



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: November 16, 2020

TIME: 6:00pm

LOCATION: Virtual Meeting – See Instructions Below

REQUESTED BY: Kristen L. Forsberg

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

Join by computer, tablet or smartphone:

<https://global.gotomeeting.com/join/786522645>

Dial in by phone:

(872) 240-3212; Access Code: 786-522-645

CALL TO ORDER/OPENING

1. SCHEDULED ITEMS

- a. 6:00pm - Appointment – Student Liaison to the Select Board – Erin Arsenault
- b. 6:05pm – Special Education Stabilization Funds Revised Request
- c. 6:10pm – Town Hall ADA Architectural Study Funding
- d. 6:15pm – Hillcrest Reuse Study Discussion
- e. 6:45pm - Fire Station Retention Pond Discussion – VHB Contract Amendment #5

2. PUBLIC COMMENT PERIOD

3. RESIGNATIONS & APPOINTMENTS

- a. Retirement – Fire Chief - Robert Wilson
- b. Resignation – Arts Council – Danielle Rieder
- c. Appointment – Capital Improvement Planning Committee – Kurt Parliament
- d. Appointment – Capital Improvement Planning Committee – Ashlyn Coyle
- e. Appointment – Per Diem/On Call EMT-Basic – Jason Edson, Patrick Shea & Adriana Bennett
- f. Appointment – Per Diem/On Call Paramedic - Caitlyn Kulalowski
- g. Appointment – Arts Council – Kurt Parliament
- h. Appointment – Arts Council Ex-Officio – Judy Ivel

4. OTHER BUSINESS

- a. Special Town Meeting Discussion & Assign Reading of the Motions
- b. Proclamation – Shop Leicester First
- c. Special Municipal Employee Position Designations
 - Treasurer of the Oxford-Rochdale Sewer District (ORSDD)
 - Treasurer of the Hillcrest Sewer District (HSD)
 - Treasurer of the Hillcrest Water District (HWD)
 - Commissioner of the Leicester Water Supply District (LWSD)

d. FY21 License Renewals

- C. Siwek Auto – Class II License - 350 Marshall Street
- G&L Auto Sales – Class II License – 449 Main Street
- G&L Auto Sales – Outdoor Business License - 449 Main Street
- Blue Collar Vintage Salvage – Class II License – 468 Auburn Street
- Blue Collar Vintage Salvage – Class III License – 468 Auburn Street
- Davis Auto Repair – Motor Vehicle Repair – 1655 Main Street
- Worcester County Welding – Motor Vehicle Repair – 101 Huntoon Memorial Highway
- Route 9 Auto Group – Class II License – 1323 Main Street
- Leicester Country Club – Common Victualler – 1430 Main Street
- Leicester Country Club – General Entertainment – 1430 Main Street
- Leicester Country Club – Sunday Entertainment – 1430 Main Street
- Brookside Liquors – Package Store All Alcohol - 875 Pleasant Street
- Crossroads Market – Common Victualler – 1060 Main Street

e. Discussion of Town Buildings Reopening for Daily Business and Night Meetings

5. REPORTS & ANNOUNCEMENTS

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

6. MINUTES

- a. November 2, 2020

ADJOURN

Board of Selectmen Liaison Application

NAME: **Erin Arsenault**

Homeroom: **Ms. Kamat**

Below please list any sports or activities that you do:

- Field hockey (club team and high school)
- Tri-M (music honor society)
- Girl Scouts
- Gold Award Recipient (Girl Scouts)
- American Cancer Society Relay for Life (Team Captain)
- Girl Scout girl liaison for service unit

In the space below, please explain why you would like to be the Liaison to the Board of Selectmen and the attributes that you have that make you a good candidate for the position.

I would like to be a Liaison to the Board of Selectmen because I like learning more about our schools and the town history and government. I think that a few attributes that I have that will make me a good candidate for the position is that I have an open mind, like to listen to different viewpoints on issues, and make my decisions based on what I learn. I also have prior experience being a liaison as I was the Girl Scout girl liaison for our service unit.

In the space below, please explain how you think this position should work and how you believe the liaison can best help the students at Leicester High School.

The way that I think that this position should work is that it is the liaison would report back to the student body on the decisions that were discussed or made at the meeting. I think one way that the liaison can best help the students at Leicester High School is that we will be able to better give information back to the student body. Most of the students don't know about decisions or topics that are discussed at Select Board meetings, so I think the liaison can better help to get that information out.



Leicester Public Schools

KNOWLEDGE • SKILLS • CHARACTER

Marilyn Tencza, Ed. D., Superintendent

3 Washburn Square, Leicester, MA 01524

P. 508.892.7040 F. 508-892-7063

www.lpsma.net



To: David Genereux, Town Administrator

From: Cady Maynard, Director of Finance & Operations

Date: November 4, 2020

Re: REVISED Request: Special Education Stabilization Fund Expenses FY2021

In an effort to alleviate the deficit for the FY21 Budget following the Annual Town Meeting budget approval, an additional \$115,000 is anticipated to be expended from the Special Education Stabilization Account, originally accepted at the Annual Town Meeting on May 2, 2017 for the provisions of MGL Chapter 40, Section 13E.

This revision will increase the use of Special Education Stabilization Fund usage from the original approved amount of \$123,000 to that of \$238,000. At the close of each fiscal year, the school department prepays tuition (approximately \$240,000 each fiscal year) for collaborative, private day and residential placements for up to three (3) months, per M.G.L. c. 71, § 71D and c. 40, § 4E. Given the uncertainty of the re-opening of schools at the end of June 2020, we felt these concerns surrounding the spending of general fund dollars to be a risk and therefore, shifted funds back to the Special Education Stabilization Fund to offset the elimination of FY21 prepaid tuitions.

In accordance with the law, “[funds shall only be distributed from the reserve funds after a majority vote of the school committee and a majority vote of the board of selectmen or city council...].”

Therefore, at its regularly scheduled meeting on Tuesday, October 14, 2020, the School Committee voted to authorize the use of those funds for FY21 expenditures, and ultimately move forward a request for a subsequent vote of the Select Board.



Wayne O. Salo, Founder
Neil R. Dixon, Founder
Jesse G. Hilgenberg, Principal

LEICESTER Town Hall
Building Evaluation
RE: Dixon Salo Architects request for additional time per letter of July 23, 2020
November 09, 2020

Total Hours expended on project thru August 2020:

	<u>HRS</u>	<u>COST</u>
Neil R. Dixon	153.50	24,560.00
Jesse G. Hilgenberg	2.00	250.00
Bruce Dykstra	22.00	2,000.00
Lindsey Gravel	<u>24.00</u>	<u>2,400.00</u>
Total		\$29,410.00

Requested Additional Hours (included in above totals):
(reduced from original request of July 23, 2020)

Neil R. Dixon	14.50	2,320.00
Jesse G. Hilgenberg	0	0.00
Bruce Dykstra	5.5	550.00
Lindsey Gravel	<u>11.5</u>	<u>1,150.00</u>
Total Additional Services	31.5	\$4,020.00



Building Evaluation
Hillcrest Country Club
323 Pleasant Street
Leicester, MA 01524

Prepared by
Dixon Salo Architects, Inc.
300 Main Street
Worcester, MA 01608
October 5, 2020

Dixon Salo Architects, Inc.
300 Main Street
Worcester, MA 02608

Table of Contents

1.	Introduction	1 page
2.	Project Team	1 page
	Existing Building Evaluations	
	• Site	6 pages
	• Architectural	3 pages
	• Structural	16 pages
	• Plumbing, Fire Protection and HVAC	7 pages
	• Electrical	6 pages
3.	Photographs of existing building	2 pages
4.	Budget Estimate to Upgrade Existing Building To basic level of finishes	1 page
5.	Budget Estimates to Demolish Existing Building and Construct New Building to basic level of finishes	1 page

Introduction

On July 29, 2020 Dixon Salo Architects, Inc. and our team of consulting engineers performed a building evaluation of the existing Hillcrest Country Club Clubhouse. The attached documents provide an assessment of the existing building and building systems.

Included in this report are recommendations for upgrades to the existing building and systems and estimated costs to accomplish this work. In addition we have included a budget estimate for demolition of the existing building and constructing a new clubhouse building.

Based upon our teams investigation of the condition of the existing building it would appear that the building has reached the end of it's useful life. Based upon the estimated costs to bring the building to current building and energy code requirements and to provide a building which meets current design and marketability standards it appears that the most prudent course of action would be to raze the building and construct a new modern and up to date structure.

Hillcrest Country Club Building Evaluation

Project Team

Architect

Dixon Salo Architects, Inc.
Neil Dixon, Principal -in-Charge

Plumbing, Fire Protection, HVAC Engineer

Seaman Engineering Corp.
Kevin Seaman, Principal-in-Charge

Civil Engineer

Graves Engineering, Inc.
Michael Andrade, Principal-in-Charge

Structural Engineer

Johnson Structural Engineers, Inc
Robert Johnson, Principal-in-Charge

Electrical Engineer

Shepherd Engineering, Inc.
John Shepherd, Principal-in-Charge

October 2, 2020



David Genereux, Town Administrator
Town of Leicester
c/o Dixon Salo Architects, Inc.
300 Main Street
Worcester, MA 01608

**Subject: Due Diligence Assessment
Hillcrest Country Club
323 Pleasant Street, Leicester, MA**

Dear Mr. Genereux:

Graves Engineering, Inc. (GEI) is pleased to present this letter and attachments as an assessment of the feasibility of re-developing portions of the Hillcrest Country Club properties located at 323 Pleasant Street in Leicester, Massachusetts. Our findings follow:

Existing Site Data

GEI understands that the Town of Leicester owns the Hillcrest Country Club properties which includes five "lots", namely A, B, 1, 1A and 2, as shown on the attached "Plan of Land" prepared by Coler & Colantonio, Inc. and dated January 2, 2004. These five lots total approximately 80 acres of land, some of which is developed for the current golf course use and the rest is undeveloped and wooded. Frontage and access for the land is provided off Pleasant Street (Route 56).

For the contiguous lots A, B, 1 and 1A, the land slopes both east and west with a north-south ridge running through the golf course area. Slopes to the east (towards Pleasant Street) are moderate (less than 10%) and the slopes to the west are more severe (exceeding 20% in areas). On Lot 2, the land slopes gently (less than 5%) from Pleasant Street to the west and to the small pond on the lot.

A review of the NRCS-USDA soils maps reveals that the majority of the golf course developed area consists of Scituate fine sandy loam soils and the easterly wooded areas (mostly on Lot B) consists of Canton fine sandy loam. As the focus of the assessment is on re-development of the golf course areas, we shall focus on these soils. Scituate soils are classified as Hydrologic Group 'C' indicating a slow infiltration rate when thoroughly wet. These soils can also have a high or perched groundwater table anticipated between 2.5 to 6 feet below grade. Ledge (bedrock) may also be present but is generally greater than 6 feet, if at all. It should be noted that no on-site soil data was collected or performed as part of this assessment.

Based upon a review of MassGIS, there are numerous environmental resource areas on the land, mostly related to Lot B and associated with Henshaw Pond, a surface public water supply (ID #2151001-01S) and the adjacent Grindstone Well (ID#2151001-01G), a groundwater public water supply. GEI understands that since October of 2016 these public water supplies are no longer in service as the Cherry Valley and Rochdale Water District whom manages them purchases water from the City of Worcester through the Apricot Street inter-connection. Nevertheless, the protection areas remain however they are far east of the golf course area and contained within the boundaries of Lot B which has been previously noted and restricted as watershed protection land. On Lots A, 1, 1A, MassGIS shows no wetlands, streams, pond, or other protected environmental areas that may impact re-development. On Lot 2, there is a small pond and stream that may have associated buffer zones that may not prohibit re-development, but may require permitting through the Leicester Conservation Commission and MassDEP.

With regard to utilities, GEI understands that municipal water and sewer are available within Pleasant Street. The site is not currently listed as accessible directly by public transportation however an WRTA bus route does travel to the Wal-Mart located off Route 9 to the west of the site.

Re-development Assessment

GEI understands that re-development of Lot A (which includes the primary golf course area) is limited to recreational uses. Lots 1, 1A and 2 are open to any development. As directed, we have looked at only proposed passive recreational uses focusing on athletic fields. As the Town is unsure about the ultimate disposition of the golf course clubhouse (Lots 1 and 1A), we have looked at two re-development options:

Option A: The Town retains Lots 1 and 1A, renovating the clubhouse building and utilizing the existing paved parking lot for the proposed recreation uses.

Option B: The Town sells Lots 1 and 1A and a new Pleasant Street curb cut, driveway, and parking lot are created for the proposed recreation uses.

In both of the above options, Lot 2 can be re-developed as shown on the attached plans or sold independent of the disposition of Lots 1 and 1A. A summary of each re-development options is as follows:

Option A:

This option utilizes one of the existing paved curb cuts off Pleasant Street, the clubhouse building, and the paved parking lot for the proposed recreational development on Lot A. The site would allow for any mix of athletic fields with one possibility shown on the attached "Due Diligence Assessment – Option A" plan. The plan shows what could be feasible for development of baseball and soccer fields, basketball and tennis courts, and a general use field. The fields would be accessed from the 106-space parking area by a 12-foot wide driveway. The driveway is suggested at 12 feet wide to allow for vehicular access for maintenance as necessary but would normally serve as a walkway.

The various fields would be terraced at different elevations to minimize cuts and fills however bulk earthwork will certainly be needed. Expansion of the parking area beyond that shown is also feasible, if desired, including should the clubhouse building be reduced in size or razed entirely. New water and sewer utilities could be installed to serve the clubhouse, if needed, or perhaps to another restroom or concession building located somewhere in the athletic field area. The existing paved parking lot would require reconstruction including re-paving, curbing, and drainage and stormwater improvements compliant with the MassDEP Stormwater Management Policy. Such drainage and stormwater improvements would likely include catch basins, manholes, and a surface or subsurface detention/infiltration basin or system.

On Lot 2, a new curb cut and driveway off Pleasant Street with access to a 48-space parking lot is shown. The plan also shows two proposed soccer fields however, similar to Lot A, this area is flexible for other athletic fields as may be desired. Earthwork is also required to grade the parking lot and fields as is construction of a MassDEP-compliant drainage and stormwater management system likely consisting of catch basins, manholes, and a surface or subsurface detention/infiltration basin or system.

Option B:

This option assumes the Town sells Lots 1 and 1A. This will necessitate the construction of a new site curb cut, driveway, and parking lot to service any project. The new parking could be constructed as shown on the attached "Due Diligence Assessment – Option B" plan to provide for 159 spaces. The proposed athletic field layout is the same as Option A however there is currently no general use field as this area is utilized for the new parking lot. Earthwork is required to construct the parking lot as is construction of the a MassDEP-compliant drainage and stormwater management system likely consisting of catch basins, manholes, and a surface or subsurface detention/infiltration basin or system.

Summary & Conclusions

In summary, it appears that the site offers very good potential for development of recreational uses in the way of athletic fields. The configuration of such fields is also flexible as is the potential for other uses not shown on the plans including a walking trail, playground, sitting areas, etc. Additional amenities including restrooms and concession buildings, bleachers and grandstands could also be accommodated. If additional parking needs are required beyond that shown on the plans, there is potential for expansion of the parking areas or construction of additional, separate parking areas, perhaps at the expense of an athletic field or two.

We trust you will find this assessment useful and informative. Please contact this office with any questions.

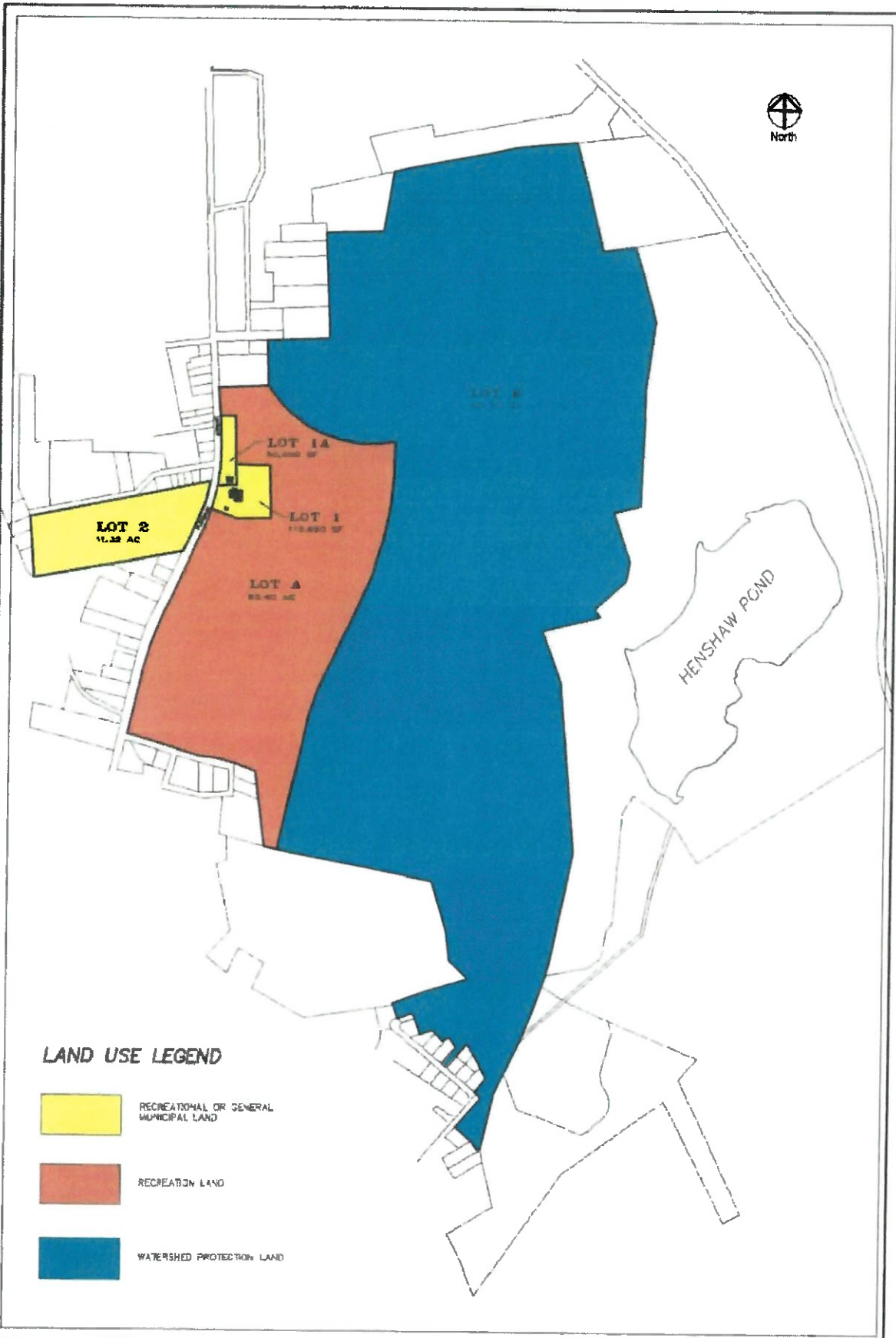
Sincerely,
Graves Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Michael Andrade".

