



# PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

**ORGANIZATION:** Select Board

**MEETING:** X

**PUBLIC HEARING:** X

**DATE:** January 27, 2020

**TIME:** 6:30pm

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

**REQUESTED BY:** Kristen L. Forsberg

*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***

## CALL TO ORDER/OPENING

### 1. SCHEDULED ITEMS

- a. 6:30pm – Change of Manager – Shannon Davis Legion – Veterans Club Liquor License

### 2. PUBLIC COMMENT PERIOD

### 3. REPORTS & ANNOUNCEMENTS

- a. Student Liaison Reports
- b. Select Board Reports
- c. [Town Administrator Report](#)

### 4. RESIGNATIONS & APPOINTMENTS

- a. [Resignation – Assistant Treasurer/Collector – Cheyenne Cusson](#)
- b. [Resignation – Veterans Services Officer – Alex Arriaga](#)
- c. [Resignation – Parks & Rec Committee – Paul Davis](#)
- d. Resignation – Highway Department Assistant – Maureen Henderson
- e. [Appointment – Assistant Treasurer/Collector - Nicholas George](#)
- f. [Appointment – Municipal Hearings Officer – David Genereux](#)
- g. Appointment – Highway Department Assistant
- h. Appointment – Highway Truck Driver/Laborers

### 5. OTHER BUSINESS

- a. [Sign Presidential Primary Warrant](#)
- b. Discuss 15 Water Street Auction

### 6. MINUTES

- a. [January 6, 2019](#)

### 7. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21A

- a. Exception #3 – Discuss strategy with respect to collective bargaining (Police, Highway and Fire Unions)
- b. Exception #3 – Discuss strategy with respect to litigation (Fire Station & EMS Headquarters)

**ADJOURN**



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

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

**AMENDMENT-Change of Manager**

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

**ECRT CODE: RETA**

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

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

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

00009-VC-0600

**ENTITY/ LICENSEE NAME**

Shannon Davis Post 205, American Legion Inc

**ADDRESS**

171 River Street

**CITY/TOWN**

Rochdale

**STATE**

MA

**ZIP CODE**

01542

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

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

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

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

RECEIVED JAN 20 2020

10:19 am

(KIF)



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

**AMENDMENT-Change of Manager**

☒ **Change of License Manager**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Shannon Davis Post 205 American Legion Inc	Leicester	00009-VC-0600

**2. APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
William Hawes	General Manager	moehawes@yahoo.com	508-892-1040

**3A. MANAGER INFORMATION**

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

Proposed Manager Name	Monica C. Hawes		
Residential Address	4 Howe Road, Spencer, MA 01562		
Email	moehawes@yahoo.com	Phone	508-887-0657

Please indicate how many hours per week you intend to be on the licensed premises	34	Last-Approved License Manager	Charlette Ryan
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**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?\* ☒ Yes ☐ No \*Manager must be U.S. citizen  
If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
Have you ever been convicted of a state, federal, or military crime? ☐ Yes ☒ No  
If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**

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

Start Date	End Date	Position	Employer	Supervisor Name
1989	1985	Environmental Project Man	ATC Environmental	David Tiernan
1985	2007	Sr. Env. Project Manager	IEG LLC	Vincent Giambrocco

**3D. PRIOR DISCIPLINARY ACTION**

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

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

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

Manager's Signature Monica C. Hawes Date 1-21-2020

## APPLICANT'S STATEMENT

I, William Hawes the: ☐ sole proprietor; ☐ partner; ☒ corporate principal; ☐ LLC/LLP manager

Authorized Signatory

of American Legion Inc, Shannon Davis 205

Name of the Entity/Corporation

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

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

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

Signature:

William C. Hawes

Date:

1/21/2020

Title:

