



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

**ORGANIZATION:** Select Board

**MEETING:** X

**DATE:** May 1, 2023

**TIME:** 5:30pm

**PUBLIC HEARING:** X

RECEIVED

2023 APR 27 PM 4:50

TOWN CLERK'S OFFICE  
LEICESTER, MASS.

**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/364032797>

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

**CALL TO ORDER/OPENING  
VETERANS POEM**

**1. EXECUTIVE SESSION**

- a. To consider the purchase, exchange, lease, or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body pursuant to M.G.L. c. 30A, §21(a)(6) – Disposition of Former College Victorian Properties; DCHD lease of three former dormitories

**2. RESIGNATIONS & APPOINTMENTS**

- a. Appointment – Kristopher Soucie – Firefighter (Fire Department)

**3. REPORTS**

- a. Student Liaison Reports
- b. Town Administrator's Report
- c. Economic Development Report
- d. Select Board Reports

**4. SCHEDULED ITEMS**

- a. 6:00pm – Public Cable License Renewal Hearing
- b. 6:20pm - PACE (Property Assessed Clean Energy) Program Authorization
- c. 6:30pm – Change of Manager, Liquor License Leicester Social Club (Knights of Columbus)
- d. 6:40pm – Maple Hill Disc Golf request for 30 One-Day Liquor Licenses

**5. PUBLIC COMMENT PERIOD**

**6. CIVIC ANNOUNCEMENTS**

***Annual Town Meeting*** – Tuesday, May 2<sup>nd</sup>, 2023, at 7:00PM in the New Leicester High School (former Becker) Gymnasium (959 Main Street, Leicester, MA 01524)

**Special Town Election** – Tuesday, May 9<sup>th</sup>, 2023, from 12:00PM-8:00PM in the Town Hall Gymnasium (3 Washburn Square, Leicester, MA 01524)

**ARPA Community Grant Program** – Grant details can be found at <https://sites.google.com/view/leicesterarpagrant/home>.

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**7. OTHER BUSINESS**

- a. Field Logo and Scoreboard Wrap Donation Acceptance
- b. Senior Center Donation Acceptance
- c. Moose Hill Commissioners elected-to-appointed ballot question placement
- d. Vote to sign the Annual Town Election Ballot
- e. Request for Use of Traffic Controllers (Leicester Police Department)
- f. Worcester Airport Advisory Committee Vacancy Appointment
- g. DHCD Contract Vote
- h. Disposition of Town-Owned Victorian Properties Vote

**8. MINUTES**

- a. April 4, 2023 – Workshop
- b. April 13, 2023
- c. April 18, 2023

**ADJOURN**

## Chris Vitale

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**From:** Michael Dupuis <mdupuis@leicesterfireems.org>  
**Sent:** Wednesday, April 19, 2023 9:46 AM  
**To:** Chris Vitale  
**Subject:** Former Firefighter to be reinstated

Hi Chris, I have the following former Firefighter that's being reinstated and needs to go in front of the Selectboard. I would like to request that it be scheduled on May 1st so I can join him?

Kristopher Soucie  
17 Brookside Drive  
Leicester, MA. 01524

Thanks

Chief Michael R. Dupuis, CFO

Leicester Fire/EMS Department

3 Paxton Street, Leicester, MA 01524

Office #: 508-892-7022 ext. 1102





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](http://www.leicesterma.org)

April 26, 2023

To: Select Board  
From: David Genereux, Town Administrator  
Chris Vitale, Assistant Town Administrator  
**RE: Report of the Town Administrator's Office**

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The following is a report on the general activities of the Town Administrator through April 26, 2023.

#### **Leicester High School property**

- Issued a Request for Quotes for the installation of a fire alarm system at Borger Hall. The town received two quotes for the project. A recommendation was made and approved by the Select Board at the 4/25/2023 meeting. DG
- Continued information exchange with DHCD regarding the possibility of lease of former college dormitories. Final Information given to the Board on 4/27/23. DG
- Spoke with Paul Zekos regarding the auction of the Victorians. DG
- Send information to a Planning Board Member regarding an opinion form the State Building Inspector and Town Counsel regarding the lack of a change of use on the dormitories. DG
- Working with the Superintendent on a possible education program being installed at the Vet center. More information in coming months. DG
- Push backed an interest payment on the campus debt to FY2025 to better balance the debt for the following years (We have significant debt roll off in FY 2025.) DG

#### **Citizen Issues**

- Answered public record requests related to current FY2023 spending and the proposed FY2024 Budget. CV
- Answered public records request from Worcester Telegram regarding employee salaries.
- Provided residents with online resources and procedure information related to an override vote. CV

#### **Financial/Budgetary**

- Held a Town Meeting Informational Session on 04/24/2023 to review the warrant articles and answer questions from the public. The information session is available to watch through LCAC. DG CV
- Attended an Advisory Committee Meeting to discuss the FY2024 budget and provided follow-up information. CV
- Held a pre-Town meeting on 04/24/2023 to go over the STM warrant. DG
- Held a Joint meeting with the School Committee, Advisory Committee and Select Board on 04/25/2023 at the Senior Center to answer questions on the proposed FY2024 budget. DG CV
- Ordered and received the 2022 Annual Town Report. Copies will be available for the public at

the Annual Town Meeting. MC CV

- Prepared a supplemental handout for the Annual Town Meeting which includes committee recommendations and a brief description of the warrant articles. Copies will be available for the public at the Annual Town Meeting. CV MC

#### **Human Resources**

- Completed the hiring and onboarding for the DIS Director/Town Planner position. Mr. John Charbonneau's first day was Monday, April 24<sup>th</sup>. CV DG
- Met with the Planning Consultant and new DIS Director/Town Planner to discuss the transition process. CV, DG
- Worked with insurance representatives on three active insurance claims. CV
- Worked with Municipal Resource Inc. (MRI) on the EMS Director recruitment. CV
- Worked with insurance to gather backup paperwork regarding an ongoing employee claim. CV
- Worked with MIIA representatives to send out information regarding the town's Employee Assistance Program (EAP) and health programs being hosted. CV
- Began review of resumes for ATA position. DG
- Spoke with the Health Director about his contract, which expires on June 30, 2023. He is being recruited by other communities at a significantly higher rate. Matter for Board Discussion in ES at a future meeting. DG.

#### **Misc.**

- Continued ongoing background work having to do with the Station #3 roof project litigation. DG
- Coordinated with cable advisory regarding the cable renewal process and hearing requirement. CV DG
- Met with Meridia to test the voting equipment and coordinate scheduling ahead of town meeting. CV MC
- Coordinated with DPW and School Department to prepare the high school gym for the annual town meeting. CV
- Worked with the USDA representative on the farmland of local importance designation next steps based on previous Select Board discussions. CV
- Worked with ClearCom on an ongoing issue with sending/receiving emails from the school department. CV
- Finishing up the final version of the Memorial School RFP. Hoping to get it to the Board for review at the end of this week. DG
- Attended the Senior Prom on 04/27/2023. DG
- Just about completed the Memorial School RFP for Board review. DG



**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](http://www.leicesterma.org)

April 27, 2023

To: Select Board  
From: Chris Vitale, Assistant Town Administrator  
RE: **Economic Development Report of the Town Administrator's Office**

The following is a report on the general activities of the Town Administrator's Office through April 27, 2023.

**Economic Development Committee**

- The EDC held their most recent meeting on 4/26/2023. The meeting included a tour of the Sunnyside facility and Castle Cantina. Meetings will resume to their regular schedule and location here at Town Hall beginning next month.

**Economic Development/General Business**

- The Town Administrator's Office is working with the new DIS Director/Town Planner to review all pending applications/permits that require action from the Planning/Zoning Boards.
- The town has continued conversations with Steve Dodge of the MVP Open and the School Department for use of the school and municipal parking lots for this fall.
- The Town has been working with Maple Hill Disc Golf and Knights of Columbus on license applications, which are on the Select Board's 5/1 agenda for consideration.

**Grants**

- The ARPA Grant Review Committee hosted three informational sessions to promote the ARPA Community Grant Program. In addition, the committee promoted the program through LCAC. The committee has received inquiries from several organizations to date. The program is expected to kickoff this weekend. The public is encouraged to visit the program website at <https://sites.google.com/view/leicesterarpagrant/home>.
- As part of the ARPA Community Grant Program, the Town Administrator's Office worked closely with the committee to develop an option to accept online applications using existing town resources. Directions on how to submit an online application are available on the program website (link above).
- The Collins Center staff attended the most recent department head meeting to kick off the ADA Self-Evaluation and Transition Plan project.
- The town is working with the Collins Center to include supplemental sections in the Transition Plan utilizing MOD grant funds awarded this past winter. A revised scope of work will be finalized in the coming weeks.

## LEGAL NOTICE

### TOWN OF LEICESTER CABLE TELEVISION LICENSE RENEWAL PROCEEDING

The Town of Leicester Select Board, as cable television licensing authority under MGL 166A, s. 1, will hold a public cable license renewal hearing on **May 1, 2023, 6:00 p.m.** in the Select Board Conference Room, Town Hall, 3 Washburn Square, Leicester and remotely via the video and audio links set forth below, as part of the Town's cable television license renewal process concerning Charter Communications (also known as Spectrum Northeast, LLC). The purpose of the proceeding is to accept public comment on the cable-related needs of the public and Town. Public comment on Town renewal needs and the proposed renewal is invited. Copies of renewal documents and records, if any, will be made available for public inspection and copying via the Town Clerk or Office of the Town Administrator. Interested persons may attend in person at Town Hall and may also attend and participate remotely through an electronic platform or telephone as follows

Web Link: <https://meet.goto.com/364032797>

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

In addition to the in person public hearing and electronic remote access, the hearing may be viewed in Leicester on Charter/Spectrum Channel 194. By order of the Select Board as License Issuing Authority.

