



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: May 3, 2021

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***

<https://global.gotomeeting.com/join/554224077>

-OR-

(571) 317-3122; Access Code: 554-224-077

CALL TO ORDER/OPENING

1. SCHEDULED ITEMS

2. PUBLIC COMMENT PERIOD

3. REPORTS & ANNOUNCEMENTS

- a. Health Agent COVID-19 Update & Senior Center Reopening
- b. Student Liaison Reports
- c. Town Administrator Report
- d. Select Board Reports
- e. Eagle Scout Ceremony – Liam Pataky

4. RESIGNATIONS & APPOINTMENTS

- a. Appointment – Chief Michael Dupuis – Public Safety Committee (Fire Chief position)
- b. Appointments – Paramedics – Anthony Trifone and Robert Fitzgerald
- c. Retirement – Detective Timothy Fontaine – Police Department

5. OTHER BUSINESS

- a. Police Department Donation
- b. Request to Fly Flags at Half Staff in Memory of Fallen Police Officer Ronald Tarentino
- c. Select Board FY22 Proposed Meeting Dates
- d. 2021 Town Hall Holiday Hours
- e. Revise Fees for Use of Town Common and Bandstand
- f. Cable Advisory Committee Formation – Spectrum Contract Ending 02/2024
- g. Signage/Reconfiguration of Intersection at Paxton & Marshall Streets

6. MINUTES

- a. April 26, 2021

ADJOURN



OFFICE OF THE BOARD OF HEALTH

TOWN OF LEICESTER

3 WASHBURN SQUARE • LEICESTER, MASSACHUSETTS 01524-1333
TELEPHONE: (508) 892-7008 • FAX: (508) 892-1163

MEMORANDUM

Date: April 29, 2021

To: Select Board Members

CC: David Genereux, Town Administrator

Kristen Forsberg, Assistant Town Administrator

From: Francis Dagle, Health Agent

RE: Senior Center Reopening

On April 29, 2021 the Health Agent met with the Senior Center Director to review regular operations and programs that would commence in the case of reopening. Based on this discussion, the Health Agent supports the reopening of the Senior Center, with the recommendation that several new protocols be implemented to minimize the transmission risk associated with the COVID-19 virus.

Below and attached you will find recommendations to further ensure the safety and well being of participants during the reopening process.

Prior to Reopening

- Prior to reopening, deep clean and disinfect the facility and transportation vehicles for infection control. Proper signage and sanitizing supplies should be ordered and installed.
- Identify all frequently touch surfaces and develop a daily periodic routine cleaning schedule. Examples of high touched surfaces include tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks and phones.
- Plan for social distancing. Calculate the ratio of participants that can safely distance in the interior spaces and reconfigure the Center as necessary. Centers should determine the number of participants they can safely serve while maintaining social distancing. Programs will need to clearly incorporate capacity limitations and registration sign up in advance.
- Designate an area separate from activity areas for participants and staff members to self-screen their current health. A template of common screening questions is being provided in the attached reopening plan. Staff cannot, under any circumstance, ask for private medical information, including vaccination information.
- Designate a dedicated area for exposure holding. In the case of a symptomatic participant, staff will need to separate the individual(s) from other participants and help arrange transportation out of the senior center
- Prior to reopening, send out a notice to all potential participants. This will inform them of the reopening, which should include an acknowledgement of the new temporary restrictions and emphasis for the need to stay at home if signs and symptoms of illness are displayed. A general template letter is being provided in the attached reopening plan. Additional procedures implemented.
- Determine what programs and services will regularly take place at the facility. Review list with Health Agent for risk assessment, and whether permissible. When possible, any activities should be adapted to an outside setting.

COVID-19 Reopening Control Plan

Leicester Senior Center

Per State guidance, all businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. The implementation of policies and procedures when reopening is crucial and essential to ensure the health and safety of participants, staff, and families. The following temporary operation control plan outlines enhanced protocol and safety measures to mitigate the risk of COVID-19 transmission, in line with State guidance.

Social Distancing

- ☐ Ensure that all persons, including staff, remain at least six feet apart to the greatest extent possible.
 - Staff will regularly instruct participants to distance 6 feet when possible.
 - Visual social distancing guidance will be placed throughout the facility, by way of signs, barriers, and tap markings.
 - Directional arrows will be placed in certain areas to establish the flow of traffic.
 - Where possible, different doors will be designated for entering and exiting areas
 - Barriers will be installed at reception and other face-to-face interaction areas.
- ☐ Establish protocols to ensure that employees can practice adequate social distancing.
 - Certain programs and activities may be temporarily unavailable, if designated as high risk and non-essential.
 - Capacity limits will be established for all programs and activities
 - Programs and services will be staggered during business hours to limit the number of individuals in the facility. Some may require pre-registration to ensure number limit is being followed.
- ☐ Post signage for safe social distancing
 - 6-ft distancing instructions throughout facility in high traffic areas.
 - Barriers placed to restrict movement to non-essential areas.
 - Signage that states face coverings or masks are required will be posted in facility as well as entrance.
 - Directional arrows will be placed to establish the flow of traffic in certain rooms.
- ☐ Require face coverings for all persons entering the center.
 - Staff will educate anyone who enters the facility on the requirement to wear a face covering, and proper use.
 - Face coverings will always be required while indoors and will be enforced by staff. Participants who refuse to wear a face covering indoors will be required to immediately leave the facility, until they secure a proper face covering.
 - If an individual is unable to wear a face covering, accommodations will be made to assist the participant in receiving essential services.

Hygiene Protocols

- ☐ Provide hand washing capabilities.
 - Hand sanitizing stations, with alcohol-based hand sanitizer that contains at least 60% alcohol, will be placed in high traffic areas
 - Staff will frequently hand wash and provide adequate supplies to maintain sanitation stations

- Certain activities may require handwashing or sanitation station use for certain activities.
 - Signage reminding participants to sanitize frequently will be visibly posted.
- ☐ Provide regular sanitization of high-touch areas.
- Sanitation schedule will be in place for cleaning high contact surfaces. Cleaning solutions will be EPA approved for use against the virus that causes COVID-19.
 - Tables and chairs will be distanced and cleaned regularly during operating hours.
 - Single-use supplies will be utilized whenever possible

Staffing & Operations

- ☐ Training will be provided to Senior Center staff regarding the social distancing and hygiene protocols.
- Avoid touching your eyes, nose and mouth.
 - Wash hands frequently with warm water and soap.
 - Stay at least six feet apart from others while in social settings.
 - Physical contact of any kind is not permitted. This includes hugging and shaking hands.
 - Require masks to be worn indoors except for the reasons specified in the Governor's order
 - Anyone who willfully does not follow established protocols should be asked to leave the facility.
 - If someone refuses to leave the facility, the Leicester Police Department may be contacted.
 - All established protocols will be reviewed with staff prior to reopening.
 - Staff will self-screen before entered facility every day. If a staff member is symptomatic, they should immediately isolate at home, contact their primary care physician and the Board of Health.
 - Senior Center Director will be responsible for ensuring that staff who are displaying COVID-19-like symptoms do not report to work or are sent home as soon as possible.
- ☐ Establish a plan of action for staff getting ill from COVID-19 at work, and a return-to-work plan.
- Anyone who develops symptoms while on the job/at the facility should keep their mask/face covering on, notify their supervisor or upper management, and leave the facility.
 - Those with symptoms of COVID-19 should stay home and consult their primary care physician.
 - After recovering from illness, staff should only return to work after the isolation period has ended and it has been at least 24 hours without fever and medical intervention for symptoms. It is recommended that staff contact the Leicester Board of Health for a return to work plan.
- ☐ Additional procedures implemented:
- Self-screening document with questions will need to be approved by the Health Agent. Staff can check temperature of participants but cannot ask for private medical information.
 - Any program or activity should be adapted to outside setting whenever possible. Any events that are non-essential and/or are moderate to high risk should be temporarily shut down.
 - Staff will be provided established guidelines, and operations will be discussed with Senior Center Director
 - Facility hours and capacity limits may be adjusted during the state of emergency to meet the required mandatory safety standards.
 - A sign-in log will be located at reception and contact information must be provided by all participants on a daily basis, in case of need to contact trace.

Cleaning & Disinfecting

- ☐ Specific cleaning protocols will be established and maintained.
- Plexiglass will be cleaned and sanitized regularly according to the cleaning schedule.

- Senior Center Director will ensure all employees are being mindful of their workspace and practicing proper cleanliness and hygiene.
- A cleaning schedule will be established. Staff will be responsible for sanitation and disinfecting assignments. Cleaning will be focused on high touch surfaces.
- Senior Center will have a deep clean prior to reopening.
- A log to document when cleaning has been completed and by whom should be utilized.
- Ensure that when any active staff or participants are diagnosed with COVID-19, the facility is temporary shut down to allow for deep cleaning and disinfecting to be performed. Check with your local BOH for disinfecting and reporting procedures if anyone sick enters your facility.

Visitor COVID-19 Screening Questionnaire

To reduce the risk of spread of COVID-19 in this facility, visitors are being asked to self-screen before entering.

PRIOR TO COMING TODAY, HAVE YOU...

1. Newly experienced any of the following symptoms that cannot otherwise be attributed to another condition?
 - Fever (100.0 F or higher)
 - Loss of taste or smell
 - Shortness of breath or difficulty breathing
 - Headache
 - Cough
 - Sore throat
 - Chills
 - Fatigue
 - Muscle pain or aches
 - Nausea, vomiting or diarrhea
 - Runny nose or congestion
2. Tested positive for, or have been diagnosed by a healthcare provider, with COVID-19 within the past 10 days?
3. Been advised by a healthcare provider or a public health agency to self-quarantine within the last 14 days?
4. Had close contact with someone experiencing symptoms, or someone with known exposure to COVID-19?
5. Been tested and are awaiting results after experiencing symptoms of COVID-19 or have been in close contact with someone positive for COVID-19 or who was experiencing symptoms?
6. Traveled outside of Massachusetts without quarantining for 14 days and/or received a negative COVID-19 test result?

If you answered yes to any of the above, do not come into this facility. It is recommended that you return to your home and contact your primary care physician as soon as possible.



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Employee Health Protection for you and your co-workers

The town is committed to providing a safe and healthful work environment through the COVID-19 Pandemic. Therefore, in accordance with guidance provided by the State of Massachusetts, we are implementing a self-certification of health policy. Do not report to work if you are sick! Self-evaluation and certification should begin at home.

