



AMENDED

PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: August 22, 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/leicesterselectboard>

(571) 317-3122; Access Code: 364-032-797

CALL TO ORDER/OPENING

1. SCHEDULED ITEMS

- a. 6:00pm – Appointment of Per Diem Paramedics – Nate Pratt & Nick Laneving
- b. 6:00pm – Appointment of Parks and Rec Alternates – Matt Fournier & Meg Bouchard
- c. 6:00pm - Snowmobile Club – Request to Place Storage Container at Burncoat Park
- d. 6:05pm – Water Chestnut Discussion – Jan Parke

2. PUBLIC COMMENT PERIOD

3. CIVIC ANNOUNCEMENTS

- a. Final Concert on the Common – August 24, 2022 - The Silverbacks (70s & 80s Classic Rock, Blues, R&B)
- b. Leicester Harvest Fair – September 17, 2022 (10:00 am – 4:00 pm)
- c. Town Wide Yard Sale – October 1, 2022 (rain date Oct 2)

4. REPORTS

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

5. RESIGNATIONS & APPOINTMENTS

- a. Resignation – Kristen Rubin – Assistant Town Administrator
- b. Reappointment – Josh Senior – Parks & Rec Alternate
- c. Appointment & Vote to Execute Contract – Assistant Town Administrator – A.D. Christian Vitale
- d. Appointment – Select Board Harvest Fair Judge

6. OTHER BUSINESS

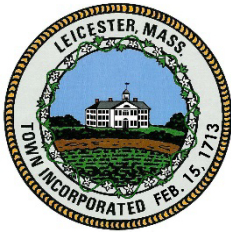
- a. Senior Center Donations
- b. Discuss/Vote on Contract Amendment with Fuss & O'Neill for Russell Memorial Park ADA Project
- c. Approve Preliminary Town Meeting Articles
- d. Discuss/Vote on Former Becker Project Manager

- e. Discuss/Vote on Select Board Liaison Assignments
- f. Discuss/Vote on Town of Spencer Shared Accounting Services Contract

7. MINUTES

- a. August 1, 2022
- b. August 15, 2022

ADJOURN



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ADJOURN



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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

NAME Megan Bouchard HOME TEL. _____
ADDRESS: _____ WORK TEL. 774-696-1540

EMAIL ADDRESS: _____

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

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

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

☐ Four ☐ Two ☒ One ☐ Less than one

Are you available for evening meetings?

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday

Are you available throughout the year for committee meetings?

☒ Yes ☐ No

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

☐ Winter ☐ Spring ☐ Summer ☐ Autumn

EDUCATION: _____

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

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

If yes, state position(s) and date(s): _____

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

Chair for Leicester Tree Lighting Committee

Volunteer for Parks and Recs

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

I would like to continue to serve my community which I have lived in most of my life. I would

Like to merge my committee with parks and recs.

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

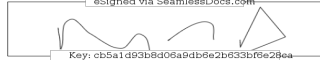
Please indicate your field(s) of training or experience below, as appropriate. Your application will be added to the list of residents who have expressed an interest in serving in similar capacities.

I possess the following training or experience:

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

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
Chair/tree lighting committee	2017-2022	Leicester
_____	_____	_____
_____	_____	_____
_____	_____	_____
 Key: cb5a1d93b8d05a9db6e2b633bf6e28ea		08/18/2022
Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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

NAME MATT FOURNIER

ADDRESS:

LEICESTER

EMAIL ADDRESS: M H F

Are you a citizen? ☒ Yes ☐ No

Are you a registered voter? ☒ Yes ☐ No

- | | |
|---|--|
| <input type="checkbox"/> Advisory/Finance Committee | <input type="checkbox"/> Economic Development Committee |
| <input checked="" type="checkbox"/> Agricultural Commission | <input checked="" type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Arts Council | <input type="checkbox"/> Memorial Day Committee |
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☒ Yes ☐ No

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

☐ Winter ☐ Spring ☐ Summer ☐ Autumn

EDUCATION: BACHELOR OF SCIENCE, MATH MAJOR
2006 WORCESTER STATE UNIVERSITY

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

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

If yes, state position(s) and date(s): _____

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

SALES MANAGER - PEPSI

OPERATIONS MANAGEMENT - FEDEX

DJ AND MC SERVICES - SELF EMPLOYED

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

additional comments you may have: I MAY NOT HAVE ANY SPECIFIC SET
OF SKILLS BUT I AM WILLING TO GIVE BACK TO THE
COMMUNITY ANY TIME AND PLACE IT'S NEEDED

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

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

I possess the following training or experience:

- | | | |
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| <input type="checkbox"/> Financial Administration | <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Government Contracts |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Historic Activities | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Land Use Planning | <input type="checkbox"/> Grant Writing |
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| <input type="checkbox"/> Property Appraisal | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Real Estate |
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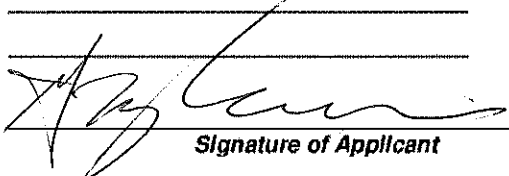
Other Skills & Interests: DJ/MC

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity

Date(s)

City or Town

_____	_____	_____
_____	_____	_____
_____	_____	_____
		<u>7/27/2022</u>
Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester

Dawn Marttila, Chair
Burncoat Park Sports Planning Committee
Town Beach Rd
Leicester, MA 01524

July 22, 2022

Select Board Members
Town of Leicester
Leicester, MA 01524

Dear Select Board Members,

As the Chair of the Burncoat Park Sports Planning Committee, I am writing on behalf of the committee, to share our collective approval of the placement of a storage container on site at Burncoat Park, Town Beach Rd., Leicester. The storage container will be managed by the Snowmobile Club.

The BPSPC has fully discussed the benefits of the Snowmobile Club having a storage container on site, and more details of the placement and management can be found in the BPSPC meeting minutes.

Sincerely,

Dawn Marttila

Leicester snowmobile club

P.O.Box 468

Rochdale ma 01524

Burncoat Park Committee ,

The snowmobile club asks that we be able to put a storage container on site. Container to be placed in a manner that is acceptable to be used on the trails located on the Burncoat park property, But not in a way that interferes with activities in the park. Items to be stored in the container will be but not limited to UTV, snowmobiles, groomers, and various other small tools and wood. The club is asking for 5 keys to the park to be given out by the trail boss of the snowmobile club for the purpose of maintaining the equipment and for use of the groomers during the winter months.

Sincerely

President Mike Comeau

Train Boss John True

AUGUST 2022

TO LEICESTER SELECT BOARD

TOWN ADMINISTRATOR

TOWN PLANNER

I wish to place two items before you for consideration.

I am writing this as Pres. of Common Ground Land Trust (with the approval of the Bd. of Directors of that organization). And also, as a VERY concerned citizen of our town.

I have been waiting for the challenges of the Becker reuse and the school use plans to have forward movement. You have had so much on your plate.

But now another forward movement is needed, to protect the natural resources of our town.

Recently, I have been approached by several citizens who live in and outside of our town; who are alarmed and frustrated by the invasion of Water Chestnut in Greenville Pond. These persons have experience in the hand removal of this invasive plant. There are also a good many residents of Rochdale who wish to tackle this, hands on.

The time is prime in the growing season to tackle this before the seed pods mature.

Our town has long neglected their responsibility. It will eventually choke off water flow. This dam was installed as flood control. The weed has travelled down the French River to Rochdale Pond and into Texas Pond in Oxford.

We are asking permission to organize, a hands-on, volunteer effort to begin to tackle this invasion. We can use a town provided waiver (for insurance purposes) for volunteers to sign.

I have had an informal conversation, with Highway foreman, Brian. He suggests a doable and cost-effective plan. Parking a small dump truck on the land trust property on River St. on a Friday aft.; and then driving it on Monday morning to the town composting site on Mannville St. I have researched the composting of this plant. It is effective and the seed pods will not be washed downhill into any water body. (The seeds do remain viable for a good many years!)

