



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

Town Accountant  
Allison Lawrence

Assistant Town Accountant  
Katie Messina

## **FY20 January**

### **Payable Warrants Posted**

- Town Warrants (summary reports attached)
  - 20-27A-TW
  - 20-28A-TW
  - 20-28B-TW
  - 20-28C-TW
  - 20-29A-TW
  - 20-30A-TW
  - 20-30B-TW
  - 20-31A-TW
- School Warrants (summary reports attached)
  - 20-28A-SW
  - 20-30A-SW

### **Payroll Warrants Posted**

- 20-PR27-S
- 20-PR27-T
- 20-PR29-S
- 20-PR29-T
- 20-PR31-S
- 20-PR31-T

### **Cash Reconciled with Treasurer**

- Reconciled through December 2019 (see attached)

### **Estimated Receipts**

- Attached through 12/31/19

# Town of Leicester

## Warrant Summary - Posted

Warrant: 20-27A-TW		Post Date: 1/2/2020
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	23,667.97	
Total for Fund 89:		23,667.97
Total for Warrant 20-27A-TW:		23,667.97

# Town of Leicester

## Warrant Summary - Posted

Warrant: 20-28A-TW		Post Date: 1/9/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	487,054.85	
Ledger: Revenue	521.47	
Total for Fund 01:		487,576.32
Fund: 02 - CARRYOVER FUND		
Ledger: Expenditure	2,455.32	
Total for Fund 02:		2,455.32
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	7,275.08	
Total for Fund 11:		7,275.08
Fund: 14 - TOWN PRIVATE GRANTS		
Ledger: Expenditure	200.50	
Total for Fund 14:		200.50
Fund: 15 - TOWN REVOLVING FUNDS		
Ledger: Expenditure	3,841.00	
Total for Fund 15:		3,841.00
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	400.00	
Total for Fund 16:		400.00
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	532.00	
Total for Fund 17:		532.00
Fund: 32 - CDBG FUND		
Ledger: Revenue	28,280.00	
Total for Fund 32:		28,280.00
Fund: 81 - EXPENDABLE TRUSTS		
Ledger: Expenditure	241.89	
Total for Fund 81:		241.89
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	168,096.47	
Total for Fund 89:		168,096.47
Total for Warrant 20-28A-TW:		698,898.58

**Town of Leicester**  
**Warrant Summary - Posted**

Warrant: 20-28B-TW

Post Date: 1/16/2020

Fund: 01 - GENERAL FUND

Ledger: Expenditure

6,846.16

6,846.16

Total for Fund 01:

6,846.16

Total for Warrant 20-28B-TW:

# Town of Leicester

## Warrant Summary - Posted

Warrant: 20-28C-TW		Post Date: 1/16/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	10,583.60	
Total for Fund 01:		10,583.60
Total for Warrant 20-28C-TW:		10,583.60

# Town of Leicester

## Warrant Summary - Posted

Warrant: 20-29A-TW

Post Date: 1/16/2020

Fund: 89 - AGENCY FUNDS

Ledger: Expenditure

24,627.98

24,627.98

Total for Fund 89:

24,627.98

Total for Warrant 20-29A-TW:

# Town of Leicester

## Warrant Summary - Posted

Warrant: 20-30A-TW		Post Date: 1/23/2020	
Fund: 01 - GENERAL FUND			
Ledger: Expenditure	384,981.07		
Ledger: Revenue	712.53		
Total for Fund 01:		385,693.60	
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure	3,999.63		
Total for Fund 11:		3,999.63	
Fund: 16 - TOWN REVOLVING 53E 1/2			
Ledger: Expenditure	1,616.64		
Total for Fund 16:		1,616.64	
Fund: 17 - TOWN DONATIONS			
Ledger: Expenditure	2,604.91		
Total for Fund 17:		2,604.91	
Fund: 30 - CAPITAL PROJECTS FUND			
Ledger: Expenditure	1,529.00		
Total for Fund 30:		1,529.00	
Fund: 34 - HIGHWAY CHAP 90 FUND			
Ledger: Expenditure	64,744.07		
Total for Fund 34:		64,744.07	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	4,737.62		
Total for Fund 89:		4,737.62	
Total for Warrant 20-30A-TW:		484,925.47	

**Town of Leicester**  
**Warrant Summary - Posted**

Warrant: 20-30B-TW		Post Date: 1/30/2020
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	76,788.00	
Total for Fund 11:		76,788.00
Total for Warrant 20-30B-TW:		76,788.00



# Town of Leicester

## Warrant Summary - Posted

Warrant: 20-28A-SW		Post Date: 1/9/2020	
Fund: 01 - GENERAL FUND			
Ledger: Expenditure	107,272.47		
Total for Fund 01:			107,272.47
Fund: 21 - SCHOOL STATE GRANTS			
Ledger: Expenditure	38,901.45		
Total for Fund 21:			38,901.45
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure	4,439.69		
Total for Fund 22:			4,439.69
Fund: 23 - SCHOOL FEDERAL GRANTS			
Ledger: Expenditure	1,654.40		
Total for Fund 23:			1,654.40
Fund: 25 - SCHOOL REVOLVING FUNDS			
Ledger: Revenue	50.00		
Total for Fund 25:			50.00
Fund: 26 - SCHOOL DONATIONS			
Ledger: Expenditure	925.00		
Total for Fund 26:			925.00
Fund: 27 - SCHOOL REVOLVING 53E 1/2			
Ledger: Revenue	50.00		
Total for Fund 27:			50.00
Fund: 87 - STUDENT ACTIVITY FUNDS			
Ledger: Expenditure	4,431.56		
Total for Fund 87:			4,431.56
Total for Warrant 20-28A-SW:			157,724.57

**Town of Leicester**  
**Warrant Summary - Posted**

Warrant: 20-31A-TW		Post Date: 1/30/2020
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	244,688.80	
Total for Fund 89:		244,688.80
Total for Warrant 20-31A-TW:		244,688.80

# Town of Leicester

## Warrant Summary - Posted

Warrant: 20-30A-SW		Post Date: 1/23/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	216,267.67	
Total for Fund 01:		216,267.67
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	29,745.82	
Total for Fund 21:		29,745.82
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	13,737.75	
Total for Fund 22:		13,737.75
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	50,589.85	
Total for Fund 23:		50,589.85
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	5,228.32	
Ledger: Revenue	325.00	
Total for Fund 25:		5,553.32
Fund: 26 - SCHOOL DONATIONS		
Ledger: Expenditure	591.64	
Total for Fund 26:		591.64
Fund: 28 - SCHOOL SPED RESERVE FUND		
Ledger: Expenditure	10,293.75	
Total for Fund 28:		10,293.75
Fund: 33 - SCHOOL CAPITAL PROJECTS		
Ledger: Expenditure	56.00	
Total for Fund 33:		56.00
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	19,265.00	
Total for Fund 87:		19,265.00
Total for Warrant 20-30A-SW:		346,100.80

