

PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: May 16, 2022

TIME: 6:00pm

LOCATION: Select Board Conference Room, 3 Washburn Sq, Hybrid

REQUESTED BY: Kristen L. Forsberg, Assistant Town Administrator

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

<https://meet.goto.com/343214477>

-OR-

[\(872\) 240-3212](tel:8722403212); Access Code: 343-214-477

CALL TO ORDER/OPENING

1. SCHEDULED ITEMS

- a. 5:00pm – Executive Session
 - Update pursuant to G.L c. 30A, §21(a)(1)(2)&(3) regarding previous Fire Department employee disciplinary hearing
 - Consider the purchase, exchange, lease or value of real property pursuant to G.L c. 30A, §21(a)(6) regarding Becker buildings
- b. 6:30pm – Present Retirement Plaque for Donna Johnson
- c. 6:30pm - Discuss Becker Turf Field
- d. 6:45pm - Discuss/Vote on In Town Recreation Fees & RFO Scheduling Matters
- e. 7:00pm – Discuss/Vote on Ambulance Vehicles, Staffing, and Salaries/Wages Modifications

2. PUBLIC COMMENT PERIOD

3. REPORTS & ANNOUNCEMENTS

- a. Student Liaison Reports
- b. Report of the Town Administrator's Office
- c. Select Board Reports

4. RESIGNATIONS & APPOINTMENTS

- a. Resignation – Sarah Miller – Economic Development Committee
- b. Appointment – Sergeant Matthew Brady – Constable & Agent to the Select Board
- c. Appointment – Sergeant Frank Bulman – Constable & Agent to the Select Board

5. OTHER BUSINESS

- a. Discuss/Vote on Portable Toilets at Town Hall for Concerts on the Common
- b. Discuss/Vote to Fly Flag at Half Staff on May 22nd in Memory of Fallen Police Officer Ronald Tarentino
- c. Discuss/Vote on Tata & Howard Stormwater Contract
- d. Discuss/Vote on Disposition Methodology for Surplussed Becker Victorian Houses
- e. Discuss/Vote on Becker Vet Clinic RFP
- f. Discuss/Vote on Police Lieutenant Promotion Process and Timeline
- g. Discuss/Vote on Intermunicipal Facilities Director Agreement

6. MINUTES

- a. April 2, 2022
- b. April 25, 2022
- c. May 2, 2022
- d. May 3, 2022
- e. May 9, 2022

ADJOURN

Proposed Executive Session Motion

Board Member 1

I move to go into Executive Session Update pursuant to G.L.c. 30A, §21(a)(1)(2)&(3) regarding a previous Fire Department employee disciplinary hearing and to consider the purchase, exchange, lease or value of real property pursuant to G.L.c. 30A, §21(a)(6) regarding Becker buildings.

The Board will reconvene in open session at the conclusion of executive session.

Board Member 2

Second

Chairperson

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

VOTE BY ROLL CALL



Specializing in the construction of high-quality sports surfaces

5-12-2022

Town of Leicester
Ms. Jan Drake
Assistant to the Town Administrator
3 Washburn S.
Leicester MA

Dear Ms. Drake;

Thanks for meeting with me. First my observations.

The field is in excellent shape. Planarity is good, the fibers are in good shape and the sand – rubber infill mix is fine. I walked the field and could not find any problems except for some settling which I will address below. FYI, baseball and softball should be able to use the field for workouts, the turf is very durable.

As for the stated concerns I offer the following.

1. Disinfecting. Not necessary. The sun and rain kill virtually any virus instantly, including staph and covid.
2. Replacing infill, not necessary at this time. It will probably be 5 years or so before you need to think about doing that.
3. The netting behind both ends needs to be removed and replaced with a heavier gauge pipe (6") and should be 25' in height and 160 ft in length at each end. It is recommended that the new nets be placed inside the fence this time. Will include removing the existing.
4. To remove the logo and install green turf would also allow you to paint on a logo (I am pretty sure I know who your painter was, and he is good). The area in question is approximately 20' x 50'.
5. The area where you have settlement should be repaired at some point, as it is not in the field of play simply some orange cones or barrel could work to alert people. As I told Jan, I found the architect and he found the original plans that show the pipe directly under that area is a 24" diameter and is 14' down. Repairing that will be expensive and is probably not necessary unless there is a major drainage problem. Peeling back the turf and adding more stone dust to re-level will work. While there it would not be a bad idea to re-install the paving brick adjacent to that area.
6. Painting the lines, repaint the soccer and football lines and install new field hockey lines (recommend powder blue).

Costs: 1. Netting, 320 total feet furnished and installed.....\$55,000.00

2. Logo removal and new turf install.....\$15,000.00



Specializing in the construction of high-quality sports surfaces

3. Cut and roll back turf, install new stone dust and compact. Remove paver, add stone dust and compact to level. Reinstall pavers. Re-glue the turf.....\$5,000.00
4. Re-paint football, soccer lines. Install new field hockey lines.....\$5,000.00

Please feel free to call me at any time should you have any questions.

Best Regards
John Chaffin
Holden MA
RAD Sports
508-400-0955
jc@radsports.com

From: Janine Drake
Sent: Wednesday, May 11, 2022 12:12 PM
To: Janine Drake <DrakeJ@leicesterma.org>
Subject: Becker field

Becker Field Walk

Monday, 5/9/22 at 1pm

John Chaffin with Rad Sports
Ted Zawada, LPHS Principal
Dan Ayala, Facilities Director
Tina, Facilities Assistant
Jen Reynolds, LP Athletic Director

Recommendations from John and questions from meeting:

Should take nets down.
Typical maintenance schedule -yes.
Equipment is gone.
Brush machine
PVC plow not needed- no.

Painting field late July for a time frame.
Lines that would need repainted would be Football, Soccer and Field Hockey (Field Hockey would be first time lines).
Let Lacrosse lines will just simply fade out.

Paint: pioneer paint. Use permanent paint for the 1st time, should use temp paint after 1st time permanent paint coverage.

How often to recrum? When it's obvious. Infield is good. Replace those nets and use substantial poles.

Light and sound works.

Grooming. 1 year. Maybe adding Pellets around year 6.

No day of rest
New logo, perhaps approx. \$50K
Removing old logo perhaps approx. \$15k

New football/soccer lines-needed-yes.
(1st painting of field hockey that color be powder blue)
Goal post not needed to replace at this time.
Improved netting Fencing-needed-yes.
Fencing on south end should be looked into.
Netting is on outside, should be inside.

Hydrophobic turf. Never have to disinfect it.
This field will last 12 years, just the way it is.

Water repels this hydrophobic turf.
If blood gets on it the sun kills it in seconds.
Purple Gatorade could stain it.
Refrain from having sunflower seeds.

Sideline drains around perimeter. Drain west end of sidelines.