**Vote/Resolution Authorizing the Town of Leicester to Participate in the Massachusetts Commercial  
Property Assessed Clean Energy Program  
(PACE Massachusetts)**

**WHEREAS**, pursuant to M.G.L. c. 23M, as amended (the “PACE Act”), the Commonwealth has established a commercial sustainable energy program known as the Massachusetts Property Assessed Clean Energy Program (“PACE Massachusetts”) to provide a financing mechanism (“PACE financing”) to private owners of commercial and industrial properties for certain qualifying commercial energy improvements (“improvements”); and

**WHEREAS**, pursuant to the PACE Act, PACE Massachusetts is administered by the Massachusetts Development Finance Agency (“MassDevelopment”), in consultation with the Massachusetts Department of Energy Resources; and

**WHEREAS**, under PACE Massachusetts, the owner of the commercial or industrial property benefitting from the improvements (the “benefitted property”) is required to repay the PACE financing through the payment of a betterment assessment (a “PACE betterment assessment”) placed on such benefitted property by the municipality in which the benefitted property is located; and

**WHEREAS**, in order for an owner of commercial or industrial property to participate in PACE Massachusetts, Section 2 of the PACE Act requires that the municipality in which such property is located must elect to participate in PACE Massachusetts; and

**WHEREAS**, the Town of Leicester (the “Municipality”) has determined that it is in the best interest of the Municipality to participate in PACE Massachusetts as a “participating municipality,” as provided in the PACE Act, to permit the owners of commercial and industrial properties located in the Municipality to access PACE financing for qualifying commercial energy improvements through PACE Massachusetts;

**WHEREAS, NOW THEREFORE, BE IT VOTED**, as follows:

The Select Board of the Town of Leicester hereby approves the Municipality participating in PACE Massachusetts pursuant to the PACE Act, and authorizes the Town Administrator to enter into a PACE Massachusetts Municipal Assessment and Assignment Agreement (the “Agreement”) with MassDevelopment, pursuant to which the Municipality will agree to (i) levy PACE betterment assessments and impose PACE betterment assessment liens on benefitted properties located in the Municipality, in the amounts determined by MassDevelopment to be sufficient to repay the PACE financing, (ii) assign the PACE betterment assessment liens to MassDevelopment, which MassDevelopment may in turn assign to the providers of the PACE financing (each a “capital provider”), as collateral for such PACE financing, (iii) include on the property tax bills for the benefitted properties the installment payments necessary to repay the PACE betterment assessments, in the amounts and at the times as determined by MassDevelopment, (iv) collect and pay over to MassDevelopment or its designee, the PACE betterment assessment installment payments, as and when collected, and (v) enforce, to the extent required by the Agreement, the PACE betterment assessments and liens; the Agreement to be substantially in the form presented to this meeting, with such changes, modifications and insertions as the [Mayor/Town Administrator may approve as being in the best interest of the Municipality. The Collector Treasurer of the Town or such other Town agency as may be designated in the Agreement is authorized to levy such PACE betterment assessments and impose the PACE betterment assessment liens on behalf of the Town without further authorization by this legislative body.

Notwithstanding any other provision of law to the contrary, officers and officials of the Municipality, including, without limitation, municipal tax assessors and tax collectors, are not personally liable to MassDevelopment or to any other person for claims, of whatever kind or nature, under or related to PACE Massachusetts, including, without limitation, claims for or related to uncollected PACE betterment assessments. Other than fulfillment of the obligations specified in the Agreement, the Municipality has no liability to the owner of the benefitted property or to any capital provider related to the Municipality’s participation in PACE Massachusetts.

ACTIVE 6211540v7





*The Commonwealth of Massachusetts*  
*Alcoholic Beverages Control Commission*

☐ For Reconsideration

**LICENSING AUTHORITY CERTIFICATION**

Leicester

City/Town

00007-CL-0600

ABCC License Number

**TRANSACTION TYPE (Please check all relevant transactions):**

The license applicant petitions the Licensing Authorities to approve the following transactions:

- |  |   |   |   |
|--|---|---|---|
| <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="text"/>                       | <input type="checkbox"/> Change of DBA                                |

**APPLICANT INFORMATION**

Name of Licensee	Leicester Social Club Inc	DBA	Knight of Columbus
Street Address	91 Mannville Street		Zip Code 01524
Manager	Donald Gillette		Granted under Special Legislation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
\$12 Club	Annual	All Alcoholic Beverages	If Yes, Chapter
Type (i.e. restaurant, package store)	Class (Annual or Seasonal)	Category (i.e. Wines and Malts / All Alcohol)	of the Acts of (year)

**DESCRIPTION OF PREMISES** Complete description of the licensed premises

ONE FLOOR, KITCHEN, SERVICE BAR, STORAGE ROOM, TWO BATHROOMS, DINING HALL, FRONT ENTRANCE, TWO SIDE EXITS, KITCHEN ENTRANCE, PLUS OUTDOOR GROVE AREA

**LOCAL LICENSING AUTHORITY INFORMATION**

Application filed with the LLA:	Date	Time
Advertised	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date Published
		04/14/2023
Publication	Telegram & Gazette	
Abutters Notified:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date of Notice
		4/10/23
Date APPROVED by LLA	05/01/2023	Decision of the LLA
		Approves this Application

Additional remarks or conditions  
(E.g. Days and hours)

For Transfers ONLY:

Seller License Number:  Seller Name:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission  
Ralph Sacramone  
Executive Director



*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)

**APPLICATION FOR A TRANSFER OF LICENSE**

Municipality

**1. TRANSACTION INFORMATION**

- ☒ Transfer of License  
☐ Alteration of Premises  
☐ Change of Location  
☐ Management/Operating Agreement
- ☐ Pledge of Inventory  
☐ Pledge of License  
☐ Pledge of Stock  
☐ Other
- ☐ Change of Class  
☐ Change of Category  
☐ Change of License Type  
(\$12 ONLY, e.g. "club" to "restaurant")

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

One Floor, Kitchen, Service Bar, Storage Room, Two Bathrooms, Dining Hall, Front Entrance, Two Side Exits, Kitchen Entrance, Plus Outdoor Grove Area.

**2. LICENSE CLASSIFICATION INFORMATION**

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
On-Premises-12	\$12 Club	All Alcoholic Beverages	Annual

**3. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Current or Seller's License Number  FEIN

Entity Name

DBA  Manager of Record

Street Address

Phone  Email

Add'l Phone  Website

**4. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. If this application alters the current premises, provide the specific changes from the last approved description. You must also submit a floor plan.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

## APPLICATION FOR A TRANSFER OF LICENSE

### 5. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

Transferor Entity Name <input style="width: 90%;" type="text"/>	By what means is the license being transferred? <input style="width: 90%;" type="text"/>
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List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Principal	Title/Position	Percentage of Ownership
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Principal	Title/Position	Percentage of Ownership
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Principal	Title/Position	Percentage of Ownership
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Principal	Title/Position	Percentage of Ownership
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

### 6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLC Members, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises (Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No
Name of Principal	Residential Address	SSN	DOB
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
			MA Resident
			<input type="radio"/> Yes <input type="radio"/> No

## APPLICATION FOR A TRANSFER OF LICENSE

### 6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued...)

Name of Principal	Residential Address	SSN	DOB
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		MA Resident	
		<input type="radio"/> Yes <input type="radio"/> No	

Name of Principal	Residential Address	SSN	DOB
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		MA Resident	
		<input type="radio"/> Yes <input type="radio"/> No	

Name of Principal	Residential Address	SSN	DOB
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
		MA Resident	
		<input type="radio"/> Yes <input type="radio"/> No	

Additional pages attached? ☐ Yes ☐ No

#### CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No

#### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

#### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☐

If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	

## APPLICATION FOR A TRANSFER OF LICENSE

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

### 7. CORPORATE STRUCTURE

Entity Legal Structure

Date of Incorporation

State of Incorporation

Is the Corporation publicly traded? ☐ Yes ☒ No

### 8. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

☐ Yes ☐ No

### 9. APPLICATION CONTACT

The application contact is the person who the licensing authorities should contact regarding this application.

Name:

Donald Gillette

Phone:

Title:

Bar Manager

Email:

## APPLICATION FOR A TRANSFER OF LICENSE

### 10. FINANCIAL DISCLOSURE

A. Purchase Price for Real Estate	
B. Purchase Price for Business Assets	
C. Other* (Please specify)	
D. Total Cost	

\*Other: (i.e. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

#### SOURCE OF CASH CONTRIBUTION

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total:	

#### SOURCE OF FINANCING

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
			<input type="radio"/> Yes <input checked="" type="radio"/> No
			<input type="radio"/> Yes <input checked="" type="radio"/> No
			<input type="radio"/> Yes <input checked="" type="radio"/> No
			<input type="radio"/> Yes <input checked="" type="radio"/> No

#### FINANCIAL INFORMATION

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

--

### 11. PLEDGE INFORMATION

Please provide signed pledge documentation.

Are you seeking approval for a pledge? ☐ Yes ☒ No

Please indicate what you are seeking to pledge (check all that apply) ☐ License ☐ Stock ☐ Inventory

To whom is the pledge being made?

--

## 12. MANAGER APPLICATION

### A. MANAGER INFORMATION

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

Proposed Manager Name  Date of Birth  SSN

Residential Address

Email  Phone

Please indicate how many hours per week you intend to be on the licensed premises

### B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?\* ☒ Yes ☐ No \*Manager must be a 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

### C. EMPLOYMENT INFORMATION

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

Start Date	End Date	Position	Employer	Supervisor Name
2010	2013	Driver / supervisor	Kiessling Transport	Lenny Scarano
2006	2009	Cashier/ Asst. Manager	7-11	

### D. 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  Date

### 13. MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement?

☐ Yes ☒ No

If yes, please fill out section 13.

Please provide a narrative overview of the Management Agreement. Attach additional pages, if necessary.

