



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: September 9, 2019

TIME: 6:30pm

LOCATION: Town Hall, Select Board Conference Room, 3 Washburn Square, Leicester

REQUESTED BY: Kristen L. Forsberg

*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. 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***

1. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21A

- a. Executive Session Minutes
- b. Discuss strategy with respect to pending litigation in the case of BSI v. Town of Leicester, Civil Action No. 1885CV00985 pursuant to G.L. c. 30A, §21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007)

2. SCHEDULED ITEMS

- a. 7:00pm - Vote on Builder Systems Inc. Settlement
- b. 7:15pm - Fire Station Building Committee Discussion
- c. 7:30pm – Board of Health Eastern Equine Encephalitis (EEE) Discussion

3. PUBLIC COMMENT PERIOD

4. REPORTS & ANNOUNCEMENTS

- a. Student Liaison Reports
- b. Select Board Reports
- c. [Town Administrator Report](#)
- d. [Proclamation – Red Ribbon Week, Natchaug River Young Marines](#)

5. RESIGNATIONS & APPOINTMENTS

- a. [Resignation – Capital Improvement Planning Committee – Sara Zwicker](#)
- b. [Retirement – Building Inspector – Jeff Taylor](#)
- c. FY20 Reappointments (WRTA and Burncoat Pond Watershed District)
- d. [Application – Memorial Day Committee – Patrick Flint](#)
- e. [Applications – Zoning Board of Appeals](#)
- f. [Application – Commission on Disabilities – Deborah Nash](#)
- g. [Tree Lighting Committee – Approval of Charge and Appointments](#)

6. OTHER BUSINESS

- a. [Police Department Donation](#)
- b. [Senior Center Donation](#)
- c. Request to Use Town Roads – Ultra Marathon – October 13th
- d. [Review and/or Vote Fall Special Town Meeting Warrant Articles](#)
- e. Town Administrator FY19 Performance Review
- f. [Town Administrator FY20 Goals](#)
- g. [300th Anniversary Discussion](#)

7. MINUTES

- a. [August 19, 2019](#)
- b. [August 22, 2019](#)

Proposed Executive Session Motion

Board Member 1

I move to go into Executive Session under MGL Chapter 30A, Section 21(a), Exceptions 3 & 7 to discuss strategy with respect to pending litigation in the case of BSI v. Town of Leicester, Civil Action No. 1885CV00985 pursuant to G.L. c. 30A, §21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007).

The Board will reconvene in open session at the conclusion of Executive Session.

Board Member 2

Second

Chairperson

To discuss these matters in open session would compromise the position of the Town, the Chair so declares.

VOTE BY ROLL CALL



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR

Town Hall, 3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7000 Fax: (508) 892-7070
www.leicesterma.org

September 05, 2019

To: Select Board
From: David Genereux, Town Administrator

RE: Town Administrator's report

The following is a report on the general activities of the Town Administrator through September 5, 2019.

Citizen issues: Topics discussed with various citizens.

- ☐ Spoke with resident regarding condition of private road (Hillside Road). Let him know that Highway will be doing selected paving in potholed areas by the end of August.

Meetings:

- ☐ Met with representatives of the Historic Commission and the Historic Society to work out details for receipts, billing etc. associated with activities at the Rider Tavern. They will be attending the August 19th Board meeting to update the Board on their progress.

Activities:

- ☐

Meeting Follow-up:

- ☐ A question was asked whether the Town receives local meals tax revenue from food trucks. This is the answer from the State: *Sales by transient vendors without a fixed location, such as canteen trucks, are sourced to the business location of the vendor, unless that location is out-of-state, in which case the sales are sourced to the city or town where the vendor makes the highest total sales. Such a vendor must register with DOR using the address of that city or town's licensing authority.* The short answer is: No, not from food trucks whose business address is out of town.

Please feel free to contact me with any questions or concerns

Proclamation

of the Leicester Select Board

WHEREAS, Red Ribbon Week is a campaign to show support for ridding communities of illicit drug use and those that traffic and profit from illicit drugs; and

WHEREAS, Red Ribbon Week will take place October 23rd through October 31st; and

WHEREAS, the Natchaug River Young Marines located in Dayville, CT along with Young Marines from many surrounding towns, will actively participate in this nationally recognized illicit drug awareness event; and

WHEREAS, the Natchaug River Young Marines proudly stand in support of and are committed to the fight against illegal drugs and those that promote their use; and

WHEREAS, the Young Marine Program promotes good citizenship and a healthy lifestyle through education and awareness and the best way to educate is to lead by example;

THEREFORE, be it proclaimed by the Leicester Select Board that the Natchaug River Young Marines should be recognized as an outstanding opportunity for our local youth and for their continuing efforts to educate and promote a health drug free lifestyle; and

BE IT FURTHER PROCLAIMED THAT the Young Marine program should receive the support of the Town of Leicester for their positive impact on our youth and our community by wearing a red ribbon during Red Ribbon Week.

IN WITNESS THEREOF, this 9th day of September, 2019

Sandra Wilson, Chair

Harry Brooks, Vice-Chair

Rick Antanavica, 2nd Vice-Chair

Dianna Provencher, Member

John Shocik, Member

LEICESTER SELECT BOARD



Natchaug River Young Marines
417 Valley Road
Dayville, CT 06241
860-779-0041

2019 Division One, Young Marine Unit of the Year

August 19, 2019

Sandra Wilson, Chairwoman
Board of Selectmen
3 Washburn Square
Leicester, MA 01524

Dear Chairwoman Wilson:

My name is Aaron Zalewski, 16, a junior at Bartlett High School in Webster, MA. I am a Master Sergeant with the Natchaug River Young Marines Killingly, CT. I am also a student athlete (varsity soccer and tennis). I am reaching out to the towns covered under Southern Worcester County League of high school athletes, my student athlete peers, to encourage our communities to promote a drug free, healthy lifestyle.

The Natchaug River Young Marines was awarded the prestigious **Enrique "Kiki" Camarena Drug Enforcement Administration Award**. The award represents thousands of hours the Young Marines spend on Drug Demand Reduction and Prevention. My unit is continuously in the fore-front leading the charge in the community. We participate in educating middle schools, Boys & Girl Scouts, and we setup booths at public events, just to name a few.

