



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

Town Accountant
Allison Lawrence

Assistant Town Accountant
Katie Messina

FY20 June

Payable Warrants Posted

- Town Warrants (summary reports attached)
 - 20-49A-TW
 - 20-50A-TW
 - 20-50B-TW
 - 20-51A-TW
 - 20-52A-TW
 - 20-52B-TW
 - 20-54A-TW
 - Final Warrants for FY20 are due by 7/15/20
- School Warrants (summary reports attached)
 - 20-50A-SW
 - 20-50B-SW
 - 20-52A-SW
 - 20-52B-SW
 - 20-52A-SW
 - Final Warrants for FY20 are due by 7/15/20

Payroll Warrants Posted

- 20-PR49-S
- 20-PR49-T
- 20-PR51-S
- 20-PR51-T
- 20-PR53-T
- 20-PR55-T

Cash Reconciled with Treasurer

- Currently reconciling through June 2020

Estimated Receipts

- Attached through 05/31/2020

Town of Leicester
Warrant Summary - Posted

Warrant: 20-49A-TW

Post Date: 6/4/2020

Fund: 89 - AGENCY FUNDS

Ledger: Expenditure

17,419.88

Total for Fund 89:

17,419.88

Total for Warrant 20-49A-TW:

17,419.88

Town of Leicester

Warrant Summary - Posted

Warrant: 20-50A-TW		Post Date: 6/11/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	78,610.50	
Ledger: Revenue	1,108.39	
Total for Fund 01:		79,718.89
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	8,575.77	
Total for Fund 11:		8,575.77
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	183.57	
Total for Fund 17:		183.57
Fund: 33 - SCHOOL CAPITAL PROJECTS		
Ledger: Expenditure	15,266.91	
Total for Fund 33:		15,266.91
Fund: 82 - PLANNING REVIEW TRUSTS		
Ledger: Expenditure	9,680.00	
Total for Fund 82:		9,680.00
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	21,429.83	
Total for Fund 89:		21,429.83
Total for Warrant 20-50A-TW:		134,854.97

Town of Leicester
Warrant Summary - Posted

Warrant: 20-50B-TW		Post Date: 6/18/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	90,080.78	
Total for Fund 01:		90,080.78
Total for Warrant 20-50B-TW:		90,080.78

Town of Leicester
Warrant Summary - Posted

Warrant: 20-51A-TW		Post Date: 6/18/2020
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Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	204,208.11	
Total for Fund 89:		204,208.11
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Total for Warrant 20-51A-TW:		204,208.11

Town of Leicester

Warrant Summary - Posted

Warrant: 20-52A-TW		Post Date: 6/25/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	83,216.18	
Ledger: Revenue	13,331.50	
Total for Fund 01:		96,547.68
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	192,474.40	
Total for Fund 11:		192,474.40
Fund: 15 - TOWN REVOLVING FUNDS		
Ledger: Expenditure	4,969.41	
Total for Fund 15:		4,969.41
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	2,917.07	
Total for Fund 16:		2,917.07
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	398.92	
Total for Fund 17:		398.92
Fund: 30 - CAPITAL PROJECTS FUND		
Ledger: Expenditure	397.70	
Total for Fund 30:		397.70
Fund: 64 - CABLE ACCESS ENTERPRISE		
Ledger: Expenditure	800.00	
Total for Fund 64:		800.00
Fund: 81 - EXPENDABLE TRUSTS		
Ledger: Expenditure	2,500.00	
Total for Fund 81:		2,500.00
Fund: 82 - PLANNING REVIEW TRUSTS		
Ledger: Expenditure	135.00	
Total for Fund 82:		135.00
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	25,466.13	
Ledger: Revenue	620.94	
Total for Fund 89:		26,087.07
Total for Warrant 20-52A-TW:		327,227.25

Town of Leicester

Warrant Summary - Posted

Warrant: 20-52B-TW

Post Date: 6/26/2020

Fund: 11 - TOWN STATE GRANTS

Ledger: Expenditure

867.80

867.80

Total for Fund 11:

Fund: 30 - CAPITAL PROJECTS FUND

Ledger: Expenditure

397.20

397.20

Total for Fund 30:

Total for Warrant 20-52B-TW:

1,265.00

Town of Leicester

Warrant Summary - Posted

Warrant: 20-54A-TW

Post Date: 6/30/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	111,658.54	
Ledger: Revenue	22,693.83	
Total for Fund 01:		134,352.37
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	34,551.08	
Total for Fund 11:		34,551.08
Fund: 15 - TOWN REVOLVING FUNDS		
Ledger: Expenditure	195.99	
Total for Fund 15:		195.99
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	356.86	
Total for Fund 16:		356.86
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	95.75	
Ledger: General	828.00	
Total for Fund 17:		923.75
Fund: 30 - CAPITAL PROJECTS FUND		
Ledger: Expenditure	9,623.03	
Total for Fund 30:		9,623.03
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	38,374.73	
Total for Fund 89:		38,374.73
Total for Warrant 20-54A-TW:		218,377.81

Town of Leicester
Warrant Summary - Posted

Warrant: 20-50A-SW		Post Date: 6/11/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	193,403.70	
Total for Fund 01:		193,403.70
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	14,444.50	
Total for Fund 21:		14,444.50
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	15,321.28	
Total for Fund 23:		15,321.28
Fund: 24 - SCHOOL PRIVATE GRANTS		
Ledger: Expenditure	3,800.42	
Total for Fund 24:		3,800.42
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	1,881.60	
Total for Fund 25:		1,881.60
Fund: 26 - SCHOOL DONATIONS		
Ledger: Expenditure	744.00	
Total for Fund 26:		744.00
Total for Warrant 20-50A-SW:		229,596.50

Town of Leicester

Warrant Summary - Posted

Warrant: 20-50B-SW		Post Date: 6/11/2020
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Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Revenue	8,725.00	
Total for Fund 25:		8,725.00
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Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Revenue	262.00	
Total for Fund 87:		262.00
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Total for Warrant 20-50B-SW:		8,987.00

Town of Leicester
Warrant Summary - Posted

Warrant: 20-52A-SW

Post Date: 6/25/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	187,410.98	
Total for Fund 01:		187,410.98
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	12,466.77	
Total for Fund 22:		12,466.77
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	1,818.90	
Total for Fund 23:		1,818.90
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	4,808.49	
Total for Fund 25:		4,808.49
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	175.00	
Total for Fund 87:		175.00
Total for Warrant 20-52A-SW:		206,680.14

Town of Leicester
Warrant Summary - Posted

Warrant: 20-52B-SW

Post Date: 6/25/2020

Fund: 25 - SCHOOL REVOLVING FUNDS

Ledger: Revenue

32,226.08

Total for Fund 25:

32,226.08

Fund: 87 - STUDENT ACTIVITY FUNDS

Ledger: Revenue

790.00

Total for Fund 87:

790.00

Total for Warrant 20-52B-SW:

33,016.08

Town of Leicester
Warrant Summary - Posted

Warrant: 20-54A-SW

Post Date: 6/30/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	126,177.41	
Total for Fund 01:		126,177.41
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	184,459.22	
Total for Fund 23:		184,459.22
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	9,252.04	
Total for Fund 25:		9,252.04
Fund: 26 - SCHOOL DONATIONS		
Ledger: Expenditure	40.00	
Total for Fund 26:		40.00
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	884.00	
Total for Fund 87:		884.00
Total for Warrant 20-54A-SW:		320,812.67

Town of Leicester
Warrant Summary - Posted

Warrant: 20-PR49-S		Post Date: 6/5/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	538,414.00	
Total for Fund 01:		538,414.00
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	15,978.42	
Total for Fund 22:		15,978.42
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	7,792.04	
Total for Fund 23:		7,792.04
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	29,339.01	
Total for Fund 25:		29,339.01
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	88,750.50	
Ledger: Revenue	-192,605.64	
Total for Fund 89:		-103,855.14
Total for Warrant 20-PR49-S:		487,668.33

Town of Leicester
Warrant Summary - Posted

Warrant: 20-PR49-T		Post Date: 6/4/2020
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Fund: 01 - GENERAL FUND		
Ledger: Expenditure	173,207.72	
Total for Fund 01:		173,207.72
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Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	560.00	
Total for Fund 16:		560.00
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Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	68,846.60	
Ledger: Revenue	-62,323.51	
Total for Fund 89:		6,523.09
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Total for Warrant 20-PR49-T:		180,290.81

Town of Leicester

Warrant Summary - Posted

Warrant: 20-PR51-S

Post Date: 6/19/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	902,950.12	
Total for Fund 01:		902,950.12
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	17,618.42	
Total for Fund 22:		17,618.42
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	9,466.46	
Total for Fund 23:		9,466.46
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	42,643.89	
Total for Fund 25:		42,643.89
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	177,498.14	
Ledger: Revenue	-325,369.86	
Total for Fund 89:		-147,871.72
Total for Warrant 20-PR51-S:		824,807.17

Town of Leicester
Warrant Summary - Posted

Warrant: 20-PR51-T

Post Date: 6/18/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	192,731.40	
Total for Fund 01:		192,731.40
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	879.85	
Total for Fund 16:		879.85
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	76,762.23	
Ledger: Revenue	-65,992.04	
Total for Fund 89:		10,770.19
Total for Warrant 20-PR51-T:		204,381.44

Town of Leicester
Warrant Summary - Posted

Warrant: 20-PR53-T		Post Date: 6/30/2020
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Fund: 01 - GENERAL FUND		
Ledger: Expenditure	155,904.43	
Total for Fund 01:		155,904.43
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Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	49,210.09	
Ledger: Revenue	-53,273.51	
Total for Fund 89:		-4,063.42
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Total for Warrant 20-PR53-T:		151,841.01

Town of Leicester
Warrant Summary - Pending

Warrant: 20-PR55-T

Post Date: 6/30/2020

Fund: 01 - GENERAL FUND

Ledger: Expenditure

54,664.22

Total for Fund 01:

54,664.22

Fund: 16 - TOWN REVOLVING 53E 1/2

Ledger: Expenditure

6,450.70

Total for Fund 16:

6,450.70

Fund: 89 - AGENCY FUNDS

Ledger: Expenditure

5,200.00

Total for Fund 89:

5,200.00

Total for Warrant 20-PR55-T:

66,314.92

ESTIMATED RECEIPTS FY2020

	<u>Estimated FY20</u>	<u>Actual 5/31/20</u>	
Motor Vehicle Excise	1,500,000	1,401,968	93%
Meals Excise Tax	106,000	83,056	78%
Cannabis Excise Tax	0	367,436	
Tax Penalties/Interest	195,000	151,774	78%
PILOT	25,000	42,290	169%
Fees	280,000	290,685	104%
Cannabis Host Agreements	125,000	175,000	140%
Cemetery			
Other Departments	16,500	53,343	323%
Licenses/Permits	23,000	23,560	102%
Fines/Forfeitures	35,000	30,483	87%
Investment Interest	80,000	53,047	66%
Medicaid Reimbursement	120,000	93,182	78%
Misc. Recurring: Municipal Liens/Charter	37,000	49,963	135%
Misc. Non-Recurring	<u>135,157</u>	<u>127,187</u>	94%
TOTAL LOCAL RECEIPTS	2,677,657	2,942,973	110%

OTHER AVAILABLE FUNDS

	<u>5/31/2020</u>	
Stabilization Fund-Regular	1,092,055	
Stabilization Fund-Capital Projects	149	
Stabilization Fund-Hillcrest CC	25,984	
Free Cash	1,251,183	
Ambulance Reserves	606,373	
BOH Title V Reserves	46,461	Debt retirement only
BOH Title V Reserves	63,300	BOH-Interest
ConCom NOI Fees Reserve	26,515	Wetlands-Expenses

FYI

	<u>5/31/2020</u>
School Choice	475,653

ARL
ACCOUNTING
7/15/2020



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

June News

July 6, 2020

Activities of the Assessors office in the month of June include review and commitment of fiscal year 2021 1st and 2nd quarter (prelim) Real Estate tax bills total, \$7,931,231.77. Personal Property total, \$329,539.88.

Betterments:

Title V	\$4,030.61
Oxford Rochdale sewer water betterment	\$3,003.00
Oxford Rochdale sewer unpaid	\$45,010.56
Leicester water sewer betterment	\$82,516.89
Leicester sewer water unpaid	\$43,833.69
Hillcrest water unpaid	\$15,850.00
Hillcrest sewer water betterment unpaid	\$12,673.58
Hillcrest sewer water betterment	\$51,944.42
Cherry Valley sewer unpaid	\$9,631.83
Cherry Valley sewer betterment	\$81,515.55
Cherry Valley Rochdale water unpaid	\$5,537.82
Cedar Meadow betterment	\$84,315.07

District tax:

Cedar Meadow prelim tax	\$14,558.36
Stiles prelim tax	\$20,611.84
Burncoat pond prelim tax	\$39,519.03

Boat excise committed in the month of June:
\$2,577.00

In anticipation of a personnel change within the Assessors office; On June 8th a "Request for Proposal" for Real Estate and Personal Property Revaluation services was sent to Department of Revenue approved contractors. Proposals are to be delivered by August 13th 2020 and said proposals will be opened @ 6:30 PM on August 18, 2020. Work is to be completed by August 1, 2021 and meet all Department of Revenue requirements for certification. Please see attached RFP.

New growth data collection and Property sales review are ongoing.

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
Board of Assessors

3 Washburn Sq
Leicester Ma 01524

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

June 8, 2020

The Town of Leicester, Board of Assessors, is seeking proposals for professional appraisal services to conduct an update of all residential, commercial, industrial, mixed-use, exempt and personal property values in Leicester for fiscal year 2022 DOR certification. The update of all property values is pursuant to the General Laws of the Commonwealth of Massachusetts, and the rules and regulations of the Commissioner of Revenue.

Contractors desiring to provide services, according to the Request for Proposal specifications, must forward a sealed proposal to the Board of Assessors, no later than 5pm, August 13. Proposals will be publicly opened by the Board of Assessors at 6:30 pm on August 18, 2020. A contract will be awarded within thirty (30) days, with contract execution within thirty (30) days of vendor selection.

