



**Town of Leicester**  
**OFFICE OF THE TOWN ACCOUNTANT**  
3 Washburn Square  
Leicester, Massachusetts 01524-1333

Town Accountant  
Allison Lawrence

Assistant Town Accountant  
Katie Messina

## **FY21 December**

### **Payable Warrants Posted**

- Town Warrants (summary reports attached)
  - 21-23A-TW
  - 21-24A-TW
  - 21-25A-TW
  - 21-26A-TW
  - 21-27A-TW
- School Warrants (summary reports attached)
  - 21-24A-SW
  - 21-26A-SW
  - 21-22B-SW

### **Payroll Warrants Posted**

- 21-PR23-S
- 21-PR23-T
- 21-PR25-S
- 21-PR25-T
- 21-PR27-S
- 21-PR27-T

### **Monthly Updates**

- October Cash reconciled with T/C (see attached)
- FY21 Tax rate approved by DOR

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-23A-TW

Post Date: 12/3/2020

Fund: 89 - AGENCY FUNDS

Ledger: Expenditure

24,074.27

Total for Fund 89:

24,074.27

Total for Warrant 21-23A-TW:

24,074.27

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-24A-TW		Post Date: 12/10/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	227,742.15	
Total for Fund 01:		227,742.15
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	202,797.84	
Total for Fund 11:		202,797.84
Fund: 13 - TOWN FEDERAL GRANTS		
Ledger: Expenditure	36,841.88	
Total for Fund 13:		36,841.88
Fund: 15 - TOWN REVOLVING FUNDS		
Ledger: Expenditure	654.48	
Total for Fund 15:		654.48
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	4,109.20	
Total for Fund 16:		4,109.20
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	1,502.20	
Total for Fund 17:		1,502.20
Fund: 30 - CAPITAL PROJECTS FUND		
Ledger: General	-8,105.00	
Total for Fund 30:		-8,105.00
Fund: 82 - PLANNING REVIEW TRUSTS		
Ledger: Expenditure	6,227.64	
Total for Fund 82:		6,227.64
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	105,174.58	
Total for Fund 89:		105,174.58
Total for Warrant 21-24A-TW:		576,944.97

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-25A-TW

Post Date: 12/17/2020

Fund: 89 - AGENCY FUNDS

Ledger: Expenditure

151,228.85

Total for Fund 89:

151,228.85

Total for Warrant 21-25A-TW:

151,228.85

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-26A-TW		Post Date: 12/24/2020
<b>Fund: 01 - GENERAL FUND</b>		
Ledger:	Expenditure	379,435.54
Ledger:	Revenue	3,123.22
<b>Total for Fund 01:</b>		<b>382,558.76</b>
<b>Fund: 11 - TOWN STATE GRANTS</b>		
Ledger:	Expenditure	150,040.95
<b>Total for Fund 11:</b>		<b>150,040.95</b>
<b>Fund: 13 - TOWN FEDERAL GRANTS</b>		
Ledger:	Expenditure	297,756.50
<b>Total for Fund 13:</b>		<b>297,756.50</b>
<b>Fund: 15 - TOWN REVOLVING FUNDS</b>		
Ledger:	Expenditure	15,861.01
<b>Total for Fund 15:</b>		<b>15,861.01</b>
<b>Fund: 16 - TOWN REVOLVING 53E 1/2</b>		
Ledger:	Expenditure	2,750.16
<b>Total for Fund 16:</b>		<b>2,750.16</b>
<b>Fund: 17 - TOWN DONATIONS</b>		
Ledger:	Expenditure	1,492.72
<b>Total for Fund 17:</b>		<b>1,492.72</b>
<b>Fund: 18 - RECPTS RES FOR APPROP</b>		
Ledger:	Revenue	750.00
<b>Total for Fund 18:</b>		<b>750.00</b>
<b>Fund: 30 - CAPITAL PROJECTS FUND</b>		
Ledger:	Expenditure	975.00
Ledger:	General	-7,372.50
<b>Total for Fund 30:</b>		<b>-6,397.50</b>
<b>Fund: 33 - SCHOOL CAPITAL PROJECTS</b>		
Ledger:	Expenditure	7,573.62
<b>Total for Fund 33:</b>		<b>7,573.62</b>
<b>Fund: 34 - HIGHWAY CHAP 90 FUND</b>		
Ledger:	Expenditure	8,964.44
<b>Total for Fund 34:</b>		<b>8,964.44</b>
<b>Fund: 89 - AGENCY FUNDS</b>		
Ledger:	Expenditure	3,471.22
<b>Total for Fund 89:</b>		<b>3,471.22</b>
<b>Total for Warrant 21-26A-TW:</b>		<b>864,821.88</b>

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-27A-TW

Post Date: 12/31/2020

---

Fund: 89 - AGENCY FUNDS

Ledger: Expenditure

123,851.04

Total for Fund 89:

123,851.04

---

Total for Warrant 21-27A-TW:

123,851.04

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-24A-SW

Post Date: 12/10/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	62,413.93	
Total for Fund 01:		62,413.93
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	40,816.54	
Total for Fund 21:		40,816.54
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	5,769.11	
Total for Fund 22:		5,769.11
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	3,877.93	
Total for Fund 23:		3,877.93
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	923.88	
Total for Fund 25:		923.88
Fund: 26 - SCHOOL DONATIONS		
Ledger: Expenditure	69.78	
Total for Fund 26:		69.78
Total for Warrant 21-24A-SW:		113,871.17

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-26A-SW

Post Date: 12/24/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	280,473.50	
Total for Fund 01:		280,473.50
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	87,953.51	
Total for Fund 21:		87,953.51
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	12,950.67	
Total for Fund 22:		12,950.67
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	41,919.00	
Total for Fund 23:		41,919.00
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	138.55	
Total for Fund 25:		138.55
Fund: 26 - SCHOOL DONATIONS		
Ledger: Expenditure	293.25	
Total for Fund 26:		293.25
Fund: 28 - SCHOOL SPED RESERVE FUND		
Ledger: Expenditure	8,144.82	
Total for Fund 28:		8,144.82
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	600.00	
Ledger: Revenue	17,533.33	
Total for Fund 87:		18,133.33
Total for Warrant 21-26A-SW:		450,006.63

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-PR23-S

Post Date: 12/4/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	490,719.70	
Total for Fund 01:		490,719.70
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	15,924.54	
Total for Fund 22:		15,924.54
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	4,674.00	
Total for Fund 23:		4,674.00
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	31,836.86	
Total for Fund 25:		31,836.86
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	76,445.08	
Ledger: Revenue	-187,173.14	
Total for Fund 89:		-110,728.06
Total for Warrant 21-PR23-S:		432,427.04

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-PR23-T

Post Date: 12/3/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	156,780.72	
Total for Fund 01:		156,780.72
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	520.20	
Total for Fund 11:		520.20
Fund: 14 - TOWN PRIVATE GRANTS		
Ledger: Expenditure	738.34	
Total for Fund 14:		738.34
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	41,495.60	
Ledger: Revenue	-52,619.38	
Total for Fund 89:		-11,123.78
Total for Warrant 21-PR23-T:		146,915.48

