



**PUBLIC NOTICE POSTING REQUEST  
OFFICE OF THE LEICESTER TOWN CLERK  
ORGANIZATION: Select Board Meeting**

RECEIVED  
2024 MAR -7 PM 4:33  
TOWN CLERK'S OFFICE  
LEICESTER, MASS.

**MEETING: X**

**PUBLIC HEARING:**

**DATE: March 11, 2024**

**TIME: 6:00pm**

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

**REQUESTED BY: Maria Cataloni, Executive Assistant**

*Agenda packet and associated documents can be found at [www.leicesterma.org/bos](http://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. Votes may be taken on any item brought before the Board at its meeting. 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://app.goto.com/meeting/534733493>

(571) 317 3122; Access Code: 534-733-3493

**CALL TO ORDER/OPENING  
VETERANS POEM**

**1. EXECUTIVE SESSION**

To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel pursuant to G.L. c. 30A, § 21 (2) Town Assessor, Town Administrator

**2. CIVIC ANNOUNCEMENTS**

- a. Spring Annual Town Meeting – May 7, 2024
- b. Reminder – Warrant for Spring Annual Town Meeting is closing on March 21, 2024

**3. PUBLIC COMMENT PERIOD**

**4. RESIGNATIONS AND APPOINTMENTS**

- a. Bark Park – Pauline Gallagher
- b. Contract Vote – Town Administrator

**5. OTHER BUSINESS**

- a. Open Meeting Law Complaint – Vote to refer to Counsel
- b. Approval of FY 2025 Town Budget format
- c. Vote insertion of warrant articles – May 7, 2024 Town Meeting
- d. Project update
- e. Vote to Approve SB/TA Annual Report

**6. MEETING MINUTES**

- a. February 5, 2024
- b. February 20, 2024
- c. March 4, 2024

**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 Pauline Gallagher HOME TEL.                       
ADDRESS:                      Spencer, Massachusetts WORK TEL.                     

EMAIL ADDRESS:                     

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

- |   |  |
|---|--|
| <input type="checkbox"/> Advisory/Finance Committee         | <input type="checkbox"/> Economic Development Committee              |
| <input type="checkbox"/> Agricultural Commission            | <input type="checkbox"/> Historical Commission                       |
| <input type="checkbox"/> Arts Council                       | <input type="checkbox"/> Memorial Day Committee                      |
| <input type="checkbox"/> Bandstand Committee                | <input type="checkbox"/> Parks and Recreation Committee              |
| <input type="checkbox"/> Burncoat Park Planning Committee   | <input type="checkbox"/> Recycling Committee                         |
| <input type="checkbox"/> Bylaw Committee                    | <input type="checkbox"/> Road Conversion Committee                   |
| <input 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 checked="" type="checkbox"/> Other <u>Bark Park Committee</u> |

### 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:                     

Above Graduate Studies

(Please complete reverse side)

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

*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.*

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I am interested in serving on this committee as I am very grateful for the Bark Park and would like to see it thrive. I have already been cleaning up any mess when I see trash or dog

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.

<input type="checkbox"/> Architecture	<input type="checkbox"/> Communications	<input type="checkbox"/> Computer Technology
<input type="checkbox"/> Construction	<input checked="" type="checkbox"/> Economics	<input checked="" type="checkbox"/> Education
<input type="checkbox"/> Engineering, Civil	<input type="checkbox"/> Engineering, Electronic	<input type="checkbox"/> Engineering, Mechanical
<input type="checkbox"/> Financial Administration	<input checked="" type="checkbox"/> Fine Arts	<input type="checkbox"/> Government Contracts
<input checked="" type="checkbox"/> Health Care	<input type="checkbox"/> Historic Activities	<input checked="" type="checkbox"/> Human Services
<input type="checkbox"/> Insurance	<input type="checkbox"/> Land Use Planning	<input checked="" type="checkbox"/> Grant Writing
<input type="checkbox"/> Law	<input type="checkbox"/> Management	<input type="checkbox"/> Personnel Administration
<input type="checkbox"/> Property Appraisal	<input checked="" 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Position/Activity	Date(s)	City or Town
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01-12-2024

Date \_\_\_\_\_

*Thank you for your interest in serving the Town of Leicester*



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](http://www.leicesterma.org)

March 7, 2024

To: Select Board  
From: David Genereux, Town Administrator  
**RE: Open Meeting Law Complaint**

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Please be advised that an Open Meeting Law complaint has been filed, regarding recent Select Board executive sessions. Please see attached.

940 CMR 29.05(5) of the AGO OML Regulations provides that "[w]ithin 14 business days after receiving the complaint, unless an extension has been granted by the Attorney General as provided in 940 CMR 29.05(5)(b), the public body shall meet to review the complaint's allegations; take remedial action, if appropriate; and send to the complainant a response and a description of any remedial action taken."

Town Counsel recommends that the complaint be placed on the open session agenda for next Monday, March 11, and that the Board take the following vote:

I move that the Open Meeting Complaint be referred to Town Counsel, the Chair and the Town Administrator for review and issuance of a response on behalf of the Select Board.

Please contact me with any questions.





## Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

During the Joint Budget Meeting on February 27th, the Select Board indicated there had been discussions, including a "unanimous vote" of the Select Board to keep the Assistant Town Administrator position. There is no public record of discussions relating to the Assistant Town Administrator position. The topic has not appeared on a Select Board Meeting agenda since the position became vacant.

Discussions relating to the creation or modification of a position do not meet the criteria for an executive session. Therefore, any discussions relating to creating a new position by combining two existing positions should have taken place in a public meeting.

In at least two instances the Board has violated the open meeting law by going into executive session to discuss "Town Administrator Office Staff." Generally, a public body must identify the specific non-union personnel to be discussed. The open meeting law allows for a public body to withhold the identity of the non-union personnel if publicly disclosing that information would compromise the purpose for which the executive session was called, but the position titles do not fall within this meaning.

The Select Board continually violates the open meeting law with regard to approving meeting minutes, including executive session minutes. Public bodies must create and approve minutes of all meetings, including executive sessions, in a timely manner. A "timely manner" will generally be considered to be within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay. Executive session minutes may be withheld from disclosure "as long as publication may defeat the lawful purposes of the executive session, but no longer." G.L. c. 30A, § 22(f).

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Follow the requirements of the MGL c. 30a, §§ 18-25. Do not take any action on items that have been inappropriately discussed in executive session or items addressed in executive sessions that were not posted correctly. Review and approve all outstanding minutes from open meetings and executive sessions that occurred more than 30 days ago.

## Review, sign, and submit your complaint

### **I. Disclosure of Your Complaint.**

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

**Publication to Website.** As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

### **II. Consulting With a Private Attorney.**

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

### **III. Submit Your Complaint to the Public Body.**

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: 

Date: 3/4/2024

For Use By Public Body  
Date Received by Public Body:

For Use By AGO  
Date Received by AGO:



Town of Leicester, Massachusetts

# Annual Town Meeting Warrant

Spring Annual Town Meeting – May 7, 2024 – 7:00PM

“In the Hands of the Voters”

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

DRAFT  
Version 1

## 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,

Doug Belanger

Town Moderator



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, seventh day of May, 2024 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 \_\_\_\_\_ to pay the prior year bills as listed in the May 7, 2024 Town Meeting warrant.*

**ADVISORY COMMITTEE RECOMMENDATION**

**SELECT BOARD RECOMMENDATION**

**DESCRIPTION**

This article is required for the payment of bills prior to July 1, 2023, that were not submitted by the close of the fiscal year.

**VOTE REQUIRED FOR PASSAGE** Requires a 4/5<sup>th</sup>'s vote pursuant to MGL Chapter 44, §64

**ARTICLE 2 DEPARTMENT AND/OR WARRANT ARTICLE TRANSFERS - FY2024**

To see if the Town will vote to raise and appropriate, transfer from available funds in the Treasury, transfer from other budget accounts, adjust budgets, transfer to/from or adjust existing warrant articles such sums of money as may be necessary to defray expenses and fund various and diverse accounts in the Fiscal Year 2024 operating budget of the Town, any other warrant articles or take any action thereon.

**PROPOSED MOTION #2A – BUDGET TRANSFERS**

*I move that the Town vote to transfer the following sums, totaling \$\_\_\_\_\_ from and to the accounts listed in the table below:*

From	Amount	Reason
Total		

[illegible]

### ADVISORY COMMITTEE RECOMMENDATION

### SELECTBOARD RECOMMENDATION

### DESCRIPTION

This first request would amend the Fiscal Year 2024 operating budget by transferring funds from current fiscal year accounts that have forecast surpluses to accounts with projected shortfalls.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote.

PROPOSED MOTION      #2B FUND TRANSFERS – WARRANT ARTICLES

***I move that the Town vote to transfer the following sums, totaling \$\_\_\_\_\_ from \_\_\_\_\_ to the following warrant articles listed in the table below:***

Account	Amount	Reason
<b>Total</b>		

### ADVISORY COMMITTEE RECOMMENDATION

### SELECTBOARD RECOMMENDATION

## DESCRIPTION

This request seeks to transfer funds from \_\_\_\_\_ to fund projected shortfalls in Town warrant articles.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote.

### ARTICLE 3 ELECTED OFFICIALS SALARIES

**ARTICLE 2 – Elected Officials Salaries**  
To see what compensation the Town will vote to pay elected officials or take any action thereon.

**PROPOSED MOTION**

***I move the Town vote to set the rate of compensation to pay elected officials for Fiscal Year 2025 as detailed in the May 7, 2024, Spring Annual Town Meeting Warrant.***

<b>FISCAL YEAR 2025 ELECTED OFFICIALS PAY RATES</b>	
<b><u>POSITION</u></b>	<b><u>PAY RATE</u></b>
TOWN CLERK	\$84,385
MODERATOR	\$87
SELECT BOARD – CHAIR	\$918
SELECT BOARD – MEMBERS (4) each	\$753
SCHOOL COMMITTEE – CHAIR	\$465
SCHOOL COMMITTEE – MEMBERS (4) each	\$205
PLANNING BOARD – CHAIR	\$334
PLANNING BOARD – MEMBERS (4) each	\$288
MODERATOR	\$85
BOARD OF HEALTH – CHAIR	\$334
BOARD OF HEALTH – MEMBERS (2) each	\$288
ASSESSOR – MEMBERS (3) each	\$621
TOTAL ELECTED SALARIES	\$88,761

**ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**DESCRIPTION**

Compensation for elected officials is set by Town Meeting. The proposed FY 2025 elected officials pay rates have been increased by the same cost of living increase given other non-union staff.

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

**ARTICLE 4 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 the Town vote to amend the Town's revolving fund bylaw, as follows:***

To amend Column C and D of the Leicester Schools Campus Use Revolving Fund as follows:

From:

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
Leicester Schools Campus Use	Select Board/Town Administrator	All fees charges or other receipts collected from the use of the former campus property; and any other funds collected from programs or activities for the use of the property.	All costs associated with the operation of the former Becker property, including utilities, maintenance, repairs, groundskeeping, and any and all other associated costs	None	None	Fiscal Year 2022 and subsequent years

To:

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
Leicester Schools Campus Use	Select Board/Town Administrator	All fees, charges or other receipts collected from the use of fields and facilities for athletic events, meetings, gatherings, and social functions on campus property.	Costs associated with the operation of the property, including maintenance, repairs and groundskeeping.	None	None	Fiscal Year 2022 and subsequent years

or take any action thereon.

