



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: June 6, 2022

TIME: 6:00pm

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

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***

<https://meet.goto.com/495954685>

-OR-

[\(571\) 317-3122](tel:5713173122); Access Code: 495-954-685

CALL TO ORDER/OPENING

1. SCHEDULED ITEMS

- a. 6:00pm – In Person Resignations & Appointments
 - Resignations – EMS Training Coordinator – Joseph Avellino
 - Appointment - EMS Training Coordinator – Ashley Belanger
 - Appointment - Supervisor-Lieutenant & Permanent Full Time Paramedic – Colleen Plante
 - Appointment - Supervisor-Lieutenant – Ryan Murphy
 - Appointment – Commission on Disabilities – Chris Clark
- b. 6:00pm - One Day Liquor License Request – Eagle’s Club – 850 Main Street
- c. 6:00pm - Dog Hearing – 75 Tobin Road
- d. 6:30pm - Introduction to New Business - The WorcShop
- e. 6:45pm - Discuss Becker Turf Field

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 – Police Lieutenant – Paul Doray (effective July 10, 2022)
- b. Appointment – Special Police Officer – Paul Doray (effective July 11, 2022)
- c. Appointment – Assistant Treasurer/Collector – Alisa Ayers

5. OTHER BUSINESS

- a. 2022 License Renewal – EcoATM – Leicester Walmart, 20 Soojian Drive
- b. FY23 Reappointments to Boards and Committees
- c. Accept Police Department Donations
- d. Request to Surplus Becker Items – Highway Department
- e. Discuss/Vote on Police Lieutenant Promotion Process and Timeline
- f. Town Administrator Evaluation Process

6. MINUTES

- a. May 16, 2022
- b. May 31, 2022

ADJOURN



LEICESTER

EMERGENCY MEDICAL SERVICES DEPARTMENT

3 Paxton St Leicester MA 01524 • (508) 892 – 7006 (P) • (508) 892 – 7044 (F)

Brian D. Kelley – Interim EMS Director



May 26, 2022

TO: Colleen Plante
76 Grove St
Leicester, MA 01524

FROM: Brian D. Kelley
Interim EMS Director

SUBJ: Conditional Offer of Employment

Ms. Plante,

It is our pleasure to offer you the position of EMS Supervisor – Lieutenant at Leicester EMS which is an employment at will position, with an anticipated start date of Monday June 6, 2022. This conditional offer is valid until Monday May 30, 2022.

Your employment in this position is conditional upon the following items:

- Appointment by the Leicester Selectboard

By accepting this position, you agree to fulfill all requirements listed in the EMS Supervisor – Lieutenant Job Posting, including but not limited to:

- Maintaining a permanent 12-Hour Shift, weekly
- Exercise direct and indirect supervision of Leicester EMS Staff, Observers and Students
- Maintain an active presence as an EMT, AEMT or Paramedic Field-Provider at Leicester EMS.

Please be aware that this letter does not constitute a guarantee or contract of employment. Accordingly, you or we may terminate the selection process at any time for any reason, upon written notice. In addition, it is understood that this position is dependent upon allocation of funds, and if in the event the funds are unavailable it is agreed upon and understood between the Town of Leicester and the appointee that he/she shall be returned to his/her previous rank and pay rate.

If you agree to these terms, please sign below and return this letter on or before 16:00 hours on Monday May 30, 2022.

Respectfully,

Brian D. Kelley, EMT-P, I/C, MA
Interim EMS Director

// Approval or Refusal of Conditional Offer of Employment //

- ☒ I hereby accept the conditional offer of employment as articulated above.
☐ I hereby refuse the conditional offer of employment as articulated above.

Colleen Plante

Print Name

Colleen Plante

Signature

5/26/22

Date

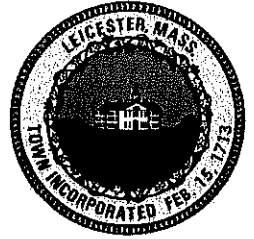


LEICESTER

EMERGENCY MEDICAL SERVICES DEPARTMENT

3 Paxton St Leicester MA 01524 • (508) 892 – 7006 (P) • (508) 892 – 7044 (F)

Brian D. Kelley – Interim EMS Director



May 26, 2022

TO: Ryan Murphy
1025 Main St
Leicester, MA 01524

FROM: Brian D. Kelley
Interim EMS Director

SUBJ: Conditional Offer of Employment

Mr. Murphy,

It is our pleasure to offer you the position of EMS Supervisor – Lieutenant at Leicester EMS which is an employment at will position, with an anticipated start date of Monday June 6, 2022. This conditional offer is valid until Monday May 30, 2022.

Your employment in this position is conditional upon the following items:

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- Maintain an active presence as an EMT, AEMT or Paramedic Field-Provider at Leicester EMS.

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If you agree to these terms, please sign below and return this letter on or before 16:00 hours on Monday May 30, 2022.

Respectfully,

Brian D. Kelley, EMT-P, I/C, MA
Interim EMS Director

// Approval or Refusal of Conditional Offer of Employment //

- ☒ I hereby accept the conditional offer of employment as articulated above.
☐ I hereby refuse the conditional offer of employment as articulated above.

Ryan Murphy
Print Name

[Signature]
Signature

5-26-22
Date



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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

NAME Christopher Clark HOME TEL. _____
ADDRESS: 82 Rawson st Leicester Ma 01524 WORK TEL. _____

EMAIL ADDRESS: _____

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

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

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

☒ Four ☐ Two ☐ One ☐ Less than one

Are you available for evening meetings?

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday

Are you available throughout the year for committee meetings?

☒ Yes ☐ No

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

☐ Winter ☐ Spring ☐ Summer ☐ Autumn

EDUCATION: _____

Leicester High School - 2004

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

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

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

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

Phoenix Communications - 1/2021-Present

Recess - 9/2018 - 11/2020

Gigueres - 9/2001 - 3/2019

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

I feel I can add value to the committee as someone who cares deeply about those with disabilities

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

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

I possess the following training or experience:

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

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

| Position/Activity | Date(s) | City or Town |
|--|---------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;">eSigned via SeamlessDocs.com <i>Christopher Clark</i> <small>Key: cb5a1d93b8d05a9db6e2b633b76e2d8ca</small></div> | | 05/27/2022 |
| Signature of Applicant | | Date |

Thank you for your interest in serving the Town of Leicester

To: The Leicester Select Board

May 10, 2022

From: John Ritchie, Trustee Chairman

Subject: One-Day Special – Wine & Malt License

Dear members of the Leicester Select Board. The Leicester Spencer Eagles 4541 at 850 Main Street would like to request a one day license. We are celebrating our 10 year anniversary. We are hosting a non-profit event on June 11, 2022. The hours are 1pm to 9pm, at 850 Main Street Leicester, MA. I, John Ritchie will be the host, Bar Manager, Trustee Chairman, person of Contact, phone number is 508-864-7490. Email is thestumper@charter.net. The FIN # is 45-3154218, for the club. The area of the event will be a tent area roped off in the upper parking lot of 850 Main Street. If there are any further questions, please feel free to contact me at the above listed means.

Diunson 40x60

Sincerely Submitted



John Ritchie, Trustee Chairman, Bar Manager



FOELEIC-01

KPOOLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|---|--|
| PRODUCER Jackson & Jackson Insurance 302 E Foothill Blvd San Dimas, CA 91773 | CONTACT NAME: Kyle Poole |
| | PHONE (A/C, No, Ext): FAX (A/C, No): |
| | E-MAIL ADDRESS: kylie@jjinsurance.com |
| | INSURER(S) AFFORDING COVERAGE NAIC # |
| | INSURER A: Great American Insurance Co 16691 |
| INSURED FOE Leicester Spencer #4541 & Auxiliary 850 Main Street Leicester, MA 01524 | INSURER B: |
| | INSURER C: |
| | INSURER D: |
| | INSURER E: |
| | INSURER F: |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: | | | PAC4161332-06 | 11/25/2021 | 11/25/2022 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below | | N/A | | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | Liquor | | | PAC4161332-06 | 11/25/2021 | 11/25/2022 | Agg/ Ech Comm 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Leicester Town Hall is included as additional insured, with regard to general liability of the named Insured, per attached form CG8970 11/14.