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-PR25-S		Post Date: 12/18/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	528,470.26	
Total for Fund 01:		528,470.26
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	13,418.16	
Total for Fund 22:		13,418.16
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	400.00	
Total for Fund 23:		400.00
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	31,964.55	
Total for Fund 25:		31,964.55
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	84,243.12	
Ledger: Revenue	-195,030.47	
Total for Fund 89:		-110,787.35
Total for Warrant 21-PR25-S:		463,465.62

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-PR25-T

Post Date: 12/17/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	174,482.74	
Ledger: General	524.73	
Total for Fund 01:		175,007.47
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	520.20	
Total for Fund 11:		520.20
Fund: 14 - TOWN PRIVATE GRANTS		
Ledger: Expenditure	738.34	
Total for Fund 14:		738.34
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	1,359.68	
Total for Fund 16:		1,359.68
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	42,768.69	
Ledger: Revenue	-56,107.07	
Total for Fund 89:		-13,338.38
Total for Warrant 21-PR25-T:		164,287.31

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-PR27-S

Post Date: 12/31/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	464,953.44	
Total for Fund 01:		464,953.44
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	11,068.88	
Total for Fund 22:		11,068.88
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	1,749.00	
Total for Fund 23:		1,749.00
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	31,709.17	
Total for Fund 25:		31,709.17
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	74,574.85	
Ledger: Revenue	-159,389.73	
Total for Fund 89:		-84,814.88
Total for Warrant 21-PR27-S:		424,665.61

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-PR27-T

Post Date: 12/31/2020

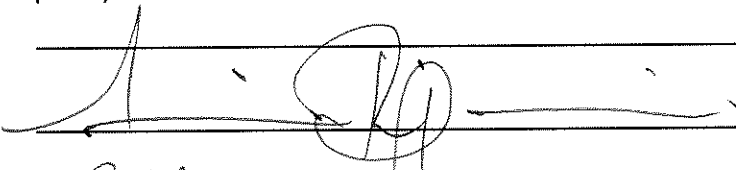
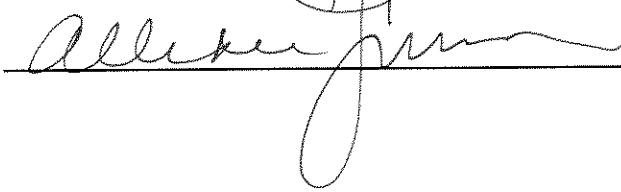
Fund: 01 - GENERAL FUND		
Ledger:	Expenditure	184,846.60
Total for Fund 01:		184,846.60
Fund: 11 - TOWN STATE GRANTS		
Ledger:	Expenditure	916.80
Total for Fund 11:		916.80
Fund: 14 - TOWN PRIVATE GRANTS		
Ledger:	Expenditure	738.34
Total for Fund 14:		738.34
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger:	Expenditure	149.27
Total for Fund 16:		149.27
Fund: 89 - AGENCY FUNDS		
Ledger:	Expenditure	42,767.95
Ledger:	Revenue	-53,771.64
Total for Fund 89:		-11,003.69
Total for Warrant 21-PR27-T:		175,647.32

Total Treasurer's Cash and Investments 13,188,620.49

Accountant's/Auditor's Cash and Investments (per balance sheet) 13,190,312.45

Reconciling Items (specify)	
October Trust	20.69
Void after Oct for previous months	125.00
Food Services Online	30
Lock Box	674.09
School online (minus 10/31)	392.09
TC Health online	401.48
Kelley & Ryan Oct turned over in November	638.00
Great West ACH Error Corrected in November	-1.00
Grant Test Deposit	0.01
#116057 Comm of Mass Check	-3,000.00
Nov NSF Notification for 10/27 Payments	-972.32
	\$ <u>13,188,620.49</u>
Total Adjusted Accountant's/Auditor's Cash and Investments	\$ <u>0.00</u>

Variance (explain)

Treasurer		Date	<u>12/10/2020</u>
Accountant		Date	<u>12/10/2020</u>

# *Town of Leicester*

## **OFFICE OF THE ASSESSOR**

3 Washburn Square

Leicester, Massachusetts 01524-1333

Phone: (508)892-7001 Fax: (508)892-7070

John Prescott MAA, Principal Assessor

### December News

December 30, 2020

As of this writing, I am officially retired after 24 years of service and ask the people of Leicester to please welcome Sanders (Sandy)Genna, the incoming Principal Assessor.

Assessment data has been transferred to the Tax collector for the 3<sup>rd</sup> and 4<sup>th</sup> tax billing cycle with warrants to collect and commitment forms to both the Tax Collector and Town Accountant. Tax bills will be mailed timely and third quarter bills are due February 1 ,2020. Assessments are developed using only arms-length sales data within the town of Leicester, we are required by the MA Dept. of Revenue to revalue all property annually.

Taxpayers who may believe their property is over valued can file an abatement application with this office. Since the values are generated based on data, upon receipt of an application, the property will be inspected by the Assessor. If there are data changes that will reflect a lower assessment an abatement will be granted. Taxpayers have until February 1<sup>st</sup> to file for an abatement.

Other daily goings on within this office include management of the Senior work-off program, betterment data entry as well as calculating betterment pay-offs, exemption data entry and application review, auto excise management, abutters list generation, process daily incoming and outgoing mail for all offices, property sale data entry and physical property review, building permit inspections and cyclical real estate review.

Building Permit, Cyclical and Property sale reviews are generally scheduled in the afternoon allowing the Assessor to maintain regular office hours to be available to the Public. Inspections may be scheduled earlier in the day should the need arise to accommodate the needs of the taxpayer.



# BUILDING PERMITS ISSUED MONTH OF DEC 2020

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
12/3/2020	Terry Chartier	11	Overlook Dr.	HomeWorks Energy (Adam Glenn)	20-316	Weatherization
12/3/2020	Linnea Sheldon	836	Pleasant St.	Energy Protectors (Joshua Dada)	20-317	Insulation
12/10/2020	Sarah Ducharme	33	Hyland Ave.	Trinity Solar (Neil Greene)	20-318	Solar (Residential)
12/3/2020	Matt Lacroix	77	Willow Hill Rd.	Superior Roofing (Michael Burbank)	20-319	Roof
12/3/2020	Jason Berthiaume	1116	Whittemore St.	Energy Monster (Raymond Lashua)	20-320	Solar (Residential)
12/3/2020	Don Peltier	8	Sterling St.	Dzmitry Kananenka (Windows Nation LLC)	20-321	Windows/doors
12/3/2020	Ray Gleason	95	Willow Hill Rd.	Endless Energy (Daniel Cavanaugh)	20-322	Weatherization
12/3/2020	Dave/Tracy Bleau	116	Towtaid St.	Patrick Kubala	20-323	Windows
12/3/2020	Skender/Ermira Senko	10	Wesley Dr.	Homeowner	20-324	Deck
12/3/2020	Kevin Snow	36	Siani Rd.	Homeowner	20-325	Solar (Residential)
12/15/2020	Suzanne/Cliff Kelley	77	Crystal St.	Renewal by Anderson (Jaime Morin)	20-326	Windows/door
12/15/2020	Susan Johnson	11	Laurelwood Ave.	Renewal by Anderson (Jaime Morin)	20-327	Windows
12/15/2020	Michael Crowley	20	West St.	Vivint Solar (Roland Brandt)	20-328	Solar (Residential)
12/15/2020	Michael Crowley	20	West St.	Vivint Solar (Roland Brandt)	20-329	Roof
12/15/2020	Tracy Beando	29	Salminen Dr.	Brian LeBlanc Roofing (Lewis Williams)	20-330	Roof/chimney/remodel
12/21/2020	Jeff Pelletier	5	Burncoat St.	Homeowner	20-331	Siding
12/16/2020	Carolyn Shea	36	Auburn St.	DiPietro Home Energy Solutions (James Dimopoulos)	20-332	Weatherization
12/15/2020	Shanna Conner	1	Virginia Dr.	Tip Top Roofing (Michael Starvaski)	20-333	Roof
12/16/2020	John LeTourneau	47	Craig St.	J.F Fournier Chimney & Roofing Solutions (Timothy McCann)	20-334	Roof
12/16/2020	Ronald Mason	467	Auburn St.	John Koliss	20-335	Addition