Proposals must be submitted as follows:

Proposals may be submitted for Residential, Commercial, Industrial, Mixed Use and Exempt properties separate from and/or not including Personal Property, though we are seeking quotes for all classes. If you are proposing services for all, please show separate cost of Personal Property services alone.

The proposal shall be delivered in a sealed envelope clearly marked "Proposal for the Fiscal 2022 Valuation/Certification update in the Town of Leicester".

Timely delivery of proposals at the location designated shall be the full responsibility of the Contractor.

Any proposals received after the time and date specified shall not be considered.

- Proposals can be delivered to the office of the Board of Assessors at 3 Washburn Sq, Leicester MA, during business hours on Monday through Thursday. The proposals can be mailed to:
Board of Assessors, 3 Washburn Square, Leicester, Ma 01524

General Proposal Evaluation Criteria

This proposal is solicited and will be awarded pursuant to the rules set forth under Chapter 30B of the Massachusetts General Laws.

All proposals meeting proposal requirements and conditions may be held by the Town of Leicester for a period not to exceed thirty (30) days from opening of the proposals, prior to the awarding of the contract. All contracts are subject to appropriation.

The contract shall be awarded to the most responsible and responsive contractor submitting the most advantageous proposal.

The Town of Leicester is located in Worcester County, Massachusetts and its area consists of about 24 square miles. The Contractor will be responsible for the update of values for the following property classes and approximate parcel counts:

Total number of parcels by Class – see attached LA-4 (FY 2020)

Income and expense requests will be mailed by the Assessors' office.

Sales questionnaires will be mailed by the Assessors' office.

PERSONAL PROPERTY:

The contractor shall take such measures to ensure certification of personal property values in Leicester. At a minimum, the contractor shall take steps necessary to verify the accuracy of business personal property, including but not limited to, Form-of-List verification and valuation of existing account items and the complete listing of all "new" taxable business personal property located within the Town as of the valuation date of this project.

There are approximately 20 second home residential parcels – Second home study must be completed for FY 2020

There are approximately 190 existing accounts separate from second homes

All Forms-of-List will be mailed by the Assessors' office

The entire project will be completed using the Assessors' current Patriot Properties mass appraisal software. The Contractor shall be responsible for the data entry of all information pertaining to property sale data and valuation tables into the Town's mass appraisal software.

The Contractor will physically review/attempt to inspect those valid sales throughout the town that have sold during calendar year 2020. The contractor shall analyze recent sales of properties within the Municipality. The contractor shall evaluate all factors affecting the market values of lots and parcels including the quality of neighborhoods, zoning restrictions, size, frontage, depth, shape, topography and all other relevant factors. The contractor will present all information including residuals in approved spreadsheet format for the Assessors' review. Based on this analysis, the contractor shall establish the land base schedule and implement this schedule into the mass appraisal software to value all real property within the scope of these specifications.

The contractor shall determine Replacement cost tables, and Physical, Functional and Economic depreciation schedules for all improvements in Leicester. The contractor will present all information for

Assessors' review in an approved format. The contractor shall implement these tables and schedules into the mass appraisal software

The Board will complete building permit inspections.

The contractor will aid in the preparation of valuation books and be available for general taxpayer questions at times mutually convenient during the new value public notification period.

The contractor will evaluate abatement requests for the fiscal year as deemed necessary by the Board of Assessors. The contractor shall provide expert witness testimony to represent the Town at all appeals to any Court, Appellate Tax Board, or otherwise, of all valuation and/or classifications resulting from this project.

DOR CERTIFICATION LIAISON

The contractor shall be available throughout the certification process, prepare all necessary certification documentation and liaison with Department of Revenue personnel to explain the certification process in Leicester.

ITEMS FURNISHED BY THE TOWN

The Town shall furnish the following:

1. Maps – one set of existing Town tax maps
2. Property Record Cards
3. Office Space – the Town shall furnish to the contractor sufficient office space
4. Computer Services – the Town shall provide access to the Town's computer system and other such information from this system as necessary to complete this program. Computer access times to be mutually agreed upon by the contractor and the Town.
5. Sales Information as necessary

JOB COMPLETION

All work to be completed by August 1, 2021



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: July 9, 2020

RE: Town Planner Report, June 2020

Staff returned to working full-time in the office on June 8, 2020. All Board meetings (Planning, ZBA, Health, and Conservation Commission) continued to be held virtually due to COVID-19.

Project Review/Processing/Construction Monitoring:

- Reviewed applications, attended all permitting Board meetings, and prepared decisions for projects listed in Application Status table.
- Oakridge Estates: Processed release of old Performance Agreement, addressed multiple public records requests from the Homeowners' Association for the project; site visit 6/30/2020.

Planning and Long-Range Projects:

- Zoning Bylaw Amendments: Approved at the June 2, 2020 Annual Town Meeting (Article 32: Adaptive Reuse Amendments & Article 33: Outdoor Marijuana Cultivation). Prepared paperwork required by the Attorney General's Office and submitted to Town Clerk.
- Complete Streets: Site walk with design consultant and Highway Superintendent 6/24/2020; received 100% Design plans; attended related tree hearing 6/9/2020.
- MVP Grant: Worked with Bryan Milward on preparation of grant application for invasive weed treatment at Greenville Pond & Clarks' Mill Pond.

Economic Development (Bryan Milward)

- New Businesses
 - Assisted new businesses with the process for applying for a business license with town offices closed.
- Grants
 - Tracked and researched new state and federal grant opportunities for businesses impacted by COVID-19 including upcoming economic development grants.
 - Received award notice for the Community Compact Best Practice Grant to conduct a bridge/culvert inventory and improve the town's permitting processes.
 - Worked with town staff and the Common Ground Land Trust to submit the Town's application for the MVP grant program.
 - Worked with Kristen Forsberg on promoting COVID-19 related grant opportunities on the Town website and social media pages.
 - Walked businesses through the application process for COVID-19 Paycheck Protection grants and forgiveness applications.

- Worked with CMRPC to submit a regional grant application for microenterprise and social service assistance through the Community Development Block Grant program.
- Researched processes in other cities and towns for licensing and the potential for using the Community Compact grant for improving the Town's business licensing process.
- Continued working with CMRPC on the town's economic development plan and Green Communities grant.
- Began researching the Park Acquisition and Renovations for Communities Grant for a July application.
- Attended webinar on the MassWorks Grant program
- Continued researching the Shared Streets and Spaces grant and worked with town staff on identifying a project for submission.
- Events
 - Attended meetings virtually of the Worcester Regional Chamber of Commerce, Central Massachusetts Regional Planning Commission, Board of Health, Federal Emergency Management Agency, Economic Development Committee, and Massachusetts Municipal Human Resources Association.
- 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:

- Completed DIS Continuity of Operations Plan
- Worked on end-of-fiscal year tasks (updated budget spreadsheets, staff time accruals, vacation carryover requests, paid Board stipends, etc.)
- Updated Planning Board performance guarantee database
- Review of DIS Fees (average collected last 3 fiscal years; researched electrical permit fees)
- Attended Public Health Emergency Preparedness Meeting 6/22/2020
- COVID-19: participated in multiple COVID-19 public health teleconferences, provided information to Town Administrator on guidance for outdoor concerts and youth sports.
- Addressed miscellaneous public inquiries, including the following:
 - Keeping of chickens on small lot
 - Complaints: noise from outdoor gym classes, business operating without required permits, surveyor on private property
 - Special permit process for outdoor marijuana cultivation
 - Accessory apartment exceeding 700 square feet
 - Reuse of mill building
 - Potential food truck business
 - Marijuana cultivation at 488 Stafford (potential addition of outdoor greenhouses)
 - Public records requests: all documents related to 760 Pleasant, easement issues adjacent to 231 Pine, Oakridge Estates documents
 - Special permit procedures for potential businesses in CB district
 - Modification of lot lines on "grandfathered" property
 - Burncoat Pond dam repair (referred to watershed district)
 - Ownership arrangement for duplexes (private property matter, not regulated by Town)
 - Development potential for large property off Mayflower Circle

APPLICATION STATUS, June 2020

PLANNING BOARD					
Project		Type of Application	Location	Description	Status
Hillcrest Water District		Special Permit	12 Lehigh Rd	SP2020-01, Undersized lot for water tank (approved 2/18/2020; new hearing scheduled due to procedural errors)	Approved 6/16/2020
15 Water Street		Special Permit	15 Water Street	SP2020-02, Reuse of structure for landscaping/masonry business	Hearing 8/4/2020
The Planning Board also approved 0 ANR plan(s), and released a Performance Agreement for Oakridge Estates.					
ZONING BOARD OF APPEALS					
Project/Applicant		Type of Application	Location	Description	Status
Brady-Built Sunrooms		Special Permit	48 Lake Ave	Alteration of pre-existing non-conforming structure	Approved 6/11/2020
Zuffco, LLC		Special Permit	1655 Main Street	Accessory Structure in front setback	Hearing date tbd
CONSERVATION COMMISSION					
Meeting Date	Applicant	Address	Type of Application	Action	Project Description
6/10/2020	Adam Last	Stafford Street (Map 45-B6)	RDA	Approved	RDA2020-08: drilling of injection wells for "plume stop" treatment
6/10/2020	Stephen Petro	Marlboro Drive-Lot 192	NOI Extension	Approved	DEP#197-0571, single-family home
6/10/2020	Prospect Hill Estates	5A & 5B Virginia Drive	NOI	Continued to 7/15/2020	DEP#197-0659, Duplex
The Commission also issued 0 minor project modification(s), 0 Enforcement Order(s), 0 Emergency Certificates, and 1 Cease & Desist orders.					
BOARD OF HEALTH					
Title V/Reviews		Inspections		Permits Issued	
Soil Testing	3	Camp Review	1	Food	3
Septic Plan Review/As-Built Review/Title 5/Installers	5	Camp Complaint	0	Milk	0
Well Plan Review	1	Pool	3	Haulers (Trash & Septic)	0
Water quality/quantity	3	Food	3	Installers	4
Camp application	0	Housing	1	Septic/Perc	8
Septic Hauler Reviews (permit renewal)	0	Nuisance	3	Beaver	2
Food Reviews (permit renewal)	3	Beaver	4	Camp	1
		Septic	13	Pool	2

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

FEES COLLECTED:

Code/Building	\$5,820.20
Conservation Commission	\$2,000.00
Board of Health:	\$4,100.00
Planning Board:	\$685.00
Zoning Board of Appeals:	\$175.00
TOTAL	\$12,780.20

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



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



Public Health
Prevent. Promote. Protect.

Matilde Castiel, MD
Health & Human Services
Commissioner

Karyn E. Clark
Public Health
Director

Central MA Regional Public Health Alliance (CMRPHA) – Monthly Update
JULY 2020

Administration

- **CDC Foundation Grant** – We are pleased to share that the WDPH has been awarded \$295,000 to support COVID -19 response efforts in the Alliance. Funding will go towards a full time nurse, community contact tracing coordinator, nursing administration support and an environmental health inspector. These will all be temporary positions on board through the beginning of 2021 and hired by the CDC Foundation. Once staff are onboard, we will reach out to make introductions.
- **Tobacco Regulations Effective June 1st:** Beginning June 1, 2020, the following sections of the state law went into effect. These include:
 - Prohibiting the sale of all flavored tobacco and vape products, including menthol and mint, except at Massachusetts Department of Revenue (DOR)-approved Smoking Bars for on-premises use ONLY;
 - Imposing an excise tax on the sale of vaping products;
 - Requiring that vape product retailers obtain a state license and any required local permit; and
 - Requiring that vape product distributors obtain a state license

Please reach out to Cassandra andersenc@worcesterma.gov with any questions.

- **Public Health Emergency Funds** – The MDPH has extended the spending deadline for local COVID – 19 emergency funding until August 31st. If your town has not yet sent your extension spending proposal to Karyn, please send it ASAP. This was due to MDPH last Friday. All proposals submitted thus far were forwarded to MDPH by the deadline.
- **Racism & Discrimination / CHIP** – The murder of George Floyd has sparked many towns and cities across the country to have deep, important and sometimes uncomfortable conversations about race and discrimination. I am happy to announce one action WDPH is taking which is establishment of a WDPH anti-racism council, comprised of staff from all WDPH offices and leadership to talk about what we can do to combat racism beyond our daily work as well as internal equity. I also want to remind the Alliance about the Community Health Improvement Plan (CHIP) which has the overarching goal of health equity. As such, racism and discrimination is a priority area in the CHIP where much important work is being done to include identifying possible funding for anti-racism trainings that will employ a “train the trainer” model. If your community would like to



get more involved in this important dialog or looking for a place to get more information, I encourage the Alliance to get on the listserv for the Coalition for a Healthy Greater Worcester at www.healthygreaterworcester.org.

- Please join us in **congratulating Joshan and Oscar** on their acceptance into the Graduate School of Nursing program at UMass Medical School. While we are sad to see them leave, we are grateful for all their hard work and dedication during their time at the WDPH and we wish them well. Their last day will be July 31st.

Environmental Health

- **EEE / WNV** weekly arbovirus reports have started. The 2020 Arbovirus Response Plan is up and available. There is a new website for educational material and other guidance. www.mass.gov/mosquitoandticks . The educational push is for personal responsibility when going outdoors. Check yourself, wear proper clothing, use repellent, dawn to dusk etc.
- **Covid-19 Response** is ongoing and will continue into next fiscal year. The EH team has been very busy with answering questions and staying up to date with state guidance on essential vs non-essential. Seasonal pools, rec camps, reopening of outdoor and indoor restaurant spaces have kept the team very busy as well. We would like to thank all the administrative assistants who have been fielding the calls. They have helped considerably by forwarding guidance to those that request it. In addition, they are keeping up with all the complaints from the public. Moreover, I would like to thank the EH team for being out there and doing what needs to be done every day.
- **BOH Meetings** continue via Zoom and calls. If you have a specific concern prior to a meeting, let us know. We usually have one of us on the call for that purpose. We will be trying to give our team some well-deserved time off this summer. Please understand that there is always someone in coverage.

