



PUBLIC NOTICE POSTING REQUEST
OFFICE OF THE LEICESTER TOWN CLERK
ORGANIZATION: Select Board Meeting

MEETING: X

PUBLIC HEARING:

DATE: February 5, 2024

TIME: 6:00pm

LOCATION: Select Board Conference Room, 3 Washburn Sq, Hybrid

REQUESTED BY: Maria Cataloni, Executive Assistant

Agenda packet and associated documents can be found at www.leicesterma.org/bos. This agenda lists all matters anticipated for discussion; some items may be passed over, and other items not listed may be brought up for discussion to the extent permitted by law. Votes may be taken on any item brought before the Board at its meeting. Select Board meetings are recorded by LCAC. Any member of the public planning to record the meeting must first notify the Chair.

PLEASE SILENCE ALL CELL PHONES DURING THE MEETING

<https://app.goto.com/meeting/534733493>

(571) 317-3122; Access Code: 534-733-3493

CALL TO ORDER/OPENING
VETERANS POEM

1. EXECUTIVE SESSION

To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel pursuant to G.L. c. 30A, § 21 (2).

- A. Police Chief Employment Contract
- B. Building Inspector/Zoning Enforcement Officer Employment Contract
- C. Town Administrator Office Staff

2. PUBLIC COMMENT PERIOD

3. RESIGNATIONS AND APPOINTMENTS

- a. Appointments:
 - i) Kaitlyn Gilman, EMT Basic
 - ii) Ethan Santiago, EMT Paramedic
- b. Resignations (EMS): Jeremy Parkinson, Megan Cooney
- c. Resignation: Justine Caggiano (Assistant Town Administrator)
- d. Appointment, Planning Board: Christopher Clark
- e. Appointment, Bark Park: Britnie Cournoyer
- f. Appointment, Arts Council: Dorothy Dudley
- g. Appointment, Assistant Assessor: John Stencil

4. REPORTS

- a. Select Board

5. CIVIC ANNOUNCEMENTS

6. OTHER BUSINESS

- a. License Renewals:
 - i) Valley Gas, Motor Vehicle Repair, 200 Main Street
 - ii) The WorcShop, General Entertainment, 11 Hankey Street

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TOWN CLERK'S OFFICE
LEICESTER, MASS.

- b. Police Chief Employment Contract
- c. Building Inspector/Zoning Enforcement Officer Employment Contract
- d. Red Cross Shelter MOU and Facility Use Agreement discussion and vote
- e. FY25 Budget presentation and discussion
- f. Set Warrant close date for Spring Annual Town Meeting (March 21, 2024)
- g. Accept Senior Center Donation

7. MEETING MINUTES

- a. November 20, 2023

ADJOURN

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2024 FEB - 1 PM 4: 14
TOWN CLERK'S OFFICE
LEICESTER, MASS.



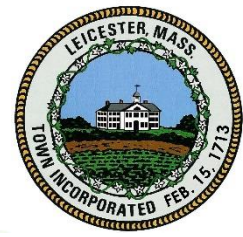
LEICESTER

EMERGENCY MEDICAL SERVICES

3 Paxton Street Leicester, MA 01524

(P) 508.892.7006 | (F) 508.892.7044

Fire Chief: Michael R. Dupuis **EMS Director:** Molly E. Dube



To: Town of Leicester Selectboard

From: Molly E. Dube, EMS Director

January 8, 2024

Request for Paramedic and EMT Appointment

To Whom it May Concern,

On Tuesday, November 14, 2023, Leicester EMS' Lieutenants Ryan Murphy, Jeremy Parkinson, and I interviewed two (2) external candidates for the positions of per-diem/part-time EMT Basic and EMT Paramedic. We scheduled a second interview where we conducted a thirty (30) question exam based on our MA State Treatment Protocols. Both candidates exhibited interpersonal skills and medical knowledge making them a great addition to Leicester EMS.

I request the following candidates be appointed by the Selectboard on January 15, 2024, to Leicester EMS:

- Kaitlyn Gilman, EMT Basic
- Ethan Santiago, EMT Paramedic

Resignations 2024

Please add in the following resignations:

- Jeremy Parkinson Lieutenant Paramedic: effective Thursday January 25th, 2024, after 22 years of service from Leicester EMS. Resignation due to career advancement at his full-time Fire Department.
- Megan Cooney EMT Basic: effective immediately. Failed to return from Maternity Leave after 2-3 years. Did not make any effort to meet the minimum work requirements or communicate intentions during this time. Understands she can reapply when availability changes.

Respectfully,

A handwritten signature in black ink, appearing to read "M. E. Dube".

Molly E. Dube
EMS Director



Town of Leicester PLANNING BOARD

3 Washburn Square
Leicester, Massachusetts, 01524-1333
Phone: 508-892-7007 Fax: 508-892-7070
www.leicesterma.org

MEMORANDUM

To: Town Administrator's Office
From: Lisa Westwell LW
Administrative Assistant to the Planning Department
Date: January 3, 2024
Re: Appointment of Planning Board Associate – Chris Clark

The Planning Board voted to recommend the appointment of Chris Clark as Associate member of the Planning Board at their January 3, 2024 meeting. Please add this appointment to the Board of Selectmen's January 16, 2024 agenda. Mr. Clark's Citizen Volunteer Form is attached. There was no option for Associate Member so it's been hand written in.

TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

EMPLOYMENT EXPERIENCE:

Town of Leicester: Are you currently or have you ever been employed by the Town? ☐ Yes ☒ No

If yes, state position(s) and date(s): _____

Other Experience: Start with present or last job (include title) and military service assignments.

Exclude organizations' names which indicate race, religion, sex, or national origin.

Current: Operations Manager for Gateway Fiber

Previous: Lead Project Manager for Phoenix Communications

Previous: Owner of Recess

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: _____

I feel I am at a capable time of my life to give back to the community.

Sometimes there is a short-term need for special background skills.

Please indicate your field(s) of training or experience below, as appropriate. Your application will be added to the list of residents who have expressed an interest in serving in similar capacities.

I possess the following training or experience:

- | | | |
|---------------------------------------------------|----------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Architecture | <input checked="" type="checkbox"/> Communications | <input type="checkbox"/> Computer Technology |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Economics | <input type="checkbox"/> Education |
| <input type="checkbox"/> Engineering, Civil | <input type="checkbox"/> Engineering, Electronic | <input type="checkbox"/> Engineering, Mechanical |
| <input type="checkbox"/> Financial Administration | <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Government Contracts |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Historic Activities | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Land Use Planning | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Law | <input checked="" type="checkbox"/> Management | <input checked="" type="checkbox"/> Personnel Administration |
| <input type="checkbox"/> Property Appraisal | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Science | <input type="checkbox"/> Statistics | <input type="checkbox"/> Survey Research |
| <input type="checkbox"/> Systems Analysis | <input type="checkbox"/> Transportation | |

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
Leicester School Building Committee	4/19 - 9/20	Leicester
_____	_____	_____
_____	_____	_____

eSigned via SeamlessDoors.com

Christopher Clark
Key: chb1d00b@seamlessdoors.com

12-13-2023

Date

Thank you for your interest in serving the Town of Leicester



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

From time to time vacancies/resignations occur on various town boards and committees. Should you be interested in volunteering to serve the Town in any capacity, please complete this form. Information received will be made available to boards, committees, and departments for their reference in filling vacancies.

NAME Britnie Cournoyer

HOME TEL [REDACTED]

ADDRESS: [REDACTED]

WORK TEL [REDACTED]

EMAIL ADDRESS [REDACTED]

Are you a citizen? ☒ Yes

☐ No

Are you a registered voter? ☒ Yes

☐ No

- ☐ Advisory/Finance Committee
- ☐ Agricultural Commission
- ☐ Arts Council
- ☐ Bandstand Committee
- ☐ Burncoat Park Planning Committee
- ☐ Bylaw Committee
- ☐ Capital Improvement Planning Comm.
- ☐ Commission on Disabilities
- ☐ Conservation Commission

- ☐ Economic Development Committee
- ☐ Historical Commission
- ☐ Memorial Day Committee
- ☐ Parks and Recreation Committee
- ☐ Recycling Committee
- ☐ Road Conversion Committee
- ☐ Stormwater Committee
- ☐ Zoning Board of Appeals
- ☒ Other Bark Park Committee

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

☒ Four

☐ Two

☐ One

☐ Less than one

Are you available for evening meetings?

☒ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

Are you available throughout the year for committee meetings?

☒ Yes

☐ No

If not, when are you **NOT** available?