Event Date: June 11th, 2022

CERTIFICATE HOLDER

CANCELLATION

Leicester Town Hall
3 Washburn Square Leicester
Leicester, MA 01524

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kylie M. Poole

LEICESTER SELECT BOARD COMPREHENSIVE POLICY MANUAL

7.2 ONE-DAY SPECIAL WINE and MALT LICENSE APPEARANCE WAIVER

Non-profit organizations that wish to provide wine or malt for guests either for sale or free are required to apply for a license from the local licensing authority, the Leicester Select Board. In acknowledgement that some organizations have yearly events, consistently provide timely and complete application packets and have no current history of problems with their neighbors or public safety, this policy waives the requirement that the applicant attend the Selectmen's meeting where the approval of the license is on the agenda.

If the applicant meets ALL of the following criteria then appearing before the Selectmen in person will be waived:

The application packet is received at least one month prior to the event

The application packet is complete

Everyone identified in the packet are the same as the previous application; this includes the manager of the function, name of Licensee, Manager (or) FIN of the facility, serve safe person.

This is not the applicant's first time applying for a license for the event (ie. wedding, festival, open house, etc.)

The applicant has appeared before the board for an application for the same type event within three years.

The police chief has no issues with the organization based on past history of similar events.

The Town Administrator has verified there have been no complaints from neighbors from previous events.

Any member of the board reserves the right to ask an applicant to appear before the board prior to issuing any One-Day Wine & Malt License.

ONE-DAY SPECIAL - WINE & MALT LICENSE

The applicant for a One-Day Permit must provide a written request to the local licensing authority, the Leicester Select Board, which includes the following information:

- ✓ ☐ Person to be named as Manager of function with contact phone number
- ✓ ☐ Name and address of Licensee or facility with phone number
- ✓ ☐ SS# of the Manager (or) FIN of the facility
- ✓ ☐ Name and address of location where License will be held
- ☐ Description of licensed premises, to include the area where wine & malt will be served and consumed (ie: 20 X 50' function room and attached lounge 8 X 10')
- ✓ ☐ Date(s) of function
- ✓ ☐ Hours of operation for which License is requested
- ✓ ☐ Whether activity or enterprise is for profit, or for non-profit
- ☐ Certificate of Insurance naming the Town of Leicester as an additional insured, with proof of the following insurance coverage:
 - General Liability - \$1,000,000/\$2,000,000 limits
 - Excess Liability - \$1,000,000
 - Workers Comp - \$1,000,000
 - Liquor Liability - \$250,000/\$500,000 bodily injury or death or accident resulting in injury or death

Upon approval of the One-Day Special Permit and receipt of all documentation, a \$50 fee per day made payable to the Town of Leicester must be submitted to the Office of the Select Board prior to release of said Special License.

SELECT BOARD
3 WASHBURN SQUARE
LEICESTER MA 01524
(508)892-7077 phone
forsbergk@leicesterma.org

May 23, 2022

Leicester Board of Selectman,
David Genereux, Town Administrator

RE: MGL ChAP.140/ SEC.157

Complainant:
Michael Donovan
100 Tobin Rd.
Cherry Valley, Ma. 01611

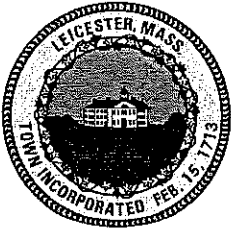
Dog Owner(s)
Michael Dirsas & Kelly Ross
75 Tobin Rd. Cherry Valley, Ma. 01611

Please consider this a formal complaint to the Leicester Hearing Authority under MGL Chapter 140 Section 157 regarding two dogs owned or kept by Michael Dirsas and Kelly Ross of 75 Tobin Rd. Cherry Valley, Ma.

On or about May 01, 2022, the Leicester Police and Animal Control received a call from Michael Donovan stating the dog from 75 Tobin Road, known as "Tody" was at his property, and this is an ongoing issue. Several complaints of a similar nature have been received regarding the two dogs owned and kept at 75 Tobin Rd.

I ask to be heard in further detail and evidence will be provided to the Board for a determination in this matter. My recommendation may include permanent restraint as a recommended option. Both dogs are currently licensed with the Town.

Respectfully submitted,
Patricia Dykas,
Leicester Animal Control



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

HAND DELIVERED BY CONSTABLE

May 24, 2022

Kelly Ross & Michael Dirsra
75 Tobin Road
Cherry Valley, MA 01611

Dear Ms. Ross and Mr. Dirsra:

In accordance with Mass General Laws Chapter 140, Section 157, the purpose of this letter is to notify you that the Leicester Select Board has scheduled a hearing to discuss the enclosed letter which references documented complaints regarding your dogs.

The hearing will be held in the Select Board Conference Room at the Leicester Town Hall, 3 Washburn Square, Leicester, MA at 6:00pm on Monday, June 6, 2022. If the Board finds sufficient facts at this hearing, it may issue orders concerning the restraint or disposal of your dogs as it deems necessary.

At the hearing you have the right to be present and to be represented by legal counsel. Any order issued by the Board may be appealed to the district court. Failure to comply with any order issued by the Board shall result in a fine of not more than \$25.00 for the first offense and not more than \$100.00 for a second or subsequent offense, or by imprisonment for not more than 30 days for the first offense and not more than 60 days for the second or subsequent offense, or both.

If you have any questions regarding this matter, please do not hesitate to contact our office at 508-892-7077.

Sincerely,

Kristen L. Rubin
Assistant Town Administrator

cc: Animal Control Officer Pat Dykas
Police Chief Ken Antanavica



INVESTING IN INNOVATION

From Makerspace to Eco-Village:
Creating a Sustainable Future





The Problem

- It is extremely **DIFFICULT** for most people to gain access to industrial tools & equipment for personal or commercial use.
- There are **VERY LIMITED** affordable & / or flexible vocational training opportunities.
- It is extraordinarily **EXPENSIVE** to develop products & start companies in order to manufacture those products.



The Solution



We provide:

- Affordable, tiered, membership-based access to industrial shops, tools, & equipment crucial for product development, prototyping, & manufacturing.
- Modular adult vocational & entrepreneurial classes & workshops discounted to members, & available to the general public.
- Affordable office & industrial work spaces available from month-to-month, to multi-year leases with all-in-one rent.

The WorcShop is the largest industrial makerspace & business incubator in New Engl& catalyzing a vibrant, innovative community.



Housed in a 54,000 square foot factory in Leicester, MA.



Will ultimately be able to host approximately 1,000 members, 40 businesses, & classes serving up to 3,000 students per year.

What We Do

The 54,000 sq ft Leicester facility will be leveraged towards several revenue-generating business activities:



Makerspace
Memberships



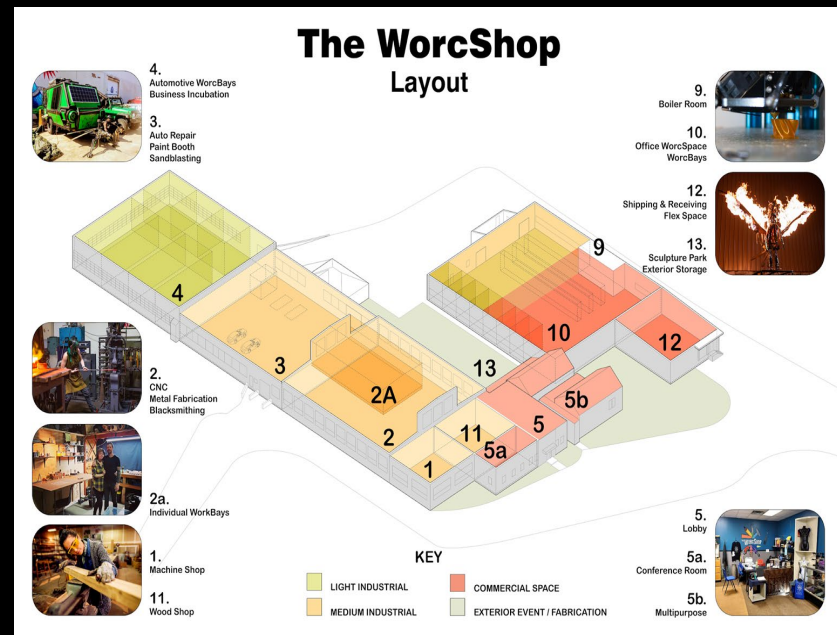
Subleases: Storage Space
, Private Work Bays, &
Office Rental



