



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 May

Payable Warrants Posted

- Town Warrants (summary reports attached)
 - 20-45A-TW
 - 20-46A-TW
 - 20-47A-TW
 - 20-48A-TW
- School Warrants (summary reports attached)
 - 20-46A-SW
 - 20-48B-SW
 - 20-48A-SW

Payroll Warrants Posted

- 20-PR45-S
- 20-PR45-T
- 20-PR47-S
- 20-PR47-T

Cash Reconciled with Treasurer

- Currently reconciling through May 2020

Estimated Receipts

- Attached through 05/31/2020

Town of Leicester

Warrant Summary - Posted

Warrant: 20-45A-TW

Post Date: 5/7/2020

Fund: 89 - AGENCY FUNDS

Ledger: Expenditure

25,191.86

Total for Fund 89:

25,191.86

Total for Warrant 20-45A-TW:

25,191.86

Town of Leicester

Warrant Summary - Posted

Warrant: 20-46A-TW

Post Date: 5/14/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	396,012.41	
Ledger: Revenue	2,681.54	
Total for Fund 01:		398,693.95
Fund: 02 - CARRYOVER FUND		
Ledger: Expenditure	5,347.94	
Total for Fund 02:		5,347.94
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	9,622.78	
Total for Fund 11:		9,622.78
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	1,690.49	
Total for Fund 16:		1,690.49
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	226.93	
Total for Fund 17:		226.93
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	4,050.00	
Total for Fund 23:		4,050.00
Fund: 30 - CAPITAL PROJECTS FUND		
Ledger: Expenditure	3,000.00	
Total for Fund 30:		3,000.00
Fund: 81 - EXPENDABLE TRUSTS		
Ledger: Expenditure	511.75	
Total for Fund 81:		511.75
Fund: 82 - PLANNING REVIEW TRUSTS		
Ledger: Expenditure	990.00	
Total for Fund 82:		990.00
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	73,189.20	
Total for Fund 89:		73,189.20
Total for Warrant 20-46A-TW:		497,323.04

Town of Leicester

Warrant Summary - Posted

Warrant: 20-47A-TW

Post Date: 5/21/2020

Fund: 89 - AGENCY FUNDS

Ledger: Expenditure

170,498.95

Total for Fund 89:

170,498.95

Total for Warrant 20-47A-TW:

170,498.95

Town of Leicester

Warrant Summary - Posted

Warrant: 20-48A-TW

Post Date: 5/28/2020

Fund: 01 - GENERAL FUND		
Ledger:	Expenditure	269,460.71
Ledger:	Revenue	3,800.54
Total for Fund 01:		273,261.25
Fund: 11 - TOWN STATE GRANTS		
Ledger:	Expenditure	9,916.00
Total for Fund 11:		9,916.00
Fund: 15 - TOWN REVOLVING FUNDS		
Ledger:	Expenditure	1,732.00
Total for Fund 15:		1,732.00
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger:	Expenditure	529.09
Total for Fund 16:		529.09
Fund: 17 - TOWN DONATIONS		
Ledger:	Expenditure	388.70
Total for Fund 17:		388.70
Fund: 30 - CAPITAL PROJECTS FUND		
Ledger:	Expenditure	3,215.00
Total for Fund 30:		3,215.00
Fund: 81 - EXPENDABLE TRUSTS		
Ledger:	Expenditure	167.28
Total for Fund 81:		167.28
Fund: 89 - AGENCY FUNDS		
Ledger:	Expenditure	106,550.74
Total for Fund 89:		106,550.74
Total for Warrant 20-48A-TW:		395,760.06

Town of Leicester

Warrant Summary - Posted

Warrant: 20-46A-SW

Post Date: 5/14/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	140,511.06	
Total for Fund 01:		140,511.06
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	38,539.91	
Ledger: Revenue	488.00	
Total for Fund 21:		39,027.91
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	46,143.54	
Total for Fund 23:		46,143.54
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	16.49	
Total for Fund 25:		16.49
Fund: 26 - SCHOOL DONATIONS		
Ledger: Expenditure	85.15	
Total for Fund 26:		85.15
Fund: 28 - SCHOOL SPED RESERVE FUND		
Ledger: Expenditure	10,293.75	
Total for Fund 28:		10,293.75
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	454.30	
Total for Fund 87:		454.30
Total for Warrant 20-46A-SW:		236,532.20

Town of Leicester

Warrant Summary - Posted

Warrant: 20-46B-SW

Post Date: 5/14/2020

Fund: 25 - SCHOOL REVOLVING FUNDS

Ledger: Revenue

5,449.00

Total for Fund 25:

5,449.00

Fund: 87 - STUDENT ACTIVITY FUNDS

Ledger: Revenue

790.00

Total for Fund 87:

790.00

Total for Warrant 20-46B-SW:

