



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 July

Payable Warrants Posted

- Town Warrants (summary reports attached)
 - 21-01A-TW
 - 21-02A-TW
 - 21-03A-TW
 - 21-04A-TW
 - 21-05A-TW
- School Warrants (summary reports attached)
 - 21-02A-SW
 - 21-04A-SW

Payroll Warrants Posted

- 21-PR01-S
- 21-PR01-T
- 21-PR03-S
- 21-PR03-T
- 21-PR05-S
- 21-PR05-T

Cash Reconciled with Treasurer

- Currently reconciling through June 2020 and processing End of Year reports

Town of Leicester
Warrant Summary - Posted

Warrant: 21-01A-TW		Post Date: 7/2/2020
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	17,162.08	
Total for Fund 89:		17,162.08
Total for Warrant 21-01A-TW:		17,162.08

Town of Leicester
Warrant Summary - Posted

Warrant: 21-02A-TW		Post Date: 7/9/2020
<hr/>		
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	1,970,931.79	
Ledger: Revenue	6,479.33	
Total for Fund 01:		1,977,411.12
<hr/>		
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	116,928.24	
Total for Fund 89:		116,928.24
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Total for Warrant 21-02A-TW:		2,094,339.36

Town of Leicester
Warrant Summary - Posted

Warrant: 21-03A-TW		Post Date: 7/16/2020
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	19,029.87	
Total for Fund 89:		19,029.87
Total for Warrant 21-03A-TW:		19,029.87

Town of Leicester

Warrant Summary - Posted

Warrant: 21-04A-TW		Post Date: 7/23/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	279,271.10	
Total for Fund 01:		279,271.10
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	4,748.06	
Total for Fund 11:		4,748.06
Fund: 14 - TOWN PRIVATE GRANTS		
Ledger: Expenditure	24.99	
Total for Fund 14:		24.99
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	236.68	
Total for Fund 16:		236.68
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	11.54	
Total for Fund 17:		11.54
Fund: 30 - CAPITAL PROJECTS FUND		
Ledger: Expenditure	2,669.40	
Total for Fund 30:		2,669.40
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	3,090.03	
Total for Fund 89:		3,090.03
Total for Warrant 21-04A-TW:		290,051.80

Town of Leicester
Warrant Summary - Posted

Warrant: 21-05A-TW		Post Date: 7/30/2020
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	180,085.54	
Total for Fund 89:		180,085.54
Total for Warrant 21-05A-TW:		180,085.54

Town of Leicester
Warrant Summary - Posted

Warrant: 21-02A-SW		Post Date: 7/9/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	41,583.63	
Total for Fund 01:		41,583.63
Total for Warrant 21-02A-SW:		41,583.63

Town of Leicester

Warrant Summary - Posted

Warrant: 21-04A-SW		Post Date: 7/23/2020	
Fund: 01 - GENERAL FUND			
Ledger: Expenditure	52,400.05		
Total for Fund 01:		52,400.05	
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure	6,601.80		
Total for Fund 22:		6,601.80	
Total for Warrant 21-04A-SW:		59,001.85	

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR01-S		Post Date: 7/2/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	68,240.27	
Total for Fund 01:		68,240.27
Fund: 02 - CARRYOVER FUND		
Ledger: Expenditure	322,645.92	
Total for Fund 02:		322,645.92
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	5,223.72	
Total for Fund 22:		5,223.72
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	5,059.69	
Total for Fund 23:		5,059.69
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	58,987.39	
Ledger: Revenue	-131,655.85	
Total for Fund 89:		-72,668.46
Total for Warrant 21-PR01-S:		328,501.14

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR01-T		Post Date: 7/2/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	500.00	
Total for Fund 01:		500.00
Total for Warrant 21-PR01-T:		500.00

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR03-S		Post Date: 7/17/2020	
Fund: 01 - GENERAL FUND			
Ledger: Expenditure	71,131.19		71,131.19
Total for Fund 01:			
Fund: 02 - CARRYOVER FUND			
Ledger: Expenditure	296,283.12		296,283.12
Total for Fund 02:			
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure	2,426.64		2,426.64
Total for Fund 22:			
Fund: 23 - SCHOOL FEDERAL GRANTS			
Ledger: Expenditure	7,786.64		7,786.64
Total for Fund 23:			
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	56,937.97		
Ledger: Revenue	-128,170.38		
Total for Fund 89:			-71,232.41
Total for Warrant 21-PR03-S:			306,395.18

