



**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 June**

### **Payable Warrants Posted**

- Town Warrants (summary reports attached)
  - 21-49A-TW
  - 21-50A-TW
  - 21-51A-TW
  - 21-52A-TW
  - 21-54A-TW
  
- School Warrants (summary reports attached)
  - 21-50A-SW
  - 21-52A-SW
  - 21-52B-SW
  - 21-54A-SW

### **Payroll Warrants Posted**

- 21-PR49-S
- 21-PR49-T
- 21-PR51-S
- 21-PR51-T
- 21-PR53-T

### **Monthly Updates**

- May Cash reconciled with T/C (see attached)

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

Warrant: 21-49A-TW

Post Date: 6/3/2021

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Fund: 89 - AGENCY FUNDS

Ledger: Expenditure

20,452.52

Total for Fund 89:

20,452.52

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Total for Warrant 21-49A-TW:

20,452.52

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-50A-TW

Post Date: 6/10/2021

<b>Fund: 01 - GENERAL FUND</b>		
Ledger: Expenditure	254,380.93	
Ledger: Revenue	10,374.83	
<b>Total for Fund 01:</b>		<b>264,755.76</b>
<b>Fund: 11 - TOWN STATE GRANTS</b>		
Ledger: Expenditure	23,601.07	
<b>Total for Fund 11:</b>		<b>23,601.07</b>
<b>Fund: 13 - TOWN FEDERAL GRANTS</b>		
Ledger: Expenditure	3,460.50	
<b>Total for Fund 13:</b>		<b>3,460.50</b>
<b>Fund: 15 - TOWN REVOLVING FUNDS</b>		
Ledger: Expenditure	369.21	
<b>Total for Fund 15:</b>		<b>369.21</b>
<b>Fund: 16 - TOWN REVOLVING 53E 1/2</b>		
Ledger: Expenditure	682.01	
<b>Total for Fund 16:</b>		<b>682.01</b>
<b>Fund: 17 - TOWN DONATIONS</b>		
Ledger: Expenditure	1,269.26	
<b>Total for Fund 17:</b>		<b>1,269.26</b>
<b>Fund: 18 - RECPTS RES FOR APPROP</b>		
Ledger: Expenditure	1,200.00	
<b>Total for Fund 18:</b>		<b>1,200.00</b>
<b>Fund: 81 - EXPENDABLE TRUSTS</b>		
Ledger: Expenditure	265.00	
<b>Total for Fund 81:</b>		<b>265.00</b>
<b>Fund: 89 - AGENCY FUNDS</b>		
Ledger: Expenditure	141,905.74	
<b>Total for Fund 89:</b>		<b>141,905.74</b>
<b>Total for Warrant 21-50A-TW:</b>		<b>437,508.55</b>

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-51A-TW

Post Date: 6/17/2021

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Fund: 89 - AGENCY FUNDS

Ledger: Expenditure

202,361.13

Total for Fund 89:

202,361.13

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Total for Warrant 21-51A-TW:

202,361.13

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-52A-TW

Post Date: 6/24/2021

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	200,621.52	
Ledger: Revenue	5,908.55	
Total for Fund 01:		206,530.07
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	28,542.28	
Total for Fund 11:		28,542.28
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	3,024.97	
Total for Fund 16:		3,024.97
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	399.84	
Total for Fund 17:		399.84
Fund: 18 - RECPTS RES FOR APPROP		
Ledger: Revenue	1,150.00	
Total for Fund 18:		1,150.00
Fund: 81 - EXPENDABLE TRUSTS		
Ledger: Expenditure	4,300.00	
Total for Fund 81:		4,300.00
Fund: 82 - PLANNING REVIEW TRUSTS		
Ledger: Expenditure	1,320.50	
Total for Fund 82:		1,320.50
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	41,821.13	
Total for Fund 89:		41,821.13
Total for Warrant 21-52A-TW:		287,088.79

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-54A-TW

Post Date: 6/30/2021

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	95,941.96	
Total for Fund 01:		95,941.96
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	13,008.13	
Total for Fund 11:		13,008.13
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	3,445.57	
Total for Fund 16:		3,445.57
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	371.55	
Total for Fund 17:		371.55
Fund: 30 - CAPITAL PROJECTS FUND		
Ledger: Expenditure	9,000.00	
Total for Fund 30:		9,000.00
Fund: 81 - EXPENDABLE TRUSTS		
Ledger: Expenditure	25.93	
Total for Fund 81:		25.93
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	2,354.00	
Total for Fund 89:		2,354.00
Total for Warrant 21-54A-TW:		124,147.14

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-50A-SW

Post Date: 6/10/2021

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	113,443.04	
Total for Fund 01:		113,443.04
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	31,274.79	
Total for Fund 21:		31,274.79
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	9,778.36	
Total for Fund 22:		9,778.36
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	25,573.37	
Total for Fund 23:		25,573.37
Fund: 26 - SCHOOL DONATIONS		
Ledger: Expenditure	141.10	
Total for Fund 26:		141.10
Fund: 28 - SCHOOL SPED RESERVE FUND		
Ledger: Expenditure	9,049.80	
Total for Fund 28:		9,049.80
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	1,765.71	
Total for Fund 87:		1,765.71
Total for Warrant 21-50A-SW:		191,026.17

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-52A-SW

Post Date: 6/24/2021

<b>Fund: 01 - GENERAL FUND</b>		
Ledger: Expenditure	373,251.75	
<b>Total for Fund 01:</b>		<b>373,251.75</b>
<b>Fund: 21 - SCHOOL STATE GRANTS</b>		
Ledger: Expenditure	35,765.16	
<b>Total for Fund 21:</b>		<b>35,765.16</b>
<b>Fund: 22 - SCHOOL CAFETERIA FUND</b>		
Ledger: Expenditure	10,998.18	
Ledger: Revenue	42.55	
<b>Total for Fund 22:</b>		<b>11,040.73</b>
<b>Fund: 23 - SCHOOL FEDERAL GRANTS</b>		
Ledger: Expenditure	97,168.36	
<b>Total for Fund 23:</b>		<b>97,168.36</b>
<b>Fund: 25 - SCHOOL REVOLVING FUNDS</b>		
Ledger: Expenditure	79.07	
<b>Total for Fund 25:</b>		<b>79.07</b>
<b>Fund: 26 - SCHOOL DONATIONS</b>		
Ledger: Expenditure	246.14	
<b>Total for Fund 26:</b>		<b>246.14</b>
<b>Fund: 87 - STUDENT ACTIVITY FUNDS</b>		
Ledger: Expenditure	12,456.72	
Ledger: Revenue	40.00	
<b>Total for Fund 87:</b>		<b>12,496.72</b>
<b>Total for Warrant 21-52A-SW:</b>		<b>530,047.93</b>



# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-52B-SW

Post Date: 6/30/2021

Fund: 01 - GENERAL FUND

Ledger: Expenditure

371,388.09

Total for Fund 01:

371,388.09

Total for Warrant 21-52B-SW:

371,388.09

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-54A-SW

Post Date: 6/30/2021

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	160,545.60	
Total for Fund 01:		160,545.60
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	17,709.20	
Total for Fund 21:		17,709.20
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	48,816.16	
Total for Fund 23:		48,816.16
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Revenue	175.00	
Total for Fund 25:		175.00
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	1,016.99	
Total for Fund 87:		1,016.99
Total for Warrant 21-54A-SW:		228,262.95

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-PR49-S

Post Date: 6/4/2021

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	537,419.59	
Total for Fund 01:		537,419.59
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	2,720.00	
Total for Fund 21:		2,720.00
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	14,839.84	
Total for Fund 22:		14,839.84
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	4,684.20	
Total for Fund 23:		4,684.20
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	40,500.25	
Total for Fund 25:		40,500.25
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	88,632.98	
Ledger: Revenue	-194,564.09	
Total for Fund 89:		-105,931.11
Total for Warrant 21-PR49-S:		494,232.77

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-PR49-T

Post Date: 6/3/2021

<b>Fund: 01 - GENERAL FUND</b>		
Ledger: Expenditure	168,959.69	
<b>Total for Fund 01:</b>		<b>168,959.69</b>
<b>Fund: 11 - TOWN STATE GRANTS</b>		
Ledger: Expenditure	1,283.90	
<b>Total for Fund 11:</b>		<b>1,283.90</b>
<b>Fund: 16 - TOWN REVOLVING 53E 1/2</b>		
Ledger: Expenditure	1,571.56	
<b>Total for Fund 16:</b>		<b>1,571.56</b>
<b>Fund: 89 - AGENCY FUNDS</b>		
Ledger: Expenditure	45,512.11	
Ledger: Revenue	-56,951.23	
<b>Total for Fund 89:</b>		<b>-11,439.12</b>
<b>Total for Warrant 21-PR49-T:</b>		<b>160,376.03</b>

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-PR51-S

Post Date: 6/18/2021

<b>Fund: 01 - GENERAL FUND</b>		
Ledger: Expenditure	809,183.62	
<b>Total for Fund 01:</b>		<b>809,183.62</b>
<b>Fund: 21 - SCHOOL STATE GRANTS</b>		
Ledger: Expenditure	1,057.50	
<b>Total for Fund 21:</b>		<b>1,057.50</b>
<b>Fund: 22 - SCHOOL CAFETERIA FUND</b>		
Ledger: Expenditure	16,692.66	
<b>Total for Fund 22:</b>		<b>16,692.66</b>
<b>Fund: 23 - SCHOOL FEDERAL GRANTS</b>		
Ledger: Expenditure	4,720.00	
<b>Total for Fund 23:</b>		<b>4,720.00</b>
<b>Fund: 25 - SCHOOL REVOLVING FUNDS</b>		
Ledger: Expenditure	92,951.43	
<b>Total for Fund 25:</b>		<b>92,951.43</b>
<b>Fund: 89 - AGENCY FUNDS</b>		
Ledger: Expenditure	154,270.61	
Ledger: Revenue	-303,078.45	
<b>Total for Fund 89:</b>		<b>-148,807.84</b>
<b>Total for Warrant 21-PR51-S:</b>		<b>775,797.37</b>

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-PR51-T

Post Date: 6/17/2021

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	196,713.63	
Total for Fund 01:		196,713.63
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	2,316.48	
Total for Fund 11:		2,316.48
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	1,866.33	
Total for Fund 16:		1,866.33
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	44,712.36	
Ledger: Revenue	-60,971.41	
Total for Fund 89:		-16,259.05
Total for Warrant 21-PR51-T:		184,637.39

# Town of Leicester

## Warrant Summary - Posted

Warrant: 21-PR53-T

Post Date: 6/30/2021

Fund: 01 - GENERAL FUND		
Ledger: Expenditure	176,665.26	
Total for Fund 01:		176,665.26
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	753.16	
Total for Fund 11:		753.16
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	591.00	
Total for Fund 16:		591.00
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	40,269.18	
Ledger: Revenue	-56,997.70	
Total for Fund 89:		-16,728.52
Total for Warrant 21-PR53-T:		161,280.90

City/Town/District of LEICESTER  
Cash Reconciliation for May 2021

Total Treasurer's Cash and Investments	<u>15,155,389.05</u>
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Accountant's/Auditor's Cash and Investments (per balance sheet)	15,161,631.67
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Reconciling Items (specify)

April & May Trust	24.22
Unipay In-Transit	1,260.86
Void after May for Prior month	40.34
TASC Error	0.18
IRS Medicare Adjustment X2	-5.44
Great West	-5,960.16
TASC Error	-1,602.62

\$ 15,155,389.05

Total Adjusted Accountant's/Auditor's Cash and Investments	\$	<u>0.00</u>
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Variance (explain)

Treasurer

Date

## Accountant

Date \_\_\_\_\_

6/23/21



# ***Town of Leicester***

## **OFFICE OF THE ASSESSOR**

3 Washburn Square

Leicester, Massachusetts 01524-1333

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

Sanders (Sandy) J. Genna MAA, Principal Assessor

### **JUNE News**

**JULY 8, 2021**

As of this writing the 5-year Re-Valuation continues to progress. An outside vendor has completed inspecting residential and commercial properties. A second outside vendor will be inspecting personal property sites soon. Property survey's with requests for exterior inspections are mailed out on a regular basis. There has been a good response and cooperation from property owners. Cyclical inspections continue on a weekly basis. Most recently the Board of Assessor's has begun to assist in performing inspections of parcels of vacant land.

