



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: July 12, 2021

TIME: 7:00pm

LOCATION: Select Board Conference Room, 3 Washburn Sq -OR- Virtual (see below)

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***

<https://global.gotomeeting.com/join/515582285> -OR- (669) 224-3412; Access Code: 515-582-285

CALL TO ORDER/OPENING

1. SCHEDULED ITEMS

- a. 7:00pm – Discussion/Vote - Keno License – Northeast Pizza – 1205 Main Street
- b. 7:00pm – Opioid Litigation: Vote to approve, reject or cast no vote on proposed settlement Plan to resolve claim(s) against Purdue Pharma L.P. and associated Debtors (“Debtors”) in the Chapter 11 Bankruptcy Case No. 19-23649-rdd filed with the Southern District of New York Bankruptcy Court on September 19, 2019 resulting from multi-district opioid litigation in which Town of Leicester is a Class 4 plaintiff.
- c. 7:15pm – Discussion/Vote - Fire & EMS HQ Stormwater Improvements Contract Award (N. Cibotti/VHB)
- d. 7:30pm – Discussion/Vote - Road Opening Permit Revisions

2. PUBLIC COMMENT PERIOD

3. REPORTS & ANNOUNCEMENTS

- a. Student Liaison Reports
- b. Town Administrator Report
- c. Select Board Reports

4. RESIGNATIONS & APPOINTMENTS

- a. Appointment – Select Board Student Liaison – Joely Fontaine
- b. FY22 Reappointments

5. OTHER BUSINESS

- a. Accept Senior Center Donations
- b. Discussion/Vote - Comprehensive Emergency Management Plan (CEMP)
- c. Discussion/Vote - Reserve Fund Transfer Request – EMS Payroll - \$15,000
- d. Adopt Cable Advisory Committee Charge
- e. Town Administrator Performance Review
- f. Becker College Acquisition Discussion

6. MINUTES

- a. June 21, 2021
- b. June 22, 2021

ADJOURN



Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG
Treasurer and Receiver General

MICHAEL R. SWEENEY
Executive Director

June 8, 2021

RECEIVED JUL 06 2021

Leicester Board of Selectmen
3 Wasburn Square
Leicester, MA 01524

Dear Sir/Madam:

In accordance with Massachusetts General Laws, chapter 10, section 27A, (as amended on 5/20/96), you are hereby notified that an application for a KENO license has been received by the Massachusetts State Lottery Commission, (MSLC) from:

NORTHEAST PIZZA
1205 MAIN STREET
LEICESTER, MA

If the city/town objects to the issuance of the KENO license, it must claim its right to a Hearing before the MSLC within twenty-one (21) days of receipt of this notice.

In accordance with section 27A(b), the objection of the city/town must be "as a result of an official action" taken by said city or town regarding the KENO applicant. In order to be fair and apply the same criteria to all cities, towns, and applicants, the MSLC defines an "official action" to be one in which the applicant appeared, or was given the opportunity to appear, before the licensing authority to discuss the issue at the local level in an open hearing or meeting prior to the Hearing at the MSLC.

Please address your written objection to, Gregory Polin, General Counsel, Legal Department, Massachusetts State Lottery Commission, 150 Mt. Vernon St., Dorchester, MA 02125

Very truly yours,

MSLC Licensing Department
USPS Certified Article Number: 7001 2510 0004 1227 4192
NORTHEAST PIZZA



Supporting the 351 Cities and Towns of Massachusetts


150 Mount Vernon Street • Dorchester • Massachusetts • 02125 • Tel: 781-849-5555 • Fax: 781-849-5547 • TTY: 781-849-5678 • www.masslottery.com

372 Union Avenue | Framingham, MA 01702
(Tel) 508-665-4310 | (Fax) 508-665-4313
www.petrinilaw.com

MEMORANDUM

BY ELECTRONIC TRANSMISSION ONLY

To: Leicester Select Board

From: Christopher J. Petrini, 
Town Counsel

cc: (by electronic transmission only, w/encl.)
David Genereux, Town Administrator
Kristen Forsberg, Assistant Town Administrator

Date: July 7, 2021

Re: Vote to approve, reject or cast no vote on proposed settlement Plan to resolve claim(s) against Purdue Pharma L.P. and associated Debtors resulting from multi-district opioid litigation in which Town of Leicester is a Class 4 plaintiff

As you may know, on June 25, 2021, the Town of Leicester received notice from Aaron Harrah, Esq., Hill, Peterson, Carper, Bee and Deitzler, PLLC, informing you that holders of Claim(s) against Purdue Pharma L.P. and associated Debtors ("Debtors") in the Chapter 11 Bankruptcy Case No. 19-23649-rdd filed with the Southern District of New York Bankruptcy Court on September 19, 2019. Claimants as of March 10, 2021, including the Town of Leicester, are entitled to vote to approve or reject of the Debtors' reorganization Plan.

According to the June 25, 2021, email, the leadership of the Opioid MDL (PEC) has finalized its letter recommending that all eligible governmental entities vote to approve the settlement Plan. The National Consortium agrees with the PEC's recommendation that you vote to approve the Plan. Based on these recommendations, and for the reasons noted below, we recommend that the Select Board vote to approve this plan.