**Town of Leicester**  
**Warrant Summary - Posted**

Warrant: 20-PR27-S

Post Date: 1/3/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	490,466.51	
Total for Fund 01:		490,466.51
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	9,279.18	
Total for Fund 22:		9,279.18
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	5,456.59	
Total for Fund 23:		5,456.59
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	27,626.80	
Total for Fund 25:		27,626.80
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	79,877.67	
Ledger: Revenue	-188,785.81	
Total for Fund 89:		-108,908.14
Total for Warrant 20-PR27-S:		423,920.94

# Town of Leicester

## Warrant Summary - Posted

Warrant: 20-PR27-T		Post Date: 1/2/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	145,127.18	
Total for Fund 01:		145,127.18
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	41,650.07	
Ledger: Revenue	-49,611.70	
Total for Fund 89:		-7,961.63
Total for Warrant 20-PR27-T:		138,424.09

**Town of Leicester  
Warrant Summary - Posted**

Warrant: 20-PR29-S		Post Date: 1/17/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	477,170.69	
Total for Fund 01:		477,170.69
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	13,141.09	
Total for Fund 22:		13,141.09
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	7,735.21	
Total for Fund 23:		7,735.21
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	24,319.23	
Total for Fund 25:		24,319.23
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	72,434.48	
Ledger: Revenue	-184,031.00	
Total for Fund 89:		-111,596.52
Total for Warrant 20-PR29-S:		410,769.70

# Town of Leicester

## Warrant Summary - Posted

Warrant: 20-PR29-T		Post Date: 1/16/2020
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	163,164.04	
Total for Fund 01:		163,164.04
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	3,065.95	
Total for Fund 16:		3,065.95
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	34,846.57	
Ledger: Revenue	-51,824.36	
Total for Fund 89:		-16,977.79
Total for Warrant 20-PR29-T:		150,907.34

# Town of Leicester

## Warrant Summary - Posted

Warrant: 20-PR31-S

Post Date: 1/31/2020

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	494,571.37	
Total for Fund 01:		494,571.37
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	195.00	
Total for Fund 21:		195.00
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	15,987.16	
Total for Fund 22:		15,987.16
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	7,474.10	
Total for Fund 23:		7,474.10
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	25,901.95	
Total for Fund 25:		25,901.95
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	80,623.74	
Ledger: Revenue	-171,671.68	
Total for Fund 89:		-91,047.94
Total for Warrant 20-PR31-S:		453,081.64



# Town of Leicester

## Warrant Summary - Posted

Warrant: 20-PR31-T

Post Date: 1/30/2020

<b>Fund: 01 - GENERAL FUND</b>		
Ledger: Expenditure	151,563.28	
<b>Total for Fund 01:</b>		<b>151,563.28</b>
<b>Fund: 11 - TOWN STATE GRANTS</b>		
Ledger: Expenditure	520.20	
<b>Total for Fund 11:</b>		<b>520.20</b>
<b>Fund: 14 - TOWN PRIVATE GRANTS</b>		
Ledger: Expenditure	738.34	
<b>Total for Fund 14:</b>		<b>738.34</b>
<b>Fund: 89 - AGENCY FUNDS</b>		
Ledger: Expenditure	36,255.22	
Ledger: Revenue	-43,324.66	
<b>Total for Fund 89:</b>		<b>-7,069.44</b>
<b>Total for Warrant 20-PR31-T:</b>		<b>145,752.38</b>

City/Town/District of LEICESTER  
Cash Reconciliation for December 2019

Total Treasurer's Cash and Investments 9,278,383.37

Accountant's/Auditor's Cash and Investments (per balance sheet) \$ 9,841,713.68

Reconciling Items (specify)

SPR27 Transferred 12/31	(423,920.94)
TPR27 Transferred 12/31	(138,424.09)
SPR27 TASC	5,827.43
TPR27 Checks	1,322.00
Kelly & Ryan In-transit	(731.57)
PR23 TASC Not Withdrawn (Refund)	(6,906.93)
Previous Tax Title Deposit Corrected	(400.00)
School Online Heartland In-Transit	(96.21)
	\$ <u>9,278,383.37</u>

Total Adjusted Accountant's/Auditor's Cash and Investments \$ 0.00

Variance (explain)

Treasurer <u>[Signature]</u>	Date <u>1/29/20</u>
Accountant <u>Alexander</u>	Date <u>1/29/20</u>

# ESTIMATED RECEIPTS FY2020

	<u>Estimated FY20</u>	<u>Actual 12/31/19</u>	
Motor Vehicle Excise	1,500,000	236,748	16%
Meals Excise Tax	106,000	56,321	53%
Cannabis Excise Tax	0	263,856	
Tax Penalties/Interest	195,000	72,630	37%
PILOT	25,000	20,922	84%
Fees	280,000	205,085	73%
Cannabis Host Agreements	125,000	175,000	140%
Cemetery			
Other Departments	16,500	14,523	88%
Licenses/Permits	23,000	23,460	102%
Fines/Forfeitures	35,000	20,317	58%
Investment Interest	80,000	34,755	43%
Medicaid Reimbursement	120,000	16,454	14%
Misc. Recurring: Municipal Liens/Charter	37,000	10,850	29%
Misc. Non-Recurring	<u>135,157</u>	<u>89,705</u>	<u>66%</u>
<b>TOTAL LOCAL RECEIPTS</b>	<b>2,677,657</b>	<b>1,240,626</b>	<b>46%</b>

## OTHER AVAILABLE FUNDS

	<u>12/31/2019</u>	
Stabilization Fund-Regular	1,109,146	
Stabilization Fund-Capital Projects	131	
Stabilization Fund-Hillcrest CC	25,848	
Free Cash	1,251,183	
Ambulance Reserves	395,557	
BOH Title V Reserves	46,008	Debt retirement only
BOH Title V Reserves	63,051	BOH-Interest
ConCom NOI Fees Reserve	25,003	Wetlands-Expenses

## FYI

	<u>12/31/2019</u>
School Choice	530,248

ARL  
ACCOUNTING  
2/10/2020

***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

January 2020 News

February 06, 2020

Activities of the Assessor's office in the month of January revolve around the fiscal year 2020 3<sup>rd</sup> and 4<sup>th</sup> tax billing with increased counter and phone traffic answering questions with regard to assessments, the tax rate and abatements/exemptions. The deadline for abatement applications is February 3<sup>rd</sup> and the deadline to file for an exemption is April 1<sup>st</sup>2020. Exemptions available include qualifying Veteran, Elderly, Blind and Widow/widower.

Personal property state tax form 2 Return of personal property subject to taxation have been processed and mailed and are to be returned to the Assessors office by March 1, 2020. Forms received after that date are subject to penalty. If you have a business in Leicester and did not receive a form please contact the Assessor's office.

