Town of Leicester

OFFICE OF THE TOWN ACCOUNTANT

3 Washburn Square

Leicester, Massachusetts 01524-1333

Town Accountant
Allison Lawrence

Assistant Town Accountant
Katie Messina

FY21 September

Payable Warrants Posted

- Town Warrants (summary reports attached)
  - 21-10A-TW
  - 21-11A-TW
  - 21-12A-TW
  - 21-13A-TW

- School Warrants (summary reports attached)
  - 21-10A-SW
  - 21-12A-SW

Payroll Warrants Posted

- 21-PR11-S
- 21-PR11-T
- 21-PR13-S
- 21-PR13-T

Monthly Updates

- July 2020 cash reconciled with Treasurer (see attached)
- FY2020 Free Cash certified 10/01/20 (see attached)
- FY2020 Cable Access Enterprise Fund - Retained Earning certified 10/01/20 (see attached)

Town of Leicester
Warrant Summary - Posted

Warrant: 21-10A-TW **Post Date:** 9/3/2020

Fund: 01 - GENERAL FUND			
Ledger: Expenditure	316,128.83		
Ledger: Revenue	9,261.97		
Total for Fund 01:		**325,390.80**	
Fund: 02 - CARRYOVER FUND			
Ledger: Expenditure	43,458.35		
Total for Fund 02:		**43,458.35**	
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure	4,175.28		
Total for Fund 11:		**4,175.28**	
Fund: 13 - TOWN FEDERAL GRANTS			
Ledger: Expenditure	665.42		
Total for Fund 13:		**665.42**	
Fund: 15 - TOWN REVOLVING FUNDS			
Ledger: Expenditure	94.26		
Total for Fund 15:		**94.26**	
Fund: 16 - TOWN REVOLVING 53E 1/2			
Ledger: Expenditure	2,616.21		
Total for Fund 16:		**2,616.21**	
Fund: 17 - TOWN DONATIONS			
Ledger: Expenditure	307.64		
Total for Fund 17:		**307.64**	
Fund: 30 - CAPITAL PROJECTS FUND			
Ledger: Expenditure	1,330.13		
Total for Fund 30:		**1,330.13**	
Fund: 81 - EXPENDABLE TRUSTS			
Ledger: Expenditure	1,950.00		
Total for Fund 81:		**1,950.00**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	94,339.82		
Ledger: Revenue	141.19		
Total for Fund 89:		**94,481.01**	
Total for Warrant 21-10A-TW:		**474,469.10**	

Town of Leicester
Warrant Summary - Posted

Warrant: 21-11A-TW	**Post Date:** 9/10/2020		
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		22,450.58	
Total for Fund 89:			**22,450.58**
Total for Warrant 21-11A-TW:			**22,450.58**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-12A-TW	**Post Date:** 9/17/2020		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure		68,441.71	
Ledger: Revenue		3,283.53	
Total for Fund 01:			**71,725.24**
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure		82,131.28	
Total for Fund 11:			**82,131.28**
Fund: 13 - TOWN FEDERAL GRANTS			
Ledger: Expenditure		14,577.25	
Total for Fund 13:			**14,577.25**
Fund: 15 - TOWN REVOLVING FUNDS			
Ledger: Expenditure		9,813.49	
Total for Fund 15:			**9,813.49**
Fund: 16 - TOWN REVOLVING 53E 1/2			
Ledger: Expenditure		3,945.63	
Total for Fund 16:			**3,945.63**
Fund: 17 - TOWN DONATIONS			
Ledger: Expenditure		255.27	
Total for Fund 17:			**255.27**
Fund: 30 - CAPITAL PROJECTS FUND			
Ledger: Expenditure		11,185.90	
Total for Fund 30:			**11,185.90**
Fund: 64 - CABLE ACCESS ENTERPRISE			
Ledger: Expenditure		35,000.00	
Total for Fund 64:			**35,000.00**
Fund: 81 - EXPENDABLE TRUSTS			
Ledger: Expenditure		65.60	
Total for Fund 81:			**65.60**
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		10,915.46	
Ledger: Revenue		5,905.60	
Total for Fund 89:			**16,821.06**
Total for Warrant 21-12A-TW:			**245,520.72**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-13A-TW **Post Date:** 9/24/2020

Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	158,446.43	
Total for Fund 89:		**158,446.43**
Total for Warrant 21-13A-TW:		**158,446.43**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-10A-SW	**Post Date:** 9/3/2020		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure	217,194.26		
Total for Fund 01:		**217,194.26**	
Fund: 21 - SCHOOL STATE GRANTS			
Ledger: Expenditure	79,587.89		
Total for Fund 21:		**79,587.89**	
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure	3,001.89		
Ledger: Revenue	100.00		
Total for Fund 22:		**3,101.89**	
Fund: 23 - SCHOOL FEDERAL GRANTS			
Ledger: Expenditure	7,585.60		
Total for Fund 23:		**7,585.60**	
Fund: 28 - SCHOOL SPED RESERVE FUND			
Ledger: Expenditure	32,752.40		
Total for Fund 28:		**32,752.40**	
Fund: 87 - STUDENT ACTIVITY FUNDS			
Ledger: Expenditure	300.00		
Total for Fund 87:		**300.00**	
Total for Warrant 21-10A-SW:		**340,522.04**	

Town of Leicester
Warrant Summary - Posted

Warrant: 21-12A-SW **Post Date:** 9/17/2020

Fund: 01 - GENERAL FUND			
Ledger: Expenditure	93,157.78		
Total for Fund 01:		**93,157.78**	
Fund: 02 - CARRYOVER FUND			
Ledger: Expenditure	16,632.00		
Total for Fund 02:		**16,632.00**	
Fund: 21 - SCHOOL STATE GRANTS			
Ledger: Expenditure	8,418.25		
Total for Fund 21:		**8,418.25**	
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure	5,868.43		
Total for Fund 22:		**5,868.43**	
Fund: 26 - SCHOOL DONATIONS			
Ledger: Expenditure	510.00		
Total for Fund 26:		**510.00**	
Total for Warrant 21-12A-SW:		**124,586.46**	

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR11-S	**Post Date:** 9/11/2020		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure		472,743.70	
Total for Fund 01:			**472,743.70**
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure		16,085.40	
Total for Fund 22:			**16,085.40**
Fund: 23 - SCHOOL FEDERAL GRANTS			
Ledger: Expenditure		4,314.90	
Total for Fund 23:			**4,314.90**
Fund: 25 - SCHOOL REVOLVING FUNDS			
Ledger: Expenditure		28,056.71	
Total for Fund 25:			**28,056.71**
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		73,682.37	
Ledger: Revenue		-165,633.70	
Total for Fund 89:			**-91,951.33**
Total for Warrant 21-PR11-S:			**429,249.38**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR11-T	**Post Date:** 9/10/2020		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure		162,248.10	
Total for Fund 01:			**162,248.10**
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure		520.20	
Total for Fund 11:			**520.20**
Fund: 14 - TOWN PRIVATE GRANTS			
Ledger: Expenditure		738.34	
Total for Fund 14:			**738.34**
Fund: 16 - TOWN REVOLVING 53E 1/2			
Ledger: Expenditure		5,045.65	
Total for Fund 16:			**5,045.65**
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		54,946.56	
Ledger: Revenue		-54,474.45	
Total for Fund 89:			**472.11**
Total for Warrant 21-PR11-T:			**169,024.40**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR13-S	**Post Date:** 9/25/2020		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure		485,562.03	
Total for Fund 01:			**485,562.03**
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure		15,651.88	
Total for Fund 22:			**15,651.88**
Fund: 23 - SCHOOL FEDERAL GRANTS			
Ledger: Expenditure		2,470.64	
Total for Fund 23:			**2,470.64**
Fund: 25 - SCHOOL REVOLVING FUNDS			
Ledger: Expenditure		28,056.71	
Total for Fund 25:			**28,056.71**
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		72,841.23	
Ledger: Revenue		-175,966.69	
Total for Fund 89:			**-103,125.46**
Total for Warrant 21-PR13-S:			**428,615.80**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR13-T **Post Date:** 9/24/2020

