

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

To: Leicester Select Board
Date: June 17, 2020
From: Office of Treasurer Collector
Re: March through May Activities

- March through May collections are as attached
- Collected \$35,851.01 in Town tax title principal payments and \$9,368.84 in interest payments. The outstanding balance of tax title accounts for the Town as of May 31st is \$986,997.11.

The staff in our office are back to work full time. We continue to collect payments via mail, the drop box located on the outside of the building, and online payments. This collection strategy, to minimize contact, has gone very well. Most people have been very accepting of the payment process as we move to finding the best practices for the health and safety of all. We would like to thank the people of Leicester for your understanding and support during this time; you have all been very kind.

We have worked with the Accounting office remotely and in-office through these times of emergency measures and are up to date with reconciling cash and with billing. I would like to thank them for their extra help with the warrant process, it was much appreciated!

Motor vehicle and boat excise tax has continued to be billed out and collected. We began utilizing a lock box service these past months for our motor vehicle excise tax bills. The new process went smoothly, even when they could not process payments for two weeks due to a covid-19 outbreak at their facility. At this time, the real estate and personal property billing will remain with the Town, payments being received and processed here in the office.

Real Estate and Personal Property billing is in progress for the new fiscal year. Bills will be mailed out by July 1st, due August 1st. This fiscal year, the lake districts will be included in the quarterly real estate billing; those parcel owners will not receive separate lake tax bills for the third in fourth quarters in January. **We encourage everyone to continue to pay via mail, the dropbox located on the outside of the building, or via our website when the town hall does open in order to minimize traffic in our office.** Those of you who have been in our office know that we have a very small "vestibule" area that is not conducive to remaining six-feet apart.

Quarter	Type	Commitment	January*			February*			March*			3Q Total Net
			07 Tax/Liens	07 Int	08 Tax/Liens	08 Int	09 Tax/Liens	09 Int	09 Tax/Liens	09 Int	09 Int	
3	PP	\$ 178,543.14	\$ 157,672.15	\$ 154.00	\$ 62,721.70	\$ 108.96	\$ 70,378.94	\$ 9.11	\$ 70,378.94	\$ 9.11	\$ 9.11	\$ 291,044.86
3	RE	\$ 4,140,754.68	\$ 3,605,506.33	\$ 8,770.62	\$ 587,002.31	\$ 266,489.00	\$ 134,359.83	\$ 2,181.52	\$ 134,359.83	\$ 2,181.52	\$ 2,181.52	\$ 4,604,309.61
3	CMIB		\$ 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	-	-	-	-	-	595.57	-	-	\$ 2,165.42
3	CVSDSB CI		-	930.34	-	-	-	499.01	-	499.01	-	\$ 1,429.35
3	CVSDU		\$ 1,575.30	-	-	-	-	-	-	-	-	\$ 1,575.30
3	HLSWBT		\$ 705.00	-	-	-	-	-	-	-	-	\$ 1,057.50
3	HLSWBT CI		-	141.00	-	70.50	-	-	-	-	-	\$ 211.50
3	HLSWBTU		\$ 345.00	-	12.85	-	-	-	338.02	-	-	\$ 695.87
3	HWDU		\$ 671.03	-	-	-	-	-	-	-	-	\$ 671.03
3	LSWDUN		\$ 1,172.63	-	\$ 520.09	-	305.00	-	305.00	-	-	\$ 1,997.72
3	LWSDSB		-	-	\$ 825.00	-	-	-	-	-	-	\$ 825.00
3	LWSDSB CI		-	-	-	396.00	-	-	-	-	-	\$ 396.00
3	ORSDU		\$ 2,000.24	-	-	-	-	-	-	-	-	\$ 2,000.24
3	ORSWBT		-	-	-	-	-	-	-	-	-	-
3	ORSWBT CI		-	-	-	-	-	-	-	-	-	-
3	Title V		\$ 453.75	-	-	-	-	-	-	-	-	-
3	Title V CI		-	249.57	-	-	-	-	-	-	-	\$ 453.75
3	Burncoat Pond	\$ 39,887.17	\$ 34,157.81	\$ 19.44	\$ 7,777.08	\$ 5.95	\$ 1,380.73	\$ 3.37	\$ 1,380.73	\$ 3.37	\$ 3.37	\$ 43,344.38
3	Cedar Meadow	\$ 14,451.44	\$ 13,931.40	-	\$ 3,459.29	\$ 1,836.74	\$ 219.12	-	\$ 219.12	-	-	\$ 19,446.55
3	Stiles	\$ 19,835.53	\$ 22,432.03	-	\$ 2,661.38	\$ 0.20	-	-	-	-	-	\$ 25,093.61
		\$ 4,393,471.96	\$ 3,845,231.94	\$ 10,595.51	\$ 665,332.20	\$ 268,907.35	\$ 207,577.21	\$ 2,693.01	\$ 207,577.21	\$ 2,693.01	\$ 2,693.01	\$ 5,000,337.22