Red Ribbon Week will take place October 23rd through October 31st. The Natchaug River Young Marines will be actively participating in this nationally recognized illicit drug awareness event. You can assist us in publicizing and promoting the week by issuing a town wide proclamation that boldly declares your town's support and commitment in the fight against illegal drugs and those that promote their use.

National Young Marine Unit of the Year 2015
National Director's Cup 2015
Distinguished Unit Citation 2019, 2018
Enrique "Kiki" Camarena Drug Enforcement Administration Award 2019, 2018, 2017, 2016
Marine Corps League Commendation 2015
Division Young Marine Unit of the Year 2019, 2018, 2017, 2015, 2011
Regimental Young Marine Unit of the Year 2018, 2017, 2011
Battalion Young Marine Unit of the Year 2018, 2017, 2016, 2015, 2014, 2013, 2011, 2010

RECEIVED AUG 22 2019

The mission of the Young Marine program is to develop good citizenship and promote a healthy, drug free lifestyle in our youth. Drug awareness and education are vital and key elements in the Young Marine's fight against illicit drug use and trafficking in our communities. To win this war on drugs, we must reduce the demand for illicit drugs and one of the best ways to accomplish this mission is through education and awareness. Red Ribbon Week is an excellent opportunity to promote illicit drug awareness and I hope that you will join us in this campaign. Young Marines will actively and aggressively participate in the Red Ribbon Week campaign. Having the Town Council's support in this Young Marine project will greatly assist us in getting our anti-drug message out.

Thank you in advance for your consideration. Please notify me at the number below and I will be on hand to receive the proclamation from your town. For your convenience, I have attached an example of a proclamation.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'A. Zalewski'.

Young Marine Master Sergeant Aaron Zalewski
Natchaug River Young Marines
774 334-0720
Aaron.Zalewski@YoungMarines.com

**PROCLAMATION RECOGNIZING
RED RIBBON WEEK**

WHEREAS, Red Ribbon Week is a campaign to show support for ridding communities of illicit drug use and those that traffic and profit from illicit drugs; and

WHEREAS, Red Ribbon Week will take place October 23rd through October 31st; and

WHEREAS, the Natchaug River Young Marines located in Dayville, CT along with the Young Marines from many surrounding towns, will actively participate in this nationally recognized illicit drug awareness event; and

WHEREAS, the Natchaug River Young Marines proudly stand in support of an are committed to the fight against illegal drugs and those that promote their use; and

WHEREAS, the Young Marine Program promotes good citizenship and a healthy lifestyle is through education and awareness and the best way to educate is to lead by example; and

THEREFORE, BE IT PROCLAIMED BY (FORM OF GOVERNMENT) OF THE TOWN OF (YOUR TOWN NAME) that the Natchaug River Young Marines should be recognized as an outstanding opportunity for our local youth and for their continuing efforts to educate and promote a healthy drug-free lifestyle; and

BE IT FURTHER PROCLAIMED that the Young Marine program should receive the support of the (your form of government) and the residents of our Town for their positive impact on our youth and our community by wearing a red ribbon during Red Ribbon Week.

Signature

Dated at (your town name), Connecticut
this (day) day of (month), 2019

From: [Sara Donohue Zwicker](#)
To: [Forsberg, Kristen](#)
Subject: Re: Next Capital Meeting - September 18th
Date: Wednesday, August 21, 2019 8:18:02 PM

Hi Kristen,

I hope you are well. I just wanted to let you know that we signed our purchase & sales agreement today for our new home. We are moving out of Leicester in September so I will no longer be serving on the capital planning board.

I've really enjoyed this experience and wish you and the board members all the best.

Sincerely,
Sara Zwicker



Town Of Leicester

Inspector

OFFICE OF THE INSPECTOR OF CODES

3 Washburn Square

Leicester, Massachusetts 01524-1333

Phone: (508) 892-7003 Fax: (508) 892-1163

Building & Zoning Enforcement

Jeff Taylor

Plumbing & Gas

John P. Dolen

Wiring Inspector

John Markley

Date, September 3, 2019

To: Leicester Selectboard

Re: Retirement

Dear Board members;

Per my contract, I am letting the board know I am retiring as Leicester's Building official/ zoning enforcement officer and my last day of work will be October 31, 2019.

I have had much pleasure working for the town since accepting the position in 2003 meeting new people and working alongside many professional employees some of which I call friends. My recent cut in salary and new hours of work from a salaried position to basically an hourly position even though my work load has not changed, (if anything it has gone up due to new codes and commercial work) is the reason for my leaving town.

I cannot handle my other two towns, which I have had for 25 years properly, and my agreement with the town of Leicester back in 2003 guaranteed this would not occur. It has, and I cannot professionally take care of my previous working arrangement, though no fault of my own.

I wish the town the best of luck in the future. We do have a fine local inspector (John Zachariewicz) that can be appointed as a conditional appointee until such time he receives his certification as a Building Commissioner/Inspector of Buildings. He is currently almost thru his Local certification and will be certified as a Local Inspector before my retirement. He knows the town as he grew up here and has years of commercial experience behind him. He would make a fine replacement for me and I highly recommend him for the position. I also cannot stay on as an alternate inspector due to my cut in salary and Worcester Country Retirement rules and regulations.

Jeff Taylor, CBO

Inspector of Buildings

Zoning Enforcement Officer



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 Patrick Flint HOME TEL. _____

ADDRESS: , Leicester MA WORK TEL. _____

EMAIL ADDRESS: _____

Are you a citizen? ☒ Yes ☐ No Are you a registered voter? ☒ Yes ☐ No

- | | |
|--|--|
| <input type="checkbox"/> Advisory/Finance Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Arts Council | <input checked="" type="checkbox"/> Memorial Day Committee |
| <input checked="" type="checkbox"/> Bandstand Committee | <input checked="" type="checkbox"/> Parks and Recreation Committee |
| <input checked="" type="checkbox"/> Burncoat Park Planning Committee | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Road Conversion Committee |
| <input type="checkbox"/> Capital Improvement Planning Comm. | <input type="checkbox"/> Stormwater Committee |
| <input type="checkbox"/> Commission on Disabilities | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> 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: _____

Purdue University (2009-2011)

(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.*

API Technologies Corp, Test Systems Technician (2018-present)

United States Marine Corps, Radio Technician, Sergeant (2013-2018)