Crumbed every year, no.
Fluffed multiple times a season- not needed.
Sanitized after every game/practice/use, no.
Day of rest, not needed.

Sent from my iPhone

Proposed Fee Schedules

- Rochdale Park:
 - In Town Nonprofit - \$25/hr plus lights, 3 hour minimum
 - In Town For Profit - \$35/hr plus lights, 3 hour minimum
 - Out of Town (nonprofit or for profit) – \$50/hr plus lights, 3 hour minimum
 - Pro/Semi Pro Teams - \$100/hr plus lights; 3 hour minimum
 - 10% discount for half day (4 hrs or more), 20% discount for full day (8 hrs or more)
- Community Field
 - Snack Shack - \$25/half day, \$50/full day
 - Basketball Court
 - Nonprofit - \$12.50/hr, 2 hour minimum
 - For profit - \$17.50/hr, 2 hour minimum
 - \$250 half day tournament
 - \$500 full day tournament
- Becker Turf Field:
 - Out of Town - \$125/hr plus lights
 - Pro/Semi Pro Teams - \$250/hr plus lights
- Becker Gym
 - Out of Town - \$100/hr
 - Pro/Semi Pro Teams - \$200/hr
- Becker practice field
 - Out of Town - \$75/hr
 - Pro/Semi Pro Teams - \$150/hr
- Town Common/Bandstand
 - Out of Town - \$300 per event; \$200 refundable deposit
 - In Town - \$100 per event; \$200 refundable deposit
 - Nonprofits can request a waiver of fee; deposit still required
- Community Field (soccer)
 - Out of Town – \$100/hr
 - Pro/Semi Pro Teams - \$200/hr
- Community Field Tee ball/softball practice
 - In Town - \$50/hr
 - Out of Town - \$100/hr
- Towtaid (pickleball, basketball, handball)
 - In Town - \$40/hr
 - Out of Town - \$80/hr

*Light fee is \$35/hr, charged in 1 hour increments

**In Town Local Community Service/nonprofit seasonal rentals 50% discount not to exceed \$1500 (e.g Legions, Lions Club, Eagles Club, Parks and Rec, VFW)

Recreational Scheduling Matters

Questions:

- What will the per student school fee be for the Becker turf field?
- What distinguishes pro/semi pro teams from other teams? Who falls into this category?
Example: Double Play - where do they fall?
- When is payment for reservations due? (7 days before event?)
- Cancellation policy (refund vs credit)
- Will there be separate rates for residents vs. groups?
- Who will have keys to Becker gym to let teams in
- Who is responsible for housekeeping after a game in the Becker gym and who pays for it?

Concerns Raised:

- Out of town fees are too high – Laid Back Competitive Baseball League (LBCBL) considering finding a new location - stated that paying over \$1000 for 5 games is not in their budget
- CV Legion concerned the new fees are going to be too high, stated that they used to pay \$25 per game. Also stated they are a big supporter for the town.
- Received a request to reserve the Tarentino basketball court for a birthday party. How does the public know that it is reserved? Is it accessible to all without a reservation?

Memo



To: Leicester Selectboard
From: Brian D. Kelley, Interim EMS Director
Date: May 4, 2022
Re: Retainment of Current Ambulance 2

As discussed at the Selectboard Meeting on Monday April 25, 2022 – Leicester EMS has entered into a contract to provide Vibra Hospital / The Meadows of Leicester non-emergent inter-facility transports (IFT) of their patients.

This contract will inevitably result in increased call volume during the provision of these transports. As noted in the Selectboard Meeting – Leicester EMS will only accept long distance transports of patients when a minimum of 3 Ambulances are in service. In addition, it was noted that in the event 1 or more ambulance is out of service, the priority will remain with the provision of 9-1-1 Emergency Medical Services to the Town of Leicester – however – Leicester EMS will still be contractually obligated to continue providing IFTs during this time frame. Therefore, I am requesting permission to retain the current Ambulance 2 (a 2005 Chevrolet) and re-number it as Ambulance / A4.

If retained, the proposed Ambulance 4 would only be equipped at the EMT / Basic Life Support (BLS) Level. However, in the event that a Paramedic / Advanced Life Support (ALS) Ambulance went out of service for any reason, equipment could be quickly and easily transitioned from that ambulance being taken out of service and into A4 therefore making it a Paramedic Level Ambulance. Furthermore, in the event of a BLS Non-Emergent Long-Distance Transport, the crew could utilize A4 thereby leaving all three (3) ALS Ambulances available in Town.

To equip Ambulance 4 at the BLS Level a small number of pieces of equipment would need to be purchased and the ambulance re-numbered, at an estimated cost of \$ 6,000.00.

Memo



To: Leicester Selectboard
From: Brian D. Kelley, Interim EMS Director
Date: April 28, 2022
Re: Leicester EMS Salaries & Wages Changes

As a result of the recent agreement that was reached between Vibra Hospital / The Meadows and the Town of Leicester, I request that the following changes be approved:

Effective the pay period following approval by the Selectboard:

- Transition On-Call Salaries/Wages to be the same as the Part-Time / Per-Diem Employees
- Addition of Private Detail Rates
- Addition of LPS Away Game Rate
- Addition of Long-Distance Inter-Facility Transport (IFT) Stipends

Leicester EMS Hourly Pay Rates

Effective:

Yrs of Service	Full Time			Part Time / Per-Diem / On-Call		
	EMT	AEMT	Paramedic	EMT	AEMT	Paramedic
0	\$ 18.00	\$ 21.00	\$ 24.00	\$ 17.00	\$ 20.00	\$ 23.00
1	\$ 18.50	\$ 21.50	\$ 24.50	\$ 17.25	\$ 20.25	\$ 23.25
2	\$ 19.00	\$ 22.00	\$ 25.00	\$ 17.50	\$ 20.50	\$ 23.50
3	\$ 19.50	\$ 22.50	\$ 25.50	\$ 17.75	\$ 20.75	\$ 23.75
4	\$ 20.00	\$ 23.00	\$ 26.00	\$ 18.00	\$ 21.00	\$ 24.00
5	\$ 20.50	\$ 23.50	\$ 26.50	\$ 18.25	\$ 21.25	\$ 24.25
6	\$ 21.00	\$ 24.00	\$ 27.00	\$ 18.50	\$ 21.50	\$ 24.50
7	\$ 21.50	\$ 24.50	\$ 27.50	\$ 18.75	\$ 21.75	\$ 24.75
8	\$ 22.00	\$ 25.00	\$ 28.00	\$ 19.00	\$ 22.00	\$ 25.00
9	\$ 22.50	\$ 25.50	\$ 28.50	\$ 19.25	\$ 22.25	\$ 25.25
10	\$ 23.00	\$ 26.00	\$ 29.00	\$ 19.50	\$ 22.50	\$ 25.50
11	\$ 23.50	\$ 26.50	\$ 29.50	\$ 19.75	\$ 22.75	\$ 25.75
12	\$ 24.00	\$ 27.00	\$ 30.00	\$ 20.00	\$ 23.00	\$ 26.00
13	\$ 24.50	\$ 27.50	\$ 30.50	\$ 20.25	\$ 23.25	\$ 26.25
14	\$ 25.00	\$ 28.00	\$ 31.00	\$ 20.50	\$ 23.50	\$ 26.50
15	\$ 25.50	\$ 28.50	\$ 31.50	\$ 20.75	\$ 23.75	\$ 26.75
16	\$ 26.00	\$ 29.00	\$ 32.00	\$ 21.00	\$ 24.00	\$ 27.00
17	\$ 26.50	\$ 29.50	\$ 32.50	\$ 21.25	\$ 24.25	\$ 27.25
18	\$ 27.00	\$ 30.00	\$ 33.00	\$ 21.50	\$ 24.50	\$ 27.50
19	\$ 27.50	\$ 30.50	\$ 33.50	\$ 21.75	\$ 24.75	\$ 27.75
20	\$ 28.00	\$ 31.00	\$ 34.00	\$ 22.00	\$ 25.00	\$ 28.00