This will NOT be a permanent solution, only a beginning. BUT it will show residents an intention to address this invasive. The town should still seek funding and make an ongoing plan. The Conservation Commission needs to address this, along with the Select Board.

This plan, involving volunteers, was written into the recent Open Space and Recreation Plan. In Section 9: Goal 1: Objective 2: Year 1.

We have a member of our organization, who has placed funds in our treasury to assist with this project. This has been done anonymously.

This project needs to be approved and implemented immediately.

We are ready to act upon your approval.

THE SECOND ITEM which we present for your consideration is related to the first, in that it supports the preservation of the natural resources of our town.

In the last several years, I have attended numerous public hearings of the Planning Boards and Conservation Commissions in both Leicester and Spencer. (Common Ground Land Trust serves both communities.)

Both boards are challenged to uphold very specific by-laws of our town and the state. This is time consuming and sometimes narrow in scope.

Our Town Planner is charged with a VERY broad job description while supporting both of these boards plus zoning, permitting and inspectional services. She needs a support team and cheering section!

SO, we request the appointment of a permanent Leicester Open Space and Recreation Committee. This is in process in the town of Spencer at this time.

And this has been a written goal of the land trust for both of our communities.

This appointment is supported by the Open Space Plan in Section 9, Goal 3. Objective 2, Year 1.

Our Town Planner is in possession of a booklet outlining the responsibilities and resources for such a committee. It was written by several state departments.

This committee would look at the LARGE picture and use the 7 Year Plan to support other boards. In past years, the 7yr. plan often gathered dust on the shelf!

We ask that you consider these requests, to bring balance to the push for economic development. Our natural resources need your attention. Natural resources also bring new families and business to our community.

Thank you for your time,

Jan Parke

For Common Ground Land Trust

And Myself !



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

August 18, 2022

To: Select Board
From: David Genereux, Town Administrator
RE: Report of the Town Administrator's Office

The following is a report on the general activities of the Town Administrator through July 28th, 2022

Former Becker Property

- Had a Tauper Land Survey meeting with the Planner regarding the Victorian properties. We see that there will be discussion regarding the concept of quick sale versus controlled redevelopment DG
- Toured the property with a film company that is interested in filming primarily at Borger. There is not a lot a money involved (\$7,000 for a week of filming), but it is great exposure. DG
- The Contractor retained to assemble the maintenance manual for the Becker property, along with all other Town property, made good headway in documenting the property and taking pictures. The manual will be beginning to be assembled next week. DG

Economic Development/Businesses

- Held the second interdepartmental permit licensing meeting 8/16. No new businesses have come in but outstanding issues for businesses in process were discussed KR
- Worked with G&L Auto on a potential second site for their car lot at 1030/1050 Stafford. Unfortunately, this site will not work due to substantial back taxes owed. KR

Citizen issues

- Assisted a resident in lowering her electric bill from 28 cents per kilowatt to the Town's rate of 10.5 cents per kilowatt KR, MC
- Worked with a resident on tree issues DG, KR
- Discussed various road issues and concerns with a resident KR

Grants

- Met with the State regarding the culvert grant that was not funded primarily due to an overwhelming amount of projects submitted for just over \$1.8M in funds (20% of projects were funded). The State provided some recommendations on how to strengthen the Town's application the culverts around Kettle Brook for next year, adding it is a good project from a connectivity and ecological perspective KR
- Completed administrative closeout of the PARC grant and requested final reimbursement KR,DG
- Finished and submitted reimbursement request regarding the Complete Streets grant and requested reimbursement of \$335,748. Now working on reconciliation for the Chapter 90 portion of the project. DG

Financial/Budgetary

- Highway materials bids were opened on 8/18 and preliminary results reviewed DG, MC
- Completed FY22 end of year closeout and set up budget spreadsheet for FY23 KR
- Reconciled 1 Paxton Street donation account KR
- Assembled the first draft of the Town meeting warrant DG

Human Resources

- Onboarded new highway employees, Town Admin Executive Assistant, Treasurer/Collector Assistant KR
- Worked on ATA recruitment DG

Misc.

- Worked on a number of insurance claims including damage due to lightning strikes at Hillcrest Country Club and the Fire & EMS HQ. KR
- Worked to train new executive assistant in the office on payroll, bills, VADAR, Meridia (voting system), website updates, social media, licensing/new businesses, processing checks, insurance, scheduling rooms, meeting agendas, minutes and packets KR
- Trained Highway Department assistant on payroll, bills, etc. KR
- Researched and scheduled mowing of the landfill and worked with highway to service the recycling compactor KR
- Discussed Memorial School with several interested parties DG, KR
- Worked with the RFO on various scheduling issues KR, DG
- Obtained internet quotes for 1 Paxton Street and Marsh Hall KR

August 2, 2022

David Genereux
Town Administrator

Dear David:

Please accept my letter of resignation from the position of Assistant Town Administrator. I have accepted the position of Town Administrator for the Town of Berlin.

I am giving 45 days-notice as required in my contract. My last day will be September 15, 2022.

It has been an honor to serve the residents of the town I grew up in over these past 8 years. I would like to thank you for being an exceptional mentor and I truly appreciate the opportunities I have had here in Leicester.

Sincerely,

Kristen L. Rubin

Kristen L. Rubin

A.D. Christian Vitale

Dear Mr. David A. Genereux,

It is with great interest that I submit my resume for consideration for the Assistant Town Administrator position in Leicester, Massachusetts. My municipal experience, combined with my educational background, makes me uniquely qualified to serve in this role.

Since 2017, I have worked for the Town of Bristol, Rhode Island, spearheading local economic development initiatives, managing the town's external relations, and administering the Community Development Block Grant (CDBG) program.

As a member of Bristol's leadership team, I've been progressively responsible for activities that support the day-to-day operations of the community. Some of these activities include:

- Serving as a project manager for work listed in Bristol's Capital Improvement Plan including streetscape and drainage upgrades;
- Researching and determining the best use of \$6.5M in American Rescue Plan Act (ARPA) funds;
- Establishing a standardized financial management/procurement system for the Town of Bristol to promote efficiency, accountability, transparency, compliance, and productivity;
- Implementing Bristol's first computer replacement program to improve cybersecurity, prevent downtime, and optimize application performance;
- Developing a new municipal website (www.bristolri.gov) to enhance user-friendliness, functionality, and security;
- Overseeing the rehabilitation and reuse of three historic decommissioned school buildings; and
- Drafting Bristol's first written Employee Handbook, Safety Handbook, and Affirmative Action Policy.

Through each of my work assignments, I have a proven record of being able to build strong, collaborative relationships with department heads and elected officials. In 2020, I was nominated by my peers for Providence Business News' 40 Under Forty Award.

In pursuit of continuous professional development, I recently completed a Public Administration certificate program through Rutgers University. Additionally, I hold a PMP® certification, which is considered the world's leading credential in the project management profession. I am prepared to obtain any additional certifications necessary to better serve as Assistant Town Administrator.

It would be an honor to serve as Leicester's Assistant Town Administrator. I am committed to bringing the highest level of professionalism, dedication, and enthusiasm to the position. I hope to have the opportunity to discuss my qualifications for the position further. I can be reached by phone at 401-225-6780 or by email at adchristianvitale@gmail.com. Thank you for your time and consideration.