If you or someone you have been in close contact with are displaying any of the symptoms consistent with the Covid-19 virus (listed below) or has been diagnosed with the Covid-19 virus, call, text or email your department head as soon as possible. Do not report to work! Do not return to the office until authorized by the Town Administrator's Office. If you develop symptoms during your work shift, but do not require emergency assistance, self-isolate immediately (i.e., in your automobile or a locked office) and call, text or email your department head immediately for direction. It is also strongly advised that you consult with your physician or medical services center.

COVID-19 Symptoms:

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

Self-certify prior to coming to work

Prior to starting a shift and accessing any town building, each employee will self-certify that the following statements are true.

Self-Certifying Statements- To the best of my knowledge:	True	False
I have had no signs of a fever or a measured temperature above 100.4 degrees F.		
I have not had symptoms of Covid-19 within the past 24 hours. Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting.		
I have not had "close contact" with any individual diagnosed or showing symptoms consistent with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.		
I have not been asked to self-isolate or quarantine by a doctor or a local public health official.		

I am certifying that the statements above about symptoms or exposure to COVID-19 are accurate at this time. I understand that each time I access a town building I am certifying that the above statements are true.

Print Name	Signature	Date

****Please return this form to the Town Administrator's Office**

PLANNING TOOL FOR AGING SERVICES NETWORK: NEW NORMAL AND REOPENING

Version 1.0

Planning tool for aging services professionals only - not for public distribution

28 APRIL 2021

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Updated 28 April 2021

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Section 1: Introduction

The Commonwealth continues to take steps to work toward a “new normal” as public health metrics trend in a positive direction and vaccination rates increase.

While there is much reason for hope, we are still living in a global pandemic. **It remains critically important to continue to practice prevention strategies.** The COVID-19 vaccines are an important tool in getting to the end of the pandemic, but it will take time to vaccinate everyone. We must all continue to do our part to stop the spread and remain vigilant.

When we shut down in March 2020, it was quickly and urgently, **but working towards a new normal does not have a single on/off switch.** This presents an opportunity to think and plan for what a new normal means to each of us – to be thoughtful, gradual, and use all the data we have and lessons we have learned from the past year. This process is intended to be iterative, there is not one opportunity to “reopen”, and we will continue to learn as we take steps towards a new normal. The aging services network has been incredibly innovative during this time, and we encourage you to think about what has worked and what should be carried forward as we redefine what it means to grow up and grow older in Massachusetts. **Organizations should consult with their leadership, including municipal leaders, local boards of health, boards of directors, as well as any relevant trade associations in all aspects of this work.**

Additionally, all organizations are encouraged to develop and review their reopening plans with a lens toward equity. **Organizations should strive to ensure all programs and activities have equal access and opportunity for all members of the community.** The [Massachusetts Department of Public Health \(DPH\) Office of Health Equity](#) offers resources and tools to help Public Health programs address health inequities, and [the Center for Disease Control and Prevention \(CDC\) National Center for Chronic Disease Prevention and Health Promotion](#) offers tools and resources to help achieve health equity by eliminating health disparities. The [Massachusetts Healthy Aging Collaborative’s Healthy Aging for All Guide](#) may also be helpful to communities as they plan to start or expand in-person activities.

Using Data to Inform Planning: COVID-19 DPH Data Sources

The Commonwealth regularly publishes data on COVID-19 metrics and vaccination rates to help communities assess readiness and approach planning for reopening. We encourage you to use this data and engage municipal leaders and other community partners to understand and interpret the data and information.

- [COVID-19 Response Reporting](#): Includes daily and cumulative reports on Massachusetts COVID-19 cases, testing, and hospitalizations. County-level positivity rates and tests performed are updated each Wednesday and published online.
- [COVID-19 Vaccination Data and Updates](#): Includes daily and weekly reports, including municipal level data, which is updated each Thursday. Municipal data contains information on individuals vaccinated for COVID-19 by their zip code and city or town of residence, as well as by age, sex, and race/ethnicity characteristics.

Section 2. How to Use This Planning Tool

This planning tool was created to help aging services professionals identify guidance that may be useful as they think about their individual organization's approach to scaling up. **The tool curates and centralizes existing guidance and includes a list of questions and considerations** to use when planning for reopening. This is not a set of instructions that articulates how to reopen, nor does it interpret existing guidance. **Any interpretation of guidance should be done in consultation with an organizations' leadership and local boards of health.**

We recognize that many organizations and communities have already started to plan for scaling up operations. This planning tool is **intended to complement and not supplant the creative thinking** and planning already underway. Our hope is that this tool supports you as you continue to plan for reopening. **Please continue to consult with local boards of health and your relevant trade associations prior to finalizing any plans.**

The planning tool includes both general considerations and helpful information related to four common scenarios that likely apply to the Aging Services Access Points (ASAPs), Councils on Aging (COAs), other aging services providers, and community-based organizations. **The scenarios for in-person activities include:**

Scenario 1	Scenario 2	Scenario 3	Scenario 4
One-on-One In-Person Activities	Congregate Dining	Group In-Person Activities (Active)	Group In-Person Activities (Passive)
Examples: Social Visiting, Wellness Checks, Individual Counseling	Examples: Group Meals, Lunch Socials	Examples: Fitness Class, Card Games	Examples: Speaker Series, Movie Screening

A decision tree planning guide illustrating these four scenarios in more detail is included in **Section 4** and scenario-specific information is included in **Section 5**. Each scenario includes links to potentially helpful guidance, select language that may be most relevant, and a list of questions or considerations to think about for reopening. In many cases, other sectors (e.g., Restaurants, Fitness Centers and Health Clubs) contain guidance that may be helpful to the aging services network and communities.

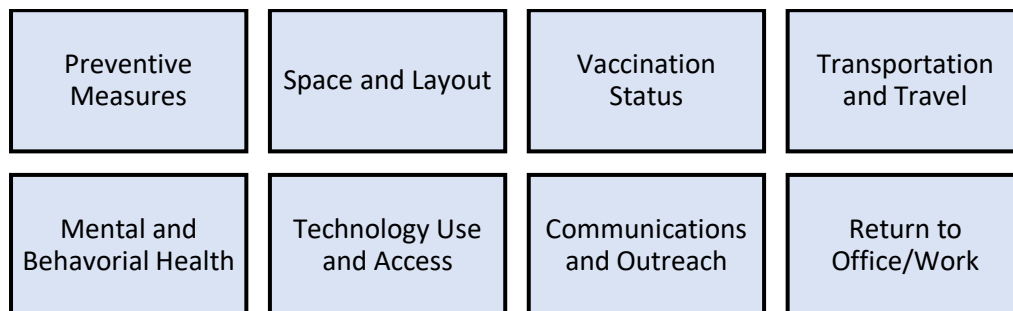
We acknowledge that this information is emerging and changing rapidly, and we will work to update the planning tool periodically to reflect the most recent guidance and information. We also encourage you to visit <https://www.mass.gov/info-details/reopening-massachusetts> to stay up to date on the latest reopening guidance and information. **Please note that this version of the planning tool includes the latest information from the Baker-Polito Administration released on April 27th, 2021.**

Section 3. General Information

The following section includes general information and guidance that may be helpful as you plan to scale up operations. In addition to reviewing this information, it may also be useful to reference:

- [Reopening Massachusetts website](#)
- [COVID-19 Information for Local Boards of Health](#)
- [Centers for Disease Control and Prevention \(CDC\) website with considerations for community-based organizations](#)

For all planning, there are eight general categories to consider (see pages 5-7 for details):



Additionally, the Commonwealth issued guidance that aging services professionals may wish to be aware of and familiarize themselves with for settings where individuals they serve live or receive care.

Long Term Care Facility Guidance

- [Visits](#) may now occur in resident rooms when both the resident and visitor are fully vaccinated, without social distancing. Masks should still be worn during visits.
- Congregate activities that require residents to be closer than six feet apart can resume, such as card games, dining, and watching movies, if residents are fully vaccinated.

Assisted Living Residence (ALR) Guidance

- Congregate activities can resume. Settings such as dining rooms, movie theaters, and gyms within the ALR should follow state guidance for the respective settings.

Day Program Guidance

- Day Programs must continue to comply with [all state COVID-19 guidance](#). This includes but is not limited to guidance on: a) [personal protective equipment \(PPE\)](#), b) [considerations for health care personnel after vaccination](#), c) [return to work guidance for all workers](#), and d) [mandatory safety standards for workplaces](#).
- Have a process for screening participants and staff for symptoms of or known exposure to COVID-19 prior to entering the site.
- Minimize contact between participants through active scheduling practices, such as establishing different arrival/departure times or separate space to mitigate the risk of exposure to COVID-19.
- Have a food safety plan that identifies how the provider will maintain appropriate safety and social distancing during meals including preparation and distribution of meals, safety measures for dishware and utensils, and mealtime schedule for participants. Meals shall not be served family style.

General Considerations	Additional Information
Preventive Measures	<ul style="list-style-type: none"> Residents are still required to wear face masks in public places (with exception of outdoors if it is possible to socially distance), socially distance by remaining six-feet apart, isolate if feeling sick, quarantine if exposed to COVID-19, and limit in-person gatherings. Preventative measures, such as washing hands often with soap and warm water for at least 20 seconds, cleaning items and counters that are frequently touched with household cleaning sprays and wipes, and avoiding touching eyes, nose, and mouth are still encouraged. Cleaning and sanitizing practices are encouraged daily, as well as disinfecting when there may have been an exposure to COVID-19 in the building. The Centers for Disease Control and Prevention (CDC) lists guidance. Staff should continue to be screened for COVID-19 symptoms. Note that screening people who have been fully vaccinated is still necessary. Organizations may wish to maintain a log of staff and consumers to support contact tracing, as needed.
Space and Layout	<ul style="list-style-type: none"> When planning for a specific program or activity, consider if the activity could be done outdoors, weather permitting and if there is a plan in place for inclement weather. Effective March 22nd, Gatherings at private residences must not exceed 10 people indoors and 25 people outdoors. Effective March 22nd, Gatherings at event venues and in public settings must not exceed 100 people indoors and 150 people outdoors. Effective May 29th, gatherings limits will increase to 200 people indoors and 250 people outdoors for event venues, public settings, and private settings. Please note there may be additional restrictions on occupancy limits based on size of the building. The federal government has created resources that may be helpful to owners and operators of affordable housing, as well as multi-family housing.
Vaccination Status	<ul style="list-style-type: none"> Until more people are vaccinated, prevention measures will continue to be necessary for all people, even people who have been fully vaccinated. Massachusetts guidance for people who are fully vaccinated against COVID-19 includes more information about gathering with others, isolation, quarantine, and testing. Planning for gradual return to safe in-person programming and services for all members of the community, including those who are vaccinated and not yet vaccinated, is strongly encouraged. The Department of Public Health is not mandating the COVID-19 vaccine. It is a voluntary program. If an organization is interested in pursuing limitations or requiring consent based on vaccination status, they should engage with municipal leadership, Boards of Directors, and legal counsel.

