Town of Leicester

OFFICE OF THE TOWN ACCOUNTANT
3 Washburn Square
Leicester, Massachusetts 01524-1333

Town Accountant
Allison Lawrence

Assistant Town Accountant
Katie Messina

FY20 November

Payable Warrants Posted

- Town Warrants (summary reports attached)
  - 20-19A-TW
  - 20-20A-TW
  - 20-21A-TW
  - 20-22A-TW

- School Warrants (summary reports attached)
  - 20-20A-SW
  - 20-22A-SW

Payroll Warrants Posted

- 20-PR19-S
- 20-PR19-T
- 20-PR21-S
- 20-PR21-T

Cash Reconciled with Treasurer

- Reconciled through September 2019 (see attached)

Estimated Receipts

- Attached through 09/30/19
- 09/30/19 1st QTR Cannabis Excise 140,236.97

Town of Leicester
Warrant Summary - Posted

Warrant: 20-19A-TW	**Post Date:** 11/7/2019		
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		24,169.07	
Total for Fund 89:			**24,169.07**
Total for Warrant 20-19A-TW:			**24,169.07**

Town of Leicester
Warrant Summary - Posted

Warrant: 20-20A-TW	Post Date: 11/14/2019	
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	588,839.22	
Ledger: Revenue	1,192.93	
Total for Fund 01:		**590,032.15**
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	29,178.40	
Total for Fund 11:		**29,178.40**
Fund: 15 - TOWN REVOLVING FUNDS		
Ledger: Expenditure	669.90	
Total for Fund 15:		**669.90**
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	3,833.41	
Total for Fund 16:		**3,833.41**
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	1,225.59	
Total for Fund 17:		**1,225.59**
Fund: 30 - CAPITAL PROJECTS FUND		
Ledger: Expenditure	218,434.00	
Total for Fund 30:		**218,434.00**
Fund: 32 - CDBG FUND		
Ledger: Revenue	26,550.00	
Total for Fund 32:		**26,550.00**
Fund: 81 - EXPENDABLE TRUSTS		
Ledger: Expenditure	208.75	
Total for Fund 81:		**208.75**
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	28,491.52	
Total for Fund 89:		**28,491.52**
Total for Warrant 20-20A-TW:		**898,623.72**

Town of Leicester
Warrant Summary - Posted

Warrant: 20-21A-TW	**Post Date:** 11/21/2019		
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		182,815.59	
Total for Fund 89:			**182,815.59**
Total for Warrant 20-21A-TW:			**182,815.59**

Town of Leicester
Warrant Summary - Posted

Warrant: 20-22A-TW **Post Date:** 11/27/2019

Fund: 01 - GENERAL FUND			
Ledger: Expenditure	177,781.16		
Ledger: Revenue	1,731.78		
Total for Fund 01:		**179,512.94**	
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure	3,372.64		
Total for Fund 11:		**3,372.64**	
Fund: 16 - TOWN REVOLVING 53E 1/2			
Ledger: Expenditure	460.00		
Total for Fund 16:		**460.00**	
Fund: 17 - TOWN DONATIONS			
Ledger: Expenditure	471.22		
Ledger: Revenue	190.00		
Total for Fund 17:		**661.22**	
Fund: 30 - CAPITAL PROJECTS FUND			
Ledger: Expenditure	715,197.00		
Total for Fund 30:		**715,197.00**	
Fund: 33 - SCHOOL CAPITAL PROJECTS			
Ledger: Expenditure	52,870.00		
Total for Fund 33:		**52,870.00**	
Fund: 82 - PLANNING REVIEW TRUSTS			
Ledger: Expenditure	405.00		
Total for Fund 82:		**405.00**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	4,142.00		
Total for Fund 89:		**4,142.00**	
Total for Warrant 20-22A-TW:		**956,620.80**	

Town of Leicester
Warrant Summary - Posted

Warrant: 20-20A-SW	**Post Date:** 11/14/2019		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure		176,933.87	
Total for Fund 01:			**176,933.87**
Fund: 02 - CARRYOVER FUND			
Ledger: Expenditure		55,873.88	
Total for Fund 02:			**55,873.88**
Fund: 21 - SCHOOL STATE GRANTS			
Ledger: Expenditure		4,184.84	
Total for Fund 21:			**4,184.84**
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure		19,100.79	
Ledger: Revenue		22.28	
Total for Fund 22:			**19,123.07**
Fund: 23 - SCHOOL FEDERAL GRANTS			
Ledger: Expenditure		6,447.47	
Total for Fund 23:			**6,447.47**
Fund: 25 - SCHOOL REVOLVING FUNDS			
Ledger: Expenditure		616.59	
Total for Fund 25:			**616.59**
Fund: 26 - SCHOOL DONATIONS			
Ledger: Expenditure		2,124.20	
Total for Fund 26:			**2,124.20**
Fund: 87 - STUDENT ACTIVITY FUNDS			
Ledger: Expenditure		4,105.14	
Total for Fund 87:			**4,105.14**
Total for Warrant 20-20A-SW:			**269,409.06**

Town of Leicester
Warrant Summary - Posted

Warrant: 20-22A-SW **Post Date:** 11/27/2019

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	142,583.98	
Total for Fund 01:		**142,583.98**
Fund: 02 - CARRYOVER FUND		
Ledger: Expenditure	715.00	
Total for Fund 02:		**715.00**
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	12,816.64	
Total for Fund 22:		**12,816.64**
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	956.16	
Total for Fund 23:		**956.16**
Fund: 24 - SCHOOL PRIVATE GRANTS		
Ledger: Expenditure	2,295.00	
Total for Fund 24:		**2,295.00**
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	1,400.13	
Total for Fund 25:		**1,400.13**
Fund: 26 - SCHOOL DONATIONS		
Ledger: Expenditure	350.00	
Total for Fund 26:		**350.00**
Fund: 28 - SCHOOL SPED RESERVE FUND		
Ledger: Expenditure	9,083.36	
Total for Fund 28:		**9,083.36**
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	5,276.89	
Total for Fund 87:		**5,276.89**
Total for Warrant 20-22A-SW:		**175,477.16**