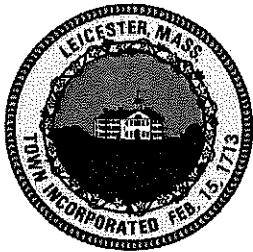
\$ - \$

Quarter	Type	Commitment	April*		May*		June*		4Q Total Net
			10 Tax/Liens	10 Int	11 Tax/Liens	11 Int	12 Tax/Liens	12 Int	
4	PP	\$ 176,629.31	\$ 59,659.91	\$ 0.04	\$ 1,521.29	\$ 0.12			\$ 61,181.36
4	RE	\$ 4,133,979.57	\$ 1,105,900.27	\$ 1,596.74	\$ 2,345,534.33	\$ 18,417.07			\$ 3,471,448.41
4	CMB								\$ -
4	CMBC CI								\$ -
4	CVRWDU				148.59				\$ 148.59
4	CVSDSB				595.56				\$ 595.56
4	CVSDSB CI					74.46			\$ 74.46
4	CVSDU				1,284.50				\$ 1,284.50
4	HLSWBT								\$ -
4	HLSWBT CI								\$ -
4	HLSWBTU								\$ -
4	HWDU								\$ -
4	LSWDUN								\$ -
4	LWSDSB								\$ -
4	LWSDSB CI								\$ -
4	ORSDU								\$ -
4	ORSWBT								\$ -
4	ORSWBT CI								\$ -
4	Title V								\$ -
4	Title V CI								\$ -
4	Burncoat Pond	\$ 39,086.06	\$ 15,696.72	\$ 85.22	\$ 12,642.25	\$ 91.66			\$ 28,515.85
4	Cedar Meadow	\$ 14,224.30	\$ 3,140.28	\$ -	\$ 4,832.59	\$ 34.32			\$ 8,007.19
4	Stiles	\$ 19,587.85	\$ 2,226.50	\$ -	\$ 14,544.42	\$ 138.65			\$ 16,909.57
		\$ 4,383,507.09	\$ 1,186,623.68	\$ 1,682.00	\$ 2,381,103.53	\$ 18,756.28	\$ -	\$ -	\$ 3,588,165.49
4	RE Supplemental	\$ 15,082.69	\$ 5,150.59	\$ -	\$ 9,932.10	\$ -			
4	PP Revised	\$ 4,134.83	\$ -	\$ -	\$ -	\$ -			
4	RE Omitted	\$ 11,817.20	\$ -	\$ -	\$ -	\$ -			
		\$ 4,414,541.81	\$ 1,191,774.27	\$ 1,682.00	\$ 2,391,035.63	\$ 18,756.28			\$ 3,603,248.18

