



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: December 7, 2020

TIME: 6:00pm

LOCATION: Virtual Meeting – See Instructions Below

REQUESTED BY: Kristen L. Forsberg

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

Join from your computer, tablet or smartphone

<https://global.gotomeeting.com/join/405916261>

Dial in using your phone

(408) 650-3123; Access code: 405-916-261

CALL TO ORDER/OPENING

1. SCHEDULED ITEMS

- a. 6:00pm - Town Hall ADA Architectural Study Funding
- b. 6:15pm – FY21 Tax Classification Hearing

2. PUBLIC COMMENT PERIOD

3. REPORTS & ANNOUNCEMENTS

- a. Student Liaison Reports
- b. Town Administrator Report
- c. Select Board Reports

4. RESIGNATIONS & APPOINTMENTS

- a. Appointment – Kaeleigh Hart – Children’s Librarian

5. OTHER BUSINESS

- a. Authorize Town Administrator to Sign PARC Grant Award and Associated Documents
- b. Create Open Space and Recreation Committee and Appoint Select Board Representative
- c. Discussion/Vote - Director of Elder Services Contract
- d. Reserve Fund Transfer Request – Town Hall HVAC Repairs - \$12,000
- e. 2021 Liquor License Renewals
 - Buddy’s Spa – Common Victualler – 1080 Stafford Street
 - Subway of Leicester – Common Victualler – 1199 Main Street
 - The Castle Restaurant – Common Victualler – 1230 Main Street
 - The Castle Restaurant – Restaurant All Alcohol – 1230 Main Street
 - Eller’s Restaurant – Common Victualler – 190 Main Street
 - Eller’s Restaurant – Restaurant All Alcohol – 190 Main Street
 - Crossroads Market – Package Store Wine & Malt – 1060 Main Street
 - Leicester Rod & Gun Club – Common Victualler – 1015 Whittemore Street
 - Leicester Rod & Gun Club – General Entertainment – 1015 Whittemore Street
 - Leicester Rod & Gun Club – Club All Alcohol – 1015 Whittemore Street

- Leroux Liquors – Package Store All Alcohol – 1044 Main Street
- Joe’s Auto Repair – Motor Vehicle Repair – 81 Huntoon Memorial Highway
- Desmarais Auto Repair – Motor Vehicle Repair – 1067 Stafford Street
- Cheoy Lee’s – Common Victualler - 1205 Main Street Ste 4
- Eastern Pearl – Restaurant All Alcohol – 1060 Main Street Ste 1
- Farmhouse Diner – Common Victualler – 155 Main Street
- Farmhouse Diner – BYOB – 155 Main Street
- Leicester-Spencer Eagles Club – Common Victualler – 850 Main Street
- Leicester-Spencer Eagles Club – Club Liquor License -850 Main Street
- Leicester Knights of Columbus – Common Victualler – 91 Manville Street
- Leicester Knights of Columbus – General Entertainment – 91 Manville Street
- Leicester Knights of Columbus – Club Liquor License – 91 Manville Street
- Northeast Pizza – Restaurant All Alcohol – 1205 Main Street
- Northeast Pizza – Common Victualler - 1205 Main Street
- Leicester Walmart – General Entertainment – 20 Soojian Drive
- Leicester Walmart – Games (10) Licenses – 20 Soojian Drive
- Entwistle’s Garage – Auto Body Repair – 800 Main Street
- Entwistle’s Garage – Class II License – 800 Main Street
- Entwistle’s Garage – Motor Vehicle Repair – 800 Main Street
- Leicester Drive In – General Entertainment – 1675 Main Street
- Leicester Drive In – Common Victualler – 1675 Main Street
- Leicester Drive In – Theater – 1675 Main Street
- Buckley Auto Body – Auto Body Repair – 22 Mill Street
- Buckley Auto Body – Class II License – 22 Mill Street
- Buckley Auto Body – Motor Vehicle Repair – 22 Mill Street
- Warren’s Auto Wrecking – Class III License – 20 Pryor Road
- Jan’s Package Store – Package Store All Alcohol – 385 Main Street
- Leicester Package Store – Package Store All Alcohol – 869 Main Street
- Barber’s Crossing – Common Victualler – 861 Main Street
- Barber’s Crossing – General Entertainment – 861 Main Street
- Barber’s Crossing – Restaurant All Alcohol – 861 Main Street
- Cherry Valley Legion Post 443 – Vets Club All Alcohol – 167 Main Street
- Cherry Valley Legion Post 443 – Common Victualler – 167 Main Street
- Cherry Valley Legion Post 443 – General Entertainment – 167 Main Street
- Cherry Valley Legion Post 443 – Sunday Entertainment – 167 Main Street
- Cherry Valley Legion Post 443 – Games (2) Licenses – 167 Main Street
- Hillcrest Country Club – Restaurant All Alcohol – 325 Pleasant Street
- Hillcrest Country Club – Common Victualler – 325 Pleasant Street
- Hillcrest Country Club – General Entertainment – 325 Pleasant Street
- Hillcrest Country Club – Games (1) License – 325 Pleasant Street
- Prestige Auto Service – Class II License – 200 South Main Street
- Prestige Auto Service – Auto Body Repair – 200 South Main Street
- Prestige Auto Service – Motor Vehicle Repair – 200 South Main Street
- Dippin Donuts – Common Victualler – 1181 – Main Street
- Breezy Bend R.V. Center – Motor Vehicle Repair – 418 Pine Street
- A-C Used Cars & Trucks – Class II License - 719-721 Pleasant Street
- Bill’s Pizza and Restaurant – Common Victualler – 1141 Stafford Street
- Bill’s Pizza and Restaurant – BYOB – 1141 Stafford Street

6. MINUTES

- a. November 16, 2020

ADJOURN



DIXON SALO
ARCHITECTS
INCORPORATED

Wayne O. Salo, Founder
Neil R. Dixon, Founder
Jesse G. Hilgenberg, Principal

LEICESTER Town Hall
Building Evaluation
RE: Dixon Salo Architects request for additional time per letter of July 23, 2020
November 09, 2020

Total Hours expended on project thru August 2020:

	<u>HRS</u>	<u>COST</u>
Neil R. Dixon	153.50	24,560.00
Jesse G. Hilgenberg	2.00	250.00
Bruce Dykstra	22.00	2,000.00
Lindsey Gravel	<u>24.00</u>	<u>2,400.00</u>
Total		\$29,410.00

Requested Additional Hours (included in above totals):
(reduced from original request of July 23, 2020)

Neil R. Dixon	14.50	2,320.00
Jesse G. Hilgenberg	0	0.00
Bruce Dykstra	5.5	550.00
Lindsey Gravel	<u>11.5</u>	<u>1,150.00</u>
Total Additional Services	31.5	\$4,020.00



Town of Leicester

OFFICE OF THE ASSESSOR
3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7001 Fax: (508)892-7070
jprescott@leicesterma.org

John F. Prescott MAA
Principal Assessor

Fiscal Year 2021 Tax Classification Hearing
December 7, 2020

Classification Options

Split tax rate: Tax Classification allows the Board of Selectmen the option of using a split tax rate. The statute provides a greater allowable portion of the Tax levy (up to 150% of the total CIP levy) to be borne by the Commercial, Industrial and Personal Property classes reducing the portion to be borne by the Residential Class.