Corporate Officer

## CORPORATE VOTE

**The Board of Directors or LLC Managers of**

Shannon Davis Post 205, American Legion Inc

Entity Name

duly voted to apply to the Licensing Authority of

Leicester

and the

City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

01-18-2020

Date of Meeting

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

☒ Change of Manager☐ Other

**"VOTED: To authorize**

**William C. Hawes**

Name of Person

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

**"VOTED: To appoint**

Monica C. Hawes

Name of Liquor License Manager

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

A true copy attest,

**For Corporations ONLY**

A true copy attest,

William Hauer  
Corporate Officer /LLC Manager Signature

Mona P. Davis  
Corporation Clerk's Signature

William Hauer  
(Print Name)

Monica Hawes  
(Print Name)

Name, Susan M Zusak



**SUSAN M. ZUSCAK**  
Notary Public

Commonwealth of Massachusetts  
My Commission Expires March 8, 2024

## Payment Confirmation

## YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email and via text message.

**Transaction Processed Successfully.****INVOICE #: 5f6230db-fd8f-45d0-8e30-a72eb16eda1b**

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	060000009	\$200.00
		<b>\$200.00</b>

Total Convenience Fee: \$0.35

Date Paid: 1/3/2020 11:39:06 AM EDT

Total Amount Paid: \$200.35

## Payment On Behalf Of

**License Number or Business Name:**  
060000009**Fee Type:**  
FILING FEES-RETAIL

## Billing Information

**First Name:**  
Shannon Davis Post 205**Last Name:**  
American Legion inc**Address:**  
171 River Street**City:**  
Rochdale**State:**  
MA**Zip Code:**  
01542**Email Address:**  
moehawes@yahoo.com

From: customerservice@ncourt.com customerservice@nCourt.com  
Subject: Receipt from nCourt  
Date: Jan 3, 2020 at 11:39:15 AM  
To: moehawes@yahoo.com

**YOUR RECEIPT >>**

Please include the payment receipt with your application. Thank you.

**Paid To**

Name: Massachusetts Alcoholic Beverages Control Commission - Retail  
Address 1: 239 Causeway Street  
Address 2:  
City: Boston  
State: Massachusetts  
Zip: 02114

**Payment On Behalf Of**

First Name: Shannon Davis Post 205 Last Name: American Legion Inc.  
Address 1: 171 River Street  
Address 2:  
City: Rochdale State: MA Zip: 01542  
Phone: (508) 892-1040

Description	ID	Convenience Fee	Amount
FILING FEES-RETAIL	060000009	\$0.35	\$200.00

Receipt Date: 1/3/2020 11:39:06 AM EST

Total Amount Paid:\$200.35

Invoice Number: 5f6230db-fd8f-45d0-8e30-a72eb16eda1b

Billing Information	Credit / Debit Card Information
First Name Shannon Davis Post 205	Card Type Checking
Last Name American Legion Inc	Card Number *****0878
Email moehawes@yahoo.com	
Street 171 River Street	
City Rochdale	
State/Territory MA	
Zip 01542	

**IMPORTANT INFORMATION >>**

Please verify the information shown above. Your payment has been submitted to the location listed above.



**Town of Leicester**  
**OFFICE OF THE TOWN ADMINISTRATOR**

Town Hall, 3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7000 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

January 22, 2020

To: Select Board  
From: David Genereux, Town Administrator  
**RE: Town Administrator's report**

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The following is a report on the general activities of the Town Administrator through January 22, 2020.

**Citizen issues:** Topics discussed with various citizens.

- ☐ Spoke with a resident regarding concerns about a wood boiler

**Meetings:**

- ☐ Attended Value Engineering meeting regarding the School project
- ☐ Attended School Building Committee meeting
- ☐ Attended a Library Building Committee Meeting
- ☐ Attended a Parks and Rec meeting to discuss the Kaboom grant and the planning of the new playground at Towtaid park.
- ☐ Attended an IAC meeting to discuss the possibility of changing plan design and/or brokers, as our claims experience has completely turned around from a few years ago
- ☐ Met with Spencer to discuss a regional Veteran's Service Office function. That will take time to establish, so we will be looking for our own officer in the meantime.