2020 Motor Vehicle and Boat Net Payments

Type	Commitment	Bill Date	# of Bills	Amount Billed	Tax	Interest	Totals
MVX	2019-07	2/25/2020	86	\$ 2,341.03	\$ 12,869.95	\$ 1,437.52	\$ 14,307.47
	2019-08	2/25/2020	201	\$ 10,442.73	\$ 12,062.94	\$ 696.18	\$ 12,759.12
	2020-01	2/25/2020	10308	\$ 1,178,113.20	\$ 838,338.94	\$ 2,827.62	\$ 841,166.56
	2019-15A	2/24/2020	3	\$ 270.17	\$ 252,676.24	\$ 1,852.02	\$ 254,528.26
	2020-02	3/30/2020	743	\$ 141,126.51	\$ 56,457.34	\$ 658.91	\$ 57,116.25
	2020-03	5/18/2020	343	\$ 36,059.83			
	2020-16A	5/18/2020	6	\$ 1,726.02			
				\$ 1,370,079.49	\$ 1,172,405.41	\$ 7,472.25	\$ 1,179,877.66
					\$ 2,344,810.82	\$ 14,944.50	\$ 2,359,755.32

Boat	Commitment	Bill Date	# of Bills	Amount Billed	Tax	Interest	Totals
	2020-02	6/8/2020	105	\$ 2,577.00	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
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					\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -
				\$ 2,577.00	\$ -	\$ -	\$ -



TOWN OF LEICESTER
Office of Development & Inspectional Services

Leicester Town Hall, 3 Washburn Square, Leicester, MA 01524
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: April 10, 2020

RE: Town Planner Report, March 2020

Returned to work part-time 3/4/2020 (5 weeks post-surgery)

Project Review/Processing/Construction Monitoring:

- Reviewed Planning Board applications and prepared decisions for projects listed in Application Status table.
- Mulberry Solar 3#: Reviewed transition plan and reports from engineer and landscape architect. Met with project representatives. Prepared decision (reviewed by Town Counsel).
- Route 9 Storage (Curtis): Site visit 3/16/2020; signed -off on occupancy after receipt of as-built plan and landscaping bond.
- Oak Bluff: Prepared Lot Release and Performance Agreement documents.

Planning and Long-Range Projects:

- Zoning Bylaw Amendments:
 - Public hearing on Adaptive Reuse Overlay District amendment held 3/10/2020 (Planning Board voted to recommend approval at Annual Town Meeting)
 - Reviewed and commented on draft citizen petition article to allow outdoor marijuana cultivation in the Suburban Agriculture (SA) district
- Complete Streets: worked on coordinating licensing needed for National Grid pole relocation.

Economic Development (Bryan Milward)

- New Businesses
 - Assisted new businesses with completing their business licenses.
 - Researched processes in other cities and towns for licensing.
- Grants
 - Tracked and researched new state and federal grant opportunities for businesses impacted by COVID-19.
 - Worked with Kristen Forsberg on promoting COVID-19 related grant opportunities on the Town website and social media pages.
 - Walked businesses through the application process for COVID-19 grants.
 - Continued working with CMRPC on the town's economic development plan and Green Communities grant.
 - Assisted Howard Stein Hudson with documentation needed for Complete Streets grant.
 - Researched potential future grants including MVP Action Grant and Vacant Storefronts grant.

- Events
 - Attended meetings virtually and in person of the Worcester Regional Chamber of Commerce, the Planning Board, Selectboard, Conservation Commission, Federal Emergency Management Agency, Central Massachusetts Regional Public Health Authority, Massachusetts Emergency Management Agency, Massachusetts Department of Public Health.
- Other
 - Researched best practices on local government permitting to further streamline the process and better provide information to businesses.
 - Attended webinars from several E-permitting vendors and obtained quotes on services.
 - Worked with Becker College to postpone the Open for Business event for a later date at no cost to the Town or the sponsor.