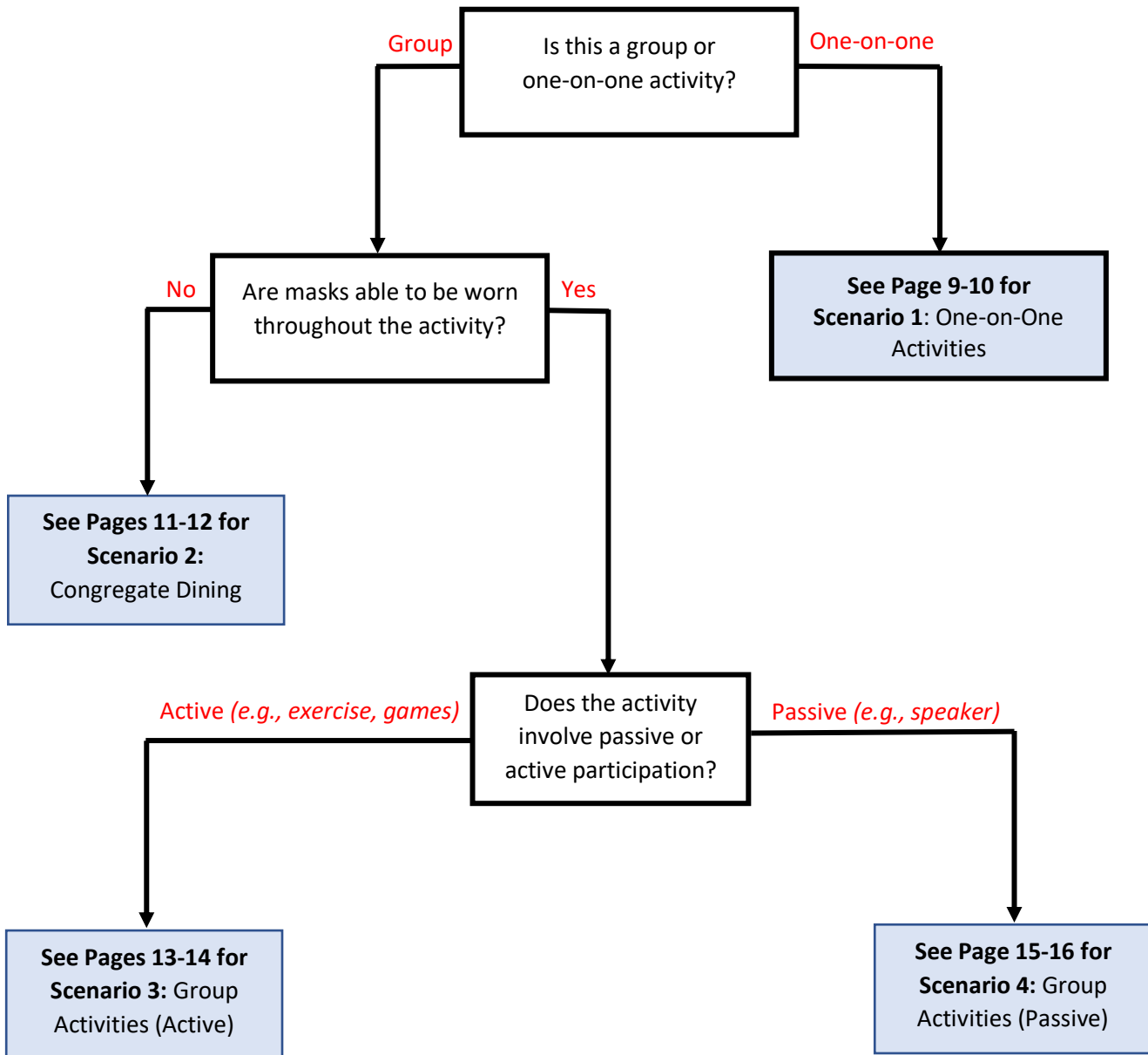
Vaccination Status (Continued)	<ul style="list-style-type: none"> It is important to continue to encourage residents about the importance of being vaccinated and the efficacy of the vaccines. The state has published public awareness and education materials as part of the Trust the Facts, Get the Vax campaign. To review current vaccination rate in your community, visit the weekly Department of Public Health dashboard.
Transportation and Travel	<ul style="list-style-type: none"> Various guidance exists for different forms of transportation, including guidance for Executive Office of Health and Human Services Human Service Transportation (HST) (both new normal checklist and guidelines for demand response transportation), as well as tips for safe carpooling. The Centers for Disease Control and Prevention (CDC) published guidance for various modes of transportation, including public transit and paratransit. Effective March 22nd, the Massachusetts Travel Order was updated to a Travel Advisory. Please note that visitors and returning residents are still encouraged to quarantine for 10 days upon their arrival unless they meet exemption criteria. Travelers are also encouraged to consult the CDC's guidelines and requirements for travel.
Mental and Behavioral Health	<ul style="list-style-type: none"> The past year has been incredibly difficult and many of us have experienced loss – of loved ones, financial security, important milestones, and social connection. It is important to take care of our emotional health and continue to build resiliency. For individuals who may need help with substance use, please visit the Commonwealth's website for Treatment and Recovery Services. If you know an older adult who may benefit from mental health services, please encourage them to call their local Aging Services Access Point (ASAP) or Council on Aging (COA) for more information about community-based supports. Many offer mental health programs for older people. Anyone who could benefit from free COVID-19 counseling for coping and support can call MassSupport at 1-888-215-4920. Phones are answered from Monday to Friday 9:00 AM to 6:00 PM. MassSupport is operated by Riverside Community Care. MassSupport frequently offers supports specific to family caregivers, including resiliency workshops.
Technology Use and Access	<ul style="list-style-type: none"> Many aging services providers and community organizations transitioned programming from in-person to virtual or telephonic. As we consider the new normal, it will be important to think about these new modalities and how to sustain them or build them into hybrid models. As we have learned over the past year, access to both technology and reliable internet is not universal and organizations should continue to think creativity about addressing the digital divide for their community members. Unfortunately, COVID-19 scams still exist. It is important to protect yourself and educate others about the warning signs. The Massachusetts Enterprise Security Office and the Massachusetts Attorney General's Office have more information and tips to avoid scams.

<p>Communications and Outreach</p>	<ul style="list-style-type: none"> • Effective communication with older adults has been a critically important component of emergency response. As we shift to the new normal, consider the many communication strategies and channels available in your community and how to best share information with older adults. This will be especially important when communicating information about scaling up operations, access to programs and activities, and the potential public reopening of physical buildings and facilities. • While reopening physical spaces and offering in-person activities is exciting, it is critical to think about equity and what access looks for all programs and services. It is important to set expectations with older adults, including those who were high frequency users pre-pandemic. Organizations may wish to consult the Massachusetts Healthy Aging Collaborative's Healthy Aging for All Guide to think about equity and access in the community. • Communication channels may include but are not limited to: telephone, mail, newsletter, local cable access, radio, pairing printouts with grab-and-go or home-delivered meals. • Messages about reopening may be paired with continued information about COVID-19 prevention and encouraging individuals to get a vaccine. See the state's printable COVID-19 fact sheets and Trust the Facts, Get the Vax campaign materials.
<p>Return to Office/Work</p>	<ul style="list-style-type: none"> • As we think about reopening programs and services to consumers, many of us are all planning to return to office buildings. Please see the latest safety standards and checklist for office spaces. • There are also sector-specific safety protocols and recommended best practices, which will provide further details and limited exceptions. • Review the Health Care Professionals Guidance and Considerations, including guidance related to quarantine and isolation for individuals who have been exposed to COVID-19. • Providing clear and consistent information with respect to reopening protocols is important for staff, volunteers, and consumers. Consider updating existing guides or handbooks and hosting training sessions for staff and volunteers.

Section 4. Decision Tree to Assist with Planning

Please use the below decision tool to assist in scenario planning for in-person activities.

(see pages 9 through 16 for additional details)



Section 5. Scenario Planning with Potential Guidance to Consider

Scenario 1. One-on-One In-Person Activities

Example Activities: Friendly Visiting, Wellness Checks, Individual Counseling

Potential Guidance to Review:

*The bullets below are excerpts from the established guidance for specific sectors. Aging services professionals are encouraged to review the entire documents and webpages, as applicable. **Please note that this version of the planning tool includes the [latest information from the Baker-Polito Administration](#) released on April 27th, 2021. Aging services professionals should continue to check the sector hyperlinks for the latest information.***

Fitness Centers and Health Clubs

- Personal trainers should **maintain six feet of distance from clients** to the extent possible and should minimize any prolonged close contact.
- Personal trainers must **wear face coverings**.
- **Any equipment used during the personal training session must be sanitized after each use**, or at the end of the session if the client was the only person who used the equipment during the session.

Day Program Guidance

- Have a process for **screening participants and staff** for symptoms of or known exposure to COVID-19 prior to entering the site.
- Ensure all staff have **appropriate personal protective equipment (PPE)**, consistent with DPH guidance, to perform the service or procedure and any related care for the participant. If appropriate PPE is not available to protect the staff involved in the participant's care, the program site should be closed until appropriate PPE is available.

Health Care Professionals Guidance and Considerations

- Quarantine is for individuals who have been exposed to someone who is COVID-19 positive but are not exhibiting any symptoms and have not tested positive. NOTE: **Individuals who had COVID-19 in the last 90 days** (from day of symptom onset or day of first positive test if asymptomatic), AND **individuals who have received either two doses** of the Moderna or Pfizer COVID-19 vaccines or a **single dose** of the Janssen COVID-19 vaccine **at least 14 days ago, are not required to quarantine following an exposure.**
- **Isolation is for individuals who have either tested positive for COVID-19** or who are exhibiting symptoms of COVID-19 (including fever, chills, muscle pain, headache, sore throat, or new loss of taste or smell) and have been told by a provider that they have, or probably have, COVID-19, even in the absence of a test.

Questions and Considerations:

The questions listed below are meant to help think through considerations for scaling up operations related to the scenarios. They are not intended to be a list of instructions or regulations.