**IMPORTANT NOTE:** A management agreement is where a licensee authorizes a third party to control the daily operations of the license premises, while retaining ultimate control over the license, through a written contract. *This does **not** pertain to a liquor license manager that is employed directly by the entity.*

#### 13A. MANAGEMENT ENTITY

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in the management Entity (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Address	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

#### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?

☐ Yes ☐ No

If yes, attach an affidavit providing the details of any and all convictions.

### 13B. EXISTING MANAGEMENT AGREEMENTS AND INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 13A, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages; and or have an active management agreement with any other licensees?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality



### **13C. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 13A, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### **13D. PREVIOUSLY HELD MANAGEMENT AGREEMENT**

Has any individual or entity identified in question 13A, and applicable attachments, ever held a management agreement with any other Massachusetts licensee?

Yes ☐ No ☒ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Licensee Name	License Type	Municipality	Date(s) of Agreement

### **13E. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Have any of the disclosed licenses listed in question section 13B, 13C, 13D ever been suspended, revoked or cancelled?

Yes ☐ No ☐ If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

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

### **13F. TERMS OF AGREEMENT**

a. Does the agreement provide for termination by the licensee?

Yes ☐ No ☐

b. Will the licensee retain control of the business finances?

Yes ☐ No ☐

c. Does the management entity handle the payroll for the business?

Yes ☐ No ☐

d. Management Term Begin Date

e. Management Term End Date

f. How will the management company be compensated by the licensee? (check all that apply)

☐ \$ per month/year (indicate amount)

☐ % of alcohol sales (indicate percentage)

☐ % of overall sales (indicate percentage)

☐ other (please explain)

**ABCC Licensee Officer/LLC Manager**

Signature:

Title:

Date:

**Management Agreement Entity Officer/LLC Manager**

Signature:

Title:

Date:

### **ADDITIONAL INFORMATION**

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

## APPLICANT'S STATEMENT


I, Donald Gillette the: ☐ sole proprietor; ☐ partner; ☐ corporate principal; ☒ LLC/LLP manager  
Authorized Signatory  
of Leicester Social Club Inc.. Knights of Columb  
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:



Date: 02/13/2023

Title:

BAR MANAGER

## **CORPORATE VOTE**

The Board of Directors or LLC Managers of

Leicester Social Culb Inc.. Knights of Columbus

Entity Name

duly voted to apply to the Licensing Authority of

Leicester

and the

City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

Jan 2 2023

Date of Meeting

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                                |

"VOTED: To authorize

Donald Gillette

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

Donald Gillette

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,

  
\_\_\_\_\_  
Corporate Officer /LLC Manager Signature

Jeffrey S. Canane SR.  
(Print Name)

For Corporations ONLY

A true copy attest,

\_\_\_\_\_  
Corporation Clerk's Signature

\_\_\_\_\_  
(Print Name)

## ADDENDUM A

### 6. PROPOSED OFFICER, STOCK OR OWNERSHIP INTEREST (Continued...)

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Percentage of Ownership in Entity being Licensed  
(Write "NA" if this is the entity being licensed)

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

MA Resident

☐ Yes ☐ No

Name of Principal

Residential Address

SSN

DOB

Title and or Position

Percentage of Ownership

Director/ LLC Manager

☐ Yes ☐ No

US Citizen

☐ Yes ☐ No

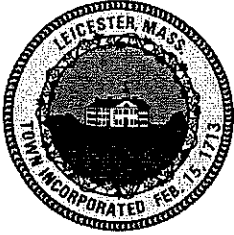
MA Resident

☐ Yes ☐ No

### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

☐ Yes ☒ No



**TOWN OF LEICESTER**  
3 WASHBURN SQUARE  
LEICESTER, MASSACHUSETTS 01524  
508-892-7077

**LEICESTER  
SELECT BOARD**

**SPECIAL ("One-Day") ALCOHOL LICENSE APPLICATION**

**Fee: \$50.00 per day**

If requesting a fee waiver, please attach letter

Check one: Wine & Malt (X) Malt Only ( ) Wine Only ( )

(For Non-Profit 501c3 Organizations Only) – All Alcohol ( )  
Please attach a copy of your 501c3 Certificate.

Applicants Name: Steve Dodge  
(Please note the applicant must be an individual, not a business)

Contact Telephone Number: [REDACTED] Applicants Email Address: [REDACTED]

Name/Purpose for the Event: Weekends at Maple Hill

Event Date(s): see attached Requested Days and Hours of Liquor Service: 8-8

Event Location Street Address: 132 Marshall St, Leicester, MA 01524  
(Please submit a map, hand drawn is fine, of where the liquor will be served/consumed, noting indoors or outdoors.)

Do you have permission from the Property Owner to hold the Event at this Location? Yes  
(Please attach letter of permission.)

Organization sponsoring the Event: Maple Hill Disc Golf

Organization's Street Address 132 Marshall St, Leicester, MA 01524

Number of People Expected to Attend (including staff and volunteers): see attached

Bartender or Caterer's Name & SS# or FIN: Milk Room Brewery - they will be at hearing

Name of Liquor License Holder if applicable (Attach copy of License): \_\_\_\_\_

Has/have the Bartender(s) been trained in Alcohol Service? yes If yes, attach a copy of the Training Certificate

Do you have Liquor Liability Insurance? yes If yes, attach a copy of the Certificate of Insurance

Please note, if approved the applicant shall be responsible for contacting Leicester Police Department to arrange and pay for any required Police Detail(s).

I, the undersigned, understand and agree to the restriction and responsibility of holding a One-Day Alcohol License and certify that I am not prohibited from holding such license. I agree that the Town of Hanover is in no way responsible for the actions of the applicant.

APPLICANT'S SIGNATURE Steve Dodge

4/18/23  
DATE SUBMITTED

SELECT BOARD CHAIR OR TOWN ADMINISTRATOR \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

April 17, 2023

TO: SELECT BOARD  
FROM: Maple Hill Disc Golf  
SUBJECT: Maple Hill Disc Golf (30) One Day Beer/Wine Permit Request

Steven Dodge, General Manager for Maple Hill Disc Golf, has requested a total of (30) one-day beer and wine licenses on the dates as follows. The goal is to have an approved license before these dates are completed. We will be partnering with the Milk Room Brewing Company of Rutland, MA who will be providing the insurance certificates and pouring the beer/seltzer.

Maple Hill Weekends, starting Memorial Day (30 days).

- May 27, 28, 29 (150/day)
- June 3, 4 (150/day)
- June 10, 11 (150/day)
- June 17, 18 (150/day)
- June 24, 25 (150/day)
- July 1, 2, 3, 4 (150/day)
- July 8, 9 (150/day)
- July 15, 16 (150/day)
- Jul 22, 23 (150/day)
- Jul 29, 30 (150/day)
- Sep 9, 10, 13, 14, 15, 16, 17 (1500/day)

Maple Hill Disc Golf Weekends

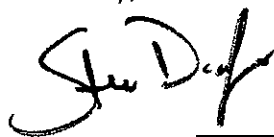
- Manager: Steve Dodge, 508-736-0811
- Facility: Maple Hill Disc Golf, 132 Marshall St, Leicester, MA 01524
- SS# of manager: 458-04-1171
- Address of license location: 132 Marshall St., Leicester, MA 01524
- Description of premises: Maple Hill Disc Golf course
- Date of functions: Weekends from Labor Day to Sep 18th as shown above
- Hours of Operation: 11:00 AM to 6:00 PM
- Activity is for-profit
- A certificate of insurance will be provided.
- Name of business providing alcohol (beer/seltzer only): Milk Room Brewing Co
- Address of business: 80 Hillside Rd, Rutland, MA 01543

MVP Open Week, a Disc Golf Pro Tour event – September 9th to 17th, 2023

- Manager of function: Steve Dodge, 508-736-0811
- Facility: Maple Hill Disc Golf, 132 Marshall St., Leicester, MA 01524
- SS# of manager: 458-04-1171
- Address of license location: 132 Marshall St., Leicester, MA 01524
- Description of premises: Maple Hill Disc Golf course
- Date of function: 9/19/2022 - 9/25/2022
- Hours of operation: 11:00 AM to 9:00 PM
- Activity is for-profit
- A certificate of insurance will be provided.
- Name of business providing alcohol (beer/seltzer only): Milk Room Brewing Co
- Address of business: 80 Hillside Rd, Rutland, MA 01543