The deadline for submitting the Town's vote for inclusion in the Master Ballot to approve or reject the Plan is no later than July 14, 2021, at 4:00 p.m., prevailing Eastern Time. August 9, 2021, at 10:00 a.m. is the date and time for the hearing for Confirmation of the Plan (the "Confirmation Hearing").

July 7, 2021

Page 2

The Plan contemplates a Shareholder Settlement by and among the Debtors, the Master Disbursement Trust, and certain of the Shareholder Released Parties (including members of the Sackler families and certain other individuals and related entities). The Plan provides for the release of any actual or potential claims or causes of action against the Shareholder Released Parties relating to the Debtors (including claims in connection with Opioid-Related Activities).

If the Bankruptcy Court confirms the Plan and payment by certain of the Shareholder Released Parties of the sum of \$4.275 billion and the relinquishment of their equity interests, then all holders of Claims and Interests to the maximum extent permitted by applicable law, whether or not such holder will receive or retain any property or interest in property under the Plan will be bound by the Plan, including those who filed a Proof of Claim in these Chapter 11 Cases, voted to reject the Plan, or failed to vote to accept or reject it.

In addition, the Plan will unconditionally and forever release the Shareholder Released Parties from actual or potential claims or causes of action relating to the Debtors (including Purdue prescription opioids, like OxyContin, or other prescription opioids manufactured, marketed, or sold by Purdue, or any other claims in connection with Opioid-Related Activities).

So that the Town's vote may be included in the Master Ballot **no later than July 14, 2021, at 4:00 p.m., prevailing Eastern Time** the Select Board is asked to vote:

1. to approve, reject, or abstain from voting on the Plan; and
2. to authorize the Town Administrator or Town Counsel to send the Select Board's vote Aaron Harrah, Esq., of Hill, Peterson, Carper, Bee and Deitzler, PLLC by email.

If a controversy arises regarding whether any Claim is properly classified under the Plan, the Bankruptcy Court shall, upon proper motion and notice, determine such controversy at the Confirmation Hearing.

If you wish to participate in the Confirmation Hearing, you should consult the Court's calendar with respect to the day of the Confirmation Hearing at <https://www.nysb.uscourts.gov/calendars/rdd.html> for information regarding how to be added as a participant.

If you wish to listen to, but not participate in, the Confirmation Hearing, you may do so free of charge may do so telephonically at a number to be provided on the Debtors' case website at: <https://restructuring.primeclerk.com/> purduepharma.

I will be at your Open Session on July 12, 2021 to answer any questions regarding this matter and to provide further advice. Thank you.

From: Opioid Litigation <opioidlitigation@levinlaw.com>

Sent: Wednesday, June 23, 2021 4:58 PM

To: Forsberg, Kristen <forsbergk@leicesterma.org>

Subject: Opioid Litigation Purdue Bankruptcy - PROTECTED - CONFIDENTIAL - ATTORNEY CLIENT PRIVILEGED

This litigation update is provided to all of the government entities represented by the National Consortium and is protected by the attorney-client privilege. This is not a public record. Please place a notice of "Opioid Litigation Update" on your public meeting agendas but discuss these updates during executive session to preserve attorney-client privilege.

You may view our previous updates at the following link:

<https://spaces.hightail.com/space/ss1kabVc6g>

Dear Krisetn Forseberg :

On behalf of your consortium of attorneys, I write you today to provide an important update and notify you of upcoming required action and deadlines for voting on the Purdue Pharma, L.P. bankruptcy Plan.

Per our client letter dated Friday, June 18, 2021, leadership of the Opioid MDL (PEC) has finalized its letter recommending that all eligible governmental entities vote to approve the Plan. The National Consortium agrees with the PEC's recommendation that you vote to approve the Plan. **If the Plan is not approved by a large majority of the eligible governmental entities, it is likely the whole \$5 billion settlement will evaporate.** The finalized PEC letter, along with the solicitation package documents, can be accessed using the following link on box.com:

<https://opioidlitigation.box.com/s/o3vly9ueafun06frkodrt0d1hsxkcc8s>

REMEMBER: The Court's Deadline to Submit the Master Ballot to Prime Clerk is July 14, 2021, at 4:00 p.m., prevailing Eastern Time. We request you send us your voting instructions (approve, reject or abstain) on or before July 9, 2021, so that we can include your vote and prepare the Master Ballot for timely submission before the Court's deadline. Please email your voting instructions indicating whether you approve, reject or abstain from voting on the Plan to

opioidbk@levinlaw.com. The Court does not require a formal resolution to accompany your emailed vote.

If your governmental entity is required to hold a meeting to vote on this Plan, please schedule that meeting immediately as the deadline to vote on the plan is quickly approaching. If, due to notice requirements or previously scheduled meeting dates, you know that your board or council will be considering this issue at or after the July 9, 2021 deadline above, please contact us to let us know when we should expect to hear from you on this important matter.

If you have any questions or concerns regarding this communication or the Purdue bankruptcy Plan in general, please contact us at opioidbk@levinlaw.com at your earliest convenience.