Michael Andrade, P.E.
Principal

cc: Neil Dixon, Dixon Salo Architects, Inc. (via email)

Attachments: Coler & Colantonio, Inc. "Plan of Land"
Plan: "Due Diligence Assessment-Option A"
Plan: "Due Diligence Assessment-Option B"



COLER & COLANTONIO
ENGINEERS AND SCIENTISTS

(415) 343-0180
Fax (415) 343-2190

301 Middle Village
Haverhill, MA 01830

PLAN OF LAND IN
LEICESTER, MASSACHUSETTS
PREPARED FOR
THE TRUST FOR PUBLIC LAND

DATE: 1/02/04

DRAWN: DWT

CHECK: KK

CWG. NO. -

SCALE: 1" = 600'

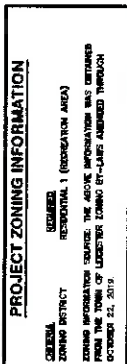
600 300 0 600 1200



PROJECT ZONING INFORMATION

SCOURED
RESIDENTIAL 1 (RECREATION AREA)

ZONING INFORMATION SOURCE: THE ABOVE INFORMATION WAS OBTAINED FROM THE TOWN OF LEICESTER ZONING BY-LAWS AMENDED THROUGH OCTOBER 22, 2019.



Hillcrest Country Club
Existing Clubhouse Building Evaluation
08/17/20

Building Areas:

Basement – 7,360 sf +/-
1st Floor - 7,360 sf +/-
2nd Floor - 2,780 sf +/- + 2,340 sf attic

Items observed during visits to Clubhouse building on July 29, 2020 and August 12, 2020

Exterior:

1. Exterior siding and trim
Certain areas of existing siding and trim have deteriorated and should be repaired or replaced.
All area should be scraped, sanded, and painted.
2. Exterior masonry and concrete
Certain areas have deteriorated and should be re-pointed or repaired.
All previously painted areas should be scraped, sanded, and painted.
3. Exterior doors
Inspect all existing exterior doors and put in working order. Replace any defective or missing components.
It would seem appropriate to replace the exterior doors as part of a total building upgrade.
Should create a vestibule at main entrance to building.
4. Windows
Certain windows have rotted sills.
Windows should be replaced with new energy efficient windows.
(see Johnson Structural Engineering report & photo.)
5. Steel frame for future deck
Steel is badly rusted and has failed. Should be removed or replaced.
(see Johnson Structural Engineering report & photos)
Construct new exterior deck.
6. Roof
Condition unknown. Tenant advises no leaks.
Given age of building it would seem appropriate to replace the roof as part of a total building upgrade.
7. Paved driveways and parking area.
Pavement is badly deteriorated and should be replaced and pavement stripping and HC signage installed.

8. Landscaping

Landscaping and foundation plantings recommended to enhance the approach to the building and to shield the foundation and overhead doors.

Basement:

1. Egress

No egress doors from Basement were observed. Only 2 overhead doors.

2. Basement Access

There is presently no access from the First Floor to the Basement.

Stairs should be installed from the First Floor to the Basement

3. Exit signs & emergency lights

No exit signs or emergency lights were observed in the Basement areas

4. Smoke and CO detectors

No smoke or CO detectors were observed in the Basement areas.

5. Fire alarm system

No fire alarm devices were observed.

6. Hazardous materials storage

Multiple gasoline and fuel tanks were observed stored in the Basement with no separation between First Floor.

Lawn and maintenance machines and equipment containing gasoline were observed parked or abandoned in Basement with no separation between First Floor. Very difficult to walk thru the various areas.

7. Existing first floor structure is exposed – no fire separation between first floor and item 5 above.

First Floor:

1. Egress

Length of travel – need to pass thru 2 rooms in several instances to reach exit door. Not code compliant.

Additional egress door recommended.

2. Exit signs & emergency lights

Not in compliance with code requirements.

3. Smoke and CO detectors

Not in compliance with code requirements.

4. Fire alarm system

Should be upgraded to comply with current code requirements

5. Architectural Access Board and ADA requirements

Men's and Women's Rooms not fully in compliance with requirements. Need to be upgraded.

6. Floor Levels

Changes in floor levels were noted – not AAB compliant and not clearly identified.

7. Egress from second level

Stair from second level exits into restaurant not to the exterior. Restaurant is a more hazardous occupancy. Not code compliant

8. Water Penetration

Evidence of leaking thru exterior wall at porch.

9. Kitchen Floor
Floor in kitchen is hardwood. Not acceptable as a sanitary floor should be replaced.
10. Vestibule
No vestibule as required by Energy Code
11. Separation between A-2 (Restaurant) Use Group and R (Apartment) Use Group should be 1 hour. Appears this may not be maintained in all areas.

Second Floor:

1. Egress
Stair leads to restaurant at first floor. Restaurant is a more hazardous occupancy. Not code compliant.
Second means of egress is a spiral stair – Not code compliant – Sec. 1011.10
2. Deck Railing
Verify meets code for height and structural loading.
3. Exit signs & emergency lights
Not in compliance with code requirements.
4. Smoke and CO detectors
Not in compliance with code requirements.
5. Fire alarm system
Should be upgraded to comply with code requirements

Building Systems:

See attached reports by Consulting Engineers for specific building systems surveys.

JSE JOHNSON STRUCTURAL ENGINEERING, INC.

101 Huntoon Memorial Highway (Rt. 56), Rochdale, MA 01542 (508) 892-4884 Fax (508) 892-0477

August 19, 2020

Dixon Salo Architects, Inc.
300 Main Street, First Floor
Worcester, MA 01608
Attn: Neil Dixon

Re: Building Evaluation
Hillcrest Country Club
325 Pleasant Street
Leicester, MA

Dear Mr. Dixon:

On July 29, 2020, Travis Alexander of Johnson Structural Engineering (JSE) performed a site visit at the Hillcrest Country Club located at 325 Pleasant Street in Leicester, Massachusetts. The purpose of the site visit was to review the existing building structure and to identify the structural deficiencies that were observed during the site visit. Please note that our observations were limited to the exposed building structure. The following report summarizes what was observed during the site visit.

1. The existing building is a one-story structure with a full basement and a partial second floor. The basement is used as storage and a workshop for the golf course equipment. The first floor is bar and banquet hall. The partial second floor is an apartment. It was stated during the site visit that the existing building was originally a barn that was later renovated into a club house and various additions added.
2. There is a significant outward bow in the exterior wall facing Pleasant Street (see photograph #1).
3. There is a significant lean in the top of the foundation wall along the left side of the building when viewed from Pleasant Street (see photograph #2). The adjacent rubble stone foundation wall along the opposite side of the garage bay also has a significant bow (see photograph #3). The foundation wall adjacent to the garage door opening has a large crack (see photograph #4).
4. The exterior brick is in poor conditions and requires significant repointing and replacement of the deteriorated masonry (see photographs #5 through #8).
5. The exterior steel frame that was previously erected for a deck is severely corroded (see photographs #9 and #10). The tube columns are not capped. As a result, water has been able to fill the columns and due to freeze-thaw cycles, the columns have split (see photograph #11). Additionally, there is a large crack in the foundation supporting the columns (see photograph #12).
6. The beam supporting the small roof overhang above the second floor deck is rotted and does not appear to be connected to the wood column (see photographs #13 and #14).
7. There is a significant lean in the exterior wall between the bar and the three-season covered seating area (see photograph #15).

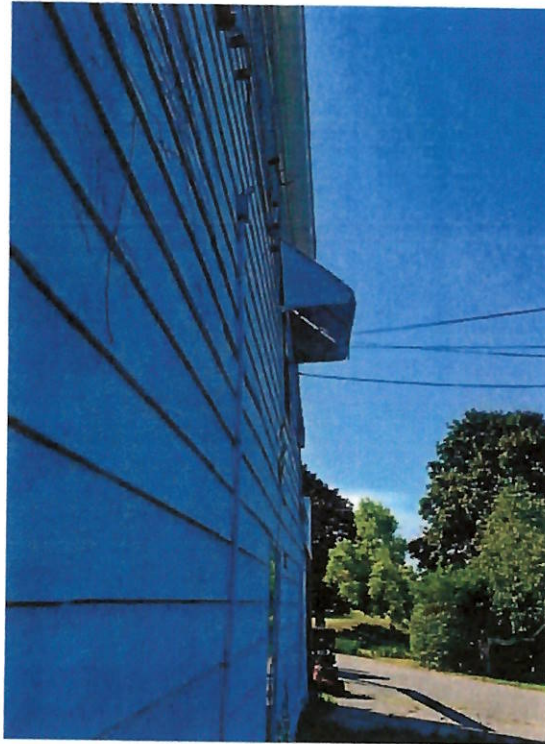
8. There is significant settlement/deflections within the first floor structure (see photographs #16 and #17). Large shims have been used below the pool table in order to maintain a level surface due to the settlement in the floor structure (see photograph #18). There is a large crack in the stone fireplace located in the banquet room (see photograph #19). The crack could be the result of settlement.
9. Large cracks and spalled pieces of concrete were observed in the first floor concrete slab above the right garage bay when viewed from Pleasant Street (see photograph #20). The steel beams supporting the first floor concrete slab are severely corroded (see photograph #21).
10. The first floor structure within the original barn structure is comprised of wood joists, beams, and columns of various sizes and profiles. A large portion of the existing wood framed members are notched (see photographs #22 through #24). The base of the steel columns are corroded.
11. Portions of the existing first floor structure were poorly reinforced (see photographs #25 through #27).
12. The existing window frames are rotted (see photograph #28).

If you have any questions regarding this report, please do not hesitate to call.

Sincerely Yours,
Johnson Structural Engineering, Inc.

Robert A. Johnson, P.E.

Robert A. Johnson, P.E.
President



Photograph #1 – Bowed Exterior Wall



Photograph #2 – Leaning Foundation Wall



Photograph #3 – Leaning Foundation Wall



Photograph #4 – Cracked Foundation Wall



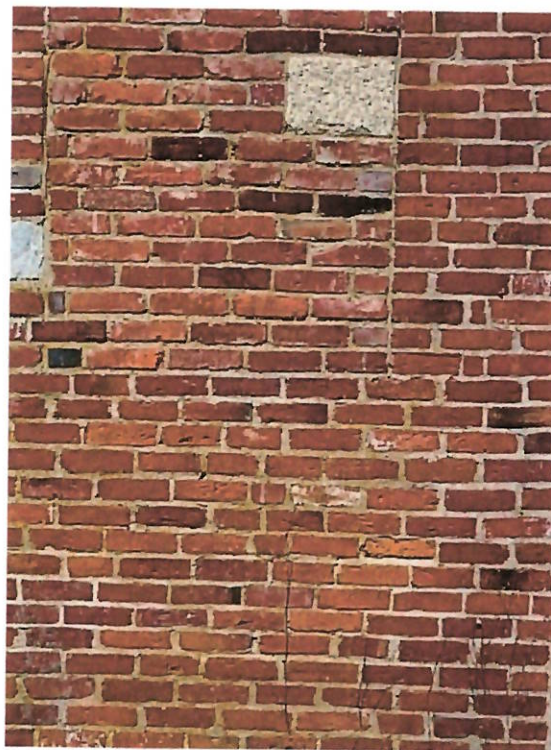
Photograph #5 – Exterior Brick



Photograph #6 – Exterior Brick



Photograph #7 – Exterior Brick



Photograph #8 – Exterior Brick



Photograph #9 – Existing Exterior Steel Structure



Photograph #10 – Corroded Steel



Photograph #11 – Split Column



Photograph #12 – Cracked Foundation Wall



Photograph #13 – Deck Roof Beam



Photograph #14 - Deck Roof Beam Connection



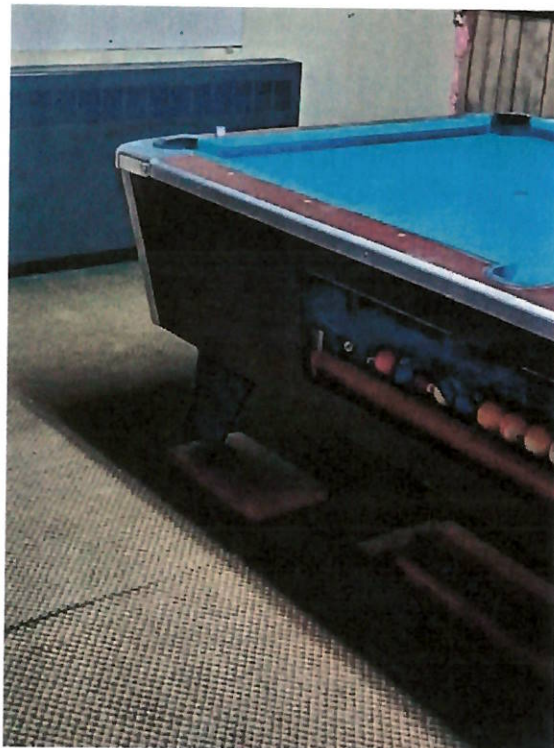
Photograph #15 – Exterior Bar Wall Lean



Photograph #16 – Sloped First Floor



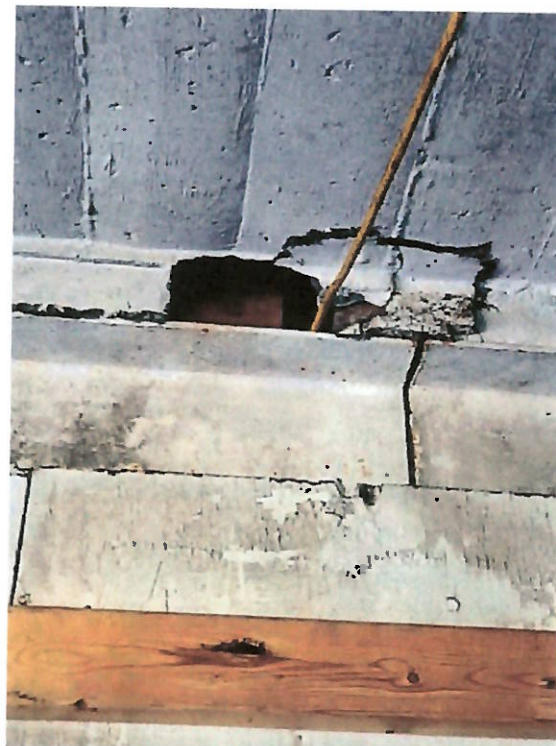
Photograph #17 – Sloped First Floor



Photograph #18 – Shims Below Pool Table



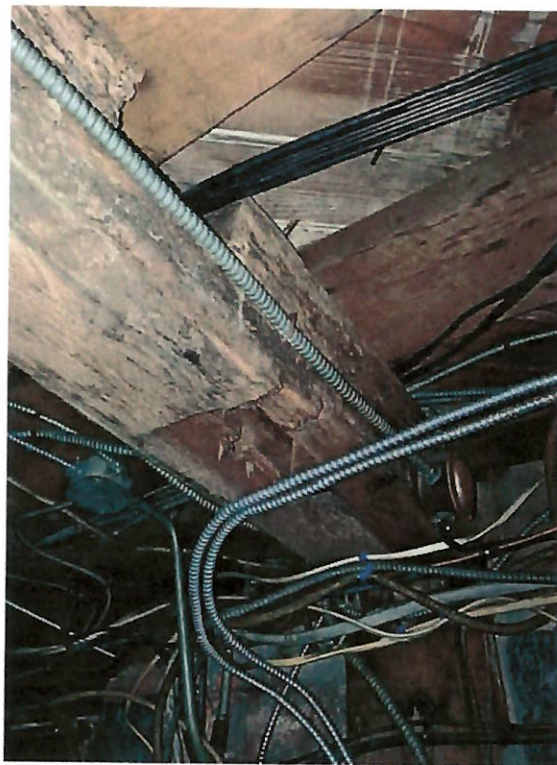
Photograph #19 – Cracked Stone Fireplace



