



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

Town Accountant
Allison Lawrence

Assistant Town Accountant
Katie Messina

FY21 August

Payable Warrants Posted

- Town Warrants (summary reports attached)
 - 21-06A-TW
 - 21-06B-TW
 - 21-07A-TW
 - 21-08A-TW
 - 21-09A-TW
- School Warrants (summary reports attached)
 - 21-06A-SW
 - 21-08A-SW

Payroll Warrants Posted

- 21-PR07-S
- 21-PR07-T
- 21-PR09-S
- 21-PR09-T

Monthly Updates

- June 2020 cash reconciled with Treasurer (see attached)
- FY2021 Budget entered into Vadar
- FY2020 closed and started reports for Free Cash Certification

Town of Leicester

Warrant Summary - Posted

Warrant: 21-06A-TW

Post Date: 8/6/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	249,395.76	
Ledger: Revenue	417.41	
Total for Fund 01:		249,813.17
Fund: 02 - CARRYOVER FUND		
Ledger: Expenditure	15.27	
Total for Fund 02:		15.27
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	3,251.05	
Total for Fund 11:		3,251.05
Fund: 15 - TOWN REVOLVING FUNDS		
Ledger: Expenditure	334.33	
Total for Fund 15:		334.33
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	650.00	
Total for Fund 16:		650.00
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	158.11	
Total for Fund 17:		158.11
Fund: 30 - CAPITAL PROJECTS FUND		
Ledger: Expenditure	141.26	
Total for Fund 30:		141.26
Fund: 64 - CABLE ACCESS ENTERPRISE		
Ledger: Expenditure	8,024.00	
Total for Fund 64:		8,024.00
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	125,466.61	
Total for Fund 89:		125,466.61
Total for Warrant 21-06A-TW:		387,853.80

Town of Leicester

Warrant Summary - Posted

Warrant: 21-06B-TW

Post Date: 8/6/2020

Fund: 11 - TOWN STATE GRANTS

Ledger: Expenditure

1,017.72

Total for Fund 11:

1,017.72

Total for Warrant 21-06B-TW:

1,017.72

Town of Leicester

Warrant Summary - Posted

Warrant: 21-07A-TW

Post Date: 8/13/2020

Fund: 89 - AGENCY FUNDS

Ledger: Expenditure

17,931.79

Total for Fund 89:

17,931.79

Total for Warrant 21-07A-TW:

17,931.79

Town of Leicester

Warrant Summary - Posted

Warrant: 21-08A-TW

Post Date: 8/20/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	92,978.45	
Ledger: Revenue	3,235.06	
Total for Fund 01:		96,213.51
Fund: 02 - CARRYOVER FUND		
Ledger: Expenditure	30.00	
Total for Fund 02:		30.00
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	3,021.42	
Total for Fund 11:		3,021.42
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	1,308.75	
Total for Fund 16:		1,308.75
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	278.47	
Total for Fund 17:		278.47
Fund: 18 - RECPTS RES FOR APPROP		
Ledger: Revenue	500.00	
Total for Fund 18:		500.00
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	96.04	
Total for Fund 23:		96.04
Fund: 30 - CAPITAL PROJECTS FUND		
Ledger: Expenditure	395.16	
Ledger: General	1,200,000.00	
Total for Fund 30:		1,200,395.16
Fund: 34 - HIGHWAY CHAP 90 FUND		
Ledger: Expenditure	4,922.46	
Total for Fund 34:		4,922.46
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	19,530.64	
Total for Fund 89:		19,530.64
Total for Warrant 21-08A-TW:		1,326,296.45

Town of Leicester

Warrant Summary - Posted

Warrant: 21-09A-TW

Post Date: 8/27/2020

Fund: 89 - AGENCY FUNDS

Ledger: Expenditure

133,881.40

Total for Fund 89:

133,881.40

Total for Warrant 21-09A-TW:

133,881.40

Town of Leicester

Warrant Summary - Posted

Warrant: 21-06A-SW

Post Date: 8/6/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	59,498.09	
Total for Fund 01:		59,498.09
Fund: 02 - CARRYOVER FUND		
Ledger: Expenditure	13,740.44	
Total for Fund 02:		13,740.44
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	1,358.24	
Total for Fund 23:		1,358.24
Fund: 24 - SCHOOL PRIVATE GRANTS		
Ledger: Expenditure	1,341.61	
Total for Fund 24:		1,341.61
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	175.00	
Total for Fund 87:		175.00
Total for Warrant 21-06A-SW:		76,113.38