Sincerely,

Aaron Harrah
Attorney
Hill, Peterson, Carper, Bee and Deitzler, PLLC
Aaron@hpcbd.com
800.822.5667
304.414.4198 Direct Dial
304.345.1519 Fax
<http://www.hpcbd.com>
Hill, Peterson, Carper, Bee & Deitzler, PLLC
Northgate Business Park
500 Tracy Way
Charleston, WV 25311

National Prescription Opioids Litigation Consortium

Levin, Papantonio, Rafferty, Proctor, Buchanan, O'Brien, Barr & Mougey, P.A.
Pensacola, Florida
www.levinlaw.com

Baron & Budd, P.C.
Dallas, Texas
www.baronbudd.com

McHugh Fuller Law Group, PLLC
Hattiesburg, Mississippi
www.mchughfuller.com

Hill, Peterson, Carper, Bee & Deitzler, PLLC
Charleston, West Virginia
www.hpcbd.com

Powell & Majestro, PLLC

Charleston, West Virginia
www.powellmajestro.com

Greene, Ketchum, Bailey & Tweel, LLP
Huntington, West Virginia
www.greeneketchum.com

Farrell & Fuller, LLC
San Juan, Puerto Rico

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**To ensure prompt delivery of these updates,
please add opioidlitigation@levinlaw.com to you contacts and work with your
IT department to ensure levinlaw.com is on your safe senders list.**

This email was sent to forsbergk@leicesterma.org

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Levin Papantonio · 316 S Baylen St Ste 600 · Pensacola, FL 32502-5996 · USA



TOWN OF LEICESTER
3 Washburn Square
Leicester, Massachusetts 01524

ADDENDUM NO. 1

To: All Bidders of Record

Date Issued: July 6, 2021

RE: Town of Leicester, Massachusetts
Fire & EMS Headquarters Stormwater Improvements
Bid Date: July 7, 2021

NOTICE: THIS ADDENDUM WILL AFFECT THE BID PRICE

ADDENDUM No. 1:

This addendum shall be part of the Contract Documents as provided in the instruction for the bidders for the above referenced project. The items set forth herein, whether of omission, addition, or clarification, which supersede and supplement the reference portions of the contract documents, are all to be in the bid and form a part of the proposal submitted and become part of the contract documents.

This Addendum is generally separated into sections for convenience; however, all contractors, subcontractors, material suppliers and other involved parties shall be responsible for reading the entire Addendum. Failure to list an item(s) in all affected sections of this Addendum does not relieve any party affected from performing per instructions, provided the information is set forth one time anywhere in the Addendum.

ATTENTION ALL BIDDERS:

The period to submit questions has ended.

SUBMITTED QUESTIONS:

Question 1: Is this a MassDOT pre-qualification project- If so, what is the class of work?

Response: Yes. We are waiting for a response from MassDOT with the class of work.

Official Response: Yes, the project classification is Drainage.

Question 2: Is the pre-bid conference on 6/28 mandatory?

Response: No.

Question 3: We would like to confirm the estimate for this project?

Response: The estimated construction cost for the project is \$684,000.

Question 4: Are there any designated staging areas?

Response: Assume that half of the rear parking area to the west of the building and the grassed area to the north of the building will be available for staging.

Question 5: Can the existing stones in the swale at the upper portion (Paxton Street) of the site remain?

Response: No, the stones shall be removed and stockpiled with the rest of the riprap on the site. The existing swale can be backfilled with ordinary borrow, loam and seeded.

Question 6: Can the bushes located at 22 Warren Avenue be salvaged in place and replanted?

Response: To be determined. This item is being coordinated with the property owner and the Town.

Question 7: Can the shed at 5 Gleason Way be supported during pipe installation rather than removed and reset?

Response: Yes, the contract documents have been revised to eliminate removal and resetting of the shed and include supporting the shed.

Question 8: Do the plants that need to be removed at the front of the building for the installation of the roof drain re-routing need to be replaced?

Response: No, these plants do not need to be replaced. The area shall be loamed and seeded per the plans.

Question 9: Is the intention to re-use the existing riprap?

Response: The contract documents have been modified to show the existing riprap to be removed and stockpiled at the Highway Department facilities and include all new stone for pipe ends within the basins.

Revisions to the Special Provisions

Item 983.4 – Revised 983.3 Riprap Removed and Relaid to Riprap Removed and Stockpiled

Revisions to the Bid Tabs

Item 144. – Updated the quantity from 25 to 50 cubic yards

Item 154. – Added item to the contract documents

Item 258. – Updated the quantity from 550 to 1600 square yards

Item 451. – Updated the quantity from 110 tons to 120 tons

Item 983.4 – Revised 983.3 “Riprap Removed and Relaid” to “Riprap Removed and Stockpiled”

Revisions to the Plans

Sheet 5 or 14 – Site Preparation and Erosion Control Plan – Removed note to remove and relocate shed

Sheet 8 of 14 – Layout and Materials Plan 3 – Revised limits of tree clearing and loam and seed on 14 Harberton; Removed note to remove and relocate shed

Sheet 11 of 14 – Drainage and Grading Plan 3 – Moved DMH21 approximately 5-feet North; Added note to support shed during installation of pipe

Sheet 12 of 14 – Site Details 1 – Added Area Drain title to detail; Revised Utility trench detail to include pavement section

Sheet 13 of 14 – Site Details 2 – Added 4-inch bedding sand to detention basin detail

Attachments

Revised Bid Tab Form
Revised Bid Form F
Revised Special Provisions
Revised Plan Sheets
Description of Work for Alternates
Negative Determination from Conservation Commission

Please be reminded to acknowledge this Addendum in the Contract Documents.