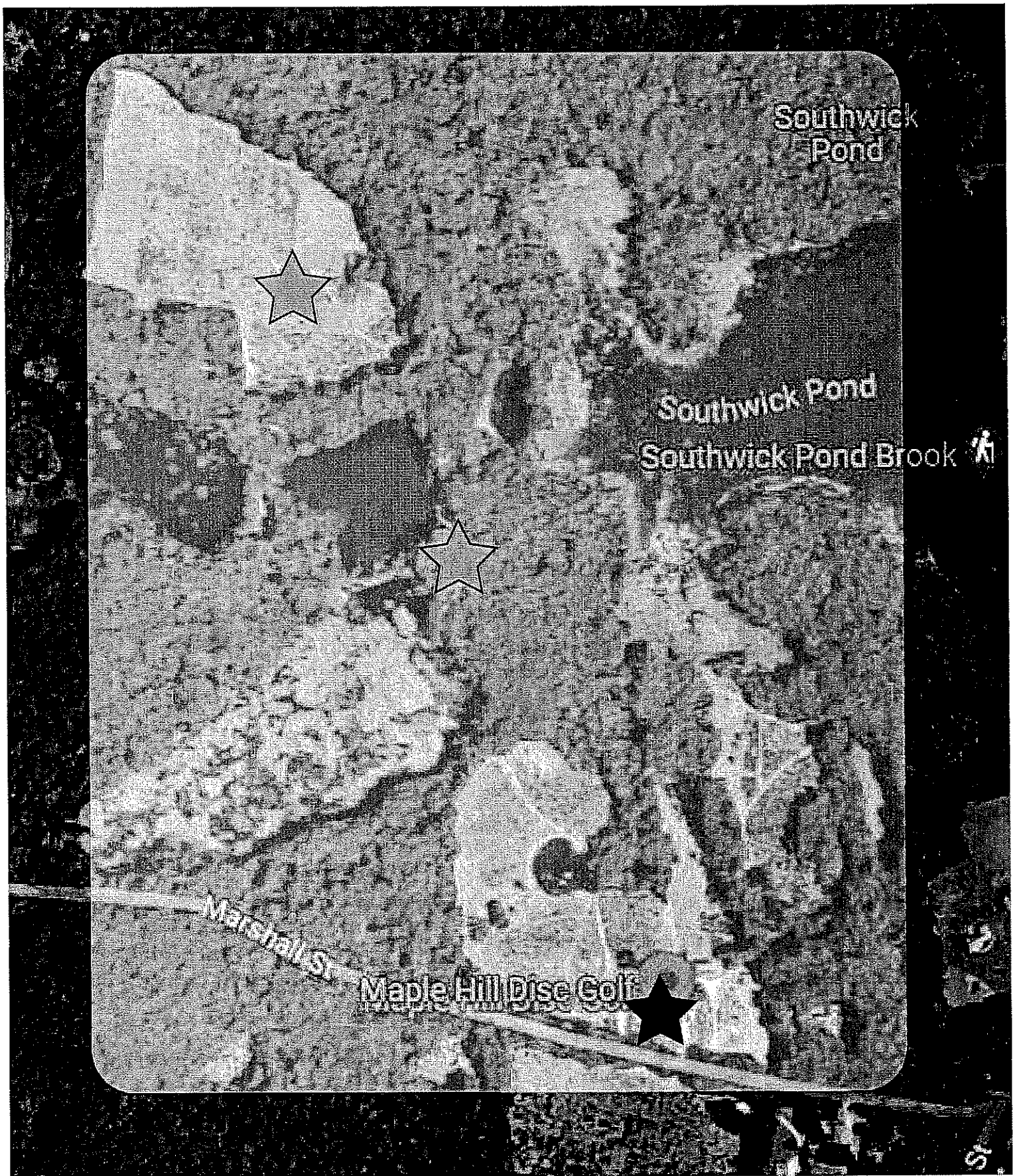
Regarding the tournament, we did a good job working with the LPD to ensure Marshall Street and streets close in proximity remained clear. For 2023, in addition to developing more onsite parking, we are developing a partnership to provide shuttle service to/from a nearby offsite parking facility being developed with the town administration.

Sincerely,

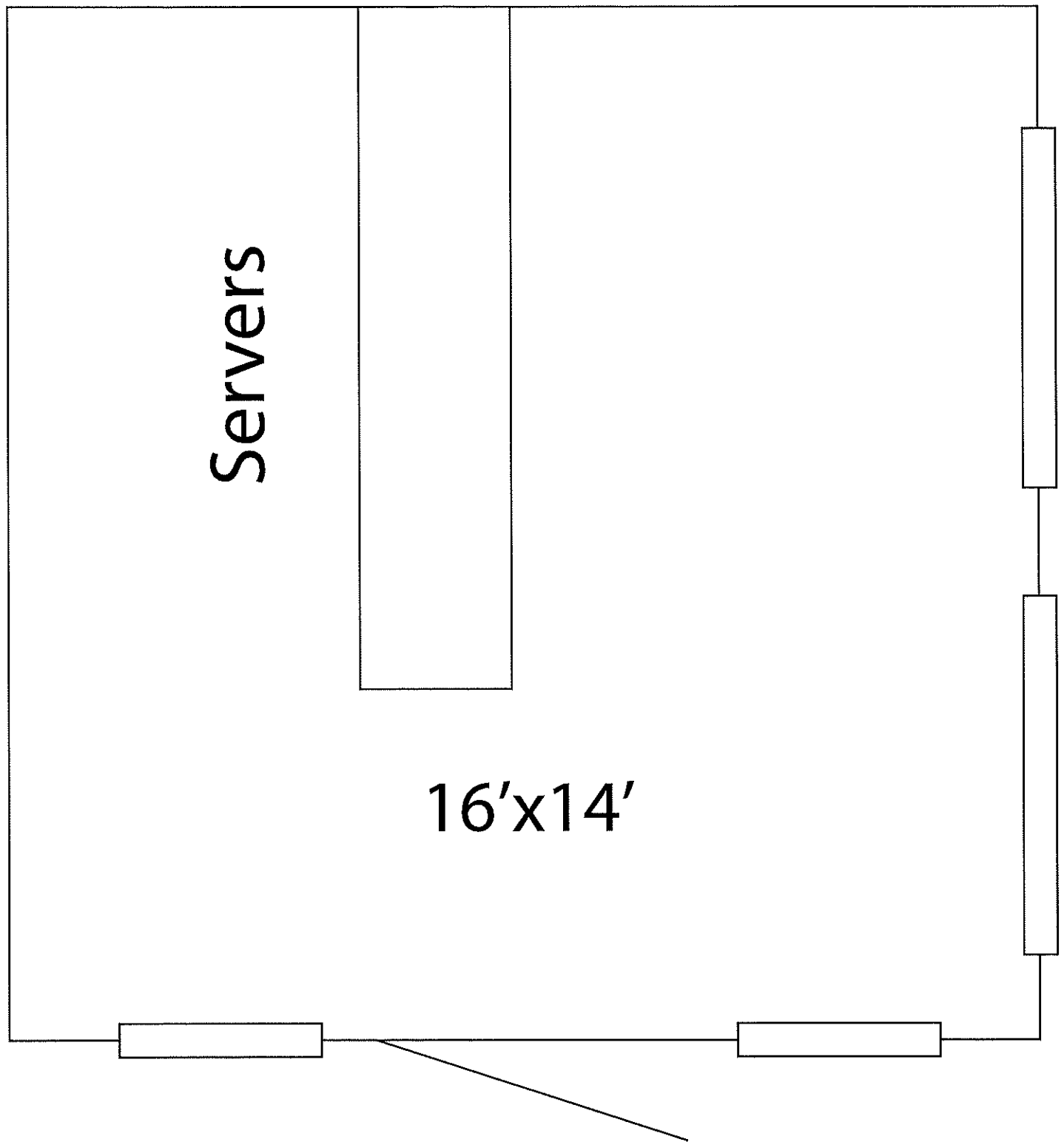


Steven Dodge [REDACTED]  
MVP Open Event Organizer  
Maple Hill Disc Golf Co-Owner





Black star is where beer will be poured during the regular season (May 27-Jul 30)  
Gray stars are additional locations where beer will be poured during MVP Open (Sep 9-17)



There is no planned seating inside the building in which the beer is served.  
People sit outside on the bleachers.

Hi David-

I just got off the phone with John Bujak regarding the LHS turf project. It seems there may be additional steps, that I was not informed of back in December, to getting the logo and scoreboard rebranded. I understand you made initial contact with R.A.D in May 2022 and we've been communicating with them since for quotes on the turf logo replacement. You had sent me the R.A.D quote in December 2022. Through conversations with R.A.D (logo) and Alpha Graphics (scoreboard), the amount we needed was determined. The LHS turf committee has successfully raised, through anonymous donations, enough to cover this work, logo and scoreboard only. John mentioned we may need to go in front of the Board for approval on next steps. Had I known this, I would have paused on asking for HCA funds on Monday and appeared for the sole purpose of moving forward with the logo project. Time is of the essence with turf scheduling and start of fall sports.

If we need to present in front of Board regarding the monies we've already raised, that is what I want to focus on. If I can do both on Monday (logo and HCA request), great, but I know you have a full agenda. Our committee's sole purpose has been accomplished. The additional needs for the turf fall under safety and maintenance and while we'll continue to raise private funds, this should be on the town to fund. We already have quotes from 2 companies and R.A.D came in lower. As a reminder, the donations will be deposited into and paid out of the LHS Football Parents Association account (with Country Bank). This association a 501 c3 organization with all corresponding status forms on file with the state. The turf committee is a subcommittee of the Football Association that was formed so this did not look like a football only goal. Once the logo is complete, the Turf Committee will disband and additional funds will not be raised for any fields through us.

Please let me know what needs to happen on Monday so the work can begin as soon as possible.

Best,  
Jenn



# TOWN OF LEICESTER

## Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

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

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

**Rachelle S. Cloutier, M.Ed.**

*Director of Elder Affairs*

*E-mail: [cloutierr@leicesterma.org](mailto:cloutierr@leicesterma.org)*

March 28, 2023

Mr. Steven Corley  
George E. McKenna Insurance Agency  
4 Pleasant Street  
Leicester, MA 01524

Dear Mr. Corley:

Thank you so very much for your donation of \$150.00. This donation from you was a very nice surprise for us. Once again, our prom is on. You may recall at the last PROM we had our queen was 97 and she will be here this year at 100 with her son. This year the prom is being held at the new high school – old Becker College. Our folks are busy getting the right dress, etc.

For some, surprisingly, it will be there first prom. One such individual in particular is Brett Kustigian's dad Harry a Marine who was serving in Vietnam at the time. If you know the family story Harry's brother Michael a Navy man never returned and was never found. It is a heart-wrenching story of a mom waiting for her son, hoping to know where and when he might return. She passed never knowing.

Again, thank you. Your generosity is always appreciated.