Sincerely,



A.D. Christian Vitale

A.D. Christian Vitale

Professional History

Town of Bristol, Rhode Island

Director of Economic Development and Communications
Economic Development Coordinator

Bristol, RI

December 2017-Present

- Manage approximately \$325K in annual spending in tourism, information technology, software licensing, and property management. Recommend policies and procedures to optimize these functions.
- Oversee local economic development activities such as business retention, business attraction, policy research, technical services, and administration. Provide guidance and assistance to businesses in relation to registration, licensing, permitting, marketing, tax incentives, expansion, job training, and other areas of need. Implemented small business support programs such as Tangible Tax Reform, E-Licensing, Propel Community Job Board, and Work-Based Learning Partnership.
- Develop and manage the Town of Bristol's digital presence through its website (www.bristolri.gov) and social media platforms. Assist the Town Administrator with maintaining open communications with the general public and business community. Draft press releases, social media postings, video messaging, policy documents, and drafting various internal/external communications.
- Seek state and federal grant funds to support capital projects prioritized in the town's Five-Year Capital Improvement Plan. Administer the local Community Development Block Grants (CDBG) program. Direct projects, track spending and submit performance reports to meet the regulatory requirements associated with the awarded grant funds. Awarded approximately \$3M in grants to support local capital projects and low-moderate income (LMI) residents.
- Assist in planning, analyzing, and implementing town-wide infrastructure projects and initiatives; participate in various working groups/committees; develop complex analytical reports; coordinate interdepartmental projects for the Town Administrator. Actively managing four infrastructure projects totaling \$8.1M.
- Spearheaded the Town of Bristol's COVID-19 response efforts. Ensured the continuity of operations for Town Hall, implemented business relief programs, maintained an online resource center for residents, and established a vaccination registration process for the town's senior population.

Greystar Management Services

Leasing Manager, Jefferson at Dedham Station
Leasing Ambassador, One Uptown
Leasing Professional, Tribeca

Dedham, MA

April 2017-December 2017
August 2016-April 2017
March 2016-August 2016

- Managed all sales and leasing activities to achieve the property's revenue and occupancy goals. Successfully maintained a 58% resident renewal rate and a 25% prospect close rate.
 - Screened prospective residents, reviewed lease contracts, and coordinated moving schedules at three multifamily complexes.
 - Executed a marketing calendar that included preferred employer meetings, networking events, business partnerships, and customer relationship management.
 - Developed positive community relations through monthly resident events, professional communications, and superior service.
-

Roger Williams University: Department of Human Resources
Human Resources Intern

Bristol, RI
December 2014-May 2015

- Supported the Human Resources team in compensation & benefits, employment, and HRIS data entry.
- Recorded, edited, and published interactive videos using Panopto for new hire orientation material.
- Designed monthly newsletters in publisher to be distributed to upwards of 500 employees.

Educational History

The University of Iowa

Iowa City, IA

School of Journalism and Mass Communications, ACEJMC Accredited
Master of Arts (MA) in Strategic Communications, GPA: 3.80

Rutgers University

New Brunswick, NJ

Center for Executive Leadership in Government, MSCHE Accredited
Mini-Master of Public Administration (Mini-MPA™) Certificate, GPA: 3.70

Roger Williams University

Bristol, RI

Mario J. Gabelli School of Business, AACSB Accredited
Bachelor of Science (BS) in Business

Awards & Recognitions

2020 – 40 Under Forty (Nominated), Providence Business News
2018 – [Feature Story](#), East Bay Media Group
2015 – Staff Member of the Year (Awarded), Roger Williams University

Certifications & Training

Project Management Professional (PMP)® - *Credential ID: 3008202* | Project Management Institute
Notary Public | State of Rhode Island
Leadership for Diversity Institute | NCBI International
Social Media Tools and Techniques (PER-344) | National Disaster Preparedness Training Center
Ethics 101 | International City/County Management Association (ICMA)

Skills

Social Media - Facebook, Twitter, Instagram, YouTube

Operating Systems - Windows, MacOS

Content Management Systems - WordPress, Civic Plus

Content Editing - Microsoft Office Suite (Microsoft, Excel, PowerPoint, Outlook), Google G Suite

Other Programs - CodeRED Alerts (Onsolve), NVivo, Canva, HubSpot, Active Campaign

Professional Affiliations & Community Involvement

International City/County Management Association (ICMA) – Affiliate Member
Project Management Institute (PMI) – Member
East Bay Chamber of Commerce – Advisory Board Member, Education Subcommittee Member
Roger Williams University – Alumni Volunteer (Panelist, Internship Host, Mock Interviewer)
Bristol-Warren Regional School District – CTE Advisory Board Member, Work-Ready Think Tank

EMPLOYMENT AGREEMENT
BETWEEN
TOWN OF LEICESTER
AND

CHRISTIAN VITALE

ASSISTANT TOWN ADMINISTRATOR

2022-2025

AGREEMENT made as of 22nd of August, 2022 between the Town of Leicester, a duly authorized municipal corporation in Massachusetts in the County of Worcester, acting by and through its Select Board (hereinafter the “Town”) in accordance with Massachusetts General Laws Chapter 41, §108N and Section 4 of Chapter three of the Town’s General Bylaws and Christian Vitale (hereinafter the “Assistant Town Administrator”).

WITNESSETH:

WHEREAS, the Town desires to employ the services of said Christian Vitale as Assistant Town Administrator of the Town of Leicester;

WHEREAS, the Board, in accordance with Section 4 of Chapter 3 of the Town’s General By-laws, may contract with the Assistant Town Administrator for such services;

WHEREAS, it is the desire of the Board to contract for the salary and benefits of said Assistant Town Administrator;

WHEREAS, it is the desire of the Board to retain the services of the Assistant Town Administrator;

WHEREAS, the Board has determined that the Assistant Town Administrator shall be regularly scheduled to work for at least 38 hours per week, in accordance with Town Hall business hours; and

WHEREAS, Mr. Vitale agrees to employment as Assistant Town Administrator of the Town.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **DUTIES:**

- a) The Assistant Town Administrator shall be responsible to and work under the direction of the Town, through the Town Administrator, under applicable Massachusetts General Laws, and the Town's By-laws and rules and regulations. The Assistant Town Administrator's duties shall include but not be limited to those duties and responsibilities described in the position description.

2. **TERM:**

- (a) The term of this Agreement begins on August 22, 2022 and shall terminate on June 30, 2025.
- (b) For purposes of this Agreement, "year" shall mean a complete 52-week fiscal year beginning July 1 and ending June 30. Any benefits or compensation earned or accrued on a yearly or annual basis shall be prorated in accordance with the portion of the fiscal year that the Assistant Town Administrator is employed by the Town.
- (c) Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Town to terminate the services of the Assistant Town Administrator at any time, subject only to the provisions set forth in Section 11 of this Agreement.
- (d) Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Assistant Town Administrator to resign at any time from his position with the Town, subject only to the provisions set forth in Section 11 of this Agreement.

3. **SALARY:**

- (a) The salary of the Assistant Town Administrator, effective of the date of this agreement shall be consistent with Step 6 of the Classification and Compensation Plan, which is currently \$77,160.63.
- (b) Upon successful completion of a six-month probationary period, and effective March 1, 2022 the salary of the Assistant Town Administrator shall be increased to be consistent with Step 7 of the Classification and Compensation Plan, which is currently \$82,223.53.
- (c) The salary will be payable in installments at the same time as other employees of the Town are paid.

- (d) Annually, based upon a satisfactory performance appraisal, and the availability of funding, the Town Administrator shall recommend to the Select Board a cost-of-living adjustment (COLA) of up to 2.0% on the salary for the Assistant Town Administrator.
- (e) The Assistant Town Administrator shall also have the ability to move up incremental steps on the Town's Classification and Compensation Plan, upon recommendation of the Town Administrator via vote of the Select Board.

4. **PERFORMANCE EVALUATION:**

- (a) Annually, the Town Administrator, under the direction of the Select Board, and the Assistant Town Administrator shall define such goals and objectives for the Assistant Town Administrator for the proper operation of the Department and for the attainment of the Select Board's policy objectives and shall further establish a relative priority among those various goals and objectives. The goals and objectives shall be reduced to writing and incorporated into an annual performance review tool developed by the Town Administrator. The goals shall generally be attainable within the time limits specified and within the appropriations provided in the annual operating and capital budgets. The goals and objectives may be amended from time to time by the Town Administrator with proper notice to the Assistant Town Administrator.
- (b) At least thirty (30) days prior to the beginning of each fiscal year of this agreement, the Town Administrator shall conduct an annual performance review, which shall be based upon the accomplishment of duties and responsibilities defined in the position description, and goals and specific criteria pursuant to this section.
- (c) The Assistant Town Administrator and Town Administrator shall meet at least quarterly during the fiscal year to discuss activities undertaken in connection with addressing the agreed goals and performance objectives.