Fund: 01 - GENERAL FUND			
Ledger: Expenditure	157,783.90		
Total for Fund 01:		**157,783.90**	
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure	520.20		
Total for Fund 11:		**520.20**	
Fund: 14 - TOWN PRIVATE GRANTS			
Ledger: Expenditure	738.34		
Total for Fund 14:		**738.34**	
Fund: 16 - TOWN REVOLVING 53E 1/2			
Ledger: Expenditure	370.00		
Total for Fund 16:		**370.00**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	42,528.23		
Ledger: Revenue	-52,360.52		
Total for Fund 89:		**-9,832.29**	
Total for Warrant 21-PR13-T:		**149,580.15**	

City/Town/District of LEICESTER

Cash Reconciliation for July 2020

Total Treasurer's Cash and Investments	11,650,529.61
Accountant's/Auditor's Cash and Investments (per balance sheet)	11,472,065.56

Reconciling Items (specify)

July Trust	61.26
05AG	180,085.54
TASC	$ (4,558.13)
Kelley & Ryan July Payments Posted in Aug	812.00
Payroll Voided back to June and reissued in August	276.00
Clerk online In-transit	-60.00
Unkown Dep into payroll acct - contacted bank	1,847.38
	$ 11,650,529.61

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

Variance (explain)

Treasurer _____ Date 10/5/20

Accountant _____ Date 10/5/20

SUBMITTED BY	Allison Lawrence	CITY/TOWN/DISTRICT	Leicester
PHONE	(508)892-7005	SUBMISSION DATE	09/30/20
FIELD REP	Kim Peloquin	SUBMISSION COMPLETE DATE	10/01/20

FREE CASH CALCULATION

BEGIN:

UNRESERVED UNDESIGNATED FUND BALANCE	2,594,503

LESS:

PERSONAL PROPERTY TAXES RECEIVABLE	10,891
REAL ESTATE TAXES RECEIVABLE	559,449

OTHER RECEIVABLES IN DEFERRED REVENUE BELOW

-	-	
-	-	
-	-	
-	-	-

OTHER RECEIVABLES, OVERDRAWN ACCOUNTS, DEFICITS

O/S Receivables	8,829	-	
SR FY20 Dam & Seawall	29,280	-	
SR Chapter 90	1,083	-	
AG Due to Oxford/Roch Se	800	-	
AG Due to Stiles Water	887	-	
AG Due to Cherry Valley Se	1,903	-	
AG Due to Hillcrest Sewer	3,089	-	
AG Due to Cherry V/Roch V	539	-	
AG Due to Burncoat Pond	143	-	
AG Due to Deputy Coll	1,649	-	
AG Due to Auctioneer	9,800	-	
AG School Ben W/H Life	61	-	
AG School Ben W/H Vol Lif	90	-	
AG Town W/H ECIP Vol	323	-	
AG Town Ben W/H Fallon S	348	-	
AG Town Ben W/H ECIP V	125	-	
AG Police Xduty	6,774	-	
AG EMS Mutual Aid	250	-	
AG EMS Xduty	1,894	Additional Sheet -	67,867

FREE CASH VOTED FROM TOWN MEETING NOT RECORDED	-

ADD:

CIRCUIT BREAKER, OTHER CLOSED ACCOUNTS, ADJUSTMENTS

-	-	
-	-	
-	-	-

DEFERRED REVENUE (CREDIT BALANCE +, DEBIT BALANCE -)	171,552
	2,127,848
	FREE CASH, JULY 1, 2020

REVIEWED BY: Kim Peloquin PLEASE SEE CERTIFICATION LETTER

DATE: 10/01/20 FOR DIRECTOR OF ACCOUNTS APPROVAL

SUBMITTED BY	Allison Lawrence	COMMUNITY	Leicester
FIELD REP	Kim Peloquin	FUND	Cable Access

RETAINED EARNINGS CALCULATION - ENTERPRISE FUND

PART I

CASH		327,457
SUBTRACT:		
CURRENT LIABILITIES, DESIGNATIONS OF FUND BALANCE		
Warrants Payable		
Encumbrances		
Expenditures		
TOTAL		327,457

PART II

RETAINED EARNINGS - UNDESIGNATED		327,457
SUBTRACT:		
ACCOUNTS RECEIVABLE (NET)		
TOTAL		327,457

PART III

FIXED ASSETS:

DEBITS		CREDITS	
Total	-		-
FIXED ASSET VARIANCE	-		

REVIEWED BY: Kim Peloquin PLEASE SEE CERTIFICATION LETTER

DATE: 10/01/20 FOR DIRECTOR OF ACCOUNTS APPROVAL

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

September News

October 8, 2020

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

New tax dollar growth discovery and data entry is nearing completion, once it is finalized it will be submitted to the Department of Revenue for certification.

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.

BUILDING PERMITS ISSUED MONTH OF SEP 2020

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
9/2/2020	Matthew Waterman	11	Glen Ellen Ln.	Vision Solar (Paata Macharashvili changed Paul DeGray)	20-226	Solar Panels (Residential)
9/2/2020	Tavis Hayes	41	Cricklewood Dr.	Superior Pools (Pat Nadeau)	20-227	Above ground pool
9/2/2020	John Robidoux	13	Glen Ellen Ln.	Homeworks Energy (Adam Glenn)	20-228	Weatherization
9/15/2020	William Brennan	24	Winslow Ave.	Dynamic Cleaning (Catherine Sweeney)	20-229	Demolition (interior -fire damage)
9/15/2020	Patricia Neale	3	Hyland Ave.	Homeworks Energy (Adam Glenn)	20-230	Weatherization
9/16/2020	Rene Daoust Trust	74	Virginia Dr.	Homeowner	20-231	Deck (replace boards/rail)
9/16/2020	Ralph Seaver	53	Redfield Rd.	Univerisal Home Improvement (Richard Dion)	20-232	Insulation
9/16/2020	Paul Ravina	66	Chalrton St.	EJT Siding (Justin Gervais)	20-233	Insulation
9/16/2020	Katherine Wood	52	King St.	Vivint Solar (Roland Brandt)	20-234	Solar (Residential)
9/16/2020	Nancy Almeida/Larry Costa	2	Marlboro Dr.	Patrick Kubula	20-235	Windows
9/21/2020	Cara Arnberg	883	Main St.	Homeowner	20-236	Roof
9/16/2020	Greenville Baptist Church	674	Pleasant St.	Trusted Home Works (Mark Carpentier)	20-237	Handicap ramp/entry door/windows
9/21/2020	James Mercier	211	Baldwin St.	Morton Builders (Craig Uliasz)	20-238	Single Family Dwelling (576 SF) with attached garage (5000 SF)
9/29/2020	Lisa Marois	1020-1026	Stafford St.	MTS Siding (Matt Sicard)	20-239	Roof
9/16/2020	Darlene Nugent	40	So. Main St.	Tip Top Roofing (Michael Starvaski)	20-040	Roof
9/16/2020	Phiyen Hoang	305	Main St.	Tip Top Roofing (Michael Starvaski)	20-241	Roof
9/16/2020	Kara Manchester	19	Mayflower Rd.	Tip Top Roofing (Michael Starvaski)	20-242	Roof
9/16/2020	Darlene Nugent	8	Bond St.	Tip Top Roofing (Michael Starvaski)	20-243	Roof

