



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: October 5, 2020

TIME: 6:00pm

LOCATION: Virtual Meeting – See Instructions Below

REQUESTED BY: Kristen L. Forsberg, Assistant Town Administrator

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

Join the meeting by computer, tablet or smartphone: <https://global.gotomeeting.com/join/230726381>

Dial in by phone: (571) 317-3122; Access Code: 230-726-381

CALL TO ORDER/OPENING

1. SCHEDULED ITEMS

- a. 6:00pm – General Entertainment License – Blue Collar Vintage – 468 Auburn Street
- b. 6:10pm – Discuss Options for Fire Station Retention Pond Mitigation Plan/Vote on Context Settlement
- c. 6:45pm - Discussion of Town Buildings Reopening for Daily Business and Night Meetings

2. PUBLIC COMMENT PERIOD

3. RESIGNATIONS & APPOINTMENTS

- a. Appointment – Recycling Committee – Sandy Wilson
- b. Appointment – Health Agent – Francis Dagle

4. OTHER BUSINESS

- a. Contract – Health Agent – Francis Dagle
- b. Senior Center Donations
- c. Vote to Sign Green Communities Grant Contract and Subcontract with Guardian Energy
- d. Vote to Place Additional Articles on the Fall Special Town Meeting Warrant (11/17/20)
- e. Intermunicipal Agreement Extension – Regional Public Health Alliance – Health Services
- f. Request to Dissolve the Library Building Committee
- g. Extension of Outdoor Liquor Restaurant Sales
- h. Trick or Treating Update

5. REPORTS & ANNOUNCEMENTS

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

6. MINUTES

- a. September 14, 2020
- b. September 21, 2020
- c. September 24, 2020

ADJOURN

Executive Session Motion

Board Member 1

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

Exception #2 – Conduct strategy sessions in preparation for negotiations with nonunion personnel (Health Agent); and

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

The Board will reconvene in open session only for the purpose of adjournment.

Board Member 2

Second

Chairperson

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

VOTE BY ROLL CALL



Town of Leicester APPLICATION GENERAL LICENSES

Applicant Information

Applicant Name Anthony Brooks Applicant Phone _____
Applicant Email _____

Business Information

Description of Business Antiques + Salvage

Business Name Blue Collar Vintage Salvage

Corporation Name (if applicable) _____

Business Address 468 Auburn St.

Mailing Address (if different) _____

Business Phone 508-892-5211 Business Email S

License(s) Requested (check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Common Victualler (\$35) | <input type="checkbox"/> Games (\$35 per game) # _____ |
| <input checked="" type="checkbox"/> General Entertainment (\$50) | <input type="checkbox"/> Junk Dealer (\$40) |
| <input type="checkbox"/> Sunday Entertainment (\$125 Town; \$100 State separate check
made out to Commonwealth of Mass) | <input type="checkbox"/> Theatre (\$200) |
| <input type="checkbox"/> Outdoor Business (\$35; including xmas tree sales) | <input type="checkbox"/> Auctioneer (\$50) |
| <input type="checkbox"/> Temporary Business (\$100/3 days; \$25/per extra day) | <input type="checkbox"/> BYOB (\$15) |

I certify, under the penalties of perjury, that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Anthony Brooks
Name of Applicant

Anthony Brooks
Signature of Applicant

04-3303723
Social Security or FIN

Name & Title of Corporate Officer (if applicable)



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR

Town Hall, 3 Washburn Square
Leicester, Massachusetts 01524
Phone: (508) 892-7077 Fax: (508) 892-7070
www.leicesterma.org

October 1, 2020

To: Select Board
From: David Genereux, Town Administrator
RE: Reopening of Town Buildings

A Department Head meeting was held on October 1, 2020 to discuss the potential reopening of Town Buildings. Employees expressed a number of concerns relative to reopening buildings at this time including:

- COVID cases are currently on the rise in surrounding communities. We have 6 new cases in the last two days
- The Town is unable to meet the Governor's public reopening cleaning protocols due to limited staffing.
- Town Hall lacks the staff to monitor doors, check in visitors and ensure masks are being worn at all times while in the building. As Town Hall is currently open by appointment only, when a visitor rings the doorbell, town employees assist the resident outdoors when possible or escort them directly to their office where they sign in for contact tracing and ensure they wear a mask.
- Any temporary employees hired to meet these needs would be eligible for unemployment upon termination.
- Indoor gatherings remain limited to 25 people. The Town lacks the staffing to enforce gathering limits, masks, social distancing and cleaning protocols in the meeting rooms.
- If an employee contracts COVID 19, the entire building will need to be shut down for cleaning. There are many shared spaces in our buildings which could result in entire buildings/offices being insufficiently staffed or shut down for extended periods of time while employees quarantine.
- The Town has a number of employees in high risk categories for both age and health reasons. We have at least one individual who will have to work from home due to a high-risk spouse.
- The set up for the election eliminates Town Hall's largest gathering space. There will be further complications during the early voting period.
- Cold and flu season is upon us and we don't know what effect it will have on the pandemic
- Town buildings are older and have poor air exchange due to older HVAC systems.
- Town Hall is fully operational while closed. Employees are working normal business hours and are able to effectively and efficiently serve the public by phone, email, mail and appointments. The Town Administrator's office has received a total of one complaint about the Town Hall being closed. Many other Town Halls are not only closed, but staff is still working remotely.
- The Library is unable to open with their staffing levels and the cleaning requirements. The Trustees are keeping the building closed for the foreseeable future.
- Indoor activities are still not recommended, especially at Senior Centers. Outdoor activities have begun.

Attached please find a sample COVID policies and procedures manual from the Town of Shrewsbury as recommended by the Regional Public Health Alliance. As you will see, they are just returning to full staffing levels, buildings remain closed to the public except by appointment and conference rooms are not to be used for any type of in person meetings.

Based on feedback from Department Heads and discussions with our health agent, we do not recommend Town Buildings open to the public at this time but rather remain locked and accessible by appointment only. We feel this will best protect Town employees and ensure operations continue smoothly for residents.

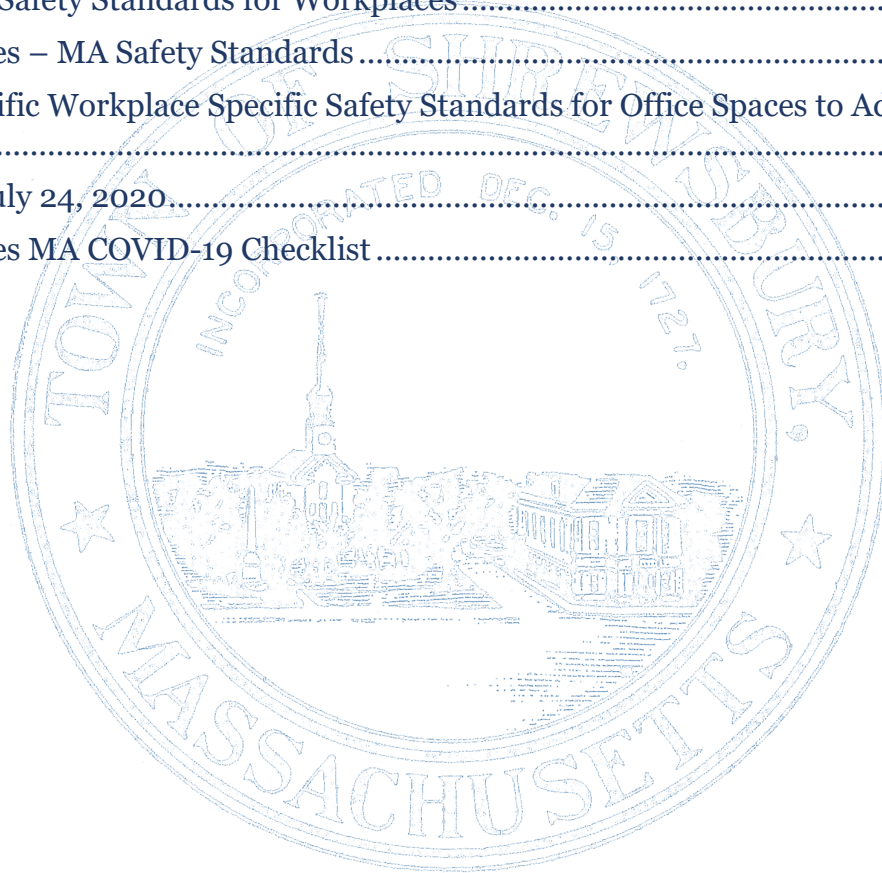
TOWN OF SHREWSBURY

COVID-19 POLICIES & PROCEDURES MANUAL Phase III

September 21, 2020

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TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5338

To: Town Hall Employees (Town, SELCO, School)

CC: Council on Aging

From: Kevin Mizikar, Town Manager

Re: COVID: Phase III

Date: September 21, 2020

As I did in my memo to you of May 29, 2020 and July 1, 2020, I would like to thank all employees for their extraordinary service and resilience during the Town of Shrewsbury's response to the coronavirus pandemic. These have been very trying times and I am so proud of the work of each and every employee of the Town.

As we continue through a reopening process regarding the COVID-19 pandemic, we are providing all Town Hall and Council on Aging employees with guidance of what is expected for Phase III, **effective for the town Monday, October 5, 2020**. The Phases are based upon the State's phased approach to reopening which can be found [here](#).

In Phase III all employees may return to the office full time and will remain in their assigned A/B Group, and will be required to be on site full time during the designated weeks. Minimum on site requirements will increase for all employees to be on-site seven to eight of every ten working days. Therefore, employees will also report on-site two to three days of the opposite group week. Minimum Example: Group A employee 1 will work on site during A weeks and also Monday, Tuesday and Wednesday during Group B weeks. Group A employee 2 will work on site during A weeks and also Wednesday, Thursday and Friday during Group B weeks.

Department Heads are responsible for setting departmental schedules. Department Heads will coordinate this new schedule with their employees. Accommodations will be made on an individual basis between the Department Head and employee with final approval by the Office of the Town Manager.

For COVID-19 reopening purposes the Town Hall is considered office and retail. The Town Hall will continue to be open to the public on a very limited basis by appointment only.

Guidance for the appointments process is attached to this memorandum as a reminder. The Council on Aging and is not taking new types of appointments.

The Town of Shrewsbury is committed to meeting the State Guidelines for a Safe Reopening. See the attached COVID-19 Control Plan on how we are achieving this. The plan requires us to provide you with the contact information for the local health authorities including the MA Department of Public Health, and your local / municipal Health Authority. That information is as follows:

Shrewsbury Board of Health
100 Maple Avenue
Shrewsbury, MA 01505
508-841-8384
shrewsburyhealthagent@shrewsburyma.gov

MA Department of Public Health
250 Washington Street
Boston, MA 02108
617-624-6000
[Email](#)

We are also posting signage throughout the town hall that will help you to understand how to keep yourself and your co-workers safe during this pandemic. The posters may look similar this this: <https://www.mass.gov/doc/employee-reopening-poster/download>

Phase III includes the following plans, policies and protocol:

Phase III Information:

- Phase III is a Town Hall and Council on Aging wide transition.
- Employees will remain in their assigned working groups (A, B, C).
- All Employees may return full time, and at a minimum, return to work during their assigned week as well as 2-3 days on the opposite week.
- Do not enter into Town Buildings on Weekends.
- Conference Rooms will be available for staff use as office space.
 - Conference Rooms are not to be used for any type of in person meeting.
 - This space is by appointment and in increments for the whole week only - as Public Buildings will have to coordinate cleaning, and other departments may relocate due to the limited office space. Please coordinate with the Town Manager's Office to make an appointment in a Conference Space.
- The Public Buildings are only accessible to active employees. Town Hall will remain locked. Appointments will be available during the limited schedule of hours for those including:
 - Other departments not assigned to Town Hall
 - The Public
 - Consultants/Contractors of the Town
 - Applicants for permits, license, etc.
 - Volunteers
 - Interns

- Board/Commission/Committee Members
 - Retirees
- The appointment procedure is within another [document](#) in this package.
- Employees shall self certify to their Department Head before entering the town building each day. Please see below regarding what that entails.
- Face masks or coverings must be worn in public areas (hallways, common areas, restrooms, etc.) and areas where social distancing cannot be accommodated.
 - Employees must wear masks in Town Office Buildings at all times except when they are working at their own desk.
 - From the time you exit your vehicle in the beginning of the shift to when you enter your vehicle at the end of a shift a face mask or covering must be worn at all times.
 - In an effort to prevent fumbling for a mask at a doorway entrance when entering the building, please wear a mask from the time you exit your vehicle or other mode of transportation in the beginning of your shift to when you reach your workstation and can comfortably socially distance. Additionally, please wear a mask from your workstation to exit the building until you enter your vehicle or mode of transportation at the end of a shift or work period. Walks or lunch breaks on Town Hall grounds where socially distancing can be accommodated do not require masks to be worn.
- Avoid touching your face (eyes, ears, nose, mouth, hair).
- Hand sanitizers have been installed in all offices and should be used frequently. In addition, continue to wash hands frequently.
- Wash hands often with soap for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% ethanol or 70% isopropanol.
- No handshaking or touching in any manner.
- All employees are responsible for keeping their own work station clean and sanitized
 - If you cannot find cleaning materials within your department, please contact your Department Head.
- Employees are not authorized to enter or touch anything in another employee's office space without permission of the employee.
- Maintain 6 feet + from other individuals.
- Do not share any items, including food, office supplies, electronics, etc.
- No in person employee meetings held in the building, unless by appointment, scheduled through the appointment log.
- No employee shall attend out of office meetings.
- Employees shall not drive in a vehicle with another employee.
- The HVAC system is operating at a higher capacity in order to circulate air above the necessary standards.
- All common areas and meeting areas are to be regularly cleaned and disinfected at least once a day by the Public Buildings Division of DPW.

