of Selectmen~~. All notices shall be sent to both the property owner and operator.

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**SECTION 76: OPERATOR OBLIGATIONS** Collection boxes must be clearly labeled with contact information for the operator on the front of the box including name, address and telephone number. Any operator who fails to obtain a Certificate of Compliance or fails to pick up items from the collection box within five (5) calendar days from the Board of Health's~~Board of Selectmen's~~ written request to remove same shall bear the expense of the collection box removal and storage by the Town of Leicester and/or the property owner. The Board of Health~~Board of Selectmen~~ shall enforce compliance with this Bylaw and may enter upon real property for purposes of such compliance. The Board of Health~~Board of Selectmen~~ may assess fines not to exceed \$100.00 per Section 7 to the operator for failure to empty and maintain the collection box(es) immediately upon receipt of written notification from the Board of Health~~Board of Selectmen~~. All notices shall be sent to both the property owner and operator.

**SECTION 87: VIOLATION** Any violation of the provisions of this Bylaw shall be punished by a fine ~~of not~~ to exceed \$100.00 for each offense. Both the property owner and collection box operator shall be jointly and severally liable for each violation. If within one year from the issue date of the Certificate of Compliance, the ~~Board of Health~~Board of Selectmen issues three (3) notices of non-compliance to the property owner and/or operator, ~~has then~~ said operator shall not be allowed to place any collection boxes within the Town of Leicester and any existing placements shall be removed by the operator forthwith after notice or by the Town. Any operator or owner shall be granted the opportunity to be heard by the Board of ~~Health~~Selectmen prior to the final notice of non-compliance. Any continued violation of this Bylaw after final notice and hearing shall be subject to the provisions of Section 6.1 of the General Bylaws of the Town of Leicester.



**30/50/100M**

# ***OPERATIONS MANUAL***

**October 10-11, 2020**



# 2020 Midstate Massive Ultra Trail Operations Manual

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## Appendix

- Emergency Services Information
- Aid Station Timing
- Staff Contact List



# 2020 Midstate Massive Ultra Trail Operations Manual

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## 1.0 Purpose

This document describes the operation planning details behind the Midstate Massive Ultra Trail (MMUT) endurance race – a trail race that will take place in October 2020 and consist of race distances of approximately 100, 50, and 30 miles. It also contains a description of staff personnel with an overview of the event operation.

## 2.0 Race Description

The **Midstate Massive Ultra Trail** will take place at the height of New England foliage season on October 10-11, 2020. There are three separate race distances, which all run on the Midstate Trail.

The Midstate Trail runs from the border of New Hampshire and Massachusetts all the way to the border of Massachusetts and Rhode Island, and briefly entering Connecticut. It is comprised of both public and private lands, which means we are all guests along the trail.

- 1.1 100 Miles: Start at Windblown XC Ski Area, New Ipswich, NH 10/10/2020  
~7:00am-12:00pm
- 1.2 50 Miles: Start at DCR Long Pond Boat Ramp, Rutland, MA 10/10/2020  
~9:00pm-12:00am
- 1.3 30 Miles: Start at Bay Path Vocational School, Charlton, MA 10/11/2020  
8:00am

Runners for the 50 and 100 mile races will be started individually in reverse order based on their projected pace – slowest to fastest. Runners for the 30 mile race will be started individually based on their projected pace - fastest to slowest.

Course cut off times are as follows:

- The 100M cut-off is 36 hours from the 1<sup>st</sup> wave start time.
- The 50M cut-off is 17 hours from the 1<sup>st</sup> wave start time.
- The 30M cut-off is 10 hours.



# 2020 Midstate Massive Ultra Trail Operations Manual

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## 3.0 Race Organization and Staff

### 3.1 Event Directors: Andy Marx and Rich Mazzola

Andy Marx and Rich Mazzola are the Founders and Directors of the race and manage the event in a variety of ways from start to finish.

### 3.2 Core Staff

Core staff positions are listed below along with their respective roles and responsibilities. Please direct any issues/questions to the correct individuals should they arise during the race.

- Registration/Timing/Tracking: Mark Gelfond
- Marketing/Asst Race Director: Meredith Beaton Marx
- Volunteers: Carol Rainville
- Medical: Rob Hunt

## 4.0 Course Marking and Navigation

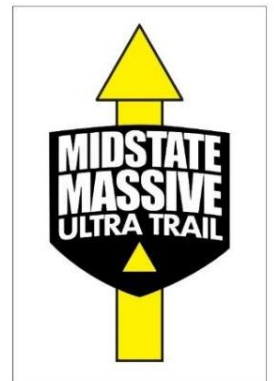
### 4.1 Course Signage

Trail marking will consist of bright colored Midstate Trail Yellow Triangles (as shown in the photo) and race specific arrows signs as shown here.

Midstate Trail Marking Convention: The tip of the triangle identifies whether the trail goes straight or turns. See the telephone pole as an example.



There are several sections of the course where the trail joins a road. When this occurs, you might see Midstate Trail markers along the road along with race-specific arrows placed where needed on the side of the road that you should run on. Please pay attention to this as it will help with your navigation back onto the wooded portion of the trail.



### 4.2 \*Special Trail Circumstances\*

There are some sections of the 100 mile and 50 mile race that deviate from the Midstate Trail to avoid sensitive areas as designated by the Midstate Trail maintenance group. These areas will be noted in route descriptions in



# 2020 Midstate Massive Ultra Trail Operations Manual

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the leg maps on our website and will be marked with race specific signage as seen above.

## 4.3 Other Markings

Traffic cones and/or electronic flares may be used to designate the entry and exit points for Aid Stations.

## 4.4 Course Maps

Our course maps have been created using GAIA GPS (<https://www.gaiagps.com/>). This site also has an app that you can download to your mobile device. This app can also provide aid in your navigation. Leg Maps are loaded on our website along with the corresponding GPX files.

## 4.5 Land Use

The **Midstate Trail** traverses both public and privately-owned land. Please keep this in mind as you travel along this great, natural resource and be respectful to private property owners. Do not litter along the course. There will be trash collection at each Aid Station.

You may come upon other people using the trail. Please be considerate and let them know you're approaching them - especially from behind.

## 5.0 Aid Stations

Fifteen (15) Aid Stations will be located along the course varying in distance between 4.5 and 7.5 miles between each. Aid Stations will be run by 2-4 volunteers and will consist of food and hydration supplies, a folding tent and table. Crew Support Aid Stations will include port-o-johns. See section 5.3 for more details on these.

### 5.1 Layout

In general, the Aid Station will occur in the area that is identified by two orange traffic cones, a line, and some text that designates the respective Aid Station location. An example is shown at the right.

In most cases, the Aid Station will be set-up before the runner arrives and will typically consist of traffic cones and wooden stakes with yellow tape. The yellow tape will include: "Caution", "Keep Out" and "No Parking" tape to create exclusion areas for the safety of those who are not racing but supporting runners or spectating



# 2020 Midstate Massive Ultra Trail Operations Manual

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Night time Aid Stations may also have a light set (or two) and electronic flares.

Figure 5.1 illustrates a typical layout of a relay Aid Station.

## 5.1.1 Operations Tents

10' x 10' blue, pop-up tents will be set-up at most Aid Stations and will serve as the center for the operation. This is where the EMT, Aid Station Manager, and Volunteer Group POC can meet and run their respective sites from.

The tents will be a visual indicator for the runners as a place to go to ask questions or seek medical attention. It is also a good place to record runners bib number from; especially if it's raining.

If the tent has not been set up when you arrive, then please assist the EMT when they arrive and place the tent where the blue painted **X** is on the ground.

## 5.2 Aid Station Equipment Requirements

### Daytime Aid Stations: typical equipment

- Traffic cones to mark the Aid Station zone along with a runners lane
  - Additional cones will be placed, as needed, to designate parking zones on the road
- Safety Vests
- Traffic flags
- Folding Table

### Night Time Aid Stations

- Traffic cones to mark the Aid Station zone
- Electronic Flares (in place of cones if needed)
  - Additional cones will be placed, as needed, to designate parking zones on the road,
  - A red '**X**' on the ground identifies where the turbo flares should be placed
- Reflective Safety vests for all Aid Station staff and volunteers.
- Illuminated traffic batons to assist visibility

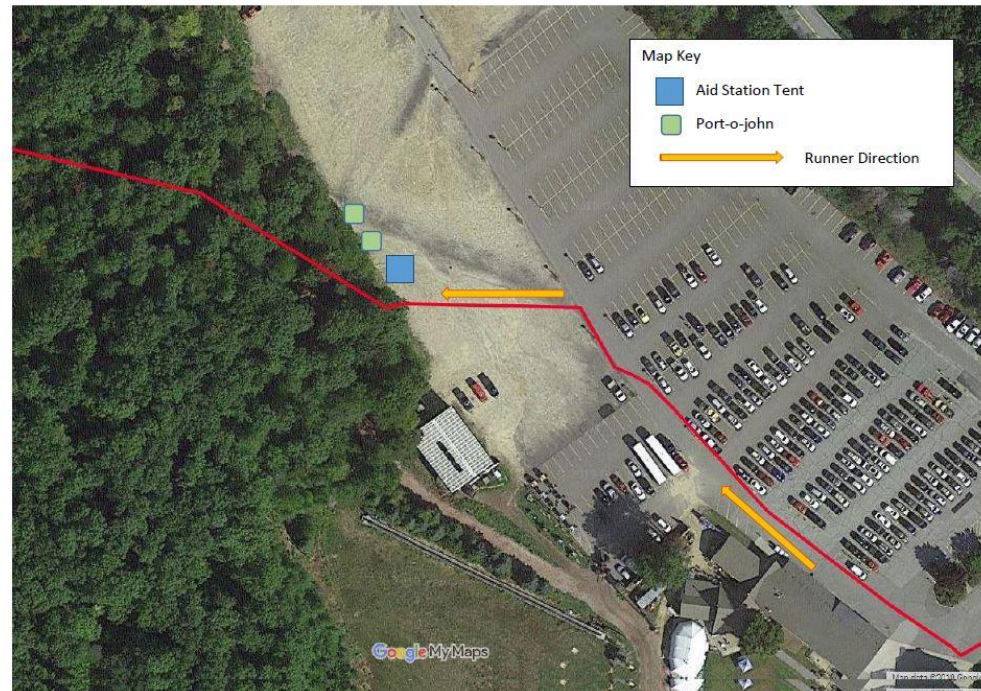




- Outdoor lighting (where applicable)
- Folding Table

**Figure 5.1: Example Aid Station Layout**

Aid Station 4 – Wachusett Mountain



## 5.3 Crew Support

Support crews can be a great way to undertake an ultra-trail adventure. The following Aid Stations are designated for Crew Support:

- AS3: Wachusett Dental 16 Wyman Rd, Westminster, MA
- AS4: Wachusett Mountain Ski Area 499 Mountain Rd, Princeton, MA
- AS6: Barre Falls Dam Barre, MA
- AS7: DCR/Rutland Long Pond Boat Ramp (also the 50M Start) Paxton Rd. Rutland, MA
- AS8: Camp Marshall 92 McCormick Rd, Spencer, MA
- AS11: Fay Mountain Farm 12 Cemetery Rd. Charlton, MA



# 2020 Midstate Massive Ultra Trail Operations Manual

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- AS12: Leggett and Platt 23 Dana Rd, Oxford, MA
- AS13: Whittier Farms 90 Douglas Rd, Sutton, MA

These are the only Aid Stations where your support crew will be permitted. Parking in undesignated areas will not be permitted.

## 5.4 Bag Drops

Bag drops will be collected for unsupported runners at the start for both the 50M and 100M races. 30M runners will not have drop bag collection.

- 100M racers will have access to bags at AS4, AS7, AS12 and the finish.
- 50M racers will have access to bags at AS12 and the finish.

Bags will be tagged with each runner's name and bib number. Please make sure they are packed in a waterproof bag.

## 5.5 Pacers

Pacers are allowed after the 50-mile point (Long Pond Boat Ramp, Rutland, MA). You may have as many as 3 pacers, although only one pacer at a time. Pacers may only enter and/or exit the course at the Crew Support Aid Stations listed in 5.3. A pacer must fill out a waiver prior to being on course. The waiver must be turned in at an aid station to receive the proper pacer bib. All pacers are expected to follow the Runner Guidelines in section 6.1.

