

## PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

**ORGANIZATION:** Select Board

**MEETING:** X

**PUBLIC HEARING:** X

**DATE:** November 1, 2021

**TIME:** 6:00pm

**LOCATION:** Select Board Conference Room, 3 Washburn Sq -OR- Virtual (see below)

**REQUESTED BY:** Kristen L. Forsberg, Assistant Town Administrator

*Agenda packet and associated documents can be found at [www.leicesterma.org/bos](http://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***

<https://global.gotomeeting.com/join/615469061>

-OR-

(571) 317-3122; Access Code: 615-469-061

### CALL TO ORDER/OPENING

#### 1. SCHEDULED ITEMS

- a. 6:00pm – Public Hearing – All Alcohol Liquor License, Common Victualler and General Entertainment Applications – Castle Cantina LLC, 1230 Main Street
- b. 6:05pm – Prestige Auto Vehicle License Violation Hearing
- c. 6:15pm – Local Rapid Recovery Plan (LRRP) Presentation – Haggerty Consulting
- d. 6:30pm – Discuss/Vote on Retiree Health Insurance for 2022
- e. 6:45pm – Discuss/Vote on Municipal COVID Exposure Protocol

#### 2. PUBLIC COMMENT PERIOD

#### 3. REPORTS & ANNOUNCEMENTS

- a. Student Liaison Reports
- b. Report of the Town Administrator's Office
- c. Select Board Reports

#### 4. RESIGNATIONS & APPOINTMENTS

- a. Retirement – Sandy Genna – Principal Assessor
- b. Resignation – Anthony Trifone – Paramedic
- c. Appointments – EMS CQI Specialists – Christopher Montiverdi & Robert Fitzgerald
- d. Appointment – Per-Diem Paramedic – Timothy Lyon
- e. Appointment – Per-Diem EMT Candidate – Riley Whalen, Shawn Honcharik and Nicole Bourassa-Pratt
- f. Appoint Municipal Environmental Certifying Officer for CDBG Program – Alaa Abusalah
- g. Appoint Swan Tavern Lease Negotiating Team

#### 5. OTHER BUSINESS

- a. Leicester Travel Basketball – Request to Use Becker Gym
- b. Leicester Spencer Raiders – Request to Use Becker Field
- c. Senior Center Donations
- d. Set Date, Time & Location for Becker Special Election – December 7, 2021, Town Hall Gym, 12pm-8pm
- e. Discuss/Vote on Accepting Juneteenth Independence Day as a Municipal Holiday

- f. Discuss/Vote on Becker Working Groups & Info Sessions
- g. PARC Grant for Towtaid Court Resurfacing – Authorize Town Administrator to Execute Contract

**6. MINUTES**

- a. October 14, 2021
- b. October 18, 2021
- c. October 26, 2021

**7. EXECUTIVE SESSION, MGL Chapter 30A, Section 21(a)**

- a. Exception #3: Discuss strategy with respect to collective bargaining (Police Union)

**ADJOURN**

## **Town of Leicester**

### **Select Board Procedure**

#### **Public Hearings**

1. The Chairperson will read the agenda item and state the time of the public hearing out loud. A public hearing can be held either at the time listed in the published notice (newspaper advertisement) or any time thereafter during the meeting which it is scheduled. The public hearing cannot be held prior to the scheduled time in the published notice.
2. The published public hearing notice shall be read outloud.
3. A Board member shall make a motion to open the public hearing.
4. The motion must be seconded.
5. The applicant shall present their request.
6. Comments from the public (including the applicant or subject of the hearing) will be heard and the Board may ask any questions they deem necessary.
7. Once all comments are heard, a Board member will make a motion to go out of the public hearing.
8. The motion must be seconded.
9. The Board will then have the opportunity to comment and ask additional questions of the applicant/subject of the hearing after the public hearing has closed.
10. A Board member could then offer a motion to approve the request.



## Town of Leicester

Town Hall, 3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7077 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

October 13, 2021

Worcester Telegram  
20 Franklin St  
Worcester MA 01608

Attn: Legal Advertising Dept.

Please run the following legal advertisement **in the earliest available publication for one day only**. Bill the Leicester Board of Selectmen account. Forward tear sheet and invoice to the address listed below. Thank you.

Kristen L. Forsberg  
Assistant Town Administrator  
3 Washburn Square  
Leicester MA 01524  
[forsbergk@leicesterma.org](mailto:forsbergk@leicesterma.org)

Public Hearing -Town of Leicester  
Liquor License – 1230 Main Street

Notice is hereby given pursuant to MGL Chapter 138, Section 12, that the Leicester Select Board will hold a public hearing on Monday, November 1, 2021 at 6:00pm in the Town Hall Select Board Conference Room, Lower Level, 3 Washburn Square, Leicester MA regarding an application for a liquor license to serve all alcoholic beverages at 1230 Main Street, owner Castle Cantina LLC, manager Suhaily Quinones-Lopez.



## Town of Leicester

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Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7077 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

October 14, 2021

**Public Hearing Notice**  
**On Premise All Alcohol Liquor License Application**  
**1230 Main Street – Castle Cantina, LLC**  
**November 1, 2021 at 6:00pm**

Dear Abutter:

The purpose of this letter is to notify you that the Leicester Select Board will consider an application from Castle Cantina, LLC for an on-premise all alcohol liquor license at a restaurant to be located at 1230 Main Street, manager Suhaily Quinones-Lopez, at their meeting on Monday, November 1, 2021. The public hearing will be held at 6:00pm in the Select Board Conference Room (Lower Level), Leicester Town Hall, 3 Washburn Square, Leicester, MA 01524.

You are receiving this notice because you are an abutter to the proposed location. You are welcome to attend this hearing and speak to this matter or forward your comments in writing to our office at the above listed address. Written comments must be received **no later than 12pm on Monday, November 1, 2021.**

Should you have any questions or concerns, please contact our office at 508-892-7077.

Sincerely,

Kristen L. Forsberg  
Assistant Town Administrator



# Town of Leicester APPLICATION GENERAL LICENSES

## Applicant Information

Applicant Name Sinaily C. Guinones-Lopez Applicant Phone \_\_\_\_\_ Applicant Email \_\_\_\_\_

## Business Information

Description of Business Full Service Indoor / Outdoor dining Bar and Restaurant. Formal event establishment and entertainment.

Business Name Castle Cantina

Corporation Name (if applicable) N/A

Business Address 1230 Main St, Leicester MA 01524

Mailing Address (if different) 186 Ball Hill Rd, Princeton MA 01541

Business Phone \_\_\_\_\_ Business Email \_\_\_\_\_

## License(s) Requested (check all that apply)

- |  |                                     |
|--|-------------------------------------|
| <input checked="" type="checkbox"/> Common Victualler (\$35)   | _____ Games (\$35 per game) # _____ |
| <input checked="" type="checkbox"/> General Entertainment (\$50)   | _____ Junk Dealer (\$40)            |
| _____ Sunday Entertainment (\$125 Town; \$100 State <b>separate check made out to Commonwealth of Mass</b> ) | _____ Theatre (\$200)               |
| _____ Outdoor Business (\$35; including xmas tree sales)   | _____ Auctioneer (\$50)             |
| _____ Temporary Business (\$100/3 days; \$25/per extra day)  | _____ YOB (\$15)                    |

*I certify, under the penalties of perjury, that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.*

Sinaily C. Guinones-Lopez  
Name of Applicant

[Signature]  
Signature of Applicant

\_\_\_\_\_  
Name & Title of Corporate Officer (if applicable)



*The Commonwealth of Massachusetts*  
**Alcoholic Beverages Control Commission**  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

RECEIVED OCT 12 2021  
5:25pm *ILP*

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

**APPLICATION FOR A NEW LICENSE**

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL  
LICENSING AUTHORITY.**

**ECRT CODE: RETA**

**Please make \$200.00 payment here: ABCC PAYMENT WEBSITE**

**PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE  
PAYMENT RECEIPT**

**ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)**

**ENTITY/ LICENSEE NAME**

**ADDRESS**

**CITY/TOWN**

**STATE**

**ZIP CODE**

**For the following transactions (Check all that apply):**

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License                        | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  |   | <input type="checkbox"/> Other <input type="text"/>                       | <input type="checkbox"/> Change of DBA                                |

**THE LOCAL LICENSING AUTHORITY MUST MAIL THIS  
TRANSMITTAL FORM ALONG WITH  
COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:**

**Alcoholic Beverages Control Commission**  
**95 Fourth Street, Suite 3**  
**Chelsea, MA 02150-2358**



*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**APPLICATION FOR A NEW LICENSE**

Municipality

**1. LICENSE CLASSIFICATION INFORMATION**

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
<input type="text" value="On-Premises-12"/>	<input type="text" value="§12 Restaurant"/>	<input type="text" value="All Alcoholic Beverages"/>	<input type="text" value="Annual"/>

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Applicant is opening a Mexican Restaurant at 1230 Main St., Leicester. Owner of premises recently purchased real estate from a prior owner that operated a fine dining restaurant with all alcoholic beverage licenses. That operator retired, closed his restaurant and turned in his license. Current owner and applicant have entered into a 5 year lease with 3 renewal options. Applicant has no relationship with prior owner or current owner, except for the Lease