9/16/2020	John Guerin	1653	Main St.	Alliance Home Improvement (Sergiy Suprunchuk)	20-244	Siding
9/16/2020	Chris Lavin	7	LaFlash Ln.	DiPietro Home Energy Solutionms (James Dimopoulos	20-245	Weatherization
9/16/2020	Michael McMenemy	79	Baldwin St.	Energy Protectors (Joshua Dada)	20-246	Insulation
9/16/2020	Frank Cole	27	Lake Sargent Dr.	Enda Garry	20-247	Roof
9/16/2020	Donald Adams	139	Green St.	Steve Leger	20-248	Roof
9/21/2020	Katie Holmes	147	White Birch St.	Andrew Porter	20-249	Roof
9/22/2020	Gloriann McCullough	5	Massasoit Dr.	Nor'easter Roofing (Rob Chailla)	20-250	Roof
9/22/2020	Marty Pratte	1296	Main St.	Christina Armstrong (Renter)	20-251	Tent 20x30
9/21/2020	Rob Cleary	1065	Main St.	Gary Apher (GA Siding & Windows)	20-252	Deck (replace boards/rail)
9/23/2020	Lawrence/Kristi Bates	69	Virginia Dr.	Homeowner	20-253	Deck (replace boards/rail)
9/23/2020	Barry Besse	2	Angell Ter.	NewPro Operating (Jeffrey Connors)	20-254	Door (replace patio)
9/23/2020	Syed Khan	669-671	Pleasant St.	Mohammed Siddiqui	20-255	Roof
9/23/2020	Carrie Wambach/Michael Ellis	2	Keefe Crt.	James Reinke	20-256	Repair structural (building envelope and finishes
9/23/2020	Greenville Baptist Church	674	Pleasant St.	Morton Builders (Craig Uliasz)	20-257	Storage building
9/28/2020	Rob/Debbie Wilbur	56	Virginia Dr.	M & L Construction Contracting (Mark Passarelli)	20-258	Deck (replace boards/rail - front and back)
9/28/2020	Brian/Delores Farrell	7	Virginia Dr.	M & L Construction Contracting (Mark Passarelli)	20-259	Deck (replace boards/rail - back deck)
9/28/2020	Ellen Griffen	6	Hillcrest Rd.	Tip Top Roofing (Michael Starvaski)	20-260	Roof
9/28/2020	Joan Halpin	73	Lake View Dr.	Tip Top Roofing (Michael Starvaski)	20-261	Roof
9/28/2020	Andrew Castellucci	328	Stafford St.	Tesla Energy Corp. (Daniel Fonzi)	20-262	Solar (Residential)
9/28/2020	Amber LeDoux	416	Pine St.	Allegiance Construction & Development	20-263	Roof

				(Emmerson Clauss)		
9/29/2020	Patrick Dahlgren	95	Hemlock St.	Homeowner	20-264	Inground Pool
9/28/2020	Richard Annuziata	106	McCarthy Ave.	RJT Contracting (Todd Toupin)	20-265	Deck (rebuild)
9/29/2020	Wayne Smith	473	Pleasant St.	Vision Solar (Paul Degray)	20-266	Solar (Residential)
9/29/2020	Catherine McCarty	48	Pleasant St.	Barnes Building and Remodeling (Kevin Barnes)	20-267	Garage (detached)
9/29/2020	US Bank c/o Caliber Home Loans	1304	Main St.	Delarosa Signature Homes (Arsenio Delarosa)	20-268	Roof
9/30/2020	William Brennan	24	Winslow Ave.	Regis Building & Remodeling (Reginaldo DaSilva)	20-269	Restoration (after fire loss)
9/30/2020	Faith Wise	90	Manville St.	DiPietro Home Energy Solutionms (James Dimopoulos	20-270	Weatherization/Insulation

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

Report to: David Genereux, Town Administrator

From: Rachelle Cloutier, COA Director

Date: October 5, 2020

Re: Council on Aging Report of activities for September.

Our newsletter was prepared and mailed. We have changed our newsletter format for the next few months trying to eliminate the many closings and replacing with encouraging notations. Received three donations for our upcoming Oktober Fest on the 14th. Received pumpkins from the Sheriff's Office. Train Your Brain program has started outside and is doing well. Wrote to our Governor and to Marylou Sudders about the opening of the center. Had a meeting with Board of Health's Julie to ask her about the rules for reopening. Julie inspected our area when she was here and we will be receiving certificates. Called Millbury Council on Aging and talked with Judy about their Acrylic Counter guards. Called Image Custom Designs o Worcester to come and give us a quote on table guards. The bid came in at $17,150 which is excessive. I am now amending this bid to make it less and to make sure it is the kind of guards that can be used when our seniors can return to the center. Called ERS for cleaning and inspection of the hood in the kitchen. We continue to be blessed with lots of food that is then donated to our seniors. Prepared all accounts payables, Prepared monthly WRTA billing, payroll. Working on annual report to MCOA. Meet with staff on a regular basis.

Genevieve: Prepared the Senior center Horizon and distributed to various locations including Town Hall and Elderly Housing. E-mail PDF of Newsletter to town Hall and Leicester Local Cable. Take and record payments on the computer for Newsletter. Train Your Brain returns weekly every Wednesday with new COVID 19 protocol. Help Nancy with housing visits and shopping trips when needed. Create monthly sign-up sheets Exercise, Balance and Chair Yoga with Heidi. Sanitize before and after programs and set up the chairs for social distancing design the COVID sign-up sheets, take temperatures and ask appropriate COVID questions. Go to Operation New Hope every Saturday to pick different foods (bread and pastries) then set up for distribution starting the following Monday, Midmonth Project New Hope brings donations on Friday, we set up Friday and another donation arrives Wednesday. Answer the phone when needed. Help to organize the October Fest Celebration to be held on October 14.

Nancy: Made 4 housing visits and assisted with one shopping trip Genevieve's assistance. Continue to add little notes to Senior Horizon to our known seniors. Continue to distribute of Farmers' Market Coupon with 3 forms taken to homes to have then signed. Took 2 blood pressures checks. Done outside of the building. Fuel Assist applications to 4 individuals along with numbers to call etc. Sent out get well and happy thoughts cards to some of our seniors. Set up, disinfect and take down chairs for all classes held outside. Temperatures checked, COVID questions asked for every participant in every class attended. Genevieve and I do this together. Assist Genevieve with distribution of product donations from Project New Hope. Newsletter Leicester Senior Horizon prep work for mailing and help Genevieve with distribution. Planning outdoor activities. Octoberfest and Pumpkin Decorating on October 14.