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

I have recently moved to Leicester and am interested in becoming more involved with 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 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: _____
Electronic Troubleshooting and Maintenance

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
_____	_____	_____
_____	_____	_____
_____	_____	_____

<div style="border: 1px solid black; padding: 5px; display: inline-block;"><small>eSigned via SignlessDocs.com</small> <i>Patrick Flint</i> <small>Key: cb5a1d93bd06a9db6e2b633bf6e28ca</small></div>	08/13/2019
Signature of Applicant	Date

Thank you for your interest in serving the Town of Leicester



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: Select Board Members
FROM: Michelle R. Buck, AICP
Town Planner/Director of Inspectional Services
DATE: August 15, 2019
RE: **Applicants for Zoning Board of Appeals (ZBA) vacancies**

The ZBA was forwarded two applications for the vacancies on the Board, from Christopher Reilley and Katherine Flynn. Both applicants were invited to the ZBA meetings on July 31, 2019 and August 7, 2019. Neither applicant responded to requests to attend. At the meeting of August 7, 2019, the Board voted to make no recommendation as the Board had not had an opportunity to meet the candidates.



• sent to ZBA + Bylaw
Comm 7/16/18

Sent to ZBA 7/15/19

TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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NAME Katherine Flynn

ADDRESS:

EMAIL ADDRESS:

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
- ☒ By-law Committee
- ☐ Capital Improvement Planning Comm.
- ☐ Commission on Disabilities
- ☐ Conservation Commission
- ☐ Other

- ☐ Economic Development Committee
- ☐ Historical Commission
- ☐ Memorial Day Committee
- ☐ Parks and Recreation Committee
- ☒ Personnel Board
- ☐ Recycling Committee
- ☐ Road Conversion Committee
- ☐ Storm Water Committee
- ☒ Zoning Board of Appeals

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

Associates from Becker Animal Science

EDUCATION:

Bachelors Psychology - Worcester State

3 classes away from Masters in Education - Walden

(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.

Project Coordinator - installed services

Program Supervisor - group home

Lead Teacher - Current - private school non profit

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: I am interested in supporting the best interests of the tax

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 checked="" 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 checked="" type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Law | <input type="checkbox"/> Management | <input checked="" type="checkbox"/> Personnel Administration |
| <input type="checkbox"/> Property Appraisal | <input checked="" type="checkbox"/> Public Relations | <input type="checkbox"/> Real Estate |
| <input checked="" type="checkbox"/> Science | <input type="checkbox"/> Statistics | <input type="checkbox"/> Survey Research |
| <input type="checkbox"/> Systems Analysis | <input type="checkbox"/> Transportation | |

Other Skills & Interests: _____

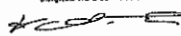
Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity

Date(s)

City or Town

_____	_____	_____
_____	_____	_____
_____	_____	_____

eSigned via DocuSign.com

Key: ub5a4c2b3d0a0b6e2b4d11b7e28a

Signature of Applicant

06/14/2018

Date

Thank you for your interest in serving the Town of Leicester



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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NAME Christopher Reilley HOME TEL. _____

ADDRESS: Cherry Valley WORK TEL. _____

EMAIL ADDRESS: _____

Are you a citizen? ☒ Yes ☐ No Are you a registered voter? ☒ Yes ☐ No

- | | |
|---|---|
| <input type="checkbox"/> Advisory/Finance Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Arts Council | <input type="checkbox"/> Memorial Day Committee |
| <input type="checkbox"/> Bandstand Committee | <input type="checkbox"/> Parks and Recreation Committee |
| <input type="checkbox"/> Burncoat Park Planning Committee | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Road Conversion Committee |
| <input type="checkbox"/> Capital Improvement Planning Comm. | <input type="checkbox"/> Stormwater Committee |
| <input type="checkbox"/> Commission on Disabilities | <input checked="" type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Other _____ |

AVAILABILITY FOR MEETINGS

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Are you available throughout the year for committee meetings?

☒ Yes ☐ No

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

☐ Winter ☐ Spring ☐ Summer ☐ Autumn

EDUCATION: _____

LHS, Class of '80, Massasoit Community College, Associates, Idealliance, technical

(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.

Production Print Tech Expert

Graphic designer, pre-press teacher

Technical Writer, editor, publisher, poet, novelist

Vast restaurant experience, over twenty years worth

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

I have a strong desire to support my hometown, to help wherever I am able.

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 checked="" type="checkbox"/> Computer Technology |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Economics | <input checked="" type="checkbox"/> Education |
| <input type="checkbox"/> Engineering, Civil | <input type="checkbox"/> Engineering, Electronic | <input type="checkbox"/> Engineering, Mechanical |
| <input type="checkbox"/> Financial Administration | <input checked="" 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 type="checkbox"/> Insurance | <input type="checkbox"/> Land Use Planning | <input checked="" type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Law | <input checked="" type="checkbox"/> Management | <input type="checkbox"/> Personnel Administration |
| <input type="checkbox"/> Property Appraisal | <input checked="" type="checkbox"/> Public Relations | <input type="checkbox"/> Real Estate |
| <input checked="" type="checkbox"/> Science | <input type="checkbox"/> Statistics | <input checked="" type="checkbox"/> Survey Research |
| <input checked="" type="checkbox"/> Systems Analysis | <input type="checkbox"/> Transportation | |

Other Skills & Interests: _____

Winemaker, cook, I founded the Leicester Writers Guild, parent of two adult children,

stained glass maker

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
Board - Worc County Poetry Assoc	2018 - present	Worcester
Board - SERVE NE	2012 - 2017	Canton
Board - Newton Writing &	2015 - 2018	Newton
 <small>Key: cb5a1d93b8d06a9db6e2b633bf6e28ca</small>		07/11/2019
Signature of Applicant		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 Deborah Nash HOME TEL. _____

ADDRESS: _____ WORK TEL. _____

Cherry Valley

EMAIL ADDRESS: _____

Are you a citizen? ☒ Yes ☐ No Are you a registered voter? ☒ Yes ☐ No

- | | |
|--|---|
| <input type="checkbox"/> Advisory/Finance Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Arts Council | <input type="checkbox"/> Memorial Day Committee |
| <input type="checkbox"/> Bandstand Committee | <input type="checkbox"/> Parks and Recreation Committee |
| <input type="checkbox"/> Burncoat Park Planning Committee | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Road Conversion Committee |
| <input type="checkbox"/> Capital Improvement Planning Comm. | <input type="checkbox"/> Stormwater Committee |
| <input checked="" type="checkbox"/> Commission on Disabilities | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Other _____ |

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How many times per month are you available for meetings?