Town of Leicester
Warrant Summary - Posted

Warrant: 20-PR19-S	**Post Date:** 11/8/2019		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure	496,292.18		
Total for Fund 01:		**496,292.18**	
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure	16,428.40		
Total for Fund 22:		**16,428.40**	
Fund: 23 - SCHOOL FEDERAL GRANTS			
Ledger: Expenditure	7,667.66		
Total for Fund 23:		**7,667.66**	
Fund: 25 - SCHOOL REVOLVING FUNDS			
Ledger: Expenditure	31,889.23		
Total for Fund 25:		**31,889.23**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	77,138.71		
Ledger: Revenue	-194,308.98		
Total for Fund 89:		**-117,170.27**	
Total for Warrant 20-PR19-S:		**435,107.20**	

Town of Leicester
Warrant Summary - Posted

Warrant: 20-PR19-T **Post Date:** 11/7/2019

Fund: 01 - GENERAL FUND			
Ledger: Expenditure	151,783.99		
Total for Fund 01:		**151,783.99**	
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure	718.50		
Total for Fund 11:		**718.50**	
Fund: 14 - TOWN PRIVATE GRANTS			
Ledger: Expenditure	738.34		
Total for Fund 14:		**738.34**	
Fund: 16 - TOWN REVOLVING 53E 1/2			
Ledger: Expenditure	1,653.84		
Total for Fund 16:		**1,653.84**	
Fund: 17 - TOWN DONATIONS			
Ledger: Expenditure	652.47		
Total for Fund 17:		**652.47**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	70,231.53		
Ledger: Revenue	-59,138.47		
Total for Fund 89:		**11,093.06**	
Total for Warrant 20-PR19-T:		**166,640.20**	

Town of Leicester
Warrant Summary - Posted

Warrant: 20-PR21-S	**Post Date:** 11/22/2019		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure		516,983.66	
Total for Fund 01:			**516,983.66**
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure		16,035.54	
Total for Fund 22:			**16,035.54**
Fund: 23 - SCHOOL FEDERAL GRANTS			
Ledger: Expenditure		7,474.10	
Total for Fund 23:			**7,474.10**
Fund: 25 - SCHOOL REVOLVING FUNDS			
Ledger: Expenditure		26,740.78	
Total for Fund 25:			**26,740.78**
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		80,964.03	
Ledger: Revenue		-199,231.72	
Total for Fund 89:			**-118,267.69**
Total for Warrant 20-PR21-S:			**448,966.39**

Town of Leicester
Warrant Summary - Posted

Warrant: 20-PR21-T	**Post Date:** 11/21/2019		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure	171,944.37		
Total for Fund 01:		**171,944.37**	
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure	520.20		
Total for Fund 11:		**520.20**	
Fund: 14 - TOWN PRIVATE GRANTS			
Ledger: Expenditure	738.34		
Total for Fund 14:		**738.34**	
Fund: 16 - TOWN REVOLVING 53E 1/2			
Ledger: Expenditure	541.00		
Total for Fund 16:		**541.00**	
Fund: 17 - TOWN DONATIONS			
Ledger: Expenditure	326.25		
Total for Fund 17:		**326.25**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	62,695.78		
Ledger: Revenue	-59,980.52		
Total for Fund 89:		**2,715.26**	
Total for Warrant 20-PR21-T:		**176,785.42**	

City/Town/District of LEICESTER
Cash Reconciliation for September 2019

Total Treasurer's Cash and Investments		10,441,485.16
Accountant's/Auditor's Cash and Investments (per balance sheet)	$	10,258,424.57
Reconciling Items (specify)		
20-13AG Minus TASC		161,724.84
USDA Reimbursement - Fixed in October		22,216.00
School Online Chargebacks in-transit		-349.21
CMRPC Wire - Fixed in October		0.03
Food Services Chargeback in-transit		-202.49
October Voided back to March		90.00
Health In-transit		-373.58
Clerk In-transit		-45.00
Total Adjusted Accountant's/Auditor's Cash and Investments	$	10,441,485.16
Variance (explain)	$	0.00

Treasurer _____ Date 10/30/19

Accountant _____ Date 10/30/19

ESTIMATED RECEIPTS FY2020

	Estimated FY20	Actual 9/30/19	
Motor Vehicle Excise	1,500,000	143,041	10%
Meals Excise Tax	106,000	28,945	27%
Cannabis Excise Tax	0	140,237	
Tax Penalties/Interest	195,000	34,462	18%
PILOT	25,000	20,922	84%
Fees	280,000	123,784	44%
Cannabis Host Agreements	125,000	0	0%
Cemetery			
Other Departments	16,500	7,352	45%
Licenses/Permits	23,000	300	1%
Fines/Forfeitures	35,000	11,663	33%
Investment Interest	80,000	20,422	26%
Medicaid Reimbursement	120,000	-2,088	-2%
Misc. Recurring: Municipal Liens/Charter	37,000	5,350	14%
Misc. Non-Recurring	135,157	20,616	15%
TOTAL LOCAL RECEIPTS	2,677,657	**555,005**	**21%**