Pacing entails patience, tolerance and humor. The primary duties of a pacer include route finding, keeping the runner on pace, ensuring that the runner continues to eat and drink and making sure the runner leaves the aid stations with adequate clothing and supplies to reach the next aid station. Pacers are not allowed to push, pull, carry or tow the runner. Any special pacing situations or requests must be pre-approved by race management.



# 2020 Midstate Massive Ultra Trail Operations Manual

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## 6.0 Volunteer Plan

**Carol Rainville** has the responsibility for organizing and directing volunteers to support the Aid Stations of the race; including the start and finish areas. Each Aid Station will have a dedicated **Volunteer Point of Contact** who represents the volunteer organization that has been assigned there. **Carol** will be assisting Andy and Rich by meeting with the Volunteer Groups during the race to ensure that they have clear directions for their respective Aid Station. All Volunteers must meet the COVID19 screening as described in section 7.0.

### 6.1 Volunteer Responsibilities

Each Volunteer Group will have a dedicated Point of Contact who should be present during the race to manage their group and receive direction from the Aid Station Manager. Est. 2 – 4 volunteers / aid station.

All volunteers will be required to complete and sign a Waiver of Liability – there are no exceptions to this. These are to be collected by the Aid Station Manager before that respective Aid Station is opened and will be our way of tracking the number of adult volunteers who were present at that site. Volunteer groups should not have anyone under 18 helping with the event. If they have young children present, they must have an adult supervising them and not doing double duty helping with the event. For example: If there are supposed to be 4 adults working a site and there are children present managing the food table, your group is expected to have 4 adults plus 1-2 additional adults supervising the children at the food table. We will collect waivers from everyone.

#### Volunteer Duties

- Directing runners to the Aid Station zone for the respective Aid Station.
- Checking in runners as they enter the relay Aid Station zone: the volunteers are to write down the bib numbers and clock times for each runner on the Check-In Sheet as they enter the relay Aid Station zone.
- Keeping the transition Aid Station zone clear of spectators and other runners,
- Directing support vehicles for parking: see special instructions below
- Directing runners to food, water, restrooms, and medical treatment, if needed,
- Assisting in the set-up and clean-up of the Aid Station



# 2020 Midstate Massive Ultra Trail Operations Manual

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NOTE: Aid Station Managers are ultimately responsible for making sure that the Aid Station operation (especially parking) runs smoothly. Aid Station Managers should also consider themselves part of the Volunteer team. Please take care up front to handle issues that may arise and be prepared to modify the plan if it is not working. Please consider the safety of the runners paramount in your strategy.

## 6.2 Aid Station Open and Close Times

Aid Station Managers, Volunteers, and EMTs, are expected to arrive at their designated areas at least 1.0 hour in advance of the arrival of the 1<sup>st</sup>, estimated runner. In addition, they are expected to stay until after the last confirmed runner has passed through and the area has been completely cleaned up.

We have factored this time buffer into the Open and Closed times that appear in the Appendix. Please keep in mind that these are 'best estimates' and the actual runners' pace can be affected by an assortment of variables such as injury and weather conditions.

## 6.3 Aid Station Manager Responsibilities

Aid Station Managers are expected to direct and work with the Volunteers, EMTs, and other event personnel that have been assigned to their respective locations.

Your primary responsibility is to actively manage the Aid Stations that you have been assigned to. There are several key aspects to this role:

### **Your Team - Points of Contact (POC)**

Each Aid Station will consist of a Volunteer Group and one EMT.

Each Volunteer Group will have someone who is their primary Point of Contact. They will serve as your assistant in directing the volunteers.

Please introduce yourself to everyone on your team upon arrival.

### **Race Knowledge**

Understanding the ins and outs of the event is paramount to being able to successfully manage your location. Please familiarize yourself with the 2020 Race Handbook to the extent where you can answer any question that is thrown at you by a runner. This is what every runner will be following.

You will be provided with a **Race Binder** that will contain:



# 2020 Midstate Massive Ultra Trail Operations Manual

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- A diagram of your respective site if you're managing an Aid Station
- Your specific Aid Station assignment(s),
- An Aid Station Open/Close Schedule,
- A Staff phone list

Other documents that will be provided to you along with the packet include:

- Equipment Checklist\* to be used when assembling the support package and both distributing and retrieving the equipment from the site/volunteers,
- Runner/Team Check-in sheet printed on waterproof paper
- Volunteer Waivers

## **Orientation/Transportation**

You should have your own form of reliable transportation along with a GPS or GPS enabled mobile device. Your assignment sheet will identify the Aid Station by number and name along with directions.

*Note: We are counting on you to arrive at the Aid Station at or before the Opening Time.*

If you have a Garmin, iPhone or other GPS device please enter the address/location to verify prior to the day you are assigned to be there so that you can find your site.

***If you are delayed, then please contact either Carol, Rich Mazzola or Andy Marx to let them know when you expect to arrive.***

***See the phone list in the Appendix.***

## **Aid Station Equipment**

- Safety vests
- Additional lighting (as required and if not already in place),
- Pop-up tent (s)
- Folding Tables
- Water
- A clipboard and some pens
- 2-way radios for communication at your site (for some sites)





# 2020 Midstate Massive Ultra Trail Operations Manual

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- 2 Orange traffic cones
- Yellow Caution tape as previously described in section 5.1
- Etc...

## 6.4 Before the Runners Arrive

Once you arrive, there will be a few critical tasks that will need to be performed before the first teams arrive. Keep in mind that you will see runner support vehicles well before you see your first runner.

- **Your Crew:** Meet the points of contact of your crew.
- **Waivers:** Ensure that all volunteers have signed a Volunteer Waiver of Liability and have returned them to you. This applies to each shift if that is how they are working the event.
  - Please ensure that all volunteers have signed them at the beginning and verify that the number of waivers matches with the number of volunteers. We give these groups a donation based on the number of volunteers that work the site and we use these waivers to determine that number. Place them in the envelope that is provided and return them to us at the finish line with the AID STATION equipment.
- **Tents:** set up the blue Operations Tent near the relay Aid Station zone. Look for the painted blue "X".
- **Gear:** Distribute all event related equipment (safety vests, batons, signs, etc). Use the checklist to help you keep track/count.
  - **Lighting:** night time Aid Stations will typically have at least one light set on a tripod set up near the relay Aid Station. Please plug these in and turn on.
  - **Turbo Flares:** look for the red "X" on the ground leading to and from the Aid Station and place the turbo flares on each "X". Turbo Flares are electronic rotating puck lights that will be packed inside your bin.
- **Phones/Communication:** The names and locations of all AID STATION Captains and Race Staff are in your binder.
- **Assignments:** Identify which volunteers will be handling parking, checking in runners, performing crowd control, monitoring the recycling bins (Major Aid Stations only), etc. If you were given 2-way radios, hand them out to key volunteers managing key areas; incoming traffic, parking area, etc.

Children may staff the group's food table since this is not considered part of running the Aid Station.





# 2020 Midstate Massive Ultra Trail Operations Manual

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## 6.5 During the Race: Manage the Aid Station

You should quickly assess the strength and capability of your volunteers as well as the flow of both runners and vehicles into and out of your Aid Station.

Key tasks include:

- **Trash/Recycling:** Be vigilant about trash collection using the bags that are provided in your bin.
- **Be Visible:** Work alongside the volunteers and check in with the EMT from time to time. You are the leader of the site and need to be the example.
  - Wear your staff gear including safety gear (vests, flashlights).
- **Make Adjustments:** Modify the entrance and exit paths of vehicles into the parking area. An Aid Station Site map will be provided to help you with this.
- **Inform:** Instruct and answer any questions for the volunteer groups as to their respective duties
- **Monitor:** keep a close eye on the behavior of the runners.
  - Make sure runners have on the required equipment for the night time legs.
  - Observe how the site is running and take notes – for example:
    - Were there enough port-o-johns?
    - Did the flow of the Aid Station work properly? Was it a safe site?
    - What changes would you recommend for next year?
    - Is the volunteer group working out well? Did they all stay and help? Etc.
- **Communicate:** with the other Aid Stations before/after your location as needed.

## 6.6 Closing Your Aid Station

There are a few tasks that need to be performed once the last runner leaves:

- **Account for Everyone:** ensure that the last runner has come through. Do this by verifying your information with the Aid Station Manager before you. Note the closing time for your site on the Runner Check-In Sheet.



# 2020 Midstate Massive Ultra Trail Operations Manual

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- **Call ahead:** Aid Station Managers should pass on the status of the last place runners to the next 1- 2 Aid Stations. Often your volunteers will miss a runner or two so your number of total runners may not be exact.
- **Aid Station Clean Up:**
  - Ensure that all trash has been bagged and disposed of.
  - Check port-o-johns and remove all trash left inside
  - Collect and count all race related equipment including: Signs, stakes, tape, cones, lighting, and banners. Do not forget to pick up any cones, signs, lighting, etc that was at the site when you arrived.
  - Bring all equipment with you to the Finish Line, or a designated drop off location that was arranged in advance or noted on the Aid Station Open/Close Schedule. Include your checklist, 2-way radios (if they were provided), your binder and all paperwork.

## 6.7 Race Time Questions

Please direct any questions or issues that arise during the race to the correct Staff person:

- **Volunteers:** Carol Rainville
- **Rules/Regulations/Lost Runner:** Andy Marx or Rich Mazzola. Aid Station Managers will have a schedule that shows when each Assistant Director is on Duty.
- **Runner drop outs/Penalties:** Mark Gelfond
- **Medical Issues:** direct these to the EMT who is at your location and/or the Medical Team Director.

## 6.8 Pre-Race Prep

Please pack and dress appropriately for this role. New England weather can be very unpredictable and you should be prepared with adequate outerwear. The temperatures can vary from the 70's during the day to the 30's during the evening. Some recommended items include:

- |                                   |             |                      |
|-----------------------------------|-------------|----------------------|
| • Extra clothes (in case of rain) | • Shorts    | • Sun Glasses        |
| • Several pairs of shoes/socks    | • Bug Spray | • Fleece vest/jacket |
| • Rain jacket(s)                  | • Sunscreen | • Gloves and a hat   |
| • Cooler for food and drinks      | • Water     | • Thermos            |

**\*\* Make sure you have your cell phone and car charger with you. \*\***





# 2020 Midstate Massive Ultra Trail Operations Manual

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## 7.0 Medical Support and Response Plan

### 7.1 COVID-19 Preparations

We will follow the guidelines put forth by the CDC, the State of NH and the Commonwealth of Massachusetts with respect to this event. The following are the steps we are currently planning to undertake to not only meet these guidelines but provide as safe a running environment as possible:



- Race Bibs: all runner bibs will be mailed out in advance of the race so please make sure we have your most current mailing address.
- Race Shirts: will be distributed at the start of each event but you must have your race bib in order to pick up a shirt.
- Each runner must have a temperature check upon entrance to the start area confirming a body temperature < 100.4 F (38.0 C).
- Start Waves: runners for the 50- and 100-mile events will be started in reverse order (slowest to fastest) based on your projected pace. Runners will start individually within each wave at 30 to 60 second intervals to ensure social distancing at the start. Runners for the 30-mile race would be started fastest to slowest at 60 second intervals.
  - Start times will be emailed to all runners no later than October 1, 2020.
- Runner Guidelines:
  - No drafting
  - Minimum 10' spacing between yourself and runner in front
  - If passing, please notify the runner ahead, come up quickly, pass with a wide berth; runner being passed should slow down to enable a quick overlap and adjust pace to re-establish a minimum 10' gap.
  - Every runner will receive a Midstate Massive buff to use during the race. However, you may use your own mask if you prefer. Both runners must pull on masks/buffs during a passing event.

### 7.2 USA Track and Field Medical Response Plan

#### 7.2.1 Guidelines for working with local public health authorities

Each town that is part of the race route will be provided a copy of this Operations Manual as part of the request for permission to conduct the event.

#### 7.2.2 Decision criteria for whether spectators will be allowed and go/no-go for the event



# 2020 Midstate Massive Ultra Trail Operations Manual

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All spectators are expected to follow MA guidelines for PPE and social distancing throughout the event. See 7.2.5 for more detail.

