



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: May 6, 2019

TIME: 6:30pm

LOCATION: Town Hall, Select Board Conference Room, 3 Washburn Square, Leicester

REQUESTED BY: Kristen L. Forsberg

*Agenda packet and associated documents can be found at www.leicesterma.org/bos. This agenda lists all matters anticipated for discussion; some items may be passed over, and other items not listed may be brought up for discussion to the extent permitted by law. Select Board meetings are recorded by LCAC. Any member of the public planning to record the meeting must first notify the Chair. **PLEASE SILENCE ALL CELL PHONES DURING THE MEETING***

CALL TO ORDER/OPENING

1. SCHEDULED ITEMS

- a. 6:30pm - General Entertainment License – Hank's Marine
- b. 6:35pm - Board of Fire Engineers Discussion
- c. 6:45pm - Petition to Repair Salminen Drive

2. PUBLIC COMMENT PERIOD

3. REPORTS & ANNOUNCEMENTS

- a. Student Liaison Reports
- b. Select Board Reports
- c. [Town Administrator Report](#)
- d. [Eagle Scout Ceremony](#)

4. RESIGNATIONS & APPOINTMENTS

- a. Appointment – Health Insurance Advisory Committee – Derrick Ruth
- b. [Board/Committee Application – Susan Sears – Bylaw Committee](#)
- c. [Board/Committee Application – Thomas Brennan – Memorial Day Committee](#)
- d. FY2020 Reappointments

5. OTHER BUSINESS

- a. [Request to Dispose of Library Furniture and Misc. Items](#)
- b. [Regional Energy Planning Assistance \(REPA\) Grant MOU](#)
- c. [Hillcrest Lease RFP Update and Discussion](#)

6. MINUTES

- a. [April 22, 2019](#)
- b. [April 29, 2019](#)

7. EXECUTIVE SESSION, MGL CHAPTER 30A, SECTION 21A

- a. Exceptions 3 & 7 – Discuss strategy with respect to pending litigation in the case of BSI v. Town of Leicester, Civil Action No. 1885CV00985 pursuant to G.L. c. 30A, §21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007).
- b. Executive Session Minutes

ADJOURN



Town of Leicester

APPLICATION FOR GENERAL LICENSES

Applicant Information

Applicant Name Matthew Snodgrass
Applicant Email

Business Information

Type of Business Boat Sales
Business Name Hank's Marine
Corporation Name (if applicable) "
Business Address 111 Main St Cherry Valley MA 01644
Mailing Address (if different)
Business Phone 508-892-4788 Business Email Matt@Hanksmarine.com

License(s) Applying For (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Common Victualler (\$35) | <input type="checkbox"/> Games (\$35 per game) |
| <input checked="" type="checkbox"/> General Entertainment (\$50) | <input type="checkbox"/> Junk Dealer (\$40) |
| <input type="checkbox"/> Sunday Entertainment (\$125 Town; \$100 State) | <input type="checkbox"/> Theatre (\$200) |
| <input type="checkbox"/> Outdoor Business (\$35) | <input type="checkbox"/> Auctioneer (\$50) |
| <input type="checkbox"/> Temporary Business (\$100/3 days; \$25/per extra day) | |

I certify, under the penalties of perjury, that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Matthew Snodgrass
Name of Applicant

[Signature]
Signature of Applicant

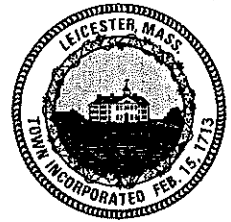
Name & Title of Corporate Officer (if applicable)

**Nonprofit groups from Leicester may request the Board of Selectmen waive fees at hearing
**Yard sales are allowed by right in Leicester; no permit is required*



CHIEF
ROBERT F. WILSON

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



OFFICE (508) 892-7022

To: David Genereux

Town Administrator

From: Robert Wilson

Fire Chief

Date: November 13, 2018

Re: Fire Department Capital Requests

Attached please find the Capital request for the Fire Department.

- | | |
|---|--------------|
| 1. Engine 4 replacement FY 21 | \$520,000.90 |
| 2. Station 2 Roof replacement FY 22 | \$45,650.00 |
| 3. Station 2 Roof replacement FY 23 | \$64,900.00 |
| 4. Extrication Equipment replacement FY24 | \$60,000.00 |

May 1, 2019

Town of Leicester Select Board

Goals and Objectives

My goal is to maintain the current on-call Fire Department. With the current status of our budget being level funded over the past two years and the bleak outlook presented by the Town Administrator for future budget increases this department will be in survival mode to maintain current services and our ability to maintain our high level of firefighter training.

With my planned retirement from the Fire Department being December 2020 the following are my goals and objectives over the next 18 months.

I will be working with Deputy Chief Dupuis and Assistant Chief Tebo to provide for a smooth and seamless transition upon my retirement.

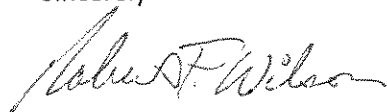
I have started working with both Chief's this past budget season on how the budget is developed and we agreed as to where cuts could be made to stay within the framework of the Town Administrator budget message of level funding along with needing to find funds within the budget to fund contractual obligations. The goal for the FY 21 budget is for the Chief's to provide their priorities and produce a budget that will meet the Fire Departments needs within the constraints of the Town Administrators budget requirements.

The Capital requests for the next 5 years were developed with their assistance. They will be working forward from here on, as to the future capital needs within Fire Department.

Currently several duties have been passed off to the Deputy and Assistant Chiefs. Chief Dupuis now handle all new recruit interviews, scheduling of recruit training thru Mass Fire Academy, SCBA repairs, PPE inventory and purchases. Chief Tebo handles monthly department payroll, company training, radio, pager repair and purchasing. He also is will be taking over as the Fire liaison with Worcester Regional Dispatch.

Over the next year I will be working with them to take over several of my committee assignments thru out the town and the Fire District. i.e. Local Emergency Planning Committee, Public Safety Committee and District 7 representative just to name a few.

Sincerely

A handwritten signature in dark ink, appearing to read "Robert F. Wilson", written in a cursive style.

Robert F. Wilson

Fire Chief

To the members of the Select Board:

As far as my individual goals; In 2017, I completed the Chief Fire Officer program through the Massachusetts Fire Fighting Academy in partnership with the University of Massachusetts. The skills I gained in the program will greatly assist me in moving forward in the future of the Leicester Fire Department. My next goal is to be a Massachusetts Credentialed Fire Chief through the Commonwealth of Massachusetts Fire Service Commission. The program sets forth goals needed by fire chiefs to enhance their knowledge, skills, and abilities to be fire chiefs in the Commonwealth. I will also be continuing my role with the Massachusetts Firefighting Academy as the Assistant Coordinator of the Call/Volunteer Recruit Training Program. This position allows me to help facilitate our new Firefighters into the program and provide them training to the national standard as outlined in the National Fire Protection Association (NFPA) 1001 document. In addition, this position enables me to enhance my practical skills and abilities to then apply to fireground operations in Leicester that help to keep our personnel safe and ensure their tactical operations are meeting the industry best practices.

My objectives in the future is to continue the "call" department staffing of the Fire department. As of today, we currently have 22 Recruit members waiting to be sent to the Fire Academy recruit program to train these members to be firefighters. I have also started putting together information on building an Explorer Post program under the Boys Scout of America. This program will attract students from the High School that could be interested in the Fire Ems Public Safety career. By doing this it will be a step in the right direction in attracting future members while maintaining the Call department as we know it today.

We have made a request to the Capital Committee asking for the replacement of our front-line engine at our headquarters station in FY 2021. The Engine is over 20 years old. The repairs continually keep increasing with time. It's reliability has become more questionable over time. The roofs on the other two stations have found to be leaking. We had a company come in to do some repairs along with giving us an evaluation of both buildings. They recommended replacement due to the ages of the material that currently cover the buildings. We have staggered the replacement time by a year due to the Cherry valley station being more worn down. The extrication tools were purchased 16 years ago. With the jobs that the tools have performed in the past are showing signs of wear. With today's car manufacturers using harder metal found in automobiles the current tools sometimes are not strong enough to be cut and we must look to use more powerful extrication equipment that are on the market to get by these new metals.

Currently the Fire service is challenged by the increased rate in deaths due to cancer. We are currently putting together precautions put forth by the Mass Fire Academy on how to avoid contamination at calls. We have been taught how to properly remove contaminants from ourselves along with our personal protective equipment. As research has proven that firefighters are upwards of 200% more susceptible to certain cancers than the general public due to certain material that ignite in homes today.

Thank you for all of your support over the years and I look forward to working with all of you in the coming year.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael R. Dupuis". The signature is fluid and cursive, with the first name being the most prominent.