**Activities:**

- ☐ Completed first new formatted draft of the FY 2021 Budget. It will be presented at the next Select Board meeting or at the February 8<sup>th</sup> meeting.
- ☐ Continued discussions with the School Administration about expanded services that may be shared.
- ☐ Working on final reconciliation of the Library construction project. More work will be forthcoming in the spring to remediate the water issues in the basement area.
- ☐ Worked on several recruitments, including Assistant Treasurer/Collector, VSO, and Highway Department Assistant.
- ☐ Worked with Republic to address concerns from the Recycling Committee. No contract changes made.
- ☐ Commenced Highway Union negotiations

Please feel free to contact me with any questions or concerns.





**Town of Leicester**  
**OFFICE OF THE TREASURER/COLLECTOR**  
3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7002 Fax: (508) 892-7054

January 7, 2020

To Whom It May Concern,

I am very thankful for the opportunity that Leicester has given me starting out as the Assistant Collector and then as the Assistant Treasurer/Collector. I will certainly miss my coworkers and the residents of the Town.

I have been given the opportunity and have accepted a new position with another town. Please accept this as my resignation and my last day of employment with Leicester will be 1/21/2020.

Thank you,

Cheyenne Cusson  
Assistant Treasurer/Collector

**From:** [Alex Arriaga](#)  
**To:** [Genereux, David](#); [Forsberg, Kristen](#)  
**Subject:** Resignation  
**Date:** Thursday, January 16, 2020 9:01:43 AM

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Good morning,

I am sending this email as a follow up to our conversation. I would like to inform you that I am resigning from my position as Veteran Service's Agent for the Town of Leicester, effective [January 17th, 2020](#).

Thank you for the opportunity to serve. I have truly enjoyed my time with the town, and am more than grateful for to have learned from each and every one.

I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor. I would be glad to help however I can. I have already started taking steps to this end and it is my sincere hope that my departure does not affect the clients we serve.

Sincerely,

Alex Arriaga

**Veterans Services Officer**

Town of Leicester

[3 Washburn Square Leicester, MA 01524](#)

Tel: [508-892-7025](#)

[arriagaa@leicesterma.org](mailto:arriagaa@leicesterma.org)

***\*Please note the Town Hall is closed on Fridays***

**Confidentiality Notice:** This communication and the transmitted documents contain private, privileged and confidential information belonging to the sender. The information therein is solely for the use of the addressee. If your receipt of this transmission has occurred as the result of an error, please immediately notify us so we can arrange for the return of the documents. In such circumstances, you are advised that you may not disclose, copy, distribute or take any other action in reliance on the information transmit.

RECEIVED

2020 JAN -8 AM 10: 02

TOWN CLERK'S OFFICE  
LEICESTER, MASS

**To:** Parks & Recreation Committee & the Select Board  
**From:** Paul C. Davis  
**Date:** January 8, 2020  
**Re:** Resignation

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Please accept my letter of resignation, while I have enjoyed my time on Parks and Recreation for the last 10 years, I just do not have the time to be a productive member of the board. I would be cheating the town if I were to remain on the board. I have been traveling a lot for work and I would like to make room for new members to join. Please feel free to call upon me to help at the Harvest Fair, etc...

I wish the organization only the best for the future and regret any inconvenience my resignation may cause.

Sincerely,

A handwritten signature in cursive script that reads "Paul C. Davis". The signature is fluid and stylized, with the first and last names being more prominent than the middle initial.

Paul C. Davis

**Nicholas George**  
**Rutland, Ma, 01543**

## **Objective**

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To utilize my accounting skills obtained from my internship to transition to a full-time accounting role. I have over a year of accounting experience through my internship.