Private Detail Rates:

EMT: \$ 30.00 / hr

Paramedic: \$ 40.00 / hr

Leicester EMS Stipend Pay Rates

Effective:

** All Stipends to be paid out bi-weekly.*

2nd & Subsequent Occuring Medicals (911):

Transport:

Driver / BLS Tech: \$ 75.00

ALS Tech: \$ 100.00

Refusal or Treat & Transfer Care:

Driver / BLS Tech: \$ 75.00

ALS Tech: \$ 100.00

Assist on Scene and/or Cancellation Enroute:

Driver & Tech: \$ 25.00

Leicester Public Schools:

Sports Details: \$150.00 per Home game

Sports Details: \$175.00 per Away game

Extra / "Bonus" Stipends:

Holiday: \$ 75.00 per 12 hour shift

Storm: \$ 50.00 per 12 hour shift

Long Distance Inter-Facility Transport (IFT):

Transport:

Driver / BLS Tech: \$ 175.00

ALS Tech: \$ 250.00

Memo



To: Leicester Selectboard
From: Brian D. Kelley, Interim EMS Director
Date: May 4, 2022
Re: Transition from Part-Time Benefited to Full-Time

On April 25, 2022 the Selectboard approved an agreement that was reached between Vibra Hospital / The Meadows and the Town of Leicester thereby increasing our anticipated Ambulance Revenue. With this in mind, as well as the known need to increase our regular 9-1-1 ALS Coverage, I request that the following changes be approved:

- “Promote” our current Part-Time Benefited Paramedic, Colleen Plante to Full-Time (a 36 hour per week position) or if required, re-post this position as Full-Time (36 hours per week) position.
- Whereas the second position is still currently open, and in keeping with the recommendation of the Interview Panel - I recommend not filling it and instead reposting it as a Full-Time (36 hour per week) position.
- Eliminate current Part-Time Benefited Paramedic (36 Hour / 24 Hour) Positions.

The increase salaries cost of this transition, will range between \$10,000 to \$15,000 annually depending on the level of experience of each Paramedic.

This increase hours and filling the 2nd position Full-Time will result in transitioning Leicester EMS from our current pre-scheduled 911 ALS Coverage Level to:

- Week 1: 71.4 % to 92.8 %
- Week 2: 64.2 % to 92.8 %



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR
Town Hall, 3 Washburn Square
Leicester, Massachusetts 01524
Phone: (508) 892-7000 Fax: (508) 892-7070
www.leicesterma.org

May 12, 2022

To: Select Board
From: Kristen L. Rubin, Assistant Town Administrator
RE: Report of the Town Administrator's Office

The following is a report on the general activities of the Town Administrator through May 12, 2022.

Becker College

- Property surveying is underway DG
- Engaged in preliminary discussions with a municipal auction company regarding the potential sale of the Becker Victorian houses DG KR
- Worked on the issue of sprinklers in Becker buildings with local and state authorities DG KR
- No responses to the Becker Vet Clinic RFP were received. This item will be discussed with the Board tonight DG
- Worked with senior volunteer to type up Becker inventory KR

Economic Development/Businesses

- Worked with the Eagles club on preparing a one day liquor license request for an event in June JD
- Worked with the Mandeian community center on opening their new location at 4 Memorial Drive JD
- Worked with G & L Auto sales on a request to relocate their used car sales business from 449 Main St to 1606 Main Street KR
- Worked with Harissa Valley on a convenience store/liquor license application at Valley Gas, 200 Main St KR, JD
- Prepared 45 one day liquor licenses for Maple Hill and Milk House Brewery JD

Citizen issues

- Addressed citizen concern regarding stormwater contracts and expenditures DG KR
- Worked on neighbor dog dispute – dog hearing tentatively scheduled for 6/6/22 DG KR
- Worked with BOH regarding two dumping issues KR

Grants

- Worked with CMRPC to clear special conditions for the FY21 CDBG grant KR
- PARC/Shared Winter Streets grant project at Towtaid is underway for repaving courts, new fencing, ADA parking, and curbs/sidewalks. Will be completed by the end of May DG KR
- Worked with Dawn Marttila on the Mass Trails grant for Burncoat Park KR
- Assisted Recycling in purchasing a shed using a DEP grant KR
- Worked with the Historical Commission on the State earmark for Swan Tavern KR

Meetings

- Attended Council on Aging meeting on 5/5 KR

- Met with Arts Council to discuss membership and terms on 5/5 KR
- Had MassTrails grant meeting regarding Burncoat Park improvements on 5/5 KR
- Attended Commission on Disabilities meeting on 5/10 KR

Financial/Budgetary

- Discussed A3 parts issue with EMS director which will require \$3,500-\$11,000 in additional ambulance funds KR
- Discussed proposed EMS staffing, salary and wages changes with EMS Director DG KR

Human Resources

- Onboarded Human Services Director, Assessors Department Assistant, Library Assistants, and DIS Department Assistant. KR

Misc.

- Town meeting prep KR JD
- The 2015 International Ambulance sold for \$45,100 on Municibid. Working to finalize payment. DG, KR
- Assisted PD with Motorola radio procurement process KR
- Started FY23 Reappointment process KR JD
- Compiled monthly Department reports JD
- Worked with the RFO on scheduling and fee questions KR
- Discussed employee concerns regarding Juneteenth KR

**Note: Janine provides administrative support for all activities in the office*

From: [Davis, Debbie](#)
To: [Genereux, David](#); [Rubin, Kristen](#)
Subject: resignation
Date: Tuesday, May 3, 2022 10:30:04 AM

See below

From: Sarah K Miller
Sent: Monday, May 2, 2022 4:36 PM
To: Davis, Debbie <David@leicesterma.org>; Susan Zuscak <Zuscaks@leicesterma.org>
Subject: EDC

Good afternoon

I wanted to let you know that unfortunately I have to resign my position as chair of the EDC. My job and personal commitments have become too much to manage and I don't feel I can give the appropriate time and attention that the EDC deserves. I have really enjoyed my time on the board and thank you all for the opportunity to serve.