OTHER AVAILABLE FUNDS	**9/30/2019**	
Stabilization Fund-Regular	1,098,243	
Stabilization Fund-Capital Projects	118	
Stabilization Fund-Hillcrest CC	25,745	
Free Cash	1,398,550	
Ambulance Reserves	263,662	
BOH Title V Reserves	45,532	Debt retirement only
BOH Title V Reserves	62,885	BOH-Interest
ConCom NOI Fees Reserve	24,505	Wetlands-Expenses

FYI	**9/30/2019**
School Choice	554,286

ARL
ACCOUNTING
12/3/2019

Town of Leicester
OFFICE OF THE ASSESSOR
3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508)892-7001 Fax: (508)892-7070
John Prescott MAA, Principal Assessor

November 2019 news

December 10, 2019

November brings to an end the annual cycle of data collection, property sales review and analysis, revaluation and final calculation of growth as well as various data submissions to the Ma. Dept. of Revenue for approval prior to setting the tax rate. The Selectboard held the required tax classification hearing on Nov. 18 ,2019 resulting in a single tax rate approved by MA DOR of $14.91 per thousand of valuation. Assessment data will now be transferred to the Tax Collector for the 3rd and 4th tax billing cycle. Motor vehicle excise commitment #6 in the amount of $26,235.15 has been reviewed and committed to the Tac Collector for billing.

Exemption applications continue to be processed and the applications are available on the towns web page and can also be obtained from the Assessors office during regular business hours. Should anyone have questions regarding tax exemptions available to home owners who are over 70 yrs of age, surviving spouses, the blind or Veterans Administration designated 10% or more disabled veterans, please feel free to contact this office.

Other daily goings on within this office include management of the senior work-off program betterment data entry as well as calculating betterment pay-offs, exemption data entry and application review, auto excise management as well as processing daily mail incoming and outgoing for all town hall departments. Field work includes physical data review of property sales, building permits inspections and cyclical real estate review.

BUILDING PERMITS ISSUED MONTH OF NOV 2019

Date Filed	Owner		Address	Contractor	Permit Number	Permit Type
11/5/2019	Phillip Olivio	1069	Main St.	On Top Contracting Inc. (Tim Wormer)	19-330	Roof
11/7/2019	Ahmad Ismail	83	Charlton St.	The Home Depot (Raymond Regis)	19-331	Window
11/6/2019	Anthony Nardella	32	Burncoat Ln.	H & R Roofing (Ronaldo Solano)	19-332	Roof
11/12/2019	Carl Dale/Sharyn Dore	14	Massasout Dr.	Jean Bisson	19-333	Addition/Porch/Deck
11/12/2019	Kailyn Morris	16	Ackley Dr.	Renewal by Andersen (Jaime Morin)	19-334	Door/windows
11/20/2019	Justin Pike	6	Maple Ln.	Homeowner	19-335	Siding
11/14/2019	Alyssa Hammond	43	Willow Hill Rd.	Builders Services Group Inc. Quality Insulation (Franklin Douglas)	19-336	Weatherization/Insulation
11/14/2019	Cark Wicklund	456	Bond St.	Corey Landry	19-337	Roof
11/13/2019	Tayna Lamprey	83	Willow Hill Rd.	BBS General Construction Inc. (Nanci Bermejo)	19-338	Roof
11/18/2019	David Wilson	8	Rural Dr.	Forever Metal Working (Steve Siravo)	19-339	Roof
11/18/2019	David Dupuis	5	Gleason Way	Homeowner	19-340	Perimeter drain
11/20/2019	Katie Wood	52	King St.	Richie Huynh	19-341	Remodel/Renovation
11/20/2019	Paul Chase	1197	Main St.	Leon Buckley Jr.	19-342	Remodel
11/7/2019	TREASRUER					
11/25/2019	Betty Smaltz	16	Deer Pond Dr.	JW Remodeling (John Swindoloski)	19-343	Windows/Siding/Doors/De repairs
11/26/2019	Joanne Kennedy	10	Sabina Cir.	Power Home Remodeling (Mark Mordini)	19-344	Windows
11/25/2019	Timothy/Susan McIntyre	471	Pleasant St.	Homeowner	19-345	Windows
11/26/2019	Claudette Gardner	25	Siani Rd.	RI Insulation/Micahel Macari (Kenneth Capobianco)	19-346	Insulation
11/26/2019	John Reil	7	Hammond St.	LJ Construction (Lukas Jagiello)	19-347	Roof

In addition, 3 Stove Permits; 1 Sheet Metal permits; 0 Home Occupation were issued

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: David Genereux
Town Administrator

FROM: Michelle R. Buck,
Town Planner/Director of Inspectional Services

DATE: December 10, 2019

RE: Town Planner Report, November 2019

Project Review/Processing/Construction Monitoring:

- Smuggler's Cove OSRD: discussed project with developer, continued review of application and comments.
- 93 Huntoon: wetland replication completed
- Middle School Project: reviewed draft parking plans and related waiver requests. Conference call 11/21/2019.
- Cultivate: Site visit 11/27/2019 (parking lot substantially complete; developer provided security for remaining work)

Planning and Long-Range Projects:

- Zoning Bylaw Amendments:
  - Prepared initial draft Zoning Bylaw amendments related to 1) Greenville Village Neighborhood Business (NB) District changes, and 2) outside storage
  - Prepared Attorney General's Office documentation for zoning amendments approved at the 10/22/2019 Town Meeting (Article 17: deletion of Temporary Solar Moratorium and Article 18: deletion of Phased Growth Bylaw).
- Complete Streets Grant: Met with Historical Commission sub-committee 11/4/2019 to present conceptual design (approved). Closed out Tier 2 grant (Prioritization Plan)with Mass DOT.