5. **BENEFITS:**

- a) Except as hereinafter provided or modified, all provisions of the Town's personnel policies and procedures and all general benefits provided to Town of Leicester employees under the General By-laws, under the Town Meeting action, or by state law, as they now

exist or may hereafter be amended or changed, shall apply to the Assistant Town Administrator.

- b) All requests for vacation leave, sick leave, personal leave, and compensatory time shall be made to the Town Administrator

6. **VACATION LEAVE:**

- a) The Assistant Town Administrator shall accrue vacation leave at a rate of four (4) weeks (20 working days) per year.
- b) The Assistant Town Administrator shall, with the prior written approval of the Town Administrator, be permitted to carry over ten (10) days of vacation from year to year.

7. **SICK LEAVE:**

- a) The Assistant Town Administrator shall be allowed to retain up to one hundred fifty (150) days of sick leave.
- b) Upon retirement, the Assistant Town Administrator shall be entitled to receive payment of up to thirty (30) days of accrued sick leave.

8. **HOURS OF WORK/JOB PERFORMANCE:**

- a) The Assistant Town Administrator agrees to provide at least 38 hours of work on a weekly basis.
- b) During all hours of his employment the Assistant Town Administrator will devote his best efforts to his duties and shall perform his duties in a competent and professional manner.
- c) The Assistant Town Administrator shall maintain hours during normal business days and hours.
- d) Additionally, the Assistant Town Administrator shall work and supervise department staff for the duration of all weather-related events, as well as any other events during off hours requiring his attention, at no additional salary.

9. **PROFESSIONAL DEVELOPMENT:**

- a) The Assistant Town Administrator shall be given opportunities to develop his skills and abilities. Accordingly, the Assistant Town Administrator shall be allowed and/or required to attend courses, seminars and meetings which are approved in advance by the Town Administrator without loss of vacation or other leave. The Town may, in its discretion, pay for the cost of such programs.
- b) If the Town requires the Assistant Town Administrator to attend any course, seminar or meeting, the Town shall pay for the cost of such programs and for travel and subsistence expenses, incurred by the Assistant Town Administrator in attending such programs.

10. **GENERAL EXPENSES:**

- a) The Assistant Town Administrator shall be reimbursed for any reasonable and necessary expenses incurred in the performance of his official duties.
- b) Should the Assistant Town Administrator use his personal vehicle during the performance of his official duties, the Town shall pay the Assistant Town Administrator for any use of his personal vehicle in the course of his duties a mileage allowance in such sum as is paid to all Town of Leicester employees.
- c) In addition to this mileage allowance, the Assistant Town Administrator shall be reimbursed for toll and parking expenses incurred by his in the course of his duties.

11. **TERMINATION:** This Agreement may be terminated or amended by either party as provided below:

- a) **By mutual written agreement** - Signed by the Select Board and the Assistant Town Administrator, upon such terms and conditions as may be acceptable to both parties at the time of termination; or
- b) **By majority vote of the Select Board** - The Town may terminate this Agreement and remove the Assistant Town Administrator for cause by vote of a majority of the members of the Board after written notice and hearing. Such hearing shall be closed, unless either the Board or the Assistant Town Administrator request that such hearing be open to the public. In the event of such removal for cause, the Town shall have no obligation to pay any severance sum.

- c) In the event the Town wishes to terminate this Agreement without cause:

The Town shall give the Assistant Town Administrator not less than three (3) months' prior written notice of termination of the Agreement and shall provide severance pay equal to three (3) months' salary to the Assistant Town Administrator. Said sum to be paid as a lump sum at the time of termination.

- d.) In the event the Assistant Town Administrator wishes to terminate this agreement:

The Assistant Town Administrator shall give the Town not less than forty-five (45) days' written notice to the Town Administrator and Town Clerk. Until the effective date of termination under such circumstances, the Assistant Town Administrator shall continue to perform his duties and shall, if requested, cooperate with the Board in a search for a successor.

12. **NOTICES:**

- a) Notices pursuant to this Agreement shall be given by first-class mail, postage prepaid, addressed as follows:

TOWN: Town Administrator
 Town of Leicester
 Town Hall
 3 Washburn Square
 Leicester, MA 01524

ASSISTANT TOWN ADMINISTRATOR: A.D. Christian Vitale
 206 Foote Street
 Barrington, RI 02806

unless either party hereafter informs the other party in writing of a change of address.

- b) Alternatively, notices required pursuant to this Agreement may be personally served.

Notice shall be deemed as given as of the date of personal service or as the postage mark of such written notice as sent by first-class mail.

13. **GENERAL PROVISIONS:**

- a) Completeness of Agreement. This Agreement contains all the terms and conditions agreed upon by the parties. No other agreement, oral or otherwise, will be deemed to exist or to bind either of the parties to the Agreement. No representative of any party to the Agreement had or has any authority to make any representation or promise not contained in the Agreement, and each of the parties to the Agreement acknowledges that such party has not executed the Agreement in reliance upon any such representation or promise. This agreement cannot be modified except by a written instrument signed by both parties.
- b) Severability. If any portion or provision of this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of the Agreement will be deemed severable, will not be affected, and will remain in full force and effect.
- c) Interpretation of Agreement. The Agreement will be interpreted and construed for all purposes under the laws of the Commonwealth of Massachusetts.
- d) Employee Status. For purposes of the Fair Labor Standards Act, the Assistant Town Administrator shall be deemed an exempt employee.

THIS EMPLOYMENT AGREEMENT with the Assistant Town Administrator is executed as a sealed instrument.

ASSISTANT TOWN ADMINISTRATOR

THE TOWN OF LEICESTER
Acting by and through its
SELECT BOARD

A.D. Christian Vitale
Assistant Town Administrator

Allen R. Phillips, Sr.
Chair

Rick Antanavica
1st Vice Chair

Herb Duggan, Jr.
2nd Vice Chair

Diana Provencher
Member

John K. Bujak
Member

RECOMMENDED BY:

David A. Genereux, Town Administrator

Date: _____



HARVEST FAIR 2022

July 26, 2022

Board of Selectmen
Town of Leicester
3 Washburn Square
Leicester, MA 01524

Dear Board Members,

We are now involved in planning our Harvest Fair 2022. In the spirit of the Fair and community involvement, the Harvest Fair Committee is sponsoring several food related competitions. These competitions need to be judged. The Committee would like to invite one of you to act as judge.

The Fair will take place on Saturday, September 17, 2022. Judging will take place from 8 a.m. to approximately 10 a.m. inside the Town Hall. Exhibitors will have brought their items in, between 4 p.m. and 7 p.m. the night before so everything should be in place for you to begin this fun time – tasting all these wonderful goodies!!!

We would appreciate your response via email or by phone call. The Committee will be in contact with you closer to the Fair date. For any questions please contact myself at (508)892-3321 or Sharon Nist or Kurt Parliament at (508)892-4119.

Please email me at: judy_ivel@yahoo.com

Sincerely,

Judith C. Ivel
Harvest Fair Committee
130 Pleasant Street
Leicester, MA 01524



TOWN OF LEICESTER

Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

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

www.leicesterma.org

Rachelle S. Cloutier, M.Ed.

Director of Elder Affairs

E-mail: cloutierr@leicesterma.org

August 15, 2022

Michael J. Dionis

Janice M. Dionis

Dear Michael and Janice:

Thank you so very much for your generous donation of \$25.00 in memory of Paolina Jacques. It has been, as you can imagine, a very difficult two years for us at the senior center. We have lost many who come to this wonderful place they have learned to call "a home away from home." They come to knit, to socialize and to enjoy each other's company.

Paolina was a warm, talented and very nice lady to have around and all who knew her loved her dearly and miss her and this includes the staff and all of her dear friends here at the center.

Again, thank you.

Rachelle S. Cloutier, M.Ed.

Director of Elder Affairs

Cc: Town Administration

Board of Select persons



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Council on Aging

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www.leicesterma.org

Rachelle S. Cloutier, M.Ed.