6,239.00

Town of Leicester

Warrant Summary - Posted

Warrant: 20-48A-SW

Post Date: 5/28/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	241,733.09	
Total for Fund 01:		241,733.09
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	596.00	
Total for Fund 21:		596.00
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	10,982.75	
Ledger: Revenue	179.10	
Total for Fund 22:		11,161.85
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	7,924.13	
Total for Fund 23:		7,924.13
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Revenue	535.00	
Total for Fund 25:		535.00
Fund: 27 - SCHOOL REVOLVING 53E 1/2		
Ledger: Expenditure	439.80	
Total for Fund 27:		439.80
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	3,986.30	
Total for Fund 87:		3,986.30
Total for Warrant 20-48A-SW:		266,376.17

Town of Leicester

Warrant Summary - Posted

Warrant: 20-PR45-S

Post Date: 5/8/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	482,239.14	
Total for Fund 01:		482,239.14
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	14,631.49	
Total for Fund 22:		14,631.49
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	7,485.50	
Total for Fund 23:		7,485.50
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	24,731.68	
Total for Fund 25:		24,731.68
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	73,524.17	
Ledger: Revenue	-179,327.09	
Total for Fund 89:		-105,802.92
Total for Warrant 20-PR45-S:		423,284.89

Town of Leicester

Warrant Summary - Posted

Warrant: 20-PR45-T

Post Date: 5/7/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	193,317.60	
Total for Fund 01:		193,317.60
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	1,858.54	
Total for Fund 11:		1,858.54
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	41,263.73	
Ledger: Revenue	-60,824.61	
Total for Fund 89:		-19,560.88
Total for Warrant 20-PR45-T:		175,615.26

Town of Leicester

Warrant Summary - Posted

Warrant: 20-PR47-S

Post Date: 5/22/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	533,606.13	
Total for Fund 01:		533,606.13
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	15,878.42	
Total for Fund 22:		15,878.42
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	14,512.46	
Total for Fund 23:		14,512.46
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	24,634.01	
Total for Fund 25:		24,634.01
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	86,549.72	
Ledger: Revenue	-198,141.40	
Total for Fund 89:		-111,591.68
Total for Warrant 20-PR47-S:		477,039.34

Town of Leicester

Warrant Summary - Posted

Warrant: 20-PR47-T

Post Date: 5/21/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	173,878.04	
Total for Fund 01:		173,878.04
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	1,258.54	
Total for Fund 11:		1,258.54
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	700.15	
Total for Fund 16:		700.15
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	66,300.83	
Ledger: Revenue	-61,982.54	
Total for Fund 89:		4,318.29
Total for Warrant 20-PR47-T:		180,155.02

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

City/Town/District of LEICESTER
Cash Reconciliation for May 2020

Total Treasurer's Cash and Investments 12,365,326.19

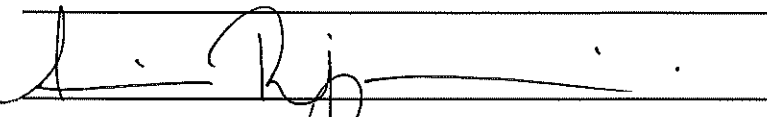
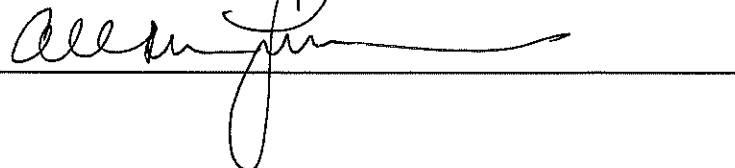
Accountant's/Auditor's Cash and Investments (per balance sheet) 12,366,200.07

Reconciling Items (specify)

Bank Check Cashing Error (Bank Fixed in June)	-0.62
April Trust	53.01
May Trust	58.41
May Gas Tax Paid, On June Warrant	-335.52
School on-line in-transit	-75.00
Lockbox Return not on Stmt - Correct in June?	-39.50
Returned Payments, Processed in June	-300.63
Kelley & Ryan Turnover Corrected in June	1,635.08
Health In-transit	-401.48
TC deposit in-transit	-1,467.63
	<u>\$ 12,365,326.19</u>

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

Variance (explain)

Treasurer		Date	<u>6/24/20</u>
Accountant		Date	<u>6/24/20</u>



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: June 10, 2020

RE: Town Planner Report, May 2020

Department staff continue to serve the public and process permit applications while working from home, and staff returned to working in Town Hall on staggered shifts on May 23, 2020. All Board meetings (Planning, ZBA, Health, and Conservation Commission) continued to be held virtually in May due to COVID-19.

Project Review/Processing/Construction Monitoring:

- Reviewed applications, attended all permitting Board meetings, and prepared decisions for projects listed in Application Status table.
- Mulberry Solar 3#: reviewed request to delay some plantings (denied), responded to complaints regarding erosion, arranged for site visit by Landscape Architect and Quinn Engineering to review restoration plan plantings (all planting has been completed).
- Hillcrest Water District: Scheduled new hearing for 6/16/2020 (to address procedural errors)
- Oakridge Estates: discussions with applicant about road acceptance procedures

Planning and Long-Range Projects:

- Zoning Bylaw Amendments:
 - Public hearing on citizen petition article to allow outdoor marijuana cultivation (Article 33) in the Suburban Agriculture (SA) district held 5/5/2020. Worked with Attorney for applicant on motion to correct typographical errors.
 - Prepared Planning Board report on Zoning Bylaw amendments.
 - Attended Finance Advisory Committee and Town Meeting Information meetings
- Complete Streets: prepared request for extension of deadline to December 2021 (approved).