Miscellaneous:

- Retiring Building Inspector/Zoning Enforcement Officer Jeffrey Taylor's last day was 10/31/2019. Interim Building Inspector David McRae started employment 11/5/2019.
- Attended Public Safety Committee Meeting 11/5/2019
- Attended interviews for Economic Development Coordinator; Bryan Milward to start 12/10/2019.
- Assisted CMRPC with information required by the Green Communities program.
- Attended Community Development Block Grant Meeting 11/5/2019; provided 2007 ADA plan for parks to CMRPC.
- Reviewed Emergency Action Plan for the Brick City Mill Pond Dam on Chapel Street
- Attended CMRPC Quarterly Meeting 11/14/2019 as a panelist for solar discussion
- Updated Special Permit Granting Authority list/posted to web

- Planned new Development & Inspectional Services office layout
- Attended EDC meeting 11/21/2019 at Eller's Restaurant with new Economic Development Coordinator Bryan Milward
- Attended Board of Health meeting 11/25/2019
- Addressed miscellaneous public inquiries, including the following:
  - Public records requests related to the following: Hanover solar farm, marijuana permits, 80 Huntoon Memorial Highway, Mayflower Circle, and 15 Fairview Drive
  - Permit procedures for tree removal
  - Development options for large parcel in SA district (single family home with large accessory structure)
  - Status of Marshall Street subdivision (preliminary approval required significant changes)
  - Permit procedures for fitness center
  - Potential work on Chapel Street mill (adjacent to Brick City Mill Pond dam)

APPLICATION STATUS, November 2019

PLANNING BOARD-through 11/5/2019

Project	Type of Application	Location	Description	Status
Smuggler's Cove OSRD (SP2019-02)	Special Permit	Paxton Street	24 Lot Open Space Residential Development subdivision	Hearing 11/5/2019, continued to 11/19/2019, then 12/3/2019

The Planning Board also approved **0** ANR plan(s).

ZONING BOARD OF APPEALS – No applications

CONSERVATION COMMISSION

Meeting Date	Applicant	Street #	Street	Type of Application	Action	Project Description
11/13/2019	Town of Leicester	70	Winslow	ANRAD	Approved	Wetland delineation for Leicester Middle School
11/13/2019	James & Jennifer Mercier	211	Baldwin	NOI	Continued to 12/10/2019	Tree removal in buffer area
11/13/2019	Schold Development, LLC	565	Pine	NOI	Approved	Single-Family Home
11/13/2019	Scott Santley	53	Fairview	NOI	Approved	Replacement of septic system

The Commission also issued **0** Certificate(s) of Compliance, **0** extension(s), and **0** minor project modification(s), **0** Enforcement Order(s), and **0** Emergency Certificates.

BOARD OF HEALTH

Title V/Reviews		Inspections		Permits Issued	
Soil Testing	4	Camp Review	0	Food	9
Septic Plan Review	6	Camp Complaint	0	Milk	6
Septic Inspection	5	Pool	0	Haulers (Trash & Septic)	0
Well Plan Review	4	Food	1	Installers	0
Water quality/comp.	3	Housing	3	Septic/Perc	4
Camp application	0	Nuisance	1	Beaver	0
Septic Hauler Reviews (permit renewal)	5	Beaver	0	Well	0
Food Reviews (permit renewal)	16	Misc	2	Camp	0
				Pool	0

Central Mass Regional Public Health Alliance (CMRPHA)-*see attached report*

FEES COLLECTED:

Planning Board:	$0.00
Conservation Commission	$77.50
Zoning Board of Appeals:	$0.00
Board of Health:	$7,848.00
TOTAL	**$7,925.50**

cc: Planning Board, Board of Health, Conservation Commission, ZBA

CITY OF WORCESTER, MASSACHUSETTS
Department of Health & Human Services
Division of Public Health

Public Health
Prevent. Promote. Protect.

Matilde Castiel, MD
Health & Human Services
Commissioner

Karyn E. Clark
Public Health
Director

MONTHLY CMRPHA UPDATES
December 2019

ADMINISTRATION (ADM)

- **Duty Officer Number** – Reminder that the Duty Officer Pager System is in place for after hours and weekend emergencies. Please make sure that appropriate parties have the number, which is **508-408-5173.** This should be the process instead of calling specific environmental health staff cell phones after hours. **PLEASE ENSURE YOUR DISPATCH FOR ALL SHIFTS HAS THIS NUMBER AND ARE FAMILIAR WITH THE ON PAGE PROCESS AND CMRPHA.**
- **Quarterly Alliance Meeting –** The next meeting is scheduled for **Wednesday January 15, 2020 from 12:30 – 2:00 PM**. Location TBD. Lunch will be included. Please reach out to Colleen Bolen if you are interested in hosting.
- **New Tobacco Legislation** - The current temporary ban on the sale and display of all vaping products will be lifted December 11, 2019. WDPH staff are coordinating a communication that will be shared with the Alliance that can be sent to local tobacco retailers with updates on the ban and the new state legislation, *An Act Modernizing Tobacco Control,* signed by the Governor on November 27, 2019. We will continue to share any updates and communications from MA DPH on this new legislation as it becomes available and will also ensure that all tobacco retailers are in compliance with said law.
- **Annual CHIP Community Report Out -** On December 5th at 8:30 AM, please join us at the Coalition for a Healthy Greater Worcester annual meeting and Community Health Improvement Plan (CHIP) Report Out at the Boys and Girls Club of Worcester. Find out how the 100 strategies and policies in the 2016 – 2020 are being developed and implemented. Reminder – the CHIP is a road map to improve the health of all Alliance Communities. Click HERE to register.
- The WDPH Academic Health Collaborative is currently accepting requests for internships. If you need an intern or have a project that could use some assistance please reach out to Kelsey Hopkins at hopkinsk@worcesterma.gov.

