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 November

Payable Warrants Posted

- Town Warrants (summary reports attached)
  - 21-19A-TW
  - 21-20A-TW
  - 21-21A-TW
  - 21-22A-TW

- School Warrants (summary reports attached)
  - 21-20A-SW
  - 21-22A-SW
  - 21-22B-SW

Payroll Warrants Posted

- 21-PR19-S
- 21-PR19-T
- 21-PR21-S
- 21-PR21-T

Monthly Updates

- September Cash reconciled with T/C (see attached)
- Schedule A has been submitted to DOR for approval

Town of Leicester
Warrant Summary - Posted

Warrant: 21-19A-TW	**Post Date:** 11/5/2020		
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		23,607.31	
Total for Fund 89:			**23,607.31**
Total for Warrant 21-19A-TW:			**23,607.31**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-20A-TW	Post Date: 11/12/2020	
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	756,898.59	
Ledger: Revenue	910.32	
Total for Fund 01:		**757,808.91**
Fund: 11 - TOWN STATE GRANTS		
Ledger: Expenditure	4,325.22	
Total for Fund 11:		**4,325.22**
Fund: 13 - TOWN FEDERAL GRANTS		
Ledger: Expenditure	16,358.37	
Total for Fund 13:		**16,358.37**
Fund: 15 - TOWN REVOLVING FUNDS		
Ledger: Expenditure	10,929.00	
Total for Fund 15:		**10,929.00**
Fund: 16 - TOWN REVOLVING 53E 1/2		
Ledger: Expenditure	32.01	
Total for Fund 16:		**32.01**
Fund: 17 - TOWN DONATIONS		
Ledger: Expenditure	16,555.51	
Total for Fund 17:		**16,555.51**
Fund: 30 - CAPITAL PROJECTS FUND		
Ledger: Expenditure	25,000.00	
Total for Fund 30:		**25,000.00**
Fund: 81 - EXPENDABLE TRUSTS		
Ledger: Expenditure	715.60	
Total for Fund 81:		**715.60**
Fund: 89 - AGENCY FUNDS		
Ledger: Expenditure	106,732.84	
Total for Fund 89:		**106,732.84**
Total for Warrant 21-20A-TW:		**938,457.46**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-21A-TW	**Post Date:** 11/19/2020		
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure		171,337.33	
Total for Fund 89:			**171,337.33**
Total for Warrant 21-21A-TW:			**171,337.33**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-22A-TW **Post Date:** 11/26/2020

Fund: 01 - GENERAL FUND			
Ledger: Expenditure	149,372.59		
Ledger: Revenue	4,172.45		
Total for Fund 01:		**153,545.04**	
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure	19,876.14		
Total for Fund 11:		**19,876.14**	
Fund: 13 - TOWN FEDERAL GRANTS			
Ledger: Expenditure	30,901.64		
Total for Fund 13:		**30,901.64**	
Fund: 16 - TOWN REVOLVING 53E 1/2			
Ledger: Expenditure	952.10		
Total for Fund 16:		**952.10**	
Fund: 17 - TOWN DONATIONS			
Ledger: Expenditure	476.30		
Total for Fund 17:		**476.30**	
Fund: 30 - CAPITAL PROJECTS FUND			
Ledger: Expenditure	900.00		
Total for Fund 30:		**900.00**	
Fund: 34 - HIGHWAY CHAP 90 FUND			
Ledger: Expenditure	13,987.50		
Total for Fund 34:		**13,987.50**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	29,426.44		
Ledger: Revenue	11.25		
Total for Fund 89:		**29,437.69**	
Total for Warrant 21-22A-TW:		**250,076.41**	

Town of Leicester
Warrant Summary - Posted

Warrant: 21-20A-SW **Post Date:** 11/12/2020

Fund: 01 - GENERAL FUND			
Ledger: Expenditure	78,922.09		
Total for Fund 01:		**78,922.09**	
Fund: 21 - SCHOOL STATE GRANTS			
Ledger: Expenditure	27,664.33		
Total for Fund 21:		**27,664.33**	
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure	13,372.50		
Total for Fund 22:		**13,372.50**	
Fund: 23 - SCHOOL FEDERAL GRANTS			
Ledger: Expenditure	80,445.72		
Total for Fund 23:		**80,445.72**	
Fund: 25 - SCHOOL REVOLVING FUNDS			
Ledger: Expenditure	109.06		
Ledger: Revenue	162.50		
Total for Fund 25:		**271.56**	
Fund: 27 - SCHOOL REVOLVING 53E 1/2			
Ledger: Expenditure	2,905.75		
Total for Fund 27:		**2,905.75**	
Fund: 28 - SCHOOL SPED RESERVE FUND			
Ledger: Expenditure	-1,925.70		
Total for Fund 28:		**-1,925.70**	
Fund: 87 - STUDENT ACTIVITY FUNDS			
Ledger: Expenditure	1,000.00		
Total for Fund 87:		**1,000.00**	
Total for Warrant 21-20A-SW:		**202,656.25**	

Town of Leicester
Warrant Summary - Posted

Warrant: 21-22A-SW	Post Date: 11/26/2020	
Fund: 01 - GENERAL FUND		
Ledger: Expenditure	243,733.77	
Total for Fund 01:		**243,733.77**
Fund: 21 - SCHOOL STATE GRANTS		
Ledger: Expenditure	92,807.14	
Total for Fund 21:		**92,807.14**
Fund: 22 - SCHOOL CAFETERIA FUND		
Ledger: Expenditure	5,775.70	
Total for Fund 22:		**5,775.70**
Fund: 23 - SCHOOL FEDERAL GRANTS		
Ledger: Expenditure	19,814.71	
Total for Fund 23:		**19,814.71**
Fund: 24 - SCHOOL PRIVATE GRANTS		
Ledger: Expenditure	1,200.00	
Total for Fund 24:		**1,200.00**
Fund: 25 - SCHOOL REVOLVING FUNDS		
Ledger: Expenditure	3,266.11	
Total for Fund 25:		**3,266.11**
Fund: 26 - SCHOOL DONATIONS		
Ledger: Expenditure	61.76	
Total for Fund 26:		**61.76**
Fund: 27 - SCHOOL REVOLVING 53E 1/2		
Ledger: Revenue	20.03	
Total for Fund 27:		**20.03**
Fund: 28 - SCHOOL SPED RESERVE FUND		
Ledger: Expenditure	10,350.51	
Total for Fund 28:		**10,350.51**
Fund: 87 - STUDENT ACTIVITY FUNDS		
Ledger: Expenditure	385.00	
Total for Fund 87:		**385.00**
Total for Warrant 21-22A-SW:		**377,414.73**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-22B-SW	**Post Date:** 11/26/2020		
Fund: 87 - STUDENT ACTIVITY FUNDS			
Ledger: Revenue		31,237.00	
Total for Fund 87:			**31,237.00**
Total for Warrant 21-22B-SW:			**31,237.00**