Education &
Training



Innovation, Business
Incubation, & Green
Tech Solutions



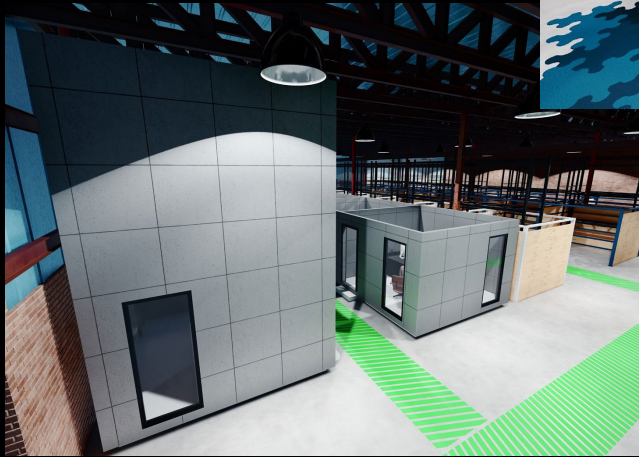
Proven Demand

- Est. 2016, The WorcShop had over 85 active members & ~93% occupancy [4,200 of 4,500 sq/ft leased] at our former 18,000 sq/ft facility; pre-Covid19.
- Our Educational Programs growth averaged 48% YoY during the 4 years prior & was conservatively projected to exceed \$100,000 in 2020.
- Since moving into our new facility mid-pandemic, we have invested 18 months & >\$350,000, making crucial upgrades to the 54,000 sq/ft, building, in order to obtain a new Certificate of Occupancy; expected in May 2022.
- We currently have 30 active members & 3,000 of 25,000 sq/ft leased in our new location, despite a lack of key functionalities.
- >200 interested new members & >300 students are currently waitlisted for our reopening; plus dozens of returning members & students.





INNOVATION
INSPIRATION
EMPOWERMENT



Our Strategy

From Makerspace to Eco-Village



Phase 1

~ 75% complete

- Complete fit-out of WorcShop Makerspace.
- Re-open & achieve cash-flow positive operation.
- Grow the business through investing in equipment & site improvement.
- Raise additional funding
\$1.24mil raised to date.

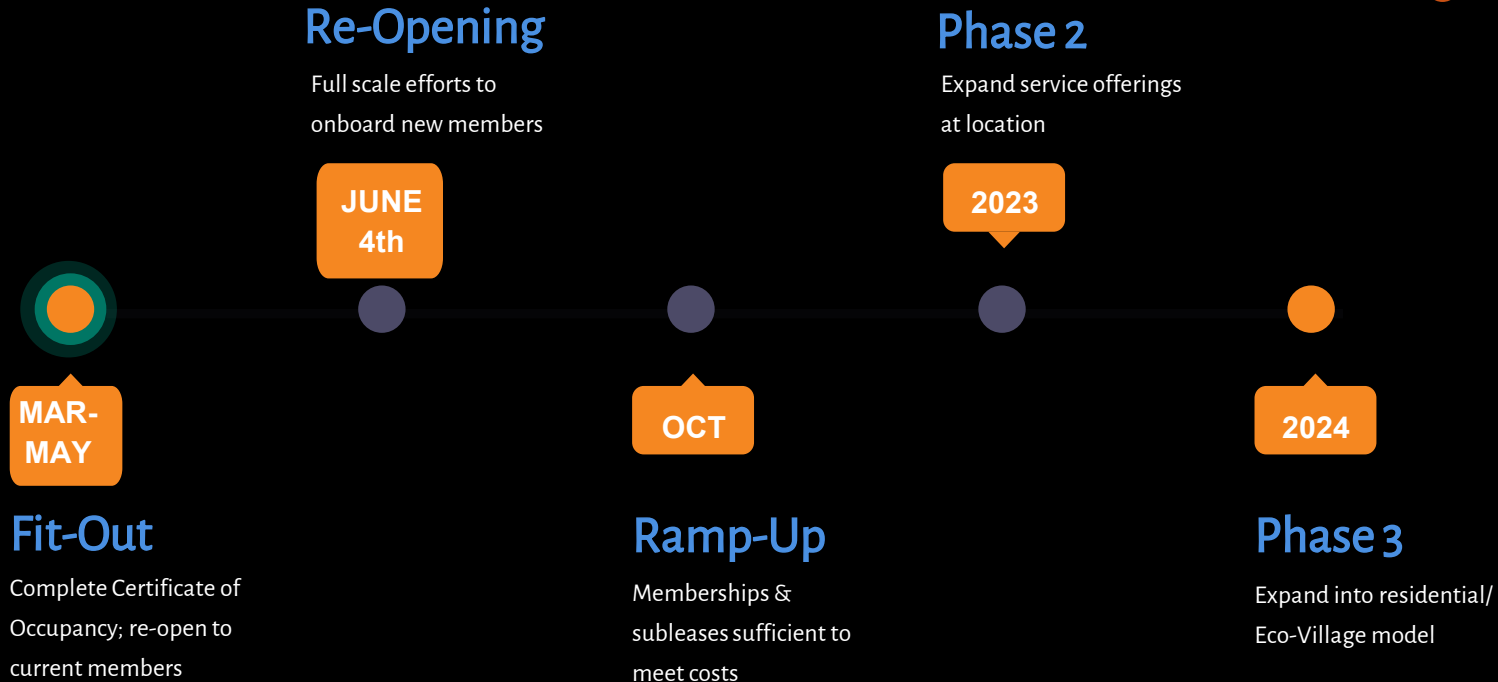
Phase 2

- Expand upon business offerings to include food service, & business incubation.
- Form partnerships with regional institutions for R&D & training.
- Become a regional leader in green & sustainable technology innovation.

Phase 3

- Add a residential model, offering hundreds of eco-friendly, forward-thinking, affordable residences.
- Expand & develop additional 8 acres for a total of 18 acres.
- Leverage return on investment to expand to other sites.

TimeLine



The Team

Randolph Gardner Meraki -- Co-founder, Co-Owner, & Executive Director.

Randal operated & supervised the operation of nuclear reactors for the US Navy for 9 years (1998-2007). From 2002 to 2005, Randal gained extensive experience leading a 15-person division to accomplish national security level goals on strict deadlines as the Leading Petty Officer of the electrical division on the USS Honolulu (SSN 718). He started Eternity Ironworks in July 2012 which has now become a successful custom metal fabrication company with customers such as the City of Worcester, Foster Corporation, MIT, & many others. Through his extensive business & social network Randal was able to find & recruit his late partner, Steve Cornie, who brought a deep technical, engineering, & small business skill set, as well as hundreds of thousands of dollars in tools & equipment.



The Team

Angela Pasceri Meraki -- Co-founder, Creative Director.

Since the WorcShop's inception Angela has managed general administration, strategic planning, social media, & internet presence, whilst serving as active programs director. Having been a professional freelance figure model for over 15 years, she has extensive social & professional contacts throughout the state that allow her to summon resources within the community far outweighing her budget.

Angela served as Executive Director during our formative first 4 years at our previous location. There she worked ceaselessly to build our organizational structure, policies, procedures, membership base, marketing, web presence, educational programs, events, & more, all while managing day-to-day operations.

As we grow into our new home, she will be working hand in hand with our team to define new positions, & delegate roles & responsibilities to a pool of talented candidates across the region, while shifting her focus toward the role of Creative Director.



The Team



Jessica White -- **Educational Director & Head Photographer.** Jess has been a professional photographer for more than 15 years, & started True Life Photography of MA in 2013. Volunteering to help set up the WorcShop from its very beginning, she has proven to be an incredibly valuable asset. Demonstrating exceptional leadership skills, she manages a varied volunteer force assigned to upgrade the physical presentation & assist in member relations, marketing, web management, & overseeing the educational programs that the WorcShop offers to the community. Jessica also serves as the Head Photographer, & is responsible for most photographic content & preparing promotional materials.



Sou MacMillan -- **Director of Member Services.** Sou has her fingers in a lot of pies: The small press sorceress behind Doublebunny Press, she was the founder & producer of the international Rabbit Heart Poetry Film Festival from 2014-2018. She also runs Apple Batiks, a purveyor of fine fiber arts & handmade paper goods. She brings to the team an out-of-the-box sensibility & a deep dedication to problem solving.

Toby Bergstrom -- **Lead Engineer & Educator.** Toby is a WPI professor & sponsor of FIRST Robotics. Toby has generously donated over \$50,000 worth of industrial machines, & is actively working on writing a textbook for manufacturing engineering. He is adding his considerable expertise & teaching skills to our cadre of instructors, & will significantly increase the value of our workforce training curriculum.