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR03-T		Post Date: 7/16/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	165,853.07	
Total for Fund 01:		165,853.07
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	63,560.14	
Ledger: Revenue	-74,985.02	
Total for Fund 89:		-11,424.88
Total for Warrant 21-PR03-T:		154,428.19

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR05-S		Post Date: 7/31/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	73,323.25	
Total for Fund 01:		73,323.25
Fund: 02 - CARRYOVER FUND		
Ledger: Expenditure	288,579.03	
Total for Fund 02:		288,579.03
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	2,426.64	
Total for Fund 22:		2,426.64
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	11,898.86	
Total for Fund 23:		11,898.86
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	60,378.08	
Ledger: Revenue	-112,919.10	
Total for Fund 89:		-52,541.02
Total for Warrant 21-PR05-S:		323,686.76

Town of Leicester

Warrant Summary - Posted

Warrant: 21-PR05-T		Post Date: 7/30/2020	
Fund: 01 - GENERAL FUND			
Ledger: Expenditure	149,560.21		
Total for Fund 01:		149,560.21	
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	44,043.62		
Ledger: Revenue	-45,066.97		
Total for Fund 89:		-1,023.35	
Total for Warrant 21-PR05-T:		149,795.40	

Town of Leicester

OFFICE OF THE ASSESSOR

3 Washburn Square

Leicester, Massachusetts 01524-1333

Phone: (508)892-7001 Fax: (508)892-7070

John Prescott MAA, Principal Assessor

July News

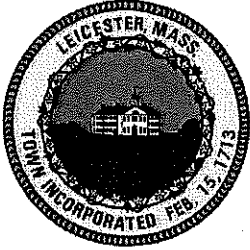
August 24, 2019

Activities of the Assessors office in the month of July include the review and commitment of motor vehicle excise #4 totaling \$59,195.86. Processing annual exemption applications is under way, 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.

Interim town wide revaluation statistical analysis is complete and certified by the Department of Revenue. The property sales market of 2019, required by DOR, were used to determine Fiscal Year 2021 property assessments. New growth data collection and data entry are ongoing as of this update.

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 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: August 6, 2020

RE: Town Planner Report, July 2020

All Board meetings (Planning, ZBA, Health, and Conservation Commission) continued to be held virtually due to COVID-19. Building Inspector David McRae resigned 7/1/2020. Interim Building Inspector Duane Amos was appointed 7/7/2020.

Project Review/Processing/Construction Monitoring:

- Reviewed applications, attended all permitting Board meetings, and prepared decisions for projects listed in Application Status table.
- Site Visits: 710 Main Duplex, Hillcrest Water Tank, Oak Bluff Lane, Parker Street, Grandview Estates, Collier Acres
- 11 Hankey Street/WorckShop: met with project developers regarding special permit requirements for makerspace, Rivers Protection Act Buffers (200' on either side of French River), and further Zoning Bylaw amendments necessary for multi-family housing.
- Oakridge Estates: addressed public records requests from the Homeowners' Association for the project (details on fire cisterns, fence at entrance).

Planning and Long-Range Projects:

- Complete Streets: Posted 100% Design plans online
- MVP Grant: Worked with Bryan Milward on preparation of grant application for invasive weed treatment at Greenville Pond & Clarks' Mill Pond.
- PARC Grant: Worked with Bryan Milward on preparation of grant application for improvements at Towtaid Park; prepared related RDA application submitted to Conservation Commission

Economic Development (Bryan Milward)

- New Businesses
 - Assisted new businesses with the process for applying for a business license with town offices closed.
 - Completed draft of new business intake form.
- Grants
 - Tracked and researched new state and federal grant opportunities for businesses impacted by COVID-19 including upcoming economic development grants.
 - Awarded contracts to the BSC Group and Anderson Strategic Advisors through the Community Compact Best Practice Grant to respectively conduct a bridge/culvert inventory and improve the town's permitting processes.