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.
 - Worked with town staff and the Common Ground Land Trust on 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 on 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.
- Events
 - Attended meetings virtually of the Worcester Regional Chamber of Commerce, Board of Health, Federal Emergency Management Agency, 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.
 - Researched best practices on local government permitting to further streamline the process and better provide information to businesses.

Miscellaneous:

- Continued training of new Department Assistant Tiffany Peters
- Multiple meetings related to contract with Central Mass Regional Public Health Alliance (CMRPHA). Discussions with Director of the Mass Office of Local and Regional Health seeking assistance on alternate arrangements for health services if CMRPHA contract is cancelled.
- Attended American Planning Association webinar 5/1/2020: Planning Ethics
- Continued worked on DIS Continuity of Operations Plan (near completion)
- Worked with Bryan Milward on MVP grant application. Modified 2018 MVP plan to reflect revised priorities for grant application & prepared MVP status report.
- Meetings: all permitting Board meetings, Finance Advisory 5/14/2020
- COVID-19: posted Board of Health news items online, participated in multiple public health conference calls, McGovern teleconference 4/16/2020, request to Town Counsel related to COVID-19 permitting issues, updated special permit decisions to reflect revised appeal periods, attended 5/6/20 webinar on maintenance of public services during pandemic, worked on Continuity of Operations Plan, kept applicants and Town Clerk updated on appeal period extensions, discussed DEP appeals with DEP representative.
- Prepared and recorded E-signature certified votes for the Conservation Commission and Planning Board
- Addressed miscellaneous public inquiries, including the following:
 - Records requests: building permit stove permits, 2003 Oakridge Estates Plans, records on several previously approved senior village developments, all records related to a proposed subdivision on Marshall Street
 - Complaints: several complaints about potential wetland violations, noise from outdoor gym classes
 - New hair salon (no ZBA, Planning Board, or Conservation Commission review required)
 - Permitting requirements for marijuana delivery service (Site Plan Review required)
 - Accessory apartment in detached structure (prohibited)
 - Multiple calls & emails related to a Certificate of Compliance request for a house built in 1990
 - Potential car dealership in Business district (special permit required)

APPLICATION STATUS, May 2020

PLANNING BOARD

Project	Type of Application	Location	Description	Status
Outdoor Marijuana Cultivation	Zoning Bylaw Amendment	Suburban Agriculture District (SA)	Citizen Petition to allow outdoor growing of marijuana (Applicant: Lee Dykas)	On 5/5/2020, Board voted to recommend approval at Town Meeting
Hillcrest Water District	Special Permit	12 Lehigh Rd	Undersized lot for water tank (approved 2/18/2020; new hearing scheduled due to procedural errors)	Hearing scheduled for 6/16/2020

The Planning Board also approved 0 ANR plan(s).

ZONING BOARD OF APPEALS

Project/Applicant	Type of Application	Location	Description	Status
Brady-Built Sunrooms	Special Permit	48 Lake Ave	Alteration of pre-existing non-conforming structure	Hearing 4/29/2020, continued to 5/13/2020, then 6/11/2020

CONSERVATION COMMISSION

Meeting Date	Applicant	Address	Type of Application	Action	Project Description
5/13/2020	Central Land Development Corp	3 Oak Bluff Lane	RDA	Approved	RDA2020-04: site work related to single-family home
5/13/2020	Vincent Tiscione	25 Rawson Street	RDA	Approved	RDA2020-05: tree removal
5/13/2020	New England Power	408 Stafford Street	ANRAD	Approved	DEP#197-0658, Wetland delineation approval request

Certificate of Compliance Requests

- 220 Baldwin St (DEP#197-0628): Approved
- 414 Pine Street (DEP#197-099): Approved
- 3 Flagg Drive (DEP # 197-223): Action postponed (incomplete submittal)

The Commission also issued 0 extension(s), and 0 minor project modification(s), 0 Enforcement Order(s), 0 Emergency Certificates, and 0 Cease & Desist orders.