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR19-S	**Post Date:** 11/6/2020		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure	497,930.72		
Total for Fund 01:		**497,930.72**	
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure	14,530.68		
Total for Fund 22:		**14,530.68**	
Fund: 23 - SCHOOL FEDERAL GRANTS			
Ledger: Expenditure	660.00		
Total for Fund 23:		**660.00**	
Fund: 25 - SCHOOL REVOLVING FUNDS			
Ledger: Expenditure	28,056.71		
Total for Fund 25:		**28,056.71**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	75,212.94		
Ledger: Revenue	-177,840.32		
Total for Fund 89:		**-102,627.38**	
Total for Warrant 21-PR19-S:		**438,550.73**	

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR19-T **Post Date:** 11/5/2020

Fund: 01 - GENERAL FUND			
Ledger: Expenditure	155,253.56		
Total for Fund 01:		**155,253.56**	
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure	520.20		
Total for Fund 11:		**520.20**	
Fund: 14 - TOWN PRIVATE GRANTS			
Ledger: Expenditure	4,490.34		
Total for Fund 14:		**4,490.34**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	50,527.95		
Ledger: Revenue	-54,075.83		
Total for Fund 89:		**-3,547.88**	
Total for Warrant 21-PR19-T:		**156,716.22**	

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR21-S	**Post Date:** 11/20/2020		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure	492,030.65		
Total for Fund 01:		**492,030.65**	
Fund: 14 - TOWN PRIVATE GRANTS			
Ledger: Expenditure	457.50		
Total for Fund 14:		**457.50**	
Fund: 22 - SCHOOL CAFETERIA FUND			
Ledger: Expenditure	16,076.73		
Total for Fund 22:		**16,076.73**	
Fund: 23 - SCHOOL FEDERAL GRANTS			
Ledger: Expenditure	150.00		
Total for Fund 23:		**150.00**	
Fund: 25 - SCHOOL REVOLVING FUNDS			
Ledger: Expenditure	31,964.55		
Total for Fund 25:		**31,964.55**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	74,964.71		
Ledger: Revenue	-185,486.55		
Total for Fund 89:		**-110,521.84**	
Total for Warrant 21-PR21-S:		**430,157.59**	

Town of Leicester
Warrant Summary - Posted

Warrant: 21-PR21-T	**Post Date:** 11/19/2020		
Fund: 01 - GENERAL FUND			
Ledger: Expenditure	173,182.00		
Total for Fund 01:		**173,182.00**	
Fund: 11 - TOWN STATE GRANTS			
Ledger: Expenditure	520.20		
Total for Fund 11:		**520.20**	
Fund: 14 - TOWN PRIVATE GRANTS			
Ledger: Expenditure	738.34		
Total for Fund 14:		**738.34**	
Fund: 16 - TOWN REVOLVING 53E 1/2			
Ledger: Expenditure	1,335.51		
Total for Fund 16:		**1,335.51**	
Fund: 89 - AGENCY FUNDS			
Ledger: Expenditure	59,596.62		
Ledger: Revenue	-59,429.67		
Total for Fund 89:		**166.95**	
Total for Warrant 21-PR21-T:		**175,943.00**	

City/Town/District of LEICESTER

Cash Reconciliation for September 2020

Total Treasurer's Cash and Investments	11,328,154.46
Accountant's/Auditor's Cash and Investments (per balance sheet)	12,008,658.37

Reconciling Items (specify)

14A S&T	-678,821.26
Great West ACH Error	-1.00
School Online In-transit	548.00
Clerk Online In-transit	30.00
TC Online In-transit	1,202.23
#116057 Comm of Mass Check	-3,000.00
Gatehouse Credit Error (49.00 deducted & not credited)	98.00
October Voided to June	1,687.50
October Voided to September	-400.00
Bank Dep Error, corrected in October with AMB Turnover	-1,847.38
	$ 11,328,154.46

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

Variance (explain)

Treasurer _____ Date 10/27/20

Accountant _____ Date 10/27/20

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

November 2020 news

December 9, 2020

November brings to an end the annual cycle of data collection, property sales review and analysis, revaluation and final calculation of growth as well as various data submissions to the Ma. Dept. of Revenue for approval prior to setting the tax rate. The Select board will hold the required tax classification hearing on Dec 7 ,2020 and assessment data will be transferred to the Tax Collector for the 3rd and 4th tax billing cycle. Motor vehicle excise commitment #6 in the amount of $27,520.39 has been reviewed and committed to the Tax Collector for billing.

As this is my last writing of this document, I wish to thank all of the townspeople for my twenty-four years of employment with the town of Leicester, I will be retired as of Dec 30 and I am looking forward to new adventures and opportunities.

I hope everyone will welcome the incoming Principal Assessor Sandy Genna as he will be visiting properties as he manages the towns mandated cyclical inspection program. Property owners will receive a notice by mail when he will be in your area.

Exemption applications continue to be processed and the applications are available on the towns web page and can also be obtained from the Assessors office during regular business hours. Should anyone have questions regarding tax exemptions available to homeowners who 70 yrs. of age are over, surviving spouses, the blind or Veterans Administration designated 10% or more disabled veterans, please feel free to contact this office.

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 as well as processing daily mail incoming and outgoing for all town hall

departments. Field work includes physical data review of property sales, building permits inspections and cyclical real estate review.