- Worked with Kristen Forsberg on promoting COVID-19 related grant opportunities on the Town website and social media pages.
- Received award notice for a Community Development Block Grant to provide financial assistance to businesses impacted by COVID-19 with fewer than five employees.
- Continued working with CMRPC on the town's economic development plan and Green Communities grant.
- Submitted application for Towtaid Park court replacement through the Park Acquisition and Renovations for Communities Grant.
- Continued researching the Shared Streets and Spaces grant and worked with town staff on identifying a project for submission.
- Attended webinar on the Massachusetts Vacant Storefronts Program.
- Events
 - Attended meetings virtually of the Worcester Regional Chamber of Commerce, Central Massachusetts Regional Planning Commission, Federal Emergency Management Agency, Economic Development Committee, Public Safety Committee, Citizens' Housing and Planning Association, and Central Massachusetts Regional Public Health Alliance
- Other
 - Updated tracking system for town-wide COVID-19 expenses to use for future reimbursement from FEMA and the CARES Act.
 - Worked with FEMA representatives on providing documentation to support the reimbursement application.
 - Researched best practices on local government permitting to further streamline the process and better provide information to businesses.

Miscellaneous:

- Web page updates: routine updates, EEE information, heat advisory, started training Tiffany Peters to handle web updates
- Continued training of Department Assistant Tiffany Peters; assisted preparation of Conservation Commission cease & desist letters, Enforcement Orders, and Notices of Intent
- Public records requests: 1749 Main Street, Oakridge Estates
- Worked on end-of-fiscal year tasks (staff time accruals, Board reorganization certificates, etc.)
- Attended interviews for Health Agent 7/30/2020
- Attended Central Mass Regional Public Health Alliance Meeting 7/30/2020
- COVID-19: participated in multiple COVID-19 public health teleconferences, provided information to Town Administrator related to youth sports.
- Addressed miscellaneous public inquiries, including the following:
 - Potential food truck at 1673 Main Street
 - questions about appeal periods on Planning Board and ZBA decisions (appeal periods for decisions issued since mid-March *started* July 1, 2020)
 - splitting of lot with 2 existing residential structures
 - Accessory Apartment in detached structure (prohibited)
 - Complaints: noise from outdoor gym classes, delays in building permits
 - Development within Rivers Protection Act Buffers (Main Street & Hankey Street)
 - Zoning issues related to large accessory structure in SA district
 - Development potential for large property off Mayflower Circle

APPLICATION STATUS, July 2020

PLANNING BOARD					
Project	Type of Application	Location	Description	Status	
15 Water Street	Special Permit	15 Water Street	SP2020-02, Reuse of structure for landscaping/masonry business	Hearing 8/4/2020	
Parker Street North	Preliminary Subdivision Plan	Parker Street	SUB2020-01, 3 lot subdivision	Hearing 8/4/2020	
The Planning Board also approved <u>1</u> ANR plan(s).					
ZONING BOARD OF APPEALS					
Project/Applicant	Type of Application	Location	Description	Status	
Zuffco, LLC	Special Permit	1655 Main Street	Accessory Structure in front setback	Hearing 8/5/2020	
CONSERVATION COMMISSION					
Meeting Date	Applicant	Address	Type of Application	Action	Project Description
7/22/2020	Brian & Cheryl Hallen	140 Green Street	RDA	Approved	RDA2020-09, construction of farmer's porch
7/22/2020	Central Land Development Corp.	2 Oak Bluff Lane	RDA	Approved	RDA2020-10, construction of single-family dwelling
7/22/2020	Prospect Hill Estates	5A & 5B Virginia Drive	NOI	Approved	DEP#197-0659, Duplex
7/22/2020	Mass Port Authority	Worcester Regional Airport	NOI	Continued to 8/19/2020	DEP#PENDING, vegetation management
7/22/2020	William Klansek	6 Hammond Street	NOI	Approved	DEP#197-0660, construction of screen house and beach area
Certificate of Compliance Requests:					
• 6 Hammond Street (DEP#197-0547): Approved					
The Commission also issued <u>0</u> minor project modification(s), <u>1</u> Enforcement Order(s), <u>0</u> Emergency Certificates, and <u>3</u> Cease & Desist orders.					
BOARD OF HEALTH					
Title V/Reviews		Inspections		Permits Issued	
Soil Testing	6	Camp Review	0	Food	1
Septic Plan Review/As-Built Review/Title 5/Installers	13	Camp Complaint	0	Milk	0
Well Plan Review	0	Pool	0	Haulers (Trash & Septic)	1
Water quality/quantity	3	Food	10	Installers	3
Camp application	0	Housing	1	Septic/Perc	10
Septic Hauler Reviews (permit renewal)	1	Nuisance	1	Beaver	5
Food Reviews (permit renewal)	0	Beaver	5	Camp	0
		Septic	12	Pool	0

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

FEES COLLECTED:

Code/Building	\$7,529.00
Conservation Commission	\$437.00
Board of Health:	\$2,925.00
Planning Board:	\$575.00
Zoning Board of Appeals:	\$0.00
TOTAL	\$11,466.00

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

BUILDING PERMITS ISSUED MONTH OF JUL 2020

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
7/16/2020	Francis Witkowski	25	Lake Dr.	Homeowner	20-143	Lean to barn
7/6/2020	Becker College / Campus Center West	964	Main St.	R.P. Masiello (Gregory O'Connor/Steve Norling)	20-144	Alterations to exisiting book store creating lab space
7/13/2020	Gary Robinson	93	Paxton St.	Steve Leger	20-145	Decking/stair treads (front porch)
7/2/2020	Eric Bonin	14	LaFlash Ln.	Homeowner	20-146	Deck
7/2/2020	Amber Gully	92	Brown St.	Bryan Beando	20-147	Deck (Repair/rebuild)
7/6/2020	Tayrn Rossi	3	Sterling St.	Raymond Ayotte	20-148	Addition & remodel kitchen/bath
7/7/2020	Deborah Foy	3	Breezy Green Rd.	Todd Rainey	20-149	Deck (Repair/rebuild)
7/7/2020	Jim O'Donnell	14	Dale St.	Renewal by Anderson (Jaime Morin)	20-150	Windows/ door
7/9/2020	Thomas Cote	39	Pine St.	Alan Abbot Exteriors (Christopher Garieri)	20-151	Deck/Repair front porch deck and rails/Remove and Replace side porch
7/9/2020	Chris Cserny	15	Monterey Dr.	Saunders & Sons Roofing (William Saunders)	20-152	Roof
7/14/2020	Chris Montiverdi	20	Park Ln.	MTS Siding (Matt Sicard)	20-153	Roof
7/14/2020	Pauline Dumont	295	Rawson St.	Todd Rainey	20-154	Roof
7/16/2020	Holly Baker	59	Crystal St.	Home Depot (Sergiy Suprunchuk)	20-155	Windows
7/20/2020	Robert/Racel Galasso	182	Chapel St.	Seven Hills Roofing (William Randell)	20-156	Roof
7/20/2020	Dennis Arsenault	19	Burncoat St.	New Pro Operating LLC (Jeffrey Connors)	20-157	Windows
7/20/2020	Mary Kay Hannant	1	Bond St.	Window Nation (Gregory Destfano)	20-158	Windows/Door
7/20/2020	David Sanborn	3	Angell Ter.	Renewal by Anderson (Jaime Morin)	20-159	Windows/Door
7/20/2020	Roland Colby	65	Waite St.	East Coast Metal Roofing (Nick Tesrletskiy)	20-160	Roof
7/20/2020	Bay State Physical Therapy	1037	Main St.	Signarama Worcester (Mike Wood)	20-161	Sign

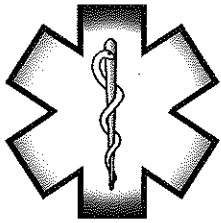
Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
7/20/2020	Chester Shea	3328	River St.	Lowe's Home Centers LLC-Daniel French (Doug Hoyt)	20-162	Window
7/20/2020	Matt Thomspen	136	Green St.	Window Nation (Gregory Destfano)	20-163	Windows/Patio Door
7/20/2020	Ted Friend	31	Marshall St.	Homeworks Energy Inc. (Adam Glenn)	20-164	Weatherization
7/23/2020	Toni Mandel	48	Lake Dr.	Robert Shepard	20-165	Sunroom
7/20/2020	Fred Swan	19	Franklin St.	Antanavica Construction (Theodore Antanavica)	20-166	Siding/repair window and door casing
7/21/2020	Katie McCarthy	48	Pleasant St.	Barnes Building and Remodeling (Kevin Barnes)	20-167	Renovate (bath)
7/22/2020	Nguyet Tran	339	Rawson St.	Homeowner	20-168	Addition (Sunroom)
7/22/2020	Kim/Raymond Lennon	774	Pleasant St.	Todd Rainey	20-169	Repairs (rotted clapboard)
7/22/2020	Norman Hodgerney	2	Stone Ridge Dr.	Homeworks Energy (Adam Glenn)	20-170	Weatherization
7/22/2020	Christopher/Danielle Nadeau	6	Laurelwood Ave.	SolarFlair Energy Inc. (Jeffrey Constantine)	20-171	Solar Panels (Residential-rooftop)
7/23/2020	Matthew Schold	2	Oak Bluff Ln.	Gordon Olin	20-172	Single family dwelling
7/27/2020	Cathy Brouillard	26	Second St.	Keith Burt	20-173	Garage w/living space
7/27/2020	Esmeralda Aquino	1	Reservoir St.	CF Construction (Camarqui Franco)	20-174	Windows and repair (sheetrock old wall)
7/30/2020	Chuck/Karen Shearns	565	Pine St.	Schold Development (Matthew Schold)	20-175	Single family residence
7/14/2020	Joseph/Christina Roberts	3	Hammond St.	Homeowner	20-176	Steel Building (18x20)
7/23/2020	Joe Dipietro	4	Breezy Green Rd.	MA Restoration (Mark Johnson)	20-177	Repair finished basement - water damage
7/27/2020	Daniel Hawley	71	Boyd St.	Sunrun (Craig Orn)	20-178	Solar Panels (Residential)
7/27/2020	Sharon Leahy-Lind	11	Breezy Green Rd.	Endless Energy (Daniel Cavanaugh)	20-179	Weatherization
7/27/2020	AJ/Erin Mercier	10	Massasoit Dr.	Homeowner	20-180	Rebuild/Grame Front door
7/27/2020	1601 LLC (Leinonen Realty)	1601	Main St.	Serrato Signs (Andrew Serrato)	20-181	Sign