Historically the town has adopted a single tax rate as the majority of the town is classified as residential (88%). A shift to a split rate would increase the CIP rate 7.5 cents for every cent of savings to the residential rate. The Board of Assessor suggests continuing the use of a single tax rate for all classes of property.

Small Commercial Exemption : The small commercial exemption permits the Board of Selectmen to provide an exemption of up to 10% of assessed value to commercial properties occupied by small businesses that are sole proprietorships or partnerships with no more than ten persons at all locations during the prior calendar year and an assessed value of less than \$1,000,000. The impact of this exemption would reduce the tax paid by the small commercial properties and increase the amount paid by those larger commercial and industrial taxpayers.

The small commercial exemption goes hand in hand with a split rate giving relief to small commercial properties paying the higher CIP rate and shifting the burden to larger commercial and industrial properties. The Board of Assessors does not recommend adopting a small business exemption.

Residential Exemption: Tax classification also allows the Board of Selectmen to grant an exemption to class one, residential properties that are the principal residence of the taxpayer on January 1st. The exemption shifts the tax burden within the residential class from owners of moderately valued residential properties to the owners of higher valued homes, vacation homes and residential properties not occupied by the owner, such as apartments.

The Board of Assessor's does not recommend a residential exemption due to the minimal amount of second homes and apartments. This exemption was legislated primarily for resort-vacation communities or cities and towns with a high percentage of apartments. At this time only 17 of the 351 cities and towns grant residential exemptions.

General Information

AVERAGE SINGLE FAMILY TAX BILL

	AVERAGE ASSESSMENT	RATE	TAX
FY2016	213,000	14.90	\$3,174
FY2017	216,100	15.48	\$3,345
FY2018	218,600	16.09	\$3,517
FY2019	244,650	15.08	\$3,689
FY2020	259,600	14.91	\$3,871
FY2021	262,500	15.13	\$3,972

How our debt exclusions impact the tax rate

Library, Police Station, Fire Station, Hillcrest and Highway debt exclusions equate to \$1.03 of the proposed FY 2021 tax rate.

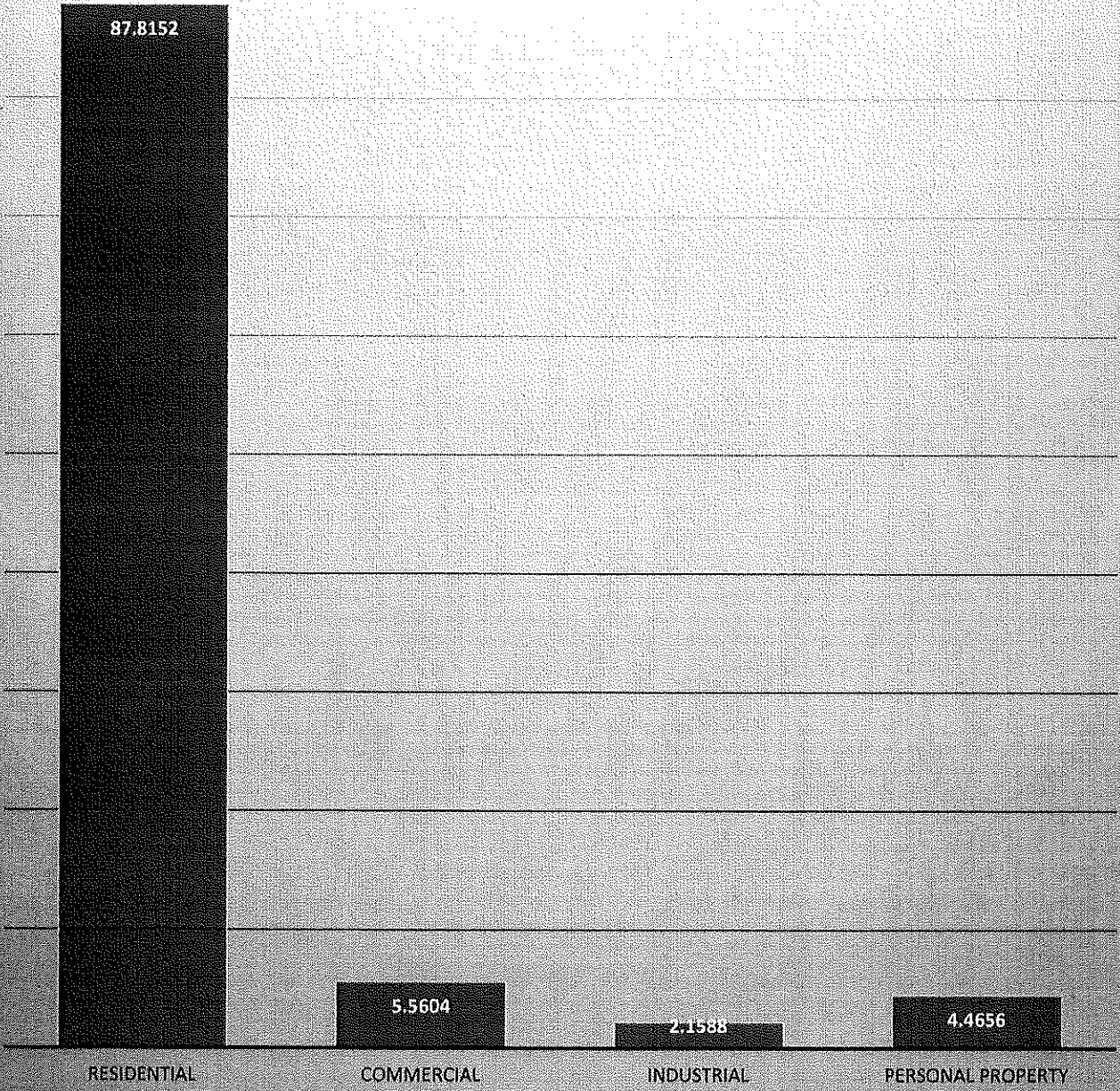
Total FY21 debt exclusions

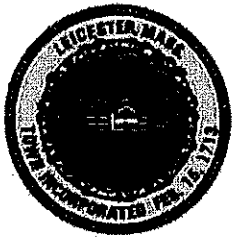
Library	131,856	=	12	cents of the rate
Police Station	179,417	=	16	cents of the rate
Hillcrest	187,586	=	17	cents of the rate
Fire EMS Station	455,175	=	41	cents of the rate
Highway equipment	<u>195,000</u>	=	18	cents of the rate
total	1,149,034		\$1.03	