BUILDING PERMITS ISSUED MONTH OF NOV 2020

Date Filed	Owner	#	Address	Contractor	Permit Number	Permit Type
11/3/2020	Nicolae/Grazyna Sipitca	171	River St.	Homeowner	20-297	Remodel/renovation
11/3/2020	Steven Norman	11	Baldwin St.	Renewal by Anderson (Jaime Morin)	20-298	Windows/door
11/4/2020	Anthony Mandella	470	Whittemore St.	Homeworks Energy (Adam Glenn)	20-299	Weatherization
11/5/2020	Daniel Hawley	71	Boyd St.	Homeowner	20-300	Remodel/renovation
11/9/2020	Linda Caika	228	Pine St.	East Coast Metal Roofing (Nick Tesrletskiy)	20-301	Roof
11/9/2020	John Tinnerhomm	4	Breezy Green Rd.	Homeworks Energy (Adam Glenn)	20-302	Weatherization
11/9/2020	Daniel Dolimpio	4	Knollwood Rd.	Robert Brackett	20-303	Roof
11/16/2020	Burtin Morrison/Larisa Safronova	75	Huntoon Memorial Hwy. Apt 6-5	Renewal by Anderson (Jaime Morin)	20-304	Windows/door
11/19/2020	Arthur Levesque	806	Pleasant St.	Kitchenmakers BCCS Windoor Group (Ramsay Bartlett)	20-305	Remodel
11/19/2020	Jim Ferdella	6	Lillian Ave.	SL Brummet Carpentry (Scott Brommet)	20-306	Remodel (kitchen & bath)
11/19/2020	Pedro Ortiz	126	Huntoon Hwy.	GA Siding and Windows (Brant Guthenberg)	20-307	Deck/Roof/Stairs
11/19/2020	Mark Robert	24	Ingram Rd.	Hallmark Homes Assoc. (David Tomolillo)	20-308	Roof
11/19/2020	Scott Bates	89	Mayflower Rd.	Vivint Solar (Roland Brandt)	20-309	Solar
11/19/2020	Deonente Baptista	77	Rawson St.	Vivint Solar (Roland Brandt)	20-310	Solar
11/19/2020	ME Realty LLC	100	So Main St.	Ralph Cochran	20-311	Door (entrance)
11/23/2020	Matthew Saari	6	King Ter.	Vivint Solar (Roland Brandt)	20-312	Solar (Residential)
11/23/2020	Linda Brunelle	17	Folsom St.	Vivint Solar (Roland Brandt)	20-313	Solar (Residential)
11/23/2020	Vincent Virzi	8	King St. Ext.	Homeworks Energy (Adam Glenn)	20-314	Weatherization
11/23/2020	Damian Victor	88	Brown St.	Luke Soojian	20-315	Demolition

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

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: December 10, 2020

RE: Development & Inspectional Services (DIS)
Town Planner Report, November 2020

Michael Silva (Conditional Local Inspector) started work on 11/9/2020. All Board meetings continued to be held virtually due to COVID-19. DIS employees worked from home the week of 11/23 because of potential Covid-19 exposure.

Project Review/Processing/Construction Monitoring:

- Reviewed applications, attended all permitting Board meetings, and prepared decisions for projects listed in Application Status table.
- Double-Play Fitness: Addressed complaint from abutter related to outdoor classes (special permit required outdoor classes to cease 10/31/2020)
- 11 Hankey Street: continued discussions with WorcShop representatives regarding permitting requirements (no application received).
- Oakridge Estates: Discussions with project representatives, re: road acceptance procedures. Reviewed paving complaint submitted by Homeowners' Association.

Planning and Long-Range Projects:

- Zoning Bylaw Amendments: continued work on potential Zoning Bylaw amendments for May 2021 (outdoor storage and housekeeping amendments, Pleasant Street, marijuana, flood plain zoning, water resources protection overlay, ZBA procedures).
- Open Space & Recreation Plan: Funding approved at 11/17/2020 Town Meeting (Article 8, $15,500)
- Complete Streets: RDA filed with Conservation Commission by consultant Howard Stein Hudson (approved 11/18/2020)
- Towtaid Park PARC Grant: $67,000 for park improvements approved

Miscellaneous:

- Site visit to 16 Bottomly Ave, re: encroachment on Town property (Lions Memoria Park)
- Provided information to Select Board office related to an economic development grant for Route 56
- Reviewed conceptual sketch of condo development at 1230 Main Street (Caste Restaurant site)
- Assisted Moose Hill Water Commission with meeting setup & web page updates
- Attended Quarterly Central Mass Regional Public Health Alliance meeting (11/20/20)
- Prepared grant support letter for the WorcShop

- Requested Town Counsel Assistance with closing out old Planning Board accounts
- Updated Zoning Bylaw with Town Clerk (to reflect 6/2/2020 Amendments)
- Addressed miscellaneous public inquiries, including the following:
  - BI-A district boundary (follows power line right-of-way).
  - Self-storage in RIB (special permit required)
  - Potential residential development (duplexes) at 651 Main Street
  - Marijuana delivery service (not currently allowed)
  - Right-to-Farm Bylaw (doesn't supersede zoning requirements)
  - Permitting requirements for outdoor marijuana cultivation
  - Lot with insufficient frontage (further documentation of potential "grandfathered" status required)
  - Potential grandfathered lot on Gleason Ave
  - Housing in HB-1 district (not allowed)
  - Reuse options for commercial building in NB district
  - Subdivision of undersized lot on Wendy Place (not permitted)
  - Public records request: 88 Huntoon Memorial Highway
  - Complaints: noise at 1323 Main (Roberts), several complaints about work in wetland buffers

APPLICATION STATUS, November 2020

PLANNING BOARD

Project	Type of Application	Location	Description	Status
No special permit, site plan review, or subdivision applications at this time.				
The Planning Board also approved **1** ANR plan(s). Streetlight Plan: Oak Bluff Subdivision – Approved 11/10/2020				

ZONING BOARD OF APPEALS

Project/Applicant	Type of Application	Location	Description	Status
Nathan Doggart	Variance	1A Hammond Street	Construction of home addition in setback	Hearing date: 1/6/2021
Stephen Hart	Special Permit	25 Pleasant Street	Construction of two-family dwelling.	Hearing date: 12/2/2020

CONSERVATION COMMISSION

Meeting Date	Applicant	Address	Type of Application	Action	Project Description
11/18/2020	Town of Leicester	Main St, Washburn Sq, Paxton St, Winslow Ave	RDA	Approved	RDA2020-17, Complete Streets improvements
11/18/2020	David Baril	Sargent Pond	NOI	Continued	DEP # Pending, Aquatic Management Plan

Certificate of Compliance Requests:

- Rochdale Holdings, 11 Hankey Street (DEP # 197-0295): Approved
- 26 Lake Shore Drive (DEP # 197-0614): Approved
- 346 Auburn Street (Lot F) (DEP # 197-0623): Continued
- 690 Stafford Street (DEP # 197-0620): Approved
- 10 Marshall Street (DEP # 197-0549): Approved

The Commission also issued **0** minor project modification(s), **2** Enforcement Order(s), **0** Emergency Certificates, and **0** Cease & Desist orders.