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 JUN 2021

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
6/3/2021	Eric Wilicki	769	Stafford St.	Bay State Energy Reduction (Roger Ouellette)	21-183	Insulation
6/3/2021	Steve Dion	156	White Birch St.	DiPietro Energy Solutions (James Dimopolas)	21-184	Weatherization
6/2/2021	Robert Stuart	66A	King St.	Valeriy Karelin	21-185	Solar (Residential)
6/2/2021	Elbert Clark	289	Pine St.	Homeowner	21-186	Deck
6/4/2021	Lisa Corey	84	Charles St.	Trinity Solar (Michael White)	21-187	Solar (Residential)
6/3/2021	Joshua Wadden	54	Rawson St.	Edward Beauchemin	21-188	Weatherization
to be picked up	William Duntzee	1274	Main St.	Hemlock Contracting (Theodore Labonte)	21-189	Pool deck
6/8/2021	Juli Doggart	1A	Hammond St.	Philip Stevens	21-190	In-law Apartment
6/8/2021	Judith Roy	23	Crestwood Rd.	Loyalty Home Solutions LLC (Michael Desrosiers)	21-191	Roof
6/10/2021	Vanessa Libera	44	Howard Ter.	Homeowner	21-192	Demolition
6/17/2021	Ronald/Christine Davis Jr.	41	Mayflower Cir.	Homeowner	21-193	Shed
6/16/2021	Jeff Bercume	312	Rawson St	Bryan Beando	21-194	Basement/Bath
6/15/2021	Rebecca Benoit	33	Woodland Rd.	Keith Burt	21-195	Kitchen Remodel
6/24/2021	Daniel Pickett	26	Rawson Dr.	Endless Energy (Daniel Cavanaugh)	21-196	Weatherization
6/23/2021	Michael/Megan Nugent	25	Cricklewood Dr.	Ambassador Pool Distributors	21-197	Above ground pool
6/21/2021	Daniel Toomey	376	Marshall St.	Tip Top Roofing (Michael Starvaski)	21-198	Roof
6/21/2021	Matthew Moniak	169	White Birch St.	Advanced Energy Solutions (Al Pellegrini)	21-199	Weatherization
6/21/2021	Dennis Jansky	14	Sabina Cir.	Richard Frehil	21-200	Insulation
6/21/2021	Paul Blanchard	17	Dale St.	Homeowner	21-201	Above ground pool
6/21/2021	Julio Nali	23	Pine Ridge Dr.	Murphy's Home Repair (Alton Thatcher)	21-202	Roof
6/21/2021	Lauren O'Connor	20	Carleton Rd.	HomeWorks Energy (Adam Glenn)	21-203	Weatherization
6/21/2021	Vincenza Castellucci	328	Stafford St.	Homeowner	21-204	Remodel/Renovation
6/23/2021	Joseph Loader	424	Main St.	David Liberis	21-205	Remodel/Renovation
6/22/2021	Dave Foy	1	Breezy Green Rd.	Todd Rainey	21-206	Windows
6/22/2021	Eller's Restaurant	190	Main St.	Todd Rainey	21-207	Roof
6/23/2021	Modern Manufacturing	82	Huntoon Memorial Hwy.	Owner	21-208	Sign
6/23/2021	David Baldino	4	Wasilla Dr.	Homeowner	21-209	Tent
6/23/2021	Daniel Daly	46	Locust St.	M & S Development (Richard Bastaz)	21-210	Roof

6/24/2021	Joe Abbascia Jr.	51	Willow Hill Rd.	Liberty Construction (Daniel Craig)	21-211	Repairs
6/28/2021	Peter Zimmerman	20	King Crt.	Greg Sarkisian (Sarkisian Builders)	21-212	Remodel
6/29/2021	Jeff Bercume	312	Rawson St.	Bryan Beando	21-213	Remodel/Renovation
6/29/2021	Kristen Foley	11	Brookside Dr.	Ambassador Pool Distributors	21-214	Above ground pool
6/29/2021	Doris Robillard	33	Boyd St.	Andrei Androsenka (Lowe's -Daniel French)	21-215	Door

**In addition, 0 Stove Permits; 1 Sheet Metal permits; 4 Home Occupation were issued**

# Memo

**To:** Town Administrator, Select Board  
**CC:**  
**Date:** 8/2/2021  
**Re:** Report for the Month of June from TC

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Here are the total Monthly sales for June \$4111.00

We had the Annual Town Election in June the voter turnout was the lowest voter turnout in years with only 377 turning out to cast their vote.

2020- 1115

2019- 1131

2018- 635

2017- 1084

Ordered the Street Listing Books they should arrive sometime in July. We have been working on the 2<sup>nd</sup> census mailing which is very tedious work. There are almost 2000 individuals who have not yet answered their census for 2021. It is a requirement of the State that all clerks do a second mailing to those who have not answered their yearly census.

The end of the year is always so much fun. It is a busy time for all our departments. Figuring out if there is money in our budget to purchase much needed supplies and necessities to get us through the year but not to be wasteful. All the bills must be submitted before the close of the fiscal year.

There are reports that need to be completed and submitted. The annual town meeting report must be completed within 30 days of the ATM and emailed to the Attorney General's office who in turn has 90 days to get back to us on our general and zoning by-laws. They look everything over and send a letter confirming that they have either passed or denied what was submitted by the Town.

Submit the cost certification to the Secretary of the Commonwealth to receive our portion of reimbursement for state elections which is only 3 hours the rest of the cost is on the town.

Respectfully submitted,

Deborah K. Davis

Report to: David Genereux, Town Administrator

From: Rachelle Cloutier, COA Director

Date: July 9, 2021

Re: Council on Aging Report of activities for June 2021.

**Genevieve** – Art classes have resumed on Monday. We have 3 participants. This is going very well. Prepared the Binienda Hall for the first meeting of the Senior Citizens Club of Leicester. This included cleaning and sanitizing all tables, chairs, etc. Dorothy Dudley continues to volunteer with the mailing of our monthly newsletter. The newsletter was completed and mailed for processing. It has been distributed to various locations including Town Hall and at Leicester Senior Housing. E-Mail PDF of Newsletter to Town Hall and Leicester Local Cable. Continue to take and record payments on the computer for the postage of our newsletter. Continue to update senior group mailing list. We continue to have our newly designed newsletter as many of seniors continue to enjoy Nancy's column and some of the puzzles and the Rebus they like to do. Train Your Brain continues weekly. Assisted Nancy with three house visits and other outreach visits as needed. Helped individuals with access to wheelchairs that was needed because of knee surgery. Create monthly sign-up sheets for Exercise, Balance, Chair Yoga with Heidi Gambaccini and Joy Fusion with Myriam Lamour. Help to sort out food donations from Bill Moore and also help to distribute food donations to area neighbors. Help with Project New Hope donations and distribution on a weekly basis. Answer phones as needed.

**Nancy:** We have posted all recommendations that those who are not vaccinated must wear a mask. We cannot ask but suggest as this virus continues to affect and infect individuals who are vulnerable. Continue to take temp checks as request and required following CDC rules and regs. Make sure we have a signature pad for those attending events. Made 4 dentist visits. Made 10 home visits for daily insulin injections. Made 6 shopping visits assisted by Genevieve. Made 6 home visits assisted by Genevieve. Made 6 food deliveries assisted by Genevieve. Had 4 individuals who come to the center for BP reading. Had 3 individuals who need to be brought to the bank. Helped to set up set up the donated food items from Project New Hope a Veterans group of Worcester. Helped with the donation of eggs and distribution. Genevieve and I distribute some of the donated foods to families in need. Responded to phone calls and all sorts of inquiries.