Is this license application pursuant to special legislation? ☐ Yes ☒ No Chapter  Acts of

**2. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Entity Name	<input type="text" value="Castle Cantina LLC"/>		
DBA	<input type="text" value="Castle Cantina Tapas Bar And Restaurant"/>	Manager of Record	<input type="text" value="Suhaily Quinones-Lopez"/>
Street Address	<input type="text" value="186 Ball Hill Rd., Princeton (LLC address) Restaurant at 1230 Main St., Leicester"/>		
Phone	<input type="text"/>	Email	<input type="text" value="suhaily.quinones@gmail.com"/>
Alternative Phone	<input type="text"/>	Website	<input type="text"/>

**3. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

2 floors- ground floor with bar, dining room and kitchen (8448 sq.ft.). Cellar used for secure liquor storage only. Outdoor dining area in rear of approximately 1200 sq. ft

Applicant will use the premises as used by previous license holder with updates and improvements

Total Square Footage:	<input type="text" value="8448"/>	Number of Entrances:	<input type="text" value="2"/>	Seating Capacity:	<input type="text"/>
Number of Floors	<input type="text" value="2"/>	Number of Exits:	<input type="text" value="3"/>	Occupancy Number:	<input type="text"/>

**4. APPLICATION CONTACT**

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:	<input type="text" value="suhaily Quinones-Lopez"/>	Phone:	<input type="text"/>	Title:	<input type="text"/>
Manager	<input type="text"/>	Email:	<input type="text"/>		



# APPLICATION FOR A NEW LICENSE

## 5. CORPORATE STRUCTURE

Entity Legal Structure	LLC	Date of Incorporation	09-14-2021
State of Incorporation	Massachusetts	Is the Corporation publicly traded?	<input type="radio"/> Yes <input checked="" type="radio"/> No

## 6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises(Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<b>Suhaily Quinones-Lopez</b>	186 Ball Hill Rd., Princeton, MA 01541	596-44-6695	07-23-1994

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Manager of license & manager of LLC	70	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<b>Carlos Quinones-Lopez</b>	285 Shrewsbury St., Boylston, MA 01501		

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
		<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached? ☐ Yes ☒ No

## CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

## APPLICATION FOR A NEW LICENSE

### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation
	N/A		

## 7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name JK's Waterfront Properties LLC

Landlord Address 40 Lake St., Leicester, MA 01524

Lease Beginning Date December 1, 2021

Rent per Month \$5,000.00

Lease Ending Date Nov. 30, 2026

Rent per Year 60,000.00

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☒ No

## APPLICATION FOR A NEW LICENSE

### 8. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	
B. Purchase Price for Business Assets	
C. Other * (Please specify below)	\$31,000.00
D. Total Cost	\$31,000.00

\*Other Cost(s): (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

### SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Suhaily Quinones-Lopez	\$15,500.00
Carlos Quinones-Lopez	\$15,500.00
Total	\$31,000.00

### SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
n/a			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

### FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

Suhaily Quinones-Lopez is contributing \$15,500.00 from personal account at Santander copy provided  
 Carlos Quinones-Lopez is contributing \$15,500.00 from personal account at TD Bank copy provided

### 9. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes ☒ No

Please indicate what you are seeking to pledge (check all that apply) ☐ License ☐ Stock ☐ Inventory

To whom is the pledge being made?

## 10. MANAGER APPLICATION

### A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Suhaily Quinones-Lopez

Residential Address 186 Ball Hill Rd, Princeton, MA 01541

Email [redacted]

Please indicate how many hours per week you intend to be on the licensed premises

40

### B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?\*

☒ Yes ☐ No \*Manager must be a U.S. Citizen

If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?

☐ Yes ☒ No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

### C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
2017	current	counselor	Community Health Link	Stephanie 774-696-4944
2019	current	self employed	Stone and Sparrow Coffee Shop	
2013	2017	recovery specialist	Spectrum Health	

### D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? ☐ Yes ☒ No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature

[Signature]

Date

10-12-21

11. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement? ☐ Yes ☒ No

If yes, please fill out section 11.

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

**IMPORTANT NOTE:** A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does not pertain to a liquor license manager that is employed directly by the entity.*

11A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone
<div></div>	<div></div>	<div></div>

Name of Principal	Residential Address	SSN	DOB
<div></div>	<div></div>	<div></div>	<div></div>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<div></div>	<div></div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>

Name of Principal	Residential Address	SSN	DOB
<div></div>	<div></div>	<div></div>	<div></div>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<div></div>	<div></div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>

Name of Principal	Residential Address	SSN	DOB
<div></div>	<div></div>	<div></div>	<div></div>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<div></div>	<div></div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>

Name of Principal	Residential Address	SSN	DOB
<div></div>	<div></div>	<div></div>	<div></div>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<div></div>	<div></div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>	<div><input type="radio"/> Yes <input type="radio"/> No</div>

CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime? ☐ Yes ☐ No

If yes, attach an affidavit providing the details of any and all convictions.

11B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES

LICENSE

Does any individual or entity identified in question 11A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**11C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 11A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**11D. PREVIOUSLY HELD MANAGEMENT AGREEMENT**

Has any individual or entity identified in question 11A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

**11E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Has any of the disclosed licenses listed in questions in section 11B, 11C, 11D ever been suspended, revoked or cancelled?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

**11F. TERMS OF AGREEMENT**

a. Does the agreement provide for termination by the licensee?

Yes ☐ No ☐

b. Will the licensee retain control of the business finances?

Yes ☐ No ☐

c. Does the management entity handle the payroll for the business?

Yes ☐ No ☐

d. Management Term Begin Date

e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

☐ \$ per month/year (indicate amount)

☐ % of alcohol sales (indicate percentage)

☐ % of overall sales (indicate percentage)

☐ other (please explain)

**ABCC Licensee Officer/LLC Manager**

Signature:



Title:

Manager

Date:

October 12, 2021

**Management Agreement Entity Officer/LLC Manager**

Signature:

Title:

Date:



## APPLICANT'S STATEMENT

I, Suhail Quinones-Lopez the: ☐ sole proprietor; ☐ partner; ☐ corporate principal; ☒ LLC/LLP manager  
Authorized Signatory

of Castle Cantina, LLC  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date:

October 12, 2021

Title:

Manager

## CORPORATE VOTE

The Board of Directors or LLC Managers of

Castle Cantina, LLC

Entity Name

duly voted to apply to the Licensing Authority of

Leicester

City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

October 11, 2021

Date of Meeting

For the following transactions (Check all that apply):

- |  |   |   |   |
|--|---|---|---|
| <input checked="" type="checkbox"/> New License                        | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)         | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)  | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder       | <input type="checkbox"/> Change of Hours                              |
|  |   | <input type="checkbox"/> Other <input type="text"/>                       | <input type="checkbox"/> Change of DBA                                |

“VOTED: To authorize

Suhaily Quinones-Lopez

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

“VOTED: To appoint

Suhaily Quinones- Lopez

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts.”

A true copy attest,

*Chen*

Corporate Officer /LLC Manager Signature

### For Corporations ONLY

A true copy attest,

Corporation Clerk's Signature

Carlos Quinones, Manager

(Print Name)

(Print Name)



# Corporations Division

## Business Entity Summary

ID Number: 001531982

Office

...

Summary for: CASTLE CANTINA LLC

**The exact name of the Domestic Limited Liability Company (LLC):** CASTLE CANTINA LLC

**Entity type:** Domestic Limited Liability Company (LLC)

**Identification Number:** 001531982

**Date of Organization in Massachusetts:**  
09-14-2021

**Last date certain:**

**The location or address where the records are maintained** (A PO box is not a valid location or address):

Address: 186 BALL HILL RD.

City or town, State, Zip code, PRINCETON, MA 01541 USA

Country:

**The name and address of the Resident Agent:**

Name: SUHAILY QUINONES-LOPEZ

Address: 186 BALL HILL RD.