ADVISORY COMMITTEE RECOMMENDATION

**SELECT BOARD RECOMMENDATION**

**DESCRIPTION**

The Leicester School Campus Use fund was established to take in any receipts received from the use of campus facilities to fund maintenance and repairs. At the time, the assumption was that the funds would come from user fees for use of the turf field or the gym. We did not anticipate that we would be establishing long term leases for housing through the Commonwealth. As funding for the maintenance of the campus now comes from the general fund, we are requesting that those lease funds be considered a general fund receipt. This change to the bylaw restricts the receipts going into the fund to athletic and other rental fees.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority

**ARTICLE 5 FY 2025 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, 2024, and ending on June 30, 2025, as listed in the May 7, 2024, Annual Town Meeting Warrant or take any action thereon.

**PROPOSED MOTION**

***I move the Town vote to approve the budgets of the several Town departments and Town Accounts as printed in the Annual Town Meeting Warrant for the Fiscal Year beginning July 1, 2023, in the aggregate amount of \$37,574,155 and to fund this amount from the following sources:***

<b><i>Transfer from other revenue:</i></b>	<b><i>\$35,000</i></b>
<b><i>Transfer from Bond Premium:</i></b>	<b><i>\$159,150</i></b>
<b><i>Transfer from Free Cash:</i></b>	<b><i>\$700,000</i></b>

***And the balance of the funds in the remaining sum of \$36,680,005 shall be raised and appropriated by taxation.***

DEPT #	DEPARTMENT NAME	FY2023 BUDGET	FY2024 BUDGET	FY2025 PROPOSED	\$ CHANGE	% CHANGE
111	LEGAL					
	TOTAL	122,151	99,000	99,000	0	0.00%
114	MODERATOR					
	TOTAL	151	200	202	2	1.00%
122	SELECT BOARD					
	TOTAL	373,053	428,228	371,208	-57,020	-13.32%
130	RESERVE FUND					
	TOTAL	50,000	50,000	50,000	0	0.00%
131	ADVISORY BOARD					
	TOTAL	1,325	1,325	1,325	0	0.00%
135	ACCOUNTANT					
	TOTAL	160,746	168,592	171,337	2,745	1.63%
141	ASSESSORS					
	TOTAL	132,457	136,124	164,594	28,470	20.92%



145	TREASURER/COLL ECTOR					
	TOTAL	199,744	227,522	247,385	19,863	8.73%
147	TAX TITLE					
	TOTAL	16,000	32,000	32,000	0	0%
152	PERSONNEL BD					
	TOTAL	275	275	275	0	0%
155	IT DEPARTMENT					
	TOTAL	206,060	224,242	243,085	18,843	8.40%
161	TOWN CLERK					
	TOTAL	139,239	148,145	148,532	387	0.26%
162	ELECTIONS & REGISTRATIONS					
	TOTAL	51,700	37,700	51,360	13,660	36.23%
180	DEVELOPMENT & INSPECTIONAL SERVICES					
	TOTAL	268,589	277,771	135,097	-142,674	-51.36%
192	TOWN OWNED BLDG MAINT					
	TOTAL	56,081	48,281	51,700	3,419	7.08%
DEPT #	DEPARTMENT NAME	FY2022 BUDGET	FY2023 BUDGET	FY2024 PROPOSED	\$ CHANGE	% CHANGE
197	TOWN HALL BLDG MAINTENANCE					
	TOTAL	86,909	86,909	92,205	5,296	6.09%
198	TOWN HALL TELEPHONES					
	TOTAL	7,400	6,400	7,400	1,000	15.63%
199	OTHER - GENERAL GOV					
	TOTAL	33,100	33,100	34,100	1,000	3.02%
210	POLICE DEPT					
	TOTAL	2,362,250	2,374,272	2,549,058	174,786	7.36%
220	FIRE DEPT					
	TOTAL	385,963	385,872	391,014	5,442	1.41%
232	EMERGENCY MANAGEMENT					
	TOTAL	6,467	6,546	6,627	81	1.24%
241	CODE DEPT					
	TOTAL	128,667	132,586	151,933	19,347	14.59%
292	ANIMAL CONTROL					
	TOTAL	34,954	35,484	36,025	541	1.52%
DEPT #	DEPARTMENT NAME	FY2023 BUDGET	FY2024 BUDGET	FY2025 PROPOSED	\$ CHANGE	% CHANGE
296	INSECT PEST CONTROL					
	TOTAL	7,850	7,850	14,700	6,850	87.26%

310	LEICESTER PULIC SCHOOLS					
	TOTAL	17,492,412	20,605,636	20,330,236	-275,000	-1.33%
420	DEPARTMENT OF PUBLIC WORKS					
	TOTAL	1,026,814	1,090,114	1,231,211	141,097	12.94%
423	SNOW & ICE					
	TOTAL	121,000	121,000	121,000	0	0%
424	STREETLIGHTS					
	TOTAL	35,000	35,000	35,000	0	0%
510	BOARD OF HEALTH					
	TOTAL	0	0	92,594	92,594	
541	COUNCIL ON AGING					
	TOTAL	109,342	111,800	113,969	2,169	1.94%
543	VETERANS SERVICES					
	TOTAL	76,808	108,477	76,150	-32,327	-29.80%
545	VETERANS GRAVES REG					
	TOTAL	2,400	2,400	2,400	0	0.00%
610	PUBLIC LIBRARY					
	TOTAL	239,386	244,236	254,333	10,097	4.13%
630	PARKS & RECREATION					
	TOTAL	6,450	6,450	6,450	0	0.00%
691	HISTORICAL COMM					
	TOTAL	950	950	950	0	0.00%
692	MEMORIAL DAY COMM					
	TOTAL	3,000	3,000	3,000	0	0.00%
710	MATURING DEBT PRINCIPAL					
	TOTAL	1,218,733	1,203,832	1,080,761	-123,071	-1.22%
751	MATURING DEBT INTEREST					
	TOTAL	293,828	255,321	220,272	-35,049	-13.73%
752	TEMPORARY LOAN INTEREST					
	TOTAL	216,700	743,889	964,009	220,120	29.59%
753	BOND ISSUE					
	TOTAL	1,100	0	0	0	-100.00%
911	WORC REG RETIREMENT					
	TOTAL	1,717,353	1,823,365	2,007,244	183,879	10.08%
DEPT #	DEPARTMENT NAME	FY2023 BUDGET	FY2024 BUDGET	FY2025 PROPOSED	\$ CHANGE	% CHANGE

912	<b>WORKER COMPENSATION</b>					
	<b>TOTAL</b>	<b>219,863</b>	<b>252,842</b>	<b>290,768</b>	<b>37,926</b>	<b>15.00%</b>
913	<b>UNEMPLOYMENT COMP</b>					
	<b>TOTAL</b>	<b>32,000</b>	<b>142,000</b>	<b>78,000</b>	<b>-64,000</b>	<b>-45.07%</b>
914	<b>EMPLOYEE BENEFITS</b>					
	<b>TOTAL</b>	<b>2,776,782</b>	<b>3,365,365</b>	<b>3,699,601</b>	<b>334,236</b>	<b>9.93%</b>
945	<b>BONDING &amp; INSURANCE</b>					
	<b>TOTAL</b>	<b>339,116</b>	<b>358,939</b>	<b>679,813</b>	<b>320,874</b>	<b>89.40%</b>
911	<b>SHARED MAINTENANCE EXPENSES</b>					
	<b>TOTAL</b>	<b>414,456</b>	<b>642,090</b>	<b>1,235,932</b>	<b>593,842</b>	<b>92.49%</b>
<b>Grand Total – All Budgets</b>		<b>31,459,714</b>	<b>36,064,728</b>	<b>37,895,478</b>	<b>1,509,426</b>	<b>4.19%</b>

**ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**DESCRIPTION**

This is the fiscal year 2025 operating budget for municipal and school services. Property tax proposed to be levied is within the allowances of Proposition 2 ½. We are utilizing the Governor's proposed revenue estimates for local aid.

Please note budget allocations as listed below:

<b>Department</b>	<b>FY 24 Budget</b>	<b>FY 25 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
Municipal Budgets	6,671,851	6,987,519	315,669	4.73%
School Budget	20,605,236	20,330,236	-275,000	-1.33%
Intergovernmental Budgets	8,787,642	10,256,399	1,468,757	16.71%
<b>Totals</b>	<b>36,074,728</b>	<b>37,574,155</b>	<b>1,509,426</b>	<b>4.19%</b>

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote

**ARTICLE 6 VOCATIONAL TUITION**

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 fund the Vocational Tuition expenses for Leicester students for the fiscal year beginning July 1, 2024 or take any action thereon.

**PROPOSED MOTION**

***I move the Town vote to raise and appropriate \$967,474 for Vocational Tuition expenses for the Fiscal Year beginning July 1, 2024.***

**ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**DESCRIPTION**

Chapter 74 of the Mass General Laws governs vocational technical education programs in public school districts. This article was moved out of the line-item budget and into a separate warrant article starting in FY16. Tracking these costs independently allows for more accurate accounting of the costs associated with Leicester students attending other schools for vocational education.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote

**ARTICLE 7 CENTRAL MASS REGIONAL PLANNING COMMISSION ANNUAL ASSESSMENT**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the FY 2025 assessment from the Central Mass Regional Planning Commission, said assessment to be based on a per capita rate, or take any other action thereon.

**PROPOSED MOTION**

*I move the Town vote to transfer from \_\_\_\_\_ the sum of \$\_\_\_\_\_ to fund the FY 2025 assessment from the Central Mass Regional Planning Commission, said assessment to be based on a per capita rate of \$\_\_\_\_\_.*

**ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**DESCRIPTION**

In accordance with Chapter 40B, Section 7 of the Mass General Laws, the Central Mass Regional Planning Commission requires member municipalities to pay the costs and expenses of the Central Massachusetts Regional Planning District each fiscal year. Leicester is a part of this District. The assessment is based on the population of the Town as it appears in the most recent national census (2020). The payment of this assessment will maintain the Town's services provided by the District.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote

**ARTICLE 8 FY 2025 EMS (AMBULANCE) ENTERPRISE ACCOUNT APPROPRIATION**

To see if the Town will vote to appropriate a sum of monies to fund the FY 2024 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 take any action thereon.

**PROPOSED MOTION**

*I move that the Town vote to appropriate up to \$1,278,496 to fund the FY 2025 expenses of the EMS (Ambulance) 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 apportioned and funded as follows:*



<b>FY 2025 EMS (AMBULANCE) BUDGET</b>	<b>FY23 Budget</b>	<b>FY24 Budget</b>	<b>FY25 Budget</b>	<b>Dollar Change</b>	<b>Percent Change</b>
<b>Salaries</b>	<b>633,808</b>	<b>981,136</b>	<b>1,051,896</b>	<b>70,760</b>	<b>7.21%</b>
<b>Expenses</b>	<b>117,493</b>	<b>197,300</b>	<b>226,600</b>	<b>29,300</b>	<b>14.85%</b>
<b>Total Budget Appropriation</b>	<b>751,301</b>	<b>1,178,436</b>	<b>1,178,496</b>	<b>100,060</b>	<b>8.49%</b>

***\$1,278,496 anticipated to be charged to the EMS (Ambulance) Enterprise fund.***

**ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**DESCRIPTION**

This is the second third of the Ambulance Enterprise Account.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote per M.G.L. Chapter 44, §53F ½.

**ARTICLE 9 FY 2025 CABLE PEG ACCESS ENTERPRISE ACCOUNT APPROPRIATION**

To see if the Town will vote to appropriate a sum of moneys to fund the FY 2025 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 take any action thereon.