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☒ 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: _____

Associates Degree/Quinsigamond Community College - Business Accounting

(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.

Retired May 2019 from QCC after almost 37 years... the last 16 working for the Dean of
I've also worked for the Census Bureau and as a residential counselor for adolescents

COMMENTS: Please tell us why you are interested in serving on the committees noted and any
additional comments you may have: _____
personal experience with family members disabilities

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 checked="" type="checkbox"/> Computer Technology |
| <input type="checkbox"/> Construction | <input 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 type="checkbox"/> Historic Activities | <input checked="" 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 checked="" 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
_____	_____	_____
_____	_____	_____
_____	_____	_____

<div style="border: 1px solid black; padding: 5px; display: inline-block;"><small>eSigned via SignlessDocs.com</small> <i>Deborah K Nash</i> <small>Key: cb5a1d93bd06a9db6e2b033bf6e28ca</small></div>		08/16/2019
Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR
Town Hall, 3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7000 Fax: (508) 892-7070
www.leicesterma.org

Tree Lighting Committee
Approved September 9, 2019

The Tree Lighting Committee shall be responsible for the planning, coordination and execution of Leicester's annual Tree Lighting event through the following avenues:

- Partner with local businesses, community organizations, non-profits, the Public Safety Committee, and Town departments to develop an event that appeal to all ages and encourage the greatest participation of all Leicester residents and friends;
- Develop effective methods to notify the public of the event, and any other activity designed to assist with the funding of the event including the use of print, internet, and social media;
- Plan and run activities throughout the year that raises funds via donation for the Tree Lighting event;
- Develop effective methods to notify the public of the event, and any other activity designed to assist with the funding including the use of print, internet, and social media;

The Committee shall be comprised of five (5) at-large members appointed by the Select Board.

Sandra Wilson, Chair

Dianna Provencher, Member

Harry Brooks, Vice Chair

John Shocik, Member

Richard Antanavica, 2nd Vice Chair



Leicester Police Department

90 South Main Street
Leicester, MA 01524

www.leicesterpd.org



Chief

Kenneth M. Antanavica

antanavica@leicesterpd.org

Emergency: 911

Non-Emergency: 508-892-7009

Non-Emergency: 508-892-7010

Fax: 508-892-7012

August 20, 2019

Alice Kenney

Leicester, Ma 01524

Dear Ms. Kenny:

I would like to thank you for your donation of twenty dollars to the Leicester Police DARE program. The funds dedicated to this program all go towards educating school aged children of the pitfalls of getting involved in drug and alcohol use. The program also covers bullying and how to thwart offers to try dangerous activities.

Thank you

Chief Kenneth M Antanavica

Leicester Police Department

90 S. Main St.

Leicester, Ma 01524

(508) 892-7010 ext 2010

Fax (508) 892-7012



TOWN OF LEICESTER

Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113
TELEPHONE: (508) 892-7016 • FAX: (508) 892-7506

Rachelle S. Cloutier, M.Ed.
Director of Elder Affairs

September 4, 2019

**Camosse Family Foundation Inc.
10 E Baylies Road
Charlton, MA 01507-6522**

Attention: Henry, Craig and Camosse family:

Dear Henry and Camosse Family:

It was wonderful to meet Bill Haws yesterday and even more so when he handed us \$500 to help with the repair of the ceiling in our dining area. We recently experienced water damage in a small area of that room. We truly appreciate this donation from you as it will help to repair those damages.

Again thank you.

Sincerely,

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

Cc: Town Administrator and Board of Selectmen



Town of Leicester, Massachusetts

Special Town Meeting Draft

Fall Town Meeting – October 22, 2019 – 7:00PM

Meeting location:
Town Hall Gymnasium
3 Washburn Square
Leicester, MA 01524

Second Version - Published September 9, 2019

WORCESTER, SS.
To a Constable in the Town of Leicester,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of Leicester qualified to vote in Town Elections and Town Affairs to meet at the Town Hall Gymnasium, 3 Washburn Square, Leicester, MA on Tuesday, the twenty-second day of October 2019 at 7:00 PM, then and there to act on the following articles, namely:

ARTICLE PRIOR YEAR BILLS

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money in order to pay bills from prior fiscal years, or take any action thereon.

**ARTICLE AUTHORIZATION OF LEASE PERIOD GREATER THAN THREE YEARS –
TOWN HALL POSTAGE MACHINE**

To see if the Town will vote to authorize a five year lease purchase agreement with Pitney-Bowes Inc. for a new postage machine at Town Hall, or take any action thereon.

**ARTICLE TRANSFER BALANCE OF FOUNDERS DAY WARRANT ARTICLE INTO
FOUNDERS DAY DONATION ACCOUNT**

To see if the Town will vote to transfer the balance of Article __ of the ____, 20__ Town Meeting, which appropriated monies for the Founder's Day celebration to the Founder's Day Donation Account., or take any action thereon.

ARTICLE FUNDING POLICE DETAIL ACCOUNT

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of monies to fund the Police Detail Account or take any action thereon.

ARTICLE ADJUST FY 2020 OPERATING BUDGET

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money as may be necessary to defray the expenses of Town departments and Town accounts for the Fiscal Year beginning July 1, 2019, as listed in the May 7, 2019 Spring Annual Town Meeting Warrant or take any action thereon.

ARTICLE FIRE STATION CONSTRUCTION SETTLEMENT

To see if the Town will approve pursuant to General By-law Chapter 7, Section 1 settlement of a construction suit and vote to raise and appropriate, transfer from available funds and/or authorize the Select Board to borrow a sum of money under the provisions of M.G.L. c. 44 as amended, for the purpose of settling a suit filed in the Worcester Superior Court as C.A. No. 1885CV00985, captioned as Builders Systems, Inc. v. Town of Leicester et al, paying all other costs incidental and related thereto; and further to authorize the Select Board to enter into any and all contracts necessary to settle such suit or take any action thereon.