Michael R. Dupuis

Deputy Fire Chief



CHIEF
ROBERT F. WILSON

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



OFFICE (508) 892-7022

April 29, 2019

To The Board of Selectmen:

I am currently in my 23rd year on the Leicester Fire Department and this is my 7th year as a member of the Board of Engineers. This department, in my opinion has come a long way in 23 years. I have heard from other departments that some consider the Leicester Fire Department one of the best Call departments not only in Central Mass but in the entire state. One of my long-term objectives is to maintain that reputation.

We have an aggressive training program in our department. We train 1-2 times per month on anything from, fire suppression to vehicle extrication. We are constantly coming up with new training topics and have been taking advantage of the classes offered by the Massachusetts Fire Academy. We require our Firefighters to attend a certain amount of training per year to maintain their status as a Firefighter. Live fire training is a yearly requirement for all firefighters to attend. Currently we use the training facility in Auburn as well as the small Car Fire training facility in Spencer. Our department was recently invited by the Charlton Fire Department to attend a 2 days of live fire training at the Dennise R. Lemery Training Center in Rogers CT. My goal for the next upcoming training year is to get the entire department to be able to attend live fire training at this state-of-the-art facility. Since the new Headquarters has opened, we have utilized the training tower several times for training on things such as advancing hose lines, repelling, and firefighter self-rescue techniques. If you ask anyone in the fire service, they will tell you that you can never train enough and that is one of the most important long term objectives for myself.

Another thing I would like to see us improve upon is technology. Technology in the fire service has changed dramatically over the years. I consider our department very lucky to be utilizing the technology we have today. We currently use a service called I Am Responding. This service is an APP based program that allows our firefighters to acknowledge a fire call and notify us that they are available to respond. This helps us out by letting us know that we have the manpower needed to handle the incident. This system is also capable of mapping our calls and giving hydrant locations. Another thing it can do is when the dispatcher enters the call for us, the CAD system will automatically send the call type/location right to your cell phone and map it out for you. We are currently working with Regional Dispatch and IAR to bridge this gap and make this work for us. We currently have tablets in each of the frontline engines with this APP so we will always have all this info with us .

I am currently the liaison between the fire department and Worcester Regional Dispatch. We currently hold quarterly meetings between ourselves, dispatch and the Police Department. Any issues they may come up I handle directly with Mike Shanley to resolve as soon as possible. I feel we have a great working relationship with the crew at dispatch and plan to maintain that.



CHIEF
ROBERT F. WILSON

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



OFFICE (508) 892-7022

As for my goals with staffing for the department, we currently have a roster of approximately 60 personnel. Deputy Chief Dupuis does a great job with recruitment and we have been putting 3-4 recruits through the Massachusetts Call/Vol academy per year. With the current status of the department's budget, I believe that the residents of Leicester are getting a very high level of Fire protection with the staffing that we currently have as compared to surrounding communities with full time departments. With that said, I feel that if we continue with the recruitment program that we are doing now we will be adequately staffed for several years to come.

Lastly, communication. Communication has always been a struggle within our department but has been getting much better. I plan to have a more open communication path between myself, The Board of Engineers, The Board of Selectmen and the Town Administrator. If everyone is not on the same page, then nothing can operate smoothly and this we have learned from past mistakes.

I look forward to serving the department and The Town of Leicester in the years to come.

If there is anything else you need from me, please do not hesitate to contact me at anytime.

Sincerely,

Matthew Tebo

Assistant Chief

Leicester Fire Department

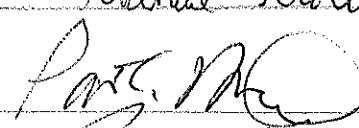
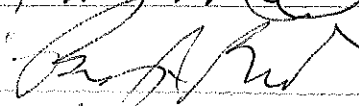
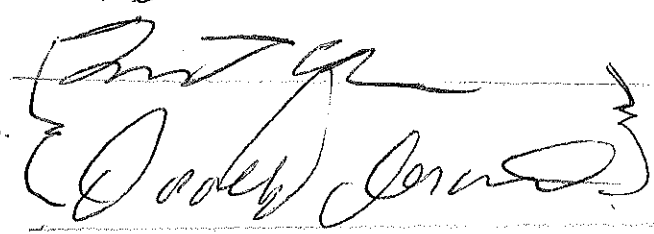
Email: Mtebo@leicesterfireems.org

Cell: 774-836-0886

Petition for Repairs to Salminen Drive

To the Select Board of the Town of Leicester.

As owners of properties which abut Salminen Drive we are requesting that such repairs to the way be performed. The public convenience and necessity require such repairs, reconstruction and improvements and request that the Superintendent make an investigation of the condition of the way and report the findings to the Select Board.

- | | |
|--|---|
| 1. English T Williamson | 13. Michael Mann |
| 2. Bob Houle | 14.  PATRICK MURPHY |
| 3. Matthew J. Wilkins | 15.  BRIAN BEAUDET |
| 4. William Peggitt & Ann Emard | 16. Henri Ferguson |
| 5. Michael Hurd | 17. Brian Dandot |
| 6.  MARK & DOROTHY DESROSIER | |
| 7. William Beaudet | |
| 8. Joe Crowley - JOHN CROWLEY | |
| 9. Larry J. Shorbo | |
| 10. Phil Beuk | |
| 11. Peter Cyelime | |
| 12. Cheryl Hamon | |

From: Ronald Smith ronsmi@msn.com
Subject: Re: Petition for Repairs to the Road
Date: Apr 7, 2019 at 6:56:23 PM
To: rwilliamson418@gmail.com

As owners of property that abut Salminen Drive we agree with this first step to authorize the Highway Department to make repairs to the road.

Ronald and Linda Smith
43 Salminen Drive

----- Original Message -----

From: Elizabeth Williamson

To: sferguson@charter.net ; Pat & Laura Murphy ; pbeando8351@charter.net ; Melissa White ; Gerald Condo ; Plchouse@aol.com ; edward Russo ; ronsmi@msn.com ; Michael Mercer ; Cheryl Hannon ; Maria Dolan

Sent: Sunday, April 7, 2019 11:10 AM

Subject: Petition for Repairs to the Road

I've spoken to Dennis Griffin of the Highway Department and David Generaux, the Town Administrator. In order to have the town manage the repairs of our road, we must first have 80% of the property owner sign a petition to authorize the Highway Department. Dennis thinks that if we get drainage in the Highway Department can maintain the road. We will receive an estimate of repairs and can decide how much work we want to complete this year.

The Town Administrator told me that copies of emails for the owners would be sufficient for a signature. If you could please add a statement that you agree to this first step and return it to me.

Petition for Repairs to Salminen Drive
To the Select Board of the Town of Leicester

As owners of properties which abut Salminen Drive we are requesting that such repairs to the be performed. The public convenience and necessity require such repairs, reconstruction and improvements and request that the Superintendent make an investigation of the condition of the way and report the findings to the Select Board.

From: Gerald Condo gcondo@gmail.com
Subject: Re: Petition for Repairs
Date: Apr 14, 2019 at 3:12:25 PM
To: Elizabeth Williamson rwilliamson418@gmail.com

I'm sorry I've missed you a couple of times but I do vote yes. If you need a signature let me know I can walk over

Sent from my iPhone

On Apr 10, 2019, at 2:41 PM, Elizabeth Williamson
<rwilliamson418@gmail.com> wrote:

Hi there,

I've gotten just over half the number of signatures for the petition for repairs to the road. This is for an estimate on drainage so the road can be maintained. Below is a copy of the petition, the Town Administrator told me that emails can be counted as signatures. Could you please add a line that you are in agreement and forward it to me.

I'll keep you up to date on any progress. Thanks

Petition for Repairs

To the Select Board of the Town of Leicester

As owners of properties which abut Salminen Drive we are requesting that such repairs to the way be performed. The public convenience and necessity require such repairs, reconstruction and improvements and request that the Superintendent make an investigation of the condition of the way and report the findings to the Select Board



Elizabeth Williamson <rwilliamson418@gmail.com>

Re: Petition for Repairs to the Road

1 message

Melissa White <hiradmissy@aol.com>
To: rwilliamson418@gmail.com

Mon, Apr 8, 2019 at 3:02 PM

Petition for Repairs to Salminen Drive
To the Select Board of the Town of Leicester

As owners of properties which abut Salminen Drive we are requesting that such repairs to the be performed. The public convenience and necessity require such repairs, reconstruction and improvements and request that the Superintendent make an investigation of the condition of the way and report the findings to the Select Board.

I, Melissa White, of 30 Salminen Drive agree to the above.

