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 February

Payable Warrants Posted

- Town Warrants (summary reports attached)
  - 21-32A-TW
  - 21-32B-TW
  - 21-33A-TW
  - 21-34A-TW
  - 21-35A-TW

- School Warrants (summary reports attached)
  - 21-32A-SW
  - 21-34A-SW

Payroll Warrants Posted

- 21-PR33-S
- 21-PR33-T
- 21-PR35-S
- 21-PR35-T

Monthly Updates

- December Cash reconciled with T/C (see attached)

Town of Leicester
Warrant Summary - Posted

Warrant: 21-32A-TW **Post Date:** 2/4/2021

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	280,429.59	
Total for Fund 01:		**280,429.59**
Fund: 02 - CARRYOVER FUND		
Ledger: Expenditure	32.67	
Total for Fund 02:		**32.67**
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	88,213.45	
Total for Fund 11:		**88,213.45**
Fund: 13 - TOWN FEDERAL GRANTS		
Ledger: Expenditure	876.50	
Total for Fund 13:		**876.50**
Fund: 14 - TOWN PRIVATE GRANTS		
Ledger: Revenue	19,942.50	
Total for Fund 14:		**19,942.50**
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	49.76	
Total for Fund 16:		**49.76**
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	657.17	
Total for Fund 17:		**657.17**
Fund: 18 - RECPTS RES FOR APPROP		
Ledger: Revenue	500.00	
Total for Fund 18:		**500.00**
Fund: 30 - CAPITAL PROJECTS FUND		
Ledger: General	-4,102.50	
Total for Fund 30:		**-4,102.50**
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	166,967.50	
Total for Fund 89:		**166,967.50**
Total for Warrant 21-32A-TW:		**553,566.64**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-32B-TW	**Post Date:** 2/4/2021		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure		8,000.00	
Total for Fund 01:			**8,000.00**
Total for Warrant 21-32B-TW:			**8,000.00**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-33A-TW	**Post Date:** 2/11/2021		
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		25,092.36	
Total for Fund 89:			**25,092.36**
Total for Warrant 21-33A-TW:			**25,092.36**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-34A-TW **Post Date:** 2/18/2021

Fund: 01 - GENERAL FUND			
Ledger: Expenditure	91,614.91		
Ledger: Revenue	4,974.19		
Total for Fund 01:		**96,589.10**	
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure	16,763.32		
Total for Fund 11:		**16,763.32**	
Fund: 13 - TOWN FEDERAL GRANTS			
Ledger: Expenditure	727.14		
Total for Fund 13:		**727.14**	
Fund: 15 - TOWN REVOLVING FUNDS			
Ledger: Expenditure	9,958.96		
Total for Fund 15:		**9,958.96**	
Fund: 16 - TOWN REVOLVING 53E 1/2			
Ledger: Expenditure	523.36		
Total for Fund 16:		**523.36**	
Fund: 17 - TOWN DONATIONS			
Ledger: Expenditure	491.42		
Total for Fund 17:		**491.42**	
Fund: 18 - RECPTS RES FOR APPROP			
Ledger: Revenue	250.00		
Total for Fund 18:		**250.00**	
Fund: 30 - CAPITAL PROJECTS FUND			
Ledger: Expenditure	1,365.00		
Total for Fund 30:		**1,365.00**	
Fund: 34 - HIGHWAY CHAP 90 FUND			
Ledger: Expenditure	6,612.50		
Total for Fund 34:		**6,612.50**	
Fund: 82 - PLANNING REVIEW TRUSTS			
Ledger: Expenditure	360.00		
Total for Fund 82:		**360.00**	
Fund: 87 - STUDENT ACTIVITY FUNDS			
Ledger: Revenue	414.00		
Total for Fund 87:		**414.00**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	53,752.98		
Total for Fund 89:		**53,752.98**	
Total for Warrant 21-34A-TW:		**187,807.78**	

Town of Leicester
Warrant Summary - Posted

Warrant: 21-35A-TW	**Post Date:** 2/25/2021		
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		174,400.06	
Total for Fund 89:			**174,400.06**
Total for Warrant 21-35A-TW:			**174,400.06**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-32A-SW **Post Date:** 2/4/2021

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	233,602.92	
Total for Fund 01:		**233,602.92**
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	76,939.92	
Total for Fund 21:		**76,939.92**
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	4,992.84	
Total for Fund 22:		**4,992.84**
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	76,179.32	
Total for Fund 23:		**76,179.32**
Fund: 27 - SCHOOL REVOLVING 53E 1/2		
Ledger: Revenue	83.28	
Total for Fund 27:		**83.28**
Fund: 28 - SCHOOL SPED RESERVE FUND		
Ledger: Expenditure	7,692.33	
Total for Fund 28:		**7,692.33**
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	250.00	
Total for Fund 87:		**250.00**
Total for Warrant 21-32A-SW:		**399,740.61**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-34A-SW **Post Date:** 2/18/2021