Our Partners

Hannan Rhodes - Landlord, Advisor - Hannan founded Joule.ai in 2017 with his small team of ambitious friends, & sold his portion of the company in 2018. After that he astutely invested his windfall & started attending UMass Amherst in 2018. While majoring in Computer Science, with an eye toward graduation in 2022, he worked for IBM as an entry software developer, then was promoted to team leader. Hannan has won over \$20k in Hackathon awards over the years. He founded 11 Hankey Street Sun LLC in 2021 for the purposes of purchasing, renovating & adding over 250kw of solar to the property. Recognizing the value of the WorcShop as the master tenant, he is supporting their efforts to expand & resume operations as the largest makerspace on the East Coast.

Brian Wolvertson -- Budget & Operations Advisor. Brian has a Masters in Public Administration & over 20 years of experience in public sector finance & management. He has been providing assistance with planning & administrative functions for the WorcShop.

Financial Plan

1

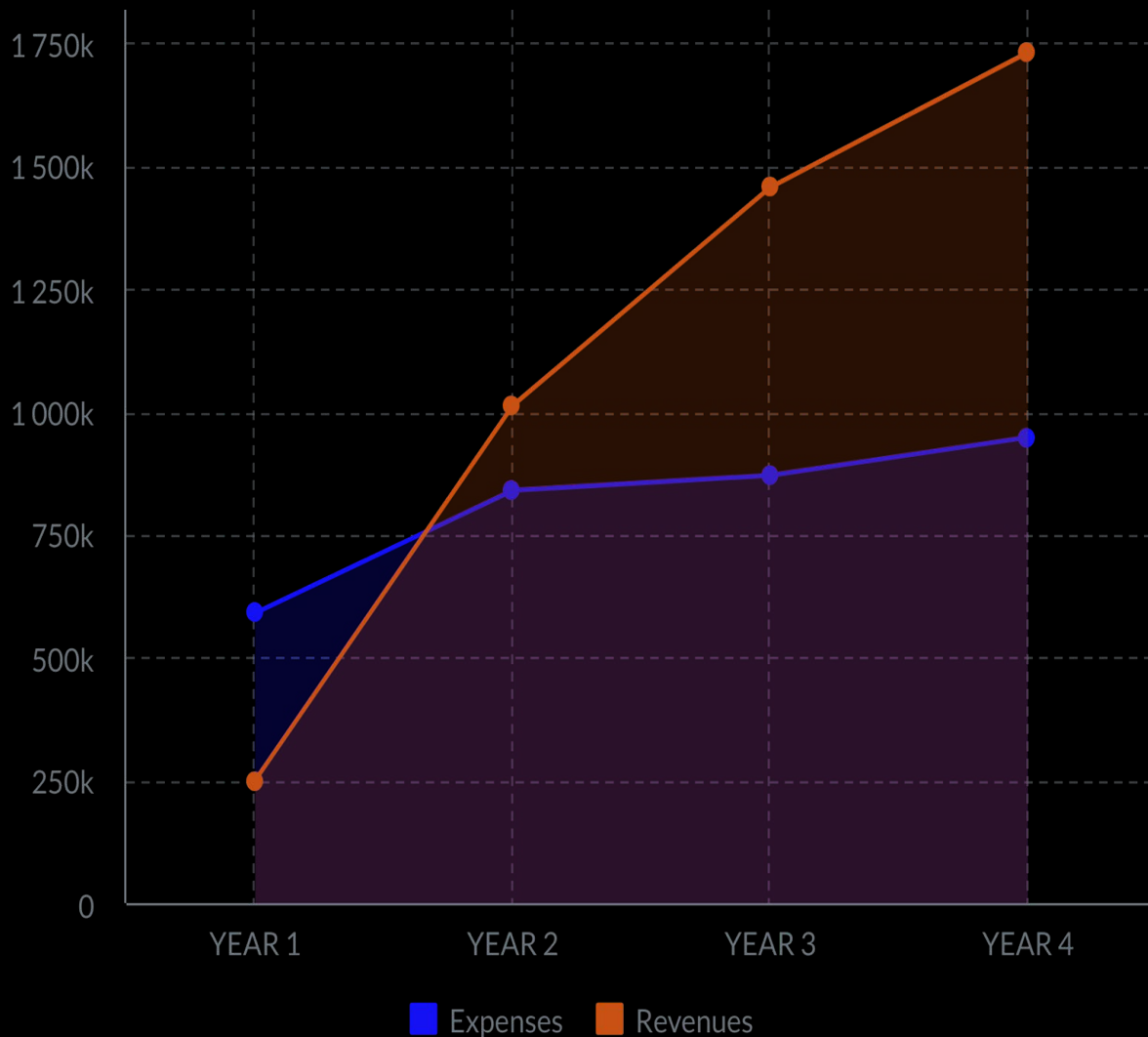
Complete build-out plan to obtain certificate of occupancy; leverage grants & investment capital to cover costs during ramp-up.

2

Aggressively promote & market the WorcShop through our grand opening, local events, & advertising.

3

Cash Flow positive by end of 2022.



Revenue Streams

1

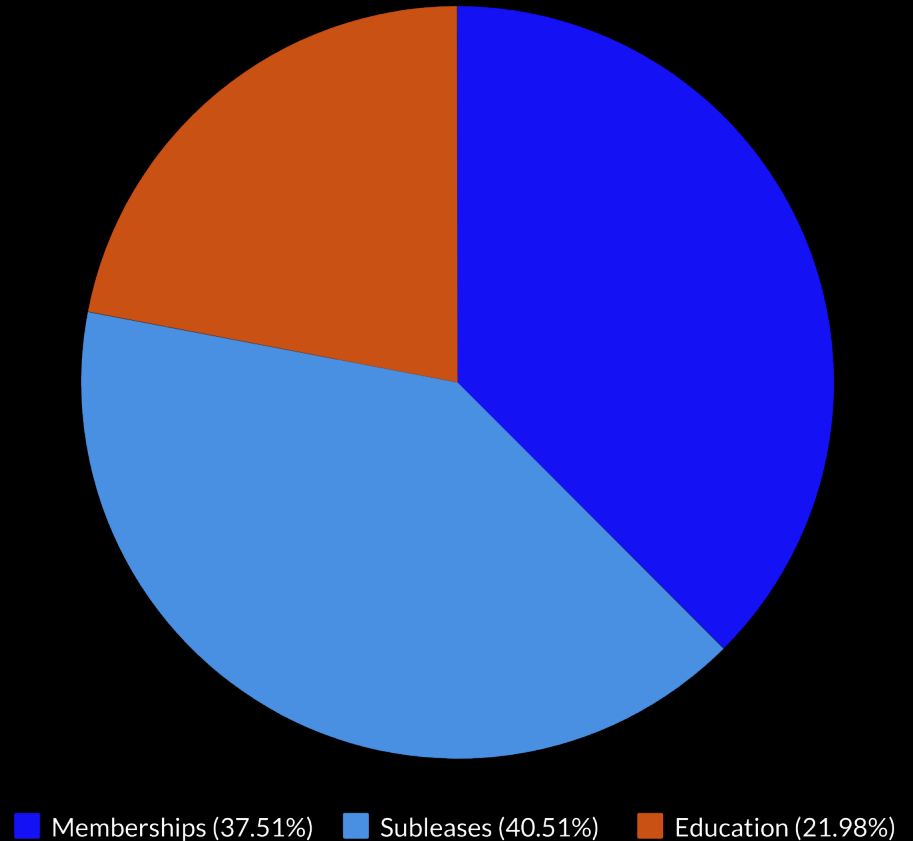
Memberships: ranging from weekend memberships (\$69/mo) to organizational memberships (\$338/mo).

2

Subleases: 25,220 sq ft available, ranging from \$1.50/sq ft to \$3.50/sq ft / mo.

3

Education: 30+ classes a month, est. revenues of \$450 per class





Vast Growth Potential

Locally:

- Worcester County supports over a dozen colleges & universities, & can easily support similar sized industrial makerspaces.

Globally:

- Duplicatable to other communities & regions across the world.

Imagine a WorcShop in every city!



Vocational Education

- Classes, Seminars, Special Events
- Taught by experienced professionals & educators
- Entry-level through modular advanced programs
- Open to the General Public and discounted for Members

- Metal Fabrication
- Machining
- Blacksmithing
- Woodworking
- Welding
- Automotive
- Textiles
- & much more!