Town of Leicester

Warrant Summary - Posted

Warrant: 21-08A-SW

Post Date: 8/20/2020

Fund: 01 - GENERAL FUND		
Ledger:	Expenditure	53,387.19
Total for Fund 01:		53,387.19
Fund: 02 - CARRYOVER FUND		
Ledger:	Expenditure	10,807.06
Total for Fund 02:		10,807.06
Fund: 21 - SCHOOL STATE GRANTS		
Ledger:	Expenditure	5,238.40
Total for Fund 21:		5,238.40
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger:	Expenditure	4,639.66
Total for Fund 22:		4,639.66
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger:	Expenditure	201.47
Total for Fund 23:		201.47
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger:	Expenditure	16.49
Ledger:	Revenue	188.00
Total for Fund 25:		204.49
Fund: 26 - SCHOOL DONATIONS		
Ledger:	Expenditure	250.00
Total for Fund 26:		250.00
Total for Warrant 21-08A-SW:		74,728.27

Town of Leicester

Warrant Summary - Posted

Warrant: 21-PR07-S

Post Date: 8/14/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	69,811.65	
Total for Fund 01:		69,811.65
Fund: 02 - CARRYOVER FUND		
Ledger: Expenditure	283,808.73	
Total for Fund 02:		283,808.73
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	2,526.64	
Total for Fund 22:		2,526.64
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	8,619.14	
Total for Fund 23:		8,619.14
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	54,429.46	
Ledger: Revenue	-123,762.28	
Total for Fund 89:		-69,332.82
Total for Warrant 21-PR07-S:		295,433.34

Town of Leicester

Warrant Summary - Posted

Warrant: 21-PR07-T

Post Date: 8/13/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	151,406.34	
Total for Fund 01:		151,406.34
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: 89 - AGENCY FUNDS		
Ledger: Expenditure	50,092.52	
Ledger: Revenue	-52,520.08	
Total for Fund 89:		-2,427.56
Total for Warrant 21-PR07-T:		150,237.32

Town of Leicester

Warrant Summary - Posted

Warrant: 21-PR09-S

Post Date: 8/28/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	409,529.64	
Total for Fund 01:		409,529.64
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	2,746.41	
Total for Fund 22:		2,746.41
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	2,295.00	
Total for Fund 23:		2,295.00
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	26,779.75	
Total for Fund 25:		26,779.75
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	64,713.57	
Ledger: Revenue	-145,860.06	
Total for Fund 89:		-81,146.49
Total for Warrant 21-PR09-S:		360,204.31

Town of Leicester

Warrant Summary - Posted

Warrant: 21-PR09-T

Post Date: 8/27/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	165,809.89	
Total for Fund 01:		165,809.89
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	4,350.25	
Total for Fund 16:		4,350.25
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	46,193.87	
Ledger: Revenue	-55,588.84	
Total for Fund 89:		-9,394.97
Total for Warrant 21-PR09-T:		162,023.71

Total Treasurer's Cash and Investments 11,429,004.76

Accountant's/Auditor's Cash and Investments (per balance sheet) 11,910,456.41

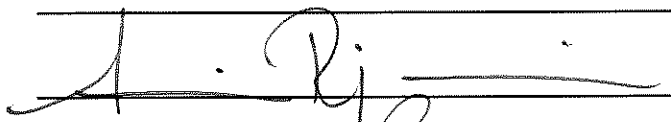
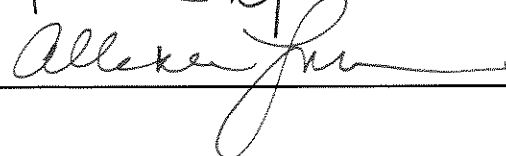
Reconciling Items (specify)

PR53 Transferred 6/30	-480,842.15
Online health in-transit	-602.22
Online TC in-transit	-3,051.91
TASC 53AG	4,560.73
TASC not deducted in June	-2,166.66
TC Correction to previous payroll reimbursement	375.80
July voided to June	-15.55
Kelley & Ryan reversal error	12.00
MVX Reversal June to April	278.31

\$ 11,429,004.76

Total Adjusted Accountant's/Auditor's Cash and Investments \$ 0.00

Variance (explain)

Treasurer  Date 8/13/20
Accountant  Date 8/13/20

TOWN OF LEICESTER
OFFICE OF THE ASSESSOR
3 Washburn Square
Leicester Massachusetts 01524-1333
508-892-7001 fax 508-982-7070
John Prescott, MAA, Principal Assessor

August News

September 10, 2020

Activities of the Assessor's office in the month of August include the mailing of chapter 61A farm and 61B recreational classification applications. (due back no later than Oct 1st) and continued processing of annual exemption applications, many applicants must provide confidential financial documentation, blind certification or Veterans Administration Documents to qualify for the various exemptions available. Exemption forms are available on the Towns web site and within the Assessor's office. Should anyone have questions with regard to tax exemptions available to Senior Citizens over 70, surviving spouses, the blind or Veterans Administration designated 10% or more disabled veterans, please feel free to stop in the Assessor's office or call 508-892-7001.