**Rachelle:** Newsletters prepared and mailed. Attended COA Board meeting on June 3. Board meetings are now held at the senior center. Our town administrator came to our meeting and all Board Members are so grateful for his knowledge. He informs us about what is going on in our town. So grateful to have our town administrator or the assistant town administrator advise our COA board members. We lost two bus drivers. David Gercken left for health reasons and Bob Foley retired. Bob did stay on until the end of the month to help us out. We posted the jobs and received one application. Kristin Forsberg set up an interview with Mr. Ed Bauer and we found him to be an excellent candidate for this position. On June 27 via a letter from Kristen he was appointed to his position. He will begin the long training process to meet WRTA requirements. During the month of June staff attended a training program for employees "Respect in the Workplace". This was received with great applause as our staff connected with individuals at town hall they rarely meet. Additionally, I personally attended a training program and found it to be excellent. The presenter is very good. Sheila Lopez of the Hearts to Home meals program came in and fed more people than we planned. It was good that she brought extra meals. These meals are excellent but for our folks a bit expensive. Several individuals signed up to have some delivered. There was a drive by at the Meadows organized by Kim Hedgepeth. This went off well for them and for our seniors. Phil Robo advertised on the outside marquee at the center of town. A check came in from the Greater Worcester Community Foundation for \$6600 which will help defray the expenses for Outreach. We had a special presentation of "Hollywood" on June 8 by Ann Barrett. We will be applying to the local Art Council for more of these excellent historical presentations. Continue to meet with staff on a regular basis.



**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: July 13, 2021

RE: Development & Inspectional Services (DIS) Report, June 2021

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In-person Board and Committee meeting resumed in June 2021, with optional remote participation using GoToMeeting.

**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.
- Cultivate: discussed status with applicant (Planning Board can sign-off when the parking lot fence is repaired).
- 1603 Main Street: Reviewed Environmental Notification Form
- Site Visits: Greenville Baptist Church (project complete), Blueberry Lane Self-Storage site, 433 Main Street (pet groomer), Briarcliff estates, Oak Bluff Estates
- 0 & 31 Chapel Street: discussed zoning with project engineer and DEP representative (1 of the 2 lots doesn't conform to zoning)

**Planning and Long-Range Projects:**

- Open Space & Recreation Plan: CMPRC continued work on the plan. June meeting canceled (lack of quorum);
- Subdivision Regulation Amendments: completed draft amendments and scheduled public hearing for 7/6/2021.
- Zoning Bylaw Amendments: reviewed private request for rezoning in Cherry Valley (discussed at 6/1/2021 Planning Board meeting).

**Miscellaneous:**

- Worked on miscellaneous end of fiscal year tasks (review of FY2021 balances, vacation carryover requests, personnel forms, etc.)
- Updated ZBA application instructions
- Responded to Leicester High student surveys, re: dog parks and other recreational facilities
- Attended webinar 6/29, re: Massachusetts Land Use Guidebook
- Research: deadlines to record special permits, expansions of non-conformities
- Completed employee evaluations for all staff
- Attended Local Rapid Recovery Planning program open house 6/28
- Moose Hill Water Commission: attended meetings 6/17 (meeting with DEP) and 6/29; multiple web page updates.

- Attended Historical Commission meeting 6/15/2021 (they agreed to allow changes to sign, fence around ADA viewing area, and bench platforms)
- Addressed miscellaneous public inquiries, including the following:
  - Complaints: Blueberry Lane self-storage, driveway on neighbor's property, grass clippings adjacent to Shaw Brook,
  - Potential for redevelopment of former airport property on Marshall street (discussed solar, fitness center, housing).
  - Parcels on Rawson street and Marshall with no frontage (not buildable)
  - Potential "grandfathered" lot on Wildwood Lane
  - Marijuana cultivation in Cherry Vally (prohibited)
  - Permitting requirements for: Definitive Subdivision Plan submittal, modification of pre-existing structure damaged by fire, earth filling, vehicle repair in RIB, self-storage in RIB, setback variance, construction in wetland buffer, hair salon in home, splitting lot with frontage on 2 streets, 7,000 s.f warehouse on Huntoon Memorial, accessory apartment exceeding 700s.f., assisted living facility
  - Public records requests: well records Auburn Street

#### **APPLICATION STATUS, June 2021**

<b>PLANNING BOARD</b>				
<b>Project/Applicant</b>	<b>Type of Application</b>	<b>Location</b>	<b>Description</b>	<b>Status</b>
Black Sheep BahBahQ/Jennifer Wright	Site Plan Review	1535 Main	SPR2021-01: Food Truck	Approved 6/1/21
ANR Plan	ANR Plan	Mayflower/ Sterling	Division of lot to transfer to abutters	Endorsed 6/1/2021
ANR Plan/ Mark & Denise Hobby	ANR Plan	407 Pine St	Division of lot to transfer to abutter	Endorsed 6/15/2021
Blueberry Lane Self-Storage/Justin Zuffante	Special Permit	Blueberry Lane	SP2021-06: Construction of 6,600s.f. self-storage facility	Hearing 6/1/21, 6/15/21, 7/6/21
Dris Production/Faded LLC d/b/a Dris Production Center	Site Plan Review	488 Stafford Street	SPR2021-02: Marijuana Cultivation and transportation	Discussion 7/6/2021
Smuggler's Cove Amendment/Central Land Development	Special Permit Amendment	Off Paxton Street	SP2019-02: reduction in road length & # of lots	Hearing 7/20/2021
Briarcliff Estates Extension	Special Permit Extension	Victoria Lane	SP2003-01: Extension of deadline to complete work	Extended 30 days 6/15/2021
Parker Street/Schold Development LLC	Definitive Subdivision Plan	Parker Street	DSUB2021-01: 5 lot residential subdivision	Hearing 7/20/2021
1439 Main Earth Filling	Special Permit	1439 Main St	SP2021-07: Earth filling	Hearing 8/3/2021
<b>ZONING BOARD OF APPEALS</b>				
<b>Applicant</b>	<b>Type of Application</b>	<b>Location</b>	<b>Description</b>	<b>Status</b>
Kyle Bourque	Variance	31 Burncoat Lane	Deck in rear setback	Hearing 6/23/2021, continued to 7/7/2021
Josiah's Ultimate Homes, LLC	Special Permit	7 West Street	Addition in front setback	Hearing 7/22/2021