Excise commitments 1,2020, 7,2019 and 8,2019 have been received and are currently being reviewed and prepared for commitment to the Tax Collector for billing totaling 1,190,896.96. Excise Bills are expected to be mailed to taxpayers in February.

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.



**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: February 5, 2020

RE: Town Planner Report, January 2020

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

- Reviewed Planning Board applications and prepared decisions for projects listed in Application Status table.
- 1205 Main/SP2017-01: visited site (handicapped space not marked; some pavement marking not complete)
- Mulberry Solar 3#: Reviewed tree clearing complaint (trees cleared to property lines in violation of Zoning Bylaw). Planning Board issued a cease & desist order. Requested Town Counsel assistance with enforcement.
- Oak Bluff: Reviewed lot release request and prepared draft Performance Agreement. Multiple discussions with project representatives, Quinn Engineering, and Highway Superintendent related to the proposed surety amount.

**Planning and Long-Range Projects:**

- Zoning Bylaw Amendments:
  - Prepared amendments to Adaptive Reuse Overlay District. Other amendments postponed due to medical leave.
- Complete Streets: met with consultant and Highway Superintendent to discuss budget and scope. Submitted forms to National Grid regarding pole relocation.

**Economic Development**

- New Businesses
  - Assisted two new businesses with fully obtaining their business license permits; an accounting firm and an environmental services firm. Met with several developers on prospective projects.
- Grants
  - Worked with Kerrie Salwa of CMRPC on the grant for the town's economic development plan and researching several other grants for various projects.
- Events
  - Attended meetings of the Commuter Rail Coalition, the Massachusetts Municipal Association, the Planning Board, the Economic Development Committee, the Conservation Commission, and the Senior Center Pancake Breakfast.
- Other

- Continued building connections with the local business community, neighboring towns, and regional and statewide officials.
- Researched best practices on local government permitting to further streamline the process and better provide information to businesses.

#### **Miscellaneous:**

- Prepared FY2021 Budget Request
- Attended Public Safety Committee Meeting 1/7/2020 (contacted Bill Coyle and asked him to attend the 2/4/2020 meeting to discuss pedestrian crossing near Hillcrest Country Club)
- Prepared DIS Annual Report
- Discussed Emergency Dispensing Site Drill with Central Mass Regional Public Health Alliance representatives
- Prepared instructions on procedural requirements for Zoning Bylaw amendments
- Addressed miscellaneous public inquiries, including the following:
  - Towing in NB district (not allowed)
  - Duplex construction in B district (special permit required)
  - Sewer backup complaint (referred to Health agent)
  - Development options at 147 Main (foundation not grandfathered/wetland and riverfront area limitations)
  - Potential development on large parcel on Route 9 near St. Joseph's Church.
  - Public records requests related to the following: documentation of outdoor wood boiler complaints from December 2019 (none); documentation of outdoor wood boiler complaints and responses from January 2020.
  - Road acceptance procedures (Oakridge Estates)
  - Replication Bond requirements for Conservation Commission
  - Discussed multiple projects with developer (contractor's yard on Route 9; potential development options on Parker Street; next steps for Smuggler's Cove project; zoning bylaw amendments related to height, setbacks, multi-family)

#### **APPLICATION STATUS, January 2020**

<b>PLANNING BOARD</b>				
<b>Project</b>	<b>Type of Application</b>	<b>Location</b>	<b>Description</b>	<b>Status</b>
Smuggler's Cove OSRD (SP2019-02)	Special Permit	Paxton Street	24 Lot Open Space Residential Development subdivision	Approved 1/7/2020
Leicester Middle School	Parking Regulation Waiver	70 Winslow Ave	Request to waive parking regulation requirements	Approved 1/7/2020
Oak Bluff Lane Subdivision (SUB2018-01)	Lot Release Request	Oak Bluff Lane	Request to release lots from Covenant	Surety amount set 1/22/2020; lot release postponed
Wal-Mart (SPR2004-03)	Parking Regulation Waiver	20 Soojian Drive	Request to waive parking regulation requirements	Approved 1/22/2020
Mulberry Solar 3 (SP2018-03)	Zoning Violation	Mulberry Street (Map14, Parcel A4)	Tree clearing in required buffer areas	Cease & Desist issued 1/22/2020; hearing scheduled for 3/10/2020
Hillcrest Water Tank (SP2020-01)	Special Permit	LeHigh Rd	Water tank on undersized lot	Hearing scheduled for 2/18/2020.
The Planning Board also approved <u>1</u> ANR plan(s).				

**ZONING BOARD OF APPEALS – No applications January 2020****CONSERVATION COMMISSION**

Meeting Date	Applicant	Street #	Street	Type of Application	Action	Project Description
1/14/2020	David Balcom	52	Lake Sargent Drive	RDA	Approved	Tree removal in buffer area
1/4/2020	Chad Arcouette	184	River Street	RDA	Approved	Tree removal & rock wall in buffer area

The Commission also issued 0 Partial Certificate(s) of Compliance, 0 extension(s), and 0 minor project modification(s), 0 Enforcement Order(s), 1 Emergency Certificates, and 0 Cease & Desist orders.

**BOARD OF HEALTH**

Title V/Reviews		Inspections		Permits Issued	
Soil Testing	1	Camp Review	0	Food	6
Septic Plan Review/As-Built Review	8	Camp Complaint	0	Milk	4
Septic Inspection	0	Pool	0	Haulers (Trash & Septic)	4
Well Plan Review	0	Food	10	Installers	3
Water quality/comp.	0	Housing	4	Septic/Perc	5
Camp application	0	Nuisance	6	Beaver	1
Septic Hauler Reviews (permit renewal)	4	Beaver	1	Well	0
Food Reviews (permit renewal)	6	Septic	2	Camp	0
				Pool	0

**Central Mass Regional Public Health Alliance (CMRPHA)-see attached report**

**FEES COLLECTED:**

Code/Building	\$2,834.00
Conservation Commission	\$50.00
Board of Health:	\$3,415.00
Planning Board:	\$165.00
Zoning Board of Appeals:	\$0.00
<b>TOTAL</b>	<b>\$6,464.00</b>