BOARD OF HEALTH

Title V/Reviews		Inspections		Permits Issued	
Soil Testing	4	Camp Review	0	Food	1
Septic Plan Review/As-Built Review/Title 5/Installers	3	Camp Complaint	0	Milk	0
Well Plan Review	2	Pool	0	Haulers (Trash & Septic)	0
Water quality/quantity	2	Food	3	Installers	2
Camp application	0	Housing	0	Septic/Perc	1
Septic Hauler Reviews (permit renewal)	0	Nuisance	2	Beaver	0
Food Reviews (permit renewal)	1	Beaver	0	Well	0
		Septic	3	Camp	0

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

FEES COLLECTED:

Code/Building	\$14,096.30
Conservation Commission	\$175.00
Board of Health:	\$1,400.00
Planning Board:	\$0.00
Zoning Board of Appeals:	\$0.00
TOTAL	\$15,671.30

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

BUILDING PERMITS ISSUED MONTH OF MAY 2020

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
5/11/2020	Steven/Susan LeBoeuf	9	Chalrton St.	Homeowner	20-084	Porch with Roof
5/4/2020	Richard LaLone	389	Pine St.	Robert Brackett	20-085	Roof
5/14/2020	Flavio Alexandre Alves	51	Willow Hill Rd.	Murilo Silva	20-086	Renovation (kitchen and 2 baths)
5/4/2020	Paul Soojian	1676	Main St.	NewPro Operating (Jeffrey Connors)	20-087	Windows (19)
5/14/2020	Danielle Garland	6	Laurelwood Ave.	Vivint Solar (Roland Brandt)	20-088	Solar Panels (Residential)
5/18/2020	Raymond Holyoke	11	Virgina Dr.	Homeowner	20-089	Deck floor and railing (replace)
5/18/2020	Kyle Ayres	1	Hemlock St.	Glenn Pilat	20-090	Garage with in-law
5/18/2020	Thomas Jacobs	122	Paxton St.	Thomas Jacobs	20-091	Deck (Repair/rebuild)
5/18/2020	Craig Guertin	23	Sabina Cir.	Homeowner	20-092	Windows
5/18/2020	Susan Stockwell	55	Parker St.	Andrew Porter	20-093	Roof
5/18/2020	William/Kathleen Sebok	2	Craig St.	Scott's Siding & Remodeling (Chris Scott)	20-094	Siding
5/14/2020	David Osbourne	70	Bottomly Ave.	Namco Pools	20-095	Above ground pool
5/18/2020	Joseph Smith	12	Pine Risge Dr.	Everlast Exteriors (Corey Landry)	20-096	Roof
5/18/2020	Carlos Arizmendi	191	Main St.	Homeowner	20-097	Drywall board and rooms DW
5/21/2020	Samuel Konieczny	155	Rawson St.	Duckman Pool LLC	20-098	Above ground pool
5/21/2020	Town of Leicester	3	Wasburn Sq.	The Ardent Group (Joseph Dorsett)	20-099	Handicap ramp and roof
5/27/2020	Jesse Rodrique	70	Baldwin St.	Pools & Cues & Spas Too	20-100	Above ground pool
5/27/2020	Victoria Marnalse	1	Scott Ln.	Tip Top Roofing (Michael Starvaski)	20-101	Roof
5/27/2020	John Pendergast	11	Maighans Way	Everlast Exteriors (Corey Landry)	20-102	Siding
5/28/2020	Thomas Jacobs	122	Paxton St.	Jonathan Thayer	20-102A	Siding
5/28/2020	Glenn Seaver	43	Crestwood Rd.	Homeowner	20-103	Siding & Windows
5/18/2020	SBA Towers	25	West St.	Ericsson (Eric Juklinski)	20-104	Replace antenna

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
5/28/2020	Diane Quinn/ Allison Quinn	87	Virginia Dr.	Belor USA Group Inc. (Brian McCartin)	20-105	Mold Remediation Only
5/18/2020	Thomas Brennan	4	Greenville Cir.	Ready Installs (Jonathan Victor)	20-106	Deck/Windows/Siding
5/18/2020	Hank Vonhellion	114	Manville St.	James Reinke	20-107	Window
5/21/2020	Daniel /Liane McGowan	479	Whittemore St.	William Throng	20-108	Above ground pool
5/27/2020	Frank Ranucci	53	Parker St.	Michael Starvaski (LZ Construction)	20-109	Roof

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

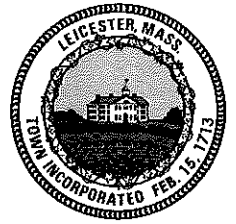
OCCUPANCY PERMITS ISSUED MONTH OF MAY 2020

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
5/7/2020	Norman Hill	76	Willow Hill Rd.	20-008	19-296	Single Family Dwelling



CHIEF
ROBERT F. WILSON

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



OFFICE (508) 892-7022

FIRE DEPARTMENT

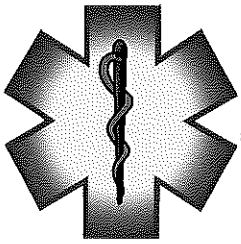
May 2020 Monthly Report

Total fire calls	25
Single Company Calls	21
Multi Company Calls	4
Company 1	14
Company 2	3
Company 3	10
Rescue	2
Mutual Aid given	5
Mutual Aid received	0

Training:	Cancelled COVID19	All Companies
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Equipment:	No repairs
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Fire Prevention:	Inspections/Permits	22	Fee's	\$1,075.00
	Plan reviews	4		
	Other inspections/Follow-ups	5		



Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

• PHONE: (508) 892-7006

FIRE DEPARTMENT

May 2020 Monthly Report

Total fire calls	25
Single Company Calls	21
Multi Company Calls	4
Company 1	14
Company 2	3
Company 3	10
Rescue	2
Mutual Aid given	5
Mutual Aid received	0

Training:	Cancelled COVID19	All Companies
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Equipment:	No repairs
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Fire Prevention:	Inspections/Permits	22	Fee's	\$1,075.00
	Plan reviews	4		
	Other inspections/Follow-ups	5		



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: June 10, 2020

Subj: May Monthly Report

All town properties were mowed and mowing continues as needed.

