



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: February 7, 2022

TIME: 6:00pm

LOCATION: Select Board Conference Room, 3 Washburn Sq, Virtual Only to Public

REQUESTED BY: Kristen L. Forsberg, Assistant Town Administrator

*Agenda packet and associated documents can be found at www.leicesterma.org/bos. This agenda lists all matters anticipated for discussion; some items may be passed over, and other items not listed may be brought up for discussion to the extent permitted by law. Select Board meetings are recorded by LCAC. Any member of the public planning to record the meeting must first notify the Chair. **PLEASE SILENCE ALL CELL PHONES DURING THE MEETING***

Online: <https://global.gotomeeting.com/join/591796149>

By Phone: (669) 224-3412; Access Code: 591-796-149

CALL TO ORDER/OPENING

1. SCHEDULED ITEMS

- a. 6:00pm - Executive Session, MGL Chapter 30A, Section 21:
 - Exception #2 - Negotiations with Nonunion Personnel (Interim EMS Director, Treasurer/Collector)
 - Exception #3 - Strategy with Respect to Collective Bargaining (Police Union Promotion Process)
 - Exception #6 - Lease of Real Property (Swan Library & Field Shed)

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 - Donna Johnson - Library Cataloguer
- b. Resignation - Tim Newton - Regional Public Health Officer
- c. Resignation - Amy McNerney - Regional Public Health Officer
- d. Resignation - Valerie Kokernak - Commission on Disabilities
- e. Resignation - Lisa Wall - Advisory Committee
- f. Resignation - Melanie Jackson - Treasurer/Collector
- g. Appointment - Trevor Bruso - Regional Public Health Coordinator
- h. Appointment - Chris Wilson - Regional Public Health Epidemiologist
- i. Appoint & Execute Contract - Kimberly Burton - Treasurer/Collector

5. OTHER BUSINESS

- a. Accept Senior Center Donation
- b. Contract Amendment - Interim EMS Director - Brian Kelley
- c. Request to Surplus Vehicle - 1986 Hahn Fire Engine - Auction on February 19, 2022 at 10:00 AM
- d. Set Close Date for Annual Town Meeting Warrant - March 17, 2022 at 5:00 PM
- e. Discuss/Vote on Bark Park (Dog Park at Former Becker College Campus)

- f. Discuss/Vote on Closure of Town Hall, Senior Center and Library Due to COVID-19
- g. Discuss/Vote on Lease of Real Property – Swan Library

6. MINUTES

- a. January 3, 2022
- b. January 11, 2022
- c. January 18, 2022
- d. January 24, 2022

ADJOURN

Proposed Executive Session Motion

Board Member 1

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

- Exception #2 - Negotiations with Nonunion Personnel (Interim EMS Director, Treasurer/Collector)
- Exception #3 - Strategy with Respect to Collective Bargaining (Police Union Promotion Process)
- Exception #6 - Lease of Real Property (Swan Library & Field Shed)

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

Board Member 2

Second

Chairperson

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

VOTE BY ROLL CALL



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

February 3, 2022

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 February 4, 2022.

Becker College

- Continuing working with the Highway Superintendent and various contractors on HVAC issues with the College property. There were frozen pipe issues in three buildings that have been resolved. The most damage is in the May House. That work is ongoing. DG
- Working with the Accountant to set up income and liability accounts on town books for the Becker property and to code the credits received at the closing and set up a new account for the meter credit. After these are in place, financial reporting can commence. DG
- Setting up Working Group Meetings, emails and scheduling online notices. JD
- Submitting Billing. JD
- Receiving calls regarding Becker Gym usage and Becker Building usage and opportunities. Leicester Soccer has again requested use of the Becker Gym. I have informed them that they cannot use the it, per the last vote of the Select Board. They will likely attend a meeting to voice their concerns. DG
- We have received oil usage data for the last three years. We are working with National Grid to get historical bills on electric & gas. DG JD
- We have interest from two groups regarding the Becker dormitories. Still too early for any further info, and the properties will still need to be sent to RFP, but I'm waiting on a specific commitment of interest before bringing it before the Board. I am hoping for more concrete information in the next few weeks. DG
- Assisting with setting up appointments for maintenance, etc. with David Genereux & Joe Fontaine. JD
- Inventoried Campus Center with Janine Drake DG
- Inventoried Marsh Hall and Becker Gym with Dave Mero KF
- Attended Vet and Athletic (2) working group meetings KF
- Attended Finance Meeting DG
- Created a spreadsheet comparing field use fees in 7 communities KF

Leicester Housing Authority Fire

- Progress has been made with the Leicester Housing Authority. They will likely be ready for move in of residents by February 7th. DG

Vaccine Clinics

- Monday's vaccine clinic at Becker was a success. We gave out 104 doses of vaccine, apportioned as follows:

- Adult 1st dose: 12
Pediatrics 1st dose:10
2nd dose/Booster: 65
Pediatrics 2nd dose: 17
- Additional clinics are scheduled for February 22 and March 15, from 4:00 to 7:00 Pm at the Borger Auditorium on the former Becker College Campus. DG

Economic Development/Businesses

- Worked with the new owners of 90-92 Huntoon who are building the large commercial warehouse to connect them with Ngrid and Charter and to obtain an interpretation letter on the detention ponds from the building inspector. KF
- Finalized permitting with Castle Cantina; issued liquor license; business set to open on 2/4 JD
- Assisted Dawu Café (310 Pleasant Street) with obtaining permits

Grants

- Wrote and submitted an FY23 Culvert Grant for 3 projects KF
- Wrote and submitted 3 required closeout reports for the EDA Water Sewer Grant KF

Citizen issues

- Receiving calls regarding Becker Gym usage and Becker Building usage and opportunities. Leicester Soccer has again requested use of the Becker Gym. I have informed them that they cannot use it, until we have fees and protocols in place, per the last vote of the Select Board. They will likely attend a meeting to voice their concerns. DG
- Completed 4 public records requests related to the high school gym DG
- Addressed EMS complaint KF DG

Meetings

- LPS Planning Meeting JD
- Planned and held a Commission on Disabilities Meeting. Submitted comments to DIS regarding ADA project priorities for the Open Space & Recreation Plan update. KF
- Central Mass Regional Planning Commission Meeting on CDBG Grants KF, JD
- Met with Regional Recycling Coordinator to discuss funding opportunities and reporting requirements KF DG
- Met with Fire Chief and EMS Director to discuss various departmental issues including FY23 budget questions KF DG
- Posted CIPC meeting for 2/9 to discussed purchase of new ambulance KF

CCC

- Under a new bill that promulgates regulations and oversight by the CCC regarding Host Community Agreements (HCA's), the CCC will view existing HCA's and establish directed to implement a "safe harbor period" during which host communities, marijuana establishments and medical marijuana treatment centers, "shall renegotiate in good faith any existing host community agreement that is out of compliance with this act."
- The bill also instructs the CCC to, "review all host community agreements that have received their final license and commenced operations as of the effective date of this act and strike any provision of a host community agreement that is not in compliance."

