

Leicester Public Library

Director's Report

April 21, 2020

The Library closed to the public Saturday, 3/14/20, when the Select Board closed all Town buildings to the public in response to the SARS-CoV-2 pandemic. Trustees did not meet this period.

Pre-closure: All programs are suspended as of 3/13. Toys and other non-circulating items have been removed from the Children's and YA rooms. The Library will be fine free for the near future. We are not booking any new meeting room events.

Post-closure: Staff reported to work on a revolving basis the week of 3/16. Each employee was assigned a desk and bathroom. Only one person was in the building at a time, and all workstations were kept separate to avoid cross contamination.

Delivery suspended. CWMARS extended all due dates to 5/1, no cards will expire while libraries are closed. Patrons can sign up for Overdrive ecards remotely – these can be converted to full cards (to borrow physical items) with a library visit when we are open again.

The week of 3/23, following the Governor's Advisory that all non-essential workers shelter in place in their homes, library staff stopped reporting to the building. Part time staff are participating in webinars and other training related to their positions, planning summer reading activities, and becoming familiar with Overdrive/Libby (downloadable ebook and audiobook content). The Director and Assistant Director and monitoring email, producing social media and webpage content, coordinating staff training, communicating with peer libraries about pandemic response strategies, planning for eventual re-opening, and other work at home tasks. The Director works in the building 2 days per week, paying bills, watering plants, monitoring the facility and organizing museum and local history collections. For this period (March), staff were paid full wages, whether they were working at home or not working but staying home.

Our social media presence has increased significantly. Sample Facebook statistics:

Week of 3/6 730,900 pl reached, 65,300 engagements (one post went to over 1m views)

Week of 4/2: 9300 pl reached, 768 engagements

We sent from 800 "friends" to over 1400 the last two weeks of March (the first 2 weeks we were closed).

The book drops are open. Items returned there are quarantined in the mechanical room for at least a week before being checked in. State-wide delivery is suspended as of the week of 3/23, so no hold are going in or out. Currently, we are not offering the public access to the physical collection. Cleaning/disinfecting supplies are in short supply. It is impossible to both offer curbside pick up and comply with the Governor's advisory. This will likely be the first phase of re-opening to the public.

The materials budget has been temporarily re-allocated to Overdrive (downloadable) materials, including magazines. The Director is keeping up with new releases by putting items in carts with our vendors, but not ordering the carts. Without regular access to the building, we are unable to accept UPS shipments. Carts will be ordered when delivery resumes.

Building maintenance: Karl cleaned the mini split filters and replaced the paper filters in all HVAC equipment except the ones in the attic. We need to purchase a taller ladder to access that roof hatch.

Locksmiths installed the lock on the meeting room door. This will allow meetings in the community meeting room outside of library hours. They took one of the bathroom door locks back to their shop to investigate options to make them both lockable and unlockable. They also inspected the lobby/vestibule regarding the installation of the power door openers. They want to confer with Mark Armington and Don Cherry Jr. about operation button placement. Otherwise, installation should be soon and straight forward.

Circulation Statistics

Number of new items last month: 164 (total physical circulating items = 30,286)

	Previous Year				Current Year			
	Circulation Evergreen	Ebooks Overdrive	Wireless Log ins	Library Computer	Circulation Evergreen	Ebooks Overdrive	Wireless Log ins	Library Computer
Mar*	2074	592	88	37	1933 (-7%)	609 (+3%)	91	70
Feb	1884	508	91	58	3622 (+92%)	561 (+9%)	129	167
Jan	2208	509	91	58	3,699(+68%)	690 (+36%)	131	163
Dec	1839	467	91	77	2840 (+54%)	689 (+48%)	110	132
Nov	2163	484	94	81	3315 (+53%)	587 (+21%)	131	150
Oct	2068	445	109	117	3532 (+71%)	623 (+40%)	158	151
Sept	2203	398	98	72	3324 (+51%)	644 (+62%)	132	128
Aug	2367	385	85	79	3902 (+65%)	716 (+86%)	124	162
July	2154	405	85	52	4277 (+99%)	664 (+64%)	116	145
June	1988	373	98	34	2461 (+24%)	604 (+62%)	192	163
May	2205	367	112	56	1228 (-44%) (closed 5/11-6/11)	577 (+57%)	43	22
April	1967	417	108	50	1887 (-4%)	533 (+28%)	78	56

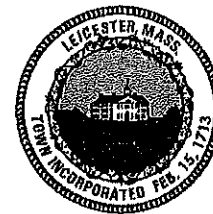
*The Library closed to patrons Saturday, March 11, 2020 due to the SARS CoV-2 pandemic.