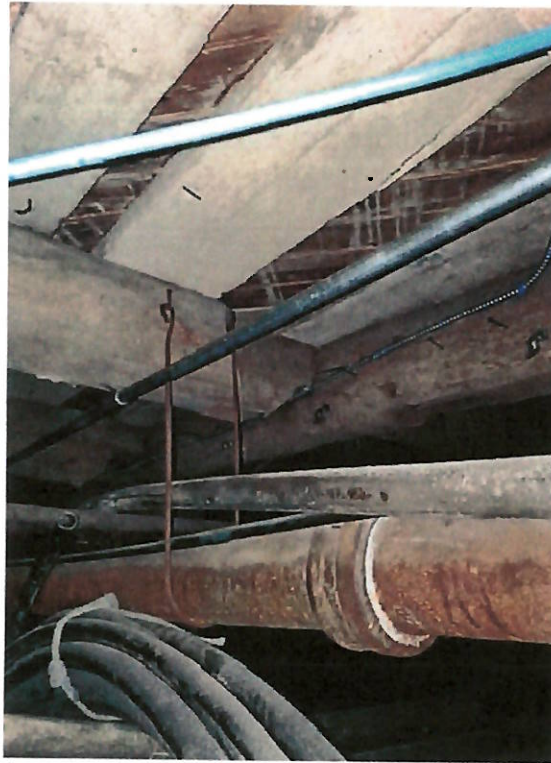
Photograph #20 – Cracked and Spalled First Floor Concrete Slab



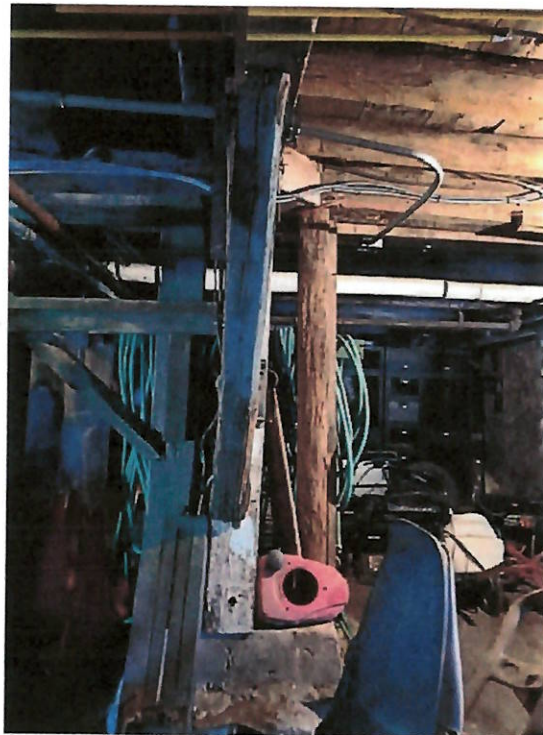
Photograph #21 – Corroded First Floor Beam



Photograph #22 – Existing First Floor Structure



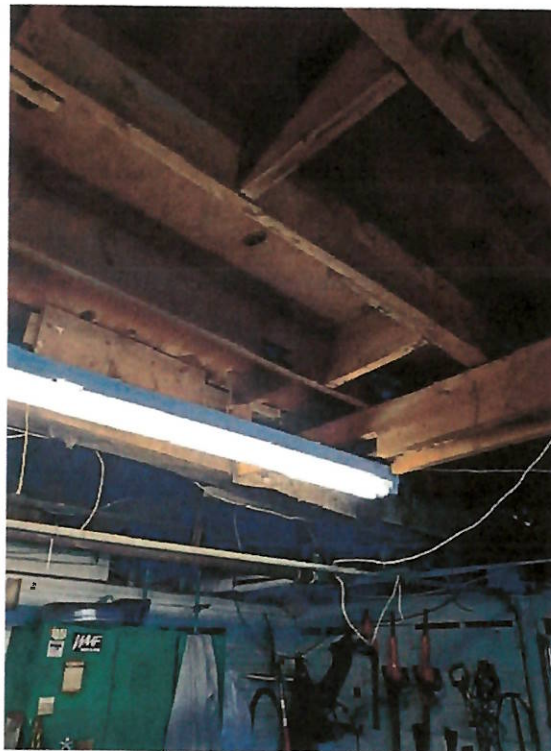
Photograph #23 – Existing First Floor Structure



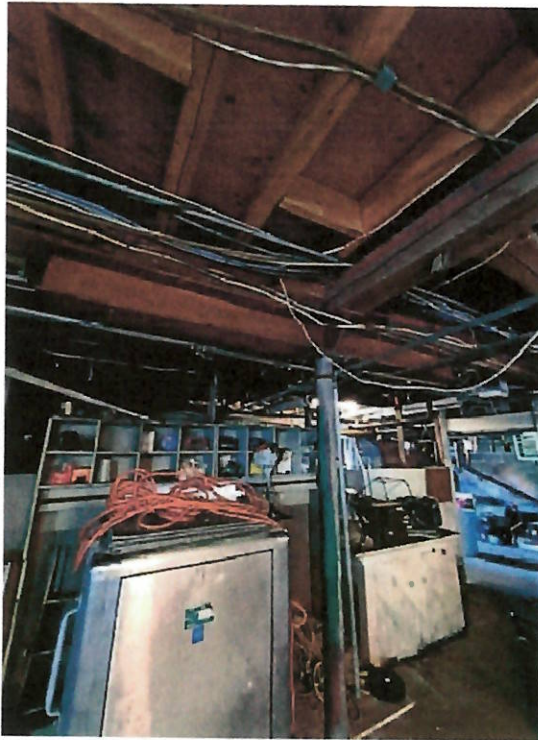
Photograph #24 – Existing First Floor Structure



Photograph #25 – Existing First Floor Reinforcing



Photograph #26 – Existing First Floor Reinforcing



Photograph #27 – Existing First Floor Reinforcing



Photograph #28 – Rotted Window Frame



SEAMAN ENGINEERING CORPORATION

P: 508-865-1400

F: 508-865-1401

22 West St. Unit C, Millbury, MA 01527

seamanengineers.com

August 30, 2020

Mr. Neil Dixon
Dixon - Salo Architects, Inc.
300 Main Street – 1st Floor
Worcester, MA 01608-1505

Re: Mechanical Systems Survey at the Hillcrest Country Club Building in Leicester, MA

Dear Mr. Dixon:

The following is a summary report outlining our preliminary observations and comments regarding the status of the existing HVAC, plumbing and fire suppression systems at the Hillcrest Country Club in Leicester, MA.

EXISTING CONDITIONS INSPECTION

On July 29, 2020 we performed a site inspection of the existing building. Our visual observations along with information provided by those in attendance, when applicable, regarding the current building systems operating status were used extensively in assembling this report.

FIRE PROTECTION

The fire suppression system serving much of the building is a dry type system which provides extensive coverage throughout the building with several exceptions as noted herein.

There is a 6" sprinkler water service which enters the building in a lower/basement level. The 6" main runs through a double check style backflow preventer, unsupervised OS&Y gate valves and a 6" dry pipe valve prior to feeding the building fire sprinklers. The 6" main also has a 2" tap upstream of the fire system backflow preventer which feeds the domestic water supply.

A 2 port fire department Siamese connection is provided on the exterior wall fed from a 4" line leading to the 6" sprinkler main. In addition, a water motor gong is provided on the side of the building to warn of a waterflow condition.

The sprinkler heads vary in type and style but most appear to be of the standard response fusible link style. Age should be verified as sprinkler heads of this type must be tested or replaced if over the age of 50 years.

As indicated previously, the building appears to have an extensive fire suppression system

however, there were some noted exceptions and other miscellaneous deficiencies detected during our site inspection as follows:

1. Verification of proper sprinkler protection of combustibile concealed spaces must be verified. Of most concern would be concealed spaces within the structure.
2. There are no sprinklers under the residential deck at the entry.
3. Sprinklers in certain areas such as the men's room appear to be too far down from the structure above to comply with NFPA 13.
4. Sprinklers should be zoned on a per floor basis.
5. The dry system appears to be absent of low point auxiliary drains required of a dry type system. In addition, proper line pitch for drainage was not apparent.
6. Confirm sprinkler head age and replace if in excess of 50 years.

Recommendations:

Remediate the deficiencies noted above.

PLUMBING

Fixtures:

The existing building plumbing systems are limited in quantity. Most of the existing fixtures do not comply ADA/MAAB guidelines for accessible fixtures. On the main function level, the Woman's room has three (3) water closets one of which has a lift seat to achieve ADA height however, none of the three (3) lavatory sinks were ADA compliant. The Men's room in the rear of the structure has two (2) water closets one (1) of which is ADA compliant. The Men's room also has two (2) urinals, One (1) lavatory sink and a Janitor sink.

Existing water closets are a primarily of the floor mount tank type. Restroom lavatories are primarily of the counter mount style. Lavatory fixtures are mostly of the two handle control none of which are of the metering (self-closing) type.

The main kitchen does not have the minimum configuration and number of fixtures to satisfy current code and Board of Health requirements for a commercial kitchen. The fixtures consist of a 2-bay scullery sink which discharges to a grease trap, a 2-bay sink and a hand sink. The issues with the current configuration are as follows:

- A 2-bay scullery sink should be a 3-bay to support the wash, rinse and sanitation procedure required by Board of Health.
- The 2-bay sink, if a food preparation sink, must be indirectly wasted to comply with current code whereas it currently is not.
- The dishwasher does not appear to discharge to the grease trap which is required by

current code.

The residential unit fixtures consist of a 2-bay stainless steel kitchen sink with deck faucet and one restroom with vanity lavatory, water closet and tub/shower unit with 2 handle control. Shower should be fitted with a pressure balanced valve to avoid the potential for scalding.

Fixtures in the building appear to vary in age with those in the woman's restroom appearing to be of newer vintage. Apparently maintenance has been performed on faucets, toilet fill valves, etc... as needed.

Cold Water Service:

A 2" water line is tapped off the 6" fire service main in the lower level basement area. The line reduces to a 1-1/4" and then runs through a water meter and a reduced pressure zone backflow preventer prior to serving the buildings domestic water loads.

We noted most of the water piping in the building appears to be copper of varying age. In general, there were no outward signs of active failure during the day of our site inspection however, there were signs of mineral build-up on some piping which could be indicative of small leaks. In addition, older water piping may contain materials and solder that contain lead which should be addressed during a renovation.

Due to the very limited amount of water piping we would highly recommend it all be replaced during any renovation project.

Domestic Hot Water Service:

The domestic hot water needs of most of the building are supported by one (1) 80-gallon electric water heater located in a lower level boiler room. Two (2) electric water heaters have been abandoned in place next to the active water heater. This unit supports both the commercial level and the residential level. The unit is approximately 13 years old and is manufactured by Kenmore. A review of the commercial use fixture demand coupled with the residential demand should take place to verify adequate capacity.

There is a central mixing valve on the system however, current code would require differing water temperatures at different types of fixtures. Public lavatory sinks must not discharge hot water at a temperature exceeding 110-112°F for safety reasons, whereas service fixtures (janitor's sinks, kitchen sinks and such) are required to have hot water temperatures in excess of 120°F for sanitation reasons. Water heaters should be kept at temperatures of 135° F to 140°F so as to prevent the possibility of bacteria growth within the tank. As a minimum local mixing valves should be provided at each lavatory sink so that building hot water can be kept at 125°F.

There are no recirculation pump or loops to insure hot water is available to remote fixtures to minimize hot water wait times. Although distances are not far enough to warrant a recirculation line per code, if new low flow fixtures are used delays can be experienced.

Typical life expectancy of an electric water heater is 7 to 10 years depending on water quality and use. As such, the current water heater has well exceeded its useful expected service life and should be scheduled for replacement to insure system reliability.

Drainage Systems:

Although parts of the sanitary drainage piping is concealed from view what we were able to see was primarily of the cast iron hub and spigot and the no-hub type. The sanitary sewer lines run below the slab and as well as in the basement space and exit the building to what is expected to be a municipal sewer system. There are some repair locations which utilize PVC pipe and fittings which are not allowed in commercial buildings except in the residential floor.

Besides those items noted herein and elsewhere in this report, we noticed no other outward signs of failure in the sanitary sewer system during our site inspection.

LP Gas Service:

There are two (2) approx. 100-gallon LP gas tanks located adjacent to the public entrance. The gas service runs thru a primary regulator and secondary regulator prior to entering the building. The gas service feeds the gas loads in the building include one (1) vertical furnace serving the function room and the commercial kitchen cooking line. Tank capacity should be verified as it may need to be located 10 feet away from the structure to comply with code.

Recommendations:

Pending final master plan programming the proposed recommendations are as follows:

1. Provide tempering mixing valves on lavatory sinks as needed to insure occupant safety.
2. Where restrooms are renovated, replace original vintage water closet fixtures with accessible flush valve type with battery-powered flush valves.
3. Provide 3-bay sink with grease trap in kitchen.
4. Provide indirect waste for prep. sink in kitchen.
5. Provide grease trap for dishwasher. Confirm with local AHJ and DEP if central exterior grease trap shall be required.
6. Provide a pressure balanced mixing valve on residential shower.
7. During renovations, replace original vintage cold water and hot water piping with new type with zero lead containing materials.

8. Where restrooms are renovated, Replace original vintage urinals with new ultra-low flush (0.125 GPF) water conserving units with automatic battery-powered flush valves.
9. Where restrooms are renovated, replace original vintage lavatories with low flow style with automatic battery-powered faucets with mixing adjustment (tempering valves noted in #1 may not be required if this options is taken pending proper fixture selection).
10. Review existing water service entrance and confirm internal tap off fire main is allowed by water dept. during renovation. Provide backflow prevention on Janitor sinks and other fixtures requiring such.
11. Replace any PVC waste piping on commercial level with cast iron. Replace old water piping during renovation.

HVAC

Boiler Plant: Rating = Fair

The heating needs for the building are supported by two (2) oil-fired cast iron sectional boilers. The Smith boiler has a rated input capacity of approximately 200,000 BTUH and supports the heating needs of much of the main level of the building as well as some heat in the lower level. There are two (2) in-line pumps, one which supports the main level and one (1) which supports a unit heater in the basement.

The Weil-McLain boiler has a rated input capacity of approximately 170,000 BTUH and supports the heating for the upper level residential apartment. There is one pump on this system which is piped to support radiation throughout the apartment level.

Each boiler is fitted with an oil-fired burner which is supplied with #2 fuel oil from two (2) 330-gallon oil tanks located in a small garage area in the basement level. The boilers are vented into masonry chimney of unknown internal condition.

Combustion air to the room is via boiler room wall grilles which transfer air from the rest of the basement level to the boiler room. The basement appears to be very leaky and in its current condition should be able to supply adequate combustion air. Future thermal improvement to the building would necessitate more positive combustion air to the boiler room.

There are remnants of a former steam piping system that has since been abandoned in place. Apparently a steam boiler had once been in the boiler room and was removed and replaced with the boiler(s).

The age of the boilers is not known however, both appear to be in fair condition and well within the useful expected service life of 30-years.

Ventilation & Misc. HVAC: Rating = Fair to Poor

The building is heated through several systems. The upper resident level is heated with radiation fed with hot water from a boiler in the basement. Some of the lower level as well as a majority of the rear portion (Bar, Lounge, Men's Room, Kitchen, etc.) of the main level are heated with convectors fed with hot water from a separate boiler located in the basement boiler room. This boiler also supplies heat to a convector in the woman's room off the function hall.

The function hall is supplied with heat from a single high efficiency condensing LP gas-fired furnace as manufactured by Rudd. The furnace is located in a storage room off the function hall. The furnace pulls return air from the room and hall and discharges air to the room via a sidewall supply register. The current configuration does not comply with current code as the furnace is located in a return plenum (storage room) path from the function room. The furnace is also operating without an air filter which could shorten the life of the unit and possibly cause poor or dangerous conditions with build-up of dirt on the heat exchanger. Unit should be cleaned and serviced prior to the next heating season and a filter installed.

For cooling the main function hall is supported by two (2) 5-ton split DX systems. Two (2) fan-coil units in the attic are ducted with supply and return ductwork down to the function hall where sidewall registers and ceiling diffusers distribute air to the space. The units are connected to two (2) grade mounted exterior condensing units. The condensing units are approximately 6-years old and the equipment appears to be in good condition.

A ducted 3-ton split heat pump system provides both heat and cooling to the lounge area. The system consists of an interior wall hung fan coil matched to an exterior condenser both of which are manufactured by Mitsubishi.

The kitchen hood over the range and oven equipment appears to comply with NFPA 96 and IMC standards and contains grease filters, a grease cup and is connected to a sidewall exhaust fan which appears to be of the configuration listed for kitchen hood use. The hood also has a chemical based fire suppression system as required by code. However, the kitchen has no make-up air ventilation which is required by code.

The two (2) bathrooms each had a ceiling exhaust fan. The woman's restroom fan discharges to the exterior however the men's restroom exhaust fan is not ducted to the exterior.

None of the HVAC systems in the building provide for any outdoor ventilation air. The American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) Ventilation Standard 62 along with the building code, requires outdoor air levels of between 11 to 20 cfm per person dependent on occupancy classification and space use. Technically, operable windows in certain areas may satisfy the natural ventilation requirements of the Commonwealth of Massachusetts State Building Code. However, although this may be adequate for lightly populated areas, for spaces such as the function hall and lounge proper indoor air quality can only be achieved through positive outdoor air ventilation. Natural ventilation relies on occupants to control their air quality levels manually by opening and closing windows. Since most space pollutants are odorless, we feel it is unrealistic to expect

occupants to gauge the contamination level of the indoor air and open a window in the cold of winter to obtain proper air quality.

Recommendations:

Suggested improvements vary based on final programmed use of the structure however to address the deficiencies noted:

1. Provide outdoor ventilation air to the existing function hall systems. As this amount of outdoor air may impact the systems capabilities, consider energy recovery ventilators to supply the outdoor air to the systems. Consider adding heat to these systems to support year-round hall use. Option for heat include duct mounted hot water coils off current or upsized boiler.
2. Provide outdoor air system for lounge areas. One option to consider would be a dedicated energy recovery ventilation unit with tempered supply.
3. Provide return ductwork from function hall heating unit to function hall and provide proper air filters. Service and clean unit.
4. Duct the exhaust air out of the men's room. Confirm exhaust fan is operational.
5. Provide a gas-fired make-up air unit for the kitchen.
6. Provide programmable thermostatic controls for all HVAC systems.