ENVIRONMENTAL HEALTH (EH)

- The holiday festival season is still in full swing. The EH team are out after hours and weekends covering these events.

- Welcome two new EH team members, Ivan Kwagala and Danielle Edmans who started recently. You will see them in various Alliance towns. Ivan recently worked in Merrimac NH and Danielle for the town of Northbridge.
- The State Sanitary Code also known as the Housing Code is soon to be updated. This has been a ten year plus effort. Go to www.mass.gov/dph/csp to download copy of proposed changes.

COMMUNITY HEALTH (CH)

November Updates

- On November 2nd staff supported the Greenhill Neighborhood Association with a walk audit for a portion of Lincoln St. in Worcester. Recommendations were made to improve pedestrian and cyclist safety in that area.
- On November 6th WDPH attended the HOAP Meeting. HOAP is a group working on policy and support of people who are experiencing the effects of homelessness in the community. HOAP, with staff from the City of Worcester, is planning this year's Homeless Persons Memorial Day. This year's Homeless Persons Memorial Day will be held on December 20th starting at 5:30pm at Worcester City Hall. Homeless Persons Memorial day is a day to raise awareness and support for those who are facing or have faced the effects of homelessness.
- On November 6th the Worcester Division of Public Health hosted a Community Forum on Vaping: "Your Health Up In Smoke: The Truth About Vaping" at Worcester City Hall in the Levi Lincoln Room. The event featured keynote speaker, Dr. Kathryn Waksmundzki-Silva, a UMass Pulmonary and Critical Care Physician, as well as a panel presentation with community stakeholders including youth who are impacted by vaping.
- On November 7th WDPH attended the 12th Annual Safe School Summit that featured a presentation from the National Alliance for Drug Endangered Children (National DEC). The National DEC shared their mission to focus on the formation of multi-disciplinary partnership to overcome the challenges of aligning agencies and systems for the prevention, intervention, and treatment of the issues affecting the lives of drug endangered children.
- WDPH staff attended the Massachusetts Public Health Association Annual Conference and Expo on November 13 at the DCU Center. The agenda included a wide array of public health issues, from the root causes of health inequities to policy updates and strategies for better communicating our values and work with the public.
- On November 14th WDPH staff attended the Edward M. Kennedy Community Health Awards Breakfast hosted at Mechanics Hall in Worcester.
- On November 15th and 16th the Academic Health Collaborative of Worcester along with college students and administrators from 8 area colleges participated in the first annual Woo Health Hack at UMass Medical School. Students worked in interdisciplinary teams to brainstorm and propose solutions to address the infrastructure needed to improve transportation, walkability and disability access to health care.
- On November 26th Youth Members from the Coalition for a Healthy Grafton kicked off the Grafton Sticker Shock Campaign. Sticker shock is a campaign that uses stickers placed on the packaging of alcohol products to educate adults about the penalties of distributing alcohol to minors. The sticker shock campaign was coordinated in collaboration with the Coalition for a Healthy Grafton, The Grafton Police Department, and several Grafton Package stores. If you'd like to get involved in future campaign

activities or work with the Coalition for a Healthy Grafton please reach out to Jennifer at nakijobaJ@worcesterma.gov. See pictures of event below.

December Updates

- On December 4-5 Oscar de la Rosa and Jennifer Nakijoba will be attending the 2019 Office of Victims of Crime and Bureau of Justice Assistance Programs national training event The Opioid Crisis and the Nation's Youth: Strategies and Solutions to Serve Our Youngest Victims. This is a 2 day event that will take place at the Alexandria Mark Hotel near Washington DC. At this event, Oscar de la Rosa, will be presenting during a breakout session on Recognizing Shared Values and Meeting our Common Goals to examine the differences in roles, mandates, and practices across systems to meeting the needs of young drug crime victims.
- On December 10th WDPH Staff will attend the 6th Annual MDPH BSAS Statewide Prevention Conference on: Constructing a Collective Vision for Prevention, The Connection between Partnerships, Processes, and Results.
- The current temporary ban on the sale and display of all vaping products will be lifted December 11, 2019. WDPH administration will meet internally and craft communication that can be sent to local tobacco retailers with updates on the ban and the new state legislation *An Act Modernizing Tobacco Control* signed by the Governor on November 27, 2019.

NURSING (PHN)

<u>RESPIRATORY HYGIENE/COUGH ETIQUETTE</u>

Cold and flu season is upon us. Remember to practice respiratory hygiene and cough etiquette to prevent the spread of viruses this season. Printable posters in various languages are available on the Centers for Disease Control (CDC) Website: https://www.cdc.gov/flu/prevent/actions-prevent-flu.htm .

The following measures are recommended for all individuals with signs and symptoms of a respiratory infection:

- Cover your mouth and nose with a tissue when coughing or sneezing;
- Use in the nearest waste receptacle to dispose of the tissue after use;
- Perform hand hygiene after having contact with respiratory secretions and contaminated objects/materials.

- **GRAFTON:**
  - All flu and Shingrix clinics have been completed for the year. MIIS entry and billing have been completed.
- **LEICESTER:**
  - Nazareth Home—Paperwork has been forwarded and the clinic will be held once it is completed.