The number of this Addendum (1) must be acknowledged on the following page and in all appropriate locations of the Contract Documents.


ADDENDUM No. 1:

ACKNOWLEDGEMENT: Town of Leicester, Massachusetts
Fire & EMS Headquarters Stormwater Improvements
Bid Date: July 7, 2021

MEMO TO ALL BIDDERS OF RECORD – Dated July 6, 2021

M. CIBOTTI, Inc
CORPORATE NAME

617-590-6854
TELEPHONE NO.


AUTHORIZATION REPRESENTATIVE SIGNATURE

July 6, 2021
DATE

**THIS EMAIL NOTICE IS THE ONLY NOTIFICATION YOU WILL RECEIVE.
PLEASE EMAIL THE RETURN AS SOON AS YOU RECEIVE IT TO:
Email: RLUNA@VHB.COM**

Sincerely,

David Genereux
Town Administrator

David Genereux
Town Administrator

TOWN OF LEICESTER

TOWN ADMINISTRATOR

3 Washburn Square

Leicester, Massachusetts 01524

Telephone: (508) 892-7000 Fax: (508) 892-7070

Email: genereuxd@leicesterma.org

LEICESTER FIRE & EMS HEADQUARTERS STORMWATER IMPROVEMENTS **BID FORM**

The undersigned declares that the only persons or parties interested in this Bid as principals are as stated; that the Bid is made without any collusion with other persons, firms, or corporations; that all the Contract Documents have been carefully examined; that the undersigned is fully informed in regard to all conditions pertaining to the Work, the places where it is to be done, the stipulated dates of completion and from them the undersigned makes this Bid. These prices shall cover all expenses incurred in performing the Work required under the Contract Documents, of which this Bid Form is a part.

The time period for holding Bids is forty-five (45) days, Saturdays, Sundays, and legal holidays excluded, after the opening of Bids.

Bids for this Contract are subject to the provisions of M.G.L. c. 30, § 39M.

If a Notice of Award accompanied by at least three (3) unsigned copies of the Agreement and all other applicable Contract Documents is delivered to the undersigned within forty-five (45) days (excluding Saturdays, Sundays, and legal holidays) after the actual date of the opening of the Bids, the undersigned will within ten (10) days, excluding Saturdays, Sundays, and legal holidays, after the date of receipt of such notification, execute and return all copies of the Agreement and all other applicable Contract Documents to Owner. The premiums for all Bonds required shall be paid by Contractor and shall be included in the Total Contract Price. The undersigned Bidder further agrees that the Bid Security accompanying this Bid shall become the property of the Owner if the Bidder fails to execute the Agreement as stated above.

The undersigned hereby agrees that the Contract Time shall commence on the date set forth in the Notice to Proceed, which date shall be within two (2) weeks of the issuance of the said notice. Upon project commencement, the Contractor shall be responsible for meeting the following project target dates:

- 1) Completion of the drainage system from outlet control structure OCS-2 on the 3 Paxton Street parcel to the outfall FES-20 on the 14 Harberton Drive parcel. This work shall include all drainage structures and pipe, riprap apron, level spreader, road patching, and seeding by **November 24th, 2021** unless otherwise agreed to by the Town.
- 2) Total project completion, including finish grading, road patching, and seeding by **August 31st, 2022** unless otherwise agreed to by the Town.

CONTRACTOR'S INITIALS: BRC

The undersigned further agrees to pay the Owner, as liquidated damages, \$1,500.00 per day for each calendar day beyond the Contract Time or extension thereof that the Work remains incomplete, in accordance with the terms of the Agreement.

The undersigned acknowledges receipt of addenda(s) numbered: 1-----. The Work of this Contract shall include raising the bottom of the two existing on-site stormwater basins at 3 Paxton Street to be above the groundwater table and lateral expansion to one of the existing stormwater basins. The work within the subject property also includes installation of 12" RCP, 12" HDPE pipe, 18" HDPE pipe, 6" PVC pipe, two outlet control structures, two water quality structures, one area drain, one catch basin, and one drain manhole. The project will also include installation of a closed drainage trunkline from the subject property to a flared end outfall in a wooded area adjacent to Sargent Pond via an easement on a Warren Avenue residential property, Warren Avenue, Gleason Way, and easements on two residential properties west of Gleason Way. The work outside of the subject property consists of installation of 12" HDPE pipe, 18" HDPE pipe, 4" PVC pipe, one area drain, four catch basins, and six drain manholes. The flared end outlet will be equipped with riprap apron and a level spreader to distribute the flow and dissipate velocities. Hot mix asphalt patching is required for all areas where trench excavation in parking areas and existing roadway, and other incidental work.

In accordance with the above, the undersigned proposes to perform the Work, furnish all equipment, materials, and labor to complete the Work in its entirety in the manner and under the conditions required at the prices listed as follows:

CONTRACTOR'S INITIALS: BRC

IMPORTANT NOTICE: These services WILL be subject to the adjustment allowed for hot mix asphalt and diesel fuel.

