



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

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**ORGANIZATION: Select Board Meeting - AMENDED**

TOWN CLERK'S OFFICE  
LEICESTER, MASS.

**MEETING: X**

**PUBLIC HEARING:**

**DATE: November 14, 2022**

**TIME: 6:00pm**

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

**REQUESTED BY: Chris Vitale, 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. Votes may be taken on any item brought before the Board at its meeting. 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/leicesterselectboard>

(571) 317-3122; Access Code: 364-032-797

**CALL TO ORDER/OPENING**

**1. SCHEDULED ITEMS**

- a. 6:00pm – Appointment – Karola Rachholz – Department Assistant (Police)
- b. 6:00pm – Shop Leicester First
- c. 6:00pm – Vote to authorize Town Administrator to accept lowest qualified bid and sign contract for Gym Floor Resurfacing and Painting
- d. 6:00pm – CARE Group ARPA funding discussion

**ADJOURN**



# Leicester Police Department

90 South Main Street  
Leicester, MA 01524

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



Chief

**Kenneth M. Antanavica**

[antanavicak@leicesterpd.org](mailto:antanavicak@leicesterpd.org)

**Emergency: 911**

Non-Emergency: 508-892-7009

Non-Emergency: 508-892-7010

Fax: 508-892-7012

Date: November 11, 2022

To: Mr. David Genereux  
Town Administrator

Board of Selectmen  
Town of Leicester

From: Kenneth Antanavica  
Chief of Police

Re: **Request for Appointment LPD Full Time Department Assistant**

The Leicester Police Department has been seeking to hire a full-time department assistant.

After performing a thorough background check, I am pleased to recommend Karola Rachholz for this position. Karola has previous experience working for area Police Departments performing similar tasks that are needed at the LPD. Karola comes highly recommended for this position and is willing to receive the necessary training and certifications to work in this Police environment including matron duties and prisoner watches.

Karola has indicated that she can start employment November 24, 2022.

Respectfully:

Chief Kenneth M Antanavica  
Leicester Police Department

# KAROLA RACHHOLZ

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October 9, 2022

Leicester Police Department  
90 South Main Street  
Leicester, MA 01524

Dear Sgt. Craig Guertin:

Attached are Town of Leicester Application for Employment, General Release and Waiver form, Cori Acknowledgement Form, and my resume in response to the posting of the Department Assistant position in the Webster Times. As indicated on my resume, I have over a decade of experience in an office setting including customer service, and two years administrative support.

My ability to streamline various office tasks effectively is second nature to me and has earned many compliments. Accuracy and efficiency are what I strive for no matter the task. I am confident that my office support skills including data entry, answering phones, file management, experience assisting the public with record requests, working for the towns of Oxford and Webster police departments will be of great benefit. In addition, my interpersonal and communication skills, motivation, time management, and punctual and reliable attendance will be a great asset.

I am interested in learning more about the Department Assistant position at the Leicester Police Department and would like the opportunity to discuss my knowledge, skills, and abilities.

Thank you for your consideration, and I look forward to speaking with you.

Sincerely,



Karola Rachholz

# KAROLA RACHHOLZ

## SKILL SUMMARY

- Dependable
- Prioritize
- Interpersonal Skills
- Communication
- Solution Orientated
- Time Management

## CERTIFICATIONS

- Public Records for Law Enforcement
- Property and Liability Insurance Principles

## TRAINING/DEVELOPMENT

- Interpersonal Skills
- Manage Conflicts
- Accounting Fundamentals
- Conflict of Interest Law
- Microsoft Office/ Quickbooks
- The Exceptional Assistant