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: October 7, 2020

RE: Town Planner Report, September 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.
- Site Visits: 16 Bottomly Ave 9/3 (encroachment on Town property), Mulberry Solar 9/22, Oakridge Estates 9/23.
- Contacted ZBA special permit applicants to withdraw or submit additional information (1 applicant withdrew/1 will submit a surveyed plan)
- Mulberry Solar: request for landscaping bond release (not until Spring 2021), review of requirements for Planning Board sign-off, prepared Performance Agreement for unfinished work.
- Oakridge Estates: Multiple discussions with developer, Quinn Engineering, and Homeowners Association representatives related to road acceptance, performance guarantee, and paving issues.

Planning and Long-Range Projects:

- June 2020 Zoning Bylaw Amendments: Article 33 (Outdoor Marijuana Cultivation) Approved by Attorney General's office 9/21/2020. Updated Zoning Bylaw amendment database & web page.
- Zoning Bylaw Amendments: worked on potential Zoning Bylaw amendments for May 2021 (outdoor storage and housekeeping amendments, Pleasant Street, marijuana, flood plain zoning).
- Community Compact Grant (Permitting): Met with consultant Anderson Strategic Advisors 9/24/2020 and discussed DIS permitting issues
- Conservation Commission Permitting: Research on permitting guides from other communities (Tiffany Peters)
- Open Space & Recreation Plan: submitted budget request for funding of update.

Miscellaneous:

- Participated in interviews for Building Inspector and Health Agent
- Assisted Highway & Accounting Departments with Complete Street project invoice issues

- Attended Covid-19 teleconferences
- Updated road acceptance database with recorded plan information found during records request
- Attended hearing of State Board of Building Regulations & Standards 9/28/20 related to complaints filed by former Building Inspector David McRae.
- Met with WorcShop representatives, Town Administrator and State Representative regarding potential for multi-family housing off Pleasant Street.
- Attended meetings about updates to National Flood Insurance Program maps and regulations
- Addressed miscellaneous public inquiries, including the following:
  - Marijuana delivery service (not currently allowed)
  - Procedures for special permit for duplex on Pleasant Street
  - Site Plan Review procedures for potential marijuana establishment at 424 Main Street
  - Status of Old Stafford Turnpike (discontinued)
  - Apartment in commercial building (allowed with special permit as "mixed use, horizontal mix)
  - Construction of commercial parking lot in R2 district and in Riverfront Area (not allowed)
  - Accessory detached garage (10' setback)
  - New business at 1141 Stafford (shake bar-allowed)
  - Non-Conformity issues for adjacent commonly-owned lots on Main Sreet
  - Stafford Street resident (build 2 houses on a lot or subdivide without adequate frontage-prohibited)
  - Complaints: 15 Water Street (commercial activity), 10 Reservoir Street (commercial activity in R2 district), 16 Bottomly (encroachment on Town property)

APPLICATION STATUS, September 2020

PLANNING BOARD

Project	Type of Application	Location	Description	Status
Double-Play Fitness	Special Permit Amendment	190 Main Street	SP2012-01, to allow outdoor gym classes	Approved

The Planning Board also approved **0** ANR plan(s).
Site Plan Approval Extension Requests:

- SPR2018-03, 101 Huntoon, LLC: Approved
- SPR2018-04, 88 Huntoon Memorial Highway, East Coast Organics: Approved
- SPR2018-05, 88 Huntoon Memorial Highway, Rochette Consulting Services, LLC: Approved

ZONING BOARD OF APPEALS

Project/Applicant	Type of Application	Location	Description	Status
Richard Nichols	Special Permit	32 Lakeshore Drive	Accessory Structure in front yard	Withdrawn 09/15/2020
Thomas Lefebvre	Special Permit	392 Henshaw Street	Accessory Structure in front yard	Hearing date 10/14/2020

CONSERVATION COMMISSION

Meeting Date	Applicant	Address	Type of Application	Action	Project Description
9/16/2020	Leicester Highway Dept	Intersection of Pleasant St. & Craig St.	RDA	Approved	RDA2020-11, breach of dam and catch basin repair

CONSERVATION COMMISSION, continued					
9/16/2020	Travis McCauley	85 Waite Street	RDA	Approved	RDA2020-14, installation of inground pool
9/16/2020	Mass Electric Company	Main Street (Map 21, Parcels B2-0 & B3-0)	RDA	Continued to 10/21/2020	RDA2020-15, installation of underground conduit, duct bank & pole
9/16/2020	Mass Port Authority	Worcester Regional Airport	NOI	Approved	DEP#197-0661, vegetation management

Certificate of Compliance Requests:

- Worcester Regional Airport (DEP#349-1916): Approved
- 53 Fairview Drive (DEP#197-0654): Approved

The Commission also issued **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	10	Camp Review	0	Food	0
Septic Plan Review/As-Built Review/Title 5/Installers	5	Camp Complaint	0	Milk	0
Well Plan Review	3	Pool	0	Haulers (Trash & Septic)	0
Water quality/quantity	4	Food	13	Installers	0
Camp application	0	Housing	3	Septic/Perc	11
Septic Hauler Reviews (permit renewal)	0	Nuisance	2	Beaver	1
Food Reviews (permit renewal)		Beaver	2	Camp	0
Misc (research/calls)	5	Septic	16	Pool	0

Central Mass Regional Public Health Alliance (CMRPHA)-*monthly report attached*
CMRPHA services will be ending soon. Full services will be available through 10/31/2020, Title V (septic) through 12/15/2020, and nursing services through 12/31/2020.

FEES COLLECTED:

Code/Building	$4,313.83
Conservation Commission	$0.00
Board of Health:	$3,950.00
Planning Board:	$615.00
Zoning Board of Appeals:	$0.00
TOTAL	**$8,878.83**

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

OCCUPANCY PERMITS ISSUED MONTH OF SEP 2020

Date	Name	#	Address	Occupancy Permit #	Building Permit #	Type
9/1/2020	Schold Development	3	Oak Bluff Ln.	20-015	20-071	Single Family Dwelling
9/22/2020	John Krol	15	Fairview Dr.	20-016	16-015/ 08-073	Single Family Dwelling (restricted to a 1 Bedroom Dwelling)

BUILDING PERMITS ISSUED MONTH OF SEP 2020

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
9/2/2020	Matthew Waterman	11	Glen Ellen Ln.	Vision Solar (Paata Macharashvili changed Paul DeGray)	20-226	Solar Panels (Residential)
9/2/2020	Tavis Hayes	41	Cricklewood Dr.	Superior Pools (Pat Nadeau)	20-227	Above ground pool
9/2/2020	John Robidoux	13	Glen Ellen Ln.	Homeworks Energy (Adam Glenn)	20-228	Weatherization
9/15/2020	William Brennan	24	Winslow Ave.	Dynamic Cleaning (Catherine Sweeney)	20-229	Demolition (interior -fire damage)
9/15/2020	Patricia Neale	3	Hyland Ave.	Homeworks Energy (Adam Glenn)	20-230	Weatherization
9/16/2020	Rene Daoust Trust	74	Virginia Dr.	Homeowner	20-231	Deck (replace boards/rail)
9/16/2020	Ralph Seaver	53	Redfield Rd.	Univerisal Home Improvement (Richard Dion)	20-232	Insulation
9/16/2020	Paul Ravina	66	Chalrton St.	EJT Siding (Justin Gervais)	20-233	Insulation
9/16/2020	Katherine Wood	52	King St.	Vivint Solar (Roland Brandt)	20-234	Solar (Residential)
9/16/2020	Nancy Almeida/Larry Costa	2	Marlboro Dr.	Patrick Kubula	20-235	Windows
9/21/2020	Cara Arnberg	883	Main St.	Homeowner	20-236	Roof
9/16/2020	Greenville Baptist Church	674	Pleasant St.	Trusted Home Works (Mark Carpentier)	20-237	Handicap ramp/entry door/windows
9/21/2020	James Mercier	211	Baldwin St.	Morton Builders (Craig Uliasz)	20-238	Single Family Dwelling (576 SF) with attached garage (5000 SF)
9/29/2020	Lisa Marois	1020-1026	Stafford St.	MTS Siding (Matt Sicard)	20-239	Roof
9/16/2020	Darlene Nugent	40	So. Main St.	Tip Top Roofing (Michael Starvaski)	20-040	Roof
9/16/2020	Phiyen Hoang	305	Main St.	Tip Top Roofing (Michael Starvaski)	20-241	Roof
9/16/2020	Kara Manchester	19	Mayflower Rd.	Tip Top Roofing (Michael Starvaski)	20-242	Roof
9/16/2020	Darlene Nugent	8	Bond St.	Tip Top Roofing (Michael Starvaski)	20-243	Roof
9/16/2020	John Guerin	1653	Main St.	Alliance Home Improvement (Sergiy Suprunchuk)	20-244	Siding
9/16/2020	Chris Lavin	7	LaFlash Ln.	DiPietro Home Energy Solutionms (James Dimopoulos	20-245	Weatherization