Sincerely,

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

Cc: Town Administrator  
Board of Select Persons



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](http://www.leicesterma.org)

April 12, 2023

To: Select Board  
From: David Genereux, Town Administrator  
**RE: Ballot Question**

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Please be advised that on April 11, 2022, the Select Board voted to request of the voters that the Moose Hill Water Commissioners status be changed from elected to appointed. The motion, and the vote from the April 11, 2023 meeting minutes are included below:

**Motion 041122-5j:** A motion was made by Ms. Provencher and seconded by Mr. Duggan to add the ballot question associated with May Town Meeting Article 13 regarding appointing as opposed to electing Moose Hill Water Commissioners to the June Annual Town Election ballot. **Motion carries 5:0:0.**

The question did not appear on the ballot for June of 2022, despite the Board's vote. I am requesting that the following question be added to the 2023 Annual Town Election ballot.

**“Shall the town vote to have its elected Moose Hill Water Commissioners become an appointed board of the town? Yes\_\_ No \_\_”**

Please contact me with any questions.

**TOWN OF LEICESTER  
ANNUAL TOWN ELECTION  
JUNE 13, 2023**

WORCESTER, SS.

To a Constable in the Town of Leicester

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of Leicester qualified to vote in Town Elections and Town Affairs to meet at their respective polling places Namely:

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

On Tuesday the **THIRTEENTH of JUNE, 2023 at 12:00 noon until 8:00PM** then and there to bring their votes for Two **Selectmen** for three years, **One Town Clerk** for three years, **One Assessor** for three years, **One School Committee** members for three years, **One Board of Health** member for three years, **Two Planning Board** members for three years, **Two Public Library Trustees** for three years, **One Moose Hill Water Commissioner** for three years.

Ballot question: "Shall the town vote to have its elected Moose Hill Water Commissioners become an appointed board of the Town?" Yes \_\_\_\_\_ No \_\_\_\_\_

Pursuant to above warrant, I have notified and warned the inhabitants of the Town of Leicester by posting a certified copy in the following precincts:

Precinct 1. Leicester Post Office

Precinct 2. Redemption Center/Jan's Beer Mart

Precinct 3. Post Office in Rochdale

Precinct 4, Leicester Country Bank for Savings,

On the Town Clerk's bulletin board, in the front entry of the Town Hall, the Wardens, and Town Clerk, not less than seven (7) days before the Thirteenth day of JUNE 2023.

Given under our hands and seal of the Town this \_\_\_\_\_ of \_\_\_\_\_, 2023

Respectfully submitted,  
Leicester Select Board

\_\_\_\_\_  
Allen Phillips, Sr.

\_\_\_\_\_  
Richard Antanavica

\_\_\_\_\_  
Dianna Provencher  
A True Copy, Attest

\_\_\_\_\_  
Herb Duggan, Jr.

\_\_\_\_\_  
John Bujak

\_\_\_\_\_  
Constable, Town of Leicester



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](http://www.leicesterma.org)

April 12, 2023

To: Select Board  
From: David Genereux, Town Administrator  
**RE: Ballot Question**

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**Motion 041122-5j:** A motion was made by Ms. Provencher and seconded by Mr. Duggan to add the ballot question associated with May Town Meeting Article 13 regarding appointing as opposed to electing Moose Hill Water Commissioners to the June Annual Town Election ballot. **Motion carries 5:0:0.**

The question did not appear on the ballot for June of 2022, despite the Board's vote. I am requesting that the following question be added to the 2023 Annual Town Election ballot.

**"Shall the town vote to have its elected Moose Hill Water Commissioners become an appointed board of the town? Yes\_\_ No \_\_"**

Please contact me with any questions.





# ANNUAL TOWN ELECTION SPECIMEN BALLOT TOWN OF LEICESTER, MASSACHUSETTS Tuesday, June 14, 2022

*Deborah K. Davis*  
TOWN CLERK

To vote for a candidate, fill in the oval ☐ to the right of the candidate's name. To vote for a person not on the ballot, write that person's name and residence in the blank space provided and fill in the oval.

## SELECT BOARD

Three Years

Vote for ONE

**John E. Shocik**  
7 Folsom Street

(Candidate for re-election)

☐

**John K. Bujak**  
30 Rawson Street

☐

WRITE-IN SPACE ONLY ☐

## MODERATOR

Three Years

Vote for ONE

**Douglas A. Belanger**  
13 Harberton Drive

☐

WRITE-IN SPACE ONLY ☐

## ASSESSOR

Three Years

Vote for ONE

**Robert P. Pingeton**  
2 Walbridge Road

☐

WRITE-IN SPACE ONLY ☐

## SCHOOL COMMITTEE

Three Years

Vote for not more than TWO

**Thomas A. Lauder**  
530 Pleasant Street

(Candidate for re-election)

☐

**Stella M. Richard**  
22 Hyland Avenue

(Candidate for re-election)

☐

**Dylan Lambert**  
147 Peter Salem Road

☐

**Scott E. Weikel**  
25 Waite Street

☐

WRITE-IN SPACE ONLY ☐

WRITE-IN SPACE ONLY ☐

## BOARD OF HEALTH

Three Years

Vote for ONE

**Melissa S. Ledbetter**  
19 Hyland Avenue

☐

WRITE-IN SPACE ONLY ☐

## PLANNING BOARD

Three Years

Vote for ONE

WRITE-IN SPACE ONLY ☐

## PUBLIC LIBRARY TRUSTEE

Three Years

Vote for not more than TWO

**Mary E. Moore**  
28 Mechanic Street

(Candidate for re-election)

☐

**Maureen A. Whitney**  
95 Auburn Street

☐

WRITE-IN SPACE ONLY ☐

WRITE-IN SPACE ONLY ☐

## HOUSING AUTHORITY - Tenant

Five Years

Vote for ONE

**Kathleen I. Drapeau**  
1073 Main Street #63

☐

WRITE-IN SPACE ONLY ☐

## MOOSE HILL WATER COMMISSION

Three Years

Vote for ONE

**Dianna M. Provencher**  
26 Charles Street

☐

WRITE-IN SPACE ONLY ☐



**From:** [Ken Antanavica](#)  
**To:** [Genereux, David](#); [Chris Vitale](#)  
**Subject:** Traffic Controllers  
**Date:** Thursday, April 20, 2023 12:02:28 PM  
**Attachments:** [2023 LPD traffic controler .docx](#)

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Good morning David and Chris:

I would like to propose the use of traffic controllers for the LPD. This would allow certain staff to work longer and without having to perform the continuous training POST requires all officers to do to remain certified. We also have a Special Officer who will be done in July due to the POST regulations, he is a true asset to the LPD in that he works many parades and events that others would not.

*Respectfully:*

*Chief Kenneth M Antanavica  
Leicester Police Department  
90 S. Main St.  
Leicester, Ma 01524  
(508) 892-7010 ext 2010  
Fax (508) 892-7012*



**Leicester Police Department**  
**90 South Main Street**  
**Leicester, MA 01524**

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



**Chief**  
**Kenneth M. Antanavica**  
[antanavica@leicesterpd.org](mailto:antanavica@leicesterpd.org)

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

## **TRAFFIC CONTROLLER**

April 20, 2023

### **Summary**

A traffic controller is a person appointed by the Selectboard upon the recommendation of the Chief of Police whose duties are to provide control and direction of vehicle traffic upon public ways under repair, maintenance, or restricted due to any special events such as parades or emergencies.

Traffic controllers operate under the direction of the Chief of Police or his designee and may be called upon to work when the regular police forces of the town are not available or to assist in parade duties. Traffic controllers have no powers of arrest. They shall not carry firearms unless they possess an active Massachusetts License to Carry and a current (*yearly*) certificate of firearms qualification from an MPTC Instructor.

### **Duties**

1. Direct and expedite the flow of traffic at assigned locations in order to prevent accidents, protect pedestrians, and to ensure the flow of traffic.
2. Maintain attention to the work areas and the movement of vehicles and workers and their impact upon normal movements.
3. Using an assigned police radio, inform the police dispatcher of any incidents or emergencies affecting vehicle movement for an extended time, or any emergency requiring emergency medical or police service.
4. While wearing the assigned uniform & PPE (personal protective equipment), position themselves to provide visible direction and control to motorists and persons in the affected area.
5. Complete and submit forms at the end of the tour necessary for billing and accounting.
6. Notify police dispatch via radio upon arrival at the start of assignment, and at the completion of duties.

**Requirements:** *Appointments as of July 1, 2023, annually thereafter.*

1. Completion of a basic reserve intermittent police academy
2. Active CPR card
3. Valid Massachusetts drivers license
4. Valid MA Firearms License (*if carrying*)
5. Current range qualification by MPTC Instructor (*if carrying*)
6. Current or former member of the Leicester Police Department (other recommendations can be made by the Chief on a case-by-case basis).
7. Fitness for duty determination by the Chief of Police

**Uniform**

Dark blue pants/shorts - no striping  
Blauer detail shirt safety yellow ANSI 107 or higher  
"Town of Leicester Traffic Controller" patch on both sleeves (shoulder)  
Silver name tag or embroidered name tag  
Silver badge - "Traffic Controller" or embroidered badge  
Blauer Baseball cap - black with "Traffic Controller" patch  
Reflective safety vest, jacket or raincoat  
Black leather boots, shoes or sneakers

*Respectfully:*

*Chief Kenneth M Antanavica  
Leicester Police Department  
90 S. Main St.  
Leicester, Ma 01524  
(508) 892-7010 ext 2010*

April 12, 2023

Chris Vitale  
Assistant Town Administrator  
Town of Leicester, MA  
3 Washburn Square  
Leicester, MA 01524

MEMO

The Worcester Airport Advisory Committee was established in 2010 as part of the agreement in the purchase of the airport from the City of Worcester. Details on the structure of the Committee is in the attached section of the MOU between the City and Massport.

The Town of Leicester has 2 seats in the committee. One is currently filled with Dianna Provencher, who is in her second term ending in June 2024. The second seat is vacant with John Shocik's term ending in June 2022.

Upon selecting a committee member, please provide me their contact information and brief bio for introductions to the current members. As reference, the current list of committee members is also attached.