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
7/27/2020	Carrie Ghizzi	16	Denny Pl.	Power Home Remodeling (Ted Dow)	20-182	Windows/gutters/trim
7/29/2020	Margaret Rondeau	53	Burncoat St.	Homeowner	20-183	Roof /Siding
7/29/2020	Ryan Pearce (Katie Nolin)	7	Pine Ridge Dr.	Homeworks Energy (Adam Glenn)	20-184	Weatherization
7/29/2020	Joshua Hicks	60	Burncoat St.	Homeworks Energy (Adam Glenn)	20-185	Weatherization

In addition, 1 Stove Permits; 1 Sheet Metal permits; 4 Home Occupation were issued

OCCUPANCY PERMITS ISSUED MONTH OF JUL 2020

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
7/30/2020	William Klansek	39	Parker St.	20-011	20-039	Single Family Dwelling
7/30/2020	Matthew Poce	1	Lileystrom Grove	20-012	18-154	Single Family Dwelling



Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

PHONE: (508) 892-7006

LEICESTER AMBULANCE

EMS Report July 2020

Total Calls	124
Transports	88
Mutual Aid given	23
Mutual Aid received	4

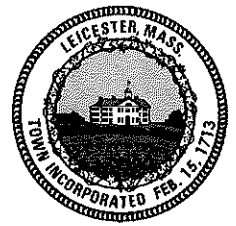
Equipment:

Ambulance 3: Replace tires, replace front tie rod ends both sides, along with steering bar, adjustment sleeves and left radius arm bracket. Repair coolant leak, frontend alignment and complete PM.



CHIEF
ROBERT F. WILSON

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



OFFICE (508) 892-7022

FIRE DEPARTMENT

July 2020 Monthly Report

Total fire calls	23
Single Company Calls	22
Multi Company Calls	1
Company 1	10
Company 2	6
Company 3	9
Rescue	0
Mutual Aid given	1
Mutual Aid received	0

Training: Full Dept meeting

Company choice

All Companies

Equipment:

Engine 4: Repair air leak. Replace air auto drain.

Forestry 3: Repair electrical short in master switch. Determine extent of wiring and component damage. Reset transmission computer and clear engine codes.

Replace master switch, alternator, numerous wires and ground connectors due electrical short.

Replace carrier bearing for fire pump drive line.

Fire Prevention:	Inspections/Permits	32	Fee's	\$1,795.00
	Plan reviews	2		
	Other inspections/Follow-ups	6		



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: August 10, 2020

Subj: July Monthly Report

185 Trees pruned and shaped in the Sabina Rd. area

Mowing of town owned properties is ongoing.

Roadside mowing has started and is ongoing on an as needed basis.

Field improvements, irrigation repairs and brush cutting have been done at schools.

Town Hall drainage, parking lot and building upgrades were done.

Catch basins were repaired in the Mayflower area.

Drainage repairs were done at Dawn Acres and on White Birch.

Beaver controls were implemented on Pleasant St., King St., and Peter Salem Rd.

Maintenance and repairs of all town vehicles is ongoing.

Repairs to the irrigation system at Hillcrest were done.

Thank you.