I will be transferring access to the email account and website over to Erik Lerdahl, the current vice chair of the committee.

Thank you

Sarah Miller

From: [Judy Ivel](#)
To: [Forsberg, Kristen](#)
Subject: Re: Porta Potties for Summer concerts
Date: Tuesday, April 26, 2022 11:04:11 AM

Thanks so much my friend. Watched you last night - you are so efficient - and very professional.

I have decided because of the cost to only order 1 large handicap/wheelchair accessible one for July & August - not 2 units.

Also, while I'm on the subject of concerts - any chance the Town will put a sign on the inside of the wheelchair bump out saying "Wheelchairs Only". As it is the thing is too small - maybe we can get tops 4 wheelchairs on it. If there is no sign-people will add chairs there and I will have to police that.

Judy Ivel

On Tuesday, April 26, 2022, 09:56:05 AM EDT, Forsberg, Kristen <forsbergk@leicesterma.org> wrote:

Hi Judy,

I will ask the Select Board at their upcoming meeting on 5/2 and let you know

Kristen L. Forsberg, MPA & MCPPO

Assistant Town Administrator

Town of Leicester

3 Washburn Square

Leicester, MA 01524

508-892-7077

From: Judy Ivel <judy_ivel@yahoo.com>
Sent: Thursday, April 21, 2022 1:52 PM
To: Forsberg, Kristen <forsbergk@leicesterma.org>
Subject: Porta Potties for Summer concerts

Kristen - wanted to check to see if it is alright for me to place those porta potties in the same place as last year near the Town Hall ramp. Let me know if this is a problem.
Judy



March 8, 2022

Mr. David Genereux, Town Administrator
Town of Leicester
3 Washburn Square
Leicester, MA 01524

Subject: Amendment No. 5
Fiscal Year 2023 Landfill Monitoring Services
Leicester, Massachusetts
T&H No. 5073

Dear Mr. Genereux:

Tata & Howard has prepared this amendment to our existing Professional Services contract dated February 1, 2017. The amendment is for performing additional landfill monitoring services during Fall 2022 and Spring 2023 at the closed landfill property located off Manville Street.

Specifically, we propose to amend the contract as follows:

Pursuant to the Professional Services Agreement between the Town of Leicester (CLIENT) and Tata & Howard, Inc. (CONSULTANT), dated February 1, 2017, and previously executed amendments thereof, the following changes are mutually agreed:

Reference Section 2 - SCOPE OF SERVICES, add the following:

“2.1.32 CONSULTANT will perform two rounds of groundwater monitoring during Fall 2022 and Spring 2023. During each sampling event, CONSULTANT will obtain samples from Wells MW-1, MW-2B, MW-5, MW-7A, and MW-7B. Prior to sampling, CONSULTANT will gauge the depth to water in each well and purge at least three well volumes. The samples will be submitted for laboratory analyses as described in Scope Item 2.1.34.

2.1.33 CONSULTANT will also obtain two rounds of samples from municipal supply well RSW-1 as part of the landfill monitoring events. The samples will be submitted for laboratory analyses as described in Scope Item 2.1.34. However, please note that the municipal supply well samples will be analyzed for total metals and volatile organic compounds (VOCs) using EPA Method 524.2.

2.1.34 Laboratory analyses will be performed on the groundwater and municipal supply well samples as follows:

Groundwater Monitoring Wells and Municipal Supply Well		
Indicators	Inorganics (Dissolved/Total Metals)	Organics
pH (in situ)	Arsenic	low level 1,4-Dioxane
Specific Conductance (in situ)	Barium	
Alkalinity	Cadmium	
Temperature (in situ)	Calcium	
Chloride	Chromium	
Chemical Oxygen Demand	Copper	
Dissolved Oxygen (in situ)	Iron	
Sulfate	Lead	
Total Cyanide	Manganese	
Nitrogen, as Nitrate	Mercury	
Nitrogen, as Nitrite	Selenium	
Total Dissolved Solids	Silver	
Hardness	Sodium	
	Zinc	

2.1.35 CONSULTANT will perform two rounds of gas monitoring during Fall 2022 and Spring 2023. During each event, CONSULTANT will monitor for percent Lower Explosive Limit (%LEL), percent oxygen, hydrogen sulfide, and VOCs. The gas samples will be obtained from the eight existing landfill gas (LFG) vents and the three LFG monitoring wells.

2.1.36 CONSULTANT will prepare monitoring reports of the tasks performed, the results of the analyses, and recommendations based on these results. The monitoring reports will be submitted to the CLIENT and Massachusetts Department of Environmental Protection (MassDEP) within 60 days of each groundwater sampling date.

2.1.37 CONSULTANT will review the O&M inspection report prepared by the third party inspector in accordance with 310 CMR 19.018(8) for submittal to MassDEP and the Board of Health within 30 days following the evaluation.”

Reference Section 3.1 TIME OF PERFORMANCE, insert the following:

“The above described additional scope of services for Scope Items 2.1.32 and 2.1.37 will be completed during Fall 2022 and Spring 2023.”

Reference Section 4.1 COMPENSATION, insert the following:

“CLIENT shall pay CONSULTANT for Basic Services rendered under Section 2, Items 2.1.32 through 2.1.37 in accordance with the attached Current Billing Rates and Equipment Costs. The not to exceed fee for the services proposed herein is Twenty Two Thousand Dollars (\$22,000). If additional laboratory analyses or other circumstances beyond our control are required, the cost may be greater. However, any additional work will not be performed without obtaining the CLIENT’s authorization in advance.”

Accepted by:

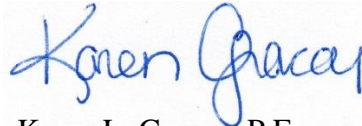
TOWN OF LEICESTER

Mr. David Genereux

Effective Date

Sincerely,

TATA & HOWARD, INC.



Karen L. Gracey, P.E.
Co-President

Current Billing Rates

Category	Current Hourly Rates
Project Officer	\$216 - \$290
Subject Matter Expert	\$216 - \$290
Associate	\$202- \$222
Construction Manager	\$162 - \$218
Sr. Project Manager	\$198 - \$219
Project Manager	\$164- \$198
Sr. Engineer/ Sr. Project Engineer	\$161- \$232
Project Engineer	\$133 - \$153
Assistant Project Engineer	\$112-126
Engineer	\$101-105
Engineering Technician	\$110 - \$125
Resident Observer	\$95 - \$120
Administrative Assistant	\$78 - \$82
Intern	\$55 - \$72

Mileage is charged at a rate of 58.5¢ per mile; tolls and parking are charged at cost.