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	114,779.38	
Total for Fund 01:		**114,779.38**
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	36,763.41	
Total for Fund 21:		**36,763.41**
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	8,862.83	
Total for Fund 22:		**8,862.83**
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	32,921.78	
Total for Fund 23:		**32,921.78**
Fund: 27 - SCHOOL REVOLVING 53E 1/2		
Ledger: Expenditure	229.90	
Total for Fund 27:		**229.90**
Fund: 28 - SCHOOL SPED RESERVE FUND		
Ledger: Expenditure	8,597.31	
Total for Fund 28:		**8,597.31**
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	67.50	
Total for Fund 87:		**67.50**
Total for Warrant 21-34A-SW:		**202,222.11**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR33-S	**Post Date:** 2/12/2021		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure	493,963.92		
Total for Fund 01:		**493,963.92**	
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure	13,711.16		
Total for Fund 22:		**13,711.16**	
Fund: 23 - SCHOOL FEDERAL GRANTS			
Ledger: Expenditure	800.00		
Total for Fund 23:		**800.00**	
Fund: 25 - SCHOOL REVOLVING FUNDS			
Ledger: Expenditure	33,663.63		
Total for Fund 25:		**33,663.63**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	74,774.65		
Ledger: Revenue	-185,178.98		
Total for Fund 89:		**-110,404.33**	
Total for Warrant 21-PR33-S:		**431,734.38**	

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR33-T	**Post Date:** 2/11/2021		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure		166,367.27	
Total for Fund 01:			**166,367.27**
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure		1,258.54	
Total for Fund 11:			**1,258.54**
Fund: 16 - TOWN REVOLVING 53E 1/2			
Ledger: Expenditure		1,790.05	
Total for Fund 16:			**1,790.05**
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		34,731.37	
Ledger: Revenue		-52,782.06	
Total for Fund 89:			**-18,050.69**
Total for Warrant 21-PR33-T:			**151,365.17**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR35-S	Post Date: 2/26/2021	
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	453,356.31	
Total for Fund 01:		**453,356.31**
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	8,864.47	
Total for Fund 22:		**8,864.47**
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	2,024.07	
Total for Fund 23:		**2,024.07**
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	32,641.59	
Total for Fund 25:		**32,641.59**
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	67,927.97	
Ledger: Revenue	-174,191.39	
Total for Fund 89:		**-106,263.42**
Total for Warrant 21-PR35-S:		**390,623.02**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR35-T **Post Date:** 2/25/2021

Fund: 01 - GENERAL FUND			
Ledger: Expenditure		165,594.41	
Total for Fund 01:			**165,594.41**
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure		1,258.54	
Total for Fund 11:			**1,258.54**
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		31,198.14	
Ledger: Revenue		-50,713.81	
Total for Fund 89:			**-19,515.67**
Total for Warrant 21-PR35-T:			**147,337.28**

City/Town/District of LEICESTER

Cash Reconciliation for December 2020

Total Treasurer's Cash and Investments	12,097,583.13
Accountant's/Auditor's Cash and Investments (per balance sheet)	11,975,310.86

Reconciling Items (specify)

27AG	123,851.04
Nov ACH turned over in Jan	-1,480.62
Clerk Unipay	60.00
Health Unipay	405.86
Void after check clearing on 1/11	5.22
NSF Charge - emailed to reverse	7.50
TASC ACH error - fixed in Jan	-379.00
Harpers Error Ck# 205780 102.88 v 92.88	10.00
Kelley & Ryan 12/30 batch in-transit	-933.00
Kelley & Ryan Dec turned over in January	630.00
School on-line & CB not turned over	95.27
$	12,097,583.13

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

Variance (explain)