-----Original Message-----

From: Elizabeth Williamson <rwilliamson418@gmail.com>
To: sferguson <sferguson@charter.net>; Pat & Laura Murphy <murphracer@hotmail.com>; pbeando8351 <pbeando8351@charter.net>; Melissa White <HiRadMissy@aol.com>; Gerald Condo <gcondo@gmail.com>; Plchouse <Plchouse@aol.com>; edward Russo <edrusso@labexofma.com>; ronsmi <ronsmi@msn.com>; Michael Mercer <michael Mercer@gmail.com>; Cheryl Hannon <logcabin@rcn.com>; Maria Dolan <maedolan@gmail.com>
Sent: Sun, Apr 7, 2019 11:10 am
Subject: Petition for Repairs to the Road

I've spoken to Dennis Griffin of the Highway Department and David Generaux, the Town Administrator. In order to have the town manage the repairs of our road, we must first have 80% of the property owner sign a petition to authorize the Highway Department. Dennis thinks that if we get drainage in the Highway Department can maintain the road. We will receive an estimate of repairs and can decide how much work we want to complete this year.

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Petition for Repairs to Salminen Drive
To the Select Board of the Town of Leicester

As owners of properties which abut Salminen Drive we are requesting that such repairs to the be performed. The public convenience and necessity require such repairs, reconstruction and improvements and request that the Superintendent make an investigation of the condition of the way and report the findings to the Select Board.

From: Maria Dolan maedolan@gmail.com
Subject: Fwd: Petition for Repairs
Date: Apr 10, 2019 at 3:20:27 PM
To: Elizabeth Williamson rwilliamson418@gmail.com

We are agreement with the petition. We are abutters and live on 49 Salminen Drive.

Best Regards
Mark & Maria Dolan

----- Forwarded message -----

From: **Elizabeth Williamson** <rwilliamson418@gmail.com>
Date: Wed, Apr 10, 2019 at 2:41 PM
Subject: Petition for Repairs
To: Gerald Condo <gcondo@gmail.com>, <Plchouse@aol.com>, edward Russo <edrusso@labexofma.com>, Michael Mercer <michaelemercer@gmail.com>, Maria Dolan <maedolan@gmail.com>, Cheryl Hannon <logcabin@rcn.com>

Hi there,

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I'll keep you up to date on any progress. Thanks

Petition for Repairs
To the Select Board of the Town of Leicester

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From: Ed Russo edrusso@labexofma.com
Subject: Re: Petition for Repairs
Date: Apr 10, 2019 at 4:02:01 PM
To: Elizabeth Williamson rwilliamson418@gmail.com

I agree

Sent from my iPhone

On Apr 10, 2019, at 2:41 PM, Elizabeth Williamson
<rwilliamson418@gmail.com> wrote:

Hi there,

I've gotten just over half the number of signatures for the petition for repairs to the road. This is for an estimate on drainage so the road can be maintained.

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Petition for Repairs

To the Select Board of the Town of Leicester

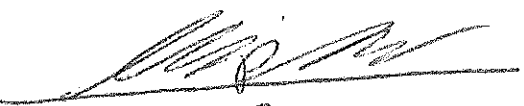
As owners of properties which abut Salminen Drive we are requesting that such repairs to the way be performed. The public convenience and necessity require such repairs, reconstruction and improvements and request that the Superintendent make an investigation of the condition of the way and report the findings to the Select Board

This email has been scanned by the Symantec Email Security.cloud service.

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George P. Goulas - Trustee of NPT Realty Trust, owner of
13 Salminen Drive, Leicester, MA 01524.

of PROPERTIES

Bank Balance Salminen

Response No Resp

x	1 Hesselton	Tracy			1
x	2 Mauch				1
x	6 Gould	Mike & Karen	petition	1	
x	7 Daoust	Brian	petition	1	
x	8 Ferguson	Mike & Sherri	petition	1	
x	9 Desrosier	Mark & Dorothy	petition	1	
x	10 Reynolds	Mary			1
xxxx	11 Houle	Ron & Marie	petition	4	
x	12 Daggett	Bill & Ann Emond	petition	1	
x	13 NPJ Realty Trust		email	1	
xx	Golden Oak Trust				2
x	15 Williamson	Pat & Liz	petition	1	
x	17 Williamson	Matt	petition	1	
	Brousseau	Ernie & Karen			
x	19 Beando	Brian	petition	1	
x	21 Shambo	Greg	petition	1	
xx	23 Beando	Bill & Joan	petition	2	
x	27 Murphy	Pat & Laura	petition	1	
xx	28 Cambridge Prop				2
x	29 Beando	Phillip & Tracy	petition	1	
x	30 White	Melissa	email	1	
xxxx	31 Crowley	John	petition	4	
x	32 Condo	Gerald	email	1	
x	37 Copeland	Peter & Karen	petition	1	
x	39 Boucher	Raymond			1
xx	40 Russo	Edward & Amy	email	2	
x	43 Smith	Ron & Linda	email	1	
xx	45 Mercer	Michael	petition	2	
xx	44 Hannon	John & Cheryl	petition	2	
x	47 Dolan	Mark & Marie	email	1	
Dolma	Goodwin	Chuck			
	Mahoney	Joe & Chris			

33

8

PROPERTIES 23



HOME	SEARCH	SUMMARY	INTERIOR	EXTERIOR	SALES	ABOUT
Parcel	<input type="text"/>	Building type	<input type="text"/>	Lot size	<input type="text"/> thru <input type="text"/>	Total value
Owner	<input type="text"/>	Year built	<input type="text"/> thru <input type="text"/>	Fin size	<input type="text"/> thru <input type="text"/>	Sale price
Street name	<input type="text"/>	Beds	<input type="text"/> thru <input type="text"/>	NHood	<input type="text"/> thru <input type="text"/>	Sale date
Street num	<input type="text"/>	Baths	<input type="text"/> thru <input type="text"/>	LUC	<input type="text"/> desc <input type="text"/>	Book Page

Print page 1 of 1

Click on the Column Headings to sort accordingly.
Click on the Parcel ID to view the parcel detail.