PRICE SHEET

The successful bidder shall provide services in accordance with the MassDOT Standard Specifications and the Special Provisions & Specifications for the Leicester Fire & EMS Headquarters Stormwater Improvements Project included in the bid package.

ITEM 101. CLEARING AND GRUBBING QUOTED PER ACRE

Estimated quantity: 0.10 acres

I/we do hereby submit a price of \$ 50,000.00 per acre.

\$5,000.00

Fifty thousand

dollars no cents

ITEM 102.2 TREE TRIMMING QUOTED LUMP SUM

Estimated quantity: 1 lump sum

I/we do hereby submit a price of \$ 2,500.00 lump sum.

\$2,500.00

Twenty five hundred

dollars no cents

ITEM 102.51 INDIVIDUAL TREE PROTECTION QUOTED PER EACH

\$1,000.00

Estimated quantity: 1 each

I/we do hereby submit a price of \$ 1,000.00 per each.

One thousand

dollars no cents

ITEM 102.521 TREE AND PLANT PROTECTION FENCE QUOTED PER FOOT

\$2,000.00

Estimated quantity: 40 foot

I/we do hereby submit a price of \$ 50.00 per foot.

Fifty

dollars no cents

ITEM 103. TREE REMOVED - DIAMETER UNDER 24 INCHES QUOTED PER EACH

\$4,000.00

Estimated quantity: 1 each

I/we do hereby submit a price of \$ 4,000.00 per each.

Four thousand

dollars no cents

CONTRACTOR'S INITIALS: BRC

ITEM 104. TREE REMOVED – DIAMETER OVER 24 INCHES QUOTED PER EACH

Estimated quantity: 1 each

I/we do hereby submit a price of \$ 10,000.00 per each.

\$10,000.00

Ten thousand dollars no cents

ITEM 120.1 UNCLASSIFIED EXCAVATION QUOTED PER CUBIC YARD

Estimated quantity: 20 cubic yards

I/we do hereby submit a price of \$ 30.00 per cubic yard.

\$600.00

Thirty dollars no cents

ITEM 142. CLASS B TRENCH EXCAVATION QUOTED PER CUBIC YARD

Estimated quantity: 400 cubic yards

I/we do hereby submit a price of \$ 25.00 per cubic yard.

\$10,000.00

Twenty five dollars no cents

1

ITEM 144. CLASS B ROCK EXCAVATION QUOTED PER CUBIC YARD

Estimated quantity: 50 cubic yards

I/we do hereby submit a price of \$ 150.00 per cubic yard.

\$7,500.00

One hundred fifty dollars no cents

ITEM 146. DRAINAGE STRUCTURE REMOVED QUOTED PER EACH

Estimated quantity: 4 each

I/we do hereby submit a price of \$ 1,000.00 per each.

\$4,000.00

One thousand dollars no cents

CONTRACTOR'S INITIALS: BRC

ITEM 150. ORDINARY BORROW QUOTED PER CUBIC YARD

Estimated quantity: 1900 cubic yards

I/we do hereby submit a price of \$ 0.01 per cubic yard.

No dollars one cents

\$19.00

ITEM 151. GRAVEL BORROW QUOTED PER CUBIC YARD

Estimated quantity: 10 cubic yards

I/we do hereby submit a price of \$ 0.01 per cubic yard.

No dollars one cents

\$0.10

1

ITEM 154. SAND BORROW QUOTED PER CUBIC YARD

Estimated quantity: 100 cubic yards

I/we do hereby submit a price of \$ 30.00 per cubic yard.

Thirty dollars no cents

\$300.00

ITEM 156. CRUSHED STONE QUOTED PER TON

Estimated quantity: 300 tons

I/we do hereby submit a price of \$ 30.00 per ton.

Thirty dollars no cents

\$9000.00

ITEM 170. FINE GRADING AND COMPACTING - SUBGRADE AREA QUOTED PER SQUARE YARD

Estimated quantity: 500 square yards

I/we do hereby submit a price of \$ 2.00 per square yard.

Two dollars no cents

\$1,000.00

ITEM 201. CATCH BASIN QUOTED PER EACH

Estimated quantity: 5 each

I/we do hereby submit a price of \$ 11,000.00 per each.

Eleven thousand dollars no cents

\$55,000.00

ITEM 202. MANHOLE QUOTED PER EACH

Estimated quantity: 7 each

I/we do hereby submit a price of \$ 11,000.00 per each.

Eleven thousand dollars no cents

\$77,000.00

CONTRACTOR'S INITIALS: BRC

ITEM 203.1 WATER QUALITY STRUCTURE PER EACH

Estimated quantity: 1 each

\$35,000.00

I/we do hereby submit a price of \$ *35,000.00* per each.

Thirty five thousand dollars *no* cents

ITEM 203.2 WATER QUALITY INLET PER EACH

Estimated quantity: 1 each

I/we do hereby submit a price of \$ *35,000.00* per each.

\$35,000.00

Thirty five thousand dollars *no* cents

ITEM 203.3 AREA DRAIN PER EACH

Estimated quantity: 2 each

\$20,000.00

I/we do hereby submit a price of \$ *10,000.00* per each.

Ten thousand dollars *no* cents

ITEM 209.6 OUTLET CONTROL STRUCTURE QUOTED PER EACH

Estimated quantity: 2 each

\$22,000.00

I/we do hereby submit a price of \$ *11,000.00* per each.