Complete Class Roster

theworckshoprochdale.com/mw19/index.php/Full_Class_Brochure



Technology Education

- Classes, Seminars, Special Events
- Taught by experienced professionals & educators
- Entry-level through modular advanced programs
- Open to the General Public and discounted for Members

- Cybersecurity
- Crypto/Blockchain development
- App design
- Video game design
- Robotics
- CAD
- Media
- 3D printing



Complete Class Roster

theworkshoprochdale.com/mw19/index.php/Full_Class_Brochure

Other Successful MakerSpaces

Dallas Makerspace

- Founded 2011
- Has over 1700 active paying members
- \$1mil+ annual income

Artisan's Asylum in Somerville

- Founded 2010
- 400+ members, 40 start-up businesses, & 160 leased private work studios
- \$1mil+ annual income

The WorcShop will grow to similar size of membership/income over the course of the next 2 years.

Job! Jobs! Jobs!!

- Any hobbyist that elevates their hobby into income generation just created a **job**.
- Every Entrepreneur that starts a company creates a **job**.
- Anyone that starts a company with a team starts **3-5 jobs**.
- Any startup company that graduates from the WorcShop will start **dozens of jobs**.
- The WorcShop anticipates **30 full & part time skilled jobs** created immediately upon funding.
- We anticipate **over 100 jobs** to be created in the first year as new companies & members take advantage of our resources.
- We anticipate long term partnerships with growing businesses to expand out of our facilities into dedicated local properties renovated to support sustainable manufacturing. Long term **job growth of thousands** in the Innovation Industry will prove to be sustainable long term & will help Central Massachusetts' competitive edge in the 21st century.



HELP US
MAKE

a difference Today

& **BUILD**

a better Tomorrow

Thank You For Your Consideration



TheWorcShop@gmail.com

<https://www.theworcshop.com>



Specializing in the construction of high-quality sports surfaces

5-12-2022

Town of Leicester
Ms. Jan Drake
Assistant to the Town Administrator
3 Washburn S.
Leicester MA

Dear Ms. Drake;

Thanks for meeting with me. First my observations.

The field is in excellent shape. Planarity is good, the fibers are in good shape and the sand – rubber infill mix is fine. I walked the field and could not find any problems except for some settling which I will address below. FYI, baseball and softball should be able to use the field for workouts, the turf is very durable.

As for the stated concerns I offer the following.

1. Disinfecting. Not necessary. The sun and rain kill virtually any virus instantly, including staph and covid.
2. Replacing infill, not necessary at this time. It will probably be 5 years or so before you need to think about doing that.
3. The netting behind both ends needs to be removed and replaced with a heavier gauge pipe (6") and should be 25' in height and 160 ft in length at each end. It is recommended that the new nets be placed inside the fence this time. Will include removing the existing.
4. To remove the logo and install green turf would also allow you to paint on a logo (I am pretty sure I know who your painter was, and he is good). The area in question is approximately 20' x 50'.
5. The area where you have settlement should be repaired at some point, as it is not in the field of play simply some orange cones or barrel could work to alert people. As I told Jan, I found the architect and he found the original plans that show the pipe directly under that area is a 24" diameter and is 14' down. Repairing that will be expensive and is probably not necessary unless there is a major drainage problem. Peeling back the turf and adding more stone dust to re-level will work. While there it would not be a bad idea to re-install the paving brick adjacent to that area.
6. Painting the lines, repaint the soccer and football lines and install new field hockey lines (recommend powder blue).

Costs: 1. Netting, 320 total feet furnished and installed.....\$55,000.00

2. Logo removal and new turf install.....\$15,000.00



Specializing in the construction of high-quality sports surfaces

3. Cut and roll back turf, install new stone dust and compact. Remove paver, add stone dust and compact to level. Reinstall pavers. Re-glue the turf.....\$5,000.00
4. Re-paint football, soccer lines. Install new field hockey lines.....\$5,000.00

Please feel free to call me at any time should you have any questions.

Best Regards
John Chaffin
Holden MA
RAD Sports
508-400-0955
jc@radsports.com

From: Janine Drake
Sent: Wednesday, May 11, 2022 12:12 PM
To: Janine Drake <DrakeJ@leicesterma.org>
Subject: Becker field

Becker Field Walk

Monday, 5/9/22 at 1pm

John Chaffin with Rad Sports
Ted Zawada, LPHS Principal
Dan Ayala, Facilities Director
Tina, Facilities Assistant
Jen Reynolds, LP Athletic Director

Recommendations from John and questions from meeting:

Should take nets down.
Typical maintenance schedule -yes.
Equipment is gone.
Brush machine
PVC plow not needed- no.

Painting field late July for a time frame.
Lines that would need repainted would be Football, Soccer and Field Hockey (Field Hockey would be first time lines).
Let Lacrosse lines will just simply fade out.

Paint: pioneer paint. Use permanent paint for the 1st time, should use temp paint after 1st time permanent paint coverage.

How often to recrum? When it's obvious. Infield is good. Replace those nets and use substantial poles.

Light and sound works.

Grooming. 1 year. Maybe adding Pellets around year 6.

No day of rest
New logo, perhaps approx. \$50K
Removing old logo perhaps approx. \$15k

New football/soccer lines-needed-yes.
(1st painting of field hockey that color be powder blue)
Goal post not needed to replace at this time.
Improved netting Fencing-needed-yes.
Fencing on south end should be looked into.
Netting is on outside, should be inside.

Hydrophobic turf. Never have to disinfect it.
This field will last 12 years, just the way it is.

Water repels this hydrophobic turf.
If blood gets on it the sun kills it in seconds.
Purple Gatorade could stain it.
Refrain from having sunflower seeds.

Sideline drains around perimeter. Drain west end of sidelines.

Crumbed every year, no.
Fluffed multiple times a season- not needed.
Sanitized after every game/practice/use, no.
Day of rest, not needed.

Sent from my iPhone



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

June 2, 2022

To: Select Board
From: Kristen L. Rubin, Assistant Town Administrator
RE: Report of the Town Administrator's Office

The following is a report on the general activities of the Town Administrator through June 2, 2022.

Becker College

- Berkshire, Hampshire, Barrett Halls and 79 S Main Street-photos and labels for the RFP. JD
- Worked on quotes for sprinkler and alarm system for Borger KR
- Worked to get a quote on electrical panels required to be replaced by insurance at Marsh Hall KR
- Prepared bid documents and put the dormitories out to bid DG KR
- Put the veterinary clinic back out to bid DG KR
- Walked through Becker buildings with representatives from Guardian regarding incentives for energy upgrades DG
- Completed inventory of all buildings and finalized compiled excel spreadsheet KR

Economic Development/Businesses

- Worked with the Eagles club on preparing a one-day liquor license request for an event in June JD
- Worked with Nsroma Multi Businesses Corp for 508 Stafford Street for a business license. JD
- Worked with the Mandaean community center on opening their new location at 4 Memorial Drive JD
- Met with potential new marijuana delivery service business DG
- Received and deposited HCA payments from Cultivate totaling \$325,000 KR JD

Citizen issues

- Prepared notification letters and background materials for dog hearing KR
- Discussed soil importation projects with DEP and an LSP the Town may retain to review documents DG KR
- Worked on issue with dirt and rock in the road on Folsom Street KR
- Discussed demand notice issues with taxpayers KR

Grants

- Worked to complete the PARC/Shared Winter Streets grant project at Towtaid including repaving courts, new fencing, ADA parking, and curbs/sidewalks. All that remains are the installation of basketball poles, backboards, hoops, court striping, tennis nets and the pickleball wall KR
- Wrote a one stop grant for Moose Hill KR

Meetings/Events

- Attended Reopening of Senior Center on 5/17 KR JD
- Attended a regional dispatch check in meeting on 5/18 KR

- Did a walk through at Memorial School with a potentially interested lessee JD

Financial/Budgetary

- Discussed potential shortage in fuel budget for highway and possible reserve fund transfer request KR

Human Resources

- Assistant Treasurer/Collector recruitment process DG, KR
- Addressed employee complaint and started third party investigation DG, KR
- Completed onboarding of 6 new employees KR

Misc.