- If you would not like Public Facilities Personnel to enter into your office space to clean please put a “do not clean” sign on your door or office space.
- There shall be no congregating in the lunchroom, hallways, or other areas.
- Wash your hands or use hand sanitizer before and after handling mail.
 - Limit the handling of mail and packages to one member of the department in Group A and B if possible
- Wash hands or use hand sanitizer before and after using photocopier/fax machines, microwave, refrigerator, toaster, etc.
- Meal preparation and eating of meals should be done individually, or separate from other employees, unless social distancing can be maintained.
- To avoid external contamination or cross-contamination, we recommend everyone bring food from home and store it in your work space in a cooler/lunch box.
 - We also recommend that you do not use shared appliances such as the refrigerator, toaster oven, and microwave.
- Vendor and contractor access are subject to the appointment process and should be authorized by the Town Manager.
- The Town Manager’s office and the Public Buildings Division will regularly evaluate all workspaces to ensure compliance with all Federal, State and Local Guidelines.
- Cover coughing or sneezing with a tissue, then throw the tissue in the trash and wash hands, if no tissue is available then cough into your elbow.
- To avoid sharing germs, please clean up after yourself. DO NOT make others responsible for moving, unpacking and packing up your personal belongings.
- If you or a family member is feeling ill, stay home. Report to your Department Head.

Before Work Self Certification:

All employees must Self-Certify prior to beginning their shift. Each employee will self-certify to their Department Head as they have been since mid March, that they have had none of the following prior to starting any work duties:

- Have no signs of a fever or a measured temperature at or above 100.4 degrees, a severe or persistent cough or trouble breathing within the past 24 hours.
- Have not had “close contact” with an individual diagnosed with COVID-19.
 - “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

Employees exhibiting symptoms or unable to self-certify should be directed to leave the work site and seek medical attention and applicable testing by their health care provider. They are

not to return to the work site until cleared by a medical professional.

Hand sanitizer, wipes, germicidal cleaner, Lysol, gloves, masks, safety glasses and a thermometers are all available for your use, please contact your Department Head for these resources.

If an Employee Exhibits Symptoms:

Employees should not report to their shift if they are experiencing the symptoms associated with COVID-19. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these [symptoms may have COVID-19](#):

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea










If you are experiencing these symptoms please:

1. Contact your Department Head and do not report to work. If you begin experiencing the above symptoms at work please immediately **call** your Department Head and Kristina Anderson, Human Resources Coordinator (508-841-8508), so that they can inform Public Buildings.
2. Collect your personal items, as well as any Town owned hardware that you have used to work from home
3. Exit the building while making minimum contact with other employees, surfaces, etc.
 - a. We encourage you to contact a medical professional, as you will not be able to return to work without a note and a [signed Town of Shrewsbury Certification Form](#). Please submit the return to work note to Kristina Anderson, Human Resources Coordinator (kanderson@shrewsburyma.gov).
 - b. Please send a list to your Department Head and Kristina Anderson, Human Resources Coordinator, of all people you came into contact with during your duties associated with your position with the Town of Shrewsbury so that contact tracing can begin.
4. Public Buildings will clean contacted areas in accordance with the Center of Disease Control guidance.



Town Hall Reopening Checklist for Residents

As **Shrewsbury Town Hall** is reopening to the public, we want to provide guidance to visitors regarding the changes in protocol. We have created this checklist so residents can conduct Town-related business easily without any hassle and adjust to the new protocols being implemented.

-  **STAY** - Stay safe and stay home whenever you can. Avoid unnecessary trips to Town Hall if one of our other business processes will meet your needs.
-  **CALL** - We are open for business and available for your calls. If you do have to leave a message, we will return your call promptly.
-  **GO** - Go online for information and updates from the Town. Our website is updated regularly at ShrewsburyMA.gov
-  **CLICK** - Click on our payment or permit portal to transact business with the Town of Shrewsbury.
-  **DROP** - You may drop payments off in the "Town Bills" box in front of Town Hall at any time. SELCO also offers no-contact drop off for returned equipment. Call SELCO at 508-841-8500 for details.
-  **WEAR** - All visitors to Town Hall are required to follow the Commonwealth's protocol by wearing a mask.
-  **LIMIT** - Please limit the number of onsite visitors to a single person from your household.
-  **SCHEDULE** - Email or call departments to schedule an appointment so we can address your specific needs.
-  **REMEMBER 6 | 20 | 100** - Maintain 6 feet of distance, wash hands for 20 seconds, and please stay home if your temperature is at or above 100 degrees.





TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5338

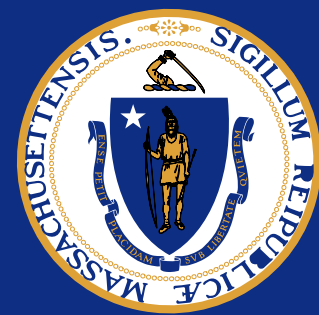
Training Materials September 21, 2020

The purpose of these training materials is to guide and remind employees on how to safely return to a healthy work environment. Please click each of the links below to read up-to-date safety information and precautions on the following subjects.

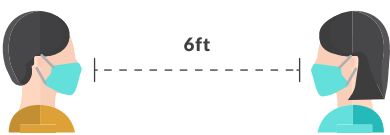
- [Social Distancing](#)
- [Hygiene](#)
- [Proper Use of Face Coverings](#)
- [Other Measures to Reduce Disease Transmission](#)
- [Self-Screening at Home](#)
- [Temperature & Symptom Checks](#)
- [Importance of Not Coming to Work if Ill](#)
- [When to Seek Medical Attention if Symptoms Become Severe](#)
- [Which Underlying Health Conditions May Make Individuals More Susceptible to Contracting a Severe Case of the Virus](#)

EMPLOYER GUIDANCE

Mandatory safety standards for workplaces



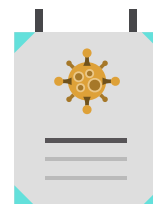
SOCIAL DISTANCING



All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces



Establish protocols to ensure that employees can practice adequate social distancing



Provide signage for safe social distancing



Require face coverings or masks for all employees

HYGIENE PROTOCOLS



Provide hand washing capabilities throughout the workplace



Ensure frequent hand washing by employees and adequate supplies to do so



Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

STAFFING & OPERATIONS



Provide training for employees regarding the social distancing and hygiene protocols



Employees who are displaying COVID-19-like symptoms do not report to work



Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan

CLEANING & DISINFECTING



Establish and maintain cleaning protocols specific to the business



When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed



Disinfection of all common surfaces must take place at intervals appropriate to said workplace



MANDATORY SAFETY STANDARDS



SOCIAL DISTANCING

Each office must monitor customer and worker entries and exits and limit occupancy at all times to the greater of the following:

- 50% of the building's maximum permitted occupancy as documented in its occupancy permit on record with the municipal building department or other municipal record holder
- Buildings for which no permitted occupancy limitation is on record may allow 10 persons (including staff) per 1,000 square feet of accessible space
- In any case, no enclosed space within the facility may exceed occupancy of 10 persons per 1,000 square feet
- All occupancy counts and calculations shall include customers, staff, and other workers

Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services

Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace

- Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
- Cafeterias must practice physical distancing and appropriate hygiene measures and may allow indoor and /or outdoor seating according to Restaurant guidance
- Physical partitions separating workstations must be installed for areas that cannot be spaced out. Physical partitions must be at least 6 feet in height
- Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)
- Mark rooms and hallways to indicate 6 feet separation

Stagger work schedules and improve ventilation for enclosed spaces where possible (e.g., open doors and windows)

Limit meeting sizes, ensure 6 feet of social distancing, and encourage remote participation

Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing

Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings

Recommended best practices

Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers



HYGIENE PROTOCOLS

Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative

Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)

Post visible signage throughout the site to remind workers of the hygiene and safety protocols

Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances and throughout floor areas for workers

Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms

Avoid sharing office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)



MANDATORY SAFETY STANDARDS



STAFFING & OPERATIONS

Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:

- Social distancing, hand-washing, proper use of face coverings
- Self-screening at home, including temperature and symptom checks
- Importance of not coming to work if ill
- When to seek medical attention if symptoms become severe
- Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus

Facilities must screen workers at each shift by ensuring the following:

- Worker is not experiencing any symptoms such as fever (100.0 and above) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting or diarrhea
- Worker has not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
- Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official
- Workers who fail to meet the above criteria must be sent home

Adjust workplace hours and shifts (leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points

Maintain a log of workers and customers to support contact tracing (name, date, time, contact information) if needed

Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability

Employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points

Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas

For guidance on business-sponsored travel, refer to the Commonwealth's current out-of-state travel order: [mass.gov/MATraveler](https://www.mass.gov/MATraveler). Employers are strongly discouraged from allowing business-related travel to destinations other than those appearing on the Department of Public Health's list of COVID-19 lower risk States. Employers that permit employer-paid or -reimbursed travel to those States should take measures to ensure employees comply with this order. Employers are also urged to strongly discourage their employees from taking leisure travel to destinations not included on the list of COVID-19 lower-risk States

Workers must stay home if feeling ill

If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH

Post notice to workers and customers of important health information and relevant safety measures as outlined in the Commonwealth's [Mandatory Safety Standards for Workplace](#)

Offices should maintain operating hours that allow for on-going off-hour sanitation and cleaning

Allow water fountains to be used as refill stations only, provided that social distancing can be maintained. Workers should bring their own water bottles

Additional on-site amenities and services may only open and operate when those amenities or services would otherwise be authorized to operate under the Commonwealth's Phased Reopening Plan and then must adhere to all sector-specific safety protocols, available on the [Reopening Plan website](#), applicable to the amenity or service. Examples include:

- Cafeterias: Must follow the latest restaurant guidance

Recommended Best Practices

Employers are encouraged to have workers continue to telework if feasible; external meetings should be remote to reduce density in the office

Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment

Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer

Encourage workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning / disinfecting and contact tracing



MA Safety Standards

MANDATORY SAFETY STANDARDS



CLEANING & DISINFECTING

Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines

Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)

Keep cleaning logs that include date, time, and scope of cleaning

Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)

Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)

In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance

Recommended Best Practices

Open windows and doors to increase airflow where possible



**SECTOR SPECIFIC WORKPLACE SPECIFIC SAFETY STANDARDS
FOR OFFICE SPACES TO ADDRESS COVID-19
Updated as of July 24, 2020**

Purpose

These sector specific COVID-19 workplace safety standards for Office Spaces are issued to provide businesses and other organizations operating within general use office spaces and workers in these office spaces with instructions to help protect against the spread of COVID-19. Employers are encouraged to have workers continue to telework if feasible.

These standards are minimum requirements only and are not exclusive or exhaustive. The public health data and matrix for disease prevention upon which these guidelines are based can and does change frequently, and the operator of the office space is accountable for adhering to all local, state and federal requirements. The operator of the office space is also responsible for staying abreast of any updates to these requirements.

Standards for Responsible Office Spaces in Massachusetts

No activity in office spaces can occur without meeting the following sector specific COVID-19 workplace safety standards. These standards apply to all businesses and other organizations operating in general use office space until rescinded or amended by the State.

The following workplace specific safety standards are organized around four distinct categories covering Social Distancing, Hygiene Protocols, Staffing and Operations, and Cleaning and Disinfecting.

I. Social Distancing

- Each office must monitor customer and worker entries and exits and limit occupancy at all times to the greater of the following:
 - 50% of the building's maximum permitted occupancy as documented in its occupancy permit on record with the municipal building department or other municipal record holder
 - Buildings for which no permitted occupancy limitation is on record may allow 10 persons (including staff) per 1,000 square feet of accessible space
 - In any case, no enclosed space within the facility may exceed occupancy of 10 persons per 1,000 square feet
 - All occupancy counts and calculations shall include customers, staff, and other workers
- Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services
- Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace

- Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
- Cafeterias must practice physical distancing and appropriate hygiene measures and may allow indoor and /or outdoor seating according to Restaurant guidance
- Physical partitions separating workstations must be installed for areas that cannot be spaced out. Physical partitions must be at least 6 feet in height
- Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
- Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)
- Mark rooms and hallways to indicate 6 feet separation
- Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers
- Stagger work schedules and improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Limit meeting sizes, ensure 6 feet of social distancing, and encourage remote participation
- Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings

II. Hygiene Protocols

- Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Post visible signage throughout the site to remind workers of the hygiene and safety protocols
- Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances and throughout floor areas for workers
- Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- Avoid sharing office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)

III. Staffing and Operations

- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings
 - Self-screening at home, including temperature and symptom checks
 - Importance of not coming to work if ill
 - When to seek medical attention if symptoms become severe

- Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- Facilities must screen workers at each shift by ensuring the following:
 - Worker is not experiencing any symptoms such as fever (100.0 and above) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting or diarrhea
 - Worker has not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
 - Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official
 - Workers who fail to meet the above criteria must be sent home
- Adjust workplace hours and shifts (leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Maintain a log of workers and customers to support contact tracing (name, date, time, contact information) if needed
- Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability
- Employers are encouraged to have workers continue to telework if feasible; external meetings should be remote to reduce density in the office
- Employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
- For guidance on business-sponsored travel, refer to the Commonwealth's current out-of-state travel order: [mass.gov/MATraveler](https://www.mass.gov/MATraveler). Employers are strongly discouraged from allowing business-related travel to destinations other than those appearing on the Department of Public Health's list of COVID-19 lower risk States. Employers that permit employer-paid or -reimbursed travel to those States should take measures to ensure employees comply with this order. Employers are also urged to strongly discourage their employees from taking leisure travel to destinations not included on the list of COVID-19 lower-risk States
- Workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Encourage workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise

likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH

- Post notice to workers and customers of important health information and relevant safety measures as outlined in the Commonwealth's [Mandatory Safety Standards for Workplace](#)
- Offices should maintain operating hours that allow for on-going off-hour sanitation and cleaning
- Allow water fountains to be used as refill stations only, provided that social distancing can be maintained. Workers should bring their own water bottles
- Additional on-site amenities and services may only open and operate when those amenities or services would otherwise be authorized to operate under the Commonwealth's Phased Reopening Plan and then must adhere to all sector-specific safety protocols, available on the [Reopening Plan website](#), applicable to the amenity or service. Examples include:
 - Cafeterias: Must follow the latest restaurant guidance

IV. Cleaning and Disinfecting

- Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines
- Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
- Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)
- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance
- Open windows and doors to increase airflow where possible

Additional worker safety guidelines and resources (with hyperlinks to web pages) are available below:

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA):

[OSHA – COVID-19 Webpage](#)

[OSHA – Enforcement Guidelines Webpage](#)

[OSHA Fact Sheet – Protecting Workers During a Pandemic](#)

U.S. Centers for Disease Control (CDC):