If you have any questions regarding this report please do not hesitate to call.

Sincerely,
Seaman Engineering Corporation

Kevin R. Seaman (e-signature)

Kevin R. Seaman P.E., LEED® AP
President

SHEPHERD ENGINEERING, INC.

1308 Grafton Street • Worcester, MA 01604 • (508) 757 7793 • Fax: (508) 753 2309

ELECTRICAL BUILDING EXISTING CONDITIONS REPORT

August 28, 2020

Hill Crest Country Club

325 Pleasant Street

Leicester, Massachusetts 01522

BUILDING DESCRIPTION

BUILDING TYPE

- a. Two story with basement function hall and restaurant facility
- b. Use Group "A-2" Function Hall

A. Systems

The intent of this report is to describe the conditions of the existing electrical systems currently installed throughout the building. The systems are inclusive but not limited to lighting – interior and exterior, power, power distribution, technology, security, fire alarm and life safety. The majority of the systems have been operational for over 50 plus years and in some cases are showing signs of deterioration. *Refer to further clarification noted within this report.*

B. ELECTRICAL DISTRIBUTION SYSTEM

- a. The main electrical system is rated for 200 ampere, 120/240 volt, 1 phase, 3 wire located within the first floor storage closet. The system is fed overhead in the front of the building from a utility pole located on the street. The main branch circuit panel is a plug-in style with circuit breaker. The panel is full to capacity with no room for expansion.
- b. The service is fed with secondary over-head conductors from a utility pole located on the street. Further information is required to verify what the current demand is on the building to determine what the daily power usage is throughout the facility. The utility meter is located adjacent to the main branch circuit panel.
 1. *The main branch circuit panel is currently located within a closet adjacent to the pool room area. The panel is currently not fully accessible due to clearance issues within the confined space.*
 2. *In accordance with the National Electric Code (NEC) Article 110.26, an electric service is to have complete working area in front of the main board of a minimum of 36" to allow for safe working clearance. Currently the room does not allow a minimum of three feet clearance in front of the board due to constrictions with the opposing wall which allows for approximately only eighteen inches of clearance.*

i. RECOMMENDATION

1. *Disconnect and remove the existing branch circuit panel in its entirety and replace with a new 400 ampere, 120/208 volt, 3 phase, 4 wire distribution panel located within a section of the building that is not accessible to the public, is not subject to mechanical damage and meets all necessary requirements of NFPA70-110.26 for safe clearances.*
2. *Disconnect, remove, and replace the existing branch circuit panels located throughout the basement and first floor area with new bolt-on commercial circuit breaker style panels capable of sustaining the load throughout the spaces.*

SHEPHERD ENGINEERING, INC.

1308 Grafton Street • Worcester, MA 01604 • (508) 757 7793 • Fax: (508) 753 2309

- b. The panelboards located throughout the building provide power to lighting, receptacles, mechanical equipment, kitchen equipment, and miscellaneous loads. The sub-panels are a combination of fuse and plug-in style circuit breakers commonly used in residential applications. All panels appeared to be at capacity with no spare fuses or breakers. The panels are showing signs of deterioration and should be replaced.

- i. RECOMMENDATION

- 1. *Disconnect, remove, and replace the existing branch circuit panels located throughout the basement and first floor area with new bolt-on commercial circuit breaker style panels capable of sustaining the load throughout the spaces.*
 - 2. *Within the residential unit, intercept the existing branch circuit and install a dedicated branch circuit panel with arc-fault circuit interrupter protection to meet the requirements of NFPA 70-210.12A. Install a surge protector device within the panel to meet the requirements of NFPA 70-242.14 for surge protection within residential units.*

B. INTERIOR LIGHTING

- a. **Basement** – The lighting throughout the basement is scarce as best – although the space is used primarily for storage, the lighting should be properly situated to illuminate the areas to allow for safe passage throughout the space.

- i. RECOMMENDATION

- 1. *The incandescent light fixtures are showing signs of deterioration and should be removed and replaced with new surface energy efficient light fixtures. The fixtures should be controlled via occupancy controls to ensure that the lighting turns off after a certain amount of time and is not dependent on local light switches.*

- b. **First Floor Level Function hall** - The lighting throughout was recently upgraded with new LED, recessed 6" round fixtures which appear to adequately illuminate the space. Paddle fans with integral lights are located throughout the space to add supplemental lighting and cooling. The lighting is adequate for the spaces needs and unless renovations occur, the lighting and related controls could remain.

- c. **First Floor Level Bar Area** – The lighting within this is inadequate to properly illuminate the space. The lighting does not properly illuminate the bar area and sitting area.

- i. RECOMMENDATION

- 1. *Disconnect and remove the existing lighting in its entirety. Install new dimmable style recessed LED downlights spaced accordingly to properly illuminate the bar area and adjacent sitting areas. Install new dimming controls to control the light output within the areas.*

- d. **First Floor Level Kitchen** - The lighting consists of fluorescent light fixtures with acrylic lenses. The switch controls are located at the entrance to the room.

- i. RECOMMENDATION

- 1. *The light fixtures are showing signs of deterioration and should be removed and replaced with new surface or recessed energy efficient light fixtures.*

SHEPHERD ENGINEERING, INC.

1308 Grafton Street • Worcester, MA 01604 • (508) 757 7793 • Fax: (508) 753 2309

- e. **Second Floor Level Apartment** - The lighting throughout is conducive to a residential application and does not need to be replaced unless renovations occur.

In general, with the exception of the first floor function hall, the majority of the lighting currently installed throughout the facility has not been upgraded in many years. The fixtures overall are showing signs of deterioration and should be removed and replaced with a more energy efficient style light fixture with proper controls to meet the requirements of the international Energy Conservation Code and related State Energy Code requirements. Inclusive but not limited to adding lighting controls to automatically control the lighting during occupied and unoccupied times, occupancy sensors located within the basement area, toilet rooms, offices, complete with vacancy controls.

C. EXTERIOR LIGHTING

- a. Wall-mount incandescent building flood lights are installed along the sides and end of the building. The light fixtures do not appear to properly illuminate the rear parking area as well as the means of egress from the building.

i. RECOMMENDATION

1. *The light fixtures are showing signs of deterioration and should be removed and replaced with new surface LED energy efficient light fixtures. Additional pole mounted light fixtures should also be installed within the parking areas to properly illuminate the area for security purposes.*

D. EMERGENCY SYSTEM

- a. With the exception of emergency exit signs and a minor amount of emergency battery units within the function hall, the building is not protected by standby emergency lighting.

i. RECOMMENDATION

1. *The exterior egress doors currently do not have emergency lighting to allow for safe passage from the facility. Additional energy efficient lighting would be proposed to properly illuminate the exterior egresses and related parking areas. The lighting would conform to the International Building Code (IBC) 2015 section 1006 – Means of Egress Lighting and the NFPA 101 Life Safety Code. The illumination level shall not be less than one (1) foot-candle along the walking area surface. An average of one (1) foot-candle shall be maintained along the area of exit discharge with a minimum of 0.1 foot-candles along the egress path at floor level. The emergency lighting power will be required to provide power for not less than 90 minutes utilizing self-contained storage batteries or an on-site generator.*
2. *With respects to the interior emergency lighting, in accordance with the International Building Code (IBC-2015), section 1006 "Means of Egress Illumination", the egress discharge emergency lighting from a space shall not be less than one foot-candle (11 lux) at the walking surface and a minimum of 0.1 foot-candles measured along the path egress at floor level. In the event of a performance, within the assembly spaces, the foot-candle level can be reduced to not less than 0.2 foot-candles provided that the lighting is automatically brought back to 100% during a fire alarm alert. The exit signs are to be continuously illuminated and connected to the line side of the local lighting circuit.*

SHEPHERD ENGINEERING, INC.

1308 Grafton Street • Worcester, MA 01604 • (508) 757 7793 • Fax: (508) 753 2309

3. *The existing emergency lighting system with the exception of the banquet hall currently does not meet the requirements of life safety 101. Emergency lighting is required throughout the entire facility and needs to maintain a safe lighting source for a minimum of 90 minutes.*
4. *It appears that the existing emergency lighting installed throughout is not connected to the normal lighting circuit protecting the immediate area – the original emergency lighting relays have failed along with the original battery inverters used to protect the common hallways. If the lighting circuit were to fail, the emergency lighting would not automatically come on. The emergency lighting would only operate if the building power were to fail or if the branch circuit to the emergency lighting panel were to fail. In accordance with Life Safety 101, the emergency branch circuit is to energize in the event of a normal lighting failure within the area of protection. Various methods are used to accomplish this – emergency self-contained battery units are installed throughout connected to the line side of the local lighting circuit. Self-contained LED drivers or self-contained emergency ballasts are installed within the light fixtures to illuminate in the event of a power outage.*
5. *The emergency lighting needs to be upgraded throughout the entire facility to meet current code standards.*

E. FIRE/SECURITY ALARM SYSTEM

- a. *The fire alarm system is an addressable style combination fire and security system manufactured by Honeywell Company. The system is located at the vestibule leading to the rear parking area. The majority of the new devices were installed within the function hall. The other system devices located throughout the rest of the building inclusive of the basement area and apartment are at a minimum over twenty years old. These existing devices were migrated into the new system utilizing zone modules.*
- b. *The building is protected by a sprinkler system.*
- c. *The second floor apartment has minimal coverage for a residential use.*

i. RECOMMENDATION

1. *Disconnect and remove the existing fire alarm system in its entirety and install a new addressable system that is compliant with NFPA72-2013 and the 9th Edition Massachusetts State Building Code- Chapter 9 and Town of Leicester Fire Department Standards. This would be inclusive of the commercial and residential applications. The system is required to meet the requirements of Use Group "A-2" and "R-2".*
2. *The system will be comprised of the following:*
 - a. *Upon the activation of a new manual pull station, photo-electric smoke detector, photo-electric duct smoke detector, kitchen hood, the following shall occur:*
 - i. *The exterior beacon will activate and flash.*
 - ii. *All audio-strobes and visual strobes will activate throughout the entire facility inclusive of the apartment which will be equipped with low frequency audio devices rated for 520 hertz.*
 - iii. *All building systems will activate as programmed.*
 - iv. *Device in alarm is displayed on the main FACP LCD Display.*
 - v. *Fire department shall be notified via the U.L. Approved Central Monitoring Station which will contact the Leicester Fire Department within 90 seconds of an alarm condition. The phone number of the U.L. approved central monitoring company shall be clearly labeled within the fire alarm cabinet. Fire department approved digital communicator will activate.*

SHEPHERD ENGINEERING, INC.

1308 Grafton Street • Worcester, MA 01604 • (508) 757 7793 • Fax: (508) 753 2309

3. *Upon the activation of a duct smoke detector or a kitchen hood system, the following shall occur:*
 - a. *All fire alarm visuals within the building of alarm shall be activated.*
 - b. *All fire alarm audio devices within the building shall be activated.*
 - c. *HVAC units shall be shut down as required.*
 - d. *All electrical equipment located below the kitchen hood will automatically turn off.*
 - e. *Fire department shall be notified via the Town of Leicester Fire Department the existing monitoring system currently protecting the building. Trouble and supervisory signals are not to be transmitted to the fire department.*
4. *Install supervised carbon monoxide detectors within the basement, main kitchen area, and second floor apartment.*
5. *Install an exterior beacon on the front of the building in accordance with the Town of Leicester Fire Department requirements. Install a remote exterior fire fighters key box.*
6. *In accordance with 780 CMR 9th Edition Massachusetts State Building Code, a Bidirectional Radio Amplification (BDA) System will be installed where necessary within the building to allow for full emergency responder radio coverage.*

F. WIRING DEVICES

- a. *There are a minimal amount of receptacles installed throughout the building. The receptacles are showing signs of deterioration and in many cases within the basement area and apartment unit they are ungrounded.*
 - i. **RECOMMENDATION**
 1. *Furnish additional commercial grade, 20 ampere rated, ground fault receptacles along the bar area and kitchen area.*
 2. *Furnish additional commercial grade, 20 ampere rated, ground fault receptacles within the basement. In the areas that are open to the environment, the receptacles should have weatherproof in-use covers installed to protect the equipment.*
 3. *Within all common commercial areas and the residential apartment, install new tamper-proof receptacles to meet the requirements of NFPA 70 Article 210 for branch circuit protection.*

G. BRANCH CIRCUIT WIRING

- a. **Basement** - The branch circuit wiring throughout the basement should be disconnected and removed in its entirety and replaced with new. The majority of the wiring consists of ungrounded BX style flex cable, type NM cable and knob-tube style. The knob-tube style cable in some cases still appears to be active. In many cases, the wiring is not properly secured to the building structure and is subject to damage.
- b. **First Floor Level** – If renovations occur, then the branch circuit wiring should be removed and replaced in its entirety to ensure that the cabling is properly grounded, terminated and meets current code standards. Since the majority of the cabling is concealed within the wall structures, it is difficult to assess the overall condition of the cables integrity. The majority of the cable is type NM which was apparent while reviewing the branch circuit panels.

GENERAL RECOMMENDATIONS

Many of the existing systems are inadequate and will require updating and or replacement to meet current codes and standards. The following are recommendations if the facility were to undertake any type of renovation or addition.

SHEPHERD ENGINEERING, INC.

1308 Grafton Street • Worcester, MA 01604 • (508) 757 7793 • Fax: (508) 753 2309

- Replace the electrical service to allow for more capacity, which would incorporate replacing the existing overhead service, the main distribution panel and all associated feeders. The new service panel will need to be located within an area that allows for proper access and clearances. It is highly recommended that the distribution system throughout the building be replaced with new.
- Replace all of the sub-panelboards, fused panels, circuit breakers, and associated feeders.
- Replace all lighting with LED type light fixtures. Incorporate low voltage lighting system to the public space lighting circuits for optimum energy efficiency.
- Replace the fire alarm system with a code compliant addressable ADA system that meets NFPA standards for commercial and residential applications, National Electric Code, Massachusetts State Building Code, and local fire department requirements. Install devices to meet ADA requirements and provide better coverage of the facility.
- Add duplex receptacles and associated wiring throughout the facility to meet current code standards for commercial and residential applications.

End of Electrical Survey Report





Dixon Salo Architects, Inc.
300 Main Street
Worcester, MA 02608

UPGRADE EXISTING CLUBHOUSE							Page 1
HILLCREST COUNTRY CLUB							
325 PLEASANT STREET							
LEICESTER, MA 01524							
9/9/2020							
BASIC BUILDING (PLAIN VANILLA)							
						COST	TOTAL
1	BASEMENT						
	7,360 SF +/- @ 100					736,000	
2	FIRST FLOOR						
	7,360 SF +/- @ 175					1,288,000	
3	SECOND FLOOR						
	2,780 SF +/- @ 75					208,500	
4	SITE WORK						
	PAVING & LANDSCAPING					100,000	
	SUB-TOTAL					\$2,332,500	
	CONTINGENY @ 6%					139,950	
	TOTAL					\$2,472,450	

Dixon Salo Architects, Inc.
 300 Main Street
 Worcester, MA 02608

DEMOLISH EXISTING & BUILD NEW CLUBHOUSE						Page 1	
HILLCREST COUNTRY CLUB							
325 PLEASANT STREET							
LEICESTER, MA 01524							
9/9/2020							
BASIC BUILDING (PLAIN VANILLA)							
						COST	TOTAL
1	DEMOLISH EXISTING CLUBHOUSE						
	LUMP SUM					75,000	
2	BASEMENT	7,500 SF @ 100				750,000	
3	FIRST FLOOR	7,500 SF @ 225				1,687,500	
4	SITE WORK						
	PAVING AND LANDSCAPING					100,000	
	TOTAL					\$2,612,500	



Phone 508.752.1001
Fax 508.459.0877
www.vhb.com
Engineers | Scientists | Planners | Designers

120 Front Street
Suite 500
Worcester, MA 01608

Client Authorization

☐ New Contract:

Date: November 12, 2020

☒ Amendment No.: 7

Project No.: 14751.00

Project Name: Leicester Stormwater Basin Engineering Review – Amendment No. 7

		Cost Estimate	
		Amendment	Contract Total
To: David A. Genereux Town Administrator Town of Leicester 3 Washburn Square Leicester, MA 01524	Labor:	\$27,400	\$173,720
	Expenses:	\$0	\$1,000
	TOTAL:	\$27,400	\$174,720
E-mail: genereuxd@leicesterma.org	<input checked="" type="checkbox"/> Lump Sum	<input type="checkbox"/> Time & Expenses	
	<input type="checkbox"/> Lump Sum + Expenses		
	<input type="checkbox"/> Cost + Fixed Fee	<input type="checkbox"/> Labor Multiplier	

Phone No: 508.892.7000

Estimated Date of Completion: January 2021

Project Description

VHB has been performing third party engineering review services for the Town of Leicester (The Client) regarding their Fire Station and EMS Project located at 3 Paxton Street (the Site). The Client has requested additional services which are included in this amendment.

The previously selected design route included the replacement of a portion of the Warren Avenue drainage system and extension of a drainage trunkline down Warren Ave to Harberton Drive, then down Harberton Drive to the existing stream discharge point at #14 Harberton Drive. During preparation of the Design Development plans and permitting documents for this work and the on-site improvements, VHB was requested to evaluate the possibility of revising the design to route the drainage from the Site down Gleason Way, discharging behind one of the houses on Gleason Way.

To date, significant progress had already been made on the original route off-site drainage design, including design plans, closed drainage system layout and profile, and an analysis of the capacity of the Warren Ave drainage system. Based on an initial desktop and field reviews by a VHB engineer and wetland scientist, it appears that the revised route is feasible; however, additional work is required to complete the design along this alternate route. As a result, VHB has prepared this amendment for engineering services required to redesign the off-site drainage system.