City or town, State, Zip code, PRINCETON, MA 01541 USA

Country:

**The name and business address of each Manager:**

Title	Individual name	Address
MANAGER	SUHAILY . QUINONES-LOPEZ	186 BALL HILL RD. PRINCETON, MA 01541 USA
MANAGER	CARLOS QUINONES	186 BALL HILL RD. PRINCETON, MA 01541 USA

**In addition to the manager(s), the name and business address of the person(s) authorized to execute documents to be filed with the Corporations Division:**

Title	Individual name	Address

**The name and business address of the person(s) authorized to execute, acknowledge, deliver, and record any recordable instrument purporting to affect an interest in real property:**

Title	Individual name	Address
REAL PROPERTY	SUHAILY QUINONES-LOPEZ	186 BALL HILL RD. PRINCETON, MA 01541 USA
REAL PROPERTY	CARLOS QUINONES	186 BALL HILL RD. PRINCETON, MA 01541 USA

**From:** [Forsberg, Kristen](#)  
**To:** ["prestige200auto@gmail.com"](#)  
**Cc:** [Mike Dupuis \(mdupuis@leicesterfireems.org\)](#); [mwilson@leicesterfireems.org](#)  
**Subject:** Prestige Auto Continued Hearing  
**Date:** Monday, October 18, 2021 8:59:00 AM  
**Importance:** High

---

Good morning Mr. Bahnan,

The Prestige Auto hearing has been continued to November 1<sup>st</sup> as the agenda is very busy this evening. The Fire Department has been notified. They will be reaching out to you to come out on site. Please note that the Board would like to see some movement on the site by Nov 1. Thanks,

Kristen L. Forsberg, MPA & MCPPO  
Assistant Town Administrator  
Town of Leicester  
3 Washburn Square  
Leicester, MA 01524  
508-892-7077



**Town of Leicester**  
**OFFICE OF THE SELECT BOARD**  
Town Hall, 3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7077 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

**SENT VIA EMAIL**

September 29, 2021

Jack Bahnan  
Prestige Auto  
[prestige200auto@gmail.com](mailto:prestige200auto@gmail.com)

Dear Mr. Bahnan:

This purpose of this letter is to notify you that a **public hearing to consider whether to suspend, revoke or take other action** relative to the Class II dealer license and motor vehicle repair license for Prestige Auto (**Exhibit A**) will be held on **Monday, October 4, 2021 at 6:30pm** at the Leicester Town Hall, Select Board Conference Room, Lower Level, 3 Washburn Square.

The Leicester Select Board, as the Town's licensing authority under G.L. c.140, §§ 57-59 and Chapter 9, Sections 25-26 & 31 of the Town's General By-laws, will hold a public hearing pursuant to G.L. c. 140, § 59, the Town's Class II Second Hand Motor Vehicle License Holder Policy (**Exhibit B**) and Chapter 9, Sections 25-26 & 31 of the Town's General By-laws.

On February 1, 2021, you were sent the enclosed letter (**Exhibit C**) outlining issues that violate the Town's Class II License policy and asking you to begin addressing these issues. On June 1, 2021, you were sent a follow-up letter (**Exhibit D**) from the Fire Inspector. On June 21, 2021 a license violation hearing was held before the Select Board and was continued to allow time to submit plans to the Fire inspector and rectify outstanding issues. To date, these issues have not been rectified and plans have not been submitted to the Fire Inspector despite multiple requests.

Should you have any questions, please contact our office at 508-892-7077.

Sincerely,

*Kristen L. Forsberg*

Kristen L. Forsberg  
Assistant Town Administrator

Cc: Select Board  
Fire Inspector  
Building Inspector

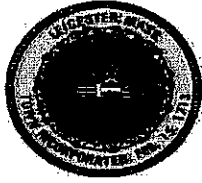
Exhibit A

NUMBER  
CL217-21

THE COMMONWEALTH OF MASSACHUSETTS

FEE  
\$100.00

TOWN OF LEICESTER



**USED CAR DEALER LICENSE - CLASS II  
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES**

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto **Prestige Auto Center Inc., owner Jack Bahnan**, is hereby licensed to buy and sell second-hand motor vehicles at **200 South Main Street, Leicester, MA 01524** on the premises described as follows:

**RESTRICTIONS:**

One hundred and fifty (150) vehicles for sale. Storage for thirty-five (35) disabled vehicles to be hidden in area in back of garage. Map on file in the Selectmen's Office.

ISSUED: 2/10/21

A handwritten signature in black ink, appearing to read "Kristen Forsberg".

Kristen Forsberg, Assistant Town Administrator  
Select Board

**THIS LICENSE EXPIRES DECEMBER 31, 2021**

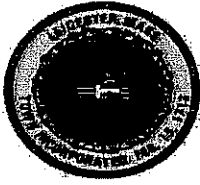
**THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES**

NUMBER  
MV12-21

THE COMMONWEALTH OF MASSACHUSETTS

FEE  
\$50.00

TOWN OF LEICESTER



**MOTOR VEHICLE REPAIR LICENSE**

This is to certify that **Prestige Auto Center Inc., owner Jack Bahnan, 200 South Main Street, Leicester MA 01524** is hereby granted a license for Motor Vehicle Repair in conformity with all Statutes and Ordinances relating thereto.

**PROPERTY DESCRIPTION AND RESTRICTIONS:**

Same as Class II license.

A handwritten signature in dark ink, appearing to read "Kristen Forsberg", is written over a horizontal line.

**ISSUED: 2/10/21**

Kristen Forsberg, Assistant Town Administrator  
Select Board

**THIS LICENSE EXPIRES DECEMBER 31, 2021**

**THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES**



# Exhibit B

## **Class II Second Hand Motor Vehicle License Holder Policy**

*Issued in accordance with the Town's General Bylaws, Chapter 9, Section 31*

*Adopted by the Board of Selectmen on November 20, 2017*

### **Vehicle Conditions and Notices**

All vehicles for sale which are parked outside of a building must be in saleable and drivable condition. Dealer must affix "Used Vehicle Warranty Law" notices on the windows or dashboard of used vehicle that are offered for sale as required by Massachusetts General Laws, Chapter 90, Sections 7N ¼ and 7N ½, and 201 CMR 11.00. The sale price of the vehicle must be posted on the vehicle's windshield.

### **Access Road**

An access road is required through the property. The minimum width of this access road shall be twenty (20) feet and the road will start at the main entrance.

### **Vehicle Parking**

Vehicles must be parked a sufficient distance from the public way so as not to interfere with sidewalks or roadways and so as not to create a site line hazard as determined by the Police Chief or his/her designee. An approved parking plan shall be available on site for any inspections. The dealer must maintain at least two feet of clearance between all vehicles on display. All spaces delineated on the approved parking plan shall be marked out with lines, on the surface of the property, except for lots that are storage or non-asphalt surfaces. Vehicles must be parked in accordance with Zoning Bylaws and the Planning Board's Parking Regulations and parking spaces shall be a minimum of 9x18 feet.

### **Outdoor Lighting**

Outdoor lighting must not impose on any abutting properties.

### **Office Requirements**

Except in the case of an approved home business selling used cars in accordance with all zoning and fire restrictions, an office will be located in the building where the business will be located and accessible from the outside. A sign listing the name of the business and the hours of operation is required on the property; either freestanding or on the office door/window.

### **Logbook**

The logbook tracking the sale of used cars shall be on the premises at all times. An inspection of the Used Vehicle Inventory Book for each dealership may be conducted by the Police Department as needed.

### **Fencing**

Appropriate fencing may be required if, in the opinion of the Board of Selectmen, it is deemed necessary to control access to the property or to maintain the aesthetic value of the neighborhood.

**Repairs**

No repair work may be conducted without a Motor Vehicle Repair License. No repair work shall occur outside of a building except for minor emergency or reactive repairs to be completed by the end of the workday (e.g. lightbulbs, batteries, wiper blade replacement, tire replacement).

**Fire and Safety Inspection**

Prior to license issuance or renewal, the Fire Department will conduct a fire and safety inspection. Any violations that are noted must be corrected prior to the renewal or issuance of the license.

**Rubbish, Debris and Spare Parts**

All rubbish and debris will be kept in an approved steel rubbish container with a cover. The cover will remain closed at all times. No spare or junk parts may be stored outside of a building. Scrap metal must be kept in a recycling container and emptied on a regular basis. Properties must be kept clean and maintained at all times.

**Flammable or Combustible Liquids or Gasses**

No storage of flammable or combustible liquids in quantities greater than five (5) gallons will be allowed without a permit from the Fire Department. Applications are available at Fire Headquarters. No storage of flammable or combustible gases in quantities greater than forty (40) cubic feet will be allowed without a permit from the Fire Department. Applications are available at Fire Headquarters. Parking of vehicles, not related or incidental to the operation of the business, that store flammable or combustible liquids or gases will not be allowed on the site.

**Used Batteries**

Used batteries shall be stored in liquid tight containers.

**Emergency Contacts**

The facility must keep an up-to-date list of emergency contacts at the Fire Station.

**Cutting & Welding Operations**

All cutting and welding operations shall comply with the requirements of 527 CMR 39 and are required to obtain local Fire Department permits.

**Open Burning**

No open burning will be allowed on the site at any time.

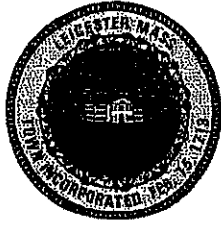
**Spills**

The licensee must maintain a supply of spill containment equipment on site as approved by the Fire Inspector. Any spills of flammable or combustible liquids greater than one gallon must be immediately reported to the Fire Department.

**Fire Extinguishers**

Portable fire extinguishers will be required at the facility, the number and location of same to be determined by the Fire Department.

Exhibit C



Town of Leicester  
OFFICE OF THE SELECT BOARD  
Town Hall, 3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7077 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

February 1, 2021

Jack Bahnan  
Prestige Auto  
200 S. Main Street  
Leicester, MA 01524

Dear Mr. Bahnan:

As part of your application for a Class II license, you were required to submit a layout for all cars on site. The current configuration of your lot does not match your layout. I have attached the plan you originally submitted for your reference. This layout must be followed.