While the library is closed, the Wi-Fi is used an average of 8x/day. This is exclusively access outside the building.



CHIEF
ROBERT F. WILSON

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



OFFICE (508) 892-7022

FIRE DEPARTMENT

April 2019 Monthly Report

Total fire calls	20
Single Company Calls	14
Multi Company Calls	6
Company 1	12
Company 2	8
Company 3	6
Rescue	1
Mutual Aid given	2
Mutual Aid received	0

Training: Cancer awareness lecture All Companies

Equipment: SCBA units annual flow test

E-3 Replace blown serpentine belt

E-4 Repair tank/pump valve and 4" discharge valve. Repair leak in foam system and
Rebuild pump pressure governor relief valve unit.

T-53 Replace proximity switch on front outrigger

F-3 Replace coolant line and Busa O-ring in coolant system. Replace oil filter and
leaking oil line.

F-2 Repair exhaust leak, replace front tires, replace front & rear brakes and repair
electrical wiring.

Fire Prevention:	Inspections/Permits	81	Fee's	\$2,630.00
	Plan reviews	3		
	Other inspections/Follow-ups	6		



Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

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

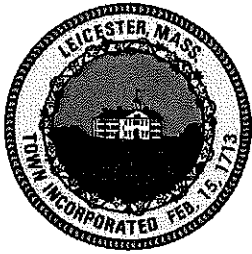
LEICESTER AMBULANCE

EMS Report April 2020

Total Calls	103
Transports	74
Mutual Aid given	15
Mutual Aid received	1

Training: Online dept meeting. Review of current procedures for Covid19 calls, update on resent calls and review of emergency state protocol changes.

Equipment: A-2 Repair rear air suspension system



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: May 8, 2020

RE: Town Planner Report, April 2020

Returned to work full-time (limit of 8 hrs/day) starting 4/1/2020. All department staff have worked hard to continue serving the public and processing permit applications while working almost entirely from our homes. All Board meetings (Planning, ZBA, Health, and Conservation Commission) were held virtually in April due to COVID-19.

Project Review/Processing/Construction Monitoring:

- Reviewed applications, attended all permitting Board meetings, and prepared decisions for projects listed in Application Status table.
- Mulberry Solar 3#: Reviewed multiple project change requests (some approved, some denied), notified applicant of erosion control issues following Town Engineer and Conservation Commission member inspections. Tree restoration planting near completion.
- Reviewed conceptual plan for redevelopment of industrial building on Hankey Street
- Worked with Hillcrest Water District to address permitting issues on their water tank.
- Prepared Registry of Deeds documentation to allow electronically signed Board documents to be recorded. ZBA authorization approved 4/29/2020; Planning Board and Conservation Commission votes scheduled for 5/5/2020 & 5/13/2020 respectively.

Planning and Long-Range Projects:

- Zoning Bylaw Amendments:
 - Public hearing on citizen petition article to allow outdoor marijuana cultivation (Article 33) in the Suburban Agriculture (SA) district scheduled for 5/5/2020.
 - Worked on Attorney General's Office procedural requirements for both Article 32 (Adaptive Reuse) and Article 33 (Outdoor Marijuana Cultivation).
- Complete Streets: worked on coordinating licensing needed for National Grid pole relocation.

Economic Development (Bryan Milward)

- New Businesses
 - Assisted new businesses with the process for applying for a business license with town offices closed.
 - Researched processes in other cities and towns for licensing and the potential for using the Community Compact grant for improving the Town's business licensing process.
- Grants
 - Tracked and researched new state and federal grant opportunities for businesses impacted by COVID-19 including upcoming economic development grants.

- Began preparing Town's application for Culvert Replacement Municipal Assistance Program.
- Worked with David Genereux, Michelle Buck, and Kristen Forsberg on potential project plans for the MVP grant program.
- Worked with Kristen Forsberg on promoting COVID-19 related grant opportunities on the Town website and social media pages.
- Walked businesses through the application process for COVID-19 Paycheck Protection grants.
- Continued working with CMRPC on the town's economic development plan and Green Communities grant.
- Events
 - Attended meetings virtually of the Worcester Regional Chamber of Commerce, Board of Health, Conservation Commission, Federal Emergency Management Agency, Central Massachusetts Regional Public Health Authority, Massachusetts Emergency Management Agency, Massachusetts Department of Public Health, Joint House and Senate Ways and Means committees, and a virtual town hall with Congressman McGovern's office.
- Other
 - Created tracking system for town-wide COVID-19 expenses to use for future reimbursement from FEMA.
 - Researched best practices on local government permitting to further streamline the process and better provide information to businesses.
 - Attended webinars from several E-permitting vendors and obtained quotes on services.
 - Researched the state's workshare program.