We anticipate the permitting effort for this new route will be similar as the initial route, requiring a Notice of Intent filing with the Leicester Conservation Commission. As a result, we are not proposing any changes to the scopes or fees for Task 12 – Permitting Support or Task 15 – Additional Permitting Support. In addition, since the work associated with Task 13 has not commenced and is expected to be similar to that required for the previously selected route, we are not proposing any changes to the scopes or fees for Task 13 – Construction Documents.



Ref: 14751.00
November 12, 2020
Page 2

Scope of Services

Task 18 – Additional Existing Conditions Site Survey – Gleason Way & #22 Warren Ave

Fee: \$11,700

Following the Client's selection of an alternative under Task 17, VHB will prepare an Existing Conditions Survey of the approximately 5.0-acre area associated with the selected alternative, as shown on the attached sketches and described below. The survey for this area will be produced using CAD based methods (AutoCAD Civil 3D 2020) and can be provided in a digital format if needed. This additional survey will be incorporated into the previously prepared Existing Conditions Base Plan. Survey will not be performed for the areas associated with the alternatives that were not selected.

- **Property Line Survey:** VHB will conduct an on the ground survey of the project boundaries. Record plans and deeds will be obtained for the locus parcels and immediate adjacent parcels at the town offices and Registry of Deeds. Evidence of the perimeter property lines (bounds, pipes, fences, walls) will be field measured, compiled with record data and shown on the plan.
- **Topographic Survey:** VHB will perform field survey, office calculations and plan preparation to develop a Topographic Survey of the area shown on the attached sketch. The survey will identify the location of the following features that are located within the Limit of Work: buildings (building corners of abutting house will be located that are outside limit of survey), paved areas, curbing, landscaping, wetland flags, surface utilities that are located within the limit of survey. In addition, ground elevations will be taken at sufficient locations to produce one-foot (1') contours throughout the limit of survey.
- **Underground Utility Survey:** VHB will perform research at the public and private utility agencies servicing the area. Existing record utilities such as gas, water, telephone, cable, electric will be shown on the base plan from these record drawings. Underground drain and sewer lines will be field located where observed. Invert elevations, pipe size, pipe type, and direction of flow will be field located, where accessible.

Task 19 – Design of Gleason Way Off-Site Improvements

Fee: \$13,800

Following completion of the additional existing conditions survey under Task 18, VHB will revise the following civil engineering related documents prepared under Task 11 (Design Development) to incorporate the Gleason Way work in support the design and permitting phase of the Project. VHB anticipates that the additional work will include new catch basins, manholes, pipe, outfalls, outlet protection, trench patching, etc. For the purposes of this scope and fee, VHB has assumed that we will develop one set of documents.

19.1 Revised Civil Engineering Design Development/Permit Phase Site Plans

VHB will modify the Design Development/Permit Phase site civil engineering plans for the Project to incorporate the selected alternative. VHB's plans developed under this task are intended to support design and permitting and are not intended to be used for construction.

VHB's modifications to the civil engineering plans will consist of the following:

- **Title Sheet:** This sheet will be modified to show contain a revised project locus map, drawing index, and property ownership.

- Existing Conditions Plan: These plans will be modified to show the revised boundary of the proposed project area and the existing site physical features, including all site utilities, environmental resource areas and topography at one-foot (1') contour intervals.
- Layout and Materials Plan: These plans will be modified to reflect the selected alternative and will include the proposed geometric layout and dimensional requirements of site improvements. In addition, VHB will identify materials anticipated to be used for construction (i.e., curbing types and other surface treatments) on this plan.
- Grading, Drainage, and Erosion Control Plan: These plans will be modified to reflect the selected alternative and will show the proposed topography at one-foot contour elevations supplemented by spot grades and the location, size and invert elevations of proposed drainage facilities. The plan will identify the location and description of perimeter erosion control measures. It is VHB's understanding that the Project will not be located within the 100-year floodplain and will not require the preparation of compensatory flood storage calculations.
- Site Details: Site-specific typical details will be modified to include additional aspects of the design resulting from change in work.

19.2 Revised Stormwater Design – Gleason Way

VHB will revise the stormwater design to incorporate the Gleason Way work

Hydrologic Analysis

VHB will revise the hydrologic analysis to reflect the selected design alternative, including modifying the model subcatchments and routing, to incorporate the Gleason Way work. The analysis will evaluate pre-development/pre-construction and proposed conditions. Soils on the Site will be classified based on the most recent National Resource Conservation Service (NRCS) delineations as shown on the NRCS maps. VHB will develop a Hydrologic Model to determine existing peak runoff rates and volumes for storm events with a 2-, 10- and 100-year, 24-hour recurrence interval.

Closed-Drainage System Capacity Analysis

VHB will prepare a closed-drainage system capacity analysis to size existing and proposed pipes on Gleason Way. The capacity analysis will be based on Rational Method calculations and will evaluate peak runoff rates for the 25-year storm event.

Stormwater Report

It is anticipated that modifications to the Stormwater Report scope included under Task 11 will be relatively minor. As a result, we are not proposing any changes to the scope or fee for this subtask. The Stormwater Report will document compliance with the Leicester Stormwater Regulations and the DEP Stormwater Management Standards by attenuating the increase in peak rates of runoff to pre-development/pre-construction conditions.

Preparation of new or additional evaluations or analyses for on-site or off-site project components, significant changes to site layout, relocation and/or redesign of site drainage or other utilities, or similar significant changes will be undertaken as additional services beyond the scope of this contract.



Ref: 14751.00
November 12, 2020
Page 4

19.3 Additional Meetings

At the request of the Client, VHB will attend Project meetings as assumed below:

- One Design Progress Meeting with the Client and applicable Town Personnel, assumed to be conducted virtually

Task 20 – Gleason Way Easement Plan

Fee: \$1,900

VHB will utilize previously obtained property line data to create an easement plan for the location where the proposed drainage system crosses and/or discharges onto a property on Gleason Way. The new easement configuration to be determined by the client and/or engineer and supplied to VHB. The plan will be drawn at a suitable scale and meet the current Worcester County Registry of Deeds Requirements for recording.

Right to Rely

It is understood that VHB will perform services under the sole direction of the Client. The Client shall provide VHB with project-related technical data including, but not limited to, the following:

- Permissions to access the Site and surrounding areas as necessary;
- Copies of available previous surveys and subdivision plans of the Site and surrounding areas as necessary;
- Copy of Title Report and relevant documents; and
- Project-related technical data including any historical environmental reports, and all other relevant data pertaining to the environmental condition of the Site.

VHB shall be entitled to rely upon the accuracy and completeness of information furnished by the Client in connection with the performance of services under this Agreement. VHB will not, as part of this Agreement, independently verify the accuracy and completeness of work prepared by other entities.

Compensation

VHB will perform the Scope of Services contained in this Amendment on a fixed fee basis for an additional fee of **\$27,400**. We will invoice monthly on based on estimated percent complete.

Services Not Included

The Scope of Services for this Agreement is inclusive only of those tasks herein specified. Should any other work be required, VHB will prepare an appropriate proposal or amendment, at the Client's request, that contains the scope of services, fee, and schedule required to complete the additional work items.



Ref: 14751.00
November 12, 2020
Page 5

The Client understands that VHB is providing the limited services above. As such, VHB shall not be liable for any unknown or unforeseen circumstances which may affect the Client's purchase, sale or development of the Site.

Prepared By: **Luke Boucher, PE**

Department Approval: **Jacob San Antonio, PE**

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☐ Subject to attached terms & conditions.

☒ Subject to terms & conditions in our original agreement dated 09/27/2019.

Vanasse Hangen Brustlin, Inc. Authorization

By: 

Print: Jacob San Antonio

Title: Managing Director

Date: 11/12/2020

Client Authorization (Please sign original and return)

By: _____

Print: _____

Title: _____

Date: _____

Amendment No. 7

Approx. Limits of Survey
14751.00 Leicester

Legend



Survey Limits Option #4



Town of Leicester: Selectmen Town Hall



Harberton Dr

Gleason Way

Warren Ave

Paxton St

56

Google Earth

© 2020 Google

500 ft

N



Phone 508.752.1001
Fax 508.459.0877
www.vhb.com
Engineers | Scientists | Planners | Designers

120 Front Street
Suite 500
Worcester, MA 01608

Client Authorization

☐ New Contract:

Date: August 13, 2020

☒ Amendment No.: 5

Project No.: 14751.00

Project Name: Leicester Stormwater Basin Engineering Review – Amendment No. 5

		Cost Estimate	
		Amendment	Contract Total
To:	David A. Genereux Town Administrator Town of Leicester 3 Washburn Square Leicester, MA 01524	Labor: \$34,300	\$173,720
		Expenses: \$0	\$1,000
		TOTAL: \$34,300	\$174,720
E-mail:	genereuxd@leicesterma.org	<input checked="" type="checkbox"/> Lump Sum	<input type="checkbox"/> Time & Expenses
		<input type="checkbox"/> Lump Sum + Expenses	
		<input type="checkbox"/> Cost + Fixed Fee	<input type="checkbox"/> Labor Multiplier

Phone No: 508.892.7000

Estimated Date of Completion: Fall 2020

Project Description

VHB has been performing third party engineering review services for the Town of Leicester (The Client) regarding their Fire Station and EMS Project located at 3 Paxton Street (the Site). The Client has requested additional services which are included in this amendment.

The previously selected design route included the replacement of a portion of the Warren Avenue drainage system and extension of a drainage trunkline down Warren Ave to Harberton Drive, then down Harberton Drive to the existing stream discharge point at #14 Harberton Drive. During preparation of the Design Development plans and permitting documents for this work and the on-site improvements, VHB was requested to evaluate the possibility of revising the design to route the drainage from the Site down Gleason Way, discharging behind one of the houses on Gleason Way.

To date, significant progress had already been made on the original route off-site drainage design, including design plans, closed drainage system layout and profile, and an analysis of the capacity of the Warren Ave drainage system. Based on an initial desktop and field reviews by a VHB engineer and wetland scientist, it appears that the revised route is feasible; however, additional work is required to complete the design along this alternate route. As a result, VHB has prepared this amendment for engineering services required to redesign the off-site drainage system.

We anticipate the permitting effort for this new route will be similar as the initial route, requiring a Notice of Intent filing with the Leicester Conservation Commission. As a result, we are not proposing any changes to the scopes or fees for Task 12 – Permitting Support or Task 15 – Additional Permitting Support. In addition, since the work associated with Task 13 has not commenced and is expected to be similar to that required for the previously selected route, we are not proposing any changes to the scopes or fees for Task 13 – Construction Documents.



Ref: 14751.00
August 13, 2020
Page 2

Scope of Services

Task 16 – Wetland Resource Area Delineation – Gleason Way

Fee: \$2,500

A VHB wetland scientist will field review the project area indicated on the attached sketch and identify and delineate regulated wetland resource areas subject to federal, state, or local jurisdiction. The wetland scientist will delineate the resource area boundaries in accordance with requirements of the Massachusetts Department of Environmental Protection (DEP) and/or the US Army Corps of Engineers (USACE) and mark relevant resource area boundaries with numbered plastic flagging. The wetland scientist will collect field data to support the delineation, including representative photographs and field notes describing wetland and upland plant communities, soils, and hydrology in accordance with DEP criteria. Flag locations within 200' of the project area will be recorded using sub-meter accuracy GPS technology for use in Task 17. Flag locations within the survey limits of the selected alternative will be field surveyed under Task 18.

Task 17 – Gleason Way Conceptual Design

Fee: \$5,900

17.1 Conceptual Design Figures and Cost Estimates

VHB will develop up to three potential design alternatives for drainage configurations discharging west, toward Sargent Pond, via Gleason Way. VHB will also prepare an order of magnitude construction cost estimate for each alternative. The goal of these cost estimates will be to confirm that the alternatives meet the Town's funding requirements.

17.2 Additional Meetings

At the request of the Client, VHB will attend Project meetings as assumed below:

- Up to two presentations of Conceptual Design Alternatives to the Client/Abutters/Town Personnel, assumed to be conducted virtually

17.3 Response to Comments

At the request of the Client, VHB will provide up to 12 hours of support to develop responses to comments generated by the public and Select Board.

Task 18 – Additional Existing Conditions Site Survey – Gleason Way

Fee: \$10,400

Following the Client's selection of an alternative under Task 17, VHB will prepare an Existing Conditions Survey of the approximately 3.0-acre area associated with the selected alternative, as shown on the attached sketches and described below. The survey for this area will be produced using CAD based methods (AutoCAD Civil 3D 2020) and can be provided in a digital format if needed. This additional survey will be incorporated into the previously prepared Existing Conditions Base Plan. Survey will not be performed for the areas associated with the alternatives that were not selected.



- **Property Line Survey:** VHB will conduct an on the ground survey of the project boundaries. Record plans and deeds will be obtained for the locus parcels and immediate adjacent parcels at the town offices and Registry of Deeds. Evidence of the perimeter property lines (bounds, pipes, fences, walls) will be field measured, compiled with record data and shown on the plan.
- **Topographic Survey:** VHB will perform field survey, office calculations and plan preparation to develop a Topographic Survey of the area shown on the attached sketch. The survey will identify the location of the following features that are located within the Limit of Work: buildings (building corners of abutting house will be located that are outside limit of survey), paved areas, curbing, landscaping, wetland flags, surface utilities that are located within the limit of survey. In addition, ground elevations will be taken at sufficient locations to produce one-foot (1') contours throughout the limit of survey.
- **Underground Utility Survey:** VHB will perform research at the public and private utility agencies servicing the area. Existing record utilities such as gas, water, telephone, cable, electric will be shown on the base plan from these record drawings. Underground drain and sewer lines will be field located where observed. Invert elevations, pipe size, pipe type, and direction of flow will be field located, where accessible.

Task 19 – Design of Gleason Way Off-Site Improvements

Fee: \$13,600

Following completion of the additional existing conditions survey under Task 18, VHB will revise the following civil engineering related documents prepared under Task 11 (Design Development) to incorporate the Gleason Way work in support the design and permitting phase of the Project. VHB anticipates that the additional work will include new catch basins, manholes, pipe, outfalls, outlet protection, trench patching, etc. For the purposes of this scope and fee, VHB has assumed that we will develop one set of documents.

19.1 Revised Civil Engineering Design Development/Permit Phase Site Plans

VHB will modify the Design Development/Permit Phase site civil engineering plans for the Project to incorporate the selected alternative. VHB's plans developed under this task are intended to support design and permitting and are not intended to be used for construction.

VHB's modifications to the civil engineering plans will consist of the following:

- **Title Sheet:** This sheet will be modified to show contain a revised project locus map, drawing index, and property ownership.
- **Existing Conditions Plan:** These plans will be modified to show the revised boundary of the proposed project area and the existing site physical features, including all site utilities, environmental resource areas and topography at one-foot (1') contour intervals.
- **Layout and Materials Plan:** These plans will be modified to reflect the selected alternative and will include the proposed geometric layout and dimensional requirements of site improvements. In addition, VHB will identify materials anticipated to be used for construction (i.e., curbing types and other surface treatments) on this plan.
- **Grading, Drainage, and Erosion Control Plan:** These plans will be modified to reflect the selected alternative and will show the proposed topography at one-foot contour elevations

supplemented by spot grades and the location, size and invert elevations of proposed drainage facilities. The plan will identify the location and description of perimeter erosion control measures. It is VHB's understanding that the Project will not be located within the 100-year floodplain and will not require the preparation of compensatory flood storage calculations.

- Site Details: Site-specific typical details will be modified to include additional aspects of the design resulting from change in work.

19.2 Revised Stormwater Design – Gleason Way

VHB will revise the stormwater design to incorporate the Gleason Way work

Hydrologic Analysis

VHB will revise the hydrologic analysis to reflect the selected design alternative, including modifying the model subcatchments and routing, to incorporate the Gleason Way work. The analysis will evaluate pre-development/pre-construction and proposed conditions. Soils on the Site will be classified based on the most recent National Resource Conservation Service (NRCS) delineations as shown on the NRCS maps. VHB will develop a Hydrologic Model to determine existing peak runoff rates and volumes for storm events with a 2-, 10- and 100-year, 24-hour recurrence interval.

Closed-Drainage System Capacity Analysis

VHB will prepare a closed-drainage system capacity analysis to size existing and proposed pipes on Gleason Way. The capacity analysis will be based on Rational Method calculations and will evaluate peak runoff rates for the 25-year storm event.

Stormwater Report

It is anticipated that modifications to the Stormwater Report scope included under Task 11 will be relatively minor. As a result, we are not proposing any changes to the scope or fee for this subtask. The Stormwater Report will document compliance with the Leicester Stormwater Regulations and the DEP Stormwater Management Standards by attenuating the increase in peak rates of runoff to pre-development/pre-construction conditions.

Preparation of new or additional evaluations or analyses for on-site or off-site project components, significant changes to site layout, relocation and/or redesign of site drainage or other utilities, or similar significant changes will be undertaken as additional services beyond the scope of this contract.

19.3 Additional Meetings

At the request of the Client, VHB will attend Project meetings as assumed below:

- One Design Progress Meeting with the Client and applicable Town Personnel, assumed to be conducted virtually



Ref: 14751.00
August 13, 2020
Page 5

Task 20 – Gleason Way Easement Plan

Fee: \$1,900

VHB will utilize previously obtained property line data to create an easement plan for the location where the proposed drainage system crosses and/or discharges onto a property on Gleason Way. The new easement configuration to be determined by the client and/or engineer and supplied to VHB. The plan will be drawn at a suitable scale and meet the current Worcester County Registry of Deeds Requirements for recording.