ARTICLE FIRE STATION PROJECT BORROWING

To see if the Town will vote to raise and appropriate, transfer from available funds and/or authorize the Select Board to borrow a sum of money under the provisions M.G.L. c.44 as amended, for the purpose of site improvements and upgrades, additional equipment, and all other costs incidental and related thereto upon the Leicester Fire Station, located at 3 Paxton Street, Leicester; such borrowing shall be general obligations of the Town, and furthermore, such borrowings shall be expended under

the direction of the Select Board and the Office of the Town Administrator, or to take any action thereon.

ARTICLE FUNDING AN ECONOMIC DEVELOPMENT POSITION

To see if the Town will vote to raise and appropriate, and/or transfer from available funds a sum of monies to fund an Economic Development position, effective December 1, 2019 or take any action thereon.

ARTICLE CAPITAL IMPROVEMENTS

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund capital improvements and, if recommended, authorize the Select Board to enter into lease purchase agreement(s) for a term of years and to transfer from available funds a sum of money to pay for the initial installments of the lease/purchase agreement(s), or take any action thereon.

1. Ambulance – Cardiac Monitors
2. Fire/Ambulance – Installation of repeater

ARTICLE CAPITAL IMPROVEMENTS – CABLE PEG ACCESS

To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund capital improvements, under the direction of the Leicester Cable Access Corporation (LCAC) or take any action thereon.

ARTICLE PETITION TO ALLOW PAUL DORAY TO WORK BEYOND AGE 65

To see if the Town will vote to petition the Legislature to allow Officer Paul Doray to continue employment with the Town past the mandatory state retirement age of sixty-five; or take any action thereon.

ARTICLE DISPOSITION OF 11 MEMORIAL DRIVE (FORMER MEMORIAL SCHOOL), MAP 39, BLOCK A7

To see if the Town will vote to dispose of the fee or any lesser interest in the real property and the improvements thereon used by the Memorial School, located at 11 Memorial Drive, Leicester as shown on Assessor's Map 23, Block B21B 0, containing about 28 acres of land, more or less, with building thereon by auction or solicitation of proposals in accordance with M.G.L. c. 30B, any such disposition to be on such terms and conditions that the Select Board shall deem appropriate, which may include the reservation of easements and restrictions and the grant of rights of access or easements appurtenant to the property; and to authorize the Select Board to take all related actions necessary or appropriate to carry out the purposes of this article; or take any action thereon

ARTICLE TRANSFER OF TOWN-OWNED PROPERTY ON RIVER STREET (MAP 43 BLOCK A11 0) TO COMMON GROUND LAND TRUST

To see if the Town will vote to dispose of the fee or any lesser interest in the real property and the improvements thereon, located on River Street, Leicester as shown on Assessor's Map 43, Block A11 0, containing about .42 acres of land, and to transfer said property to the Common Ground Land Trust, under such terms and conditions that the Select Board may deem appropriate, which include the reservation of easements and restrictions and the grant of rights of access or easements appurtenant to the property; and to authorize the Select Board to take all related actions necessary or appropriate to carry out the purposes of this article; or take any action thereon

ARTICLE TRANSFER OF TOWN-OWNED PROPERTY ON AUBURN STREET (MAP 23D B21 0) TO COMMON GROUND LAND TRUST

To see if the Town will vote to dispose of the fee or any lesser interest in the real property and the improvements thereon, located on Auburn Street. Leicester as shown on Assessor's Map 23D, Block B21 0, containing about 15.45 acres of land, and to transfer said property to the Common Ground Land Trust, under such terms and conditions that the Select Board may deem appropriate, which include the reservation of easements and restrictions and the grant of rights of access or easements appurtenant to the property; and to authorize the Select Board to take all related actions necessary or appropriate to carry out the purposes of this article; or take any action thereon.

ARTICLE CODIFICATION OF THE GENERAL BYLAWS

To see if the Town will vote to approve the proposed codification of the General bylaws, as detailed in Exhibit 1 at the back of this warrant, in order to better arrange the Bylaws to enhance readability and transparency, or take any action thereon.

ARTICLE AMENDMENT TO THE GENERAL BYLAWS – SELECT BOARD

To see if the Town will vote to amend the Town By-laws to substitute the term "Board of Selectmen" throughout with the term "Select Board" and the words "selectman, selectmen, selectwoman, or selectwomen" with the words "select board member(s)" or "member(s) of the select board" in each and every place they appear in the Town By-laws, and, further, to insert the following in before Article 1, Section 1 of the Town By-laws the following:

For purposes of these bylaws, and for all official business of the Town, the board previously referred to as the Board of Selectmen shall hereinafter be referred to as the Select Board, with individual members to be referred to as "select board members" or "members of the select board", and said Select Board shall have all the powers and duties of a board of selectmen as set forth in the General Laws or any special act applicable to the Town. Or take any action thereon.

ARTICLE AMENDMENT TO THE GENERAL BYLAWS – CHANGE DATE OF ANNUAL TOWN ELECTION

To see if the Town will vote to amend the Chapter 2, section 1 of Town By-laws by striking the text that reads "second Tuesday in June"...and inserting "...third Tuesday in May..." or take any action thereon.

ARTICLE AMENDMENT TO THE ZONING BYLAWS – DELETION OF SECTION 5.14.7 OF THE ZONING BY-LAW, TEMPORARY MORATORIUM – MEDIUM AND LARGE-SCALE GROUND-MOUNTED SOLOAR ENERGY SYSTEMS

To see if the Town will vote to delete Section 5.14.7 of the Zoning Bylaw, Temporary Moratorium on the Construction of Medium and Large-Scale Ground-Mounted Solar Energy Systems in its entirety, or take any action thereon.

ARTICLE AMENDMENT TO THE ZONING BYLAWS – DELETION OF SECTION 6.2.01, OF THE ZONING BYLAW, PHASED GROWTH ZONING

To see if the Town will vote to delete Section 6.2.01 of the Zoning Bylaw, Phased Growth Zoning Bylaw, in its entirety, delete 5.7.04.1 General Standards (D), a cross reference to the Phased Growth Zoning Bylaw, and re-letter the subsections of Section 5.7.04.1 following said deletion, or take any action thereon.