12/21/2020	Nancy Begin	51	Lakeview Dr.	DiPietro Home Energy Solutions (James Dimopoulos)	20-336	Weatherization
12/21/2020	Cherry Valley Water District	25	West St.	SBA Network Services (Colin Wright)	20-337	Replace antenna
12/21/2020	Lawrence Were	36	Second St.	Homeowner	20-338	Convert garage to accessory
12/21/2020	Maria Dolan	49	Salminen Dr.	Alan Wood	20-339	Demolition (water damage)
12/23/2020	Town of Leicester (School)	170	Paxton St.	Kayco Contracting (Gregorios Mourkakos)	20-340	Staircase (Remove and Replace)
12/23/2020	Jamie Lamprey	130	Green St.	G.P. Building & Remodeling (Gordon Peters)	20-341	Garage Renovation (add in law)
12/23/2020	Troy Boseman	740	Whittemore St.	Lowe's Home Centers LLC-Daniel French (Andrei Androsenko)	20-342	Door (Replace patio)
12/23/2020	Jennifer Valchuisio	41	Boyd St.	American Building Technologies (Jose Santos)	20-343	Insulation
12/23/2020	Paula Stiles	400	Rawson Avenue	Northeast Solar Services dba Revolusun (Joseph Vaccaro)	20-344	Solar (Residential)
12/30/2020	Margaret Dussaulet	441	Stafford St.	On Top Contracting Inc. (Tim Wormer)	30-345	Roof
12/30/2020	Tiffany Hoang	305	Main St.	DiPietro Home Energy Solutions (James Dimopoulos)	30-346	Weatherization
12/30/2020	Patricia Berard	495	Pleasant St.	The Energy Monsters MA Inc. (Raymond Lashua)	20-347	Insulation
12/30/2020	Anthony Berthod	7	Birchwood Dr.	HomeWorks Energy (Adam Glenn)	20-348	Weatherization
12/30/2020	Donald Skog	10	Burncoat St.	HomeWorks Energy (Adam Glenn)	20-349	Weatherization
12/30/2020	Hank Vonhelion	114	Manville St.	HomeWorks Energy (Adam Glenn)	20-350	Weatherization
12/30/2020	Dana Hartness	886	Main St.	Greater Boston Roofing (Enda Garry)	20-351	Roof (partial)

**In addition, 1 Stove Permits; 1 Sheet Metal permits; 3 Home Occupation were issued**



Town of Leicester  
Office of the Treasurer Collector  
3 Washburn Square  
Leicester MA 01524-1333  
Phone: 508-892-7002  
Fax: 508-892-7070

---

To: Leicester Select Board  
Date: January 4, 2020  
From: Office of Treasurer Collector  
Re: December Activities

- December collections and January billings are as attached.
- Collected \$469.01 in Town tax title principal payments and \$1.71 in interest payments.
- Participated in weekly Vadar Webex meetings
- November transfers for the town
- Submitted August, September, October budget review to Accountant
- Submitted new and updated content to be added to the Treasurer Collector web page
- Participated in Vada webex for actual billing
- Created tailings procedures and form
- Completed and submitted employee evaluations for 2020
- Completed process to begin lockbox for real estate and personal property
- Completed health insurance opt-outs for school and town
- Assistant Treasurer Collector participated in Harper's year-end webinar
- Completed third quarter billing for real estate, personal property, Cedar Meadow and Stiles
- Attended meeting with NFP regarding the dependent audit
- Completed tailings list for 2011 through 2019 to post on the Treasurer Collector webpage. Outstanding payables are \$25,800
- Attended MCTA Zoom meeting
- Attended DUA fraudulent claim Zoom meeting
- 2020 Senior tax abatement processed
- ACA reporting completed
- Submitted November to the Accountant for reconciliation
- Began FY20 tax title work
- Completed DUA protests and fraud notifications
- Submitted the FY22 budget to the Town Administrator

FY21 Quarter	Type	October*			November*			December*			2Q Total Net
		Commitment	04 Tax/Liens	04 Int	05 Tax/Liens	05 Int	06 Tax/Liens	06 Int			
2	PP	\$ 163,877.41	\$ 131,207.45	\$ 131.97	\$ 3,257.34	\$ 99.60	\$ 171.31	\$ 8.86	\$	\$ 134,876.53	
2	RE	\$ 3,960,773.00	\$ 2,864,501.45	\$ 14,843.43	\$ 752,097.86	\$ 5,873.55	\$ 104,389.87	\$ 3,519.10	\$	\$ 3,745,225.26	
2	CMB	\$ 23,230.12	\$ 12,328.62	\$ -	\$ 5,492.21	\$ -	\$ -	\$ -	\$	\$ 17,820.83	
2	CMB CI	\$ 18,927.11	\$ -	\$ 8,848.64	\$ -	\$ 4,680.69	\$ -	\$ -	\$	\$ 13,529.33	
2	CVRWDU	\$ 2,768.90	\$ 1,721.01	\$ -	\$ 194.50	\$ -	\$ -	\$ -	\$	\$ 1,915.51	
2	CVSDB	\$ 28,023.42	\$ 15,020.58	\$ -	\$ 5,666.76	\$ -	\$ 397.05	\$ -	\$	\$ 21,084.39	
2	CVSDB CI	\$ 12,733.31	\$ -	\$ 6,981.73	\$ -	\$ 2,228.30	\$ -	\$ 238.23	\$	\$ 9,448.26	
2	CVSDU	\$ 4,815.91	\$ 1,440.94	\$ -	\$ 231.12	\$ -	\$ -	\$ -	\$	\$ 1,672.06	
2	HLSWBT	\$ 22,286.48	\$ 12,192.75	\$ -	\$ 5,889.37	\$ -	\$ 352.50	\$ -	\$	\$ 18,434.62	
2	HLSWBT CI	\$ 3,685.69	\$ -	\$ 2,070.81	\$ -	\$ 1,048.05	\$ -	\$ 56.40	\$	\$ 3,175.26	
2	HLSWBTU	\$ 6,336.79	\$ 2,826.11	\$ -	\$ 342.50	\$ -	\$ -	\$ -	\$	\$ 3,168.61	
2	HWDU	\$ 7,924.99	\$ -	\$ 2,522.97	\$ -	\$ -	\$ -	\$ -	\$	\$ 2,522.97	
2	LSWDUN	\$ 21,916.76	\$ 8,231.58	\$ -	\$ 1,602.16	\$ -	\$ 1,079.54	\$ -	\$	\$ 10,913.28	
2	LWSDSB	\$ 28,705.39	\$ 15,009.95	\$ -	\$ 7,342.12	\$ -	\$ -	\$ -	\$	\$ 22,352.07	
2	LWSDSB CI	\$ 12,552.94	\$ -	\$ 6,624.34	\$ -	\$ 3,412.44	\$ -	\$ -	\$	\$ 10,036.78	
2	ORSU	\$ 22,505.28	\$ 7,555.83	\$ -	\$ 942.50	\$ -	\$ 300.00	\$ -	\$	\$ 8,798.33	
2	ORSWBT	\$ 1,155.00	\$ 800.00	\$ -	\$ 190.00	\$ -	\$ -	\$ -	\$	\$ 990.00	
2	ORSWBT CI	\$ 346.50	\$ -	\$ 240.00	\$ -	\$ 57.00	\$ -	\$ -	\$	\$ 297.00	
2	Title V	\$ 1,480.42	\$ 550.80	\$ -	\$ 475.87	\$ -	\$ -	\$ -	\$	\$ 1,026.67	
2	Title V CI	\$ 534.87	\$ -	\$ 165.24	\$ -	\$ 142.76	\$ -	\$ -	\$	\$ 308.00	
2	Burncoat Pond	\$ 19,356.47	\$ 16,614.22	\$ 194.98	\$ 5,446.18	\$ 200.13	\$ 968.04	\$ 46.95	\$	\$ 23,470.50	
2	Cedar Meadow	\$ 7,222.26	\$ 6,220.59	\$ 87.60	\$ 1,906.18	\$ 5.75	\$ 105.41	\$ 2.47	\$	\$ 8,328.00	
2	Stiles	\$ 20,611.84	\$ 7,647.20	\$ -	\$ 1,095.16	\$ 2.62	\$ -	\$ -	\$	\$ 8,744.98	
		\$ 4,391,770.86	\$ 3,103,869.08	\$ 42,711.71	\$ 792,171.83	\$ 17,750.89	\$ 107,763.72	\$ 3,872.01	\$	\$ 4,068,139.24	