What this means, is that I expect that we will have to renegotiate Cultivate's HCA, removing the \$75,000 "floor" of the agreement. We will also likely have to renegotiate the flat fee HCA agreements

for the large facilities on Huntoon Highway, but we have not collected any payments from them yet. Our ability to use the funds remains unchanged. Thus far, the requirement for expenditure of HCA funds remains to be solely for expenses associated with the activities associated with the facilities themselves. We will have to see how this process moves forward in the future. DG

Financial/Budgetary

- Completed the FY2023 departmental budget submissions. Departments have until February 15 at 5:00 to return their budgets to this office. The budget will be presented to the Board shortly thereafter. We do have all of the most challenging estimates (Cherry Sheet, insurance estimates, retirement assessment) In place already. DG
- Reconciled Town credit card KF

Daily Operations

- Answering phones, answering questions, disseminating messages. KF & JD
- Continuous Email monitoring, follow up, dissemination, information sharing, responses to action items and Email messaging. DG, KF & JD
- Greeting visitors, answering questions and handling departmental paperwork. JD & KF
- Setting appointments and interviews. KF & JD
- Stamping, coding, and submitting invoices for over 75 accounts JD
- Prepared payroll for the department. JD
- Opening and processing daily mail along with redistribution. JD
- Select Board meeting prep and follow up. KF
- Meeting minutes JD, KF
- Prepared weekly read file KF
- Payroll processing. JD
- Updated entire website including department and board/committee pages KF
- Website & Facebook regular updates KF, JD
- Creating files, copying, labeling & filing. JD
- Daily/Weekly Turnovers to Treasury. JD
- Worked on various insurance claims KF
- Provided timely updates to the board regarding key events via email KF

Human Resources

- Epidemiologist interviews (Rounds 1 and 2) - KF
- Working on two older IOD claims, each with its own challenges. DG KF
- Worked on detention clerk application packages KF JD
- Onboarded new Senior Worker Linda Colby, held initial meeting KF
- Onboarding new employees KF
- Advertised Regional Health Officer position KF

Training

- MCPPO Supplies and Services Contracting Class Completed and Exam Passed JD

**Note: Janine provides administrative support for all activities in the office*

December 30, 2021

Suzanne Hall
Board of Trustees
Leicester Public Library
1136 Main Street
Leicester MA 01524

It is with mixed feelings that I submit my resignation. I never imagined when I came to work at the library in 1993, that my last day of work would be April 30, 2022.

What I thought was a job I would do for a couple of years, became a dream job, I could not bring myself to leave. However, it is time to retire and enjoy more time with my husband and family, especially my grandchildren.

I will be forever grateful to the people I have worked with, the Board of Trustees, the friends of the library, and the library patrons that have truly enriched my life. I thank you all, for the wonderful opportunity of working at the library.

Sincerely,

A handwritten signature in cursive script that reads "Donna A. Johnson". The signature is written in dark ink and has a fluid, personal style.

Donna A. Johnson

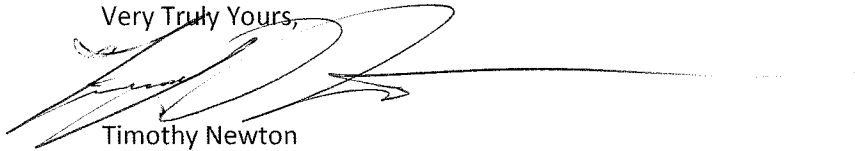
January 18th, 2022

To the interested parties:

After much consideration, I am no longer able to provide full time employment to the Leicester Regional Public Health Coalition. My final day of full time employment will be January 27th, 2022. If there is a need, I am willing to provide septic inspection support on a per diem basis for a period of time. Should this be of interest, I will provide a rate sheet.

I have enjoyed serving your community, and thank you for the opportunity to do so. I wish all of the communities served by the Leicester Regional Public Health Coalition the best in these challenging times.

Very Truly Yours,

A handwritten signature in black ink, appearing to read 'Timothy Newton', with a long horizontal line extending to the right.

Timothy Newton

Amy McInerney
mcinerneyamy@yahoo.com | 978-761-0903
6 Technology Drive #213, Chelmsford MA 01863

January 30, 2022

Mr. David Genereux
Town Administrator
Town of Leicester
3 Washburn Square
Leicester, MA 01524

Dear David,

Please accept this letter as my formal resignation from the Leicester Regional Public Health Coalition. I verbally notified Francis of my leaving on Thursday, January 27th, 2022 and my last day of work will be Thursday, February 10th, 2022. I have received an offer to work for the Health Department in the Town of Chelmsford and after careful deliberation have decided to accept.

I am so grateful for my time here and appreciate everything that has been done to help bolster my growth as a public health professional and local government employee. It has been a pleasure working for the Town of Leicester and I will miss everyone that I've met while working here.

Please let me know if there is anything I can do to help with the transition in the next two weeks. I wish you all the best!

Sincerely,

Amy McInerney

From:

To:

Subject:

Date:

Good morning all

I am sorry to say that I'll be resigning from the Finance Advisory Board effective immediately. As you may know, I've recently sold my house in Leicester and I've bought a house in Spencer. I have enjoyed my time on the board. Thank you for the opportunity to serve my community.

Take care and be well.

Lisa Wall

Sent from my iPhone

Dear Mr. Daigle

I am excited to apply for the position of Epidemiologist for the Leicester Regional Public Health Coalition. As member of the North Brookfield Board of Health for the past 5 years, I have been working to address the public health needs within our community. I have been the Covid 19 response coordinator for the past two years. In that role, I have worked with Federal, State, Regional and Local entities to address the challenges that have arisen over the COVID-19 pandemic. Early on I stressed the need to build relationships with local boards, the schools, senior center, churches, first responders and local businesses. Those relationships allowed us to be responsive to the needs of those organizations and helped to keep our community engaged in fighting the pandemic. This approach provides for the opportunity to collect the data, identify the needs, and develop a plan for Community Health Assessments and Community Health Improvement Plans. As a member of the Board of Health I understand the importance of contract tracing and data collection in driving policy and successful outcomes.

Having had the experience of working on local boards for the past 18 years, I know the importance of having stakeholders in the goal of establishing Community Health Assessments and Community Health Improvement plans. Small town Boards of Health do not have the resources available to make these plans on their own. That is why I am excited about the position with the Leicester Regional Public Health Coalition. Aside from personal outreach, I can help the organization by bringing my social media and web-based skills to collect data from a variety of sources.

Although the position seeks a bachelor's degree in a health-related field which I do not hold, I did return to school last year in pursuit of becoming a Respiratory Therapist. In the past year I have taken Anatomy I and II as well as Biology and Chemistry and have a G.P.A of 3.9. I am changing my focus towards public health based on my experiences over the past 5 years. I would love the chance to further discuss the position and what skills I'd bring to the position. Thank you for considering my application.