Average assessed value single family property:

FY2021 debt exclusion impact = \$270.37

Percentage of total tax levy





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

November 16, 2020

To: Select Board
From: David Genereux, Town Administrator
RE: Town Administrator's report

The following is a report on the general activities of the Town Administrator through November 10, 2020. This report is brief, as most activities centered around the Fall Town Meeting

Citizen issues: Topics discussed with various citizens

- Had an email with a resident complaining about a fenced off way. Explained that the ownership of that particular section of the road was in question, and that the property on either side of the way was owned by the same company, which is currently before the Planning Board.

Meetings:

- Attended a Finance Advisory Board meeting on November 30th, where an RFT was discussed. We also had preliminary discussions regarding the FY 2022 budget.
- Completed an unemployment hearing concerning an appeal by a former employee. DET's decision on the appeal is expected in about three weeks.
- Had a conference call regarding the Host Community Agreement process with an open-air cultivation operation.
- Attended the bi-weekly Waite Pond dam meeting. Construction is at 50% and is on schedule.
- Spoke with Joe McGinn of Weston and Sampson. He reports that they are on schedule with the analysis of the water/sewer districts, and that all districts have provided the information that W&S have requested to do their analysis.
- Attended a virtual Senior Center meeting.
- Attended a Parks and Recreation Committee meeting to discuss two grant opportunities that we are working on, a Shared Winter Streets and Spaces grant for Towtaid park, and a general grant for trail rehabilitation.

Activities:

- Now finalizing the path for the easements required for the Fire Station project drainage. I am waiting on comments from one party's attorney and are scheduling a measurement for a property on Gleason Way.
- Now engaged in writing the FY 2022 budget. Updating the sheets for the budget book is extremely time consuming, but it was completed this past week. I am now setting up to budget scenarios, one with level funding of state aid, and one with a significant reduction in aid. We will likely have department heads submit budgets under both conditions, as we will not know what the preliminary state aid will be until the Governor files his budget in the third week of January.
- Met with a representative from the Recycling Committee on November 30 to discuss installation of cameras on site to discourage dumping, as well as potential actions to be taken in order to clean out a trailer of hazardous materials (sharps).
- Met with Mike Dupuis, our new Fire Chief regarding operational matters. I expect that we will be

working very closely together in the coming months, as he gets acclimated with his new position.

- There is a memorandum from the Treasurer attached to this report. She would like to start the tax lien process for FY 2020 taxes in January of 2021. We currently have \$326,029.97 in outstanding taxes, interest, liens, and fees as of December 1. This represents a 98% collection rate. However, uncollected taxes should be secured via the lien process to ensure that they remain collectable, and to reduce our outstanding liabilities for our audited financial statements. Once a lien is recorded, we can enter into payment agreements with property owners.
- Had a Green Communities meeting to discuss the next phase of the streetlight replacement program. This round of funding should allow us to finish replacing the remainder of old lights with new LED lights, which will realize significant cost savings.
- We are now planning for the possibility of the Town being a distribution point for the COVID-19 vaccine. We should know in a few weeks as to what the distribution plan is.

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



Town of Leicester
Office of the Treasurer Collector
3 Washburn Square
Leicester MA 01524-1333
Phone: 508-892-7002
Fax: 508-892-7070

To: Town of Leicester Select Board
From: Melanie Rajaniemi, Treasurer Collector
Date: December 1, 2020
Re: FY20 and Subsequent Tax Taking

As of November 30, 2020, the attached amounts remain outstanding for FY21 real estate; demands were sent on October 5, 2020.

I am respectfully requesting permission to begin the tax taking process at the start of calendar year 2021. This will begin with delinquent reminder letters before "intent to advertise" letters are mailed. I would also like to perform the certification for subsequent years (those parcels that already have a tax title account) at the same time.

I understand this has been a difficult year for some folks financially, but it is in the Town's best interest to move forward with collections. We held off sending demands for tax for quite some time to help during the pandemic crisis, but the general feedback from the public was that the town was attempting to let interest accumulate for higher collections.

The timeline for the taking would look something like this (barring any covid-19 or other disasters):

- First week of January: "Prior Year(s) Outstanding" letters mailed
- First week of February: "Intent to Advertise" letters mailed
- February 18th – notice sent to Spencer News Leader to Advertise on February 26th
- March 15th – FY20 real estate tax taking performed, as well as certification of subsequent years for those parcels that already have a tax title account.

Outstanding Balances One-Liner

As of 11/30/2020

Does not Include Future Reversals

Account	Location	Parcel Id	Record Owner	Tax	Liens	Interest	Fees	Total
CMB				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CMB CI				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cvwdu				\$0.00	\$2,064.42	\$0.00	\$0.00	\$2,064.42
Cvsdsb				\$0.00	\$1,588.20	\$0.00	\$0.00	\$1,588.20
Cvsdsb CI				\$0.00	\$972.77	\$0.00	\$0.00	\$972.77
Cvsdu				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Demand				\$0.00	\$0.00	\$0.00	\$6,193.82	\$6,193.82
Hiswbt				\$0.00	\$1,410.00	\$0.00	\$0.00	\$1,410.00
Hiswbt CI				\$0.00	\$282.00	\$0.00	\$0.00	\$282.00
Hiswbtu				\$0.00	\$1,380.00	\$0.00	\$0.00	\$1,380.00
Hwdu				\$0.00	\$1,754.95	\$0.00	\$0.00	\$1,754.95
Lswdun				\$0.00	\$4,600.00	\$0.00	\$0.00	\$4,600.00
Lwsdsb				\$0.00	\$623.32	\$0.00	\$0.00	\$623.32
Lwsdsb CI				\$0.00	\$635.80	\$0.00	\$0.00	\$635.80
Orsdu				\$0.00	\$6,470.00	\$0.00	\$0.00	\$6,470.00
Stiles				\$2,942.29	\$0.00	\$290.38	\$0.00	\$3,232.67
Supplemental Tax				\$11,282.18	\$0.00	\$770.28	\$0.00	\$12,052.46
SW Demand				\$0.00	\$0.00	\$0.00	\$150.00	\$150.00
Tax				\$247,997.08	\$0.00	\$32,203.85	\$0.00	\$280,200.93
Grand Total				\$264,296.04	\$21,781.46	\$33,408.65	\$6,543.82	\$326,029.97