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



# BUILDING PERMITS ISSUED MONTH OF JAN 2020

Date Filed	Owner		Address	Contractor	Permit Number	Permit Type
1/3/2020	Bill Mattei	1087	Stafford St.	Lowe's Home Centers-Daniel French (Wilson Valdez)	20-001	Roof (front section)
1/6/2020	Jason Valinskie	990	Stafford St.	The Home Depot (Sergiy Suprunchuk)	20-002	Doors (2 entry)
1/6/2020	Patricia Kapulka	5	West St.	Homeowner	20-003	Roof and Siding
1/6/2020	Troy Bosman	740	Whittemore St.	Kidd-Luuko Corp. (Sean Kidd)	20-004	Roof
1/6/2020	Lois Langlois	10	Cricklewood Dr.	Pinecrest Builders (Andrew Gallagher)	20-005	Renovation (Bathroom/Kitchen)
1/7/2020	Stephen & Cheryl Dymek	18	Fairview Dr.	Homeowner	20-006	Deck
1/13/2020	Robert Oliver	40	Logan St.	Custom Insulation (David Cocaine)	20-007	Insulation
1/14/2020	Michael McMenemy	79	Baldwin St.	Richard Kubert	20-008	Addition (repairs)
1/14/2020	Innovative Dental	119	So. Main St.	Serrato Signs (Andrew Serrato)	20-009	Sign (30 sq. ft.)
1/15/2020	Matthew McGrath	1124	Main St.	Homeowner	20-010	Remodel (bathroom)
1/15/2020	Jason Ross	115	Pleasant St.	Precision Remodeling (Robert Hunter)	20-011	Insulation
1/15/2020	Lynn-Ann Angell	19	Towtaid St.	East Coast Metal Roofing (Nick Terletskiy)	20-012	Roof
1/21/2020	Donna Laramée	6	Meadow Ln.	Mark Casey Remodeling (Mark Casey)	20-013	Roof
1/28/2020	Priscilla Galera	9	Harding St.	Weatherization	20-014	Weatherization
1/30/2020	Andrew/Jenna Kularski	45	Parker St.	Homeowner	20-015	Finish basement
1/29/2020	Dave Carlson	33	Fairview Dr.	Classic Metal Roofing (Michael Grant)	20-017	Roof

**In addition, 4 Stove Permits; 1 Sheet Metal permits; 2 Home Occupation were issued**

## OCCUPANCY PERMITS ISSUED MONTH OF JAN 2020

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
1/16/2020	Syed Khan	10	Ferncroft Rd.	20-001	19-206	Remodel/Renovation
1/28/2020	Steve/Jill Terrian	555	Pine St.	20-002	18-313	Single Family Dwelling with 3 car Garage



**CITY OF WORCESTER, MASSACHUSETTS**  
Department of Health & Human Services  
Division of Public Health



**Public Health**  
Prevent. Promote. Protect.

Matilde Castiel, MD  
Health & Human Services  
Commissioner

Karyn E. Clark  
Public Health  
Director

**Central MA Regional Public Health Alliance (CMRPHA) – Monthly Update**  
**February 2020**

**ADMINISTRATION (ADM)**

- **Duty Officer Number** – Reminder that the Duty Officer Pager System is in place for after hours and weekend emergencies. Please make sure that appropriate parties have the number, which is **508-408-5173**. This should be the process instead of calling specific environmental health staff cell phones after hours. **PLEASE ENSURE YOUR DISPATCH FOR ALL SHIFTS HAS THIS NUMBER AND ARE FAMILIAR WITH THE ON PAGE PROCESS AND CMRPHA.**
- **Coronavirus** – WDPH continues to participate in calls with MDPH and CDC on up to date information. Guidance and educational materials will be forwarded accordingly. **NOVEL CORONAVIRUS:** On January 17, 2020, the CDC issued a HAN Alert update and Interim Guidance on Outbreak of 2019 Novel Coronavirus (2019-nCoV) in Wuhan, China. As of 01/21/2020, there have been **five** cases confirmed in the USA as of 01/28/2020. The confirmation that some limited person-to-person spread with this virus is occurring in Asia raises the level of concern about this virus, but CDC continues to believe the risk of 2019-nCoV to the American public at large remains low at this time. Please consult the CDC Coronavirus website for the most up-to-date information. A fact sheet can be accessed at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>. More information is available at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> or by calling 800-CDC-INFO | (800-232-4636) | TTY: (888) 232-6348
- **Quarterly Alliance Meeting** – The next meeting is scheduled for **Wednesday April 15, 2020 from 12:30 – 2:00 PM**. Grafton will be hosting. Details and agenda forthcoming.
- **The WDPH Academic Health Collaborative** is currently accepting requests for internships. If you need an intern or have a project that could use some assistance please reach out to Kelsey Hopkins at [hopkinsk@worcesterma.gov](mailto:hopkinsk@worcesterma.gov).
- **Local and Regional Public Health Advisory Committee** – as a result of the Local and Regional Public Health Commission's recommendations around workforce credentialing, regionalization and data sharing, MDPH has named 28 public health professionals for its new Advisory Committee. Both Karyn Clark, Director and Phil Leger, Chief of Environmental Health were appointed by MDPH Commissioner Monica Bharel and will further serve on sub-committees for 3 and 2 year terms, respectively. The first meeting took place on



January 30<sup>th</sup> at the MDPH regional office in Marlborough. Karyn will serve on the shared services sub-committee and Phil will serve on the workforce credentialing sub-committee. Our task is to find a pathway forward to engage all 351 municipalities in these best practices.

### **ENVIRONMENTAL HEALTH (EH)**

- The EH team will respond to after hour events if needed. Please use the Duty Officer line. 508-408-5173. We will triage calls once received.
- The Pool Code is on track to be updated this year. Go to [www.mass.gov/dph/csp](http://www.mass.gov/dph/csp) to review a copy of proposed changes.
- The State Sanitary Code also known as the Housing Code is to be updated this year. This has been a ten year plus effort. Go to [www.mass.gov/dph/csp](http://www.mass.gov/dph/csp) to download copy of proposed changes.

### **COMMUNITY HEALTH (CH)**

#### **January Updates**

- January 8- WDPH Staff presented at the Worcester Parent Planning Advisory Council on the dangers of vaping and current trends in youth vaping. Groups interested in informational sessions on vaping targeted towards youth or parents, please contact Joshua Niroula at [niroulaj@worcesterma.gov](mailto:niroulaj@worcesterma.gov).
- January 16 and January 23- WDPH Staff attended a round table discussion on youth vaping cessation needs convened by the Millbury Board of Health. The meetings were also attended by representatives from the Millbury Public Schools, Grafton Public Schools, Auburn Public Schools, and Shrewsbury Youth and Family Services to discuss collaboration and available vaping cessation resources.
- January 21- WDPH staff attended the Holden Board of Health meeting to provide updates on the new state tobacco law, An Act Modernizing Tobacco Control. Opportunities for vaping prevention and education for the youth and parents in the community were also discussed.
- January 22- WDPH Staff attended the Central MA Substance Abuse Association meeting held at Veterans Inc., in Shrewsbury. Representatives from various local substance use treatment organizations as well as the Bureau of Substance Addiction Services were present at the meeting to share updates and present needs of the population affected by substance use disorders.