Miscellaneous:

- Assisted CMRPC with Green Communities information (zoning related to ground-mounted solar)
- COVID-19: attended Department Head Meetings; updated DIS web pages regarding COVID-19 operations; instructions to staff regarding working remotely starting 3/24/2020; revised timesheets; posted notifications from CMRPHA.
- Training of new Department Assistant Tiffany Peters (particularly Conservation Commission and Zoning Board of Appeals procedures).
- Scheduled a remote-participation Conservation Commission meeting for 4/15/2020 to address large influx of applications (14 applications). Worked with Tiffany on processing Conservation Commission applications.
- Set up DocuSign account to allow electronic signature of Board decisions.
- Addressed miscellaneous public inquiries, including the following:
 - Status of Planning and ZBA permits for 1603-1605 Main (all expired)
 - Deck in wetland buffer
 - Off-site parking on Route 9 (allowed as pre-existing use)
 - Keeping of chickens on Pleasant Street (limited to 10 based on lot size)
 - Multiple inquiries regarding status of Limited Frontage Lot on Conway Drive (expired)
 - Permitting requirements for weed removal Greenville Pond
 - Complaint regarding yard grading
 - Accessory apartment in detached garage (prohibited)
 - Truck traffic related to a solar farm in Auburn (will use Stafford Street and Route 56)

APPLICATION STATUS, March 2020

PLANNING BOARD				
Project	Type of Application	Location	Description	Status
Mulberry Solar 3 (SP2018-03)	Special Permit Amendment	Mulberry Street (Map14, Parcel A4)	Restoration Plan to address tree clearing in required buffer areas (Zoning Violation)	Approved 3/24/2020
Greenville Baptist Church	Site Plan Review (SPR2020-01)	674 Pleasant Street	1,300sf storage building, parking lot expansion, and and reconfiguration of sidewalks	Approved 3/24/2020
Oak Bluff Lane Subdivision	Lot Release	Oak Bluff Lane	Acceptance of Performance Agreement and Release of Lots	Approved 3/24/2020

Project	Type of Application	Location	Description	Status
Route 9 Storage	Performance Agreement	1749 Main Street	Acceptance of Performance Agreement (landscaping)	Approved 3/24/2020

The Planning Board also approved 0 ANR plan(s). The Board authorized the Town Planner to sign plans per the Subdivision Control Law at the meeting of 3/24/2020.

ZONING BOARD OF APPEALS

Project/Applicant	Type of Application	Location	Description	Status
Brady-Built Sunrooms	Special Permit	48 Lake Ave	Alteration of pre-existing non-conforming structure	Public hearings scheduled for 4/29/2020
Taryn Rossi	Special Permit	3 Sterling Street	Alteration of pre-existing non-conforming structure	

CONSERVATION COMMISSION

Meeting Date	Applicant	Street #	Street	Type of Application	Action	Project Description
3/18/2020-Cancelled	Barbara Tomolonius	2	Lynde Brook Drive	RDA	Re-scheduled to 4/15/2020	Septic system
	John Krol	15	Fairview Drive	RDA		Driveway & related work
	Central Land Development Corp	3	Oak Bluff Lane	RDA		Single-family home

BOARD OF HEALTH

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

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

FEES COLLECTED:

Code/Building	\$10,233.35
Conservation Commission	\$800.00
Board of Health:	\$1,675.00
Planning Board:	\$0.00
Zoning Board of Appeals:	\$175.00
TOTAL	\$12,883.35