BOARD OF HEALTH

- **Environmental Health**
  - Food Renewals are due by 12/31/20. Notifications sent to 59 establishments by email. As of 12/15/20, 15 permits have been received and issued.
  - Food Plan Reviews; 3 plans were submitted for review in November. 1 application has been approved. 2 have received initial review and feedback to applicants. Further requirements and pre-operational inspection required before approval.
  - Housing; 2 Complaints received and 1 Order to Correct letter sent for immediate remediation. Cases closed
  - Nuisance; 5 nuisance complaints received. 5 Site visits conducted. 1 Order to Correct letter mailed certified for remediation. All cases closed.
  - Title V; 3 Soil Testing's, 5 Septic Plan reviews received, 3 water quality reviews, 18 Septic inspections conducted, 4 permits issued.
- **Community Health**
  - Participated in Contact Tracing Training, conducted by the Contact Tracing Collaborative
  - Attended 8 weekly interdepartmental board of health meetings to discuss pandemic guidance and mandates
  - COVID-19 complaints received have a daily average of 3 total. Site visit conducted within 24 hours and review proper safety protocols with staff.
- **Emergency Preparedness**
  - Participated in a drive through clinic planning seminar held by National Association of County Health Officials
  - Health Agent is coordinating an annual drill of the Town's Emergency Dispensing Site with the Regional Emergency Preparedness Coordinator. This drill will be conducted in late December
- **Miscellaneous**
  - A webpage has been created to provide daily updates on coronavirus. Information captured includes resources for residence, along with advisories, and case data.

Central Mass Regional Public Health Alliance (CMRPHA)-*report attached*
CMRPHA services will be ending soon. Full Title V (septic) services available through 12/15/2020, and nursing services through 12/31/2020.

FEES COLLECTED:

Code/Building	$3,866.15
Conservation Commission	$287.50
Board of Health:	*
Planning Board:	$0.00
Zoning Board of Appeals:	$175.00
TOTAL	**$4,328.65**

*November Board of Health fees will be shown on the December 2020 report.

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

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OCCUPANCY PERMITS ISSUED MONTH OF NOV 2020

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
11/30/2020	SW Brigham Construction Co.	7	Felix St.	20-019	20-056	Single Family Dwelling

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
DECEMBER 2020

Administration

- **Happy Retirement Phil!** It is bittersweet that I announce that the legendary Phil Leger, RS, CHO will be retiring from the Worcester Division of Public Health on January 8, 2021. Although Phil will still be engaged in local public health efforts in his neck of the woods in Royalston, we will all miss seeing him in the City and in the Alliance communities. Phil has been a source of incredible public health knowledge and a true expert in the field of environmental health. We have all benefited from working alongside him and I know I have become a better public health professional, leader and person because of him. I wonder what will come of his many journals of notes! Phil, from all of us on the team in Worcester and across the towns, **THANK YOU for your 30 plus years of service.** You have seen and done it all – including a pandemic! Enjoy this next chapter – you earned it! You were unfortunately right when you coined the phrase, "public health NEVER sleeps!" Now you CAN sleep in, play your drums and come up with other pithy slogans. Much love and gratitude from your WDPH family and friends.
- **Stop the Spread MDPH Testing Sites – open to any Massachusetts resident, with or without symptoms, free of charge and regardless of residency.** The link below has information on Worcester's testing sites and all testing across the Commonwealth, how to register, how to get results, etc. Please share with your residents. https://www.mass.gov/info-details/stop-the-spread#worcester-
- **DCU Field Hospital –** slated to open on Sunday, December 6th to provide care for COVID-19 patients, UMass Memorial is operating the facility. Plans are underway to open a second field hospital in Lowell.
- **COVID COVID COVID –** despite the new color coding map / metrics in place, it is clear that the positive case counts continue to climb in the City and Alliance communities. This was anticipated due to the Thanksgiving holiday. As we move into this holiday season, we must remind our residents and businesses to remain vigilant with the **3 W's: W**atch your distance, **W**ash your hands, **W**ear your mask. There is no plan at this time for Governor Baker to roll back re-opening phases, however we can consider being more strict on the local level. I anticipate we will be having these conversations with town leaders and BOHs in the coming weeks if we continue to see these numbers.

25 Meade Street, Worcester, MA 01610-2715 Phone: (508) 799-8531 Fax: (508) 799-8572
health@worcesterma.gov

- **COVID-19 Vaccine –** reports indicate that the vaccine could be available in the next couple of weeks with priority given to healthcare workers and first responders. We continue to monitor how and when vaccine will be distributed, including what local board of health responsibilities will be. Continue to drill and or review / edit your Emergency Dispensing Site (EDS) plans. We do know that long term care facilities have contracted with pharmacies to do closed EDS's. We are hearing that pharmacies and grocery stores will also have vaccine available – when there is a larger supply. We also know that many in the community, especially communities of color, are hesitant to receive a vaccine when the time comes. WDPH will be receiving funds from the Health Foundation of Central MA to work on a vaccine education awareness campaign that will be extended to the Alliance communities. We need to educate our residents about the safety and need to be vaccinated.