Subcontractor rates and other direct project expenses will be invoiced at cost plus 10 percent.

Field Equipment and Printing Costs

Item	Unit	Rate
Bailer	each	\$15
Flow test equipment (gages, hose monster, diffuser)	day	\$200
Global Positioning System (GPS) unit	day	\$250
Hammer drill	day	\$90
Hand Assessment Tools (slam bar, hand auger)	day	\$10
Metal detector	day	\$45
Soils ORP & Resistivity Meters	day	\$85
Oil/Water Interface Probe	day	\$65
Peristaltic pump	day	\$50
pH	day	\$30
PID (owned)	day	\$100
PID (rented)		cost+20%
Sample filters	each	\$20
Survey equipment	day	\$55
Tyvek overalls	each	\$8
Water level meter	day	\$35
Well purging pump	day	\$115
Wet/dry vacuum and blower	day	\$10
B&W copy (up to 11"x17")	each	\$0.009
Color copy (up to 11"x17")	each	\$0.07
B&W large format printing or plotting (over 11"x17")	SF	\$0.135
Color large format printing or plottings (over 11"x17")	SF	\$0.45
Wet/dry vacuum and blower	day	\$10

Town of West Boylston, Massachusetts
Draft Job Description

Position Title:	Facilities Manager	Grade Level:	
Department	Facilities	Date:	Aug 28, 2018
Reports to:	Town Administrator	FLSA Status	Exempt

Statement of Duties: The fractional-time employee oversees and participates in all aspects of the maintenance, repair and construction of municipal owned buildings and properties, including the public library, as relates to physical structure (internal and external, mechanical, electrical and plumbing services, procurement, and municipal property/grounds.

Essential Duties and Responsibilities:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Conducts initial and then annual inspections of each facility.
- Develops and oversees implementation of detailed annual preventive maintenance program for each facility, and schedule and oversee necessary repair projects.
- Prepare long range capital plans in conjunction with appropriate staff for all facilities.
- Develop project specifications and budgets, and conducts all necessary procurement for facility or property projects.
- Reviews and inspects various repair or construction projects for compliance with approved plans.
- Assists with management and control of all utility consumption. Track utility usage to historical data, and collaborate with appropriate facility staff to oversee the implementation of new initiatives to gain efficiency and reduce energy consumption and costs as requested.
- Make recommendations as needed towards improving building operations to reduce operational costs.
- Assists with oversight of custodial or maintenance staff in conjunction with department heads as needed.
- Assists with administering any related federal, state or local grant program as needed.
- Serves as facilities liaison for various committees as needed.
- Completes small repair or maintenance projects as appropriate, and as time allows.
- Review and consolidate vendors for various buildings
- Performs other related duties as requested.

Recommended Minimum Qualifications:

A. Basic Knowledge, Training & Education: Bachelor's degree in engineering, business administration, construction management, or related field is preferred. Must have strong working

Facilities Manager

Personnel Board Approved: Aug. 28, 2018

Town of West Boylston, Massachusetts
Draft Job Description

knowledge in buildings and grounds maintenance, and construction of new facilities; as well as current codes and statutes regarding physical municipal facilities. Knowledge of building systems and equipment; including but not limited to roofs, structural, electrical, plumbing, HVAC, telecom, and project estimating.

B. Experience: A minimum of three years in a facilities management or construction supervisory role, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

C. Special Requirements: MCPPO designation to be achieved within 1 year of hiring. Valid driver's license.

Supervision Received: Under the supervision of the Town Administrator, may receive general guidance, but has responsibility to develop program and/or operating objectives. Is expected to coordinate work with others, report the project results achieved and may be given additional follow up assignments.

Supervision Given: May provide supervision to one part-time office clerk. Assists with the oversight and training of custodial or maintenance staff at each facility or property. Provides immediate direction, control and monitoring over the Facilities office and related staff, with time spent assigning, explaining, checking progress and reviewing routine work. Supervisory responsibilities include direct accountability for quantitative and qualitative results, but do not extend to personnel hiring or firing or budgetary control

Type of Supervision Given: Is required to provide most job instructions, directions, coordinates multiple activities, jobs or projects and may provide training in basic job skills. Regularly reviews job performance, task and/or job coordination and the quality of the work performed. May develop work requirements and has responsibility to assure jobs or projects are complete.

Problem Solving Skills and Effort: Requires advanced training, experience and understanding of a complex area of knowledge or the intellectual ability to independently evaluate new information, events or circumstances, synthesize this information, evaluate alternative outcomes, apply and direct the successful application of varied resources. Requires strong interpersonal and communication skills with groups and individuals.

Interactions and Customer Service: Interactions with others involve explanation, discussion or interpretation of what is required in order to render service, plan or coordinate work effort, or resolve operating problems. Contacts are with the public and the staff of other agencies or vendors. A higher than standard level of tact and diplomacy may be required to resolve complaints or deal with customers.

Confidentiality: Works with limited confidential information such as bid proposals, citations, occasional litigation, computer system networks and/or security, etc., which, if disclosed, might adversely affect operations, employee morale, create adverse public relations or otherwise be

Facilities Manager

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legally inappropriate.

Complexity: The work consists of varied and extensive assignments requiring the practical application of a variety of concepts, practices and specialized techniques relating to the facility maintenance field. Assignments typically involve evaluation and interpretation of criteria, conditions or unusual circumstances; inspecting, testing, or evaluation compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the means to accomplish the work.

Judgment and Initiative: Duties require comprehensive knowledge of activities of a functional area of the municipality and considerable judgement to work independently to formulate decisions regarding policies, procedures and plans at the department level.

Accountability: Is responsible for the accuracy, thoroughness, timely and cost effective completion of individual or group work. Must coordinate work products or projects with other individuals or teams. The nature of the work means errors in judgement or techniques would probably be difficult to detect. Potential consequences may result in excess costs, delay in service delivery, or direct financial loss or adverse legal repercussions.

Physical Skills and Effort: Work requires physical strength, stamina and agility to move around construction sites, or over rough terrain, to stand, sit or stoop for extended periods of time without interruptions, to lift occasionally moderately heavy items (i.e., weights of up to 50 lbs.), to do some stretching to return or retrieve material. May be required to stand or walk for extended periods of time. Also involves manual dexterity and regular hand and eye coordination (computer application work, data entry, constant typing) or ear, eye and hand coordination, and operation of motor vehicle on a regular basis. Other examples include using hand and power tools, climbing a ladder, and preparing scale drawings.