Parcel ID	Location	Owner	Built Type	Total Value	Beds	Lot size	LUC	Description	NHood	Sale date	Book Page
42A A23 0	SALMINEN AV	HOULE RONALD H HOULE SHELLY M		\$14,500		60,984	132	UNDEV	WA	11/16/1983	7991-131
42A A23.2 0	SALMINEN AV	HOULE RONALD H HOULE SHELLY M		\$6,000		82,768	132	UNDEV	RA	11/16/1983	7991-131
42A A4.1 0	SALMINEN AV	HANNON JOHN P HANNON CHERYL A		\$10,600		3,537	132	UNDEV	WA	2/20/2001	23558-257
42A A6 0	SALMINEN AV	CROWLEY JOHN E		\$19,400		20,351	132	UNDEV	WA	5/4/2018	58756-284
42A B11 0	SALMINEN AV	GOLDEN OAK FINANCIAL TRUST FOURNIER FRAN		\$9,900		15,699	132	UNDEV	RA	10/20/2011	47991-40
42A B12 0	SALMINEN AV	CAMBRIDGE PROPERTIES LLC		\$2,900		65,340	132	UNDEV	RA	3/2/2009	43876-10
42 D1 0	1 SALMINEN AV	HESELTON TRACY J	2000 COLONIAL	\$343,600	0	50,050	101	ONE FAM	RA	11/21/2011	48144-289
42A A22 0	11 SALMINEN AV	HOULE RONALD H HOULE SHELLY M	1989 CONTEMPORY	\$407,400	3	30,000	101	ONE FAM	WA	11/16/1983	7991-131
42A A21 0	13 SALMINEN AV	NPJ REALTY TRUST GOULAS GEORGE P TRUSTEE		\$51,000	2	2,202	130	ONE FAM	RA	5/7/2018	58765-244
42A B13 0	14 SALMINEN AV	HOULE RONALD H HOULE SHELLY M		\$2,400		7,392	130	LAND	RA	11/16/1983	7991-131
42A A13 0	19 SALMINEN AV	BEANDO BRYAN A	1920 CAMP,YRRND	\$197,700	1	15,799	101	ONE FAM	WA	12/9/2003	32407-122
42A A12 0	21 SALMINEN AV	SHAMBO GERALDINE M SHAMBO GREGORY J	1969 RANCH	\$273,800	2	15,050	101	ONE FAM	WA	3/28/2007	40890-152
42A A11 0	23 SALMINEN AV	BEANDO WILLIAM L BEANDO JOAN M	1977 COLONIAL	\$490,700	4	13,399	101	ONE FAM	WA	9/9/1977	6283-353
42A A10 0	25 SALMINEN AV	BEANDO WILLIAM L BEANDO JOAN M		\$7,300	2	2,790	130	ONE FAM	MA	6/15/1976	5957-259
42A B10 0	26 SALMINEN AV	GOLDEN OAK FINANCIAL TRUST FOURNIER FRAN		\$10,200		21,780	132	UNDEV	RA	9/19/2011	47846-285
42A A9 0	27 SALMINEN AV	MURPHY PATRICK E MURPHY LAURA L	1990 COLONIAL	\$523,400	4	21,780	101	ONE FAM	WA	3/27/1998	19755-282
42A B9 0	28 SALMINEN AV	CAMBRIDGE PROPERTIES LLC	1920 CAMP,YRRND	\$88,500	2	19,998	101	ONE FAM	RA	3/2/2009	43876-10
42A A8 0	29 SALMINEN AV	BEANDO PHILIP G BEANDO TRACY E	1996 COLONIAL	\$554,400	3	17,001	101	ONE FAM	WA	5/5/2006	38912-248
42A B8 0	30 SALMINEN AV	WHITE MELISSA G	1999 RANCH	\$275,300	2	17,925	101	ONE FAM	RA	12/23/2009	45272-392
42A B7 0	32 SALMINEN AV	CONDO GERALD G	1987 RANCH	\$239,800	3	22,076	101	ONE FAM	RA	3/18/2010	45569-369
42A A7 0	33 SALMINEN AV	CROWLEY JOHN E	1940 COLONIAL	\$329,600	4	19,998	101	ONE FAM	WA	5/4/2018	58756-284
42A B6 0	34 SALMINEN AV	CROWLEY JOHN E		\$7,600	1	2,293	132	UNDEV	RA	5/4/2018	58756-285
42A B5 0	36 SALMINEN AV	CROWLEY JOHN E		\$50,500		19,998	130	LAND	RA	5/4/2018	58756-284
42A A5 0	37 SALMINEN AV	COPELAND PETER L COPELAND KAREN	1950 CONTEMPORY	\$482,500	3	3,154	101	ONE FAM	WA	3/31/2005	38006-40
42A B4 0	38 SALMINEN AV	RUSSO EDWARD F RUSSO AMY S		\$15,200	2	2,526	132	UNDEV	RA	4/15/2002	26591-249
42A A4 0	39 SALMINEN AV	BOUCHER RAYMOND F IMMEL RITA	1930 CAMP,SEAS	\$183,900	2	17,350	101	ONE FAM	WA	9/27/2012	49688-186
42A B3 0	40 SALMINEN AV	RUSSO EDWARD F RUSSO AMY S	1980 CONTEMPORY	\$346,100	3	19,998	101	ONE FAM	RA	4/15/2002	26591-249
42A A3 0	43 SALMINEN AV	SMITH RONALD W SMITH LINDA J	2001 RANCH	\$304,000	2	39,622	101	ONE FAM	WA	10/21/2004	34879-100
42A B2 0	44 SALMINEN AV	HANNON JOHN P MOISAN CHERYL A	1990 CAPE	\$213,500	2	94,094	101	ONE FAM	RA	9/8/1993	15540-186
42A A2 0	47 SALMINEN AV	MERCER MICHAEL E MERCER KATELYN D	2015 COLONIAL	\$336,000	3	6,800	101	ONE FAM	WA	5/11/2015	53703-178
42A B1 0	48 SALMINEN AV	MERCER MICHAEL E MERCER KATELYN D		\$57,000	2	1,280	130	LAND	RA	5/11/2015	53703-178
42A A24 0	9 SALMINEN AV	DEROSIER MARK T DEROSIER DOROTHY F	1993 COLONIAL	\$370,700	5	54,450	101	ONE FAM	RA	5/6/1993	15156-315
42 A3.2 0	10 SALMINEN DR	REYNOLDS MARY F	1998	\$307,100	4	3,084	101	ONE FAM	RA	4/27/2001	23911-90



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR

Town Hall, 3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7000 Fax: (508) 892-7070
www.leicesterma.org

May 2, 2019

To: Select Board
From: David Genereux, Town Administrator

RE: Town Administrator's report

The following is a report on the general activities of the Town Administrator through May 2, 2019.

Citizen issues: Topics discussed with various citizens

- ☐ Discussed water/sewer issues with various residents.
- ☐ Discussed high water table issue with other resident. Set a meeting for May 9, 2019 at 7:00 pm.

Meetings:

- ☐ Attended COA meeting.
- ☐ Held first Public Safety meeting.
- ☐ Attended Capital Improvement Committee meeting.
- ☐ Attended Library Building Committee meeting.
- ☐ Attended Cultivate Public Outreach meeting.
- ☐ Had Pre-Town Meeting discussion with the Moderator and Clerk.
- ☐ Ongoing litigation discussion with BSI

Activities:

- ☐ Again, reminding the public that the Church Street Bridge project is due to begin on May 6.
- ☐ Updated annual town meeting warrant.
- ☐ Advertised three IFB's – for Carpentry, Roofing (schools) and for the installation of a new basketball court at Memorial Field (Parks and Rec).
- ☐ Completed Assessment Center RFP for Chief and Lieutenant. Will be advertised next week.
- ☐ Completed Hillcrest RFP analysis

Please feel free to contact me with any questions or concerns



LEICESTER SCOUTING **123**

Leicester Select Board Members
Attn: Chairwoman Dianna Provencher
3 Washburn St
Leicester, MA 01524

Dear Ms. Provencher:

On behalf of the Committee members of Troop 123, Boy Scouts of America of Leicester, Massachusetts, it is my pleasure to announce that **Logan LaFlamme** has achieved the rank of **Eagle Scout**. You and the members of the Select Board of Leicester, MA are cordially invited to attend an Eagle Scout Court of Honor on **May 26 at 2:00 PM**.

**Leicester Knights of Columbus
Hall at 91 Mannville St,
Leicester, MA 01524**

Logan completed his Eagle Scout Project at Turn Back Time Inc in Paxton MA. Turn Back Time is a 58-acre homestead with a working farm, nature play ground and trails, with programs available for children with special needs. As the project manager, Logan led a group of Scouts and community volunteers to rebuild the planting beds, repair and stain the fencing and created a pickup/drop-off shelter.

Logan joined Boy Scouts after completing his Arrow of Light. Logan has held many leadership positions in our Troop such as Patrol Leader, Senior Patrol Leader, and most recently Troop Guide. Logan will return for his third summer as a staff member at Treasure Valley Scout Reservation.

Would you please be so kind as to send this worthy Eagle Scout a letter of greeting, along with other items you wish to be presented to them during this Court of Honor? All letters and certificates received will be placed in a keepsake binder, displayed for the guests, and presented during the ceremony.

Please address any correspondence to **Eagle Scout Logan LaFlamme** and send it to:

**c/o Advancement Chairman – BSA Troop 123
935 Stafford Street
Rochdale, MA 01542**

Thank you for acknowledging this very worthy scout.

Sincerely,

Richard Cehon

Scoutmaster, Troop 123

Troop 123, St Joseph – St Pius X Parish, Leicester, MA 01524

RECEIVED APR 24 2019



• sent to Bylaw 7/16
• sent to San Parke
Keep Leic. Green } 7/17
• sent to Ho (Stormwater) } 7/17
• sent to B. Knox (on com) } 7/17

TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

From time to time vacancies/resignations occur on various town boards and committees. Should you be interested in volunteering to serve the Town in any capacity, please complete this form. Information received will be made available to boards, committees, and departments for their reference in filling vacancies.

NAME Suzanne Sears

ADDRESS: Leicester, Ma
01524

EMAIL ADDRESS: _____

Are you a citizen? ☒ Yes ☐ No Are you a registered voter? ☒ Yes ☐ No

- | | |
|---|---|
| <input type="checkbox"/> Advisory/Finance Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Arts Council | <input type="checkbox"/> Memorial Day Committee |
| <input type="checkbox"/> Bandstand Committee | <input type="checkbox"/> Parks and Recreation Committee |
| <input type="checkbox"/> Burncoat Park Planning Committee | <input type="checkbox"/> Personnel Board |
| <input checked="" type="checkbox"/> By-law Committee | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Capital Improvement Planning Comm. | <input type="checkbox"/> Road Conversion Committee |
| <input type="checkbox"/> Commission on Disabilities | <input checked="" type="checkbox"/> Storm Water Committee |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Zoning Board of Appeals |
| <input checked="" type="checkbox"/> Other <u>Keep Leicester Green</u> | |

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

☐ Four ☒ Two ☐ One ☐ Less than one

Are you available for evening meetings?

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday

Are you available throughout the year for committee meetings?

☒ Yes ☐ No

If not, when are you **NOT** available?

☐ Winter ☐ Spring ☐ Summer ☐ Autumn

Enrolled in classes at Santa Barbra City College for a degree in Cancer
EDUCATION: Information Management. Have been doing this while raising 3 children.

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

Town of Leicester: Are you currently or have you ever been employed by the Town? ☐ Yes ☒ No

If yes, state position(s) and date(s): _____

Other Experience: Start with present or last job (include title) and military service assignments.

Exclude organizations' names which indicate race, religion, sex, or national origin.