### **NURSING (PHN)**

#### **RESPIRATORY HYGIENE/COUGH ETIQUETTE**

Cold and flu season is upon us. Remember to practice respiratory hygiene and cough etiquette to prevent the spread of viruses this season. Printable posters in various languages are available on the Centers for Disease Control (CDC) Website:  
<https://www.cdc.gov/flu/prevent/actions-prevent-flu.htm> .

**The following measures are recommended for all individuals with signs and symptoms of a respiratory infection:**

- Cover your mouth and nose with a tissue when coughing or sneezing;
- Use in the nearest waste receptacle to dispose of the tissue after use;

- Perform hand hygiene after having contact with respiratory secretions and contaminated objects/materials.

- **Key Points as posted on the CDC flu website:**

- The 2019-2020 season is underway; Massachusetts is experiencing high levels of influenza-like illness and influenza.
- Activity is being caused mostly by influenza B/Victoria viruses, which is unusual for this time of year. A (H1N1) viruses are the next most common and are increasing in proportion relative to other influenza viruses in some regions.
- There have been 54 pediatric deaths in the USA thus far in the 2019-2020 with one pediatric death confirmed in Massachusetts thus far.
- It's not too late to get vaccinated. Flu vaccination is always the best way to prevent flu and its potentially serious complications.
- Antiviral medications are an important adjunct to flu vaccine in the control of influenza. Almost all (>99%) of the influenza viruses tested this season are susceptible to the four FDA-approved influenza antiviral medications recommended for use in the U.S. this season.

- **LEICESTER:**

- Nazareth Home—Flu Clinic was held on Friday, January 24, 2020 with 6 children vaccinated.

**MDPH Vaccine Provider re-enrollment has been completed and approval for Worcester, Grafton, Holden, Leicester and Shrewsbury.**

Pat Bruchmann will be attending the Lunar New Year Celebration at St. George's Orthodox Cathedral, 30 Anna Street, Worcester, MA on Saturday, February 8, 2020 from 11 am – 4 pm providing flu vaccine for children (regardless of insurance status) and UNINSURED adults. Information regarding other health topics of interest will be provided.

**REGIONAL PUBLIC HEALTH NURSING UPCOMING EVENTS JANUARY/FEBRUARY 2020**

- **Grafton**

- Grafton Housing Authority-Blood Pressure Clinic was completed for January 8, 2020-9 Forest Lane, Grafton from 3:30 pm until 5 pm.
- Grafton Housing Authority-Blood Pressure Clinic is scheduled for February 12, 2020- 9 Forest Lane, Grafton from 3:30 pm until 5 pm.
- Grafton Senior Center-Blood Pressure Clinic was completed for January 30, 2020- 30 Providence Road, Grafton from 11:00 am until 12:30 pm.
- Grafton Senior Center-Blood Pressure Clinic is scheduled for February 27, 2020- 30 Providence Road, Grafton from 11:00 am until 12:30 pm

- **Leicester**

- Amelia Houghton will provide a blood pressure screening clinic along with education on Tick-borne diseases in Massachusetts at the Leicester Senior Center, February 18, 2020 at 10:00AM.
- Amelia Houghton along with Patty Hainsworth of the Worcester Senior Center will provide a Dementia Friends Information Session to retired

teachers, nurses, and former girl scouts in the Leicester Senior Center,  
Saturday February 1, 2019 at 1:00PM.

- **Holden** Plans are still being formulated for events at the Holden Senior Center
- **Shrewsbury**
  - Plans are being formulated to continue with Hands-Only CPR sessions at the Senior Center (dates to be determined)
- **Worcester**
  - Blood Pressure clinics were provided on January 3, 7, 10, 14, 17, 21, 24, 28 and 31 from 9AM to 1PM unless otherwise noted at Senior Center Information desk.
  - February Blood Pressure clinics are scheduled for February 4, 7, 11, 14, 18, 21, 25, and 28 from 9AM to 1PM unless otherwise noted at the Senior Center Information desk.
  - January- Education was provided to concerned Chinese Elder group members regarding the new Coronavirus outbreak, utilizing the CDC guidelines for prevention and what to do if symptomatic. Keeping up-to-date with vaccinations was also reinforced.

#### **EMERGENCY PREPAREDNESS (EP)**

- As the winter storms are here, a reminder that if you would like to request Worcester Regional MRC volunteers for a real world emergency such as a sheltering operation, please page the 24/7 Duty Officer. MRC volunteers are also available to participate in a community event, such as a senior health fair; for more information or to request MRC participation, please contact Alissa Errede at [erredea@worcesterma.gov](mailto:erredea@worcesterma.gov). Note: Grafton has its own Greater Grafton MRC unit.
- The Region 2 Public Health Emergency Preparedness (PHEP) Coalition provides reimbursement for certain Public Health conferences. If you're interested, please contact Katrina Stanziano at [stanzianok@worcesterma.gov](mailto:stanzianok@worcesterma.gov) to determine eligibility.
- If your community needs Public Health Emergency Preparedness equipment and supplies (such as replacement pads for an AED or an iPad to stay connected) and is interested in using grant funds to purchase them, please contact Alissa at [erredea@worcesterma.gov](mailto:erredea@worcesterma.gov) for more information and to determine eligibility. Additionally, the PHEP coalition recently made regional purchases for EDS equipment, including stanchions, cones, privacy screens, and signs, which many Alliance towns took advantage of.
- All communities within MDPH Region 2 (74 communities within Central MA) are in the process of transitioning to an updated EDS Plan template, based on current state and federal guidelines. Worcester DPH staff are available to assist CMRPHA communities in fulfilling this deliverable, which have to be completed by the end of the grant year. For more information, please contact Katrina at [stanzianok@worcesterma.gov](mailto:stanzianok@worcesterma.gov).
- As with previous years, all communities have been tasked by MDPH to complete a facility set-up drill for their Emergency Dispensing Site (EDS). Worcester DPH staff are available to assist CMRPHA communities in fulfilling this deliverable; Shrewsbury and Grafton have completed theirs. For more information, please contact Katrina at [stanzianok@worcesterma.gov](mailto:stanzianok@worcesterma.gov).

- Recently, the topic of town Emergency Operation Centers (EOC) has come up at LEPC meetings. As a reminder, while WDPH staff may be able to assist in physically staffing an EOC should an event be localized and staff are available, it is more likely that the assistance will come in the form of message development, serving as a liaison between the municipality and MDPH, providing situational awareness, and similar support functions. Therefore, town plans should include BOH members and/or town BOH admin staff in the staffing of an EOC, rather than WDPH staff. Please reach out to Alissa at [erredea@worcesterma.gov](mailto:erredea@worcesterma.gov) with any questions.