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
9/16/2020	Michael McMenemy	79	Baldwin St.	Energy Protectors (Joshua Dada)	20-246	Insulation
9/16/2020	Frank Cole	27	Lake Sargent Dr.	Enda Garry	20-247	Roof
9/16/2020	Donald Adams	139	Green St.	Steve Leger	20-248	Roof
9/21/2020	Katie Holmes	147	White Birch St.	Andrew Porter	20-249	Roof
9/22/2020	Gloriann McCullough	5	Massasoit Dr.	Nor'easter Roofing (Rob Chailla)	20-250	Roof
9/22/2020	Marty Pratte	1296	Main St.	Christina Armstrong (Renter)	20-251	Tent 20x30
9/21/2020	Rob Cleary	1065	Main St.	Gary Apher (GA Siding & Windows)	20-252	Deck (replace boards/rail)
9/23/2020	Lawrence/Kristi Bates	69	Virginia Dr.	Homeowner	20-253	Deck (replace boards/rail)
9/23/2020	Barry Besse	2	Angell Ter.	NewPro Operating (Jeffrey Connors)	20-254	Door (replace patio)
9/23/2020	Syed Khan	669-671	Pleasant St.	Mohammed Siddiqui	20-255	Roof
9/23/2020	Carrie Wambach/Michael Ellis	2	Keefe Crt.	James Reinke	20-256	Repair structural (building envelope and finishes
9/23/2020	Greenville Baptist Church	674	Pleasant St.	Morton Builders (Craig Uliasz)	20-257	Storage building
9/28/2020	Rob/Debbie Wilbur	56	Virginia Dr.	M & L Construction Contracting (Mark Passarelli)	20-258	Deck (replace boards/rail - front and back)
9/28/2020	Brian/Delores Farrell	7	Virginia Dr.	M & L Construction Contracting (Mark Passarelli)	20-259	Deck (replace boards/rail - back deck)
9/28/2020	Ellen Griffen	6	Hillcrest Rd.	Tip Top Roofing (Michael Starvaski)	20-260	Roof
9/28/2020	Joan Halpin	73	Lake View Dr.	Tip Top Roofing (Michael Starvaski)	20-261	Roof
9/28/2020	Andrew Castellucci	328	Stafford St.	Tesla Energy Corp. (Daniel Fonzi)	20-262	Solar (Residential)
9/28/2020	Amber LeDoux	416	Pine St.	Allegiance Construction & Development (Emmerson Clauss)	20-263	Roof
9/29/2020	Patrick Dahlgren	95	Hemlock St.	Homeowner	20-264	Inground Pool
9/28/2020	Richard Annuziata	106	McCarthy Ave.	RJT Contracting (Todd Toupin)	20-265	Deck (rebuild)
9/29/2020	Wayne Smith	473	Pleasant St.	Vision Solar (Paul Degray)	20-266	Solar (Residential)
9/29/2020	Catherine McCarty	48	Pleasant St.	Barnes Building and Remodeling (Kevin Barnes)	20-267	Garage (detached)

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
9/29/2020	US Bank c/o Caliber Home Loans	1304	Main St.	Delarosa Signature Homes (Arsenio Delarosa)	20-268	Roof
9/30/2020	William Brennan	24	Winslow Ave.	Regis Building & Remodeling (Reginaldo DaSilva)	20-269	Restoration (after fire loss)
9/30/2020	Faith Wise	90	Manville St.	DiPietro Home Energy Solutionms (James Dimopoulos	20-270	Weatherization/Insulation

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

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
OCTOBER 2020

Administration

- **SAPHE 2.0 kick off –** On Wednesday, September 30th Senator Jo Comerford, Rep Hannah Kane, and Vice Chair on Ways & Means Rep Denise Garlick filed legislation, dubbed the **SAPHE 2.0 Act -*Statewide Accelerated Public Health for Every Community***- which will accelerate equity and effectiveness of our local and regional public health system.
  The SAPHE 2.0 Act will:
  - Establish minimum public health standards for every community
  - Increase capacity and effectiveness
  - Create a uniform data collection and reporting system
  - Dedicate sustainable state funding to local boards of health and health departments

  To learn more about the SAPHE 2.0 Act, view the bill fact sheet: https://mapublichealth.org/wp-content/uploads/2020/10/10.2_Final_SAPHE-2.0-Fact-Sheet-.pdf or visit https://mapublichealth.org/saphe2-0/ for more information**. It is important to educate your residents, stakeholders and local and state representatives about this bill and the importance of consistent and significant funding to support the local public health infrastructure.**

- **Stop the Spread MDPH Testing Sites –**are **open to anyone, with or without symptoms, free of charge and regardless of residency.** The link below has information on Worcester's testing sites and all testing across the Commonwealth, how to register, how to get results, etc. Please share with your residents. https://www.mass.gov/info-details/stop-the-spread#worcester-. **This program was extended again for a second time and is slated to run until the end of October.**

- **Red / Yellow Communities** - as of this writing, the City of Worcester is still a red "high risk" community which is defined as 8/100,000 COVID-19 cases for 3 consecutive weeks. Worcester and other high risk communities are having weekly calls with HHS Secretary Mary Lou Sudders and the special COVID-19 enforcement team. We learned that the state will support the City with telephone town halls (this may be open to the Alliance,

seeking confirmation), additional enforcement support, COVID-19 messaging in multiple languages and community ambassadors who will focus on education and distribution of PPE in specific neighborhoods. We are grateful for this support. Last week, Holden and Shrewsbury went to yellow. **With the Governor's reopening phases continuing to move forward in lower risk communities, it is imperative that all residents stay vigilant in wearing masks, washing their hands and social distancing.**

- **COVID-19 Community Survey –** The COVID-19 Community Impact Survey (CCIS) is an online survey aimed at collecting data to better understand and identify the social, economic, and health needs and inequities resulting from the COVID-19 pandemic. Please post to your social media and distribution lists. For more info, please click the links in the box below.

