

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

**ORGANIZATION:** Select Board & Advisory Committee

**MEETING:** X

**PUBLIC HEARING:**

**DATE:** July 11, 2022

**TIME:** 5:00pm

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

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

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

<https://meet.goto.com/203680597>

-OR-

[+1 \(646\) 749-3122](tel:+16467493122); Access Code: 203-680-597

### CALL TO ORDER/OPENING

1. Retirement – Town Clerk – Deborah Davis
2. Appointment – Highway Department Assistant – Deborah Rosebrooks
3. Discuss/Vote on End of Year Transfer – EMS Department
4. Discuss/Vote on Town Administrator COLA
5. Discuss Becker Project Manager Position

### ADJOURN

## Deborah K. Davis

July 5, 2022

David Genereux  
Select Board Members

I am submitting this letter as formal notification of my upcoming retirement. My last day working for the Town of Leicester will be August 6, 2022.

It has been both an honor and a privilege to have served the citizens of Leicester for the past fourteen years in the position of Town Clerk. I am particularly proud given the fact that the position of Town Clerk is elected by the people. Not only did they elect me, but they re-elected me over the past fourteen years and nothing makes me more honored and grateful than to have the continued support of this great community. The position of Town Clerk has always been elected by the voters, and I believe my successor and the town would benefit from a member of the community being chosen by the citizens of Leicester to serve and support them.

Aside from the day-to-day operations, I am especially proud of all that my office has accomplished with the increased burden of early voting, vote by mail and vote in person on Election Day as outlined by the Secretary of the Commonwealth----Every Vote Counts.

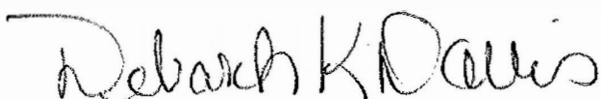
I have been very fortunate to have an incredible assistant who will be an asset to my successor. In addition to a wonderful group of registrars, senior volunteers and election workers who make my job look easy on election days. They are the heart and soul of all that happens in the office with elections and town meetings.

With the announcement of my retirement, I recognize that the position will require an interim and I am happy to assist with the transition and hiring of a suitable interim town clerk until one is elected to the position.

At your convenience, I would like the opportunity to discuss with the board the evolving operations of the office of the Town Clerk and the support it provides to the various town departments/offices. We are the keeper of the records and are considered the core of the Town Hall.

This was not an easy decision for me as I have truly enjoyed my position as Town Clerk and will miss working with and for the community where I live and have raised my family. I have developed many friendships that I trust will last into the future, but now is the time for me to spend more time with my family, children, and grandchildren. I thank you from the bottom of my heart for the support you have shown me during our time together.

Sincerely,

A handwritten signature in dark ink that reads "Deborah K. Davis". The signature is written in a cursive, flowing style with a large initial 'D'.

## **Deborah M. Rosebrooks**

**Objective:** To acquire a challenging position that would allow me to utilize my skills, with growth opportunity and advancement benefitting my career, family and prospective employer

**Qualifications:** Skilled and dedicated Administrative Assistant with many years' experience coordinating, planning and supporting daily operational and administration functions. I am both a self-starter and can work well as a team player, detail oriented, well organized and I always have a good attitude. I am proficient with Munis, Continental Billing Solutions, Quickbooks. Micro Soft Word, Excel and Outlook. I am focused and demonstrate a professional manner in every situation.

**Employment:** **D.J. Salmon Lawn & Landscape Inc.**

Position: Administrative Assistant

Start: March 2021 - Present

Duties: Customer service, phones, Schedule appointments, AR/AP, billing and many other Office duties,

**Town of Northbridge – Building & Zoning Department:**

Position: Administrative Assistant

Start: July 2015 – March 2021

Duties: Customer service, phones, scheduling inspections, AR/AP, payroll, budget, ZBA Meetings & minutes, legal ads, various permits; electrical, gas, plumbing, building, etc., handle all of the day to day operations.

**Town of Grafton – DPW:**

Position: Office Manager

Start: January 2014 –July 2015

Duties: Customer Service, Phones, AP/AR, Payroll, Budgets, Snow plow contracts, assist with Chapter 90 & Fema/Mema Paperwork, fuel ordering, Tree city, Meetings and Minutes. I also worked with the Cemetery Commission, monument billing & ordering, death certificate paperwork for town clerk, kept the webpage updated and many other daily tasks.

**Town of Sutton – Highway Sewer Department:**

Position: Administrative Assistant

Start: February 2001 – January 2014

Duties: AP/AR, Payroll, Budgets, Biannual Billing for Sewer Department working closely with water departments, Customer Service, Phones, Permitting, Sewer Commission Meetings and Minutes. Assist with Chapter 90 paperwork and many other daily functions.

**Pell Pontiac, Buick, GMC:**

Position: Assistant to Finance Manager -Biller

Start: January 1998 –January 2001

Duties: Bank Contracts Prep, Drive program-registering vehicles, issue plates, insurance binders, trouble shooting, customer service, multi-phone lines in a fast pace environment,

**Atlantic Express:**

Position: School bus driverStart: May 1992 – June 2006Duties: Possess a Class 2 – B Driver's License- Air Brake & Passenger endorsed, "Transportation of Precious Cargo".

# Memo



**To:** David Genereaux, Town Administrator  
**From:** Brian D. Kelley, Interim EMS Director  
**Date:** June 29, 2022  
**Re:** End of Year Transfer

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As we have discussed over the last several months – Leicester EMS has several (at the time of development of the FY 2022 Budget) unanticipated Budget Shortfalls. I am therefore requesting an additional \$ 40,000.00 to supplement the FY 2022 Budget.

Salaries & Wages: \$ 35,500.00

There are several factors that played into the Salaries & Wages shortfall including benefit payouts to two employees, an employee injured on-duty (shift coverage, and employee salaries not covered by insurance), the addition of Full-Time Employees (including a 2<sup>nd</sup> Duty Crew), and Inter-Facility Transport (IFT) Stipends.

Expenses: \$ 4,500.00

There are several factors that played into the Expenses shortfall including unanticipated mechanical problems with apparatus, unfunded mandated equipment by the Office of Emergency Medical Services, and increased ambulance revenue resulting in an increased cost of professional services provided by our Ambulance Billing Service.