- The 2015 International Ambulance sold for \$25,000 on Municibid. Confirmed check to be mailed out to Town by end of week. KR
- Continued working on the FY23 Reappointment process – mailed out all reappointment letters, updated database, began compiling letters received back and entering into database KR
- Worked with the RFO on scheduling and fee questions KR
- Had the water turned on at Lions Park per request from the Lions Club KR
- Ensured facilities were prepared for Memorial Day activities on the Town Common KR
- Prepared letters for State Representatives explaining the Town Meeting/Select Board vote to exit civil service KR
- Worked with Police Chief and Police Union on POST questionnaire concerns KR
- Worked on obtaining an account with Peterson oil to fuel town vehicles during fuel island replacement; finalized fuel island contract with Lemelin KR



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

June 2, 2022

TO: SELECT BOARD

FROM: KRISTEN L. RUBIN
ASSISTANT TOWN ADMINISTRATOR

SUBJECT: Assistant Treasurer/Collector Appointment

The Assistant Treasurer/Collector position was advertised internally as a promotional appointment from May 17, 2022, to May 24, 2022. We received one application from Treasurer/Collector Department Assistant Alisa Ayres.

Based upon her knowledge and performance to date, it is the recommendation of Treasurer/Collector Nicholas George that Ms. Ayres be appointed to the position of Assistant Treasurer/Collector. Her resume and cover letter are included in this packet for your review. This appointment comes with a 180-day probationary period.

Should you have any questions, please contact me.

From:
To: [Human Resources](#)
Subject: Alisa Ayres Resume Submission - Assistant Treasurer/Collector Position
Date: Tuesday, May 17, 2022 9:04:20 PM
Attachments: [Resume - Ayres.docx](#)

Good Evening,

After almost a year and a half as the department assistant in the treasurer/collector's office, I would like to submit my resume for consideration as the assistant treasurer/collector position. I have been cross-training with Nick for well over 6 months at this time and am confident in my ability to move into his recently vacated position. I am attaching my resume with references to this email and look forward to speaking with you very soon.

Regards,
Alisa

Alisa M. Ayres

QUALIFICATIONS SUMMARY

- Administrative assistant with strong organizational skills, extensive experience in administrative duties and data entry as well as Microsoft Office Suite.
- 18+ years of customer service experience with the ability to create a welcoming environment for clients.
- Self-starter able to effectively navigate workload with clear communication skills, can do attitude and the ability to work alone or with a team.

PROFESSIONAL EXPERIENCE

Department Assistant to the Treasurer/Collector – 2021 to Current | Town of Leicester | Leicester, MA

Stylist (Part-Time) – 2013 to Current | G.Q. Hair Salon | Holden, MA

Administrative Assistant to Lead Executive Assistant and Co-Managing Partners – 2018 to 2020 | AAFCPAs, Inc. | Westborough, MA

Personal Injury Paralegal – 2016 to 2018 | The Law Offices of Joseph J. Cariglia, P.C. | Worcester, MA

Spa Coordinator (Part-Time) – 2014 to 2016 | StarSeed Day Spa | Westborough, MA

Financial Aid Officer - 2010 to 2014 | Spa Tech Institute | Westborough, MA

SKILLS

- Knowledge of Vadar database and its modules as they pertain to the treasurer/collector's office.
- Ongoing maintenance of tax title accounts, inter-department turnovers and cash book entries.
- Training and first-hand knowledge of payroll entry and bill pay for the treasurer/collector.
- Experience with MS Office and prior payroll processing experience.
- Maintain calendars -- plan and schedule meetings, teleconferences, videoconferences, Domestic and International travel.
- Schedule travel to include airline reservations, car services, and hotel reservations.
- Arrange and schedule meeting space, catering and logistics for internal and customer events/meetings (2-200 people).
- Organize filing system while maintaining confidentiality and discretion of sensitive information.
- Contribute to ongoing process and workflow improvement; i.e. creation and maintenance of templates and tracking systems.
- Able to provide general office administration tasks such as answering phones, filing, copying, collating, etc.
- Able to maintain and finish multiple projects at one time.

EDUCATION / CERTIFICATIONS

Bay Path University, Longmeadow, MA – Business Administration – Associate's Degree, Cum Laude

Spa Tech Institute, Westborough, MA – Aesthetics – Aesthetician Type 7

Cosmix School of Beauty Science, Marlborough, MA – Cosmetology - Cosmetologist

Joseph P. Keefe Technical High School, Framingham, MA – Commercial Art - Diploma

Inquiry Reponse Yes

Board Name

AGRICULTURAL COMMISSION

Architectural District Commission

CENTRAL MASS RESOURCE RECOVERY COMMITTEE

CHIEF PROCUREMENT OFFICER

CIPC - THREE YEAR TERMS

CODE INSPECTION SERVICES

CODE INSPECTION SERVICES

CODE INSPECTION SERVICES

CONSERVATION COMMISSION

COUNCIL ON AGING

ECONOMIC DEVELOPMENT COMMITTEE

HEALTH INSURANCE ADVISORY COMMITTEE

HEALTH INSURANCE ADVISORY COMMITTEE

HEALTH INSURANCE ADVISORY COMMITTEE

HEALTH INSURANCE ADVISORY COMMITTEE

HEALTH INSURANCE ADVISORY COMMITTEE

HEALTH INSURANCE ADVISORY COMMITTEE

HISTORICAL COMMISSION

KEEP LEICESTER GREEN COMMITTEE

MEMORIAL DAY COMMITTEE

MEMORIAL DAY COMMITTEE

PARKING & TICKETS HEARING OFFICER

PARKS & RECREATION COMMITTEE

PARKS & RECREATION COMMITTEE

RECYCLING COMMITTEE

RECYCLING COMMITTEE

RECYCLING COMMITTEE

RECYCLING COMMITTEE

RECYCLING COMMITTEE

AppName

Heidi Cooper

Joseph D Lennerton, III

David Genereux

David Genereux

Kurt Parliment

John P Dolen

John Markley

Ronald Valinski, Jr.

James A Cooper

Jane S Todd

Erik Duane Lerdal

William I Burt Jr

Elizabeth A Cooper

Kimberly Ferdella

Judith C Ivel

Diane L Moffat

Betsy Olivo

J. Donald Lennerton, Jr.

Janice M Parke

J. Donald Lennerton, Jr.

Bruce W Swett

Gwendolyn Wilcox

Nancy Ortiz

Joanne Petterson-Bernier

James T Buckley

Arthur F Croteau, Jr.

Barbara E Knox

John Marengo

Sharon J Nist

| Board Name | AppName |
|---------------------------------------|----------------------|
| RECYCLING COMMITTEE | David C Parke |
| RECYCLING COMMITTEE | Janice M Parke |
| RECYCLING COMMITTEE | Kurt Parliment |
| RECYCLING COMMITTEE | Maureen A Whitney |
| RIGHT -TO-KNOW OFFICER | David Genereux |
| TOWN COUNSEL | Petrini & Associates |
| VETERANS' GRAVES REGISTRATION OFFICER | Bruce W Swett |
| ZONING BOARD | James A Reinke |
| ZONING BOARD OF APPEALS-ALTERNATES | Richard D Johnston |



Leicester Police Department
90 South Main Street
Leicester, MA 01524

www.leicesterpd.org



Emergency: 911

Non Emergency: 508-892-7009

Non Emergency: 508-892-7010

Fax: 508-892-7012

Chief
Kenneth M. Antanavica
antanavica@leicesterpd.org

May 23, 2022

To: David Genereux - Town Administrator
Selectboard - Town of Leicester

RECEIVED MAY 25 2022
1000A

From: Kenneth Antanavica
Chief of Police

Re: **Acceptance of Donation from Alice Kenny**

The Leicester Police Department recently received a cash donation from Alice Kenny for the sum of twenty dollars. Pursuant to the appropriate bylaw/ordinance, I am requesting that the Board of Selectmen accept the donation from Alice Kenny. The Leicester Police Department will deposit the funds into its donation account, where it will be used to support departmental operations that are not funded by the general operating budget.

Should you have any questions pertaining to this matter, please feel free to contact me personally.