Thank you,



Andy Davis  
Airport Director

## MEMORANDUM OF UNDERSTANDING

### 5.3 Creation of Worcester Airport Advisory Committee.

(a) For the purpose of enhancing communication between the Authority and the municipalities of Worcester and Leicester, there is hereby established an informal advisory committee to be known as the Worcester Airport Advisory Committee ("WAAC").

(b) The WAAC shall consist of nine members as follows:

(1) For the period commencing with the Closing Date and expiring on June 30, 2012, the WAAC shall consist of seven former members of the Worcester Airport Commission designated by the city manager of Worcester plus two residents of the town of Leicester appointed by the board of selectmen thereof.

(2) Commencing on July 1, 2012 the WAAC shall consist of nine members appointed as follows: the city manager of Worcester shall appoint four members who shall be residents of the city of Worcester; the board of selectmen of Leicester shall appoint two members who shall be residents of the town of Leicester; the Authority shall appoint three members who shall live within ten miles of the Airport boundary; provided, however, that two of the three Authority appointees shall reside within the city of Worcester.

(3) The terms of the appointees commencing membership on July 1, 2012 the WAAC shall be divided into three classes as follows: the city manager of Worcester shall appoint two members for one year, one for two years and one for three years; the board of selectmen of Leicester shall appoint one member for two years and one for three years; and, the Authority shall appoint one member for one year, one for two years and one for three years. Thereafter, all terms shall be three years.

(4) The WAAC membership shall be selected based on their knowledge, experience and interest in aviation, economic development, planning, land use development and environmental issues. At least one of the appointees each from Worcester, Leicester and the Authority shall be representatives of local businesses operating within the vicinity of the Airport who have an interest in the use of, or actually use the services of the Airport.

(5) Each WAAC member shall serve until the qualification of his or her successor, and vacancies shall be filled for an unexpired term by the appointing authorities. No member shall serve more than two consecutive three-year terms. The representatives will elect from among themselves, each year, a chairperson.

(6) No member of the WAAC shall, either directly or indirectly have any interest in any contract with the Authority or in the sale or lease of any property or in the sale or lease of any property, real or personal, to or from the Authority; provided, however, that nothing herein shall prevent any person who uses the services at the Airport or at any

other facility owned or operated by the Authority, from serving as a member of the WAAC.

(c) The WAAC shall have the following duties: (1) to act as an advisory committee to the Authority for review and reaction with regard to decisions made by the Authority in connection with the operation and development of Worcester Airport as outlined in the 2008 Master Plan, as it is amended from time to time; (2) to provide continued communication between the Authority and Worcester and Leicester as the two communities wherein the Airport is located; and (3) to convene at least two meetings per year, which meetings shall be held at Worcester Airport and shall be open to members of the public.

(d) The Authority shall provide the WAAC with information concerning Worcester Airport, including an annual summary of the activities, operations and capital improvements made at Worcester Airport, and shall engage the WAAC in the process of amending the 2008 Master Plan, but in no event shall the Authority release information related to airport security or information which has not been presented publicly to the Authority Board of Directors or any government agency with jurisdiction over the Airport. The Authority shall be the keeper of the records of the WAAC for public records and correspondence purposes and shall provide the WAAC with administrative and other reasonable assistance.

## WORCESTER REGIONAL AIRPORT ADVISORY COMMITTEE 2022

MEMBER	TELEPHONE
Christina Andrianopoulos [REDACTED] Thru 6/2023 (Worcester Selectee)	[REDACTED]
Mr. Jay Finlay 14 North Bend Rd Worcester, MA <a href="mailto:finlayengineeringservices@gmail.com">finlayengineeringservices@gmail.com</a> Thru 6/2021 (Worcester Selectee)	774-696-2358
Phil Niddrie [REDACTED] Thru 6/2024 (Worcester Selectee)	[REDACTED]
Mr. Carl Foley [REDACTED] Thru 6/2021 (Worcester Selectee) - re-installed for additional 3 year term (thru 6/24)	[REDACTED]
Mr. Chris Kosak [REDACTED] Thru 6/2022 (Massport Selectee) – re-installed for an additional 3 year term (thru 6/26)	[REDACTED]
Mr. John Silverberg [REDACTED] Thru 6/2023 (Massport Selectee) - re-installed for additional 3 year term (thru 6/26)	[REDACTED]
James Lucas III [REDACTED] Worcester, MA 01608 [REDACTED] Thru 6/2022 (Massport Selectee)	
Mr. John Shocik * [REDACTED] Cherry Valley, MA 01611 <a href="mailto:shocikj@leicesterma.org">shocikj@leicesterma.org</a> Thru 6/2022 (Leicester Selectee)	[REDACTED]
Ms. Dianna Provencher * [REDACTED] Leicester, MA 01524 [REDACTED] Thru 6/2021 (Leicester Selectee) – re-installed for additional 3 year term (6/24)	[REDACTED]

\* Kristen Forsberg, Assistant Town Administrator to be copied on correspondence to these two members 508-892-7000 ext. 2. [ForsbergK@leicesterma.org](mailto:ForsbergK@leicesterma.org)

**SELECT BOARD MEETING MINUTES**  
**APRIL 4, 2023, AT 6:00PM**  
**TOWN HALL GYM, TOWN HALL, LEICESTER, MA 01524**

Chair Allen Phillips called the meeting to order at 6:05PM. Chair Allen Phillips, Vice Chair Rick Antanavica, Second Vice Chair Dianna Provencher, Selectman Herb Duggan Jr, Selectman John Bujak, Town Administrator David Genereux, and Executive Assistant Maria Cataloni were in attendance.

**CALL TO ORDER/OPENING**

**1. SCHEDULED ITEMS**

Assistant Town Administrator Vitale informed attendees in the Gymnasium that the Information Session would begin at 6:20PM.

**Select Board Meeting Room**

**a. 6:00 PM Reconsideration of Ballot Question – Override vote**

Chairman Phillips stated that the number for the Town's portion of the override is not firm. Due to this, he asks that Town pull its portion of \$850,000.00 and remove it from the override vote and go back to the drawing board. Mr. Phillips does not want to hamper the schools' chances of having the override pass. The override will strictly be for the schools.

**Motion 040423-1a:** A motion was made by Mr. Duggan and seconded by Mr. Bujak to remove the Town's portion from the override. **Motion carries 4-1-0. Mr. Antanavica was opposed.**

Mr. Genereux asked if the Board would allow to delay the vote of the gift acceptance for the scoreboard and field (discussed at April 3<sup>rd</sup> meeting). Mr. Phillips agreed to delay the vote and he also stated that the next meeting, April 18<sup>th</sup>, will be to discuss the budget with Advisory and the schools. Mr. Genereux said that it can be at the Senior Center for a larger capacity. Mr. Antanavica states that the meeting needs to be advertised. Mr. Duggan stated to make sure that all Department Heads know about it and know what the meeting is for.

**Motion 040423-1a.1:** A motion was made by Ms. Provencher and seconded by Mr. Duggan to join the public information session and resume the meeting later. **Motion carries 5:0:0.**

**Town Hall Gym**

**b. 6:20 PM Former College Dormitory Lease Information Session**

Mr. Genereux began the discussions by providing an overview of the proposal from the Department of Housing and Community Development (DHCD) and Central Massachusetts Housing Alliance (CMHA). DHCD and CMHA propose leasing three former dormitories on the former Becker campus for the purpose of providing temporary housing for families facing homelessness. Mr. Genereux stated the proposal is still being negotiated, and financials will not be discussed during the information session. The town will provide an update on the negotiations later in the agenda. Mr. Genereux stated this is not an item for Town Meeting, as the Select Board was previously provided disposition authorization at the 2021 Special Town Meeting for all Becker properties. However, Mr. Genereux stated the Select Board wanted to get a feel from the community on their thoughts and for DHCD to answer questions. Mr. Genereux stated the town will not tolerate misbehavior and asked for attendees to maintain decorum.



Mr. Genereux stated he will moderate if audience members have any questions, and he hopes the presentation is informative.

Ms. Leah Bradley introduced herself as the CEO of the Central Massachusetts Housing Alliance (CMHA). They will be the service provider.

Ms. Alvina Brevard introduced herself as the Director of DHCD. Ms. Brevard stated their program assists families in the Commonwealth with rehousing or emergency shelters in certain situations. Ms. Brevard stated this current program is designed to address the current capacity crisis.

Ms. Bradley stated the CMHA has 177 units of housing in the area. In Oxford, they have a temporary site due to the ongoing housing crisis. The families at that site need to be transitioned to a new location. Ms. Bradley stated families go through the DHCD screening process, at which time it will be determined who they can accommodate based on housing availability. Once in the program, CMHA services include 24/7 on-site staffing and a team of care providers including housing search coordinators, case managers, child advocates and leadership team. As part of the program, there are certain requirements that need to be followed including attending a certain number of meetings with care providers, no drugs or alcohol, strict visitor policy, quiet hours, curfew, and individualized action plans for family members. Folks that come to the program are often still working, so CMHA tries to keep them close to their community of origin so there aren't any disruptions. Program participants sometimes face depression and anxiety based on the situation they are in. Ms. Bradley stated this program is only for families that have children.

Ms. Brevard added by stated it must be Massachusetts families who have children under the age of 21. To be program eligible, the maximum household income must be 115% of the federal poverty limit. In addition, families must have a reason for being homeless, such as eviction, loss of income, change in household composition, or domestic violence. Because families are facing trauma, Ms. Brevard stated it's important they are creating a safe environment and with good service providers.

Mr. Genereux opened it up to questions from attendees.