## **Experience**

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### **Navin Hafty**

#### **Accounting Intern**

**September 2018 – Present**

- Research banking alternatives for international transfers
- Prepare Accounts Payable statements for auditing
- Data entry

### **Papa Gino's**

#### **Shift Leader**

**April 2015 – August 2018**

- Managed inventory of all food items
- Mentored and trained staff on how to be effective sales people
- Managed and reconciled cash on a daily, weekly, and monthly basis

## **Education**

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### **Worcester State University**

**December 2019**

Bachelors of the Arts in Business Administration (Economics Minor)

## **Skills**

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- |                      |                        |
|----------------------|------------------------|
| • Project Management | • Microsoft Office     |
| • QuickBooks         | • Multi-task           |
| • Salesforce         | • Strong communication |
| • Problem-solving    | • Adaptable            |



# Division of Professional Licensure

## Office of Public Safety and Inspections

One Ashburton Place, Room 1301  
Boston, MA 02108

April 23, 2018

Jeffrey Taylor, Inspector of Building  
Building Department  
3 Washburn Square  
Leicester, Ma 01524

**RE: Massachusetts Non-Criminal Fire Code Violation Notice  
Ticket Numbers B051-021051 through 021100**

Pursuant to Chapter 304 of the Acts of 2004, please find the referenced materials enclosed.

One complimentary ticket booklet will be distributed to the Municipal Building Department only; changes were made to the Fire Officer Tickets in 2015 and are no longer provided by this office. Official memos and instructions will also be enclosed with each ticket booklet. Please contact Lane Printing Company to order the Fire Service tickets and Additional ticket booklets may be purchased from:

*Lane Printing & Advertising*  
210 South Franklin Street  
Holbrook, MA 02343  
Phone Number (781) 767-4450  
[mail@laneprint.com](mailto:mail@laneprint.com)

If you require further assistance, please call me @ (617) 826-5223.

Very truly yours;

**DEPARTMENT OF PUBLIC SAFETY**

Elizangela Barros

cc:

File



Town of Leicester  
Development & Inspectional Services



**MASSACHUSETTS NON-CRIMINAL FIRE AND BUILDING CODE VIOLATION  
NOTICE TICKET BOOKLETS PROGRAM (C304 Tickets)  
Frequently Asked Questions and Answers**

1. **PURPOSE:** In accordance with MGL c. 148A §2, local code enforcement officers are empowered to enforce violations of the State Building Code and State Fire Code by issuing a written notice of code violation or "ticket." When a municipality voluntarily joins this program receiving both a building and fire ticket booklet from DPS, specifically, Chapter 304 of the Acts of 2004 allows municipal building and fire service personnel to issue non-criminal citations to building owners for violations of the state building code and state fire prevention regulations. Such implementation provides an alternative to criminal prosecution where appropriate. Underlying the ticket program was the intent that this alternative procedure benefits both the municipality and the building owners because it would simplify enforcement efforts by the municipalities while, also, avoiding the often time-consuming process associated with the filing of a criminal complaint against the building owner.
2. **HEARINGS OFFICER TRAINING:** Municipalities wishing to join this program should contact MaryElizabeth.Lynch@state.ma.us (DPS Paralegal) regarding who can be legally appointed as hearings officer, and when training is available.
3. **APPLICATION:** Only after a hearings officer has completed training, please download and complete the "C304 Ticket Booklets Application" attaching a statement on official municipal letterhead (typically, Fire Department or Board of Selectmen) the name of the appointed hearings officer, and the date/location of training. These should be forwarded to Bonnie.Davis@state.ma.us (DPS Program Coordinator) for ticket booklet distribution. Technical questions may be directed to the Chief of Inspections - Building Division of DPS, and Board of Building Regulations and Standards Administrator Robert.Anderson@state.ma.us
4. **TICKET BOOKLET DISTRIBUTION:** Typically, one "COMPLIMENTARY" ticket booklet is distributed to both the fire and building departments of a qualified municipality. A background letter "F" and numbers beginning with F051 are printed on each Fire Department ticket (MGL c.148A & 527 CMR; Building Department ticket (MGL c.148A & 780 CMR), background "B" and numbers beginning with B051.