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

BUILDING PERMITS ISSUED MONTH OF MAR 2020

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
3/2/2020	Chris Davis	41	Mayflower Cir.	Mahoney Contracting (Daniel Mahoney)	20-034	Remodel (kitchen)
3/3/2020	Edward Cote	7	Knollwood Rd.	Kloter Farms	20-035	Gazebo
3/3/2020	Pyramid Disc Golf	103	Marshall St.	Stephen Fleshman (Currie Building Systems)	20-036	Retail Building (40x100)
3/2/2020	LRE, LLC	356	Auburn St.	Gallo Builders (Steven Gallo)	20-037	Single Family Dwelling
3/3/2020	Christine Suprenant	71	Whittemore St.	Leger Construction (Steve Leger)	20-038	Renovation and deck
3/3/2020	William Klansek	39	Parker St.	William Klansek	20-039	Single Family Dwelling
3/3/2020	Rob Oliver	40	Logan St.	Energy Protectors (Joshua Dada)	20-040	Insulation
3/9/2020	Edward Cote	7	Knollwood Rd.	East Coast Metal Roofing (Nick Tesrletskiy)	20-041	Roof
3/9/2020	Melissa Digquette	982	Stafford St.	Andrew Porter Cont. Inc. (Andrew Porter)	20-042	Roof
3/9/2020	John Lacroix	27	Fairview Dr.	Real Estate Alternatives (Nick Grande)	20-043	Remodel (add 2nd floor)
3/10/2020	Rich Lacroix	79	Winslow Ave.	G & O Construction (Peter Gariepy)	20-044	Remodel (kitchen and 2 baths)
3/11/2020	Janie Blais	10	Lexington Ave.	Baystate Energy (Roger Ouellette)	20-045	Insulation
3/11/2020	Brenden Murdock	100	Waite St.	Andrew Porter Cont. Inc. (Andrew Porter)	20-046	Renovations/Siding/ Roof/Windows/ Doors/Porches/Decks
3/12/2020	Susan Shea	445	Pine St.	Homeowner	20-047	Deck (10x30)
3/16/2020	Ron Holmes	4	Chesnar Dr.	LZ Construction (Michael Starvaski)	20-048	Roof
3/18/2020	Doris Forcier	59	King St.	EJT Siding (Justin Gervais)	20-049	Weatherization

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
3/9/2020	Jon Altman	11	Lake Dr.	Renewal by Anderson (Jaime Morin)	20-050	Windows/Doors
3/12/2019	James Krapff	2	Salminen Dr.	Michael Benoit	20-051	Remodel/Renovation/Deck/Repairs
3/12/2020	Thomas/Sandy Lefebvre	392	Henshaw St.	Juliano's Pools	20-052	Inground Pool
3/19/2020	Elizabeth Forte	75	Charles St.	Peter DiGioia	20-053	Remodel (bathroom)/ramp/repair from stairs
3/19/2020	Matthew Herbert	20	Cricklewood Dr.	Renewal by Anderson (Jaime Morin)	20-054	Windows (18)/door (1)
3/19/2020	Eliseo Veras	38	Hemlock St.	Richard Kubert	20-055	Renovation (bathroom)
3/23/2022	SW Brigham Construction Co	7	Felix Rd.	SW Brigham Construction Co (Derek Brigham)	20-056	Single Family Dwelling
3/23/2020	Ann Laroche	1544	Main St.	Robert Zaik	20-057	Convert garage into room/Door/Windows/Siding
3/24/2020	Tim Johnson (190 Lynde Brook Realty)	190	Main St. Bldg 2	G & O Construction (Peter Gariepy)	20-058	Roof
3/24/2020	Tim Johnson (190 Lynde Brook Realty)	190	Main St. Bldg 2	G & O Construction (Peter Gariepy)	20-059	Install support wall to aide roof
3/23/2020	Thomas/Gabrielle Savage	403	Mulberry St.	Alidio Bros. Inc. (Joseph Amidio)	20-060	Single Family Dwelling with 2 car garage
3/30/2020	Cherry Valley Properties/Don Peloquin	21-69	Main St.	Patrick Duggan	20-061	Remodel - 2 offices & waiting area
3/30/2020	Jeff/Ellen Fisher	4	Maighans Way	J.F Fournier Chimney & Roofing Solutions (Timothy McCann)	20-062	Roof
3/30/2020	Janet Mapes	19-21	Watch St.	Seven Hild Roofing (William Randell)	20-063	Roof
3/30/2020	Peter Starbird	2	Dale St.	Capitol Siding (Mark Sarkisian)	20-064	Siding

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

Leicester Public Library

Director's Report Draft

March 17, 2020

The Library closed to the public Saturday, 3/14/20, when the Select Board closed all Town buildings to the public in response to the SARS-CoV-2 pandemic. Trustees did not meet this period.