Receivable Totals

Receivable	-Tax	Liens	Interest	Fees	Total
BP Demand	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00
Burncoat Pond	\$1,799.91	\$0.00	\$128.04	\$0.00	\$1,927.95
Cedar Meadow	\$274.58	\$0.00	\$16.10	\$0.00	\$290.68
CM Demand	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00

Tuesday, December 1, 2020

Grant Update 12-1-2020

Shared Streets and Spaces Grant

- Awarded \$20,000 for crosswalk LED signs and Town Common Benches on 9/8, must be complete by 10/9/20
- Crosswalk LED signs and Town Common benches have been delivered and installed.
- Deadline September 29th or until \$5 million in funding exhausted.
- Awards projects from \$5,000 to \$300,000 to improve sidewalks, curbs, streets, on-street parking spaces, and off-street parking lots in support of public health, safe mobility, and renewed commerce.
- Must advance one or more of program goals
 - Shared Streets and Spaces
 - Outdoor Dining and Commerce
 - Better Buses
 - Safe Routes to School
- Preference given to projects that
 - Can be finished within 1 month of award
 - Are in EJ areas
 - Show strong potential to be made permanent or are permanent
- No local match required

Parkland Acquisitions and Renovations for Communities (PARC) Grant

- Awarded \$67,000 on 11/5/20 for replacement of basketball and pickleball courts at Towtaid Park.
- Fall Town Meeting approved the 30% match of the project.
- Grant requires that construction projects begin after July 1 2020. Currently working on contracts and preparing project for bid.
- Small funding pool available, \$400,000 for all towns with <35,000 people
- Preference given to projects that
 - Are in EJ areas
 - Make parks more accessible to people with disabilities
 - Dovetail with goals in a Town's MVP plan
- Local match of 30% required (lowest match possible in this program)

Community Compact IT Grant

- Application submitted in early October for new servers, routers and security upgrades.
- On 11/24 DLS announced project would not be funded this year. Program received \$15 million in project applications from 158 Towns and had funding to award \$3 million.

ADA Improvement Grant

- Application submitted in early October for ADA improvements identified in Town Hall ADA Architectural Study
- Awards announced in December
- \$250,000 is the cap per application. No local match.

Site Readiness Program Grant Status

- Submitted application for market analysis on RT 56 properties in industrial zoning areas. Anderson Strategic Advisors assisted with application.
- No local match required.
- Anticipated award announcement in January/February.

Shared Winter Streets and Spaces

- Working on application for sidewalks and ADA accessibility at Towtaid Park.
- \$300,000 is the cap per award.
- No local match required.

MassWorks

- Deadline passed on August 28th. No project emerged that would fit the criteria. Promoting the program to developers that come forward. Working with Anderson Strategic Advisors to prepare for next year's application.
- Can be used for infrastructure improvements tied to a specific economic development project that can quantify amount of investment and jobs created.
- Preference given to
 - Mixed use developments
 - Regionally significant projects consistent with existing land use
 - Projects in Gateway cities
 - Developments within a half mile of a transit station, rail station, or bus stop
 - Developments re-using previously developed sites
- All projects must include housing with a minimum density of four units per acre
- No match required

MVP Grant Status

- MVP announced we would not be funded this year on 9/2/20. Meeting with regional coordinator in December to go over application and scoring criteria.
- Submitted application for herbicide of water chestnuts on Greenville Pond and Clarks Mill Pond on June 16th
- 25% match required

Community Compact Grant Status

- Kickoff meeting with Anderson Strategic Advisors held on September 23rd. Individual consultant interviews were held in October and early November.
- Kickoff meeting with BSC Group was held in mid October. BSC is working with the Highway department to identify highest need bridges/culverts
- Awarded \$25,000 for consultant (Anderson Strategic Advisors) to examine permitting process and help produce business development guide on 6/25/20
- Awarded \$27,000 for consultant (BSC Group) to produce a bridge/culvert inventory
- Two-year completion timeline from execution of contract
- No match required

Complete Streets Grant Status

- Extension granted from MassDOT on May 26th
- Tree clearing hearing held on June 10th
- Howard Stein Hudson completed 100%/Final Submission Plans and Estimate
- Next step is putting the project out to bid, likely in January 2021 so construction can begin at the start of the 2021 construction season.

CDBG Non-Entitlement Grant Status

- Grant was awarded and all initial contracts have been completed. Interested businesses are being directed to Bryan to be kept on a spreadsheet.
- Additional grant training has been completed. So far 7 applications have been received.
- CMRPC submitted on behalf of Leicester and 5 surrounding communities on June 12th.
- Would provide grants of up to \$10,000 for small businesses (<5 employees) and resources for senior centers



Leicester Public Library
1 Paxton Street (temporary location)
Leicester, MA 01524
(508) 892-7020
www.leicesterlibrary.org

November 24, 2020

To: Leicester Select Board

From: Suzanne Hall, Library Director

Re: Request to hire new Children's Librarian

Please accept this memo as a formal request to hire Kaeleigh Hart as a permanent, full-time Children's Librarian beginning 1/12/21. Her resume and cover letter are attached.

We have not had a full time Children's Librarian here at the Library since budget cuts in 2009. As you know, Pat Grady is retiring in January, 2021. This position will be funded by money already in our budget that was previously allocated to the Assistant Director. Kaeleigh has previous experience in libraries at Quabbin Regional High School and the Woods Memorial Library in Barre.

If you have any questions, please let me know.

Kaeleigh E. Hart

I am very interested in the position of Children's Librarian. Having read through your job description, I believe I have the experience and skillset you are seeking.

I have five years of public library experience, as well as two years in a high school academic library setting. I have been a Library Assistant at the Woods Memorial Library for five years, two years I was the Children's librarian. I was also head of the Library at Quabbin Regional High School for two years. I am comfortable and adaptable in all settings, ready and willing to work with a diverse range of age and cultures. I have experience in supervisory and management roles, excelling at delegating tasks and working collaboratively with all other positions in the workplace.

In both positions I was dealing with everyday library tasks and functions, like circulation of all materials, upholding policies, registering patrons, and helping to solve any patron issues. At the high school I developed the policies myself. At Quabbin I also kept records of all ordering, processing, and collections. The library also provided trainings for students and teachers on a number of things including shelving organization and databases. I also was the head for the social media of each library.