## 7.2.3 Plan for screening/testing athletes, coaches, officials, and event staff

All runners and event staff must have a temperature check upon entrance to the start area on October 10, 2020 confirming a body temperature < 100.4 F (38.0 C). This will be done using thermal imaging thermometers. Runners will not be permitted to start if their temperature exceeds this value. Event staff will not be permitted to provide on-site support throughout the event.

In addition, the following shall apply to all runners and event staff:

- Perform a daily survey to confirm (self-reporting) no signs or symptoms of COVID-19 in past 7 days (OR at least 7 days from onset of any COVID-19 infection signs or symptoms AND at least 72 hours since signs / symptoms have resolved).
- Perform a daily survey to confirm no close sustained contact with anyone who is sick within 14 days of the event. Daily survey to confirm no travel within 14 days of the event to an international location with widespread ongoing COVID-19 transmission as determined by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>) or travel on a cruise ship or river boat.
- Competitors who have had a documented case of COVID-19 must have a written letter from physician indicating they are cleared to compete.

## 7.2.4 Personnel limitations/facility access

No indoor facilities will be utilized during this event.

## 7.2.5 Preventative measures, to include facility access & cleaning, food & beverage plan

Aid Stations: Aid Station staff will wear masks and gloves; hand sanitizer will be available.

Crew Support: support crews are expected to wear masks. You will not be permitted to enter Aid Stations unless you are wearing one.

Food/Beverage: all food items and water will be in sealed containers



# 2020 Midstate Massive Ultra Trail Operations Manual

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## 7.2.6 Plan for monitoring/dealing with illness

See section 7.4. In addition, all runners and staff will have their temperature checked prior to the start of the race. Anyone who has a temperature above 100.4 F (38.0 C) will not be permitted to participate.

## 7.2.7 Risk communication strategy and public health education for participants

All runners will receive a copy of the CDC guidelines along with a copy of the Race Handbook. A health report form indicating compliance with section 7.2.3 will be mailed out along with the bib number 2 weeks in advance of the race. All runners must provide a signed copy of this form during check-in in order to participate in the race.

## 7.3 Medical Team Coverage

As a minimum, there will be at least one EMT assigned to each Aid Station while that respective station is open. Each EMT will be equipped to act as a **First Responder** and treat minor wounds and sprains.

## 7.4 Response Plan

The role of the EMT is to assist any runner who is in need of medical attention, stabilize their condition (if necessary), and initiate contact to the local medical facilities if needed.

### **IMPORTANT NOTE - PLEASE READ THOROUGHLY**

The licensing levels of the EMTs range from Basic to Paramedic. These levels limit the type of treatments they are authorized to provide. They **WILL NOT** and **CAN NOT** provide transportation to a medical facility.

The protocol for major conditions involves having the EMT assess and stabilize (if possible) a runner's condition and then contact the nearest medical facility or ambulance service to arrange for transport.

## 7.5 Response Priority for Emergencies

The sequence for communication priority will be as follows:

Issue	Sequence of Contact Priority
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# 2020 Midstate Massive Ultra Trail Operations Manual



Runners in need of emergency medical attention (ex.: runner gets hit by a car).	<ol style="list-style-type: none"><li>1. <b>Dial 911.</b></li><li>2. Contact the nearest staff EMT</li><li>3. Contact the Race Director</li></ol>
Runners in need of minor medical attention (twisted ankle, superficial wounds)	<ol style="list-style-type: none"><li>1. Contact one of the staff EMTs</li><li>2. Arrange for transport (via runner's crew support or an ambulance) to the nearest medical facility if needed.</li></ol>

Reminder: our race staff **cannot transport an injured runner**. Only your support crew or ambulance can do this. A list of medical facilities is included in the Appendix.

## 7.6 Runner/Participant Safety

ALL participants must wear reflective vests during the Official Nighttime Hours anywhere on the course, including Aid Stations.

This includes ALL Race Staff. Please point this out to anyone you see during the race at night who is not wearing a vest.

## 8.0 Communications Plan

On course communication will be handled via Cell Phones: **you must bring your own cell phone** and make sure we have your number in the contact list.

2-way radios may be included in your Aid Station kit. These are used for on-site communication between volunteers and the Aid Station Manager to help with coordination.

## 9.0 Runner Tracking

All runners must check in at each Aid Station along their race route.

All Aid Station managers are expected to check in each runner using the "Runner Check In" sheets that is provided.

We will also be tracking each runner remotely using a GPS enabled software (racejoy.com).

Aid Stations are expected to confirm the accounting of all runners before formally "closing" the station.

In the event of a report of a lost runner, the Aid Station manager should contact one of the race director's immediately.



# 2020 Midstate Massive Ultra Trail Operations Manual

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## 10.0 Timing

The on course clock will begin when the first runners are started at 8:00AM on Saturday and will be stopped at 6:00PM on Sunday. The times for each runner will be calculated by taking the difference between the finishing time and the scheduled start time, and will be officially verified after assessing the runner was recorded at each aid station.

## 11.0 Runner Expectations

The following are the basic rules/expectations for the runners who participating in the Midstate Massive Ultra Trail:

- 11.1 Adhere to Race Staff/Volunteer Instructions:** Runners are required to follow the instructions provided to them by our staff throughout the event. This includes support crews. Failure to do so could result in disqualification.
- 11.2 Navigation:** If you make a wrong turn, you must return to the course on foot to the point where the error occurred and resume the race from there. Cutting the course is cheating.
- 11.3 Visibility/Reflective Vests:** Each runner must have
  - One (1) working flashlights and/or headlamps,
  - One (1) reflective vests with reflective strips or reflective wrist/ankle straps or belt
  - One (1) rear blinking light
  - Runners **must wear reflective gear** between **5:30 PM and 7:30 AM**.
  - Note: Aid Station Managers may expand these time limits based on weather and light conditions. **NO runner will be allowed to start or continue without the proper reflective gear. NO EXCEPTIONS.**
- 11.4 Public Nuisance Rule:** urinating/defecating or the appearance of urinating on public or private property that is part of the course including, but not limited to Aid Stations, will result in immediate disqualification.
- 11.5 Alcohol:** No alcohol is not permitted at any Aid Station at any time. MA State Parks do not allow open alcoholic beverages or glass containers on



## 2020 Midstate Massive Ultra Trail Operations Manual

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park property. Please abide by this. Immediate Disqualification will occur if you or your crew are found with open alcohol containers.

**11.6 Race Number Visibility:** Your race number MUST be visible at all times especially when coming into an Aid Station and/or crossing the finish line. No race number = no finish time.

**11.7 Dogs:** Sorry dogs are not permitted on the course. No exceptions.



# 2020 Midstate Massive Ultra Trail Operations Manual

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## APPENDIX

- **Emergency Services Information**
- **Aid Station Timing**
- **Staff Contact List**



# 2020 Midstate Massive Ultra Trail Operations Manual

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## Emergency Services Information

- Athol Hospital 2033 Main St, Athol, MA 01331  
[www.atholhospital.org](http://www.atholhospital.org) +1 978-249-3511
- Saint Vincent Hospital Emergency Room 123 Summer St,  
Worcester, MA 01608 [www.stvincenthospital.com](http://www.stvincenthospital.com) +1 508-363-5000
- UMass Memorial - HealthAlliance Hospital 60 Hospital Rd,  
Leominster, MA 01453 [www.healthalliance.com](http://www.healthalliance.com) +1 978-466-2000





# 2020 Midstate Massive Ultra Trail Operations Manual



## Midstate Massive Ultra Trail Aid Station Schedule

Last Revised: 05/30/20

Aid Station	Location	Distance Between AS	Open	Close
<b>100M Start</b>	<b>Windblown XC Ski Area</b> 1180 Turnpike Rd, New Ipswich, NH 03071	<b>0</b>	7:00 AM	2:00 PM
<b>AS1</b>	Old Pierce Road Ashburnham, MA 42.689075, -71.907309	8.8	10:15 AM	3:45 PM
<b>AS2</b>	RT 12/Jewell Hill Rd. Ashburnham, MA 42.625983, -71.882228	6.8	11:45 AM	4:30 PM
<b>AS3*</b>	Wachusett Dental 16 Wyman Rd, Westminster, MA 01473	8.1	2:15 PM	6:00 PM
<b>AS4*</b>	Wachusett Mt Parking lot 499 Mountain Rd, Princeton, MA 01541	6.3	4:00 PM	7:30 PM
<b>AS5</b>	Old Colony Rd Extension Princeton, MA 01541 42.451408, -71.953464	8.5	6:00 PM	9:15 PM
<b>AS6*</b>	Barre Falls Dam, Barre, MA 01005	8.1	7:45 PM	11:30 PM
<b>AS7* / 50M Start</b>	<b>Rutland Boat Ramp Barre</b> <b>Paxton Rd. Rutland, MA 01543</b>	<b>6.1</b>	8:00 PM	1:30 AM
<b>AS8*</b>	Camp Marshall 92 McCormick Rd, Spencer, MA 01562	7.3	10:30 PM	4:00 AM
<b>AS9</b>	Moose Hill Rd Leicester, MA 01524 42.273938, -71.957493	4.7	11:30 PM	5:00 AM
<b>AS10</b>	Four Chimneys Wildlife Management Area 15 Borkum Rd, Spencer, MA	7.0	12:30 AM	7:30 AM
<b>AS11*</b>	Fay Mountain Farm 12 Cemetery Rd, Charlton, MA 01507	3.2	1:45 AM	8:15 AM
<b>30M Start</b>	<b>Bay Path Regional High School</b> 57 Old Muggett Hill Rd, Charlton, MA		7:00 AM	10:00 AM
<b>AS12*</b>	Leggett and Platt 23 Dana Rd, Oxford, MA 01540	7.6	2:45 AM	11:00 AM
<b>AS13*</b>	Whittier Farms 90 Douglas Rd, Sutton, MA 01590	5.8	4:00 AM	1:00 PM
<b>AS14</b>	RT 16 @ Webster St/Douglas Rd - Douglas State Forest off SW Main St and High St.	5.1	5:00 AM	2:00 PM
<b>AS15</b>	Trunkline Trail - Douglas State Forest	3.7	5:30 AM	3:00 PM
<b>Finish</b>	<b>Douglas State Forest</b>	<b>3.7</b>	6:00 AM	5:00 PM

\* Crew Support Aid Stations



## 2020 Midstate Massive Ultra Trail COVID Compliance Matrix

September 1, 2020

Requirement	MA Workplace Safety and Reopening Standard for Youth and Adult Amateur Sports Activities – Phase III, Step 1	Massachusetts Interscholastic Athletic Association (MIAA)	Midstate Massive Compliance
<b>General</b>	<p>Lower Risk sports and recreational activities are characterized by:</p> <ul style="list-style-type: none"><li>• Sports or activities that can be done with social distancing and no physical contact</li><li>• Sports or activities that can be done individually Examples: Tennis, pickleball, ...<b>cross country</b>, etc.)</li></ul> <p>Sports and activities included in the Lower Risk category can participate in Level 1, 2, 3, and 4 type of play.</p> <p>Level 3: Competitions (Inter-team games, meets, matches, <b>races</b>, etc.)</p>	<p>Included as part of MIAA COVID-19 Task Force Fall 2020 Rules Modifications and Guidelines</p>	<p><b>Meet.</b></p> <p>Lower Risk; individual sport;</p> <ul style="list-style-type: none"><li>• Can be done with social distancing and no physical contact</li><li>• Can be done individually like cross country (trail running); similar to mountain biking</li></ul>
<b>Masks/ Face Coverings</b>	<p>While limiting proximity of participants is the first line of defense to reduce the risk of transmission, Facility Operators and Activity Organizers must require facial coverings to be worn by all participants except:</p> <ul style="list-style-type: none"><li>• During high intensity aerobic or anerobic activities, .....or</li></ul>	<p>Athletes are required to wear cloth face coverings/masks per EEA guidelines.</p> <p>Gaiters are acceptable. Face coverings comprised of multiple layers and a tighter weave are more effective and preferred.</p> <p>Athletes can remove face coverings during</p>	<p><b>Meet.</b></p> <p>All Runners MUST:</p> <ul style="list-style-type: none"><li>• Wear Masks at the Start, Finish, Aid Stations, and along the trail when passing or being passed by another runner or hiker. Every runner will receive a Midstate Massive face covering to use during the race. Racers may use their own mask if they prefer.</li><li>• Field size is limited and start lines will be</li></ul>