As the FY2021 interim revaluation has been completed and approved by the MA Dept of Revenue, our focus now revolves around discovery and data entry of parcels with new growth such as new homes, additions, out buildings, etc.

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, abutters list generation, process daily incoming and outgoing mail for all offices, property sale data entry and physical property review, building permit inspections and cyclical real estate review.

Building Permit, Cyclical and Property sale reviews are generally scheduled in the afternoon allowing the Assessor to maintain regular office hours to be available to the Public. Inspections may be scheduled earlier in the day should the need arise to accommodate the needs of the taxpayer.



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: September 2, 2020
From: Office of Treasurer Collector
Re: August Activities

- August collections are as attached.
- Collected \$5,772.70 in Town tax title principal and fee payments and \$2,389.77 in interest payments.
- Continued with year end procedures: DE-1, NSS, uncollectables, adjustments, reconciliation.
- Completed FY18 Food Services reconciliation that was not previously done
- Held note sale for new BAN as follows:
 - New BAN's: Waite Pond Dam \$388,000.00
Fire Retention Pond \$400,000.00
 - Renewed BAN's: Feasibility Study \$481,445.00
Fire Station Settlement \$700,000.00
- Advertised for sale of town-owned land; prepared paperwork for auction, scheduled for September 1, 2020.
- Completed collections census
- Unemployment reconciliation for March through July. This will continue into September as we protest false claims.
- Participated in Vadar webex
- Submitted article for fall town meeting warrant to rescind unissued funds from the energy and highway equipment borrowings
- Call with the ambulance billing company, Comstar, to gain information on collection activity
- Submitted necessary documents for workers' comp audit

As we continue to be closed to the public, residents are paying their tax bills online, by check via mail or leaving them in the locked drop-box located on the outside of the building by the main stairway, which is checked throughout the day. Anyone who would like their tax bill date-stamped, and requests such, will receive it back via the mail (self-addressed envelopes are appreciated, if possible). This process seems to be working well, and we remain grateful for everyone's patience and understanding during this time. We are in the office full time, so please reach out via phone or email with any questions or concerns.

2020 Motor Vehicle and Boat Net Payments

Type	Commitment	Bill Date	# of Bills	Amount Billed	Tax	Interest	Totals
MVX	2019-07	2/25/2020	86	\$ 2,341.03	\$ 12,869.95	\$ 1,437.52	\$ 14,307.47
	2019-08	2/25/2020	201	\$ 10,442.73	\$ 12,062.94	\$ 696.18	\$ 12,759.12
	2020-01	2/25/2020	10308	\$ 1,178,113.20	\$ 838,338.94	\$ 2,827.62	\$ 841,166.56
	2019-15A	2/24/2020	3	\$ 270.17	\$ 252,676.24	\$ 1,852.02	\$ 254,528.26
	2020-02	3/30/2020	743	\$ 141,126.51	\$ 56,457.34	\$ 658.91	\$ 57,116.25
	2020-03	5/18/2020	343	\$ 36,059.83	\$ 42,481.88	\$ 507.42	\$ 42,989.30
	2020-16A	5/18/2020	6	\$ 1,726.02	\$ 14,755.46	\$ 1,682.46	\$ 16,437.92
	2020-17A	7/20/2020	4	\$ 893.48	\$ 47,700.87	\$ 1,427.82	\$ 49,128.69
	2020-04	8/3/2020	506	\$ 59,195.80			
					\$ 1,277,343.62	\$ 11,089.95	\$ 1,288,433.57
				\$ 1,430,168.77	\$ 2,554,687.24	\$ 22,179.90	\$ 2,576,867.14

Boat	Commitment	Bill Date	# of Bills	Amount Billed	Tax	Interest	Totals
	2020-02	6/8/2020	105	\$ 2,577.00	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ 1,077.00	\$ -	\$ 1,077.00
					\$ 527.00	\$ -	\$ 527.00
					\$ 198.00	\$ -	\$ 198.00
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ 1,802.00	\$ -	\$ 1,802.00