<b>CONSERVATION COMMISSION (Meeting 6/16/2021)</b>					
<b>Application Type</b>	<b>Permit #</b>	<b>Applicant</b>	<b>Address</b>	<b>Action</b>	<b>Project Description</b>
RDA	2021-07	Raymond Gaulin	57 Fairview	Approved	Yard & driveway improvement
RDA	2021-08	Leicester Highway Dept	Paxton/Marshall Street intersection	Approved	Intersection improvements
RDA	2021-09	Leicester Highway Dept	Craig Street	Approved	Catch basin replacement
RDA	2021-10	Samantha Butkiewicks	209 Greenville Street	Approved	Gazebo
RDA	2021-11	Jeffrey Gervais	67 Lakeview	Approved	well
NOI	197-0664	Sparhawk Realty, LLC	208 Rawson	Approved	Single-family home
NOI	197-0665	Common Ground Land Trust	25 Auburn Street	Continued to 7/14/2021	Invasive plant management
NOI	197-0666	Richard Gorman, Sr.	59 Burncoat Lane	Continued to 7/14/2021	Waterfront restoration plan
NOI	197-0667	Common Ground Land Trust	River Street (Parcel 43-A11)	Continued to 7/14/2021	Invasive plant management
NOI	197-0669	Armory Street LLC	31 Chapel Street	Continued to 7/14/2021	Warehouse Building
NOI	197-0670	Armory Street LLC	0 Chapel Street	Continued to 7/14/2021	Office Building
Note: All but 1 NOI application was continued because the 1) applicant didn't file with DEP, or 2) DEP didn't issue a DEP# prior to the meeting date.					

**Building & Occupancy Permit reports attached.**

## **BOARD OF HEALTH**

- **Environmental Health**
  - Food Plan Reviews; 2 food plan reviews were conditionally approved, pending a preoperational inspection before opening.
  - Housing; 4 complaints received. 2 case open, 2 cases closed.
  - Nuisance; 8 nuisance reports received. All cases closed.
  - Title V; 1 well plan review approved, 4 perc tests conducted for existing septic systems, and 3 new septic system plans are currently being reviewed
- **Community Health**
  - Health Agent created a community health project program for potential graduate interns. Interns would research and analyze data for a variety of projects. Data will then be made into presentations for public consumption.
  - Attended 4 weekly meetings with the regional head of the Contact Tracing Collaborative to review cases in town vs surrounding communities and trends.
  - Attended 6 weekly interdepartmental board of health meetings to discuss pandemic guidance and mandates.
  - Attended 7 Regional weekly meetings regarding COVID-19 and vaccination efforts.
  - Total number of Leicester residents who are fully vaccinated is 6,177, which is 55% of population. The number of residents who have had at least 1 dose of vaccine is 6,752, 60% of population.
- **Miscellaneous**
  - The Leicester Board of Health will begin its shared health services model from the grant received in June 2021. The shared service towns are Barre, Hardwick, Holden, North Brookfield, and New Braintree. Leicester has hired an Administrative



Coordinator and Health Inspector to service 4 of the 5 towns. There is also another Inspector position still open, that will primarily service the Town of Holden.

- Health Agent, in coordination with the Town Administrator's Office, and School staff members submitted a grant application to create a Human Services division within the Health Department. If approved the grant will allow the town to hire three seasoned social workers to develop health wellness programs and provide social services with a focus on youth and seniors.
- The Health Agent will be coordinating a public health grant submission with the Police Chief and the School Superintendent that would provide funding for a new position of School Resource Officer in the LPS. The focus of this position would be student safety.

**FEES COLLECTED:**

Code/Building	5,331.77
Conservation Commission	\$471.25
Board of Health:	3,075.00
Planning Board:	\$1,750.00
Zoning Board of Appeals:	\$175.00
<b>TOTAL</b>	<b>\$10,803.02</b>

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

# BUILDING PERMITS ISSUED MONTH OF JUN 2021

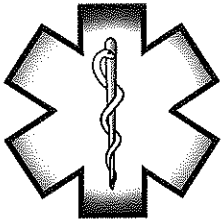
Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
6/3/2021	Eric Wilicki	769	Stafford St.	Bay State Energy Reduction (Roger Ouellette)	21-183	Insulation
6/3/2021	Steve Dion	156	White Birch St.	DiPietro Energy Solutions (James Dimopolas)	21-184	Weatherization
6/2/2021	Robert Stuart	66A	King St.	Valeriy Karelin	21-185	Solar (Residential)
6/2/2021	Elbert Clark	289	Pine St.	Homeowner	21-186	Deck
6/4/2021	Lisa Corey	84	Charles St.	Trinity Solar (Michael White)	21-187	Solar (Residential)
6/3/2021	Joshua Wadden	54	Rawson St.	Edward Beauchemin	21-188	Weatherization
to be picked up	William Duntzee	1274	Main St.	Hemlock Contracting (Theodore Labonte)	21-189	Pool deck
6/8/2021	Juli Doggart	1A	Hammond St.	Philip Stevens	21-190	In-law Apartment
6/8/2021	Judith Roy	23	Crestwood Rd.	Loyalty Home Solutions LLC (Michael Desrosiers)	21-191	Roof
6/10/2021	Vanessa Libera	44	Howard Ter.	Homeowner	21-192	Demolition
6/17/2021	Ronald/Christine Davis Jr.	41	Mayflower Cir.	Homeowner	21-193	Shed
6/16/2021	Jeff Bercume	312	Rawson St	Bryan Beando	21-194	Basement/Bath
6/15/2021	Rebecca Benoit	33	Woodland Rd.	Keith Burt	21-195	Kitchen Remodel
6/24/2021	Daniel Pickett	26	Rawson Dr.	Endless Energy (Daniel Cavanaugh)	21-196	Weatherization
6/23/2021	Michael/Megan Nugent	25	Cricklewood Dr.	Ambassador Pool Distributors	21-197	Above ground pool
6/21/2021	Daniel Toomey	376	Marshall St.	Tip Top Roofing (Michael Starvaski)	21-198	Roof
6/21/2021	Matthew Moniak	169	White Birch St.	Advanced Energy Solutions (Al Pellegrini)	21-199	Weatherization
6/21/2021	Dennis Jansky	14	Sabina Cir.	Richard Frehil	21-200	Insulation
6/21/2021	Paul Blanchard	17	Dale St.	Homeowner	21-201	Above ground pool
6/21/2021	Julio Nali	23	Pine Ridge Dr.	Murphy's Home Repair (Alton Thatcher)	21-202	Roof
6/21/2021	Lauren O'Connor	20	Carleton Rd.	HomeWorks Energy (Adam Glenn)	21-203	Weatherization
6/21/2021	Vincenza Castellucci	328	Stafford St.	Homeowner	21-204	Remodel/Renovation
6/23/2021	Joseph Loader	424	Main St.	David Liberis	21-205	Remodel/Renovation
6/22/2021	Dave Foy	1	Breezy Green Rd.	Todd Rainey	21-206	Windows
6/22/2021	Eller's Restaurant	190	Main St.	Todd Rainey	21-207	Roof