☐ Winter

☐ Spring

☐ Summer

☐ Autumn

EDUCATION:

Bachelor's degree in psychology, associates degree in animal care, both from Becker College.

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

Town of Leicester: Are you currently or have you ever been employed by the Town? ☐ Yes ☒ No

If yes, state position(s) and date(s): _____

Other Experience: Start with present or last job (include title) and military service assignments.

Exclude organizations' names which indicate race, religion, sex, or national origin.

Veterinary Technician at VCA Wickaboag (3+ years)

Kennel Assistant at VCA Wickaboag (2 years)

Print and Marketing Associate at Staples (3 years)

Crew Member at Wendy's (5 years)

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: _____

I am not a Leicester resident but I am passionate about dogs and spaces for dogs. Both of my dogs use the park a lot and I want to be able to give back as part of the committee and _____

Sometimes there is a short-term need for special background skills.

Please indicate your field(s) of training or experience below, as appropriate. Your application will be added to the list of residents who have expressed an interest in serving in similar capacities.

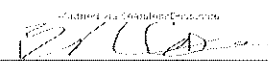
I possess the following training or experience:

- | | | |
|---------------------------------------------------|--------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Communications | <input type="checkbox"/> Computer Technology |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Economics | <input type="checkbox"/> Education |
| <input type="checkbox"/> Engineering, Civil | <input type="checkbox"/> Engineering, Electronic | <input type="checkbox"/> Engineering, Mechanical |
| <input type="checkbox"/> Financial Administration | <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Government Contracts |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Historic Activities | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Land Use Planning | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Law | <input type="checkbox"/> Management | <input type="checkbox"/> Personnel Administration |
| <input type="checkbox"/> Property Appraisal | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Science | <input type="checkbox"/> Statistics | <input type="checkbox"/> Survey Research |
| <input type="checkbox"/> Systems Analysis | <input type="checkbox"/> Transportation | |

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
Shelter volunteer	2018	E. Brookfield
_____	_____	_____
_____	_____	_____


Signature of Applicant

11-07-2023

Date

Thank you for your interest in serving the Town of Leicester


LEICESTER ARTS COUNCIL
Leicester, Massachusetts 01524

Board of Selectmen
Town Hall
Leicester, Ma. 01524
October 24, 2023

Dear Selectmen,

The Leicester Arts Council requests the appointment of Dorothy Dudley as a member of the Leicester Arts Council.

Thank you,

A handwritten signature in cursive script that reads "Chip Leis".

Chip Leis, Secretary
Leicester Arts Council



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

From time to time vacancies/resignations occur on various town boards and committees. Should you be interested in volunteering to serve the Town in any capacity, please complete this form. Information received will be made available to boards, committees, and departments for their reference in filling vacancies.

NAME Dorothy Dudley

HOME TEL. [REDACTED]

ADDRESS: [REDACTED]

WORK TEL. [REDACTED]

EMAIL ADDRESS: [REDACTED]

Are you a citizen? ☒ Yes

☐ No

Are you a registered voter? ☒ Yes

☐ No

- ☐ Advisory/Finance Committee
- ☐ Agricultural Commission
- ☒ Arts Council
- ☐ Bandstand Committee
- ☐ Burncoat Park Planning Committee
- ☐ Bylaw Committee
- ☐ Capital Improvement Planning Comm.
- ☐ Commission on Disabilities
- ☐ Conservation Commission

- ☐ Economic Development Committee
- ☐ Historical Commission
- ☐ Memorial Day Committee
- ☐ Parks and Recreation Committee
- ☐ Recycling Committee
- ☐ Road Conversion Committee
- ☐ Stormwater Committee
- ☐ Zoning Board of Appeals
- ☐ Other _____

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

☒ Four

☐ Two

☐ One

☐ Less than one

Are you available for evening meetings?

☐ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

Are you available throughout the year for committee meetings?

☒ Yes

☐ No

If not, when are you **NOT** available?

☐ Winter

☐ Spring

☐ Summer

☐ Autumn

EDUCATION:

High school (Leicester) B.S. (U Maine) M.S. (Indiana U)
CTFA certification

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

Town of Leicester: Are you currently or have you ever been employed by the Town? ☒ Yes ☐ No

If yes, state position(s) and date(s): Substitute teacher 1980

Other Experience: Start with present or last job (include title) and military service assignments.
Exclude organizations' names which indicate race, religion, sex, or national origin.

COMMENTS: Please tell us why you are interested in serving on the committees noted and any

additional comments you may have: Have the opportunity to learn more about this area of Leicester's interest

Sometimes there is a short-term need for special background skills.

Please indicate your field(s) of training or experience below, as appropriate. Your application will be added to the list of residents who have expressed an interest in serving in similar capacities.

I possess the following training or experience:

- | | | |
|--------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Communications | <input type="checkbox"/> Computer Technology |
| <input type="checkbox"/> Construction | <input checked="" type="checkbox"/> Economics | <input checked="" type="checkbox"/> Education |
| <input type="checkbox"/> Engineering, Civil | <input type="checkbox"/> Engineering, Electronic | <input type="checkbox"/> Engineering, Mechanical |
| <input checked="" type="checkbox"/> Financial Administration | <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Government Contracts |
| <input type="checkbox"/> Health Care | <input checked="" type="checkbox"/> Historic Activities | <input type="checkbox"/> Human Services |
| <input checked="" type="checkbox"/> Insurance | <input type="checkbox"/> Land Use Planning | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Law | <input type="checkbox"/> Management | <input type="checkbox"/> Personnel Administration |
| <input type="checkbox"/> Property Appraisal | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Science | <input type="checkbox"/> Statistics | <input type="checkbox"/> Survey Research |
| <input type="checkbox"/> Systems Analysis | <input type="checkbox"/> Transportation | |

Other Skills & Interests: physical fitness

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
<u>Special Olympics</u>	<u>1976 - 2008</u>	<u>Guam Worcester</u>
<u>Finance/Advisory Comm</u>	<u>about 2014 - 2022</u>	<u>Leicester</u>
<u>Various</u>		

Dorothy G. Deady
Signature of Applicant

10/11/2023
Date

Thank you for your interest in serving the Town of Leicester

John Stencel



Hello

My name is John Stencel and I am writing to express my interest in the Assistant Assessor position with the Town of Leicester. I have graduated with a Bachelors of Accounting from UMass Dartmouth and a Masters of Accounting from UMass Amherst.

I began my career as an auditor at a midsize accounting firm where I performed field audits as well as completing corporate and individual tax returns. I then began working for the Commonwealth of MA. I first started as a field auditor with the Operational Services Division where we audited companies that had contracts with the Executive Office of Health and Human Services to ensure that grant funding was being spent in line with the contract guidelines. As part of the audit, we would write a report of any findings and reimbursement for misspent funds. I then began working for Worcester State University. There I had a large roll in Bookkeeping as well as other accounting projects.

I left Worcester State University to pursue an opportunity at Massachusetts Central Railroad where I am responsible for the accounting operations, including receivables, payables, financial statements and payroll. In my time here I have been able to find a new payroll company at the request of the owner, updated all the bookkeeping to be ready to prepare tax returns that had not been completed since 2016 and prepared the bookkeeping for a change over to a new system.

In my career I have prepared drafts of financial statements, analyzed many companies GL's as an auditor, maintained portions of or the whole of the general ledger and prepared journal entries. I thought the Assistant Assessor position with the Town of Leicester. would be a great opportunity and I believe that I would be a great fit. I thank you for reviewing my resume and cover letter and hope to hear back.