## EXPERIENCE

- American Dining Creations - Dudley, MA** 2022 to Present  
**Dishwasher/General Utility Worker**
- Prepare, stage, and serve hot and cold foods.
  - Clean tools and equipment used to prepare food.
- Seven Hills Foundation - Worcester, MA** 2021 to 2022  
**Data Entry and Tracking Clerk Part-Time**
- Kept database up to date with new and retired volunteers' information and provided quarterly timesheets.
  - Compiled various quarterly reports to track performance measures including mileage reimbursements.
  - Assisted with special projects, special order placements, and mailings as needed.
  - Participated in outreach to bring awareness of our organization within Worcester County.
- Town of Webster - Webster, MA** 2020 to 2021  
**Floated between multiple departments as needed**  
**Clerk at Senior Center**
- Updated and maintained senior center data base from paper files.
  - Organized paper files and office supplies and placed orders as needed.
  - Answered incoming calls and assisted or directed patrons according to their needs.
  - Created monthly newsletter to include pertinent senior information and mailed out.
  - Prepared kitchen and assisted in serving daily lunches under ServSafe guidelines.
- Clerk at Town Hall**
- Monitored and assisted residents during local and primary voting times.
  - Organized, created folders, and filed for accounting office as needed.
  - Assisted all walk-in residents during pandemic open times at kiosk.
  - Answered vaccine phone line and completed forms for residents without internet access.
  - Prepared mailing and updated database for recreation department beach parking stickers.
- Clerk at Police Department**
- Processed public record requests via mail, fax or email and redacted reports per public records law.
  - Assisted Lieutenant with special requests and maintenance of records.
  - Created and maintained spreadsheet to manage flow of court discovery requests.
  - Assisted walk-in customers, processed court requests, and managed daily arrest videos and files.
  - Maintained traffic citation files and mailed pertinent copies to the RMV.
- Gentex Optics Inc. Dudley, MA** 2018 to 2020  
**Lens Inspector**
- Inspected Lenses for Quality and product type.
  - Prepared lens trays for overseas shipment.
  - Assisted vision screenings as a free community service for awareness on a volunteer basis.
  - Participated in Earth Day Clean up as a volunteer to add environmental awareness within the community.
- Delray Doc's Fruit and Deli Webster, MA** 2018 to 2018  
**Deli Worker**
- Created sandwiches and sliced meats and cheeses per customer request.
  - Packaged, weighed, priced, and maintained food products and cases.
  - Assisted phone customers with order placement.
- Oxford Police Department Oxford, MA** 2017 to 2018  
**Part-Time Jr. Clerk**
- Processed public record requests via mail, fax or email and redacted reports per public records law.

- Completed by-weekly payroll and maintained all records and personnel files.
- Assisted Administrative Assistant, Chief and Lieutenant with various tasks as needed.

**KT Acquisition LLC Worcester, MA**

2016 to 2017

**Accounts Payable Coordinator**

- Reviewed, coded, and entered all accounts payable invoices, weekly check runs and electronic payments.
- Reconciled vendor statements and discrepancies with departments and assisted walk-in customers and Controller.
- Scheduled monthly and quarterly recurring payments and maintained paper, scanned, and electronic files.
- Oversaw out of state accounts payable and weekly check runs and inputting general ledgers entries.
- Invoiced sales, recorded cash receipts, and processed ACH payments for out of state location.
- Processed new customer set up, W-9 and tax-exempt form and kept files up to date.
- Distributed all incoming mail and maintained mail meter machine and office supplies.
- Utilized two different ERP software programs per location.

**Bayscience Formulators LLC Dudley, MA**

2010 to 2015

**Filling Machine Operator**

- Set up filling machine to run various types and sizes of products.
- Ran filler and supervised up to five people assuring quality standards were followed.
- Filled and packaged product according to customer guidelines.

**Quality Control Clerk**

- Inspected raw material and finished goods per quality standards.
- Kept detailed notes of all findings and communicated with departments.
- Resolved quality issues with filling lines.

**The Commerce Insurance Company Webster, MA**

2006 to 2010

**Premium Accounting Support Services Clerk I**

- Audited homeowner and auto insurance policies and EFT information for accuracy.
- Contacted insured and agents for information, clarification, and verification on policies.
- Maintained notes of all requests and activities on policies.
- Entered EFT, finance information, and address changes accurately and efficiently.
- Performed check research, cash verification and entry.

**Casella Waste Services Southbridge, MA**

2005 to 2006

**Accounts Payable Clerk**

- Reviewed, coded, and entered all incoming invoices following Sarbanes-Oxley compliance.
- Reconciled landfill scale uploads and billed hauling work orders.
- Processed cash applications, weekly bank deposits, and collection calls on past due accounts.
- Created purchase orders and assisted phone customers scheduling bulk pickups.

**EDUCATION**

**The University of the State of New York–Albany, NY**  
**High School Equivalency Diploma**

**29 Oberschule - Berlin, Germany**  
**Attended High School College Prep Program**

**VOLUNTEERISM**

**First Congregational Church of Dudley – Dudley, MA**  
Assisted on Church Safety Committee, Pastor Parish Relations Committee, and Collector

**Dudley Charlton High School District - Dudley, MA**  
Marching Band Chaperone - 3 years

**Dudley Elementary School – Dudley, MA**  
Assistant Soccer Coach, Field Days Assistant, Walking Club Assistant, PTO Treasurer

# Proclamation

**WHEREAS**, Leicester desires to support its local businesses;

**WHEREAS**, the existing businesses in Leicester support the community through tax revenue and generous donations to various organizations;

**WHEREAS**, the holiday season offers a unique opportunity to shop the local businesses that make our community vibrant; and

THEREFORE, the Select Board hereby declare the month of December as  
**“Shop Leicester First Month”**

**IN WITNESS THEREOF, *this 14<sup>th</sup> day of November, 2022***

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Allen Phillips, Chair

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Rick Antanavica, Vice-Chair

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Dianna Provencher, 2<sup>nd</sup> Vice-Chair