I did all the programming planning and implementing for youth at the Barre Library. Programming that included STEM activities, reading challenges to encourage a healthy love of reading, and brought in the whole community for a well-rounded feel.

As a graduate from Fitchburg State University in Fitchburg, MA, I hold a Bachelor of Science degree in Interdisciplinary Studies with a concentration in Education and a minor in Adolescent Psychology. I have also completed two of the four classes for Basic Library Training, and I am on the list to enroll in the upcoming available class in the Spring. Through my schooling and employment, I feel I'd be a great candidate to work as the Children's Librarian.

I feel that my combined work and educational experience makes me a great candidate for this position. I appreciate your consideration in hiring me and I look forward to hearing from you to schedule an interview to discuss the contributions I can make to the Leicester Public Library.

Best,

Kaeleigh E. Hart

Kaeleigh E. Hart

Summary

Passionate Library employee with an excellence in communication, coordinating, and scheduling. Responsible and self-motivated with a drive to achieve excellence. Five years in public library experience. Four years of elementary education completed with a B.S. specializing in Education Studies.

Education

B.S. IN INTERDISCIPLINARY STUDIES | 2018
FITCHBURG STATE UNIVERSITY – FITCHBURG, MA
GPA: 3.7/4.0, MAGNA CUM LAUDE

Graduated with a Bachelor of Science Degree in Interdisciplinary Studies with a concentration in Education and a minor in Adolescent Psychology. Classwork primarily focused on the education of students in elementary and middle grades, as well as adolescent development and psychology.

Skills and Strengths

- Proficient in technology and media related tasks.
- Excels at understanding and communicating with population of all ages.
- Task oriented and self-motivated.
- Proficient in motivating others and keeping people on task.
- Excels at keeping a positive and upbeat atmosphere in the workplace.
- Excels in supervisory roles, able to delegate responsibilities evenly and fairly.

Special Skills

- Proficient in American Sign Language.

Experience

MEDIA CENTER LIBRARIAN/ PARAPROFESSIONAL (SEPTEMBER 2018 –PRESENT)
QUABBIN REGIONAL HIGH SCHOOL / QUABBIN REGIONAL SCHOOL DISTRICT

- Upholds established library policies and procedures in a supervisory capacity.
- Instructs the students on proper usage of databases and reference materials.
- Works at the circulation desk as needed: checks library materials in and out and shelves library materials.
- Maintains an effective working relationship with fellow staff members and students.
- Creating and keeping a relationship with students, understanding academic needs to help them succeed.
- Responsible for collection development for all of library, including reference, periodicals, and databases.

YOUTH SERVICES LIBRARIAN

WOODS MEMORIAL LIBRARY / TOWN OF BARRE – BARRE, MA

- Upholds established library policies and procedures in a supervisory capacity.
- Works at the circulation desk as needed: checks library materials in and out and shelves library materials.
- Instructs the public on proper use of reference sources, such as the online catalog and databases.
- Deals tactfully and courteously with the public.
- Maintains an effective working relationship with fellow staff members.
- Volunteer coordinator for Children's and Young Adult departments.
- Creating and implementing programming for all ages – including technology-based programs.
- Responsible for collection development for both Children's and Young Adult departments.

LIBRARY ASSISTANT

(OCTOBER 2015 – CURRENT)

WOODS MEMORIAL LIBRARY / TOWN OF BARRE – BARRE, MA

- Locate library materials for patrons including books, periodicals and DVD's
- Register new patrons and issue library cards that permit patrons to borrow books and other materials.
- Perform clerical duties, such as answering phones, sorting mail, typing, word processing and photocopying materials.
- Manage reserve materials by checking items in and out of the library and removing out-of-date items.

**COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
DIVISION OF CONSERVATION SERVICES**

**PARKLAND ACQUISITIONS AND RENOVATIONS FOR COMMUNITIES
PROGRAM
PROJECT AGREEMENT**

Made this ____ day of _____, 2020 between the Town of Leicester, with an address of 3 Washburn Square, Leicester, MA 01524, hereinafter referred to as the **PARTICIPANT**, and the Commonwealth of Massachusetts acting by and through the Secretary of the Executive Office of Energy and Environmental Affairs, hereinafter referred to as the **COMMONWEALTH**, with an address of 100 Cambridge Street, Suite 900, Boston, MA 02114.

Premises: Approximately 4.50 acres of land including any buildings thereon located at 0 Towtaid Park in the Town of Leicester, Worcester County, Massachusetts. For Participant's Title, see Book 1643, Page 518, in the Worcester County Registry of Deeds, at 90 Front Street, Worcester, MA 01608.

WHEREAS, the **PARTICIPANT** has established a Park, Recreation, or Conservation Commission under Massachusetts General Laws Chapter 45, § 2 or Massachusetts General Laws Chapter 40, § 8C, hereinafter referred to as the **COMMISSION**, and has made application to the **COMMONWEALTH** for assistance under the Massachusetts Parkland Acquisitions and Renovations for Communities (PARC) Program, pursuant to St. 1977, Chapter 933, as amended, for a project briefly described as follows:

Towtaid Park, PARC #1: The project will include, but not be limited to, the removal and replacement of the basketball/ picketball/ handball court, fencing, and resurfacing and restriping of the parking lot,

hereinafter referred to as the **PROJECT**.

WHEREAS, the **COMMONWEALTH** has received said application and found the application to be in conformance with the Statewide Comprehensive Outdoor Recreation Plan, St. 1977, Chapter 933, as amended, and the PARC Program policies and regulation, 301 CMR 5.00.

WHEREAS, the **COMMONWEALTH** has approved said application and has obligated certain funds in the amount of \$67,000.00 (Sixty-seven thousand dollars).

WITNESSETH:

1. The **COMMONWEALTH** and the **PARTICIPANT** mutually agree to perform the terms and conditions of this Agreement in accordance with the Massachusetts PARC Program, its policies and regulation 301 CMR 5.00, Massachusetts General Laws Chapter 45, § 2, Massachusetts General Laws Chapter 40, § 8C, and St. 1996, Chapter 15.
2. The **PARTICIPANT** agrees to perform the **PROJECT** described above by authorizing its **COMMISSION** to develop, manage, maintain, and operate the **PROJECT** in accordance with the terms, conditions and obligations contained in the **PARTICIPANT'S** application(s), as approved, including any promises, conditions, plans, specification estimates, procedures, project proposals, maps, and assurances made a part thereof, and furthermore, in accordance with any special terms

and conditions attached to and incorporated in this Agreement. No significant deviations from the **PROJECT** shall be undertaken without advance approval by the **COMMONWEALTH**.