CHIEF  
ROBERT F. WILSON

**TOWN OF LEICESTER FIRE DEPARTMENT**  
3 Paxton Street  
LEICESTER, MASSACHUSETTS 01524



OFFICE (508) 892-7022

**FIRE DEPARTMENT**

**January 2020 Monthly Report**

Total fire calls	21
Single Company Calls	18
Multi Company Calls	3
Company 1	13
Company 2	5
Company 3	8
Rescue	0
Mutual Aid given	2
Mutual Aid received	0

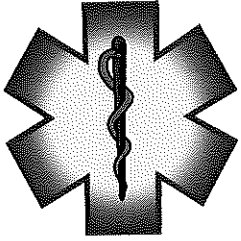
Training:	All Companies	CPR
	Rescue	Ice / Water Rescue

Equipment: Engine 1: Repair pump primer, replace 4" discharge gauge and vacuum gauge, rebuild 2" ball valve, replace rubbers on several Victaulic couplings.

Station 2: Repair leaking roof over meeting room.

Fire Prevention:	Inspections/Permits	70	Fee's	\$2,505.00
	Plan reviews	1		
	Other inspections/Follow-ups	3		
	Citation issued for continually block door exit			\$100.00 fine paid





# Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

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• PHONE: (508) 892-7006

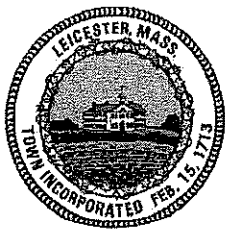
## LEICESTER AMBULANCE

EMS Report January 2020

Total Calls	117
Transports	78
Mutual Aid given	13
Mutual Aid received	2

Equipment:    New Lifepak 15 Cardiac Monitors placed in service

All vehicles in good running order.



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: February 12, 2020

Subj: January Monthly Report

Tree trimming on Green St., River St., and Charles St. is complete.

Maintenance and repairs of town vehicles and equipment is ongoing.

Test pits/sumps at EMS and pumping of detention ponds is ongoing.

New employee, Anthony Dube started on January 2, 2020

Demolition of 275 Pleasant St is complete

Snow/Ice:

Parts & Material budget \$88,000.00	bal. \$-21,245.83
Professional Services budget 8,000.00	bal. \$ 6237.80
O.T. budget \$25,000.00	bal. -5939.48

Thank you.

# Leicester Public Library

## Director's Report

### January 21, 2020

#### Maintenance

- See Renovation section

#### Programs/Events

- David LeBoeuf continues office hours here the fourth Tuesday of each month. Book Club, Genealogy Club, Leicester Writers Guild, and Land Trust meet monthly. New DNA genealogy group starts next month. Users eagerly awaiting lockable door to use outside library hours.
- Meeting Room use is steady. We do not charge for rooms, but a group made a donation. TA says appropriate account for this donation is General Fund
- Upcoming: FCC Women's Club tour 2/5, National Grid Info night 2/6, Carol Fauerbach reception 2/8, Kim Larkin Celtic Chocolate 3/19, Opossums 5/2
- Legislative Breakfast Friday, 2/21 8 a.m. (4/2 is Library Legislative Day in Boston, rescheduled from 2/7)

#### Administrative

- Department head budget meeting Saturday, 2/8
- Petty cash
- Meeting room use/doors outside library hours – amend policy?
- Popcorn machine funds donation
- Fireplace insert funds donation
- SHI computer bill update
- Annual report, annual inventory (all new), preliminary FY21 budget all submitted before deadlines

#### Outstanding Renovation Items

1. East side drainage – Mark Armington inquired about an injectable waterproofing to the fieldstone foundation, but the installer does not recommend that product for this application. Gutters and repointing the interior masonry may solve the problem. Still under discussion.
2. Picture book shelves – done, with exception of detail molding and appropriate dividers.
3. Gutters, masonry repointing basement wall, west parapet masonry repointing – work approved, awaiting scheduling with Raymond James.
4. Locksmith work – Awaiting scheduling. Scope of work and \$ amount to Joseph Lock approved. (Technician on site 11/13). 12/27 – delay in ordering parts.
5. Handicapped door openers – Suzanne and Trustees will pursue outside Building Committee
6. East side addition window leaks – Suzanne and Trustees will pursue with DA Sullivan as a warranty issue. DAS/Folan on site Friday, 1/10, installed waterproofing over covered entrance and east side wall.
7. Covered opening trim alignment – Suzanne and Trustees will pursue with DA Sullivan as a warranty issue
8. Bike rack – Suzanne and Trustees will pursue outside of Building Committee
9. Ceiling tile leaks in staff bathroom and across from elevator maintenance – Suzanne and Trustees will pursue with DA Sullivan as a warranty issue 1/16 update: tiles we have don't fit. John from DAS will order box that fits and replace soon.
10. ~~YA area HVAC part~~ – Complete.





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

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



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

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

Date: February 3, 2020

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 January 2020

**Investigative Division**

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

1. Closed two pending DPPC cases
2. Sharps and Drug Kiosk maintenance
3. Search warrants re: [REDACTED]
4. U-Mass drug lab, drop off for testing
5. Warrant for [REDACTED]
6. Worcester Juvenile Court cases
7. Larceny Investigation [REDACTED]
8. Multiple [REDACTED] release for closed case
9. Numerous discovery request from the DA office on a variety of cases
10. [REDACTED]
11. Worked on annual inventor (closeout 2019)
12. Investigate stolen checks/ forgery case
13. Webinar for sexual assault evidence updates
14. Clerk Magistrate hearings
15. Surveillance  
[REDACTED]
17. Child pornography/ exploitation case
18. Counterfeiting case
19. Narcotics case
20. Aggravated rape [REDACTED]
21. Assist patrol with photo array
22. Assist patrol with processing [REDACTED]

**Patrol Division**

Patrol division continues to check for school bus compliance and speeding in school zones. One officer is attending an intense Drug Recognition course for 2 weeks. The next two weeks will be spent at the Maricopa County AZ jail testing their new drug recognition skills.

### Chief's Office

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

- ✓ Worked with department heads to prepare a fantastic breakfast for the Senior's at the Senior center
- ✓ Conference with the RECC director and WORC. I.T. coordinator to navigate school cameras in for emergency access.
- ✓ Satisfying more public records request
- ✓ Review and comment on more site plans
- ✓ Attended Mass Chiefs of Police meeting.
- ✓ Chaired the Public Safety committee meeting for the Town and worked with team to resolve several residents' complaints or problems.
- ✓ Working to establish a civil rights officer for the department
- ✓ Attended department head meeting
- ✓ This office worked to prepare the annual budget and annual town report for the PD
- ✓ Received grant to install automatic citation printers in front line cruisers
- ✓ Round table discussion with District Attorneys office and the Schools
- ✓ Replace one marked patrol unit and recycled the previous unit to the Fire Department
- ✓ In Service training
- ✓ Booked two more training seminars for February to be held at LPD
- ✓ Reviewed [REDACTED]
- ✓ Profiled new portable radios for interoperability with Becker College Police

### Monthly Statistics

• Calls/Patrol Initiated Activity .....	2,018
• Incident Reports Taken .....	98
• Arrests/Summons .....	62
• Crash Investigations .....	26
• Towed vehicles .....	53
• Motor Vehicle Stops .....	297

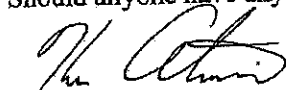
### Additional items from the PD

"Bigs in Blue" Big brothers/Big sisters came to the PD to talk to officers about getting involved in the worthy program, several officers are interested in joining.