Treasurer _____ Date 2/25/21

Accountant _____ Date 2/25/21

BUILDING PERMITS ISSUED MONTH OF FEB 2021

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
2/3/2021	Kathleen/Thomas Daige	127	Manville St.	Homeowner	21-025	Windows
2/4/2021	Carrie Spencer	48	Grove St.	Rooftop Power (Bernard Miranda)	21-026	Solar (Residential)
2/4/2021	David Bleau	116	Towtaid St.	Tip Top Roofing (Michael Starvaski)	21-027	Roof
2/4/2021	Gilbert Nguyen	2	William Cir.	Alliance Home Improvement (Sergiy Suprunchuk)	21-028	Windows
2/10/2021	Jesse Grenier	111	Woodland Rd.	Vivint Solar (Roland Brandt)	21-029	Roof
2/10/2021	Jesse Grenier	111	Woodland Rd.	Vivint Solar (Roland Brandt)	21-030	Solar (Residential)
2/10/2021	Jessica McGurn	19	Folsom St.	Vivint Solar (Roland Brandt)	21-031	Solar (Residential)
2/10/2021	Daniel Kwarteng	16	Crestwood Rd.	HomeWorks Energy (Adam Glenn)	21-032	Weatherization
2/10/2021	Sandra Brink	479	Pleasant St.	HomeWorks Energy (Adam Glenn)	21-033	Weatherization
2/10/2021	Melanie Desmarais	4	Sunset Dr.	HomeWorks Energy (Adam Glenn)	21-034	Weatherization
2/10/2021	Elbert Clark	289	Pine St.	Caleb Aho dba ESE Inc. (Caleb Aho)	21-035	Weatherization
2/10/2021	Peter Bostock	1	Pine Ridge Dr.	DiPietro Energy Solutions (James Dimopolas)	21-036	Weatherization
2/16/2021	Kathleen Gaucher	4	Monterey Dr.	Capitol Siding (Mark Sarkisian)	21-037	Roof
2/16/2021	Thomas Brennan	4	Greenville Cir.	HomeWorks Energy (Adam Glenn)	21-038	Weatherization
2/16/2021	John Troy	25	Beech St.	HomeWorks Energy (Adam Glenn)	21-039	Weatherization
2/18/2021	LRE, LLC	390	Auburn St.	Steven Gallo	21-040	Single Family Dwelling
2/22/2021	Truong Cuong	345	Pleasant St.	Sam Nguyen	21-041	Remodel

2/23/2021	Steven Rose	17	Lake View Dr.	Ethan DeSota	21-042	Remodel
2/23/2021	John Stafford	6	King St. Ext.	GA Siding and Windows (Gary Apher)	21-043	Siding
2/16/2021	Kathleen Gaucher	4	Monterey Dr.	Capitol Siding (Mark Sarkisian)	21-037	Roof
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2/23/2021	Steven Rose	17	Lake View Dr.	Ethan DeSota	21-042	Remodel
2/23/2021	John Stafford	6	King St. Ext.	GA Siding and Windows (Gary Apher)	21-043	Siding
2/4/2021	Kevin Rookey	31	Tobin St.	The ENergy Monsters MA Inc. (Josh Leet)	21-044	Weatherization
2/13/2021	Westland Meadows	5	Town Beach Rd.	LBC Construction (Ghassan Farah)	21-045	Repairs
2/22/2021	John Daige	5	Sacks Dr.	Christopher Scott	21-046	Siding
2/23/21	Daniel Demars	16	Sunset Dr.	Bradshaw Enterprises (Sean Matthew Bailet Bradshaw)	21-047	Insulation
2/23/21	Timothy Millett	20	Grove St.	Green Collar, LLC (Robert Callhoun)	21-048	Weatherization
2/22/2021	Edward Dickinson	46	Water St.	Boston Solar (Gary McMillan)	21-049	Solar (Residential)
2/16/2021	Dave Magnuson	11	Hankey St.	Ethan DeSota	21-050	Remodel
2/16/21 (paid 3/2/21)	Bruce Adams	37	Carleton Rd.	Daniel Gleggerrt (Patrick McDonough)	21-051	Insulation

2/22/21 (paid 3/2/21)	Bud Clauer	24	Victoria Dr.	Robert Shepard	21-052	Sunroom

In addition, 1 Stove Permits; 6 Sheet Metal permits; 1 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: March 10, 2021

RE: Development & Inspectional Services (DIS) Report, February 2021

Mike Silva was certified as a Local Inspector 2/2/2021; Duane Amos (Interim Local Inspector) was appointed Alternate Building Inspector on 2/22/2021. All Board meetings continued to be held virtually due to COVID-19.

Project Review/Processing/Construction Monitoring:

- Reviewed applications, attended all permitting Board meetings, and prepared Planning Board & ZBA decisions for projects listed in Application Status table.

Planning and Long-Range Projects:

- Zoning Bylaw Amendments: Planning Board discussion 2/2/2021, public hearing scheduled for 3/2/2021 (NB district, marijuana, outdoor storage, housekeeping amendments). Hearing notice sent to NB district abutters.
- Open Space & Recreation Plan: Kick-off meeting with CMRPC representative held 2/23/2021

Miscellaneous:

- Continued training of Department Assistant
- Attended webinar on new Housing Choice Law 2/24/2021
- Closed revolving accounts: 2 Conservation Commission replication bond accounts (work completed) and 2 Planning Board review accounts (1 project expired/1 completed)
- Researched Subdivision Regulation amendments (related to pending application)
- Addressed miscellaneous public inquiries, including the following:
  - Permitting requirements for: variance application, multi-family in B district, produce market in B district, makerspace, private baseball fields, amendment to Open Space Residential Development, accessory apartments, amendment of Site Plan Review (Fire Station), keeping of livestock, and marijuana establishments
  - Garage in setback (variance required; applicant encouraged to redesign project)
  - Development on lot with no frontage or access (not buildable)
  - Questions related to fishing access and snowmobile trails
  - Public records requests: DIS budget, Parker Street records, Mulberry Solar, Memorial School (records not found), Central Mass Crane, subdivision regulation amendments
  - Potential grandfathered lots (research on several)
  - Relocation of subdivision detention pond by private party (prohibited)
  - Research on 6 and 10 years statutes of limitation on zoning enforcement

APPLICATION STATUS, February 2021

PLANNING BOARD				
Project/Applicant	**Type of Application**	**Location**	**Description**	**Status**
Hank's Marine/MDS LLC	Special Permit	1570 Main Street	Boat showroom (SP2021-01)	Hearing 2/16/21, continued to 3/2/21
Town Meadow Farm/Leon H. Dykas, III	Special Permit	124 Green Street	Outdoor marijuana cultivation (SP2021-02)	Hearing 3/16/21
WorcShop	Special Permit	11 Hankey Street	Makerspace in existing building (Adaptive Reuse)	Hearing 4/6/2021
ZONING BOARD OF APPEALS				
Project/Applicant	**Type of Application**	**Location**	**Description**	**Status**
Nathan Doggart	Variance	1A Hammond Street	Construction of home addition in setback	Disapproved 2/3/2021
Southwest Holdings	Special Permit	Auburn Street	Limited Frontage Lot	Approved 2/24/21

CONSERVATION COMMISSION					
Meeting Date	**Applicant**	**Address**	**Type of Application**	**Action**	**Project Description**
2/10/2021	ECO Holdings, Inc.	88 Huntoon	Certificate of Compliance	Approved	sewer line work (DEP#197-0395)
The Commission also issued **0** minor project modification(s), **0** Enforcement Order(s), **0** Emergency Certificates, and **0** Cease & Desist orders.					

Building & Occupancy Permit reports attached.

BOARD OF HEALTH

- **Environmental Health**
  - Food Plan Reviews; 1 new establishment is projected to submit soon for the vacant space at 310 Pleasant Street. 1 renovation to expand existing operations was rejected for insufficient information.
  - Health Agent is working with an applicant to open microblading establishment. This will be the second microblading establishment in the Town.
  - Housing; 2 Complaints received. Case closed
  - Nuisance; 1 report filed. Case closed
  - Title V; 2 well plan review, 1 perc test
- **Community Health**
  - Public Health Nurse, Helen Ganas, met with the Leicester Public School Nurses to discuss pandemic coordination between the two departments
  - Attended 4 weekly meetings with the regional head of the Contact Tracing Collaborative to review cases in town vs surrounding communities and trends.
  - Attended 8 weekly interdepartmental board of health meetings to discuss pandemic guidance and mandates.
  - Attended 16 Regional meetings regarding COVID-19 and vaccination efforts.
  - A code red was sent out, requesting that all residents who are eligible for COVID-19 vaccination contact the Department to help with scheduling available appointments. Over 500 responses were received. Another Code Red will be sent out in March.
- **Emergency Preparedness**
  - Health Agent working on creating a local Medical Reserve Corps (MRC). The MRC will consist of Leicester residents with a medical or non-medical background who want to serve as a volunteer in local health initiatives. The MRC also would be

activated in the case of a natural disaster or emergency response. This includes staffing clinics at all levels to inoculate the Leicester population.

Code/Building	$5,668.00
Conservation Commission	$437.50
Board of Health:	$1,525.00
Planning Board:	$5,777.00
Zoning Board of Appeals:	$0.00
TOTAL	**$13,407.50**

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

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OCCUPANCY PERMITS ISSUED MONTH OF FEB 2021

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
2/4/2021	Schold Development	8	Oak Bluff Ln.	21-003	20-077	Single Family Dwelling

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: March 1, 2021
From: Office of Treasurer Collector
Re: February Activities