Eleven thousand dollars *no* cents

ITEM 222.3 FRAME AND GRATE (OR COVER) MUNICIPAL STANDARD QUOTED PER EACH

Estimated quantity: 14 each

\$14,000.00

I/we do hereby submit a price of \$ *1,000.00* per each.

One thousand dollars *no* cents

ITEM 223.2 FRAME AND GRATE (OR COVER) REMOVED AND DISCARDED QUOTED PER EACH

Estimated quantity: 4 each

\$2,000.00

I/we do hereby submit a price of \$ *500.00* per each.

Five hundred dollars *no* cents

ITEM 224.12 12 INCH HOOD QUOTED PER EACH

Estimated quantity: 5 each

\$2,500.00

I/we do hereby submit a price of \$ *500.00* per each.

Five hundred dollars *no* cents

CONTRACTOR'S INITIALS: *BRC*

ITEM 241.12 12 INCH REINFORCED CONCRETE PIPE QUOTED PER FOOT

Estimated quantity: 30 feet

I/we do hereby submit a price of \$ 165.00 per foot.

One hundred sixty five dollars no cents

\$4,950.00

ITEM 251.04 4 INCH POLYVINYLCHLORIDE DRAIN PIPE QUOTED PER FOOT

Estimated quantity: 10 feet

I/we do hereby submit a price of \$ 165.00 per foot.

One hundred sixty five dollars no cents

\$1,650.00

ITEM 251.06 6 INCH POLYVINYLCHLORIDE DRAIN PIPE QUOTED PER FOOT

Estimated quantity: 110 feet

I/we do hereby submit a price of \$ 165.00 per foot.

One hundred sixty five dollars no cents

\$18,150.00

ITEM 251.08 8 INCH POLYVINYLCHLORIDE DRAIN PIPE QUOTED PER FOOT

Estimated quantity: 10 feet

I/we do hereby submit a price of \$ 165.00 per foot.

One hundred sixty five dollars no cents

\$1,650.00

ITEM 252.112 12 INCH CORRUGATED PLASTIC PIPE FLARED END QUOTED PER EACH

Estimated quantity: 2 each

I/we do hereby submit a price of \$ 2,000.00 per each.

Two thousand dollars no cents

\$4,000.00

ITEM 252.118 18 INCH CORRUGATED PLASTIC PIPE FLARED END QUOTED PER EACH

Estimated quantity: 1 each

I/we do hereby submit a price of \$ 2,000.00 per each.

Two thousand dollars no cents

\$2,000.00

ITEM 252.12 12 INCH CORRUGATED PLASTIC (POLYETHYLENE) PIPE QUOTED PER FOOT

Estimated quantity: 400 feet

I/we do hereby submit a price of \$ 165.00 per foot.

One hundred sixty five dollars no cents

\$66,000.00

CONTRACTOR'S INITIALS: BRC

ITEM 252.18 18 INCH CORRUGATED PLASTIC (POLYETHYLENE) PIPE QUOTED PER FOOT

Estimated quantity: 1,150 feet

I/we do hereby submit a price of \$ 165.00 per foot.

\$189,750.00

One hundred sixty five dollars no cents

1 ITEM 258. STONE FOR PIPE ENDS QUOTED PER SQUARE YARD

Estimated quantity: 1600 square yards

I/we do hereby submit a price of \$ 22.00 per square yard.

\$35,200.00

Twenty two dollars no cents

ITEM 402. DENSE GRADED CRUSHED STONE FOR SUB-BASE QUOTED PER CUBIC YARD

Estimated quantity: 200 cubic yards

I/we do hereby submit a price of \$ 40.00 per cubic yard.

\$8,000.00

Forty dollars no cents

1 ITEM 451. HMA FOR PATCHING QUOTED PER TON

Estimated quantity: 120 tons

I/we do hereby submit a price of \$ 250.00 per ton.

\$30,000.00

Two hundred fifty dollars no cents

ITEM 511.1 GRANITE EDGING TYPE SB - STRAIGHT QUOTED PER FOOT

Estimated quantity: 150 feet

I/we do hereby submit a price of \$ 80.00 per foot.

\$12,000.00

Eighty dollars no cents

ITEM 520. CONCRETE CURB TYPE VA QUOTED PER FOOT

Estimated quantity: 140 feet

I/we do hereby submit a price of \$ 80.00 per foot.

\$11,200.00

Eighty dollars no cents

ITEM 580. CURB REMOVED AND RESET QUOTED PER FOOT

Estimated quantity: 90 feet

I/we do hereby submit a price of \$ 70.00 per foot.

\$6,300.00

Seventy dollars no cents

CONTRACTOR'S INITIALS: BRC

ITEM 670. FENCE REMOVED AND RESET QUOTED PER FOOT

Estimated quantity: 45 feet

I/we do hereby submit a price of \$ 75.00 per foot.

\$3,375.00

Seventy five dollars no cents

ITEM 691. BALANCE STONE WALL REMOVED AND REBUILT QUOTED PER FOOT

Estimated quantity: 30 feet

I/we do hereby submit a price of \$ 150.00 per foot.

\$4,500.00

One hundred fifty dollars no cents

ITEM 697.1 SILT SACK QUOTED PER EACH

Estimated quantity: 11 each

I/we do hereby submit a price of \$ 125.00 per each.