The current layout of cars at your property does not allow enough fire access and the cars are spaced too close together. Per the enclosed Class II Policy, cars are to be 2 feet apart and spaces are to be a minimum of 9x18 feet. We would also like to remind you that per Town Bylaws, no junk vehicles are allowed to be stored on site at any time.

We ask that you begin rectifying these issues immediately so that we can issue your full year long license.

Should you have any questions, please contact our office at 508-892-7077.

Best Regards,

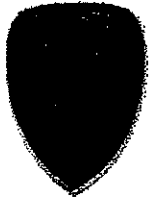
David A. Genereux  
Town Administrator

Cc: Fire Inspector  
Building Inspector





Exhibit D



CHIEF  
MICHAEL R. DUPUIS

**TOWN OF LEICESTER FIRE DEPARTMENT**  
3 PAXTON STREET  
LEICESTER, MASSACHUSETTS 01524



OFFICE (508) 892-7022

Town of Leicester  
3 Washburn Square  
Leicester, Ma 01524  
CC: Prestige Auto

June 2, 2021

To whom it may concern;

I'm notifying you that Prestige Auto at 200 South Main St. is in violation on their Repair/Class II license. The parking plan that they submitted to the town does not correlate with the way they are doing business at this location. The Building inspector and myself spoke with Jack Bahnan on April 29, 2021 with our concerns with the location and the amount of vehicles on site, also it doesn't match his parking plan. Jack told us that he would reach out to Kristen at the Town Hall to see what he could do. I spoke to Kristen on June 2, 2021 and the Administrators office has not heard from Mr. Bahnan. Here is the list of violations.

1. Over the limit of cars ( repair/ class II )
2. No fire lanes (around the building or in the back lot )
3. Storage of fuel in the building ( cars in the building)
4. No handicap parking or signage
5. Storage of tires and vehicle parts against the building
6. Waste oil storage for heating

Captain Mike Wilson

Fire Inspector



Town of Leicester  
OFFICE OF THE SELECT BOARD

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

June 14, 2021

Jack Bahnan  
Prestige Auto  
200 S. Main Street  
Leicester, MA 01524

Dear Mr. Bahnan:

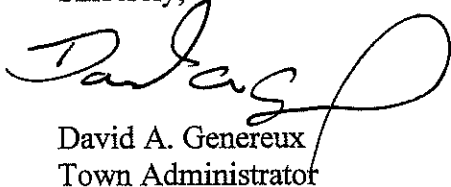
This purpose of this letter is to notify you that a **public hearing to consider whether to suspend, revoke or take other action** relative to the Class II dealer license and motor vehicle repair license for Prestige Auto (**Exhibit A**) will be held on **Monday, June 21, 2021 at 6:00pm** at the Leicester Town Hall, Select Board Conference Room, Lower Level, 3 Washburn Square.

The Leicester Select Board, as the Town's licensing authority under G.L. c.140, §§ 57-59 and Chapter 9, Sections 25-26 & 31 of the Town's General By-laws, will hold a public hearing pursuant to G.L. c. 140, § 59, the Town's Class II Second Hand Motor Vehicle License Holder Policy (**Exhibit B**) and Chapter 9, Sections 25-26 & 31 of the Town's General By-laws.

On February 1, 2021, you were sent the enclosed letter (**Exhibit C**) outlining issues that violate the Town's Class II License policy and asking you to begin addressing these issues. On June 1, 2021, you were sent a follow-up letter (**Exhibit D**) from the Fire Inspector. To date, these issues have not been rectified.

Should you have any questions, please contact our office at 508-892-7077.

Sincerely,



David A. Genereux  
Town Administrator

Cc: Select Board  
Fire Inspector  
Building Inspector

**From:** [Forsberg, Kristen](#)  
**To:** ["JACK BAHNAN"](#)  
**Cc:** [mwilson@leicesterfireems.org](mailto:mwilson@leicesterfireems.org)  
**Subject:** RE: Prestige Auto Hearing  
**Date:** Tuesday, September 21, 2021 12:52:00 PM

---

Hi Jack,

Also, plans must be submitted to Fire Inspector Wilson no later than **Monday, September 27<sup>th</sup>** for review prior to the October 4<sup>th</sup> meeting. Thanks,

Kristen L. Forsberg, MPA & MCPPO  
Assistant Town Administrator  
Town of Leicester  
3 Washburn Square  
Leicester, MA 01524  
508-892-7077

---

**From:** Forsberg, Kristen  
**Sent:** Tuesday, September 21, 2021 11:15 AM  
**To:** 'JACK BAHNAN' <prestige200auto@gmail.com>  
**Cc:** [mwilson@leicesterfireems.org](mailto:mwilson@leicesterfireems.org)  
**Subject:** Prestige Auto Hearing

Hi Jack,

The Prestige Auto continued hearing is scheduled for October 4<sup>th</sup> at 6:30pm in the Select Board Conference Room at Town Hall. Please confirm your attendance. Thanks,

Kristen L. Forsberg, MPA & MCPPO  
Assistant Town Administrator  
Town of Leicester  
3 Washburn Square  
Leicester, MA 01524  
508-892-7077



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](http://www.leicesterma.org)

November 1, 2021

To: Select Board  
From: David Genereux, Town Administrator  
**RE: Vote to accept new Senior Health Insurance Plan**

---

The Insurance Advisory Committee met on Wednesday, October 20 to consider switching to a new Senior Plan. As the Board may recall, Fallon is getting out of the retail health insurance business, effective 07/01/22. The senior plans renew effective January 1 of each year, so we had to decide on a new plan for January 1.

NFP, our insurance advisor, recommends that we move to Harvard Pilgrim for the coming plan year. It may be a one year only deal, as we are going to include the Senior plans with the min block of business when we put it out to bid later this year. There is a bit of savings to the retirees moving to the HP plan, but some of the benefits that came with Fallon are not offered. 163 retirees are on these plans.

We recommend that the Board authorize the Chair to sign the Harvard Pilgrim contract to provide health insurance for retirees for the following plan year

Please contact me with any questions.

# Preliminary 2022 Rates & Plans

TOWN OF LEICESTER	CURRENT Fallon Health Eff: 01/01/2021		RENEWAL ALT. Harvard Pilgrim Health Care Eff: 01/01/2022	RENEWAL Fallon Health Eff: 01/01/2022
	Medicare Plus Freedom	Medicare Plus Premier	Medicare Enhance	Medicare Plus Premier
Plan Name:	161	2	161	2
Enrollment:	205.00	\$313.00	\$229.05	\$328.00
Plan Premium:	\$200.86	Included	\$130.68	Included
Rx Premium:	<b>\$405.86</b>	<b>\$313.00</b>	<b>\$359.73</b>	<b>\$328.00</b>
Monthly Premium Per Member	\$65,343.46	\$626.00	\$57,916.53	\$656.00
TOTAL MONTHLY PREMIUM	n/a	n/a	-\$7,426.93	\$30.00
\$ Difference from Current	n/a	n/a	-11.37%	4.79%
% Difference from Current	50%	50%	50%	50%
Company Contribution				
	Medicare Plus Freedom	Medicare Plus Premier	Medicare Enhance	Medicare Plus Premier
Deductible	\$0 - Covered in Full	\$0 - Covered in Full	\$0 - Covered in Full	\$0 - Covered in Full
Max Out-of-Pocket	\$0 - Covered in Full	\$3,400	\$0 - Covered in Full	\$3,400
Routine Physicals:	\$0 - Covered in full	\$0 - Covered in Full	\$0 - Covered in full	\$0 - Covered in Full
PCP/Specialist:	\$0 - Covered in Full	\$15 / \$25 Copay	\$0 - Covered in Full	\$15 / \$25 Copay
Imaging:	\$0 - Covered in full	\$0 - Covered in Full	\$0 - Covered in full	\$0 - Covered in Full
Diag X-ray & Lab:	\$0 - Covered in full	\$0 - Covered in Full	\$0 - Covered in full	\$0 - Covered in Full
Emergency Room:	\$0 - Covered in full	\$75 Copay	\$0 - Covered in full	\$75 Copay
Inpatient Hospital:	\$0 - Covered in full	\$250 Copay	\$0 - Covered in full	\$250 Copay
Day Surgery:	\$0 - Covered in full	\$125 Copay	\$0 - Covered in full	\$125 Copay
Pharmacy	<b>Aetna PDP</b>	Included	<b>Aetna PDP</b>	Included
Retail (30 days):	20% / 35% / 50% / \$200	\$10 / \$10 / \$30 / \$65 / \$65	\$10 / \$20 / \$35 / \$35	\$10 / \$10 / \$30 / \$65 / \$65
Mail Order (90 days):	\$15 / \$45 / \$90 / NA	\$20 / \$20 / \$60 / \$162.50 / \$162.50	\$20 / \$40 / \$70 / na	\$20 / \$20 / \$60 / \$162.50 / limited to 30-day supply
	Discontinued Plan Effective 01/2022			

# Medicare Enhance<sup>SM</sup> *Preventive Plus*

For Town of Leicester Retirees

---





## Medicare Enhance: How it works



Retirees can see any provider that accepts Medicare—anywhere in the U.S.