REMOVED

ARTICLE FUNDING STUDY OF HILLCREST PROPERTY – SPRING TOWN MEETING

**ARTICLE PLACEHOLDER - TRANSFER OF TOWN-OWNED PROPERTY ON TO CITY OF
WORCESTER**



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR
Town Hall, 3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7000 Fax: (508) 892-7070
www.leicesterma.org

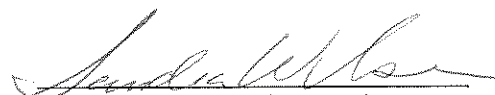
300th Anniversary Committee
Approved July 9, 2018

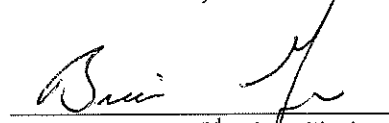
The 300th Anniversary Committee shall be responsible for the planning, coordination and execution of Leicester's 300th Anniversary Celebration through the following avenues:

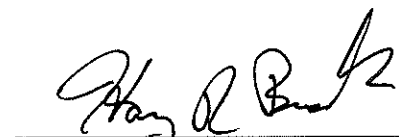
- Partner with local businesses, community organizations, non-profits, and Town departments to develop events that appeal to all ages and encourage the greatest participation of all Leicester residents and friends;
- Plan and coordinate a series of events for the recreational, educational, and cultural benefit of the community that will serve to commemorate Leicester's heritage and will lead to greater knowledge and appreciation of our history and our future;
- Develop effective methods to notify the public of these events including the use of print, internet, and social media;
- Work with the Select Board to develop a strategy to fundraise for the Anniversary events;
- Create a master calendar of events and develop marketing materials to disseminate information about the events hosted by the 300th Anniversary Committee, its partners, and friends;
- Encourage and support other community organizations to host events that highlight their group's mission and their connections to the history of Leicester.

The Committee shall be comprised of seven (7) members appointed as follows: One member from the Board of Selectmen or designee; one member from the Finance Advisory Committee; one member of the Historical Commission and four at-large members. The Committee will be supported by the Select Board Chair and Town Administrator as non-voting ex-officio members.


Dianna Provencher, Chair


Sandra Wilson, Vice Chair


Brian Green, 2nd Vice Chair


Harry Brooks, Member


Richard Antanavica, Member



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 Kim Myles-Hedgepeth HOME TEL. _____

ADDRESS: Vibra Hospital - 111Huntoon Memorial Hwy. WORK TEL. _____

EMAIL ADDRESS: _____

Are you a citizen? ☒ Yes ☐ No Are you a registered voter? ☒ Yes ☐ No

- | | |
|---|--|
| <input type="checkbox"/> Advisory/Finance Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Arts Council | <input type="checkbox"/> Memorial Day Committee |
| <input type="checkbox"/> Bandstand Committee | <input type="checkbox"/> Parks and Recreation Committee |
| <input type="checkbox"/> Burncoat Park Planning Committee | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Road Conversion Committee |
| <input type="checkbox"/> Capital Improvement Planning Comm. | <input type="checkbox"/> Stormwater Committee |
| <input type="checkbox"/> Commission on Disabilities | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Conservation Commission | <input checked="" type="checkbox"/> Other <u>300 Anniversary Committee</u> |

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: _____

BA Sociology Umass Amherst

(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.

I am currently the Director of Community Awareness for Vibra Hospital

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

I am very interested in Vibra Hospital becoming an active member of this community and feel that this committee might be a great place to start.

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 checked="" 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 checked="" 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: _____

I have worked in the Senior Market since 1987. My work history includes advocacy, admissions and marketing in a healthcare setting; community marketing.

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
_____	_____	_____
_____	_____	_____
_____	_____	_____

<div style="border: 1px solid black; padding: 5px; display: inline-block;"><small>eSigned via SeamlessDocs.com</small> <i>Kim Myles-Hodges</i> <small>Key: cb5a1d93b8d06a9db6e2b633bfe28ca</small></div>	08/13/2019
Signature of Applicant	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 Allen Phillips HOME TEL. _____

ADDRESS: _____ WORK TEL. _____

EMAIL ADDRESS: _____

Are you a citizen? ☒ Yes ☐ No Are you a registered voter? ☒ Yes ☐ No

- | | |
|---|--|
| <input type="checkbox"/> Advisory/Finance Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Arts Council | <input type="checkbox"/> Memorial Day Committee |
| <input type="checkbox"/> Bandstand Committee | <input type="checkbox"/> Parks and Recreation Committee |
| <input type="checkbox"/> Burncoat Park Planning Committee | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Bylaw Committee | <input type="checkbox"/> Road Conversion Committee |
| <input type="checkbox"/> Capital Improvement Planning Comm. | <input type="checkbox"/> Stormwater Committee |
| <input type="checkbox"/> Commission on Disabilities | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Conservation Commission | <input checked="" type="checkbox"/> Other <u>300th anniversary committee</u> |

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: _____

Bachelors Degree _____

(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.

Vice Chairman of West Boylston Bicentennial Committee

Vice Chairman of WB parade committee

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

~~Both myself and my wife were members of the West Boylston Bicentennial Committee and was responsible for the year long celebration. The committee ran from 2004-2008.~~

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

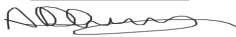
Please indicate your field(s) of training or experience below, as appropriate. Your application will be added to the list of residents who have expressed an interest in serving in similar capacities.

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 checked="" type="checkbox"/> Government Contracts |
| <input type="checkbox"/> Health Care | <input checked="" 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 checked="" 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
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Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester

Town Administrator Goals FY20

At our last meeting we agreed to these 5 goals - we will need to finalize these with the objectives of the goal so that next year it will be easier to measure and evaluate.