Quick Links
Survey: www.mass.gov/COVIDsurvey **Attached materials: http://bit.ly/CCIS-Dissemination-Materials** **FAQ document: FAQ document** **Questions: covid19survey@mass.gov**

- **MHOA webinar on COVID-19 expenses - Municipal Reimbursement for COVID Expenses Round 2: What's eligible? What program is best? Is it worth it?**
  A webinar for Local Health Departments - Thursday, October 8, 2020 from 3:00 PM to 4:00 PM. The Massachusetts Health Officers Association (MHOA) invites you to a session with Heath Fahle, Special Director for Federal Funds in the Executive Office of Administration and Finance, and Sean Cronin, Senior Deputy Commissioner for Local Services at the Department of Revenue. **Heath and Sean will review the different funding programs that can be accessed to recoup expenses for local public health related to municipal COVID response (CARES, FEMA, DPH, etc.), expenses that are eligible now and how eligible expenses are changing, which program is best for various expenses, and how to seek reimbursement.**
  Please register and you will be sent a link to attend:
  https://attendee.gotowebinar.com/register/2072591922967503119
  If you have any questions, please contact
  Dawn Sibor dsibor@mhoa.com

Environmental Health

- **COVID specific complaints -** ongoing and continuing across the Alliance. Typical complaints are residents reporting lack of social distancing or use of masks at gas station convenience stores, barber shops, nail salons, grocery stores, etc. Educational visits and calls to businesses continue about COVID requirements. The EH team continues to answer resident questions and staying up to date with state guidance. **We would like to once again thank all the administrative assistants who have been fielding and triaging the calls and emails.**
- **COVID reopening guidance** continues to be updated across the sectors. Depending on your community's color status some sectors can move to Phase 3 Step 2. Go to DPH website for exact guidance. We continue to monitor twice a week calls from DPH and send out bullets Alliance wide.
- **EEE / WNV** weekly arbovirus reports have continued. 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. As of this writing, our area has been relatively quiet on the EEE/WNV front. Some north county areas have received frost. Nonetheless, please continue to provide information to residents about the 5 D's: Dawn, Dusk, Deet, Dress, Drain!

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.
- Worcester is seeing an uptick in cases and is monitoring closely. As of this writing there is a 1% increase in cases <19.
- 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.
- Final influenza allocations have been received for Worcester and those towns that hold influenza clinics. Flu vaccine is a requirement for schools and colleges.
- Please encourage residents to consider getting a flu shot.
- Grafton Employee and Town Clinics will be scheduled when vaccine is received.
- Grafton Elementary, Middle and High School Clinics have been scheduled as follows:
    - North Street Elementary School—Tuesday, 10/20 from 3:15 pm – 5:30 pm
    - Grafton Middle/High School (Cohort B)—Wednesday, 10/21 starting at 7:30 am
    - Grafton Middle/High School (Cohort A)—Wednesday, 10/28 starting at 7:30 am
- Leicester—Nazareth Home Flu Clinic date to be determined

Emergency Preparedness

- To request Worcester Regional MRC volunteers for a real world emergency such as a sheltering operation, or for community events such as a senior health fair, or Election Day, please contact Alissa Errede, Chief of Emergency Preparedness, at erredea@worcesterma.gov Note: Grafton has its own Greater Grafton MRC unit.
- 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.
- The new grant year started on July 1, 2020. As the grant year progresses, more information will become available regarding planned initiatives and events.

Community Health

- It's time to start thinking about National Influenza Vaccination Week. It's more important than ever to get the flu shot. Go to https://www.cdc.gov/flu/resource-center/index.htm to find a digital toolkit and other social media resources that you can start reviewing and posting on your town website now. National Influenza Vaccination Week is being observed from December 6-12 this year.
- Please reach out to Kelsey Hopkins, WDPH Academic Health Collaborative Coordinator, if you are looking for student assistance with any COVID 19 related projects for the fall semester please direct anyone interested in an internship to Email: HopkinsK@worcesterma.gov
- The current Community Health Improvement Plan (CHIP) https://339d422a-2b2e-41b7-91d2-bcdfd4560a53.filesusr.com/ugd/ba131b_8a9387d4cacc43aeb6760c13298ef1ff.pdf will

be sun downing this year. As a best practice and a Public Health Accreditation Board requirement, WDPH is collaborating with the Coalition for a Healthy Greater Worcester on the next CHIP, to be released early next year. We will be sending invites for you to join the planning groups soon. Be on the lookout for ways you can get involved in the new CHIP. This CHIP will continue to provide targeted, evidenced based strategies on health improvement for the Alliance communities.
We are seeking new CHIP Members in each of the following areas:

- **Comprehensive Health Education in schools**
- **Screening and Early Intervention**
- **Integrated Care Responses**
- **Shortages of Providers and Beds**
- **COVID-19 Response**

- The 7th Annual Worcester Infant Mortality Summit went virtual this year on September 29th and was entitled: Breastfeeding and Race Equity. One of the Worcester DPH REACH project's initiatives is focused on breastfeeding support which includes providing assistance and education to our local clinics and hospitals who serve women who are pregnant and/or able to breastfeed in our community, improving the availability of resources for breastfeeding, and advocating for the importance of support needed from family, friends, employers, and the community at large for breastfeeding. Breastfeeding improves the health, development and survival of women, infants and children. Breastmilk promotes sensory and cognitive development, and protects the infant against infectious and chronic diseases. Exclusive breastfeeding reduces infant mortality due to common childhood illnesses such as diarrhea or pneumonia, and helps for a quicker recovery during illness. The 7th Annual Infant Mortality Summit was co-sponsored by Worcester REACH and the UMass Department of Family Medicine and Community Health Grand Rounds. Please email worcesterhealthybaby@gmail.com to learn more about breastfeeding programs available in the Worcester region.

Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

PHONE: (508) 892-7006

LEICESTER AMBULANCE

EMS Report August 2020

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

Training: ALS/BLS Interface class

M & M Rounds.

HIPPA Bloodborne Pathogens

Equipment: Ambulance 1: State vehicle inspection

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

Ambulance 3: State vehicle inspection

TOWN OF LEICESTER FIRE DEPARTMENT

3 Paxton Street
LEICESTER, MASSACHUSETTS 01524

CHIEF
ROBERT F. WILSON

OFFICE (508) 892-7022

FIRE DEPARTMENT

September 2020 Monthly Report

Total fire calls	41
Single Company Calls	35
Multi Company Calls	6
Company 1	23
Company 2	10
Company 3	14
Rescue	2
Mutual Aid given	2
Mutual Aid received	0

Training: Search and Rescue All Companies

Equipment: Tower: Repair leaking hydraulic pistons seals in Boom. Replace hydraulic hoses on inner boom. Changed filters on hydraulic system and pressure test system. Trouble shoot boom waterway. Waterway needs to be replaced do to bend in piping.

Fire Prevention:	Inspections/Permits	36	Fee's	$2,115.00
	Plan reviews	1		
	Other inspections/Follow-ups	3		

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: October 8, 2020

Subj: September Monthly Report

Article 4:

- The rebuilding of Truck 10 continues
- The work on truck 4 has begun

Town Hall maintenance and clean up:

- Crews worked on painting windows and railings
- Crews repaired handicap ramp and steps
- Crews loamed and seeded grassy area after parking lot install and maintained watering

Maintenance of Town Vehicles:

- Oil changes performed and tire rotation performed on several LPD vehicles
- Ongoing routing maintenance of LHD vehicles

Maintenance of Tools/Equipment:

- Repairs and maintenance performed on all equipment such as chainsaws, mowers etc.