[CDC – Environmental Cleaning and Disinfection Recommendations](#)

[CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease \(Updated 3/21/20\)](#)

Additional Information:

Massachusetts State Coronavirus (COVID-19) Website

mass.gov/covid19

United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>



SOCIAL DISTANCING

Ensure >6ft between individuals

- ☒ Each office must monitor customer and worker entries and exits and limit occupancy at all times to the greater of the following:
 - 50% of the building's maximum permitted occupancy as documented in its occupancy permit on record with the municipal building department or other municipal record holder
 - Buildings for which no permitted occupancy limitation is on record may allow 10 persons (including staff) per 1,000 square feet of accessible space
 - In any case, no enclosed space within the facility may exceed occupancy of 10 persons per 1,000 square feet
 - All occupancy counts and calculations shall include customers, staff, and other workers
- ☒ Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services
- ☒ Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace
 - Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
 - Cafeterias must practice physical distancing and appropriate hygiene measures and may allow indoor and /or outdoor seating according to Restaurant guidance
 - Physical partitions separating workstations must be installed for areas that cannot be spaced out. Physical partitions must be at least 6 feet in height
 - Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
 - Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)
 - Mark rooms and hallways to indicate 6 feet separation
- ☒ Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers
- ☒ Stagger work schedules and improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- ☒ Limit meeting sizes, ensure 6 feet of social distancing, and encourage remote participation
- ☒ Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- ☒ Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- ☒ Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- ☒ Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- ☒ Post visible signage throughout the site to remind workers of the hygiene and safety protocols
- ☒ Alcohol-based hand sanitizers with at least 60% alcohol should be made available at entrances and throughout floor areas for workers
- ☒ Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- ☒ Avoid sharing office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)

MA COVID-19 Checklist



STAFFING & OPERATIONS

Include safety procedures in the operations

- ☒ Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings
 - Self-screening at home, including temperature and symptom checks
 - Importance of not coming to work if ill
 - When to seek medical attention if symptoms become severe
 - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- ☒ Facilities must screen workers at each shift by ensuring the following:
 - Worker is not experiencing any symptoms such as fever (100.0 and above) or chills, cough, shortness of breath, sore throat, fatigue, headache, muscle/body aches, runny nose/congestion, new loss of taste or smell, or nausea, vomiting or diarrhea
 - Worker has not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for 15 minutes or more, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic
 - Worker has not been asked to self-isolate or quarantine by their doctor or a local public health official
 - Workers who fail to meet the above criteria must be sent home
- ☒ Adjust workplace hours and shifts (leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- ☒ Maintain a log of workers and customers to support contact tracing (name, date, time, contact information) if needed
- ☒ Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability
- ☒ Employers are encouraged to have workers continue to telework if feasible; external meetings should be remote to reduce density in the office
- ☒ Employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- ☒ Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
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- ☒ Workers must stay home if feeling ill
- ☒ Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
- ☒ Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- ☒ Encourage workers who test positive for COVID-19 to disclose to the workplace employer for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- ☒ Post notice to workers and customers of important health information and relevant safety measures as outlined in the Commonwealth's [Mandatory Safety Standards for Workplace](#)
- ☒ Offices should maintain operating hours that allow for on-going off-hour sanitation and cleaning
- ☒ Allow water fountains to be used as refill stations only, provided that social distancing can be maintained. Workers should bring their own water bottles
- ☒ Additional on-site amenities and services may only open and operate when those amenities or services would otherwise be authorized to operate under the Commonwealth's Phased Reopening Plan and then must adhere to all sector-specific safety protocols, available on the [Reopening Plan website](#), applicable to the amenity or service. Examples include:
 - Cafeterias: Must follow the latest restaurant guidance

MA COVID-19 Checklist



CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- ☒ Clean commonly touched surfaces in restrooms (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines
- ☒ Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- ☒ Keep cleaning logs that include date, time, and scope of cleaning
- ☒ Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
- ☒ Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)
- ☒ In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance
- ☒ Open windows and doors to increase airflow where possible



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

From time to time vacancies/resignations occur on various town boards and committees. Should you be interested in volunteering to serve the Town in any capacity, please complete this form. Information received will be made available to boards, committees, and departments for their reference in filling vacancies.

NAME Sandra Wilson HOME TEL. _____

ADDRESS: _____ WORK TEL. _____

EMAIL ADDRESS: _____

Are you a citizen? ☒ Yes ☐ No Are you a registered voter? ☒ Yes ☐ No

- | | |
|---|---|
| <input type="checkbox"/> Advisory/Finance Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Arts Council | <input type="checkbox"/> Memorial Day Committee |
| <input type="checkbox"/> Bandstand Committee | <input type="checkbox"/> Parks and Recreation Committee |
| <input type="checkbox"/> Burncoat Park Planning Committee | <input checked="" type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Road Conversion Committee |
| <input type="checkbox"/> Capital Improvement Planning Comm. | <input type="checkbox"/> Stormwater Committee |
| <input type="checkbox"/> Commission on Disabilities | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Other _____ |

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

☒ Four ☐ Two ☐ One ☐ Less than one

Are you available for evening meetings?

☒ Monday ☐ Tuesday ☒ Wednesday ☒ Thursday

Are you available throughout the year for committee meetings?

☒ Yes ☐ No

If not, when are you **NOT** available?

☐ Winter ☐ Spring ☐ Summer ☐ Autumn

EDUCATION: _____

BS WPI

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

Town of Leicester: Are you currently or have you ever been employed by the Town? ☒ Yes ☐ No

If yes, state position(s) and date(s): Selectman, Civil Defense/Rescue Squad

Other Experience: Start with present or last job (include title) and military service assignments.
Exclude organizations' names which indicate race, religion, sex, or national origin.

Workforce Management Manager - IBM

Many volunteer positions - Girl Scouts, Thrift Store, Town Committees: 300th Founders Day, Fire Station Building Committee, LEPC, Friends of the Swan Tavern

Involved in Many other small organizations & events

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: _____

I have utilized the recycling center since it opened and now have time to volunteer.

Sometimes there is a short-term need for special background skills.


Please indicate your field(s) of training or experience below, as appropriate. Your application will be added to the list of residents who have expressed an interest in serving in similar capacities.

I possess the following training or experience:

- | | | |
|---|--|---|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Communications | <input type="checkbox"/> Computer Technology |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Economics | <input type="checkbox"/> Education |
| <input type="checkbox"/> Engineering, Civil | <input type="checkbox"/> Engineering, Electronic | <input type="checkbox"/> Engineering, Mechanical |
| <input type="checkbox"/> Financial Administration | <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Government Contracts |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Historic Activities | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Land Use Planning | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Law | <input type="checkbox"/> Management | <input type="checkbox"/> Personnel Administration |
| <input type="checkbox"/> Property Appraisal | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Science | <input type="checkbox"/> Statistics | <input type="checkbox"/> Survey Research |
| <input type="checkbox"/> Systems Analysis | <input type="checkbox"/> Transportation | |

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
Select Board	2010-2016, 2017-2020	
#300th Founders Day, Founder's	2012-2015	
<div><div><div><div><div><div>eSigned via SeamlessDocs.com</div><div></div></div></div><div><div>Key: cb5a1d93b8d05a9db6e2b633b76e2d8ca</div></div></div></div></div>		10/01/2020
Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester

David A. Genereux, Town Administrator
Town Administration Department
3 Washburn Square
Leicester, MA 01524

Dear Town Administrator Genereux,

I write to you today to formally express my interest in the position of Health Agent for the Town of Leicester. I believe I am a strong candidate for this position, and I would sincerely appreciate the opportunity to discuss this position in greater depth.

In my recent position as Interim Health Director, I was responsible for managing the daily operations of the Health Department. My administrative duties included organizing Board of Health monthly meetings, grant management, budget management, permitting, and project plan reviews. My field work duties entailed a variety of environmental and public health inspections. Interpreting, applying and enforcing applicable code references and regulations. As well as representing the Health Department at various meetings throughout the town and regionally.

In my current position as Assistant to the Health Director for the Town of Lexington, I am responsible for a variety of technical functions in a high pace office environment. Daily tasks consist of addressing correspondences for the department, monitoring and issuing permits, providing applicants technical input for permits with current local regulations in conjunction with state codes/laws, website creation/editing, processing cash turnover, and providing in depth customer service to the general public. My duties also entail conducting environmental and public health inspections, composing Order to Correct letters, assisting in emergency preparedness, review project plans going before various Town boards, drafting of press releases, grant research and application for community health initiatives, coordinating health education, and preparing documentation for court proceedings.

In my past role as Assistant to the General Manager at Kimball Farm Inc., I was responsible for managing several departmental supervisors and addressing all customer concerns relating to these departments. I oversaw daily operations, managed budgeting and payroll matters, and successfully maintained working relationships with customers, business owners, and employees. I also led various projects, and implemented several policies and procedures. This experience has allowed me the necessary skills and understanding to work effectively with both staff, and outside contractors.

My current municipal role, integrated with my past experience in customer service driven management has provided me with an intricate understanding of the dynamics of leading in a customer oriented department. I believe my dedication, coupled with my skills and experience will enable me to make a significant contribution to the Town of Leicester.

Thank you for your time and consideration. I look forward to hearing from you.

Respectfully yours,
Francis Dagle

Francis L. Dagle

Experience:

Town of Lexington,
Office of Public Health | Land Use, Health, and Development
Interim Health Director

September 2018- February 2019

- Public health inspections and investigations
- Code and regulation interpretation and enforcement
- Lead Board of Health meetings and hearings
- Represent Public Health at public meetings and events through the town
- Project plan reviews
- Grant research, writing, and management
- Budget management
- Record management
- Permitting
- Emergency preparedness planning and outreach

Town of Lexington,
Office of Public Health | Land Use, Health, and Development
Assistant to Director

2015 - Current

- Assist in public health inspections
- Site inspections for complaints
- First contact for public and businesses inquiry about the Town's policies, procedures, bylaws, local regulations, and state codes and laws
- Department plan reviewer construction and/or alterations projects going to various boards
- Administrative and customer support for Lexington Board of Health
- Project manager for online permitting initiative
- Prepare correspondences to public and establishments in town
- Permitting
- Respond to public information requests and records management
- Record, and prepare deposit of department revenue
- Assist in planning of annual Emergency Dispensing Sites in Action plan
- Compose Annual Report for department
- Grant research, writing and management
- Research and help draft regulations
- Office web master for Town's interactive website
- Post legal notices, compose press releases and written determinations

Kimball Farm Inc.
Administrative/Operations Manager

2010-2015

- Functioned as Assistant to General Manager

- Budget/payroll management
- Interdepartmental liaison
- Independently supervised a staff of over 100 employees
- Edited/wrote policy and operating procedures
- Outreach and develop rapports with local businesses
- Head Customer Service Representative

Merrimack College

2008-2009

Career Services/Assistant to the Director

- Clerical data-entry and database updating
- Career service assistance to unemployed students
- Follow up with former and current alumni
- Maintained Director's daily schedule
- Inter-departmental communication between Director and staff

Education:

Southern New Hampshire University
Public Administration (Graduate)

Manchester, NH

Current

University of Massachusetts
History (undergraduate)

Lowell, MA

2015

Certification:

Food Safety Manager

Certified Pool Operator

Emergency Preparedness Incident System Management (NIMS and ICS)

Vaccine Management

Certified Health Officer (In process- COVID19 delay)

Title V (In progress – COVID19 delay)

Senior Center Donations

Recommend accepting the following donations made to the Senior Center:

- Camosse Family Foundation - \$100 for the October Fest
- George E. McKenna Insurance Agency - \$100 for the October Fest
- J. Henri Morin & Son - \$100 for the October Fest

Total to be deposited: \$300



TOWN OF LEICESTER

Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

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

www.leicesterma.org

Rachelle Cyr-Cloutier, M.Ed.

Director of Elder Affairs

E-mail: cloutierr@leicesterma.org

September 14, 2020

The Camosse Family Foundation

Dear Henry and Camosse Family

Thank you for your donation of \$100 in support of our upcoming October Fest scheduled for the 14th at 12:30 p.m. This generosity on your part will allow us to, one more time while our weather permits, offer our seniors some moments of pleasure before the cold weather sets in. We are hoping against hope to be able to reopen our center soon but of course there are a lot of unknowns to deal with respect to this deadly virus.

That said, it is because of the generosity of individuals such as you and yours that makes events as described above possible. Stay well.

Again, thank you so much.

Rachelle S. Cloutier, M.Ed.

Director of Elder Affairs

Cc: Board of Select persons/Town Administrator



TOWN OF LEICESTER

Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

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

www.leicesterma.org

September 8, 2020

Rachelle Cyr-Cloutier, M.Ed.

Director of Elder Affairs

E-mail: cloutierr@leicesterma.org

Mr. Steven Corley
George E. McKenna Insurance Agency
4 Pleasant Street
Leicester, MA 01524

Dear Mr. Corley:

Thank you for your donation of \$100 in support of our upcoming October Fest scheduled for the 14th at 12:30 p.m. This generosity on your part will allow us to, one more time while our weather permits, offer our seniors some moments of pleasure before the cold weather sets in. We are hoping against hope to be able to reopen our center soon but of course there are a lot of unknowns to deal with respect to this deadly virus.

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Again, thank you so much.

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

Cc: Board of Selectmen/Town Administrator



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www.leicesterma.org

Rachelle Cyr-Cloutier, M.Ed.

Director of Elder Affairs

E-mail: cloutierr@leicesterma.org

September 3, 2020

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

Dear Alfred and Jarrett:

Thank you for your donation of \$100 in support of our upcoming October Fest scheduled for the 14. This generosity on your part will allow us to, one more time while our weather permits, offer our seniors some moments of pleasure before the cold weather sets in. We are hoping against hope to be able to reopen our center soon but of course there are a lot of unknowns to deal with respect to this deadly virus.

That said, it is because of the generosity of individuals such as you and yours that makes events as described above possible. Stay well.

Again, thank you so much.