**PROPOSED MOTION**

***I move that the Town vote to appropriate up to \$\_\_\_\_\_ to fund the FY 2025 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 no 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. 44, §53 F3/4.

**ARTICLE 10 FUNDING OPERATIONAL COSTS OF THE LEICESTER HIGH SCHOOL CAMPUS AND ASSOCIATED PROPERTIES**



To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund operational costs for the Leicester High School Campus and associated properties or take any action thereon.

**PROPOSED MOTION**

***I move the Town transfer \$\_\_\_\_\_ from \_\_\_\_\_ to fund operational costs of the Leicester High School Campus and associated properties.***

**ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**DESCRIPTION**

This article seeks funding for the costs to operate the former Becker College campus, now the Leicester High School Campus, including utilities (for buildings not being used for school use), insurance, repairs, grounds maintenance, and security.

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

**ARTICLE 11 FY 2025 CAPITAL IMPROVEMENT PLAN**

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the Capital Improvement Plan budget beginning July 1, 2023 and authorize the Select Board to enter into lease purchase agreement(s) for a term of years and to transfer from available funds a sum of money to pay for the initial installments of the lease/purchase agreement(s), or take any action thereon.

**PROPOSED MOTION**

***I move the Town vote to transfer \$\_\_\_\_\_ from \_\_\_\_\_ to fund the Fiscal Year 2025 Capital Improvement Plan budget to fund the projects/items recommended by the Capital Committee, as listed:***

DEPARTMENT	ITEM	AMOUNT

**CAPITAL PLANNING COMMITTEE RECOMENDATION**

**ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**DESCRIPTION**

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote.

**ARTICLE 12 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 up to two (2) police vehicles or take any action thereon.

**PROPOSED MOTION**

*I move the Town vote to transfer \$\_\_\_\_\_ from \_\_\_\_\_ to purchase and equip \_\_\_\_\_ police vehicle(s).*

**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 13 TRANSFER PROCEEDS FROM SALE OF VICTORIAN PROPERTIES FROM  
RECIEPTS RESERVED FOR APPROPRIATION TO RECEIPTS RESERVED FOR  
EXPENDITURE**

To see if the Town will vote to transfer from receipts reserved for appropriation to receipts reserved for expenditure a sum of money to pay debt principal associated with the borrowing to acquire the former Becker campus, or take any action thereon.

**PROPOSED MOTION**

*I move the Town transfer \$\_\_\_\_\_ from Receipts Reserved for Appropriation to Receipts reserved for Expenditure to pay debt principal associated with the borrowing to acquire the former Becker campus.*

**ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**DESCRIPTION**

This article seeks to transfer the funds acquired from the sale of the former Becker campus dormitories to reduce the debt on the purchase of the property. Total proceeds from the sale were \$1,235,000.

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

**ARTICLE 14 BORROWING RECESSION**

To see if the Town will vote to rescind an outstanding borrowing authorization, in the amount of \$7,000,157.00 which was authorized as part of the \$8,900,157 borrowing authorization voted as Article 3 of the October 20, 2015 special town meeting, or take any action thereon.

PROPOSED MOTION

**I move that the article be accepted as written.**

ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE - Requires a simple majority vote

**ARTICLE 15 BORROWING RECESSION**

To see if the Town will vote to rescind an outstanding borrowing authorization, in the amount of \$400,000.00 which was authorized as part of the \$400,000 borrowing authorization voted as Article 8 of the October 19, 2019 special town meeting, or take any action thereon.

PROPOSED MOTION

**I move that the article be accepted as written.**

ADVISORY COMMITTEE RECOMMENDATION

SELECTBOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE - Requires a simple majority vote

**ARTICLE 16 ESTABLISH REVOLVING FUND ANNUAL SPENDING LIMITS**

To see if the Town will vote to set annual spending limits for revolving accounts as detailed in the hands of the voters and as defined by Massachusetts General Laws, Chapter 44, § 53E½ for Fiscal Year 2025, or take any action thereon.

PROPOSED MOTION

***I move the Town vote to set annual spending limits for revolving accounts as detailed in the warrant and as defined by Mass General Laws, Chapter 44, § 53E½, for Fiscal Year 2025.***

**Revolving Fund**

**Spending  
Limit:**

<b>Leicester Schools Campus Use</b>	<b>\$500,000</b>
<b>Inspectional Services</b>	<b>\$50,000</b>
<b>Health Clinics</b>	<b>\$5,000</b>
<b>Senior Center Programs</b>	<b>\$10,000</b>
<b>Fuel Usage</b>	<b>\$35,000</b>
<b>Town Hall</b>	<b>\$15,000</b>
<b>Recycling</b>	<b>\$30,000</b>
<b>Police Training</b>	<b>\$5,000</b>
<b>Recreation</b>	<b>\$20,000</b>
<b>One-to-one Technology</b>	<b>\$25,000</b>
<b>DIS Fees</b>	<b>\$5,000</b>
<b>Library Copier</b>	<b>\$5,000</b>
<b>Tree Lighting</b>	<b>\$20,000</b>

**ADVISORY COMMITTEE RECOMMENDATION**

**SELECTBOARD RECOMMENDATION**

**DESCRIPTION**

Under MGL Chapter 44, Section 53E½ as amended through the Municipal Modernization Act of 2016, Town Meeting is required to vote on the amount that may be spent from each revolving fund established through the Town's General Bylaws during the upcoming fiscal year prior to July 1<sup>st</sup>.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority vote.

**ARTICLE 17 EXEMPT THE POSITION OF POLICE CHIEF FROM CIVIL SERVICE**

To see if the Town will vote the following to exempt the position of Police Chief from Civil Service:

Section 1. Notwithstanding the provisions of any general or special law to the contrary, the position of Police Chief in the Town of Leicester shall be exempt from the provisions of Chapter 31 of the General Laws.

Section 2. The provisions of Section 1 shall not impair the civil service status of any incumbent holding the office of Police Chief in the Town of Leicester on the effective date of this act.

Section 3. This act shall take effect upon its passage.

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE Requires a simple majority.

**ARTICLE 18 AMMENDMENT TO ACCEPTANCE OF MGL CHAPTER 40, SECTION 57 – LOCAL LICENSES AND PERMITS; DENIAL, REVOCATION OR SUSPENSION FOR FAILURE TO PAY MUNICIPAL TAXES AND CHARGES (ORIGINALLY ACCEPTED ON 5/03/1993).**

To see if the Town will vote to accept the current MGL Chapter 40 Section 57 as amended; eliminating the current minimum 12-month delinquency requirement and directing the tax collector to disseminate a delinquency list to the community's permitting or licensing boards on a more frequent schedule, or take any action thereon.

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

The municipal modernization act had amended the law and removed the 12-month schedule of taxpayer delinquency. The amended law, which is subject to local acceptance eliminates the current minimum 12-month delinquency requirement and directs the collector to disseminate a delinquency list to the community's permitting or licensing boards on a more frequent schedule.

VOTE REQUIRED FOR PASSAGE Requires a simple majority.

**ARTICLE 19 ACCEPTANCE OF UPDATED MGL CHAPTER 44, SECTION 54 – INVESTMENT OF FUNDS PURSUANT TO THE PRUDENT INVESTMENT RULE.**

To see if the Town will vote to accept MGL Chapter 44, Section 54 (b)(1) of the General Laws, for the purpose of management of trust funds held in its custody as a combined investment pool for the purpose of investing said funds in accordance with the provisions of the Massachusetts Prudent Investor Act of Chapter 203C of the General Laws. If any provision of this paragraph conflicts with the terms of a bequest, trust, or other instrument that expresses the clear intent of the donor, then such funds may be managed and invested only in accordance with the terms of such bequest, trust, or other instrument or take any action thereon.

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION



**DESCRIPTION**

Acceptance of this section of MGL will allow for Town trust funds to be invested in with stocks and other invests included on the Massachusetts Legal List for public investment. It will allow these funds to earn a better return with minimal risk of loss due to the quality of the available investments. If the terms of a bequest, trust, or other instrument expresses the clear intent of the donor to invest differently, the section mandates that the funds be invested according to the wishes of the donor.

**VOTE REQUIRED FOR PASSAGE** Requires a simple majority

**ARTICLE 20 AMEND THE ZONING MAP**

To see if the Town will vote to amend the Zoning Map, by altering the district boundaries, as listed, by parcel, in the Spring Annual Town Meeting Warrant or take any action thereon.

Parcel ID	Current Zone	New Zone
18-B12-0	HB-1	BR-1
18-B12.1-0	HB-1	BR-1
17-B9-0	HB-1/SA	BR-1/SA
17-B9-0	HB-1	BR-1
19-A1-0	HB-1	BR-1
18-B13-0	HB-1	BR-1
19-A2-0	HB-1	BR-1
19-A3-0	HB-1	BR-1
19-A3-0	HB-1	BR-1
19-A5-0	HB-1	BR-1
19-A6-0	HB-1	BR-1
19-A7-0	HB-1	BR-1
19A-A1-0	HB-1	BR-1
19A-A2-0	HB-1	BR-1

19A-A4.0	HB-1	BR-1
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Parcel ID	Current Zone	New Zone
19A-A5-0	HB-1	BR-1
19A-A6-0	HB-1	BR-1
19A-A7-0	HB-1	BR-1
26A-B28.1-0	HB-1	BR-1
26A-B28-0	HB-1	BR-1
26B-A2-0	HB-1	BR-1
18B-B12-0	HB-1	R1
18B-B13-0	HB-1	R1
18B-B14-0	HB-1	R1
18B-B16-0	HB-1	R1
18B-B17-0	HB-1	R1
18B-B17.1-0	HB-1	R1
18B-B18-0	HB-1	R1
27B-A22-0	HB-1/R1	R1

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE Requires a simple majority vote

**ARTICLE 21 AMMEND SECTIONS 5.5 AND 3.2.02 OF THE ZONING BYLAW TO ADD MIXED USE AND HORIZONTAL MIX TO THE HB-1 DISTRICT.**

To see if the Town will vote to amend the Zoning Bylaws to include the addition of Mixed Use, Horizontal Mix to the HB-1 District to Section 3.2.02 (Schedule of Use), and Section 5.5 as described below:

**5.5 Highway Business Industrial District 1 (HB-1 & HB-2)**

5.5.01.2: HB-1 Mixed Use– (Horizontal Mix) - Mixed use developments shall have both a residential and a commercial component, regardless of the composition of uses, all mixed use projects shall be scaled to ensure consistency with the surrounding neighborhoods. Mixed use projects can utilize “horizontal “mixed use where commercial, office, and residential uses are designed as a single

project, yet constructed in separate and distinct building footprints.

**5.5.01.3 HB-1 Mixed Use, Horizontal Mix Density Requirements**

Residential Density	
Units/Acre (max)	20
Units/Acre (minimum)	5

Minimum Commercial Requirements <sup>1, 2</sup>	
Overall Project Size	Minimum Commercial Building Area Required
Up to 3 Acres	1,500 square feet
3-5 Acres	2,500 square feet
5-7.5 Acres	3,500 square feet
7.5-10 Acres	4,500 square feet
10-15 Acres	5,500 square feet
15-20 Acres	6,500 square feet
20+ Acres	7,500 square feet

<sup>1</sup> The Planning Board may authorize a reduction in the amount of minimum commercial building area if the Board can make findings supported by substantial evidence, including market analysis submitted by the applicant, demonstrating that the goals and intent of the HB-1 zone are being achieved with the project as designed.

<sup>2</sup> The Planning Board may authorize a reduction in the minimum amount of commercial building area if the amount of mandatory land set aside 20% Open Space and 10% useable outdoor space.