- ☐ Is the individual involved with the Protective Services Program? *If yes, please consult and follow all Protective Service Regulations, Program Instructions, and Protective Services Program Tip Sheet issued on April 16th, 2021.*
- ☐ Have you reviewed the Transitional COVID-19 Plan issued by the Executive Office of Elder Affairs on September 3rd, 2020 regarding consumers enrolled in Home Care, Supportive or Congregate Housing, Options Counseling, Family Caregiver Support, Elder Mental Health, and other programs? (This document is available on 800AgeInfo for Professionals).
- ☐ Where is the activity being held? Is it going to be an outdoor or indoor activity?
- ☐ Have you reviewed other sector guidance if the meeting is being held at a business or other location?
- ☐ When was the last assessment of the individual's home? Do you need to see inside the individual's home as part of the assessment process?
- ☐ Does the individual have regular contact with other members of the aging services network that you can coordinate with?
- ☐ Does the individual have adequate technology, internet access, and training to meet virtually?
- ☐ What Personal Protective Equipment (PPE) is needed and available?
- ☐ What paperwork or other materials is needed for the activity? Do any signatures need to be obtained? Can any of them be provided electronically?
- ☐ Have you reviewed the [COVID-19 case](#) and [vaccination rate](#) data for your community? If an organization is interested in pursuing limitations or requiring consent based on vaccination status, they should engage with municipal leadership, Boards of Directors, trade associations, and legal counsel prior to any final decisions.
- ☐ Have you incorporated [trauma-informed approaches](#) that benefit both the consumer and staff?
- ☐ Have you consulted with your leadership, including but not limited to, municipal leaders, local boards of health and boards of directors, as well as trade associations?

Scenario 2. Group Congregate Dining

Example Activities: Congregate Meals, Lunch Socials, Summer BBQs

Potential Guidance to Review:

*The bullets below are excerpts from the established guidance for specific sectors. Aging services professionals are encouraged to review the entire documents and webpages, as applicable. **Please note that this version of the planning tool includes the [latest information from the Baker-Polito Administration](#) released on April 27th, 2021. Aging services professionals should continue to check the sector hyperlinks for the latest information.***

Day Programs

- Have a food safety plan that identifies how the provider will **maintain appropriate safety and social distancing during meals** including preparation and distribution of meals, safety measures for dishware and utensils, and mealtime schedule for participants.
- Meals shall **not be served family style**.
- **Minimize contact between participants through active scheduling practices**, such as establishing different arrival/departure times or separate space to mitigate the risk of exposure to COVID-19.

Restaurants

- Customers **may only remove face coverings in the actual act of eating and drinking**. Face coverings are required at all other times while seated at tables and when waitstaff are present at tables.
- Seated table service must be limited for each party to **90 minutes or less**.
- Tables must be positioned so to maintain at least a **6-foot distance from all other tables and any high foot traffic areas** (e.g., routes to bathrooms, entrances, exits)
- The size of a party seated at a table **cannot exceed 6 persons**.
- Customers should be **encouraged to only dine with members or the same household**.
- **All customers must be seated**; eat-in service to standing customers is prohibited.
- Restaurants may provide carry-out or delivery service, but all safety standards for table separation, size of party, and hygiene must be maintained for any indoor or outdoor table seating that is available to carry-out patrons.
- **Stagger work schedules and staff meal and break times**, regulating maximum number of people in one place and ensuring at least 6-feet of physical distancing.
- When possible, **reservations or call ahead seating should be encouraged**; managers must ensure that customers waiting for tables do not congregate in common areas or form lines.
- **Provide training to workers on up-to-date safety information and precautions** including hygiene and other measures aimed at reducing disease transmission.
- **Limit visitors and vendors on site**; shipping and deliveries should be completed in designated areas.
- **Restaurants must screen workers at each shift.**
 - **Clean commonly touched surfaces in restrooms** (e.g., toilet seats, doorknobs, stall handles, sinks, paper towel dispensers, soap dispensers) frequently and in accordance with CDC guidelines.
 - Open windows and doors to **increase airflow** where possible.

Retail Businesses

- **Self-serve, unattended buffets, topping bars, and other communal serving areas (such as salad bars) must remain closed.** Retailers must eliminate any open free samples or tastings. Self-serve beverage stations must comply with the following guidelines:
 - Hand sanitizer must be made available next to beverage stations and operators must instruct customers to use before pouring beverages.
 - Only straws and stirrers individually wrapped in cellophane or paper are allowed.
 - Cups and lids must be from single pull dispenser or other method to minimize contact.
 - Sweeteners, sugars, and creamers must be individual packets.
 - Floor markers must be installed to achieve social distancing.
 - Use of personal mugs and cups are not allowed.
 - Frequent disinfecting of the beverage station must take place, even during busy times.
 - If a store offers delivery, curbside pickup capabilities, or limited "appointment only shopping," **customers should be encouraged to use those methods before coming** into the store.
- **Contactless payment methods** are encouraged.

Questions and Considerations:

The questions listed below are meant to help think through considerations for scaling up operations related to the scenarios. They are not intended to be a list of instructions or regulations.

- ☐ Are you planning to hold congregate dining on a regular basis or is this a one-time activity?
- ☐ Where is the meal being held? Is it indoors or outdoors?
- ☐ What is your space layout?
- ☐ What is your seating and table capacity?
- ☐ Are you considering a reservation or appointment system?
- ☐ Will you be distributing grab-and-go meals, coordinating meal delivery and congregate dining on the same day or from the same location?
- ☐ Have your volunteers and staff been training in necessary safety and hygiene protocols?
- ☐ What Personal Protective Equipment (PPE) do you have available?
- ☐ Will meals be served to individuals at the table, or will it be buffet style?
- ☐ What will the flow of "traffic" be for staff and participants?
- ☐ How are you ensuring equitable access to the congregate dining?
- ☐ Have you considered encouraging individuals to sit with members of their households?
- ☐ What are your protocols for cleaning and disinfecting?
- ☐ Have you reviewed the [COVID-19 case](#) and [vaccination rate](#) data for your community? If an organization is interested in pursuing limitations or requiring consent based on vaccination status, they should engage with municipal leadership, Boards of Directors, trade associations, and legal counsel prior to any final decisions.
- ☐ Have you incorporated [trauma-informed approaches](#) that benefit both the consumer and staff?
- ☐ Have you consulted with your leadership, including but not limited to, municipal leaders, local boards of health and boards of directors, as well as trade associations?

Scenario 3. Group In-Person Activities (Active)

Example Activities: Group Fitness Classes, Card and Board Games, Music Classes

Potential Guidance to Review:

*The bullets below are excerpts from the established guidance for specific sectors. Aging services professionals are encouraged to review the entire documents and webpages, as applicable. **Please note that this version of the planning tool includes the [latest information from the Baker-Polito Administration](#) released on April 27th, 2021. Aging services professionals should continue to check the sector hyperlinks for the latest information.***

Fitness Centers and Health Clubs

- **All equipment must be sanitized between uses.** No equipment shall be used by another customer or returned to the storage rack/container without being sanitized.
- Encourage customers to **use their own personal exercise equipment** (such as spin shoes, jump ropes, yoga mats, etc.) when possible.
- Encourage **outdoor exercise, classes, sessions, etc. where possible**, so long as appropriate physical distancing is maintained at all times.
- **Close or limit waiting areas** and, for class-based activities with distinct session times, ask customers to wait outside or in cars until 10 minutes prior to their class.
- Schedule **30-minute windows between classes** to allow for thorough cleaning and appropriate ventilation of the fitness room, and to discourage congestion.
- **Consider creating “shifts” for customers** engaging in unstructured exercise (i.e., open weight rooms) by using a reservation system in order to enforce occupancy limits.

Indoor and Outdoor Events

- Occupancy counts in all **cases must include all attendees** but may exclude event staff or other workers.
- All participants in indoor and outdoor gatherings, including gatherings at private residences, must **maintain at least 6 feet of physical distance** whenever possible.
- An event will violate these capacity limits where, regardless of the actual number of attendees, **it is not reasonably possible for all participants regularly to maintain 6 feet** of separation.
- **When seated, attendees should be in groups of not more than 6.**
- Provide **regular sanitation of high touch areas**, such as workstations, equipment, screens, doorknobs, restrooms throughout work site.
- **Dance floors: May open for events only.** Face coverings must be worn at all times on the dance floor.

Museums and Cultural and Historical Facilities and Guided Tours

- **Encourage the use of electronic versions of guide materials** (such as brochures and gallery guides) where possible. All physical guide materials (such as paper brochures, gallery guides, and audio guides) must be discarded or sanitized between use. Any self-serve racks must be removed, and all materials must be handed out individually.

- Guidance for bus tours – **Groups of passengers should be separated on the vehicle by empty seats.** If that is not possible, vehicles should stagger open rows.
- Guidance for walking tours – **Tour operators must limit group size in walking tours to groups of no more than 25 persons, including guides.** Recommend limiting tour parties to members of the same household only.

Questions and Considerations:

The questions listed below are meant to help think through considerations for scaling up operations related to the scenarios. They are not intended to be a list of instructions or regulations.

- ☐ Where is the activity being held? Is it being planned for indoors or outdoors? Do you have inclement weather plans?
- ☐ Is this a regularly occurring activity or a one-time event?
- ☐ Does the activity require shared use of materials/equipment?
- ☐ Does the staff have necessary safety and hygiene protocol training?
- ☐ What Personal Protective Equipment (PPE) available?
- ☐ Are you considering an appointment or reservation system?
- ☐ How are you ensuring equitable access to programming with safety measures in place?
- ☐ What is the layout of the space? Does the space allow for appropriate physically distancing?
- ☐ Is there a clear pattern for “traffic” and movement?
- ☐ Is the activity occurring at the same time as other activities in the building?
- ☐ Have you reviewed the [COVID-19 case](#) and [vaccination rate](#) data for your community? If an organization is interested in pursuing limitations or requiring consent based on vaccination status, they should engage with municipal leadership, Boards of Directors, trade associations, and legal counsel prior to any final decisions.
- ☐ Have you incorporated [trauma-informed approaches](#) that benefit both the consumer and staff?
- ☐ Have you consulted with your leadership, including but not limited to, municipal leaders, local boards of health and boards of directors, as well as trade associations?