However, although uncommon, a qualified municipality may request one ticket booklet be distributed to either the fire or building department when one department does not want to join the program.

5. **ISSUED TICKET COPY - DPS:** A legible Xeroxed copy of each issued ticket should be submitted from both the fire and building departments to Program Coordinator Bonnie Davis for "central" filing. DO NOT send the white, yellow and pink tickets from the ticket booklet! They are meant for official use: white original, offender; yellow copy, municipal hearings officer; pink copy, municipal fire or building department.

6. **TICKET BOOKLET FEE:** DPS will provide the *first ticket booklet free of charge* to each municipal fire and building department upon receipt of a completed "C304 Ticket Booklets Application." Additional ticket booklets may be purchased from:  
*Lane Printing & Advertising*  
210 South Franklin Street - Holbrook, MA 02343  
Phone Number (781) 767-4450  
[mail@laneprint.com](mailto:mail@laneprint.com)
7. **HEARINGS OFFICER MANDATORY:** Municipal authorities are not required to issue tickets under the act; it is discretionary. Ticket issuance is simply a method to help induce compliance with building and/or fire code requirements. However, if municipalities intend to use issue tickets, it is essential that a hearings officer be assigned to adjudicate disputes.
8. **HEARINGS OFFICER TRAINING:** Pursuant to MGL c.148A. Training is limited solely to those individuals designated by their appointing authority to serve in the capacity as municipal hearings officer for hearing either building or fire appeals. Current members of a building/fire department may not serve as hearings officers for violations issued by their own department. Courses will be conducted by former Assistant Attorney General Robert Ritchie and Attorney James Lampke, President of the City/Town Solicitors Association.
9. **TRAINING COORDINATOR:** Please e-mail [MaryElizabeth.Lynch@state.ma.us](mailto:MaryElizabeth.Lynch@state.ma.us) (DFS) for current hearings officer training schedule.
10. **RED FIRE CODE POCKET GUIDES:** These pocket guides were initially sent to all fire Department from Steven Rourke, General Counsel, Department of Fire Services, State Road, PO Box 1025, Stow, MA 01775. Additional guides may be requested from [MaryElizabeth.Lynch@state.ma.us](mailto:MaryElizabeth.Lynch@state.ma.us)(DFS) or at (978)-567-3181.

**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH**

**PRESIDENTIAL PRIMARY**

SS.

To either of the Constables of the TOWN OF LEICESTER

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Primaries to vote at

**Precinct One, Two Three & Four  
3 Washburn Square**

on **TUESDAY, THE THIRD DAY OF MARCH, 2020**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the Presidential Primaries for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE . . . . . FOR THIS COMMONWEALTH  
STATE COMMITTEE MAN . . . . . SECOND WORCESTER SENATORIAL DISTRICT  
STATE COMMITTEE WOMAN . . . . . SECOND WORCESTER SENATORIAL DISTRICT  
TOWN COMMITTEE-each party . . . . . TOWN OF LEICESTER

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2020.


Select Board of: LEICESTER

Pursuant to above warrant, I have notified and warned the inhabitants of the Town of Leicester by posting a certified copy in: Precinct 1, Leicester Post Office; Precinct 2, Redemption Center/Jan's Beer Mart; Precinct 3, Post Office in Rochdale and Precinct 4, Leicester Country Bank for Savings, on the Town Clerk's bulletin board, in the front entry of the Town Hall, the Moderator, Town Clerk and the Wardens of each precinct, not less than 7 days before the 25<sup>th</sup> of February, 2020.

_____ Constable	_____, 2020. (month and day)
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**SELECT BOARD MEETING MINUTES**  
**JANUARY 6, 2020 at 6:30pm**  
**TOWN HALL, SELECT BOARD CONFERENCE ROOM**

**CALL TO ORDER/OPENING**

Chairwoman Wilson called the meeting to order at 6:34pm. Chair Sandra Wilson, Vice-Chair Harry Brooks, Selectwoman Dianna Provencher, Selectman John Shocik, Student Liaisons Katheryn Stapel and Jacob Stolberg, Town Administrator David Genereux and Assistant to the Town Administrator Kristen Forsberg were in attendance. Second Vice Chair Rick Antanavica arrived at 7:14pm.