- February collections are as attached.
- Collected $22,942.64 in tax title principal payments and $4,807.55 in interest payments.
- Mailed FY20 "intent to publish" letters for delinquent real estate
- Tax title advertisement of 69 properties sent to the Spencer New Leader for advertisement on March 5th. Anyone who paid after 1:00 on February 25th will be included in the ad as the proof needed to be provided to the paper by the Friday before publication date. Tax taking of remaining unpaid property to be done on March 22nd at 10:00AM.
- Unclaimed property advertisement sent to Spencer New Leader for advertisement on March 5th. These are for vendor checks dated from 2010 through December 2019. Cost of advertisement is $470.40.
- Participated in weekly Vadar Webex meetings
- January transfers for the town
- Submitted January to the Accountant for reconciliation
- Reconciled December with the Accountant
- Working with Auditors for FY20 audit
- Tax inquiries via email continues to go well. It has proven to be a large time-saver in this office as explanations are much quicker with providing a pdf of the history summary via email for people to see. We have not received any complaints in this office and the general e-mail feedback is positive.
- We continue to deal with Corelogic's error of paying incorrect parcels and amounts. As of this date, I have received requests to, and transferred, funds between parcels with 15 recognized parcel errors. I have also sent a list of suspected Corelogic errors to them, asking that they find the correct parcels by March 9th, as this needs to be resolved to the highest extent possible before Q4 bills are generated. Along with these transfers, letters to both parties for each payment affected are being typed and mailed, along with a history summary, explaining Corelogic's error and the steps taken to correct it. Some of the parcels affected have been left with remaining balances. The parcels that should have been paid by Corelogic will need to have the interest funded by Corelogic. The parcels that Corelogic erroneously paid and affected the Q3 billing will have 30 days from the date of the letter to pay the remaining balance, interest free, since it was an error by Corelogic that caused the situation. Those interest amounts will be sent to Corelogic for restitution. I also plan on billing Corelogic for my time and materials spent

Type	Commitment	Bill Date	# of Bills	Amount Billed
MVX	2020-19A	1/25/2021	3	$ 454.79
	2020-07	2/25/2021	271	$ 8,062.80
	2021-01	2/25/2021	10208	$ 1,124,885.19
				$ 1,133,402.78

Tax	Tax	Interest	Totals
January	$ 21,968.88	$ 2,088.77	**$ 24,057.65**
February	$ 19,298.83	$ 2,728.46	**$ 22,027.29**
March			$ -
April			$ -
May			$ -
June			$ -
July			$ -
August			$ -
September			$ -
October			$ -
November			$ -
December			$ -
	$ 41,267.71	**$ 4,817.23**	**$ 46,084.94**

Boat	
	$ -

Tax	Tax	Interest	Totals
January	$ 45.00	$ 1.46	**$ 46.46**
February	$ 25.00	$ 1.47	**$ 26.47**
March	$ -	$ -	$ -
April	$ -	$ -	$ -
May	$ -	$ -	$ -
June			$ -
July			$ -
August			$ -
September			$ -
October			$ -
November			$ -
December			$ -
	$ -	$ -	$ -
	$ 70.00	**$ 2.93**	**$ 72.93**

FY21			January*		February*		March*		
Quarter	Type	Commitment	07 Tax/Liens	07 Int	08 Tax/Liens	08 Int	09 Tax/Liens	09 Int	3Q Total Net
3	PP	$ 216,038.04	$ 62,418.53	$ 21.27	$ 140,614.92	$ 239.15	$ -	$ -	$ 203,293.87
3	RE	$ 4,167,854.45	$ 3,177,765.28	$ 9,003.98	$ 882,505.00	$ 9,062.84	$ -	$ -	$ 4,078,337.10
3	CMB	$ -	$ 172.22	$ -	$ 266.67	$ -	$ -	$ -	$ 438.89
3	CMB CI	$ -	$ -	$ 113.51	$ -	$ 407.00	$ -	$ -	$ 520.51
3	CVRWDU	$ -	$ 835.88	$ -	$ -	$ -	$ -	$ -	$ 835.88
3	CVSDSB	$ -	$ 1,006.82	$ -	$ 2,390.39	$ -	$ -	$ -	$ 3,397.21
3	CVSDSB CI	$ -	$ -	$ 555.82	$ -	$ 1,096.84	$ -	$ -	$ 1,652.66
3	CVSDU	$ -	$ 710.51	$ -	$ -	$ -	$ -	$ -	$ 710.51
3	HLSWBT	$ -	$ 958.92	$ -	$ -	$ -	$ -	$ -	$ 958.92
3	HLSWBT CI	$ -	$ -	$ 112.80	$ -	$ -	$ -	$ -	$ 112.80
3	HLSWBTU	$ -	$ 814.98	$ -	$ 67.73	$ -	$ -	$ -	$ 882.71
3	HWDU	$ -	$ 1,242.65	$ -	$ -	$ -	$ -	$ -	$ 1,242.65
3	LSWDUN	$ -	$ 1,527.89	$ -	$ -	$ -	$ -	$ -	$ 1,527.89
3	LWSDSB	$ -	$ 5,500.75	$ -	$ -	$ -	$ -	$ -	$ 5,500.75
3	LWSDSB CI	$ -	$ -	$ 2,052.39	$ -	$ -	$ -	$ -	$ 2,052.39
3	ORSDU	$ -	$ 1,630.65	$ -	$ 2,682.70	$ -	$ -	$ -	$ 4,313.35
3	ORSWBT	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	ORSWBT CI	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
3	Title V	$ -	$ -	$ -	$ 467.18	$ -	$ -	$ -	$ 467.18
3	Title V CI	$ -	$ -	$ -	$ -	$ 226.88	$ -	$ -	$ 226.88
3	Burncoat Pond*	$ 18,001.35	$ -	$ -	$ 1,870.54	$ 55.25	$ -	$ -	$ 1,925.79
3	Cedar Meadow	$ 7,284.52	$ 5,571.58	$ 27.99	$ 2,138.42	$ 11.43	$ -	$ -	$ 7,749.42
3	Stiles	$ 9,736.80	$ 9,839.17	$ 10.19	$ 1,477.89	$ 44.79	$ -	$ -	$ 11,372.04
		$ 4,418,915.16	**$ 3,269,995.83**	**$ 11,897.95**	**$ 1,034,481.44**	**$ 11,144.18**	**$ -**	**$ -**	**$ 4,327,519.40**