Thank You

John Stencel

John Stencil



Education:

2003 - 2007	University of Massachusetts Dartmouth	Dartmouth, MA
* Bachelor of Science in Accounting		* Graduated Cum Laude
* Cumulative GPA 3.4		* Graduation: May 2007
2007 - 2008	University of Massachusetts Amherst	Amherst, MA
* Masters of Accounting		
* Graduation: August 2008		

Work Experience:

January 2020 – December 2023	Massachusetts Central Railroad
<i>Accountant</i>	
*Bookkeeping	
*Preparing & Running Weekly Payroll	
*Preparing invoices for customers and Accounts Receivable	
*Accounts Payable	
*Preparing Financial Statements for Auditors & Financial Institutions	
September 2016 – Current	Worcester State University
<i>Accountant</i>	
*Perform Daily Accounts Payable Invoices	
*Reviewing Vendor Contracts	
*Complete Monthly Accounts Payable Reports	
*Speak with vendors on the phone or in person	
*Complete Accounts Payable Reconciliations	
November 2011 – March 2016	Commonwealth of MA, Operational Services
<i>Field Auditor II</i>	
*Point of Service Field Audits	
*Review of client financial statement, notes, and other filings with the Commonwealth	
*Working on audits of contractors with the Commonwealth	
*Updating and creating audit work papers	
*Review and testing of internal controls	
*Entrance and exit conferences and inquiries	
September 2010 – August 2011	Accountemps
<i>Temporary Staff Accountant</i>	
*Duties included; account reconciliations, internal accounting work papers, and preparing work papers for the use of external auditors, preparing journal entries	
*Prepared individual, partnership, and corporate tax returns	
October 2008 - May 2010	Walsh, Jastrem & Browne
<i>Staff Accountant</i>	
*Completing Tax Returns	
*Working on audits and reviews, on teams or with a partner	
*Updating and creating work papers for audits and reviews	
*Internal controls testing	
*Bookkeeping work for small business clients	

Software:

* Word * Excel * MMARS * Quickbooks *Colleague



Town of Leicester
Director of Veteran Services
3 Paxton St

01/18/2024

Leicester, Massachusetts 01524-1333

Phone: (508) 892-7022 ext. 1106 Fax: (508) 892-7044

www.leicesterma.org

TO: TOWN ADMINISTRATOR

FROM: JASON MAIN DIRECTOR OF EMERGENCY MANAGEMENT

SUB: RED CROSS SHELTER MOU'S FOR REVIEW

Attached are the MOUs and Facility Use Agreement for the town (1 Facility Use Agreement). Please Review them and have the select board review as well, I will need either the chair of the board or yourself to sign the facilities agreement. These MOUs allow us to open a shelter with red cross support if needed. I can sign the MOUs but need you or the chair to sign the facilities agreement.

Thank You,

Jason M Main USN RET.
Director of Emergency Management
Town of Leicester
3 Paxton St
Leicester, MA 01524
508-892-7022 ext 1106



Facility Use Agreement

The American National Red Cross ("Red Cross"), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross's disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

Parties and Facility

Owner:

Full Name of Owner	Town of Leicester
Address	3 Washburn Square, Leicester, MA 01524
24-Hour Point of Contact Name and Title Work Phone Cell Phone Email	
Address for Official Notices (only if different from above address)	

Red Cross:

Chapter Name	American Red Cross of Central Massachusetts
Chapter Address	2000 Century Drive, Worcester, MA 01606
24-Hour Point of Contact Name and Title Work Phone Cell Phone Email address	Luca Calvani Central Mass Disaster Program Manager 800-564-1234 [REDACTED] Luca.calvani@redcross.org
Address for Official Notices	American Red Cross Massachusetts Regional Headquarters, 101 Station Landing, Suite 601, Medford, MA 02155

Facility:

Insert name and complete street address of building or, if multiple buildings, write "See attached facility list," and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.

Old Middle School, 70 Winslow Ave, Leicester, MA 01524

Becker Gym, Flint Way, Leicester, MA 01524

Leicester Senior Center, 40 Winslow Ave, Leicester, MA 01524

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)		
Storage of supplies		
Parking of vehicles		
Disaster Shelter		

2. **Facility Management:** The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's **Facility/Shelter Opening/Closing Form** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. **Food Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. **Custodial Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.
6. **Security/Safety:** In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. **Signage and Publicity:** The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.
8. **Closing the Facility:** The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility



Facility Use Agreement

Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form*, to record any damage or conditions.



Facility Use Agreement

9. Fee (This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.): Both parties must initial one of the two statements below:

- a. Owner will not charge a fee for the use of the Facility.
Owner initials: _____ Red Cross initials: _____
- b. The Red Cross will pay \$_____ per day/week/month (circle one) for the right to use and occupy the Facility. Owner initials: _____ Red Cross initials: _____

10. Reimbursement: Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.
- b. *Reasonable costs associated with custodial and food service personnel and supplies* which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below*, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):

	Owner Initials	Red Cross Initials
Water		
Gas		
Electricity		
Waste Disposal		

- d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
- e. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.

11. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

12. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.

13. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.



Facility Use Agreement

Digital Signature: Each party agrees that either party's execution of this agreement by DIGITAL signature (whether ELECTRONIC or encrypted) is expressly intended to authenticate this AGREEMENT and to have the same force and effect as manual signatures. The term DIGITAL signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures. The use of digital signatures is intended to facilitate more efficient execution and delivery of signed documents.

The American National Red Cross

Owner (Legal Name)

(Legal Name)

By (Signature)

By (Signature)

Name (Printed)

Name (Printed)

Title

Title

Date

Date

Memorandum of Understanding
Between
The American Red Cross, Massachusetts Region
and
Town of Leicester, MA

This Memorandum of Understanding (MOU) provides a broad framework for cooperation between the two organizations in preparing for and responding to disasters. The purpose of this document is to clarify roles, expectations, and commitments that have been agreed upon between the American Red Cross (ARC) and the town of Leicester, MA when operating a Regional or Local Shelter.

Facility: Becker Gym
Address: Flint Way, Leicester, MA 01524

Management Arrangements

- ☐ **Red Cross managed shelters** are managed by the Red Cross, often in cooperation with a variety of partners. Partners include facility owners and other agencies who provide niche services, supplies and equipment, or staff who are willing to participate as Red Cross shelter workers to help the population within the shelter.
- ☒ **Partner-managed shelters** are managed by partners, but if following Red Cross principles, may receive material and workforce support from the Red Cross.

Shelter Type

- ☒ **Evacuation Shelter:** Shelters intended to operate for 24-48 hours to provide immediate short-term shelter for those evacuated due to approaching storms, wildfires, floods, or other hazards. Provide limited services.
- ☒ **Emergency Shelter:** Shelters intended to provide a full range of shelter services for clients unable to return home due to damage, inaccessibility, or other circumstances. Intended to provide longer term services than evacuation shelters.
- ☒ **Evacuation Shelter will Transition to Emergency Shelter if Necessary**

Expectations and Commitments

	Emergency Management Agency	American Red Cross of Massachusetts
24 hr. Point of Contact	Jason Main Dir. of Emergency Management maonj@leicesterma.org [REDACTED]	Luca Calvani Central MA Disaster Program Manager Luca.calvani@redcross.org [REDACTED]
Shelter Supplies	25 Cots and floor mats, linen and blankets for each, Animal Cages and Boxes. Tables Chairs and Signage	ARC will supply necessary items. (100-person supply trailers deployed as needed).
Shelter Manager	Jason Main Dir. of Emergency Management	ARC will assign Shelter Manager as necessary
Shelter Workforce	CERT Team (4 members tentatively)	ARC will assign Shelter Associates as necessary
Health Services	Board of Health / EMS on call	ARC Health Services support can be deployed as necessary
Mental Health Services	None	ARC Mental Health Services support can be deployed as necessary
Maintenance/Custodial Services	DPW/ Maintenance Director	
Pet Support	CMDART/ Possible use of vet clinic at old Becker campus would need staffing	
Feeding	Would call in assistance from MEMA Or could feed through coordination with School cafeteria across street	ARC will contact feeding providers as necessary

Communications	EMD Notifies Town Administrator Select Board Liaison Fire Chief Police Chief Health Department School Sup DPW Director	ARC Government Liaison notifies Territory Disaster Program Manager and Regional Mass Care Manager
Security	Leicester PD on call	

For Emergency Management Agency	For American Red Cross of Massachusetts
Signature:	Signature:
Name:	Name: Scott Tsopas
Title:	Title: Mass Care & Logistics Regional Manager
Date:	Date:

Memorandum of Understanding
Between
The American Red Cross, Massachusetts Region
and
Town of Leicester, MA

This Memorandum of Understanding (MOU) provides a broad framework for cooperation between the two organizations in preparing for and responding to disasters. The purpose of this document is to clarify roles, expectations, and commitments that have been agreed upon between the American Red Cross (ARC) and the town of Leicester, MA when operating a Regional or Local Shelter.

Facility: Leicester Senior Center
Address: 40 Winslow Ave, Leicester, MA 01524

Management Arrangements

- ☐ **Red Cross managed shelters** are managed by the Red Cross, often in cooperation with a variety of partners. Partners include facility owners and other agencies who provide niche services, supplies and equipment, or staff who are willing to participate as Red Cross shelter workers to help the population within the shelter.
- ☒ **Partner-managed shelters** are managed by partners, but if following Red Cross principles, may receive material and workforce support from the Red Cross.