**5.5.01. 4 Design standards for Mixed Use, Horizontal Mix**

1. Newly constructed buildings should not overwhelm or disregard the adjacent context with regard to building location, scale, bulk, massing, material, color, texture and fenestration.
2. Contemporary designs should respect the traditional character of their context and maintain the front setback established by neighboring buildings.
3. Distinguishing features, historic elements and examples of craftsmanship should not be removed or covered during the alteration of existing older structures. Where damaged, they should be restored or recreated.
4. Signage, awnings, light fixtures and other applied elements should not cover architectural details, and should be in scale with the building facade and its immediate context. Generally, materials that have been applied to cover older traditional facade elements should be removed and not replaced.
5. Materials used should be of high quality and durability, and should complement existing contextual materials.
6. Consider the effect of small-scale details on visual appeal for pedestrians.
7. Consider the effect of overall forms, materials and colors on visual appeal for drivers.

8. All service entrances, dumpsters and loading facilities should be located at the rear of buildings. They should be screened from view with solid wood fencing, a masonry wall and/ or landscaping from public streets and parking areas.
9. Equipment (such as air conditioner units or exhaust fans) should be screened from view, and located either in the rear of the building or on the roof. No equipment should be mounted on street facade(s), or be visible from the street or customer parking areas.
10. Break up long expanses of blank wall with pilasters to suggest structural bays, or vary massing and/ or roofline to provide visual interest.
11. Break up vertical massing with materials or trim that define a distinct base, middle and top
12. Colors should be complementary and harmonic, and not clash on any given facade. Developer should not use the entire building as a brand identity package in such a way that it becomes an “attractive nuisance.”
13. Applied elements - Such as railings, awnings, signage and light fixtures - Should coordinate with, rather than overwhelm the proportions of the building.
14. If equipment is mounted behind louvered panels or other visual screen, screening should be oriented to conceal the equipment from view from any public way or private residence and finished to obscure.
15. Visible roof vents, and other roof elements and penetrations, should be finished to match adjacent roof color
16. Windows and Doors should reflect the style of the building itself in scale, proportion and construction. Storefront windows and doors can utilize modern framing systems, but it is preferred that glazing not extend to the ground.
17. Appropriately scaled lighting fixtures are recommended
18. Free-standing fixtures should be coordinated in appearance with building-mounted light fixtures
19. Landscape lighting is encouraged
20. Expanses of blank wall should be softened through the use of landscape treatments such as foundation plantings or trellises.
21. Chain link fencing is discouraged.
22. Landscaping should be designed with consideration of nearby building, walkways and parking areas.
23. Parking lots should be designed with landscaped islands, and islands between buildings, roads and walkways should be abundantly planned to create a strong horticulture character throughout the year
24. All landscaping shall be scaled appropriately for pedestrian traffic and properly maintained in a healthy condition or take any action thereon.

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE Requires a two-thirds majority vote.



## **ARTICLE 22 BATTERY ENERGY STORAGE FACILITIES BYLAW**

To see if the Town will vote to amend the zoning bylaws to add the following Battery Energy Storage Bylaw as Section 5.19. The bylaw will include definitions added to Section 1.3, Additions to the Schedule of Uses under 3.2.05 and the following zones not outlined under Section 3.2: 3.30 Business Residential -1 Zone (BR-1), 3.32 Residential Industrial Business Zone (RIB), and 5.6 Greenville Village Neighborhood Business District (NB).

### **Section 1.3 Definitions**

**Battery(ies):** A single cell or a group of cells connected together electrically in series, in parallel, or a combination of both, which can charge, discharge, and store energy electrochemically. For the purposes of this bylaw, batteries utilized in consumer products are excluded from these requirements.

**Battery Energy Storage Management System:** An electronic system that protects energy storage systems from operating outside their safe operating parameters and disconnects electrical power to the energy storage system or places it in a safe condition if potentially hazardous temperatures or other conditions are detected.

**Battery Energy Storage System (BESS):** One or more devices, assembled together, capable of storing energy in order to supply electrical energy at a future time, not to include a stand-alone 12-volt car battery or an electric motor vehicle. A Battery Energy Storage System is classified a Tier 1, Tier 2, Tier 3, or Tier 4 BESS as follows:

1. Tier 1 Battery Energy Storage Systems have an aggregate energy capacity equal to 250KWh or less and, whose purpose is to store energy from residential solar energy systems if in a room or enclosed structure, consisting of only a single energy storage system technology.
2. Tier 2 Battery Energy Storage Systems have an aggregate energy capacity equal to 250KWh or less and, whose purpose is to store energy from commercial solar energy systems if in a room or enclosed structure, consisting of only a single energy storage system technology.
3. Tier 3 Battery Energy Storage Systems are defined as those that are interconnected to high voltage transmission lines and have an aggregate energy capacity greater 250 KWh but less than or equal to 10 MWh.
4. Tier 4 Battery Energy Storage Systems are defined as those that are interconnected to high voltage transmission lines and have an aggregate energy capacity greater than 10 MWh. The facility must comply with the State's most current electrical code (527 CMR. 12.00) and the State's most current Fire Code (527 CMR 1.00)

**Cell:** The basic electrochemical unit, characterized by an anode and a cathode, used to receive, store, and deliver electrical energy.

**Commissioning:** A systematic process that provides documented confirmation that a battery energy storage system functions according to the intended design criteria and complies with applicable code requirements.

**Dedicated-Use Building:** A building that is built for the primary intention of housing battery energy storage system equipment, is classified as Group F-1 occupancy as defined in the International Building Code, and complies with the following:

1. The building's only use is battery energy storage, energy generation, and other electrical grid-related operations.



2. No other occupancy types are permitted in the building.
3. Occupants in the rooms and areas containing battery energy storage systems are limited to personnel that operate, maintain, service, test, and repair the battery energy storage system and other energy systems.
4. Administrative and support personnel are permitted in areas within the buildings that do not contain battery energy storage system, provided the following:
  - a. The areas do not occupy more than 10 percent of the building area of the story in which they are located.
  - b. A means of egress is provided from the administrative and support use areas to the public way that does not require occupants to traverse through areas containing battery energy storage systems or other energy system equipment.

### **3.2.05 Transportation, Communication, Utility**

	SA	R1	R2	B	CB	I	BI-A	HB-1	HB-2
Tier 3 and 4 Battery Energy Storage Systems (standalone)	N	N	N	SP	N	SP	SP	SP	SP
Tier 1 Residential Battery Energy Storage Systems	Y	Y	Y	Y	Y	Y	Y	Y	Y
Tier 2 Battery Energy Storage Systems	SP	SP	SP	SP	SP	SP	SP	SP	SP

#### **Section 3.30 Business Residential -1 Zone (BR-1).**

43: Tier 3 and 4 Battery Energy Storage Systems are prohibited

44: Tier 1 Residential Battery Energy Storage Systems are allowed

45: Tier 2 Battery Energy Storage Systems are allowed by Special Permit (Planning Board SPGA)

#### **Section 3.32 Residential Industrial Business Zone (RIB)**

E: Tier 3 Battery Energy Storage Systems are prohibited

3.32.B.o: Tier 1 Residential Battery Energy Storage Systems are allowed

3.32.B.p: Tier 2 Battery Energy Storage Systems are allowed by Special Permit (Planning Board SPGA)

#### **Section 5.6 Greenville Village Neighborhood Business District (NB)**

5.6.04.5: Tier 3 Battery Energy Storage Systems are prohibited

5.6.02.2.L: Tier 1 Residential Battery Energy Storage Systems are allowed

5.6.03.6 Tier 2 Battery Energy Storage Systems are allowed by Special Permit (Planning Board SPGA)

### **5.19 Battery Energy Storage Systems (BESS)**

#### **A. Purpose.**

The purpose of this bylaw is to provide for the construction and operation of Battery Energy Storage Systems (BESS) and to provide standards for the placement, design, construction, monitoring, modification and removal of energy storage systems that address public safety, protection of the Town and private drinking water supply, minimize impacts on scenic, natural and historic resources of the Town of Ware, and provide adequate financial assurance for decommissioning. The provisions set forth in this section shall take precedence over all other sections when considering

applications related to the construction, operation, and/or repair of Battery Energy Storage Systems.

**B. Definitions** – Refer to definitions in Section 1.3

**C. Applicability**

1. Building-integrated Battery Energy Storage Systems

- a. Battery Energy Storage Systems that are building-integrated, whether a residential or commercial building, energy storage systems shall not be erected, constructed, installed, or modified as provided in this section without first obtaining a building permit from the Building Inspector.
- b. Building-integrated energy storage systems may be coupled with rooftop solar or behind the meter applications for peak shaving.
- c. Building-integrated battery energy storage systems may be located in any zoning district of the Town of Leicester.

2. Co-located Battery Energy Storage Systems

- a. Battery Energy Storage Facilities are encouraged to co-locate with solar photovoltaic installations, energy, power generation stations, and electrical sub-stations. Ware Zoning
- b. Battery Energy Storage Systems associated with on-site solar power generation shall be permitted in the same districts as Large-Scale Solar Arrays by Special Permit and Site Plan Review.
- c. If co-located with a solar photovoltaic installation, the BESS shall not exceed the necessary capacity and size generated by the output of the co-located solar photovoltaic installation.

3. Battery Energy Storage systems not associated with on-site solar generation shall only be permitted in the Business (B), Industrial (I), Business-Industrial A (BI-A), Highway Business-Industrial District 1, and Highway-Business-Industrial District 2, districts, and shall require a Special Permit and Site Plan Review from the Planning Board. Battery Energy Storage Systems not associated with on-site solar generation are prohibited in the Water Resource Protection Overlay District

- a. The nameplate capacity of an Energy Storage system shall not exceed the total kw of renewable energy being produced on the 3-phase distribution line that the energy storage system will be interconnected to.
- b. Modifications to, retrofits or replacements of an existing battery energy storage system that increase the total battery energy storage system designed discharge duration or power rating shall be subject to this bylaw.

**D. General Requirements**

1. In accordance with Section C above, all Tier 2, Tier 3 and Tier 4 battery energy storage systems shall require a special permit and site plan approval by the Planning Board prior to construction, installation, or modification as provided in this bylaw.
2. The construction, operation, and decommissioning of all battery storage energy storage systems shall be consistent with all applicable local, state, and federal requirements, including but not limited to all applicable environmental, safety, construction, fire, and electrical requirements.
3. A building permit and an electrical permit shall be required for installation of all battery energy storage systems.