Cleaning of catch basins is ongoing.

Street sweeping has started and is ongoing.

All town buildings, parks and squares have been fertilized.

Community Field has been core aerated, fertilized and over seeded.

The Town Hall meeting room entrance project is ongoing.

Maintenance and repairs of all town vehicles is ongoing.

Private roads have been graded and filled as needed.

Rock ledge on the roadsides of Hemlock, Baldwin and Whittemore Streets has been removed.

Snow/Ice:

Parts & Material budget \$88,000.00	bal. \$ -22,562.10
Professional Services budget 8,000.00	bal. \$ 6,237.80
O.T. budget \$25,000.00	bal. \$ -32,252.89

Thank you.

Leicester Public Library

Director's Report

May 19, 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.

Staff are mostly working from home, with the exception of the Director, who splits time between the Library and working from home. All staff are currently being paid full wages, working or not working from home.

We are answering emails, and phone calls when in the building. Book budget switched from primarily physical items to primarily items available to download through Overdrive. We are providing tech support to patrons who need it for Overdrive access. I have printed things emailed to me from desperate patrons, and left them outside for pick up. Same with tax books/forms.

Delivery suspended. CWMARS extended all due dates to 7/1, no cards will expire while libraries are closed. Patrons can sign up for Overdrive ecards remotely – these can be converted to full cards (to borrow physical items) with a library visit when we are open again.

Our social media presence has increased significantly. Sample Facebook statistics:
Week of 3/6: 730,900 pl reached, 65,300 engagements (one post went to over 1m views)
Week of 4/2: 9300 pl reached, 768 engagements
Month of 4/14-5/12: 21,324 people reached, 2459 engagements, 1394 likes (people who follow)

Building maintenance: Elevator annual inspection 5/12. Fire Inspector did not attend inspection, so we received a 90 day extension. Contacted Fire Inspector (he was notified of inspection previously). He said he is not required to attend, but will come to the rescheduled inspection.

The fire extinguishers need inspection. The company we have used in the past, A-1 from N. Brookfield, is no longer in business. Most town departments are using Colby Fire Protection in Rochdale, so I scheduled an appt. for 5/27. They will also inspect our sprinkler system, which needs to be done every year per the fire inspector.

Bardon H2O Technology sent us a proposal to continue to maintain our Closed Hot Loop water system – 6 visits, every other month, \$150 each/\$900/year. I called a few other companies, but they do not service the brand we have. This is the same proprietary technology/licensing issue we are having with the security system. A copy of the proposal is attached.

Signet has offered us a contract for a year of maintenance of our security system for \$11,916/year. Again, I made a few calls. Other companies will service the equipment, but anything involving the software needs a certified technician. I called other companies recommended by other departments and libraries, but got the same answer – none were certified on the software.

Renovation: Joseph's Lock installed the lock on the Meeting Room door, so we can have meetings outside library hours. Bathroom locks were inspected, but could not be modified to be either locked or unlocked. Included with this report is an estimate to convert the 6 public bathrooms (the small, original bathroom in the children's room is already correct). \$1986.63. Still working on scheduling the handicapped door openers with them.

Mark Armington is still working on coordinating the gutter work with Raymond James and the excavation/drainage work for the east side basement leaks. RJ ordered the materials last week, but received the wrong profile from the manufacturer. Turn around time there is 10 days, so I will keep you posted. MA expects to have someone on site to give an estimate for the drainage work within 2 weeks. The Building Committee has approved the estimate for the gutter work, but the Trustees will need to approve the drainage work.

There are a few cracks along joints in the walls – two on the second floor Local History section and one in the children's room. I am coordinating with DA Sullivan to permanently patch these. Still waiting for the ceiling tiles. No new window leaks.

Trying to confirm the exact amount the Town has in their Renovation account before the May Trustees meeting.