Scenario 4. Group In-Person Activities (Passive)

Example Activities: Movie Night, Speaker Event, Support Groups

Potential Guidance to Review:

*The bullets below are excerpts from the established guidance for specific sectors. Aging services professionals are encouraged to review the entire documents and webpages, as applicable. **Please note that this version of the planning tool includes the [latest information from the Baker-Polito Administration](#) released on April 27th, 2021. Aging services professionals should continue to check the sector hyperlinks for the latest information.***

Places of Worship

- For indoor services, places of worship must **monitor member entries and exits and limit occupancy at all times** to the greater of the following:
 - 50% of the building's maximum permitted occupancy as documented in its occupancy permit on record with the municipal building department or other municipal record holder.
 - Buildings for which no permitted occupancy limitation is on record may allow 10 persons (excluding staff) per 1,000 square feet of accessible space.
 - In any case, no enclosed space (e.g., a single room, basement) within the building may exceed occupancy of 10 persons per 1,000 square feet.
 - All occupancy counts and calculations shall include attendees but may exclude staff, and other workers.
- Attendees who are not part of the same immediate household must be seated at least 6-feet apart. Members of the same immediate household are permitted to sit together and less than 6-feet apart.
- If there is fixed seating, **rows should be blocked off and kept empty to allow for sufficient distancing** between rows.
- If feasible, places of worship are **encouraged to arrange online sign-up for services in advance** in order to monitor and limit the number of attendees.
- Places of worship are encouraged to **place tape or other visual distancing markings** on seating to delineate 6-foot separations and to post signage indicating the maximum number of persons permitted per row.
- Places of worship are encouraged to **take steps to encourage orderly entering and exiting of services** in a manner that encourages social distancing.
- Places of Worship shall communicate to members and workers that they **should not attend services in-person if they have symptoms** or have been exposed to COVID-19.

Theaters and Performance Venue

- **Require face coverings for all workers and customers**, except where unsafe due to medical condition or disability
- **Indoor and Outdoor Theaters and Performance venues must monitor customer entries and exits and limit occupancy** at all times to:
 - 50% of the venue's maximum permitted occupancy as documented in its occupancy permit on record with the municipal building department or other municipal record holder, but in no event shall the venue admit or host more than 500 persons.

- Venues for which no permitted occupancy limitations on record may allow up to 10 persons per 1,000 square feet of accessible space, and never more than 500 persons.
- **Post clearly visible signage regarding the need to maintain 6 feet of social distancing** and not to enter a room until that distancing can be maintained.
- Ensure **separation of 6 feet or more between individuals** where possible.
- Establish directional **pathways to manage visitor flow** for foot traffic, to minimize contact (e.g., one-way entrance and exit to shows, one-way pathways). Post clearly visible signage regarding these policies.
- **Reconfigure seating areas** to ensure 6-feet distancing between customers not in the same group
- For live performances, singing and the playing of brass and wind instruments is discouraged. **Singing is not permitted in any indoor performance venues.** For **outdoor performances involving singing or indoor and outdoor performances involving brass or wind instruments**, special distancing must be followed:
 - At least 10 feet between performers.
 - At least 25 feet between performers and first row of the audience.
 - Plexiglass barriers cannot be used to reduce required distance between performers or between performers and the audience.
- **Any self-serve racks or containers for these materials should be removed**, and instead all materials must be handed out individually by workers.

Questions and Considerations:

The questions listed below are meant to help think through considerations for scaling up operations related to the scenarios. They are not intended to be a list of instructions or regulations.

- ☐ Where is the activity being held? Is it an indoor or outdoor venue?
- ☐ Is this a regularly occurring program or a one-time event?
- ☐ What is your space layout? What is your seating plan?
- ☐ What is the pattern for “traffic” and movement?
- ☐ Have you considered reserved or assigned seating?
- ☐ What type of event or performance is being held?
- ☐ Does the activity include performers? Do the performers or speakers have enough distance from audience?
- ☐ What Personal Protective Equipment (PPE) is available?
- ☐ How are you ensuring equitable access to the activity?
- ☐ Have you reviewed the [COVID-19 case](#) and [vaccination rate](#) data for your community? If an organization is interested in pursuing limitations or requiring consent based on vaccination status, they should engage with municipal leadership, Boards of Directors, trade associations, and legal counsel prior to any final decisions.
- ☐ Have you incorporated [trauma-informed approaches](#) that benefit both the consumer and staff?
- ☐ Have you consulted with your leadership, including but not limited to, municipal leaders, local boards of health and boards of directors, as well as trade associations?



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR
Town Hall, 3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7077 Fax: (508) 892-7070
www.leicesterma.org

May 3, 2021

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 since the last Board meeting. This is a short week, so the report is brief.

Citizen issues:

- Corresponded with a resident regarding the draft water/sewer report from Weston and Sampson.
- Discussed Town Meeting article regarding the purchase of communications equipment with a resident
- Working on a Public Records request regarding mask enforcement

Meetings:

- Met with two property owners to discuss the impact of the Fire State outflow on Sergeant's Pond. We have now finalized the route for the stormwater. There will be measures within the system to ensure that there is no possibility of chemical discharge from the system into the pond.
- Walked the Becker College campus with other town officials. I am expecting to get more information regarding the potential purchase price of the campus next week. My first impression of the campus is that it is very impressive, and it offers a lot of possibilities. Spaces would have to be converted to classrooms, and there is the possibility that fire suppression will have to be installed. But it is an intriguing opportunity.

Activities:

- We have added coverage for EMS personnel for those injured on duty effective July 1, 2021. This has been a problem, as EMS personnel have not had coverage previously.
- I had the Senior Center Director survey area Centers to validate comments made at the last Board meeting that area senior centers were open. Results follow:
 - **North Brookfield, Lancaster, Clinton, Holden, Rutland** - Open
 - **Marlborough** - Closed
 - **Charlton** – No one answering the phone – Status unknown
 - **Paxton** - Talked to Cindy Love who plans a grand opening after Labor Day. There are no programs inside. They have a Grab and Go once a week
 - **Oxford** - Talked to the Assistant Director – they have 2 knitting groups who come in, a Book Club, Movies on Tuesday and Friday. They no longer have Meals Served by elder services, they hired a cook who comes in and cooks Tuesdays and Fridays and

- have 20 or more who sign up, pay and then come to get their food and leave. They are hoping to be able to open soon as the new meals program (cook in the kitchen) is very popular as compared to before when they only 2 to 3 people eating at the center
- **Auburn** - Have Meals on Wheels. No indoor activities, limited outdoor activities, no cards or bingo because of too close proximity. Director indicated that the Town Manager is not eager to open any time soon
 - **Spencer** - No answer – message indicated that they were closed today
 - **Uxbridge** - Plans to open in July. They have a chef for Tuesday and Thursday and they in fact deliver meals (cooked by the cook at the center) to homebound seniors and have curbside pickup. They offer Zumba outside and Bingo.
 - **Webster** - because they are located in an old school building there is no activity, as there is no grass area outside for anything. It's a parking lot
 - **Millbury** - Closed to all activities
 - **Mendon** - Senior center is too small to have activities
- We are working with the Health Agent on a reopening plan. He will address the Board at the meeting.
 - At the last meeting we also discussed the issue in the Assessor's Office regarding the DOR's concern with the number of properties that have not been done during the cyclical inspection cycle. The DOR representative just updated the workplan. The Assessor is required to inspect 60% of all properties in Town by the end of FY 24, which is a total of 3082 properties. I maintain that a part time temporary staffer would be of great assistance in this, to ensure that the work is not rushed. The Assessor is speaking with his Board on the matter.
 - Finally, we have updated the quote for connecting the generator to Town Hall to allow for it to be open during emergencies and to allow for full online access. Costs have greatly increased due to the rising charges for materials. The current estimate (Which is only good for 24 hours) is \$72,049.

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



LEICESTER SCOUTING **123**

Select Board Office
Town of Leicester
3 Washburn Sq
Leicester, MA, 01524

Dear members of the Leicester Select Board:

On behalf of the Committee members of Troop 123, Boy Scouts of America of Leicester, Massachusetts, it is my pleasure to announce that:

Liam A. Pataky

has achieved the rank of **Eagle Scout**. You are cordially invited to help us recognize him at a Court of Honor on May 16 at 12:00 PM. It will be held at the Hamilton Rod and Gun Club, 24 Hamilton Rd, Sturbridge, MA 01566.

Liam completed his Eagle Scout project at Turnback Time Farm in Paxton, MA, a non-profit farm and nature focused program for children located in Paxton, Massachusetts. Their mission is to increase the quality of life for children of all abilities through nature exploration, farm education and play. As the project manager, Liam led a group of volunteers to build a new tool shed and a picnic bench to be used by the camp and staff. This project required many hours of planning, organization, and coordination, and was completed during the COVID-19 pandemic.

Since joining scouting, Liam has incorporated the values of Scouting in his day-to-day life. His loyalty, helpfulness, and trustworthiness has led him into leadership positions in various clubs and awards throughout his school years. His academic success is driven by obedience to which he has maintained a GPA high enough to be within the top 2% in his grade.

Would you please be so kind as to send this worthy Eagle Scout a letter of greeting, along with other items you wish to be presented to them during this Court of Honor? All letters and certificates received will be placed in a keepsake binder, displayed for the guests, and presented during the ceremony.

Please address (1) one letter to **Eagle Scout Liam A Pataky** and send it to:

**BSA Troop 123
c/o Advancement Chairman
935 Stafford Street
Rochdale, MA 01542**

If you are available to send a representative from the Select Board in person, please RSVP to Rick Cehon at 508-735-3992 or rick@cehon.net by May 2, 2021.

Thank you for acknowledging this very worthy scout.

Sincerely,

Richard P Cehon Jr

Scoutmaster, Troop 123

Troop 123, St Joseph – St Pius X Parish, Leicester, MA 01524




Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

PHONE: (508) 892-7006

Date: April 28, 2021

To: Select Board 

From: Robert F. Wilson
EMS, Director

Subject: EMT- Appointment

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

Anthony Trifone

Robert Fitzgerald

This appointment will help solidify the per diem Paramedic coverage.

Thanking you in advance for your consideration in this matter.



Leicester Police Department
90 South Main Street
Leicester, MA 01524



Chief
Kenneth M. Antanavica
antanavica@leicesterpd.org

www.leicesterpd.org

Emergency: 911
Non-Emergency: 508-892-7009
Non-Emergency: 508-892-7010
Fax: 508-892-7012

April 22, 2021
Kenneth Antanavica
Chief of Police
Leicester Police Department
90 South Main Street
Leicester, MA 01524

Dear Chief Antanavica:

I would like to inform you that I will be retiring effective **May 3, 2021**.

Working at the Leicester Police Department has provided me with an opportunity to work alongside some great officers and leaders during the past 38 years. My law enforcement career as a Police Officer and Detective has provided me with a sense of accomplishment, reward and at times mixed emotions. This letter is written with much thought and reflection as I make you aware of my retirement from the Police Department.

Thank you for the many years of support, camaraderie and friendship. I walk away with great lessons learned, memories and experience.

If you need any assistance or have any questions during this transition, please feel free to reach out.