FY21

Quarter	Type	Commitment	July*		August*		September*		1Q Total Net
			01 Tax/Liens	01 Int.	02 Tax/Liens	02 Int	03 Tax/Liens	03 Int.	
1	PP	\$ 165,662.47	\$ 124,323.53	\$ 10.37	\$ 69,361.34	\$ 3.15	\$ -	\$ -	\$ 193,698.39
1	RE	\$ 3,970,458.77	\$ 3,121,513.04	\$ 1,754.14	\$ 874,376.39	\$ 3,176.42	\$ -	\$ -	\$ 4,000,819.99
1	CMB	\$ 23,230.37	\$ 18,106.92	\$ -	\$ 10,135.99	\$ -	\$ -	\$ -	\$ 28,242.91
1	CMB CI	\$ 18,927.47	\$ -	\$ 16,447.01	\$ -	\$ 6,278.54	\$ -	\$ -	\$ 22,725.55
1	CVRWDU	\$ 2,768.92	\$ 3,118.24	\$ -	\$ 503.92	\$ -	\$ -	\$ -	\$ 3,622.16
1	CVSDSB	\$ 28,024.54	\$ 19,769.25	\$ -	\$ 6,658.81	\$ -	\$ -	\$ -	\$ 26,428.06
1	CVSDSB CI	\$ 12,734.28	\$ -	\$ 8,882.90	\$ -	\$ 2,853.87	\$ -	\$ -	\$ 11,736.77
1	CVSDU	\$ 4,815.92	\$ 7,951.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,951.91
1	HLSWBT	\$ 22,286.53	\$ 14,186.95	\$ -	\$ 7,031.61	\$ -	\$ -	\$ -	\$ 21,218.56
1	HLSWBT CI	\$ 3,685.72	\$ -	\$ 2,334.52	\$ -	\$ 1,083.16	\$ -	\$ -	\$ 3,417.68
1	HLSWBUTU	\$ 6,336.79	\$ 5,248.40	\$ -	\$ 1,493.57	\$ -	\$ -	\$ -	\$ 6,741.97
1	HWDU	\$ 7,925.01	\$ 8,453.68	\$ -	\$ 1,287.02	\$ -	\$ -	\$ -	\$ 9,740.70
1	LSWDUN	\$ 21,916.93	\$ 26,011.71	\$ -	\$ 2,592.20	\$ -	\$ -	\$ -	\$ 28,603.91
1	LWSDSB	\$ 28,705.53	\$ 20,471.20	\$ -	\$ 6,751.07	\$ -	\$ -	\$ -	\$ 27,222.27
1	LWSDSB CI	\$ 12,553.03	\$ -	\$ 8,781.58	\$ -	\$ 2,513.94	\$ -	\$ -	\$ 11,295.52
1	ORSDU	\$ 22,505.28	\$ 20,917.05	\$ -	\$ 5,087.87	\$ -	\$ -	\$ -	\$ 26,004.92
1	ORSWBT	\$ 1,155.00	\$ 1,180.00	\$ -	\$ 140.00	\$ -	\$ -	\$ -	\$ 1,320.00
1	ORSWBT CI	\$ 346.50	\$ -	\$ 354.00	\$ -	\$ 42.00	\$ -	\$ -	\$ 396.00
1	Title V	\$ 1,480.43	\$ 550.80	\$ -	\$ 475.88	\$ -	\$ -	\$ -	\$ 1,026.68
1	Title V CI	\$ 534.89	\$ -	\$ 165.24	\$ -	\$ 142.77	\$ -	\$ -	\$ 308.01
1	burncoat Pond	\$ 20,162.56	\$ 16,935.41	\$ 32.66	\$ 6,089.01	\$ 2.01	\$ -	\$ -	\$ 23,059.09
1	cedar Meadow	\$ 7,336.04	\$ 6,104.28	\$ 1,056.00	\$ 2,471.76	\$ 35.32	\$ -	\$ -	\$ 9,667.36
1	Stiles	\$ 10,435.46	\$ 10,810.27	\$ 15.47	\$ 756.30	\$ 0.02	\$ -	\$ -	\$ 11,582.06
		\$ 4,393,988.44	\$ 3,425,652.64	\$ 39,833.89	\$ 995,212.74	\$ 16,131.20	\$ -	\$ -	\$ 4,476,830.47



Leicester Police Department
90 South Main Street
Leicester, MA 01524



Chief
Kenneth M. Antanavica
antanavicak@leicesterpd.org

www.leicesterpd.org

Emergency: 911
Non Emergency: 508-892-7009
Non Emergency: 508-892-7010
Fax: 508-892-7012

Date: September 3, 2020

To: Mr. David Genereux
Town Administrator

Select Board
Town of Leicester

From: Kenneth M. Antanavica
Chief of Police

Re: **Leicester Police Department Monthly Report for August 2020**

Investigative Division

Below is a synopsis of the investigative division's activity during the month of August 2020:

- 1) Multiple prisoner transports
- 2) Assist with A&B investigation Stafford St
- 3) Court Discovery Requests
- 4) Welfare checks stolen X2
- 5) Maintain Property & Evidence room
- 6) Crime Lab – Submission
- 7) Fraud/Larceny > \$250K – Preservation request/ warrants
- 8) House alarm Rawson St , suspect on scene
- 9) Crime Lab – Maynard – Computer Crimes Evidence – Reports – Evidence
- 10) Assist at house fire on Wilson Ave.
- 11) Firearms qualifications/ training/ range maintenance 2 days
- 12) Town treasurer/ checks insufficient funds
- 13) Drug and sharps Kiosk maintenance
- 14) Vandalism/ graffiti town common benches
- 15) Multiple court complaints
- 16) Surveillance – Arrest suspect – Worcester
- 17) Firearm Test Fire for a pending case
- 18) Drug Lab- Drug evidence-Worcester
- 19) Auto repair scam
- 20) Meeting Worcester DA office
- 21) Animal fraud case
- 22) Counterfeit check/ stolen vehicle
- 23) State Police Crime lab- evidence OUI drug case
- 24) DCF follow investigation
- 25) Invest into unauthorized computer access

- 26) Sexual assault
- 27) Uttering counterfeit currency

CLEARED INVESTIGATIONS

- 1) Bank robbery
- 2) Assault with a firearm
- 3) Online threats
- 4) Sexual Assault
- 5) Poss. Of child pornography
- 6) Credit card fraud

ARREST

- 1) Federal indictment for bank robbery
- 2) OUI drug case
- 3) Assault Dangerous weapon/ disorderly
- 4) Misleading police investigation X2

Patrol Division

Kudos to the patrol division who chased and safely apprehended three suspects in a rash of car breaks that were occurring in Oxford, Charlton and Dudley.

Additional neighborhood and building checks have been instituted. Due to Covid-19 Pandemic event Officers are answering more on-line reports and meeting people in the parking lot if needed and taking reports over the phone and using the internet with submit written evidence.

Several streets were blocked during the recent storms. LPD, LFD and DPW all worked together like a well-oiled machine to get the roads open in short order.

Both radar trailers have been deployed in response to an uptick in speeding complaints as pedestrian traffic has increased. More high visibility patrols have been instituted in problem areas. We moved the trailers 2 times during the month spreading out the deployments in the problematic neighborhoods.

The CEMLEC Drone team responded to 2 events this month: 1) Grafton PD for a missing child. 2) Dudley PD for missing hikers in the woods. LPD responded to both.

The CEMLEC accident reconstruction team responded to five critical accidents during August in Shrewsbury, Fitchburg, Millbury, Dudley and Spencer.

The CEMELC SWAT team responded to Webster for a high-risk search warrant service and two activations for stand-by during a critical situation. All were peacefully resolved.

Chief's Office

As Chief of Police, I attended or participated in the following events:

- ✓ Meeting with Worcester Airport regrading active shooter training
- ✓ Zoom meetings on Police reform bill
- ✓ Spoke with organizers of the Trump Rally
- ✓ Met with Black Lives Matter protest group
- ✓ Review and comment on more site plans
- ✓ Conducted a Firearms hearing

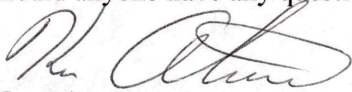
- ✓ Attended department head meeting via go to meeting
- ✓ Public Safety meeting
- ✓ Elevator inspection
- ✓ Met with DPW director and cleaning product vendor
- ✓ Requalified with officers at the firing range
- ✓ Updates on COVID-19.
- ✓ Computer server/ switch upgrade
- ✓ Attended Waite Pond Dam construction meeting
- ✓ Assisted Town Administrator with set-up for Town Meeting
- ✓ LPD staff conducted an audit of the tow release fees that are collected by the tow companies since COVID crisis. The audit proofed out well.

I am pleased to report that since the COVID-19 pandemic the Internet Exchange Spots at the front of the Police station are used multiple times daily providing residents with a safe haven to conduct internet sales without having unknow people coming to their homes.

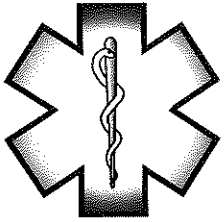
Monthly Statistics

• Calls/Patrol Initiated Activity	1,550
• Incident Reports Taken	86
• Arrests/Summons	35
• Crash Investigations	16
• Towed vehicles	18
• Motor Vehicle Stops	71
• Medical responses	14

Should anyone have any questions on this update, please feel free to contact me.