Right to Rely

It is understood that VHB will perform services under the sole direction of the Client. The Client shall provide VHB with project-related technical data including, but not limited to, the following:

- Permissions to access the Site and surrounding areas as necessary;
- Copies of available previous surveys and subdivision plans of the Site and surrounding areas as necessary;
- Copy of Title Report and relevant documents; and
- Project-related technical data including any historical environmental reports, and all other relevant data pertaining to the environmental condition of the Site.

VHB shall be entitled to rely upon the accuracy and completeness of information furnished by the Client in connection with the performance of services under this Agreement. VHB will not, as part of this Agreement, independently verify the accuracy and completeness of work prepared by other entities.

Compensation

VHB will perform the Scope of Services contained in this Amendment on a fixed fee basis for an additional fee of **\$34,300**. We will invoice monthly on based on estimated percent complete.

Services Not Included

The Scope of Services for this Agreement is inclusive only of those tasks herein specified. Should any other work be required, VHB will prepare an appropriate proposal or amendment, at the Client's request, that contains the scope of services, fee, and schedule required to complete the additional work items.

The Client understands that VHB is providing the limited services above. As such, VHB shall not be liable for any unknown or unforeseen circumstances which may affect the Client's purchase, sale or development of the Site.



Ref: 14751.00
August 13, 2020
Page 6

Prepared By: **Luke Boucher, PE**

Department Approval: **Jacob San Antonio, PE**

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☐ Subject to attached terms & conditions.

☒ Subject to terms & conditions in our original agreement dated 09/27/2019.

Vanasse Hangen Brustlin, Inc. Authorization

By: _____

Print: Jake San Antonio

Title: Managing Director

Date: 8/14/2020

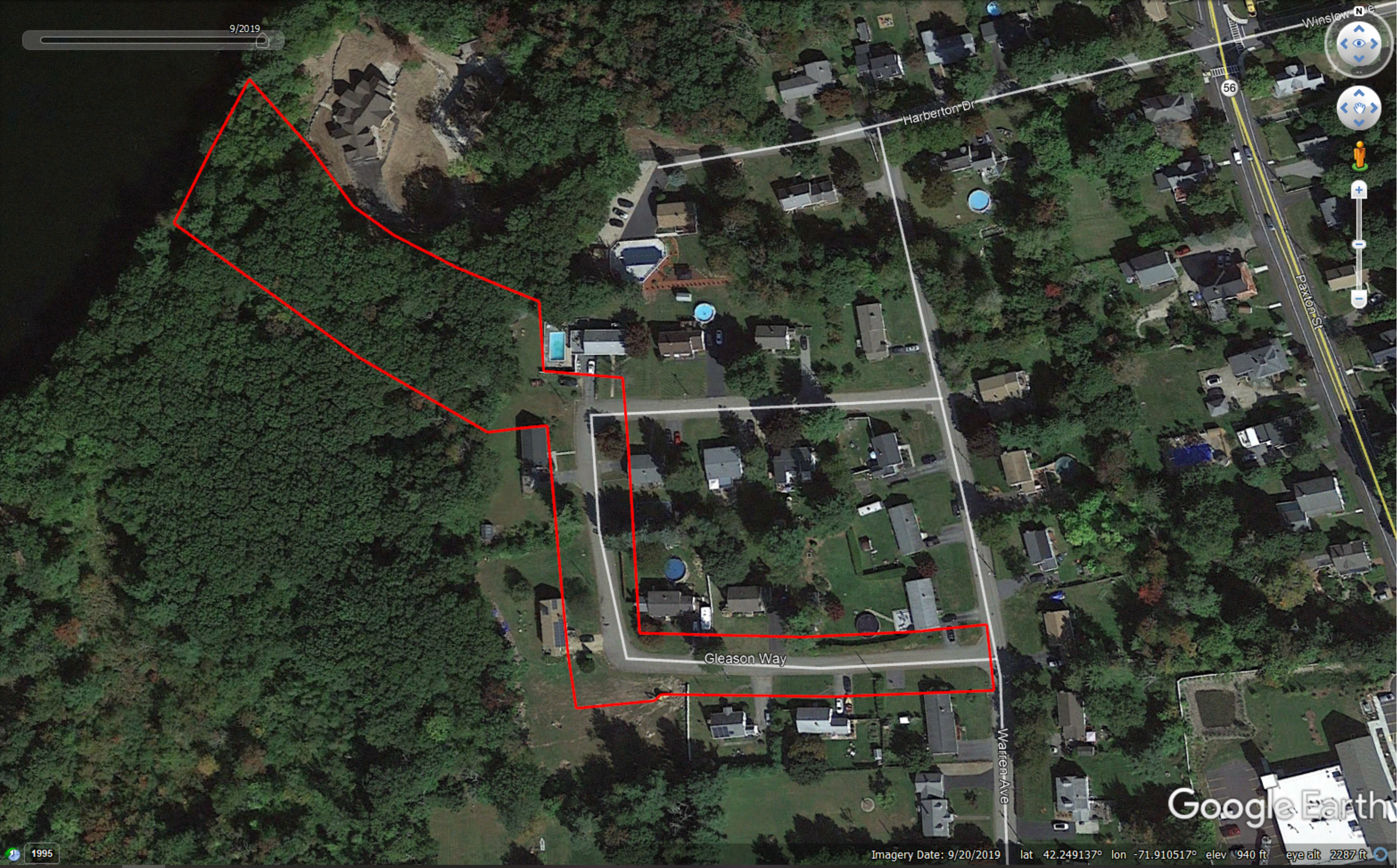
Client Authorization *(Please sign original and return)*

By: _____

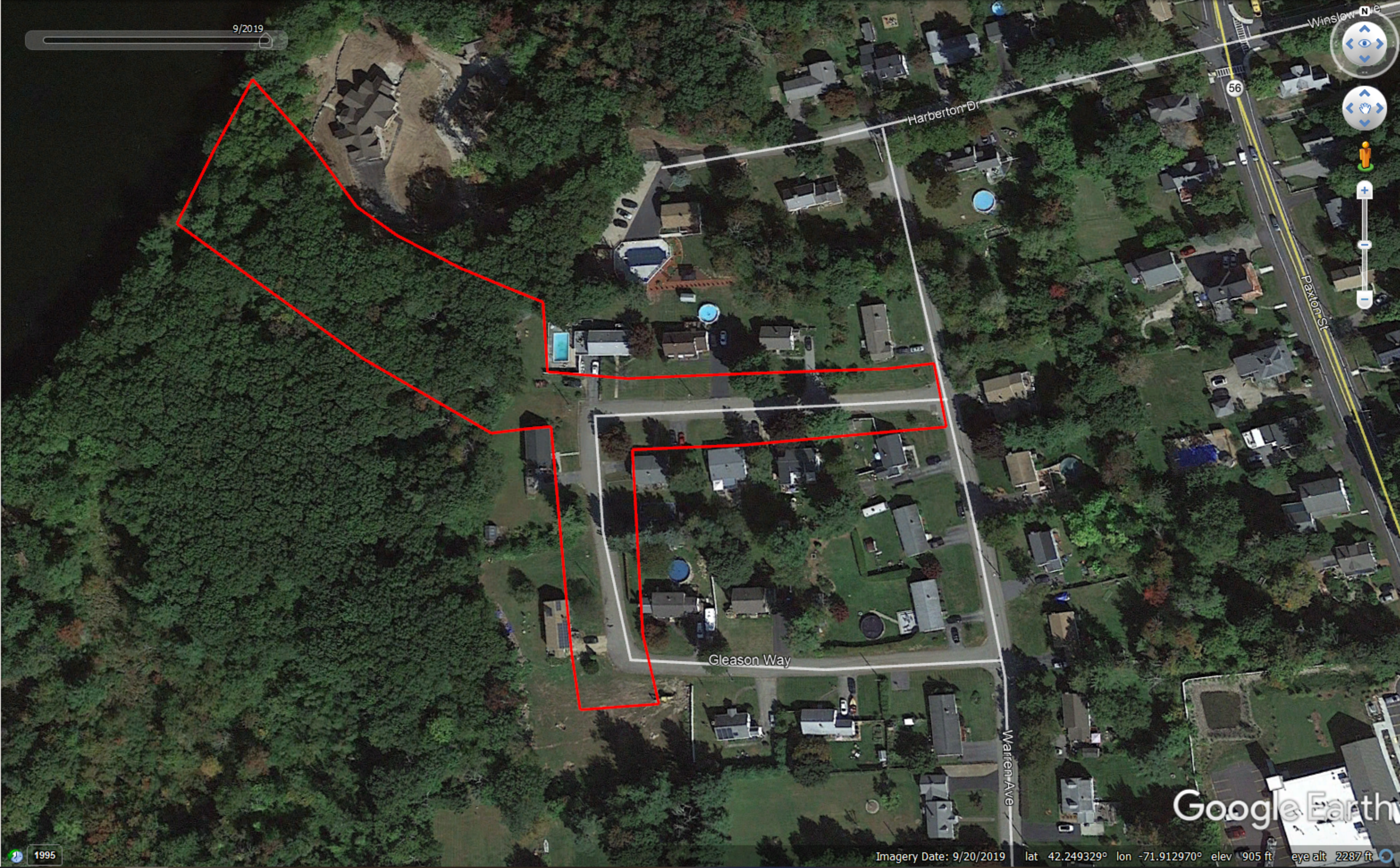
Print: _____

Title: _____

Date: _____

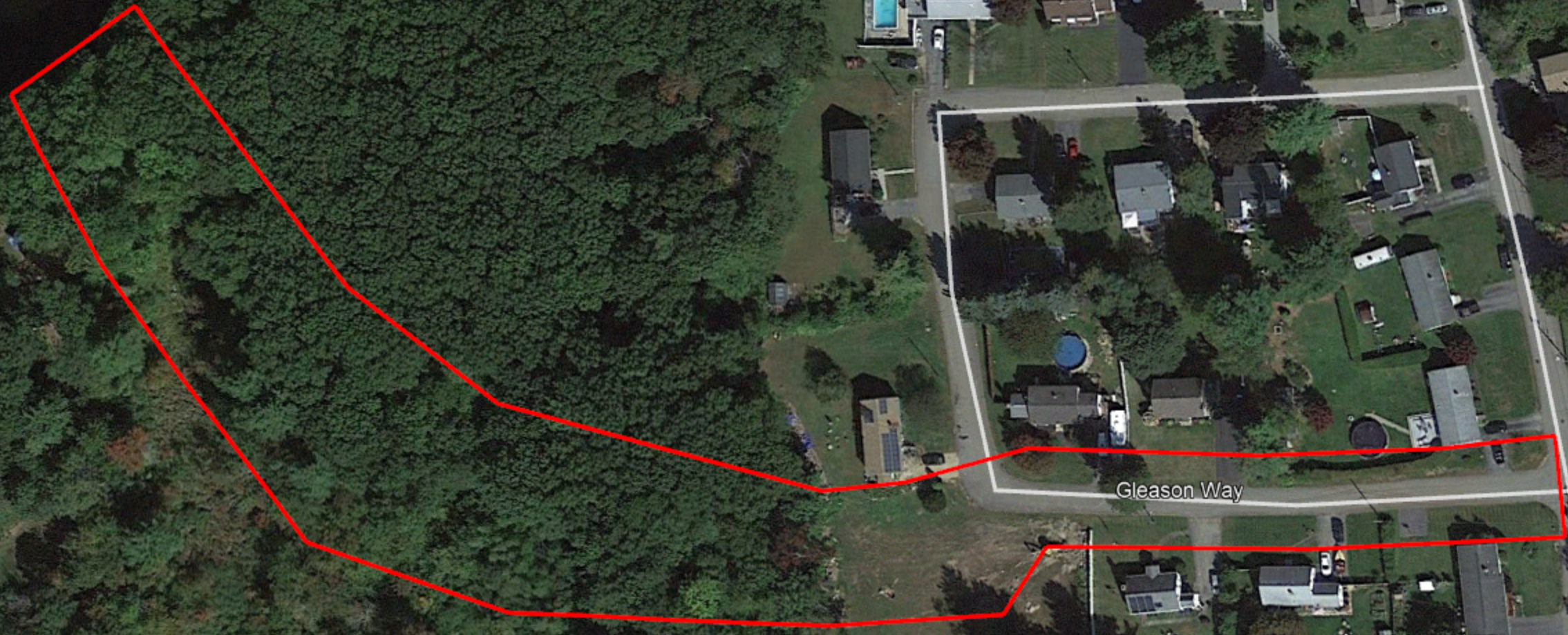


Approximate Limit of Survey - Gleason Way Option 1
VHB Job No. 14751.00
Amendment No. 5



Approximate Limit of Survey - Gleason Way Option 2
VHB Job No. 14751.00
Amendment No. 5

9/2019



Harberton Dr

56

Paxon St

Gleason Way

Warren Ave

Google Earth

Imagery Date: 9/20/2019 lat 42.248224° lon -71.910273° elev 957 ft eye alt 2287 ft

1995

Approximate Limit of Survey - Gleason Way Option 3
VHB Job No. 14751.00
Amendment No. 5



CHIEF
ROBERT F. WILSON

TOWN OF LEICESTER FIRE DEPARTMENT
3 Paxton Street
LEICESTER, MASSACHUSETTS 01524



OFFICE (508) 892-7022

November 12, 2020

Select Board

Town of Leicester

3 Washburn Square

Leicester, MA 01524

Re: Fire Dept. Retirement

This letter is to inform you that I will be retiring from the Board of Fire Engineers and the Position of Fire Chief effective November 30, 2020.

I wish to thank the Board and the Residents of Leicester for the opportunity to serve as a member of the Leicester Fire Department since 1974 and as Fire Chief for the past 26 1/2 years.

I have had the privilege of serving along side the greatest group of brother and sister firefighter during my tenure on the Leicester Fire Department. It was their commitment to the Fire service and the Community that allowed this department working as a team to be recognized as one the top Fire Departments in the area.

The accomplishments of this Department over the past 46 years are to numerous to name at this time. However, I would like to recognize two accomplishments. The first is that for the past 46 plus years when ever we responded to an incident every Firefighter went back home to their family upon completing their assignment. Second was the building of the Fire/EMS Headquarters. This great facility will last the Community for years to come. In just the three short years we have had this building in service, it has more than served it's intended use not only for the Fire and EMS department but for the entire Community.

Sincerely

A handwritten signature in cursive script that reads 'Robert F. Wilson'.

Robert F. Wilson

Fire Chief

November 9, 2020

To: Leicester Select Board
Leicester Town Hall
3 Washburn Square
Leicester, MA 01524

From: Leicester Arts Council
Christie Higginbottom, chair

Please note: Council member Danielle Rieder has informed us that she is now a resident of Worcester and so is no longer eligible to serve as a voting member. We will miss her participation and the connection she provided as a high school art teacher to the Leicester school system.

Thank you very much,

Christie Higginbottom
Leicester Arts Council chair



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 Kurt Parliment 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 type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Road Conversion Committee |
| <input checked="" 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: _____

(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): working the polls

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.

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

If you need any more information, I will be glad to provide it. Thank you.

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

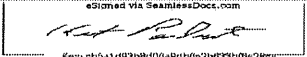
Please indicate your field(s) of training or experience below, as appropriate. Your application will be added to the list of residents who have expressed an interest in serving in similar capacities.

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
Arts Council	present	Leicester
Moose Hill	present	Leicester
ZBA	present	Leicester
 <small>eSigned via SeamllessDocx.com</small> <small>(Key: cb641d93b8d00a9ab50e2b0f25b70a289a)</small>		10/26/2020
Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester



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 Kathryn Ashlyn Loges(Coyle) HOME TEL. _____

ADDRESS: _____ WORK TEL. _____

Leicester, MA 01524

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 type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Road Conversion Committee |
| <input checked="" 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: _____

(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): _____

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.

Pharmacy Tech, Regional Management General Morors

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

I am a register voter and want to be a part of the community. In being part of the community, I feel serving on boards is my duty as a resident. I would be honored to be a part of this the

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

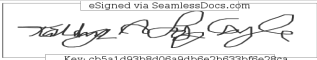
Please indicate your field(s) of training or experience below, as appropriate. Your application will be added to the list of residents who have expressed an interest in serving in similar capacities.

I possess the following training or experience:

- | | | |
|--|---|--|
| <input type="checkbox"/> Architecture | <input checked="" type="checkbox"/> Communications | <input checked="" 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 checked="" type="checkbox"/> Health Care | <input checked="" 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 checked="" type="checkbox"/> Management | <input checked="" type="checkbox"/> Personnel Administration |
| <input type="checkbox"/> Property Appraisal | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Science | <input checked="" type="checkbox"/> Statistics | <input type="checkbox"/> Survey Research |
| <input checked="" type="checkbox"/> Systems Analysis | <input checked="" type="checkbox"/> Transportation | |

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
Volunteer / St. Joe's Thrift store	September 2019- June 2020	Leicester
_____	_____	_____
_____	_____	_____
_____	_____	_____
 <small>Key: cb5a1d93b8d05a9db6e2bd33bf0e20ca</small>		11/09/2020
Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester



Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

PHONE: (508) 892-7006

Date: October 29, 2020

To: Select Board

From: Robert F. Wilson
EMS, Director

Subject: EMT- Appointments

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

Jason Edson
Leicester, MA 01524

Patrick Shea
Cherry Valley, MA 01611

Adriana Bennett
Auburn, MA 01501

Paramedic

Caitlyn Kulalowski
Sutton MA 01590

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

Thanking you in advance for your consideration in this matter.