Director of Elder Affairs

E-mail: cloutierr@leicesterma.org

August 15, 2022

Ms. Barbara J. Cook

Dear Barbara:

Thank you so very much for your generous donation of \$150.00 in memory of Paolina Jacques. It has been, as you can imagine, a very difficult two years for us at the senior center. We have lost many who come to this wonderful place they have learned to call "a home away from home." They come to knit, to socialize and to enjoy each other's company.

Paolina was a warm, talented and very nice lady to have around and all who knew her loved her dearly and miss her and this includes the staff and all of her dear friends here at the center.

Again, thank you.

Rachelle S. Cloutier, M.Ed.

Director of Elder Affairs

Cc: Town Administration

Board of Select persons



TOWN OF LEICESTER

Council on Aging

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www.leicesterma.org

Rachelle S. Cloutier, M.Ed.

Director of Elder Affairs

E-mail: cloutierr@leicesterma.org

August 17, 2022

Luigi Jacques
Marilyn Flint Jacques

Dear Luigi and Marilyn:

Thank you so very much for your generous donation of \$100.00 in memory of Paolina. It has been, as you can imagine, a very difficult two years and more for us at the senior center. We have lost many who come to this wonderful place they have learned to call "a home away from home." They come to knit, to socialize and to enjoy each other's company.

Paolina was a warm, talented and very nice lady to have around and all who knew her loved her dearly and miss her and this includes the staff and all of her dear friends here at the center.

Again, thank you.

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

Cc: Town Administration
Board of Select persons

Contract Amendment #1
AGREEMENT BY AND BETWEEN

Town of Leicester
and
Fuss and O'Neill, Inc.

Russell Memorial Park ADA Improvement Project

BY MUTUAL AGREEMENT, as evidenced by the attached signatures, our Agreement dated the 20th day of September 2021, is hereby amended, effective June 30, 2022, to reflect the following changes:

- Article 6: Time of Performance
 - Completion of design services is extended from June 30, 2022, to December 2022.

All other terms of the original contract shall remain in full force and effect.

IN WITNESS WHEREOF, the Town of Leicester and Fuss & O'Neill, Inc. have executed this Amendment, effective as of the date noted above.

TOWN of LEICESTER

Fuss & O'Neill, Inc.

By: _____
Allen Phillips, Select Board Chair

By: _____
Daniel Delaney, P.E.
Office Manager

Date: _____

Date: _____



Town of Leicester, Massachusetts

Special Town Meeting Warrant

Fall Town Meeting – October 18, 2022 – 7:00PM

“In the Hands of the Voters”

Meeting location:
Town Hall Gymnasium
3 Washburn Square
Leicester, MA 01524

Published 08/22/2022 **Version 1 – Draft (Initial articles to be approved for placement on warrant by the Select Board)**

SPECIAL MESSAGE FROM THE MODERATOR COVID-19 PRECAUTIONS

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

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

Town Rules & Procedures Review

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

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

Town Meetings in Leicester are open only to registered voters.

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

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

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

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

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

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

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

Respectfully,

Town Moderator

On _____, 2022, the Division of Local Services certified the Town of Leicester's FY 2022 Free Cash in the amount of \$_____ for the General Fund, and \$_____ in Retained Earnings for the LCAC Cable PEG Access enterprise fund.

WORCESTER, SS.

To a Constable in the Town of Leicester,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of Leicester qualified to vote in Town Elections and Town Affairs to meet at the Town Hall Gymnasium, 3 Washburn Square, Leicester, MA 01524 on Tuesday, the eighteenth day of October 2022 at 7:00 PM, then and there to act on the following articles, namely:

ARTICLE 1 PRIOR YEAR BILLS

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

PROPOSED MOTION

I move the Town vote to transfer \$_____ from Free Cash to pay the prior year bills as listed in the Fall 2021 Town Meeting warrant.

Department	Vendor	Amount
Total		

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

This article is required for the payment of bills prior to July 1, 2022 that were not submitted by the close of the fiscal year. .

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

ARTICLE 2 ADJUSTMENT OF BOARD/COMMITTEE STIPENDS

To adjust the FY 2023 stipends of the Board and Committee stipends to July 1, 2023 or take any action thereon.

PROPOSED MOTION

I move the Town vote to set the rate of compensation for stipends to elected officials as listed below retroactive to July 1, 2021.

FISCAL YEAR 2023 ELECTED OFFICIALS PAY RATES		
POSITION	2022 ATM Schedule	Proposed Schedule
SELECT BOARD – CHAIR	\$882	\$922
SELECT BOARD – MEMBERS (4) each	\$724	\$739
SCHOOL COMMITTEE – CHAIR	\$447	\$456

SCHOOL COMMITTEE – MEMBERS (4) each	\$197	\$201
PLANNING BOARD – CHAIR	\$320	\$327
PLANNING BOARD – MEMBERS (4) each	\$276	\$282
MODERATOR	\$81	\$83
BOARD OF HEALTH – CHAIR	\$320	\$327
BOARD OF HEALTH – MEMBERS (2) each	\$276	\$282
ASSESSOR – MEMBERS (3) each	\$597	\$609
TOTAL ELECTED STIPENDS	\$9,181	\$9,394

ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

Passage of this article would give a cost-of-living adjustment to the stipends of the various Boards and Committees. This matches the 2% adjustment given to union and non-union employees for FY 2023.. The actual appropriation of funds takes place in Article 3.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote per M.G.L. Chapter 41, Section 108

ARTICLE 3 ADJUST FY 2023 OPERATING BUDGET

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money as may be necessary to defray the expenses of Town departments and Town accounts for the Fiscal Year beginning July 1, 2021, as voted at the May 11, 2021 Annual Town Meeting Warrant or take any action thereon.

PROPOSED MOTION

A.) I move that the Town raise and appropriate \$_____ to defray the expenses of Town departments and Town accounts for the Fiscal Year beginning July 1, 2022, as listed in the May 11, 2022 Annual Town Meeting Warrant and as amended below:

Sources	Reason	Amount
Raise and Appropriate	Increased overall receipts/reduced assessments	
Total		

DEPT #	DEPARTMENT NAME	FY 2022 Budget	FY2023 Spring Town Meeting Budget	FY2023 Fall Town Meeting Budget Revisions	\$ Change	% Change
111	LEGAL					
	TOTAL	80,798	72,045			
114	MODERATOR					
	TOTAL	151	151			
122	SELECT BOARD					
	TOTAL	306,431	314,282			
130	RESERVE FUND					
	TOTAL	50,000	50,000			
131	ADVISORY BOARD					
	TOTAL	1,325	1,325			
135	ACCOUNTANT					
	TOTAL	146,149	157,479			
141	ASSESSORS					
	TOTAL	134,613	132,457			
145	TREASURER/COLL ECTOR					
	TOTAL	182,870	173,744			
147	TAX TITLE					
	TOTAL	0	0			
152	PERSONNEL BD					
	TOTAL	275	275			
155	IT DEPARTMENT					
	TOTAL	184,060	189,060			
161	TOWN CLERK					
	TOTAL	126,018	139,239			
162	ELECTIONS & REGISTRATIONS					
	TOTAL	36,500	41,700			
180	DEVELOPMENT & INSPECTIONAL SERVICES					
	TOTAL	267,083	268,589			
192	TOWN OWNED BLDG MAINT					
	TOTAL	48,281	48,281			
197	TOWN HALL BLDG MAINTENANCE					
	TOTAL	86,909	86,909			
198	TOWN HALL TELEPHONES					
	TOTAL	6,400	6,400			
199	OTHER - GENERAL GOV					