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, awaiting scheduling.
5. East side addition window leaks – Suzanne and Trustees will pursue with DA Sullivan as a warranty issue. DAS/Folan on site Friday, 1/10, installed waterproofing over covered entrance and east side wall. Marvin window tech installed further waterproofing 2/13. No new leaks as of 5/13.
6. Bike rack – Suzanne and Trustees will pursue outside of Building Committee
7. Ceiling tile leaks in staff bathroom and across from elevator maintenance – Suzanne and Trustees will pursue with DA Sullivan as a warranty issue 1/16 update: tiles we have don't fit. John from DAS will order box that fits and replace soon.
8. Small J bathroom water penetration – likely remediated by eventual gutter installation.
9. Key box – Suzanne will pursue
10. 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.
11. 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.
12. People counters (ordered), and installation of the Detex alarms on the two stairwell doors leading to the 2nd floor are library staff/trustee issues.
13. 3 wall cracks at joints – 2 in LH room, one near J camera. DAS will patch/repaint soon.
14. Optional items: Panic buttons, People counter, connect cameras to PD, Permanent museum display cards

Circulation Statistics

Number of new items last month: 1 (delivery of new items suspended)

	Previous Year				Current Year			
	Circulation Evergreen	Ebooks Overdrive	Wireless Log ins	Library Computer	Circulation Evergreen	Ebooks Overdrive	Wireless Log ins	Library Computer
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
April	1967	417	108	50	1887 (-4%)	533 (+28%)	78	56

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



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

May News

June 11, 2020

As we move towards regular operating office hours, we continue to maintain near immediate response to public requests while either in the office part time or remotely. While counter traffic is closed, phone inquiries have risen during these unprecedented times.

New growth data collection and property sales review are ongoing as property sales analysis for FY2021 interim revaluation continues.

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.



Leicester Police Department
90 South Main Street
Leicester, MA 01524



www.leicesterpd.org

Chief
Kenneth M. Antanavica
antanavica@leicesterpd.org

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

Date: May 4, 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 March & April 2020

Investigative Division

Below is a synopsis of the investigative division's activity during the month of March & April 2020:

1. Bomb investigation @ Hot Dog Annies
2. Out of State Counterfeit bill investigation
3. Several Court discovery request
4. R.A.D. class at Leicester Middle School
5. Multiple prisoner transports
6. Out of State subpoena service re: N.H. and Worc. Superior Ct.
7. Drug Lab X2 U-Mass Worcester
8. Crime Lab in Sudbury
9. Crime Lab Worcester P.D.
10. Larceny investigation Warrens Auto Wrecking
11. Fraud investigation Special needs individual
12. Video Conference- Polycom-Prisoner 3-18
13. Past larceny at Warrens Auto Wrecking
14. Stolen vehicle from Walmart- Suspect with Warrants
15. Investigate larceny of a firearm
16. Investigate financial elder abuse
17. B&E investigation
18. Stolen Motor Vehicle investigation
19. Investigation larceny under \$1,200
20. Investigate Larceny from a building
21. Attempted forgery, uttering and conspiracy
22. Investigate suspicious note
23. Prosecuted high profile case (guilty)
24. Unattended death investigations

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.

Chief's Office

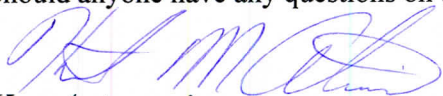
As Chief of Police, I attended or participated in the following events:

- ✓ Drafted and implements a Policy concerning how LPD will handle a Pandemic event.
- ✓ Satisfying more public records request
- ✓ Review and comment on more site plans
- ✓ Attended Mass Chiefs of Police meetings via Zoom.
- ✓ Attended department head meeting via go to meeting
- ✓ Participated in Capital planning meeting via go to meeting
- ✓ Sgt. Promotional on hold while we deal with COVID-19
- ✓ Investigated a citizen's complaint
- ✓ Postponed Basic Firearms safety course
- ✓ Attend advisory board meeting
- ✓ BOH drill at High School
- ✓ Completed our CJIS audit with no deficiencies
- ✓ Coordinate with dispatch to move operations back to Leicester PD if needed
- ✓ Procured hand sanitizer and other cleaning/ sanitizing supplies
- ✓ Draft letter to our state Rep. opposing the blanket release of Prisoners from state prisons.
- ✓ Created essential employee IDs for Fire and EMS
- ✓ Contracted with Boulevard Compounding to make hand sanitizer for town employees
- ✓ Daily updates on COVID-19. Worked with Sgt. Guertin to develop a sanitizing method for the cruisers and PD.

Monthly Statistics

• Calls/Patrol Initiated Activity	3,200
• Incident Reports Taken	153
• Arrests/Summons	37
• Crash Investigations	17
• Towed vehicles	23
• Motor Vehicle Stops	216
• Medical responses	196

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



Ken Antanavica
Chief of Police

Memo

To: Town Administrator, Select Board
CC:
Date: 7/23/2020
Re: Report for the Month of May from TC

The office brought in 1610.00 in cash and check and 2930.00 online for a total of \$4540.00. I believe this is a record for this office for online sales.

It has been a very trying time with Covid-19 taking over everyone's lives however we are all doing the best we can.

Busy with dog licensing, deaths and marriages. It really has been nonstop in the office. Lots of notarizing in order to do business I meet people outside. We collect the money come in ring the sale and run back out with whatever they are picking up. Good exercise!!!

Having the black box from the treasurer's office has been great especially for the early voting. Melanie and I will be looking into a larger free standing mounted to the ground unit so that all departments can Utilize.