\$1,375.00

One hundred twenty five dollars no cents

ITEM 698.3 GEOTEXTILE FABRIC FOR SEPARATION QUOTED PRICE PER SQUARE YARD

Estimated quantity: 870 square yards

I/we do hereby submit a price of \$ 5.00 per square yard.

\$4,350.00

Five dollars no cents

ITEM 698.5 LLDPE GEOMEMBRANE (IMPERMEABLE LINER) QUOTED PRICE PER SQUARE YARD

Estimated quantity: 820 square yards

I/we do hereby submit a price of \$ 5.00 per square yard.

\$4,100.00

Five dollars no cents

ITEM 748. MOBILIZATION QUOTED PRICE PER LUMP SUM

Estimated quantity: 1 lump sum

I/we do hereby submit a price of \$ 40,000.00 per lump sum.

\$40,000.00

Forty thousand dollars no cents

ITEM 751. LOAM BORROW QUOTED PRICE PER CUBIC YARD

Estimated quantity: 290 cubic yards

I/we do hereby submit a price of \$ 50.00 per cubic yard.

\$14,500.00

Fifty dollars no cents

CONTRACTOR'S INITIALS: BRC

ITEM 756. NPDES STORMWATER POLLUTION PREVENTION PLAN QUOTED PRICE PER LUMP SUM

Estimated quantity: 1 lump sum

I/we do hereby submit a price of \$ 1.00 per lump sum.

One dollars no cents

\$1.00

BRC

ITEM 765. SEEDING QUOTED PRICE PER SQUARE YARD

Estimated quantity: 1700 square yards

I/we do hereby submit a price of \$ 3.00 per square yard.

Three dollars no cents

\$5,100.00

ITEM 767.121 SEDIMENT CONTROL BARRIER QUOTED PER FOOT

Estimated quantity: 2000 feet

I/we do hereby submit a price of \$ 8.00 per foot.

Eight dollars no cents

\$16,000.00

ITEM 777.043 NORTHERN RED OAK (3" - 3.5" CALIPER) QUOTED PER EACH

Estimated quantity: 1 each

I/we do hereby submit a price of \$ 1,000.00 per each.

One thousand dollars no cents

\$1,000.00

ITEM 789.631 BLUEBERRY - Highbush 18-24 INCH QUOTED PER EACH

Estimated quantity: 21 each

I/we do hereby submit a price of \$ 100.00 per each.

One hundred dollars no cents

\$2,100.00

ITEM 983.4 RIPRAP REMOVED AND STOCKPILED QUOTED PRICE PER CUBIC YARD

Estimated quantity: 400 cubic yards

I/we do hereby submit a price of \$ 40.00 per cubic yard.

Forty dollars no cents

\$16,000.00

ITEM 988.01 SEDIMENT FOREBAY PAVERS QUOTED PRICE PER SQUARE FOOT

Estimated quantity: 650 square foot

I/we do hereby submit a price of \$ 50.00 per square foot.

Fifty dollars no cents

\$32,500.00

CONTRACTOR'S INITIALS: BRC

ITEM 999.01 POLICE FOR TRAFFIC CONTROL QUOTED PRICE PER ALLOWANCE

Estimated quantity: 1 allowance

I/we do hereby submit a price of \$ 10.000 per allowance.

Ten thousand dollars 00/100 cents

TOTAL PROJECT COST

\$ 867,870.10

*Eight hundred sixty seven thousand, eight hundred
seventy + 10/100 dollars*

CONTRACTOR'S INITIALS: BRC

1

ALTERNATE NO. 1

Additional cost to install a temporary 2-inch intermediate trench pavement patch for all trenches in Warren Ave and Gleason Way in 2021, and sawcut and removal of temporary patch prior to installation of permanent trench pavement patch in 2022.

TOTAL ALTERNATE NO. 1 COST

\$ 30,000.00

CONTRACTOR'S INITIALS: BRC

The "Amount In Figures" for each item included on the Bid Form is equal to the "Estimated Quantity" provided on the Bid Form multiplied by the "Unit Bid Price In Figures". The "Total Contract Price" is equal to the sum of the "Amount In Figures" for all items included on the Bid Form. If the actual quantity of an Item utilized during construction is greater than or less than the corresponding "Estimated Quantity" indicated on the Bid Form, the Contractor shall adjust the final Total Contract Price accordingly based on the applicable Unit Bid Price provided on the Bid Form.

***Basis of Award**

All quantities are estimated. No guarantees are made for the amount of Work to be done. Estimated quantities are for Bid comparison only. Final quantities will be determined by the Engineer. The Owner does not guarantee a specific quantity to be purchased, or item to be used.

A Performance Bond in the amount of 100% of the Total Contract Price shall be provided by the Contractor.

A Payment Bond in the amount of 100% of the Total Contract Price shall be provided by the Contractor.

Amounts shall be shown in both words and figures, where indicated. In case of discrepancy, the amount shown in words will govern.