Environmental Health

- **COVID specific complaints –** are seeing an uptick in step with the surge across the Alliance. Typical complaints are residents reporting lack of social distancing or use of masks at gas station convenience stores, barber shops, nail salons, grocery stores, etc. Educational visits and calls to businesses continue about COVID requirements. Some fines have been issued to repeat businesses. The EH team continues to answer resident questions and staying up to date with state guidance. **We would like to once again thank all the administrative assistants who have been fielding and triaging the calls and emails.**
- **COVID reopening guidance** continues to be updated across the sectors. Go to DPH website for exact guidance. We continue to monitor twice a week calls from DPH and send out bullets Alliance wide.
- **Coverage** will continue when Philip Leger retires on January 8, 2021. Julie VanArsdalen will take the lead and direct the EH team. Phil is retiring but will still remain as a board of health member in Royalston and as a rep on the Region 2 PHEP Coalition. He thanks everyone he has worked with and reminds everyone that, "Public Health Never Sleeps"!

Nursing

- Cases of COVID19 continue to be diagnosed within the Alliance. In order to prevent the spread of this disease, we request that cases follow isolation guidelines and contacts follow quarantine guidelines.
- As part of the case investigation, the case/contacts will be called by a public health nurse or a member of the MDPH Community Tracing Collaborative. To prevent the spread of this illness, it is important to obtain information about the case and those with whom the case may have had contact in the 48 hours before symptom onset, if symptomatic, or 48 hours prior to positive test.
- Flu vaccine is a requirement for schools and colleges.
- Please encourage residents to consider getting a flu shot.
- Flu Clinics have been completed in Leicester and Grafton. MIIS entry is in progress.
- MDPH has sent information to WDPH for Worcester and all alliance towns having a MDPH Vaccine Provider number to register for COVID vaccine when available.
- Encourage the **3Ws**—**W**ear a mask; **W**atch your distance; **W**ash your hands

Emergency Preparedness

- To request Worcester Regional MRC volunteers for a real world emergency such as a sheltering operation, or for community events such as a senior health fair, or Election

Day, please contact Lois Luniewicz, WRMRC Unit Leader at loisluniewicz@comcast.net. Note: Grafton has its own Greater Grafton MRC unit.

- EDS Planning - All Alliance towns have updated Emergency Dispensing Site (EDS) plans. As per the recent meeting, the EP team recommends that each town begin planning now for the anticipated dispensing of the COVID-19 vaccine. Please reach out to Alissa Errede at erredea@worcesterma.gov with any questions.
- All Alliance towns should be planning for their yearly EDS drills; some have already been held. Please reach out to Alissa Errede at erredea@worcesterma.gov with any questions.

Community Health

- Worcester Community Resources 101 webinar on Friday December 4th from 9:30-10:30 am on the use of the Family Resource Center as well as key community resources. Please help us spread the word and share the event info with providers and community members who may benefit. Register below:
    - Registration Link: https://zoom.us/webinar/register/WN_L6sQpKh9Rru49dGjTTt48w
- National Influenza Vaccination Week is being observed from December 6-12 this year. It's more important than ever to get the flu shot. Go to https://www.cdc.gov/flu/resource-center/index.htm to find a digital toolkit and other social media resources that you can post on your town website now.
- Please reach out to Kelsey Hopkins, WDPH Academic Health Collaborative Coordinator, if you are looking for student assistance with any COVID 19 related projects and please direct anyone interested in an internship to Email: HopkinsK@worcesterma.gov
- The current Community Health Improvement Plan (CHIP) will be sun downing this year. As a best practice and a Public Health Accreditation Board requirement, WDPH is collaborating with the Coalition for a Healthy Greater Worcester on the 2021 CHIP, to be released early next year. We are holding a community forum January 19th to discuss the results of the 5 prioritization areas. All of the prioritization meetings and the community forum are open to the public and we hope to attract a large pool of community members, stakeholders and interested parties. Pre-registration is required – Zoom Link is below. Hope to see you! Please reach out with any community forum questions or feedback to casey@healthygreaterworcester.org
    - Community Forum Zoom Tuesday January 19, 3:30-5pm
    - Meeting Registration - Zoom

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

CHIEF
ROBERT F. WILSON

OFFICE (508) 892-7022

FIRE DEPARTMENT

November 2020 Monthly Report

Total fire calls	26
Single Company Calls	22
Multi Company Calls	4
Company 1	17
Company 2	6
Company 3	8
Rescue	1
Mutual Aid given	2
Mutual Aid received	2

Training: First responder training Virtual All Companies

Equipment: Annual pump test completed on all Engines.

Fire Prevention:	Inspections/Permits	81	Fee's	$5,425.00
	Plan reviews	2		
	Other inspections/Follow-ups	2		

Town of Leicester • Emergency Medical Services

3 Paxton Street • Leicester, MA 01524

PHONE: (508) 892-7006

LEICESTER AMBULANCE

EMS Report November 2020

Total Calls	148
Transports	107
Mutual Aid given	28
Mutual Aid received	8

Equipment: Ambulance 1: Replace passenger side mirror

Ambulance 2:

Ambulance 3: Vehicle PM, replace alternator and repair rotted piping on engine intake

Town of Leicester

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

Dennis Griffin
Superintendent

To: The Select Board

From: Dennis Griffin
Highway Superintendent

Date: December 10, 2020

Subj: November Monthly Report

Article 4:

- The work on trucks 4 & 10 continues

Clean up:

- Leaf clean up of cemetery, parks, senior center and town hall.

Maintenance of Town Vehicles:

- Oil changes performed and tire rotation performed on several LPD vehicles
- Detective vehicle; 2 front struts and sway bar bushings were replaced

Maintenance of Tools/Equipment:

- Repairs and maintenance performed on all equipment such as chainsaws, mowers etc.

Snow Event:

- The crew was out for the first snow event of the season sanding/salting and plowing
- Repairs to trucks 2, 3, and 15 have been made

Catch Basin Repairs:

- Crews repaired and cleaned several catch basins around town
- Built catch basin to catch water from Westminster
- Tapped into trunk line on Stafford for the Westminster project

Paving:

- Crews worked to finish up the outstanding paving jobs still needed to be completed
- As part of the paving for the month several small berms were created
- Graded and paved Westminster Rd.

- Removed asphalt and dug footings for the new islands at Senior Center in prep for Saunders Masonry to build islands.

Other:

- Highway Department continues to procure PPE and cleaning/sanitization products for several departments. We have coordinated with PD, Senior Center, Town Hall and Fire/EMS to determine needs and supply.
- All sanitization supplies have been provided to the crew in order to maintain vehicles, and common spaces during Covid-19
- Highway was in receipt of playground equipment for Towtaid Park. The crew provided support services for installation. The project is complete at this time.
- 500 ton of salt ordered and delivered
- Provided support for Tata & Howard regarding testing samples from the Landfill.
- Coordinated install of counter tops at Town Clerk, Assessor, and School Department for Covid-19 and personnel safety. Glass should be installed in December.