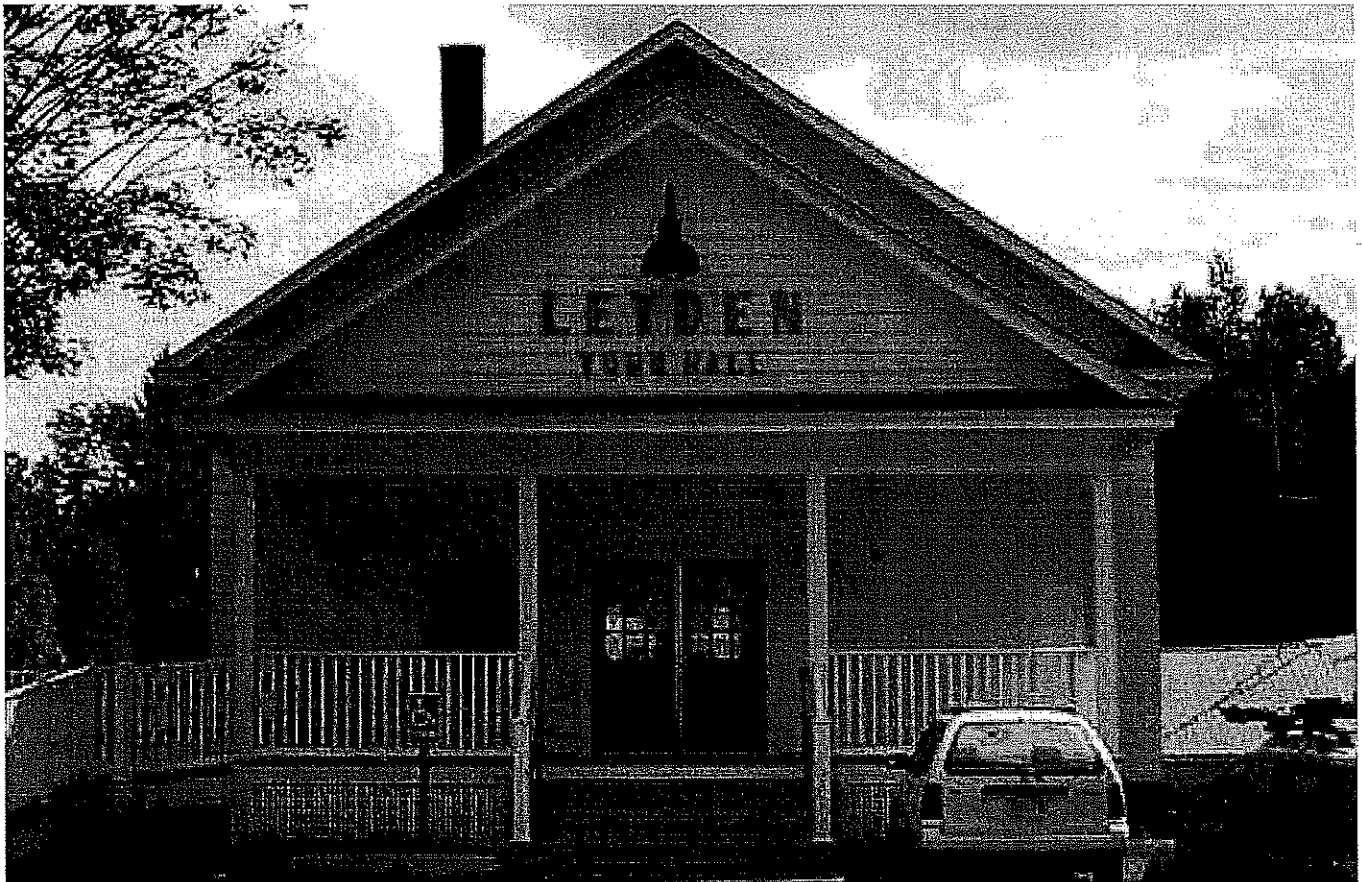
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Herb Duggan Jr., Member

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John Bujak, Member

**LEICESTER SELECT BOARD**



Leyden Town Hall

GOVERNMENT

# With federal aid, small towns keep it simple

**Some capping landfills, others boosting internet, tiling floors**



SHIRA SCHOENBERG Jul 21, 2021

*This is the first in a three-part series on how municipalities are spending ARPA money.*



**WHEN MICHELE GIARUSSO**, the municipal assistant in the small town of Leyden, read the rules governing the distribution of federal funds from the American Rescue Plan Act, her response was: “You’ve got to be kidding me.”



Officials in Leyden, a Franklin County town that borders Vermont, population 715, have been working for years to get residents connected to broadband internet. In 2016, residents voted to spend \$1.07 million on broadband, using a mix of federal, state, and taxpayer dollars, and the final resident was hooked up in March of 2021. The town paid its last construction bill in February.