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- ☒ **Emergency Shelter:** Shelters intended to provide a full range of shelter services for clients unable to return home due to damage, inaccessibility, or other circumstances. Intended to provide longer term services than evacuation shelters.
- ☒ **Evacuation Shelter will Transition to Emergency Shelter if Necessary**

Expectations and Commitments

24 hr. Point of Contact	Emergency Management Agency	Luca Calvani Central MA Disaster Program Manager Luca.calvani@redcross.org [REDACTED]
	Jason Main Dir. of Emergency Management maoni@leicesterma.org [REDACTED]	
Shelter Supplies	25 Cots and floor mats, linen and blankets for each, Animal Cages and Boxes. Tables Chairs and Signage	ARC will supply necessary items. (100-person supply trailers deployed as needed).
Shelter Manager	Jason Main Dir. of Emergency Management	ARC will assign Shelter Manager as necessary
Shelter Workforce	CERT Team (4 members tentatively)	ARC will assign Shelter Associates as necessary
Health Services	Board of Health / EMS on call	ARC Health Services support can be deployed as necessary
Mental Health Services	None	ARC Mental Health Services support can be deployed as necessary
Maintenance/Custodial Services	DPW/ Maintenance Director	
Pet Support	CMDART/ Possible use of vet clinic at old Becker campus would need staffing	
Feeding	Would call in assistance from MEMA Or could feed through on site cafeteria	ARC will contact feeding providers as necessary

Communications	EMD Notifies Town Administrator Select Board Liaison Fire Chief Police Chief Health Department School Sup DPW Director	ARC Government Liaison notifies Territory Disaster Program Manager and Regional Mass Care Manager
Security	Leicester PD on call	

For Emergency Management Agency	For American Red Cross of Massachusetts
Signature:	Signature:
Name:	Name: Scott Tsopas
Title:	Title: Mass Care & Logistics Regional Manager
Date:	Date:

Memorandum of Understanding
Between
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Facility: Leicester Old Middle School
Address: 70 Winslow Ave, Leicester, MA 01524

Management Arrangements

- ☐ **Red Cross managed shelters** are managed by the Red Cross, often in cooperation with a variety of partners. Partners include facility owners and other agencies who provide niche services, supplies and equipment, or staff who are willing to participate as Red Cross shelter workers to help the population within the shelter.
- ☒ **Partner-managed shelters** are managed by partners, but if following Red Cross principles, may receive material and workforce support from the Red Cross.

Shelter Type

X Evacuation Shelter: Shelters intended to operate for 24-48 hours to provide immediate short-term shelter for those evacuated due to approaching storms, wildfires, floods, or other hazards. Provide limited services.

X Emergency Shelter: Shelters intended to provide a full range of shelter services for clients unable to return home due to damage, inaccessibility, or other circumstances. Intended to provide longer term services than evacuation shelters.

X Evacuation Shelter will Transition to Emergency Shelter if Necessary

Expectations and Commitments

	Emergency Management Agency	American Red Cross of Massachusetts
24 hr. Point of Contact	Jason Main Dir. Of emergency Management mainj@leicesterma.org [REDACTED]	Luca Calvani Central MA Disaster Program Manager Luca.calvani@redcross.org [REDACTED]
Shelter Supplies	25 Cots, floor mats, lines and blankets for each. Animal cages and boxes, tables chairs and signage	ARC will supply necessary items. (100-person supply trailers deployed as needed).
Shelter Manager	Jason Main Dir of Emergency Management	ARC will assign Shelter Manager as necessary
Shelter Workforce	Cert Team (4 members tentatively)	ARC will assign Shelter Associates as necessary
Health Services	Board of Health/ EMS On Call	ARC Health Services support can be deployed as necessary
Mental Health Services	None	ARC Mental Health Services support can be deployed as necessary
Maintenance/Custodial Services	DPW/ Maintenance Director	
Pet Support	CMDART/ Possible use of vet clinic at old Becker Campus, staffing would be needed	
Feeding	Would call on MEMA assistance or could feed out of onsite cafeteria	ARC will contact feeding providers as necessary
Communications	EMD Notifies Town Administrator Select Board Liaison Fire Chief Police Chief Health Department School Sup. DPW Director	ARC Government Liaison notifies Territory Disaster Program Manager and Regional Mass Care Manager

Security	Leicester PD on Call	
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For Emergency Management Agency	For American Red Cross of Massachusetts
Signature:	Signature:
Name:	Name: Scott Tsopas
Title:	Title: Mass Care & Logistics Regional Manager
Date:	Date:



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR
Town Hall, 3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7077 Fax: (508) 892-7070
www.leicesterma.org

Date: 02/01/2024
RE: FY 25 Budget

MEMO

This document details the Leicester FY 2025 Town Budget, as presented through the Town Administrator's Office. This budget, through a combination of increases in revenue forecasts, budget reductions, and use of free cash is balanced. There is no intent of putting forward an override for the FY 2025 budget. The FY 2025 budget will be presented to the Select Board for their consideration at their February 5th, 2024 meeting. The FY 2024 budget was supported by a 1.5 million dollar transfer of ARPA funding, along with \$745,704 in funding obtained through the leasing of three former Becker College dormitories through a state program that houses displaced Massachusetts residents and families. It is important to note that this was not the original plan for the ARPA funding, as it is a one-time grant, but the decision to use the funding was made after the Proposition 2 1/2 override ballot failed.

Use of the ARPA and shelter funding allowed the school budget to increase by a combined total of \$3,112,824, from \$17,492,412 in FY 2023 to \$20,605,236 in FY 2024 (21.54%). The municipal budget, during that same period, declined by \$65,430, from \$6,737,231 in FY 2023 to \$6,671,851 in FY 2024 (-.97%). The FY 2025 budget uses the projected local aid from the Governor's budget that was filed on January 24, 2024.

Leicester's revenue allocation of state funding is increasing by \$300,138 to a total of \$14,005,757. Unfortunately, estimated assessments and charges are increasing by \$398,146 to \$1,140,582, a net loss of \$98,008. This loss can be tied to a large increase in Charter School sending tuition, which increased from 202,214 in FY 2024 to \$563,641 in FY 2025. State aid figures are subject to change as the state budget evolves, but historically there has been not movement from the Governor's numbers. The FY 2025 budget relies on total estimated revenues of \$41,545,905.

For FY 2025, we implemented a zero-based budget model, and did not assign budget amounts to departments. The department submissions totaled \$41,867,228, with an operating deficit of \$1,021,323. The Town Administrator's budget made strategic reductions and used a portion of free cash to balance the budget. Once the municipal budget was completed, \$700,000 of Free Cash was appropriated, leaving a budget deficit of \$275,000 that was assigned to the School Department.

Shared expenses, shown in the budget under Intergovernmental, are slated to increase by \$1,509,196, or 17.17% - Debt increases by \$61,999 or 2.81% due in part to debt coming on for the campus purchase. - Retirement increases by \$183,179 or 10.08% percent -Workers Compensation increases by 37,926 or 15% - Unemployment is reduced by \$64,000 or 45.07% in order to help balance the budget - Employee benefits (Health Insurance) increases by \$334,236 or 9.93%.



Town of Leicester

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Free Cash is normally used to fund the Capital Plan, purchase police cruisers, cover snow/ice deficits, and departmental shortfalls, among other things. The Town currently has \$1,285,407.95 available in Free Cash. Using \$700,000 for the FY 2025 budget will leave \$585,407.95 available.

While not optimal, it is important to note that the Town used \$307,414 from last year's Free Cash to fund the operating budget. This does not include the free cash used for paying the High School campus expenses, which have since been moved into the FY2025 budget. While we will not be able to fund any capital purchases at the Spring Town Meeting, we will hopefully be able to keep the operating budget balanced.

The FY 2025 budget uses 2 million dollars in annual lease payments paid through the Central Massachusetts Housing Alliance (CMHA) for the lease of Barrett, Hampshire and Berkshire Halls for homeless Massachusetts families. This program is not affiliated with the ongoing migrant issue. These former dormitories have shared bathrooms and kitchens, and would serve no purpose if they were not occupied by CMHA. It is important to note that if the estimated 1.5 million dollars in net revenue to the Town was to be obtained by taxation, the Town would have to have \$119.5 million in additional valuation. Had these funds not been available, the budget deficit would have been 2.2 million dollars, instead of \$700,000.

The FY 2025 budget preserves municipal services with a few budget reductions, and two vacant positions eliminated; one from the Town Administrator's Office, and the other from the Planning department. The School budget faces challenges, with a reduction of \$275,000 and union contracts to be negotiated. Despite its large infusion of funding in FY 2024, the school's minimum local contribution is short according to the Commonwealth's Chapter 70 funding formula by \$602,331, or 2.82 percent. As the budget process moves forward, we will allocate any new or increased revenues to the school appropriation. This budget also does not contain funding of the capital plan, OPEB, or the stabilization fund. We need to continue to foster economic development, and create new sources of revenue to further these goals.