Regional Public Health Nursing Upcoming Events December/January 2019

- **Grafton**
  - Grafton Housing Authority-Blood Pressure Clinic was completed for November 13, 2019 Forest Lane, Grafton from 3:30 pm until 5 pm
  - Grafton Housing Authority-Blood Pressure Clinic is scheduled for December 11, 2019 9 Forest Lane, Grafton from 3:30 pm until 5 pm
  - Grafton Senior Center-Blood Pressure Clinic is scheduled for December 26, 2019 Providence Road, Grafton from 11:00 am until 12:30 pm

- **Leicester**
  - Plans are being formulated to provide education at the Senior Center, topic to be determined (February 18, 2020)
  - Amelia will provide a Dementia Friends Information Session to retired school teachers, in the Leicester Senior Center, February 8, 2019 at 1:00PM.

- **Holden** Plans are still being formulated for events at the Holden Senior Center

- **Shrewsbury**
  - Amelia will be attending the Health and Human Services Leadership Meeting Wrap Up session December 16, 2019 from 3PM to 4PM, Shrewsbury Public Library
  - Plans are being formulated to continue with Hands-Only CPR sessions at the Senior Center (dates to be determined)
- **Worcester**
  - HANDS ONLY CPR training class was provided to Arabic American elder group with interpretation from 9:30am-11:00am on November 5, 2019.
  - Blood Pressure clinics were provided on November 1, 5, 8, 12, 15, 19, 22, 26 and 29.
  - December Blood Pressure clinics are scheduled for December 3, 6, 10, 13, 17, 20, 24, 27, 31 from 9AM to 1PM.
  - Worcester State University RN to BS students will accompany Amelia in providing a multi station Blood pressure clinic in the Worcester Senior Center lobby on Thursday December 12, 2019 from 9AM to 1PM.

TOWN OF LEICESTER FIRE DEPARTMENT
3 Paxton Street
LEICESTER, MASSACHUSETTS 01524

CHIEF
ROBERT F. WILSON

OFFICE (508) 892-7022

FIRE DEPARTMENT

November 2019 Monthly Report

Total fire calls	36
Single Company Calls	29
Multi Company Calls	7
Company 1	21
Company 2	10
Company 3	12
Rescue	4
Mutual Aid given	4
Mutual Aid received	0

Training: Driver Training / Pump Training / Truck and Equipment reviews All Companies

Equipment: Annual pump test completed on all Engines.

Engine 4: Rebuild pump PTO transfer gear box, replace pump override cable. Replace tank to pump and tank to fill ball valves.

Forestry 2: Installed pump and replace piping on skid unit.

Fire Prevention:

Inspections/Permits	45	Fee's	$2,860.00
Plan reviews	2		
Other inspections/Follow-ups	4		
Citation issue for Illegal Burning	$100.00		

Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

MARK F. WILSON, EMS Director • PHONE: (508) 892-7006

LEICESTER AMBULANCE

EMS Report November 2019

Total Calls	111
Transports	76
Mutual Aid given	4
Mutual Aid received	5

Training: M & M Rounds (case reviews)/Documentation

Equipment: Ambulance 1:

Ambulance 2: Replace rear suspension air bag/ Repair rear door linkage

Ambulance 3:

Town of Leicester

Highway Department
59 Peter Salem Rd
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7021 Fax: (508) 892-7058
www.leicesterma.org

Dennis Griffin
Superintendent

To: The Select Board

From: Dennis Griffin
Highway Superintendent

Date: December 9, 2019

Subj: November Monthly Report

The Highway Department has been working on fall clean up around town and on town property.

We did 3 days of miscellaneous tree removal.

Position for truck driver/laborer has been posted.

We worked on converting trucks over to winter plowing operations and made repairs where necessary to be prepped for the weather.

The new 6-wheel dump with plow and sander arrived.

Thank you.

Town of Leicester

Highway Department
59 Peter Salem Rd
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7021 Fax: (508) 892-7058
www.leicesterma.org

Dennis Griffin
Superintendent

December 9, 2019

To: David Genereux
Town Administrator

From: Dennis Griffin
Highway Superintendent

SNOW & ICE UPDATE

Snow & Ice Expenses	Fiscal '19	Budget	$121,000.00

Snow & Ice Overtime	$ 100.00
Hired Equipment & Prof Svcs	$ 232.18
Salt delivery	$ 32,156.24
Sand delivery	$ 0.00
Plow Blades & Parts	$ 2,040.75
Budget Balance YTD	$ 86,470.83

CC: Advisory Board

Leicester Public Library
Director's Report
November 19, 2019

Maintenance

- Still working on detailed list of alarm codes/zones from alarm installer. This, and ground floor camera install, are scheduled for 11/22
- All accessible HVAC filters cleaned/replaced by town custodian. Filters in attic crawl space were not done

Programs/Events

- David LeBoeuf will have office hours here the fourth Tuesday of each month (will reschedule 12/24)
- Book Club, Genealogy Club, Leicester Writers Guild, and Land Trust meet monthly
- Friends have authorized additional $1000 for programming. Will schedule spring events. Winter crafts w/Genevieve 12/5 Friends Cookie Sale 12/12
- Fermata Arts, a cultural outreach group, will display children's artwork from the former Soviet Republic of Georgia in the children's room during the month of Nov.
- Will have drop-in craft for Tree Lighting 12/7, 10-2

Administrative

- Update Museum Collection Policy.
- Closing at 2 p.m., or earlier with Town Hall, Wed. before Thanksgiving, Xmas (Wed.) and NYE
- Power outage briefly Saturday, 11/2
- Denny portrait moved to Swan Tavern/Historical Commission
- 2020 Census support
- Petty cash
- Darlene Eager donation – 3 portraits and tapestry blanket
- Paul Ravina donation – Fire station framed picture
- Judy Bergin – Country Bank

Renovation

- JJ shelves & cabinetry installed. Need trim around vertical posts, TBD, but this will not prevent shelving the books. Shelving will be done when appropriated dividers are available. They have been shipped.
- Final payment to DA Sullivan approved. Locksmith fixed some things, waiting for parts for bathroom and meeting room locks. Did not give quote for handicapped openers yet.
- Need bike rack, east side drainage issue solved, gutters, two additional electrical outlets (scheduled for 11/18), HVAC work in YA area needs new thermostat, TBD).
- Leaks in 2 addition windows, possible through the west louver, submitted as warranty issues.
- See 11/12/19 Building Committee minutes for complete list of outstanding construction issues.