LPD hosted another Basic Firearms Safety Course.

The Seniors center "Golden Needles Club" knitted 22 hats for LPD personnel and we graciously thanked them for their hard work (visit our Facebook page for more information)

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



Ken Antanavica  
Chief of Police



**Southern New England Brotherhood Ride**  
10 Neck Road  
Rochester, MA 02770  
(508) 728-0706

Dear Chief Antanavica,

1/21/2020

I would genuinely like to say Thank You from myself, and the entire Southern New England Brotherhood Ride team for the support from your department with an escort through Leicester to honor those who have paid the ultimate sacrifice in August of 2019. The immense support that we received from fellow Police Officers was indescribable. The department did a phenomenal job organizing an escort for us to travel through Leicester while keeping the bicyclist safe. During the summer months we know how busy it can be and with the help and support through an escort from your Police Department 9 bicyclist pedaled through the streets safely. We had one mission and that was to never forget our fallen brothers and sisters with **honor, dedication** and **pride**. We were able to complete our Mission with the support from your Police Department so again, thank you !

Last year, 2018, was our inaugural ride and we were more than pleased with the amount of support we received from the families, Police and Fire Departments along with the surrounding communities. This year truly blew every expectation that we had out of the water. We thought last year was an amazing ride. The amount of support we received this year was tremendous compared to our last ride. Nine firefighters from Massachusetts, Rhode Island and Florida along with twenty members of our support team came together to show what true Brotherhood is all about. We might have never crossed paths with the 20 heroes who had paid the ultimate sacrifice but we took the same oath to serve and protect. It was our **honor** to dedicate this years ride in their memory.

Over the course of six days we rode our bicycles 362 miles and climbed approximately 18,500 feet in elevation, regardless of how tough the days were, we rode with pride and dedication to honor the heroes who paid the ultimate price in 2018. The names of the fallen heroes on the back of our jerseys showing the loved ones, communities, and families that their loved one will never be forgotten. Again, without the help and support of your Police Department it would not have been possible to complete our mission. I truly cannot express the amount of gratitude this organization has for your Police Department !

Thank You,

Andrew Weigel  
Southern New England Brotherhood Ride President  
[www.snebrotherhoodride.com](http://www.snebrotherhoodride.com)

Report to: David Genereux, Town Administrator  
From: Rachelle Cloutier, COA Director  
Date: February 13, 2020  
Re: Council on Aging Report of activities for December

**Newsletter Editor Genevieve Grenier, BA**

Leicester Senior Horizon Newsletter for January was prepared and sent to publisher and Emailed PDF to town hall. Several copies are brought monthly to area vendors by Genevieve and Nancy, town hall, banks, Meals on Wheels participants, etc. "Train Your Brain" is still one of the best program participants enjoy each week. Laugh in Morning has also been well received and enjoyed. Continues with my Acrylic Art class on Mondays. Take and record payments for the Newsletter. Assisted Nancy with 1 Nursing Home visit, 3 Housing visits, 1 shopping assist and 1 doctor visit. Create monthly sign-up sheets for Line Dancing, Exercise, Balance, Yoga with Ann, Chair Yoga with Heidi, Tai Chi with Gary and Low impact Zumba with Amy LeClaire. Helped to repackage and distribute food donations by Shaw's of Auburn. Helpers are Ruth Dowgielewicz, Ruth Dumas, Diane Bergin and Marge Cordaro. Assisted with Book Club to discuss "The American Princess by Stephanie Marie Thornton on January 27. Answer phones as needed. Design flyers and sign-up sheets for varying programs occurring in January. Helped Nancy set up back room for cribbage and arrange back room for preparation of AARP taxes. Cleaned the dining room closet. Helped to set up for the monthly breakfast. Went through our supplies for Valentine's Day and went out to purchase any additional items for the craft on February 13. Continue on with "Laugh in the Morning" program on Friday. Printing issues with Windows 10 were resolved by installing a new driver – with done in cooperation with Clear Com.

**OUTREACH ACTIVITY – Nancy Lamb, RN.** 3 housing visits, 1 shopping visits, 1 Doctor's appointment. Sent out 2 Get Well and 1 Thank You cards. Set up SHINE calendar for February and called to remind individuals of their appointment. Received a few donations of personal hygiene items – shared these with the Meadows and Jewish center. Received notebook and info on AARP tax preparers. Set up that notebook to sign individuals in who were on a waiting list. We currently have 92 individuals signed up. Spoke with reps from MA Association of Visually Impaired and they will come in on May 6 to present a program. Spoke with Dermatology Services – UMASS, Good response. We will plan on a presentation date to be determined. Spoke with Dermatology Services of UMASS with a good response. We will plan on a presentation in the Spring – date to be determined. Notebooks were set up for volunteers on the Tax Work-Off program. We currently have 4 individuals with one pending who will work varied hours. Discussed with Rachelle set up regarding a new program Round Table. We will set up varied topics of introduction. Assist to individuals considering podiatry visits. 3 new patients forms completed and faxed to Dr. Laconte's Office. Walking groups diminished due to cold weather. Handout for the month of January "One Step At a Time" and the Hidden power of simply taking a walk by Neil Swidey. Went to food pantry with Genevieve's assist. Supplies reviewed so we can plan a February craft on Feb. 12. Received assist from a neighbor to help an individual with new phone problems. All went well – neighbor enjoys helping. On January 31 – Valentine table decorations were brought in by Colleen Settle who heads a daisy group. All are hand made "Daisies" 5-6 year old. We will display them for Valentine's Day.