Sincerely,

Timothy M. Fontaine
Detective
Leicester Police Department



Leicester Police Department
90 South Main Street
Leicester, MA 01524



www.leicesterpd.org

Emergency: 911

Non Emergency: 508-892-7009

Non Emergency: 508-892-7010

Fax: 508-892-7012

Chief
Kenneth M. Antanavica
antanavica@leicesterpd.org

April 28, 2021

To: David Genereux - Town Administrator
Selectboard - Town of Leicester

From: Kenneth Antanavica
Chief of Police

Re: **Acceptance of Donation from Timothy Zajac**

The Leicester Police Department recently received a generous donation of \$200.00 from Timothy Zajac. Pursuant to the appropriate bylaw/ordinance, I am requesting that the Board of Selectmen accept the generous donation. The Leicester Police Department will deposit the funds into its donation account, where it will be used to support departmental operations that are not funded by the general operating budget.

Should you have any questions pertaining to this matter, please feel free to contact me personally.

Kenneth M Antanavica
Chief of Police

FY22 Proposed Meeting Dates

**Meetings begin at 6:00pm unless otherwise indicated*

May 3, 2021

May 17, 2021

June 7, 2021

June 21, 2021

July 12, 2021

August 16, 2021

September 20, 2021

October 4, 2021

October 18, 2021

October 19, 2021 (Possible Fall Special Town Meeting – Location TBD – 7pm)

November 1, 2021

November 15, 2021

December 6, 2021

December 20, 2021

Monday, January 3, 2022

Tuesday, January 18, 2022 (Monday is MLK Day)

February 7, 2022

February 19, 2022 – (Proposed Saturday Budget Meeting – Leicester Senior Center – 9am)

Tuesday, February 22, 2022 (Monday is Presidents Day)

March 7, 2022

March 21, 2022

April 4, 2022

Tuesday, April 19, 2022 (Monday is Patriots Day)

May 2, 2022

May 3, 2022 (Annual Town Meeting – Location TBD – 7pm)

May 16, 2022

June 6, 2022

June 20, 2022



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April 28, 2021

TO: SELECT BOARD

FROM: KRISTEN L. FORSBERG
ASSISTANT TOWN ADMINISTRATOR

SUBJECT: Town Hall Holiday Hours

The recommended Town Hall Holiday Hours for 2020 are as follows:

- Wednesday, November 24th – 8am to 12pm
- Thursday, December 23rd – Closed*
- Thursday, December 30th – Closed*

*Recommended closure in lieu of providing holiday compensation time for Christmas and New Year's Day which both fall on Saturday.

Please contact me with any questions.



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April 29, 2021

TO: SELECT BOARD

FROM: KRISTEN L. FORSBERG, ASSISTANT TOWN ADMINISTRATOR

SUBJECT: Revised Fees and Policy for Use of Town Common & Bandstand

The Bandstand Committee was dissolved by the Select Board on January 25, 2021 at the request of the Committee. The responsibility for scheduling events on the Town Common and at the Bandstand was turned over to the Town Administrator's office.

The current fee schedule to reserve the Bandstand/Common is as follows:

- 1) \$15/hour caretaker fee
- 2) \$10/hour electricity fee
- 3) \$50 refundable deposit

To simplify the process, we propose implementing the following fee schedule per event, per day:

- 1) \$100 use fee
- 2) \$200 refundable deposit (Refundable provided the user cleans up after the event and the event does not result in any damage to the Common or Bandstand).

The use fee would cover the costs associated with checking that the grounds and bandstand are clean prior to and after events, minor maintenance, and turning on and off the electricity as needed. Any damage and/or extensive cleanup would result in the Town keeping the user's deposit and potentially pursuing civil or criminal charges.

Please note that these charges are waived for Leicester municipal and school groups for events such as the Concerts on the Common or the Harvest Fair as these are run by Town committees. The Select Board also retains the right to waive any and all fees at its discretion for any event.

We have also made the following proposed revisions to the Policy for Use of the Leicester Bandstand/Common:

- **Insurance:** Our insurance carrier recommends that one-day event general and property liability policies listing the Town as additionally insured be required for outside events. In the case of events such as weddings, these one-day policies can typically be purchased through the individual's homeowner's insurance agent.
- **Payment:** The applicant is asked to submit two separate checks to the Town; one for the deposit and one for the user fee, as opposed to sending in separate money orders for each fee.

- **Public Safety Committee:** Added a statement that larger events may require permission from the Public Safety Committee which would enable police, fire, highway, schools and town administration to review the logistics.
- **Residency Requirement:** Use of public property should not be geographically restricted. The Leicester residency requirement has been removed. Language stating that the Town reserves the right to reject any and all events at its discretion has been added as a safeguard against uses deemed inappropriate.
- **Damage:** Added a statement that damage is the responsibility of the user and may result in civil and criminal charges.

Please contact me with any questions.



TOWN OF LEICESTER BANDSTAND & COMMON RESERVATION APPLICATION

REQUEST FOR USE OF: (Select one or both)

____ Leicester Bandstand

____ Leicester Common

Person/Organization Applying: _____

Address: _____
(Street) (City) (State) (Zip) (Phone)

Contact Name: _____ Email: _____

Event & Purpose _____

Entertainment: (Name & Type) _____

Is Electricity Needed? Yes ____ No ____ From ____ To ____

Date/s: _____ Rain Date: _____ Time: (start) _____ (end) _____

Day of Event Contact Person: _____ Phone: _____

USE FEES

- \$200 deposit (refundable upon inspection of premises by the Town)
- \$100 per day use fee

Submit TWO (2) checks made out to the Town of Leicester with this application

REVIEW AND SIGN BELOW

- The undersigned has read and agrees to the Leicester Bandstand & Common Policy for Use on the back of this application. Applicant agrees to meet all requirements contained within the Policy.
- The undersigned agrees to indemnify and hold harmless the Town of Leicester and Becker College from any and all claims, suits, or actions brought because of any injury or damage sustained by any person or property arising out of the negligent use of the above named facility by any participant, spectator, or other person present at said facility.

Sign: _____ Date: _____

Print Name: _____

SUBMIT APPLICATION AND CHECKS TO:

Kristen Forsberg, Assistant Town Administrator
Leicester Town Hall, 3 Washburn Sq., Leicester MA 01524

*Contact the Town Administrator's office at 508-892-7077 or email
forsbergk@leicesterma.org with any questions*

POLICY FOR USE OF THE LEICESTER BANDSTAND AND COMMON

This policy is based on a belief that the Leicester Bandstand is a cultural asset whose use should enhance the quality of life in the Leicester community. The intent is to ensure that its use meets generally accepted community standards for family entertainment, while maintaining its accessibility to as wide a variety of organizations as are both feasible and appropriate.

USER RESPONSIBILITIES

The following may be required, depending on the nature of the event:

- Obtaining event general & property liability insurance
- Providing restroom facilities
- Obtaining food permits
- Making off-site parking arrangements
- Larger events may require permission from the Public Safety Committee
- No change of entertainment is allowed without prior approval

GENERAL RULES

- Users agree to observe all Town parking rules and regulations
- Users may not be disruptive to the public
- No alcohol, marijuana or illegal substances are allowed
- No decorations are to be stapled, nailed or taped to the Bandstand
- User must contact the Town Administrator's office if the event is cancelled. Cancellations less than 14 days prior to the event may result in the loss of deposit.

CLEANUP & DAMAGE

- Cleanup is the responsibility of the user
- The area must be cleaned up immediately following the event
- Trash must be removed and properly disposed of by the user
- Trash **may not** be left in trash barrels located on/around the Common
- Any damage to the Bandstand and/or Common is the responsibility of the user and may result in civil and criminal charges

The Town will permit uses it deems appropriate.

The Town reserves the right to reject any and all applications for use of the Bandstand and/or Common and to waive any and all fees, costs and deposits



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR

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

May 3, 2021

To: Select Board
From: David Genereux, Town Administrator
RE: Cable Access Contract

The Cable Access contract with Charter Communications will be expiring on February 25, 2024. The Town is required to commence negotiations pursuant to MGL Chapter 166A in preparation of issuing a new non-exclusive license for construction, upgrades, maintenance and operations of one or more cable utility providers for the next ten-year period. A cable operator may not operate a cable system in any city or town without a written license to do so.

We have received letters from both the Department of Telecommunications and Cable, as well as Charter, requesting that we commence negotiations.

This process starts with a Cable Advisory Board. As part of the licensing process, the Board should:

- Inform and educate the public about cable television service;
- Assess the cable needs of the community and recommend policy changes;
- Conduct regular meetings with cable company representatives to discuss matters of mutual interest;
- Report to the issuing authority on company compliance with the license;
- Supervise the cable operator's response to complaints;
- Respond to residents' questions regarding the cable television system; and
- Keep abreast of community programming issues.

I recommend that the Board authorize the re-establishment of a five-member Cable Advisory Board. I further recommend that the Board authorize that the Town contract with Epstein and August, LLP to serve as Counsel for these negotiations.

Please contact me with any questions.



John R. Maher
Director of Government Affairs

April 11, 2021

Sent Via Certified Mail
Return Receipt Requested

Kevin Mizikar, Town Administrator
Town of Leicester
Town Hall
3 Washburn Square
Leicester, MA 01524

Re: Town of Leicester Franchise Renewal
CUID: MA0044

Dear Mr. Mizikar:

Spectrum Northeast, LLC, an indirect subsidiary of Charter Communications, Inc., has appreciated the opportunity to serve the Town of Leicester and its residents over the years. Therefore, as we are sure you can appreciate, Charter Communications is taking the proper steps well in advance toward the renewal of our franchise agreement with you, which is due to expire on February 25, 2024. We are now looking forward to the renewal of our franchise.

As you may know, Section 626 of Title VI of the Communications Act of 1934, as amended (the "Cable Act") contains provisions that detail a procedure for the renewal of franchises. In order to comply with these provisions, Charter requests that the Town of Leicester commence renewal proceedings in accordance with the requirements of Section 626(a) through (g) of the Cable Act.

However, Section 626(h) of the Cable Act provides for renewal of franchises without going through the extensive, formal procedure specified in Sections 626(a) through (g). We believe that this informal process may be preferable for all concerned. We would like to meet with you at your earliest convenience to discuss the renewal proceedings outlined in the Cable Act.

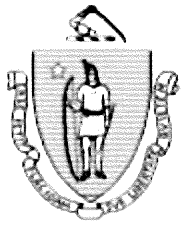
We look forward to meeting with you in the near future and to a continuing, mutually-beneficial relationship.

We remain committed to providing an excellent experience for our customers in your community and in each of the communities we serve. If you have any questions about this matter, please feel free to contact me at 774-243-9735 or via email at John.Maher@charter.com.