- Continuing to work on improving the Development and Inspectional Services permitting process
 - Objective – A more Business Friendly process that also ensures that permits are issued fairly, consistently and timely
 - Continue the process started in FY19
 - Identify the short comings in the process as it exists today
 - Working with the DIS staff develop a strategy to eliminate the steps/instructions that makes the process cumbersome and time consuming
 - Document and publish the processes – include links to appropriate other material (Zoning By-laws, MA Codes, Planning Board processes, etc)
 - Implement the improvements
 - Overall goal is to streamline the process and have as much as possible online for the applicants with contact information
- Develop new three to five year Select Board goals
 - Objective: Define the vision of where the Town will be in 3-5 years and what has to be in place for that to happen
 - Work with the board to identify and quantify realistic goals for the Board to achieve that are related to moving the Town Forward
 - Publish the goals
 - Define a process to review these goals and keep them up-to-date
- Centralize licensing and address noncompliance
 - Objective – Simplify the process for new applicants and renewals as much as possible, as well as ensure that when the license is renewed that the applicant is in compliance with the laws
 - Continue the process started in FY19 in regards to licensing through the SB office and other Departments
 - Develop a centralized process for Licensing and renewals (including inspections)
 - Identify and plan for Inspections in advance of renewals
 - Develop a documented process to address noncompliance (unique to the license)
 - Publish the process on Town Website
- Prepare a five-year outlook for financial stability which includes a plan for marijuana revenue, forecasted revenue and expenditures and identifies potential operating budget deficiencies
 - Objective – Have a 5 year financial plan that can be used to provide the parameters for the budget in those years
 - Need to include OPEB, Capital, impact of raises (as known in current contracts – determine what can be afforded in future contracts), stabilization
 - Identify how departments will be affected (include impact on headcount, service provided, expenses, maintenance, etc.)
- Hire an Economic Development 'grant writer' person
 - Objective – to have someone on board who can help bridge the gap in identifying properties for new businesses, maintain an inventory of vacant/available buildings, liaise between businesses & the town, identify and help write grants.
 - The grant writing part of this is to have someone who is always on the look out for funding that different departments could apply for to meet their needs, and assist in the completion of the application.
 - This person would work with the DIS staff and the EDC as well as existing businesses in town.

**SELECT BOARD MEETING MINUTES
AUGUST 19, 2019 at 6:30pm
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chairwoman Wilson called the meeting to order at 6:30pm. Chair Sandra Wilson, Vice-Chair Harry Brooks, 2nd Vice-Chair Rick Antanavica, Selectwoman Dianna Provencher, Selectman John Shocik, Student Liaisons Katheryn Stapel and Jacob Stolberg, Town Administrator David Genereux and Assistant to the Town Administrator Kristen Forsberg were in attendance.

1. SCHEDULED ITEMS

a. 6:30pm - Permit/License Applications

• Farmhouse Diner BYOB Permit– 15 S. Main Street

A motion was made by Ms. Provencher and seconded by Mr. Antanavica to approve the BYOB license for Farmhouse Diner. Under discussion, the Board asked that the TIPS requirement of the BYOB policy be clarified to specifically state which employees must receive this certification. The Board agreed to move forward with the two TIPS certifications received as one of those two employees will always be on site. The motion carried 5:0:0.

• Maple Hill Disc Golf (3) One Day Beer/Wine Permits – 132 Marshall Street – 9/7, 9/8 & 9/22

A motion was made by Ms. Provencher and seconded by Mr. Lucey to approve three one day beer/wine licenses for Maple Hill Disc Golf for the US Masters tournament on September 7th and September 8th and for a private event with the Worcester breweries on September 22nd. Under discussion, the Board asked if the proposed food trucks for these events bring in revenue to the Town and reminded the owner that a permit for the food truck must be obtained by the Board of Health. The motion carried 5:0:0.

• Joe's Auto Motor Vehicle Repair License – 81 Huntoon Highway

Joe Jreige with Joe's Auto discussed opening a high-end auto repair and sales shop for mostly German vehicles at 81 Huntoon Memorial Highway. Mr. Jreige requested just the motor vehicle repair license be granted at this time as his shop in Worcester has closed and he has employees out of work. Mr. Jreige stated he will return for the Class II license at a later date. All Departments have signed off except for the Code Dept, which was waiting for sign off by the Fire Inspector. Fire Inspector Mike Wilson discussed the importance of keeping the site clean, having properly measured spaces and ideally a stamped site plan (currently not required under the Board's Class II license policy). Mr. Jreige stated all parts and parts cars have been removed from the site and he will not be pulling apart old cars for repair parts. A motion was made by Ms. Provencher and seconded by Mr. Brooks pursuant to sign off by the Code Inspector and receipt of the purchase and sale agreement. The motion carried 5:0:0.

• Good Guys Pizza Common Victualler License Transfer – 865 Main Street

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to approve the transfer of a common victualler license to Romany Beshay and Markos Slienouela for Good Guys Pizza at 865 Main Street. The motion carried 5:0:0.

b. 6:45pm - FY18 Audit Review and Discussion – Scanlon and Associates

Jeff Gendron, audit manager for Scanlon and Associates, discussed the Town's FY18 audit. The auditor has the responsibility to ensure the Town's financial transactions are free from error or fraud during that fiscal year. All financial department heads receive an internal control questionnaire regarding departmental policies and procedures which are reviewed and cross checked. The Town received an unqualified opinion which means the

audit completely clean with no findings. The Town does have outstanding OPEB and pension liability which it needs to continue to fund but this is an issue across the commonwealth. The Town has \$1.8M in reserves which equates to 6% of the Town's budget. The Town should continue to put money in stabilization as bond rating agencies like to see 10% in reserves and improve on its accounting for bond premiums and deficit accounts.

c. 7:00pm - 1 Paxton Street Discussion with Historical Commission and Historical Society

Jason Grimshaw discussed efforts to turn the former Swan Tavern located at 1 Paxton Street into a museum through a collaboration between the Historical Commission and Historical Society. The group has started to plan events and would like to maintain control of the building through the spring to see if the building is viable as a museum. The Commission will maintain a safe, low temperature in the building for the winter. Grant writing is underway and \$6,000 in grant funds have been awarded to date. A motion was made by Mr. Brooks and seconded by Mr. Antanavica to allow the Historical Commission to retain control of the building through August of 2020 at which time progress made will be reassessed.

d. 7:15pm - Common Ground Land Trust – Property Transfer Request

Jan Parke, President of Common Ground Land Trust and Ellen Souza, Secretary for the Common Ground Land Trust Board of Directors, requested the Town donate a small parcel on River Street that has access to Greenville Pond and a 15-acre parcel adjacent to Towtaid Park to the Land Trust. Ms. Parke stated the Land Trust would like to own these properties for the purpose of properly maintaining them and for future recreational use. The Board discussed whether or not the 15 acres adjacent to Towtaid Park had been added to the park by Town Meeting and Mr. Genereux stated he would do some research to figure this out.

e. 7:30pm - Noncompliance with Dog Order Discussion - Sheard (Bella) – 39 Craig Street

Ms. Colleen Shield did not attend the meeting despite being served with a letter by a town constable requiring her to appear before the board. A motion was made by Ms. Wilson and seconded by Mr. Antanavica to schedule a formal dog hearing at the next Board meeting. The motion carried 5:0:0.