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

Cc: Board of Selectmen/Town Administrator



I.COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.mass.gov/lists/osd-forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: Town of Leicester (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Energy Resources MMARS Department Code: ENE	
Legal Address: (W-9, W-4): 3 Washburn Square, Leicester, MA 01524		Business Mailing Address: 100 Cambridge Street, Suite 1020, Boston, MA 02114	
Contract Manager: David A. Genereux	Phone: 508-892-7000	Billing Address (if different): Not Applicable	
E-Mail: GenereuxD@leicesterma.org	Fax: 508-892-7070	Contract Manager: Jane Pfister	Phone: 617-626-1194
Contractor Vendor Code: VC6000191851		E-Mail: jane.pfister@mass.gov	Fax: 617-626-7300
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s):	
RFR/Procurement or Other ID Number:			
<div style="text-align: center;">X NEW CONTRACT</div> PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (Includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<div style="text-align: center;">CONTRACT AMENDMENT</div> Enter Current Contract End Date <u>Prior</u> to Amendment: Enter Amendment Amount: AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$200,000.00.			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days <input type="checkbox"/> PPD; Payment issued within 15 days <input type="checkbox"/> PPD; Payment issued within 20 days <input type="checkbox"/> PPD; Payment issued within 30 days <input type="checkbox"/> PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input checked="" type="checkbox"/> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) This is a contract to award a grant to the Town of Leicester for fiscal years 2021-2022 under the Green Communities Competitive Grant Program in the amount of two hundred thousand dollars (\$200,000.00) to fund energy conservation measures, LED streetlights, LED interior and exterior lighting, weatherization, and administrative assistance, in municipal facilities including town owned streetlights, Senior Center, and High School, to be provided for the benefit of, and subject to the direction and oversight of, the Grantee as detailed in Attachment C.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 2. may be incurred as of <u> </u> , 20 <u> </u> , a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 3. were incurred as of <u> </u> , 20 <u> </u> , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>September 30, 2021</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Dianna Provencher</u> Print Title: <u>Chair, Select Board</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Chanthy Sor</u> Print Title: <u>Acting Chief Financial Officer</u>	



COMMONWEALTH TERMS AND CONDITIONS

This Commonwealth Terms and Conditions form is jointly issued by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth of Massachusetts ("State") Departments and Contractors. *Any changes or electronic alterations by either the Department or the Contractor to the official version of this form, as jointly published by ANF, CTR and OSD, shall be void.* Upon execution of the Standard Contract Form these Commonwealth Terms and Conditions will be incorporated by reference. Performance shall include services rendered, obligations due, costs incurred, commodities and deliverables provided and accepted by the Department, programs provided or other commitments authorized under a Contract. A deliverable shall include any tangible product to be delivered as an element of performance under a Contract. The Commonwealth is entitled to ownership and possession of all deliverables purchased or developed with State funds. Contract shall mean the Standard Contract Form issued jointly by ANF, CTR and OSD.

1. Contract Effective Start Date. Notwithstanding verbal or other representations by the parties, the effective start date of performance under a Contract shall be the later of the date the Contract was executed by an authorized signatory of the Contractor, the date the Contract was executed by an authorized signatory of the Department, the date specified in the Contract, or the date of any approvals required by law or regulation.

2. Payments And Compensation. The Contractor shall only be compensated for performance delivered and accepted by the Department in accordance with the specific terms and conditions of a Contract. All Contract payments are subject to appropriation pursuant to M.G.L. c. 29, § 26, or the availability of sufficient non-appropriated funds for the purposes of a Contract, and shall be subject to intercept pursuant to M.G.L. c. 7A, § 3 and 815 CMR 9.00. Overpayments shall be reimbursed by the Contractor or may be offset by the Department from future payments in accordance with state finance law. Acceptance by the Contractor of any payment or partial payment, without any written objection by the Contractor, shall in each instance operate as a release and discharge of the State from all claims, liabilities or other obligations relating to the performance of a Contract.

3. Contractor Payment Mechanism. All Contractors will be paid using the Comptroller's payment system unless a different payment mechanism is required. The Contractor shall timely submit invoices and supporting documentation as prescribed in a Contract. The Department shall review and return rejected invoices within fifteen (15) days of receipt with a written explanation for rejection. Payments shall be made in accordance with the bill paying policy issued by the Office of the Comptroller and 815 CMR 4.00, provided that payment periods listed in a Contract of less than forty-five (45) days from the date of receipt of an invoice shall be effective only to enable a Department to take advantage of early payment incentives and shall not subject any payment made within the forty-five (45) day period to a penalty. The Contractor Payroll System shall be used only for Individual Contractors who have been determined to be Contract Employees as a result of the Department's completion of an Internal Revenue Service SS-8 form in accordance with the Omnibus Budget Reconciliation Act (OBRA) 1990, and shall automatically process all state and federal mandated payroll, tax and retirement deductions.

4. Contract Termination Or Suspension. A Contract shall terminate on the date specified in a Contract, unless this date is properly amended in accordance with all applicable laws and regulations prior to this date, or unless terminated or suspended under this Section upon prior written notice to the Contractor. The Department may terminate a Contract without cause and without penalty, or may terminate or suspend a Contract if the Contractor breaches any material term or condition or fails to perform or fulfill any material obligation required by a Contract, or in the event of an elimination of an appropriation or availability of sufficient funds for the purposes of a Contract, or in the event of an unforeseen

public emergency mandating immediate Department action. Upon immediate notification to the other party, neither the Department nor the Contractor shall be deemed to be in breach for failure or delay in performance due to Acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond the Contractor's control.

5. Written Notice. Any notice shall be deemed delivered and received when submitted in writing in person or when delivered by any other appropriate method evidencing actual receipt by the Department or the Contractor. Any written notice of termination or suspension delivered to the Contractor shall state the effective date and period of the notice, the reasons for the termination or suspension, if applicable, any alleged breach or failure to perform, a reasonable period to cure any alleged breach or failure to perform, if applicable, and any instructions or restrictions concerning allowable activities, costs or expenditures by the Contractor during the notice period.

6. Confidentiality. The Contractor shall comply with M.G.L. c. 66A if the Contractor becomes a "holder" of "personal data". The Contractor shall also protect the physical security and restrict any access to personal or other Department data in the Contractor's possession, or used by the Contractor in the performance of a Contract, which shall include, but is not limited to, the Department's public records, documents, files, software, equipment or systems.

7. Record-keeping And Retention, Inspection Of Records. The Contractor shall maintain records, books, files and other data as specified in a Contract and in such detail as shall properly substantiate claims for payment under a Contract, for a minimum retention period of six (6) years beginning on the first day after the final payment under a Contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or other inquiry involving a Contract. The Department shall have access, as well as any parties identified under Executive Order 195, during the Contractor's regular business hours and upon reasonable prior notice, to such records, including on-site reviews and reproduction of such records at a reasonable expense.

8. Assignment. The Contractor may not assign or delegate, in whole or in part, or otherwise transfer any liability, responsibility, obligation, duty or interest under a Contract, with the exception that the Contractor shall be authorized to assign present and prospective claims for money due to the Contractor pursuant to a Contract in accordance with M.G.L. c. 106, § 9-318. The Contractor must provide sufficient notice of assignment and supporting documentation to enable the Department to verify and implement the assignment. Payments to third party assignees will be processed as if such payments were being made directly to the Contractor and these payments will be subject to intercept, offset, counter claims or any other Department rights which are available to the Department or the State against the Contractor.

9. Subcontracting By Contractor. Any subcontract entered into by the Contractor for the purposes of fulfilling the obligations under a Contract must be in writing, authorized in advance by the Department and shall be consistent with and subject to the provisions of these Commonwealth Terms and Conditions and a Contract. Subcontracts will not relieve or discharge the Contractor from any duty, obligation, responsibility or liability arising under a Contract. The Department is entitled to copies of all subcontracts and shall not be bound by any provisions contained in a subcontract to which it is not a party.

10. Affirmative Action, Non-Discrimination In Hiring And Employment. The Contractor shall comply with all federal and state laws, rules and regulations promoting fair employment practices or prohibiting employment discrimination and unfair labor practices and shall not discriminate in the hiring of any applicant for employment nor shall any qualified employee be demoted, discharged or otherwise subject to discrimination in the tenure, position, promotional opportunities, wages, benefits or terms and conditions of their employment because of race, color, national origin, ancestry, age, sex, religion, disability,



COMMONWEALTH TERMS AND CONDITIONS

handicap, sexual orientation or for exercising any rights afforded by law. The Contractor commits to purchasing supplies and services from certified minority or women-

owned businesses, small businesses or businesses owned by socially or economically disadvantaged persons or persons with disabilities.

11. Indemnification. Unless otherwise exempted by law, the Contractor shall indemnify and hold harmless the State, including the Department, its agents, officers and employees against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages that the State may sustain which arise out of or in connection with the Contractor's performance of a Contract, including but not limited to the negligence, reckless or intentional conduct of the Contractor, its agents, officers, employees or subcontractors. The Contractor shall at no time be considered an agent or representative of the Department or the State. After prompt notification of a claim by the State, the Contractor shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph. Any indemnification of the Contractor shall be subject to appropriation and applicable law.

12. Waivers. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to that party. No waiver by either party of any default or breach shall constitute a waiver of any subsequent default or breach.

13. Risk Of Loss. The Contractor shall bear the risk of loss for any Contractor materials used for a Contract and for all deliverables, Department personal or other data which is in the possession of the Contractor or used by the Contractor in the performance of a Contract, until possession, ownership and full legal title to the deliverables are transferred to and accepted by the Department.

14. Forum, Choice of Law And Mediation. Any actions arising out of a Contract shall be governed by the laws of Massachusetts, and shall be brought and maintained in a state or federal court in Massachusetts which shall have exclusive jurisdiction thereof. The Department, with the approval of the Attorney General's Office, and the Contractor may agree to voluntary mediation through the Massachusetts Office of Dispute Resolution (MODR) of any Contract dispute and will share the costs of such mediation. No legal or equitable rights of the parties shall be limited by this Section.

15. Contract Boilerplate Interpretation, Severability, Conflicts With Law, Integration. Any amendment or attachment to any Contract which contains conflicting language or has the effect of a deleting, replacing or modifying any printed language of these Commonwealth Terms and Conditions, as officially published by ANF, CTR and OSD, shall be interpreted as superseded by the official printed language. If any provision of a Contract is found to be superseded by state or federal law or regulation, in whole or in part, then both parties shall be relieved of all obligations under that provision only to the extent necessary to comply with the superseding law; provided however, that the remaining provisions of the Contract, or portions thereof, shall be enforced to the fullest extent permitted by law. All amendments must be executed by the parties in accordance with Section 1 of these Commonwealth Terms and Conditions and filed with the original record copy of a Contract as prescribed by CTR. The printed language of the Standard Contract Form, as officially published by ANF, CTR and OSD, which incorporates by reference these Commonwealth Terms and Conditions, shall supersede any conflicting verbal or written agreements relating to the performance of a Contract, or attached thereto, including contract forms, purchase orders or invoices of the Contractor. The order of priority of documents to interpret a Contract shall be as follows: the printed language of the Commonwealth Terms and Conditions, the Standard Contract Form, the Department's Request for Response (RFR) solicitation document and the Contractor's Response to the RFR solicitation, excluding any language stricken by a Department as unacceptable and including any negotiated terms and conditions allowable pursuant to law or regulation.

IN WITNESS WHEREOF, the Contractor certifies under the pains and penalties of perjury that it shall comply with these Commonwealth Terms and Conditions for any applicable Contract executed with the Commonwealth as certified by their authorized signatory signing the Standard Contract Form.

**COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May
2004



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Signature

Date:

Title:

Telephone:

Fax:

Email:

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

**COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING**

Issued May
2004



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

PROOF OF AUTHENTICATION OF SIGNATURE

**This page is optional and is available for a department to authenticate contract signatures.
It is recommended that Departments obtain authentication of signature for the signatory
who submits the Contractor Authorized Listing.**

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type):

Title:

X _____

Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, _____ (NOTARY) as a notary public certify that I witnessed
the signature of the aforementioned signatory above and I verified the individual's identity on this date:

_____, 20 ____.

My commission expires on:

AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the
signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's
authority as an authorized signatory for the Contractor on this date:

_____, 20 ____.

AFFIX CORPORATE SEAL



Town of Leicester, Massachusetts

Special Town Meeting Warrant

Fall Town Meeting – November 17, 2020 – 7:00PM

“In the Hands of the Voters”

Meeting location:
High School Gymnasium
174 Paxton Street
Leicester, MA 01524

Published October 1, 2020, Version 2

Town Rules & Procedures Review

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

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

Town Meetings in Leicester are open only to registered voters.

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

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

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

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

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

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

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

Respectfully,

Donald A. Cherry, Jr. – Town Moderator

Town of Leicester
Fall Town Meeting – November 17, 2020

WORCESTER, SS.
To a Constable in the Town of Leicester,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of Leicester qualified to vote in Town Elections and Town Affairs to meet at the High School Gymnasium, 174 Paxton Street, Leicester, MA on Tuesday, the seventeenth day of November 2020 at 7:00 PM, then and there to act on the following articles, namely:

ARTICLE PRIOR YEAR BILLS

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

PROPOSED MOTION

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

This article is required for the payment of bills prior to July 1, 2020 that were not submitted on time or were carried over by a department.

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

ARTICLE ADJUST FY 2021 OPERATING BUDGET

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money as may be necessary to defray the expenses of Town departments and Town accounts for the Fiscal Year beginning July 1, 2020, as voted at the June 2, 2020 Annual Town Meeting Warrant or take any action thereon.

ACTION #1 - RAISE AND APPROPRIATE

PROPOSED MOTION

Move that the Town raise and appropriate \$_____ to defray the expenses of Town departments and Town accounts for the Fiscal Year beginning July 1, 2020, as listed in the June 2, 2020 Annual Town Meeting Warrant and as amended below:

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

Department	Reason	Amount
	-	
Total		

DESCRIPTION

See descriptions in the above table for individual line item explanations. Generally speaking, this article adjusts the FY21 budget after all final revenues are received and accounted for. The revenues which make up the annual budget come from four categories: new growth, state aid, local receipts, and excess levy capacity. These

Town of Leicester
Fall Town Meeting – November 17, 2020

revenues are not finalized until July or August of each year. However, the budget is assembled in February using conservative forecasted revenue assumptions. When final revenue numbers come in, funds are either apportioned to or removed from departments at the following town meeting, which typically occurs every fall.