*Burncoat Pond tax rate received 2/16/2021

$ - $ -

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: March 10, 2021

Subj: February Monthly Report

Maintenance of Town Vehicles:

- Oil changes performed and tire rotation performed on 4 LPD vehicles
- Chief's vehicle received service

Snow Event:

- The crew responded to snow events sanding/salting and plowing
- Repairs done to vehicles following snow events
- Cutting edges replaced on plows as needed
- Seasonal snowplow drivers were not utilized this month
- Snow clean up around town to clear pedestrian access to crosswalk lights
- Snow removal from Hyland Ave

Other:

- 1,100 ton of salt ordered and received
- Potholes around town patched
- Waterways monitored
- Covid-19/Security glass install complete at Town Hall
- New Phone system installed at Highway
- Culvert research done for grant
- Drainage swales maintained on Marshall St.
- Posted and accepted applications for the Highway Truck driver/laborer position
- Facility maintenance and operations monitored
- Roadside tree trimming on Watson St., Bond St., White Birch and Hemlock St.
- Paxton and Marshall St. intersection research for possible restructuring of intersection to improve safety done. Evaluated for a possible right turn only lane following the traffic study done by Police Department.

SNOW AND ICE:

- Consults/Professional Services $6,221.25
- Parts/Materials $118,843.50
- O.T. $11,621.60

Thank you.

Town of Leicester Fire Department
3 Paxton Street
Leicester Massachusetts, 01524

Michael R. Dupuis
Chief

February 2021 Monthly Report

Total calls > 30

HQ Company > 16

Station 2 Company > 9

Station 3 Company > 12

Rescue Company > 4

Mutual Aid Given > 1

Mutual Aid Received > 1

Fire Training > Companies did drills to practice with the departments new SCBA's.

Rescue Training > Members did HAZMAT equipment inventory and adjusted gear accordingly.

Equipment > Tower 53 waterway was repaired.

Fire Prevention: Total Inspections > 46

14 smoke detector inspections.

13 open burning permits.

7 LP Storage permits.

3 oil burner permits.

7 oil tank/removal permits.

1 Business annual inspection

1 Flammable gas permits

Inspectional Updates: Completed 4 new business plan reviews. Reviewed 88 Huntoon Memorial Hwy. sprinkler plan. Inspected and issued 2 certified letters to businesses to comply with town and state regulations. Completed and submitted 2020 SAFE year-end report and received confirmation of approval of funds from the Department of Fire Services.

Summary: This was a busy month. It started of with a plane crash in the area of Moosehill Rd. All victims survived. All fire members worked very hard in the extreme snow conditions that they were tasked with. Members also responded to a reported structure fire on Main St. Upon arrival they found some flaming material from a woodstove had fallen on the wood floor and started burning, which resulted in minimal damage.

Respectfully submitted,

Chief Michael R. Dupuis

Leicester Public Library
Director's Report * February 16, 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 the last ten months, 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.

Phase 3 patron access to the building: The library will be fully staffed the week of 3/1. See below.