Kenneth M Antanavica
Chief of Police

Attachments

1. Copy of donation bill



Leicester Police Department
90 South Main Street
Leicester, MA 01524



Chief
Kenneth M. Antanavica
antanavicak@leicesterpd.org

www.leicesterpd.org

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

May 24, 2022

To: David Genereux - Town Administrator
Selectboard - Town of Leicester


RECEIVED MAY 25 2022
1000A

From: Kenneth Antanavica
Chief of Police

Re: **Acceptance of Donation from Paula and Donald Hansen**

The Leicester Police Department recently received a check marked donation from Paula and Donald Hansen for the sum of twenty-five dollars. Pursuant to the appropriate bylaw/ordinance, I am requesting that the Board of Selectmen accept the donation from the Hanen's. The Leicester Police Department will deposit the funds into its donation account, where it will be used to support departmental operations that are not funded by the general operating budget.

Should you have any questions pertaining to this matter, please feel free to contact me personally.


Kenneth M Antanavica
Chief of Police

Attachments

1. Copy of donation check



Town of Leicester

Highway Department
59 Peter Salem Rd
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7021 Fax: (508) 892-7058
www.leicesterma.org

Dennis Griffin
Superintendent

To: David Genereux
Town Administrator

From: Dennis Griffin
Highway Department Superintendent

Date: March 21, 2022

Subj: Becker property

Winslow Barn:

- 8x2 Poly traction mats
- 6 cubic foot poly wheelbarrow
- 8 ft. poly sander (Fisher) and Spinner Assembly
- Misc. Poly trash barrels
- 28 ft. fiberglass extension ladder

Lane House:

- 1 pallet infield soil conditioner

1812 House:

- Airens 18" real tine tiller Kohler 8 hp
- Greenland Cone poly spreader
- Metal 2 wheel steel dolly

Garage on Flint Way

- Chapin 4 gallon poly sprayer
- Yellow fire storage cab 2 door
- 4' fiberglass step ladder
- Exmark 36" Kawasaki 15 hp walk behind mower
- Exmark 48" Kawasaki 16 hp walk behind mower
- Honda 21" 7 hp self-propelled mower
- Misc. rakes, shovels, brooms
- Stihl KM 130R multi use trimmer
- Stihl FS 310 Brushcutter
- Spool of string trimmer
- Ear plug dispenser

- Stihl s671 poly sprayer
- 2 green poly landscape barrels
- 2 home plates/bases

Main St. Maintenance Building

- Aerosol line striper
- Misc. poly trash barrels
- One 8' and one 10' step ladder
- 1 yellow pallet jack
- 4 step aluminum rolling ladders
- Misc. paint supplies
- 50' black rubber hose
- Misc. hand power tools drills and saws etc.

If you have any questions, please let me know. Thank you

**SELECT BOARD MEETING MINUTES
MAY 16, 2022 AT 5:00PM
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chair Antanavica called the meeting to order at 5:06pm. Chair Rick Antanavica, Vice-Chair John Shocik, Second Vice-Chair Herb Duggan Jr., Selectman Dianna Provencher, Town Administrator David Genereux and Assistant Town Administrator Kristen Rubin were in attendance. Selectman Allen Phillips was absent.

1. SCHEDULED ITEMS

a. 5:00pm – Executive Session

- i. Discussion pursuant to M.G.L. c. 30A, s. 21(a) (2),(3), & (6) - To discuss strategy sessions with respect to collective bargaining and non-union personnel regarding addition of Juneteenth as a Leicester municipal holiday, and to consider the purchase, exchange, lease, or value of real property regarding former Becker College buildings and other facilities**

Motion 051622-1a: A motion was made by Mr. Shocik and seconded by Mr. Duggan to enter into executive session pursuant to M.G.L. c. 30A, s. 21(a) (2),(3), & (6) to discuss strategy sessions with respect to collective bargaining and non-union personnel regarding addition of Juneteenth as a Leicester municipal holiday, and to consider the purchase, exchange, lease, or value of real property regarding former Becker College buildings and other facilities. The Chair declared that to discuss these matters in executive session would compromise the position of the Town. Roll call: All Ayes

b. 6:00 pm - Discuss/Vote on Interim In-Town Recreation Fees & RFO Scheduling Matters

Mr. Shocik expressed concerns about three-hour minimums for nonprofits and the cost. Mr. Genereux recommended the board temporarily vote in the existing Parks and Rec fee schedule for in town use until Mr. Phillips is back.

Motion 051622-1b1: A motion was made by Ms. Provencher and seconded by Mr. Shocik to adopt the current Parks and Rec in-town use fee schedule until the Becker Athletic Working Group presents their in-town fee recommendations. **Motion carries 4:0:0.**

The Board clarified that pro/semi-pro groups would be organizations where players are earning a wage.

Motion 051622-1b2: A motion was made by Mr. Shocik and seconded by Ms. Provencher to approve a two-hour resident reservation for the Tarentino basketball court at a cost of \$12.50/hour with a two-hour minimum. Under discussion, Mr. Genereux will discuss how to handle a private party with Chief Antanavica, RFO Trina Deary will send a confirmation email that the group can use as proof that they have the court reserved, and a sign will be posted 24 hours in advance notifying the public of the closure of the court. **Motion carries 4:0:0.**

The Board asked that the remaining questions be sent back to the Becker Athletics workgroup to be addressed.

c. 6:30 pm – Present Retirement Plaque for Donna Johnson

Ms. Provencher presented Donna Johnson with a retirement plaque recognizing her 29 years of service.

d. 6:30 pm – Discuss/Vote on Ambulance Vehicles, Staffing, and Salaries/Wages Modifications

Interim EMS Director Brian Kelley presented a request to make pay changes as follows:

- Pay the part-time hourly rate to all per-diem and on-call EMTs and Paramedics so there is one full time rate and one part time/per-diem/on-call rate.

- Pay \$30 for EMT private details, \$35 for AEMT private details, and \$40 for paramedic details
- To have LPS pay \$175 for away game sports details
- To pay driver/BLS techs \$175 for long distance inter facility transports and to pay ALS techs \$250 for long distance inter facility transports

Motion 051622-1d1: A motion was made by Mr. Duggan and seconded by Mr. Shocik to accept rates as written. **Motion carries 4:0:0.**

Motion 051622-1d2: A motion was made by Mr. Shocik and seconded by Mr. Duggan to retain the old A2 as a backup ambulance to be named A4 as a BLS truck and standby for ALS. **Motion carries 4:0:0.**

Mr. Kelley presented a request for the following staffing changes in light of the new Vibra contract:

- “Promote” the current Part-Time Benefited Paramedic, Colleen Plante to Full-Time (a 36 hour per week position) or if required, re-post this position as Full-Time (36 hours per week) position.
- Recommend not filling the second position due to recommendation of the interview panel instead reposting it as a Full-Time (36 hour per week) position.
- Eliminate current Part-Time Benefited Paramedic (36 Hour / 24 Hour) Positions.

These changes would cost between \$10,000 to \$15,000 annually depending on the level of experience of each Paramedic. The increased in hours and filling the second position with a full-time employee will increase the current pre-scheduled 911 ALS Coverage Level to 92.8%.

Motion 051622-1d3: A motion was made by Mr. Duggan and seconded by Mr. Shocik to create two full time positions and offer Colleen Plante an interim full-time position which will be posted internally for promotional purposes only. **Motion carries 4:0:0.**

2. PUBLIC COMMENT PERIOD

No members of the public provided comment.

3. REPORTS & ANNOUNCEMENTS

a. Student Liaison Reports

The student liaisons presented 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 a possible ceremony to open a town time capsule buried 50 years ago, free vet exam with vaccines being offered by Second Chance at the senior center on May 18th, the Mandeian community center grand opening last Sunday, the grand reopening of the senior center, the senior pancake breakfast, the legions and VFW placing flags around town at veterans squares for Memorial Day, the Tarentino 5K race yesterday, reconsidering the lieutenant promotion process, the Becker energy and heating audit, the landscaping company did not pick up sticks or pull out weeds at Becker, updating the dig safe markings on Old Main Street, and mattress removal happening tomorrow night for refugees.

4. RESIGNATIONS & APPOINTMENTS

a. Resignation – Sarah Miller – Economic Development Committee

Motion 051622-4a: A motion was made by Ms. Provencher and seconded by Mr. Shocik to accept the resignation of Sarah Miller from the Economic Development Committee and to send a letter of thanks for service. **Motion carries 4:0:0.**

b. Appointment – Sergeant Matthew Brady – Constable & Agent to the Select Board

c. Appointment – Sergeant Frank Bulman – Constable & Agent to the Select Board

Motion 051622-4b&c: A motion was made by Mr. Shocik and seconded by Ms. Provencher to appoint Sergeant Matthew Brady and Sergeant Frank Bulman as Constables and Agents to the Select Board. **Motion carries 4:0:0.**

5. OTHER BUSINESS

a. Discuss/Vote Juneteenth as a Leicester Municipal Holiday

Mr. Genereux noted that Juneteenth is now a State and Federal holiday. Town Counsel has confirmed that Town Hall is required to be closed. Mr. Genereux recommended the Board adopt Juneteenth as a paid municipal holiday for 2022, amend the personnel bylaw at fall town meeting and bargain with the unions.