#### **E. Application Materials**

1) In addition to requirements of Section 6.12 Site Plan Review the application for a Special Permit under this Section 5.20 shall include the following:

- a. A site plan prepared, stamped and signed by a Professional Engineer licensed to practice in Massachusetts, that shows the following:
  - b. An existing condition plan with property lines and physical features, including topography and roads, characteristics of vegetation (trees mature, old growth, shrubs, open field, etc.), wetlands, streams, ledge, for the project site;
- 1) Proposed changes to the landscape of the site, including grading, vegetation clearing and planting, exterior lighting, screening vegetation or structures, driveways, snow storage, and storm water management systems; including total acreage of disturbed area, total vegetation cleared, not including mowed fields;
- 2) Trees with a DBH of 20" or greater within project parcel(s) shall be identified to determine tree loss, along with inventorying of diseased or hazard trees slated to be removed due to proposed development;
- 3) Property lines and physical dimensions of the subject property with contour intervals of no more than 10 feet;
- 4) Property lines of adjacent parcels within 300 feet.
- 5) Location, dimensions, and types of existing major structures on the property;
- 6) Location of the proposed battery energy storage structures, foundations, and associated equipment;
- 7) The right-of-way of any public road that is contiguous with the property;

- 8) Any overhead or underground utilities;
- 9) At least one color photograph of the existing site, measuring eight (8) inches by ten (10) inches;
- 10) Locations of active farmland and prime farmland soils, wetlands, permanently protected open space, Priority Habitat Areas and BioMap 2 Critical Natural Landscape Core Habitat mapped by the Natural Heritage & Endangered Species Program (NHESP) and "Important Wildlife Habitat" mapped by the DEP;
- 11) Locations of floodplains or inundation areas for moderate or high hazard dams;
- 12) Locations of local or National Historic Districts; and
- 13) Stormwater management and erosion and sediment control.
  - a. A preliminary equipment specification sheet that documents the proposed battery energy storage system components, inverters and associated electrical equipment that are to be installed, including manufacturer and model. A final equipment specification sheet shall be submitted prior to the issuance of building permit.
  - b. One- or three-line electrical diagram showing associated components, and electrical interconnection methods, with all NEC compliant disconnects and overcurrent devices.
  - c. Contact information and signature of the project proponent, as well as all co-proponents, if any, and all property owners.
  - d. Contact information and signature of agents representing the project proponent, if any;
  - e. Contact information for the person(s) responsible for public inquiries throughout the life of the system.
  - f. An operations and maintenance plan for Battery Energy Storage System. Such plan shall describe continuing battery energy storage system maintenance and property upkeep, as well as design, construction, installation, testing and commissioning information.
    - i) Energy Storage System technical specifications, including manufacturer and model.
  - g. Electrical schematic.
  - h. Documentation that shows the owner of the Energy Storage System has site control, which shall include easements and access roads.
  - i. Documentation that shows the owner of the Energy Storage System has notified the electric utility of this installation.
  - j. Emergency Operations Plan. A copy of the approved Emergency Operations Plan shall be given to the system owner, the local fire department, and local fire code official. A permanent copy shall also be placed in an approved location to be accessible to facility personnel, fire code officials, and emergency



responders. The emergency operations plan shall include the following information:

1. Procedures for safe shutdown, de-energizing, or isolation of equipment and systems under emergency conditions to reduce the risk of fire, electric shock, and personal injuries, and for safe startup following cessation of emergency conditions.
2. Procedures for inspection and testing of associated alarms, interlocks, and controls.
  - i.) This includes hazmat appliances for conducting atmospheric monitoring with a scientific officer to support.
3. Procedures to be followed in response to notifications from the Battery Energy Storage Management System, when provided, that could signify potentially dangerous conditions, including shutting down equipment, summoning service and repair personnel, and providing agreed upon notification to fire department personnel for potentially hazardous conditions in the event of a system failure.
4. Emergency procedures to be followed in case of fire, explosion, release of liquids or vapors, damage to critical moving parts, or other potentially dangerous conditions. Procedures can include sounding the alarm, notifying the fire department, evacuating personnel, de-energizing equipment, and controlling and extinguishing the fire.
5. Response considerations similar to a safety data sheet (SDS) that will address response safety concerns and extinguishment when an SDS is not required.
6. Procedures for dealing with battery energy storage system equipment damaged in a fire or other emergency event, including maintaining contact information for personnel qualified to safely remove damaged battery energy storage system equipment from the facility.
7. Other procedures as determined necessary by the Town to provide for the safety of occupants, neighboring properties, and emergency responders.
8. Procedures and schedules for conducting drills of these procedures and for training local first responders on the contents of the plan and appropriate response procedures.
  - i.) Trainings must be provided and organized by the applicant.
- k. Proof of liability insurance: The applicant shall be required to provide evidence of liability insurance in an amount and for a duration sufficient to cover loss or



damage to persons and property caused by the failure of the system.

- I. A noise study, prepared by a qualified individual with experience in environmental acoustics, to assess the impact of all noise sources generated from the project to abutting properties, and determine the appropriate layout, design, and control measures. The report should include details of assessment methods, summarize the results, and recommend the required outdoor as well as any indoor control measures.

#### **F. Design and Site Standards**

1. In addition to the standards for Special Permit and Site Plan Review in the Zoning Bylaw, the applicant shall adhere to the following standards and provide such information on the site plan:

- a. Utility Lines. All on-site utility lines shall be placed underground to the extent feasible and as permitted by the serving utility.
- b. Signage. The signage shall include the type of technology associated with the systems, any special hazards associated, the type of suppression system installed, and 24-hour emergency contact information. All information shall be clearly displayed on a light reflective surface. Clearly visible warning signs concerning voltage shall be placed at the base of all pad-mounted transformers and substations.
- c. Lighting. Lighting of the systems shall be limited to that minimally required for safety and operational purposes and shall be reasonably shielded and downcast from abutting properties.
- d. Setbacks. Battery Energy Storage Systems not co-located with solar photovoltaic installations shall adhere to a fifty (50) foot setback from the front, side, and rear property lines and shall adhere to a one hundred fifty (150) foot setback from any residential buildings. . BESS's shall also adhere to a one hundred (100) foot setback from water wells (both private and public) located either on-site or on abutting properties.
- e. Fire protection. Battery Energy Storage Systems not co-located with solar photovoltaic installations shall be located on properties serviced by the public water system or by a water supply acceptable to the Planning Board and Ware Fire Department.
- f. Vegetation and Tree-Cutting. Areas within ten (10) feet on each side of a system shall be cleared of combustible vegetation and other combustible growth. Single specimens of trees or shrubbery and cultivated ground covers such as green grass, ivy, succulents, or similar plants shall be exempt provided that they do not form a means of readily transmitting fire.

Clearing of natural vegetation shall be limited to that which is necessary for the construction, operation and maintenance of the system and that which is otherwise prescribed by applicable bylaws and regulations.

- g. Noise. The 1-hour average noise generated from the systems, components, and associated ancillary equipment shall not exceed a noise level of 60 dBA as measured at the property line.

#### **G. Safety System Certification.**

Battery energy storage systems and equipment shall be listed by a Nationally Recognized Testing Laboratory to UL 9540 (Standard for battery energy storage systems and Equipment) or approved equivalent, with subcomponents meeting each of the following standards as applicable:

- a. UL 1973 (Standard for Batteries for Use in Stationary, Vehicle Auxiliary Power and Light Electric Rail Applications),
- b. UL 1642 (Standard for Lithium Batteries),
- c. UL 1741 or UL 62109 (Inverters and Power Converters),
- d. Certified under the applicable electrical, building, and fire prevention codes as required.
- e. Alternatively, field evaluation by an approved testing laboratory for compliance with UL 9540 (or approved equivalent) and applicable codes, regulations and safety standards may be used to meet system certification requirements.

#### **H. Special Permit Criteria**

- 1. The Planning Board may approve an application if the Board finds that the system complies with the Site Plan Review and Approval criteria and with the conditions for granting Special Permits. Battery energy storage systems shall also satisfy the following additional criteria:
- 2.
  - a. Environmental features of the site are protected, and surface runoff will not cause damage to surrounding properties or increase soil erosion and sedimentation of nearby streams and ponds.
  - b. The Planning Board may also impose conditions as it finds reasonably appropriate to safeguard the town or neighborhood including, but not limited to, screening, lighting, noise, fences, modification of the exterior appearance of electrical cabinets, battery storage systems, or

other structures, limitation upon system size, and means of vehicular access or traffic features.

- c. No occupancy permit shall be granted by the Building Commissioner, nor shall the site be energized or interconnected to the utility until the Planning Board has received, reviewed, and approved an as-built plan that demonstrates that the work proposed on the approved site plan, including all stormwater management components and associated offsite improvements, have been completed in accordance with the approved plan and certified same to the Building Commissioner.
- d. The Planning Board may, in its discretion, approve an as-built plan upon provision of a type of surety as determined by the SPGA, to secure incomplete work where such work is not immediately necessary for lawful operation of the system without negative effect on public health and safety and surrounding properties.
- e. The applicant shall make every effort to coordinate necessary surveying and finalization of the as-built plans and submission of required construction control documents prior to the conclusion of construction. Notwithstanding the above, a temporary occupancy permit may be granted with the approval of the Planning Board subject to conditions for completion of work imposed by the Board.

## **I. Decommissioning**

1. As part of the applicant's submission to the Board, the applicant shall submit a decommissioning plan, to be implemented upon abandonment or in conjunction with removal from property. The plan shall include:

- a. A narrative description of the activities to be accomplished, including who will perform that activity and at what point in time, for complete physical removal of all battery energy storage system components, structures, equipment, security barriers, and transmission lines from the property.
- b. Disposal of all solid and hazardous waste in accordance with local, state, and federal regulations.
- c. The anticipated life of the battery energy storage systems.
- c. The estimated decommissioning costs and how said estimate was determined.
- d. The method of ensuring that funds will be available for decommissioning and restoration.
- f. The method by which the decommissioning cost will be kept current.
- e. The manner in which the site will be restored, including a description of how any changes to the surrounding areas and other systems

adjacent to the battery energy storage system, such as, but not limited to, structural elements, building penetrations, means of egress, and required fire detection suppression systems, will be protected during decommissioning and confirmed as being acceptable after the system is removed.

- f. A listing of any contingencies for removing an intact operational battery energy storage system from service, and for removing an energy storage system from service that has been damaged by a fire or other event.

1. Decommissioning Fund.

- a. The owner and/or operator of the energy storage system, shall continuously maintain a fund or bond payable to the Town, in an approved form for the removal of the battery energy storage system, in an amount to be determined by the SPGA for the period of the life of the facility.
- b. All costs of the financial security shall be borne by the applicant. The amount shall include a mechanism for calculating increased removal costs due to inflation.
- c. An inspection of the completed decommissioned area shall be reviewed by a consultant hired by the Planning Board before approving the decommissioning work in accordance with the Decommissioning Plan.
- d. The owner and/or operator shall pay for the cost of this review with such payment being provided by the owner and/or operator prior to the consultant undertaking said review, in accordance with MGL Chapter 44, Section 53G.

**J. Abandonment.**

The battery energy storage system shall be considered abandoned when it ceases to operate consistently for more than twelve (12) months. The system shall be presumed abandoned if the owner and/or operator fails to respond affirmatively within thirty (30) days to a written inquiry from the Building Inspector as to the continued validity and operation of the system. If the owner or operator fails to comply with decommissioning upon any abandonment, the Town, may, at its discretion, and utilize the 88 for the removal of a system and restore the site in accordance with the decommissioning plan.

**K. Severability.**

If any provision of this By-Law is found to be invalid by a court of competent jurisdiction, the remainder of this By-Law shall not be affected but remain in full force. The invalidity of any provision of this By-Law shall not affect the validity of the remainder of the Leicester Zoning By-Law;  
Or take any action thereon.

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE Requires a two-thirds majority

**ARTICLE 23/24 CHANGE OF THE SIGN/ZONING BYLAW – FIELD SIGNS**

In progress

ADVISORY COMMITTEE RECOMMENDATION

SELECT BOARD RECOMMENDATION

DESCRIPTION

VOTE REQUIRED FOR PASSAGE



**TOWN OF LEICESTER  
ANNUAL TOWN MEETING  
MAY 7, 2024**

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 seven (7) days before the 7th day of May 2024.