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
6/23/2021	Modern Manufacturing	82	Huntoon Memorial Hwy.	Owner	21-208	Sign
6/23/2021	David Baldino	4	Wasilla Dr.	Homeowner	21-209	Tent
6/23/2021	Daniel Daly	46	Locust St.	M & S Development (Richard Bastaz)	21-210	Roof
6/24/2021	Joe Abbascia Jr.	51	Willow Hill Rd.	Liberty Construction (Daniel Craig)	21-211	Repairs
6/28/2021	Peter Zimmerman	20	King Crt.	Greg Sarkisian (Sarkisian Builders)	21-212	Remodel
6/29/2021	Jeff Bercume	312	Rawson St.	Bryan Beando	21-213	Remodel/Renovation
6/29/2021	Kristen Foley	11	Brookside Dr.	Ambassador Pool Distributors	21-214	Above ground pool
6/29/2021	Doris Robillard	33	Boyd St.	Andrei Androsenka (Lowe's -Daniel French)	21-215	Door

**In addition, 0 Stove Permits; 1 Sheet Metal permits; 4 Home Occupation were issued**

## OCCUPANCY PERMITS ISSUED MONTH OF JUN 2021

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
6/3/2021	Greenville Baptist Church	674	Pleasant St.	21-008	20-257	Storage Building



# Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

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PHONE: (508) 892-7006

## LEICESTER AMBULANCE

EMS Report June 2021

Total Calls	140
Transports	103
Mutual Aid given	21
Mutual Aid received	9

Training: OEMS Protocol update  
M & M Rounds  
Life-Flight Demo / Classroom

Equipment: Ambulance 1: O.O.S. for multiple engine codes and engine oil leak. Replace oil pump, master air sensor and cracked air lines.

Ambulance 2: No repairs

Ambulance 3: Taken out of service permanently due to multiple costly repairs needed.  
Replacement truck is scheduled to be delivered late summer.

Rutland Fire: Loaned LEMS there Ambulance 3 will A1 was out of service.



**Town of Leicester Fire Department  
3 Paxton Street  
Leicester Massachusetts, 01524**



Michael R. Dupuis  
Chief

508-892-7022

**June 2021 Monthly Report**

Total calls > 37

HQ Company > 20

Station 2 Company > 8

Station 3 Company > 13

Rescue Company > 1

Mutual Aid Given > 6

Mutual Aid Received > 1

Fire Training > Rural water supply

Fire Prevention: Total Inspections > 41

Smoke detector inspections > 19

LP Storage permits > 3

Oil burner permits > 2

Oil tank/removal permits > 10

Business annual inspection > 6

Citations > 1

Inspectional Updates: 7 new business plan reviews, 88 Huntoon mem., 10 Mulberry St., 1030 Stafford St., 190 Main St., 200 south Main St, and 1060 Main St. are uncompleted projects in town.

Summary of responses this month: The department responded to a Structure fire. Most of the calls this month were fire alarms. The number of MVA's stayed the same.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael R. Dupuis". The signature is fluid and cursive, with a long horizontal stroke at the end.

*Chief Michael R. Dupuis*



## 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: July 12, 2021

Subj: June Monthly Report

### Maintenance of Town Vehicles:

- Oil changes performed, brakes and tire rotation performed on LPD vehicles
- Maintenance performed on Highway Brush Cutter
- Several Highway trucks received routing maintenance
- Repairs started on Truck 3 EGR coolers and turbos

### Other:

- Preparation of the common was performed for Memorial Day programs
- Spring season street sweeping completed
- Cleaning of catch basins is ongoing
- Improvements were made to the Senior Center turf
- Monitoring and removal of trash at the Parks and town buildings ongoing
- Paving of Chapel, Waite, and Spring Streets
- Grading of private roads
- Roadside mowing was started
- Greenville Pond Dam inspection
- Repair of basin on Chapel St.
- Prep for drainage on Craig St.
- Drainage done on Atwood St.
- Lane closure of Auburn St. bridge
- Signage added at Mill St.
- Paving assistance provided to Cherry Valley Water Sewer District
- Temporary drainage repairs done on Winslow Ave.
- Graffiti removal at Rochdale Park and Memorial School
- Staff and superintendent attended mandatory trainings

Thank you.





# **Leicester Public Library**

## **Director's Report \* June 15, 2021**

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 May, 2020 through 6/1/2021. June 15, 2021 is the first in person Trustee meeting in 15 months.

The Library staff came back to work the week of 5/26/20. The library offered lobby pickup and other remote services beginning 6/1/20. The building re-opened to patrons 6/3/21.

### Administrative:

- Reopening is going well. People are happy to be back inside. Most people don't stay very long.
- We are starting a new service this week – mobile printing. Patrons can print pages from their phones or other wifi devices without using a library computer. This should streamline printing for people who only come to print a document.
- We should finish this fiscal year with a small amount of money remaining. This is due to the difference in salaries between old staff and new staff, and not having to fill behind vacations and other staff absences when the building was not opened to patrons. Our voted budget for FY22 is \$231.071.
- Kae has planned summer reading programs and activities, details are on our website. A few of the activities will be outdoors, on the common.

### Building maintenance:

- Waterproofing is ongoing. There was one small leak during the last heavy rain (12/26). After a consultation with Mark, Jean's Waterproofing will return at least one more time for spot treatments before discussing other options. We are still waiting for a large enough storm to precisely locate the last few leaks. Highway did some surface re-grading and re-seeding around the east side drain.
- Carpet cleaning still on hold pending waterproofing completion.
- The roof leak reappeared in the Trustees Room ceiling after heavy rain Memorial Day weekend. Mark Armington has contacted Raymond James to investigate. This is the same leak the Building Committee chased for so long. Unsure if roof or masonry/chimney is leaking.
- Time to renew contract with water system manager: The Metro Group/Bardon \$900 for semi-monthly (6x/year) inspections & maintenance.
- Electric car charger – no update.
- Approve 2 bills: Joseph's Lock fixed a key stuck in the lobby door \$95 and The Metro Group yearly water system maintenance, \$900, Houston upgrade \$195
- Cell upgrade to 5g/LTE means our fire and security radio transmitters need to be replaced. Houston can replace the security transmitter for \$195, the cost of the radio. He can supply the fire radio, but can't install it. Supply cost is \$295. I am looking into installers. Deadline, 12/31/2021.