Best Regards,

Trevor Brusio

TREVOR BRUSO

Dedicated professional seeking a position in public health, utilizing my skills in management, project management, government affairs and regulations, and community advocacy.

RELEVANT EXPERIENCE

2014 – 2021

DIRECTOR OF STRATEGY AND MARKETING, New England Auctions

Work with the owners to establish short and long-term goals. Produce monthly print and online catalogs and e-marketing. Redesigned the monthly print catalog, website, social media and logo. Established online bidding features and increased pre-bids by 200 percent. The business went from two monthly auctions to four. Work on reorganization of employees, including hiring and development.

2002-2009

SELF EMPLOYED, T. Potter Pots

Established a pottery business from the ground up. Developed a product line, found retail and wholesale opportunities to sell handcrafted pottery. Managed time and production schedule to meet demand.

1997-2002

Director of Technology/ Vice Principal, North Brookfield Public Schools

Managed and maintained all computers in a 250-computer 900-user, networked environment. Developed a design and budget strategy, which made the District one of the strongest technology schools in the state. Utilized expertise in developing distance learning opportunities for professional development of all Staff and Faculty.

Local Government

2016-PRESENT

BOARD OF HEALTH, Town of North Brookfield

Use experience from Conservation Commission to guide the board through Department of Environmental Protection regulations. Negotiated legal settlements. Work with elected officials within town government. Manage the town Recycling Facility. Involved with all employment issues within the department. Work with various boards to develop budget for the Board of Health.

2011-2016

CONSERVATION COMMISSION, Town of North Brookfield

Worked with other commissioners to protect wetlands and river systems within North Brookfield, using Department of Environmental Protection guidelines.

TREVOR BRUSO

Education

HEALTH CARE PROGRAM, QUINSIGAMOND COMMUNITY COLLEGE 2020-2021

- Current G.P.A. 3.9
- Coursework includes Anatomy and Physiology I and 2, Biology and Chemistry.
- Accepted into Respiratory Care Program

MICROSOFT CERTIFIED SYSTEMS ENGINEER, CLARK UNIVERSITY

- Windows NT 4.0 Administration
- Microsoft Certified Software Engineer
- A+ Certified

1996

BACHELOR'S OF ARTS, WORCESTER STATE UNIVERSITY

- BA History
- Summa Cum Laude
- Selected for American Assembly at the United States Air Force Academy.

SKILLS

- Supervising, employee management
- Project management
- Government affairs, liaison, regulations
- Knowledge of recycling and sustainability
- Budget creation and management
- Website creation and management
- Community Liaison
- Lifelong learner

Dear Human Resources Department,

I have been an employee in the health care system for quite some time and I would be honored if you would consider me to join your team. The following is some information about me which you may find useful in evaluating me as a candidate.

Over the past several years I have held solid positions in the health care setting. I trained and became a nationally and state licensed EMT, graduating top three in my class. I became a certified Phlebotomist, drawing blood from patients and analyzing it for diminishing organ function. I volunteered in the Emergency Department in Leominster hospital for a summer, shadowing doctors and physician assistants with the goal of learning more about emergency medicine. I worked for my father at his cardiology practice in Leominster hospital, running EKGs and stress tests, learning a great deal about the cardiovascular system and the many complications that can occur in it along with the corresponding treatment methods. I then transferred to orthopedics, which gave me a strong foundation in the importance of physical health. I then began working at the Pain Management Center in Nashoba Valley Medical Center treating patients that suffer from pain caused by disease and injury using a multi modal approach which included physical therapy, chiropractor and acupuncture referrals, nerve blocks, epidurals, steroid and cortisone injections, radiofrequency ablations and, generally as a last resort, opioid medication prescriptions. I left the pain clinic to start a job as cytology technician in the pathology lab at Nashoba Valley Medical Center where I feel I truly found my calling. I am so fortunate to be able to have aided the pathologist in analyzing patient specimens for disease, contributing to their health and wellbeing. I now live in Naples, FL, where I am working remotely as a Communicable Disease Investigator for the Louisville Metro Health Department.

For my capstone at Worcester State University, I interned at the Nuclear Medicine laboratory at Leominster hospital, running stress tests on cardiac patients which involved injecting them with a low-dose radioactive isotope and observing them for signs of cardiac distress while they jog on a treadmill. Also during this internship, I developed, with the help of the RN that mentored me, new guidelines for the implementation of nuclear stress testing at that facility. Those guidelines have since been implemented in the nuclear lab.

Through my positions I have gained invaluable knowledge about patient care and the medical field as a whole and became sure that my calling in life is healthcare. And while I have developed great experience working with patients, I have come to the realization that I would like to help them by aiding in public health research. For this reason, I enrolled in the Master's of Public Health program at the University of New England in 2018 to expand my knowledge in this area. I just graduated in May of 2021 and am eagerly looking forward to starting my career.

I would like to thank you for taking the time to read my cover letter and resume and sincerely hope that, through the information I have provided, you will consider adding me to the staff of your revered organization.

Sincerely,

Chris Wilson

CHRISTOPHER WILSON

Professional Experience

Kindred HealthCare

October 2020-Present

- Contracted with Louisville Metro Department of Health and Wellness as Communicable Disease Investigator. Responsibilities include conducting interviews with patients living in Jefferson County, Louisville, Kentucky to gather information including symptom history, source of illness, list of close contacts, and activity history while infectious with COVID-19. Providing patients with instructions for isolation and making appropriate referrals to testing and other essential support services, and updating the case management system. Also aiding with mass COVID-19 vaccination effort by coordinating appointments, providing patients with relevant vaccine information, and coordinating the Health Department's mobile vaccine services.

Lee Physician Group Orthopedics

October 2018-October 2020

- Orthopedic Technician. Responsibilities included pre-operative examination of patients as well as post-operative care including suture, staple, cast, splint, and dressing removal and aiding in application of splints and dressings. Completing patient chart work in epic and completing tasks from the orthopedic "in-basket." Responsible for completing referrals for injectable viscosupplementation treatment and MRIs. Answering calls from patients and addressing their needs and concerns.

Nashoba Valley Medical Center Pathology Department- Ayer, MA

October 2017-October 2018

- Cytology Technician. Responsibilities included lab and instrument upkeep and maintenance, accessioning and grossing surgical and endoscopy specimens, accessioning, processing, staining, and ordering appropriate tests for cytology and gynecology specimens, retrieving patient results, referring samples out for additional testing, working with the Pathologist to identify diseases in specimens, and other related tasks.

Nashoba Valley Medical Center Pain Management Clinic- Ayer, MA

April 2016-October 2017

- Medical Assistant. Responsibilities included patient intake involving medication reconciliation, investigating chief complaints, measuring vitals, collecting/testing urine samples, working closely with doctors to develop treatment plans, and other related tasks.