I would like to thank the departments, boards and committees for the work that they have done thus far in connection with the budget, as well as for the continued efforts that will be put forward as we move toward Town Meeting on May 7th.



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Overview of Revenues and Expenditures - FY 2025 Town Budget

General Fund

	FY2022 Budget	FY2023 Budget	FY2024 Budget	FY2025 Dept Request	FY2025 Town Admin. Budget	Dollar Change	Percent Change
Revenues							
Property Tax Levy	\$ 17,556,084	\$ 18,367,501	\$ 19,759,173	\$ 20,659,941	\$ 20,659,941	\$ 900,768	4.56%
State Aid	12,239,775	12,620,767	13,705,629	14,005,757	14,005,757	\$ 300,128	2.19%
Local Receipts	2,501,000	2,545,633	3,453,265	4,707,561	4,714,035	\$ 1,260,770	36.51%
Free Cash	346,780	319,968	307,414	-	700,000	\$ 392,586	127.71%
Ambulance Receipts		893,848	1,178,438	1,278,496	1,278,496	\$ 100,058	8.49%
Available Funds	550,000	35,000	1,778,760	194,150	194,150	(1,584,610)	-89.09%
General Fund Revenues Total	\$ 33,193,639	\$ 34,782,717	\$ 40,182,679	\$ 40,845,905	\$ 41,552,379	\$ 1,369,700	3.41%
Expenditures							
Municipal Departments	\$ 6,482,728	\$ 6,737,281	\$ 6,671,851	\$ 7,016,281	\$ 6,947,081	\$ 275,229	4.13%
Education	16,890,587	17,492,412	20,605,236	20,605,236	20,330,236	(275,000)	-1.33%
Inter-governmental	6,157,845	7,230,021	8,787,642	10,273,960	10,296,838	1,509,196	17.17%
Subtotal	29,531,160	31,459,714	36,064,729	37,895,477	37,574,155	1,509,425	4.19%
Other Expenses/Articles							
Vocational School Tuition	1,219,780	1,023,000	1,100,000	961,000	967,474	(132,526)	-12.05%
Ambulance Enterprise Budget	-	-	1,178,438	1,278,496	1,278,496	100,058	8.49%
Town Meeting articles	1,351,500	1,053,783	559,453	-	-	(559,453)	-100.00%
State Assessments & Offset Receipts	1,083,916	1,235,328	1,274,925	1,732,255	1,732,255	457,330	35.87%
Other Expenses/Articles Total	\$ 3,655,196	\$ 3,312,111	\$ 4,112,816	\$ 3,971,751	\$ 3,978,225	\$ (134,591)	-3.27%
General Fund Expenditures Total	\$ 33,186,356	\$ 34,771,825	\$ 40,177,545	\$ 41,867,228	\$ 41,552,380	\$ 1,374,834	3.42%
General Fund Surplus/(Deficit)	\$ 7,283	\$ 10,892	\$ 5,134	\$ (1,021,323)	\$ (0)		
Budget Percentages							
Municipal percentage of the FY 2025 budget						\$ 6,947,081	18.49%
School percentage of the FY 2025 budget						20,330,236	54.11%
Unclassified percentage of the FY 2025 budget						10,296,838	27.40%
Total						37,574,155	100.00%



TOWN OF LEICESTER

Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

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Rachelle S. Cyr, M.Ed.

Director of Elder Affairs

E-mail: cloutierr@leicesterma.org

January 23, 2024

**Tarentino, Jr.
Charitable Fund
P.O. Box 332
Leicester, MA 01524-0332**

Dear Members of Officer Ronald Tarentino, Jr. Charitable Fund

Thank you so much for your donation of \$500 in memory and honor of Officer Ronald Tarentino. It does not seem as though so much time has gone by since that horrific event. I remember only too well as the mother of a local police officer who was not far that evening. It is etched in my memory.

Your generous donation will help us at the center with our second Annual Senior/Senior Prom to be held at our new High School formerly Becker Campus. For our seniors and our younger seniors, it is an evening of joy. Many age 60 to high 90's, who were never able to attend their prom for varied reasons, socialized and danced the night away. It was for this reason that some years ago, we decided to hold these. The first was so successful that we decided to have one annually. After the pandemic we met with Dr. Kustigian and Donna McCance and it was decided to have the prom at the new High school in the Minuteman Room. This turned out to be the most incredible event we have ever hosted for our seniors. They came in gowns or fancy dresses and men dressed to the nines. All enjoyed a fabulous meal as the band played music from the 30's, 40s and 50's throughout the evening. Every woman felt like a queen and every man was a king that evening.

Again, thank you.

**Rachelle S. Cyr, M.Ed.
Director of Elder Affairs**

**Cc: David Genereux, Town Administrator
Board of Select Persons**

**SELECT BOARD MEETING MINUTES
NOVEMBER 20, 2023, AT 6:00PM
LEICESTER TOWN HALL, LEICESTER, MASSACHUSETTS 01524**

Chair Rick Antanavica, Vice Chair Dianna Provencher, Selectman Kevin Menard, Selectman John Bujak, Town Administrator David Genereux, and Grants Manager, Samantha Chatterton were in attendance.

ATTENDANCE:

Rick Antanavica	Present
Dianna Provencher	Present
Kevin Menard	Present
John Bujak	Present

Donna McCance	Present
Paul Messier	Present
Dylan Lambert	Present

1. SCHEDULED ITEMS

6:00 PM- Joint Meeting with the School Committee

Mr. Antanavica opened the meeting at 6:06 PM. The GoTo remote meeting application was not working at the time the meeting began.

Mr. Antanavica stated there was a good turnout at veterans' breakfast and thanked all vets and those who participated.

At 6:09, Mr. Lambert motioned to open the school committee meeting. Mr. Messier seconded the motion.

Ms. McCance stated they are not opening the second seat at this moment. They want to give other people the opportunity to apply.

Mr. Bujak disagreed and stated there are many applicants willing to help and the two seats should be filled.

Ms. McCance responded they have 30 days to notify the town and they would like to post the opening correctly.

Mr. Bujak asked why they would drag this out another 30 days.

Ms. McCance stated she would like to give everyone equal opportunity to apply.

Mr. Genereux clarified the requirements of the school committee is to do the notification, per MGL and the school committee has 30 days to notify the Select Board of the vacancy. If not notified, the Select Board can make appointment of their own choosing.

Mr. Bujak stated the email from Mr. Genereux is not notification.

Mr. Menard asked who generated the email.

Mr. Genereux stated he checked with counsel, this is the choice of the school committee, do not have official notice from school.

Mr. Bujak stated he felt it was a scam.

Ms. McCance reiterated they have to allow equal opportunity for all to apply.

Mr. Lambert asked Mr. Bujak is he was suggesting they break state law.

Mr. Bujak replied no, but there are plenty of people to fill the seat.

Ms. McCance stated it is not a scam and she resented that remark. Applications closed on 11.14.23 and if someone wants to apply after that is equal opportunity.

Mr. Antanavica asked all candidates to go across the hall and they would be called in one by one. After interviews they were allowed to stay in the room.

Candidates for the Leicester School Committee (Listed in order of receipt of applications)

Nicholas Casello, Jr. – He stated he has lived in town all life and graduated from Leicester High School in 2021. Goes to Quinsigamond Community College for criminal justice and has his EMT certification. He said he holds education dear to his heart, mission that Leicester Public Schools is regarded highly in the commonwealth.

He stated he is a former student and knows some of the frustrations that teachers and parents have with the educational system. He is aware of problems and concerns within the budget and will listen to all students and parents. He said he would advocate for fiscal responsibility and sit down with each individual teacher or student if necessary. He would take the role seriously, above anything else.

He stated the budget is a challenge but with proposition 2.5, the solution to the budget is simple by making Leicester a vocational paradise. Approved for Chapter 74 funding are the building and maintenance program and vet science. They can cut the amount of money owed to Tantasqua. He stated school choice is the solution.

Mr. Bujak asked his thoughts on the recent turnover and if that resulted in concerns.

Mr. Casello Jr. stated yes, and he would like to help in whatever way.

Mr. Bujak asked can you act independently and have a separate voice.

Mr. Casello Jr. responded yes, absolutely.

Mr. Bujak asked how he could stabilize and lead – be a voice of common sense and reason.

Ms. Provencher asked what skills he would bring to the School Committee?

Mr. Casello Jr. stated he was involved in politics and would be able to advocate for fiscal responsibility. He knew of the issues with the school system firsthand and he would be a much needed voice as a former student.