Oncology Data Consultant for NThrive inc for the last 10 years. Also waitress at Tiny Tim's

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: I would like to further serve my community in the areas I

Sometimes there is a short-term need for special background skills.


Please indicate your field(s) of training or experience below, as appropriate. Your application will be added to the list of residents who have expressed an interest in serving in similar capacities.

I possess the following training or experience:

- | | | |
|---|--|--|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Communications | <input checked="" type="checkbox"/> Computer Technology |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Economics | <input type="checkbox"/> Education |
| <input type="checkbox"/> Engineering, Civil | <input type="checkbox"/> Engineering, Electronic | <input type="checkbox"/> Engineering, Mechanical |
| <input type="checkbox"/> Financial Administration | <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Government Contracts |
| <input checked="" type="checkbox"/> Health Care | <input type="checkbox"/> Historic Activities | <input checked="" type="checkbox"/> Human Services |
| <input checked="" type="checkbox"/> Insurance | <input type="checkbox"/> Land Use Planning | <input checked="" type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Law | <input type="checkbox"/> Management | <input checked="" type="checkbox"/> Personnel Administration |
| <input type="checkbox"/> Property Appraisal | <input type="checkbox"/> Public Relations | <input checked="" type="checkbox"/> Real Estate |
| <input type="checkbox"/> Science | <input checked="" type="checkbox"/> Statistics | <input type="checkbox"/> Survey Research |
| <input type="checkbox"/> Systems Analysis | <input type="checkbox"/> Transportation | |

Other Skills & Interests: Health and the Environment, Gardening, Small plot Farming, Cancer MSBA building process, Facilities management,

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
Recycling Center	Current	Leicester
AG Comm	Current	Leicester
		06/26/2018
Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

From time to time vacancies/resignations occur on various town boards and committees. Should you be interested in volunteering to serve the Town in any capacity, please complete this form. Information received will be made available to boards, committees, and departments for their reference in filling vacancies.

NAME THOMAS J. P. RENA
ADDRESS: _____ WORK TEL. _____
EMAIL ADDRESS: _____

Are you a citizen? ☐ Yes ☐ No Are you a registered voter? ☐ Yes ☐ No

- | | |
|---|--|
| <input type="checkbox"/> Advisory/Finance Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Agricultural Commission | <input type="checkbox"/> Historical Commission |
| <input type="checkbox"/> Arts Council | <input checked="" type="checkbox"/> Memorial Day Committee |
| <input type="checkbox"/> Bandstand Committee | <input type="checkbox"/> Parks and Recreation Committee |
| <input type="checkbox"/> Burncoat Park Planning Committee | <input type="checkbox"/> Personnel Board |
| <input type="checkbox"/> By-law Committee | <input type="checkbox"/> Recycling Committee |
| <input type="checkbox"/> Capital Improvement Planning Comm. | <input type="checkbox"/> Road Conversion Committee |
| <input type="checkbox"/> Commission on Disabilities | <input type="checkbox"/> Storm Water Committee |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Other _____ | |

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

☒ Four ☐ Two ☐ One ☐ Less than one

Are you available for evening meetings?

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday

Are you available throughout the year for committee meetings?

☐ Yes ☐ No

If not, when are you **NOT** available?

☐ Winter ☐ Spring ☐ Summer ☐ Autumn

EDUCATION:

USA F VETERAN - ARMB AUG 1972-1978
Member CVAC Post 443

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

Town of Leicester: Are you currently or have you ever been employed by the Town? ☒ Yes ☐ No

If yes, state position(s) and date(s): Leicester BOS 1991-2011

Other Experience: Start with present or last job (include title) and military service assignments.
Exclude organizations' names which indicate race, religion, sex, or national origin.

MA Div. of BOWS 2008 - 2018
Brewster Montrose Gray Valley 1990 - 2008

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: I Am free member day

Since I Am Now Available To Give Time

Sometimes there is a short-term need for special background skills.


Please indicate your field(s) of training or experience below, as appropriate. Your application will be added to the list of residents who have expressed an interest in serving in similar capacities.

I possess the following training or experience:

- | | | |
|---|--|---|
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Communications | <input type="checkbox"/> Computer Technology |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Economics | <input type="checkbox"/> Education |
| <input type="checkbox"/> Engineering, Civil | <input type="checkbox"/> Engineering, Electronic | <input type="checkbox"/> Engineering, Mechanical |
| <input type="checkbox"/> Financial Administration | <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Government Contracts |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Historic Activities | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Land Use Planning | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Law | <input type="checkbox"/> Management | <input type="checkbox"/> Personnel Administration |
| <input type="checkbox"/> Property Appraisal | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Science | <input type="checkbox"/> Statistics | <input type="checkbox"/> Survey Research |
| <input type="checkbox"/> Systems Analysis | <input type="checkbox"/> Transportation | |

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
_____	_____	_____
_____	_____	_____
_____	_____	_____
	_____	_____
Signature of Applicant	_____	_____
	4-30-2019	Date

Thank you for your interest in serving the Town of Leicester

From: [Hall, Suzanne](#)
To: [Genereux, David](#); [Forsberg, Kristen](#)
Subject: disposition of library furniture, furnishings, and misc office supplies
Date: Friday, April 19, 2019 4:22:34 PM

David and Kristen:

Would you please make arrangements with the Select Board to approve the disposition of library furniture, furnishings, and general office supplies at their next meeting.

My plan is to ask Don Lennerton to come by and tell me if they would like any of the shelving/desks we are not reusing, then to circulate a list of items and photos to other department heads. If there are no takers, I can offer the same list to other libraries and hope to keep most of it out of dumpsters. Recycling and the thrift store will take most of it, if no one else wants it. Hopefully, we will not need a dumpster.

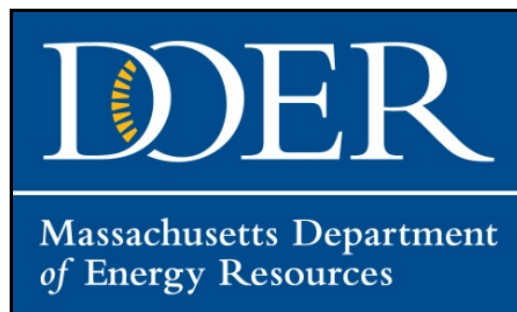
A general list includes wood shelving, steel shelving, two tables, some plastic stacking chairs, two vinyl wing chairs, one or two steel desks, a couple of computer work stations, and a quantity of office supplies: Plastic file stacking shelves, book ends, a fax machine, a changing table, two utility carts, 3 wood donation bins and our two outside book drop/delivery boxes.

Thanks,

Suzanne Hall
Library Director
Leicester Public Library
1 Paxton Street (temporary location)
Leicester, MA 01524
(508)892-7020

THE COMMONWEALTH OF MASSACHUSETTS
**EXECUTIVE OFFICE OF ENERGY AND
ENVIRONMENTAL AFFAIRS**
DEPARTMENT OF ENERGY RESOURCES
JUDITH F. JUDSON, COMMISSIONER

100 Cambridge Street, Suite 1020
Boston, MA 02114



Program Opportunity Notice (PON)

Document Title: Regional Energy Planning Assistance Grant Program

COMMBUYS Bid Number: BD-19-1041-ENE01-ENE01-37120

Agency Document Number: PON-ENE-2019-005

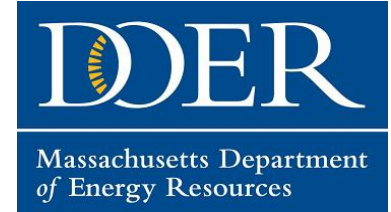
Issued March 22, 2019

Please Note: This is a single document associated with a complete Bid (also referred to as Solicitation) that can be found on www.COMMBUYS.com. All Bidders are responsible for reviewing and adhering to all information, forms and requirements for the entire Bid, which are all incorporated into the Bid. Bidders may also contact the COMMBUYS Helpdesk at COMMBUYS@state.ma.us or the COMMBUYS Helpline at 1-888-MA-STATE. The Helpline is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal, state and Suffolk county holidays.



Regional Energy Planning Assistance

March 22, 2019
PON-ENE-2019-005



GRANT APPLICATION

1. BACKGROUND & PURPOSE OF GRANT

A. Massachusetts Department of Energy Resources

The Commonwealth of Massachusetts Department of Energy Resources (DOER) develops and implements policies and programs aimed at ensuring the adequacy, security, diversity, and cost-effectiveness of the Commonwealth of Massachusetts' energy supply within the context of creating a cleaner energy future. To that end, DOER strives to:

- Ensure deployment of all cost-effective energy efficiency
- Maximize development of clean energy resources
- Create and implement energy strategies to assure reliable supplies and improve the cost of clean energy relative to fossil-fuel based generation
- Support Massachusetts' clean energy companies and spur Massachusetts' clean energy employment

B. Program Opportunity Notice and Funding Objectives

The intent of this Program Opportunity Notice (PON) is to retain one or more technical assistance agencies (Applicant), to provide energy planning assistance on behalf of municipalities. An amount not to exceed one-million dollars (\$1,000,000) is being made available under this PON. The maximum funding available is two hundred thousand dollars (\$200,000) per eligible Applicant. The anticipated contract duration of any grant resulting from this PON is two (2) years from the contract effective date.