**The Director's Office – Rachelle S. Cloutier, M.Ed.**

Attended Department Head Meeting on January 7. Attended COA Board meeting on December 2nd. Prepared Accounts payables, payroll, and billings to WRTA and prepared deposits for town hall, bills to accounting office etc. Posted all accounts to spreadsheet. Made out bills for Anne Barrett's reimbursement for two presentations held in December. The grant was written by us and thus we are responsible to send our local Arts Council the reimbursement for her. We pay her travel expenses and the Arts Council pays her presentations. Ordered items for the Veterans' breakfast that will be celebrated in November. We received a



call from ERA Key Charitable Organization Inc. of Whitinsville MA that they were going to donate \$1,000. They will be coming for a photo op. Hired a new Zumba instructor by the name of Amy LeClaire from Sutton MA to replace Miriam L'Amour who has returned to school to study Physical Therapy. Amy offers "Low Impact Zumba" which is a bit more physical than Zumba Gold. She has a great following of some younger seniors. Met with our senior group who wanted to post an upcoming presentation in our Newsletter about Tammy Porzerycki who will be coming to discuss dementia "Knowledge Is Power for Dementia." We placed an article in our newsletter about this presentation. Also met with them about collecting the donations that will be coming in as a result of the death of Mrs. Maio. Several donations were received and handed over to the Leicester Senior Group. They indicated that they had collected over \$800. Prepared billing to WRTA. Attended a meeting at WRTA. Set up for special training of our drivers – these trainings will be conducted here at our facility. Otherwise our drivers would have to travel long distances to receive these required trainings every two years. These arrangements were made with MARTAP. SHINE continues to be busy. Our AARP tax program will start February 4 and we have received several phone calls from individuals who will benefit from this free tax preparation. Each year we normally service over 100 seniors. Talked to WRTA about why we don't have Elder bus here (as I have been asked) and they indicated that it is either Elder or WRTA. WRTA has been very good to us so we shall leave it alone. Did all of the staff evaluations and sent these over to David for approval. Meet with staff on a regular basis.



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

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To: Leicester Select Board  
Date: February 6, 2020  
From: Office of Treasurer Collector  
Re: January Activities

- Collections for January are as attached.
- Collected a total of \$21,089.07 in tax title principal payments and \$4,262.55 in tax title interest payments. The outstanding balance of Tax Title accounts as of January 31st is \$1,014,362.17.
- Attending meeting regarding health insurance with NFP and the Town Administrator
- Reconciled November and December with Accountant
- Completed FY21 budget request
- Began work on health insurance database at request of Town Administrator
- Met with two banks regarding lockbox services
- Completed one employee evaluation
- Completed FY19 Town Report
- Held first and second interviews for new Assistant Treasurer Collector position. Nicholas George will begin working 2/10/20.
- Attended Health Insurance Advisory Committee meeting
- Met with two banks to remove the previous Assistant Treasurer Collector.
- Forwarded tax title payment information to Town Administrator.
- Attended Worcester Regional Retirement System's annual meeting.
- Began USDA financial request
- Began Continuing Disclosure mark-up request
- Department Assistant participated in remote deposit capture webex as their services will be updated in March.

Quarter	Type	Commitment	January*		February*		March*		3Q Total Net
			07 Tax/Liens	07 Int	08 Tax/Liens	08 Int	09 Tax/Liens	09 Int	
3	PP	\$ 178,543.14	\$ 157,672.15	\$ 154.00					\$ 157,826.15
3	RE	\$ 4,140,754.68	\$ 3,605,506.33	\$ 8,770.62					\$ 3,614,276.95
3	CMB		\$ 1,900.60	\$ -					\$ 1,900.60
3	CMB CI		\$ -	\$ 330.54					\$ 330.54
3	CVRWDU		\$ 1,138.82	\$ -					\$ 1,138.82
3	CVSDSB		\$ 1,569.85	\$ -					\$ 1,569.85
3	CVSDSB CI		\$ -	\$ 930.34					\$ 930.34
3	CVSDU		\$ 1,575.30	\$ -					\$ 1,575.30
3	HLSWBT		\$ 705.00	\$ -					\$ 705.00
3	HLSWBT CI		\$ -	\$ 141.00					\$ 141.00
3	HLSWBTU		\$ 345.00	\$ -					\$ 345.00
3	HWDU		\$ 671.03	\$ -					\$ 671.03
3	LSWDUN		\$ 1,172.63	\$ -					\$ 1,172.63
3	LWSDU		\$ -	\$ -					\$ -
3	LWSDSB		\$ -	\$ -					\$ -
3	LWSDSB CI		\$ 2,000.24	\$ -					\$ 2,000.24
3	ORSDU		\$ -	\$ -					\$ -
3	ORSWBT		\$ -	\$ -					\$ -
3	ORSWBT CI		\$ 453.75	\$ -					\$ 453.75
3	Title V		\$ -	\$ 249.57					\$ 249.57
3	Title V CI		\$ -	\$ -					\$ -
3	Burncoat Pond	\$ 39,887.17	\$ 34,157.81	\$ 19.44					\$ 34,177.25
3	Cedar Meadow	\$ 14,451.44	\$ 13,931.40	\$ -					\$ 13,931.40
3	Stiles	\$ 19,835.53	\$ 22,432.03	\$ -					\$ 22,432.03
3		\$ 4,393,471.96	\$ 3,845,231.94	\$ 10,595.51	\$ -	\$ -	\$ -	\$ -	\$ 3,855,827.45

\$ - \$ -

## 2020 Motor Vehicle and Boat Net Payments

Type	Commitment	Bill Date	# of Bills	Amount Billed	Tax	Tax	Interest	Totals
MVX	2019-07	2/25/2020	86	\$ 2,341.03	January	\$ 12,869.95	\$ 1,437.52	\$ 14,307.47
	2019-08	2/25/2020	201	\$ 10,442.73	February			
	2020-01	2/25/2020	10308	\$ 1,178,113.20	March			
					April			
					May			
					June			
					July			
					August			
					September			
					October			
					November			
					December			
				\$ 1,190,896.96		\$ 12,869.95	\$ 1,437.52	\$ 14,307.47
						\$ 25,739.90	\$ 2,875.04	\$ 28,614.94
Boat					Tax	Tax	Interest	Totals
					January	\$ -	\$ -	\$ -
					February	\$ -	\$ -	\$ -
					March	\$ -	\$ -	\$ -
					April	\$ -	\$ -	\$ -
					May	\$ -	\$ -	\$ -
					June	\$ -	\$ -	\$ -
					July	\$ -	\$ -	\$ -
					August	\$ -	\$ -	\$ -
					September	\$ -	\$ -	\$ -
					October	\$ -	\$ -	\$ -
					November	\$ -	\$ -	\$ -
					December	\$ -	\$ -	\$ -

## **TOWN CLERK/REGISTRARS-ELECTIONS/ JANUARY 2020**

The clerk's office has been inundated with the census coming back. We have been getting boxes full of them at least two days a week. The volunteers have been a huge help opening up the census and putting into appropriate piles for Susan and I to scan, update and make changes.

We are busy processing birth and marriages to accommodate folks applying for the real ID license – which will be required in the year 2020 for flying and also to being allowed into any federal buildings.

Lots of notary -confirming retirees a still alive, town and personnel for residents.

Registering voters. Mailing out to anyone 18 or older voter registrations so they can vote in the March Primary.

Numerous residents come in constantly to ask questions and we try to direct them to the correct department and also calm they down when they are upset about Town happenings.

Cash turnover for the month of January was 1489.00

Sincerely,

Deborah K. Davis