Outstanding Library Items – most are in progress

Shelf labels – J done, others in progress
People Counter
~~Network lighting system~~
~~Procure recycle bins~~
~~Public PCs work, but need adjustments~~
~~Sealant on concrete walkways~~
Connect cameras to PD
~~"Not an entrance" sign for front door~~

Program Chromebooks for public use Permanent museum display cards
~~Coin release for printer/copier (works for copies, not prints)~~
Electrical items: Panic buttons, camera in J area (11/22), ~~main door light,~~ desk outlet 2nd floor (scheduled for 11/18)
Catalog terminals – IPADS didn't work, researching alternatives. Laptop available on Main Floor for patron use

Circulation Statistics

Number of new items last month: 383 (total physical circulating items = 29,536)

	Circulation	Wireless Log ins	Computer		Circulation	Wireless Log ins	Computer
Oct '18	2068	109	117	Oct '19	3532 (+71%)	158	151
Sept '18	2203	98	72	Sept '19	3324 (+51%)	132	128
Aug '18	2367	85	79	Aug '19	3902 (+65%)	124	162
July '18	2154	85	52	July '19	4277 (+99%)	116	145
June '18	1988	98	34	June '19	2461 (+24%)	192	163
May '18	2205	112	56	May '19	1228 (-44%) (closed 5/11-6/11)	43	22
April '18	1967	108	50	April '19	1887 (-4%)	78	56
Mar '18	2328	85	66	March 19	2074 (-7%)	88	37
Feb '18	1958	94	59	Feb '19	1884 (-4%)	65	47
Jan '18	2091	89	63	Jan '19	2208 (+6%)	91	58
Dec '17	2024	68	45	Dec '18	1839 (-9%)	91	77
Nov '17	2041	79	63	Nov '18	2163 (+6%)	94	81

4518 (or 41%) Leicester residents have an active library card. (2010 census, 10,970)

10/22/19 42 unique wireless users logged in to library WiFi

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

To: Leicester Select Board
Date: December 2, 2019
From: Office of Treasurer Collector
Re: November Activities

- Collections for November are as attached
- Collected a total of $294.76 in tax title principal payments and $76.98 in tax title interest payments. The outstanding balance of Tax Title accounts as of November 30th is $1,240,720.67.
- Completed the HIRD – Health Insurance Responsibility Disclosure – through MassTax Connect, reporting all our health insurance offerings for active employees
- Advertised in the Spencer New Leader on November 8th for notice of tax takings to be done on November 26th at 10:00AM; the cost being $1955.10. Notices were also time/date stamped and posted at the Library and the Town Clerk's board. The taking totaled $94,401.64, involving 64 parcels.
- Attended the MCTA – Massachusetts Collector Treasurer Association – fall meeting.
- Closed out four bank accounts, Memorial and Primary checkings and savings accounts, transferring funds to the newer Elementary school accounts.
- Completed the DE-1, with assistance from the Town Clerk, Accountant and Town Administrator
- Completed requirements for the $700,000 Fire Station Settlement borrowing with the assistance of the Town Administrator and Town Clerk. Attended Selectboard meeting for the same. Funds were received on November 26th and a check was picked up the next day.
- Sent October to the Accountant for reconciliation.
- Cut two manual payroll checks – one for vacation buyback of retired employee and one for the school.
- Met with Bartholomew regarding annual overview of OPEB, Stabilization and General Funds investments.
- Assistant Treasurer Collector participated in end-of-year online training with Harpers Payroll.
- Worked repeatedly with ClearCom to get to the bottom of the error messages we were experiencing with Vadar (which is not a Vadar issue).
- Worked on Annual Town Report, completing all but the payroll reporting aspect, which will be done after the last pay period in December.