Nursing

- Cases of COVID19 continue to be diagnosed within the alliance. In order to prevent the spread of this disease, we request that cases follow isolation guidelines and contacts follow quarantine guidelines.
- As part of the case investigation, the case/contacts will be called by a public health nurse or a member of the MDPH Community Tracing Collaborative. To prevent the spread of this illness, it is important to obtain information about the case and those with whom the case may have had contact in the 48 hours before symptom onset.
- The Massachusetts Department of Public Health will be providing WDPH with the final influenza allocation for those towns that administer state-supplied influenza vaccine. Pat Bruchmann will follow-up with the towns to ensure that the allocation is adequate and request additional doses as needed. This is the only time an increase in influenza vaccine doses may be requested.

Emergency Preparedness

- **EDS Planning** All Alliance towns have updated Emergency Dispensing Site (EDS) plans. As per the recent meeting, the EP team recommends that each town begin planning now for the anticipated dispensing of the COVID-19 vaccine. Please reach out to Katrina Stanziano at stanzianok@worcesterma.gov with any questions.

- **Resource Requests** As the regional ESF-8, the EP team processed resource requests from approximately 400 individual healthcare facilities, EMS providers, and local public health departments.
- As the regional ESF-8, the EP team worked with MDPH and the region's hospitals to ensure accurate reporting and allocation of ventilators and other key supplies.
- The EP team has been working with Shrewsbury on Closed EDS plans and processes. Any Alliance town interested in learning more may contact Alissa Errede at erredea@Worcesterma.gov

Community Health

- Please reach out to Kelsey Hopkins if you are looking for student assistance with any COVID 19 related projects that could begin in August. We are interviewing students now for the fall semester. Email: HopkinsK@worcesterma.gov
- 6/5/20 - WDPH staff attended the Free Frameworks Webinar series: Framing Success Stories during COVID-19.
- 6/17/20- WDPH staff attended the Roundtable Discussion on Addiction and Recovery held by Anna Maria to further discuss the work the community continued to do around substance use prevention.
- 6/18/20 - WDPH staff attended the Mayor's Mental Health Task Force Meeting to continue working on our Mental Health priority area of the CHIP and plan future meetings.
- 6/11/2020: WDPH staff attended the Municipal Tobacco Control Conference hosted by the MA Tobacco Cessation and Prevention Program. The virtual webinar provided lots of pertinent and timely information on guidelines for enforcement of the new state tobacco law. Slides presented at the webinar are available upon request.
- 6/20/2020: WDPH sponsored Queer-a-thon 2020, a virtual program for LGBTQ+ youth, allies, and adults focused on outreach, substance use prevention, healthy coping mechanisms, and the celebration of Pride. Lesbian, Gay, Bisexual and Transgender Pride Month (LGBT Pride Month) is celebrated annually in June to honor the 1969 Stonewall riots, and works to achieve equal justice and equal opportunity for the LGBTQ+ community.
- 6/24/2020: WDPH staff attended the final training with the Health Equity Cohort hosted by Health Resources in Action. The cohort provided anti-racism resources, self-care tools, as well as a safe space for difficult dialogue on dismantling systemic racism.

Upcoming Events:

- 7/8/2020: WDPH staff will be attending the Millbury Board of Health meeting to discuss local tobacco regulations.
- 7/13/2020: WDPH staff will be attending the West Boylston Board of Health meeting to discuss local tobacco regulations.
- 7/13/2020: The Worcester Board of Health will be hosting a public hearing on proposed tobacco regulations restricting the sale of flavored tobacco products in the City. This is a local adoption of the recent state legislation.
- 7/17/2020: WDPH staff will be attending the Shrewsbury Board of Health meeting to discuss local tobacco regulations.

BUILDING PERMITS ISSUED MONTH OF JUN 2020

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
6/4/2020	Jay Powell	980	Stafford St.	Gary Apher (GA Siding & Windows)	20-110	Roof - Garage only
6/4/2020	Lori Arduini	20	Warren Ave.	Homeowner	20-111	Porch (front 6 x 9)
6/4/2020	Mary Sarkodieh	19	Ackley Dr.	Sunrun (Craig Orn)	20-112	Solar Panels (Residential)
6/4/2020	Marcella Jimenez	135	Charles St.	Power Home Remodeling (Mark Mordini)	20-113	Siding
6/4/2020	Brian/Sandra Pepin	84	Rawson St.	Christopher Scott	20-114	Siding
6/9/2020	Santo Frascolla	280	Auburn St.	Homeowner	20-115	Accessory Building
6/9/2020	Margarite Soojian	1666	Main St.	Golden Group Construction Corp. (Freddy Campoverde)	20-116	Roof
6/9/2020	Richard Swears	38	Redfield Rd.	Power Home Remodeling (Mark Mordini)	20-117	Windows
6/9/2020	Kevin Crook	22	Deer Pond Dr.	Window Nation LLC (Greg Destefano)	20-118	Windows
6/9/2020	Aaron/Carrie Ghizzi	16	Denny Pl.	Power Home Remodeling (Ted Dow)	20-119	Doors
6/9/2020	Andrew Harris	1	Lake Dr.	Lowe's Home Centers-Daniel French (Dan Younkin)	20-120	Siding/windows
6/9/2020	Brian Trottier	494	Whittemore St.	Homeowner	20-121	Deck (Repair/rebuild)
6/11/2020	Bernard Chouinard	24	Cricklewood Dr.	Piece of Beach/Homeowner	20-122	Above ground pool
6/11/2022	Patrick/Madelaine McKay	26	Hyland Ave.	Mike Const & Remodel/Homeowner	20-124	Deck
6/11/2022	Paul Stimson	54	Virginia Dr.	M & L Construction Contracting (Mark Passarelli)	20-125	Sunroom
6/23/2020	Marilyn Patterson	30	Lake Sargent Dr.	James Reinke	20-126	Renovation (interior stairs)
6/17/2020	Matt Tebo	5	Scott Ln.	Keith Burt	20-127	Deck (pool)
6/11/2020	Vibra Health Care	111	Huntoon Memorial Hwy.	CentiMark Roofing (Albert Hendrickson)	20-128	Roof

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
6/11/2020	Glenn Collins	2	Lynde Brook Dr.	Homeowner	20-129	Deck/windows/siding/ext doors/kitchen cabinets /flooring
6/17/2022	Daniel Graves	175	Paxton St.	Jose Hernandez	20-130	Garage repair
6/18/2020	Derek/Leah Fenner	8	Parker St.	Namco Pools/Homeowner	20-131	Above ground pool
6/18/2020	Francis Capuano	226	Pine St.	Homeowner	20-132	Roof
6/18/2020	Richard Sweares	38	Redfield Rd.	Power Home Remodeling (Ted Dow)	20-133	Trim and Gutters
6/23/2020	Deena Racki	17	Warren Ave.	Homeowner	20-134	Renovation
6/23/2020	Sam Konieczny	155	Rawson St.	Antanavica Construction (Theodore Antanavica)	20-135	Deck existing pool
6/23/2020	Paul Bennett	328	Henshaw St.	Matthew Russell	20-136	Weatherization
6/23/2020	Eric Dyson	4	Brickyard Rd.	Homeowner	20-137	Deck (pool)
6/23/2020	Patty Langlois	2	Sacks Dr.	Scott's Siding & Remodeling (Chris Scott)	20-138	Roof
6/23/2020	Steven Bertel	465	Stafford St.	Homeowner	20-139	Siding/2 Windows
6/29/2020	Irene /John Messier	26	Collier Ave.	LCT Construction & Services, Inc. (Sara Castro)	20-140	Roof
6/30/2020	Donna Joly	90	Rawson St.	Scott Richardson	20-142	Mudroom (Rebuild 5x6)