### Outstanding Renovation Items

1. East side drainage – waterproofing work began 9/9. Mark is working with JW Waterproofing to schedule a final visit. Current leaks are small, and only in the J office. Waiting for Mark to advise about possible repointing and reinstalling shelves in JJ area.
2. Key box – 2/3 boxes done. Museum and daily use boxes complete, construction box ongoing. Debating placement.
3. 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.
4. 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.
5. Optional items: Panic buttons, connect cameras to PD, Permanent museum display cards

### Circulation Statistics

Number of new items last month: 203 (total items in collection = 32,385)

	Previous Year				Current Year			
	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer
May**	200	732	25	0	1503 (+652%)	660 (-9%)	20	0
Apr**	25	712	17	0	1836 (+7244%)	672 (-6%)	25	0
Mar**	1933	609	91	70	1926 (-0%)	781 (+28%)	19	0
Feb**	3622	561	129	167	1545 (-57%)	711 (+27%)	18	0
Jan**	3699	690	131	163	1778 (-52%)	821 (+19%)	21	0
Dec**	2840	689	110	132	1637 (-42%)	726 (+5%)	26	0
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

\*\*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.

Patrons returned to inside the library 6/3/21

#### Lobby Pickup Circulation Statistics:

2020	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Pickups	166	388	304	325	390	225	290	325	279	294	338	310
# Items	908	2022	1577	1634	1684	1345	1637	1778	1545	1926	1836	1508

**Renovation Fund Balance/Expenses**

Date	Company	Expense Actual	Balance
2/15/2021	BearCom (wireless radio insp)	1020	47033.12
2/20/2021	Houston Security (FIRE annual)	480	46553.12
4/7/2021	SunTech Window Tint	400	46153.12
4/21/2021	Elevator Maint - Annual	902.5	45250.62
4/21/2021	Ransford Annual	510	44740.62
6/2/2021	Houston Sec. (Burglar Annual)	360	44380.62
6/2/2021	Design Temp Control Inc /yearly HVAC maint	1042.2	43338.42
6/2/2021	Elevator Maint repair	1436	41902.42
6/3/2031	Colby Fire (ext & spr. Insp)	399	41503.42
	Upcoming expenses	2976.75	41763.87

Upcoming expenses	Expense Estimate
Joseph's Lock & Safe	95
Bardon/Metro Grp water maint.	900
Carpet Cleaning	1491.75
Houston Security radio	195
Houston/? Fire radio	295
Raymond James roof repair	
Total	2976.75

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

## **Reopening Update: As of 6/3/21**

### **What is available:**

- Browsing. Patrons can choose their own books/items and pick up holds at the desk
- Lobby Pick Up. We will continue to do lobby pick up for anyone who requests it and for patrons who cannot or will not wear a mask
- Copier and fax machine
- Computer use.
- Masks will be available for patrons who don't have their own. Proper usage is not optional.
- Bathrooms
- All seating

### **What is not available:**

- Meeting and quiet study rooms
- In-person programs

### **Other:**

- Newspapers, in-library games and activities, toys, etc. are all in storage.
- Unavailable services will be added/expanded when State and local guidelines change.

### **For discussion:**

1. Continuing masks? The fewer places that require them, the harder this is to enforce
2. Regular hours as of 7/1/21
3. End amnesty mode. We are still fine free on books/music/dvds/audio books. With quarantining ended and the library open, we should go back to charging fines on other libraries materials and our fine-able items.

## OCCUPANCY PERMITS ISSUED MONTH OF JUN 2021

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
6/3/2021	Greenville Baptist Church	674	Pleasant St.	21-008	20-257	Storage Building



**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: July 7, 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 June 2021**

**Investigative Division**

Below is a synopsis of the investigative division's activity during the month of June 2021:

- 1) Death scene investigation.
- 2) Multiple Court Discovery request from East Brookfield District Court.
- 3) Worked on evidence room overhaul.
- 4) Court complaints processed.
- 5) Child abuse investigation.
- 6) Fraud investigation.
- 7) Court Magistrate hearings.
- 8) Reorganizing evidence processing area.
- 9) Mailbox fishing investigation.

Cleared cases:

- 1) Rape (at victim's request).
- 2) Property release.

Additional work:

- 1) Update evidence submission guidelines.
- 2) Conducted forensic presentation at the High School.
- 3) Attended area financial crimes meeting.
- 4) Evidence transports to various labs.

**Patrol Division**

Patrol shifts have been busy answer every call that comes their way. We are still experiencing an uptick in mental health related incidents as the pandemic is clearing.

The CEMLEC Drone team had one this month in town for a none verbal autistic person lost in the woods. Unfortunately the Drone malfunctioned and crashed, fortunately the subject was located in Paxton and was safe.

The CEMLEC SWAT: SWAT had two trainings this month consisting of various drills. They also had SWAT try outs for new members of the team.

### **Chief's Office**

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

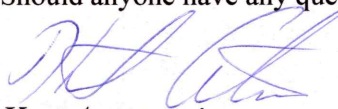
- ✓ Worked with Maple Hill to accommodate their Labor Day events
- ✓ Prepared monthly select-board report.
- ✓ Spoke at Forensic class at Leicester High School
- ✓ Prepared for Senior work off personnel to work at PD.
- ✓ Chiefs' association zoom meeting.
- ✓ Visited town parks with IT personnel to profile camera systems.
- ✓ Worked on public records request.
- ✓ Attend wake for Manny Familiar
- ✓ Assisted with High and Middle School Graduations
- ✓ Wrapped up loose ends for the end of the year.
- ✓ Issued solicitors permits.

The Internet Exchange Spots in the front of the PD providing residents with an open-air, safe haven to conduct internet sales without having unknow people coming to their homes. Even though the doors are boarded up it is refreshing to see people coming into the parking lot. During the repairs to the lobby Officers are meeting people in the parking lot as needed.