Mr. Menard stated a former member had to resign due to outside issues and asked if he was able to commit to the time.

Mr. Casello Jr. responded yes, absolutely and he would prioritize that above anything else.

Mr. Antanavica asked how would he work to get the budget in-line with the town?

Mr. Casello Jr. stated he would advocate for common sense resolutions such as decreasing expenses and the amount owed to Tantasqua (1.3m annually) add more vocational programs and charge for tuition will keep the budget stable and balanced.

Mr. Antanavica asked if he was not chosen, would he re-apply.

Mr. Casello Jr. stated he would most likely consider it.

Courtney Payne

Not Present

Chris Clark

Mr. Clark stated he appreciated the opportunity. He is a lifelong resident and a member of the business community. He said he graduated from Leicester High School and has 3 kids in system. He stated he wants to bring professional and community experience to help out. Through time volunteering, he said he wanted to play the most important role possible, creative and collaborative approach and see some positive movement.

He stated the greatest challenges is a level of collaboration is needed from the Town. School is a large portion of town's expenses. He said he would be able to bring positive energy.

Mr. Bujak asked his thoughts on recent turnover.

Mr. Clark stated that as much as he wanted to be involved, he tried to stay away from the noise, Facebook, etc. and didn't realize there was a second seat. He said there is a want and need for

change, but maybe they didn't have all the right answers at the right time. He stated he can certainly make his own choices and he gives back whenever he can.

Mr. Menard asked if he was aware of the time commitment.

Mr. Clark responded he is very available and had hesitated in the past because of the commitment level. Now he works from home and has more time. He stated he has aptitude for finding an answer and feels like transparency is important and following due process. He stated he thinks what's important is that there are qualified people so if it comes time for second seat, he will do that.

Stephen Johnson

He stated he is a lifelong resident and graduate of Leicester High School and his daughter graduated in 2022. His wife was also vice principal for some years. He said he had never been on a committee before and has seen some dysfunction. His daughter is now in college and his wife is no longer involved in schools.

He stated the schools are wonderful and he is fearful of not cresting great opportunities as not all kids have the same opportunities. The vocational program is great, and he wants people to come here.

He wants the committee to be strong as it all starts with the schools. New families want to go to places with good schools. He stated he looks at things from a different perspective and has no axe to grind as he just wants the schools to be successful. He taught school for 3 years and was a lawyer and now investment manager, so he has many different skills and the ability to get along with anyone. He stated he wants Leicester to be top in the area again.

Mr. Johnson said other than resources, the pandemic brought lots of challenges. The issues with children haven't been seen in 20 years including the lack of developmental and skills. Kids in high school are now at 6th grade level. He said the vocational program is huge step to help some kids and he was here to help.

Mr. Bujak asked about turnover.

Mr. Johnson replied it was not great as they need a message of unity. Politics aside, people have to get along. Different personalities and different views result in challenges.

Mr. Bujak asked if he was able to think independently?

Mr. Johnson replied he could and was not afraid to speak his mind. He said his career is on the back end and he always had an agenda in the past due to family. He stated the town needs to change direction.

Mr. Johnson stated he would like to stabilize in 7-8 months? He would like to get up to speed over what happened the last few years. Anyone who comes on now could have a voice as there is enough time and issues to work on.

Ms. Provencher asked of his skills.

Mr. Johnson said he is a hard worker and has been successful in that regard. He likes to learn, and he hasn't been as involved in the past. Multiple degrees. Would be the challenge that I would like to accept.

Mr. Menard asked about time commitment.

He stated his daughter is in college and it is just him and his wife now. He stated he is flexible in his work schedule.

Mr. Johnson stated they need to be creative on the vocational services and grants. Spending one million dollars to send kids out is not the solution. He said nobody wants to raise taxes, but it will have to happen at some point.

Mr. Johnson said you can only cut so much before falling apart and he is not advocating huge increases for school each year. But they need to look at departments and see how they are spending.

Mr. Antanavica asked if he would consider the second seat.

Mr. Johnson stated yes, but probably but would figure out why not chosen the first time.

Robert Mercer

He stated he lives on Crystal Street and has three grandkids in the school system. He said he is nervous the schools will not have the funds to give them what they need, and they have to be diligent to get them what they need.

He stated that Dorothy and Brett walked them through the program, and he said it was a really eye-opening experience. He learned what is the shortfall and what the needs are. The whole town needs money and not just schools.

He asked where the shortfall goes and the amounts have been varying, but they don't sit down and do a deep dive to figure out the number. One hundred kids need to make to decision soon if they will school choice out.

Mr. Mercer stated other districts have opened their doors to Leicester students. We owe it to families to tell them if we are on target or not. If we can't tell you by 1-10, then you can go out.

He stated he is good with a budget and can tell you where it is going. He stated he is in to find the money for January and March but after that they have lost the battle.

When asked of the challenges for the school, Mr. Mercer replied trust and money. The town does not trust the administration in the town. He said he went to every meeting last year that were supposed to talk about the budget.

He stated they never talked about it, and he read a list of things being cut from earlier in the year and it never happened because they found the money.

Mr. Mercer stated they have to get trust back from the people. If they don't get an override and still don't cut sports, then what is the real number? You lived without the override. Now people are saying the town doesn't need it. ARPA and shelter helped, but the town hasn't told the people where it came from.

Mr. Bujak asked thoughts on turnover.

Mr. Mercer stated he think it's disgusting. He has not done an exit interview, but someone should do that. Any teacher will look for a job. Steve Johnson's wife left and found a job quickly. He asked why the staff would not leave as the town created its own problem.

Mr. Bujak asked if he could act independently?

Mr. Mercer stated yeah, probably.

Mr. Mercer said he would focus on the budget. The job has to focus on budget and nothing else or the town would not regain trust. Other departments don't like it any better. He stated the town has to come back together and be friendly and open-ended.

Mr. Menard asked about the commitment?

Mr. Mercer stated he can do 6 months standing up and they can meet every other day. That's fine. He stated the townspeople need you.

Mr. Antanavica asked about his interest in the 2nd seat.

Mr. Mercer stated he would be a lot less interested. When he first signed up, it was 7 months, now it is 6. Soon it will be 5. He stated he was not kidding about January 10th as he was voting for school choice.

Mr. Mercer said some kids he would guide in another direction. The vocational program is phenomenal and he's not a believer in cuts. The townspeople have said that there is no more money and that is a town problem, not a school problem. He said he wants all these groups to get together to talk about it.

Kathryn Coyle

Dropped out

Nicholas Packard

Mr. Packard stated he is new to town and moved here 1.5 years ago and has experience in the educational field. With all the things going on in the district, he stated he is seeing kids possibly lose opportunities and wanted to bring some knowledge and background to try to find solutions. He stated he worked in Oxford for 8 years, then in Providence for 1 year, then to Fitchburg and it was mostly in administration. Oxford is very similar to Leicester. Providence has a budget of almost

500 million. Fitchburg has about 5 times the population and a 100 million dollar budget so he has varied experience.

Mr. Packard reiterated administration expenses are a challenge and he looks at things with a different lens than a teacher. He said he has worked directly with superintendents and would bring different conversations and some qualifying experience to the table.

When asked about challenges, he responded they are the same as about a year ago. Programs were trying to get off the ground to keep kids in the district. People moving in are challenging students. He stated the world is very different from 5-10 years ago.

He stated small towns facing challenges same as bigger communities. Leicester doesn't qualify for programs that larger districts do.

Mr. Bujak asked about turnover?

Mr. Packard said it was unsettling, but it does present for other people to bring their knowledge.

Mr. Bujak asked if he could think independently?

Mr. Packard stated yes definitely. He said he didn't know a lot of people in Leicester, so he doesn't have a lot of influences. He can formulate his own thoughts and solutions.

Mr. Packard stated looking at budget is the key component and deciding what they can move forward with. He said it should be priority to find where money can be allocated from. He wants to keep Brett's plans funded and going.

Ms. Provencher asked about his skills.

Mr. Packard stated he has managed budgets before, working with school administration. Education is different than a few years ago. Recent experience is valuable.

Mr. Menard asked about the commitment.

Mr. Packard stated he knows it's going to be difficult. The next 6 months gives someone like him a chance to see how it goes. He stated it was a good opportunity to give his all.

Mr. Antanavica asked about the budget.

He stated he didn't think there was a right answer, but there is no answer at the moment. He asked what the desired outcome is and how will the town get there. He said he is newer and doesn't know all the history, but Oxford has 10 million more than Leicester. He stated he thinks commercial revenue is lacking and they could see better revenue in a few years. In a few years it could improve.