Requirement	MA Workplace Safety and Reopening Standard for Youth and Adult Amateur Sports Activities – Phase III, Step 1	Massachusetts Interscholastic Athletic Association (MIAA)	Midstate Massive Compliance
	<p>other sports where individuals are in the water; or</p> <ul style="list-style-type: none"> <li>• When distancing of 6 feet or more is possible between participants whenever feasible...</li> </ul> <p>Otherwise, Activity Organizers must require facial coverings to be worn while engaged in an activity wherever possible. Some sports by their nature involve intense aerobic activity throughout play. For these sports, it is required that players use facial coverings when possible, taking frequent breaks when they are out of proximity to other players using caution to avoid touching the front or inside of the face covering by using the ties or ear loops to remove and replace</p>	<p>the race when socially distanced but must do so prior the race starting and at the start of the race.</p> <p>Athletes should prepare to use a face covering at the conclusion of a race as soon as possible given social distancing needs as well as considering exhaustion/breathing at the conclusion of a race.</p>	<p>conducted in small waves so that 6 feet of more is possible between participants</p> <ul style="list-style-type: none"> <li>• Ultra-distance event will have participant spread out by miles throughout the event</li> <li>• Support crews, volunteers and staff will be kept to a minimum and will wear face coverings</li> </ul>
<b>Social distancing pre-race</b>	<p>No more than 50 people excluding players, coaches, referees, or facility/activity workers in the aggregate in, on, or surrounding any surface/playing area or start/finish lines at any one time, provided that there is adequate space for all players, coaches, referees,</p>	<p>No more than 50 people on or around a playing area or start line at any, one time.</p> <p>Must wear facial coverings and maintain 6' spacing.</p>	<p><b>Exceed.</b></p> <p>Runners will be started individually at 60 second intervals for the 100M, 50M and 30M events.</p> <p>This translates to:</p> <ul style="list-style-type: none"> <li>• ~20 people starting per hour for the 100M race</li> <li>• ~ 17 people starting per hour for the 50M race</li> </ul>



Requirement	MA Workplace Safety and Reopening Standard for Youth and Adult Amateur Sports Activities – Phase III, Step 1	Massachusetts Interscholastic Athletic Association (MIAA)	Midstate Massive Compliance
	facility/activity workers and spectators to maintain at least six feet social distancing, recognizing that for some moderate and high risk sports intermittent and limited contact may occur for players. 6' separation; masks required;		<ul style="list-style-type: none"> <li>• ~30 people starting per hour for the 30M race</li> </ul> <p>Example: For a 10 min/mile runner this would mean that runners will be separated by 1/10<sup>th</sup> of mile at the start any of the events.</p> <p>All Runners MUST:</p> <ul style="list-style-type: none"> <li>• Wear Masks at the Start, Finish, Aid Stations, and along the trail when passing or being passed by another runner or hiker.</li> </ul>
<b>Social distancing race start</b>	Staggered starts to avoid close contact.	<p>Staggered starts in smaller groups are required; possibly waves of 8-10</p> <p>Athletes (possibly 4-5 from each school). Runners are to be spaced out 6 feet apart individually</p>	<p><b>Exceed.</b></p> <p>Runners will be started individually at 60 second intervals for the 100M, 50M and 30M events.</p> <p>This translates to:</p> <ul style="list-style-type: none"> <li>• ~20 people starting per hour for the 100M race</li> <li>• ~ 17 people starting per hour for the 50M race</li> <li>• ~30 people starting per hour for the 30M race</li> </ul> <p>Example: For a 10 min/mile runner this would mean that runners will be separated by 1/10<sup>th</sup> of mile at the start any of the events.</p>

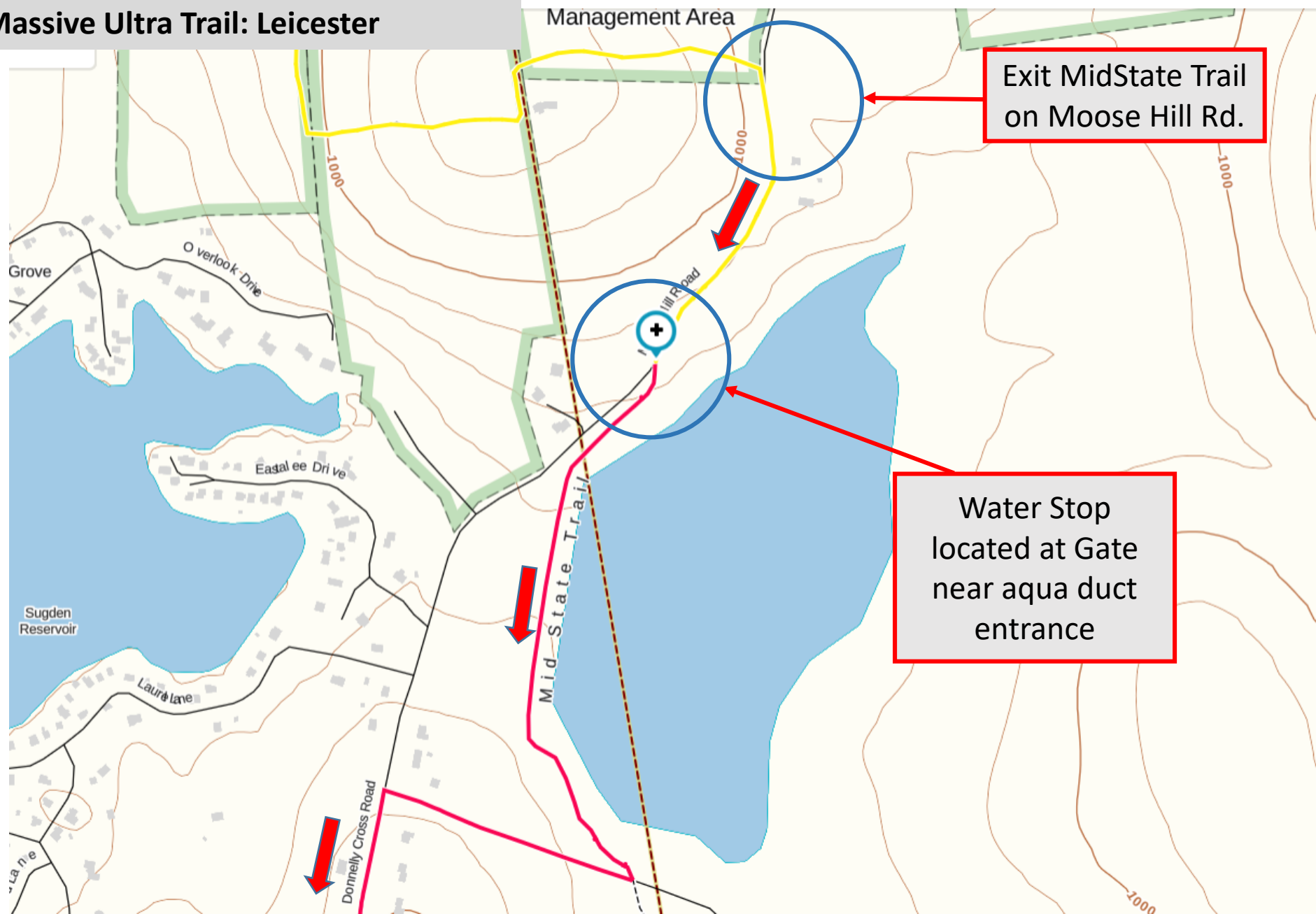


Requirement	MA Workplace Safety and Reopening Standard for Youth and Adult Amateur Sports Activities – Phase III, Step 1	Massachusetts Interscholastic Athletic Association (MIAA)	Midstate Massive Compliance
<b>Social Distancing on course</b>	See above. Intermittent personal contact; maintain 6 feet distancing whenever possible	Runners should maintain social distancing throughout the race and not cluster on the course.	<b>Exceed.</b> Runners are required to maintain a minimum of 10 feet spacing from other runners or hikers. Drafting is not permitted. All runners must wear masks when passing other runners and/or being passed. The runner being passed must allow the passer to re-establish 10 feet of spacing.
<b>Social Distancing post-race</b>	No more than 50 people in an outdoor gathering. Once athletes have completed their competition or activity, they must leave the area if another team is taking the field or using the playing surface to ensure adequate space for distancing.	Athletes/teams should immediately disperse upon the conclusion of practice and meets.	<b>Meet/Exceed.</b> Runners will finish at various times over an 8-hour period which translates to about 20 runners per hour. Runners will cross the finish line maintaining a social distance of at least six feet. There will be no post-event party. All runners are expected to leave the finish line area after completing the race.

**Sources:**

- MIAA: [http://miaa.net/gen/miaa\\_generated\\_bin/documents/basic\\_module/CrossCountryModificationsFall2020.pdf](http://miaa.net/gen/miaa_generated_bin/documents/basic_module/CrossCountryModificationsFall2020.pdf)
- MA State COVID: <https://www.mass.gov/doc/safety-standards-for-youth-and-adult-amateur-sports-activities-phase-iii-step-1/download>
- Midstate Massive Runner Handbook: <https://www.newenglandraceevents.com/s/2020-MSU-Handbook-V11-082020.pdf>
- Midstate Massive Operations Manual: not available online; previously supplied

# Midstate Massive Ultra Trail: Leicester



# MIRICK O'CONNELL

ATTORNEYS AT LAW

RECEIVED

Brian R. Falk 2020 AUG 17 PM 12:19  
Mirick O'Connell  
100 Front Street  
Worcester, MA 01608-1477  
bfalk@mirickoconnell.com  
t 508.929.1678  
f 508.983.6256

August 14, 2020

**CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

Leicester Board of Selectmen  
c/o Deborah K. Davis, Town Clerk  
Leicester Town Hall  
3 Washburn Square  
Leicester, MA 01524

**RE: NOTICE OF INTENT TO SELL FOR OTHER USE PER M.G.L. C. 61, §8;  
LAND ALONG HUNTOON MEMORIAL HIGHWAY (ROUTE 56),  
LEICESTER, MA**

Dear Board Members:

This office represents the Owners (listed in Exhibit A) of land located along Huntoon Memorial Highway (Route 56) in Leicester, Massachusetts (the "Land"). The Land is taxed pursuant to M.G.L. c. 61 (Forest Land).

**Statement of Intent to Sell for Other Use:**

In accordance with the provisions of M.G.L. c. 61 §8, the Owners hereby provide the Town of Leicester (the "Town") with notice of intent to sell the Land for other use.

**Statement of Proposed Use of the Land:**

The proposed use of the Land is industrial.

**Location and Acreage of the Land:**

The Land is located along Huntoon Memorial Highway (Route 56) in Leicester, Massachusetts, identified on the Town of Leicester Assessors Map 44 as a portion of Parcel A7. The Land has an area of approximately .65 acres. The Land is shown on the enclosed sketch plan, highlighted in yellow.

MIRICK, O'CONNELL, DEMALLIE & LOUGEE, LLP

WORCESTER | WESTBOROUGH | BOSTON

www.mirickoconnell.com

RECEIVED AUG 18 2020

MIRICK O'CONNELL

Leicester Board of Selectmen  
August 14, 2020  
Page 2

**Owners' Contact Information:**

Robert A. Sigel  
117 Paddock Circle  
Mashpee, MA 02649  
Tel.: (508) 477-8442

**Certified Copy of the Executed Purchase and Sale Agreement:**

Enclosed is a copy of the executed Purchase and Sale Agreement for the Land, dated July 23, 2020, as certified by the Owners' attorney, Brian R. Falk.

**Additional Agreements:**

Not applicable.

**Notice of Nonexercise:**

Enclosed is a proposed form of Notice of Nonexercise to be executed and recorded by the Town in the event that the Town elects not to exercise or assign its first refusal option to purchase the Land within 120 days after the day following the date of deposit of this notice in the U.S. mail.

Please contact me if you have any questions regarding this matter.

Very truly yours,

A handwritten signature in black ink, appearing to be 'BRF', followed by a long horizontal line extending to the right.