\$ - \$ -

FY21		January*			February*		March*		
Quarter	Type	Commitment	07 Tax/Liens	07 Int	08 Tax/Liens	08 Int	09 Tax/Liens	09 Int	3Q Total Net
3	PP	\$ 216,038.04	-	\$ -	\$ -	-	-	\$ -	\$ -
3	RE	\$ 4,167,854.45	-	\$ -	\$ -	-	-	\$ -	\$ -
3	CMB	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	CMB CI	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	CVRWDU	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	CVSDSB	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	CVSDSB CI	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	CVSDU	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	HLSWBT	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	HLSWBT CI	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	HLSWBTU	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	HWDU	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	LSWDUN	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	LWSDSB	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	LWSDSB CI	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	ORSDU	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	ORSWBT	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	ORSWBT CI	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	Title V	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	Title V CI	-	-	\$ -	\$ -	-	-	\$ -	\$ -
3	Burncoat Pond	\$ -	-	\$ -	\$ -	-	-	\$ -	\$ -
3	Cedar Meadow	\$ 7,284.52	-	\$ -	\$ -	-	-	\$ -	\$ -
3	Stiles	\$ 9,736.80	-	\$ -	\$ -	-	-	\$ -	\$ -
		\$ 4,400,913.81	-	\$ -	\$ -	-	-	\$ -	\$ -

\$ - \$ -

## 2020 Motor Vehicle and Boat Net Payments

Type	Commitment	Bill Date	# of Bills	Amount Billed	Tax	Interest	Totals
MVX	2019-07	2/25/2020	86	\$ 2,341.03	January	\$ 12,869.95	\$ 1,437.52
	2019-08	2/25/2020	201	\$ 10,442.73	February	\$ 12,062.94	\$ 696.18
	2020-01	2/25/2020	10308	\$ 1,178,113.20	March	\$ 838,338.94	\$ 2,827.62
	2019-15A	2/24/2020	3	\$ 270.17	April	\$ 252,676.24	\$ 1,852.02
	2020-02	3/30/2020	743	\$ 141,126.51	May	\$ 56,457.34	\$ 658.91
	2020-03	5/18/2020	343	\$ 36,059.83	June	\$ 42,481.88	\$ 507.42
	2020-16A	5/18/2020	6	\$ 1,726.02	July	\$ 14,755.46	\$ 1,682.46
	2020-17A	7/20/2020	4	\$ 893.48	August	\$ 47,700.87	\$ 1,427.82
	2020-04	8/3/2020	506	\$ 59,195.80	September	\$ 19,337.31	\$ 1,091.30
	2020-05	10/1/2020	487	\$ 54,266.54	October	\$ 78,610.28	\$ 3,246.16
	2020-18A	11/3/2020	7	702.45	November	\$ 16,877.97	\$ 886.40
	2020-06	11/30/2020	440	\$ 27,520.39	December	\$ 39,953.44	\$ 1,816.59
				<b>\$ 1,512,658.15</b>			
						<b>\$ 1,432,122.62</b>	<b>\$ 18,130.40</b>
							<b>\$ 1,450,253.02</b>

Boat			Tax	Interest	Totals
2020-02	6/8/2020	105	\$ 2,577.00	January	\$ -
				February	\$ -
				March	\$ -
				April	\$ -
				May	\$ -
				June	\$ -
				July	\$ -
				August	\$ -
				September	\$ 53.24
				October	\$ 48.00
				November	\$ -
				December	\$ 104.52
			<b>\$ 2,577.00</b>		
			<b>\$ 2,003.00</b>	<b>\$ 4.76</b>	<b>\$ 2,007.76</b>

Report to: David Genereux, Town Administrator

From: Rachelle Cloutier, COA Director

Date: January 7, 2021

Re: Council on Aging Report of activities for December 2020.

Our updated and newly formatted newsletter is being mailed to the Senior Citizens Club of Leicester. From this mailing, many have subscribed to our newsletter. was prepared and mailed. Attended the COA Board meeting via Go-to-meeting and this worked very well for our board members who can remain in their home. For this we thank our town administration for their assistance in training and organizing. Attended a department head meeting via Go-to-meeting on December 15. Again, this is organized by our Town Admin. Programs such as Train-Your-Brain and others are still ongoing outside weather permitting. Country Bank sent us a donation of \$2,000 in response to my letter. We received \$500 from the Camosse Family Foundation. The Senate voted \$12 per person based on the 2010 census which would be level funded for our Formula Grant however MCOA sent us an E-mail on December 28 indicated that based on the 2020 census (which increases our town census to over 3,000) MCOA may have to suffer a cut to as low as \$9 per person. This would still give us nearly \$3,000. Not so for other towns. Some will suffer a loss. Sent a thank you to both Country Bank and Camosse for their generous support. Susan Carpenter who works for LPI will be coming in January to do cold-calling as well as call and send letters to those who pay for ads. These ads financially support our newsletter. New phones will be installed in our senior center. CMRPC will also be coming for a meeting in January as a result of a CDBG grant. We applaud our hard-working staff.