Ken Antanavica
Chief of Police



Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

PHONE: (508) 892-7006

LEICESTER AMBULANCE

EMS Report August 2020

Total Calls	130
Transports	96
Mutual Aid given	21
Mutual Aid received	2

Training: ALS/BLS Interface class
 M & M Rounds.
 HIPPA Bloodborne Pathogens

Equipment: Ambulance 1: State vehicle inspection
 Ambulance 2: State vehicle inspection/ Vehicle PM and replace Front Tie-Rod end
 Ambulance 3: State vehicle inspection



CHIEF
ROBERT F. WILSON

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



OFFICE (508) 892-7022

FIRE DEPARTMENT

August 2020 Monthly Report

Total fire calls	51
Single Company Calls	47
Multi Company Calls	4
Company 1	36
Company 2	18
Company 3	15
Rescue	2
Mutual Aid given	4
Mutual Aid received	1

Incidents Structure fire Winslow Ave.

Training: All Companies Tanker Shuttle Drill

Equipment: All Trucks Annual State vehicle inspection

Annual Ladder inspection

Tower 53: Trouble shoot Electrical system. AC compressor shorting out

replaced. Completed vehicle PM including Boom. Checked valve cover gaskets
and oil blow by in breather tube.

Fire Prevention:	Inspections/Permits	28	Fee's	\$1,490.00
	Plan reviews	1		
	Other inspections/Follow-ups	1		



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: September 10, 2020

Subj: August Monthly Report

Tarantino Park:

- Prepared site and installed 2 concrete pads for the new benches
- Prepared site and installed new signposts

Storm/weather related clean up:

- Crews worked cooperatively with the LPD to clean up all storm damage from Tropical Storm Isiaias
- Crews responded to all resident calls regarding widespread storm damage
- Crews cleaned up damage from subsequent heavy rains and when necessary performed repairs due to damage.

Maintenance of Town Vehicles:

- Oil changes performed on 5 LPD vehicles
- Break job performed on 1 LPD vehicle
- Oil change on Highway truck 15
- Multiple repairs done on brush-cutter
- Replacement of lights on truck 5
- The major repairs and rebuilding of truck 10 are ongoing under Article 4

Maintenance of Tools/Equipment:

- Repairs to roadside saw
- Repairs and maintenance performed on all equipment needed for storm related clean up

Catch Basin Repairs:

- Repaired or rebuilt 6 catch basins at the following locations
Bottomley Ave, Andy Dr. Towtaid, and Highland Ave.
- Cross Pipes 12" on Pine St. and two 18" on Charlton St.

Mowing:

- Mowing of the schools is ongoing
- Mowing at town owned properties is ongoing
- Roadside mowing is ongoing
- Mowing of cap at landfill completed, Memorial School, and brush moving at LPD all completed at a cost savings of \$4,500.00

Other:

- Paving the parking lot at the Elementary School
- Cleaning around the oil storage at the school completed
- Assisted BPSPC with an emergency replacement of a 12" cross pipe as it was broken and presenting a hazard to the public.
- Assisted the Water Department in replacing a damaged fire hydrant located on Peter Salem Rd.
- The conversion of truck 15 is complete

Thank you.

Leicester Public Library

Director's Report * August 18, 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 met virtually in May and June.

The Library staff came back to work the week of 5/26/20. Patrons are still not allowed in the building, but the library has been offering curbside pickup of items since 6/1/20.

Administrative:

Similar to last month, we are focusing on curbside pickup for patrons, cataloging new items, and preparing the library for limited patron access when we can meet State guidelines. Handling, book drop returns, patron requests, pick up scheduling and fulfillment and telephone requests occupies about 80% of staff's time in the building. The remaining time is administrative tasks, craft pickup coordination, and maintaining the recommended cleaning schedule.

We originally planned to end craft pickup the week of 8/20. It has been popular enough that we've decided to extend it indefinitely. The Friends have generously offered to purchase kits and materials.

I have installed the equipment for a patron self checkout station at the main circulation desk, using unrestricted State Aid grant funds (approx. \$550). The software is already part of our circulation system, so there will be no ongoing license fee. This may be reimbursable with CARES funds.

Please see the end of this report to discuss Phase 3 patron access to the building.

HEPA filter air purifiers installed. Bill Renovation Fund? Not reimbursable.

Building maintenance:

Elevator follow-up inspection complete.

Raymond James finished the gutter and masonry sealing work last week. Invoice pending.

Renovation:

Mark Armington is still working on coordinating the work for the east side basement leaks.

Dennis Griffin approved bike racks, ordered, Highway will install.