New:

1. Kae has added both Facebook and Instragram pages for the Children's Room. She has taken over the take & make crafts, and has offered a variety of online programming options, including stories, book reviews and science experiments. She is also working with CFCE (who used to do Babies & Blankies for us) to distribute monthly reading packets. She has also taken over ordering juvenile and YA books.
2. Charissa will return to a regular schedule the week of 2/22.
3. Neighbor library updates: Most local libraries have gone back to curbside pickup, no browsing. Their reopening criteria included below.
4. Met with Capital Planning Committee to discuss our request for funding to replace all library computers (staff & patron) in FY24.
5. Houston Security monitoring bill, $480/year bill due

Building maintenance:

- Waterproofing is ongoing. There was one small leak during the last heavy rain (12/26). After a consultation with Mark, Jean's Waterproofing will return at least one more time for spot treatments before discussing other options.
- The light over the main door has been modified. Electrician John Keenan shortened the arm, so most of the light shade is under the gutter/fascia. Hopefully, this will prevent future damage. This repair, and the floor outlet replacement, totaled $345.
- Carpet cleaning still on hold pending waterproofing completion.
- Elevator Inspection likely next month, waiting for State to schedule

Renovation Fund Balance

Date	Company	Expense Actual	Balance
11/5/2020			89053.01
11/12/2020	Jean's Waterproofing	38000	51053.01
11/12/2020	Bardon Water Test	900	50153.01
12/2/2020	Bike Rack	274.89	49878.12
12/3/2020	Gutter Cleaning/A. Eagle	975	48903.12
12/31/2020	People Counter	450	48453.12
12/31/2020	Elevator Insp. - State	400	48053.12
2/15/2021	BearCom (wireless insp)	1020	47033.12
2/20/2021	Houston Security (yearly)	480	46553.12
	Upcoming expenses	5694.75	44458.26

Upcoming expenses	Expense Estimate
Ransford bi-ann (date?)	450
Elevator Maint. - yearly	1140
Elevator Inspection - EMC	700
Carpet Cleaning	1491.75
Design Temp Control Inc /yearly HVAC maint*	1913
Total	5694.75

Yearly maintenance expenses (inspections, etc.) are approx. $9000.
*This company did the filter changes/yearly cleaning, but never sent me a bill. They haven't returned my call.

Outstanding Renovation Items

1. East side drainage – waterproofing work began 9/9. Small leaks in new spots after 12/26 heavy rain. Dennis Griffin/Hwy to do a small amount of re-grading to make that landscape drain the /lowest spot.
2. Bike rack – racks arrived, awaiting install.
3. Key box – 2/3 boxes done. Museum and daily use boxes complete, construction box ongoing. Debating placement.
4. 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.
5. People counters (pending), and installation of the Detex alarms on the two stairwell doors leading to the 2nd floor are library staff/trustee issues.
6. Optional items: Panic buttons, connect cameras to PD, Permanent museum display cards

Circulation Statistics

Number of new items last month: 92 (total items in collection = 32,113)

	Previous Year				Current Year			
	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer
Jan**	3699	690	131	163	1778 (-52%)	821 (+19%)	21	0
Dec**	2840	689	110	132	1637 (-42%)	726 (+5)	26	0
Nov**	3315	587	131	150	1345 (-59%)	660 (+12%)	21	0
Oct **	3532	623	158	151	1684 (-52%)	712 (+14%)	29	0
Sept**	3324	644	132	128	1634 (-51%)	672 (+4%)	24	0
Aug**	3902	716	124	162	1577 (-60%)	739 (+3%)	32	0
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

**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.

Library Covid Circulations

	# pickups	# items
Jun-20	166	908
Jul-20	388	2022
Aug-20	304	1577
Sep-20	325	1634
Oct-20	390	1684
Nov-20	225	1345
Dec-20	290	1637
Jan-21	325	1778

Craft pickups

June/July/Aug	721
Sept/Oct/Nov	948

Reopening: Criteria for being open/closed

Trustees should approve criteria, but I recommend opening/closing is dependent on established benchmarks, rather than approved through Trustee monthly meetings

1. Town Buildings are open per Select Board/Board of Health (end of Feb/early March)
2. Other libraries have approved being open based on state reported risk level (see below). This has the advantage of addressing local conditions and making decisions based on data. It also has at least 3 week swings, so we aren't opening/closing too often to keep track of.
3. All library staff remain healthy and working a full schedule.

Suggested policy/statement:

- The Library Board of Trustees has voted to enact the following policy to assist you (and us) with some consistency over the next few months regarding library services:
- If the town is designated by the state as being in the red for two consecutive weeks, and the "change in percent positivity" is trending higher, the library will revert to curbside service only for checkout of library materials.
- The library will reopen for in-person browsing when the state has designated that the town has reverted to yellow (or better) for 2 consecutive weeks, and the "change in percent positivity" is trending lower.
- The change in the library schedule will begin on the Tuesday following the Thursday/Friday distribution of the state report.
- This policy is subject to change based on recommended guidelines and may be overridden by state or local government.
- To access the state report with the chart we will be basing our decisions on, please visit: https://www.mass.gov/info-details/covid-19-response-reporting#covid-19-weekly-public-health-report-

Phase 3 services to offer

Hours: We cannot do this level of curbside and be open to patrons. Mornings for admin/pickup work, afternoons for browsing, last hour for cleaning.

