



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board REVISED

MEETING: X

PUBLIC HEARING:

DATE: May 16, 2022

TIME: 6:00pm

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

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
 - Discussion pursuant to M.G.L. c. 30A, s. 21(a) (2),(3), & (6) - To discuss strategy sessions with respect to collective bargaining and non-union personnel regarding addition of Juneteenth as a Leicester municipal holiday, and to consider the purchase, exchange, lease, or value of real property regarding former Becker College buildings and other facilities
- b. 6:00 pm - Discuss/Vote on Interim In-Town Recreation Fees & RFO Scheduling Matters
- c. 6:30 pm – Present Retirement Plaque for Donna Johnson
- d. 6:30 pm – 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 Juneteenth as a Leicester Municipal Holiday
- b. Discuss/Vote Municipal/School Agreement for Former Becker Campus Buildings & Other Facilities
- c. Discuss/Vote on Portable Toilets at Town Hall for Concerts on the Common
- d. Discuss/Vote to Fly Flag at Half Staff on May 22nd in Memory of Fallen Police Officer Ronald Tarentino
- e. Discuss/Vote on Tata & Howard Stormwater Contract
- f. Discuss/Vote on Disposition Methodology for Surplused Becker Victorian Houses
- g. Discuss/Vote on Becker Vet Clinic RFP
- h. Discuss/Vote on Police Lieutenant Promotion Process and Timeline

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 pursuant to M.G.L. c. 30A, s. 21(a) (2),(3), & (6) to discuss strategy sessions with respect to collective bargaining and non-union personnel regarding addition of Juneteenth as a Leicester municipal holiday, and to consider the purchase, exchange, lease, or value of real property regarding former Becker College buildings and other facilities.

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

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 14, 2022

Mr. Dennis Griffin, Superintendent
Leicester Highway Department
59 Peter Salem Road
Leicester, MA 01524

Subject: Proposal for Engineering Services
Municipal Separate Storm Sewer System (MS4) General Permit Compliance
Services – Year 4 and Year 5 (Fiscal Year 2023)
T&H No. 7014

Dear Mr. Griffin:

Tata & Howard is pleased to provide a proposal for engineering services for MS4 Stormwater Compliance. The following is our proposed scope of services for work by task relative to additional funding for Year 4 requirements and Year 5 requirements within Fiscal Year 2023 in the Massachusetts MS4 General Permit. The total not to exceed fee for Fiscal Year 2023 tasks is \$69,000.

Proposed Scope of Services

Task 1 – Public Outreach Assistance Year 4

1. Prepare announcements directed toward developers and contractors noting Town by-laws and ordinances relative to construction site runoff control, site inspection, and enforcement.
2. Research a video geared towards industrial facilities regarding proper stormwater management practices. Purchase of the video is not included.
3. Distribute and quantify annual seasonal public education messages, as required by applicable Total Maximum Daily Loads (TMDL) included in the MS4 General Permit.
4. Summarize public outreach efforts in the annual Stormwater Management Program (SWMP) Update.

We propose a not to exceed fee of \$3,100 for Task 1 – Public Outreach Assistance Year 4.

Task 2 – Phosphorus Control Plan (PCP) Scope and Baseline Phosphorus Load

1. Create a scope that indicates the area in which the PCP will be implemented, the Baseline Phosphorus Load, Stormwater Phosphorus Reduction Requirement, and Allowable Phosphorus Load.
2. Include analysis in SWMP Update and Year 4 Annual Report.
3. Assist the Town with tracking and documenting existing Town-owned structural BMPs to estimate phosphorus removal.

We propose a not to exceed fee of \$4,000 for Task 2 – Phosphorus Control Plan (PCP) Scope and Baseline Phosphorus Load.

Task 3 – Written Stormwater Management Program (SWMP) – MS4 General Permit Year 4 Requirements

1. Update the Town's existing written SWMP, including all requirements in the Massachusetts MS4 General Permit through the end of Year 4 for permittees including the following:
 - Public Education Documents
 - Street Design and Parking Lot Guidelines Report
 - Green Infrastructure Report
 - List of Municipal Retrofit Opportunities
 - Phosphorus Control Plan Scope
 - Phosphorous Source Identification Report
 - Nitrogen Source Identification Report
2. Update written IDDE Plan as required.
3. Provide Town with a draft SWMP Update for review. Attend one meeting with Town to review draft SWMP Update and the Town's comments.
4. Prepare final SWMP Update and forward two written copies and one electronic copy to the Town.

We propose a not to exceed fee of \$6,400 for Task 3 – Written Stormwater Management Program (SWMP) – MS4 General Permit Year 4 Requirements.

Task 4 – Phosphorus Source Identification Report

1. Develop a report that evaluates the total MS4 area draining to water quality limited receiving water segments, screening and monitoring results targeting water quality limited receiving water segments, impervious area for the target catchments, prioritization of potential catchments with high phosphorus loading, and identification of potential retrofit opportunities.

2. Provide Town with one draft copy of the report for review and comment.
3. Incorporate Town's comments into a final report. Include final report in the Year 4 Annual Report as an attachment.