Thank you.

Leicester Public Library
Director's Report * November 10, 2020

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

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

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

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

New:

1. Children's Librarian job posted 11/6/20. Priority to applications received before 11/30, but open until filled. Pat and I will do initial interviews. Pat's last day is 1/8/21. Budget allows new person to start early-late January, depending on salary determination.
2. Charissa will be out for 6 weeks beginning 12/10.
3. Schedule:
    a. Closed Wed., 11/11 for Veterans Day.
    b. Town Meeting is scheduled for Tuesday, 11/17, Library will close early.
    c. Thanksgiving: Close at 1 p.m. Wednesday, closed Thursday, regular hours Friday and Saturday
    d. Close all day Thursday, 12/24, same as Town Offices
    e. Close at 1 p.m. on Thursday, 1/31. Town Offices closed all day, benefitted staff will get comp time for ½ day. (This one day is outside current policy, needs Trustee approval.)
4. Plant Sale: made $250. Will resume with warmer weather in spring if appropriate.
5. Pastel Painting program – virtual, Thurs. 12/3
6. Neighbor library updates: Charlton & Webster open, Spencer/Oxford/Paxton/Auburn not open any time soon, Sturbridge was open, but has gone back to curbside, WPL by appointment, no browsing

Building maintenance:

- Waterproofing is ongoing. Company patched two leaks Wednesday, 11/4. If that does not work, the "stairs" below the skylight may need to be removed.
- Gutters cleaning: We are on the November schedule for A. Eagle Gutters.

Renovation Funds:

Renovation Fund Balance

Date	Company	Expense Actual	Balance
11/5/2020			89053.01
11/12/2020	Jean's Waterproofing	38000	51053.01
11/12/2020	Bardon Water Test	900	50153.01
	Upcoming expenses	4654.64	45498.37

Upcoming expenses	Expense Estimate
People Counter	450
Bike Rack	274.89
Gutter cleaning	975
Carpet Cleaning	1491.75
Design Temp Control Inc /yearly HVAC maint	1913
Total	4654.64

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

Outstanding Renovation Items

1. East side drainage – waterproofing work began 9/9. Company continues to patch new small leaks (this is expected). Mark Armington will coordinate with Dennis Griffin/Hwy to do a small amount of re-grading to make that landscape drain the lowest spot.
2. Bike rack – in process, approximate cost $250-300 Estimated ship date is 11/11.
3. Key box – Boxes on site. Suzanne will complete as time allows.
4. Complete fire alarm and burglar alarm test – Committee thinks this was part of the occupancy permit inspection, but the fire department has requested a test. Suzanne will follow up with Fire Dept.
5. 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.
6. People counters (pending), and installation of the Detex alarms on the two stairwell doors leading to the 2nd floor are library staff/trustee issues.
7. Optional items: Panic buttons, People counter, connect cameras to PD, Permanent museum display cards

Circulation Statistics

Number of new items last month: 201 (total items in collection = 32.007)

	Previous Year				Current Year			
	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer	Circulation Evergreen	Ebooks Overdrive	Wireless Users	Library Computer
Oct **	3532	623	158	151	1684 (-52%)	712 (+14%)	29	0
Sept**	3324	644	132	128	1634 (-51%)	672 (+4%)	24	0
Aug**	3902	716	124	162	1577 (-60%)	739 (+3%)	32	0
July**	4277	664	116	145	2022 (-53%)	722 (+9%)	28	0
June**	2461	604	192	163	908 (-63%)	695 (+15%)	25	0
May**	1228 (closed 5/11-6/11)	577	43	22	200 (-84%)	732 (+27%)	25	0
Apr*	1887	533	78	56	25 (-99%)	712 (+17%)	17	0
Mar*	2074	592	88	37	1933 (-7%)	609 (+3%)	91	70
Feb	1884	508	91	58	3622 (+92%)	561 (+9%)	129	167
Jan	2208	509	91	58	3,699(+68%)	690 (+36%)	131	163
Dec	1839	467	91	77	2840 (+54%)	689 (+48%)	110	132
Nov	2163	484	94	81	3315 (+53%)	587 (+21%)	131	150
Oct	2068	445	109	117	3532 (+71%)	623 (+40%)	158	151

*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.

October curbside pickup 6-25 people per day, monthly total 390 people (Saturday is only one 4 hour block, so the lower daily number compared to previous months.

Library Covid Circulations

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

Craft pickups

June/July/Aug	721
Sept/Oct/Nov	Est. 858

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: December 1, 2020
From: Office of Treasurer Collector
Re: November Activities

- November collections are as attached.
- Collected $5,112.83 in Town tax title principal payments and $580.70 in interest payments.
- Participated in weekly Vadar Webex meetings
- Sent October to the Accountant for reconciliation
- Advertised for and sold Town owned land on Sterling St 30A-A18
- October transfers for school and town
- Approved September and October Veterans payments
- Participated in Health Insurance Advisory Committee Meeting
- Vadar created patch of long-standing real estate to tax title links
- Sent eight motor vehicle commitments to warrant
- Renewed Town's fuel license for 2021
- Participated in Vadar tax title training
- Completed protests for unemployment. We have been consistently contacting anyone we receive a claim for to determine if it is fraudulent or not.
- Opened new bank account to transfer the old payables and payroll accounts to in order to begin tailings process. Closed the old accounts.
- Completed all but the payroll reporting for the annual town report.