In addition, 1 Stove Permits; 2 Sheet Metal permits; 0 Home Occupation were issued

OCCUPANCY PERMITS ISSUED MONTH OF JUN 2020

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
6/1/2020	Oak Ridge Estates	24	Virginia Dr.	20-009	16-141	Single Family Dwelling
6/18/2020	Kimberly Wood	7	Lake Dr.	20-010	19-316	Accessory apartment/deck (existing garage)



CHIEF
ROBERT F. WILSON

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



OFFICE (508) 892-7022

FIRE DEPARTMENT

June 2020 Monthly Report

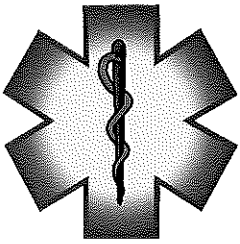
Total fire calls	26
Single Company Calls	21
Multi Company Calls	5
Company 1	15
Company 2	7
Company 3	9
Rescue	2
Mutual Aid given	0
Mutual Aid received	1

Major event: Structure fire 340 Main Street

Training: Multiple Company evolutions at Headquarters All Companies
Search & Rescue, pulling handlines, laying hydrant lines, placing ground ladder and Pumping. Drafting operations held at various location in town.

Equipment: Engine 3: Replace electric motor shaft to tank fill valve.
Tower 53: Replace leaking hydraulic lines to rear stabilizer.
Engine 2: Replace 3" ball valve to Deluge Gun.

Fire Prevention:	Inspections/Permits	24	Fee's	\$1,250.00
	Plan reviews	3		
	Other inspections/Follow-ups	6		



Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

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

LEICESTER AMBULANCE

EMS Report June 2020

Total Calls	136
Transports	98
Mutual Aid given	11
Mutual Aid received	4

Training: Virtual meeting

Equipment: No repairs



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: July 10, 2020

Subj: June Monthly Report

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 * June 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: We are focusing on curbside pickup for patrons, cataloging items ordered before we closed, and preparing the library for limited patron access when State guidelines allow.

We are filling holds for patrons via telephone, email, and patron computer catalog holds. Items are placed in labeled paper bags, a pickup time is scheduled, and the patron retrieves their bag from the vestibule. The door between the lobby and vestibule is locked, so there is no public access to the building. All returns are through the book drop, and are quarantined for 7 days. State-wide delivery is still suspended, so loans are only for local items.

The Local History collection received a donation of a scrapbook of newspaper clippings related to the 1953 tornado.

Please see the table at the end of this report to discuss Phase 2 patron access to the building.

Building maintenance: Elevator follow-up inspection tentatively scheduled for 5/12/20. There will be a \$200 fee for the re-inspection. I have a bill from the elevator maintenance company for \$702.50 for this.

Colby Fire Protection in Rochdale inspected our sprinkler system and fire extinguishers. Teena has this bill, approximately \$400.

I have an estimate for the annual HVAC maintenance from the company that did the Town Hall, Design Temperature Control, Inc. Total for both spring AC and fall heating maintenance, \$1912.47. Details attached.

Renovation: Joseph's Lock installed the new bathroom locks on the two bathrooms in the children's room. They function as expected, so they will order the 4 remaining units and install soon. The power door opener may be installed 6/15/20.

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.

DAS patched the cracks in the walls 6/5/20, and replaced the two stained ceiling tiles. No new window leaks.

Renovation Fund (Town Account) balance is \$109,783.38.

Outstanding Renovation Items

1. East side drainage – Mark Armington inquired about an injectable waterproofing to the fieldstone foundation, but the installer does not recommend that product for this application. Gutters and repointing the interior masonry may solve the problem. MA should have someone out in next few weeks for quote.
2. Gutters, masonry repointing basement wall, 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.
4. Handicapped door openers – Approved, scheduled for week of 6/15.
5. Bike rack – waiting for Highway Dept. consultation
6. Ceiling tile leaks in staff bathroom and across from elevator maintenance – replaced 6/5.
7. Small J bathroom water penetration – likely remediated by eventual gutter installation.
8. Key box – Suzanne will pursue
9. 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.
10. 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.
11. People counters (ordered), and installation of the Detex alarms on the two stairwell doors leading to the 2nd floor are library staff/trustee issues.
12. 3 wall cracks at joints – 2 in LH room, one near J camera. DAS patched/repaint 6/5
13. Optional items: Panic buttons, People counter, connect cameras to PD, Permanent museum display cards

Circulation Statistics

Number of new items last month: 42 (warehouse delivery of new items resumed 5/26)

	Previous Year				Current Year			
	Circulation Evergreen	Ebooks Overdrive	Wireless Log ins	Library Computer	Circulation Evergreen	Ebooks Overdrive	Wireless Log ins	Library Computer
May**	1228	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
May	2205	367	112	56	1228 (-44%) (closed 5/11-6/11)	577 (+57%)	43	22

*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.

Wireless logins continue, as the Wi-Fi works outside the building.

Phase 2 – Patron access to the library considerations:

Local Concerns	Official Guidance (MBLC)
<p>Bathroom cleaning – Leicester’s legal council recommends opening the restrooms to the public, but there is no specific requirement outside of accommodating staff and patrons with certain medical conditions. State guidance says they must be cleaned daily, and we have 8 total.</p> <p>Waiting for guidance on occupancy limits – how many people for how long – we will need a workflow to manage this. Appointments, or first-come, first-served? MBLC has addressed the visitor log issue, see right column.</p> <p>Availability of masks, sanitizer, wipes and other cleaning supplies. We have adequate inventory for staff, but procurement is hit or miss, especially cleaning wipes.</p> <p>Staff availability. Current State advisory recommends staff over 65 and those with health issues continue to work at home.</p> <p>Guidance on how to enforce mask requirement. What is between asking/requiring patrons to wear a mask and calling the police for a trespass if they refuse?</p> <p>What are our neighbor libraries doing? All buildings/staff/local control are different, and MBLC has explicitly stated we cannot deny service to out-of-town patrons. We cannot/should not provide public access to the building before at least some percentage of local libraries do the same.</p>	<p>The State Reopening Advisory Board just released Guidance for Libraries for Phase Two Step 1 which begins today. We are reviewing the documents at this time. https://www.mass.gov/info-details/safety-standards-and-checklist-libraries</p> <p>A few things that are included that we wanted to highlight:</p> <ul style="list-style-type: none"> • Libraries must establish procedures for patrons to check out materials prior to arriving at the library for curbside or circulation desk pickup. Patron entry to the library should be limited to circulation desk pickup only • Libraries should reduce operating hours to allow for on-going off-hour sanitation and cleaning • Close all seating areas and prohibit the use of public computers, printers, and other shared technology • If the employer is notified of a positive case at the workplace, the employer shall notify the local Board of Health (LBOH) in the city or town where the workplace is located and assist the LBOH as reasonably requested to advise likely contacts to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH • Once returned, remove books from service for 24 hours (before it can be checked out by another patron) <p>There have been concerns about some of the guidance for offices that included keeping a log of visitors. This is not included in the sector specific guidance for libraries. Libraries should not keep patron logs for contact tracing purposes.</p>

MBLC 6/10/20: “It is important to emphasize that the Governor’s announcement does not require libraries to open or provide specific services on specific dates. The guidance allows libraries to open and provide services if they meet the state’s safety protocols. Any decision to open should be made on a library-by-library basis in with consultation local municipal leaders. The MBLC recommends that libraries only open when they are able to ensure the safety of their staff and community served.