Longview Orthopaedics- Leominster, MA

January 2015-April 2016

- Medical Assistant. Responsibilities included patient intake involving recording H and P, investigating chief complaints, accessing and obtaining information on the hospital's patient database, cast removal, suture/staple removal, application of splints/braces, and other related tasks.

Cardiology Associates of New England-Leominster, MA

June 2013-January 2015

- Medical Assistant. Responsibilities included patient intake involving recording H and P, investigating chief complaints, measuring vitals, performing EKG's, and other related tasks.

Massachusetts Emergency Care Training Academy (MECTA)- Worcester, MA

January 2013- May 2014

- Hired through MECTA to work as an EMT for sporting events in spring of 2013. Volunteered the following year to help teach EMT certification course.

Education and Training

University of New England

January 2018-May 2021

- Masters in Public Health with a concentration in Epidemiology.
- Received certification to conduct human research through Collaborative Institutional Training Initiative program along with several other certifications

Worcester State University

January 2012-May 2016

- Health Education major. Elected into the National Honors Society. Elected as Standard Bearer for my major.
- Three-month internship in Leominster Hospital's Nuclear Medicine lab for capstone class.

Emergency Medical Technician

January 2013-May 2014

- Massachusetts Emergency Care Training Academy, Shrewsbury, MA
- Graduated from MECTA in 2013. Received awards for excellence and professionalism. Graduated with National and State EMT licensure.
- Asked to return to teach the class for the following semester.

Clinical Training Academy

May 2011-Nov 2011

- Los Angeles, CA. Five-month training in phlebotomy, received licensure

- One-month externship at Good Samaritan Hospital with 100+ successful sticks

Community Service

Volunteered for various EMT related tasks through the MECTA institution including EMT for sporting events and educator for MECTA class. Volunteered in the ER in Leominster Hospital for three months during the summer of 2015.

References

- Dr. Peter Wilson, M.D., F.A.C.C.
Cardiology Associates of New England
Office: (978) 537-9305 Cell: (978) 808-4871
- Dr. Magdy Salama, M.D.
Pathologist, Nashoba Valley Medical Center pathology department
Office: (978) 784- 9678
- Marika Sannicandro
Manager of Pain Management at Nashoba Valley Medical Center
Office: (978) 784-9511 Cell: (774) 244-0019
- Dr. Christopher Myer, MD
Orthopedic Surgeon, Lee Physician Group Orthopedics
Office: (239) 343-9696 Cell: (330) 618-3705
Dr. Cesar Cerejo, MD
Orthopedic Surgeon, Lee Physician Group Orthopedics
Office: (239) 343-9696 Cell: (972) 489-6924

Kimberly Burton

Finance Department Manager

Kelley and Ryan, Inc. - Hopedale, MA

January 2004 to Present

- Proficient with Microsoft programs and Quickbooks
- AR/AP specialist
- Strong management skills
- Financial background
- Customer service skills
- Able to work in fast paced environments and multi task
- Reconcile bank accounts, company transactions, financial statements
- Responsible for current companies financials, including bill paying and cash flow.

I have worked at my current company for a significant amount of time and have pivoted and adjusted to different roles. As the finance department manager I am in charge of the company's cash flow, reporting, AR/AP as well as our quarterly financial audits, and multiple other high stress, detail oriented jobs. Being a main contact for municipalities throughout Massachusetts, I am responsible for assisting with their tax billing questions and concerns, and significant other issues daily. Over the length of time I have been employed here, I have learned the ins and outs of the company have put forth significant effort to make it a successful business. I am a team player who is willing to learn any job. I have worked hard and moved up to be the manager of the finance department, I believe I am a value to any company.

Back-up Head Teller

Milford National Bank and Trust - Milford, MA

October 2002 to December 2004

When hired for this job I was asked to rotate from branch to branch. I did this with no hesitation, and helped each location as needed. I eventually landed permanently at a branch and became the back up head teller. I was comfortable managing a vault with hundreds of thousands of dollars at the banks busiest locations. I managed tellers as well as keeping my own station active and able to successfully assist customers. I have always enjoyed the financial side of businesses.

Education

High school diploma

Nipmuc Regional High School

September 1998 to June 2001

Skills

- Assistant Manager Experience
- Cash Handling
- Management
- Time Management
- Microsoft Excel
- QuickBooks
- Customer service
- Microsoft Word
- Supervising Experience
- Account Reconciliation
- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Office Management

Assessments

Attention to detail — Proficient

December 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

Accounting skills: Bookkeeping — Proficient

December 2021

Calculating and determining the accuracy of financial data

Full results: [Proficient](#)

Management & leadership skills: Impact & influence — Highly Proficient

November 2021

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Highly Proficient](#)

Advanced attention to detail — Highly Proficient

November 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.



TOWN OF LEICESTER

Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

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

www.leicesterma.org

February 1, 2022

Rachelle S. Cloutier, M.Ed.

Director of Elder Affairs

E-mail: cloutierr@leicesterma.org

Sam Bitkiewicz
& ERA Key Realty Services Charitable Trust Foundation
415 Main Street
Spencer, MA 01562

Dear Sam:

Such a welcomed surprise from ERA!!!. At this moment, we are planning to have a **grand opening** in May—on May 17th to be hopefully approved by town administration and department of public health. You will recall that our last great gathering was for our Veterans' breakfast.

When OMICRON appeared on the scene we were ordered to close for a few weeks. As of last week, activities have resumed with a 20-person (wearing masks) limit participating in our programs. We will be providing AARP tax preparation again this year.

Your donation is so timely. As I prepare for a get together of seniors from near and far it is my sincerest thank you for your contribution of \$500. This will help our team put together an exceptional event.

Again, thank you so much.

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

Cc: Board of Selectmen/Town Administrator
Mr. Bruce A. Taylor, ERA Charitable Org., Inc.
Whitinsville, MA 01588

P.S. I enclose for you a copy of our Newsletter

1986 Hahn/Ranger Pumper	VIN# HCC16392486
Hale pump 1250 GPM	750 Gal. tank
Mileage: 30,570	Pump hours: 2,703.5

- Right front leaf spring broken
- Throttle pedal sticks
- Driver seat is torn
- Engine battery boxes are rotted
- Some dash panel instruments are not working
- Headliner is pulling away from cab ceiling
- Opticom is in need of repair
- Wipers work intermittently
- Directional switch indicator works intermittently
- Cab heat not working properly
- Compartment door latches are worn
- Compartment light switches are no longer working
- Compartment lighting, light sockets are rotted out
- Spot light is broken
- Ladder hold down clamps are broken
- Suction hose hold down brackets are broken
- Tank fill valve leaking by
- Pump panel piping is showing rust is now susceptible to breaking
- Primer valve is sticking which could result in an electrical short
- Primer pump leaks oil
- Discharge valves #2 and #3 are leaking by when pump is running
- #2 discharge valve missing a knob
- Several drain valves are missing knobs
- Compound gauge not working properly
- Jake brake no longer works
- Air horn is out of service with a bad valve
- Radiator has sludge buildup inside
- Radiator outer core is pulling apart
- Diesel engine has oil blow-by when running
- Diesel engine has oil leaking from it
- Braking system will need all new brake parts soon
- Tires are worn and need replacements