Sincerely yours,

A handwritten signature in dark ink that reads "John R. Maher".

John R. Maher
Director of Government Affairs



**COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF TELECOMMUNICATIONS AND CABLE**

1000 Washington Street, Suite 600
Boston, MA 02118-6500
Telephone: (617) 305-3580
www.mass.gov/dtc

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

MIKE KENNEALY
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT

EDWARD A. PALLESCHI
UNDERSECRETARY

KAREN CHARLES PETERSON
COMMISSIONER

January 13, 2021

Chairman-Board of Selectmen Town of Leicester
Town Hall
3 Washburn Square
Leicester MA 01524

Re: License Expiration Notice

Dear Chairman-Board of Selectmen:

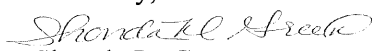
According to the Department of Telecommunications and Cable's (Department) records, your cable television license (license) with Charter Communications expires on 2/25/2024. Federal law provides for a formal renewal process that begins between 36 and 30 months before a license expires. As the Issuing Authority, you may begin the process of determining your community's cable-related needs and review Charter Communications's performance under the current license. This is known as the "ascertainment process." You must notify Charter Communications if you elect to begin the ascertainment process. You may also be required to begin the ascertainment process if you receive a notice from Charter Communications invoking the formal renewal process; you must begin the ascertainment process within six months of receiving such notice.

You may want to form a cable advisory committee (CAC) as part of the formal renewal process and delegate to it certain duties. If you form a CAC, please provide the Department with the name and contact information for at least one CAC member. I have enclosed a fact sheet describing the typical responsibilities of a CAC, and please see M.G.L. c. 268A concerning potential conflicts of interest for both municipal officials and CAC members.

For your convenience, the Department has prepared a "Practical Guide to Cable Television License Renewal" that is available at www.mass.gov/dtc. The Department is also available to advise you regarding your duties and rights during the renewal process. While we cannot assist you with substantive negotiations, we would be happy to meet with you and/or your CAC to discuss procedural requirements.

If you would like to schedule a meeting or if you have any questions regarding the renewal process, please contact the Department at 617-305-3580 or dte.efiling@mass.gov.

Sincerely,


Shonda D. Green
Department Secretary



Leicester Police Department
90 South Main Street
Leicester, MA 01524



www.leicesterpd.org

Emergency: 911
Non Emergency: 508-892-7009
Non Emergency: 508-892-7010
Fax: 508-892-7012

Chief
Kenneth Antanavica
antanavicak@leicesterpd.

TO: Chief Kenneth Antanavica

FROM: Officer Derrick Ruth Certified Crash Reconstructionist

DATE: November 27, 2020

RE: Request by Chief Antanavica to conduct a safety review of the area where Paxton Street intersects with Marshall Street.

On Friday, November 27, 2020 at approximately 0730 hours, I spoke with Chief Antanavica regarding the safety and design of the intersection of Paxton Street and Marshall Street.

Immediately following my meeting with the Chief, I responded to the intersection of Paxton Street and Marshall Street. At this time, I began conducting my investigation by taking measurements for lines of sight and photographing the area.

Investigation findings:

- Marshall Street is a posted 30 MPH zone.
- Paxton Street is a posted 45 MPH zone.
- Marshall Street in this area is approximately 28 feet wide.
- Paxton Street in this area is approximately 28 feet wide.
- The reaction time of an average driver is 1.6 seconds. If the speed limit is 30 MPH on Marshall Street, the distance needed to stop prior to reaching the stop signs located on the corners of both the eastbound and westbound lanes, prior to entering the intersection, would be 70.36 feet.
- The reaction time of an average driver is 1.6 seconds. If the speed limit is 45 MPH on Paxton Street, the distance needed to safely reduce speed prior to entering the intersection would be 105.55 feet.
- If a vehicle was travelling west on Marshall Street approaching the intersection of Paxton Street, there is 398 feet of line of sight before seeing the stop sign located at the corner. There is a clearly marked stop sign warning sign located here as well.

- If a vehicle was travelling east on Marshall Street approaching the intersection of Paxton Street, there is 318 feet of line of sight before seeing the stop sign located at the corner. There is a clearly marked stop sign warning sign located here as well.
- If a vehicle was travelling north on Paxton Street approaching the intersection of Marshall Street, there is 504 feet of line of sight before seeing the intersection. There is a clearly marked intersection sign located here as well.
- If a vehicle was travelling south on Paxton Street approaching the intersection of Marshall Street, there is 578 feet of line of sight before seeing the intersection. There is a clearly marked intersection sign located here as well.

The following are my recommendations based on my findings:

During my investigation, I noticed several unsafe issues with the intersection in regards to a vehicle travelling west on Marshall Street approaching the intersection.

As you approach the intersection, there is a clearly marked stop sign located at the corner and a clearly marked white stop line in the roadway, however, the white stop line is approximately 18-20 feet shorter than where it should be located. (Refer to attached drone photographs)

In order for a vehicles operator to safely look north and south for oncoming traffic on Paxton Street, the operator must pull his/her vehicle past the white stop line closer to the intersection approximately 20 feet.

If a vehicle were to travel approximately 20 feet beyond the white stop line, the line of sight is still only 89 feet.

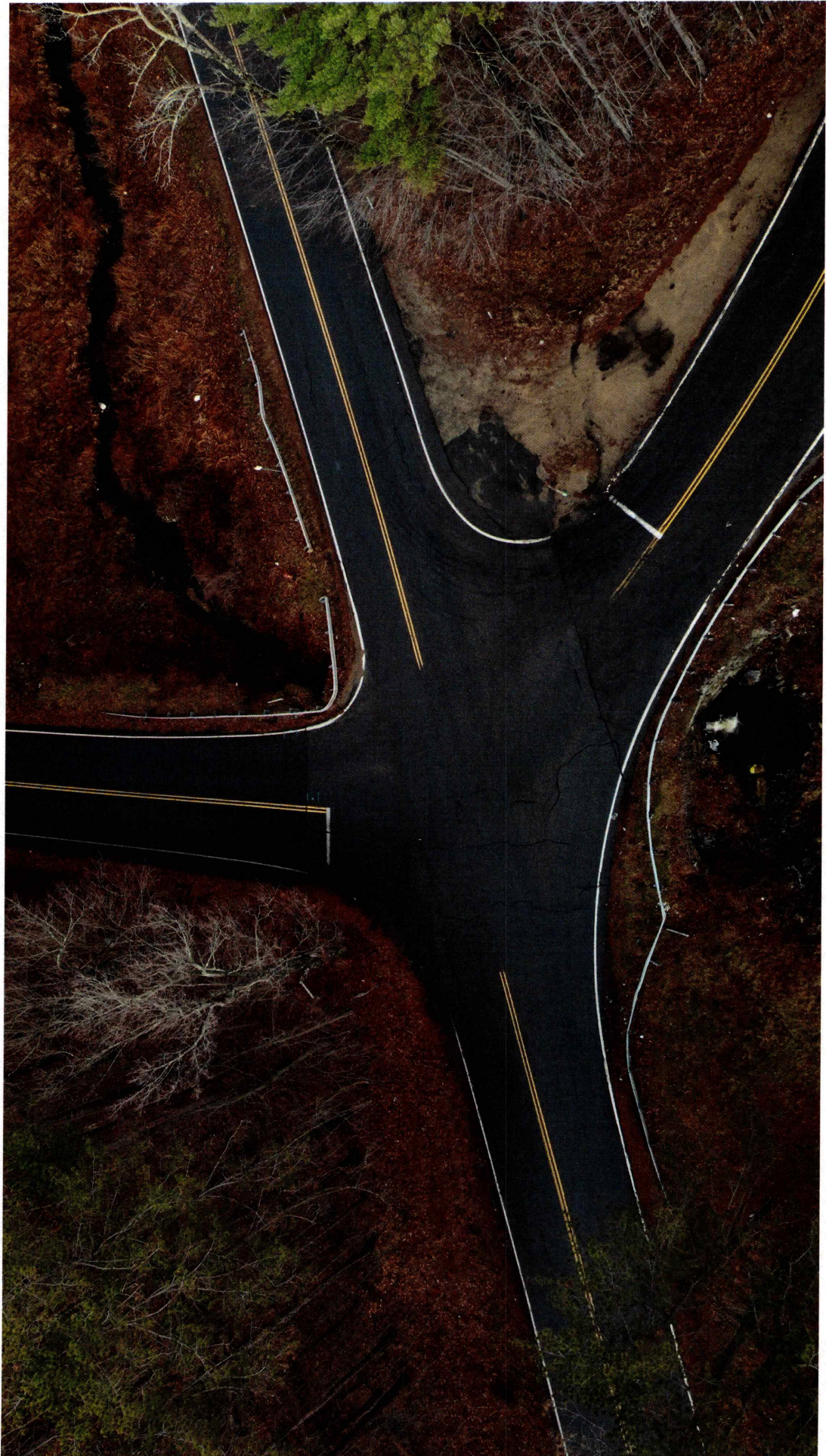
It is my recommendation that the white stop line be moved forward approximately 20 feet. I also suggest removing the tree located at the corner of the intersection. In the photographs you can clearly see if the tree was removed, the line of sight would increase tremendously.