Building Maintenance Schedule					
	Company	Annual Cost	Frequency	Date Done	Notes
Pest Control	Ransford	900	Monthly		Tech comes automatically
Water Line Inspection	LWSD	150	Annual	Nov-19	\$75 each, 2 lines
Check Condensate tubes in boilers and hw heater	Bardon	900	bi-Monthly		renewed contract May 2020
Intumescent Paint Inspection			Annual	Aug-20	Mechanical Room, req'd per Bldg Insp.
Elevator Inspection (State)	See application	400	Annual	Feb-20	Schedule in January, must be pre-paid
Elevator Inspection maintenance co. co-pay		702.5		Feb-20	
Elevator Inspection (Maint)	Elev. Maint & Service	1140	bi-Monthly		Every other Month, tech comes automatically, renew contract in Jan for Feb.
Security (Monitoring Service)	Houston	1020			Alarm monitoring, not system maintenance
Outdoor coils					Clean leaves/pollen from outdoor coils. 4 in rear, east side, one outside reading room fireplace
Clean all mini-split filters			Bi-Monthly	Nov-19	4-Children's room, 3-meeting room, 1-IT closet
Replace all HVAC filters			Bi-Monthly	Nov-19	2-YA room, 2-reading room, 1 IT closet ceiling, 1 meeting room vestibule, 2 attic (1 through dir. Off., 1 south quiet study room)
HVAC/AC Yearly Maint (Includes lines 12-14 and		1913			
Fire Sprinkler Yearly Maint + Extinguisher Insp.	Colby Fire	483	annual	May 20	
Total		7608.5			

Outstanding Renovation Expenses Estimates			
People Counter	300	500	
Gutters	10000	20000	
Drainage	10000	40000	
Bike Rack	500	500	
Key Box	500	500	
Locksmith bathrooms	2000	3000	Est. \$1986.63
HC door openers	7300	7600	7300 locksmith, 300? Electrician)
Total	30600	72100	



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: July 14, 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 June 2020**

Investigative Division

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

1. Firearms and rifle maintenance
2. Multiple Court discovery request
3. Two felony warrants
4. Crime Lab in Sudbury
5. Crime Lab Worcester P.D.
6. Town Treasurer insufficient funds
7. Narcotics investigation
8. Video Conference- Polycom-Prisoner arraignment
9. Firearms safe keeping
10. Rape investigation cleared
11. Investigate A&B dangerous weapon
12. 2018 rape case
13. Court complaints
14. Domestic relations arrest assist
15. DCF referral SA Invest.
16. Sexual assault invest. child
17. Online fraud over \$250K, MSP cybercrime, FBI, Fusion center
18. Unattended death investigation
19. Larceny case
20. S.A. evidence collection

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.

We have our drone team up and running. Leicester is part of the CEMLEC Drone team had 2 more deployments at various demonstrations and rallies.

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.

Patrols had a motorcycle that failed to stop which crashed in Spencer, subject was eventually identified and charged accordingly.

Chief's Office

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

- ✓ Met with Spencer town officials to discuss regional dispatch
- ✓ Attended Middle School Reverse parade
- ✓ Review and comment on more site plans
- ✓ Attended Mass Chiefs of Police meetings via Zoom.
- ✓ Attended department head meeting via go to meeting
- ✓ Received a bike/ pedestrian safety grant for \$5,376.
- ✓ Attended ribbon cutting for Town Hall parking lot (great job)!
- ✓ Worked with teachers' unions to produce a peaceful rally
- ✓ Procured hand sanitizer and other cleaning/ sanitizing supplies
- ✓ Helped set up for town meeting, posting the common
- ✓ Updates on COVID-19. Worked with Sgt. Guertin to sanitize the cruisers and PD.
- ✓ Through review of Special Police Officer credentials.
- ✓ Worked with several groups to provide a proper retirement send off for town official
- ✓ Worked with many groups to set up and safely have drive by congratulations for various events.

Monthly Statistics

• Calls/Patrol Initiated Activity	1,406
• Incident Reports Taken	113
• Arrests/Summons	12
• Crash Investigations	21
• Towed vehicles	17
• Motor Vehicle Stops	50
• Medical responses	14

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

Ken Antanavica
Chief of Police

Report to: David Genereux, Town Administrator

From: Rachelle Cloutier, COA Director

Date: July 13, 2020

Re: Council on Aging Report of activities for June

All programs at the senior center are still suspended. Staff come in and replace each other and when all of us are present we maintain a safe distance. Our seniors have appreciated the fact that we are in the office. We receive numerous calls from those who are lonely and need a variety of assistances. We receive bread donations from Bill Moore CEO of Project New Hope and we have been able to distribute bread, fruit etc. We receive fresh eggs from Sharon and these are also distributed to our seniors. Our seniors also enjoy a new version of the Horizon. This is a supplementary copy that helps with our already in-house Train Your Brain sessions. They have to figure out the Rebus puzzle and if their attempts fail, they call Genevieve who will assist them by giving our seniors clues into what the answer might be. These Rebus puzzle range from easy to quite difficult. Various Cards continue to go out. On June 24 our Knitting Group came to the center and sat on our porch while maintaining appropriate distances, wearing masks. This was a welcome opportunity for them to socialize and have a good time.

All FY20 accounts have been reconciled to make certain that no balances are outstanding.

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.

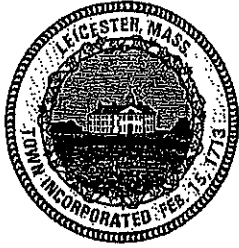
Our WRTA bus continues to provide transportation services. This has been critical for those who suffer with medical issues such as (dialysis). Our drivers have made sure that the bus is sanitized every morning, afternoon and upon return to the center. WRTA has provided us with many, many products to help out.

Our Meals on Wheels program has seen an increase in demand as we refer those who call to ESWA to sign up for that program.

Morgan Emery and her family continue to take care of the mound. This family planted tomato plants in our elevated garden and continue to be the ones who maintain these areas. We received news that Donna Bottis' husband passed. Donna has been a key member of the Garden Club and Women's Club and instrumental with the assistance of this club in making sure that the grounds at the center are exceptionally beautiful and well maintained. Our condolence to her and family.