Brian R. Falk

BRF/ljk  
Enclosures



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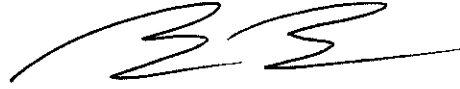
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**AFFIDAVIT**

I, Brian R. Falk, attorney for the Owners listed in Exhibit A, hereby certify under oath that on August 14, 2020, pursuant to M.G.L. c. 61, §8, I mailed by certified mail, postage prepaid and return receipt requested, a notice of intent to sell for other use for the land owned by the Owners containing approximately .65 acres and located along Huntoon Memorial Highway in Leicester, Massachusetts, to the following recipients:

1. Leicester Board of Selectmen  
c/o Deborah K. Davis, Town Clerk  
Leicester Town Hall  
3 Washburn Square  
Leicester, MA 01524
2. Leicester Board of Assessors  
Leicester Town Hall  
3 Washburn Square  
Leicester, MA 01524
3. Leicester Planning Board  
Leicester Town Hall  
3 Washburn Square  
Leicester, MA 01524
4. Leicester Conservation Commission  
Leicester Town Hall  
3 Washburn Square  
Leicester, MA 01524
5. James Montgomery, Commissioner  
Department of Conservation and Recreation  
251 Causeway Street, Suite 900  
Boston, MA 02114-2104  
\* For State Forester, per M.G.L. c. 61, §8

EXECUTED under the pains and penalties of perjury this 14<sup>th</sup> day of August, 2020.

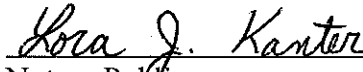


Brian R. Falk, Esq.  
Mirick, O'Connell, DeMallie & Lougee  
100 Front Street  
Worcester, MA 01608

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss.

On this 14<sup>th</sup> day of August, 2020, before me, the undersigned notary public, Brian R. Falk personally appeared, proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person who signed the preceding or attached document in my presence and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his knowledge and belief.

  
\_\_\_\_\_  
Notary Public

Printed Name: LORA J. KANTER

My Commission Expires: May 7, 2021



[Seal]

## Exhibit A

The Owners are:

- Robert A Sigel and Paul A. Silver, Trustees of the Trust for the Benefit of Jeremy Sigel, created under Article III of The Sigel 1988 Grandchildren's Trust (Robert) under Declaration of Trust dated December 19, 1988 (the "Robert Trust") and as further described in a Trustees' Certificate recorded in the Worcester District Registry of Deeds in Book 53685, Page 72 (an 18.333325% Interest in the Land);
- Robert A Sigel and Paul A. Silver, Trustees of the Trust for the Benefit of Joshua Sigel, created under Article III of the Robert Trust and as further described in a Trustees' Certificate recorded in the Worcester District Registry of Deeds in Book 53685, Page 77 (an 18.333325% Interest in the Land);
- Robert A Sigel and Paul A. Silver, Trustees of the Trust for the Benefit of Zachary Sigel, created under Article III of the Robert Trust and as further described in a Trustees' Certificate recorded in the Worcester District Registry of Deeds in Book 53685, Page 85 (an 18.333325% Interest in the Land);
- Robert A Sigel and Paul A. Silver, Trustees of the Trust for the Benefit of Evan Sigel, created under Article III of the Robert Trust and as further described in a Trustees' Certificate recorded in the Worcester District Registry of Deeds in Book 53685, Page 87 (an 8.333355% Interest in the Land);
- Deborah Sloane and Paul A. Silver, Trustees of the Trust for the Benefit of Adam Sloane, created under Article III of The Sigel 1988 Grandchildren's Trust (Deborah) under Declaration of Trust dated December 19, 1988 (the "Deborah Trust") and as further described in a Trustees' Certificate recorded in the Worcester District Registry of Deeds in Book 53685, Page 92 (an 18.333335% Interest in the Land); and
- Deborah Sloane and Paul A. Silver, Trustees of the Trust for the Benefit of Julie Sloane, created under Article III of the Deborah Trust and as further described in a Trustees' Certificate recorded in the Worcester District Registry of Deeds in Book 53685, Page 97 (an 18.333335% Interest in the Land).

**CERTIFICATE**

I, Brian R. Falk, attorney for the Seller, hereby certify that the attached document is a true and accurate copy of the Purchase and Sale Agreement executed on July 23, 2020 by the Seller and the Buyer, as defined therein.



Brian R. Falk, Esq.  
Mirick, O'Connell, DeMallie & Lougee, LLP  
100 Front Street  
Worcester, MA 01608

Date: August 14, 2020

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COUNTY CLERK'S OFFICE  
WORCESTER, MASS.

## PURCHASE AND SALE AGREEMENT

This Purchase and Sale Agreement (this "Agreement") is made this 23<sup>rd</sup> day of July, 2020 and is by and between **ROBERT A. SIGEL** and **PAUL A. SILVER, TRUSTEES OF THE TRUST FOR THE BENEFIT OF JEREMY SIGEL**, created under Article III of The Sigel 1988 Grandchildren's Trust (Robert) under Declaration of Trust dated December 19, 1988 (the "Robert Trust") and as further described in a Trustees' Certificate recorded in Book 53685, Page 72 (an 18.333325% Interest in the herein described premises); **ROBERT A. SIGEL** and **PAUL A. SILVER, TRUSTEES OF THE TRUST FOR THE BENEFIT OF JOSHUA SIGEL**, created under Article III of the Robert Trust and as further described in a Trustees' Certificate recorded in Book 53685, Page 77 (an 18.333325% Interest in the herein described premises); **ROBERT A. SIGEL** and **PAUL A. SILVER, TRUSTEES OF THE TRUST FOR THE BENEFIT OF ZACHARY SIGEL**, created under Article III of the Robert Trust and as further described in a Trustees' Certificate recorded in Book 53685, Page 85 (an 18.333325% Interest in the herein described premises); **ROBERT A. SIGEL** and **PAUL A. SILVER, TRUSTEES OF THE TRUST FOR THE BENEFIT OF EVAN SIGEL**, created under Article III of the Robert Trust and as further described in a Trustees' Certificate recorded in Book 53685, Page 87 (an 8.333355% Interest in the herein described premises); **DEBORAH SLOANE** and **PAUL A. SILVER, TRUSTEES OF THE TRUST FOR THE BENEFIT OF ADAM SLOANE**, created under Article III of The Sigel 1988 Grandchildren's Trust (Deborah) under Declaration of Trust dated December 19, 1988 (the "Deborah Trust") and as further described in a Trustees' Certificate recorded in Book 53685, Page 92 (an 18.333335% Interest in the herein described premises); and **DEBORAH SLOANE** and **PAUL A. SILVER, TRUSTEES OF THE TRUST FOR THE BENEFIT OF JULIE SLOANE**, created under Article III of the Deborah Trust and as further described in a Trustees' Certificate recorded in Book 53685, Page 97 (an 18.333335% Interest in the herein described premises), ("Seller") and **HUNTOON HIGHWAY LLC**, with a mailing address of 101 Huntoon Memorial Highway, P.O. Box 325, Rochdale, Massachusetts 01611 ("Buyer").

### 1. Purchase and Sale

Seller agrees to sell, and Buyer agrees to buy, the premises described in Section 2 upon the terms and conditions set forth in this Agreement.

### 2. Description

The land located at and known as approximately 0.65 acres of vacant land located at 94-102 Huntoon Memorial Highway, Route 56, Leicester, Massachusetts (the "Premises"). The Premises are to be shown on a plan prepared at Buyer's expense and approved by Seller prior to submission to the Town of Leicester Planning Board for Section 81P endorsement. The Premises are approximately shown as Exhibit A highlighted in yellow.

### 3. Title Deed

The Premises shall be conveyed by a good and sufficient quitclaim deed running to Buyer, or to the nominee designated by Buyer by written notice to Seller delivered at least seven (7) days before the Closing, as that term is defined in Section 5 (the "Deed"). The Deed

shall convey good, clear, record and marketable title to the Premises, free from encumbrances, except:

- (a) Provisions of existing and future building and zoning laws;
- (b) Taxes for the then current fiscal year as are not due and payable on the date of the Closing;
- (c) Any liens for municipal betterments assessed after the date of this Agreement; and
- (d) Easements, restrictions and reservations of record, not objected to by Buyer in writing during the Due Diligence period referred to below.

**4. Purchase Price**

The agreed purchase price for the Premises is Fifty Thousand and 00/100 Dollars (\$50,000.00), of which:

\$ 1,000.00	have been paid with the Offer to Purchase (the "Offer Deposit");
\$ 9,000.00	have been paid as a deposit this day (the "Agreement Deposit"); and
\$40,000.00	are to be paid at the Closing by certified check, bank check or wire transfer at the option of Seller. All checks shall be made payable to Seller and be without any intervening endorsement.
\$50,000.00	TOTAL

The Offer Deposit and the Agreement Deposit are collectively referred to in this Agreement as the "Deposit".

**5. Time for Performance**

The Deed is to be delivered at 10 o'clock A.M. at the Worcester District Registry of Deeds on the tenth (10<sup>th</sup>) day following the Withdrawal Date as that term is defined in Section 19 below, unless otherwise agreed upon in writing (the "Closing"). It is agreed that time is of the essence with respect to all time periods in this Agreement. If the Withdrawal Date has not occurred by October 31, 2020, either party may terminate this Agreement upon written notice to the other.

**6. Possession and Condition of the Premises**

Full possession of the Premises, free of all tenants and occupants, is to be delivered at the Closing, the Premises to be (a) not in violation of building and zoning laws and, (b) in compliance with the provisions of any instrument referred to in Section 3.

**7. Extension to Perfect Title or Make Premises Conform**

If Seller shall be unable to give title, make conveyance, or deliver possession of the Premises as required by this Agreement, or if at the Closing the Premises do not conform with the provisions of this Agreement, then Seller shall use reasonable efforts to remove any defects in title, deliver possession or make the Premises conform to the provisions of this Agreement, as the case may be, in which event Seller shall give written notice to Buyer on or before the Closing, and the Closing shall be extended for a period of up to thirty (30) days as designated by Seller in the written notice (the "Extended Time"). Seller shall not be required to spend more than \$1,000.00 in the exercise of Seller's reasonable efforts to remove any defects in title, deliver possession or make the Premises conform to the provisions of this Agreement

**8. Failure to Perfect Title or Make Premises Conform, etc.**

If at the expiration of the Extended Time Seller shall have failed to remove any defects in title, deliver possession or make the Premises conform, as the case may be, all as set forth in this Agreement, or if at any time during the period of this Agreement, or any extension of this Agreement, the holder of a mortgage on the Premises refuses to permit the insurance proceeds, if any, to be used for such purposes, then the Deposit shall be refunded to Buyer and all other obligations of the parties shall cease and this Agreement shall be void and without recourse to the parties.

**9. Buyer's Election to Accept Title**

Buyer shall have the election, on either the date of the Closing or at the expiration of the Extended Time, to accept such title as Seller can deliver for the Premises in its then condition and to pay the purchase price without deduction, in which case Seller shall convey such title.

**10. Acceptance of Deed**

The acceptance of the Deed by Buyer or Buyer's nominee as the case may be, shall be deemed to be a full performance and discharge of every obligation contained or expressed in this Agreement, except for those obligations that are to be performed after the Closing in accordance with the terms of this Agreement.

**11. Use of Money to Clear Title**

To enable Seller to make conveyance as provided in this Agreement, Seller may use the purchase money to clear the title of any or all encumbrances or interests. All instruments procured to clear the title shall be recorded within a reasonable time after the Closing.

**12. Insurance**

Until the Closing, Seller shall maintain the same insurance on the Premises as existed on the date of this Agreement, if any.

**13. Adjustments**

Real estate taxes for the then current fiscal year shall be apportioned as of the Closing and the net amount of the adjustment shall be added to or deducted from, as the case may be, the purchase price payable by Buyer at the Closing.

**14. Adjustment of Unassessed and Abated Taxes**

If the amount of real estate taxes is not known at the Closing, real estate taxes shall be apportioned on the basis of the real estate taxes assessed for the preceding fiscal year, with a reapportionment as soon as the new tax rate and valuation can be ascertained; and, if the real estate taxes which are to be apportioned shall subsequently be reduced by abatement, the amount of such abatement, less the reasonable cost of obtaining the same, shall be apportioned between the parties, provided that neither party shall be obligated to institute or prosecute proceedings for an abatement. The provisions of this Section shall survive the Closing.

**15. Broker's Commission**

A Broker's commission is due from Seller to Kelleher & Sadowsky Associates, Inc. if and when the transaction contemplated by this Agreement is completed and the full purchase price is paid to Seller.