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

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

Revenue	ATM Projected	STM Final	Change in Revenue
New Growth (Taxation)			
State Aid			
Local Receipts			
Excess Levy Capacity			
Total			

This change will _____ the FY21 budget by ____.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

ACTION #2 - TRANSFER FROM AVAILABLE FUNDS

PROPOSED MOTION

DESCRIPTION

This transfer is requested to fix an error that occurred in setting up the FY 2021 budget.

FINANCE ADVISORY BOARD RECOMMENDATION

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

SELECT BOARD RECOMMENDATION

Favorable Action (5-0-0)

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

ARTICLE POLICE CRUISER

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

PROPOSED MOTION

I move the Town vote to transfer \$0.00 from Free Cash to purchase and equip one (1) police vehicle.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

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

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

ARTICLE FY 2021 CAPITAL IMPROVEMENT PLAN

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the Capital Improvement Plan budget beginning July 1, 2021, or take any action thereon.

PROPOSED MOTION

I move the Town vote to transfer \$_____ from Free Cash to fund the Fiscal Year 2021 Capital Improvement Plan budget.

DEPARTMENT	ITEM	AMOUNT
Fire	Aerialscope Tower Truck Lease/Purchase Payment – Year 5 of 5	\$115,081
	Total FY 2021 Capital Lease Payments	

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

This article seeks funding from Free Cash to fund the final year of a lease/purchase agreement

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

ARTICLE AERIAL TOWER FIRE TRUCK REPAIRS

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to repair the Aerial Tower Fire Truck or take any action thereon.

PROPOSED MOTION

I move the Town vote to transfer \$0.00 from Free Cash to pay for repairs to the waterway of the Aerial Tower Fire Truck.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

The waterway for the Aerial Tower Fire Truck needs to be replaced.

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

ARTICLE _____ FUNDING THE CABLE PEG ACCESS BUDGET

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

PROPOSED MOTION

Move that the Town vote to appropriate from cable access retained earnings the sum of \$_____ to fund the FY 2021 Cable Access budget, under the direction of the Leicester Cable Access Corporation (LCAC).

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

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

ARTICLE _____ FUNDING THE FY 2022 VALUATION UPDATE AND CERTIFICATION

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the FY 2022 valuation update and certification or take any action thereon.

PROPOSED MOTION

I move the Town vote to transfer \$0.00 from _____ to pay fund the FY 2022 valuation update for per the Board of Assessors.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

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

ARTICLE _____ TRANSFER OF FREE CASH TO THE TRANSPORTATION INFRASTRUCTURE FUND

To see if the Town will vote to appropriate the amount of \$1,632.40 from Free Cash to the Transportation Infrastructure Fund or take any action thereon.

PROPOSED MOTION

Move that the article be voted as written

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

The Town received \$1,632.40 from the Department of Public Utilities on June 12, 2018 under the Transportation Network Surcharge program. These funds are required to be placed in a regional transportation receipts reserved for appropriation account. We closed the receipt out to Free Cash before

Town of Leicester
Fall Town Meeting – November 17, 2020

receiving information as to how the receipts were supposed to be treated. This transfer brings us in line with state requirements.

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

ARTICLE WARREN AVENUE EASEMENT

This is a placeholder for a potential easement through one of the properties to allow for the retention pond repair at the Fire Station to move forward. No decision has been made on this project as of yet.

PROPOSED MOTION

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

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

ARTICLE RESCIND HIGH SCHOOL ROOF BORROWING

To see if the Town will vote to rescind an excess borrowing authorization, in the amount of \$519,567.74, as approved through Article 5 of the October 2015 Special Town Meeting relative to the High School Roof Replacement Project or take any action thereon.

PROPOSED MOTION

Move that the article be voted as written

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

There is an outstanding borrowing authorization that was only partially rescinded at the November 14, 2017 town meeting. There are additional amounts to be rescinded.

Amount authorized (10/20/2015 TM, Article 5)	\$ 1,684,963.00
MSBA Project Reimbursement	\$ (978,094.00)
Amount Rescinded (11/14/17 TM, Article 8)	\$ (187,301.26)
Remaining Amount to Rescind	\$ 519,567.74

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote

**ARTICLE CREATE A RECREATIONAL MARIJUANA HOST COMMUNITY AGREEMENT
STABILIZATION FUND AND APPROPRIATE FUNDING TO SAID FUND**

To see if the Town will vote to create a Recreational Marijuana Host Community Agreement Stabilization Fund, pursuant to G.L. c. 40, §5B, said fund to receive receipts collected via recreational marijuana host community agreement fees; and further, to raise and appropriate or transfer from available funds a sum of money to the said Host Community Stabilization fund, or take any action thereon.

PROPOSED MOTION

Move that the Town create a Recreational Marijuana Host Community Agreement Stabilization Fund and transfer \$325,000 from Free Cash to said Stabilization Fund.

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

According to guidance issued by the CCC, Host Community Agreements for recreational marijuana are supposed to be used to defray costs associated with the location of recreational marijuana businesses within the Town. There continues to be discussions on the state level as to whether that requirement is just or enforceable. Creating a stabilization fund for these receipts until their lawful use can be determined would be a prudent move.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote pursuant to G.L. c. 40, §5B.

ARTICLE AMENDMENT TO THE GENERAL BYLAWS – COLLECTION BOXES

To see if the Town will vote to amend the Collection Box bylaw by inserting all underlined text and removing any text that is crossed out, said changes to be inserted to or removed from said bylaw in font and script consistent with the existing bylaw or take any action thereon.

**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 Selectmen.~~

SECTION 5: SITING CRITERIA

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

1. 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 collection box;
2. Written permission of the owner allowing the placement of the collection box;
3. A sketch plan showing the proposed location of the collection box 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 collection boxes;
4. That the collection boxes shall be of the type that is enclosed by use of a receiving door and locked so that the contents of the collection box may not be accessed by anyone other than those responsible for the retrieval of the contents;
5. That each collection box 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 collection boxes 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;
6. Additional information as offered by the Applicant or requested by the Board of Health.

If the applicant 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 6: ANNUAL APPLICATION An annual application shall be filed by the operator by January 31st of each year, for placement of collection bins for that calendar year. Applications must contain all of the information list in Section 5 of this bylaw. Upon approval of said application, the Board of Health shall give the operator a certificate of compliance for the approved collection bi. The operator shall be required to post said certificate upon the approved collection box.

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Bins that are not approved by the Board of Health, or bins that do not bear the Certificate of Compliance shall be subject to actions defined in Section 8 of this bylaw.

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SECTION 75: 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 9 of this bylaw⁷ 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 86: 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 and post a Certificate of Compliance upon the collection box 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 9 of this bylaw⁷ 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 97: VIOLATION Any violation of the provisions of this Bylaw shall be punished by a fine ~~n~~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.

PROPOSED MOTION

Move that the motion be accepted as written

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

According to guidance issued by the CCC, Host Community Agreements for recreational marijuana are supposed to be used to defray costs associated with the location of recreational marijuana businesses within the Town. There continues to be discussions on the state level as to whether that requirement is just or enforceable. Creating a stabilization fund for these receipts until their lawful use can be determined would be a prudent move.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote pursuant to G.L. c. 40, §5B

ARTICLE AMENDMENT TO THE GENERAL BYLAWS – PERSONNEL BYLAW

To see if the Town will vote to amend the Personnel bylaw by inserting all underlined text and removing any text that is crossed out, said changes to be inserted to or removed from said bylaw in font and script consistent with the existing bylaw or take any action thereon.

PERSONNEL BYLAW (5-5-79) (Amendment accepted @ ATM May 4, 2009) (Amended ATM May 6, 2014) (Amended STM November 17, 2020)

SECTION 1: PURPOSE

This bylaw shall be known as and cited as “The Town of Leicester Personnel Bylaw.” Its purpose is to establish personnel policies which may be adopted by the Town under provisions of Massachusetts General Laws, Chapter 41, Section 108A, and the Home Rule Amendment. These policies shall encompass a Job Classification and Compensation Plan and leave benefits.

SECTION 2: DEFINITIONS

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

ACTING: Performing the duties and having the responsibilities of another position on a temporary basis without having officially been appointed to the position.

APPOINTING AUTHORITY: Any person, board, or commission having the power of appointment or employment pursuant to Massachusetts General Laws.

BOARD: ~~The Personnel Board.~~ The Select Board, serving as the Personnel Board

CASUAL EMPLOYEE: An individual employed in a position calling for work which does not constitute regular employment; the work being rendered occasionally and without regularity on an ad hoc basis, according to the demands, therefore as determined by appointing authority.

CLASSIFICATION: A job title of a position or a group of positions similar in duties, authority, responsibility, and qualifications.

CLASSIFICATION DATE: First day of employment in a given classification.

CLASSIFICATION PLAN: A listing of all approved job titles and an occupational grouping of classifications.

COMPENSATION PLAN: A listing of wages designated to job classifications.

CONTINUOUS SERVICE: Paid full-time and part-time employment in the service of the Town, which is not interrupted by resignation, termination, or dismissal. "Continuous service" shall include all leave with pay.

DAY: One-fifth (1/5) the total number of regularly scheduled hours in one work week.

DEPARTMENT HEAD: The officer, board, or other body having immediate charge and control of a department or agency.

FULL-TIME EMPLOYEE: An individual in the employ of the Town regularly scheduled for an average of not less than thirty-two (32) hours per week for fifty-two (52) weeks per annum.

HIRE DATE: First day of employment with the Town.

INTERMITTENT EMPLOYEE: An individual employed in a position whose service, although regular, is not rendered for prescribed working hours, either daily, weekly, or annually, but is rendered as required according to the department head or appointing authority.

ON-CALL EMPLOYEE: An individual in the employ of the Town who has been designated as available for duty as needed.

PART-TIME EMPLOYEE: An individual in the employ of the Town regularly scheduled for less than thirty-two (32) hours per week for fifty-two (52) weeks per annum. Part-time employees regularly scheduled for a minimum of twenty (20) hours per week for fifty-two (52) weeks per annum qualify for certain benefits as defined by this Bylaw.

PROBATIONARY EMPLOYEE: Any new employee whose tenure in the Town service has not exceeded 90 days; such employees have limited rights during this stage of their employment and may be discharged at any point at which the level of performance is determined to be unacceptable by the appointing authority. At the end of the probationary period, a written review shall be prepared by the department head which will state whether the probationary employee has performed satisfactorily to be accepted as a regular Town employee. If the performance is not acceptable, the reason or reasons will be stated. The original 90 probationary period may be extended with the written approval of the Town Administrator.

RATE: Amount of money designated as compensation for a job classification.

TOWN: The Town of Leicester.

WORK WEEK: The total number of regularly scheduled hours from Sunday to the following Saturday.

SECTION 3: ~~SELECT BOARD AS PERSONNEL BOARD~~

The Personnel Bylaw shall be administered by ~~a the Select Board who shall serve the Town as the Personnel Board, consisting of five (5) residents of the Town, who shall be appointed by the Board of Selectmen. The term of office of members of the Board shall be three years, but the terms of no more than two members shall expire the same year.~~

~~No elected or appointed officer of the Town of Leicester and no person employed by the Town of Leicester shall be eligible for service on the Board. The Board shall meet regularly as necessary to consider such business as may be presented by Town officials, Town employees, and others. Any member of the Board missing three (3) consecutive meetings without sufficient reason may be subject to removal. At least three (3) members of the Board shall be present in order to constitute a quorum. At any meeting of the Board, action by a majority of all the Board members shall be binding. The Board shall serve without compensation.~~

SECTION 4: DUTIES OF ~~PERSONNEL BOARD~~

Town of Leicester
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a. The Board shall review and approve written position descriptions and personnel policies, which shall be drafted by the Town Administrator, ~~and subject to approval by the Board of Selectmen upon the Town Administrator's recommendation.~~ The descriptions shall not be interpreted as complete or limiting definitions, and employees shall continue to perform duties assigned by their supervisors.

b. The Town Administrator and department heads shall keep such records of Town employees as the Board may require. The Board shall keep such records of its own, as it considers appropriate

c. The Board shall review the job classification and compensation plan under its jurisdiction at intervals of not more than three (3) years. The Board may review and approve existing job classifications as drafted by the Town Administrator, ~~and subject to approval by the Board of Selectmen upon the Town Administrator's recommendation.~~ No new classification(s) shall be established without a report of the Board, ~~subject to the subsequent ratification of its actions by the Board of Selectmen.~~ No new classification shall permanently exist until such ratification.

SECTION 5: APPLICATIONS

a. The provisions of this Bylaw shall apply to all employees in the service of the Town of Leicester, except for positions filled by popular election, positions under the jurisdiction of the School Committee, positions covered by collective bargaining units of the Town pursuant to Chapter 150E of the General Laws, and positions covered under other contracts. This Bylaw may be used as a guide for authorized officials in determining the compensation of, and personnel policies for those employees that are not specifically governed under this bylaw.

b. Nothing in this Bylaw or the Administrative rules and regulations adopted by the Board shall limit any rights of employees under Massachusetts General Laws, Chapter 150E, or Chapter 31.

c. Subject to the General Bylaws of the Town and this Bylaw, the Town Administrator shall be responsible for the day-to-day administration of the personnel system, in accordance with the policies of the Board. The Town Administrator may formulate, with the approval of the Board, personnel guidelines and directives for the purpose of effecting standardized, efficient, and equitable personnel procedures and practices. The Town Administrator may obtain such information or records as may be necessary from department heads in order to carry out his/her duties under this Bylaw.

d. The Appointing Authority shall notify the Board upon selection of an applicant to a position with the Town and shall provide all pertinent information for the records of the Board. ~~In the case of a Board of Selectmen appointment, the Town Administrator shall notify the Board.~~

SECTION 6: CONFLICT AND MODIFICATION

If any of the provisions of this Bylaw conflict with any relevant state law, the conflicting provision of this Bylaw shall be deemed modified by the law or regulation sufficiently only to end the conflict.

If any provision of this Bylaw, or application thereof, is determined to be invalid under state or federal law, such determination shall not be construed to affect the validity of any other provision of this Bylaw, or application thereof.

SECTION 7: AMENDMENTS

This Bylaw may be amended by vote of the Town at any Annual or Special Town Meeting. The Board shall make a report and recommendation to the Town prior to the taking of any action by the Town on any proposed amendment. Failure of the Board to report shall not prevent the Town from taking action on the proposal of this Bylaw, or application thereof.