We propose a not to exceed fee of \$6,200 for Task 4 – Phosphorus Source Identification Report.

Task 5 – Nitrogen Source Identification Report

1. Develop a report that evaluates the total MS4 area draining to water quality limited receiving water segments, screening and monitoring results targeting water quality limited receiving water segments, impervious area for the target catchments, prioritization of potential catchments with high nitrogen loading, and identification of potential retrofit opportunities.
2. Provide Town with one draft copy of the report for review and comment.
3. Incorporate Town's comments into a final report. Include final report in the Year 4 Annual Report as an attachment.

We propose a not to exceed fee of \$6,200 for Task 5 – Nitrogen Source Identification Report.

Task 6 – Year 4 MS4 General Permit Annual Report

1. Prepare Year 4 Annual Report using a template provided by the United States Environmental Protection Agency (USEPA).
2. Update and incorporate relevant attachments into the annual report.
3. Attend one meeting with the Town to review the draft annual report.
4. Incorporate the Town's comments into the final annual report.
5. Submit final annual report to the USEPA and MassDEP.

We propose a not to exceed fee of \$6,500 for Task 6 – Year 4 MS4 General Permit Annual Report.

Task 7 – Annual IDDE Employee Training

1. Prepare for and conduct one (1) IDDE training session with Highway Department personnel. The IDDE training topic shall be determined with the assistance of the Town.

We propose a not to exceed fee of \$2,000 for Task 7 – Annual IDDE Employee Training.

Task 8 – Public Outreach Assistance Year 5

1. Draft a press release and circulate in a local newspaper directed towards developers and contractors focusing on construction site runoff control, Town by-laws and ordinances, and general stormwater management practices.
2. Prepare an announcement directed towards industrial facilities noting Town by-laws and ordinances.
3. Distribute and quantify annual seasonal public education messages, as required by applicable Total Maximum Daily Loads (TMDL) included in the MS4 General Permit.
4. Summarize public outreach efforts in the annual Stormwater Management Program (SWMP) Update.

We propose a not to exceed fee of \$3,500 for Task 8 – Public Outreach Assistance Year 5.

Task 9 – Permittee-Owned Property Evaluation

1. Evaluate all permittee-owned properties identified as presenting retrofit opportunities for structural Best Management Practice (BMP) installation that are within the drainage area of the water quality limited water or its tributaries.
2. Provide a listing of planned structural BMPs and a plan and schedule for implementation.
3. Provide Town with one draft copy of the evaluation for review and comment.
4. Incorporate Town's comments into a final evaluation. Include final evaluation in the Year 5 SWMP Update as an attachment. Include list of planned structural BMPs in the Year 5 annual report.

We propose a not to exceed fee of \$7,600 for Task 9 – Permittee-Owned Property Evaluation.

Task 10 – Lake Phosphorus Control Plan

1. Describe non-structural stormwater control measures to be implemented, the locations where the measures will be implemented, and the annual phosphorus reductions that are expected to result from implementation.
2. Develop a priority ranking of areas and infrastructure for potential implementation of phosphorus control practices. Include a detailed assessment of site suitability for potential phosphorus control measures based on soil types and other factors.

3. Establish an Operations and Maintenance Program for all structural BMPs claimed for phosphorus reduction credit.
4. Create an initial schedule for implementing the BMPs.
5. Estimate the cost for implementing the Lake Phosphorus Control Plan and describe known and anticipated funding mechanisms.
6. Incorporate Task 5, Items one through five into a written Lake Phosphorus Control Plan.
7. Provide Town with one draft copy of the report for review and comment.
8. Incorporate Town's comments into a final report. Include final report in the Year 5 SWMP Update as an attachment.

We propose a not to exceed fee of \$16,800 for Task 10 – Lake Phosphorus Control Plan.

Task 11 – Written Stormwater Management Program (SWMP) – MS4 General Permit Year 5 Requirements

1. Update the Town's existing written SWMP, including all requirements in the Massachusetts MS4 General Permit through the end of Year 5 for permittees including the following:
 - Public Education Documents
 - Permittee-Owned Property Evaluation
 - Lake Phosphorus Control Plan
2. Update written IDDE Plan, as required.
3. Update Standard Operating Procedures, as required.
4. Provide Town with a draft SWMP Update for review. Attend one meeting with Town to review draft SWMP Update and the Town's comments.
5. Prepare final SWMP Update and forward two written copies and one electronic copy to the Town.

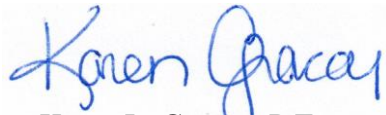
We propose a not to exceed fee of \$6,700 for Task 11 – Written Stormwater Management Program (SWMP) – MS4 General Permit Year 5 Requirements.

Thank you for the opportunity to provide a proposal for this work. We are available to meet and discuss this proposal further at your convenience. We can complete this work under our general services agreement with the Town. If you concur, please sign below, and return one original copy to our office.

Please call should you have any questions or require additional information.

Sincerely,

TATA & HOWARD, INC.



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

AUTHORIZATION:
Town of Leicester

Effective Date: _____

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.**