No need for PCP, referrals or authorizations



Includes HPHC exclusive Discounts & Savings program, including annual \$150 fitness reimbursement



# Medicare Enhance: Benefits at a Glance

---

## For services covered by Medicare:

- Medicare pays first
- Then Medicare Enhance will cover any unmet Medicare-allowed deductible and coinsurance amounts, less any applicable member cost-sharing.

## Also covers some benefits not covered by Medicare, such as:

- Emergency care worldwide
- Additional preventive care, including annual routine eye and hearing exams, and additional immunizations
- Hospital Care after your Medicare-approved Lifetime Reserve Days are exhausted

# Medicare Enhance

## Benefits at-a-Glance

### Benefit

- Annual Deductible (per Calendar Year)
- PCP Sick Visits
- Specialist Visits
- Urgent Care Clinic
- Emergency Room
- Hospice Care
- Hospital Inpatient
- Day Surgery
- High Tech Imaging (MRI, CAT, PET)

Medicare Enhance	
Does Not Require PCP or Referrals	
No Deductible	
\$0 Copay	
\$0 Copay	
\$0 Copay	
\$0 Copay	
Covered in Full	
Covered in Full	
Covered in Full	
Covered in Full	

# **Prescription Drugs:**

## **Aetna Medicare Rx offered by SilverScript PDP**



Access to a nationwide network of 65,000 + pharmacies



Coverage for more than 3,200 brand-name and generic drugs



Convenient Rx delivery through CVS Caremark Mail Service

# Aetna Medicare Rx offered by SilverScript PDP

## 2022 Rx Benefit

Initial  
Coverage  
Limit (ICL);  
up to \$4,430

	Retail 30 day supply		Retail or Mail Order 90 day supply		
	Preferred	Standard	Preferred Retail	Preferred Mail Order	Standard Retail or Mail Order
<b>Deductible</b>	\$0	\$0	\$0	\$0	\$0
<b>Tier 1 – Generic</b>	\$9	\$10	\$18	\$18	\$20
<b>Tier 2 – Preferred Brand</b>	\$20	\$20	\$40	\$40	\$40
<b>Tier 3 – Non-Preferred Drug</b>	\$35	\$35	\$70	\$70	\$70
<b>Tier 4 – Specialty (Specialty is limited to a 30-day supply)</b>	\$35	\$35	Limited to one month supply	Limited to one month supply	Limited to one month supply

<b>Coverage Gap</b>	Plan provides full coverage in the gap, which means you pay the same copays as in the ICL (listed above) until total drug costs reach \$7,050
<b>Catastrophic</b>	5% cost of the drug, to a maximum of the cost shares in the ICL (listed above)



# HPHC's *Exclusive* Member Discounts & Savings



Up to  
\$150 Fitness  
Reimbursement



**Free** eyewear  
program &  
discounts at  
many popular  
retailers



Laser  
vision  
procedures



Tru-Hearing  
hearing aids



Complementary  
& Alternative  
Medicine  
(acupuncture, yoga,  
chiropractic, massage  
therapy, mindfulness)



Healthy eating  
programs  
(like Jenn Craig,  
PlateJoy and Eat  
Right Now)



Family and  
senior care  
services



Smoking  
cessation



Other fitness  
savings: Marathon  
Sports, AMC, etc.

**...and more!**



## Harvard Pilgrim Member Services

888-333-4742 [www.harvardpilgrim.org](http://www.harvardpilgrim.org)

**Aetna Medicare RX offered by SilverScript**

**Pre-Enrollment (prospective): 800-307-4830**

**Member Services (existing): 855-334-5057**

[www.aetnaretireeplans.com](http://www.aetnaretireeplans.com)

**Pharmacy Network: P1**

**Formulary (Drug List): GRP B2**

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## **Town of Leicester COVID-19 Protocol for Employees**

### **Isolation:**

- If you test positive for COVID-19, you must remain in isolation for 10 days. There is no option to take a COVID test after 7 days if you have COVID.
- If you have symptoms of COVID-19 and are told by a healthcare provider that you have COVID-19, or probably have COVID-19, you must remain in isolation for 10 days. There is no option to take a COVID test after 7 days if you have COVID.

### **Quarantine:**

- You must quarantine if you are not fully vaccinated\* but are a close contact\*\* to someone diagnosed with COVID-19. Quarantine options are:
  - 7 days of strict quarantine; return to work on Day 8 after last exposure IF:
    - A test (either PCR or Abbot BinaxNOW antigen) taken on Day 5 or later is negative; AND
    - The individual has not experienced any symptoms up to that point; AND
    - The individual conducts active monitoring through Day 14
  - 10 days of strict quarantine; return to work on Day 11 if contact chooses not to test.
  - 14 days of strict quarantine; If contact chooses not to test or tests negative but experiencing symptoms during this period.
- Individuals who have had COVID-19 in the last 90 days (from day of symptom onset or day of first positive test if asymptomatic) are not required to quarantine following an exposure.
- Individuals who have received either two doses of the Moderna or Pfizer COVID-19 vaccines or a single dose of the Janssen COVID-19 vaccine, at least 14 days ago are not required to quarantine following an exposure.
- If you are fully vaccinated, you should still monitor for symptoms of COVID-19 for 14 days following an exposure. If you experience symptoms, isolate yourself from others, seek testing, and contact your healthcare provider.
- Fully vaccinated individuals who are close contacts can request to quarantine due to an immunocompromised household member. Permission to be granted at the discretion of the Public Health Nurse.

The Public Health Nurse may contact you to discuss your isolation and quarantine period and any questions you may have.

*\* Fully vaccinated is defined as two weeks from the date of your second dose for Pfizer or Moderna or two weeks from the single Janssen dose. You do not need to receive a booster shot to be considered fully vaccinated.*

*\*\* Close contacts are determined by the Town's Public Health Nurse via contact tracing.*



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](http://www.leicesterma.org)

November 1, 2021

To: Select Board  
From: David Genereux, Town Administrator  
**RE: Report of the Town Administrator's Office**

The following is a report on the general activities of the Town Administrator through October 28, 2021.

**Becker College**

- Representative LeBoeuf advises that the House/Senate Elections Committee passed the Governor's bill regarding the Becker acquisition. This is a good development for the special legislation.
- Becker's attorney agreed to the latest extension of closing.
- Worked on the accessibility resolutions at the Swan Library with the State Police Museum.

**Grants (general)**

- IT Grant – Submitted a grant for \$25,000 for ESO software for EMS and associated hardware for the ambulances.
- Regional Public Health Coalition – The Town of Brookfield has joined the Leicester Regional Public Health Coalition and the Town will be receiving additional funding for bringing on this community.
- FY20 CDBG – Russell Park ADA & Housing Rehab – Consultant Tata & Howard began work on the design plans for ADA improvements at Russell Park. The first onsite meeting was held on 10/21.
- MassTrails Grant for Burncoat Park – Met with project manager and began executing required grant documents.
- EVIP Grants – The electronic vehicle charging station is fully installed and operational at Town Hall. The cost is \$0.25 per hour plus a \$5 parking charge per hour after 4 hours.
- Discussed applying for a traffic mitigation grant with the Highway Superintendent
- Complete Streets Grant – The project is virtually complete at this stage. Signage needs to be replaced, especially the "One Way" signs.
- CARES act – After months of work, all final CARES act reporting is complete. The grant closeout is now ongoing.

**Projects**

- Fire Station Retention Pond Remediation – We have signed license agreements for the three properties that are being used for the water remediation project. Below are the first two week's report from the Contractor:

**Week of October 25<sup>th</sup>**

The weather and rock slowed us down this week. We did not work on Tuesday and Wednesday due to weather. We worked on Monday, today and hopefully tomorrow. We are no longer in ledge and hopefully with the shallower cuts will stay out of solid rock for the duration of the project (I hope). We completed the 12" HDPE pipe installation from the deep DMH # 19 to CB # 17. Tomorrow we will connect CB 18 to CB 17. We will also start installing 18" HDPE from DMH # 19 towards DMH # 14 tomorrow.

**Week of October 18<sup>th</sup>**

Regarding the project update you requested; we installed the 18" HDPE from the flared end section to the



deep drain manhole on Gleason Way. Approximately 250 linear feet of 18" HDPE and two drain manholes. We were only able to get 20 linear feet of 12" HDPE pipe out of drain manhole # 19 heading towards CB # 17. We encountered some big boulders, ledge and shale that slowed us down. Hopefully, tomorrow the digging will get better as the pipe gets shallower. I'm hoping we will install approximately 100 to 140 linear feet (12" HDPE) if digging permits (and additional 12" arrives on site).

He also is requesting the ability to work on November 11 to keep to schedule. Our standard contract does not allow contract work on holidays.

- Towtaid Park Renovations – Prepared, advertised and sent out IFB for resurfacing of the courts at Towtaid Park using PARC grant funds. Bids are due 11/10.