Regular hours: T/TH 9:30-8, W/F 9:30-5, Sat 10-2
Curbside pick up hours: T/TH 10-7:30, W/F 10-4, Sat 10-2
Browsing hours, suggest: T/TH 12-7, W/F 12-4, Sat 10-2

Occupancy limit/door monitoring: will discuss, suggest address if necessary
Cleaning: Francis Dagle, BOH agent, will advise. Closing to browsing an hour before the library closes will allow staff to clean high touch surfaces. Door knows/bars, elevator buttons, stair rails, keyboards, copier, etc. Suzanne will develop checklist.
Time restrictions: suggest patrons limit browsing/checkout to 20 minutes. Computer users to 30 minutes
Services: We will be available for browsing, item pickups, copy/fax, and short computer sessions only. Unavailable options include: computer/copy/fax help (no staff in close proximity to patrons), no quiet study rooms, no chairs (except at computer stations) to limit time in building, no public restrooms, no gatherings/meetings/program room use, no toys, games, newspapers, etc.

I would like to suggest Suzanne, in consultation with Paul and Mary, can modify services and hours at their discretion, as conformity with state guidelines allow. Changes will be discussed at future Trustee meetings, but minor schedule/service changes do not require a meeting or vote from the entire board.

OCCUPANCY PERMITS ISSUED MONTH OF FEB 2021

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
2/4/2021	Schold Development	8	Oak Bluff Ln.	21-003	20-077	Single Family Dwelling

Leicester Police Department
90 South Main Street
Leicester, MA 01524

www.leicesterpd.org

Chief
Kenneth M. Antanavica
antanavicak@leicesterpd.org

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

Date: March 5, 2021

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 February 2021

Investigative Division

Below is a synopsis of the investigative division's activity during the month of February 2021:

1) Multiple Court Discovery Requests
2) Child rape investigation
3) Court complaints processed.
4) Court Magistrate hearings
5) Prisoner transport
6) Fraud investigation
7) NYPD- Stolen firearm recovered.
8) Empty sharps kiosk.
9) U-Mass Worcester drug lab
10) State Police crime lab in Sudbury (submitted blood evidence)
11) Stolen property investigation/ inventory
12) Assist with records request.
13) Extortion investigation.
14) Vandalism investigation
15) Attended area intelligence briefing.
16) Out of state property recovery
17) Crime scene processing and evidence recovery.

Search Warrants:

1) Fatal crash X2 warrants.

Arrest:

1) ABDW/AB/ Threating to commit murder.
2) Rape X2 ABDW/ Domestic, A&B, Strangulation X2
3) Warrant Arrest
4) Poss. Class B&E narcotics X3

Patrol Division

Officers are conducting more high visibility traffic stops utilizing COVID precautions. Officers continue to respond to more and more mental health calls for service and helping people get the help the need coping with today's pandemic, even assisting some people navigating vaccination web sites.

The CEMLEC Drone team had one training session this month.

The CEMLEC SWAT: SWAT conducted bi-monthly training and responded to warrant service in Southbridge for a high-rise warrant service which netted cash and cocaine.

Chief's Office

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

- ✓ We are cautiously wrapping up the staffing at home program as the governor is lifting restrictions.
- ✓ Zoom Department Head meetings
- ✓ Prepared monthly board report
- ✓ Worked on Radio Grant for Fire, Police and Highway Department to finalize products. The director of the Worcester RECC has left employment, we are working with new people on the grant award.
- ✓ Prepared PPE order for the department.
- ✓ Received a $12,000 for High visibility traffic enforcement.
- ✓ Chiefs association zoom meeting.
- ✓ Continued to coordinate LPD staff and COVID-19 issues.
- ✓ Continued to work with all other town departments with the poor weather conditions and the high wind situations.
- ✓ Working with the DA to develop a plan to provide mental heath screening and services.
- ✓ Prepared crime report and stats for 1142 Stafford St
- ✓ Attended Officer Pepin's graduation.
- ✓ Met with Lee Dykas regarding a new business in the community.
- ✓ Complied with several extensive public records request.
- ✓ Worcester RECC crashed. We brought LPD dispatch back to life to answer business calls and dispatch all emergency calls.

Since the COVID-19 pandemic the Internet Exchange Spots providing residents with a safe haven to conduct internet sales without having unknow people coming to their homes. We have seen these transactions continue to grow even with the cold weather upon us.

Monthly Statistics

- Calls/Patrol Initiated Activity 1,702
- Incident Reports Taken 75
- Arrests/Summons 32
- Crash Investigations 18
- Towed vehicles 14
- Motor Vehicle Stops 62
- Medical responses 14

We welcome Officer Paul Pepin aboard. Paul started training earlier this week with Officer Ruth. Paul is a good fit for the LPD and the Leicester community.

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

Ken Antanavica
Chief of Police