Maintenance

- See Renovation section
- Fire Communication equipment inspected
- Yearly elevator State inspection paperwork submitted, inspection TBD

Programs/Events

- David LeBoeuf continues office hours here the fourth Tuesday of each month. Book Club, Genealogy Club, DNA Genealogy Group, and Land Trust meet monthly. Users eagerly awaiting lockable door to use outside library hours.
- Kim Larkin Celtic Chocolate 3/19, Travis Dandro book signing 3/26 postponed, Opossums 5/2 postponed, Pastel Painting 5/28 TBD. Saturday Lego has been well attended, on hold for now.
- ~~Annual Town Meeting will be held on May 5th, 2020 at 7pm in the Town Hall Gym. Will close at 6:30.~~

Administrative

- Coordinating Bike Rack installation w/maintenance highway
- Electric car charging station
- Children's room closed 2-5 p.m. Friday 5/15
- Paul and Pauline re-election

Coronavirus Response

Pre-closure: All programs are suspended as of 3/13. Toys and other non-circulating items have been removed from the Children's and YA rooms. The Library will be fine free for the near future. We are not booking any new meeting room events.

Post-closure: Staff reported to work on a revolving basis the week of 3/16. If the Library is closed to the public, staff will report to work as long as they are well. Delivery suspended. CWMARS extended all due dates to 5/1, no cards will expire while libraries are closed. Patrons can sign up for Overdrive ecards remotely – these can be converted to full cards (to borrow physical items) with a library visit when we are open again. Staff are working at home to the extent possible, on training, planning and professional development. For this period (March), staff were paid full wages, whether they were working at home or not working but staying home.

Outstanding Renovation Items

1. East side drainage – Mark Armington has contacted waterproofing companies now that the weather is warming. Still under discussion.
2. Gutters, masonry repointing basement wall, west parapet masonry repointing – work approved, awaiting scheduling with Raymond James. Mark Armington is in contact with RJ.
3. Locksmith work – Awaiting scheduling. Scope of work and \$ amount to Joseph Lock approved. (Technician on site 11/13). Parts due next week (3/17). Ongoing.

4. Handicapped door openers –ordered week of 2/20
5. 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. Marvin window tech installed further waterproofing 2/13 and week of 3/1. Waiting for similar storms to declare problem solved.
6. Bike rack – Suzanne working with Highway Dept. for design/location/installation.
7. 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.
8. Small J bathroom water penetration – likely remediated by eventual gutter installation.
9. Key box – Suzanne will pursue
10. 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.
11. Unpainted window frames – the top/inside of the addition window frames remain unpainted. The committee is unsure who is responsible for this correction, and if it is even necessary.
12. People counters (ordered), ~~NGrid rebates~~, and installation of the Detex alarms on the two stairwell doors leading to the 2nd floor are library staff/trustee issues.

Outstanding Library Items – most are in progress

Panic Buttons

People Counter (have proposal 1/20, ordered 2/14)

Connect cameras to PD

Permanent museum display cards

Circulation Statistics

Number of new items last month: 164 (total physical circulating items = 30,286)

	Previous Year				Current Year			
	Circulation Evergreen	Ebooks Overdrive	Wireless Log ins	Library Computer	Circulation Evergreen	Ebooks Overdrive	Wireless Log ins	Library Computer
Mar*	2074	592	88	37	1933 (-7%)	609 (+3%)	91	70
Feb	1884	508	91	58	3622 (+92%)	561 (+9%)	129	167
Jan	2208	509	91	58	3,699(+68%)	690 (+36%)	131	163
Dec	1839	467	91	77	2840 (+54%)	689 (+48%)	110	132
Nov	2163	484	94	81	3315 (+53%)	587 (+21%)	131	150
Oct	2068	445	109	117	3532 (+71%)	623 (+40%)	158	151
Sept	2203	398	98	72	3324 (+51%)	644 (+62%)	132	128
Aug	2367	385	85	79	3902 (+65%)	716 (+86%)	124	162
July	2154	405	85	52	4277 (+99%)	664 (+64%)	116	145
June	1988	373	98	34	2461 (+24%)	604 (+62%)	192	163
May	2205	367	112	56	1228 (-44%) (closed 5/11-6/11)	577 (+57%)	43	22
April	1967	417	108	50	1887 (-4%)	533 (+28%)	78	56

*The Library closed to patrons Saturday, March 11, 2020 due to the SARS CoV-2 pandemic.