			October*		November*		December*		
Quarter	Type	Commitment	04 Tax/Liens	04 Int	05 Tax/Liens	05 Int	06 Tax/Liens	06 Int	2Q Total Net
2	PP	$ 156,629.32	$ 99,409.03	$ 32.51	$ 1,004.92	$ 11.83			$ 100,458.29
2	RE	$ 3,754,309.42	$ 2,921,750.81	$ 4,440.05	$ 453,105.47	$ 2,568.46			$ 3,381,864.79
2	CMB	$ 23,745.81	$ 14,690.13	$ -	$ 2,797.15	$ -			$ 17,487.28
2	CMB CI	$ 20,096.90	$ -	$ 13,044.13	$ -	$ 3,701.33			$ 16,745.46
2	CVRWDU	$ 6,405.44	$ 2,734.28	$ -	$ -	$ -			$ 2,734.28
2	CVSDSB	$ 29,708.62	$ 20,586.18	$ -	$ 4,220.37	$ -			$ 24,806.55
2	CVSDSB CI	$ 14,725.35	$ -	$ 10,283.24	$ -	$ 1,876.06			$ 12,159.30
2	CVSDU	$ 4,634.82	$ 1,607.91	$ -	$ -	$ -			$ 1,607.91
2	HLSWBT	$ 23,273.48	$ 14,696.82	$ -	$ 6,763.54	$ -			$ 21,460.36
2	HLSWBT CI	$ 4,701.23	$ -	$ 2,925.27	$ -	$ 1,579.09			$ 4,504.36
2	HLSWBTU	$ 6,566.90	$ 4,341.03	$ -	$ 200.00	$ -			$ 4,541.03
2	HWDU	$ 4,950.88	$ 3,067.06	$ -	$ -	$ -			$ 3,067.06
2	LSWDUN	$ 19,949.05	$ 10,558.70	$ -	$ 842.78	$ -			$ 11,401.48
2	LWSDSB	$ 31,180.39	$ 25,562.91	$ -	$ 1,739.16	$ -			$ 27,302.07
2	LWSDSB CI	$ 14,973.27	$ -	$ 12,303.68	$ -	$ 821.95			$ 13,125.63
2	ORSDU	$ 21,960.00	$ 10,060.08	$ -	$ 600.00	$ -			$ 10,660.08
2	ORSWBT	$ 1,295.00	$ 800.00	$ -	$ -	$ -			$ 800.00
2	ORSWBT CI	$ 466.20	$ -	$ 288.00	$ -	$ -			$ 288.00
2	Title V	$ 1,480.42	$ 550.80	$ -	$ 475.87	$ -			$ 1,026.67
2	Title V CI	$ 608.89	$ -	$ 192.78	$ -	$ 166.55			$ 359.33
2	Burncoat Pond	$ -	$ 363.42	$ 23.36	$ -	$ -			$ 386.78
2	Cedar Meadow	$ -	$ -	$ -	$ -	$ -			$ -
2	Stiles	$ -	$ -	$ -	$ -	$ -			$ -
		$ 4,141,661.39	**$ 3,130,779.16**	**$ 43,533.02**	**$ 471,749.26**	**$ 10,725.27**	**$ -**	**$ -**	**$ 3,656,786.71**

$ - $ -

2019 Motor Vehicle and Boat Net Payments

Type	Commitment	Bill Date	# of Bills	Amount Billed
MVX	2018-07	2/25/2019	315	$ 9,471.18
MVX	2019-01	2/25/2019	10,091	$ 1,155,985.00
MVX	2019-02	3/25/2019	790	$ 148,997.74
MVX	2019-13A	3/25/2019	3	$ 150.00
MVX	2019-91	6/3/2019	24	$ 3,548.75
MVX	2019-03	6/3/2019	707	$ 92,484.78
MVX	2019-14A	6/3/2019	3	$ 366.88
MVX	2019-04	7/29/2019	550	$ 62,631.31
MVX	2019-33	8/26/2019	9	$ 1,300.00
MVX	2019-05	10/21/2019	476	$ 52,363.04
MVX	2019-06	11/19/2019	372	26235.15
				$ 1,553,533.83

Tax	Tax	Interest	**Totals**
January	$ 12,973.69	$ 1,293.35	**$ 14,267.04**
February	$ 31,308.26	$ 825.66	**$ 32,133.92**
March	$ 901,262.44	$ 2,185.74	**$ 903,448.18**
April	$ 255,575.41	$ 2,365.60	**$ 257,941.01**
May	$ 32,301.94	$ 1,158.72	**$ 33,460.66**
June	$ 71,314.20	$ 1,126.34	**$ 72,440.54**
July	$ 77,537.87	$ 919.99	**$ 78,457.86**
August	$ 55,807.34	$ 807.71	**$ 56,615.05**
September	$ 17,421.96	$ 581.26	**$ 18,003.22**
October	$ 2,572.84	$ 41.15	**$ 2,613.99**
November	$ 46,213.01	$ 1,112.28	**$ 47,325.29**
December			$ -
	$ 1,504,288.96	**$ 12,417.80**	**$ 1,516,706.76**

Boat	2019-01	5/15/2019	106	$ 2,543.00

Tax	Tax	Interest	**Totals**
January	$ -	$ -	**$ -**
February	$ -	$ -	**$ -**
March	$ -	$ -	**$ -**
April	$ -	$ -	**$ -**
May	$ 748.00	$ -	**$ 748.00**
June	$ 925.00	$ -	**$ 925.00**
July	$ 160.00	$ 0.13	**$ 160.13**
August	$ 160.00	$ 15.13	**$ 175.13**
September	$ 33.00	$ 0.74	**$ 33.74**
October	$ 30.00	$ 0.92	**$ 30.92**
November	$ -	$ -	**$ -**
December	$ -	$ -	**$ -**
	$ -	$ -	**$ -**
	$ 2,056.00	**$ 16.92**	**$ 2,072.92**

OCCUPANCY PERMITS ISSUED MONTH OF NOV 2019

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
11/26/2019	Oak Ridge Estates	30	Virginia Dr.	19-026	16-204	Single Family Unit

Leicester Town Clerk

Memo

To: Town Administrator, Select Board

CC:

Date: 12/16/2019

Re: Report for the Month of November 2019 from TC's office

Sales for the Month of November were $2839.00

Happy to report all the petitions were picked up and sent to the SOC.

The republican and democratic town parties picked up their packets and hopefully delivered them to The SOC for processing.

We have had a few folks filling out marriage intentions and we are still selling lots of birth & marriage certificates because of the real ID license.

Trying to get all the senior volunteer hours in as they must be completed by December 15th.

We are still working on getting the Senior Work off hours done for our volunteers-almost there.

Respectfully submitted,

Deborah K. Davis