The Regional Energy Planning Assistance (REPA) program seeks to augment municipal capacity necessary to: 1) participate in the Green Communities Designation and Grant Program; and 2) advance clean energy projects in under-resourced municipalities.

C. Regional Energy Planning Assistance Scope of Work

Technical assistance agencies can apply for funding to perform the following services on behalf of municipalities:

1. Prepare to become a Green Community: (Maximum \$7,500 per municipality for this group of criteria not to exceed one hundred 100 hours)
 - Criteria #1 and #2 – Review existing by-laws and permitting; and assist in developing new by-law or amendments as needed
 - Criterion #3 – Set up, review and enter data into MassEnergyInsight. Assist with preparation of the Energy Reduction Plan, including scheduling energy assessments and coordinating with municipal facility personnel
 - Criterion #4 – Drafting of fuel-efficient vehicle policy and/or assembling vehicle inventory
 - Consolidate documents in preparation for submitting Green Communities designation application
2. For New and Existing Green Communities: (Maximum four thousand dollars (\$4,000) per municipality for this group of activities)
 - Assist with grant application preparation in an amount not to exceed one thousand five hundred dollars (\$1,500)
 - Assist with Annual Report preparation in an amount not to exceed two thousand five hundred dollars (\$2,500)
 - Municipal energy data analysis and evaluation in an amount not to exceed three thousand dollars (\$3,000)
3. Assist with procurement activities for approved grant funded projects in an amount not to exceed two thousand five hundred dollars (\$2,500)
4. Non-Green Community clean energy project management in an amount not to exceed three thousand dollars (\$3,000) per municipality for this activity
5. Clean energy planning. Amount may not exceed three thousand dollars (\$3,000) per municipality for this activity

D. Deliverables

A complete list of deliverables and due dates will be included in the grant award contract executed between the DOER and the selected Applicant. Deliverables may include, but not be limited to, the following:

1. A project flow timeline, showing activities and milestones.
2. Documentation of commitment for each Applicant.
3. Copies of invoices for subcontractor services that are being paid out of grant funds.

4. Quarterly reporting is required upon receipt of your acceptance to this grant program.
5. Final report documenting the activities and projects completed, program costs, and key outcomes

2. ELIGIBILITY INFORMATION

The DOER's Green Communities Division is making available REPA Grants to eligible Technical Assistance Agencies. For the purposes of this PON, Technical Assistance Agency's shall include Regional Planning Agencies, Councils of Governments, Extension Services, and Joint Powers entities that provide clean energy assistance to municipalities.

Applicants are encouraged to partner with other Technical Assistance Agencies and/or other non-profit organizations to provide services in a cost-effective and efficient manner.

3. GRANT & CONTACT INFORMATION

Procurement Calendar

Milestone	Date
Issue PON (DOER)	March 22, 2019
Deadline to Submit Questions (BIDDERS)	April 26, 2019
Answers to Questions Posted on DOER website (DOER)	May 3, 2019
PON Responses Submission Deadline	May 10, 2019
Notification of Award(s)	June 7, 2019
Contract Start Date	July 1, 2019

A. No Guarantee of Resulting Contract

The Commonwealth makes no assurance that any services will be purchased from any contract resulting from this PON.

B. Contact Information

Responses to this PON will be received by:

Grant Contact:	Paul Carey Department of Energy Resources 100 Cambridge Street, Suite 1020 Boston, MA. 02114
Telephone:	(617) 626-7372
Fax:	(617) 727-0030
E-mail:	Paul.S.Carey@mass.gov
PON Name:	Regional Energy Planning Assistance
PON File Number:	PON-ENE-2019-005

4. APPLICATIONS & AWARDS

Applications must be submitted by 5 PM, May 10, 2019.

Applications must contain, at a minimum, the information requested in the application. The DOER will communicate to an Applicant if an application is incomplete and provide the Applicant the option of providing additional information. If the Applicant chooses not to provide additional information; then DOER will reject the application as incomplete.

Applicants are encouraged to devise budgets carefully and organize work accordingly, to provide the maximum amount of assistance allowable under grant award limits and staff capacity. If total grant requests exceed DOER funding amounts, DOER will evaluate and prioritize grant awards as follows:

1. Procurement assistance for grant-funded projects, including Municipal Energy Technical Assistance grants previously awarded by DOER.
2. New Green Communities Designation application assistance.
3. Green Communities Designation Grant application assistance.
4. Green Communities Annual Report preparation assistance.
5. Municipal energy data analysis and evaluation.
6. Non-Green Community-funded energy project management.
7. Clean energy planning.

ASKING QUESTIONS

- This application is available as PON-ENE-2019-005 on COMMBUYS (as a “Bid.”)
- All questions must be submitted by 5 PM on April 26, 2019 to COMMBUYS. All questions and answers will be posted periodically on COMMBUYS and will be finalized on May 3, 2019. Bidder’s conference information (if necessary) will be posted on the same webpage.

- To find an item on COMMBUYS: log into [COMMBUYS](#), locate the Bid, acknowledge receipt of the Bid, and scroll down to the bottom of the Bid Header page. The “Bid Q&A” button allows Bidders access to the Bid Q&A page.

Locating Bid Q&A

Log into COMMBUYS, locate the Bid, acknowledge receipt of the Bid, and scroll down to the bottom of the Bid Header page. The “Bid Q&A” button allows Bidders access to the Bid Q&A page.

DOER reserves the right to make amendments to the PON after initial publication. It is each Applicant’s responsibility to check COMMBUYS for any amendments, addenda or modifications to this PON, and any Q&A records related to this PON. DOER accepts no responsibility and will provide no accommodation to Applicants who apply based on an out-of-date PON or on information received from a source other than COMMBUYS.

ATTACHMENT A: PROJECT SUMMARY

NOTE: In order to be deemed complete, an application **MUST** contain the required signature in Attachment B (Certification of Application); Attachment C (Budget Summary) and the information requested below.

All responses must include a Transmittal Letter, Executive Summary, Narrative Section, and Memorandums of Understanding as defined below:

Demonstration of Municipal Interest and Commitment

Applications must include a Memorandum of Understanding (MOU) signed by the Chief Executive Officer (CEO) of the municipality AND by the Technical Assistance Agency providing services for each municipality in order to be selected to receive funding under this PON. The Memorandum of Understanding must include: 1) the services to be provided and estimated costs (see Section C “Scope of Work” above); and 2) why support from a Technical Assistance Agency is necessary. The MOU must include a local point of contact who will collaborate with the Technical Assistance Agency.

Transmittal Letter (1 page limit): The transmittal letter should highlight any special features of the response and include the name, phone number, and email for the Applicant’s point of contact and must identify this PON by number (PON-ENE-2019-005) The transmittal letter should acknowledge any amendments to this PON posted on COMMBUYS and be signed by a representative of the Applicant who has the authority to bind the Applicant.

Executive Summary (1-page limit): The executive summary must contain the key components of the Regional Energy Planning Assistance program, including the Applicant’s name, brief summary of proposed activities, proposed budget, names of interested municipalities and any key partners, and outcomes anticipated at the grant’s completion.

Narrative Section (5-page limit): The narrative section will be comprised of the sections as outlined below.

Project Plan

Applicants must provide the type of assistance that they will provide for each municipality, limited to the activities identified in the Section 1C Regional Energy Planning Assistance Scope of Work of this PON. Applicants should also include a plan to consolidate similar assistance to multiple communities as appropriate to enhance cost-effectiveness and efficiency, such as joint meetings, trainings, and webinars. Other components of the project plan include:

- For each municipality seeking Green Communities designation assistance, provide progress of meeting the 5 Green Communities Criteria to date and the specific tasks the Applicant will perform for the municipality
- For each existing Green Community seeking assistance, provide the specific task(s) the Applicant will be providing and identify steps taken by the municipality to initiate progress.
- For non-Green Community assistance, provide a brief summary of the project requiring assistance and deliverable provided by the Applicant at the end of the assistance.
- A description of the Applicant's schedule to provide assistance, showing activities, milestones, and deliverables, assuming work commences on or near July 1, 2019.