“Bark Park”

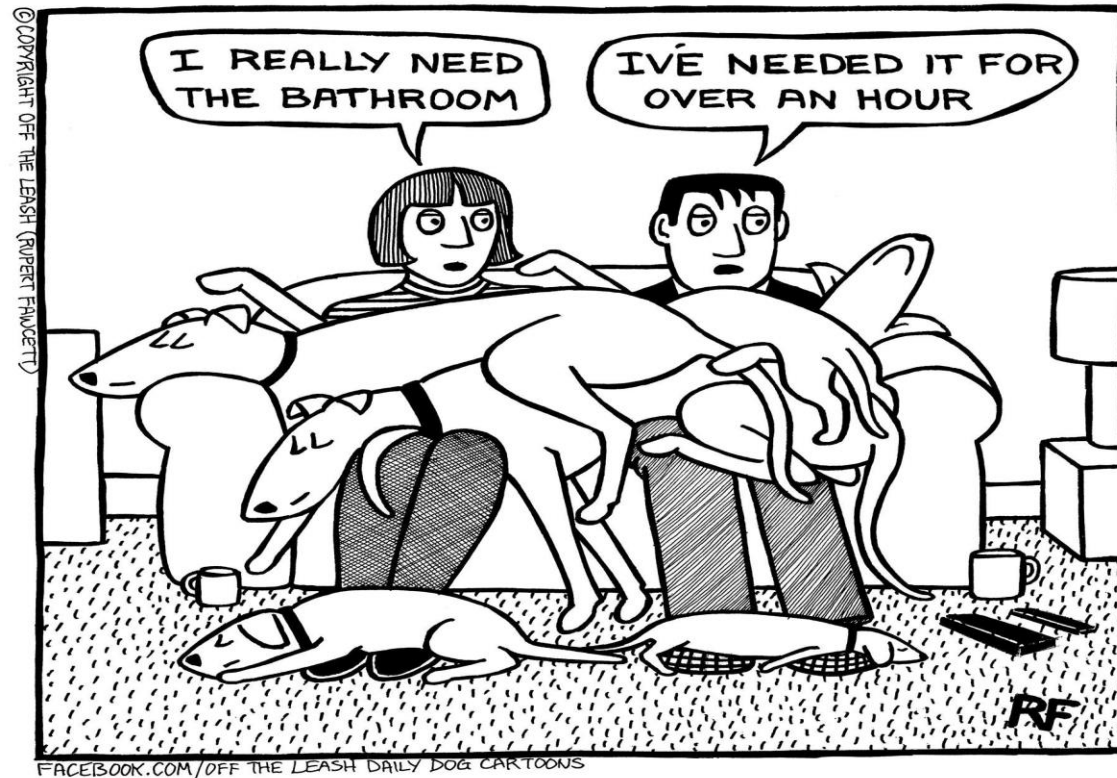
Leicester Dog Park

Becker Veterinary Clinic Reuse Working Group

Why?

- People Love their Pets
- Immediate give back to the community
- 1657 registered dog licenses issued in Leicester in 2021
- Over 800 Dog parks since 2016
- Currently, many local communities now have a dog park such as Oxford, Auburn, Worcester
- Ashburn, Va. (Nov. 5, 2018) — According to a recent poll conducted by the National Recreation and Park Association (NRPA), 9 in 10 (91 percent) Americans believe dog parks provide benefits to the communities they serve. (www.nrpa.org/About-National-Recreation-and-Park-Assoc...)
- More than half (55 percent) of park and recreation agencies currently have at least one dog park. (www.nrpa.org/About-National-Recreation-and-Park-Assoc...)

Dogs Need Exercise



The Rules

- “Bark Park” Dog Park Rules

- Park is open from sunrise to sunset
- Dogs must be leashed when entering or leaving the dog park (owners must always have a leash with them)
- Dogs must wear a collar with dog tags attached
- Dogs must be within owners view at all times
- Children under the age of 8 are not allowed in the dog park area for their safety
- Young people under 16 must be accompanied by an adult
- Owners must immediately clean up any dog waste
- Maximum of 2 dogs per adult
- No smoking will be allowed in the dog park
- Small dog park is limited to dogs 25 pounds or less
- Large dog park is open to dogs of all sizes
- No digging – owner must fill in any hole dug
- Equipment in the dog park is for dogs only. Please do not let children climb on equipment.
- Owners use the dog park at their own risk. The Town of Leicester is not responsible for injury or illness to dogs or humans.
- **Prohibited**
 - Glass containers
 - Dogs in heat or sick
 - Aggressive dogs
 - Puppies under 4 months old
 - Choke, pronged and spiked collars
 - Bicycles
 - Skateboards
 - Roller blades
 - Smoking
 - Bare Feet
- Leicester Police Department: 508-892-7010