**16. Deposit**

The Deposit shall be held in escrow by Kelleher & Sadowsky Associates, Inc. (the "Escrow Agent") subject to the terms of this Agreement and shall be duly accounted for at the Closing. In the event of any disagreement between the parties, the Escrow Agent shall retain the Deposit pending instructions mutually given in writing by Seller and Buyer or a court of competent jurisdiction. Buyer and Seller agree (i) to defend, indemnify and hold the Escrow Agent harmless from any loss, cost or damage incurred by the Escrow Agent in connection with the performance of its duties under this Agreement, and (ii) that if a dispute arises regarding the Deposit or this Agreement, the Escrow Agent shall not be precluded from representing Seller with respect to the dispute.

**17. Buyer's Default; Damages**

If Buyer shall fail to fulfill Buyer's obligations under this Agreement, the Deposit shall be retained by Seller as liquidated damages which shall be Seller's sole remedy.

**18. Liability of Trustee, Shareholder, Beneficiary, etc.**

If Seller or Buyer executes this Agreement in a representative or fiduciary capacity, (i) only the principal or the estate represented shall be bound, and (ii) neither Seller or Buyer, nor



any shareholders or beneficiaries of any trust, shall be personally liable for any obligation, express or implied in this Agreement.

**19. Chapter Land**

Buyer and Seller hereby acknowledge that the Premises are subject to a Chapter 61 classification ("Chapter Land Classification"). Seller is in the process of withdrawing the Premises from Chapter Land Classification. Seller shall be responsible for all costs associated with the withdrawal of the Premises from Chapter Land Classification, including, but not limited to, the payment of taxes associated with such withdrawal. The day on which the lien on the Premises pursuant to the Chapter Land Classification is released shall be the "Withdrawal Date". If the withdrawal of the Premises from the Chapter Land Classification is unsuccessful, Buyer may terminate this Agreement by written notice to the Seller of Buyer's intent to cancel. Buyer may alternatively elect to take title to the Premises subject to the Chapter Land Classification, and in such case no reduction of the purchase price shall be available to Buyer for such election.

**20. Due Diligence**

The Buyer's obligations under this Agreement are contingent upon the Buyer's satisfaction with the Buyer's due diligence regarding the Premises. If Buyer is dissatisfied for any reason, or no reason, the Buyer may terminate this Agreement upon written notice to Seller's attorney and receive a full refund of all deposits paid. The Buyer's right to terminate the Agreement on Buyer's dissatisfaction with the due diligence shall expire on August 7, 2020. If the Buyer has not terminated the Agreement by such date, it shall be conclusively presumed that the Buyer is satisfied with all aspects regarding the Premises.

**21. Closing Documents**

The Seller, upon the request of the Buyer, shall execute and deliver standard closing documents, including non-foreign affidavits, mechanic's lien affidavits, and any other reasonable documents requested by Buyer's counsel.

**22. Title Standards**

Any title matter or conveyancing practice which is the subject of a title standard or practice standard of the Real Estate Bar Association for Massachusetts shall be governed by said title standard or practice standard to the extent applicable.

**23. Notices**

All notices required under this Agreement shall be in writing and shall be deemed duly given if (i) delivered in person, (ii) sent by reputable overnight delivery or courier service providing for receipted delivery, or (iii) sent by certified or registered mail, return receipt requested, postage prepaid, addressed as follows:

If to Seller:

Peter J. Dawson, Esq.

Mirick, O'Connell, DeMallie & Lougee, LLP  
100 Front Street  
Worcester, MA 01608

If to Buyer:

Patricia Finnegan Gates, Esq.  
Mountain, Dearborn & Whiting LLP  
370 Main Street  
Suite 800  
Worcester, MA 01608

or to such other party or address or addresses as may from time to time be designated by either party by written notice to the other as provided in this Section 23.

**24. Amendment by Attorney**

Seller hereby authorizes Seller's attorney set forth in Section 23 above, and Buyer hereby authorizes Buyer's attorney set forth in Section 23 above, to execute any amendments or extensions of time for performance under this Agreement.

**25. Business Day**

If the period by which any right, option or election must be exercised, or by which any act must be performed, or by which the Closing must be held, expires on a Saturday, Sunday, Federal or Commonwealth of Massachusetts holiday, such time shall automatically extend through the close of business on the next business day.

**26. Counterpart Copy**

A signed pdf of this Agreement shall be binding upon the parties to this Agreement as fully and to the same extent as an original signed copy. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same document.

**27. Offer to Purchase**

Buyer and Seller hereby acknowledge and agree that by executing this Agreement the Offer to Purchase signed by the parties for the Premises is hereby terminated and of no further force or effect.

**28. Construction and Interpretation Agreement**

This Agreement, executed in multiple counterparts, is to be construed as a Massachusetts contract, is to take effect as a sealed instrument, sets forth the entire contract between the parties, is binding upon and inures to the benefit of the parties and their respective heirs, devisees, executors, administrators, successors and assigns, and, except as provided in Section 29, may be

cancelled, modified or amended only by a written instrument executed by both Seller and Buyer. If two or more persons are named in this Agreement as Buyer, their obligations shall be joint and several.

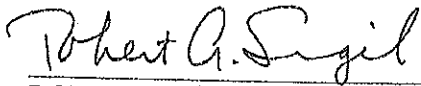
The submission of this Agreement for examination and negotiation does not constitute an offer to sell and this Agreement shall become effective and binding only upon the execution and delivery of this Agreement by both Buyer and Seller.

The section headings contained in this Agreement are for convenience and reference only, and the words contained in a section heading shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

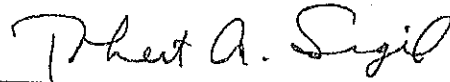
The provisions of this Agreement shall be construed as a whole, according to their common meaning (except where a precise legal interpretation is clearly evidenced, and not for or against either party). Use in this Agreement of the word "including" or words of similar import, when followed by any general term, statement or matter, shall not be construed to limit such term, statement or matter to the specified items, whether or not language of non-limitation, such as "without limitation" or "including, but not limited to," or words of similar import, are used, but rather shall be deemed to refer to all other terms or matters that could fall within a reasonably broad scope of such term, statement or matter.

**[SIGNATURES FOLLOW ON NEXT PAGE]**

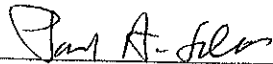
SELLERS:



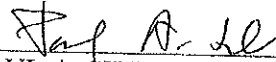
ROBERT A. SIGEL, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF JEREMY  
SIGEL



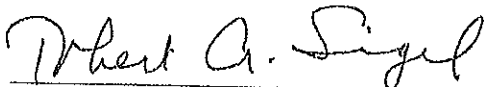
ROBERT A. SIGEL, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF EVAN  
SIGEL



PAUL A. SILVER, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF JEREMY  
SIGEL

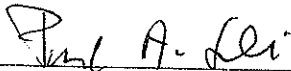


PAUL A. SILVER, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF EVAN  
SIGEL

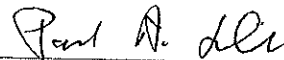


ROBERT A. SIGEL, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF JOSHUA  
SIGEL

DEBORAH SLOANE, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF ADAM  
SLOANE



PAUL A. SILVER, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF JOSHUA  
SIGEL

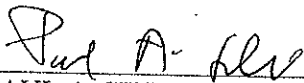


PAUL A. SILVER, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF ADAM  
SLOANE

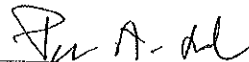


ROBERT A. SIGEL, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF  
ZACHARY SIGEL

DEBORAH SLOANE, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF JULIE  
SLOANE



PAUL A. SILVER, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF  
ZACHARY SIGEL



PAUL A. SILVER, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF JULIE  
SLOANE

BUYER:

HUNTOON HIGHWAY LLC

HUNTOON HIGHWAY LLC

BY: 

JOHN V. DAIGE, MANAGER

BY: 

ROBERT E. DAIGE, MANAGER

SELLERS:

ROBERT A. SIGEL, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF JEREMY  
SIGEL

Paul A. Silver  
PAUL A. SILVER, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF JEREMY  
SIGEL

ROBERT A. SIGEL, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF JOSHUA  
SIGEL

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SIGEL

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Deborah Sloane  
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SLOANE

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SLOANE

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SLOANE

Paul A. Silver  
PAUL A. SILVER, TRUSTEE OF THE  
TRUST FOR THE BENEFIT OF JULIE  
SLOANE

BUYER:

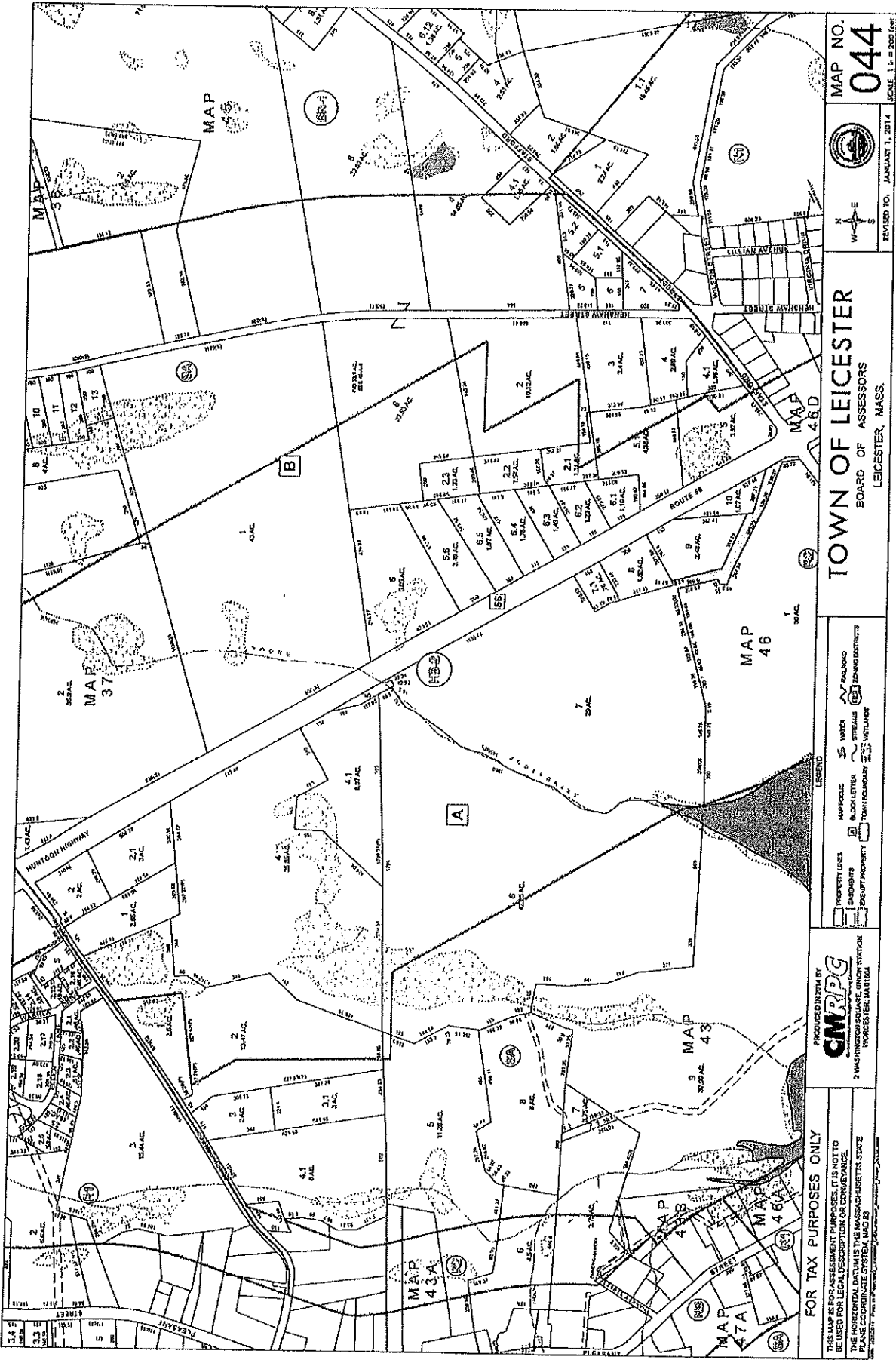
HUNTOON HIGHWAY LLC

BY: John V. Daige  
JOHN V. DAIGE, MANAGER

HUNTOON HIGHWAY LLC

BY: Robert E. Daige  
ROBERT E. DAIGE, MANAGER

# EXHIBIT A



Record and Return to:

*This space reserved for Recorder's use only*

**NOTICE OF NONEXERCISE OF FIRST REFUSAL OPTION**  
**PURSUANT TO M.G.L. C. 61, §8**

Pursuant to M.G.L. c. 61, § 8, the Town of Leicester (the "Town") hereby gives notice that by vote of its Select Board duly taken on \_\_\_\_\_, 2020, the Town elected not to exercise or assign its first refusal option to purchase land containing approximately .65 acres located off of Huntoon Memorial Highway in Leicester, Massachusetts (the "Land"), which is shown on Exhibit A.