Resident Andrew Kularski of the Leicester Housing Authority stated he has concerns about this facility opening in town. Their facility currently has a two-year waitlist for affordable housing. Mr. Kularski asked if families have to go through the Common Housing Application for Massachusetts Programs (CHAMP) process. Ms. Brevard stated they do; however, they are only eligible for emergency temporary housing. Ms. Brevard stated this program is not a pathway to subsidy housing. Ms. Alvina Brevard stated many families that leave the program enter the private housing market and apartment share. Families that leave the program are eligible to receive up to \$30K in rental assistance. Mr. Kularski stated if he knew of people living in their vehicles, can they be placed in emergency housing. Ms. Brevard stated they can apply through DHCD at the toll-free number and get a same day eligibility determination. Mr. Kularski asked if Leicester residents would get first priority. Ms. Brevard stated they try to keep residents in their community of origin based on availability. Ms. Bradley stated there is also an option of moving families after they have entered the program. Mr. Kularski stated he is personally against the proposal because it is on the school property. Mr. Kularski stated he reached out to the Select Board about using the Memorial School for housing but never heard back. Select Board members asked when he submitted the inquiry. Mr. Genereux encouraged Mr. Kularski to reach out to him to discuss further.

Resident John McNaboe asked if this program would be servicing illegal aliens. Ms. Brevard stated Massachusetts is a right to shelter state for Massachusetts residents and have documentation stating they are in the country legally. Mr. McNaboe asked if veterans' families have preference. Ms. Brevard stated they don't have preferences with the exception of individuals with disabilities. Mr. McNaboe stated he does not think the housing should be right next to the high school.

Ms. Brevard stated all family members undergo a Sex Offender Registry Information (SORI) Check and Warrant Check.

Resident Mary Kay Hannant provided an overview of the actions taken leading up to the town purchasing the Becker campus as well as the status of the progress to date. Ms. Hannant stated she does not believe the Select Board has the authorization to lease the property. Mr. Genereux read the 2021 Special Town Meeting Warrant language pertaining to the authorization. Mr. Genereux stated the proceeds from the sale of any of the properties would go against debt exclusion. However, lease revenue is handled differently per Mass General Laws. Mr. Genereux stated this proposal is a one-year lease with a 90-day opt-out clause. Mr. Genereux stated there would be a fence to separate the properties. Ms. Hannant stated she wants to hear from the elected officials. Mr. Phillips stated this meeting is to ask questions and get answers from DHCD and CMHA. Mr. Phillips stated the Select Board has hopes and dreams and they are doing everything they can to clear up the issues and get the kids on the campus. Mr. Phillips stated last year, 26 people moved into town and asked if anyone knew anything about those people. Mr. Phillips asked what's the difference with this proposal.

Resident Betty Buto asked how many units are in the three dormitories and what the square footage is of each of the rooms. Mr. Genereux stated there are 65 rooms with some space for offices. Mr. Genereux stated the dorm rooms are about 12x12 feet. Mr. Genereux stated the goal is not for families to live and be comfortable there. The goal is to process them and get them out. Ms. Buto asked if beds and dressers were provided, to which Mr. Genereux stated yes.

A resident asked what the average stay is and if there has been criminal activity.

Chief Antanavica stated he did research on CMHA's Oxford location. Based on his search, there were six medical calls, one follow-up visit, and two 911 calls that were children playing with the phone. There were no arrests. At CMHA's Worcester location, there were 11 medical calls, 1 call of lost property, 1 vehicle disturbance call unrelated to the facility, and no arrest. Chief Antanavica stated nothing stood out in his search. Chief Antanavica stated residents' concerns are his concerns and he is glad he did the research.

Ms. Bradley stated their goal is to be good neighbors. Ms. Bradley stated they have had conversations with the Select Board, Superintendent, and Town Administrator. Ms. Bradley stated anyone can have her number. Ms. Bradley stated she is stumbling with her words because these are families. CMHA's goal is to provide care and hope. Ms. Bradley stated there is no maximum duration. Ms. Bradley stated some families move out immediately, while the longest stay has been 15 months. Ms. Bradley stated COVID-19 and increase in bills has made it harder for families to regain ground.

Resident Jeffrey Fisher asked how long it would be until the buildings are fully occupied. Ms. Bradley 12 families would be transferred immediately, and the ramp up period would probably be 3-4 months. Mr. Fisher asked how checking in and out would work. Ms. Bradley stated they will have 24/7 on-site staff and security. Ms. Bradley stated it would be very much like a college in terms in checking in. Ms. Bradley stated the green space is good for the kids. Sunday-Thursday, Quiet Hours begin at 8:00PM and Curfew at 9:00PM. Mr. Fisher asked how they can enforce their policies.

Ms. Brevard stated each family is under contract with DHCD in a Universal Shelter Rule Package. If individuals are not in compliance, the family would be at-risk of being terminated from the program. Ms. Brevard emphasized the need for there to be structure.

Ms. Brevard stated they have been doing this for 30 years, it's important for families to blend into communities and be productive citizens. important to blend in.

Mr. Fisher stated the town is in a difficult situation. The Town has empty buildings and needs money. On the other side of this is families. Mr. Fisher stated CMHA's point of view brings great sympathy from him. If he had a choice, the three dormitories would be low of his list of locations. However, to those who have concerns about the beauty of the campus, the dormitories are as far away as they can be. Mr.

Fisher stated the Select Board members look like they are at a wake. Mr. Fisher asked if the town gets lease payments even if some of the rooms are unoccupied. Ms. Bradley said yes. Mr. Fisher stated the town should cover itself and have an exit clause in the contract. Mr. Fisher stated he is going to put his faith in the Select Board.

Resident Francis Joyce stated his main concern is the proximity to the high school, and who would be paying for the fence. Mr. Phillips stated they will be discussing the financials later. Mr. Joyce asked if a feasibility study was done. Ms. Bradley stated they have conducted walkthroughs of the buildings and renovations will be asked for as part of the lease. Mr. Joyce asked about the need for ADA accessibility. Ms. Bradley stated as long as they had one floor that was ADA accessible, they can navigate it with the families. Mr. Joyce asked about liability coverage. Ms. Bradley stated it's complicated, but they would have all the proper insurances.

Resident Kelly Bergeron stated CMHA does great work. Ms. Bergeron asked about capital funding to upgrade and maintain the buildings. Mr. Genereux stated they can not get into those details. Mr. Genereux stated the town would be responsible for wear and tear, however, DHCD would be responsible for damages.

Ms. Bradley stated DHCD has an inspection unit that signs off before moving families in. Ms. Bradley stated DHCD also conducts weekly in-unit inspections.

Resident Pat Dykas stated she pulled up articles on the internet about the housing crisis and referenced a story about homeless housing at a hotel in Methuen, Massachusetts. In the story, the mayor stated the town was stuck with the additional costs of educating and transporting students. Ms. Dykas requested information on their other facilities. Ms. Bradley stated she can try to get information together. Ms. Bradley stated there was funding approved as part of the supplemental state budget and federal transportation funding to reimbursement 100% of school costs. Ms. Dykas provided an estimate of what she thinks the lease amount could be. Ms. Brevard stated costs depend on the setting, contract terms, and services being offered. The proposed program in Leicester is expensive, and it is why it is essential they work with the town to help reduce costs.

A resident asked what their termination rate is for families. Ms. Brevard stated they do not track termination rates. Ms. Brevard stated they do not have many issues with that. Ms. Brevard stated people want to live and find housing.

Resident Lucky Margadonna stated the town can't paint a broad brush on the families. Mr. Margadonna asked about capital expenses. Mr. Phillips stated that is part of the negotiations.

Mr. Fisher stated again that this is a one-year lease with 3-month termination clause. Mr. Fisher stated the town does not have that much exposure and needs the money. Mr. Fisher stated he would read the contract if needed. Mr. Fisher stated where the comma goes makes a difference in the contract.

Resident Janice Parke stated her concern is about the children in the housing, and stated they need outdoor space. Ms. Parke requested that be included in the negotiations.

A resident raised concerns about school overcrowding, the need for extra teachers, and other school disruptions. Ms. Brevard stated the majority of families reflect the local population and the supplemental budget and federal assistance would be provided per additional pupil in the schools.

A resident named Scott stated the town has no say in who, what, or where these residents come from. Scott stated these families would be vetted by two agencies and monitored by one agency. Scott stated DHCD and CMHA are putting in so much effort into making this program right.

Mr. Joyce asked when they would know about the facts and figured. Mr. Phillips stated right after this as well as once negotiations are done.

Resident Cheryl Cooney thanked DHCD and CMHA for everything they do. Ms. Cooney stated she has been in their shoes and worked with marginalized groups. Ms. Cooney stated she is floored and had flashback to 25 years ago when she was involved in a similar situation opening a group home in Leicester. 25 years later, there are 8 group homes in Leicester, and nobody knows the difference. Ms. Cooney stated Deja New would love to see them in town.

Mr. Genereux thanked everyone who came out and ask the questions. Mr. Genereux stated the Select Board will take the comments from this discussion under advisement.

Ms. Brevard thanked attendees and stated she hope they have the opportunity to partner with the town.

*The presentation ended at 8:35pm.*

*No action was taken by the Select Board on this agenda item.*

## **2. OTHER BUSINESS**

### **Former College Dormitory Lease Discussion**

*Mr. Phillips resumed the meeting at 8:45pm.*

Mr. Phillips stated they want to make sure the residents know what the town knows. Mr. Genereux stated the town has been in discussions for a number of months. There is no contract, draft contract, or anything in writing at this time. To date, it has been a series of conversations with DHCD and CMHA. The proposal is a one-year lease with three-month no-fault termination clause. The proposal is \$2M per year, with \$150K for capital renovations for all three dormitories. Mr. Genereux stated DHCD wants an all-inclusive lease, so the lease would include the cost of utilities, water, sewer, cleaning, and maintenance. Payments would be made monthly. Mr. Genereux stated the town is writing the lease and can put its own terms in for DHCD to review and accept. Mr. Genereux stated as an example, the town can stipulate the function of the guards. At a future Executive Session, the draft lease will be reviewed and up to the Select Board to decide. If the town moves forward, there will be a public notification process.