Mr. Antanavica asked about the second seat.

Mr. Packard said he would consider it.

James Reinke

Mr. Reinke stated he lives at 46 Lake Sergeant Dr. and has been part of many projects since 2011 and he hopes his contributions have helped the community. He said he has always made himself available.

He said the elementary playground – he proposed site design to source inexpensive materials. The Elementary School suffered ice damage and he helped with plan to fix and saved the town money.

The Paxton High School roof project, Mr. Reinke stated the town saved 50-60% by incorporating repairs into MSBA. That process proved they needed to do something different. Nobody would have guessed that Becker would propose the issues it has. He assisted getting Borger online without budget and they got the building opened on time and he did not ask for any accolades. He stated his wife and daughter work at the elementary school.

Mr. Reinke stated he has a willingness and ability to work with anyone, deep dive on projects and hold people accountable. He is not afraid to roll up sleeves.

Mr. Antanavica asked about challenges.

Mr. Reinke responded the upcoming fiscal budget, they are working with 18-million-dollar budget at current work. Though towns are different, the goal is the same to look for new opportunities. He said they need to explore more chapter 74.

Mr. Bujak asked about the turnover.

Mr. Reinke responded it was not good, but it was also par for the course on many committees. He said the ZBA has had an opening for about 5 years. Social media misinformation does not contribute. To get bashed for no reason is part of turnover/lack of interest.

Mr. Bujak asked if he could think independently?

Mr. Reinke responded yes and he has been on lots of committees. He stated many times he is the lone opponent or proponent.

Mr. Reinke said he would take his time but now is the time to start. He is not afraid to dig and come up with solutions.

Ms. Provencher asked about his skills.

Mr. Reinke said he likes to lead and needs to look into other ideas. He saves and also generates money. He stated he works with an 18 million dollar budget, with 4-500 sub-budgets.

Mr. Menard asked about the time commitment?

Mr. Reinke stated he asked his wife and she gave her blessing. He stated he wouldn't take on something if he didn't feel like he could not be part of process.

Mr. Reinke stated he doesn't know every nook and cranny of the budget. They made a stop-gap measure. He would look at other opportunities for ways that Leicester can grow with future budgets. He stated he doesn't think there is a lot of wiggle room. They have a lot of operating costs, electricity being one and asked could they get solar.

Mr. Antanavica asked about his interest in the 2nd seat.

Mr. Reinke responded absolutely.

Mr. Bujak thanked everyone for stepping up and stated they had lots of great responses.

Mr. Bujak made a nomination for Stephen Johnson. Mr. Menard seconded.

Ms. McCance stated she had another candidate she was interested in. He said Jim Reinke did a great job and he can get along with anyone, is a man of integrity and has a vested interest. Mr. Messier agreed on Mr. Reinke and he knows ins and outs of different committees. Mr. Lambert agreed, as they had lots of great candidates. They were going to have another appointment at some point. Ms. McCance said it was in the best interest of school committee.

Mr. Lambert made the motion for Mr. Reinke. Mr. Messier seconded.

Mr. Johnson received 4 yes votes (SB), 3 no votes (SC)

Mr. Reinke received 3 yes votes (SC), 3 no votes (SB), 1 abstain (SB).

Mr. Antanavica stated if new people apply they don't have to go through the interview process again.

Mr. Peter Cusolito stated there is no formal need for notification.

Mr. Lambert said they can play that game.

Mr. Cusolito stated there is nothing in the state law requiring formal written notice.

Mr. Bujak said they received a letter from the town clerk on 11/15.

Mr. Genereux stated the email from counsel states written notice required within 30 days of vacancy.

Mr. Messier stated they can play the same game with an open seat on select board.

Mr. Antanavica stated it would cost 10k to have election.

Mr. Cusolito stated the Mass General Law was repealed in 1972.

Mr. Messier asked for a personal 5-minute recess at 7:43 PM. Returned 7:45PM.

Town Counsel Chris Petrini arrived to the meeting. Mr. Antanavica asked about making the second appointment this evening and the notice sent to town clerk as they all received through the town clerk. He asked if the school had 30 days to notify of the vacancy.

Ms. McCance stated the concern is the resignation came after deadline of posting for 2nd position to give equal opportunity.

Mr. Petrini stated they shall give written notice and haven't given notice of 2nd vacancy. The written notice must be given within 30 days.

Ms. McCance asked if they post again?

Mr. Petrini asked if they would give notice tonight as it is more of a question of town policies. It is best practice to vote it at a meeting.

Ms. McCance asked if they could do it now?

Mr. Petrini asked in a meeting right now?

Mr. Bujak asked if they were breaking any laws by doing it tonight as they have viable candidates tonight.

Mr. Petrini stated it does state that written notice is needed with a one week notice and to wait a week.

Ms. McCance stated she just wanted to make sure they do this right.

Mr. Bujak agreed they wanted to do this right.

Mr. Antanavica asked to go back and do a roll call vote now.

Mr. Bujak asked to do it next Monday night.

Ms. McCance stated they could not even discuss it at their last meeting.

Mr. Messier made a motion to provide written notice of Ms. Cummins resignation. Mr. Lambert seconded. Roll call vote 3-0. Motion passes.

They agreed to add to the agenda for next Monday.

Mr. Genereux suggested they should do Tuesday 11/28 to meet statute.

Ms. McCance made a motion to adjourn the SC meeting. Mr. Messier seconded at 7:56 PM. Motion passes 3-0-0.

RESIGNATIONS & APPOINTMENTS

Resignation of Trevor Bruso- Health Agent

Mr. Bujak made a motion to accept. Mr. Menard seconded. Motion passes 4-0-0.

PUBLIC COMMENT PERIOD

CIVIC ANNOUNCEMENTS

Mr. Antanavica stated on Saturday, December 2nd from 9:00- 2:30 PM- LHS Music Department 19th Annual Holiday Craft Fair would be held at Leicester High School.

December 2nd Cocoa on the Common/Tree Lighting – rain date 12/3.

Saturday, December 9th Fill a Cruiser/Shop with a Cop Walmart Plaza 8:00 – 4:00 pm.

Saturday, December 9th 9:00-3:00 PM- Leicester Girl Scout Troop 64656 2nd Annual Craft Fair at the Leicester Senior Center.

December 16th – Santa Run

OTHER BUSINESS

Vote to accept donation for the Senior Center

Ms. Provencher made a motion to accept. Mr. Menard seconded. Motion passes 4-0-0.

Discussion of Financial Planning Work Group

Mr. Genereux stated the proposal was followed up with his own memo for the board to discuss

Mr. Bujak asked Mr. Genereux what was being hid.

Mr. Genereux responded nothing was being hid.

Mr. Bujak asked then why do you not want a group?

Mr. Genereux stated the group would be good with towns with excess revenue. Leicester is not in that position. The idea of being able to put together a document is fine. He stated they take the money in and make realistic projections. It goes to the board, the board makes those decisions. If they put another group together, what is the goal of the group? It's all on tax recap sheet. If they wanted to change how to do a budget as part of the responsibilities, they won't know until the first week of February. They already know what the deficit is going to be.

Mr. Bujak stated they heard about trust from those candidates. We did not do a zero-based budget. He said we don't know about cannabis revenue but the accountant had it in a separate line.

Mr. Genereux responded it's in a line in the recap.

Mr. Bujak stated it's not. They as 3 boards said they would put this together. He said go back to however many months ago they took 800K off the budget. It's just some number he kept giving. Back in his first meeting, there was a lack of trust. They need to have it.

Mr. Menard stated this is what they hired Mr. Genereux for. He said they have a chance to review and ask questions. He liked what Mr. Cusolito put together but it is a bit cumbersome. He thinks it is too much for FY25 and could potentially see this in the future. He doesn't know how they can do this and still get the 25 budget done.

Ms. Provencher stated that is why David was hired. It is correct every single time. She read everything and highlighted everything and loved the concept for the group. But what they're asking right now, for a budget like this, where FY25 is around the corner, something is going to hiccup. There are some changes that need to be done. I like to policy piece. For FY26 yes.

Mr. Menard stated he just disagreed with the timing.

Mr. Cusolito stated they kicked the can last year and they just went through this the exact time last year.

Mr. Bujak stated this is when you start a budget. You start 5-6 months beforehand.

Ms. Provencher stated they did not fail the town. The town folks have spoken. They do not want a 2.5, they're going to keep pushing this until it goes through. We're supposed to listen to the people. She didn't understand how Mr. Bujak said it failed.

Mr. Bujak asked how do they plan to balance budget.