Leicester Public Library

Director's Report * July 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 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:

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.

Regional delivery began very slowly the week 7/6. First two weeks were returns of items that were caught in the system when libraries and the sorting facilities closed. Beginning 7/15 Leicester and select CWMARS began sending/receiving delivery items to fill patron holds. Not all libraries are participating, so item availability and hold fulfillment time are unpredictable. Commonwealth Catalog (borrowing library items outside CWMARS) is currently unavailable, and will not resume before fall.

I have ordered and received computer equipment to install 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.

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

I will be on vacation Wednesday, 8/5 through Tuesday, 8/11

Building maintenance:

Elevator follow-up inspection tentatively scheduled for 8/12/20. There will be a \$200 fee for the re-inspection.

Design Temperature Control, Inc. did a preliminary building survey for the HVAC yearly maintenance. They cleaned some of the external equipment, and will return with filters for the inside work TBD.

Renovation:

Mark Armington is still working on coordinating the gutter work with Raymond James and the excavation/drainage work for the east side basement leaks. The Building Committee has approved the estimate for the gutter work, but the Trustees will need to approve the drainage work.

I have ordered two key boxes, and will work on that project as time allows. Estimated cost \$500, actual cost \$150

All locksmith work done, including bathroom locks and power door openers.

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 – work approved, awaiting scheduling with Raymond James. See note above.
3. Locksmith work – Meeting room done. See above for quote on bathroom doors. Done
4. ~~Handicapped door openers – Approved, scheduled for week of 6/15. – Done.~~
5. Bike rack – waiting for Highway Dept. consultation
6. Small J bathroom water penetration – likely remediated by eventual gutter installation.
7. Key box – Boxes on site. Suzanne will complete as time allows.
8. 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.
9. 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.
10. People counters (ordered), and installation of the Detex alarms on the two stairwell doors leading to the 2nd floor are library staff/trustee issues.
11. Optional items: Panic buttons, People counter, connect cameras to PD, Permanent museum display cards

Circulation Statistics

Number of new items last month: 263 (total items in collection = 30,698)

	Previous Year				Current Year			
	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer
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
July	2154	405	85	52	4277 (+99%)	664 (+64%)	116	145
June	1988	373	98	34	2461 (+24%)	604 (+62%)	192	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.

June curbside pickup 6-17 people per day, monthly total 166 people

Approximately 250 Take & Make craft kits picked up.

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:

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.
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 Museum – temporary, 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

HEPA filters: not reimbursable. \$400-900 each, need 2. Covid efficacy debatable, but benefits still likely. These will also cut down on the cleaning solution smell. <https://www.consumerreports.org/air-purifiers/what-to-know-about-air-purifiers-and-coronavirus/>

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.
- Limit computers to 1 hour. Limit computers to 7 users max per day. Keyboard covers will be cleaned at the end of the day.
- 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 uncertain. Scheduling more staff now to ease workload will mean inadequate coverage next spring.

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 may open early-mid August for limited browsing that may not include computer use. Charlton, Bellingham, Milford, Douglas, Pepperell, Pittsfield are currently open for limited browsing. All those libraries have larger budgets and more staff, or smaller spaces. They also have full time custodians.

Leicester's Town Hall is not open to the public.

Recommendation: We table this decision until the August 18 Trustee meeting. We should aim to be open to limited browsing September 1st if circumstances allow.

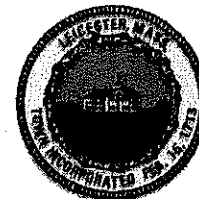
Sources:

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>



Leicester Police Department
90 South Main Street
Leicester, MA 01524



Chief
Kenneth M. Antanavica
antanavica@leicesterpd.org

www.leicesterpd.org

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

Date: August 5, 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 July 2020**

Investigative Division

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

- 1) B&E Invest. White Birch St
- 2) Ammo/Firework Dest. MSP Bomb Squad
- 3) Court Discovery Requests
- 4) Online Fraud Case
- 5) Stolen/Lost Apple Watch- out of State- Assist owner
- 6) Crime Lab – Submission
- 7) Fraud/Larceny– email continued > \$250K
- 8) Missing Person- Warren St.
- 9) Crime Lab – Maynard – Computer Crimes Evidence – Reports – Evidence
- 10) Follow up B&E High School
- 11) Online/Fraud – Ex Empl. Invest.
- 12) Wal Mart – Larceny – Follow up out of State R.I. Suspects.
- 13) Drug Lab – U-Mass Worcester – Drug Evidence Rec. & Submit
- 14) Search Warrant Worcester
- 15) Wal Mart Larceny Follow up
- 16) Surveillance – Arrest suspect – Worcester
- 17) Property Released – Firearm
- 18) Property Released – missing watch recovered
- 19) Assault with Firearm
- 20) Fraud
- 21) Threatening/Suspicious online behavior
- 22) Warrant/Unregistered MA/Uninsured m/v Attaching plates
- 23) Stalking/Vandalism
- 24) Warrant (Indecent Exposure/Open & Gross Lewdness)