Applicant Team Qualifications and Experience

Applicants must provide information regarding its team's relevant experience, which may include the following:

- A listing of key partners (e.g., other Technical Assistance Agencies and/or non-profit organizations) and individuals that are part of the Applicant team and a description of each key partner's/individual's participation or role. Resumes for individual team members may be attached and do not count toward the page limit.
- The description must identify staff person(s) within the Applicant's organization (either an existing position(s) with an identified individual(s) or a new position(s) to be filled) that will provide Regional Energy Planning Assistance grant activities. Attach existing staff-person's resume(s) or a description of the position(s) to be posted and an estimated date(s) for the posting(s).
- If applicable, experience with managing procurement of technical subcontractors and or labor, including a discussion of the Applicant's existing protocols for conducting these activities and explanations of what constitutes a successful procurement and examples of past successes.

ATTACHMENT B – CERTIFICATE OF APPLICATION

The Certification of Application below must be provided as a scanned pdf with signature.

CERTIFICATION OF APPLICATION

[The **Chief Executive Officer** must complete this certification]

I am authorized to execute said Application on behalf of, the applying regional planning authority, council of governments, or joint powers entity

I verify that the information in the Regional Energy Planning Assistance Grant Application is true and accurate.

[Signature of Chief Executive Officer]

[Title of Chief Executive Officer]

[Date]

ATTACHMENT C: BUDGET SUMMARY – (this is an embedded Excel file, please double-click and save as a separate Excel file for application submittal)

[illegible]

INSTRUCTIONS — If you have any problems or questions about the application process, please contact Paul Carey, Paul.S.Carey@mass.gov

Getting Started

- **No paper submission** is required or accepted for the grant application. The process is electronic only.

Application Materials Checklist – ARE YOUR MATERIALS READY?

- ☐ Begin each of your electronic files with your entity name followed by wording that makes the content of the file clear – this is **REQUIRED**
- ☐ REPA Grant Application: Transmittal Letter and Executive Summary (Word or PDF file)
- ☐ Summary of Project (Attachment A) (Word or PDF file)
- ☐ Signed Certification of Application (Attachment B) (PDF file)
- ☐ Budget Summary (Attachment C) (Excel file)
- ☐ Supporting Audits, Studies, MOUs, other documentation.

Please only submit once. If you made a mistake, or forgot something, please contact Paul Carey at Paul.S.Carey@mass.gov / 617-626-7372.

REPA Grant Application Process

1. Email the required documents to Paul.S.Carey@mass.gov
2. You will receive an email indicating receipt of the documents. Determination of the grant award will not occur at this time.

Get Help

Pre-Grant Application Process - [Contact your Regional Coordinator](#)

Application Process and Technical Issues - Contact Paul.S.Carey@mass.gov / 617-626-7372

Memorandum of Understanding Between

Central Mass Regional Planning Commission and the Town of Leicester
for Regional Energy Planning Assistance

The Town of Leicester hereby agrees to engage the Central Mass Regional Planning Commission (CMRPC) for Regional Energy Planning Assistance, with financial assistance provided to CMRPC by the Massachusetts Department of Energy Resources (DOER) *Regional Energy Planning Assistance* (REPA) program.

CMRPC will provide the following services to the community:

Prepare to become a Green Community: (Maximum \$7,500)

- ☐ Criterion #1- Review existing by-laws and assist in developing new by-law if needed
- ☐ Criterion #3 - For Baseline creation: Set up, review and enter data into MassEnergyInsight
- ☐ Criterion #3 - For 5-year Energy Reduction Plan: help arrange audits, prepare plan
- ☐ Criterion #4 - Drafting of Fuel Efficient Vehicle Policy and/or Vehicle Inventory
- ☐ Consolidate documents in preparation for submitting designation application

For Existing Green Communities: (Maximum \$4,000)

- ✓ Assist with grant application preparation (\$1,500)
- ✓ Assist with Annual Report preparation (\$2,500)
- ☐ Municipal Energy Data Analysis (\$3,000)

Other Technical Assistance:

- ☐ Assist with procurement activities (\$2,500)
- ☐ Non-Green Community clean energy project management (\$3,000)
- ☐ Clean Energy planning (\$3,000)

The Town of Leicester is seeking assistance with a 2019 Annual Report and 2020 Competitive Grant Application. The Town has limited staff capacity and requires external assistance with these deliverables. The primary municipal point of contact for Leicester will be Kristen Forsberg, Assistant to the Town Administrator:

Kristen L. Forsberg
Assistant to the Town Administrator
508-892-7077
forsbergk@leicesterma.org

Signed: _____
Chief Executive Officer

Date: _____

Signed: _____
Executive Director Agency

Date: _____



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR

Town Hall, 3 Washburn Square
Leicester, Massachusetts 01524-1333
Phone: (508) 892-7000 Fax: (508) 892-7070
www.leicesterma.org

May 2, 2019

To: Select Board
From: David Genereux, Town Administrator

RE: Hillcrest RFP

I have completed by analysis of the Hillcrest lease proposals, and offer the following commentary and recommendations. I am not requesting an award at this time, so, the copies of the submissions are not included with this memorandum.

The RFP set up ten (10) minimum criteria, and ten (10) comparative criteria. The RFP itself was similar in design to the 2014 offering, updated to reflect a five-year lease, with a five-year potential extension.

There were two (2) proposers.

Proposer A was missing back-up material to two of the minimum criteria; and was unable to adequately address two of the comparative criteria. Proposer A also did not reference a bid for the apartment.

Proposer B provided an adequate overall proposal, but was missing an element from their price proposal. It was not enough to disqualify their bid, however.

I am not addressing the quality of the proposals or making recommendations, because I would like further input from the Board. If we chose to award in this round, I would have to disqualify Proposer A as incomplete, leaving only one proposal for consideration from the Board. If the Board wants to go forward, we can discuss the remaining proposer's proposal and possibly make the award at the next meeting.

If the Board wants to have more proposers for comparison, I recommend that we redo the RFP, and that we meet with potential proposers to explain it and make sure that they understand how to properly fill out and submit a proposal. I would also change some elements of the RFP that allow for a clearer comparison of each proposal. I believe that we could turn a new RFP around within five weeks.

Please feel free to contact me with any questions or concerns

**SELECT BOARD MEETING MINUTES
APRIL 22, 2019 AT 6:30PM
TOWN HALL, SELECT BOARD CONFERENCE ROOM**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 6:31pm. Chair Dianna Provencher, Vice Chair Sandra Wilson, 2nd Vice Chair Brian Green, Selectman Rick Antanavica, Town Administrator David Genereux, Assistant to the Town Administrator Kristen Forsberg and Student Liaisons Alyssa Pupillo and Kathryn Stapel were in attendance. Selectman Harry Brooks attended remotely via phone.

1. SCHEDULED ITEMS

a. 6:30pm – Hazard Mitigation Plan Presentation, Review and Adoption

Trish Settles with CMRPC discussed the proposed Hazard Mitigation Plan for the Town of Leicester. A motion was made by Ms. Wilson and seconded by Mr. Green to adopt the Hazard Mitigation Plan for the Town of Leicester. Roll call: 5:0:0

b. 6:45pm – National Grid Utility Discussion

Kevin Shaughnessy with National Grid discussed issues with bringing gas into Town. Mr. Shaughnessy noted the way tariffs are set up in Mass, Ngrid must have a paying customer in order to bring gas down a street that does not have gas or to expand an existing line. New customers must pay for the difference in cost between the install price and the projected revenue their use will bring to Ngrid over a 20-year period. Ngrid does not automatically replace or upgrade lines without an end user and only the capacity that this end user needs is installed. Mr. Shaughnessy stated that unfortunately gas lines can not be installed for the purpose of economic development only without the established end user.

c. 7:00pm – Moose Hill Water Commission Discussion

Mr. Genereux noted that the Moose Hill Water Commission met last Thursday night and asked the Select Board to place an article on Town Meeting to disband the Commission. Kurt Parliment, Chair of the Moose Hill Water Commission, stated the cost to bring a treatment plant online coupled with issues gaining DEP approval for a surface water drinking source render developing Moose Hill infeasible at this time. The Town does not currently own the land and the water so in addition to the estimated \$25M to develop the plant, the Town would have to fund land and water acquisition. Mr. Genereux clarified that DCR owns Moose Hill and the Town was given authorization to purchase it back in the late 90s but never moved forward. The Board asked the Town Administrator to confirm the Town would not lose water rights or any other future abilities to utilize Moose Hill prior to Town Meeting. A motion was made Ms. Wilson and seconded by Mr. Antanavica to put an article on the Annual Town Meeting warrant requesting the dissolution of Moose Hill. Roll call: 4:1:0 (Ms. Provencher cast the opposing vote).

2. PUBLIC COMMENT PERIOD

Ratepayers from the Cherry Valley Rochdale Water and Cherry Valley Sewer District discussed water and sewer concerns and urged the Board to work towards a town wide solution.

Jan Parke, President of Common Ground Land Trust, requested the Town look into addressing the invasive water chestnuts that have taken over Greenville and Rochdale Ponds.

Resident Greg Buteau stated that the dam at Moose Hill is a multipurpose dam and was not built solely for flood control.