I had a meeting with the Registrars to talk about setting up for the ATM to be held at the high school We needed to discuss the safety and well being of all who attend. Len Ivel was kind enough to draw the layout of the hall. It worked perfectly and no complaints that I know of. We had plenty of hand sanitizer, extra masks all the shields on the tables. It would not have come together without the help of the Highway department, my workers and the Registrars. A big shout out to them all.

We have been very busy with Early Voting for the first time at an annual town election, due to Covid-19. The hours have been very long; tedious trying to get everything to fall into plac

Respectfully submitted,

Deborah K. Davis



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: June 17, 2020
From: Office of Treasurer Collector
Re: March through May Activities

- March through May collections are as attached
- Collected \$35,851.01 in Town tax title principal payments and \$9,368.84 in interest payments. The outstanding balance of tax title accounts for the Town as of May 31st is \$986,997.11.

The staff in our office are back to work full time. We continue to collect payments via mail, the drop box located on the outside of the building, and online payments. This collection strategy, to minimize contact, has gone very well. Most people have been very accepting of the payment process as we move to finding the best practices for the health and safety of all. We would like to thank the people of Leicester for your understanding and support during this time; you have all been very kind.

We have worked with the Accounting office remotely and in-office through these times of emergency measures and are up to date with reconciling cash and with billing. I would like to thank them for their extra help with the warrant process, it was much appreciated!

Motor vehicle and boat excise tax has continued to be billed out and collected. We began utilizing a lock box service these past months for our motor vehicle excise tax bills. The new process went smoothly, even when they could not process payments for two weeks due to a covid-19 outbreak at their facility. At this time, the real estate and personal property billing will remain with the Town, payments being received and processed here in the office.

Real Estate and Personal Property billing is in progress for the new fiscal year. Bills will be mailed out by July 1st, due August 1st. This fiscal year, the lake districts will be included in the quarterly real estate billing; those parcel owners will not receive separate lake tax bills for the third in fourth quarters in January. **We encourage everyone to continue to pay via mail, the dropbox located on the outside of the building, or via our website when the town hall does open in order to minimize traffic in our office.** Those of you who have been in our office know that we have a very small "vestibule" area that is not conducive to remaining six-feet apart.

Quarter	Type	Commitment	January*			February*			March*			3Q Total Net
			07 Tax/Liens	07 Int	08 Tax/Liens	08 Int	09 Tax/Liens	09 Int	09 Tax/Liens	09 Int	09 Int	
3	PP	\$ 178,543.14	\$ 157,672.15	\$ 154.00	\$ 62,721.70	\$ 108.96	\$ 70,378.94	\$ 9.11	\$ 70,378.94	\$ 9.11	\$ 9.11	\$ 291,044.86
3	RE	\$ 4,140,754.68	\$ 3,605,506.33	\$ 8,770.62	\$ 587,002.31	\$ 266,489.00	\$ 134,359.83	\$ 2,181.52	\$ 134,359.83	\$ 2,181.52	\$ 2,181.52	\$ 4,604,309.61
3	CMB		\$ 1,900.60	-	\$ -	-	\$ -	-	\$ -	-	-	\$ 1,900.60
3	CMB CI		\$ -	\$ 330.54	\$ -	-	\$ -	-	\$ -	-	-	\$ 330.54
3	CVRWDU		\$ 1,138.82	-	\$ -	-	\$ -	-	\$ -	-	-	\$ 1,138.82
3	CVDSB		\$ 1,569.85	-	\$ -	-	\$ 595.57	-	\$ 595.57	-	-	\$ 2,165.42
3	CVDSB CI		\$ -	\$ 930.34	\$ -	-	\$ -	\$ 499.01	\$ -	\$ 499.01	-	\$ 1,429.35
3	CVSDU		\$ 1,575.30	-	\$ -	-	\$ -	-	\$ -	-	-	\$ 1,575.30
3	HLSWBT		\$ 705.00	-	\$ 352.50	-	\$ -	-	\$ -	-	-	\$ 1,057.50
3	HLSWBT CI		\$ -	\$ 141.00	\$ -	70.50	\$ -	-	\$ -	-	-	\$ 211.50
3	HLSWBTU		\$ 345.00	-	\$ 12.85	-	\$ 338.02	-	\$ 338.02	-	-	\$ 695.87
3	HWDU		\$ 671.03	-	\$ -	-	\$ -	-	\$ -	-	-	\$ 671.03
3	LSWDUN		\$ 1,172.63	-	\$ 520.09	-	\$ 305.00	-	\$ 305.00	-	-	\$ 1,997.72
3	LWDSB		\$ -	-	\$ 825.00	-	\$ -	-	\$ -	-	-	\$ 825.00
3	LWDSB CI		\$ -	-	\$ -	396.00	\$ -	-	\$ -	-	-	\$ 396.00
3	ORSDU		\$ 2,000.24	-	\$ -	-	\$ -	-	\$ -	-	-	\$ 2,000.24
3	ORSWBT		\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	\$ -
3	ORSWBT CI		\$ -	-	\$ -	-	\$ -	-	\$ -	-	-	\$ -
3	Title V		\$ 453.75	-	\$ -	-	\$ -	-	\$ -	-	-	\$ 453.75
3	Title V CI		\$ -	\$ 249.57	\$ -	-	\$ -	-	\$ -	-	-	\$ 249.57
3	Burncoat Pond	\$ 39,887.17	\$ 34,157.81	\$ 19.44	\$ 7,777.08	\$ 5.95	\$ 1,380.73	\$ 3.37	\$ 1,380.73	\$ 3.37	\$ 3.37	\$ 43,344.38
3	Cedar Meadow	\$ 14,451.44	\$ 13,931.40	-	\$ 3,459.29	\$ 1,836.74	\$ 219.12	-	\$ 219.12	-	-	\$ 19,446.55
3	Stiles	\$ 19,835.53	\$ 22,432.03	-	\$ 2,661.38	\$ 0.20	\$ -	-	\$ -	-	-	\$ 25,093.61
		\$ 4,393,471.96	\$ 3,845,231.94	\$ 10,595.51	\$ 665,332.20	\$ 268,907.35	\$ 207,577.21	\$ 2,693.01	\$ 207,577.21	\$ 2,693.01	\$ 2,693.01	\$ 5,000,337.22