Physical Environment: Acceptable working conditions which may involve some risks, discomforts or unpleasantness. May have occasional exposure to inclement weather, dirt, grease or other adverse elements; some high levels of noise; some exposure to smoke, fumes, irritating chemicals; working around machinery and its moving parts; occasional chance of injury; occasional work at heights, or prolonged pressure during emergencies. Special safety precautions or protective clothing such as protective eyewear or boots may be required.

Occupational Risks: Duties generally do not present any occupational risk. Minor injury could occur, however, through employee failure to follow safety procedures. Examples of injury include minor bruises from falls, minor cuts or burns, or muscular strains from lifting or carrying heavy equipment or materials.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

SELECT BOARD MEETING MINUTES
April 2nd, 2022 AT 9:00AM
TOWN HALL, SELECT BOARD CONFERENCE ROOM

CALL TO ORDER/OPENING

Chair Antanavica called the meeting to order at 9:02am. Chair Rick Antanavica, Vice-Chair John Shocik, Second Vice-Chair Herb Duggan Jr., Selectman Dianna Provencher, Selectman Allen Phillips, Town Administrator David Genereux and Assistant Town Administrator Kristen Forsberg were in attendance. Advisory Committee members Dave Mero, Paul Messier, Dorothy Dudley and Bob Mercer were in attendance. Dennis McGrail and Bonnie Layden were absent.

1. Warrant Articles FY23 Review:

Ask David about page 6

Motion 040222-1a: A motion was made by Mr. Phillips and seconded by Ms. Provencher to approve the \$10,000 reserve fund transfer for the highway department for field maintenance at Rochdale Park. **Motion carries 4:1:0.**

A motion was made by Ms. Dudley and seconded by Mr. Messier to approve the \$10,000 reserve fund transfer for the highway department for field maintenance at Rochdale Park. Motion carries 4:0:0.

Highway Superintendent Dennis Griffin presented a request for \$30,000 for fuel due to rising fuel prices and an increase in the number of Town vehicles utilizing the fuel island at the highway garage.

Motion 040222-1b: A motion was made by Mr. Phillips and seconded by Mr. Shocik to approve the \$30,000 reserve fund transfer for the highway department for fuel. **Motion carries 5:0:0.**

A motion was made by Mr. Mercer and seconded by Mr. Messier to approve the \$30,000 reserve fund transfer for the highway department for fuel. Motion carries 4:0:0.

2. FY23 Municipal Budget Hearing and Presentations

A motion was made by Mr. Messier and seconded by Ms. Dudley to open the FY23 municipal budget public hearing at 9:54am. Motion carries 4:0:0.

Budget presentations were given by the Town Clerk, Highway Department, Development & Inspectional Services, Police Department, Library, Senior Center and Town Administrator budget.

A motion was made by Ms. Dudley and seconded by Mr. Messier to continue the public hearing to March 26, 2022. Motion carries 4:0:0.

Motion 040222-2: A motion to adjourn was made by Ms. Provencher and seconded by Mr. Shocik at 12:02pm. **Motion carries 5:0:0.**

**SELECT BOARD MEETING MINUTES
APRIL 25, 2022 AT 6:00PM
SELECT BOARD CONFERENCE ROOM, TOWN HALL**

CALL TO ORDER/OPENING

Chair Antanavica called the meeting to order at 6:04pm. Chair Rick Antanavica, Vice-Chair John Shocik, Second Vice-Chair Herb Duggan Jr., Selectman Dianna Provencher, Selectman Allen Phillips, Town Administrator David Genereux and Assistant Town Administrator Kristen Forsberg were in attendance.

1. SCHEDULED ITEMS

a. 6:00 pm – Appointment LRPHC Human Services Director – Miriam Nyante

Motion 042522-1a: A motion was made by Ms. Provencher and seconded by Mr. Shocik to appoint Miriam Nyante to the position of LRPHC Human Services Director and to execute her department head contract. Motion carries 5:0:0.

b. 6:05 pm - Appointment – Assessors Department Assistant – Sarah Morin

Motion 042522-1b: A motion was made by Ms. Provencher and seconded by Mr. Duggan to appoint Sarah Morin to the position of Department Assistant for the Assessing Department. Motion carries 5:0:0.

c. 6:10 pm – Appointment – DIS Department Assistant – Tina Stratis

Motion 042522-1c: A motion was made by Mr. Duggan and seconded by Ms. Provencher to appoint Tina Stratis to the position of Department Assistant for the Development & Inspectional Services Department. Motion carries 5:0:0.

d. 6:15 pm – Appointment – Library Assistant – Carol Whitcore

Motion 042522-1d: A motion was made by Ms. Provencher and seconded by Mr. Shocik to appoint Carol Whitcore to the position of Library Assistant. Motion carries 5:0:0.

e. 6:20 pm – Social-J LLC (Host Community Agreement – Marijuana Delivery Operator)

Social-J LLC is seeking a host community agreement (HCA) from the Town of Leicester for an adult use delivery business at 88 Huntoon Highway. The proposed HCA provides the Town with 3% of gross sales in addition to the 3% local sales tax revenue. Preferences will be given to Leicester residents and businesses. All hybrid and electric vehicles will be garaged in Leicester, thereby bringing additional excise tax revenue to Town. The business is estimated to be operational in the next 6-8 months. Revenue for Leicester from the HCA and local sales tax over 5 years is estimated to exceed \$1M. Social-J will delivery adult use marijuana all over the State but Leicester retains all tax revenue.

Motion 042522-1e: A motion was made by Ms. Provencher and seconded by Mr. Duggan to execute a host community agreement with Social-J LLC for adult use marijuana delivery at 88 Huntoon Highway. Motion carries 5:0:0.

f. 6:45 pm - Request to Use Becker Turf Field (Evolution Field Hockey Club)

Meighan Allison with Evolution Field Hockey Club presented a request to use the Becker gym and turf field as a home base for their club starting in the fall going forward. The Club would use up to 4 hours per week for training sessions. The Board discussed the schools having priority over the facilities and the need to schedule through the new Recreational Field Organizer (RFO).

Motion 042522-1f: A motion was made by Mr. Shocik and seconded by Ms. Provencher to approve the Evolution Field Hockey Club request to use the Becker turf field and gym subject to the terms of the athletic facility rules and regulations and availability as determined by the RFO. Motion carries 5:0:0

g. 7:00 pm - Discuss/Vote on Annual Town Meeting Warrant Articles – Assign motions

Motion 042522-1g1: A motion was made by Mr. Phillips and seconded by Mr. Shocik to approve the change to Article 2 which increases the snow and ice budget by \$21,000 using surplus funds from the unemployment insurance line item. Motion carries 5:0:0.

Motion 042522-1g2: A motion was made by Mr. Phillips and seconded by Mr. Genereux to approve the change to Article 11 which increases the funding for the fuel island from \$45,000 to \$50,300 using funds from free cash. Motion carries 5:0:0.