**Given under our hand and seal of the Town on this \_\_\_\_\_ day of \_\_\_\_\_ 2024**

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 6<sup>th</sup> day of February 2024

\_\_\_\_\_  
**Printed Name of Constable**

\_\_\_\_\_  
**Signature of Constable**



**Town of Leicester**  
**OFFICE OF THE SELECT BOARD**  
Town Hall, 3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7077 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

- Rochdale Fire Station – Architect will have complete design by the end of 04/30/2024 at which time it will go out to bid.
- Asphalt & Striping - As of 03/06/2024, it is being costed out and will go to prequalification by 03/19/2024. Bid 03/27/2024.
- Town Hall Painting - Have received one estimate in the \$30,000 range, requires full procurement, should be posted on COMMBUYS 03/25/2024.
- Police – Received two estimates for the floor but requires full procurement –Posted on COMMBUYS 03/25/2024.
- Compactor - Awaiting for response from vendor.
- Fire hydrants – Establishing meeting with Joe Wood and Mike Dupuis.
- Lawn Mowing – Out to bid 03/06/2024, will be published on 3/13/2024.
- Snow Removal Campus - projected bid 08/01/2024, prep work on draft RFP has begun.
- Recycling Center – Work to begin 04/01/2024 or when weather permits - millings.
- Signage for Schools – received quote and working with vendor on posts.
- Memorial School - Having a walkthrough 3/21/2024 for potential veteran housing.
- Lease Agreement Raul and Joe – Meeting with Raul 3/11/2024. Work has begun on Joe's lease.
- RFP Three Dormitories Being Used by CMHA – May 15<sup>th</sup>.
- Misc - 11 River St. – Resident has expressed interest in purchasing. Up for discussion with SB.

## GENERAL GOVERNMENT

### Town Administrator/Select Board

The Select Board serves as the Chief Executive Officer of the Town. Elected to three-year terms, the five-member Board is responsible for setting the strategic direction for the Town, developing policy, and ensuring compliance with all applicable laws and regulations. The Select Board derives its authority and responsibilities from Massachusetts General Laws and Town Bylaws.

At the Annual Town Election, Kevin Menard was elected to the Select Board and Dianna Provencher was re-elected to her seat. Allen Phillips related and resigned from his seat, leaving a four-member board at the end of 2023. The board wishes to thank Mr. Phillips for his leadership and service.

Following the election, the Board reorganized and selected Rick Antanavica as Chair and Dianna Provencher as Vice-Chair.

The Select Board appoints a Town Administrator who functions as the Town's Chief Administrative Officer. The primary duty of the Town Administrator is the day-to-day administration of the general government of the Town. The mission of the Office of the Town Administrator is to provide exceptional professional leadership for all aspects of the municipal government to sustain and enhance the quality of life in the Town of Leicester consistent with the policies and vision of the Select Board.

The Town Administrator, through the Select Board, serves the town of Leicester, not via individual requests but by a collective desire to improve the community as a whole, while still being fiscally responsible. Leicester has consistently been able to 'do more with less' and aims to maintain service levels without the cost burden falling solely on the residents. Each year, the Town Administrator and Select Board work as a team to evaluate departmental needs and deliver an in-depth and balanced budget to the boards, committees and residents. Leicester has historically either met or exceeded financial expectations in its annual audit and aims to continue that trend for years to come. When an override failed in 2023, the town came together to offer suggestions to the Select Board to support the town and schools and as a united front, the community got through it together. This serves as inspiration that no matter how difficult the times, the residents and Select Board can communicate effectively to ensure the needs of the town are met in innovative ways.

In 2023, David Genereux, Town Administrator, completed his sixth year of service to the Town. Grant Manager, Samantha Chatterton began her first year in Leicester and Executive Assistant Maria Cataloni completed her first full year of service to the Town.

### Grants

Grants awarded in 2023 included:

Grantor	Grant Description	Monetary Award
DLTA - Div. Local Technical Assistance	Service Value Grant - RFP online permitting	\$5,000.00
Greater Worcester Foundation	K9 Implementation	\$3,000.00

Greater Worcester Foundation	Fire Radio Strips	\$928.00
Anne Gobi Budget Request	Fire Turnout Gear	\$50,000.00
MVP 2.0	Municipal Vulnerability Report & Seed Project	\$95,000.00
Walmart Q2	Fire Capital	\$1,500.00
Walmart Q2	Police Capital	\$1,500.00
CSX Q2	Police K9	\$2,500.00
Reduce, Reuse, Repair	Tool Lending Shed	\$5,000.00
Operation Moneywise	Veteran Financial Training	\$5,000.00
DER Culvert Replacement	Marshall St Culvert Testing	\$32,325.00
MEMA	Service Value Grant- Hazard Mitigation Grant	\$30,000.00
K9 Heat Alarm	K9 Heat Alarm	\$2,000.00
Car Seat Distribution Program	Police Car Seats & Child Safety Restraints	\$1,500.00
Community One Stop - Zoning	Master Plan	\$150,000.00
Community One Stop - Downtown	Downtown Parking Plan	\$25,000.00
DEP - Recycling Dividends Program	Reimbursable Recycling Program	\$1,470.00
MIIA - Employee Wellness	Employee Morale - Healthy Snack Delivery	\$10,000.00
Edward Byrne Memorial Justice Grant	Crash Scene Investigative Equipment	\$49,369.00
Community Compact	Website Enhancements	\$74,384.00
	<b>2023 Grant Total</b>	<b>\$545,476.00</b>

### Key Accomplishments in 2023

- Sold four formerly Becker-owned Victorians at successful auction, sale of fifth Victorian scheduled to be final in 2024.
- Hired Joe Lavallee as Buildings and Grounds Manager.
- Published online permitting RFP and conducted vendor review.
- Funded 330K in local ARPA grants.
- Bidding and construction completed on ADA bathroom, fire alarm system, and railings, allowing the first floor of the Borger building to be opened for school use in Fall of 2023.
- MSBA Preliminary Approval for High School campus property, including a full remodel of Borger Building, Vet Clinic and Swan Library.
- Borger used as a filming location for independent film. Leicester students and faculty used as extras.
- License granted for temporary housing for homeless families in three former dormitories, worth \$2,000,000 gross each year.
- Obtained \$150,000 as part of the funding arrangement through the temporary housing program to modify and modernize those dormitories.
- Rental agreement reached with Worcester Community Action Counsel (WCAC) with a portion of the Winslow Avenue school for a Head Start program.

- RFP issued for Memorial School; one bid received but judged to be insufficient, to be rebid in 2024.
- Capital: Shelter funding proceeds used to fund the following acquisitions:

DPW Dump Truck	\$50,000
DPW Ford F450	\$100,000
Police Flooring	\$44,000
DPW Mower	\$40,738
School Boiler	\$65,853
Fire Forestry Truck	\$80,000
Town Hall Generator	\$125,000
Police Detective Station	\$32,862
Library Computers	\$21,000
Total	\$559,453

THE TOWN OF LEICESTER  
Acting by and through its  
SELECT BOARD

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Rick Antanavica  
Chair

---

Dianna Provencher  
1<sup>st</sup> Vice Char

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John K. Bujak  
Member

---

Kevin Menard  
Member

---

David A. Genereux  
Town Administrator



## **SELECT BOARD MEETING MINUTES**

**FEBRAURY 5, 2024 AT 6:00PM**

**LEICESTER TOWN HALL, LEICESTER, MASSACHUSETTS 01524**

Chair Rick Antanavica, Vice Chair Dianna Provencher, Selectman John Bujak, Selectman Kevin Menard, Town Administrator David Genereux, and Executive Assistant to the Town Administrator Maria Cataloni were in attendance.

### **ATTENDANCE:**

Chair Rick Antanavica	Present
Vice Chair Dianna Provencher	Present
Kevin Menard	Present
John Bujak	Present

### **ADMINISTRATORS:**

David Genereux, Town Administrator    Present

## **CALL TO ORDER/OPENING VETERANS POEM**

Chairman Antanavica opened the meeting at 6:07 PM.

### **1. EXECUTIVE SESSION**

To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel pursuant to G.L. c. 30A, § 21 (2).

- A. Police Chief Employment Contract
- B. Building Inspector/Zoning Enforcement Officer Employment Contract
- C. Town Administrator Office Staff

**Ms. Provencher made a motion to enter into executive session. Mr. Bujak seconded at. 6:11pm.  
Motion passes 4-0-0 (roll call vote)**

**At 7:26pm, a motion was made by Mr. Bujak to exit executive session. Mr. Menard seconded. Motion passes 3-1-0. Ms. Provencher abstain.**

### **2. PUBLIC COMMENT PERIOD – None.**

### **3. RESIGNATIONS AND APPOINTMENTS**

- a. Appointments:
  - i) Kaitlyn Gilman, EMT Basic – pass over
  - ii) Ethan Santiago, EMT Paramedic – pass over
- b. Resignations (EMS): Jeremy Parkinson, Megan Cooney

**Mr. Bujak made a motion to accept. Ms. Provencher seconded to accept Motion passes 4-0-0.**

- c. Resignation: Justine Caggiano (Assistant Town Administrator)

**Ms. Provencher made a motion to accept. Mr. Bujak seconded. Motion passes 4-0-0.**

- d. Appointment, Planning Board: Christopher Clark

**Mr. Bujak made a motion to appoint. Ms. Provencher seconded to accept Motion passes 4-0-0.**

- e. Appointment, Bark Park: Britnie Cournoyer – not present this evening – pass over
- f. Appointment, Arts Council: Dorothy Dudley

**Ms. Provencher made a motion to appoint. Mr. Bujak seconded. Motion passes 4-0-0.**

- g. Appointment, Assistant Assessor: John Stencel

Mr. Stencel stated he had lived in Leicester since 2018 and that it was a great town to live in. He saw the opportunity and thought it would be a great fit.

Ms. Provencher asked what he had done before?

Mr. Stencel stated he had worked for the State doing audits, worked at Worcester State doing most of accounts payable, most recently at a railroad in Barre.

**Mr. Bujak made a motion to appoint. Ms. Provencher seconded. Motion passes 4-0-0.**

#### **4. REPORTS**

- a. Select Board

Ms. Provencher stated on 2/15 breakfast will be served at 9 am at the senior center and Mr. Peter Durant should be there.

Mr. Bujak stated he didn't know who put the lights on the town of Leicester sign but it was visually appealing. The one thing is maybe we could turn off the overhead light. He asked what are we doing with memorial?

Mr. Genereux stated they have had interest from a non-profit and a builder. He is trying to come up with a better distribution method.

Mr. Bujak asked if it was worth entertaining a broker to get a good candidate?

Mr. Genereux stated they need someone to market it, but they have to submit a bid, not a straight sale.

Ms. Provencher asked if they could lease it?

Mr. Bujak stated it is a big space.

Mr. Antanavica said they could lease it out with them paying towards repairs.

Ms. Provencher wished everyone a happy Valentine's day.

## **5. CIVIC ANNOUNCEMENTS - none**

## **6. OTHER BUSINESS**

### **a. License Renewals:**

Valley Gas, Motor Vehicle Repair, 200 Main Street

The WorcShop, General Entertainment, 11 Hankey Street

### **b. Authorization for Town Counsel to commence litigation against Eternity Worc Shop re: Event Scheduled for February 10, 2024**

Public marijuana consumption was discussed and made clear was not allowed. It was not clear.

Ms. Jessica Farineau from Grafton, MA stated she was a former education director for the group. She said they are closing on 4/1 and moving the facility. When Randal decided in December to let the WorcShop go, they decided going to move. This is a fundraiser. There will be no consumption or sale of marijuana. They have a lot of people who are in recovery and they wanted people to know that related items may be sold.

Ms. Kroshka stated she was the event coordinator at the Worcshop, and will be community relations for the new group. The pot leaf on the flyer was just to let people know that marijuana-related items will be sold. It is for folks 21+ and she thought it was just a misunderstanding.