\$ - \$

Quarter	Type	Commitment	April*			May*			June*		
			10 Tax/Liens	10 Int	11 Tax/Liens	11 Int	12 Tax/Liens	12 Int	4Q Total Net		
4	PP	\$ 176,629.31	\$ 59,659.91	\$ 0.04	\$ 1,521.29	\$ 0.12			\$ 61,181.36		
4	RE	\$ 4,133,979.57	\$ 1,105,900.27	\$ 1,596.74	\$ 2,345,534.33	\$ 18,417.07			\$ 3,471,448.41		
4	CMB								\$ -		
4	CMBC CI								\$ -		
4	CVRWDU				148.59				\$ 148.59		
4	CVSDB				595.56				\$ 595.56		
4	CVSDB 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	LWDSDB								\$ -		
4	LWDSDB CI								\$ -		
4	ORSDU								\$ -		
4	ORSWBT								\$ -		
4	ORSWBT CI								\$ -		
4	Title V								\$ -		
4	Title V CI								\$ -		
4	Burncoat Pond	\$ 39,086.06	\$ 15,696.72	\$ 85.22	\$ 12,642.25	\$ 91.66			\$ 28,515.85		
4	Cedar Meadow	\$ 14,224.30	\$ 3,140.28	\$ -	\$ 4,832.59	\$ 34.32			\$ 8,007.19		
4	Stiles	\$ 19,587.85	\$ 2,226.50	\$ -	\$ 14,544.42	\$ 138.65			\$ 16,909.57		
		\$ 4,383,507.09	\$ 1,186,623.68	\$ 1,682.00	\$ 2,381,103.53	\$ 18,756.28	\$ -	\$ -	\$ 3,588,165.49		
4	RE Supplemental	\$ 15,082.69	\$ 5,150.59	\$ -	\$ 9,932.10	\$ -					
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			\$ 3,603,248.18		

2020 Motor Vehicle and Boat Net Payments

Type	Commitment	Bill Date	# of Bills	Amount Billed	Tax	Tax	Interest	Totals
MVX	2019-07	2/25/2020	86	\$ 2,341.03	January	\$ 12,869.95	\$ 1,437.52	\$ 14,307.47
	2019-08	2/25/2020	201	\$ 10,442.73	February	\$ 12,062.94	\$ 696.18	\$ 12,759.12
	2020-01	2/25/2020	10308	\$ 1,178,113.20	March	\$ 838,338.94	\$ 2,827.62	\$ 841,166.56
	2019-15A	2/24/2020	3	\$ 270.17	April	\$ 252,676.24	\$ 1,852.02	\$ 254,528.26
	2020-02	3/30/2020	743	\$ 141,126.51	May	\$ 56,457.34	\$ 658.91	\$ 57,116.25
	2020-03	5/18/2020	343	\$ 36,059.83	June			\$ -
	2020-16A	5/18/2020	6	\$ 1,726.02	July			\$ -
					August			\$ -
					September			\$ -
					October			\$ -
					November			\$ -
					December			\$ -
						\$ 1,172,405.41	\$ 7,472.25	\$ 1,179,877.66
						\$ 2,344,810.82	\$ 14,944.50	\$ 2,359,755.32
						\$ 1,370,079.49		

Boat		Tax	Total
	\$ 2,577.00	-	\$ -
January		\$ -	\$ -
February		\$ -	\$ -
March		\$ -	\$ -
April		\$ -	\$ -
May		\$ -	\$ -
June		\$ -	\$ -
July		\$ -	\$ -
August		\$ -	\$ -
September		\$ -	\$ -
October		\$ -	\$ -
November		\$ -	\$ -
December		\$ -	\$ -
	\$ 2,577.00	\$ -	\$ -