## **Economic Development**

- Businesses:
  - Met with and assisted new business Castle Cantina with liquor and other licenses including preparing public hearing ad, pulling abutters list, and mailing certified copies of public hearing notices to abutters, discussions with the ABCC, etc.
  - Continued discussions with the Brennan Group & VHB regarding the proposed 200-300K square foot building at 90-92 Huntoon. Helped coordinate inquiries from the developers with the appropriate departments.
  - Met with and assisted Cheoy Lee's with a transfer of ownership
  - Met with and assisted Eclectic Nutrition with a transfer of ownership
- LRRP Grant – Received final rapid recovery plan. Haggerty consulting to present report on 11/1.
- EEA Grant – Received a draft of the economic development plan for the Town from CMRPC.
- Community Compact – Received a draft of the final business development plan funded through the Community Compact Grant

## **Citizen issues**

- Responded to a public records request regarding stormwater issues
- Responded to a public records request regarding streetlight installation procurement
- Discussed the tax abatement program with a recycling committee member who wanted to hire a senior worker for the recycling center
- Contacted National Grid regarding electricity issues for a resident that they could not get resolved
- Worked with several residents to switch over to the Town's electricity plan through Dynegy
- Working on a public records request regarding the election process on the PreK-8 school project

## **Meetings**

- Health Insurance Advisory Committee – Met on 10/21 to discuss retiree health insurance.
- Commission on Disabilities – Prepared for, posted, and met with the COD on 10/19. Discussed the Open Space and Rec Plan, Russell Park ADA improvements, handicap parking fines, ADA upgrades to Town owned buildings among other topics. The Commission will meet virtually on the 3<sup>rd</sup> Tuesday of every month at 6:30pm.
- Meet with account executive from GoToMeeting on 10/26 to discuss renewing/consolidating accounts and getting a quote on cheaper VOIP phone services with GoToMeeting attached.
- Met with account executive from MIIA on 10/25 and completed lengthy paperwork to get an insurance quote for FY23.
- Met with Capital on 10/20 regarding camera article at Town Meeting.
- Set up the 4<sup>th</sup> community meeting for the water/sewer study to be held on November 16<sup>th</sup> at 6pm

**Financial/Budgetary**

- The School Facilities Manager has requested to be given a compressor that was part of the Pneumatic control system at Town that is no longer being used. It would replace a failing compressor at the Elementary School.

**Daily Operations**

- Stamping, coding, and submitting invoices for over 75 accounts; prepared payroll for the department
- Select Board meeting prep and follow up
- Prepared weekly read file
- Licensing – Began preparations for annual license renewals including building spreadsheets, requesting outstanding tax information, and requesting vehicle license inspections from the Fire Chief.
- Finalized preparations for Town Meeting including preparing and proofing a Town Meeting guide, printing guides, advertising the meeting via the website, code red and Facebook, entering all motions and articles into the Meridia voting system, preparing documents for the Board, and setting up the gym.

**Human Resources**

- Onboarded new Regional Health Officer Tim Newton and new DIS Director/Town Planner Alaa Abusalah.
- Prepared ad and advertised Principal Assessor position
- Completed civil service paperwork to hire 3 new police officers
- Provided a complete accounting of the 1 Paxton Street donation account for Diane Calvano
- Addressed various COVID related employee issues with the Health Director
- Met with Fire Chief and EMS Director regarding EMS salary changes
- Working on advertising new police station



## OFFICE OF THE ASSESSOR TOWN OF LEICESTER

---

3 WASHBURN SQUARE • LEICESTER, MASSACHUSETTS 01524-1333  
TELEPHONE: (508) 892-7001 • FAX: (508) 892-7070

**Sanders (Sandy) J. Genna, MAA**  
*Principal Assessor*  
E-mail: [gennas@leicesterma.org](mailto:gennas@leicesterma.org)

Paul C. Davis  
Michael L. DellaCava  
Arthur J. Paquette

**Kathleen B. Asquith**  
*Assistant Assessor*  
E-mail: [asquithk@leicesterma.org](mailto:asquithk@leicesterma.org)

October 18, 2021

David Genereux  
Town Administrator

Board of Assessors

RE: Retirement

Dear David and Board Members,

When I accepted the position of Assessor my plan was to work to the end of my contract and then decide on when to retire. However, due to my recent medical scare and ongoing medical issues I have decided to move up my retirement. At this point my projected retirement date is effective as of January 1, 2022.

I chose this date in hopes of giving you enough time to find a replacement but also see the completion of the REVAL, the RECAP and billing. I didn't think it was fair to the Town and a new person to leave prior to the completion of these procedures.

Please note that if you are unable to find a suitable replacement, I would consider continuing to work on a part time basis until one is hired. Furthermore, should you hire a person with lessor experience I can make myself available to them to answer questions and/or provide guidance when needed.

Sincerely,  
Sanders J. Genna, MAA

# Memo



**To:** Leicester Selectboard  
**From:** Brian D. Kelley, Interim EMS Director  
**Date:** October 22, 2021  
**Re:** Paramedic Resignation

---

On Thursday October 21, 2021 I received an email from Antonio Trifone, a Paramedic resigning from Leicester EMS.

Tony was appointed May 3, 2021, however he has been unable to complete any training to become cleared to operate as a Paramedic at Leicester EMS due to family/personal and Full-Time Job commitments. Antonio did indicate that he would be interested in returning to attempt to work for Leicester EMS in the future when his schedule allows.

# Memo



**To:** Leicester Selectboard  
**From:** Brian D. Kelley, Interim EMS Director  
**Date:** October 22, 2021  
**Re:** CQI Specialist Appointments

---

On Thursday October 21, 2021 Chief Dupuis and I interviewed two candidates for the open CQI Special Positions. CQI Specialists review Patient Care Reports (PCRs) that are completed by members of Leicester EMS for each patient contact. This report is utilized not only for billing purposes, but also are a permanent part of the patients medical director and articulate all aspects of patient care including assessment, treatment/interventions, and transport (or in some cases refusal of transport) to the hospital. Our CQI Specialists review each and every report, ensuring that our EMTs and Paramedics are providing the highest quality and most appropriate level of care to each and every patient.

I therefore request that the board appointe Christopher Monteverdi (a Per-Diem Paramedic in good standing) and Robert Fitzgerald (a Part-Time Non-Benefited Paramedic in good standing) to the position of CQI Specialist effective October 22, 2021. The CQI Specialist position will be in addition to their regularly assigned duties at Leicester EMS.

# Memo



**To:** Leicester Selectboard  
**From:** Brian D. Kelley, Interim EMS Director  
**Date:** October 22, 2021  
**Re:** EMT & Paramedic Appointments

---

On Thursday October 21, 2021 Chief Dupuis and I interviewed three candidates for Per-Diem EMT Positions, and one candidate for a Per-Diem Paramedic Position.

I therefore request that the board appoint the following to Leicester EMS effective immediately:

- Timothy Lyon, Per-Diem Paramedic
  - Timothy is a former Leicester EMS Employee that is returning and therefore I believe it appropriate to appoint him directly to the Per-Diem Paramedic Position.
- Riley Whalen, Per-Diem EMT Candidate
- Shawn Honcharik, Per-Diem EMT Candidate
- Nicole Bourassa-Pratt, Per-Diem EMT Candidate

LEICESTER TRAVEL BASKETBALL

# BASKETBALL TRYOUTS

NOVEMBER 6TH & 7TH @ 2:00PM

REGISTRATION OPEN UNTIL 11/3/21



AT LEICESTER HIGH SCHOOL

BOYS & GIRLS (4TH - 8TH GRADE)

TRYOUTS ARE FREE - REGISTRATION FEE: \$150.00

FEE INCLUDES: 10 GAMES, UNIFORMS & REFEREES

MORE INFORMATION:

JASON LOVERME

774-641-0504

JASONLOVERME@GMAIL.COM





# Leicester Travel Basketball 2021

## Registration for Boys & Girls 4th-8th Grade



Please fill out **ONE FORM PER PLAYER**.  
A check made out along with this completed  
form can be mailed to:

Jason LoVerme  
9 Sabina Circle  
Rochdale, MA 01542

Tryouts/Evaluations will  
be held @

Leicester High School  
on Saturday & Sunday  
November 6th & 7th

@ 2:00pm

### Player Information (Please Print):

FIRST/LAST NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ GENDER (M/F): \_\_\_\_\_ GRADE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

MEDICAL ISSUES? \_\_\_\_\_

DOCTOR TO NOTIFY: \_\_\_\_\_ DR. PHONE: \_\_\_\_\_

### Parent/Guardian Information (Please Print):

FIRST/LAST NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

IF AVAILABLE TO MANAGE OR ASST. COACH (Name/Phone): \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

By signing below, I/we, the undersigned of the above named candidate for a position on a Leicester Travel Basketball team, hereby give my/our approval to participate in any and all Leicester Travel Basketball activities. I/We know that participation in basketball may result in serious injuries and protective equipment does not prevent all injuries to participants, and do hereby waive, release, absolve, indemnify, and agree to hold harmless Leicester Travel Basketball, the organizers, participants, volunteers and persons transporting my/our child to and from activities from any claim arising out of injury to my/our child whether the result of negligence or for any other cause.