While the library is closed, the Wi-Fi is used an average of 8x/day. This is exclusively access outside the building.



Leicester Police Department
90 South Main Street
Leicester, MA 01524



Chief
Kenneth M. Antanavica
antanavicak@leicesterpd.org

www.leicesterpd.org

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

Date: May 4, 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 March & April 2020**

Investigative Division

Below is a synopsis of the investigative division's activity during the month of March & April 2020:

1. Bomb investigation @ Hot Dog Annie's
2. Out of State Counterfeit bill investigation
3. Several Court discovery request
4. R.A.D. class at Leicester Middle School
5. Multiple prisoner transports
6. Out of State subpoena service re: N.H. and Worc. Superior Ct.
7. Drug Lab X2 U-Mass Worcester
8. Crime Lab in Sudbury
9. Crime Lab Worcester P.D.
10. Larceny investigation Warrens Auto Wrecking
11. Fraud investigation Special needs individual
12. Video Conference- Polycom-Prisoner 3-18
13. Past larceny at Warrens Auto Wrecking
14. Stolen vehicle from Walmart- Suspect with Warrants
15. Investigate larceny of a firearm
16. Investigate financial elder abuse
17. B&E investigation
18. Stolen Motor Vehicle investigation
19. Investigation larceny under \$1,200
20. Investigate Larceny from a building
21. Attempted forgery, uttering and conspiracy
22. Investigate suspicious note
23. Prosecuted high profile case (guilty)
24. Unattended death investigations

Patrol Division

Additional neighborhood and building checks have been instituted. Due to Covid-19 Pandemic event Officers are answering more on-line reports and meeting people in the parking lot if needed and taking reports over the phone and using the internet with submit written evidence. Both radar trailers have been deployed in response to an uptick in speeding complaints as pedestrian traffic has increased. More high visibility patrols have been instituted in problem areas.

Chief's Office

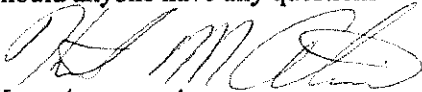
As Chief of Police, I attended or participated in the following events:

- ✓ Drafted and implements a Policy concerning how LPD will handle a Pandemic event.
- ✓ Satisfying more public records request
- ✓ Review and comment on more site plans
- ✓ Attended Mass Chiefs of Police meetings via Zoom.
- ✓ Attended department head meeting via go to meeting
- ✓ Participated in Capital planning meeting via go to meeting
- ✓ Sgt. Promotional on hold while we deal with COVID-19
- ✓ Investigated a citizen's complaint
- ✓ Postponed Basic Firearms safety course
- ✓ Attend advisory board meeting
- ✓ BOH drill at High School
- ✓ Completed our CJIS audit with no deficiencies
- ✓ Coordinate with dispatch to move operations back to Leicester PD if needed
- ✓ Procured hand sanitizer and other cleaning/ sanitizing supplies
- ✓ Draft letter to our state Rep. opposing the blanket release of Prisoners from state prisons.
- ✓ Created essential employee IDs for Fire and EMS
- ✓ Contracted with Boulevard Compounding to make hand sanitizer for town employees
- ✓ Daily updates on COVID-19. Worked with Sgt. Guertin to develop a sanitizing method for the cruisers and PD.

Monthly Statistics

• Calls/Patrol Initiated Activity	3,200
• Incident Reports Taken	153
• Arrests/Summons	37
• Crash Investigations	17
• Towed vehicles	23
• Motor Vehicle Stops	216
• Medical responses	196

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


Ken Antanavica
Chief of Police