**Genevieve:** Prepared the Senior center Horizon and distributed to various locations including Town Hall and Elderly Housing. E-mail PDF of Newsletter to town Hall and Leicester Local Cable. Take and record payments on the computer for Newsletter. Hold Train Your Brain training every Wednesday outdoors on our porch with new COVID 19 protocol. Help Nancy with housing visits and shopping trips when needed. Create monthly sign-up sheets Exercise, Balance and Chair Yoga with Heidi. Sanitize before and after programs and set up the chairs for social distancing design the COVID sign-up sheets, take temperatures and ask appropriate COVID questions. Continue to distribute food donated by Project New Hope. Answer the phone as needed.

**Nancy:** Made 2 housing visits and 1 home visit. Made 1 grocery shopping and 2 doctor appointment visits with the assist of Genevieve. Did BP for 1 drop ins. Genevieve and I distributed some donated goods to area neighbors who could use them. Put together Fuel assist packets and sent out to 2 individuals who needed these. Sent out Christmas cards to 22 seniors. Sent out 1 condolence card. Started a list of people interested in taxes through AARP. Distributed jackets donated by the Sheriff's office. Also received several pairs of socks that were donated to those who could use these. Sent out thank you to Women's club for the lovely wreath. Genevieve and I worked on the Christmas wreath to add more décor.



# TOWN OF LEICESTER

## Office of Development & Inspectional Services

Leicester Town Hall, 3 Washburn Square, Leicester, MA 01524  
[www.leicesterma.org](http://www.leicesterma.org)  
508-892-7003 (Building/Health)/508-892-7007 (Planning, Conservation, ZBA)

Board of Health  
Building/Code Enforcement  
Conservation Commission  
Planning Board  
Moose Hill Water Commission  
Zoning Board of Appeals

### Memorandum

TO: David Genereux  
Town Administrator

FROM: Michelle R. Buck,  
Town Planner/Director of Inspectional Services

DATE: January 11, 2020

RE: Development & Inspectional Services (DIS) Report, December 2020

Tiffany Peters, Department Assistant, resigned her position (last day was 12/24/2020). All Board meetings continued to be held virtually due to COVID-19.

#### **Project Review/Processing/Construction Monitoring:**

- Reviewed applications, attended all permitting Board meetings, and prepared Planning Board & ZBA decisions for projects listed in Application Status table.
- 11 Hankey Street: Cease & Desist Order issued 12/9/2020; site visit 12/14/2020. Written notification of permits required 12/15/2020.
- Oakridge Estates: continued discussions with project representatives, re: road acceptance procedures.

#### **Planning and Long-Range Projects:**

- Zoning Bylaw Amendments: continued work on potential Zoning Bylaw amendments for May 2021.
- Open Space & Recreation Plan: Update committee established; contract with Central Mass Regional Planning Commission executed.

#### **Miscellaneous:**

- Updated Continuity of Operations plan with new staff & Board member information
- Attended meeting 12/3/2020 regarding potential Covid-19 vaccine distribution plans
- Discussion with consultant with Weston & Sampson related to Town water study
- Interviews with candidate for Department Assistant 12/17/2020 & 12/21/2020
- Attended Board of Health meeting 12/21/2020
- Updated DIS inventory
- Addressed miscellaneous public inquiries, including the following:
  - Potential re-development of Castle Restaurant site
  - Permitting requirements for: horse barn, redevelopment of former commercial property in the NB district, duplex subdivision on Main Street, duplex in R2 district, outdoor marijuana cultivation, national grid substation, self-storage facility on Route 9, retail building in Riverfront Area, land division
  - Home Occupation license Parker Street (office for off-site manufacturing)
  - Status of pre-existing non-conforming multi-family structure (researching)
  - Public records request for documents related to Sargent Pond dam (none found)
  - Complaints: potential Wetlands Protection Act issues at 565 Pine Street & Oak Bluff Subdivision

## APPLICATION STATUS, December 2020

PLANNING BOARD					
Project	Type of Application	Location	Description	Status	
No special permit, site plan review, or subdivision applications at this time.					
The Planning Board approved <u>0</u> ANR plan(s).					
Site Plan Approval Extension, Boutilier Solar (Approved 12/8/2020)					
ZONING BOARD OF APPEALS					
Project/Applicant	Type of Application	Location	Description	Status	
Nathan Doggart	Variance	1A Hammond Street	Construction of home addition in setback	Hearing 1/6/21, continued to 2/3/21.	
Stephen Hart	Special Permit	25 Pleasant Street	Construction of two-family dwelling in Water Resources Protection Overlay District	Approved 12/2/2020	
CONSERVATION COMMISSION					
Meeting Date	Applicant	Address	Type of Application	Action	Project Description
12/16/2020	Elbert Clark	289 Pine Street	RDA	Approved	RDA 2020-18, landscaping
12/16/2020	Edward Dickinson	46 Water Street	RDA	Approved	RDA 2020-19, tree cutting
12/16/2020	Adam & Sara Wadden	909 Stafford Street	NOI	Approved	DEP # 197-0541, installation of powerlines, amendment
12/16/2020	David Baril	Sargent Pond	NOI	Approved	DEP # 197-0662, Aquatic Management Plan
<b>Certificate of Compliance Requests:</b> <ul style="list-style-type: none"><li>• 346 Auburn Street (Lot F) (DEP # 197-0623): Approved</li><li>• Felix Street (Lot A-19) (DEP # 197-0645): Approved</li><li>• 3 Flagg Drive (DEP # 197-0223): Approved</li><li>• 7 Sandy Circle (DEP # 197-0488): Approved</li></ul> The Commission also issued <u>0</u> minor project modification(s), <u>2</u> Enforcement Order(s), <u>0</u> Emergency Certificates, and <u>0</u> Cease & Desist orders.					

## BOARD OF HEALTH

### • Environmental Health

- Food Establishment Renewals were due by 12/31/20. Notifications sent to 59 establishments by email. As of 12/31/20, 5 food establishments have not renewed. Due to covid-19, no late fees will be assessed this year.
- Food Plan Reviews; 1 application has been conditionally approved, with a projected opening date of mid-January. 1 has received initial review and feedback to applicants. Further requirements and pre-operational inspection required before approval. 1 new establishment is projected to submit next month for the vacant space at 310 Pleasant Street.
- Health Agent is working with an applicant on a plan review for a new Body Art establishment. The permit will be for microblading only.
- Housing; 3 Complaints received and 2 Order to Correct letters sent for immediate remediation. Cases closed
- Nuisance; 4 nuisance complaints received. 4 Site visits conducted. 1 Order to Correct letter mailed for remediation. All cases closed.