CLEARED INVESTIGATIONS

- 1) Drug Invest
- 2) Involuntary psychiatric comital
- 3) Death Investigation
- 4) Criminal Harassment

Search Warrants: -

- 1) Three s/w's for credit card info re: Firearm assault case
- 2) Search warrant for IP address, S/W obtained & Executed for Worcester residence in Worcester stalking
- 3) Case. Search warrant ping to cell phone to locate wanted suspect.

Patrol Division

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.

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 4 times during the month spreading out the deployments in the problematic neighborhoods.

The CEMLEC Drone team responded to 3 events this month: 1) Gardner PD for a missing autistic subject 2) Charlton PD for a missing female 3) Worcester PD for a missing 8-year-old. LPD responded to all three.

The CEMLEC accident reconstruction team responded to two critical accidents during August 1) Douglas PD for a 2-car crash 2) Uxbridge PD for a 2-vehicle crash. LPD responded to both.

The CEMELC SWAT team responded to Blackstone for a high-risk search warrant service and a few activations for barricaded suspects. All were peacefully resolved.

Chief's Office


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

- ✓ Performed a massive records destruction and invited other town departments to join in.
- ✓ Assisted planning the High School graduation
- ✓ Emergency Public Safety Meeting to discuss High School Graduation
- ✓ Review and comment on more site plans
- ✓ Conducted a Firearms hearing
- ✓ Attended department head meeting via go to meeting
- ✓ Received an EOPSS grant for impaired driving enforcement \$12,000.
- ✓ Suspended one tow company for violating the contract
- ✓ Court hearing via phone conference
- ✓ Procured hand sanitizer and other cleaning/ sanitizing supplies
- ✓ Updates on COVID-19. Worked with Sgt. Guertin to sanitize the cruisers and PD.
- ✓ Attended COVID-19 health conference
- ✓ Held department Staff meeting
- ✓ Processed an unusually high number of firearms licenses

Monthly Statistics

• Calls/Patrol Initiated Activity	1,506
• Incident Reports Taken	108
• Arrests/Summons	15
• Crash Investigations	12
• Towed vehicles	13
• Motor Vehicle Stops	73
• Medical responses	12

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


Ken Antanavica
Chief of Police



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: August 4, 2020
From: Office of Treasurer Collector
Re: July Activities

- July collections are as attached.
- Collected \$4,226.34 in Town tax title principal payments and \$993.13 in interest payments.
- Continued with year end procedures: DE-1, NSS, uncollectables, adjustments, reconciliation.
- Call with Vadar to address links that have caused historical issues when going from property tax to tax title.
- Completed FY20 Food Services reconciliation
- Borrowing requirements for August's note sales: Feasibility, Waite Pond Dam, Fire Station Settlement, Fire Station Improvements

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			
	2020-04	8/3/2020					
				\$ 1,370,972.97	\$ 1,229,642.75	\$ 9,662.13	\$ 1,239,304.88
					\$ 2,459,285.50	\$ 19,324.26	\$ 2,478,609.76

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
				\$ 2,577.00	\$ 1,604.00	\$ -	\$ 1,604.00