Ms. Provencher stated they put their heads together. Having another committee doesn't make sense.

Mr. Bujak stated they said we would make a sub-committee.

Ms. Provencher asked Mr. Genereux about sending Mr. Bujak financial reports.

Mr. Bujak stated he feels like the reports are purposefully confusing. He has been saying this over a year and doesn't feel like anyone can say they know all the financials.

Mr. Genereux stated accounting does monthly reports. He will ask if we can get another report that works better.

Mr. Bujak stated it doesn't mean that they are working towards a budget. Kicking the can until February doesn't make sense.

Mr. Genereux stated the the revenues from state side aren't going to tell them anything until February. They don't know Chapter 74 aid, state aid. If they look in memorandum – get to 25 budget, 1 and what to do with funds from dorms? 2. If a deficit, how does board wish that to be addressed? Town or school or both.

Mr. Bujak asked if anyone knew how it is financially performing yet of the dorms? Any reports?

Mr. Antanavica asked the balance of capital budget?

Mr. Genereux stated they are waiting for the end of the month for everything but roughly 154k.

Mr. Bujak asked 4k in the red?

Mr. Genereux responded they asked for items that were not included originally in the budget.

Mr., Bujak replied they should know this as a board, but we get nothing and that budget has errors throughout. This is the point of a sub-group.

Mr. Menard stated he understood what he was saying. They would be asking people to do this over the course of 6 meetings. He said he wasn't here last year when it was discussed and his concern is not having full-time people working on this. He doesn't want to hold off on the budget while they work on this group.

Mr. Bujak stated he was really concerned about a good quality budget to put in front of the people.

Mr. Menard stated maybe they need to set aside a review of our accounts at each meeting. Mr. Genereux does this everyday and it's easy for us to forget about that 150k. He's not saying they can't start this now for 2025.

Mr. Bujak stated he can do a budget in 2 weeks. In 24 hours really.

Mr. Menard stated we don't know volunteers' level of financial experience.

Mr. Antanavica stated he agreed that they wouldn't be able to get it done in time. They can see our budget of everything other than the state aid. We got to figure out the money from the shelters. Towards maintenance or the budget? We can decide right now on that. We have to decide.

Ms. Provencher stated we were at the town meeting and said we would use funds for town maintenance. We would take care of all town maintenance she asked Mr. Genereux.

Mr. Genereux replied he believed it was just campus maintenance.

Mr. Cusolito stated that has nothing to do with anything. He wasn't given an advance copy of the memo. This is the standard practice in August / September. This is not about the budget. It is about policies. Financial forecasting is not guessing. That's where the town was lacking. He doesn't know of other municipalities that follow their financial policies less. He was taken aback by the memo. He said it shows that the Town Administrator knows so little about the process. He has not done his job. The town had a surplus when he arrived.

He continued only when they have financial mgmt. plans is when they'll have money. That is how you get money. The TA thinks he is a Town Manager. Last Thursday he told the department heads that he was going to do budget the way he wanted to. The department heads called him upset. Fiscal ability is driven by policy. A few points from the memo – 4 bullets from his job description. He doesn't follow generally accepted practices. Not tools to help dept heads to complete them. Department heads are asked for a wish list before town meetings.

That is not a fiscal plan. Guessing what they are going to do next year is not planning. He asked how many times have they had to do a guide because the warrant was not finished in time. Personnel – turnover is expensive. Mr. Cusolito alleged they had highest personnel turnover in the state. They need to consolidate department purchases and they had different IT contracts and vendors. He had been asking to see how much they have been paying for IT emails. The assistant Town Administrator provided it a month ago. Town wide inventory – no such inventory exists. They purchased a 40k software for that purpose. \$7500 annual maintenance for that and it's not being used. They don't

get additional chap 90 funds. The town hired a grant writer, who is doing an outstanding job. What guidance has she been given? Who should be executing the grants? Not her. She has now moved back upstairs where she will be another secretary.

The part time assessor recently identified untaxed property close to 500k dollars. He stated he has identified several parcels that are taxed inappropriately. The town has a reputation of being difficult. DOR told this town that free cash should not be used to balance budget. Policies have not been fulfilled, he was aware that schools were spending one-time money on full time employees. The existing budget book may not be wanted by public, but they want the results.

Mr. Cusolito alleged Mr. Genereux doesn't want to put together an org chart, because we do not have one. Everything goes through him. The budget calendar and process got removed a few years ago. What about goals and priorities? He doesn't do that. Every year he budgets to the levy limit. He is happy balancing with APRA and HCA dollars. He agreed with you Kevin, it is Mr. Generatrix's job but Mr. Cusolito alleged he hasn't done it.

Ms. Mary Kay Hannant from 1 Bond Street stated she has been in this town most of her life, biggest thing she sees is departments are sent out a budget, now give us this year's. Departments should be giving based on what they are actually spending. Start from actual spending.

Mr. Bujak asked what are we doing tonight? Management needs intervention. He feels like we should move forward with sub-committee.

Ms. Provencher stated she has been on the Select Board a long time. Hopefully this is her last term and she has seen budgets come and go and seen lots of complaints about all Town Administrators even when she was a conservationist. Every single one of them gets complaints.

She stated all of the people at the top are always the ones to blame. The Select Board takes some of that blame. It's also on us to make sure he is doing his job. She in his office asking questions that day. Finance from municipality from the private sector isn't always easy. She said she understands most of it now but not the way Mr. Bujak is used to doing things. She didn't know what they are supposed to do this now, so she asked to put it back to Mr. Antanavica.

Mr. Antanavica stated after listening to Mr. Cusolito and everyone else, he thought they should take everything to the 27th and vote on it on the 27th after the tax rate. On Tuesday, they will meet with School Committee and make the other appt.

Mr. Menard said to Mr. Cusolito - Peter I appreciate you taking the time to put this together. I wish you didn't make it so personal. Basically, you were saying everything is David's fault. David is not the only person responsible. I don't think it is viable for 2025. You gave your reasons but made it too personal.

Mr. Cusolito responded this is the 3rd time he has made this speech. He did not receive this memo directly and had offered to come in to talk about it. All he hears is get "next week, next week" and he talked to the vendor for the website. They didn't recognize it as their own because it's 6 years old. Finance committee asks for things every month. He has asked for town's contributions to the dorms.

Mr. Menard stated Mr. Genereux answers to this board. If someone is not getting what they need from him, bring it to this board. They will make sure he does it.

Mr. Cusolito responded they can start now. People want more involvement from committees. He's appointed and not elected, so to have somebody call him is different. He said town employees are afraid of retaliation.

Mr. Menard said they can bring it to you. But if they have personnel issues, they should bring it to the Select Board.

Mr. Bujak stated the avenue is through the TA's office. They need a personnel board. There is no avenue.

Mr. Menard stated they are the avenue as Mr. Genereux works for them. Making phone calls to people who can't do anything about it, is not.

Mr. Cusolito responded vindictive behavior keeps staff from coming forward.

Mr. Menard stated he hasn't seen anyone.

Mr. Bujak stated Bob Mercer is 100% accurate about January. If there is a budget crisis in February, then parents need to know. He has more recent experience with the school system.

Mr. Antanavica stated people are out there shopping for schools.

Mr. Bujak stated a good number already went through it last year. And may pull the trigger this year.

Mr. Antanavica stated they need participation from the other boards as well. They had to pull stuff out of them.

Approval of purchase of 2011 International 7400 XT3

DPW has checked it out. Concern it had a similar engine to ambulance that was no good. DPW director checked with Dracut – forest and tree division. They got funding for 6 new vehicles. The motor was not the same. It was the same brand but not model.

Mr. Bujak made a motion to approve. Ms. Provencher seconded. Motion passes 4-0-0.

Permission to use Cruiser for December 2nd event.

This is a private event, but it serves the public to fill a cruiser with gifts. Under 4c.

Ms. Provencher made a motion to approve. Mr. Bujak seconded. Motion passes 4-0-0.

EXECUTIVE SESSION (7:15 pm)

a. Hearing Pursuant to G.L. c. 30A, §21(a)(1) re Assistant Town Manager/HR Director

b. Meeting with Town Counsel Pursuant to M.G.L. c.30A, § 21(a)(3) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007) to Discuss Potential Litigation and pursuant to G.L. c. 30A, s. 21(a)(7) "[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid

requirements,” specifically the Public Records Law, G.L. c. 4, s. 7(26) (discuss privileged communication from Town Counsel).

Mr. Bujak made a motion to enter into executive session. Ms. Provencher seconded. Roll call vote 4-0-0. Motion passes.

ADJOURN