Mr. Genereux discussed a clarification made to Article 15. The new proposed motion specifies removing all police patrol AND all supervisory positions, including sergeant and lieutenant positions, from civil service. No vote is required to make this clarification.

Mr. Genereux discussed Article 4, the proposed FY23 operating budget. The proposed budget is \$31,372,910 which is an increase of \$551,052 over FY22, or an increase of 1.97%. Mr. Genereux noted he has only maintained the school/town split that was here when he arrived by increasing each budget by the same percentages annually. The Board discussed reducing the school budget due to funding needs including building and field maintenance and Becker.

Motion 042522-1g3: A motion was made by Mr. Shocik and seconded by Mr. Phillips to vote on Article 4 on Town Meeting floor. Motion carries 5:0:0.

The Chair assigned the reading of the Town Meeting motions to the Board members.

2. PUBLIC COMMENT PERIOD

No members of the public provided comment.

3. REPORTS & ANNOUNCEMENTS

a. Student Liaison Reports

The Student Liaisons provided updates from the Leicester Public Schools.

b. Report of the Town Administrator's Office

The Town Administrator presented highlights from the written report of the office.

c. Select Board Reports

The Select Board discussed various topics including the Senior Center pancake breakfast, the Senior Center employee/volunteer appreciation lunch, kudos to Officers Lombardozzi, Moughan and Fontaine for getting an illegal ghost gun off the streets, Earth Day, Bark Park Grand Opening April 30th from 12-2pm, picking up trash at community field, and thanks to all the volunteers in Town.

4. OTHER BUSINESS

a. Discuss/Vote on Juneteenth

The Board discussed various concerns including the date of the holiday, required union negotiations, having the holiday default to a Thursday if it falls on a Saturday and to a Monday if it falls on a Sunday, adoption for nonunion employees, it is now an official State holiday,

Motion 042522-4a: A motion was made by Mr. Shocik and seconded by Ms. Provencher to table this item for further discussion. Motion carries 5:0:0.

b. Discuss/Vote Becker Mowing bid – Global Maintenance LLC

Motion 042522-4b: A motion was made by Mr. Duggan and seconded by Ms. Provencher to award the Becker mowing bid from May 2, 2022-November 18, 2022, to Global Maintenance, LLC in the amount of \$65,296 and to authorize the Town Administrator to sign the contract. Motion carries 5:0:0.

c. Discuss/Vote Chemical disposal quote (Borger Hall) – Triumvirate

Motion 042522-4c: A motion was made by Mr. Phillips and seconded by Ms. Provencher to approve the quote from Triumvirate from chemical disposal in the amount of \$25,396 and to authorize the Town Administrator to sign the contract. Motion carries 5:0:0.

d. Discuss/Vote Vibra EMS Transport Contract

Interim EMS Director Brian Kelley discussed efforts made to increase revenue and address staffing issues including itemized billing, increased collections, increased ALS staffing from 39% to 66% and hired 10 new employees including a new part time benefitted paramedic position currently being advertised. Mr. Kelley stated he received an email from Vibra stating that their current non-emergency transport company cancelled their contract and asking if Leicester would be willing to provide these services. The State has been strongly encouraging municipalities to consider providing these services to support residents and facilities in their communities due to EMS and healthcare workforce shortages.

The proposed agreement will provide the Town with staffing for a second ambulance as the Town only has one ambulance currently staffed. This agreement would provide the revenue to staff the second ambulance at a minimum of 40 hours per week. Since July 1, 2021, to present the Town has received 197 second medical calls and were only able to cover them 67 times which places a large burden on mutual aid towns. The agreement was structured to provide second ambulance coverage during the Town's busiest times which are 10am-6pm. The agreement only requires the Town to provide local transports to contiguous towns. When transports are not occurring, the Town will be able to make use of the second ambulance.

Key points of the agreement include:

- Agreement would begin July 1, 2022
- Services would be available M-F from 10:30am-5:30pm, with staff arriving at 10am and leaving at 6pm
- Priority is to be given to emergency calls in Leicester over Vibra patient transport
- Leicester EMS has the right of first refusal for all Vibra patient transports. Vibra can enter into backup contracts with other ambulance services, but all transports are offered to Leicester first.
- Contiguous towns are Worcester, Auburn, Oxford, Charlton, Spencer and Paxton so the ambulance can be available for in-town emergency calls
- No crew will be forced to do patient transports except for the crew specifically hired to do so
- Vibra will purchase and give the Town a portable ventilator and portable pump that the Town will keep permanently
- Contract is for 3 years, automatically renewing for successive one-year terms thereafter unless terminated

- Vibra will pay the Town directly for every transport at 375% of the medicare rates
- The Town will need to hire one FT paramedic and one FT EMT for 40 hours per week to staff the second ambulance. The main ambulance remains staffed 24/7, dedicated exclusively to Leicester and shall not perform non-emergency interfacility transports. EMTs/Paramedics can pick up transport shifts if they choose.
- One BLS call per day will generate over \$600 in daily revenue, bringing in up to \$200K in profits per year
- Full time EMT/Paramedics are paid more per hour in accordance with the rates set by the Select Board. Employees hired for the transport positions are paid more because they will be full time employees, not because they are doing transports. These positions will be posted both internally and externally with preference given to internal candidates.

Motion 042522-4d: A motion was made by Mr. Duggan and seconded by Mr. Shocik to execute the Inter-Facility Transportation Provider Agreement with Vibra Hospital. Motion carries 4:0:1 (Mr. Phillips abstained).

e. **Discuss/Vote Declaration of Surplus Property – Becker Mattresses**

Motion 042522-4e: A motion was made by Mr. Duggan and seconded by Mr. Shocik to declare mattresses at the Becker dorms as surplus property and to dispose of them through Deja New and Acton Recycling Center at no cost. Motion carries 5:0:0.

5. MINUTES

a. **April 11, 2022**

b. **April 20, 2022**

Motion 042522-5: A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the minutes of April 11 & 20, 2022. Motion carries 5:0:0.

c. **April 21, 2022 - Executive Session**

This item was passed over

Motion 042522-6: A motion to adjourn was made by Mr. Phillips and seconded by Mr. Shocik at 8:52pm. Motion carries 5:0:0.

**SELECT BOARD MEETING MINUTES
MAY 2, 2022 AT 6:00PM
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chair Antanavica called the meeting to order at 6:00pm. Chair Rick Antanavica, Vice-Chair John Shocik, Second Vice-Chair Herb Duggan Jr., Selectman Dianna Provencher, Selectman Allen Phillips, Town Administrator David Genereux and Assistant Town Administrator Kristen Rubin were in attendance.