The Big Dog



Small Dogs



Ummm
No Way
Not Allowed



The Area



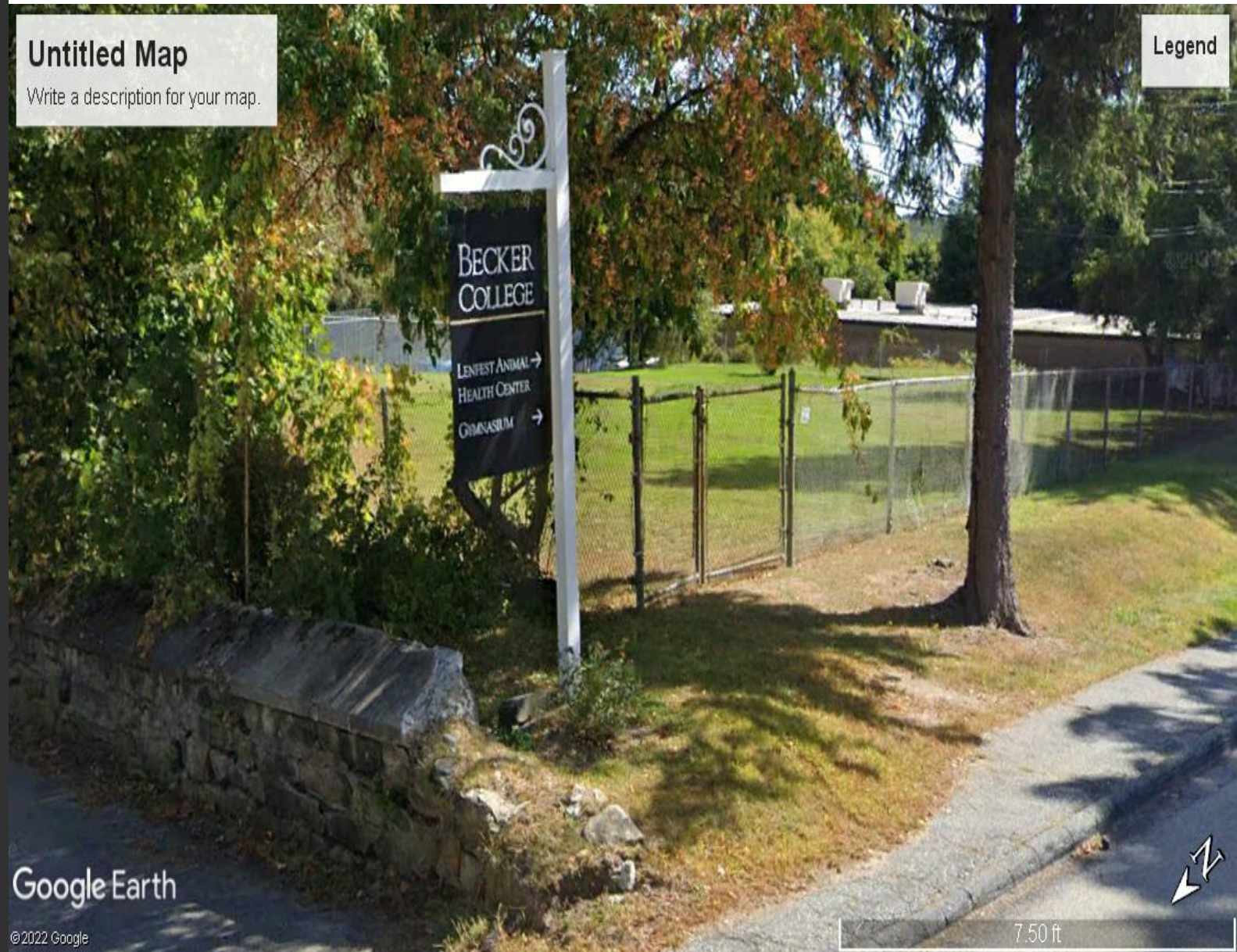
Move



Move



Signage



Exercise



Proposed



Needs

- Fence Repair
- Sign for entrance

Untitled Map

Write a description for your map.



Additional Info

- No additional Insurance is required
- Girls Scouts have committed to the upkeep of the facility
- Donations can be accepted and used towards the facility
- Can look for business sponsors
- Creation of “Bark Park” Committee
- Time Frame- ~March or April



Frequently Asked Questions



- Who will oversee the park →
 - Who will take care of the grounds mowing →
 - Fence Repair Cost →
 - Sign Cost →
 - Cost of bags →
- Form a Bark Park committee
 - Same as other former Becker properties
 - About \$1250.0 out of Becker fund
 - About \$100.00
 - About \$80.00 for 2000 bags



Viewing Pleasure



Questions



**SELECT BOARD MEETING MINUTES
JANUARY 3, 2022 AT 6:00PM
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chair Antanavica called the meeting to order at 6:00pm. 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

- a. **6:00pm – Officer John A. Caforio, Jr. – Recognition of service to the Town of Leicester**

This item was passed over

- b. **6:10pm - Common Victualler License Transfer of Ownership – Cheoy Lee III, 1205 Main St.**

Motion 010322-1b: A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the transfer of ownership for Cheoy Lee III located at 1205 Main Street. **Motion carries 5:0:0.**

- c. **6:15pm – Common Victualler License Change of Business Name- Las Cocinas Mexicanas- 1673 Main St.**

Motion 010322-1c: A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the name change and 2022 common victualler renewal for Las Cocinas Mexicanas. **Motion carries 5:0:0.**

- d. **6:20pm – Covid-19 Safety Precautions – Town Buildings**

Helen Ganas, Public Health Nurse, stated the total case count in Leicester as of this morning is 2,002. Last week the Town had 119 new cases and the week before there were 66 new cases. Ms. Ganas stated this is likely due to the Christmas holiday and the new omicron variant that is 2-3 times more transmissible among both vaccinated and unvaccinated individuals. Up to 60-70% of new cases are due to the new variant. Leicester vaccination rates are slightly below State average at 65% fully vaccinated and 24% having received the booster.

Health Agent Francis Dagle stated that the State has reduced their quarantine guidelines for asymptomatic exposure from 10 days to 5 days as individuals infected are most contagious during the first 5 days. However, as the virus can still be transmitted during the 10-day period, some workplaces have decided to stick with 10-day quarantines. Mr. Dagle recommended the Town stay with the 10-day quarantine period as we have a small Town Hall and COVID could take out entire departments. Mr. Dagle also recommended the Board consider closing the Town Hall and the Senior Center based on the 119 cases last week and the projected surge for January. The necessity of the closure would be evaluated weekly. Mr. Genereux stated nearly every department in Town Hall has been affected by an outside COVID related incident to date, adding he is not looking to close Town operations but to require appointments be made and services be provided remotely whenever possible.

The Board discussed Becker working group meeting logistics. Emergency Management Director Jason Main stated that data is showing social distancing six feet apart for less than 15 minutes may not prevent transmission of this new variant. Mr. Main recommended holding meetings virtually over the next month as much as possible and wearing N95 (not KN95) masks. Mr. Genereux recommended holding Becker working group meetings spaced out in the Town Hall gym with masks required.

Motion 010322-1d1: A motion was made by Mr. Phillips and seconded by Mr. Duggan to adopt the recommendations put forth by Health Agent Francis Dagle to keep the 10-day quarantine policy, close the Town Hall and the Senior Center for next 30 days then reevaluate conditions, and hold meetings remotely whenever possible. **Motion carries 5:0:0.**

Motion 010322-1d2: A motion was made by Mr. Phillips and seconded by Ms. Provencher to include the library in the previous closure vote. **Motion carries 5:0:0.**

2. PUBLIC COMMENT PERIOD

No members of the public provided comment.

3. REPORTS & ANNOUNCEMENTS

a. Student Liaison Reports

The Student Liaisons provided updates from the Leicester Public Schools.

b. Report of the Town Administrator's Office

The Town Administrator presented highlights from the written report of the office.

c. Select Board Reports

The Select Board discussed various topics including happy new year, stay safe, potential 40B project on Willow Hill Drive, best of luck in the coming year, upcoming Becker working group meetings, thanks to neighbor on Waite Street who picked up two bags of trash at Community Field, we have a lot on our plate with the Becker acquisition and need to maximize the opportunity to get the most out of it for the Town to avoid an override or having to sell the property, get the maximum money for leases and sale of Becker buildings, add two additional members to the Becker Education Working Group, thanks to Captain Morris and Chief Dupuis on finding the new used pumper as it is a very impressive piece of equipment.