**I have read and signed the Parent Code of Conduct form. (Registration forms will not be accepted with box unchecked)**

I understand that if I or my family violates the Parent Code of Conduct, we will be subject to disciplinary action, which could include probation, suspension, and expulsion from Leicester Travel Basketball activities.

\_\_\_\_\_  
Parent / Legal Guardian Signature

\_\_\_\_\_  
Date



# Sport Parent Code of Conduct

---

Leicester Travel Basketball, has implemented the following Sport Parent Code of Conduct for the important message it holds about the proper role of parents in supporting their child in sports. Parents should read, understand and sign this form prior to their children participating in our league.

Any parent guilty of improper conduct at any game or practice will be asked to leave the sports facility and be suspended from the following game. Repeat violations may cause a multiple game suspension, or the season forfeiture of the privilege of attending all games.

## *Preamble*

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles:

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Good Citizenship

The highest potential of sports is achieved when competition reflects these "six pillars of character."

## *I therefore agree:*

1. I will not force my child to participate in sports.
2. I will remember that children participate to have fun and that the game is for youth, not adults.
3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
4. I will learn the rules of the game and the policies of the league.
5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
7. I will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.

8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.

10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.

11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.

12. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.

13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.

14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.

15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game, and will take time to speak with coaches at an agreed upon time and place.

16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.

17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

---

Parent/Guardian Signature

---

Date

## **Request for Becker Facility Use**

### Previous Events

- 9/2 – Varsity Football Scrimmage 2:30-5:30pm
- 9/7 – Girls Soccer 4:30-7pm
- 9/17 – Varsity and JV Field Hockey 3-6pm
- 9/24 – Varsity Boys Soccer – 6-9pm
- 10/4 – Varsity & JV Field Hockey 2:30-6:30pm
- 10/17 – Leicester Spencer Raiders at 11am
- 10/18 – JV Football 3:30pm
- 10/19-10/22 – Soccer & Field Hockey – 2:30pm-6:00pm
- 10/22 – Varsity Football 7:00pm
- 10/25-10/28 – Field Hockey, Soccer and Football – 2-7pm

### Approved Events – Field

- 10/29 – Field Hockey, Soccer and Football – 2-6pm
- 10/30 – JV Football 10:00am
- 11/10 – JV Football 3:30pm
- 11/15 – JV Football 3:30pm
- 11/25 – Varsity Football 10:15am

### Approved Events - Gym

- Tuesdays/Thursdays from 9-11:30am – Worcester County Senior Athletic Association

### Requested Events

- 11/6 – Leicester Spencer Raiders at 7pm



# TOWN OF LEICESTER

## Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

TELEPHONE: (508) 892-7016 • FAX: (508) 892-7506

[www.leicesterma.org](http://www.leicesterma.org)

**Rachelle Cyr-Cloutier, M.Ed.**

*Director of Elder Affairs*

*E-mail: [cloutierr@leicesterma.org](mailto:cloutierr@leicesterma.org)*

October 14, 2021

Mr. Steven Corley  
George E. McKenna Insurance Agency  
4 Pleasant Street  
Leicester, MA 01524

Dear Mr. Corley:

After two years of our not being able to recognize our veterans, your generous donation of \$100 will help us honor and provide a free breakfast for our veterans as was done annually before COVID. We expect many nonveterans will be here to thank them as well.

As always, we thank you for your generous donation which will help us to have a great and enjoyable breakfast. This year, as you know, it will be held on Tuesday November 9 at 9:00 a.m.

Should you wish to attend, please call us and we will gladly place you on our list. Again, thank you.

Sincerely,

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



# TOWN OF LEICESTER

## Council on Aging

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**Rachelle Cyr-Cloutier, M.Ed.**

*Director of Elder Affairs*

*E-mail: [cloutierr@leicesterma.org](mailto:cloutierr@leicesterma.org)*

October 15, 2021

J. Henri Morin & Sons, Inc.  
Funeral Home  
P. O. Box 177  
23 Maple Terrace  
Spencer, MA 01562-0177

Dear Family Morin :

After two years of our not being able to recognize our veterans, your generous donation of \$100 will help us honor and provide a free breakfast for our veterans as was done annually before COVID. We expect many nonveterans will be here to thank them as well.

As always, we thank you for your support which will help us to have a great and enjoyable breakfast. This year, as you know, it will be held on Tuesday November 9 at 9:00 a.m.

Should you wish to attend, please call us and we will gladly place you on our list. Again, thank you.

Sincerely,

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

Cc: Board of Select Person  
David Genereux, Town Administrator  
Kristen Forsberg, Assistant Town Administrator  
Janine Drake, Assistant to the Town Administrator



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November 1, 2021

To: Select Board  
From: David Genereux, Town Administrator  
**RE: Juneteenth Holiday**

---

I have been asked as if the Select Board would consider adding June 19 (or Juneteenth as it is better known) as a paid holiday for municipal employees.

Juneteenth's commemoration is on the anniversary date of the June 19, 1865, announcement by Union Army general Gordon Grainger, proclaiming the emancipation of slaves in Texas. On July 24, 2020, Governor Charlie Baker signed legislation ("Section 3 of Chapter 124 of the Session Laws of 2020") amending M.G.L c. 4, § 7 to include Juneteenth as State holiday. However, as far as Massachusetts Law is concerned, municipal employers are not obligated by Law to provide employees with holiday pay/leave for Juneteenth.

It is up to individual local governments to make that determination. Fitchburg, Oxford, Sutton, Lawrence, Dudley, Monson, Brewster, Dighton, Grafton, Lexington, Lynn, North Andover, Northfield, Norwood, Pepperell, Pittsfield, South Hadley, Southbridge, Stow, Tisbury, Walpole, Wilbraham, Ashland, W. Brookfield, Stoughton, and Hudson are among the cities and towns that have accepted the holiday, making it a paid day off for municipal employees.

Last summer, the Massachusetts Department of Elementary and Secondary Education also updated its school calendar to include Juneteenth, meaning that public school students and employees at schools still in session will get the day off, too (Leicester is not forecast to be in session on June 19, 2022).

If the Board is interested in allowing this, we would need to amend our CBA's and Sect 11.7 of the Personnel bylaw, at the May 4, 2022 town meeting. This would be the 12<sup>th</sup> municipal holiday given employees is accepted by the Board and Town Meeting.

Please contact me with any questions.



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November 1, 2021

To: Select Board  
From: David Genereux, Town Administrator  
**RE: Recommended Becker Committees**

---

I am writing to recommend the following ad hoc committees be established as part of the Becker reuse planning process. The committees would have five to seven members based on what their overall purpose is.

Seven committees are recommended. The Town Administrator or his designee would not be members but would attend meetings and support the committees as needed.

**Becker Education Committee (5 members)**

- (1) School Committee member
- (1) Select Board member
- (3) members of the public

**Purpose: To make recommendations regarding the buildings to be used and any changes that need to be made to accomplish those purposes.**

**Becker Building Condition Committee (5 members)**

- (1) Select Board member
  - (1) Advisory Committee member
  - (3) members of the public
- Ad hoc members – Town Inspectors

**Purpose: To inspect each building and put forward the recommendations on condition and repair for each building, as well as grounds items such as walkways, stairs and railings.**

**Becker Veterinary Clinic Reuse Committee (5 members)**

- (1) Select Board members
- (1) Advisory Committee member
- (3) members of the public

**Purpose: To make specific recommendations regarding the Veterinary Clinic**

**Becker Zoning Committee (5 members)**

- (1) Select Board member
  - (1) Planning Board member
  - (2) members of the public
- Town Planner

**Purpose: To determine whether the Becker College zoning should be changed to accommodate other potential uses.**

**Becker Reuse Committee (7 members)**

- (1) Select Board member
- (1) Planning Board member
- (5) Members of the public

**Purpose: To vet suggestions for reuse/disposal of surplus campus buildings, and to give recommendations to the Select Board**

**Becker Athletic/Recreation Committee (7 members)**

- (1) Select Board members
- (1) Member of Parks and Recreation
- (1) School Committee member
- (4) members of the public

**Purpose: To determine recreational uses for the Becker Campus, and to full discuss the concept of the scheduling of all Town Fields and Parks.**

**Becker Finance Committee (7 members)**

- (1) Select Board members
- (1) Members of the Advisory Committee
- (1) School Committee member
- (4) Members of the public

**Purpose: To examine funding options for the campus and to make recommendations as to how the Town can best afford to operate and maintain the campus.**

Please contact me with any questions.





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November 1, 2021

To: Select Board  
From: David Genereux, Town Administrator  
**RE: PARC Grant – Authorize to sign contract**

---

We expecting to get a favorable bid for the reclamation and installation of new courts at Towtaid. We are are expecting a bid in the low fifties. However, we are close to the shut down period of the asphalt plants, and every day counts. I am requesting authorization to sign the bid and issue the contract in order to attempt to beat the weather.