1. SCHEDULED ITEMS

a. 6:00pm - Appointment & Execute Contract – Nicholas George – Treasurer/Collector

Mr. Genereux presented a 2 and $\frac{3}{4}$ year agreement which runs through June 30, 2024. Mr. George would be hired at a level 4, step 2. After a six-month probationary period and upon a positive review, the Board would move him up to level 4, step 4.

Motion 050222-1a: A motion was made by Ms. Provencher and seconded by Mr. Phillips to appoint Nicholas George as Treasurer/Collector and to execute his department head contract. **Motion carries 5:0:0.**

b. 6:05pm - Discuss/Vote on Annual Town Meeting Warrant Articles

The Select Board and Advisory Committee discussed the FY23 Operating Budget article including:

- Town Accountant Allison Lawrence discussed how carryover funds work and school funds that get carried over to pay summer salaries for employees.
- The elementary school oil leak and school ESER grant funds which freed up funding to pay the \$600K balance on the oil spill but are limited time only funding which are gone by 2024, the ongoing costs of air quality monitoring, how the school found these funds and they must have cushions in their budget, the need for flexibility in school budgets due constant changes in the student population and their needs (e.g. special education costs).
- Issues with school spending on a PR firm and Town Counsel and not on education.
- Concerns about the need for extra teaching positions
- Issues with the 75/25 school/town split and whether other surrounding towns fund their schools at such a high percentage rate
- Moderator Don Cherry stated he would not allow a motion to significantly change the FY23 budget from the boards or the floor because the warrant informs the voters of what to expect on the floor and constrains members to stay within the scope of the article. Posting times are strictly limited by law and once posted the articles cannot be significantly changed because the voters have been notified and a substantial change makes the warrant out of order. Mr. Cherry stated that a six-figure change to the budget will not be allowed on the floor to ensure that the Attorney General does not invalidate actions taken on Town Meeting floor because they are outside of the scope of the warrant article. The boards need to bring a clear and actionable article to Town Meeting floor. Town Meeting is a voting authority not a place to craft legislation. Signing the warrant indicates this is what the boards want the Town to vote on, that questions have been hashed out and that a solution has been arrived at.
- The Advisory Committee discussed cutting the school budget by anywhere from \$1.3M-\$1.8M to create a municipal building maintenance account which will maintain all municipal buildings including Becker and possibly all school buildings.
- Discussed if the budget is voted down tomorrow night, another Town Meeting will need to be held to set a budget prior to July 1, 2022.
- Discussed the option of changing the budget at Fall Special Town Meeting.

- Discussed the option of passing over the budget. This means article 4 will be re-written with a finite set of numbers and a new Town Meeting will be held with all of the noticing and positing requirements. A position needs to be taken by the boards with hard numbers that is clear and actionable. The moderator would be looking for a motion to adjourn to a date certain.
- Discussed whether the issue of who controls facilities can be determined by a vote at Town Meeting. Town Meeting is an approving body only and can't dictate to elected boards.
- The Board discussed additional State funding. The Town would net \$65,000 more.
- Discussed the option of removing the school budget line item and adopting the rest of the budget.
- Town Meeting floor is not the place to debate line items in a school budget where the school has the ability to change it the next day under MGL Chapter 70. Changes to State law should be directed to State officials.

Motion 050222-1b: A motion was made by Ms. Provencher and seconded by Mr. Duggan to recommend approval of Article 4 as written. Motion carries 4:1:0 (Mr. Shocik was opposed).

Motion 050222-2: A motion to adjourn was made by Mr. Phillips and seconded by Mr. Shocik at 7:26pm. Motion carries 5:0:0.

**SELECT BOARD MEETING MINUTES
MARCH 3, 2022 AT 6:00PM
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

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

1. NEW BUSINESS

a. Discuss Town Meeting and Warrant Articles

Mr. Genereux discussed moving Article 4 to the end of the warrant so the other articles can be voted on first. Ms. Rubin will prepare the motion. The Board discussed funding for the ambulance department including the new vehicles. The Board thanked the Fire and EMS departments for all of their hard work during a busy weekend.

b. Annual Town Meeting

Motion 050322-1: A motion was made by Mr. Phillips and seconded by Mr. Provencher to recess to Town Meeting and to adjourn at the loss of a quorum. **Motion carries 5:0:0.**

**SELECT BOARD MEETING MINUTES
MAY 9, 2022 AT 5:30PM
SWAN LIBRARY, 13 WASHBURN SQUARE**

CALL TO ORDER/OPENING

Chair Antanavica called the meeting to order at 5:31pm. Chair Rick Antanavica, Vice-Chair John Shocik, Second Vice-Chair Herb Duggan Jr., Selectman Dianna Provencher, Selectman Allen Phillips, and Assistant Town Administrator Kristen Rubin were in attendance.

Motion 050922-1: A motion was made by Mr. Phillips and seconded by Mr. Shocik to move all agenda items to the 5/16 select board meeting with the exception of items 4 and 5 and to not enter into executive session. **Motion carries 5:0:0.**

1. Executive Session - Update pursuant to G.L c. 30A, §21(a)(1)(2)&(3) regarding previous Fire Department employee disciplinary hearing

This item was passed over.

2. Return to Open Session

3. Discuss/Vote on Disposition Methodology for Surplussed Becker Victorian Houses

Mr. Antanavica noted that the Becker surveying work is almost done and asked that the Board hire the Zekos Group to sell the Becker Victorian houses and authorize them to advertise the upcoming sale in the newspaper. Mr. Phillips felt the Board needed to have a full discussion of potential other uses including veterans housing in executive session before deciding to advertise the sale of the houses.

Motion 050922-2: A motion was made by Mr. Phillips and seconded by Mr. Shocik to start the 5/16 executive session at 5:00pm and add disposition of Becker buildings to the agenda. **Motion carries 5:0:0.**

4. Discuss/Vote on Moose Hill Ballot Question

Ms. Rubin discussed the tight timeframe to prepare the required pro and con mailer as the repeal of the Town's acceptance of this Mass general law failed at the May Town Meeting (Article 16). Ms. Rubin recommended placing this ballot question on the fall state ballot instead of the annual town election ballot. The Board discussed placing this article on the fall town meeting again with a better explanation and an outline of the cost to prepare the pro and con mailer as it only failed by 9 votes.

Motion 050922-3: A motion was made by Mr. Duggan and seconded by Mr. Shocik to remove the Moose Hill question from the annual town election ballot. **Motion carries 5:0:0**

Motion 050922-4: A motion was made by Mr. Phillips and seconded by Ms. Provencher to place Article 16 from the 2022 Annual Town Meeting on the 2022 Fall Special Town Meeting for a re-vote with a better explanation and the cost to produce the pro and con mailer. **Motion carries 5:0:0.**

5. Discuss Select Board Goals

This item was passed over.

Motion 050922-5: A motion to adjourn was made by Ms. Provencher and seconded by Mr. Phillips at 5:54pm. **Motion carries 5:0:0.**