Catch Basin Repairs:

- Repaired or rebuilt 3catch basins at the following in the Highland Ave. area
- Cross Pipes 12” on Pine St. and two 18” on Charlton St.
- Catch basins continue to be cleaned

Mowing:

- Mowing of the schools is ongoing
- Mowing at town owned properties is ongoing
- Roadside mowing is ongoing

Other:

- Met with Jon Gregory of Tata & Howard regarding stormwater
- Crews worked to clean, sanitize and set up/break down Millbrook building for special school meeting
- Several paving jobs were completed
- Seasonal sweeping has begun again
- All sanitization supplies have been provided to the crew in order to maintain vehicles, and common spaces during Covid.

Thank you.

Leicester Public Library
Director's Report * September 15, 2020

The Library closed to the public Saturday, 3/14/20, when the Select Board closed all Town buildings to the public in response to the SARS-CoV-2 pandemic. Trustees met virtually in May and June.

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

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

Phase 3 patron access to the building: due to upcoming staffing issues, I'd like to postpone this discussion until next month. Cleaning supplies are no more affordable/available than last month.

New:

1. Purchased 5 mobile hot spots. The Friends will fund these for the first year, approx.. $700. Patrons can use these devices to access the internet, through the Sprint cellular network.
2. Bats.
3. Book Club – The September Library Book Club meeting will be outside on 9/30
4. Outdoor signs – anything permanent would need to follow Town Zoning Bylaws: see photos at end for temporary options
5. Sick employee guidelines – see attached, no significant changes
6. The Library has bound copies of the Leicester Journal, which ran from 1984-1996, and the Leicester Weekly, from 1955-1961. The newsprint is somewhat fragile. Send to BPL for digitization?

Building maintenance:
Waterproofing the east basement wall work began Wednesday, 9/9. It will take 5-8 working days. The warranty is 3 years. Highway will look at re-grading the ground around the east side (former driveway) drain for better drainage.

Gutters need cleaning. The downspout on the east side, where the new building meets the old, overflows when it rains. This may contribute to basement wall leaks.

A few of the exterior doors have small areas of peeling paint. Repaint before winter?

Renovation:
This month's joint Trustee/Building Committee meeting will include a discussion about dissolving the Building Committee and transferring remaining items/funds to Trustee control. See attachment for estimated amount.

Outstanding Renovation Items

1. East side drainage – work began 9/9. Estimate is 5-8 days.
2. ~~Gutters, masonry, west parapet masonry repointing – done.~~
3. Bike rack – in process, approximate cost $250-300
4. Small J bathroom water penetration – likely remediated by eventual gutter installation.
5. Key box – Boxes on site. Suzanne will complete as time allows.
6. Complete fire alarm and burglar alarm test – Committee thinks this was part of the occupancy permit inspection, but the fire department has requested a test. Suzanne will follow up with Fire Dept.
7. Unpainted window frames – the top/inside of the addition window frames remain unpainted. The committee is unsure who is responsible for this correction, and if it is even necessary.
8. People counters (pending), and installation of the Detex alarms on the two stairwell doors leading to the 2nd floor are library staff/trustee issues.
9. Optional items: Panic buttons, People counter, connect cameras to PD, Permanent museum display cards

Suggest removing 4, 6 and 7 from the list as unnecessary.

Circulation Statistics

Number of new items last month: 91 (total items in collection = 30,874)

	Previous Year				Current Year			
	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer
Aug**	3902	716	124	162	1577 (-60%)	739 (+3%)	32	0
July**	4277	664	116	145	2022 (-53%)	722 (+9%)	28	0
June**	2461	604	192	163	908 (-63%)	695 (+15%)	25	0
May**	1228 (closed 5/11-6/11)	577	43	22	200 (-84%)	732 (+27%)	25	0
Apr*	1887	533	78	56	25 (-99%)	712 (+17%)	17	0
Mar*	2074	592	88	37	1933 (-7%)	609 (+3%)	91	70
Feb	1884	508	91	58	3622 (+92%)	561 (+9%)	129	167
Jan	2208	509	91	58	3,699(+68%)	690 (+36%)	131	163
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

*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.

August curbside pickup 10-31 people per day, monthly total 304 people
Approximately 630 Take & Make craft kits picked up 7/1-9/1.

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

$300 – 20x30 approx

$210

22x28 poster

OCCUPANCY PERMITS ISSUED MONTH OF SEP 2020

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
9/1/2020	Schold Development	3	Oak Bluff Ln.	20-015	20-071	Single Family Dwelling
9/22/2020	John Krol	15	Fairview Dr.	20-016	16-015/ 08-073	Single Family Dwelling (restricted to a 1 Bedroom Dwelling)

Leicester Police Department
90 South Main Street
Leicester, MA 01524

www.leicesterpd.org

Chief
Kenneth M. Antanavica
antanavicak@leicesterpd.org

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

Date: October 8, 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 September 2020

Investigative Division

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

1) Sexual assault case
2) Larceny of a Firearm case
3) Court Discovery Requests
4) Possession of firearm and drug possession case
5) Shoplifting
6) Completed firearms requalification
7) Court discovery request fulfilled
8) Property and evidence maintenance
9) Western District court complaints and cases filed
10) NESPIN evidence S/W
11) Assist with dementia case
12) Computer evidence submitted to crime lab in Maynard
13) B&B process w/ gun
14) DCF report request satisfied
15) Evidence submitted to Drug lab at U-Mass
16) Prepare for Glock armorers' class
17) Drug & Sharps Kiosk emptied

CLEARED INVESTIGATIONS

1) Child solicitation case
2) Assist MSP w/ child pornography case
3) Death investigation X2
4) Sexual assault

ARREST

1) Accosting/ Annoying a person sexually
2) Indecent A&B on a person over 14 X3
3) Accosting/ annoying sexually X4
4) Assault and battery w/ dangerous weapon (sword)
5) Assault and battery w/ dangerous weapon (table)
6) Warrant arrest

Stolen property recovered in connection with m/v breaks and from a B&E into a building

Search Warrants:

Assist MSP with search warrant for computer crimes

Obtain and execute 4 warrants in a stalking case

Obtain search warrant for cell phone in connection with multi-state stolen car/ car break investigation.

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

The CEMLEC Drone team responded to 1 event this month: 1) Millbury PD for a missing juvenile.

The CEMELC SWAT team responded to a high-risk search warrant service which was a successful mission yielding the suspects, 2g crack, 8.9g heroin, 8g coke and $6405 in cash. Also numerous pellet guns made to look like real firearms.

Chief's Office

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

- ✓ LTC processing
- ✓ Zoom meetings on the Science of Bias (implicit bias)
- ✓ Spoke with subject involved in anti-trump rally
- ✓ Multiple meetings regarding providing a safe town meeting venue
- ✓ Set up overflow parking for town meeting
- ✓ Review and comment on more site plans
- ✓ Chiefs association zoom meeting
- ✓ Attended department head meeting via go to meeting
- ✓ Multiple records request
- ✓ Radio grant approved through state 911
- ✓ Updates on COVID-19.
- ✓ Met with WRTA for town meeting transportation
- ✓ Attended Waite Pond Dam construction meeting

- ✓ Assisted with set-up for Town Meeting
- ✓ Worked with dispatch at LPD re: main dispatch down with electrical problems
- ✓ Civil Service zoom meeting regarding the Sgt promotional exam
- ✓ Provided officers involved in the recovery of an illegally possessed hand gun with a Chiefs Day.