Mr. Fisher asked if the town calculated their costs. Mr. Genereux stated those costs will be discussed further but stated it has been challenging for the town to get information from National Grid. Mr. Genereux stated the town has information from when kids were in the schools and based the assumptions on current utility rates. Mr. Fisher stated it is worth a one-year lease.

Mr. Genereux stated the town was nowhere near that rental figure at the beginning. Mr. Genereux stated the town will find out how close they are with the assumption. After the first year, if the benefit isn't what the town wants, they will negotiate or terminate the agreement.

Ms. Hannant asked if the town will be keeping track of the net benefit. Mr. Genereux stated the town will be keeping track each month.

Resident Ashlyn Coyle asked who will keeping track. Mr. Genereux stated it is a public process, and the Accounting Department will set up a separate fund in VADAR, the town's financial management system. Ms. Coyle asked who will be in charge of the money, and if the Select Board would be involved. Mr. Genereux stated it will go in as maintenance funding and will go before the Select Board and Advisory Committee.

Mr. Fisher suggested the town look at the leases from the other CMHA locations and write the lease with key bullet points.

A resident asked who the point person would be with DHCD based on the workload. Mr. Genereux stated the school would handle the kids coming into the district. Mr. Genereux stated the only aspect on the town side would be collecting lease payments and doing inspections.

*No action was taken by the Select Board on this agenda item.*

**Motion 040423-3:** A motion was made by Mr. Duggan to adjourn, seconded by Ms. Provencher. **Motion carries 5-0-0 at 9:15pm.**

**ADJOURN**

DRAFT

**SELECT BOARD MEETING MINUTES**  
**APRIL 13, 2023, AT 6:00PM**  
**SELECT BOARD CONFERENCE ROOM, TOWN HALL, LEICESTER, MA 01524**

Chair Allen Phillips called the meeting to order at 6:00PM. Chair Allen Phillips, Second Vice Chair Dianna Provencher, Selectman Herb Duggan Jr, Selectman John Bujak, Town Administrator David Genereux, and Assistant Town Administrator Chris Vitale were in attendance.

**CALL TO ORDER/OPENING**

**1. OTHER BUSINESS**

a. **Vote – ATM Warrant Article 5 (Contingent appropriation of \$2,650,000 for the Leicester School budget)**

Mr. Genereux stated this vote will reset the motion and vote to the following:

“I move that the town raise and appropriate the sum of \$2,650,000 to fund the FY2024 School Department’s operating budget, said appropriation contingent on the passage of a Proposition 2 ½ ballot question.”

This motion will be added to the final posted warrant.

**Motion 041323-1a:** A motion was made by Mr. Bujak to approve, seconded by Ms. Provencher. **Motion carries 4-0-1 (Mr. Antanavica Absent) at 6:02pm.**

b. **Vote – ATM Warrant Article 2B**

Mr. Phillips stated this is a transfer of Article 5, titled “Police Training Funding” October 26, 2021, Town Meeting to new article with similar purposes. Mr. Phillips stated it is making the breakdowns more general.

**Motion 041323-1b:** A motion was made by Mr. Bujak to approve, seconded by Ms. Provencher. **Motion carries 4-0-1 (Mr. Antanavica Absent) at 6:03pm.**

c. **Vote to sign Annual Town Meeting Warrant & Special Election Ballot**

Resident Greg Buto asked the town to reconsider putting the three Passover articles back onto the Town Warrant and not the town budget. Mr. Buto stated it’s been there historically, and the expenses will vary year to year based on the type of reports/studies/tasks that need to be completed. Mr. Buto stated the town may not have to pay for those items. Mr. Phillips asked Town Administrator Genereux if zero-based budget would account for that in the next fiscal year. Mr. Genereux stated yes. Mr. Buto stated it shows residents where the money is going. Mr. Phillips stated it will show as a line item in the budget. Mr. Bujak stated the budget that is put out is mostly detailed out by department. Mr. Phillips stated if Mr. Buto has a question at Town Meeting about the budget, to ask. Ms. Provencher stated she understands what Mr. Buto is saying. Like Mr. Phillips stated, Ms. Provencher encouraged Mr. Buto to bring it up at Town Meeting to get his answer. Mr. Buto stated it gives people a better feel of where their money is going. Mr. Bujak stated the reason the town did this was because it was getting paid out of free cash, which was deceiving to the taxpayer. Mr. Bujak asked Mr. Genereux if we could appeal the monitoring requirements.

Mr. Genereux stated the Town Warrant will be going out tomorrow and will also be available to view on the town website.

**Motion 041323-1c:** A motion was made by Ms. Provencher to sign the Annual Town Meeting Warrant & Special Election Ballot, seconded by Mr. Bujak. **Motion carries 4-0-1 (Mr. Antanavica Absent) at 6:11pm.**

**Motion 041323-2:** A motion was made by Mr. Duggan to adjourn, seconded by Mr. Bujak. **Motion carries 4-0-1 (Mr. Antanavica Absent) at 6:15pm.**

**ADJOURN**

DRAFT

**SELECT BOARD MEETING MINUTES  
APRIL 18, 2023, AT 6:00PM  
LEICESTER SENIOR CENTER, 40 WINSLOW AVENUE, LEICESTER, MA 01524**

Chair Allen Phillips called the meeting to order at 6:05PM. Chair Allen Phillips, First Vice Chair Rick Antanavica, Second Vice Chair Dianna Provencher, Selectman Herb Duggan Jr, Selectman John Bujak, Assistant Town Administrator Chris Vitale, and Executive Assistant Maria Cataloni were in attendance.

**CALL TO ORDER/OPENING**

**1. EXECUTIVE SESSION**

**Motion 041823-1a.1:** A motion was made by Mr. Bujak to go into Executive Session, seconded by Mr. Duggan. **Motion carries 5-0-0 at 6:06pm.**

- a. **To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel pursuant to M.G.L. c. 30A, §21(a)(2) – DIS Director/Town Planner**

**Motion 041823-1a.2:** A motion was made by Mr. Duggan to exit Executive Session, seconded by Ms. Provencher. **Motion carries 5-0-0 at 6:14pm.**

**2. RESIGNATIONS & APPOINTMENTS**

*Mr. Phillips resumed the open session at 6:19PM.*

- a. **Resignation – A.D. Christian Vitale – Assistant Town Administrator**

**Motion 041823-2a:** A motion was made by Mr. Duggan to accept the resignation with regret, seconded by Mr. Bujak. **Motion carries 5-0-0 at 6:20pm.**

- b. **Appointment – Sherry Norton – May House Committee**

Resident Donna McCance introduced Sherry Norton to the Select Board. Ms. Norton became involved in Becker when her son attended the college. She enjoys the historical aspects of the campus and wants to preserve it.

**Motion 041823-2b:** A motion was made by Mr. Duggan to approve the appointment, seconded by Mr. Bujak. **Motion carries 4-0-1 (Ms. Provencher Abstained) at 6:22pm.**

- c. **Appointment – Alex Norton – May House Committee**

Mr. Norton stated he is the President of the Becker Alumni Association. Mr. Norton stated he wants to introduce students to the history of the former college campus. Mr. Phillips asked about his video game background listed on Mr. Norton's volunteer application form and encouraged him to connect with the Superintendent about their e-sports program.



**Motion 041823-2c:** A motion was made by Mr. Bujak to approve the appointment, seconded by Mr. Duggan. **Motion carries 4-0-1 (Ms. Provencher Abstained) at 6:24pm.**

**d. Reappointment – Kevin Ouellette – Alternate Plumbing Inspector**

Assistant Town Administrator stated Mr. Ouellette is up for his annual reappointment as Alternate Plumbing Inspector. Mr. Ouellette aids the town when the Inspector of Plumbing is out.

**Motion 041823-2d:** A motion was made by Ms. Provencher to approve the reappointment, seconded by Mr. Bujak. **Motion carries 5-0-0 at 6:26pm.**

**e. Appointment – John Charbonneau – DIS Director/Town Planner**

Mr. Charbonneau introduced himself to the Select Board. Mr. Charbonneau stated he was born and raised in Rhode Island and received his education in Tennessee. Mr. Charbonneau's first planner job was in Brockton. Most recently, he worked in Stoughton, Massachusetts. Mr. Charbonneau stated he feels he would have a better connection with residents in Leicester because it is a smaller community. Mr. Charbonneau's goal is to preserve the community's quality of life and handle the pressures of growth. Mr. Bujak jokingly asked if Mr. Charbonneau is planning on bringing the outlets to Leicester. Mr. Phillips asked if it is okay that Leicester does not have online permitting. Mr. Charbonneau stated he has worked with paper and online systems, and he is happy to help the town transition to e-permitting. Mr. Phillips asked for Mr. Charbonneau's thoughts on one-stop shop for permits. Mr. Charbonneau stated the town needs a unified effort by all boards to make projects expedient. Mr. Charbonneau also stated town departments needs to be involved because online permitting alone does not solve the issue.

**Motion 041823-2e:** A motion was made by Ms. Provencher to approve the appointment, seconded by Mr. Bujak. **Motion carries 5-0-0 at 6:33pm.**

**3. OTHER ITEMS**

**a. Senior Center One-Day Liquor License & Fee Waiver**

Mr. Phillips asked the purpose of the application before the Select Board. Mr. Vitale stated the caterer who was contracted for the event submitted the one-day liquor license and fee waiver request. Mr. Vitale stated the application material was provided in the Select Board packet.

**Motion 041823-3a:** A motion was made by Mr. Antanavica to approve the one-day liquor license and fee waiver, seconded by Ms. Provencher. **Motion carries 5-0-0 at 6:35pm.**

**Motion 041823-4:** A motion was made by Ms. Provencher to adjourn, seconded by Mr. Bujak. **Motion carries 5-0-0 at 6:35pm.**

**ADJOURN**