FY21			October*		November*		December*		
Quarter	Type	Commitment	04 Tax/Liens	04 Int	05 Tax/Liens	05 Int	06 Tax/Liens	06 Int	2Q Total Net
2	PP	$ 163,877.41	$ 131,207.45	$ 131.97	$ 3,257.34	$ 99.60	$ -	$ -	$ 134,696.36
2	RE	$ 3,960,773.00	$ 2,864,501.45	$ 14,843.43	$ 752,097.86	$ 5,873.55	$ -	$ -	$ 3,637,316.29
2	CMB	$ 23,230.12	$ 12,328.62	$ -	$ 5,492.21	$ -	$ -	$ -	$ 17,820.83
2	CMB CI	$ 18,927.11	$ -	$ 8,848.64	$ -	$ 4,680.69	$ -	$ -	$ 13,529.33
2	CVRWDU	$ 2,768.90	$ 1,721.01	$ -	$ 194.50	$ -	$ -	$ -	$ 1,915.51
2	CVSDSB	$ 28,023.42	$ 15,020.58	$ -	$ 5,666.76	$ -	$ -	$ -	$ 20,687.34
2	CVSDSB CI	$ 12,733.31	$ -	$ 6,981.73	$ -	$ 2,228.30	$ -	$ -	$ 9,210.03
2	CVSDU	$ 4,815.91	$ 1,440.94	$ -	$ 231.12	$ -	$ -	$ -	$ 1,672.06
2	HLSWBT	$ 22,286.48	$ 12,192.75	$ -	$ 5,889.37	$ -	$ -	$ -	$ 18,082.12
2	HLSWBT CI	$ 3,685.69	$ -	$ 2,070.81	$ -	$ 1,048.05	$ -	$ -	$ 3,118.86
2	HLSWBTU	$ 6,336.79	$ 2,826.11	$ -	$ 342.50	$ -	$ -	$ -	$ 3,168.61
2	HWDU	$ 7,924.99	$ -	$ 2,522.97	$ -	$ -	$ -	$ -	$ 2,522.97
2	LSWDUN	$ 21,916.76	$ 8,231.58	$ -	$ 1,602.16	$ -	$ -	$ -	$ 9,833.74
2	LWSDSB	$ 28,705.39	$ 15,009.95	$ -	$ 7,342.12	$ -	$ -	$ -	$ 22,352.07
2	LWSDSB CI	$ 12,552.94	$ -	$ 6,624.34	$ -	$ 3,412.44	$ -	$ -	$ 10,036.78
2	ORSDU	$ 22,505.28	$ 7,555.83	$ -	$ 942.50	$ -	$ -	$ -	$ 8,498.33
2	ORSWBT	$ 1,155.00	$ 800.00	$ -	$ 190.00	$ -	$ -	$ -	$ 990.00
2	ORSWBT CI	$ 346.50	$ -	$ 240.00	$ -	$ 57.00	$ -	$ -	$ 297.00
2	Title V	$ 1,480.42	$ 550.80	$ -	$ 475.87	$ -	$ -	$ -	$ 1,026.67
2	Title V CI	$ 534.87	$ -	$ 165.24	$ -	$ 142.76	$ -	$ -	$ 308.00
2	Burncoat Ponc	$ 19,356.47	$ 16,614.22	$ 194.98	$ 5,446.18	$ 200.13	$ -	$ -	$ 22,455.51
2	Cedar Meadov	$ 7,222.26	$ 6,220.59	$ 87.60	$ 1,906.18	$ 5.75	$ -	$ -	$ 8,220.12
2	Stiles	$ 20,611.84	$ 7,647.20	$ -	$ 1,095.16	$ 2.62	$ -	$ -	$ 8,744.98
		$ 4,391,770.86	**$ 3,103,869.08**	**$ 42,711.71**	**$ 792,171.83**	**$ 17,750.89**	**$ -**	**$ -**	**$ 3,956,503.51**

$ - $ -

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	$ 12,062.94	$ 696.18	**$ 12,759.12**
	2020-01	2/25/2020	10308	$ 1,178,113.20	March	$ 838,338.94	$ 2,827.62	**$ 841,166.56**
	2019-15A	2/24/2020	3	$ 270.17	April	$ 252,676.24	$ 1,852.02	**$ 254,528.26**
	2020-02	3/30/2020	743	$ 141,126.51	May	$ 56,457.34	$ 658.91	**$ 57,116.25**
	2020-03	5/18/2020	343	$ 36,059.83	June	$ 42,481.88	$ 507.42	**$ 42,989.30**
	2020-16A	5/18/2020	6	$ 1,726.02	July	$ 14,755.46	$ 1,682.46	**$ 16,437.92**
	2020-17A	7/20/2020	4	$ 893.48	August	$ 47,700.87	$ 1,427.82	**$ 49,128.69**
	2020-04	8/3/2020	506	$ 59,195.80	September	$ 19,337.31	$ 1,091.30	**$ 20,428.61**
	2020-05	10/1/2020	487	$ 54,266.54	October	$ 78,610.28	$ 3,246.16	**$ 81,856.44**
	2020-18A	11/3/2020	7	702.45	November	$ 16,877.97	$ 886.40	**$ 17,764.37**
	2020-06	11/30/2020	440	$ 27,520.39	December			**$ -**
				$ 1,512,658.15		**$ 1,392,169.18**	**$ 16,313.81**	**$ 1,408,482.99**

Boat					Tax	Tax	Interest	Totals
	2020-02	6/8/2020	105	$ 2,577.00	January	$ -	$ -	**$ -**
					February	$ -	$ -	**$ -**
					March	$ -	$ -	**$ -**
					April	$ -	$ -	**$ -**
					May	$ -	$ -	**$ -**
					June	$ 1,077.00	$ -	**$ 1,077.00**
					July	$ 527.00	$ -	**$ 527.00**
					August	$ 198.00	$ -	**$ 198.00**
					September	$ 53.00	$ 0.24	**$ 53.24**
					October	$ 48.00	$ -	**$ 48.00**
					November	$ -	$ -	**$ -**
					December	$ -	$ -	**$ -**
						$ -	$ -	**$ -**
				$ 2,577.00		**$ 1,903.00**	**$ 0.24**	**$ 1,903.24**

OCCUPANCY PERMITS ISSUED MONTH OF NOV 2020

Date	Name	Address	Address	Occupancy Permit #	Building Permit #	Type
11/30/2020	SW Brigham Construction Co.	7	Felix St.	20-019	20-056	Single Family Dwelling

Leicester Police Department
90 South Main Street
Leicester, MA 01524

www.leicesterpd.org

Chief
Kenneth M. Antanavica
antanavicak@leicesterpd.org

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

Date: December 8, 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 November 2020