There is no guarantee that they will be able to do it this fall, but if we can award as early as possible it would help.

Please contact me with any questions.

**SELECT BOARD MEETING MINUTES  
OCTOBER 18, 2021 AT 6:00PM  
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

**CALL TO ORDER/OPENING**

Chair Antanavica called the meeting to order at 6:06pm. Chair Rick Antanavica, Vice-Chair John Shocik, Second Vice-Chair Herb Duggan Jr., Selectman Dianna Provencher, Selectman Allen Phillips, Town Administrator David Genereux and Assistant Town Administrator Kristen Forsberg were in attendance.

**1. SCHEDULED ITEMS**

None

**2. PUBLIC COMMENT PERIOD**

No members of the public provided comment

**3. REPORTS & ANNOUNCEMENTS**

**a. Student Liaison Reports**

Joely Fontaine provided updates from the Leicester Public Schools.

**b. Town Administrator Report**

The Town Administrator presented highlights from his written report.

**c. Select Board Reports**

The Select Board discussed various topics including Halloween, Becker inventory, Mass State Police interest in Swan Library for a museum, reopening of Luther Hill Park in Spencer and the possibility of swimming lessons for Leicester residents, sending a letter to the school committee with questions received or have a meeting, addressing HR issues, forming Becker committees, keeping the website updated regarding the oil leak at the Elementary school, mold issue at Memorial School, selling Memorial School, October is cancer awareness month, checking smoke detectors, having CO2 detectors down low and filling out a new annual application with Hearts for Heat for fuel assistance.

**4. RESIGNATIONS & APPOINTMENTS**

**a. Appointment – Parks and Recreation – Paul Fontaine**

**Motion 101821-4a:** A motion was made by Mr. Shocik and seconded by Ms. Provencher to appoint Paul Fontaine to the Parks and Recreation Committee. Motion carries 5:0:0.

**b. Appointment – Commission on Disabilities – Bonny Burks**

**Motion 101821-4b:** A motion was made by Ms. Provencher and seconded by Mr. Shocik to appoint Bonny Burks to the Commission on Disabilities. Motion carries 5:0:0.

**c. Gas/Plumbing Inspector Appointment Discussion**

Ms. Forsberg discussed the Gas/Plumbing Inspector's request to split the position and to advertise for a gas inspector. The Board agreed to do so.

**d. Appointment – Dianna Provencher – Co-HR Liaison**

**Motion 101821-4d:** A motion was made by Mr. Phillips and seconded by Mr. Shocik to appoint Dianna Provencher as Co-HR Liaison. Motion carried 5:0:0

## **5. OTHER BUSINESS**

### **a. Vote on Use of Special Ed Stabilization Funds for FY22**

**Motion 101821-5a:** A motion was made by Ms. Provencher and seconded by Mr. Duggan to approve the use of \$120,000 in Special Education Stabilization Funds for FY22. Motion carries 5:0:0.

### **b. Request to Use Becker Gym – Worcester County Senior Athletic Association**

**Motion 101821-5b:** A motion was made by Mr. Phillips and seconded by Ms. Provencher to authorize the Worcester County Senior Athletic Association to use the Becker Gym on Tuesdays and Thursdays from 9:00-11:30am for \$50/mo. Motion carries 5:0:0.

### **c. Request to Use Becker Field – LHS**

**Motion 101821-5c:** A motion was made by Mr. Phillips and seconded by Ms. Provencher to authorize the high school to use the Becker field for varsity and JV football, girls and boys soccer and varsity and JV field hockey and to schedule games for these sports through the Town Administrator's office. Motion carries 5:0:0

### **d. Award Fire Rescue Pumper Bid**

Mr. Genereux noted the two bids were received in response to the IFB for the used fire rescue pumper. The fire chief and staff reviewed the two vehicles and determined the low bidder did not meet the specifications as outlined in the IFB. The low bidder was notified that they had been disqualified.

**Motion 101821-5d:** A motion was made by Mr. Shocik and seconded by Mr. Duggan to award the bid for the used fire rescue pumper to Brindlee Mountain at a cost of \$275,000. Motion carries 5:0:0.

### **e. Award Ambulance Bid**

Mr. Genereux noted that only one bid was received in response to the IFB for the used ambulance.

**Motion 101821-5e:** A motion was made by Mr. Duggan and seconded by Mr. Shocik to award the bid for the used ambulance to Ambulance Network at a cost of \$60,000 minus \$10,100 for trading in our ambulance. Motion carries 5:0:0.

### **f. Chapel St Mill Demolition**

Mr. Genereux noted that the EPA will be remediating and demolishing the Chapel St Mill due to environmental contaminants they have found on site during testing. This will be at no cost to the Town. A lien will be put on the property. The project is expected to start this month and once demolition begins there will be some road closures. More information on these road closures will be provided in the upcoming weeks. The total project is estimated to take 1 year.

### **g. Review/Vote on Becker College Land Acquisition Borrowing Requirements (Bond Council Request)**

**Motion 101821-5g1:** A motion was made by Ms. Provencher and seconded by Mr. Shocik to pass over Article 12. Motion carried 5:0:0.

**Motion 101821-5g2:** A motion was made by Mr. Phillips and seconded by Ms. Provencher to recommend approval of Article 8 based on new information received which showed that most of the equipment required is already in place. Motion carried 5:0:0

### **h. Fall Special Town Meeting – Reconsideration of Votes & Assign Motions**

Mr. Genereux discussed potential issues with the Becker acquisition. The Town has been working on the borrowing paperwork which is reviewed by bond counsel. Two flaws were found. One flaw, moving the location

of Town Meeting from the Middle School to the Becker Gym without readvertising the change of location in the newspaper, has been resolved as the Town provided sufficient evidence of advertising the change via the website, social media and reverse 911. The second issue is more problematic. On October 30, 2018, Town Meeting accepted MGL Chapter 53, Section 18b. The purpose of this law is to allow the Town to mail out an explanation of ballot articles with a summary of the request and pro/con arguments. The Town planned to mail this out for the PreK-8 school but due to the cost and lack of response from the opposition group, decided against it. Since the vote failed, the Town was not aware of any issues with not providing this documentation. There were no formed pro and con groups for the Becker vote so the Town chose to save the money and not do the mailing. After town meeting and the election, bond council informed the Town that this mailing is obligatory once the Town accepts this statute of MGL. So the Town would either need to hold another election or get special legislation approved by the State. The Governor has agreed to sponsor the language and if it passes in the legislature it will be attached to a bill this fall. The problem is the timing of this future bill is not known. The Town could also hold a special election by mid-December and do the required mailing. Mr. Genereux discussed pros and cons of the various options.

**Motion 101821-5h:** A motion was made by Ms. Provencher and seconded by Mr. Phillips to move forward with both the special legislation and set another election for December 7<sup>th</sup> in compliance with the requirements of MGL Chapter 53, Section 18(b). Motion carried 5:0:0.

The Chair assigned the reading of the motions for the Fall Town Meeting articles.

i. **Review/Vote on Executive Session Minutes**

**Motion 101821-5i:** A motion was made by Ms. Provencher and seconded by Mr. Duggan to approve the 2020 executive session minutes as presented. Motion carries 4:0:1 (Mr. Phillips abstained).

**6. MINUTES**

a. **October 4, 2021**

**Motion 101821-6a:** A motion was made by Mr. Phillips and seconded by Mr. Duggan to approve the minutes of October 4, 2021. Motion carried 5:0:0.

**Motion 101821-7:** A motion to adjourn was made by Mr. Phillips and seconded by Mr. Duggan at 8:12pm. Motion carried 5:0:0.

**SELECT BOARD MEETING MINUTES  
OCTOBER 26, 2021 AT 6:00PM  
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

**CALL TO ORDER/OPENING**

Chair Antanavica called the meeting to order at 6:03pm. Chair Rick Antanavica, Vice-Chair John Shocik, Second Vice-Chair Herb Duggan Jr., Selectman Dianna Provencher, Selectman Allen Phillips, Town Administrator David Genereux and Assistant Town Administrator Kristen Forsberg were in attendance.

**1. NEW BUSINESS**

**a. Discuss Town Meeting and Warrant Articles**

No Town Meeting votes or adjustments were needed.

**b. Fall Special Town Meeting**

**c. Becker College -Vote to execute amendment to purchase option agreement to extend Purchase and Sale Agreement execution date to December 10, 2021.**

**Motion 102621-1c:** A motion was made by Mr. Phillips and seconded by Ms. Provencher to extend the Becker purchase and sale to December 10, 2021 and to authorize the Chair to sign the extension. Motion carried 5:0:0.

Mr. Genereux provided a draft list of Board questions to the School Committee to the Board for their review.

**Motion 102621-2:** A motion to adjourn was made by Ms. Provencher and seconded by Mr. Shocik at 6:15pm. Motion carried 5:0:0.

### **Executive Session Motion**

#### **Board Member 1**

I move to go into Executive Session under MGL Chapter 30A, Section 21(a),

Exception #3 – Discuss strategy with respect to collective bargaining (Police Unions)

The Board will reconvene in open session only for the purpose of adjournment.

#### **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**