3. REPORTS & ANNOUNCEMENTS

a. Student Liaison Reports

The Student Liaisons provided updates from the Leicester Public Schools including MCAS testing, the 6th grade trip to Nature's Classroom, Wolverine Cleanup Day on Saturday and the debut screening of the Harry Potter film on June 7th.

b. Select Board Reports

The Select Board discussed topics including the Taste of Leicester Saturday from 7-11pm at the Leicester Country Club to benefit Hearts for Heat and the Leicester Food Pantry, the Earth Day cleanup on Sunday, Drug Takeback Day Saturday, Officer Zecco's last shift before retiring, extra patrols on Stafford Street due to trash flying off trucks going to the transfer station in Oxford, obtaining a final financial report for the Fire Station, the May 5th Burncoat Park cleanup and the April 27th Rochdale Park cleanup from 10am to noon.

c. Town Administrator Report

The Town Administrator presented highlights from his written report.

4. RESIGNATIONS & APPOINTMENTS

a. Resignation – David Orth – Zoning Board of Appeals

A motion was made by Ms. Wilson and seconded by Mr. Green to accept the resignation of David Orth from the Zoning Board of Appeals and to send a letter of thanks for his service. Roll call: 5:0:0.

b. Resignation – Jared Sharp – Veterans Services Officer

A motion was made by Ms. Wilson and seconded by Mr. Antanavica to accept the resignation of Veterans Services Officer Jared Sharp and to send a letter of thanks for his service. Roll call: 5:0:0.

c. Appointment – Light Equipment Operator – Leicester Highway Department

A motion was made by Mr. Brooks and seconded by Ms. Wilson to appoint Michael McCormick to the position of Light Equipment Operator for the Highway Department. Roll call: 5:0:0.

d. Appointment – Board of Fire Engineers

A motion was made by Mr. Green and seconded by Mr. Antanavica to appoint Robert Wilson, Michael Dupuis and Matthew Tebo to the Board of Fire Engineers and to ask them to attend the next Board meeting and bring individual letters stating their goals and objectives for the Fire Department. Roll call: 4:0:1 (Ms. Wilson abstained).

e. Appointment – Per Diem EMT-Basic – Eli Seiser

A motion was made by Ms. Wilson and seconded by Mr. Brooks to appoint Eli Seiser to the position of per-diem/on call EMT basic. Roll call: 5:0:0.

f. Appointment – Per Diem EMT-Basic – Callie Mathieu

A motion was made by Mr. Brooks and seconded by Ms. Wilson to appoint Callie Mathieu to the position of per-diem/on call EMT Basic. Roll call: 5:0:0.

g. Appointment – Per Diem Paramedic – Paul Latino

A motion was made by Mr. Brooks and seconded by Ms. Wilson to appoint Paul Latino to the position of paramedic. Roll call: 5:0:0.

h. Appointment – Department Assistant, Treasurer/Collector Office – Wanda Merced (lateral transfer)

A motion was made by Ms. Wilson and seconded by Mr. Brooks to authorize a lateral transfer for Wanda Merced to the position of Department Assistant in the Treasurer/Collectors office. Roll call: 5:0:0.

i. Appointment – Dawn Marttila – Conservation Commission

A motion was made by Mr. Brooks and seconded by Ms. Wilson to appoint Dawn Marttila to the Conservation Commission. Roll call: 5:0:0.

j. Board/Committee Application – Allison Nadel – Commission on Disabilities

A motion was made by Mr. Brooks and seconded by Ms. Wilson to appoint Alison Nadell to the Commission on Disabilities. Roll call: 5:0:0.

k. Board/Committee Application – Rachel Lyon – Commission on Disabilities

A motion was made by Mr. Brooks and seconded by Ms. Wilson to appoint Rachel Lyon to the Commission on Disabilities. Roll call: 5:0:0.

5. OTHER BUSINESS

a. Vote and Sign Annual Town Meeting Warrant

Resident Margaret Darling presented a petition to hire a grant writer. The Board provided their recommendation on Town Meeting articles. A motion was made by Ms. Wilson and seconded by Mr. Antanavica to sign the Annual Town Meeting warrant. Roll call: 5:0:0.

b. Becker One Day Beer/Wine Permit Request – May 2nd and 3rd, 2019

A motion was made by Ms. Wilson and seconded by Mr. Antanavica to approve (2) one day beer/wine permits for Becker College for May 3rd and May 4th. Roll call: 5:0:0.

c. Common Victualler License – Crossroads Marketplace – 1060 Main Street

A motion was made by Ms. Wilson and seconded by Mr. Antanavica to approve a Common Victualler License for Crossroads Marketplace located at 1060 Main Street. Roll call: 5:0:0.

d. Senior Center Donation

A motion was made by Mr. Antanavica and seconded by Ms. Wilson to accept the donations to the Senior Center. Roll call: 5:0:0.

e. Ambulance Donation

A motion was made by Mr. Antanavica and seconded by Ms. Wilson to accept a donation to the EMS Department. Roll call: 5:0:0.

f. Parks and Rec Donation

A motion was made by Mr. Antanavica and seconded by Mr. Green to accept donations to the Parks and Rec department for the Tarentino Memorial fund. Roll call: 5:0:0.

g. Contract – MassDOT – Opticom

A motion was made by Mr. Green and seconded by Mr. Antanavica to execute a contract with MassDOT to fund the Opticom for the new Fire & EMS Headquarters. Roll call: 5:0:0.

6. MINUTES

a. April 1, 2019

A motion was made by Mr. Green and seconded by Ms. Wilson to approve the minutes of April 1, 2019. Roll call: 5:0:0.

A motion to adjourn was made by Mr. Antanavica and seconded by Mr. Green at 9:51pm. Roll call: 5:0:0.

SELECT BOARD MEETING MINUTES
APRIL 29, 2019 at 6:30pm
TOWN HALL, SELECT BOARD CONFERENCE ROOM

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 6:30pm. Chair Dianna Provencher, Vice Chair Sandra Wilson, 2nd Vice Chair Brian Green, Selectman Harry Brooks, Selectman Rick Antanavica, Town Administrator David Genereux and Assistant to the Town Administrator Kristen Forsberg were in attendance.

1. RESIGNATIONS/APPOINTMENTS

a. **Appointment – Veteran Services Officer – Alex Arriaga**

A motion was made by Ms. Wilson and seconded Mr. Brooks by to appoint Alex Arriaga to the position of Veteran Services Officer for the Town of Leicester. The motion carried 5:0:0.

b. **Appointment - Special Police Officer – Steven P. Zecco**

A motion was made by Mr. Brooks and seconded by Ms. Wilson to appoint Steven P. Zecco as a Special Police Officer for the Town of Leicester. The motion carried 5:0:0.

c. **Appointment – Memorial Day Committee – Tom Brennan**

This item was moved to the next agenda

2. PUBLIC COMMENT PERIOD

No members of the public provided comment

3. OTHER BUSINESS

a. **Moose Hill Discussion**

The Board had a discussion regarding the status of Moose Hill based on documents compiled by the Town Administrator. Since 1973, the Town has spent nearly \$1M trying to develop Moose Hill. Moose Hill is owned by DCR and the Town has no water rights per DCR General Counsel. The IMA between Leicester Water and the Town from 2003 anticipates Moose Hill coming online and Leicester Water purchasing water from it. However, no billing methodology was put together (exhibit 3) because the project never moved forward. Mr. Genereux noted that it is highly unlikely the Town can afford to develop Moose Hill in this generation but it could be an option in the future so he recommended not disbanding the Commission. A motion was made by Mr. Brooks and seconded by Mr. Green to pass over Article 26 which requests the dissolution of the Moose Hill Water Commission. The motion carried 5:0:0.

b. **Annual Town Meeting Warrant Discussion**

The Board discussed the Town Meeting warrant and their recommendations. A re-vote was taken on Article 3 which was voted as favorable action 5:0:0. The Board discussed the proposed funding for a highway department employee (Article 5) and restated their preference not to fund this position but to put the funding towards an economic development/grant writer.

A motion to adjourn was made by Mr. Brooks and seconded by Mr. Antanavica at 7:53pm. The motion carried 5:0:0.

Executive Session Motion

Board Member 1

I move to go into Executive Session under MGL Chapter 30A, Section 21(a) under

Exceptions 3 & 7 – Discuss strategy with respect to pending litigation in the case of BSI v. Town of Leicester, Civil Action No. 1885CV00985 pursuant to G.L. c. 30A, §21(a)(3) and (7) and Suffolk Construction v. DCAM, 449 Mass. 444 (2007).

The Board will reconvene in open session only for the purpose of adjournment.

Board Member 2

Second

Chairperson

To discuss these matters in open session would compromise the position of the Town, the Chair so declares.

VOTE BY ROLL CALL