November 9, 2020

To: Leicester Select Board
Leicester Town Hall
3 Washburn Square
Leicester, MA 01524

From: Leicester Arts Council
Christie Higginbottom, chair

The Leicester Arts Council wishes to request the following appointments in advance of our voting meetings to review grant applications for FY 2021 funding from the Mass Cultural Council:

- The Arts Council requests that the Select Board re-appoint Kurt Parliment to a second term, retro-active to September 26, 2020, if possible. This term will be for three years, ending September 26, 2023, as per Mass Cultural Council guidelines. Kurt has been a dedicated member of the Arts Council and we value his participation.
- We would also like to request the Select Board appoint Judith Ivel as a member ex officio effective on November 11, 2020. Judith is completing a second three-year term, and per Mass Cultural Council guidelines must now remain off the council for one year before serving another term. We welcome her valuable contributions at meetings in ex officio status.

Thank you very much,

Christie Higginbottom
Leicester Arts Council chair



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 November 2, 2020 - Version 5 - Final

SPECIAL MESSAGE FROM THE MODERATOR COVID-19 PRECAUTIONS

Extensive efforts on the part of multiple members of the Leicester Town staff have been made to create a safe environment with effective social distances. To that end, I will be enforcing the following rules for attendance, per my authority under MA General Laws.

1. Per Leicester Town By-Laws, Town Meeting is open only to registered voters. No one who is not a registered voter in the Town of Leicester will be admitted to the meeting. The exceptions are non-resident department heads, the press, and those employed as legal representatives of persons with business on the warrant.
2. Pursuant to the Governor's COVID Order No. 31 and Department of Public Health Guidance all persons attending Town Meeting are strongly advised to cover their noses and mouths with a mask or cloth face covering unless exempted by Department of Public Health Guidance.
3. There will be an ample supply of hand sanitizer available at the meeting. Please use as needed.
4. Please arrive early. Check in will be slowed by the requirements of social distancing and to allow checkers working under challenging circumstances to process voters as efficiently as possible.
5. The chairs in the School Gymnasium will be placed to ensure proper social distancing protocols are followed. Please do not move them during the meeting in order to maintain safety protocol.

**PLEASE BE ADVISED THAT THERE WILL BE NO ACTION
REGARDING SCHOOL BUILDING PROJECTS AT THIS MEETING.**

Town Rules & Procedures Review

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

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

Town Meetings in Leicester are open only to registered voters.

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

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

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

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

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

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

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

Respectfully,

Donald A. Cherry, Jr. – Town Moderator

Table of Contents

ARTICLE 1	PRIOR YEAR BILLS.....	5
ARTICLE 2	ADJUST FY 2021 OPERATING BUDGET.....	5
ARTICLE 3	POLICE CRUISER.....	7
ARTICLE 4	FY 2021 CAPITAL IMPROVEMENT PLAN.....	8
ARTICLE 5	AERIALSCOPE FIRE TRUCK REPAIRS	10
ARTICLE 6	FUNDING THE CABLE PEG ACCESS BUDGET	10
ARTICLE 7	FUNDING THE FY 2022 VALUATION UPDATE AND CERTIFICATION.....	10
ARTICLE 8	FUNDING REVISIONS TO THE TOWN’S OPEN SPACE AND RECREATION PLAN.....	11
ARTICLE 9	FUNDING RENOVATION OF BASKETBALL/PICKLEBALL COURTS AT TOWTAID PARK WITH PARC GRANT FUNDING	11
ARTICLE 10	USE OF SETTLEMENT FUNDS FOR FIRE STATION RETENTION PONDS REMEDATION PROJECT	12
ARTICLE 11	TRANSFER OF FREE CASH TO THE TRANSPORTATION INFRASTRUCTURE FUND (WITHDRAWN)	12
ARTICLE 12	WARREN AVENUE EASEMENT (WITHDRAWN).....	12
ARTICLE 13	RESCIND HIGH SCHOOL ROOF BORROWING	13
ARTICLE 14	CREATE A RECREATIONAL MARIJUANA HOST COMMUNITY AGREEMENT STABILIZATION FUND AND APPROPRIATE FUNDING TO SAID FUND	13
ARTICLE 15	SPECIAL ACT – REQUEST FOR AUTHORITY OF THE TOWN TO GRANT A FULL ANNUAL PROPERTY TAX EXEMPTION PURSUANT TO MGL CHAPTER 59, SECTION 5, CLAUSE 42 TO THE SURVIVING SPOUSE OF RUTLAND POLICE DETECTIVE AND TOWN RESIDENT JOHN D. SONGY.....	14
ARTICLE 16	AMENDMENT TO THE GENERAL BYLAWS – COLLECTION BOXES.....	14
ARTICLE 17	AMENDMENT TO THE GENERAL BYLAWS – PERSONNEL BYLAW	17
ARTICLE 18	CITIZEN’S PETITION- RECALL PROCEDURE FOR ELECTED OFFICIALS	25

On October 2, 2020 the Division of Local Services certified the Town of Leicester's FY 2020 Free Cash in the amount of \$2,127,848 for the General Fund, and \$327,457 in Retained Earnings for the LCAC Cable PEG Access enterprise fund. If the articles in this warrant are voted as written, the remaining balance in FY 2020 Free Cash will be \$1,591,862.21 at the conclusion of this meeting.

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 1 PRIOR YEAR BILLS

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

PROPOSED MOTION

I move the Town vote to transfer \$1,476.79 from Free Cash to pay the prior year bills as listed in the Fall 2020 Town Meeting warrant.

Department	Vendor	Amount
Parks and Recreation	Barrows Hardware	\$28.49
Highway Department	Everlast Nursery	\$80.00
Highway Department	Republic Services	\$347.84
Highway Department	National Grid	\$298.41
EMS Department	Saint Vincent Hospital	\$722.05
Total		\$1,476.79

FINANCE ADVISORY BOARD RECOMMENDATION Favorable Action (6:0:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

DESCRIPTION

This article is required for the payment of bills prior to July 1, 2020 that were not submitted by the close of the fiscal year.

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

ARTICLE 2 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

I move that the Town raise and appropriate \$102,004 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	\$102,004
Total		\$102,004

Department	Reason	Amount
FY 21 Select Board Professional Services 01-122-5200-004	Funds appropriated to this line will be used to fill anticipated budget deficits due to retirements and other personnel changes at the Spring 2021 Town Meeting.	\$54,191
FY 21 DIS Professional Services 01-180-5200-004	Title V inspections and nursing stipends	\$10,000
FY 21 Reserve Fund 01-130-5700-007	Replenishment of Reserve Fund	\$34,000
FY 21 Emergency Management Salaries 01-290-5101-000	Funds removed when FY 21 budget was assembled	\$3,813
Total		\$102,004

DESCRIPTION

See descriptions in the above table for individual line item explanations. This article adjusts the FY21 budget after the projection of all final revenues. The revenues which make up the annual budget come from five categories: new growth, state aid, local receipts, free cash, and other available funds. These revenues are not finalized until July or August of each year. However, the budget is assembled in February using conservative forecasted revenue assumptions. When final revenue numbers come in, funds are either apportioned to or removed from departments at the following town meeting, which typically occurs in the Fall.

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

Revenue	ATM Projected	STM Final	Change in Revenue
New Growth (Taxation)	\$16,949,140	\$17,005,247	\$56,107
State Aid	\$12,225,747	\$12,212,604	-\$13,143
Local Receipts	\$2,578,158	\$2,501,000	-\$77,158
Free Cash	\$205,308	\$205,308	0.00
Other Available Funds	\$381,183	\$381,183	0.00
Total	\$32,339,536	\$32,305,342	-34,194
State Assessments/Offsets	1,260,731	1,124,534	136,197
Net Budget Difference			\$102,004

Voting affirmatively on Action #1 will increase the FY21 budget by \$102,004.

FINANCE ADVISORY BOARD RECOMMENDATION Favorable Action (6:0:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

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

ACTION #2 – TRANSFER FROM AVAILABLE FUNDS

PROPOSED MOTION

I move that the Town vote to transfer the following sums, totaling \$111,000 from and to the accounts listed in the table below.

From:	Amount	To:	Amount
FY21 Workers Comp 01-912-5700-009	\$40,000	FY21 Liability Insurance 01-945-5700-009	\$40,000
FY21 DIS Salaries 01-180-5102-000	\$38,000	FY21 Town Admin Office Wages 01-122-5100-000	\$38,000
FY21 DIS Consultant/Prof Services 01-180-5200-004	\$33,000	FY21 DIS Salaries 01-180-5102-000	\$33,000
Total	\$111,000	Total	\$111,000

DESCRIPTION

This transfer is requested to fix an error that occurred in setting up the FY 2021 budget, a lateral staff transfer and a change from regional health services to a Town health agent employee. These actions do not increase spending; they move funds between municipal accounts.

FINANCE ADVISORY BOARD RECOMMENDATION Favorable Action (6:0:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

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

ACTION #3 – TRANSFER FROM FREE CASH TO FUND FIRE/EMS STUDY

PROPOSED MOTION

I move that the Town vote to transfer the following sums from Free Cash, totaling \$25,000 from and to the accounts listed in the table below:

From:	Amount	To:	Amount
Free Cash	\$25,000	FY 21 Select Board Professional Services 01-122-5200-004	\$25,000
Total	\$25,000	Total	\$25,000

DESCRIPTION

With the impending retirement of the Fire Chief, the Board has determined that there is a need to study potential options for the Fire/EMS function going forward. There are several options to consider, including adoption of MGL regarding management and oversight, recruitment, and department structure going forward. These funds would be used to hire a consultant to study current Fire/EMS operations. The consultant would work with the newly appointed study committee to bring forward recommendations for the consideration of the Select Board and Town Meeting.

FINANCE ADVISORY BOARD RECOMMENDATION No Recommendation (3:3:0)

SELECT BOARD RECOMMENDATION Favorable Action (4:1:0)

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

ARTICLE 3 POLICE CRUISER

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

PROPOSED MOTION

I move the Town vote to transfer \$48,303 from Free Cash to purchase and equip one (1) police vehicle.

FINANCE ADVISORY BOARD RECOMMENDATION Favorable Action (6:0:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

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 daily. 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 under M.G.L. c. 40, §5

ARTICLE 4 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.

ACTION #1 – TRANSFER FROM FREE CASH

PROPOSED MOTION

I move the Town vote to transfer \$263,208 from Free Cash to fund the Fiscal Year 2021 Capital Improvement Plan budget.

DEPARTMENT	ITEM	AMOUNT
Fire	Aerial scope Tower Truck Lease/Purchase Payment – Year 5 of 5	\$90,081
Police	F150 Pickup Truck	\$49,845
Police	Detective Car	\$43,307
Police	Carport	\$50,000
Highway	1.5 Ton Double Drum Roller	\$14,975
Highway/Senior Center	Phone Systems	\$15,000
	Total FY 2021 Capital Purchases/Lease Payments	\$263,208

FINANCE ADVISORY BOARD RECOMMENDATION No Recommendation (3:3:0)

CAPITAL IMPROVEMENT COMMITTEE RECOMMENDATION Favorable Action (4:0:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

DESCRIPTION

This article seeks funding from Free Cash to fund the final year of a lease/purchase agreement, as well as six other items:

F150 Pick Up Truck – The School Department transferred their Ford F350 dump truck to the Highway Department upon the recommendation of a previous employee. The new Facilities Manager needs a pickup truck to assist with plowing and to transport materials and equipment. The Police Department has an F250, which is a bigger vehicle than needed, especially now that the Police lot is being plowed by Highway. The

Police Department would transfer the F250 to the School Department and purchase a more practical vehicle that would allow for the transportation of equipment, tow trailers, and personnel to training sessions. It would also be pursuit rated, which would allow it to be used in police operations if one of the front-line cruisers is not available.

Detective Car – The current detective car, a Ford Focus, has high mileage and sees rugged usage for non-police equipped vehicle. The Police Department recommends purchasing a 2021 Ford Explorer as a replacement vehicle. The Focus would be retained for use by the Town's inspection & assessing departments.

Police Station Carport – There is limited storage at the Police Department in order to protect vehicles and equipment from the weather, and there have been incidents in recent years with falling ice presenting a danger to employees and equipment. The installation of a carport would keep vehicles and equipment clean so it would be available for use without having to be cleaned off or dug out and provide a safe entrance and exit from the building to shield visitors and employees from falling ice.

1.5 Ton Double Drum Roller – The Highway Department recommends replacing an aged one-ton roller that has outlived its useful life and is no longer compliant with worker safety codes. This vibratory unit, which is used to compact asphalt and dirt, is a necessary and effective upgrade for the work that is done on the Town's public and private roads.

Phone System Upgrades – Senior Center and Highway – The Highway and Senior Center phone systems are obsolete and prone to failure. The recommended system, which is an extension of the Town Hall system would place them within the Town network, offering VPN service, interoffice connection, additional lines and increased reliability.

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

ACTION #2 – TRANSFER FROM AMBULANCE RECEIPTS RESERVE FOR APPROPRIATION

PROPOSED MOTION

I move the Town vote to transfer \$229,000 from Ambulance Receipts Reserved for Appropriation to fund the purchase of a new ambulance.

DEPARTMENT	ITEM	AMOUNT
EMS	New Ambulance	\$229,000

DESCRIPTION

These funds would be used to purchase a 2021 four-wheel drive ambulance to replace a 2005 front line vehicle. The goal of the EMS department in managing the fleet is to update the fleet with a new ambulance every four years. Recently, that has dropped to every five years due to financial pressures. This will result in the fleet of three ambulances being fully turned over every fifteen years. Fortunately, there is an excess balance in the Ambulance receipts account, which allows this purchase to be made without using Free Cash.

FINANCE ADVISORY BOARD RECOMMENDATION Favorable Action (6:0:0)

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 5 AERIALSCOPE 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 \$34,698 from Free Cash to pay for repairs to the waterway of the Aerial Tower Fire Truck.

FINANCE ADVISORY BOARD RECOMMENDATION Favorable Action (6:0:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

DESCRIPTION

The waterway for the Aerial Tower Fire Truck needs to be replaced due to a slight deflection that caused it to wear improperly and prevents it from retracting. These funds will be used to remove the existing waterway, replace the truck's hydraulic lines in two phases, and install a new 95-foot waterway to bring the apparatus back up to full service.

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

ARTICLE 6 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

I move that the Town vote to appropriate from cable access retained earnings the sum of \$327,457 to fund the FY 2021 Cable Access budget, under the direction of the Leicester Cable Access Corporation (LCAC).

FINANCE ADVISORY BOARD RECOMMENDATION Favorable Action (6:0:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

DESCRIPTION

The Town serves as a pass-through for franchise fees collected from cable subscribers which support our local cable PEG access service (LCAC). This amount represents the amount of retained earnings in the Cable PEG access account that was certified as excess by the Department of Revenue at the close of Fiscal Year 2020.

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

ARTICLE 7 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 \$57,800 from Free Cash to fund the FY 2022 valuation update for the Board of Assessors.

FINANCE ADVISORY BOARD RECOMMENDATION Favorable Action (6:0:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

DESCRIPTION

The Town is required to update its values every five years. These funds would be used to hire outside contractors to revalue the Town's commercial real estate and personal property assessments for FY 2022.

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

ARTICLE 8 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 \$15,500 from Free Cash to fund revisions to the Town's open space and recreation plan.

FINANCE ADVISORY BOARD RECOMMENDATION Favorable Action (6:0:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

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 revise the existing plan.

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

ARTICLE 9 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 to renovate the basketball/pickleball courts at Towtaid Park in Leicester, to be managed and controlled by the Parks and 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 to the scope of this Article, and the Town of Leicester and the Parks and 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 or take any other action thereon.

PROPOSED MOTION

I move the Town to transfer the sum of \$90,000 from Free Cash to renovate the basketball/pickleball courts at Towtaid Park in Leicester, to be managed and controlled by the Parks and 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 to the scope of this Article, and the Town of Leicester and the Parks and 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.

FINANCE ADVISORY BOARD RECOMMENDATION Favorable Action (6:0:0) Funds would only be expended if the grant is successful.

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

DESCRIPTION

The Town has applied for a \$90,000 PARC Grant to fund the renovation of the basketball and pickleball courts at Towtaid Park. The grant requires that the entire amount of the project be funded by the Town. The grant will then reimburse the Town for 70% of the cost of the project, or \$63,000, leaving the Town's actual funding of the project at \$27,000. Funding will not be spent if the Town fails to receive the grant.

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

**ARTICLE 10 USE OF SETTLEMENT FUNDS FOR FIRE STATION RETENTION PONDS
REMEDICATION 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 to correct retention pond drainage issues at the Fire & EMS Headquarters (3 Paxton Street), said corrections to include design, engineering, permitting, funding of potential easements, construction and other related costs.

FINANCE ADVISORY BOARD RECOMMENDATION Favorable Action (6:0:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

DESCRIPTION

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

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

**ARTICLE 11 TRANSFER OF FREE CASH TO THE TRANSPORTATION INFRASTRUCTURE
FUND (WITHDRAWN)**

ARTICLE 12 WARREN AVENUE EASEMENT (WITHDRAWN)

This article was a placeholder for a potential easement through one of the properties behind the Fire & EMS Headquarters to allow for the retention pond repairs to move forward. Site selection and negotiations for the easement are ongoing. Per Town Counsel, once a site is finalized and negotiations conclude, a license between the Select Board and the property owner can be voted and executed, which will allow site work to begin. The easement can be voted at a future Town meeting. No action is required on the article at this time.

ARTICLE 13 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

I move that the article be voted as written

FINANCE ADVISORY BOARD RECOMMENDATION Favorable Action (6:0:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

DESCRIPTION

There is an outstanding borrowing authorization for the high school roof replacement project that was only partially rescinded at the November 14, 2017 Special Town Meeting. The additional amounts to rescind are:

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 14 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

No Motion (pass over article)

FINANCE ADVISORY COMMITTEE RECOMMENDATION Unfavorable Action (6:0:0)

SELECT BOARD RECOMMENDATION Unfavorable Action (5:0:0)

DESCRIPTION

According to guidance issued by the Cannabis Control Commission (CCC), Host Community Agreements for recreational marijuana are to be used to offset costs associated with local impacts resulting from recreational marijuana businesses within the Town. There continue to be discussions at 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 ensure the Town does not have to raise funds at a future Town Meeting should these funds be used and end up having to be returned.