	TOTAL	58,564	33,100			
		FY 2022 Budget	FY2023 Spring Town Meeting Budget	FY2023 Fall Town Meeting Budget Revisions		
DEPT #	DEPARTMENT NAME				\$ Change	% Change
210	POLICE DEPT					
	TOTAL	2,271,573	2,362,250			
220	FIRE DEPT					
	TOTAL	390,434	365,963			
231	AMBULANCE					
	TOTAL	584,736	Enterprise			
232	EMERGENCY MANAGEMENT					
	TOTAL	4,889	4,967			
241	CODE DEPT					
	TOTAL	74,007	128,667			
292	ANIMAL CONTROL					
	TOTAL	34,444	34,954			
296	INSECT PEST CONTROL					
	TOTAL	7,850	7,850			
310	LEICESTER PUBLIC SCHOOLS					
	TOTAL	17,582,550	17,839,070			
420	HIGHWAY DEPT					
	TOTAL	1,019,546	1,041,814			
423	SNOW & ICE					
	TOTAL	121,000	121,000			
424	STREETLIGHTS					
	TOTAL	58,000	58,000			
541	COUNCIL ON AGING					
	TOTAL	107,239	109,342			
543	VETERANS SERVICES					
	TOTAL	126,748	108,336			
545	VETERANS GRAVES REG					
	TOTAL	2,400	2,400			
610	PUBLIC LIBRARY					
	TOTAL	231,071	239,386			
630	PARKS & RECREATION					
	TOTAL	6,450	6,450			
691	HISTORICAL COMM					
	TOTAL	950	950			

692	MEMORIAL DAY COMM					
	TOTAL	3,000	3,000			
710	MATURING DEBT PRINCIPAL					
	TOTAL	1,026,117	1,218,733			
751	MATURING DEBT INTEREST					
	TOTAL	331,047	293,828			
DEPT #	DEPARTMENT NAME	FY 2022 Budget	FY2023 Spring Town Meeting Budget	FY2023 Fall Town Meeting Budget Revisions	\$ Change	% Change
752	TEMPORARY LOAN INTEREST					
	TOTAL	22,665	216,700			
753	BOND ISSUE					
	TOTAL	1,100	1,100			
911	WORC REG RETIREMENT					
	TOTAL	1,556,343	1,717,353			
912	WORKER COMPENSATION					
	TOTAL	191,185	219,863			
913	UNEMPLOYMENT COMP					
	TOTAL	141,650	142,000			
914	EMPLOYEE BENEFITS					
	TOTAL	2,959,175	3,117,782			
945	BONDING & INSURANCE					
	TOTAL	249,263	299,116			
911	BECKER OPERATING EXPENSES					
	TOTAL	0	20,000			
Grand Total –		30,821,859	31,372,910			

Department	Reason	Amount
Total		

DESCRIPTION

This article adjusts the FY23 budget. The revenues which make up the annual budget come from five categories: taxation, state aid, local receipts, free cash, and other available funds. These revenues are not finalized until July or August of each year. However, the budget is assembled in February using conservative forecasted revenue assumptions. When final estimated revenue numbers come in, funds are either apportioned to or removed from departments at the following Fall Town Meeting.

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

Revenue	ATM Projected	STM Final	Change
Property Tax			
State Aid			
Local Receipts			
Free Cash			
Other Available Funds			
Assessments/Offset Receipts			
Total			

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

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

ARTICLE 4 POLICE CRUISERS

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to purchase and equip two (2) police vehicles or take any action thereon.

PROPOSED MOTION

I move the Town vote to transfer \$ ____ from Free Cash to purchase and equip two (2) police vehicles.

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

The Police Department utilizes a fleet of ten (10) vehicles to meet the law enforcement needs of the residents of Leicester. This fleet of vehicles includes five (5) frontline marked police cruisers that are used daily. The Town has been following a fleet replacement schedule that includes the replacement of one to two cruisers annually to ensure the full use and reliability of the fleet.

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

ARTICLE 5 FY 2023 CABLE PEG ACCESS ENTERPRISE ACCOUNT APPROPRIATION

To see if the Town will vote to appropriate a sum of moneys to fund the FY 2023 expenses of the Cable Access Enterprise Fund, as established by the vote under Article 5 of the May 1, 2018 Annual Town Meeting, pursuant to Massachusetts General Laws, Chapter 44, Section 53 F 3/4, said appropriation to be funded by fees received pursuant to the Town's cable licensing agreement, or act on anything relating thereon.

PROPOSED MOTION

I move that the Town vote to appropriate up to \$_____ and transfer the sum of \$_____ in retained earnings of the FY 2022 Cable PEG Access Enterprise Account to fund the FY 2023 expenses of the Cable Access Enterprise Fund, which was established by the vote under Article 5 of the May 1, 2018 Annual Town Meeting, pursuant to Massachusetts General Laws, Chapter 44, Section 53 F 3/4, said appropriation to be funded by funds available in the Cable PEG Access Enterprise Fund pursuant to the Town's cable licensing agreement.

ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

The Department of Revenue requires the Town to budget for the funds received through Charter for Cable PEG Access operations. While these funds are exclusively for Cable Access operations, it must be approved by the voters annually at Town Meeting. There was not a budget article at the Spring Town Meeting, so this article both raises and transfers funding from retained earnings to give LCAC access to all available funding in the account.

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

ARTICLE 6 FY 2023 EMS (AMBULANCE) ENTERPRISE ACCOUNT APPROPRIATION

To see if the Town will vote to appropriate a sum of monies to fund the FY 2023 expenses of the EMS (Ambulance) Enterprise Fund, as established by the vote under Article 8 of the May 3, 2022, Annual Town Meeting, pursuant to Massachusetts General Laws, Chapter 44, Section 53 F 1/2, said appropriation to be funded from ambulance receipts, charges, and other income as well as an appropriation from the general fund, or act on anything relating thereon.

PROPOSED MOTION

I move that the Town vote to appropriate up to \$733,542 to fund the FY 2023 expenses of the EMS (Ambulance) Fund, as established by the vote under Article 8 of the May 3, 2022, Annual Town Meeting, pursuant to M.G.L. c. 44, § 53F 1/2, said appropriation to be apportioned and funded as follows:

***\$657,438 anticipated to be charged to the EMS (Ambulance) Enterprise fund (ATM)
\$_____ anticipated to be charged to the EMS (Ambulance) Enterprise fund (STM)
\$76,104 anticipated to be charged to the general fund***

ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote per M.G.L. c. 44, § 53F ¾

ARTICLE 7 FY 2022 CAPITAL IMPROVEMENT PLAN

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the following Capital Improvement Plan items.

Items anticipated to be included: Cameras, Fire Hydrant repairs

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

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

ARTICLE 8 REVOKE OCTOBER 16, 2018, ACCEPTANCE OF MASSACHUSETTS GENERAL LAWS CHAPTER 53, SECTION 18B (INFORMATION RELATING TO QUESTIONS ON TOWN BALLOT; CONTENTS; WRITTEN ARGUMENTS BY PROPONANTS AND OPPONENTS)

To see if the Town will vote to revoke the acceptance MGL Chapter 53, Section 18B, which was passed at the October 16, 2018, special town meeting, which requires information on town ballot questions to be addressed via written arguments from question proponents and opponents, be vetted by Town Counsel, and made available to the voters of the Town.

PROPOSED MOTION

Move that the article be accepted as written.

FINANCE ADVISORY BOARD RECOMMENDATION:

SELECTBOARD RECOMMENDATION:

DESCRIPTION: This acceptance of MGL required the town to put out general information out to residents describing purposes of ballot questions; as well as pro and con arguments. We elected not to utilize the law for the Becker purchase, due to the almost complete support for the project, and had to craft special legislation to allow for the purchase of the property. While the law has an admirable goal, it is unwieldy and expensive to use properly.

VOTE REQUIRED FOR PASSAGE: Requires a simple majority per M.G.L. c. 53, § 18B

ARTICLE 9 AMEND THE REVOLVING FUND BYLAW

To see if the Town will vote to amend the revolving fund bylaw, as listed in the Town Meeting warrant, or take any action thereon.

PROPOSED MOTION

I move that the Town vote to modify the table regarding the Former Becker Revolving Fund as follows:

A Revolving Fund	B Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	C Fees, Charges or Other Receipts Credited to Fund	D Program or Activity Expenses Payable from Fund	E Restrictions or Conditions on Expenses Payable from Fund	F Other Requirements/ Reports	G Fiscal Years
Campus Property Use	Select Board/Town Administrator	Fees collected for the use of the Campus property; User fees, RENT and any other funds collected for use of the property.	All costs associated with the operation of the campus property, including utilities, maintenance, repairs, groundskeeping, and any and all other associated costs	None	None	Fiscal Year 2022 and subsequent years

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

This article requests amendments to the revolving fund bylaw for the following purposes to make adjustments to the language of the Former Becker Property Use fund. First, it is renamed to remove the Becker name, and second, it to allow all fees collected from all uses and events at the former Becker campus to be placed in a new revolving fund. These funds will be used exclusively for maintenance of that property.