Outstanding Renovation Items

1. East side drainage – Mark Armington should have someone out in next few weeks for quote.
2. ~~Gutters, masonry, west parapet masonry repointing – done.~~
3. Bike rack – in process, approximate cost \$250-300
4. Small J bathroom water penetration – likely remediated by eventual gutter installation.
5. Key box – Boxes on site. Suzanne will complete as time allows.

6. Complete fire alarm and burglar alarm test – Committee thinks this was part of the occupancy permit inspection, but the fire department has requested a test. Suzanne will follow up with Fire Dept.
7. Unpainted window frames – the top/inside of the addition window frames remain unpainted. The committee is unsure who is responsible for this correction, and if it is even necessary.
8. People counters (ordered), and installation of the Detex alarms on the two stairwell doors leading to the 2nd floor are library staff/trustee issues.
9. Optional items: Panic buttons, People counter, connect cameras to PD, Permanent museum display cards

Circulation Statistics

Number of new items last month: 205 (total items in collection = 30,766)

	Previous Year				Current Year			
	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer
July**	4277	664	116	145	2022 (-53%)	722 (+9%)	28	0
June**	2461	604	192	163	908 (-63%)	695 (+15%)	25	0
May**	1228 (closed 5/11-6/11)	577	43	22	200 (-84%)	732 (+27%)	25	0
Apr*	1887	533	78	56	25 (-99%)	712 (+17%)	17	0
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

*The Library closed to patrons Saturday, March 14, 2020 due to the SARS CoV-2 pandemic.

*Curbside pickup began the week of 5/25/20.

July curbside pickup 12-30 people per day, monthly total 388 people

Approximately 630 Take & Make craft kits picked up since 7/1.

2-10 people per day log in to library wifi. The number in the table above is unique users. There was no day in June that the wifi was not used by at least 2 people.

Phase 3 – Patron access to the library considerations:

Fundamentally the same as last month:

Sanitizer at entrances and throughout building	Easy, but expensive. Gel sanitizer is expensive, but available
Adequate cleaning products	Medium, expensive. Quick, easy wipes are expensive. \$10-15 per day we are open to the public to clean the touchpoints and surfaces recommended. We have adequate spray and paper towels to do this, but it has to sit, wet, for 20 minutes to be effective. In large quantities, the smell is overpowering. Wipes are almost impossible to purchase right now.
Signs about masks, handwashing, and social distancing must be placed throughout the building. 6' lines at wait points must be installed.	Easy, inexpensive.
Bathrooms	See previous Legal Council recommendation, lessening cleaning requirements. Patrons will be informed when they make reservation
Mask enforcement	Patrons who cannot or will not wear a mask will be accommodated with curbside pickup
Unavailable items	Water fountains- guidance says bottle fill only Bathrooms – see above Meeting Rooms/Quiet Study – can't meet occupancy guidelines, help lessen cleaning requirements Seats, except computers – chairs in storage until longer visits Main Entrance – plan to limit access through meeting room, keeping main doors locked Newspapers/Magazines – subscriptions suspended/removed Toys/Games/Kitchen - storage Computer Help – patrons who need computer help will be advised to bring someone with them
Daily Cleaning Log	Easy, inexpensive
Workload	Monitor entry/exit at all times – this will be labor intensive. Cleaning – with the 20 minutes on the spray cleaner, this takes about 45 minutes. Total building daily cleaning, with 3 staff people, will take 60-90 minutes Curbside pickup is labor intensive Separate workstations = less efficient staff, things take longer In house use = 24 hour quarantine, again, labor intensive

Other accommodations:

- Appointments are a must if the entrance/exit needs to be monitored. Guidance is 8 people, including staff, so appointments would be 5 people on the hour, and they are out of the building by half past. Staff cleans and preps for the next group. No appointments at lunch/dinner. Entry is through the meeting room, which will be monitored. If patrons are late, they will need to reschedule, the doors will not be unlocked.
- Initially, I'd like to not provide access to public computers. I want to make sure we can clean/handle the workload without them first. Not all libraries that are open are providing computers.
- Not take appointments every day. Staff need time to organize pickups and perform administrative tasks without patrons in the building
- Not schedule pickups every day. This is time consuming.
- No programs in the short term, library produced or not.

Other Considerations:

FY21 budget likely to be level funded from FY20.

The maintenance budget will not support cleaning products (at current prices) for large scale public access, even if we had the staff hours to do the cleaning.

Neighbor libraries: Spencer plans to open with limited access mid-August. Paxton has no immediate plans to go beyond curbside pickup anytime soon. Oxford is not open for curbside or browsing. Auburn is open for limited browsing that may not include computer use. Charlton, Bellingham, Milford, Douglas, Pepperell, North Brookfield, Pittsfield and Sturbridge are currently open for limited browsing. Most of those libraries have larger budgets and more staff, or smaller spaces. They also have full time custodians.