Mr. Antanavica asked where they planned to park all these cars?

Ms. Kroshka stated most of the events are pretty self-contained. It was discussed the for-profit makers space is closing and they are opening a non-profit and they would be taking all the educational classes from the Worcshop to the new location. They were looking for start-up cash to make the move, since they are waiting on grant money.

It was said many neighbors spend time at the Worcshop and they performed noise tests and they had the police department come in for other events, and the loudest thing was police tires coming in.

Mr. Bujak stated the flyer design is one thing, but the event invitation is a bit vulgar. So he was unsure what the event is.

It was clarified there are no children, that IDs would be checked and give out wristbands. Since they have patrons 21+ it seemed okay to use that language.

Mr. Bujak asked if the event would be contained to the building.

The group confirmed they are not even using the entirety of the building.

Mr. Bujak stated the way it was phrased, he just wanted to know what the event was.

It was stated 30 local artists would be selling items, 2 food vendors and 7 drag queens from Worcester and that they knew that drag queens have a stigma to them, and that is why it was geared for adults and the dress code was not iron-clad as it was more a art market not adult entertainment.

Mr. Bujak stated the language sends the wrong message.

The group said they took a risk to get people in the younger crowd of 21+ with the wording of the flyer.

Mr. Bujak asked if it was a one-and done because they are leaving in April?

They confirmed yes as it was their last chance to raise funds.

Ms. Provencher asked if the whole Workshop was shutting down?

The group responded there would be one maker staying behind. The previous company should not have been for-profit and said they still wanted to be a good neighbor.

Mr. Bujak asked how many people they were expecting.

The group responded they had a Halloween event and had 97 people and were expecting about the same.

Mr. Menard asked if they had security for the event.

The group stated they were looking into it and pointed out they were not selling any alcohol. Someone would be bringing ice cream, but there would not be any alcohol or cannabis in that.

Mr. Menard stated back to the security question – is that a definite?

They responded they did not.

Mr. Menard stated he knew they were tight on funds and asked if they had considered a police detail.

Mr. Ken Antanavica stated the cost was \$82 per hour.

Mr. Antanavica stated he would like to hear from the police department if there were any incidents back at Halloween.

Mr. Ken Antanavica stated they had been down there a number of times over the years. The ad was very risqué and there was a lot of talk about it. Their duty was to protect the neighborhood. If there is a security person to call them, that would be nice. Just the publicity with the flyer has put everyone's antenna up. You have been put on notice, so any money you earn would be going toward fines. He asked if the trucks they have hired have been cleared with our BOH.

They said they would find out.

Mr. Genereux stated if they could get him the vendors, he could work with the BOH tomorrow.

Mr. Bujak asked if they were asking for an entertainment license.

Mr. Genereux stated yes, they need the license for the year, but this is separate from the event.

Mr. Menard asked the chief was satisfied with the security.

Mr. Ken Antanavica stated if they have someone at the door, that would be fine. Cannabis events trigger things like people eating gummies when they are not used to it. He also stated if the event is going to be more than 100, there would need to be a plan filed with the fire dept.

The group responded they had a similar guest list as last time and people came and went. They were not all there at the same time.

Mr. Ken Antanavica stated just keep all vehicles off the street and if they need help, please call the police.

They responded they would have someone manning the parking and making sure a fire lane is clear.

**Mr. Menard made the motion to approve the license. Mr. Bujak seconded. Motion passes 4-0-0.**

Mr. Ken Antanavica thanked everyone for their help.

**Valley gas – Mr. Bujak made the motion to approve. Ms. Provencher seconded. Motion passes 4-0-0**

c. Police Chief Employment Contract

**Mr. Bujak made the motion to approve. Ms. Provencher seconded. Motion passes 3-1-0. Mr. Antanavica abstained.**

d. Building Inspector/Zoning Enforcement Officer Employment Contract

e.

**Mr. Bujak made the motion to approve. Ms. Provencher seconded. Motion passes 4-0-0**

f. Red Cross Shelter MOU and Facility Use Agreement discussion and vote

Mr. Genereux stated the facility use agreement was in the packet. The 3 separate MOU's along with it – written by emergency management officer.

Ms. Provencher asked does the red cross now support having animals at the shelters?



Mr. Genereux stated they would have to check into that but he knew that service animals would be.

Mr. Bujak stated it says cots and animal cages and was this only for emergencies in town? Or is it for Worcester if they had a fire there?

Mr. Genereux stated it would be available if there is no other place for them.

Mr. Bujak asked how much money was involved.

Mr. Genereux stated there is no payment.

Mr. Bujak stated this is good in our town. He thought about if there is a fire in Worcester and 15 people get displaced and they are opening our shelter for free.

Mr. Genereux stated he would see that there is a section on reimbursement and said if both sides agree, this would be the cost per the event.

Mr. Bujak stated he believed they had space occupied for the Winslow Ave. school now. He just didn't see how this would work except for the summer. It's one thing to sign this for our own people, but to displace our residents when it impacts our operations, he didn't understand why they were doing it.

Mr. Genereux stated the MOU looks at when the red cross is opening a local or regional shelter. Most of the time regional shelters has to do with regional events like weather. It would be an interesting event that would have just people from other communities coming in and using this facility.

Mr. Bujak asked so then why are they pursuing us that entitles them to opportunity for residents outside of our town? There must be a need?

Mr. Genereux stated it is based on emergency preparedness, but it depends on the emergency.

Mr. Menard asked this is probably part of our hazard mitigation plan anyways?

Mr. Genereux stated not necessarily, but this has the right to get the Red Cross involved. They work with us and we work with them.

Mr. Antanavica stated use of facility was to conduct disaster-related activities. But where are the people coming from? The food, the custodial service, it seems the town provided that. But the reimbursement section does not have much there.

Mr. Genereux stated when they have an event, Red Cross opens a shelter, they would submit to the Red Cross at the end of the event.

Mr. Antanavica said the shelters are managed by the partners, so that would be the town. They run it but they would have their support.

Mr. Genereux stated it will be for whoever needs it.

Mr. Bujak stated partners include the town and other agencies like CMHA. They don't know who it is going to be in charge of the facility. There is not any benefit to us. I am not trying to sound crude or mean, but for a cost, we are opening our doors. One gym is used frequently, the senior center is used by the town residents.

Ms. Provencher stated her concern is if there is an emergency and the Red Cross is involved.

Mr. Genereux stated his recommendation for the board – the Red Cross managed shelters (which this is not), would not be run by a third party, it would be by the town.

**No action taken.**

g. FY25 Budget presentation and discussion

Mr. Genereux stated the use of all money they were getting for the shelter program helped fund the budget. The vocational school tuition has gone down by \$132k. When it was put together, the receipts look good, but the assessments went up. Municipal growth factor is 8.33% which is the 3<sup>rd</sup> highest in the state. The state has not published the 2025 analysis. I have all but 4 numbers that have no formulas. Brett is reaching back out to see if we can get those numbers.

Mr. Bujak stated he did not see Chapter 74.

Mr. Genereux stated it is buried in Chapter 70, but they were still losing regular kids. School choice was not bad.

Mr. Bujak asked where are the charter schools? He said it was a government-funded school, but run privately.

Mr. Genereux stated they were trying to figure out this municipal growth factor. This budget does not have any outside moneys coming in for the maintenance of the campus. It is now built into the budget. 4 warrant articles and the original 950-budget line. One thing that is not included is that insurance for the campus is not under the insurance line, not the campus line.

Mr. Bujak asked if he backed out the costs of the Victorians that were sold? Marsh hall was expensive, but I also want to be cognizant of the fact that we are not spending an extra dollar in one place and pinching in another.

Mr. Genereux stated his goal is not going back to town meeting, needing \$150k. The health insurance is not going up that much.

Mr. Bujak stated we are now using all of the HCA money. That never got refunded. We said that was what we were going to do last year. The difference is that now the HCA money is committed to a budget.

Mr. Genereux stated if they were to fund the HCA account, we would owe it \$650k. probably the biggest discussion is that the town budget increases \$279k, school goes down by \$275k. It is

not a 1-for-1. We came up with Town and intergovernmental budget first. What was left over was \$275k. I would like to have level-funded them, but there is no room.

Mr. Bujak stated his personal opinion on the sessions we had at the senior center were almost pointless. Part of this is just town government I guess. He didn't know what the right forum is.

Mr. Antanavica asked on a Saturday morning, 9-12?

Mr. Bujak stated to save the directors from having to do this multiple times, maybe partner with the advisory board so the directors are not coming out multiple times.

Mr. Genereux stated there is a 0-based analysis for each section, that each department ran with accounting. He suggested setting up the meeting with Advisory, if anyone has a question for a department head, advisory can request they be there. Fire, PD, EMS, DPW, Schools – everyone will want to hear from them.

Mr. Antanavica stated he thought they should be able to do it in one session.

No action taken.

- h. Set Warrant close date for Spring Annual Town Meeting (March 21, 2024)

Town meeting is late this year on 4/7. 45 days prior would be 3/21

**Mr. Bujak made a motion, to set the warrant close date. Ms. Provencher seconded. Motion passes 4-0-0.**

- i. Accept Senior Center Donation

**Ms. Provencher made a motion to accept. Mr. Bujak seconded. Motion passes 4-0-0.**

## **7. MEETING MINUTES**

- a. November 20, 2023

**Ms. Provencher made a motion to approve. Mr. Bujak seconded. Motion passes 4-0-0.**

They discussed having flags flown half-staff in honor of Mr. Dennison.

**Mr. Menard made a motion to adjourn at 9:21pm. Seconded by Mr. Bujak. Motion passes 4-0-0.**

**ADJOURN**

**SELECT BOARD MEETING MINUTES  
FEBRUARY 20, 2024 AT 6:00PM  
LEICESTER TOWN HALL, LEICESTER, MASSACHUSETTS 01524**

Chair Rick Antanavica, Vice Chair Dianna Provencher, Selectman Kevin Menard, Selectman John Bujak, Town Administrator David Genereux, and Grants Manager, Samantha Chatterton were in attendance.

**ATTENDANCE:**

Chair Rick Antanavica	Present
Vice Chair Dianna Provencher	Present
Kevin Menard	Present
John Bujak	Present

**ADMINISTRATORS:**

David Genereux, Town Administrator

**CALL TO ORDER**

Select Board Chair Antanavica opened the meeting at 6:00 PM and read the veterans prayer.

**CALL TO ORDER/OPENING  
VETERANS POEM**

**Mr. Antanavica recited the Veteran's Prayer.**

**1. SCHEDULED ITEMS**

**a. 6:05 Valley Gas – Set hours for alcohol sales**

Mr. Genereux clarified the hours for liquor sales had not been listed in the paperwork for the initial application.

Ms. Laura Bitar stated the liquor sales will be from 8 AM until 9 PM, if they closed earlier that would be the exception. She stated her business was Vallet Mart, 200 Main St., Cherry Valley.

**Mr. Bujak made a motion to set the hours for liquor for Valley Mart from 8 AM to 9 PM Monday through Saturday. Seconded by Ms. Provencher. Motion passes 5-0**

**Mr. Bujak amended his motion to state it would include all alcohol sales. Seconded by Ms. Provencher. Motion passes 5-0**

**b. 6:10 Appointments**

Mr. Genereux stated Mr. Dupuis and Ms. Dube would be introducing the candidates to the board.