3. The **PARTICIPANT** agrees that the facilities of the **PROJECT** shall be open to the general public and shall not be limited to residents of the **PARTICIPANT**. The **PARTICIPANT** shall prominently display on the **PROJECT** a sign designated by the **COMMONWEALTH**, which sets forth public access and an indication that the **PROJECT** received PARC funds.
4. The **PARTICIPANT** acknowledges Article 97 of the Massachusetts Constitution which states, in part, that: "Lands or easements taken or acquired for such park, recreation or conservation purposes shall not be used for other purposes or otherwise disposed of except by laws enacted by a two-thirds vote, taken by yeas and nays, of each branch of the General Court." The **PARTICIPANT** hereby agrees that any property or facilities comprising the **PROJECT** will not be used for purposes other than those stipulated herein or otherwise disposed of unless the **PARTICIPANT** receives the appropriate authorization from the General Court, the approval of the Secretary of Energy and Environmental Affairs, and any authorizations required by the provisions of Massachusetts General Laws Chapter 40, § 15A or St. 1996, Chapter 15.
5. The **PARTICIPANT** hereby covenants and agrees that the **PROJECT**, including the property and any and all associated facilities and improvements, shall be devoted to park, recreation and/or conservation purposes in perpetuity, within the meaning of Article 97 of the Commonwealth's Declaration of Rights, and shall not be used for other purposes or otherwise disposed of except in accordance with the provisions of said Article 97. In the event that the property or facilities cease to be used for such purposes, all interest in the property or facilities shall revert to the Commonwealth pursuant to St. 1996, Chapter 15. The **PARTICIPANT** shall notify the Secretary in writing of any change in use or potential change in use of the property or facilities that is inconsistent with said park or outdoor recreation purposes. The **PARTICIPANT** shall have 90 days from the date written notice was received by the Secretary to present satisfactory evidence that the basis for reversion has been cured, in which case the property or facilities shall not revert. Upon receipt of written notice, the Secretary may review the circumstances of the property or facilities and determine that reversion of the property or facilities is not appropriate or essential to the protection of public open space in which case the provisions of paragraph 6 shall apply.
6. The **PARTICIPANT** further agrees that despite any such authorization and approval, in the event the property or facilities comprising the **PROJECT** are used for purposes other than those described herein, the **PARTICIPANT** shall provide other property and facilities of equal value and utility and the proposed use of said other property and facilities is specifically agreed to by the Secretary of Energy and Environmental Affairs.
7. Failure by the **PARTICIPANT** to comply with the terms and conditions of this Agreement or the policies or regulation of the PARC Program may, at the sole option of the **COMMONWEALTH**, suspend or terminate all obligations of the **COMMONWEALTH** hereunder.
8. **PARTICIPANT** and **COMMONWEALTH** acknowledge that the benefit desired by the **COMMONWEALTH** from the full compliance by the **PARTICIPANT** is the existence, protection, and the net increase of park and recreation facilities, and that such benefit exceeds to an immeasurable and unascertainable extent the dollar value of the funding provided by this Agreement. Consequently, the **PARTICIPANT** and the **COMMONWEALTH** agree that payment of money damages by the **PARTICIPANT** to the **COMMONWEALTH** would be an inadequate remedy for a breach of this Agreement by the **PARTICIPANT**, and, therefore, that the terms and conditions of this Agreement shall be enforceable by specific performance.

9. The **PARTICIPANT** agrees to record a copy of this Agreement at the Registry of Deeds and to provide proof of such recording to the **COMMONWEALTH**. In the case of a development project, this Agreement shall be recorded with and a marginal notation entered on the deed to the property to be improved by **PROJECT**. This project agreement shall also be recorded and marginally noted on any prior deed, restriction, conveyance, or other instrument affecting the **PROJECT** area. Failure to do so shall not impair the validity or enforcement of the agreement. The **PARTICIPANT** agrees to reference this project agreement in any deed, restriction, or conveyance or other instrument affecting the **PROJECT** area.

COMMONWEALTH OF MASSACHUSETTS

PARTICIPANT

BY _____
**Secretary, Executive Office of
Energy and Environmental Affairs**

BY _____
Chief Executive Officer

DATE: _____

**PARK, RECREATION, OR
CONSERVATION COMMISSION**

BY _____

DATE: _____

Attached hereto evidence of authority to execute this agreement on behalf of the **PARTICIPANT**. In the case of a municipality, a certified copy of the vote or votes of the governing body authorizing the **PROJECT**, appropriating municipal funds therefore, and authorizing execution of this Agreement by the Officer, Board, or Commission whose signature(s) appears above. In addition, a park boundary map is attached that accurately reflects the property that is protected through the receipt of the PARC grant award.



The Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Charles D. Baker
GOVERNOR

Karyn E. Polito
LIEUTENANT GOVERNOR

Kathleen A. Theoharides
SECRETARY

Tel: (617) 626-1000
Fax: (617) 626-1181

November 17, 2020

Bryan Milward
Town of Leicester
3 Washburn Square
Leicester, MA 01524

Re: Towtaid Park, PARC #1

Dear Mr. Milward:

I am pleased to officially confirm that the Towtaid Park project has been selected by the Executive Office of Energy and Environmental Affairs (EEA) to receive up to \$67,000.00 in state Parkland Acquisitions and Renovations for Communities (PARC) assistance. You will be working with Melissa Cryan of my staff on this project. She can be reached at melissa.cryan@mass.gov.

Project deadline is June 1, 2022

Be advised that the sum of \$67,000.00 for construction will be executed for encumbrance of funds in FY22, which begins July 1, 2021. All construction work must be completed and closed out by June 1, 2022. PARC grants work on a reimbursement basis. Your community's reimbursement rate is 70%. We can only reimburse your community for 70% of what you spend, even if this figure does not reach the maximum value of the grant award for that specific fiscal year.

The project must be completed by June 1, 2022 because your grant award amount has been budgeted by EEA in the fiscal years requested in your application. If you anticipate any difficulties in meeting this spending target and schedule at any time, please contact Melissa without delay.

Next Steps

1. Take a **City Council or Town Meeting vote** if you have not done so already. Melissa must have a certified copy of the vote in hand by December 31, 2020. If you have not yet had her review the vote language, please do so immediately.
2. Execute the **PARC Project Agreements**. The PARC Project Agreement will be signed by your Chief Executive Officer and a majority of the Park or Recreation Commission members. Review the agreement carefully to be sure that the project has been correctly described and contact Melissa immediately if any changes or updates need to be made. If the document is correct, please have two copies signed and return them to Melissa for signature by Kathleen Theoharides, Secretary of EEA. One original will be returned to you to record, along with the town meeting or city council vote, property deed, and boundary map, at the Registry of Deeds, and to be copied for your audit file.
3. Execute a **State Standard Contract**. This document allows our fiscal department to establish an account for your project. No reimbursement request can be honored unless the State Standard Contract, including the **Contractor Authorized Signatory Listing**, are signed and returned to Melissa. The [Contractor Authorized Signatory Listing Form](#) should be signed by whoever signed contract. Be sure to fill out both pages of the

document. Only two names should appear on this document – the signatory and the notary. A sample form has been enclosed – please review it closely so that your form is filled out correctly.