- Title V; 1 Soil Testing, 18 Septic Plan reviews received, 2 well plan reviews, 3 water quality reviews, 13 Septic inspections conducted, 1 septic permit issued, and 2 well permits issued.
- Septic/ Trash Hauler applications were due by December 31<sup>st</sup>. 27 have been received and issued.
- Collection bin bylaw will now be monitored and enforced by the BOH. An application for a compliance certificate has been drafted. The Health Agent is going to recommend to the BOH that a fee be allocated to each individual bin that exists within the Town.
- **Community Health**
  - Interviews were conducted to hire a fractional time Public Health Nurse. A candidate has been chosen and is tentatively ready to start the end of January.
  - Reopening Plan is currently being supplemented to expand on further covid-19 information.
  - Attended 4 weekly meetings with the regional head of the Contact Tracing Collaborative to review cases in town vs surrounding communities and trends
  - Attended 8 weekly interdepartmental board of health meetings to discuss pandemic guidance and mandates
  - COVID-19 complaints received have a daily average of 5-7 total. Site visit conducted within 24 hours and review proper safety protocols with staff.
  - The BOH voted to revert the Town's quarantine period to 14 days, or 10 days with a negative PCR test on day 8.
  - The Board of Health met with the School Superintendent to discuss back to school dates in January. The BOH made a recommendation to for the school to return on January 19<sup>th</sup>.
- **Emergency Preparedness**
  - Participated in a drive through clinic planning seminar held by National Association of County Health Officials
  - Health Agent is coordinating an annual drill of the Town's Emergency Dispensing Site with the Regional Emergency Preparedness Coordinator. This drill will be conducted in late December
- **Miscellaneous**
  - A webpage was published in December to provide daily updates on coronavirus. Currently a new extension page is being created for vaccination information and planning both in Leicester and regionally.
  - The Health Agent is working on a webpage for lead remediation, including link for financial assistance resources available to homeowners.

**Central Mass Regional Public Health Alliance (CMRPHA)-no report received**

CMRPHA services will be ending soon. Full Title V (septic) services were terminated 12/15/2020. A few filings still pend closeout. The Regional Director has agreed to extend nursing services through 1/31/2021.

**FEES COLLECTED:**

Code/Building	\$7,305.94
Conservation Commission	\$150.00
Board of Health:	\$28,833.00*
Planning Board:	\$210.00
Zoning Board of Appeals:	\$0.00
<b>TOTAL</b>	<b>\$36,498.94</b>

\* Board of Health fees include two months (11/1-2020 – 12/31/2020).

cc: Planning Board, Board of Health, Conservation Commission, ZBA

# BUILDING PERMITS ISSUED MONTH OF DEC 2020

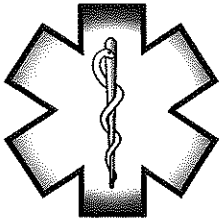
Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
12/3/2020	Terry Chartier	11	Overlook Dr.	HomeWorks Energy (Adam Glenn)	20-316	Weatherization
12/3/2020	Linnea Sheldon	836	Pleasant St.	Energy Protectors (Joshua Dada)	20-317	Insulation
12/10/2020	Sarah Ducharme	33	Hyland Ave.	Trinity Solar (Neil Greene)	20-318	Solar (Residential)
12/3/2020	Matt Lacroix	77	Willow Hill Rd.	Superior Roofing (Michael Burbank)	20-319	Roof
12/3/2020	Jason Berthiaume	1116	Whittemore St.	Energy Monster (Raymond Lashua)	20-320	Solar (Residential)
12/3/2020	Don Peltier	8	Sterling St.	Dzmitry Kananenka (Windows Nation LLC)	20-321	Windows/ doors
12/3/2020	Ray Gleason	95	Willow Hill Rd.	Endless Energy (Daniel Cavanaugh)	20-322	Weatherization
12/3/2020	Dave/Tracy Bleau	116	Towtaid St.	Patrick Kubala	20-323	Windows
12/3/2020	Skender/Ermira Senko	10	Wesley Dr.	Homeowner	20-324	Deck
12/3/2020	Kevin Snow	36	Siani Rd.	Homeowner	20-325	Solar (Residential)
12/15/2020	Suzanne/Cliff Kelley	77	Crystal St.	Renewal by Anderson (Jaime Morin)	20-326	Windows/ door
12/15/2020	Susan Johnson	11	Laurelwood Ave.	Renewal by Anderson (Jaime Morin)	20-327	Windows
12/15/2020	Michael Crowley	20	West St.	Vivint Solar (Roland Brandt)	20-328	Solar (Residential)
12/15/2020	Michael Crowley	20	West St.	Vivint Solar (Roland Brandt)	20-329	Roof
12/15/2020	Tracy Beando	29	Salminen Dr.	Brian LeBlanc Roofing (Lewis Williams)	20-330	Roof/chimney/remodel
12/21/2020	Jeff Pelletier	5	Burncoat St.	Homeowner	20-331	Siding
12/16/2020	Carolyn Shea	36	Auburn St.	DiPietro Home Energy Solutions (James Dimopoulos)	20-332	Weatherization
12/15/2020	Shanna Conner	1	Virginia Dr.	Tip Top Roofing (Michael Starvaski)	20-333	Roof
12/16/2020	John LeTourneau	47	Craig St.	J.F Fournier Chimney & Roofing Solutions (Timothy McCann)	20-334	Roof
12/16/2020	Ronald Mason	467	Auburn St.	John Koliss	20-335	Addition

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
12/21/2020	Nancy Begin	51	Lakeview Dr.	DiPietro Home Energy Solutions (James Dimopoulos)	20-336	Weatherization
12/21/2020	Cherry Valley Water District	25	West St.	SBA Network Services (Colin Wright)	20-337	Replace antenna
12/21/2020	Lawrence Were	36	Second St.	Homeowner	20-338	Convert garage to accessory
12/21/2020	Maria Dolan	49	Salminen Dr.	Alan Wood	20-339	Demolition (water damage)
12/23/2020	Town of Leicester (School)	170	Paxton St.	Kayco Contracting (Gregorios Mourkakos)	20-340	Staircase (Remove and Replace)
12/23/2020	Jamie Lamprey	130	Green St.	G.P. Building & Remodeling (Gordon Peters)	20-341	Garage Renovation (add in law)
12/23/2020	Troy Boseman	740	Whittemore St.	Lowe's Home Centers LLC-Daniel French (Andrei Androsenko)	20-342	Door (Replace patio)
12/23/2020	Jennifer Valchuisio	41	Boyd St.	American Building Technologies (Jose Santos)	20-343	Insulation
12/23/2020	Paula Stiles	400	Rawson Avenue	Northeast Solar Services dba Revolusun (Joseph Vaccaro)	20-344	Solar (Residential)
12/30/2020	Margaret Dussault	441	Stafford St.	On Top Contracting Inc. (Tim Wormer)	30-345	Roof
12/30/2020	Tiffany Hoang	305	Main St.	DiPietro Home Energy Solutions (James Dimopoulos)	30-346	Weatherization
12/30/2020	Patricia Berard	495	Pleasant St.	The Energy Monsters MA Inc. (Raymond Lashua)	20-347	Insulation
12/30/2020	Anthony Berthod	7	Birchwood Dr.	HomeWorks Energy (Adam Glenn)	20-348	Weatherization
12/30/2020	Donald Skog	10	Burncoat St.	HomeWorks Energy (Adam Glenn)	20-349	Weatherization
12/30/2020	Hank Vonhelion	114	Manville St.	HomeWorks Energy (Adam Glenn)	20-350	Weatherization
12/30/2020	Dana Hartness	886	Main St.	Greater Boston Roofing (Enda Garry)	20-351	Roof (partial)