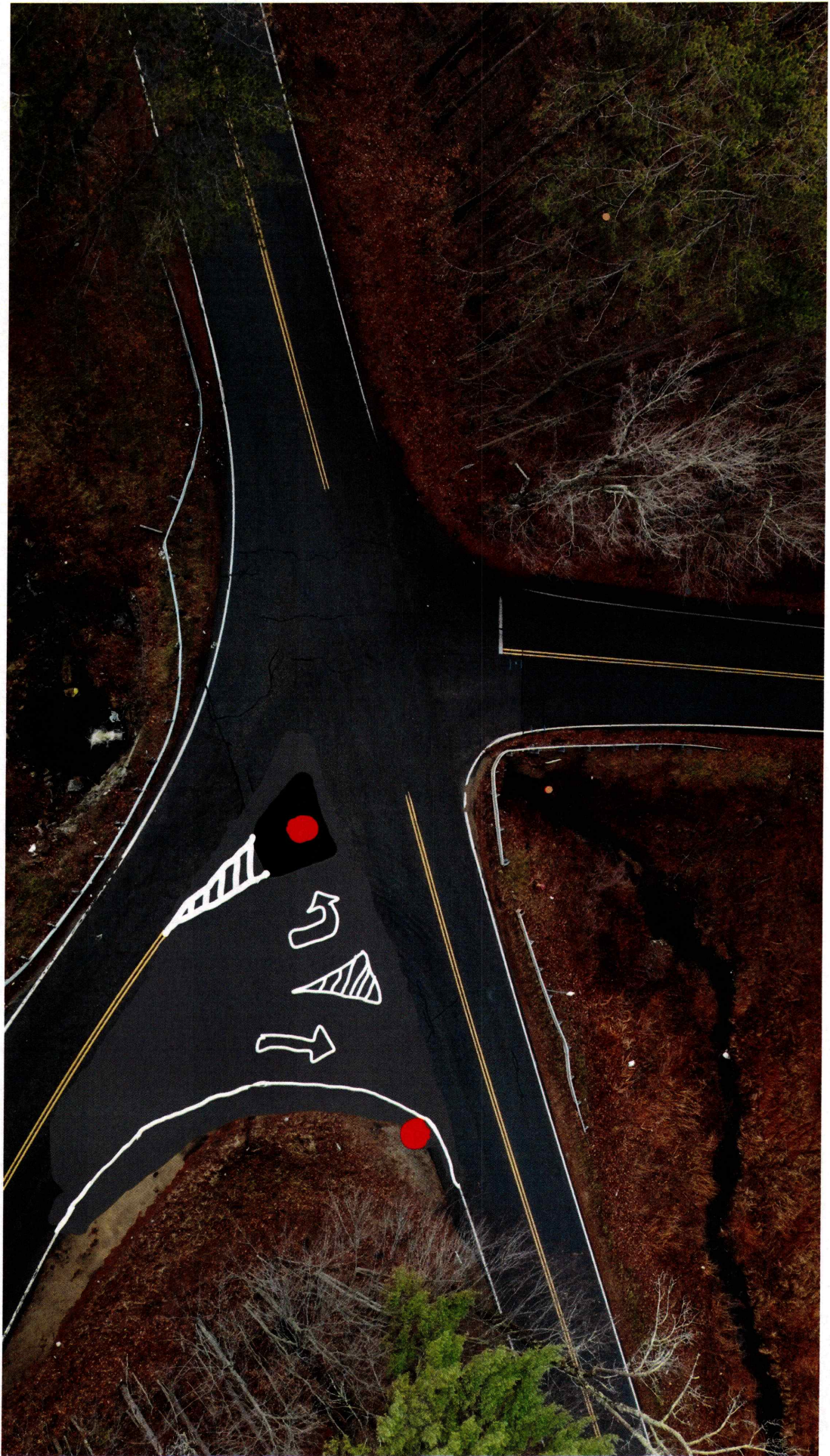
I would also suggest a traffic light be installed in the center of the intersection. A blinking red light for traffic travelling east and west on Marshall Street and a blinking yellow traffic light for traffic travelling north and south on Paxton Street.

If installing a traffic light is not an option, then I would suggest redesigning the intersection. If the westbound lane of Marshall Street, prior to entering the intersection, were to curve/bend more to the north where the dirt area is located, then this would open the entire intersection more and offset the traffic attempting to pull out onto Paxton Street from Marshall Street (East). (Refer to photographs)

Respectfully submitted,

Officer Derrick Ruth
Leicester Police Department









PRECONSTRUCTION

From: Dennis Griffin <griffind@leicesterma.org>
Sent: Tuesday, April 27, 2021 3:10 PM
To: Genereux, David <genereuxd@leicesterma.org>
Subject: Marshall St./ Paxton St. intersection

Good afternoon David, As requested during discussion at the Monday night Select Board meeting the request for the design and survey of the Marshall St. and Paxton St. intersection site only would come at a cost to the town at around 15,000.00 . This does not include any other figures as environmental costs and construction costs. In my experience most firms will estimate in the same figure range.

Regards,

Dennis Griffin
Highway Superintendent

**SELECT BOARD MEETING MINUTES
APRIL 26, 2021 AT 6:00PM
VIRTUAL MEETING**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 6:03pm. Chair Dianna Provencher, Vice-Chair Harry Brooks, Second Vice-Chair John Shocik, Selectman Rick Antanavica, Selectman Herb Duggan Jr., Town Administrator David Genereux, Assistant Town Administrator Kristen Forsberg, and Assistant to the Town Administrator Bryan Milward were in attendance.

1. SCHEDULED ITEMS

a. 6:00pm – Public Hearing - Pole and Wire Locations – Mulberry Street Solar Farm

A motion was made by Mr. Brooks and seconded by Mr. Antanavica open the public hearing at 6:06pm. Roll Call: 4:0:0

Steven Soucy of National Grid gave a description of the proposed pole location and stated that it would supply auxiliary power for the nearby Mulberry Solar Farm. A motion was made by Mr. Brooks and seconded by Mr. Shocik to close the public hearing at 6:06pm. Roll Call: 4:0:0

A motion was made by Mr. Brooks and seconded by Mr. Shocik to accept National Grid's pole location proposal. Roll Call: 4:0:0

Selectman Herb Duggan Jr. arrived at 6:10pm.

b. 6:10pm – Mill Town Wine Co. – Package Store Beer and Wine License - 1141 Stafford Street

Michelle Cote of Mill Town Wine Co. stated the proposed hours for the package store and that all necessary approvals have been obtained. A motion was made by Mr. Brooks and seconded by Mr. Shocik to set the hours for Mill Town Wine Company from 12:00pm to 9:00pm Sunday through Saturday. Roll Call: 5:0:0

c. 6:20pm – Revise Leicester Weights & Measures Fees – Michael Silva, Building Inspector

Building Inspector Michael Silva provided a summary of the proposed new weights and measures fee structure. A motion was made by Mr. Antanavica and seconded by Mr. Brooks to approve the new weights and measures fees. Roll Call: 5:0:0

d. 6:30pm – Parks and Recreation Rochdale Park Use Fees Revision

Town Administrator David Genereux provided a summary of the proposed light fees for games played at Rochdale Park. Suzanne Sears explained the fee was based on research into the Town's electric costs for the field and what other communities charge. A motion was made by Mr. Brooks and seconded by Mr. Antanavica to set the light fees for Rochdale Park at \$25/hr or \$75/game. Roll Call: 5:0:0

2. PUBLIC COMMENT PERIOD

No members of the public provided comment

3. REPORTS & ANNOUNCEMENTS

a. Health Agent COVID-19 Update & Reopening Discussion

Town Administrator David Genereux updated the Select Board on the reopening of Town Hall, the protective measures for residents, and progress towards obtaining technology to allow for in person

board meetings with remote participation. A motion was made by Mr. Shocik and seconded by Mr. Duggan to reopen the Town Hall. Roll Call: 5:0:0

b. Student Liaison Reports

Student Liaison Jacob Stolberg updated the Select Board on recent and upcoming school activities including AP Testing, Senior Prom and the distribution of yearbooks.

c. Town Administrator Report

Town Administrator David Genereux read highlights from his Town Administrator report including recent developments with the Water/Sewer Study, Annual Town Meeting, and the intersection of Paxton and Marshall Street. Select Board members discussed potential solutions to the traffic problem at Paxton and Marshall Street. Mr. Brooks proposed having a discussion and vote on the matter at the next Select Board meeting.

d. Select Board Reports

Select Board members discussed the upcoming Town-wide cleanup, the potential reopening of the Senior Center, recent board and committee meetings, the fire station retention pond design, the completion of outstanding cyclical assessing inspections, and the recent vaccine clinic.

e. Proclamation – Children’s Mental Health Week

Chair Provencher read the proclamation for Children’s Mental Health Week. A motion was made by Mr. Antanavica and seconded by Mr. Brooks to proclaim May 2-8, 2021 as Children’s Mental Health Week. Roll Call: 5:0:0

4. RESIGNATIONS & APPOINTMENTS

a. Resignation – Marilyn Hyland – Council on Aging

A motion was made by Mr. Shocik and seconded by Mr. Antanavica to accept the resignation of Marilyn Hyland from the Council on Aging and send a card thanking her for her years of service. Roll Call: 5:0:0

b. Retirement – Timothy Fontaine – Police Department

This item was tabled.

c. Reappointment – Penny Sawa – Commission on Disabilities

A motion was made by Mr. Brooks and seconded by Mr. Shocik to reappoint Penny Sawa to the Commission on Disabilities for FY21. Roll Call: 5:0:0

d. Appointment – Board of Fire Engineers

A motion was made by Mr. Antanavica and seconded by Mr. Duggan to reappoint Mike Dupuis and Matt Tebo to the Board of Fire Engineers effective May 1, 2021. Roll Call: 5:0:0

e. Appointment – James Fleming – Truck Driver/Laborer

A motion was made by Mr. Shocik and seconded by Mr. Antanavica to appoint James Fleming to the position of Highway Truck Driver/Laborer. Roll Call: 5:0:0

5. OTHER BUSINESS

a. Junk Dealer’s License – EcoATM – 20 Soojian Drive (inside Walmart)

A motion was made by Mr. Shocik and seconded by Mr. Brooks to approve the Junk Dealer’s License for EcoATM. Roll Call: 5:0:0

b. Use of Town Roads – Midstate Massive Ultra Trail – October 9-10th, 2021

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to approve the use of town roads for the MidState Massive Ultra Trail on October 9-10th, 2021. Roll call: 5:0:0

c. Patrolman Union Memorandum of Understanding

A motion was made by Mr. Shocik and seconded by Mr. Duggan to approve the Patrolman Union Memorandum of Understanding. Roll Call: 4:0:1 (Mr. Antanavica abstained)

d. Contract Amendment – Highway Superintendent – Dennis Griffin

Town Administrator David Genereux summarized the contract amendment which removed the requirement to obtain a Construction Supervisor's License and instead required professional development courses to be taken within the next 6 months. A motion was made by Mr. Shocik and seconded by Mr. Duggan to approve the contract amendment. Roll Call: 5:0:0

e. Complete Streets Bid Award

A motion was made by Mr. Duggan and seconded by Mr. Brooks to award the Complete Streets project to P.J. Keating at a cost of \$449,454.28. Roll Call: 4:0:1 (Mr. Antanavica abstained)

f. Authorize Town Administrator to Execute Documents for the Site Readiness Grant

A motion was made by Mr. Brooks and seconded by Mr. Duggan to authorize the Town Administrator to execute all documents related to the Site Readiness Grant. Roll Call: 5:0:0

g. Annual Town Meeting – Discussion and Assign Annual Motions

No action was taken on this item.

6. MINUTES

a. April 5, 2021

b. April 12, 2021

A motion was made by Mr. Shocik and seconded by Mr. Antanavica to approve the minutes of April 5th, 2021 and April 12th, 2021. Roll Call: 5:0:0

A motion to adjourn was made by Mr. Antanavica and seconded by Mr. Brooks at 8:28pm. Roll Call: 5:0:0