4. After the state contract has been signed and returned to you, you may proceed with the final design of your project. You may not start construction until July 1, 2021. Please note that we are unable to reimburse your community for any costs incurred prior to the execution of the State Standard Contract.

Reimbursement Procedures

The reimbursement procedures will be discussed in detail at the Grants Management Workshop (information below). A **quarterly report form** is also enclosed, which is due the first business day of March, June, September, and December while the project is active.

Reimbursement will be contingent upon satisfying the following conditions:

1. A copy of the **PARC Project Agreement**, which has been recorded at the Registry of Deeds (along with the town meeting or city council vote for the project and boundary map) and a marginal notation entered on the deed to the property, is returned.
2. The construction must be started on July 1, 2021 and closed out by June 1, 2022.

Legally Protected Recreation Land – Leicester’s Commitment

Please remember that according to Article 97 of the Amendments to the Massachusetts Constitution, acceptance of the state grant requires that this site remain open to the general public and prohibits any other use other than public outdoor recreation.

Project Sponsor’s Workshop

Please carefully review all the enclosed information, and plan to attend the Project Sponsor’s Workshop. This is a short, but important, mandatory meeting to review how to prepare your reimbursement request(s). If you cannot attend, please send someone to represent you since it would be very difficult to meet individually with each project sponsor. The same workshop will be offered on two different dates virtually. The first will be held on Tuesday, December 8, 2020 at 11:00 am. The second will be held on Wednesday, December 9, 2020 at 2:00 pm. Please RSVP to Melissa as to who will be attending from your office and which date you prefer. Upon registration, the login information will be provided.

Congratulations on your successful application to the PARC program!

Sincerely,



Robert O’Connor
Director

enc.



TOWN OF LEICESTER
Office of Development & Inspectional Services

Leicester Town Hall, 3 Washburn Square, Leicester, MA 01524
www.leicesterma.org
508-892-7003 (Building/Health) / 508-892-7007 (Planning, Conservation, ZBA)

Board of Health
Building/Code Enforcement
Conservation Commission
Planning Board
Moose Hill Water Commission
Zoning Board of Appeals

Memorandum

TO: Select Board
FROM: Michelle Buck
Town Planner
DATE: December 2, 2020
RE: Request for Open Space Committee member
Update of Leicester's Open Space & Recreation Plan

The process to update Leicester's Open Space & Recreation Plan will be starting soon. Each time we've updated the plan, the Select Board has appointed an Open Space & Recreation Committee, with representatives of the following Boards/Committees:

- Select Board
- Parks & Recreation
- Zoning Board of Appeals
- Planning Board
- Conservation Commission

I'll be contacting each of the Boards and Commissions listed above to request that they recommend a representative.

At this time, I ask that you consider which member of the Select Board would like to serve on the Open Space & Recreation Committee. Once I've received recommended names from the various Boards, I'll let you know and will request that the Select Board appoint the committee members.

If you have any questions regarding this request, please feel free to contact me at 508-892-7007 or buckm@leicesterma.org.



RESERVE FUND TRANSFER REQUEST

Date of Request: 11/30/20 Department: #197 Name: Town owned Property Maintenance

Request is hereby made of the Advisory Board of the Town of Leicester for the following transfer from the Reserve Fund in accordance with Chapter 40, Section 6 of the MGLs.

CURRENT RESERVE FUND BALANCE: \$50,000

TOTAL AMOUNT OF REQUEST: \$12,000

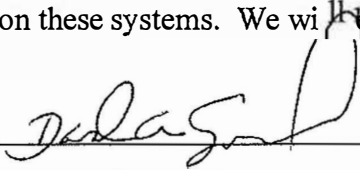
To Line Number: 01-197-5200-0003

Amount: \$12,000

REVISED RESERVE FUND BALANCE: \$38,000

~~State what transfer will be used for and give reason for this emergency request:~~

The heating and HVAC system controls in Town Hall are in poor condition, with certain components of the systems being non-functional. The HVAC repairs have been charged to the CARES act, but the heating/cooling systems are ineligible. We have already spent \$10,485 of the \$13,000 budget, and there is a bill in the neighborhood of \$5,000 coming. Funding is needed to complete the repairs on these systems. We will refund the reserve fund at the Spring Annual Town Meeting.

Signature of applicant: 

Approved: _____ Disapproved: _____

Chair, Select Board - Signature _____

ADVISORY BOARD ACTION

Date of Advisory Board meeting: _____

Approved: _____

Disapproved: _____

Amount approved: _____

Account Number: _____

Chair, Advisory Board - Signature _____

Leicester Businesses Requiring Renewal

Common Victualler

Chartwell's at Becker – 964 Main Street

Dunkin Donuts – 1081 Main Street

Families Together – 1601 Main Street

Giguere Gymnastics – 148 Main Street

Good Guys Pizza – 865 Main Street

Hot Dog Annie's – 244 Paxton Street

310 Diner – 310 Pleasant Street

Twisted Fork – 509 Stafford Street

Wings and Company – 1072 Main Street

General Entertainment

Hank's Marine – 111 Main Street

Vehicle Licenses

Classic Automotive Inc. – 1323 Main Street

Convenient Auto Repair Sales – 1135A Stafford Street

Deer Pond Auto Repair Service – 14 Huntoon Memorial Highway

Ernie's Cars – 515-517 Main Street

Mac's Auto Repair – 490 Main Street

M&N Gas – 200 Main Street

Raul's Automotive – 81 South Main Street

WalMart Superstore – 20 Soojian Dr

**SELECT BOARD MEETING MINUTES
NOVEMBER 16, 2020 AT 6:00PM
VIRTUAL MEETING**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 6:01pm. Chair Dianna Provencher, Vice-Chair Harry Brooks, Second Vice-Chair John Shocik, Selectman Rick Antanavica, Selectman Herb Duggan, Jr., Town Administrator David Genereux, Assistant Town Administrator Kristen Forsberg, and Assistant to the Town Administrator Bryan Milward were in attendance.