SECTION 8: POLICIES AND PROCEDURES

The Personnel Board shall establish, adopt, and maintain such policies, procedures, rules, and regulations as it deems necessary for the implementation and administration of this Bylaw.

SECTION 9: SICK LEAVE

Full-time and part-time employees of the Town subject to this Bylaw shall be allowed, without loss of pay, sick leave for personal illness as provided for in this section.

9.1 RATE OF ACCUMULATION Full-time and part-time benefit-eligible employees shall accrue and accumulate earned sick leave credit for personal illness at the rate of one-fifth (1/5) the total regular weekly scheduled hours x 1¼ for each full month of service.

9.2 MAXIMUM ACCUMULATION Full-time and part-time employees may earn and accumulate sick leave up to a maximum of ninety (90) days.

9.3 USE OF SICK LEAVE No sick leave with pay shall be granted during the first three (3) months of employment. The Town will allow an employee to use up to five (5) days of sick leave per calendar year for the purpose of caring for a spouse, child, or parent of either the employee or the employee's spouse, or for any person living under the same roof as part of the family, who is seriously ill or injured. A seriously ill or injured person is defined as any person under the care of a doctor who has been confined to a home or hospital with a serious verifiable medical condition.

9.4 SICK LEAVE EXTENSION A full-time employee with ten (10) years of service and seventy (70) days of earned sick leave at the date of first absence for illness or disability of a prolonged and uninterrupted nature, shall be compensated at 60% of base pay while absent from work for said sickness for the period of time commencing upon exhaustion of sick leave and all other paid leaves, and ending on the first anniversary date of the illness. If prior to the first day of an extended illness, a full-time employee with five (5) years of service has been credited with thirty-five (35) or more days of accrued sick leave, then upon exhaustion of sick leave and all other paid leaves, the employee shall be compensated at 30% of his/her base weekly salary or wage until the first anniversary date of the extended illness. Employees on worker's compensation shall not be eligible for compensation under this provision.

9.5 DEDUCTIONS Any compensated sick leave actually taken by any employee shall be deducted from his/her sick leave credit. Holidays and days not included in the employee's normal workweek shall not be deducted from sick leave credit. Loss of time directly attributed to injury incurred while performing regular duties and qualifying for workers compensation shall not be charged to sick leave.

9.6 WITHIN TOWN SERVICES No transfer within the service of the Town shall affect the amount of earned sick leave credit and accumulations to which an employee has been entitled under this Bylaw. Upon transfer to another department, the employee's former department head shall transfer the employee's sick leave record to the employee's new department head.

9.7 UPON RETIREMENT Upon retirement from the Town, an employee with a minimum of twenty (20) years of service shall be entitled to payment of twenty (20) days of accrued sick leave credits. If a retiree with twenty years of service has fewer than 20 days of accrued sick leave credits, he/she shall be paid the balance of said accrual. One (1) day would be equal to one-fifth (1/5) of the regularly scheduled hours per week.

9.8 ABSENCES For absences on account of sickness in excess of three (3) consecutive working days, the department head may request a physician's certificate. For absences on account of sickness in excess of five (5) consecutive working days, the department head shall require a physician's certificate.

9.9 EARNING SICK LEAVE WHILE ON LEAVE OR WORKERS' COMPENSATION All employees entitled to sick leave under this Bylaw shall earn sick leave credit even while in the status of paid sick leave. Employees entitled to sick leave under this Bylaw shall earn sick leave credit up to one year from the anniversary of the illness while in the status of Workers' Compensation. No sick leave will accrue while on unpaid leave. Accrual will resume upon return to work.

Section 10: VACATION LEAVE

Town of Leicester
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10.1 ELIGIBILITY Upon completion of the 90-day probationary period, full-time and part-time benefited employees as defined in this Bylaw shall be entitled to paid vacation in accordance with the following schedule.

The vacation year of the Town shall be the period of July 1 to June 30, inclusive. Any Town employee working twenty (20) or more hours per week will be credited as of June 30th with vacation leave with pay for the subsequent year not to exceed the following:

10.1.1 VACATION LEAVE FIRST YEAR OF SERVICE For any employee with less than one (1) year's service, the following schedule will be used to determine vacation for the first fiscal year:

INCLUSIVE HIRE DATES

From	Through	Vacation Hours Earned (1 st years' service only)
Jul 1	Jul 1	2.00 X Weekly Authorized Hours
Jul 2	Aug 1	1.80 X Weekly Authorized Hours
Aug 2	Sep 1	1.60 X Weekly Authorized Hours
Sep 2	Oct 1	1.40 X Weekly Authorized Hours
Oct 2	Nov 1	1.20 X Weekly Authorized Hours
Nov 2	Dec 1	1.00 X Weekly Authorized Hours
Dec 2	Jan 1	0.80 X Weekly Authorized Hours
Jan 2	Feb 1	0.60 X Weekly Authorized Hours
Feb 2	Mar 1	0.40 X Weekly Authorized Hours
Mar 2	Apr 1	0.20 X Weekly Authorized Hours
Apr 2	Jun 30	0.00 X Weekly Authorized Hours

10.1.2 ACCRUAL OF VACATION LEAVE AFTER FIRST YEAR OF SERVICE For service after July 1 after the first year of employment up to and including four full years of service completed June 30, vacation leave is two (2) times the weekly authorized hours. If a person enters municipal service on the first working day of a vacation year, that year shall constitute the first of four (4) years completed.

For five (5) through nine (9) years of service, inclusive, completed on June 30 the vacation leave is three (3) times the weekly authorized hours.

For ten (10) through nineteen (19) years of service, inclusive, completed on June 30 the vacation leave is four (4) times the weekly authorized hours.

For twenty (20) years or greater of service, inclusive, completed on June 30 the vacation leave is five (5) times the weekly authorized hours.

One (1) week shall be the total number of regularly scheduled hours between Sunday and Saturday.

Temporary employees or employees working fewer than 20 hours per week are not entitled to Vacation Leave.

10.2 USE OF VACATION LEAVE Vacations shall be scheduled with the approval of the department head and Town Administrator for such time as best serves the needs of the department and the public. Although vacation accruals begin from date of hire, vacation entitlement and use commences upon completion of the 90-day probationary period.

Vacation leave is not cumulative from year-to-year, except upon the written approval of the Town Administrator. The Town Administrator may, in his/her sole discretion, authorize a carryover of not more than ten (10) days based upon the employee's regularly scheduled hours. ~~This shall be subject to notification in writing to the Board of Selectmen.~~

NOTE: There will be a period of adjustment with a higher maximum carryover permitted for FY15 to allow use of previously earned vacation accruals under the previous provisions of this bylaw.

10.4 TERMINATION OF EMPLOYMENT Upon termination of employment with the Town, an employee shall be entitled to payment of all unused accrued vacation credit prorated to the date of separation.

10.5 EARNING VACATION WHILE ON LEAVE OR WORKERS' COMPENSATION Employees will continue to earn vacation credit while on paid leave. An employee will continue to earn vacation credit while in the status of workers' compensation for up to one year from the anniversary date of the injury. No vacation credit will accrue while on unpaid leave. Accrual will resume upon return to work.

10.6 RATE OF PAY FOR VACATION LEAVE Vacation Leave will be paid at the employee's base pay rate at the time of vacation.

SECTION 11: OTHER LEAVES

11.1 MILITARY TRAINING Full-time employees who are required to report for temporary summer, or a like period of training in the military forces of the nation or the Commonwealth, shall be paid an amount equal to the difference between compensation for a normal working period and the amount paid for military training; provided that the employee furnish to his/her Department head an authenticated copy of the orders issued to him/her and an authenticated certificate showing the date or dates on which such duty was performed. Instead, an employee, on his/her request, may schedule his/her regular vacation during his/her period of military leave. The maximum amount of military training allowed in a fiscal year is seventeen (17) working days.

11.2 JURY DUTY An employee required to serve on a jury on days he/she is scheduled to work, shall be paid his/her regular wages for the first three (3) days, or part thereof, of such juror service, at his/her regular straight time rate. For fourth and subsequent days of such juror service, the employee shall be paid the difference between the amount received as juror compensation (excluding travel allowance) and the employee's straight time wage.

An employee seeking compensation in accordance with this Section shall notify the Department head after receipt of the notice of selection for jury duty and shall furnish a written statement to the Town showing dates of juror service, time served, and the amount of juror compensation received.

If an employee is required to appear in Court as a defendant or witness in an action arising out of the performance of his/her duties for the Town, the employee shall be construed to be on duty for the Town if such time as he/she is officially required to be in court falls within his/her regularly scheduled working hours. The employee shall provide prior notice to his/her Department head of such court appearance and such documentation as may be requested by the Department head.

11.3 MATERNITY LEAVE All qualified full-time and part-time employees, as defined in this Bylaw and covered by MGL Chapter 149, Section 105D, shall be entitled to maternity benefits.

11.4 FAMILY AND MEDICAL LEAVE The Town of Leicester shall provide its employees Family and Medical Leave in accordance with provisions of the Federal Family and Medical Leave Act and the Massachusetts Small Necessities Act. The Board of Selectmen may issue such rules, regulations, and policies as may be necessary to carry out the Acts. The Town Administrator shall administer the leave program.

11.5 BEREAVEMENT In the event of a death in the immediate family of a full-time or part-time employee, he/she will be entitled to a maximum of one (1) regularly scheduled work week of Bereavement Leave. Paid bereavement begins the first day following death and is payable according to the following:

- ☐ *One (1) work week:* Employee's spouse or domestic partner, child, step-child, parent, step-parent, brother, sister, step-brother, step-sister.
- ☐ *Three (3) consecutive days:* Employee's grandparents, grandparents-in-law, grandchild, mother-in-law,

father-in-law, son-in-law, daughter-in-law.

☐ *One (1) day:* Employee's brother-in-law, sister-in-law, aunt, uncle, nephew, niece, first cousin.
Bereavement Leave is normally granted immediately following a death in the family. If funeral arrangements are postponed or when other unusual circumstances exist, the employee may, with supervisory approval, defer the Bereavement Leave to a later date. Bereavement Leave cannot be paid in addition to any other paid time off such as Holiday, Vacation, Sick, or Personal Leave. However, if an employee is being paid Sick, Vacation, and/or Personal Leave, he/she may request to be paid Bereavement Leave.

If an employee is regularly scheduled to work on a day on which a holiday falls and is on Bereavement Leave, he/she will be paid Bereavement Leave for his/her regularly scheduled hours and will receive Holiday Compensatory Leave for his/her regularly scheduled hours.

11.6 PERSONAL LEAVE

a. Full-time and part-time benefited employees will accrue personal leave *annually*. This shall be calculated as follows: Eligible employees will accrue 0.75x their average regularly scheduled hours per work week annually.

During the first year of employment each such employee will be eligible for the following Personal Leave:

- ☐ Hired between July 1-October 30 – 1.0x annual accrual
- ☐ Hired between November 1-February 28(29) – 0.33x annual accrual
- ☐ Hired between March 1-June 30 – 0.00x annual accrual

Personal Leave shall be scheduled with prior approval of the department head subject to the operating and staffing needs of the department as determined by the department head. Personal Leave must be used during the fiscal year in which it is awarded and cannot be carried over from fiscal year to fiscal year. Personal Leave not used by the end of the fiscal year shall be forfeited and may not be converted to cash. Upon termination or retirement Personal Leave may not be converted to cash.

11.7 HOLIDAY LEAVE. This section effective upon approval at 2009 Town Meeting (June 16-09).

Full-time and part-time benefited employees shall be paid for each of the following holidays as outlined below:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

If a full-time or part-time employee is:

1. regularly scheduled to work on a day on which a holiday falls, he/she will be paid for his/her regularly scheduled hours.
2. regularly scheduled and required to work on a day on which a holiday falls, he/she will be paid straight time for hours worked and receive holiday pay for his/her regularly scheduled hours.
3. not regularly scheduled to work on a day on which a holiday falls, he/she will receive Holiday Compensatory Leave at the rate of one-fifth (1/5) the total regular weekly scheduled hours x 1 1/4
~~at one fifth (1/5) the total number of hours he/she is regularly scheduled to work during a normal work week.~~
4. not regularly scheduled to work on a day on which a holiday falls but is required to work (with the exception of department heads), he/she will be paid straight time (or according to overtime rules, if applicable) for hours worked and receive Holiday Compensatory Leave at one-fifth (1/5) the total number of hours he/she is regularly scheduled to work during a normal work week.

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NOTE: Holiday Compensatory Leave will be scheduled at the discretion of the department head and must be taken within six (6) months.

11.8 AUTHORIZED LEAVE WITHOUT PAY Leaves of absence without pay may be granted only after the written recommendation of the department head and the approval of the Board of Selectmen. The Board of Selectmen shall consider whether the leave is scheduled for such time as best serves the needs of the department and the public.

11.9 UNAUTHORIZED LEAVE WITHOUT PAY Any absence which has not been authorized by law, this Bylaw, or by administrative rules and regulations shall be unauthorized leave without pay. Any employee who is absent for a period of five (5) consecutive workdays without specific authorization for such absence shall be deemed to have permanently vacated his/her position, unless authorization is subsequently granted by the Town Administrator.

PART II

SALARY/WAGES

SECTION 12: COMPENSATION

All employees included in the Job Classification and Compensation Plan shall be eligible to receive pay based upon their job classifications. All job classification adjustments shall be subject to written recommendation of the appointing authority with the approval of the Board.

~~The starting rate shall be the minimum of the salary range of the job classification to which the new employee has been hired. Upon the recommendation of the Town Administrator, the Appointing Authority may provide a starting rate higher than the minimum of the salary range up to the mid-point of the salary range. The starting rate of the employee shall be placed on the range as stipulated in the classification and compensation plan. A new employee's education and years of experience in similar positions shall be used in determining.~~ The recommendation must substantiate that the candidate possesses prior job experience, extra qualifications, and/or education that directly relates to the job classification.

12.1 PERFORMANCE REVIEW A written evaluation of each employee's performance shall be conducted annually by the department head on such form as the Town Administrator shall require. The purpose of the performance review is to provide a periodic, formal process to review the employee's performance matched against prior mutually-agreed upon goals and objectives. The written performance evaluation shall be reviewed with the employee and signed by both parties attesting to the review; however, the employee only attests to the review itself, not necessarily its contents.