Miscellaneous:

- Continued training of new Department Assistant Tiffany Peters, including working with her on backlog of Planning Board minutes from January through April and permitting procedures for ZBA and Conservation Commission.
- Attended MA-APA webinar regarding permit deadline issues related to COVID-19 4/16/2020
- Worked on Continuity of Operations Plan
- Budgeting: reviewed proposed FY2021 budget, reviewed all DIS budget and revolving accounts for FY2020.
- Attended APA National Conference 4/29 & 4/30 (online): attended sessions related to COVID-19 effects on planning and zoning (legal issues), and responsive government during a pandemic.
- Worked on routine web page updates, including expansion of information related to Board meetings for virtual meetings (all documents related to meetings posted online, rather than just permit applications).
- Attended Department Head meetings 4/21/2020 and 4/28/2020
- COVID-19: Set up subscription to GoToMeeting and arranged multiple permitting Board, discussions with staff about staggered hours/limiting time in office, posted Board of Health news items online, regional public health conference call 4/14/2020, McGovern teleconference 4/16/2020, request to Town Counsel related to COVID-19 permitting issues, discussed Conservation Commission permit (COVID-19 legislation) appeal issues with DEP representative.
- Prepared and recorded E-signature certified vote for the Zoning Board of Appeals.

- Addressed miscellaneous public inquiries, including the following:
 - Records requests: old Conservation Commission and ZBA files, and Senior Center plans, copy of fill bylaw
 - Tree clearing for electric line installation (modification of prior Conservation Commission approved)
 - Multiple inquiries regarding status of Limited Frontage Lot on Conway Drive (expired)
 - Discussion with other Town Planners regarding COVID-19 operations
 - Zoning of 710 Pleasant Street : zoned NB since 2002; RB prior (since 1957). RB later re-named to R2.
 - Multiple calls & emails related to a Certificate of Compliance request for a house built in 1990
 - Pizza shop in the Business District (no Board approvals required)
 - Potential use options for the drive-in theater
 - Building Inspector issues: Outdoor trash in residential neighborhood, cease & desist order
 - Request for information about residential lot boundaries on Paxton Street (sent Assessors map, but boundaries will need to be confirmed by a surveyor)
 - Neighbor complaint regarding runoff
 - Large-scale battery storage facility (currently only allowed accessory to a permitted solar farm)

APPLICATION STATUS, April 2020

PLANNING BOARD					
Project	Type of Application	Location	Description	Status	
Outdoor Marijuana Cultivation	Zoning Bylaw Amendment	Suburban Agriculture District (SA)	Citizen Petition to allow outdoor growing of marijuana (Applicant: Lee Dykas)	On 5/5/2020, Board voted to recommend approval at Town Meeting	
The Planning Board also approved 0 ANR plan(s).					
ZONING BOARD OF APPEALS					
Project/Applicant	Type of Application	Location	Description	Status	
Brady-Built Sunrooms	Special Permit	48 Lake Ave	Alteration of pre-existing non-conforming structure	Hearing 4/29/2020, continued to 5/13/2020	
Taryn Rossi	Special Permit	3 Sterling Street	Alteration of pre-existing non-conforming structure	Approved 4/29/2020	
CONSERVATION COMMISSION					
Meeting Date	Applicant	Address	Type of Application	Action	Project Description
4/15/2020	Barbara Tomolonius	2 Lynde Brook Drive	RDA	Approved	RDA2020-02: Septic system
4/15/2020	John Krol	15 Fairview Drive	RDA	Approved	RDA2020-03: Driveway & related work
4/15/2020	Central Land Development Corp	3 Oak Bluff Lane	RDA	Continued to 5/13/2020	RDA2020-04: site work related to single-family home
4/15/2020	Vincent Tiscione	25 Rawson Street	RDA	Continued to 5/13/2020	RDA2020-05: tree removal