FY21

July*

August*

September*

Quarter	Type	Commitment	01 Tax/Liens	01 Int.	02 Tax/Liens	02 Int.	03 Tax/Liens	03 Int.	1Q Total Net
1	PP	\$ 165,662.47	\$ 124,323.53	\$ 10.37	\$ -	\$ -	\$ -	\$ -	\$ 124,333.90
1	RE	\$ 3,970,458.77	\$ 3,121,513.04	\$ 1,754.14	\$ -	\$ -	\$ -	\$ -	\$ 3,123,267.18
1	CMB	\$ 23,230.37	\$ 18,106.92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,106.92
1	CMB CI	\$ 18,927.47	\$ -	\$ 16,447.01	\$ -	\$ -	\$ -	\$ -	\$ 16,447.01
1	CVRWDU	\$ 2,768.92	\$ 3,118.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,118.24
1	CVSDB	\$ 28,024.54	\$ 19,769.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,769.25
1	CVSDB CI	\$ 12,734.28	\$ -	\$ 8,882.90	\$ -	\$ -	\$ -	\$ -	\$ 8,882.90
1	CVSDU	\$ 4,815.92	\$ 7,951.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,951.91
1	HLSWBT	\$ 22,286.53	\$ 14,186.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,186.95
1	HLSWBT CI	\$ 3,685.72	\$ -	\$ 2,334.52	\$ -	\$ -	\$ -	\$ -	\$ 2,334.52
1	HLSWBTU	\$ 6,336.79	\$ 5,248.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,248.40
1	HWDU	\$ 7,925.01	\$ 8,453.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,453.68
1	LSWDUN	\$ 21,916.93	\$ 26,011.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,011.71
1	LWDSDB	\$ 28,705.53	\$ 20,471.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,471.20
1	LWDSDB CI	\$ 12,553.03	\$ -	\$ 8,781.58	\$ -	\$ -	\$ -	\$ -	\$ 8,781.58
1	ORSDU	\$ 22,505.28	\$ 20,917.05	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,917.05
1	ORSWBT	\$ 1,155.00	\$ 1,180.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,180.00
1	ORSWBT CI	\$ 346.50	\$ -	\$ 354.00	\$ -	\$ -	\$ -	\$ -	\$ 354.00
1	Title V	\$ 1,480.43	\$ 550.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550.80
1	Title V CI	\$ 534.89	\$ -	\$ 165.24	\$ -	\$ -	\$ -	\$ -	\$ 165.24
1	Turncoat Pond	\$ 20,162.56	\$ 16,935.41	\$ 32.66	\$ -	\$ -	\$ -	\$ -	\$ 16,968.07
1	edar Meadow	\$ 7,336.04	\$ 6,104.28	\$ 1,056.00	\$ -	\$ -	\$ -	\$ -	\$ 7,160.28
1	Stiles	\$ 10,435.46	\$ 10,810.27	\$ 15.47	\$ -	\$ -	\$ -	\$ -	\$ 10,825.74
		\$ 4,393,988.44	\$ 3,425,652.64	\$ 39,833.89	\$ -	\$ -	\$ -	\$ -	\$ 3,465,486.53

Memo

To: Town Administrator, Select Board

CC:

Date: 8/13/2020

Re: JULY REPORT

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.

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.

The Town Clerk's Office took in 2,380.00 dollars for the month of July.
Cash/check: 1750; online 630.

Respectfully submitted,

Deborah K. Davis

Report to: David Genereux, Town Administrator

From: Rachelle Cloutier, COA Director

Date: August 27, 2020

Re: Council on Aging Report of activities for July

The staff met and it was decided to start programs outside. We will be offering two programs of exercise starting in August. Bill Moore continues to bring a lot of wonderful food products to our facility which is then distributed to seniors throughout our town. Sharon continues to come with fresh eggs on a weekly basis and the Johnson farm has come with vegetables that are now ready to be picked. This has been such a tremendous generosity to our seniors. A lot of the food is brought over to our senior housing. We are sending our Horizon to all seniors who come to the center so we can let them know what is being offered and to keep them in touch

We continue to speak to individuals who need us by phone. The phones have been especially busy for us at this time with our seniors wondering when our center will open again. Nancy and Genevieve continue to be busy answering phone calls, writing cards to various individuals, counseling individuals over the phone, assisting with medical equipment such as canes, bath/shower benches, etc. She has donated medical products to individuals in need. She has individuals to the food pantry. Nancy has provided visits when needed. We speak with families who have concerns about their elder parents, care placement, etc. We have some seniors who are experiencing depression because of a close one with health problems, a death and it has been a blessing to them to have someone here at the center they can call.

WRTA continues to provide rides to our local seniors. 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.

Weather permitting we are still planning an outdoor hot dog cookout in August. Again, providing that all requirements of safety are maintained.

Met with our Town Administrator and the Department of Public Health to provide us with guidelines if in fact we have a picnic.

Nancy Lamb wrote out all of the precautionary measures that needed to take place in order for us to have this much needed time with our seniors. Tickets are selling for \$2 per person in order to make certain that they attend.

Wrote a letter to Walmart asking for items for our picnic. Receive notification they would help in any way they could.