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote

**ARTICLE 10 AMEND THE PERSONNEL BYLAW IN RELATION TO THE PROBATIONARY PERIOD
AND THE USE OF LEAVE**

- a. take out not being able to use leave during probationary period, take out prorating leave
- b. On Page 45 of the Town By-Laws (listed on the Towns Website), the Probationary Period is listed as 90 days. However on pages 47 & 49 it is listed as 180 days.

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote

ARTICLE 11 AMEND THE ZONING BYLAW IN RELATION TO MARIJUANA TO MATCH CCC. REGULATIONS.

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE Requires 2/3rds majority vote

ARTICLE 11 AMEND THE PERSONNEL BYLAW IN RELATION TO THE PROBATIONARY PERIOD AND THE USE OF LEAVE

- c. take out not being able to use leave during probationary period, take out prorating leave
- d. On Page 45 of the Town By-Laws (listed on the Towns Website), the Probationary Period is listed as 90 days. However on pages 47 & 49 it is listed as 180 days.

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote

**TOWN OF LEICESTER
FALL TOWN MEETING
October 18, 2022**

And you are hereby directed to serve this Annual Town Meeting Warrant by posting an attested copy in at least one public place in each precinct of the Town, on the Town Clerk's bulletin board, and on the bulletin board in the front entry of the Town Hall, and also by serving a copy of said Warrant to the Moderator and the Town Clerk, not less than fourteen (14) days before the 26th day of October 2021.

Given under our hand and seal of the Town on this ____ day of _____ 2022

Respectfully submitted, Leicester Select Board

Chair

Date: _____

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

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

and on the Town Clerk's bulletin board, in the front entry of the Town Hall, with the Moderator, and with the Town Clerk, not less than fourteen (14) days before the 26th day of October, 2021

Printed Name of Constable

Signature of Constable



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

August 22, 2022

To: Select Board
From: David Genereux, Town Administrator
RE: Change regarding the appointment of Select Board Liaisons

The Board requested that I write a change to the Comprehensive Policy Manual regarding the changes to the role and assignment of Select Board liaisons. It appears there is no policy regarding liaisons in the Comprehensive Policy Manual. The three times that the word "Liaisons" are written in the manual are listed below:

**2.10 ORGANIZATION OF THE BOARD and RESPONSIBILITIES;
RESPONSIBILITIES OF THE CHAIRMAN:**

8. Make **liaison** assignments and assign overview responsibilities for projects and tasks to Board members, unless otherwise determined by the Board.

**2.13 BOARD RELATIONS
RELATIONS WITH OTHER TOWN BOARDS, COMMITTEES AND COMMISSIONS**

4. Therefore, as the Executive Board historically responsible for the overall leadership and coordination of Town affairs, the Selectmen will:

Regularly scheduled meetings with the chairman of major boards and committees to carry out functions numbered 1, 2, and 3 as listed above. One meeting shall, if possible, be held within two months prior to the Annual Town Meeting for the purpose of reviewing the warrant and expediting town meeting;

Regularly schedule meetings of the Selectmen, Advisory Committee and School Committee with State legislators to discuss legislative issues which affect the Town of Leicester;

The Town Administrator is responsible for inter-board communication in the day-to-day operations of government. The Town Administrator shall develop a process for exchange of information and the provision for advice and recommendations among the boards, committees and commissions with common interest, which shall include but not be limited to the exchange of minutes, the establishment of a central repository for data, studies and reports, and the appointment of members or staff of boards, committees or commissions as **liaison** with one another around common projects such as housing needs, revitalization of the center, etc.; and

Appoint certain members of the Select Board to act in the **liaison** role defined above.

I don't believe that a change of the policy is necessary, as there is flexibility within 2.10 – 8. I would recommend that that a vote of the Board is all that is necessary to eliminate the liaison positions that the Board no longer wishes to retain. The Town Administrator can issue a memorandum to all departments, boards and committees with language listed below:

At its meeting held on August 18, 2022, the Select Board voted to eliminate the majority of its liaison positions that interface directly with departments, boards, and committees. The Board is seeking to reestablish its role as a policy-making body whose main focus is on leading and growing the Town through short and long-term planning.

The Office of the Town Administrator will be tasked with all day-to-day management and administrative duties. The Select Board hereby requests that departments, boards, and committees contact that office directly for questions, concerns, or issues that need to be resolved. Members of the Board remain available in the case of items that remain unresolved or require intervention of the Executive Board.

Allen R. Phillips Sr., Chair

Rick Antanavica; 1st Vice Chair

Herb Duggan Jr; 2nd Vice Chair

Diana Provencher; Member

John K. Bujak; Member

**SELECT BOARD MEETING MINUTES
AUGUST 1, 2022 AT 6:00PM
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chair Allen Phillips called the meeting to order at 6:02pm. Chair Allen Phillips, Vice Chair Rick Antanavica, Second Vice Chair Dianna Provencher, Selectman Herb Duggan Jr., Selectman John Bujak, and Town Administrator David Genereux were in attendance.

1. SCHEDULED ITEMS

6:00pm – In Person Appointments

a. **Per Diem EMT – John Wojcik IV**

Motion 080122-1a: A motion was made by Ms. Provencher and seconded by Mr. Bujak to appoint John Wojcik IV to the position of Per Diem EMT. Motion carries 5:0:0.

b. **On Call EMT – A.J. Drenzo**

Motion 080122-1b: A motion was made by Ms. Provencher and seconded by Mr. Bujak to appoint A.J. Drenzo to the position of On Call EMT. Motion carries 5:0:0.

2. PUBLIC COMMENT PERIOD

No members of the public provided comment.

3. CIVIC ANNOUNCEMENTS

a. **Leicester Harvest Fair – September 17, 2022 (10:00 am – 4:00 pm)**

b. **Concerts on the Common**

August 3rd “VIVA LAS ELVIS” - Dan Fontaine & The Memphis Sun Mafia Band (Rain Date August 4th)

August 10th CHANGES IN LATITUDE– premier tribute show to Jimmy Buffett (Rain Date August 11th)

4. REPORTS

a. **Student Liaison Reports**

The Student Liaisons are on vacation for the summer.

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 a variety of topics including the Senior Center ice cream social, complaint regarding demolition of a potentially historic building, a State proclamation for Farmers Market Week in August, Senior Center fall flu clinic sponsored by Walgreens and the Health Dept, changes to meeting dates in September, reiterating that requests for assistance from the Highway Dept must go through the Town Administrator’s office.

5. RESIGNATIONS & APPOINTMENTS

a. **Appointment – Interim Town Clerk – Lisa Johnson**

Motion 080122-5a: A motion was made by Ms. Provencher and seconded by Mr. Bujak to appoint Lisa Johnson to the position of Interim Town Clerk until the next Annual Town Election in 2023. Motion carries 5:0:0.

b. Appointments – Arts Council

Motion 080122-5b: A motion was made by Ms. Provencher and seconded by Mr. Bujak to appoint Arts Council members as follows:

- Christie Higginbottom to be Ex Officio, Term 2 ended 5/10/22
- Sharon Nist to be taken OFF Ex Officio 7/16/22 and vote as a member Term 1
- Dianne Lennerton, Term 1 ends 9/27/22 vote for Term 2
- Elizabeth Mac-Aurele Term 2 ends 10/5/22 vote for Ex Officio
- Chip Leis Term 1 ends 11/2/22 vote for Term 2

Motion carries 5:0:0

c. Appointments – Library Assistants and Senior Workers – Special Municipal Employees

Motion 080122-5c: A motion was made by Ms. Provencher and seconded by Mr. Bujak to appoint Library Assistants and Senior Workers and Special Municipal Employees. Motion carries 5:0:0.

d. Appointment - Part Time Non-Benefitted EMS Supervisor/Lieutenant – Jeremy Parkinson

e. Appointment - Part Time Non-Benefitted EMS Supervisor/Lieutenant – Rob Fitzgerald

Motion 080122-5d&e: A motion was made by Ms. Provencher and seconded by Mr. Bujak to appoint Jeremy Parkinson and Rob Fitzgerald to the position of part time non-benefitted EMS Supervisor/Lieutenant. Motion carries 5:0:0.

f. Appointment – Truck Driver/Laborer – Han Tu

Motion 080122-5f: A motion was made by Ms. Provencher and seconded by Mr. Bujak to appoint Han Tu to the position of Truck Driver/Laborer for the Leicester Highway Department. Motion carries 5:0:0.

g. Appointment – Truck Driver/Laborer – Keith John

Motion 080122-5g: A motion was made by Ms. Provencher and seconded by Mr. Bujak to appoint Keith John to the position of Truck Driver/Laborer for the Leicester Highway Department. Motion carries 5:0:0.