CONSERVATION COMMISSION, continued					
Meeting Date	Applicant	Address	Type of Application	Action	Project Description
4/15/2020	CSX Transportation, Inc	CSX Right-of-Way	RDA	Approved	RDA2020-06: review of wetland delineation
4/15/2020	James & Jennifer Mercier	221 Baldwin Street	RDA	Approved	RDA2020-07: utility trench/tree removal
4/15/2020	New England Power	408 Stafford Street	ANRAD	Continued to 5/13/2020	DEP#197-0658, Wetland delineation approval request
4/15/2020	Stiles Lake Water District	Stiles Reservoir	NOI	Approved	Extension Request: DEP#197-0607
Certificate of Compliance Requests Approved <ul style="list-style-type: none"> 1749 Main St., Marc Curtis (DEP#197-0574), site grading 1749 Main St., Marc Curtis (DEP#197-0600), paved driveway and drive aisles 27 Parker St., Gerald & Laurie Norman (DEP#197-0537), single family home 3 Flagg Drive, Barbara Flagg (DEP # 197-181), exploratory well drilling 1997 Certificate of Compliance Requests Continued to 5/13/2020 <ul style="list-style-type: none"> 3 Flagg Drive, Barbara Flagg (DEP # 197-223), single-family home 2000 220 Baldwin St., Matt Schold (DEP#197-0628) single family home <p>The Commission also issued <u>0</u> extension(s), and <u>0</u> minor project modification(s), <u>1</u> Enforcement Order(s), <u>1</u> Emergency Certificates, and <u>0</u> Cease & Desist orders.</p>					
BOARD OF HEALTH					
Title V/Reviews		Inspections		Permits Issued	
Soil Testing	2	Camp Review	0	Food	1
Septic Plan Review/As-Built Review/Title 5/Installers	4	Camp Complaint	0	Milk	0
Well Plan Review	1	Pool	0	Haulers (Trash & Septic)	0
Water quality/comp.	0	Food	3	Installers	1
Camp application	0	Housing	0	Septic/Perc	3
Septic Hauler Reviews (permit renewal)	0	Nuisance	0	Beaver	1
Food Reviews (permit renewal)	0	Beaver	3	Well	0
		Septic	7	Camp	0
				Pool	0

Central Mass Regional Public Health Alliance (CMRPHA)-no monthly update report received

FEES COLLECTED:

Code/Building	\$5,241.84
Conservation Commission	\$1,512.50
Board of Health:	\$900.00
Planning Board:	\$0.00
Zoning Board of Appeals:	\$175.00
TOTAL	\$7,829.34

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

BUILDING PERMITS ISSUED MONTH OF APRIL 2020

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
4/7/2020	Brenna Kane	6	Sanfred Rd.	Renewal by Anderson (Jaime Morin)	20-065	Windows (3)
4/7/2020	Rebecca Krause		Baldwin St.	Renewal by Anderson (Jaime Morin)	20-066	Windows (4)/Doors (2 patio)
4/7/2020	Peter Holmes	4	Forrest St.	On Top Contracting Inc. (Tim Wormer)	20-067	Roof
4/6/2020	Matthew Tebo	5	Scott Ln.	Pools \$ Cues & Spas Too	20-068	Above ground pool
4/6/2020	David Dudley	1505	Main St.	Homeowner	20-069	Roof
4/7/2020	JK2 Financial Services	660	Pleasant St.	M & L Construction Contracting (Mark Passarelli)	20-070	Renovation
4/7/2020	Schold Development	3	Oak Bluff Ln.	Matthew Schold	20-071	Single Family Home
4/9/2020	Loren Urena	493	Main St.	Sunrun (Craig Orn)	20-072	Solar Panels (Residential)
4/13/2020	Edward/Michelle Cote	7	Knollwood Rd.	Norris Bjork	20-073	Deck (14x24)
4/13/2020	Peter Holmes	4	Forest St.	On Top Contracting Inc. (Tim Wormer)	20-074	Roof
4/13/2020	Steve Bertel	465	Stafford St.	Michal Rabski	20-075	Roof
4/9/2020	Kathleen Jones		Peter Salem Rd.	Superior Pools (Pat Nadeau)	20-076	Above ground pool
4/16/2020	Schold Development	8	Oak Bluff Ln.	Matthew Schold	20-077	Single Family Dwelling
4/27/2020	Steven/Susan Leboeuf	9	Charlton St.	Homeowner	20-078	Roof
4/13/2020	Guida Ross	115	Pleasant St.	Alan Abbot Exteriors (Christopher Garieri)	20-080	Siding
4/21/2020	David Szezepaniak	187	Main St.	G & O Construction (Peter Gariepy)	20-081	Siding/Roof and Deck repairs
4/30/2020	Nathan/Sarah Hagglund	21	King St. Ext.	Homeowner	20-082	Remodel/Renovation
4/28/2020	John Parslow	345	Auburn St.	Scott's Siding & Remodeling Chris Scott)	20-083	Roof

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

OCCUPANCY PERMITS ISSUED MONTH OF APR 2020

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
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NO OCCUPANCY PERMITS ISSUED