**1. SCHEDULED ITEMS**

**a. 6:30pm – Motor Vehicle Repair License Noncompliance Hearing – Joe’s Auto Repair – 81 Huntoon Hwy**

This item was passed over

**b. 6:30pm – School Snow Plowing Discussion with School Committee**

Mr. Genereux discussed the possibility of the Highway Department taking over school winter maintenance for the balance of FY20 going forward, and the possibility of adding in summer maintenance in FY21. Two employees would be hired for winter maintenance immediately upon approval and a third employee would be hired in the spring for summer maintenance. The cost for winter balance for the balance of FY20 would be approximately \$60,000. The total annual cost for all season maintenance would be approximately \$150,000. Highway would need to confirm that the available school equipment can meet the needs of all-season maintenance. Maintenance would not include lining and fertilization; these tasks would still be done by a contractor. The School Committee and School Administration expressed their support for this plan.

A motion was made by Mr. Brooks and seconded by Ms. Provencher to hire three employees for the Highway Department to perform all season maintenance at the schools. The motion carried 4:0:0 (Mr. Antanavica was absent).

A motion was made by Ms. Richards and seconded by Mr. Lauder to hire three employees for the Highway Department to perform all season maintenance at the schools. The motion carried 5:0:0.

**2. PUBLIC COMMENT PERIOD**

No members of the public provided comment

**3. REPORTS & ANNOUNCEMENTS**

**a. Student Liaison Reports**

The Student Liaisons provided updates from the Leicester Public School.

**b. Select Board Reports**

Select Board members discussed a variety of topics including the importance of putting your house number on your mailboxes, thanking the highway department for keeping the roads safe this winter, the upcoming MMA, CMRPC and Worcester County Selectmen’s Association meetings, happy new year, contact the senior center if you need house numbers put up for free by the Worcester County Sheriff’s Office and be careful on the ice.

**c. Town Administrator Report**

The Town Administrator presented highlights from his written report.

#### **4. RESIGNATIONS & APPOINTMENTS**

##### **a. Appointment –Environmental Certifying Officer – Michelle Buck**

A motion was made by Ms. Provencher and seconded by Mr. Brooks to appoint Michelle Buck as the Environmental Certifying Officer for the Town of Leicester. The motion carried 5:0:0.

##### **b. Appointment – Police Officer – Paul Pepin**

A motion was made by Ms. Provencher and seconded by Mr. Brooks to appoint Paul Pepin as a Police Officer for the Town of Leicester. Under discussion, Chief Antanavica confirmed there is sufficient funding in the police budget for the academy and training and this hire would bring the total number of officers to 20. The motion carried 4:0:0.

#### **5. OTHER BUSINESS**

##### **a. Swan Tavern (1 Paxton Street) \$1000 Donation – Leicester Historical Society**

A motion was made by Mr. Brooks and seconded by Ms. Provencher to accept \$1,000 in donations from the Leicester Historical Society for the Swan Tavern. The motion carried 5:0:0.

##### **b. Senior Center \$1000 Donation – Camosse Foundation**

A motion was made by Ms. Provencher and seconded by Mr. Brooks to accept a \$1,000 donation from the Camosse family for the Senior Center. The motion carried 5:0:0.

##### **c. Discussion and/or Vote on Tax Lien Sales**

Mr. Genereux noted that all delinquent properties have been put into tax title through FY19 and liens have been issued. The Town has \$1.2M in outstanding taxes, including interest and fees. Mr. Genereux stated that the process of selling these liens is much faster than going to land court for tax title takings. The third-party investor who purchases the liens does not own the property and would need to go to land court if they choose to foreclose with the same notification requirements. The homeowner has the option to pay off the lien to the third party and the third party has the right to charge up to 16% interest on the lien. Mr. Genereux noted that approximately 97% of all taxes are collected; the remaining 3% goes into tax title and measures must be taken to collect these funds. By law, newspaper advertisement and notifications via mail are required for tax lien sales. The Town will make payment plans and take payments up until the auction. Mr. Genereux noted the opening bid at an auction would be the balance owed. Outstanding taxes affect the Town's ability to provide services to its residents.