4. RESIGNATIONS & APPOINTMENTS

a. Appointment – Ryan Winslow – Commission on Disabilities

Motion 010322-4a: A motion was made by Mr. Duggan and seconded by Ms. Provencher to appoint Ryan Winslow to the Commission on Disabilities. **Motion carries 5:0:0.**

b. Appointment – Joe Fontaine – Campus Security

c. Appointment – Gregory Gaumond – Campus Security

Mr. Genereux stated that security is needed for the Becker Campus check buildings to ensure they are not broken into and/or damaged. Both positions would be temporary in nature. Mr. Fontaine would be a hourly employee submitting a timesheet every two weeks and would be paid out of the \$350K raised at Town Meeting for Becker incidental expenses. Mr. Gamond currently resides in the caretaker appt of Hampshire dorm and performs nightly building checks. Mr. Gamond would continue to do nightly checks and will pay the Town \$300 in rent to continue to live on campus. Mr. Genereux stated these are not police officer type positions. Any issues noticed would be reported to the police to be handled. The positions would report to the Town Administrator. Mr. Fontaine would be responsible for submitting incident report to the Town Admin office.

Motion 010322-4b&c: A motion was made by Mr. Duggan and seconded by Ms. Provencher to appoint Joe Fontaine and Gregory Gaumond to the position of Campus Security for Becker. **Motion carries 5:0:0.**

5. OTHER BUSINESS

a. Amended Contract Health Director – Francis Dagle

Mr. Genereux presented a proposed amended contract for Health Agent Francis Dagle. The amendment promotes Mr. Dagle to Health Director for the Town as he is the Health Director for the Leicester Regional Public Health Coalition and provides an additional \$10,000 grant funded stipend. The contract also states that Mr. Dagle would move up \$10,000 on the Town's classification and compensation plan should the grant expire, and

the Town would be responsible for paying the difference. He is currently paid \$65,000 through the general fund operating budget.

Motion 010322-5a: A motion was made by Ms. Provencher and seconded by Mr. Duggan to approve the amended contract for Health Director Francis Dagle. **Motion carries 5:0:0.**

b. Recruitment Policy – Review and approval

Mr. Phillips requested that a Select Board member sit on interview panels for all new hires on a rotating basis. Mr. Genereux stated interviews need to be conducted as soon as possible for a Treasurer Collector and an Epidemiologist. He expressed concern regarding placing Board members on interview panels, as the Board serves as an impartial third party in case of ties/disputes and makes the appointment as a group. Mr. Phillips felt that the remaining four Board members remained impartial and stated it is important for the Select Board to obtain information from the interview process. Mr. Antanavica disagreed, stating the Board sets policy and the Town Administrator carries it out and if that doesn't work then changes get made. The Board discussed forming an interview panel with one representative from Town Administrator's office, a department head and a Select Board member.

Motion 010322-5b: A motion was made by Mr. Phillips and seconded by Ms. Provencher to accept the recruitment policy, adding that the interview panel must contain one Select Board member on a rotating basis and that only one member of the Town Administrator's office serves on the panel. Under discussion, Mr. Genereux pointed out that all recently hires except for one were unanimously recommended by their interview panels and sometimes there is not a perfect candidate due to low applications which is why there is a probationary period. **Motion carries 4:0:1 (Ms. Provencher opposed).**

Mr. Genereux asked if he is permitted to make the financial part of the offer and ask a few questions in a second-round interview and the Board agreed.

c. FY 2022 Updated Classification and Compensation Plan Rates – Review and Approval

Mr. Genereux presented a proposed revised classification and compensation plan which expands the schedule from five to thirteen steps to allow for more growth opportunity. The minimum step which existed on old schedule has been removed. Step 2 is now the minimum step. The benchmark on the old schedule is now minimum plus 1. Mr. Genereux noted that most nonunion staff are at the current benchmark rate and would revert to minimum plus 1 on the proposed new schedule. An employee would move a step forward upon the recommendation of their supervisor based on exemplary performance and true improvement, as generally all employees will get a 2% cola every year.

Motion 010322-5c: A motion was made by Ms. Provencher and seconded by Mr. Phillips to approve the FY22 Updated Classification and Compensation Plan Rates. **Motion carries 5:0:0.**

d. Acceptance of quitclaim deed – Becker College; Review and Approve

Mr. Genereux explained that the acceptance of the quitclaim deed is the final piece of the Becker acquisition that needs to be signed and recorded now that the property is owned by the Town.

Motion 010322-5d: A motion was made by Mr. Phillips and seconded by Ms. Provencher to execute the Acceptance of the Quitclaim Deed with Becker College. **Motion carries 5:0:0.**

6. MINUTES

a. December 20, 2021

Motion 010322-6a: A motion was made by Ms. Provencher and seconded by Mr. Phillips to approve the minutes of December 20, 2021. **Motion carries 5:0:0.**

Motion 010322-7: A motion to adjourn was made by Mr. Duggan and seconded by Mr. Phillips at 8:01pm. **Motion carries 5:0:0.**

**SELECT BOARD MEETING MINUTES
JANUARY 11, 2022 AT 6:00PM
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chair Antanavica called the meeting to order at 6:00pm. Chair Rick Antanavica, Vice-Chair John Shocik, Selectman Dianna Provencher, Selectman Allen Phillips, Town Administrator David Genereux and Assistant to the Town Administrator Janine Drake were in attendance.

1. Weston & Sampson Final Water & Sewer Report & Public Discussion

Joe McGinn, project manager at Weston and Sampson, expressed thanks to the Town, Select Board and Water and Sewer Districts for their efforts in helping complete the assessment. The assessment provides an examination of reasonable options available at reasonable cost. It identifies 10 management options as outlined in Chapter 5 of the report and discusses the 3 most advantageous options in Chapter 6. The report ultimately recommends consolidation into one single functioning entity, whether that be under the Town, amongst the districts or with a private company. It was noted that the WPI Water Resources Center study undertaken in conjunction with DEP several years ago recommended forming a single water district. There is the possibility that Moose Hill could be brought online in the future and provide a water source for Leicester and parts of Worcester.

Representative LeBoeuf stated that grant funding could potentially be available to assist with the cost of consolidation efforts. Senator Moore said the option of consolidation under the Town should be put out to the voters. Leicester Water Supply District Commissioner Bob Wilson stated their residents were not interested in rising rates which will go up by 70%. Hillcrest Sewer District Commissioner Sandy Wilson stated communication hasn't been greater and the report is not clear. Hillcrest Water District Commissioner Brian Green discussed issues with boundaries and the financials. Leicester Water Supply District Superintendent Joe Wood noted that capital improvement costs drive the rate structures that determine the rates. The issue of the high Cherry Valley Sewer rates was discussed. Consolidation would lower these rates due to subsidization from other rate payers in other districts whose rates would subsequently go up. Concerns about how to include the Oxford sewer customers currently part of the Oxford Rochdale Sewer District were raised. The issue of the inability to control cost due to required improvements from new requirements that come out all the time was discussed. Noe study could guarantee any reductions to rates and costs. Adding the RCAP report and slides from each presentation to the final report as addendum was recommended.