**In addition, 1 Stove Permits; 1 Sheet Metal permits; 3 Home Occupation were issued**

## OCCUPANCY PERMITS ISSUED MONTH OF DEC 2020

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
12/3/2020	Glen Pilat for Kyle Ayers	1	Hemlock St.	20-020	20-089	Garage with in-law
12/7/2020	Andrew Porter for Brenden Murdock	100	Waite St.	20-021	20-046	Interior renovation (siding/ roof/ windows/ doors/ porches/ deck)
12/8/2020	Briarcliff Estates	32	Victoria Dr.	20-022	18-222	Single Family Dwelling
12/15/2020	LRE, LLC (Gallo)	356	Auburn St.	20-023	20-036	Single Family Dwelling (3 bedroom) w/2 car garage
12/14/2020	Thomas/Gabrielle Savage	403	Mulberry St.	20-024	20-060	Single Family Dwelling w/2 car garage
12/22/2020	William Roberts	1323	Main St.	20-025	19-306	Steel Building with garage and offices



# Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

---

PHONE: (508) 892-7006

## LEICESTER AMBULANCE

EMS Report December 2020

Total Calls	170
Transports	120
Mutual Aid given	43
Mutual Aid received	14

Training: EMT refresher class. Virtual

Equipment: Ambulance 1: Truck PM, repair air leak

Ambulance 2:

Ambulance 3: Replace ignition switch



Michael R. Dupuis  
Chief

Town of Leicester Fire Department  
3 Paxton St.  
Leicester Massachusetts, 01524



508-892-7022

**December 2020 Monthly Report**

Total calls > 53

HQ Company > 32

Station 2 Company > 16

Station 3 Company > 13

Rescue Company > 3

Mutual aid given > 4

Mutual Aid received > 1

Training > Each company familiarized themselves with the new SCBA's

Equipment > Replaced power steering pump on Tower Ladder

Fire Prevention >      Total Inspections > 56

\$ in Inspections    \$ 3060.00

Smoke                22

LP Storage          8

Oil Tank/Removal 6

Oil Burner          5

Fire Alarm          1

Sprinkler           1

Flammable Gas    13

Plan Reviews        3



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

Dennis Griffin  
Superintendent

To: The Select Board

From: Dennis Griffin  
Highway Superintendent

Date: January 11, 2021

Subj: December Monthly Report

Article 4:

- The work on trucks 4 & 10 continues

Maintenance of Town Vehicles:

- Oil changes performed and tire rotation performed on several LPD vehicles
- Removed all lettering/decals from PD F250 preparing it to be transferred to school dept.

Snow Event:

- The crew responded to 4 snow events sanding/salting and plowing
- Minor repairs done to vehicles following snow events
- Seasonal snow plow drivers were utilized for several events
- Snow clean up around town to clear pedestrian access to crosswalk lights

Paving:

- Crews worked to fill pot holes around town

Other:

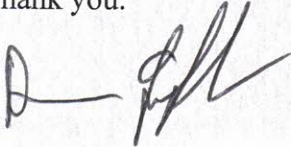
- Highway Department continues to procure PPE and cleaning/sanitization products for several departments as needed.
- All sanitization supplies have been provided to the crew in order to maintain vehicles, and common spaces during Covid-19
- 650 ton of salt ordered and delivered
- Crew participated in IDDE annual training provided by Tata & Howard via remote class.
- 1.5 ton roller received as a Capital Purchase
- Monitored the progress on the Town Hall HVAC ventilation repairs.
- C.V. Fire station 2 replaced of roof drainage pipes done so outside company could complete the roof repair.

- Town correspondence mailbox received, lettered, and installed.
- Resident concern of water issue on Maple St. under review.
- Multiple tree calls received from residents around town, corrective measures being taken.

SNOW AND ICE:

• Consults/Professional Services	\$7,400.00
• Parts/Materials	\$1,442.62
• O.T.	\$14,687.74

Thank you.

A handwritten signature in black ink, consisting of a stylized 'D' followed by a series of loops and a final flourish.

# Leicester Public Library

## Director's Report \* December 15, 2020

The Library closed to the public Saturday, 3/14/20, when the Select Board closed all Town buildings to the public in response to the SARS-CoV-2 pandemic. Trustees met virtually in May and June.

The Library staff came back to work the week of 5/26/20. Patrons are still not allowed in the building, but the library has been offering curbside pickup of items since 6/1/20.

### Administrative:

Similar to the last six months, we are focusing on curbside pickup for patrons, cataloging new items, and preparing the library for limited patron access when we can meet State guidelines. Handling, book drop returns, patron requests, pick up scheduling and fulfillment and telephone requests occupies about 80% of staff's time in the building. The remaining time is administrative tasks, craft pickup coordination, and maintaining the recommended cleaning schedule.

Phase 3 patron access to the building: due to upcoming staffing issues, I'd like to postpone this discussion until next month.

### New:

1. Kaeleigh Hart has accepted our Children's Librarian position. Her start date is 1/12/21. Pat's last day is 1/8/21. Kathy/Charissa update.
2. Schedule:
  - a. Close all day Thursday, 12/24, same as Town Offices, closed 12/25
  - b. Close at 1 p.m. on Thursday, 1/31. Town Offices closed all day, benefitted staff will get comp time for ½ day.
3. Pastel Painting program – virtual, Thurs. 12/3, went well
4. Neighbor library updates: All local libraries have gone back to curbside pickup, no browsing.
5. FY21 State Aid criteria/budget update: “The Commissioners vote in January will be retroactive and will cover the entire FY 2021 Fiscal Year back to July 1, 2020 for the Hours Requirement. Libraries are encouraged to purchase new materials for their collections throughout the year but will not be penalized for not meeting the spending requirement percentages.” “As we head into the winter months and the second COVID 19 surge, our main concern at the MBLC is for all of you to stay safe and well. Please do not worry about trying to meet State Aid Hours requirements this year. Continue to offer only those services you are able and at levels that provide you, your staff members, and your communities with the greatest possible health and safety precautions, given the ongoing pandemic.” From an MBLC email 12/9.

### Building maintenance:

- Waterproofing is ongoing. Heavy rain 11/30 produced two new leaks, but the stubborn two at the base of the former bulkhead stairs appear solved. Mark A. is coordinating ongoing work.

- Gutters cleaning: Gutters cleaned, bill submitted for payment.

#### Renovation Fund Balance

Date	Company	Expense Actual	Balance
11/5/2020			89053.01
11/12/2020	Jean's Waterproofing	38000	51053.01
11/12/2020	Bardon Water Test	900	50153.01
12/2/2020	Bike Rack	274.89	49878.12
12/3/2020	Gutter Cleaning/A. Eagle	975	48903.12
	Upcoming expenses	4504.75	45648.26

Upcoming expenses	Expense Estimate
People Counter	450
Elevator Inspection - State	400
Elevator Inspection - EMC	700
Carpet Cleaning	1491.75
Design Temp Control Inc /yearly HVAC maint	1913
Total	4504.75

Yearly maintenance expenses (inspections, etc.) are approx. \$9000.