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

ARTICLE 15 SPECIAL ACT – REQUEST FOR AUTHORITY OF THE TOWN TO GRANT A FULL ANNUAL PROPERTY TAX EXEMPTION PURSUANT TO MGL CHAPTER 59, SECTION 5, CLAUSE 42 TO THE SURVIVING SPOUSE OF RUTLAND POLICE DETECTIVE AND TOWN RESIDENT JOHN D. SONGY.

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

An Act to give the Town of Leicester authority to grant full annual property tax exemptions to the surviving spouse of Rutland Police Detective and Leicester resident John D. Songy pursuant to MGL Chapter 59, Section 5, Clause 42.

Section 1. Whereas Rutland Police Detective John D. Songy of Leicester, died after contracting COVID-19 on May 29, 2020.

Section 2. Whereas, MGL 59, Section 5, Clause 42 allows for the full exemption from property taxes for surviving spouses of police officers killed in the line of duty.

Section 3. Whereas, the U.S. Department of Justice determined that Detective Songy perished in the line of duty though contraction of COVID-19 at the workplace.

Section 4. Whereas, the definition of “Killed in the line of duty” according to the Massachusetts Division of Local Services is: “Death as a result of some violent act, or occurrence of violent external physical force to the body, while in the line of duty.”

Section 5. Whereas, the Town has been prohibited by the Division of Local Services from granting a property tax exemption pursuant to MGL 59, Section 5, Clause 42 to Detective Songy’s surviving spouse because death from the coronavirus does not meet the Division of Local Service’s definition.

Section 6. Whereas, the Town, through this petition, respectfully requests the authority to grant such exemption, pursuant to and under the terms of MGL 59, Section 5, Clause 42, retroactive to fiscal year 2020, and forward; or take any other action in relation thereon.

PROPOSED MOTION

Move that the article be voted as written.

FINANCE ADVISORY COMMITTEE RECOMMENDATION Favorable Action (5:1:0)

SELECTBOARD RECOMMENDATION Favorable Action (5:0:0)

DESCRIPTION

Passage of this article would create special legislation which broadens the definition of “killed in the line of duty”, to allow the Town to issue a full real estate tax exemption to the surviving spouse of Detective John Songy. Death by COVID-19 is currently not recognized by the Commonwealth for the purposes of the tax exemption.

VOTE REQUIRED FOR PASSAGE Requires a simple majority

ARTICLE 16 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 501I, 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 I, 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 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.

~~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~~**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 box. The operator shall be required to post said certificate upon the approved collection box.

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.

SECTION 65: PROPERTY OWNER OBLIGATIONS Any property owner who grants permission to an operator for placement of a collection box shall be held responsible for keeping the area around the collection box free from excess articles that do not fit into the collection box or have not been properly placed into the collection box. The property owner will be responsible for the removal and storage of articles that will not fit into the collection box. The property owner shall maintain the area around the collection box daily. The ~~Board of Health~~**Board of Selectmen** may assess fines not to exceed \$100.00 for each offense per Section ~~8 of this bylaw~~**7** to the property owner for failure to remove excess articles immediately upon receipt of written notification from the ~~Board of Health~~**Board of Selectmen**. All notices shall be sent to both the property owner and operator.

SECTION 76: OPERATOR OBLIGATIONS Collection boxes must be clearly labeled with contact information for the operator on the front of the box including name, address and telephone number. Any operator who fails to obtain 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 ~~8 of this bylaw~~**7** to the operator for failure to empty and maintain the collection box(es) immediately upon receipt of written

notification from the ~~Board of Health~~~~Board of Selectmen~~. All notices shall be sent to both the property owner and operator.

SECTION 87: VIOLATION Any violation of the provisions of this Bylaw shall be punished by a fine ~~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

I move the article be voted as written.

FINANCE ADVISORY COMMITTEE RECOMMENDATION Favorable Action (6:0:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

DESCRIPTION

This proposed change to the Collection Box Bylaw moves responsibility for enforcement of the bylaw from the Select Board to the Board of Health, and places criteria to be considered by the Board in siting collection boxes. It also requires annual application process.

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

ARTICLE 17 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**

1. 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

1. 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 1 1/4 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

10.1 ELIGIBILITY Upon completion of the 180 ~~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 180 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.

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

1. 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.

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 Favorable Action (4:2:0)

SELECT BOARD RECOMMENDATION Favorable Action (5:0:0)

DESCRIPTION

The Personnel Board has not been active for a number of years. The changes proposed in this bylaw gives the responsibilities of the Personnel Board to the Select Board. Other proposed changes to the bylaw include language changes to allow for uniform calculation of sick and vacation time and extension of the probationary period for new employees from ninety days to one hundred eighty days.

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

ARTICLE 18 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.

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.

PROPOSED MOTION

Motion, if any, to be provided by the petitioner

FINANCE ADVISORY COMMITTEE RECOMMENDATION No Recommendation (6:0:0)

SELECT BOARD RECOMMENDATION No Recommendation (5:0:0)

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote

Free Cash Usage

CERTIFIED FREE CASH - June 30, 2020	2,127,848.00
November 17 Special Town Meeting	
Article 1 - Prior Year Bills	\$1,476.79
Article 2 - 3 FY 2021 Budget	\$25,000.00
Article 3 - Police Cruiser	\$48,303.00
Article 4A Capital Improvement Plan (Ariel scope Payment 5 of 5)	\$90,081.00
Article 4B Capital Improvement Plan (Police F150)	\$49,845.00
Article 4C Capital Improvement Plan (Detective Car)	\$43,307.00
Article 4D Capital Improvement Plan (Carport)	\$50,000.00
Article 4E Capital Improvement Plan (Highway Roller)	\$14,975.00
Article 4F Capital Improvement Plan (Phone System)	\$15,000.00
Article 5 - Aerialscope repairs	\$34,698.00
Article 7 - Assessors revaluation	\$57,800.00
Article 8 Open space plan update	\$15,500.00
Article 9 Parc Grant match	\$90,000.00
	-
Subtotal: Free Cash appropriated at STM	\$860,985.79
Subtotal: Remaining Free Cash	\$1,591,862.21

**TOWN OF LEICESTER
FALL TOWN MEETING
November 17, 2020**

And you are hereby directed to serve this Annual Town Meeting Warrant by posting an attested copy in at least one public place in each precinct of the Town, on the Town Clerk's bulletin board, and on the bulletin board in the front entry of the Town Hall, and also by serving a copy of said Warrant to the Moderator and the Town Clerk, not less than fourteen (14) days before the 17th day of November 2020

Given under our hand and seal of the Town on this 3rd day of November 2020

Respectfully submitted, Leicester Select Board

Chair

[Signature]
[Signature]

[Signature]

Date: 11/3/20

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

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

and on the Town Clerk's bulletin board, in the front entry of the Town Hall, with the Moderator, and with the Town Clerk, not less than fourteen (14) days before the 17th day of November 2020.

Kenneth M Antanavica
Printed Name of Constable

[Signature]
Signature of Constable

Proclamation

WHEREAS, Leicester desires to support its local businesses;

WHEREAS, the existing businesses in Leicester support the community through tax revenue and generous donations to various organizations;

WHEREAS, the holiday season offers a unique opportunity to shop the local businesses that make our community vibrant; and

THEREFORE, the Select Board hereby declare the month of December as
“Shop Leicester First Month”

IN WITNESS THEREOF, *this 16th day of November, 2020*

Dianna Provencher, Chair

Harry Brooks, Vice-Chair

Rick Antanavica, 2nd Vice-Chair

John Shocik, Member

Herb Duggan, Member

LEICESTER SELECT BOARD



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

November 16, 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 November 10, 2020. This report is brief, as most activities centered around the Fall Town Meeting

Citizen issues: Topics discussed with various citizens

- ☐ Engaged in an email exchange with a resident regarding meeting options, OML, and the ability of LCAC to record public meetings. The Board was copied on this correspondence.
- ☐ Fielded an FMLA question regarding paid maternity leave for male employees. I suspect it will be an issue for the May town meeting.

Meetings:

- ☐ Held a Department Head meeting at which the Fall Town Meeting was discussed, as well as what the possibility of the FY 2022 budget may look like. We also discussed whether it would be possible to open Town Hall or any other Town building. In lieu of increasing COVID-19 cases, the department heads all agreed to recommend that we keep the buildings as they are currently.
- ☐ Attended the IAC meeting to discuss the changes to Senior Health Plans and potentially where our rates may go in FY 2022.
- ☐ Held the first meeting with the Fire/EMS Study Committee. There are things to discuss in the coming months, but the meeting went well.
- ☐ Attended a Public Safety Committee meeting. We discussed traffic patterns near Bromley Ave, errant golf balls from Hillcrest, and hedges to be trimmed on Pleasant Street, among other items.
- ☐ We are working with a contractor on a grant to assistance with an expediting development possibility on Route 56.
- ☐ Attended a COA meeting, at which we discussed Town Meeting, COVID-19, and gathering restrictions.
- ☐ Starting the data compilation for the next round of Green Communities funding to do weatherization and lighting improvements at the Senior Center and the High School, as well as conversion of the Town's remaining streetlights to LED.

Activities:

- ☐ We are still working with FEMA and CARES for updated submissions for reimbursement. Our CARES representative is asking us to increase our overall FEMA claim, which we will be doing next week, once we receive additional clarification.
- ☐ I am pleased to report that we did obtain \$67,000 in PARC funding to replace the courts and fencing at Towtaid Park. An updated grant report is attached.
- ☐ Finalized the Town Meeting Warrant.

- Worked on pricing other building alternatives for the Hillcrest Country Club
- Met with two property owners to discuss the possibility of putting an easement on their properties to run a pipe from the redesigned Fire Station ponds to Warren Avenue (Option 3, as discussed with the Board).
- Now engaged in writing the FY 2022 budget. Updating the sheets for the budget book is extremely time consuming.
- Michael Silva, our new Building Inspector, started on Monday, November 9. He will be working with Duane Amos, our current part time inspector, until he gets certified as a local inspector.
- We have had difficulties with residents regarding the delay of mailing of the demand bills, as well as the general practice of mailing four real estate tax bills twice per year. We had discussed moving real and personal property tax bills to the lockbox, as we have with the excise bills. At this point, it makes sense to move forward with that change in order to let residents see a running balance on the annual tax bill, as well as improving cash flow for the Town. We will be implementing this change for the upcoming quarter (Quarter 3).

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

Grant Update 11-1-2020

Shared Streets and Spaces Grant

- Awarded \$20,000 for crosswalk LED signs and Town Common Benches on 9/8/20.
- Grant report submitted to MDOT in October
- Crosswalk LED signs and Town Common benches have all been delivered and installation is in process.
- 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

- Awarded \$67,000 on 11/5/20 for replacement of basketball and pickleball courts at Towtaid PARC.
- Requires Fall Town Meeting Warrant with entire project amount included including the Town's 30% match.
- 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 submitted in early October for new servers, routers, and security upgrades.
- 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

- Application submitted in early October for ADA improvements identified in Town Hall ADA Architectural Study.
- Awards announced in December
- \$250,000 is the cap per application. No local match.

Green Communities Grant

- Working with CMRPC on the procurement for phase 2 of the Town's conversion to LED streetlights.
- Working with Guardian on completion of weatherization and lighting work on the Senior Center and High School. Completion expected by the end of November on weatherization/lighting.

MassWorks

- Deadline passed on August 28th. No project emerged that would fit the criteria. Promoting the program to developers that come forward. Working with Anderson Strategic Advisors to prepare for next year's application.
- 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 with departments were held in October and early November.
- Kickoff meeting with BSC Group held in early to mid-October. BSC is working with the Highway department to identify highest need bridges/culverts.
- 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 contracts have been completed. Interested businesses are being directed to Bryan to be kept on a spreadsheet.

- Additional grant training has been completed. The application for businesses was activated in mid-October. So far 5 applications have been received.
- Would provide grants of up to \$10,000 for small businesses (<5 employees) and resources for senior centers

Site Readiness Program Grant Status

- Working with Anderson Strategic Advisors to apply for grant to conduct market analysis on RT 56 properties in industrial zoning areas.
- Application deadline November 12th, 2020.
- No local match required.

**SELECT BOARD MEETING MINUTES
NOVEMBER 2, 2020 AT 6:00PM
VIRTUAL MEETING**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 6:00pm. 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.

Health Agent Francis Dagle provided a brief update on recent trends with COVID-19 cases and the latest guidance from Governor Baker's office.

1. SCHEDULED ITEMS

a. 6:00pm - Town Hall ADA Architectural Study Funding

Neil Dixon provided a recap of the ADA architectural study and his request for additional funding for items beyond the original scope of work that was agreed upon. A motion was made by Mr. Brooks and seconded by Mr. Antanavica to table the item until a detailed cost breakdown of the extra work completed by Mr. Dixon was prepared. Roll Call: 5:0:0

b. 6:15pm - Hillcrest Lease Extension Discussion/Vote

David Genereux discussed the proposed one-year lease extension with Hilltop Management Group which would allow for rent to be waived until either the restaurant is fully operational or the golf course opens again. A motion was made by Mr. Antanavica and seconded by Mr. Shocik to extend the lease for one year as proposed. Roll Call: 5:0:0

c. 6:30pm – Fall Special Town Meeting

• Warrant Discussion/Vote with Finance Advisory Board

A motion was made by Mr. Brooks and seconded by Mr. Shocik to recommend approval of Article 1. Roll Call: 5:0:0

A motion was made by Mr. Shocik and seconded by Mr. Brooks to recommend approval of Article 2, Action 1. Roll Call: 5:0:0

A motion was made by Mr. Shocik and seconded by Mr. Antanavica to recommend approval of Article 2, Action 2. Roll Call 5:0:0

A motion was made by Mr. Brooks to remove Article 2, Action 3 from the warrant. The motion did not receive a second. A motion was made by Mr. Antanavica and seconded by Mr. Shocik to place Article 2, Action 3 on the warrant. Roll Call: 4:1:0 (Brooks opposed). A motion was made by Mr. Antanavica and seconded by Mr. Shocik to recommend approval of Article 2, Action 3. Roll Call: 4:1:0 (Brooks opposed)

A motion was made by Mr. Brooks and seconded by Mr. Shocik to recommend approval of Article 3. Roll Call: 5:0:0

A motion was made by Mr. Antanavica to recommend approval of Article 4, Action 1 with the exception of funding for a 1.5 ton roller for the Highway Department. The motion did not receive a

second. A motion was made by Mr. Brooks and seconded by Mr. Shocik to recommend approval of Article 4, Action 1 as written. Roll Call: 5:0:0

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to recommend approval of Article 4, Action 2. Roll Call: 5:0:0

A motion was made by Mr. Antanavica and seconded by Mr. Duggan to recommend approval of Article 5. Roll Call: 5:0:0

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to recommend approval of Article 6. Roll Call: 5:0:0

A motion was made by Mr. Antanavica and seconded by Mr. Duggan to recommend approval of Article 7. Roll Call: 5:0:0

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to recommend approval of Article 8. Roll Call: 5:0:0

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to recommend approval of Article 9. Roll Call 5:0:0

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to recommend approval of Article 10. Roll Call: 5:0:0

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to recommend approval of Article 13. Roll Call: 5:0:0

A motion was made by Mr. Brooks and seconded by Mr. Duggan to recommend disapproval of Article 14. Roll Call: 5:0:0. A motion was made by Mr. Brooks and seconded by Mr. Shocik to pass over Article 14 on the warrant. Roll Call: 5:0:0

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to recommend approval of Article 15. Roll Call: 5:0:0

A motion was made by Mr. Shocik and seconded by Mr. Antanavica to recommend approval of Article 16. Roll Call: 5:0:0

A motion was made by Mr. Brooks and seconded by Mr. Shocik to recommend approval of Article 17. Roll Call: 5:0:0

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to make no recommendation on Article 18. Roll Call: 5:0:0

A motion was made by Mr. Shocik and seconded by Mr. Antanavica to extend the meeting past 10 5:00pm. Roll Call: 5:0:0

- **Vote to Sign Special Town Meeting Warrant**

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to sign the Fall Special Town Meeting warrant. Roll Call: 5:0:0

2. PUBLIC COMMENT PERIOD

No members of the public provided comment.

3. RESIGNATIONS & APPOINTMENTS

a. Retirement – Patricia Grady – Assistant Library Director

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to accept the retirement letter from Assistant Library Director Patricia Grady's and to send a letter of thanks. Roll Call: 5:0:0

b. Resignation – Dawn Marttila – Capital Improvement Planning Committee (CIPC)

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to accept the resignation of Dawn Marttila from the CIPC and to send a letter of thanks. Roll Call 5:0:0

4. OTHER BUSINESS

a. Town Hall Holiday Hours

A motion was made by Mr. Brooks and seconded by Mr. Shocik to accept the Town Hall Holiday Hours as presented. Roll Call: 5:0:0

5. REPORTS & ANNOUNCEMENTS

a. Student Liaison Reports

This item was passed over.

b. Town Administrator Report

The Town Administrator referred the Select Board to his written report in the packet.

c. Select Board Reports

Select Board members discussed the recent Economic Development Committee meeting, Breast Cancer Awareness Month, and Deja Nu's relocation.

6. MINUTES

a. October 19, 2020

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to approve the minutes of the October 19th, 2020 meeting. Roll Call: 4:0:1 (Brooks abstained)

A motion to adjourn was made by Mr. Antanavica and seconded by Mr. Duggan at 10:32pm. Roll Call 5:0:0