**[Signatures on next page.]**

RECEIVED  
2020 AUG 17 PM 12:20  
TOWN CLERK'S OFFICE  
LEICESTER, MASS.

EXECUTED under seal this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

TOWN OF LEICESTER

BY ITS SELECT BOARD

\_\_\_\_\_  
Dianna Provencher, Chair

\_\_\_\_\_  
Harry Brooks, Vice Chair

\_\_\_\_\_  
John Shocik, Second Vice Chair

\_\_\_\_\_  
Rick Antanavica

\_\_\_\_\_  
Herb Duggan Jr.



COMMONWEALTH OF MASSACHUSETTS

\_\_\_\_\_, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned notary public, Dianna Provencher personally appeared, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose as the voluntary act of the Town of Leicester Board of Selectmen.

\_\_\_\_\_  
Notary Public

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

*[Seal]*

COMMONWEALTH OF MASSACHUSETTS

\_\_\_\_\_, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned notary public, Harry Brooks personally appeared, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as the voluntary act of the Town of Leicester Board of Selectmen.

\_\_\_\_\_  
Notary Public

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

*[Seal]*

COMMONWEALTH OF MASSACHUSETTS

\_\_\_\_\_, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned notary public, John Shocik personally appeared, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as the voluntary act of the Town of Leicester Board of Selectmen.

\_\_\_\_\_  
Notary Public

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

*[Seal]*

COMMONWEALTH OF MASSACHUSETTS

\_\_\_\_\_, SS.

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned notary public, Rick Antanavica personally appeared, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as the voluntary act of the Town of Leicester Board of Selectmen.

\_\_\_\_\_  
Notary Public

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

*[Seal]*

COMMONWEALTH OF MASSACHUSETTS

\_\_\_\_\_, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned notary public, Herb Duggan Jr. personally appeared, proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as the voluntary act of the Town of Leicester Board of Selectmen.

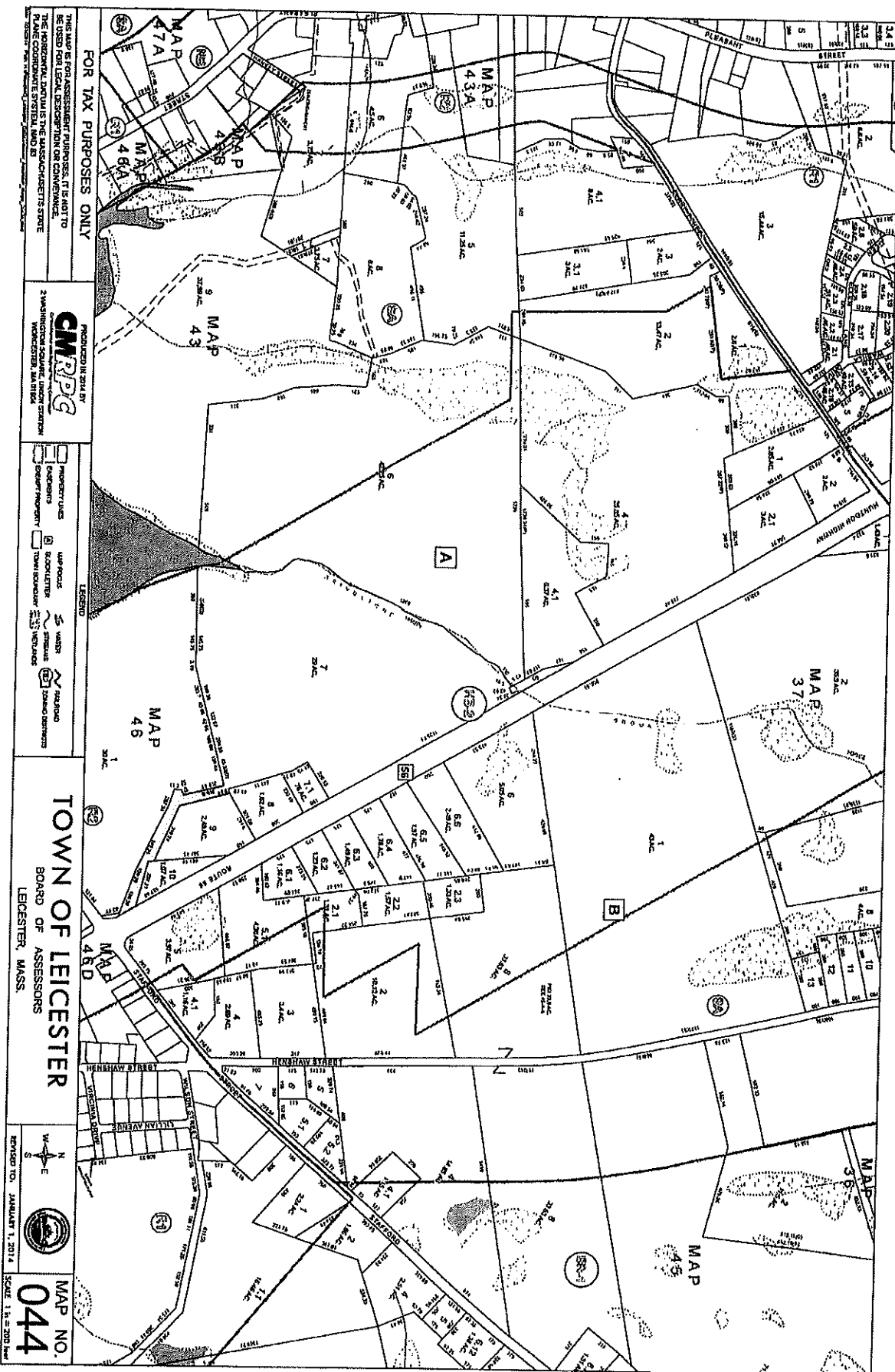
\_\_\_\_\_  
Notary Public

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

*[Seal]*

EXHIBIT A



RESERVED FOR REGISTRY USE ONLY

#### Record Owner

FORMER PARCEL A & PARCEL B  
ROBERT A SIGEL & DEBORAH SLOAN, TRUSTEES  
94-102 HUNTOON HIGHWAY  
LEICESTER, MASS.  
ASSESSOR PARCEL 44 A7 0  
BOOK 53685 PAGE 102

#### Plan References

PLAN BK. 189 PLAN 47  
PLAN BK. 190 PLAN 65  
PLAN BK. 195 PLAN 132  
PLAN BK. 202 PLAN 18  
PLAN BK. 275 PLAN 106  
PLAN BK. 307 PLAN 80  
PLAN BK. 318 PLAN 98  
PLAN BK. 341 PLAN 14  
PLAN BK. 352 PLAN 100  
PLAN BK. 383 PLAN 73  
PLAN BK. 411 PLAN 43  
PLAN BK. 415 PLAN 40  
PLAN BK. 445 PLAN 45  
PLAN BK. 446 PLAN 50  
PLAN BK. 471 PLAN 47  
PLAN BK. 494 PLAN 74

PLAN BK. 501 PLAN 118  
PLAN BK. 509 PLAN 53  
PLAN BK. 613 PLAN 125  
PLAN BK. 614 PLAN 75  
PLAN BK. 631 PLAN 28  
PLAN BK. 655 PLAN 111  
PLAN BK. 676 PLAN 81 & 82  
PLAN BK. 727 PLAN 70  
PLAN BK. 736 PLAN 94  
PLAN BK. 801 PLAN 107  
PLAN BK. 822 PLAN 20  
PLAN BK. 895 PLAN 12  
PLAN BK. 897 PLAN 103  
PLAN BK. 906 PLAN 63

#### General Notes

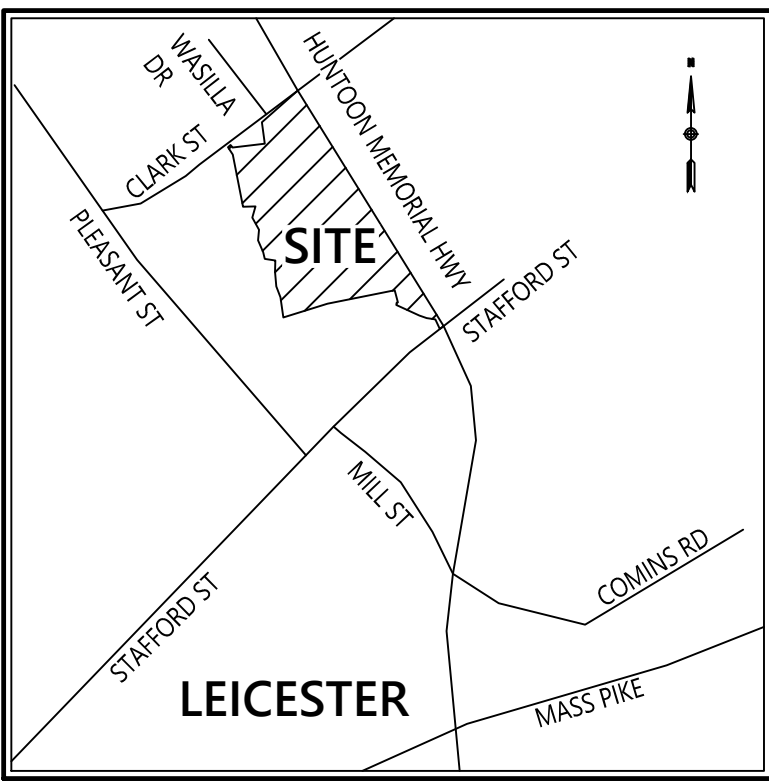
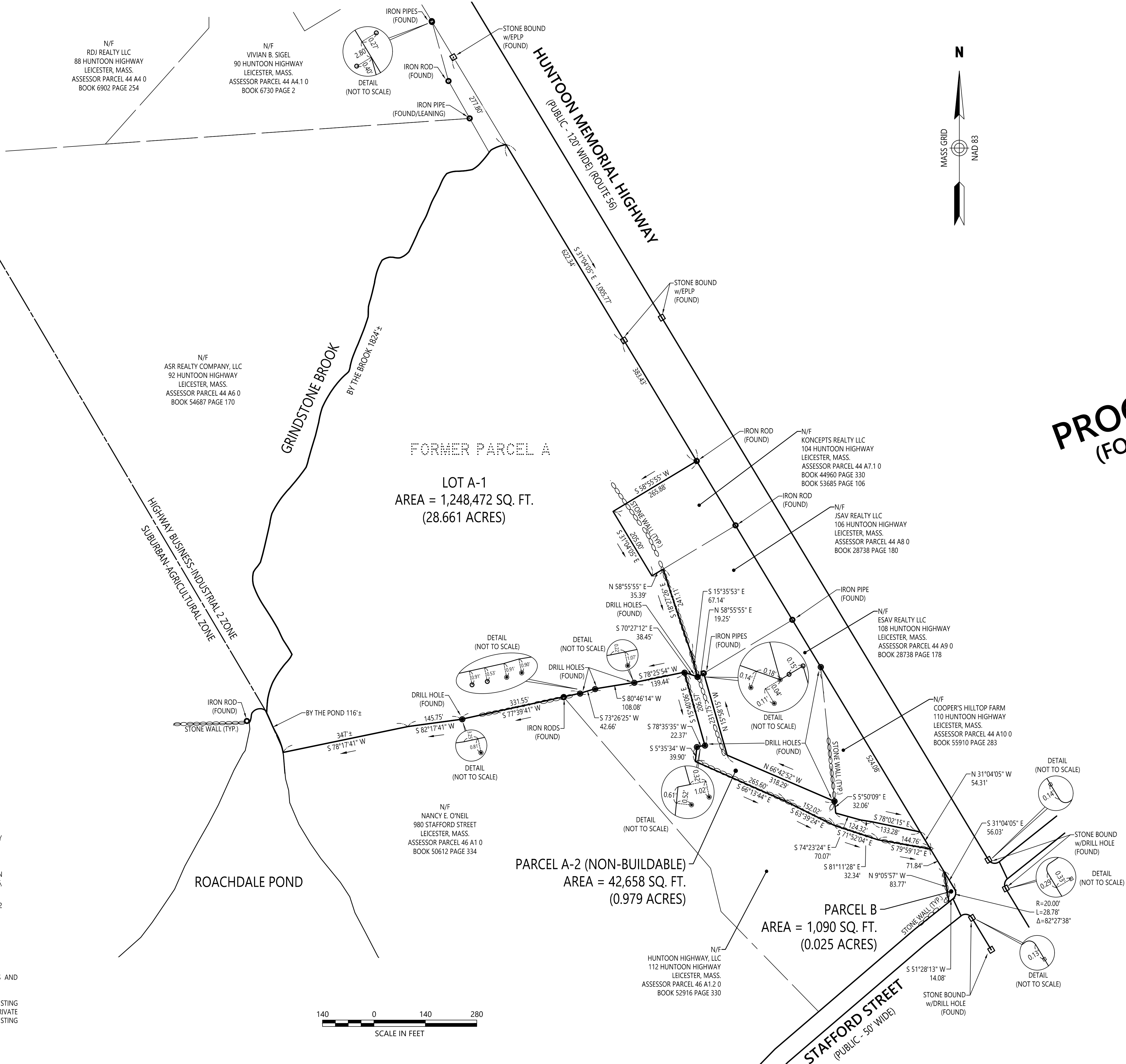
- 1) THE PROPERTY LINES SHOWN ON THIS PLAN ARE BASED UPON AN ACTUAL FIELD SURVEY CONDUCTED BY VHB, INC. IN JULY, 2019 AND FROM DEEDS AND PLANS OF RECORD.
- 2) HORIZONTAL DATUM IS BASED ON MASS. GRID SYSTEM, NAD 1983.
- 3) THE PARCELS LIE WITHIN THE HIGHWAY BUSINESS-INDUSTRIAL 2 DISTRICT (HB-2) AS SHOWN ON THE "TOWN OF LEICESTER ZONING AND OVERLAY DISTRICT MAP 2016", DATED MAY, 2016, WITH A MARIJUANA ZONING OVERLAY.
- 4) THE PURPOSE OF THIS PLAN IS TO SUBDIVIDE PARCEL A INTO PARCELS A-1 & A-2. PARCEL A-2 IS A NON-BUILDABLE LOT AND WILL BE CONVEYED TO ?