6. OTHER BUSINESS

a. Set Date, Time, and Location for 2022 State Primary –September 6, 2022, 7am-8pm, Town Hall Gym

Motion 080122-6a: A motion was made by Mr. Antanavica and seconded by Ms. Provencher to set the date, time and location for the 2022 State Primary as September 6, 2022 from 7-8pm in the Town Hall Gym. Motion carries 5:0:0.

b. Use of Roads for 2022 Midstate Trail Race – October 8-9, 2022

Motion 080122-6b: A motion was made by Ms. Provencher and seconded by Mr. Bujak to approve the use of town roads for the 2022 Midstate Trail Race. Motion carries 5:0:0.

c. Leicester High School Campus Update – Authorization of renovations, purchases, and/or bids

Mr. Genereux discussed Becker progress updates including costs for required and recommended upgrades, estimated at just under \$1.93M. There are \$2,070,000 in project funds available for these improvements from the borrowing. The most critical improvements are those at the campus center for the high school move. The Board discussed the merits of the items on the list.

Motion 080122-6c: A motion was made by Ms. Provencher and seconded by Mr. Antanavica to authorize the Town Administrator to solicit bids for the future Leicester High School campus items as listed with the exception of the interactive touch panels, netting, and partitions (not including the permanent wall). Motion carries 5:0:0.

d. Town/School Grant Writer Position

This item was passed over pending a joint proposal with the schools.

e. Police Officer and Supervisor Unions MOAs

Mr. Genereux discussed the two MOAs for FY23 which include 2% cost of living increases and competitive educational incentives for the first-time, which will should help retain police officers.

Motion 080122-6e: A motion was made by Mr. Duggan and seconded by Mr. Bujak to approve the FY23 MOA's with the police officer and police supervisor unions. Motion carries 4:0:1 (Mr. Antanavica abstained).

f. Designation of Police Chief to appoint officers at polling places during elections pursuant to MGL Chapter 54, Section 72.

Town Clerk Debbie Davis discussed a change in Mass General Laws related to appointing officers at polling locations. Ms. Davis requested the Select Board delegate this responsibility to the police chief so it does not need to come before the Board.

Motion 080122-6f: A motion was made by Ms. Provencher and seconded by Mr. Bujak to designate the police chief to appoint officers at polling places during elections pursuant to MGL Chapter 54, Section 72. Motion carries 5:0:0.

g. Consideration of forming Becker Property Advisory Workgroup or Committee

Mr. Genereux noted that nothing is currently being done with the dormitories as they are being looked at by Planning Board for zoning bylaw changes, there is another interested party in the vet clinic, Swan Library is slated for school expansion should there be enough funding available for the required ADA improvements and Knight Hall is not being renovated at this time as it requires substantial work due to the size of the building including fire alarms, sprinklers, elevator, and interior work to create offices and classrooms. Mr. Genereux stated that as it sits now every building is moving in a direction. The Board discussed disbanding the working groups and creating one group called the Becker Advisory Group.

Motion 080122-6g: A motion was made by and seconded by to form a Becker
Motion carries 5:0:0.

7. MINUTES

a. July 18, 2022

Motion 080122-7a: A motion was made by Ms. Provencher and seconded by Mr. Bujak to approve the minutes of July 18, 2022. Motion carries 5:0:0.

8. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21(a)(2) & (6)

a. Exception 2 – Conduct strategy sessions in preparation for negotiations with nonunion personnel (Interim EMS Director, Assistant Town Administrator, and Town Accountant positions)

Motion 080122-8a: A motion was made by Mr. Antanavica and seconded by Mr. Bujak to enter into executive session at 8:58pm under MGL Chapter 30A, Section 21(a)(2)&(6) to conduct strategy sessions in preparation for negotiations with nonunion personnel (Interim EMS Director, Assistant Town Administrator and Town Accountant positions). The Chair declared that to discuss these matters in open session would compromise the position of the Town. Roll call: All Ayes

Motion 080122-9: A motion to adjourn was made by Mr. Bujak and seconded by Mr. Duggan at 10:06pm. Motion carries 5:0:0.

**SELECT BOARD MEETING MINUTES
AUGUST 15, 2022 AT 6:00PM
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

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

1. Approve Sale of \$21,111,111 in Bond Anticipation Notes (BAN)

David Eisenthal with Unibank presented bid results for bond anticipation notes for Becker purchase, Waite Pond Dam, the school feasibility study, and fire station retention ponds in the amount of \$21,111,111. \$20,111,111 of the borrowing is for the Becker purchase. The Town received 5 bids for this portion of the borrowing with the low bid coming in at 2.035% net interest price from Jefferies LLC. The low bid for the remaining borrowing came in at 3.563% net interest from Piper Sandler. The Town will permanently finance this borrowing with the BAN notes expire in August of 2023. Mr. Eisenthal noted that as part of the process, the Town applied for ratings from bonding agencies, which affirmed the Town's AA+ long term rating and resulted in an SP1+ from Standard and Poor which is the highest note rating possible. These ratings were due to a stable local economy with some growth, good financial management policies and the incorporation of the costs of the Becker acquisition into the Town budget while maintaining general operating stability.

Motion 081522-1: A motion was made by Mr. Antanavica and seconded by Ms. Provencher to vote to approve the sale of a \$20,111,111 3.50 percent General Obligation Bond Anticipation Note, Series A, Tax Exempt (the "Series A Note") of the Town dated August 24, 2022, and payable August 24, 2023, to Jefferies LLC at par and accrued interest plus a premium of \$294,627.78.

Further vote to approve the sale of a \$1,000,000 4.00 percent General Obligation Bond Anticipation Note, Series B, Unlimited Tax (Interest subject to Federal and Massachusetts Income Taxation) (the "Series B Note" and together with the Series B Note, the "Notes") of the Town dated August 24, 2022, and payable August 24, 2023, to Piper Sandler & Co. at par and accrued interest plus a premium of \$4,370.00.

To further vote that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated August 3, 2022, and a final Official Statement dated August 11, 2022, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

To further vote that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

To further vote that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

To further vote that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute

one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

To further vote that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

And to further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended. Motion carries 4:0:0.

2. Set the Date, Time, and Location for Fall Special Town Meeting-October 18, 2022, 7pm, Town Hall Gym

Motion 081522-2: A motion was made by Mr. Antanavica and seconded by Ms. Provencher to set the date, time and location for Fall Special Town Meeting as October 18, 2022 at 7:00pm in the Town Hall Gym. Motion carries 4:0:0.

3. Set the Fall Special Town Meeting Warrant Close Date as September 1, 2022 at 5:00pm

Motion 081522-3: A motion was made by Mr. Antanavica and seconded by Ms. Provencher to set the Fall Special Town Meeting warrant close date as September 1, 2022 at 5:00pm. Motion carries 4:0:0.

Motion 081522-4: A motion to adjourn was made by Mr. Antanavica and seconded by Ms. Provencher at 6:14pm. Motion carries 4:0:0.