#### Outstanding Renovation Items

1. East side drainage – waterproofing work began 9/9. 2 small leaks in new spots after 11/30 heavy rain. Dennis Griffin/Hwy to do a small amount of re-grading to make that landscape drain the lowest spot.
2. Bike rack – racks arrived, awaiting install.
3. Key box – 2/3 boxes done. Museum and daily use boxes complete, construction box ongoing. Debating placement.
4. Complete fire alarm and burglar alarm test – Committee thinks this was part of the occupancy permit inspection, but the fire department has requested a test. Suzanne will follow up with Fire Dept.
5. People counters (pending), and installation of the Detex alarms on the two stairwell doors leading to the 2<sup>nd</sup> floor are library staff/trustee issues.
6. Optional items: Panic buttons, connect cameras to PD, Permanent museum display cards

## Circulation Statistics

Number of new items last month: 183 (total items in collection = 32,144)

	Previous Year				Current Year			
	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer
Nov**	3315	587	131	150	1345 (-59%)	660 (+12%)	21	0
Oct **	3532	623	158	151	1684 (-52%)	712 (+14%)	29	0
Sept**	3324	644	132	128	1634 (-51%)	672 (+4%)	24	0
Aug**	3902	716	124	162	1577 (-60%)	739 (+3%)	32	0
July**	4277	664	116	145	2022 (-53%)	722 (+9%)	28	0
June**	2461	604	192	163	908 (-63%)	695 (+15%)	25	0
May**	1228 (closed 5/11-6/11)	577	43	22	200 (-84%)	732 (+27%)	25	0
Apr*	1887	533	78	56	25 (-99%)	712 (+17%)	17	0
Mar*	2074	592	88	37	1933 (-7%)	609 (+3%)	91	70
Feb	1884	508	91	58	3622 (+92%)	561 (+9%)	129	167
Jan	2208	509	91	58	3,699(+68%)	690 (+36%)	131	163
Dec	1839	467	91	77	2840 (+54%)	689 (+48%)	110	132
Nov	2163	484	94	81	3315 (+53%)	587 (+21%)	131	150

\*The Library closed to patrons Saturday, March 14, 2020 due to the SARS CoV-2 pandemic.

\*Curbside pickup began the week of 5/25/20.

### Library Covid Circulations

	# pickups	# items
Jun-20	166	908
Jul-20	388	2022
Aug-20	304	1577
Sep-20	325	1634
Oct-20	390	1684
Nov-20	225	1345

### Craft pickups

June/July/Aug 721  
Sept/Oct/Nov 948

# OCCUPANCY PERMITS ISSUED MONTH OF DEC 2020

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
12/3/2020	Glen Pilat for Kyle Ayers	1	Hemlock St.	20-020	20-089	Garage with in-law
12/7/2020	Andrew Porter for Brenden Murdock	100	Waite St.	20-021	20-046	Interior renovation (siding/ roof/windows/ doors/ porches/ deck)
12/8/2020	Briarcliff Estates	32	Victoria Dr.	20-022	18-222	Single Family Dwelling
12/15/2020	LRE, LLC (Gallo)	356	Auburn St.	20-023	20-036	Single Family Dwelling (3 bedroom) w/2 car garage
12/14/2020	Thomas/Gabrielle Savage	403	Mulberry St.	20-024	20-060	Single Family Dwelling w/2 car garage
12/22/2020	William Roberts	1323	Main St.	20-025	19-306	Steel Building with garage and offices



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



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

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

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

Date: January 6, 2021

To: Mr. David Genereux  
Town Administrator

Select Board  
Town of Leicester

From: Kenneth M. Antanavica  
Chief of Police

Re: **Leicester Police Department Monthly Report for December 2020**

**Investigative Division**

Below is a synopsis of the investigative division's activity during the month of December 2020:

- 1) Town employee unemployment fraud cases continue to flow in
- 2) Multiple Court Discovery Requests
- 3) Investigate Insufficient funds check to Treasures office
- 4) First Responder training
- 5) Court Magistrate hearings
- 6) Online Larceny report/ civil issue
- 7) Worcester PD for evidence processing
- 8) U-Mass Worcester drug lab w/ evidence
- 9) Maynard MSP crime lab w/ computer evidence
- 10) Elderly fraud case
- 11) State Police crime lab in Sudbury (submitting evidence)
- 12) Execute search warrant MSP & WPD McCarthy Ave for homicide suspect
- 13) Investigate Suicide Threats
- 14) Assist with Fatal crash investigation
- 15) Funeral Assist
- 16) Section 12 investigation
- 17) Return search warrant to courts
- 18) Meet with ADA on drug case
- 19) Process vehicle BE&L

**Search Warrants:**

- 1) Search Warrant with MSP Detectives & Crime Scene Techs.
- 2) Blood evidence recovery
- 3) Grand jury indictment on 21 car breaks

Arrest:

- 1) Hit and Run M/V/A with P.I.
- 2) Stolen M/V investigation

### **Patrol Division**

Additional neighborhood and building checks have been instituted. Due to Covid-19 Pandemic event Officers are answering more on-line reports and meeting people in the parking lot if needed and taking reports over the phone and using the internet with submit written evidence. We have also been responding to more and more mental health calls for service and helping people get the help the need coping with todays pandemic.

The CEMLEC Drone team training has been canceled due to COVID-19 issues. There were no call outs this month.

The CEMLEC SWAT: SWAT conducted bi-monthly training with no call outs

### **Chief's Office**

As Chief of Police, I attended or participated in the following events:

- ✓ Went to Gillette Stadium to pick up Coats \$ Vets.
- ✓ Zoom Department Head meetings
- ✓ Worked on Radio Grant for Fire, Police and Highway Department
- ✓ Worked on Liquor license transfer
- ✓ Received a \$25,000 grant for EOPSS patrols
- ✓ Chiefs association zoom meeting
- ✓ Continued to coordinate staff out with COVID-19 issues
- ✓ Continued to work with engineer to develop a plan for carport on rear of PD.
- ✓ Updates on COVID-19.
- ✓ Ordered more PPE

Again I am still pleased to report that since the COVID-19 pandemic the Internet Exchange Spots at the front of the Police station are used multiple times daily providing residents with a safe haven to conduct internet sales without having unknow people coming to their homes. So many people use these spots on a daily basis it is nice to see all of these transactions be done in a safe place.

### **Monthly Statistics**

• Calls/Patrol Initiated Activity .....	1,592
• Incident Reports Taken .....	83
• Arrests/Summons .....	12
• Crash Investigations .....	35
• Towed vehicles .....	20
• Motor Vehicle Stops .....	41
• Medical responses .....	18

Should anyone have any questions on this update, please feel free to contact me.

*Ken Antanavica*  
Chief of Police

# Memo

**To:** Town Administrator, Select Board

**CC:**

**Date:** 1/14/2021

**Re:** Report for the Month of December 2020 from TC's office

---

Sales for the Month of December were \$3737.00  
\$2807.00 cash or check  
\$930.00 on line

Compiling and writing a report for the Annual Town Report which will be published and out in May. This office reports all moneys taken in for the year, also births, marriages and deaths. All Election and Town Meeting results a complete compilation of the past year. The report from the Town Clerk and Registrars is a major part of the Annual Town Report. We are very proud of the work that we do.

Still busy with filling out marriage intentions and we are still selling lots of birth & marriage certificates because of the real ID license.

Working with the Census company to get all the data sent and ready for mailing.

Respectfully submitted,

Deborah K. Davis