#### Certification

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

I HEREBY CERTIFY THAT THIS PLAN SHOWS THE PROPERTY LINES THAT ARE THE LINES OF EXISTING OWNERSHIPS, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN. (MASS. GEN. LAWS CHAPTER 41, SEC. 81-X).

DATE \_\_\_\_\_ PROFESSIONAL LAND SURVEYOR \_\_\_\_\_



Locus Map  
(NOT TO SCALE)

**PROGRESS PRINT**  
(FOR REVIEW 8/20/20)

APPROVAL NOT REQUIRED UNDER  
THE SUBDIVISION CONTROL LAW  
LEICESTER PLANNING BOARD

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

SUBDIVISION PLAN OF LAND  
IN  
**LEICESTER**  
MASSACHUSETTS

PREPARED FOR: HUNTOON HIGHWAY LLC

PREPARED BY: VHB, Inc.  
Engineers | Scientists | Planners | Designers  
101 Walnut Street, P.O. Box 9151  
Watertown, MA 02471-9151  
(617) 924-1770

SCALE: 1 INCH = 140 FEET DATE: AUGUST 20, 2020

**From:** [Buck, Michelle](#)  
**To:** [Marie Paquette](#)  
**Cc:** [Forsberg, Kristen](#)  
**Subject:** RE: Notice of Intent to Sell - FYI  
**Date:** Thursday, August 20, 2020 8:30:39 AM

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This matter was discussed at the Planning Board meeting of 8/18/2020 and the Conservation Commission meeting of 8/19/2020. Both Boards had no objection to the sale of the property.

Michelle R. Buck, AICP  
Leicester Town Planner/Director of Inspectional Services  
508-892-7007  
[buckm@leicesterma.org](mailto:buckm@leicesterma.org)

*Please note that Leicester Town Hall is closed on Fridays.*

**From:** Marie Paquette <PaquetteM@leicesterma.org>  
**Sent:** Tuesday, August 18, 2020 10:20 AM  
**To:** Buck, Michelle <BuckM@leicesterma.org>; Prescott, John <jPrescott@leicesterma.org>  
**Subject:** Notice of Intent to Sell - FYI

August 20, 2020

Town of Leicester Board of Assessors  
Town of Leicester Select Board  
3 Washburn Square  
Leicester, Massachusetts  
01524

Dear Board Members,

This Letter is to inform you that I will be retiring from the Town of Leicester as the Principal Assessor. Recognizing procedures required of this office to timely generate the fiscal year 2021 tax rate and delivery of tax billing; I intend to continue to fulfill the duties of the Principal Assessor Position through December 31, 2020.

It has been my pleasure to serve the Townspeople of Leicester for the last twenty-four years and I certainly will miss my town hall family and many friends in Leicester but the time has come to concentrate on health, family and the many projects I always seem to have going. It will especially be a joy to be able to spend more time with my young granddaughter.



John F Prescott, Principal Assessor



**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)

September 14, 2020

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

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

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

- ☐ Took various questions regarding the school building project

**Meetings:**

- ☐ Held a department head meeting. The main topic of discussion was the two upcoming town meetings
- ☐ Had onsite meeting at Millbrook to ensure that all potential issues within the building could be addressed so that Town Meeting would be safe for all to attend
- ☐ Attended a bi-weekly progress meeting at Waite Pond dam. The vegetation around the dam area has been removed, the pond is being lowered, and the staging area is complete. The residents around Waite Pond would like any leftover funding from the project to be applied to weed removal in this and potentially other ponds in Town. It's a bit early to talk about surplus funding. This topic will be brought up at a future Board meeting.

**Activities:**

- ☐ Started financial calculation sheets for the Waite Pond Dam project to insure that we are billed appropriately for the project and submit for 75% of costs to the Office of Dam Safety.
- ☐ Posted for the Principal Assessor position. As the Board is aware, John Prescott, the Principal Assessor will be retiring on December 31, 2020. We are posting in advance so that the selected candidate will be able to work with the Assessor for a bit in advance of his retirement. We expect to have a candidate for appointment at the next Select Board meeting.
- ☐ We are still working on the Health Agent recruitment. I have two qualified candidates, but there are logistical issues getting either or them to accept the position at this time. I will need authority from the Board to make an offer on a candidate as soon as these issues are resolved.
- ☐ Signed a contract for bill collection for EMS/Ambulance services with Comstar/First Financial Resources, Inc. This contract will allow the company to pursue collectable balances from individuals who use the service. This process will be integrated with the Comstar software, allowing the full viewing of an account's status on one collection system.
- ☐ Wrote off \$574,588.99 in uncollectible EMS receivables, billed from 2012 through 2016, which was noted as a concern in the FY 2019 audit management letter.
- ☐ Met with the Architect regarding the work needed on the Hillcrest property. Unfortunately, the costs of restoration or replacement of the building are not encouraging. I am hopeful that we will have a report available for discussion at the October 5<sup>th</sup> Board meeting.
- ☐ Started weekly meeting with the ATA and the Assistant to more efficiently plan out workflow, economic development, and grant activities. A summation of the current grant work is attached to this report.

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



## **Grant Update 9-9-2020**

### **Shared Streets and Spaces Grant**

- Awarded \$20,000 for crosswalk LED signs and Town Common Benches on 9/8, must be complete by 10/9/20
- Can file at least two more applications
- Deadline September 29<sup>th</sup> or until \$5 million in funding exhausted.
- Awards projects from \$5,000 to \$300,000 to improve sidewalks, curbs, streets, on-street parking spaces, and off-street parking lots in support of public health, safe mobility, and renewed commerce.
- Must advance one or more of program goals
  - Shared Streets and Spaces
  - Outdoor Dining and Commerce
  - Better Buses
  - Safe Routes to School
- Preference given to projects that
  - Can be finished within 1 month of award
  - Are in EJ areas
  - Show strong potential to be made permanent or are permanent
- No local match required

### **Parkland Acquisitions and Renovations for Communities (PARC) Grant**

- Application submitted on July 14<sup>th</sup> and site visit completed August 18<sup>th</sup>. Award announcement expected in September or October.
- Requires Fall Town Meeting Warrant with entire project amount included.
- Deadline July 15<sup>th</sup> and must be received by mail on that date not postmarked.
- Can use it to apply for public park renovations.
- Small funding pool available, \$400,000 for all towns with <35,000 people
- Preference given to projects that
  - Are in EJ areas
  - Make parks more accessible to people with disabilities
  - Dovetail with goals in a Town's MVP plan
- Local match of 30% required (lowest match possible in this program)

### **Community Compact IT Grant**

- Application period begins on September 15<sup>th</sup>, ends October 15<sup>th</sup>.
- Covers one time capital needs up to \$200,000 for “technology infrastructure, upgrades and/or purchases of equipment or software. Can also cover one time costs related to capital purchases (installation, planning, design, training).

## **ADA Improvement Grant**

- Currently open, closes October 9<sup>th</sup> 2020, submit online.
- Awards announced in December
- Can submit multiple applications, \$250,000 is the cap per application. No local match.

## **EVIP and National Grid Electronic Vehicle Charging Station**

- Spoke with Voltrek, significant ongoing maintenance costs would be involved for this project.
- Applications accepted on rolling basis
- Both programs linked, funding can be used to cover full cost of installation and equipment for charging stations at municipal buildings.
- Although technically only buildings with >15 employees will receive 100% funding, numerous towns have been able to negotiate with National Grid to provide 100% funding for buildings with <15 employees instead of the 75% they advertise.
- Ongoing cellular, electrical, and maintenance costs are the Town's responsibility.
- Town Hall, Police Department and the Library have all expressed interest.
- Next step requires getting quote from a vendor on installation and submitting a short EVIP application. Currently working with Voltrek on this.

## **MassWorks**

- Deadline passed on August 28<sup>th</sup>. No project emerged that would fit the criteria. Promoting the program to developers that come forward.
- Can be used for infrastructure improvements tied to a specific economic development project that can quantify amount of investment and jobs created.
- Preference given to
  - Mixed use developments
  - Regionally significant projects consistent with existing land use
  - Projects in Gateway cities
  - Developments within a half mile of a transit station, rail station, or bus stop
  - Developments re-using previously developed sites
- All projects must include housing with a minimum density of four units per acre
- No match required

## **MVP Grant Status**

- MVP announced we would not be funded this year on 9/2/20. Will follow up with regional coordinator for more information on scoring.
- Submitted application for herbicide of water chestnuts on Greenville Pond and Clarks Mill Pond on June 16<sup>th</sup>

- 25% match required

### **Community Compact Grant Status**

- Will schedule Kickoff meetings with both contractors in September now that funding has been received.
- Awarded \$25,000 for consultant (Anderson Strategic Advisors) to examine permitting process and help produce business development guide on 6/25/20
- Awarded \$27,000 for consultant (BSC Group) to produce a bridge/culvert inventory
- Two-year completion timeline from execution of contract
- No match required
- Community Compact IT grant typically comes available in September and can be used for an e-permitting system.

### **Complete Streets Grant Status**

- Extension granted from MassDOT on May 26<sup>th</sup>
- Tree clearing hearing held on June 10<sup>th</sup>
- Howard Stein Hudson completed 100%/Final Submission Plans and Estimate
- Next step is putting the project out to bid, likely in January 2021 so construction can begin at the start of the 2021 construction season.

### **CDBG Non-Entitlement Grant Status**

- Grant was awarded and all initial contracts have been completed. Andrew Loew is working on training and getting our application approved. Interested businesses are being directed to Bryan to be kept on a spreadsheet.
- CMRPC submitted on behalf of Leicester and 5 surrounding communities on June 12<sup>th</sup>.
- Would provide grants for small businesses (<5 employees) and resources for senior centers
- Announcement expected in July or August.