Base Wage increases are based on merit and ability as determined through the annual performance review process. They are not automatic. The department head shall perform the evaluation, and the Town Administrator shall review it. Employees who receive a satisfactory or better evaluation shall be eligible for a base wage increase. The Town Administrator shall determine the amount of any increase in light of the availability of appropriated funds and the employee's overall performance. If the employee receives a satisfactory or better review from his department head and funds have been appropriated, the employee may appeal the Town Administrator's decision to award a base wage increase below the average on a percentage basis (including the decision to award the employee no base wage increase) to the Board of Selectmen, which shall confer with the employee, the department head, and the Town Administrator. For ratification.

SECTION 13: CLASSIFICATION Refer to the Town's "Classification and Compensation Plan."

SECTION 14: PAY SCHEDULE Refer to the Town's "Classification and Compensation Plan."

SECTION 15: HEALTH FUND AGREEMENT AND TRUST

A. Non-bargaining unit members shall be eligible to participate in the Town's Health Fund Agreement and Trust, established pursuant to Section 15 of Chapter 32B, where non-bargaining unit members live outside of the HMO service area and who were full-time employees retiring after November 1, 1994 from the service of the Town.

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B. To be eligible for benefits under the Trust, a retired employee must be participating in the Town's health insurance program unless said employee is located in an area where it is unavailable, and must be actually retired under Chapter 32 of the Massachusetts General Laws.

C. The Town's minimum financial contribution and liability under the Trust shall not be less than 50%. The Board ~~of Selectmen~~ shall have the right to adjust the Town's level of contribution and to set a financial cost ceiling on the Town's contribution under the Trust.

D. No person receiving benefits under this bylaw may pyramid health insurance benefits with another health insurance program of the Town.

E. The Board ~~of Selectmen~~ may adopt appropriate rules and regulations to implement this bylaw.

PROPOSED MOTION

Move that the article be accepted as written.

FINANCE ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote pursuant to G.L. c. 40, §5B.

NEW ARTICLES

ARTICLE _____ FUNDING REVISIONS TO THE TOWN'S OPEN SPACE AND RECREATION PLAN

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund an update to the Town's open space and recreation plan or take any action thereon.

PROPOSED MOTION

I move the Town vote to transfer \$15,321 from _____ fund the revisions to the Town's open space and recreation plan.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

The Town's open space and recreation plan will expire in December of 2021. It must be revised and updated to meet state requirements. This funding will allow the Town to contract with CMRPC to perform the revisions on the existing plan.

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

ARTICLE _____ FUNDING RENOVATION OF BASKETBALL/PICKLEBALL COURTS AT TOWTAID PARK WITH PARC GRANT FUNDING

To see if the town will vote to appropriate the sum of \$90,000 for the purpose of funding the renovation of basketball/pickleball courts at Towtaid Park in Leicester, Massachusetts, to be managed and controlled by the Recreation Committee of the Town of Leicester, and the Town Administrator be authorized to file on behalf of the Town of Leicester any and all applications deemed necessary for grants and /or reimbursements from the Commonwealth of Massachusetts deemed necessary under the Urban Self-Help Act now known as the PARC Grant Program (301 CMR 5.00) and/or any others in any way connected with the scope of this Article, and the Town of Leicester and the Recreation Committee be authorized to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Leicester to affect said renovation costs. Towtaid Park is dedicated to park and recreation purposes via deed recorded in Book 1643, Page 518 in the Worcester District Registry of Deeds, and under MGL Chapter 45, Section 3.

PROPOSED MOTION

I move the Town that the article be voted as written.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

The Town has applied for a PARC Grant to fund the renovation of the basketball and pickleball courts at Towtaid Park. The grant requires that the entire amount of the projected be funded by the Town. The grant will then pay for 70% of the cost of the project, or \$63,000, leaving the Town's actual funding of the project at \$27,000.

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

**ARTICLE USE OF SETTLEMENT FUNDS FOR FIRE STATION RETENTION PONDS
 REMEDATION PROJECT**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to correct drainage issues with the retention ponds at the Fire Station headquarters at 3 Paxton Street, said corrections to include design, engineering, permitting, funding of potential easements, construction and other related costs; or take any other action thereon.

PROPOSED MOTION

I move the Town vote to transfer \$560,000 from receipts reserved for appropriation the revisions to money to correct drainage issues with the retention ponds at the Fire Station headquarters at 3 Paxton Street, said corrections to include design, engineering, permitting, funding of potential easements, construction and other related costs.

FINANCE ADVISORY BOARD RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

The Town recently negotiated a settlement regarding drainage issues with the retention ponds that were installed at 3 Paxton Street as part of the Fire Station construction project. These funds will be used to design and construct a new drainage system to better manage the stormwater generated on the site.

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

ARTICLE CITIZEN'S PETITION – RECALL PROCEDURE FOR ELECTED OFFICIALS

To see if the Town will vote to have the Select Board petition the Great & General Court of the Commonwealth to enable the recall of elected officials consistent with this suggested format and if that legislation is enabled that it be recorded as a special Chapter in the Town of Leicester's Bylaws, as on file in the Town Clerk's office.

PROPOSED MOTION

To see if the Town will vote to have the Select Board petition the Great & General Court of the Commonwealth to enable the recall of elected officials consistent with this suggested format and if that legislation is enabled that it be recorded as a special Chapter in the Town of Leicester's Bylaws, as on file in the Town Clerk's office.

Proposed Legislation: Recall of Elected Officials

SECTION 1.

Any holder of an elected office in the town of Leicester may be recalled, and removed from that office, by the qualified voters of the town as provided in this chapter.

SECTION 2.

Any fifty (50) registered voters may initiate a recall petition by filing with the Town Clerk of the Town of Leicester an affidavit containing the name of the officer sought to be recalled and a statement of the grounds for recall.

After the Town Clerk has certified the affidavit, the Town clerk shall within four (4) business days, deliver to the voter first named on the affidavit a sufficient number of copies of petition blanks demanding the recall. These blanks shall be issued by the town clerk with the town clerk's signature and official seal attached to them. They shall be dated and addressed to the Select Board of the town, shall contain the name of the person to whom issued, the name of the person sought to be recalled, the office from which recall is sought, the grounds of recall stated in the affidavit and shall demand the election of a successor to the office. A copy of the petition shall be entered in a record book to be kept in the office of the Town Clerk.

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The completed recall petition shall be returned and filed with the Town Clerk on or before 5:00 p.m. of the thirtieth (30th) day after the issuance of the petition to the filers. If the thirtieth day is a Friday, Saturday, Sunday or a holiday, the petition may be filed on the next business day.

The petition shall be signed by at least ten (10) percent of the registered voters or seventy-five percent (75%) of the average number of voters in the Town Elections for the previous three (3) years, whichever is the lesser amount, and every signature shall also include the place of residence with street and number, of the signer.

The Town Clerk shall, within one (1) business day after the date of its filing with the Town Clerk, submit the recall petition to the Board of Registrars of voters of the Town of Leicester, which shall, within five (5) business days certify in writing the number of Town voter signatures. Upon completion of its certification the Board of Registrars shall return the petition to the Town Clerk.

SECTION 3.

If the petition has a sufficient number of valid signatures and is certified by the Town Clerk and Board of Registrars, the Town Clerk shall submit it to the Select Board within one (1) business day.

The Select Board shall, within three (3) business days, give written notice to the officer subject to the recall that they have received the certification, and if the officer does not resign within five (5) business days after receipt of the notice, order a special election to be held not less than sixty (60) nor more than seventy-five (75) days after the date of the Town Clerk's certificate that a sufficient petition has been filed, but if any other town election is to occur within ninety (90) days after the date of the certificate, the Select Board may, in their discretion, postpone the holding of the removal election to the date of that other election.

If a vacancy occurs in the office subject to recall after the election has been ordered, the election shall nevertheless proceed as provided in this section.

SECTION 4.

Any officer sought to be recalled may be a candidate to succeed to the office, and unless the officer requests otherwise in writing, the Town Clerk shall place that officer's name on the official ballot without nomination. The nomination of other candidates, the publication of the warrant for the recall election, and the conduct of the election shall all be in accordance with the law relating to elections, unless otherwise provided in this Chapter.

SECTION 5.

The incumbent shall continue to perform the duties of the office until the recall election. If the recall fails, or if the incumbent is re-elected, the incumbent shall continue in the office for the remainder of the unexpired term, subject to recall as before, except as provided in this chapter, Section 7.

If not re-elected in the recall election, the incumbent shall be considered removed upon certification of the election by the Town Clerk.

If the successor fails to qualify within five (5) working days after receiving notification of his or her election, the office shall thereupon be deemed vacant.

SECTION 6.

Ballots used in a recall election shall submit the following proposition in the order indicated:

For the removal/recall of (*name of Officer*).

Against the removal/recall of (*name of Officer*).

Under the propositions shall appear the word "Candidates" and the direction "Vote for One" and beneath this the names of candidates nominated as herein before provided.

If the majority of the votes cast on the recall question is in the affirmative, then the candidate who received the highest number of votes in the special election to fill the vacancy shall be elected. If the majority of the votes cast on the recall question is in the negative, the ballots for candidates to fill the potential vacancy need not be counted.

SECTION 7.

No recall petition shall be filed against an officer within six (6) months after taking office, nor in the case of an officer subjected to a recall election and not removed thereby, until at least six (6) months after that election.

SECTION 8.

No person who has been recalled from an office or who has resigned from office while recall proceedings were pending against him or her shall be appointed to the office from which the person has been removed within one (1) year after such removal by recall or resignation.

September 15, 2020

Re: Dissolution of the Library Building Committee

Attention: David Genereux, Town Administrator

Board of Selectmen

Board of Selectmen,

At their 9-15-2020 meeting, the Library Building Committee voted (5-0) to recommend to the Select Board that this committee be formally dissolved.

The Committee first met on January 21, 2016, tasked with the oversight of the Library Renovation and Expansion project. The Committee believes it has successfully completed its mission, and recommends any further building issues, and control of any remaining Renovation Funds, be transferred to the Library Trustees. The Library Trustees are aware of this request, and agree with the recommendation.

We would like to thank everyone who donated their time, expertise, and financial support to this project.

Respectfully,

Thomas E. Buckley III

Chairperson, Leicester Building Committee

*Please find the minutes of the 9-15-2020 meeting.

Library Building Committee

September 15, 2020 Meeting Minutes

Present: Mark Armington, Tom Buckley, Teena Cherry, Suzanne Hall, Donald Cherry Sr., Kathleen Wilson

Absent: Rob Para, David Genereux, Charlie Van Voorhis, Mary Gabrila, Mary Moore

This was a joint meeting with Library Trustees. Pauline Lareau, Olney White, Bruce Craven and Paul Ravina also attended.

Approval of Previous Minutes: Mark Armington made a motion to approve the January 15, 2020 minutes. Don Cherry seconded, passed unanimously

Update:

Suzanne and Mark provided the committee with an update on completed and ongoing projects.

- The gutter additions and masonry sealing were completed by Raymond James over the summer. This means the entirety of the exterior of the original building has been water proofed/sealed by Raymond James and Cenedella Masonry within the last few years.
- The locksmith work is complete. The meeting room doors and bathroom doors now all perform as expected. This means the meeting room can be used outside library hours, with access to the main building restricted. The bathroom doors can be locked or unlocked by library staff. Joseph Lock did the work, and also installed powered door openers at the main entrance (at the book drop door and the vestibule -> lobby door. They are controlled by wireless buttons.
- The previous window leaks have been fixed. DA Sullivan, Folan waterproofing, and a Marvin window tech installed more waterproofing measures at affected windows in January and February of 2020. There have been no additional leaks.
- The waterproofing of the east basement wall in the original building is ongoing, expected to be finished 9/18/20. JWI is doing the work, Mark Armington is coordinating. This work comes with a 3 year warranty, and is expected to last at least 25 years. The holes drilled for this project can be reused in the future if more material injection is needed.

Budget/Bills to approve:

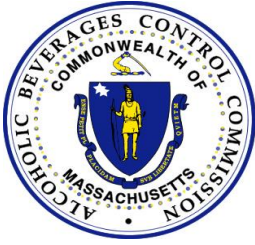
- Teena Cherry made a motion to approve up to an additional \$15,000 to cover any additional work that the water proofers may need to perform, along with Mark Armington's oversight. This means the NTE for the project will not exceed \$45,000. Mark clarified that the additional work on the brick portion of the basement office will be \$4,000 and the estimate for the bulkhead sealing, done from the exterior of the building is \$9,000, for a project total of an NTE of \$38,000. However, because the construction method of the bulkhead stairs is unknown, more material may be necessary, hence the higher NTE number of up to \$45,000. Don Cherry seconded, passed unanimously.

- Suzanne estimates that approximately \$30,000 will remain in the Town's Renovation Fund account when this work is complete. That money will be used to pay for yearly building maintenance and any repairs until it is depleted. Trustees will approve the expenditures.

New Business: With the original mission, oversight of the renovation and expansion project, complete, Chair Tom Buckley will draft a letter to the Select Board, recommending the official dissolution of the Library Building Committee. The Library Trustees agree to address any future building issues.

Other: Mark Armington recommends yearly gutter cleaning, and that the Trustees consider adding heat tape to the section of the roof between the original turret and building where snow builds up during heavy storms. He will also work with the Highway Department to regrade the section of lawn around the east side of the building, near the bulkhead skylight. Some settling has made the drain cover not the lowest point.

Don Cherry made a motion to adjourn at 7:04 p.m. Teena Cherry seconded, approved unanimously



*Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, Massachusetts 02150*

Jean M. Lorizio, Esq.
Chairman

**ALCOHOLIC BEVERAGES CONTROL COMMISSION ADVISORY REGARDING
EXTENSION OF ALLOWANCE OF OUTDOOR TABLE SERVICE**

On September 10, 2020, Governor Charlie Baker issued an Order Making Certain Phase III Adjustments (also known as COVID-19 Order No. 50), which extends the period for outdoor table service by licensees licensed for on-premises consumption. The text of the Governor's Order can be found [HERE](#).