- i) **Kaitlyn Gilman, EMT Basic** - Ms. Dube stated Ms. Gilman had a strong interest in the department and would be a good fit on the existing team.
- ii) **Ethan Santiago, EMT Paramedic**- Ms. Dube stated he was away on shift at Providence Fire and could not make the meeting.
- iii) **Paul Rekos, Paramedic** –Ms. Dube stated he was away with family and could not attend the appointment.

**Ms. Provencher made a motion to approve Ms. Gilman. Seconded by Mr. Menard. Motion passes 5-0-0.**

**Mr. Antanavica stated they could appoint Mr. Santiago and Mr. Rekos during the meeting. Motion to approve both made by Mr. Bujak. Seconded by Ms. Provencher. Motion passes (5-0-0)**

- iv) Benjamin Cohen, Fire

Mr. Dupuis stated Mr. Cohen was not present at the meeting as he was covering a shift. Mr. Dupuis requested to appoint him this evening and do a pinning ceremony at a later time.

Mr. Bujak asked about the program and graduation and the exposure to the town if appointments were made without the candidate present.

Mr. Dupuis stated previously the candidates did not have to go through the board.

Mr. Genereux stated the onboarding process in the office remains the same and the appointments would still go in front of the board.

Mr. Bujak clarified they would still appoint at the meeting and the candidates would not have to be present at the podium.

Mr. Dupuis stated he was only looking to make the process more efficient.

**Mr. Bujak made a motion to approve Benjamin Cohen to the Fire Department. Seconded by Ms. Provencher. Motion passes 5-0-0.**

Ms. Provencher asked how to word the motion to change the process in recruiting on-call firefighters. **She made a motion to change the process to bring them in front of the board after the recruit completes the academy and to present in front of the board for a pinning ceremony. Seconded by Mr. Bujak. Motion passes 5-0-0.**

- v) Bark Park: Britnie Cournoyer

Mr. Genereux stated he reached out to Ms. Cournoyer but had not heard back from her. **Passed over.**

## **2. PUBLIC COMMENT PERIOD**

Mr. David LeBeouf introduced himself as a state representative for the 17th Worcester District, precincts 2 and 4 for Leicester. He thanked the Select Board and town staff for the aid that was provided

to the fire victims in his district on Wyman Street. He stated they were struggling to find locations due to the housing crisis and the shortage of apartments in the city to house the victims of the fire. The Leicester Senior Center provided a safe place for them to stay so the children could go to school the following day and parents to work. He stated fires have been an issue in his district in recent weeks and praised the kindness shown during those tragedies.

Mr. Bujak stated he was glad Leicester could step up and help in their time of need. He said he was happy as a town they could come together. He asked Mr. LeBeouf about the cherry sheet which was not overly helpful to Leicester for the FY25 budget cycle particularly the charter school assessment which is the equivalent to three teachers in the school. He asked about the special education line which was unpromising for the last year's budget.

Mr. LeBeouf clarified a new charter school in Worcester which was met with opposition at the state level despite the Board of Education's approval. He stated the individual pushing the pro charter school movement would be retiring in March and the school funding formula has a stipulation of an inflation cap, meaning less money is being invested in the states funding formula because of inflation.

Ms. Provencher stated many people were not happy with the cherry sheet and no one was expecting the charter schools to get that much funding in one lump sum while other schools struggled. She stated the senior center received a thank you letter for the assistance from the Red Cross establishing a friendship and partnership with the Town of Leicester. She thanked the volunteers and employees who made the help possible to prepare for the fire victims. On behalf of the Select Board she thanked everyone for the help.

Mr. Antanavica asked Mr. LeBeouf when he could get Leicester more money in the budget.

Mr. LeBeouf responded there was a rainy-day fund that had ample funding and the ways and means committee would hold various meetings about aspects of the budget. He vowed to provide the date for the public safety budget discussion.

Mr. Antanavica asked about the cannabis money and where it went/what it was being utilized for.

Mr. LeBeouf stated the Cannabis Control Committee had been encountering legal issues in recent days. He stated the host agreements are no longer accepted but the state revenue remains.

Mr. Antanavica stated there was plenty of money that was obtained from that on the state level and inquired where all of the money was going.

Mr. LeBeouf stated they were waiting on the legal issues to work themselves out before making legislation although the state was encouraging more transparency.

Mr. Antanavica inquired about the rainy day fund and the amount in there and why the governor speaks about raising taxes when there is 7 billion dollars in the rainy day fund.

Mr. LeBeouf stated they have not yet had deliberations on the raising taxes at the local level and the ways and means committee would have to discuss the rainy day fund while looking at the revenue from the millionaire's tax for education and transportation. He stated education was difficult because it was early ed and higher ed specific.



Mr. Antanavica asked about the chapter 90 formula and asked about pushing electric cars when they will be losing the gas tax.

Mr. LeBeouf stated these were topics that needed to be further discussed at the state level as the transition to green vehicles occurred. He stated next Tuesday on the 27<sup>th</sup>, his office hours would be help from 6 PM to 7:30 PM at the library.

The board thanked Mr. LeBeouf for his time and for attending the meeting.

### **3. CIVIC ANNOUNCEMENTS**

Ms. Provencher stated the senior center would be closed the following week, Monday through Friday, the last week of February for work on the furnace.

Mr. Genereux clarified they were putting in the heat pump. He stated one side was complete but this work was to finish the other side and the project was funded by a Green Communities grant.

Mr. Antanavica commented about an arrest that occurred in Rochdale Park in which four guns were seized. He commended police and EMS/fire for their work and putting their lives on the line.

Ms. Provencher thanked the first responders including the animal control officer for their work at the senior center for the fire victims.

### **4. OTHER BUSINESS**

- a. Sign Presidential Primary warrant.

Tuesday the fifth of March from 7 AM to 8 PM at town hall. He stated he believes in person voting would be allowed on the 29<sup>th</sup>.

**Ms. Provencher made the motion to approve signing the warrant. Seconded by Mr. Bujak (5-0-0)**

- b. Sign Central Mass Law Enforcement Council agreement.

Mr. Ken Antanavica stated the agreement had been in place for 20 years and the latest copy was a revision of it. He said the agreement has allowed them to request mutual aid in trying times and perform details in other towns. He stated the K9 was part of the response team as well as the drone program and it allowed Leicester to assist other communities and for other towns to assist Leicester during situations. He stated it was \$1250 a year and was typically paid out the police budget.

**Mr. Bujak made a motion to approve the agreement. Seconded by Ms. Provencher. (5-0-0)**

- c. Approve Hybrid and Field Demonstration Grants Project Facilitator position.

Mr. Genereux stated two grants were received by the senior center and a programming position was created by this funding. It would be a temporary position to work with seniors, for example training seniors on technology and provide outreach services. He stated he wanted the board to be aware before an advertisement for the position were to be posted.

He stated the Town Administrator's office would handle the financial reporting and the office would process the payables.

Mr. Bujak asked about the funding for the position.

Mr. Genereux stated the role was funded by grant monies and would not impact the general fund.

Mr. Bujak asked about if outreach was an aspect of the role.

Mr. Genereux stated it would be but the focal point of the outreach would be related to technology assistance.

Mr. Bujak stated he thought it was a great idea and he would like to see the resources provided to the town's senior population.

Ms. Provencher stated there were a lot of programs made available to Leicester seniors that the residents may not know about.

**Mr. Bujak made a motion to approve the position. Seconded by Mr. Menard. (4-1-0) Ms. Provencher abstained.**

Mr. Antanavica asked who would be doing the hiring.

Mr. Genereux stated the senior center would be doing the interviewing and would recommend candidates to the Select Board.

d. Set meeting dates for Board discussion of FY 2025 budget (February 27<sup>th</sup>, March 5<sup>th</sup>)

Mr. Genereux stated the previously discussed Saturday meetings did not work as he was contacted by various people who could not make it. He suggested moving it to the following two Tuesdays to work better for everyone including staff and volunteers. He asked the board if they had the time available to make that work.

Mr. Bujak stated the dates would work for him and the rest of the board agreed they could attend as well.

Ms. Pam LaFleur, Town Clerk, clarified the last days to register to vote and the schedule to vote could be found online.

## **5. EXECUTIVE SESSION**

To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel pursuant to G.L. c. 30A, § 21 (2) - Town Administrator Office Staff

Mr. Bujak stated the board would not reconvene in open session.

**Mr. Bujak made a motion to enter into executive session. Seconded by Ms. Provencher. Roll call vote. 5-0-0.**

**ADJOURN**

**SELECT BOARD EXECUTIVE SESSION MEETING MINUTES  
MARCH 4, 2024, AT 6:00 PM  
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

**CALL TO ORDER/OPENING  
VETERANS POEM**

Chair Rick Antanavica, Vice Chair Dianna Provencher, Selectman John Bujak, Selectman Kevin Menard, Town Administrator David Genereux, and Grants Manager Samantha Chatterton were in attendance.

**CALL TO ORDER/OPENING**

Mr. Antanavica opened the meeting at 6:05 PM.

**VETERANS POEM**

Mr. Antanavica made an announcement about the Winslow Ave. school. He discussed the letter from DPH to Mr. Kustigian regarding the conditions in the original building, but not in the classrooms currently in use. The IAP program reviewed classes in use and the uses deemed appropriate. The CARE group also did some clean-up and painting. The front part of the building was classrooms with cafeteria and a vocational area in the back. Rooms in between are suitable to be used under this report. The inspection was done by the State, not a paid entity. He stated the board is not in favor of a 2.5 override.

**1. EXECUTIVE SESSION**

**To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel pursuant to G.L. c. 30A, § 21 (2) - Town Administrator, Assistant Town Administrator**

**Mr. Bujak made the motion to enter into executive session. Ms. Provencher seconded. Motion passes 4-0-0 (roll call vote).**

The Board will reconvene in open session.

**Ms. Provencher made the motion to exit out of executive session at 7:20 PM. Mr. Bujak seconded. Motion passes 4-0-0 (roll call vote)**

Open session reconvened at 7:22 PM. Mr. Menard made the motion to approve. Mr. Bujak seconded.

**2. RESIGNATIONS AND APPOINTMENTS**

- a. Appointment – Assistant Town Administrator/ Grants Manager

Mr. Antanavica asked Ms. Chatterton if she had seen the contract and is she was in agreement with it.

Ms. Chatterton stated it took a while to get to a comfortable place, but yes, she did.

Mr. Bujak asked why she wanted to work in Leicester.

Ms. Chatterton stated she liked the people in Leicester and the volume of work. She stated her day flies by, and her commitment to the public and to doing the best that she can was steadfast.

Mr. Bujak asked what interested her the most in the position?

Ms. Chatterton stated this is the second time she had to do dual roles and she didn't want to wait for the third and just might as well just accept it.

Mr. Antanavica stated she had done a great job with the grants and helped out in the office.

Ms. Provencher said if she were to get overloaded she needed to let the Select Board know. She stated she had enough on her plate with that role plus the grants. It's all administrative and takes time. Ms. Provencher clarified she didn't want to see Ms. Chatterton stressed.

Mr. Antanavica asked if she had any more questions.

Ms. Chatterton stated she did not.

**Mr. Menard made a motion to approve the Assistant Town Administrator contract. Seconded by Mr. Bujak. Motion passes 4-0-0**

b. Contract Approval – Town Administrator – passed over.

### **3. CIVIC ANNOUNCEMENTS**

a. Presidential Primary, Tuesday March 5<sup>th</sup> 6AM-8PM

Mr. Bujak read the civic announcement stating that polls are open 6am-8pm and asked residents to please come out and vote.

**Mr. Menard made a motion to adjourn at 7:28 PM. Ms. Provencher seconded. Motion passes 4-0-0.**

**ADJOURN**