Motion 011122-1: A motion was made by Mr. Phillis and seconded by Ms. Provencher to take the study under advisement and ask that comments be submitted in writing to the Select Board office to be responded to by Weston and Sampson. **Motion carries 5:0:0.**

Motion 011122-2: A motion to adjourn was made by Mr. Phillips and seconded by Mr. Shocik at 7:43pm. **Motion carries 5:0:0.**

**SELECT BOARD MEETING MINUTES
JANUARY 18, 2022 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

a. **6:00pm – Public Hearing – Ngrid/Verizon Petition for Joint or Identical Pole Locations – Rawson Street**
Steven Soucy from National Grid explained the proposed pole placement on Rawson Street. No members of the public provided comment.

Motion 011822-1a: A motion was made by Mr. Phillips and seconded by Mr. Duggan to close the public hearing.
Motion carries 5:0:0.

Motion 011822-1b: A motion was made by Mr. Phillips and seconded by Mr. Duggan to approve the National Grid petition for joint or identical pole location on Rawson Street. **Motion carries 5:0:0.**

2. PUBLIC COMMENT PERIOD

No members of the public provided comment.

3. REPORTS & ANNOUNCEMENTS

a. **Student Liaison Reports**

The Student Liaisons provided updates from the Leicester Public Schools.

b. **Report of the Town Administrator's Office**

The Town Administrator presented highlights from his written report.

c. **Select Board Reports**

The Select Board discussed various topics including the Becker insurance which costs \$89K, getting quotes to install meters on Becker buildings, Becker inventory process, the upcoming Economic Development meeting, getting the word out about Becker events and meetings, putting the Becker dog park on the next Select Board agenda, fixing the flag on the Becker campus, creating a Becker activity log that shows incidents and preventative maintenance, shutting off the showers at Knight Hall, active COVID cases in Town and discussing the Town Hall shutdown at the next meeting.

4. RESIGNATIONS & APPOINTMENTS

a. **Appointment – EMS Training Coordinator Joe Avellino**

Motion 011822-4a: A motion was made by Mr. Phillis and seconded by Mr. Duggan to appoint Joseph Avellino to the position of EMS Training Coordinator. **Motion carries 5:0:0.**

b. **Appointment – Patricia Dykas Animal Control Officer (Required by MGL 140, Section 151A)**

Motion 011822-4b: A motion was made by Ms. Provencher and seconded by Mr. Phillips to appoint Patricia Dykas as the Animal Control Officer for 2022. **Motion carries 5:0:0.**

c. **Appointment – Library Trustees – Special Municipal Employees**

Motion 011822-4c: A motion was made by Mr. Phillips and seconded by Ms. Provencher to table this item pending additional information. **Motion carries 5:0:0.**

d. **Appointments – Architectural District Commission**

Motion 011822-4d: A motion was made by Mr. Phillips and seconded by Mr. Shocik to appoint the members of the Architectural District Commission as listed in the packet. **Motion carries 5:0:0.**

5. OTHER BUSINESS

a. **Accept Senior Center Donation**

Motion 011822-5a: A motion was made by Ms. Provencher and seconded by Mr. Shocik to accept a donation to the Senior Center in the amount of \$100 from Joseph Laconte. **Motion carries 5:0:0.**

b. **Discuss/Vote Temporary use of the Becker Gym for school sports activities**

Motion 011822-5b: A motion was made by Mr. Phillis and seconded by Mr. Duggan to allow the Chair to approve use of the Becker Gym up until February 7th due to the issue with the sprinkler at the high school and to change out the water meter at the gym ASAP. **Motion carries 5:0:0.**

c. **Discuss/Vote on Tata & Howard Year 4 Stormwater Engineering Services Agreement**

Motion 011822-5c: A motion was made by Mr. Phillips and seconded by Ms. Provencher to pass over this item. **Motion carries 5:0:0.**

d. **Leicester Housing Authority Fire – Status update**

Town Administrator David Genereux provided a brief update on the status of the Leicester Housing Authority fire and the displaced residents.

6. EXECUTIVE SESSION

a. **To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. (Swan Library)**

Motion 011822-6: A motion was made by Mr. Phillips and seconded by Mr. Shocik to enter into executive session under MGL Chapter 30A, Section 21(a)(6), to consider the purchase, exchange, lease or value of real property (Swan Library). Roll call: 5:0:0.

Motion 011822-7: A motion to adjourn was made by Ms. Provencher and seconded by Mr. Shocik at 8:14pm. **Motion carries 5:0:0.**

**SELECT BOARD RETREAT MINUTES
JANUARY 24, 2022 AT 6:00PM
SWAN LIBRARY, BECKER CAMPUS**

CALL TO ORDER/OPENING

Chair Antanavica called the meeting to order at 6:04pm. Chair Rick Antanavica, Vice-Chair John Shocik, Second Vice-Chair Herb Duggan Jr., Selectman Dianna Provencher, Selectman Allen Phillips, and Town Administrator David Genereux were in attendance.

FY23 CAPITAL FUNDING OPTIONS – Mr. Genereux informed the Board that the Town was facing significant operating budget and capital issues due to non-excluded debt that has been accepted by the Town in recent years, including the Town's portion of the Waite Pond Dam grant (\$312,755), the road portion of the fire station pond project (\$344,080), and the school feasibility study (\$317,778). He further explained that the revised final rule of the local ARPA grant program, allows the entire grant, totaling \$3,318,370, to count as "revenue loss" under the new guidelines, which can be used to fund the Town operating budget and capital acquisitions. The revised final rule does not allow for funds to be used to reduce debt, or bolster savings.

Mr. Genereux further explained that the revised rules now give the Town options to invest beyond the narrow options offered initially. There is also likely to be larger amounts of ARPA funds available for infrastructure funding from the allocations of ARPA funding given the Commonwealth.

Mr. Genereux discussed spending a large amount of the remaining FY 21 free cash to eliminate the non-excluded debt amounts that were temporarily borrowed and using local ARPA funding for capital spending and other allowed uses. Items discussed included a new police cruiser, security cameras, a new ambulance, a bonus for first responders for their service during the pandemic, the road portion of the fire station pond project, a new Highway F550, and a new fire truck.

The Board discussed the crucial need to purchase a new ambulance, as the Town currently only has two older units doing calls at this time. Mr. Genereux explained that a Select Board vote is all that is needed to appropriate ARPA funds.

Mr. Genereux stated that he would bring a spending plan forward at a future meeting.

A motion to adjourn was made by Mr. Shocik and seconded by Ms. Provencher at 8:25 PM. **Motion carries 5-0-0.**