Pursuant to this Order, local licensing authorities ("LLA") may approve requests for expansion of outdoor table service or extensions of earlier granted approvals issued pursuant to Section 4 of COVID-19 Order No. 35¹, from November 1, 2020, for any period up to and until sixty (60) days after the end of the state of emergency. The LLA may issue extensions automatically to all licensees, or may do so on request from individual licensees.

The LLA may modify any prior approvals as the LLA deems proper and appropriate, including addressing snow removal, pedestrian traffic, and other similar concerns.

Any licensee that was previously granted approval but is not granted an extension by the LLA may still operate outdoor table service until November 1, 2020.

ABCC approval is not required on these extensions. Upon approval from the LLA the LLA may issue the amended license forthwith. The LLA must provide notice by mail to the ABCC on all application approvals. For further guidance on the process of approving and issuing these amended licenses LLAs should consult with their counsel.

Please be aware that all expanded premises approved pursuant to this Order are only effective through sixty (60) days after the end of the state of emergency and revert to their original licensed premises on that date.

The ABCC continues to retain supervision and oversight of all alcohol licensees, including those that expand their licensed premises pursuant to this Order. As always, all licensees must ensure that they comply with the laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by federal, state, and local law. All questions should be directed to Executive Director Ralph Sacramone at (617) 727-3040 x 731.

(Issued September 11, 2020)

¹ The text of COVID-19 Order No. 35 can be found [HERE](#).



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

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 October 1, 2020. This report is brief, as most activities centered around the Town Meeting

Citizen issues: Topics discussed with various citizens

- Took various questions regarding the school building project
- Dealt with a series of emails, which has been copied to the board, regarding the ability of a majority of members of a Board to call a meeting without the permission of that Board's Chair. Counsel is of the opinion that it is the sole right of the Chair, but the other members are pushing the issue forward, regardless, which I believe sets a poor example for other Boards and Committees going forward.
- Had an email discussion with a resident, questioning a Board matter

Meetings:

- ☐ Held a department head meeting. The main topic of discussion was possibility of reopening Town buildings.
- ☐ Attended the September 26th Town Meeting. The feedback after the meeting was good regarding the safety precautions taken to make the meeting work.
- ☐ Attended the September 24 Finance Advisory Board, and Emergency Select Board meetings

Activities:

- ☐ Continued working on various grant activities, such as application and reporting. An updated spreadsheet is attached.
- ☐ Interviewed candidates for the Health Agent position.
- ☐ Interviewed a candidate for the Building Inspector's position. This is becoming a critical issue, as our current Interim Inspector is hoping to end his commitment to the Town due to increased needs of his other employer.
- ☐ Met with the Architect regarding the work needed on the Hillcrest property. I am awaiting the site engineer's portion of the report. I am hopeful that we will be discussing this matter at the October 19th Board meeting.
- ☐ Continued work on the budget and the Fall Town meeting warrant. I expect that there will be a citizen's petition filed on a Recall bylaw, the draft of which is included on the draft warrant, which is why I left discussion of such a bylaw off of the agenda.
- ☐ I expect the Board will be asked to reopen the warrant on October 19th for another article, but I need to here back on some particulars before moving forward with it. More information to come.

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

Grant Update 10-1-2020

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
- Crosswalk LED signs and Town Common benches were ordered on 9/14 with anticipated delivery the week of October 5th.
- Deadline September 29th 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 14th and site visit completed August 18th. Award announcement expected in October or November.
- Requires Fall Town Meeting Warrant with entire project amount included.
- Deadline July 15th 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 15th, ends October 15th.

- 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 9th 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 28th . 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 16th
- 25% match required

Community Compact Grant Status

- Kickoff meeting with Anderson Strategic Advisors held on September 23rd. Individual consultant interviews to be held in early October.
- Kickoff meeting with BSC Group to be held in early to mid-October.
- 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

Complete Streets Grant Status

- Extension granted from MassDOT on May 26th
- Tree clearing hearing held on June 10th
- 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.
- Additional grant training has been completed. The application should be live for businesses in mid-late October.
- CMRPC submitted on behalf of Leicester and 5 surrounding communities on June 12th.
- Would provide grants of up to \$10,000 for small businesses (<5 employees) and resources for senior centers

**SELECT BOARD MEETING MINUTES
SEPTEMBER 14, 2020
VIRTUAL MEETING**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 6:00pm. Chair Diana Provencher, Vice-Chair Harry Brooks, Second Vice-Chair John Shocik, Selectman Herb Duggan Jr., Selectman Rick Antanavica, Town Administrator David Genereux, Assistant Town Administrator Kristen Forsberg, Highway Superintendent Dennis Griffin and Assistant to the Town Administrator Bryan Milward were in attendance.

1. SCHEDULED ITEMS

a. 6:00pm – FY19 Audit Discussion

Tom Scanlon gave an overview of the FY19 audit Scanlon & Associates completed for the Town and stated that the audit was favorable with no findings.

2. PUBLIC COMMENT PERIOD

No members of the public provided comment

3. REGULAR BUSINESS ITEMS

a. Update - 09/26/20 School Special Town Meeting

Town Administrator David Genereux provided an update on the COVID-19 related precautions being taken for the School Special Town Meeting and the costs associated with those measures. Select Board members and members of the public discussed the capacity of the venue, logistical concerns, and publicizing the event to town voters.

b. Discussion/Vote – Special Municipal Employee Designation – Emergency Management Director

A motion was made by Mr. Antanavica and seconded by Mr. Duggan to designate the emergency management director as a special municipal employee. Roll Call 5:0:0

c. Discussion/Vote – Special Municipal Employee Designation – Veterans Service Officer

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to designate the veterans service officer position as a special municipal employee. Roll call 5:0:0

d. Discussion/Vote – Citizen Request; Adoption of a Recall Bylaw for Elected Officials

Select Board members discussed the previous efforts to enact a recall bylaw, the timeline for enacting such a change, and asked the Town Administrator to review recall bylaws in other communities.

e. Discussion/Vote – Reserve Fund Transfer - Reclaiming and Surfacing Westminster Street

Highway Superintendent Dennis Griffin discussed issues with Westminster Street washing out into Stafford Street during weather events and recommended reclaiming and surfacing of this road although it is a private road due to hazardous conditions created. Board members discussed the costs of the project, the benefits to public safety, and the history of accidents in the area. A motion was made by Mr. Brooks and seconded by Mr. Shocik to approve the reserve fund transfer for the reclaiming and surfacing of Westminster Street. Roll Call 5:0:0

f. Discussion/Vote – Future Fire Department Management Options - Potential Adoption of MGL Chapter 48, Sections 42 or 42A; or Retaining Board of Fire Engineers

Due to the impending retirement of the Town's long time Fire Chief Bob Wilson, the Board discussed the various management structures available to the Town moving forward (retain the Board of Fire Engineers, appoint a "weak chief" or appoint a "strong chief"), the possibility of conducting a study of these management structures and the need for input from fire officials and employees. A motion was made by Mr. Antanavica and seconded by Mr. Shocik to table the item until the September 21st, 2020 Select Board Meeting to allow for input from Fire and EMS officials. Roll Call 5:0:0

g. Discussion/Vote – Resumption of Tax Collection Activity

A motion was made by Mr. Shocik and seconded by Mr. Antanavica to resume tax collection activity. Roll Call 4:1:0 (Mr. Brooks was opposed).

h. Discussion/Vote – Collection Box Bylaw Amendment

Select Board members discussed current and future enforcement of the collection box bylaw, using sticker permits on the boxes, revising the bylaw and bringing permitting under purview of the Board of Health. The board took no action and Mr. Genereux stated he would incorporate the board's feedback into the bylaw for their review at the September 21st Select Board meeting.

i. Discussion/Vote – Use of Town Owned Roads – Midstate Massive Ultra Trail Race – October 10th-11th

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to allow the use of Town roads for the Midstate Massive Ultra Trail Race on October 10th and 11th from 11:30pm to 5:00am. Roll Call 5:0:0

j. Discussion/Vote – Trick or Treating Date, Hours and Safety Protocols

After a discussion on state guidance for Halloween and other Halloween activities in Town, a motion was made to allow trick or treating from 4-6pm on October 31st and to require participants to wear masks Mr. Antanavica and seconded by Mr. Duggan. Roll Call 5:0:0

k. Discussion/Vote – Right of First Refusal - Huntoon Memorial Highway (Map 44, Parcel A7)

A motion was made to not exercise the Board's right of first refusal to purchase land on Huntoon Memorial Highway by Mr. Antanavica and seconded by Mr. Shocik. Roll Call 5:0:0

4. RESIGNATIONS & APPOINTMENTS

a. Retirement – Principal Assessor – John Prescott

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to accept John Prescott's retirement and to send a letter thanking him for his service. Mr. Brooks left the meeting at 8:49pm. Roll Call 4:0:0

b. Appointment – Local Emergency Planning Committee – Art Paquette (Media Representative)

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to appoint Art Paquette as the media representative on the Local Emergency Planning Committee. Roll Call 4:0:0

c. Appointment – Emergency Management Director – Jason Main

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to appoint Jason Main as the Emergency Management Director. Roll Call: 4:0:0

d. Appointment – Health Agent

This item was passed over

5. REPORTS & ANNOUNCEMENTS

a. Student Liaison Reports

The Student Liaisons presented updates from the Leicester Public Schools.

b. Town Administrator Report

The Town Administrator presented highlights from his written report.

c. Select Board Reports

The Select Board discussed a variety of topics including recent board and committee meetings, fire department radios, resident concerns, and the use of cell phones during public meetings.

A motion to adjourn was made by Mr. Antanavica and seconded by Mr. Shocik at 9:19pm. Roll call: 4:0:0.

**SELECT BOARD MEETING MINUTES
SEPTEMBER 21,2020 AT 6:00PM
VIRTUAL MEETING**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 6:13pm. Chair Dianna Provencher, Vice-Chair Harry Brooks, Second Vice-Chair John Shocik, Selectman Rick Antanavica, Selectman Herb Duggan, Jr., Town Administrator David Genereux, Assistant Town Administrator Kristen Forsberg, and Assistant to the Town Administrator Bryan Milward were in attendance.

1. SCHEDULED ITEMS

a. 6:00pm - Discussion/Vote – Future Fire Department Management Options - Potential Adoption of MGL Chapter 48, Sections 42 or 42A; or Retaining Board of Fire Engineers

David Genereux provided a recap of the previous meeting's discussion on this issue and the history of the fire department management structure. Herb Duggan mentioned the possibility of forming a committee to study future management options. Matthew Tebo of the Leicester Fire Department stated that now would be the time to make a change given the transitional period and that a committee may be appropriate to form. Bob Wilson stated that he would be retiring November 30th and that the time has come to begin exploring a new direction and that a committee from the Town should begin studying the management options rather than hiring an outside consultant. EMS Coordinator Mike Franklin agreed with the idea of an internal Town committee to study the options but felt that it should not include any merger of EMS services with the Fire Department. Michael Dupuis agreed with doing an internal study. David Genereux stated that the board should complete the study by Spring Town Meeting and that an interim chief should be appointed after Chief Wilson's retirement until the study is complete. The Board will discuss this matter further at their next meeting.

b. 6:15pm – School Special Town Meeting Update

David Genereux gave an overview of the safety measures being taken to minimize COVID risk at the meeting. Don Cherry, Town Moderator, gave an explanation on the rules of the meeting and the state law prohibiting signs or shirts expressing support or opposition at Town meeting. Police Chief Ken Antanavica summarized the police department preparations for the meeting. Select Board members discussed information to include in a Reverse 911 call notifying residents of the meeting.

2. RESIGNATIONS & APPOINTMENTS

a. Appointment – Zoning Board of Appeals – Kurt Parliament

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to appoint Kurt Parliament to the Zoning Board of Appeals. Roll Call 5:0:0

b. Appointment – Health Agent

This item was passed over.

c. Appointment – Principal Assessor – Sanders Genna

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to appoint Sanders Genna to the Principal Assessor position. Roll Call 5:0:0

3. OTHER BUSINESS

a. Contract – Principal Assessor – Sanders Genna

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to sign Sanders Genna's contract as principal assessor. Roll Call 5:0:0

b. Discussion/Vote – Fall Town Meeting Warrant Articles

David Genereux summarized the proposed Fall Town Meeting articles. A motion was made by Mr. Shocik and seconded by Mr. Antanavica to place all proposed articles on the Fall Town meeting warrant. Roll Call 4:0:1 (Mr. Duggan abstained).

c. Discussion/Vote – Trick or Treating Date, Hours and Safety Protocols

Board members discussed the need for additional guidance from the state on trick or treating. No action was taken.

4. MINUTES

a. August 17, 2020

b. August 24, 2020

c. August 31, 2020

A motion was made by Mr. Antanavica and seconded by Mr. Duggan to approve the minutes of August 17, 2020, August 24, 2020, and August 31, 2020. Roll Call 5:0:0

A motion to adjourn was made by Mr. Antanavica and seconded by Mr. Shocik. Roll Call 5:0:0

**EMERGENCY SELECT BOARD MEETING MINUTES
SEPTEMBER 24, 2020 AT 7:00PM
VIRTUAL MEETING**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 7:03pm. Chair Diana Provencher, Vice-Chair Harry Brooks, Second Vice-Chair John Shocik, Selectman Rick Antanavica, Selectman Herb Duggan Jr., Town Administrator David Genereux, Assistant Town Administrator Kristen Forsberg, Highway Superintendent Dennis Griffin and Assistant to the Town Administrator Bryan Milward were in attendance.

1. SCHEDULED ITEMS

a. SCHOOL SPECIAL TOWN MEETING DISCUSSION

David Genereux stated the purpose of the meeting is to discuss this morning's positive COVID test in the school community and potential impacts on Saturday's School Special Town Meeting. Mr. Genereux described the safety measures put in place to prevent the spread of COVID-19 during the meeting. Select Board members and members of the public discussed the potential additional precautions to take for the meeting, protocols within the schools to prevent the spread of COVID-19, Town Meeting rules, and the feasibility of moving the meeting to another date.

A motion was made by Mr. Shocik and seconded by Mr. Antanavica to postpone the meeting for fourteen days. Roll Call 2:3: (Mr. Brooks, Mr. Duggan, and Ms. Provencher were opposed).

A motion to adjourn was made by Mr. Duggan and seconded by Mr. Antanavica at 9:19pm. Roll Call 5:0:0