The problem is that the federal ARPA funding – of which Leyden is eligible for \$213,000 – is for broadband construction starting in March 2021.

Giarusso said the need for broadband was stark during the pandemic as students tried to connect to remote school, and public parking lots filled up with people trying to connect to internet hotspots. She is seeking permission from federal officials to use the money for the broadband project despite its too-early completion date – but she isn’t optimistic. If it’s not allowed, she is not sure how the town will spend the money. She plans to start reading the rules related to repairing culverts.

While Gov. Charlie Baker and state lawmakers hash out how to spend more than \$5 billion in federal funding for state government from the American Rescue Plan Act, and lawmakers and advocates press for transformational change, similar planning processes are going on in every municipality statewide. Town administrators are poring over rules and figuring out what exactly they are eligible



for. For many of the smallest towns, there is little talk of systemic change. Rather, the money is a vital resource to complete what is often a single project, something that would otherwise strain town and taxpayer budgets.

Hinsdale town administrator Bob Graves said when it comes to things like repairing roads or capping a landfill, “These projects are highly expensive for a small town to cover.”

Graves said Hinsdale (population 1,911) hopes to use \$120,000 in ARPA money to cap an old landfill at the town transfer station that the Department of Environmental Protection says needs to be capped for environmental reasons. The plan had been to raise taxpayer funds through a warrant at town meeting, but the project got pushed off by a year during the pandemic, and now other needs have come up that require taxpayer money.

“It’s another one of those expenses that comes up that the town has to figure out how to do,” Graves said. “We’re hoping we can just use this [ARPA money] and make this work and get this off our plate.”

The American Rescue Plan Act, signed into law by President Biden in March, will provide \$3.4 billion in direct aid to local governments in Massachusetts. Every community will get some aid, generally based on its population. Large metropolitan cities will get more money through a different formula, and money will also be distributed through county governments.

Geoff Beckwith, executive director of the Massachusetts Municipal Association, said for smaller towns, the distribution generally comes out to \$105 per person in direct municipal aid, plus another \$194 per person in aid that flows through the counties. The money is a grant, so it does not have to be voted on at town meeting but can be spent by the select board.

Communities have until 2024 to allocate the money and 2026 to spend it. There is a broad range of allowable uses: to respond to the COVID-19 public health emergency or its economic impacts; to provide premium pay to essential workers;

to make up for revenue lost due to COVID-19; and to invest in water, sewer, or broadband infrastructure.

Beckwith said communities are starting the planning process now. “Use will differ from community to community,” he said. For example, some communities that were hard-hit by COVID-19 will use it for public health infrastructure, while in others the pandemic highlighted the need for improved internet service.

In Monroe, a tiny town along the Vermont border, officials hope to use the money – around \$34,000 excluding county money, according to a state spreadsheet – to complete a last-mile broadband project and connect all residents to high-speed internet.

In the Franklin County town of Gill (population 1,465), town administrator Ray Purington said the priority for the \$438,000 in government aid will be replacing an asbestos tile floor at the elementary school. Changes in building use and air quality during the pandemic accelerated the failure of the glue, so asbestos tiles are coming off, creating a health problem. “It’s a project that we would have had to fund, no doubt – you don’t mess around with health and safety of the schoolchildren – but it’s potentially a \$300,000 project that taxpayers won’t be bearing the full cost of,” Purington said.

In Dighton, a Bristol County community near Taunton with a population of nearly 8,000, the town will get around \$2.3 million from the federal government – an amount equivalent to just under 10 percent of its annual budget. Town administrator Michael Mullen said the town would like to use the money to address long-standing problems with an inadequate water supply. He is also working with the finance committee and others to explore public health and safety uses – things like upgrading communications equipment for first responders or buying new firefighter breathing apparatus.

“If we can really look at those investments that have long been critical in the town, using funding to achieve and address those goals, that’s very appealing,” Mullen said.

Officials in several towns said they still had not decided how to use the money. Michael Lorenzo, town administrator in Mattapoisett, said because the money lasts for several years, town officials are in no hurry to spend it. “There’s no rush to burn through that money until we have solid plan put together, and we haven’t had time to develop that yet,” Lorenzo said. Some possibilities he’s looking at are replacing revenue lost during COVID when the town stopped selling beach permits to nonresidents; buying membership to an assessing software tool that can take satellite pictures of homes assessors could not visit during the pandemic; and making sure the schools have enough money.

Town officials must still contend with the usual challenges of building local projects. Ashby officials planned to use their roughly \$900,000 in ARPA money to build a septic system and well for a new public safety building. But the town got no bids on the project.

“Now we’re back to ground zero,” said town administrator Bob Hanson.

Tagged in: COVID-19/ Municipal Government

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