Investigative Division

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

1) Town employee unemployment fraud cases one after another (71 as of Dec 1)
2) Multiple Court Discovery Requests
3) MSP crime lab Maynard for Ballistics test
4) Provided two days of firearms training for all officers
5) Court Magistrate hearings
6) Sexual investigation (bestiality)
7) Worcester PD for evidence processing
8) U-Mass Worcester drug lab w/ evidence
9) Assist Northbridge PD Home invasion suspect in Leicester
10) Pick up Ammo in Greenfield (it is getting difficult to find any)
11) State Police crime lab in Sudbury (submitting evidence)
12) Assist at 3 vehicle crash
13) Process B&E&L
14) Sexual assault kit pick-up at U-Mass
15) Shoplifting @ Tractor Supply
16) Blood samples to crime lab in Sudbury
17) Return search warrant to courts

CLEARED INVESTIGATIONS

1) FI Police information
2) Credit card fraud
3) MVA/OUI
4) SA of disabled person

Search Warrants:

1) Blood records from operator in a multi vehicle crash
2) Hit and run motor vehicle crash

Arrest:

1) Larceny over $1,200
2) Warrant arrest
3) Indecent A&B on intellectually disabled person (X4)

Patrol Division

Additional neighborhood and building checks have been instituted. Due to Covid-19 Pandemic event Officers are answering more on-line reports and meeting people in the parking lot if needed and taking reports over the phone and using the internet with submit written evidence. We have been inundated with unemployment fraud reports (including myself).

The CEMLEC Drone team had one training session this month with two officers attending. Our second officer is attending and is working towards becoming a licensed pilot also.

The CEMLEC SWAT team stood by for a barricaded suspect in Sturbridge. The SWAT team had 40 Hours of in-service training which included tactical maneuvers and Legal updates.

Chief's Office

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

- ✓ Profiled a new vendor for the CODE RED program. Assigned new user rights to new employees.
- ✓ Zoom Department Head meetings
- ✓ Chaired a Public Safety meeting
- ✓ Participated in Fire Department study committee.
- ✓ Veterans day ceremony canceled due to the pandemic
- ✓ Chiefs association zoom meeting
- ✓ Worked with local FBI office regarding a fugitive in this community
- ✓ Continued to work with engineer to develop a plan for carport on rear of PD.
- ✓ Attended town meeting
- ✓ Updates on COVID-19.
- ✓ Preplan for the grinch drive by
- ✓ Received $12,000 high visibility enforcement grant
- ✓ Received $18,500 JAG grant for Taser upgrades and ballistic plates
- ✓ Ordered more PPE for the 2nd Wave

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

Monthly Statistics

- Calls/Patrol Initiated Activity 1,624
- Incident Reports Taken 124
- Arrests/Summons 14
- Crash Investigations 20
- Towed vehicles 19
- Motor Vehicle Stops 49
- Medical responses 11

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

Ken Antanavica
Chief of Police

Report to: David Genereux, Town Administrator

From: Rachelle Cloutier, COA Director

Date: December 3, 2020

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

Our updated and newly formatted newsletter was prepared and mailed. Spoke to Marguerite Soojian and Rosie Nichols of the Senior Citizens Club of Leicester about placing a special note in our December newsletter for their members. Our December newsletter will have a special section written by Rosie Nichols Secretary of the Senior Citizens' Club of Leicester. There are over 160 members in this group who meet at our center every first and third Tuesday of the month. They, of course, have not had an opportunity to come together since March. We will be sending each member a notice in January that they need to send a $7 check to help pay for the postage for a year. The acrylic table dividers have been installed. We missed one table and one set was requested and installed. Attended COA Board Meeting on November 5. Kristen Forsberg came to instruct individuals in Go-To-Meetings on November 9. Attended a Department Head meeting on November 10. Train your brain and other programs continue outside weather permitting. Country Bank called to let us know we would be one of the few senior centers to receive money from them. They have changed and restructured who they give to and have decided to only donate to those senior centers who are actively involved with their seniors. Heard from MCOA that it looks as though there will be a $12 per person grant for the coming year. We are hoping that the House and Senate approve us for that amount as this would mean level funding for us and not a reduction. Received a phone call from AARP tax preparer Reagan Fortune who will do AARP taxes for our seniors but these will be performed virtually. Prepared all accounts payables for town hall. Prepared WRTA billing. Bill Moore of Project New Hope continues to bless us with lots of food. Sharon, while the hens kept busy, brought fresh eggs. All of the food is distributed to our seniors. Meet with staff on a regular basis.

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

Nancy: Made 3 housing visits and one home visit. Made 2 grocery shopping and 2 doctor appointment visits with the assist of Genevieve. Did BP for 2 drop ins. Put together Fuel assist packets and sent out to individuals who needed these. Assisted with eggs and distribution. Made 2 home deliveries. Sent out cards 10 for Thanksgiving, 2 get well cards and 2 thinking of your cards. Spoke with and assisted individual with loan of walkers. Referred 2 people to SHINE and main numbers for insurance assist. Spoke with Donna Ostiguy about coats (male/female) to be delivered to us for any individual in need of outer garment. Communicated with Girl Scouts in reference to bread making activity on 12/13. Use of kitchen area only – protocol reviewed and work areas will be marked off.

Leicester Town Clerk

Memo

To: Town Administrator, Select Board

CC:

Date: 12/10/2020

Re: Report for the Month of November from TC's office

Sales for the Month of November were $660.00

We made it through the Election. Wow it was some Election. The workload was tremendous but what a team I have, they were amazing. However, they all told me to forget their phone numbers they are not working another election. Susan and I had a chuckle. The Election went on it seems like forever they gave everyone who mailed until November 6th to get their ballots in. We had a registrars meeting to vote on Provisional Ballots and the ballots that arrived by the 6th so the final numbers changed again.

We have been doing Town Hall business at the door it seems to be working well. We have not had any complaints people have been wonderful and understanding. We make appointments for marriage intentions and allow the couples in the office as long as they where masks. We sanitize before and after their appointment. That has been going very well.

Still licensing dogs and trying to get the folks that have not licensed to get in and pay before the second late fee of 50.00 goes into effect. We have been busy with business certificates renewals still selling lots of birth & marriage certificates because of the real ID license. Public records requests are never ending for all departments. I have been getting more than usual since the Election.

Respectfully submitted,

Deborah K. Davis