2. PUBLIC COMMENT PERIOD

Doug Belanger discussed his concerns about the most recent board/committee reappointment process during which there was a miscommunication regarding his request to be reappointed to the WRTA and Burncoat Pond Watershed District boards.

3. REPORTS & ANNOUNCEMENTS

a. Student Liaison Reports

The Student Liaisons provided updates from the Leicester Public Schools.

b. Select Board Reports

The Select Board members discussed a variety of topics including the Deja Nu golf tournament fundraiser at Pineridge Country Club on September 7th at noon, the recent Cherry Valley Rochdale Water District and the search for grant funds, the bank of lights out at Rochdale Park, the 6 dead pine trees that need to be removed at Rochdale Park, congrats to the American Legion baseball team who finished in 4th place out of 12 teams, the proposed 300th anniversary celebration, the town-wide yard sale on September 28th, the Eagle Scout ceremony for Jacob Stolberg, the Church Street bridge delayed opening, the last Concert on the Common on Wednesday and issues finding space for recreational basketball now that Memorial School is closed.

c. Town Administrator Report

The Town Administrator provided highlights from his written report.

4. CORRESPONDENCE

a. Harvest Fair Judging

A motion was made by Mr. Brooks and seconded by Ms. Provencher to have Mr. Shocik represent the Board at the Harvest Fair judging. The motion carried 5:0:0.

b. Senior Center Donation

A motion was made by Ms. Provencher and seconded by Mr. Brooks to accept the \$50 donation to the Senior Center. The motion carried 5:0:0.

5. RESIGNATIONS & APPOINTMENTS

a. Appointment – Custodian – Karl Solomon

A motion was made by Ms. Provencher and seconded by Mr. Shocik to appoint Karl Solomon to the position of full-time custodian for the Town. The motion carried 4:0:1 with Mr. Brooks abstaining.

b. Appointment – DIS Department Assistance – Maureen Schur

A motion was made by Ms. Provencher and seconded by Mr. Brooks to appoint Maureen Schur to the position of Department Assistant for the DIS Department. The motion carried 5:0:0.

c. Appointment – Highway Seasonal Help - Nicholas Miller

A motion was made by Mr. Brooks and seconded by Ms. Provencher to appoint Nicholas Miller to the position of temporary seasonal laborer for the Highway Department. The motion carried 5:0:0.

d. FY20 Reappointments

A motion was made by Mr. Brooks and seconded by Ms. Provencher to reappoint the FY20 board/committee members as listed. The motion carried 5:0:0.

6. OTHER BUSINESS

a. Set Date, Time and Location for Fall Special Town Meeting – October 8, 2019 at 7pm, Town Hall Gym

This item was passed over

b. Open Fall Special Town Meeting Warrant and Review Draft Warrant Articles

Mr. Genereux discussed the draft fall town meeting warrant which includes requests for the following:

- 5-year lease for a new postage machine
- Fire Station lawsuit settlement
- Funding police overtime deficit
- Funding cardiac monitors and a repeater on the new water tank using free cash
- No prior year bills
- Transfer of two town-owned parcels to Common Ground Land Trust
- Transfer of Town owned roads to the City of Worcester in exchange for reduced water/sewer rates for Cherry Valley
- Reorganizing the General Bylaws
- Changing the name of the Board of Selectmen to Select Board
- Changing the General Bylaws, Chapter 2 to move the Town election to the 3rd Tuesday in May
- Removing the moratorium on ground mounted solar and inserting a new bylaw

c. Contract – Tarentino Memorial Basketball Court – Vermont Recreational Surfacing and Fencing

A motion was made by Mr. Brooks and seconded by Ms. Provencher to sign a contract with Vermont Recreational Surfacing and Fencing for the Tarentino Memorial Basketball Court at Community Field. The motion carried 5:0:0.

d. HVAC and Electrical Services Year 2 Contract Discussion

A motion was made by Mr. Shocik and seconded by Ms. Provencher to reinstate contracts with Renaud Electric and Renaud HVAC for Year 2. The motion carried 4:1:0 with Mr. Brooks casting the opposing vote.

e. Town Administrator FY19 Evaluation

The Board discussed the Town Administrator's FY19 Performance Evaluation. Mr. Genereux met or exceeded expectations on all 7 behavior areas and goals. Mr. Genereux's overall rating was exceeds expectations. Mr. Genereux thanked the Board for the review and their frank commentary.

f. Town Administrator FY20 Goals

This item was passed over

A motion was made by Mr. Brooks and seconded by Ms. Provencher to extend the meeting past 10pm. The motion carried 5:0:0.

g. Hillcrest RFP

The Board discussed the proposals received from Hilltop Management Group and Limitless Entertainment and Hospitality for a five-year lease at Hillcrest Country Club. The Hillcrest RFP review committee, consisting of Dianna Provencher, John Shocik and Kristen Forsberg, recommended rejecting all bids, signing a one-year lease with Hilltop Management Group and looking into using the fields for town activities and selling the building. The Board was divided between moving forward with the recommendation of the review committee or awarding the 5-year lease to Hilltop Management Group. The Town Administrator will look at the structural needs of the clubhouse, meet with Hilltop to discuss these issues and bring the matter back to the Board for further discussion.

h. Social Media Policy

A motion was made by Mr. Brooks and seconded by Ms. Provencher to accept the revised social media policy as written. The motion carried 5:0:0. Mr. Genereux noted this policy applies to non-elected officials, employees, volunteers and board/committee members.

i. Parking Regulations Update

A motion was made by Mr. Brooks and seconded by Ms. Provencher to approve the revised Parking Regulations. The motion carried 5:0:0.

7. MINUTES OF JULY 15, 2019

A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the minutes of July 15, 2019. The DP, JS AIF

DP, HB

A motion to adjourn was made by Ms. Provencher and seconded by Mr. Brooks at 10:28pm. The motion carried 5:0:0.