Leicester's Town Hall is open by appointment only. Business that can be handled remotely is encouraged.

Recommendation: I would like to plan to open for very limited appointments September 1. We can add availability slowly, once we figure out the workload. If something in the community/state happens before them, we can postpone until the 9/15 Trustees meeting.

Sources:

1. MLS/MBLC Phase 3 guidelines: https://guides.masslibsystem.org/ld.php?content_id=55814326
2. Mass.gov Sector Specific Phase 3 Recommendations for Libraries Summary: <https://www.mass.gov/doc/phase-iii-step-1-libraries-protocol-summary/download>
3. Mass.gov Sector Specific Phase 3 Recommendations for Libraries Safety Standards for Libraries: <https://www.mass.gov/doc/sector-specific-workplace-safety-standards-phase-iii-step-1-for-libraries-to-address-covid-19/download>
4. Mass.gov Sector Specific Phase 3 Checklist for Libraries: <https://www.mass.gov/doc/phase-iii-step-1-libraries-checklist/download>

A compilation of the guidance over time can be found here: <https://guides.masslibsystem.org/COVID19/COOP>

Report to: David Genereux, Town Administrator

From: Rachelle Cloutier, COA Director

Date: September 2, 2020

Re: Council on Aging Report of activities for August

The programs we have started are going well. Our seniors are excited about a senior center that focusses on their needs for their wellbeing. Heidi Gambaccini offers two exercise programs: Chair Yoga and Senior Exercise. These are held outside mostly in our backyard. An additional program will start in September called Train Your Brain. This program was developed a result of aging seniors finding it difficult with their short-term-memory. We continued to offer a train-your-brain session with our newsletter where we placed a puzzle on the second page of our newsletter called "Rebus". This can be very good for a brain exercise. When they have given it their best and cannot figure out the common phrase they call our center for the answer. We developed it this way so I seniors can call our centers and often have a good conversation, laugh and avoid feeling total isolation. We also decided to mail out our newsletter to a larger audience particularly those who regularly attend programs at our center and were accustomed to picking up the newsletter to stay abreast of our functions. We have received several phone calls thanking us for doing this.

WRTA continues to provide rides to our local seniors. They can only transport one person at a time. Only two including the bus driver per bus. They have provided us with a great deal of PPE's for the bus drivers as well as for us at the center.

Meals on Wheels program continues to see increases in demand.

Morgan Emery and her family still come to the center to take care of the mound as well as take care of the elevated garden filled with tomato plants. They visit and it is always nice to see how well Morgan is doing at WPI.

Our outdoor picnic went very, very well. All who came were happy to be here enjoying the good weather and each other. We will be having an October Fest on the 14th of October. Letters for financial assistance have been mailed and the Sheriff's office will be donating pumpkins (40 of them) as well as desserts for this picnic. Sandwiches will be purchased that are individually wrapped. Nancy Lamb made certain that all precautionary measures needed tool place. She took temperatures with our forehead thermometer, made certain all chairs, tables had been sanitized. This was done with the help of Genevieve.

Sent photos of the events along with an article to be published in the Spencer New Leader. We are hoping that it will be in their early September edition.

Memo

To: Town Administrator, Select Board

CC:

Date: 9/14/2020

Re: AUGUST REPORT

Pretty much the same as July with a few changes:

July receipts: cash 1750.00; online 620.00 for a total of 2370.00

August receipts: cash 1129.00; online 490.00 for a total of 1619.00

The Town Clerks office has been extremely busy getting ready for the September primary. Voter cards were sent to all registered voters in MA giving them the opportunity to vote by mail because of Covid-19.

We are inputting all the vote by mail cards into the computer on a daily basis. Checking cards against list and then mailing out the ballots daily. It is a process the packets are made up by each party and then labels are put on the outside envelope and the inside envelope that the voter returns to us signed. We then scan into the computer and they must be filed by precinct, street and name in alpha.

Thank goodness for senior volunteers we couldn't do it without them. I have a great group who are Amazing.

Tons of Public records requests for all departments including the Clerk's office with Voting requests from Campaigns.

Early Voting in Person was not as busy as I had hoped for however everything worked out very well. Voters entered the building from the very back door checked in- in the Town Clerk's office, voted in the Hall and then proceeded down the hall placed their ballots in their precinct box and exited out the door. Traffic all went in the same direction, cleaned every morning and night and also had someone cleaning the booths after each use.

We are working hard to keep up with the Town side of business, dog licensing, deaths, birth, marriages, Genealogy and all other requests that come in. Meeting residents at the door to get business done.

Respectfully submitted,

Deborah K. Davis