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

Monthly Statistics

- Calls/Patrol Initiated Activity 1,636
- Incident Reports Taken 83
- Arrests/Summons 22
- Crash Investigations 12
- Towed vehicles 19
- Motor Vehicle Stops 52
- Medical responses 9

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

Ken Antanavica
Chief of Police

Town of Leicester
Office of the Treasurer Collector
3 Washburn Square
Leicester MA 01524-1333
Phone: 508-892-7002
Fax: 508-892-7070

To: Leicester Select Board
Date: October 1, 2020
From: Office of Treasurer Collector
Re: September Activities

- September collections are as attached.
- Collected $2,743.35 in Town tax title principal payments and $682.30 in interest payments.
- Participated in weekly Vadar Webex meetings
- Closed multiple trust accounts for DIS
- Billed out an omitted personal property account
- Submitted GASB documents
- Worked on protesting of fraudulent/unnecessary unemployment claims
- Sent August reconciliation to Accountant
- Continued work on documents for FY20 Audit
- Completed DLS forms for FY20
- Completed audit material for water/sewer districts
- Gained permission from the Selectboard to move forward with collection activity for FY20 and 2020 motor vehicle taxes.
- Sent Q2 RE and PP files to Corelogic, Kelley & Ryan, Unipay
- Reached out to MEGA for EAP website link for employees to utilize their resources
- Assistant Treasurer Collector worked closely with Benefits Coordinator to begin taking over those responsibilities.

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.

FY21			July*		August*		September*		
Quarter	Type	Commitment	01 Tax/Liens	01 Int.	02 Tax/Liens	02 Int	03 Tax/Liens	03 Int.	1Q Total Net
1	PP	$ 165,662.47	$ 124,323.53	$ 10.37	$ 69,361.34	$ 3.15	$ 15,977.85	$ 1.98	$ 209,678.22
1	RE	$ 3,970,458.77	$ 3,121,513.04	$ 1,754.14	$ 874,376.39	$ 3,176.42	$ 155,882.67	$ 1,976.88	$ 4,158,679.54
1	CMB	$ 23,230.37	$ 18,106.92	$ -	$ 10,135.99	$ -	$ 617.40	$ -	$ 28,860.31
1	CMB CI	$ 18,927.47	$ -	$ 16,447.01	$ -	$ 6,278.54	$ -	$ 371.21	$ 23,096.76
1	CVRWDU	$ 2,768.92	$ 3,118.24	$ -	$ 503.92	$ -	$ -	$ -	$ 3,622.16
1	CVSDSB	$ 28,024.54	$ 19,769.25	$ -	$ 6,658.81	$ -	$ 1,389.69	$ -	$ 27,817.75
1	CVSDSB CI	$ 12,734.28	$ -	$ 8,882.90	$ -	$ 2,853.87	$ -	$ 535.90	$ 12,272.67
1	CVSDU	$ 4,815.92	$ 7,951.91	$ -	$ -	$ -	$ -	$ -	$ 7,951.91
1	HLSWBT	$ 22,286.53	$ 14,186.95	$ -	$ 7,031.61	$ -	$ 1,042.33	$ -	$ 22,260.89
1	HLSWBT CI	$ 3,685.72	$ -	$ 2,334.52	$ -	$ 1,083.16	$ -	$ 158.07	$ 3,575.75
1	HLSWBTU	$ 6,336.79	$ 5,248.40	$ -	$ 1,493.57	$ -	$ -	$ -	$ 6,741.97
1	HWDU	$ 7,925.01	$ 8,453.68	$ -	$ 1,287.02	$ -	$ -	$ -	$ 9,740.70
1	LSWDUN	$ 21,916.93	$ 26,011.71	$ -	$ 2,592.20	$ -	$ -	$ -	$ 28,603.91
1	LWSDSB	$ 28,705.53	$ 20,471.20	$ -	$ 6,751.07	$ -	$ 264.17	$ -	$ 27,486.44
1	LWSDSB CI	$ 12,553.03	$ -	$ 8,781.58	$ -	$ 2,513.94	$ -	$ 177.98	$ 11,473.50
1	ORSDU	$ 22,505.28	$ 20,917.05	$ -	$ 5,087.87	$ -	$ 1,455.04	$ -	$ 27,459.96
1	ORSWBT	$ 1,155.00	$ 1,180.00	$ -	$ 140.00	$ -	$ -	$ -	$ 1,320.00
1	ORSWBT CI	$ 346.50	$ -	$ 354.00	$ -	$ 42.00	$ -	$ -	$ 396.00
1	Title V	$ 1,480.43	$ 550.80		$ 475.88	$ -	$ -	$ -	$ 1,026.68
1	Title V CI	$ 534.89	$ -	$ 165.24	$ -	$ 142.77	$ -	$ -	$ 308.01
1	Burncoat Pon	$ 20,162.56	$ 16,935.41	$ 32.66	$ 6,089.01	$ 2.01	$ -	$ -	$ 23,059.09
1	Cedar Meado	$ 7,336.04	$ 6,104.28	$ 1,056.00	$ 2,471.76	$ 35.32	$ 110.11	$ 2.82	$ 9,780.29
1	Stiles	$ 10,435.46	$ 10,810.27	$ 15.47	$ 756.30	$ 0.02	$ -	$ -	$ 11,582.06
		$ 4,393,988.44	**$ 3,425,652.64**	**$ 39,833.89**	**$ 995,212.74**	**$ 16,131.20**	**$ 176,739.26**	**$ 3,224.84**	**$ 4,656,794.57**

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	$ 42,481.88	$ 507.42	**$ 42,989.30**
	2020-16A	5/18/2020	6	$ 1,726.02	July	$ 14,755.46	$ 1,682.46	**$ 16,437.92**
	2020-17A	7/20/2020	4	$ 893.48	August	$ 47,700.87	$ 1,427.82	**$ 49,128.69**
	2020-04	8/3/2020	506	$ 59,195.80	September	$ 19,337.31	$ 1,091.30	**$ 20,428.61**
					October			$ -
					November			$ -
					December			$ -
						$ 1,296,680.93	**$ 12,181.25**	**$ 1,308,862.18**
				$ 1,430,168.77		**$ 2,593,361.86**	**$ 24,362.50**	**$ 2,617,724.36**

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	$ 527.00	$ -	**$ 527.00**
					August	$ 198.00	$ -	**$ 198.00**
					September	$ 53.00	$ 0.24	**$ 53.24**
					October	$ -	$ -	$ -
					November	$ -	$ -	$ -
					December	$ -	$ -	$ -
						$ -	$ -	$ -
				$ 2,577.00		**$ 1,855.00**	**$ 0.24**	**$ 1,855.24**

Leicester Town Clerk

Memo

To: Town Administrator, Select Board

CC:

Date: 10/20/2020

Re: Report for the Month of September from TC's office

Sales for the Month of September were $1811.00

We were crazy with the primary and getting ready for the next election. It has been nonstop.

I was able with the help of Bryan to apply for a grant to help with the cost of Early voting etc we Received the max which was 5,000.00.

Still licensing dogs and trying to get the folks that have not licensed to get in and pay before the second late fee of 50.00 goes into effect. Lots of folks filling out marriage intentions and still selling lots of birth & marriage certificates because of the real ID license. Still busy with genealogy requests and public records requests.

Respectfully submitted,

Deborah K. Davis