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to move forward with the tax lien sales. The motion carried 3:2:0 (Mr. Brooks and Ms. Provencher opposed).

##### **d. FY21 Budget Discussion**

Mr. Genereux discussed the opening budget figures as detailed below:

##### Increased Revenue

- FY21 tax levy: \$15,292,785: (Increase of \$676,820)
- Increase allowed by Proposition 2 ½: \$382,320 (Increase of \$16,921)
- New growth: \$125,000 (Decrease of \$186,421)
- Debt exclusions: \$1,149,035 (Decrease of \$39,974)
- State revenue: \$12,225,747 (Level Funded)
- Local receipts: \$2,570,508 (Decrease of \$107,149)
- Free cash: \$203,000 (Increase of \$53,000)
- Ambulance receipts: \$371,192 (Level funded)

- Other transfers: \$9,991 (Decrease of \$13,835)

*Total anticipated revenue: \$32,329,578 – Increase of \$399,362, or 1.25%*

Forecasted intergovernmental expenses

- Debt principal: \$1,155,327 (increase of \$15,530 or 1.36%)
- Debt interest: \$369,949 (decrease of \$36,195 or 8.91%)
- Temporary loan interest \$14,655 (decrease of \$18,600 or 55.93%)
- Worcester Regional Retirement: \$1,525,168 (increase of \$210,368, or 16.00%)
- Worker compensation: \$206,248 (increase of \$18,750, or 10%)
- Unemployment compensation: \$141,650 (level funded)
- Employee benefits (health insurance): \$3,161,180 (decrease of \$127,105 or 3.87%)
- Bonding & insurance (Property/Casualty insurance): \$176,750 (Increase of \$16,068 or 10.00%)

*Total new intergovernmental expenses: \$6,750,927; (An increase of \$78,816 or 1.19% over FY20)*

Under the current 75/25 split, the School Department FY21 budget increases by \$330,096, or 1.91%. The Municipal departments' overall FY21 budgets increase by \$113,373 or 1.94%. The total FY21 general fund budget (excluding vocational school tuition and CMRPC assessment) is currently forecast at \$30,101,143, an increase of \$522,285 or 1.77%.

**e. Fire & EMS Headquarters Radios Discussion and/or Vote**

Ms. Wilson noted that emergency operation system radios are needed for public safety reasons at the Fire & EMS Headquarters, especially in light of two recent incidents where communications went down. The cost is anticipated to be between \$20,000-\$25,000. Mr. Genereux spoke with the Chief who stated he is not ready to move forward at this time. The Town is working to determine the cost to address drainage issues on the site.

**f. Memorandum of Understanding – CMRPC – FY20 CDBG Grant Application Preparation**

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to sign a Memorandum of Understanding with Central Mass Regional Planning Commission for the FY20 CDBG grant application preparation. The motion carried 4:0:1 (Ms. Provencher abstained).

**6. MINUTES**

**a. December 16, 2019**

A motion was made by Mr. Brooks and seconded by Ms. Provencher to approve the minutes of December 16, 2019. The motion carried 5:0:0.

A motion to adjourn was made by Mr. Brooks and seconded by Mr. Shocik at 8:50pm. The motion carried 5:0:0.

## **Executive Session Motion**

### **Board Member 1**

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

Exception #3 – Discuss strategy with respect to collective bargaining (Police, Highway and Fire Unions); and

Exception #3 – Discuss strategy with respect to litigation (Fire & EMS Headquarters)

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

### **Board Member 2**

Second

### **Chairperson**

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

## **VOTE BY ROLL CALL**