Motion 051622-5a: A motion was made by Ms. Provencher and seconded by Mr. Shocik to accept Juneteenth as a paid Leicester municipal holiday for 2022, bring forth an amended personnel bylaw at fall town meeting, and work with the unions to amend collective bargaining agreements. **Motion carries 4:0:0.**

b. Discuss/Vote Municipal/School Agreement for Former Becker Campus Buildings & Other Facilities

Mr. Antanavica discussed the proposed lease between the Select Board and the School Committee for the former Becker campus facilities to be used as a high school. The agreement states that that the school will be permitted use the Campus Center, Borger, Knight Hall, Marsh Hall, and Swan Library as school buildings, the school shall have scheduling priority over all other organizations for the turf field and the gym, the management and supervision of all facilities on the former Becker campus lies with the Select Board and Town Administration, maintenance shall be overseen and funded by the Select Board and Town Administration, and the School Administration will be responsible for all internal cleaning, IT, and utility costs. Mr. Antanavica stated that school buildings in other towns, including Oxford, are maintained by the Town, not the schools. Other towns, including West Boylston, oversee fields and charge schools a fee to use them. Mr. Antanavica stressed the urgency of executing this agreement executed so students can move to Becker in time for the fall semester. Mr. Genereux noted that the Board and the School Committee have not reached an agreement despite conversations with legal counsels and time is running out. If an agreement can't be reached in time for the fall semester, issues at the Middle School will need to be addressed. Mr. Antanavica

c. Discuss/Vote on Portable Toilets at Town Hall for Concerts on the Common

Motion 051622-5c: A motion was made by Ms. Provencher and seconded by Mr. Duggan to allow an accessible porta potty to be placed at the Town Hall during the summer concerts on the common. **Motion carries 4:0:0.**

d. Discuss/Vote to Fly Flag at Half Staff on May 22nd in Memory of Fallen Police Officer Ronald Tarentino

Motion 051622-5d: A motion was made by Ms. Provencher and seconded by Mr. Shocik to fly flags at half staff on May 22, 2022 in memory of fallen police officer Ronald Tarentino. **Motion carries 4:0:0.**

e. Discuss/Vote on Tata & Howard Stormwater Contract

Motion 051622-5e: A motion was made by Ms. Provencher and seconded by Mr. Duggan to approve the \$69,000 contract with Tata & Howard for Years 4 and 5 stormwater services. **Motion carries 4:0:0.**

f. **Discuss/Vote on Disposition Methodology for Surplussed Becker Victorian Houses**

Mr. Genereux noted that the Becker Building Conditions and Reuse working groups have determined that the Town should put the Victorian houses out to sale. Mr. Genereux recommended using the Zekos Group who successfully sold the former Water Street fire station and well over the price the Town anticipated receiving. The Zekos Group would like to start a marketing campaign and begin advertising the future sale.

Motion 051622-5f: A motion was made by Ms. Provencher and seconded by Mr. Shocik to authorize the Zekos group to begin advertising the sale of the Victorian houses. **Motion carries 4:0:0.**

g. **Discuss/Vote on Becker Vet Clinic RFP**

Mr. Genereux noted that no proposals were submitted by the RFP deadline of May 9, 2022. The Town has since become aware of an interested party and recommended putting the RFP back out to bid.

Motion 051622-5g: A motion was made by Mr. Shocik and seconded by Ms. Provencher to put the vet clinic RFP back out to bid. **Motion carries 4:0:0.**

h. **Discuss/Vote on Police Lieutenant Promotion Process and Timeline**

Mr. Genereux stated that the Town's Lieutenant is slated to retire soon. There is an existing civil service list that has one candidate remaining on it. However, the Board, police union, police chief and Town Meeting supported exiting civil service and moving towards a more assessment-based hiring process. As the Town will be filing for special legislation to remove these positions from civil service, Mr. Genereux recommended holding off on this promotion and doing a regular advertisement and promotion process once this has occurred. The Police Chief concurred but made it clear that the Lieutenant position should not be eliminated.

Motion 051622-5h: A motion was made by Ms. Provencher and seconded by Mr. Shocik to put the police lieutenant promotion process and timeline on hold until after the Town exits civil service. **Motion carries 4:0:0.**

6. MINUTES

- a. **April 2, 2022**
- b. **April 25, 2022**
- c. **May 2, 2022**
- d. **May 3, 2022**
- e. **May 9, 2022**

Motion 051622-6: A motion was made by Mr. Shocik and seconded by Ms. Provencher to approve the minutes of April 2, April 25, May 2, May 3, and May 9. **Motion carries 4:0:0**

Motion 051622-7: A motion to adjourn was made by Mr. Shocik and seconded by Ms. Provencher at 8:30pm. **Motion carries 4:0:0.**

**SELECT BOARD MEETING MINUTES
MAY 31, 2022 AT 6:00PM
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chair Antanavica called the meeting to order at 6:05pm . 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 Rubin were in attendance.

Meeting with DEP to Discuss Soil Importation

Mary Jude Pigsley with DEP gave a brief overview of DEP's involvement in soil regulation. The State asked DEP to look into where different types of soils can go as there are tons of soils moving around the state every year. DEP subsequently created policies stating where soils can and can't be used including the similar soils policy and the use of soils on large reclamation projects. DEP does not regulate rocks, so DEP is not involved in the rock importation at 200 Main Street.

Mark Baldi with DEP gave an overview of DEP policies:

- DEP does not regulate the thousands of tons of soil that move around the state but do regulate contaminated soil that is above reportable concentrations through the use of licensed site professionals (LSPs).
- Similar soils policy requirements:
 - Soil must not be hazardous waste
 - Soil concentrations must be less than reportable concentrations or exempt (such as naturally occurring arsenic)
 - Soil can't be relocated to where it would create a disposal site. DEP wants like soils in like places.
 - Soil concentrations can't be significantly lower at the receiving location
- Interim policy on the reuse of soil for large reclamation projects provides for site-specific Administrative Consent Orders to ensure that the reuse of large volumes of soil does not pose a significant risk of harm to health, safety, public welfare or the environmental and does not create new releases of hazardous materials. Applies to quarries, sand or gravel pits that plan to receive greater than 100,000 cubic yards of soil.

Mary Jude Pigsley noted that the projects going on in Town on Main Street and Stafford Street are under 100,000 cubic yards so they do not have DEP involvement via administrative consent orders. The Board discussed concerns about existing soil conditions on these sites and adding more soil containing arsenic. Ms. Pigsley noted that 200 Main Street is being filled with rocks so would fall only under any applicable local controls. She noted DEP's drinking water division has been in contact with the Cherry Valley Rochdale Water District regarding their concerns about the proximity of the site to Henshaw Pond. The rocks are outside of the zone of concern, or zone "A". Mr. Baldi noted that the DEP branch chief has been in contact with the owners and LSP of the 0 Stafford Street and Tractor Supply sites and confirmed that soils characterization was done. The Board discussed a new complaint received regarding work on Stafford Street which DEP will look in to.

Kevin Jarvis with Lighthouse Environmental stated his company has moved over 300M tons of soil and has worked on the Clark University project as well as Mr. Schold's projects. Mr. Jarvis noted his company always follows the rules. He noted that soil importation becomes a rumor mill and can be very inaccurate.

Matt Schold noted he has followed all regulations regarding soil importation and is concerned about the Select Board saying he is going to contaminate wells in Town. He has other projects in Town that have not caused

issues. Mr. Schold noted that he came and brought his attorney and LSP because he takes the concerns seriously. He asked that the Board reach out to him directly moving forward with questions and concerns and noted his family is trying to put facts out on Facebook in response to some of the misinformation. He expressed willingness to provide any information including testing that the Board is looking for.

The Board noted that they are responding to resident concerns and inquiries which resulted in this discussion.

Motion 053122-1: A motion to adjourn was made by Mr. Duggan and seconded by Ms. Provencher at 7:05pm. Motion carried 5:0:0.