We plan on having some programs (that can be held outdoors) starting in July. Again, making certain that safe protocol distances and masks are maintained. For now: Walking Club, Knitting Club, Train Your Brain, Chair Yoga, Senior or Exercise can be held outside weather permitting. Our seniors are anxious to come back and to be together and socialize.

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



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: July 7, 2020
From: Office of Treasurer Collector
Re: June Activities

- June collections are as attached
 - A total of \$14,708.75 was transferred from real estate interest to tax in order to satisfy the "no interest" collection on the fourth quarter for the month of June. A total of \$3,120.06 in real estate interest was credit adjusted in order to satisfy the "no interest" collection on the fourth quarter for the month of June.
 - For the month of May, \$683.60 was transferred from real estate interest to tax to satisfy the "no interest" collection.
- Billing for the first and second quarters real estate, personal property and the water/sewer districts was completed. Totals committed for Q1 are as attached in the FY21 spreadsheet. Billing for Burncoat Pond, Stiles and Cedar Meadow has moved to quarterly as opposed to the former 3rd and 4th quarters. These bills are still being generated and mailed from this office. As such, bills will be generated and sent to each of the Lake Associations for reimbursement of postage, envelopes and paper.
- Collected \$6,869.01 in Town tax title principal payments and \$2,604.09 in interest payments. The outstanding balance of tax title accounts for the Town as of June 30th is \$988,481.12 for tax and interest and \$14,135.85 in fees.
- Insurance opt-outs were paid: \$35,721.77 for school employees and \$3,366.67 for town employees
- Covid-19 payroll earning codes were submitted
- Fiscal year-end procedures have been started

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.

Quarter	Type	Commitment	April*		May*		June*		4Q Total Net
			10 Tax/Liens	10 Int	11 Tax/Liens	11 Int	12 Tax/Liens	12 Int	
4	PP	\$ 176,629.31	\$ 59,659.91	\$ 0.04	\$ 1,521.29	\$ 0.12	\$ 4,377.21	\$ 73.80	\$ 65,632.37
4	RE	\$ 4,133,979.57	\$ 1,105,900.27	\$ 1,596.74	\$ 2,345,534.33	\$ 18,417.07	\$ 241,153.00	-	\$ 3,712,601.41
4	CMB								
4	CMBC CI								
4	CVRWDU				148.59				148.59
4	CVSDSB				595.56				595.56
4	CVSDSB CI					74.46			74.46
4	CVSDU				1,284.50				1,284.50
4	HLSWBT								
4	HLSWBT CI								
4	HLSWBTU								
4	HWDU								
4	LSWDUN								
4	LWSDSB								
4	LWSDSB CI								
4	ORSDU						600.00		600.00
4	ORSWBT								
4	ORSWBT CI						453.75		453.75
4	Title V								
4	Title V CI							249.56	249.56
4	Burricot Pond	\$ 39,086.06	\$ 15,696.72	\$ 85.22	\$ 12,642.25	\$ 91.66	\$ 1,223.76		\$ 29,739.61
4	Cedar Meadow	\$ 14,224.30	\$ 3,140.28		\$ 4,832.59	\$ 34.32	\$ 872.70		\$ 8,879.89
4	Stiles	\$ 19,587.85	\$ 2,226.50		\$ 14,544.42	\$ 138.65	\$ 84.06		\$ 16,993.63
		\$ 4,383,507.09	\$ 1,186,623.68	\$ 1,682.00	\$ 2,381,103.53	\$ 18,756.28	\$ 248,764.48	\$ 323.36	\$ 3,837,253.33
4	RE Supplemental	\$ 15,082.69	\$ 5,150.59	\$ -	\$ 9,932.10	\$ -	\$ 7,349.71	\$ -	
4	PP Revised	\$ 4,134.83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	RE Omitted	\$ 11,817.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ 4,414,541.81	\$ 1,191,774.27	\$ 1,682.00	\$ 2,391,035.63	\$ 18,756.28	\$ 256,114.19	\$ 323.36	\$ 3,859,685.73

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			
				\$ 1,370,079.49	\$ 1,214,867.29	\$ 7,979.67	\$ 1,222,866.96
					\$ 2,429,774.58	\$ 15,959.34	\$ 2,445,733.92

Boat				Tax		Tax	Interest	Totals
2020-02	6/8/2020	105	\$ 2,577.00	January	\$ -	\$ -	\$ -	\$ -
				February	\$ -	\$ -	\$ -	\$ -
				March	\$ -	\$ -	\$ -	\$ -
				April	\$ -	\$ -	\$ -	\$ -
				May	\$ -	\$ -	\$ -	\$ -
				June	1,077.00	\$ -	\$ -	1,077.00
				July	\$ -	\$ -	\$ -	\$ -
				August	\$ -	\$ -	\$ -	\$ -
				September	\$ -	\$ -	\$ -	\$ -
				October	\$ -	\$ -	\$ -	\$ -
				November	\$ -	\$ -	\$ -	\$ -
				December	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -
				\$ 1,077.00	\$ -	\$ -	\$ 1,077.00	

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	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	RE	\$ 3,970,458.77	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	CMB	\$ 23,230.37	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	CMB CI	\$ 18,927.47	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	CVRWDU	\$ 2,768.92	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	CVSDSB	\$ 28,024.54	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	CVSDSB CI	\$ 12,734.28	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	CVSDU	\$ 4,815.92	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	HLSWBT	\$ 22,286.53	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	HLSWBT CI	\$ 3,685.72	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	HLSWBTU	\$ 6,336.79	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	HWDU	\$ 7,925.01	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	LSWDUN	\$ 21,916.93	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	LWSDSB	\$ 28,705.53	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	LWSDSB CI	\$ 12,553.03	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	ORSDU	\$ 22,505.28	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	ORSWBT	\$ 1,155.00	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	ORSWBT CI	\$ 346.50	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	Title V	\$ 1,480.43	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	Title V CI	\$ 534.89	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	Turncoat Pond	\$ 20,162.56	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	Bedar Meadow	\$ 7,336.04	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
1	Stiles	\$ 10,435.46	\$ -	\$ -	\$ -	-	\$ -	-	\$ -
		\$ 4,393,988.44	\$ -	\$ -	\$ -	-	\$ -	-	\$ -

Memo

To: Town Administrator, Select Board
CC:
Date: 7/14/2020
Re: Report for the Month of June-2020 from TC

The office brought in 2294.00 in cash and check, 1280.00 online for a total of \$3574.00.

Several public records request and genealogy.

The Annual Town Election was held on June 9th with 1115 voters turning out to vote which is 15% of the registered voters in Leicester. The hours on the election were noon to 7:00pm. Shortened hours due to the Covid-19 pandemic. I was very surprised by how many turned out to vote in person. We Did not have the normal staffing because of the pandemic however the group I had worked phenomenally well together and I can not thank them enough.

Susan and I have been very busy swearing all the appointees and newly elected folks in. Since no one can come into Town Hall we meet people at the door to do all our business.

Respectfully submitted,

Deborah K. Davis