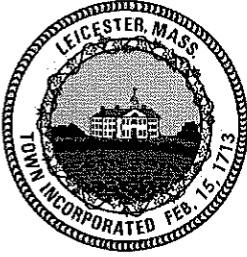
### **Monthly Statistics**

• Calls/Patrol Initiated Activity .....	1,643
• Incident Reports Taken .....	92
• Arrests/Summons .....	21
• Crash Investigations .....	13
• Towed vehicles .....	14
• Motor Vehicle Stops .....	151
• Medical responses .....	7

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



*Ken Antanavica*  
Chief of Police



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: July 15, 2021  
From: Office of Treasurer Collector  
Re: June Activities

- June collections are as attached.
- Collected \$16,760.84 in tax title principal payments and \$10,982.90 in interest payments.
- Reconciled May with the bank and the Accountant
- Completed May Transfers for school and town
- Attended Vadar Webex's
- Attended DOR Municipal Audit webinar
- Attended Vadar's Bridge training
- Attended Vadar's Billing training
- Attended MCTA virtual annual meeting
- Set up timeline for transitioning to the Cloud with Vadar
- Attended management training
- Completed Q1 billing for RE/PP/Lakes (totals will be shown on July's report)



FY21			April*		May*		June*		
Quarter	Type	Commitment	10 Tax/Liens	10 Int	11 Tax/Liens	11 Int	12 Tax/Liens	12 Int	4Q Total Net
4	PP	\$ 214,404.45	\$ 145,447.04	\$ 33.84	\$ 53,417.77	\$ 7.79	\$ 2,887.40	\$ 109.10	\$ 201,902.94
4	RE	\$ 4,159,711.80	\$ 3,137,278.16	\$ 10,804.89	\$ 774,207.26	\$ 3,879.76	\$ 148,961.60	\$ 4,122.77	\$ 4,079,254.44
4	CMB		\$ 201.23	\$ -	\$ -	\$ -	\$ 282.45	\$ -	\$ 483.68
4	CMBC CI		\$ -	\$ 307.13	\$ -	\$ -	\$ -	\$ 431.09	\$ 738.22
4	CVRWDU		\$ -	\$ -	\$ -	\$ -	\$ 212.96	\$ -	\$ 212.96
4	CVSDSB		\$ 1,167.79	\$ -	\$ 595.57	\$ -	\$ -	\$ -	\$ 1,763.36
4	CVSDSB CI		\$ -	\$ 624.95	\$ -	\$ 337.48	\$ -	\$ -	\$ 962.43
4	CVSDU		\$ 23.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23.30
4	HLSWBT		\$ 352.50	\$ -	\$ -	\$ -	\$ 352.50	\$ -	\$ 705.00
4	HLSWBT CI		\$ -	\$ 56.23	\$ -	\$ -	\$ -	\$ 56.40	\$ 112.63
4	HLSWBTU		\$ 194.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194.79
4	HWDU		\$ 137.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 137.98
4	LSWDUN		\$ 1,305.31	\$ -	\$ 190.24	\$ -	\$ -	\$ -	\$ 1,495.55
4	LWSDSB		\$ 825.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 825.00
4	LWSDSB CI		\$ -	\$ 346.50	\$ -	\$ -	\$ -	\$ -	\$ 346.50
4	ORSDU		\$ 1,349.37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,349.37
4	ORSWBT		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	ORSWBT CI		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Title V		\$ -	\$ -	\$ -	\$ -	\$ 440.32	\$ -	\$ 440.32
4	Title V CI		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 226.87	\$ 226.87
4	Burncoat Pond	\$ 17,170.51	\$ 16,922.34	\$ 44.92	\$ 4,556.05	\$ 74.51	\$ 212.24	\$ -	\$ 21,810.06
4	Cedar Meadow	\$ 7,179.34	\$ 4,264.87	\$ -	\$ 1,684.64	\$ 1.64	\$ 255.25	\$ 12.65	\$ 6,219.05
4	Stiles	\$ 9,736.80	\$ 6,690.25	\$ -	\$ 1,047.45	\$ 3.75	\$ -	\$ -	\$ 7,741.45
		<b>\$ 4,408,202.90</b>	<b>\$ 3,316,159.93</b>	<b>\$ 12,218.46</b>	<b>\$ 835,698.98</b>	<b>\$ 4,304.93</b>	<b>\$ 153,604.72</b>	<b>\$ 4,958.88</b>	<b>\$ 4,326,945.90</b>
4	RE Supplemental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	PP Revised	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
4	RE Omitted	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		<b>\$ 4,408,202.90</b>	<b>\$ 3,316,159.93</b>	<b>\$ 12,218.46</b>	<b>\$ 835,698.98</b>	<b>\$ 4,304.93</b>	<b>\$ 153,604.72</b>	<b>\$ 4,958.88</b>	<b>\$ 4,326,945.90</b>

Type	Commitment	Bill Date	# of Bills	Amount Billed	Tax	Tax	Interest	Totals
MVX	2020-19A	1/25/2021	3	\$ 454.79	January	\$ 21,968.88	\$ 2,088.77	\$ 24,057.65
	2020-07	2/25/2021	271	\$ 8,062.80	February	\$ 19,298.83	\$ 2,728.46	\$ 22,027.29
	2021-01	2/25/2021	10208	\$ 1,124,885.19	March	\$ 908,581.83	\$ 2,563.19	\$ 911,145.02
	2020-20A	3/12/2021	2	\$ 175.14	April	\$ 110,335.61	\$ 3,758.69	\$ 114,094.30
	2021-21A	3/1/2021	2	\$ 182.69	May	\$ 38,139.20	\$ 604.24	\$ 38,743.44
	2021-30A	4/26/2021	14	\$ 2,022.43	June	\$ 244,325.67	\$ 1,426.79	\$ 245,752.46
	2021-02	5/28/2021	1601	\$ 295,617.67	July			\$ -
					August			\$ -
					September			\$ -
					October			\$ -
					November			\$ -
					December			\$ -
				<b>\$ 1,431,400.71</b>				
						<b>\$ 1,342,650.02</b>	<b>\$ 13,170.14</b>	<b>\$ 1,355,820.16</b>

Boat	Commitment	Bill Date	# of Bills	Amount Billed	Tax	Tax	Interest	Totals
	2021-01	5/6/2021	109	\$ 2,773.00	January	\$ 45.00	\$ 1.46	\$ 46.46
					February	\$ 25.00	\$ 1.47	\$ 26.47
					March	\$ -	\$ -	\$ -
					April	\$ -	\$ -	\$ -
					May	\$ 1,209.00	\$ -	\$ 1,209.00
					June	\$ 460.00	\$ -	\$ 460.00
					July			\$ -
					August			\$ -
					September			\$ -
					October			\$ -
					November			\$ -
					December			\$ -
						\$ -	\$ -	\$ -
				<b>\$ 2,773.00</b>		<b>\$ 1,739.00</b>	<b>\$ 2.93</b>	<b>\$ 1,741.93</b>