1. SCHEDULED ITEMS

a. 6:00pm - Appointment – Student Liaison to the Select Board – Erin Arsenault

A motion was made by Mr. Brooks and seconded by Mr. Shocik to appoint Erin Arsenault as a Student Liaison to the Select Board. Roll Call: 5:0:0

b. 6:05pm - Special Education Fund Revised Request

Cady Maynard presented a request to increase the FY21 spending from the Special Education Stabilization Account from \$123,000 to \$238,000. A motion was made by Mr. Shocik and seconded by Mr. Antanavica to approve the request. Roll Call: 5:0:0

c. 6:10pm – Town Hall ADA Architectural Study Funding

This item was passed over

d. 6:15pm – Hillcrest Reuse Study Discussion

David Genereux summarized the findings of the report on Hillcrest Country Club. The architect has determined that the existing building has reached the end of its useful life. The cost to renovate versus the cost to tear down and rebuild were nearly identical and both over \$2M. Mr. Genereux recommended tearing down the building and replacing it with a metal building. He will be researching the cost to do so and will report back to the Board.

e. 6:45pm – Fire Station Retention Pond Discussion – VHB Contract Amendment

Luke Boucher of VHB provided an overview of the proposed contract amendments for repairing the ponds at the Fire & EMS Headquarters. The proposed amendments would include additional existing conditions site surveys on Gleason Way and at 22 Warren Ave, designing the required off site improvements to Gleason Way, creating an easement plan and conceptual design for Gleason Way and delineating the Gleason Way wetland resource area. Jim Reinke expressed his desire to be involved in the engineering discussions for the project in order to represent the interests of the Sargent Lakes Association. David Genereux updated the Select Board on on easement discussions with neighboring residents which are underway. A motion was made by Mr. Shocik and seconded by Mr. Brooks to approve Contract Amendments #5 and #7. Roll Call 5:0:0

2. PUBLIC COMMENT PERIOD

No members of the public provided comment.

3. RESIGNATIONS & APPOINTMENTS

a. Retirement – Fire Chief – Robert Wilson

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to accept the retirement of Fire Chief Robert Wilson and to send a letter of thanks. Roll Call: 5:0:0

b. Resignation – Arts Council – Danielle Rieder

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to accept Danielle Rieder's resignation from the Arts Council and to send a letter of thanks. Roll Call: 5:0:0

c. Appointment – Capital Improvement Planning Committee – Kurt Parliament

d. Appointment – Capital Improvement Planning Committee – Ashlyn Coyle

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to appoint Kurt Parliament and Ashlyn Coyle to the Capital Improvement Planning Committee. Roll Call: 5:0:0

e. Appointment – Per Diem/On Call EMT-Basic – Jason Edson, Patrick Shea & Adriana Bennett

A motion was made by Mr. Brooks and seconded by Mr. Shocik to appoint Jason Edson, Patrick Shea, and Adriana Bennett as Per Diem/On Call EMT-Basic's. Roll Call 5:0:0

f. Appointment – Per Diem/On Call Paramedic - Caitlyn Kulalowski

A motion was made by Mr. Brooks and seconded by Mr. Shocik to appoint Caitlyn Kulalowski as a Per Diem/On Call Paramedic. Roll Call 5:0:0

g. Appointment – Arts Council – Kurt Parliament

h. Appointment – Arts Council Ex-Officio – Judy Ivel

A motion was made by Mr. Brooks and seconded by Mr. Shocik to appoint Kurt Parliament and Judy Ivel to the Arts Council. Roll Call: 5:0:0

4. OTHER BUSINESS

a. Special Town Meeting Discussion & Assign Reading of the Motions

A motion was made by Mr. Brooks and seconded by Mr. Shocik to have Chairwoman Provencher read the motions for all warrant articles at the Special Town Meeting. Roll Call: 5:0:0

b. Proclamation – Shop Leicester First

Assistant Town Administrator Kristen Forsberg provided an explanation of the history and purpose of the Shop Leicester First proclamation. A motion was made by Mr. Brooks and seconded by Mr. Shocik to proclaim the month of December as "Shop Leicester First" month.. Roll Call: 5:0:0

c. Special Municipal Employee Position Designations

- Treasurer of the Oxford-Rochdale Sewer District (ORSB)
- Treasurer of the Hillcrest Sewer District (HSD)
- Treasurer of the Hillcrest Water District (HWD)
- Commissioner of the Leicester Water Supply District (LWSD)

This item was passed over.

d. FY21 License Renewals

- C. Siwek Auto – Class II License - 350 Marshall Street
- G&L Auto Sales – Class II License – 449 Main Street
- G&L Auto Sales – Outdoor Business License - 449 Main Street
- Blue Collar Vintage Salvage – Class II License – 468 Auburn Street
- Blue Collar Vintage Salvage – Class III License – 468 Auburn Street
- Davis Auto Repair – Motor Vehicle Repair – 1655 Main Street
- Worcester County Welding – Motor Vehicle Repair – 101 Huntoon Memorial Highway

- Route 9 Auto Group – Class II License – 1323 Main Street
- Leicester Country Club – Common Victualler – 1430 Main Street
- Leicester Country Club – General Entertainment – 1430 Main Street
- Leicester Country Club – Sunday Entertainment – 1430 Main Street
- Brookside Liquors – Package Store All Alcohol - 875 Pleasant Street
- Crossroads Market – Common Victualler – 1060 Main Street

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to approve all the licenses as listed on the agenda for renewal. Roll Call: 5:0:0

e. Discussion of Town Buildings Reopening for Daily Business and Night Meetings

Town Administrator David Genereux provided an update on the increasing number of COVID-19 cases in Leicester and issued his recommendation that Town buildings maintain their existing operations until a vaccine becomes readily available. A motion was made by Mr. Brooks and seconded by Mr. Antanavica to revisit the issue after the New Year. Roll Call: 5:0:0

5. REPORTS & ANNOUNCEMENTS

a. Student Liaison Reports

Student Liaison Jacob Stolberg updated the Select Board on recent activities with the Leicester public schools.

b. Town Administrator Report

Town Administrator David Genereux referred the Select Board to his written report in the packet. Assistant Town Administrator Kristen Forsberg provided an update on grants.

c. Select Board Reports

Select Board members discussed recent meetings of the Cherry Valley/Rochdale Water/Sewer District, Moose Hill Water Commission, Fire/EMS Study Committee, and thanked the Town's election workers for their hard work.

6. MINUTES

a. November 2, 2020

A motion was made by Mr. Brooks and seconded by Mr. Shocik to approve the minutes of the November 2nd, 2020 meeting. Roll Call: 5:0:0

A motion to adjourn was made by Mr. Shocik and seconded by Mr. Antanavica at 7:31pm. Roll Call 5:0:0