The above prices shall include all equipment, materials, and labor required to complete the Work. Contractor shall list the intended* sub-contractors to be used throughout the project:

<u>N/A</u>		
(Legal Company Name)	(Scope of Work)	(Approximate % of Contract)
(Legal Company Name)	(Scope of Work)	(Approximate % of Contract)
(Legal Company Name)	(Scope of Work)	(Approximate % of Contract)

*The Town of Leicester reserves the right to accept or reject any sub-contractor from working on the project, all sub- contractors shall be approved by the Town before they will be permitted to work on the project. The Town may request sub- contractor credentials. Percentages shown above shall be based upon approximate dollar values in relation to Total Bid.

CONTRACTOR'S INITIALS: BRC

By executing this Bid Form the undersigned agrees to perform all work previously mentioned and will not deviate from the specified scope unless otherwise submitted in writing prior to the submittal of this Bid. The undersigned shall be familiar with the sample contract, all associated regulations and requirements stated within the agreement and be willing to execute the agreement in a timely manner if the Contract is awarded to the undersigned.

04-2389665
Social Security Number or
Federal Identification Number

N. CIBOTTI, INC
Signature of Individual or
Corporate Name

By: [Signature] (Pres/Treas/Clerk-Sec)
Corporate Officer (if applicable)

Notice of acceptance should be mailed, faxed, or delivered to the following: N. CIBOTTI, INC.

Benjamin R. Cibotti Jr
(Name)

By: [Signature]
(Title) (Pres/Treas/Clerk-Sec)

79 Roc Sam Park Road
(Business Address)

Brantree, MA 02184
(City and State)

b.cibotti@verizon.net
(email address)

Date July 6, 2021

Note: If the Bidder is a corporation, indicate State of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses, if different from business address.

CONTRACTOR'S INITIALS: BRC

FORM A

REFERENCES

Contractor Name: N. Cibotti, Inc.

The undersigned offers the following information as evidence of qualifications to perform the Work as Bid upon according to all the requirements of the Contract Documents.

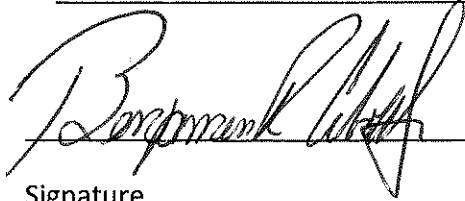
1. How many years has the bidder been in business under its present name?

55 Years

2. The Bidder is required to state below the names of at least five (5) public agencies within fifty (50) miles of Leicester where similar Work has been completed (add supplementary page if necessary).

NAME ADDRESS CONTACT PHONE#

1. SEE ATTACHED SHEETS
2. _____
3. _____
4. _____
5. _____



Signature

Pres/Treas/Clerk-Sec

Title

July 6, 2021

Date

Benjamin R. Cibotti Jr

Name

N. CIBOTTI, INC

Company

781-843-2392

Phone

Memo

To: Town of Leicester, Massachusetts
From: Ben Cibotti Jr.
Date: July 7, 2021
Re: Recent Contracts / References

COMPANY HISTORY: N. CIBOTTI is a third generation water & sewer construction business. It was originally founded in 1933. N. CIBOTTI, INC. was incorporated in 1966.

LARGEST CONTRACT: Myles Standish Industrial Park, Taunton, Massachusetts. Construction of Underground Utilities and Roadways. Completed 1987. Taunton Development Corporation & Tibbetts Engineering. Approximately \$ 2,500,000.

- Town of Holden, Massachusetts. Western States Water Main Replacement Project; Contract No.1. Projected Completion Date: April 2021. Contact: Ryan Mouradian @ Holden Water & Sewer Superintendent 508-210-5544 or rmouradian@holdenma.gov or Charlie Gore @ Tighe Bond 617-797-2613 or CGore@TigheBond.com. Approximately \$ 850,000.00.
- Commonwealth of Massachusetts. Sewer Line Rehabilitation Project at Worcester County Jail and House of Corrections, West Boylston, MA. Completion June 2020. Contact: Sean Barry or Brendan Clark at STV Incorporated 617-303-1146 or Scott Ennis at Worcester County Jail 508-854-1955 Approximately \$ 500,000.00
- Town of Dunstable, Massachusetts. Pleasant Street Water Main Upgrades; Contract 2. Total Value: Approximately \$ 532,000.00. Completion: July 2020. Contact: Jim Cray P. E. @ Wright-Pierce Engineering. 978-416-8002 or jim-cray@wright-pierce.com
- Town of Bridgewater, Massachusetts 2017 - 2019. Drainage Improvements on Various Roads. Completed: August 2019. Total Value Approximate \$ 800,000.00. Contact: Ron Ladue @ Bridgewater Highway Superintendent 1-508-697-0931 or r.ladue@bridgewaterma.org
- Aquarion Water Company. 2017 – 2019 Water Main Improvements. Approximate Value \$ 1,200,000.00. Contact Steve Olson @ Aquarion Water Company 781-740-6694 or Lisa Goyer (Project Engineer) @ Pare Corporation 401-334-4100. Completed July 2019.
- Town of Merrimac, Massachusetts. Attitash Area Water Main Contract No. 95. Total Value Approximate Value \$ 130,000.00. Completed November 2018. Contact: Scott Miller, P. E. @ Haley & Ward, Inc. 1-978-648-6025 or smiller@haleyward.com
- NVNA & Hospice / The Pat Roache House. New Main Extension on Turkey Hill Lane for Pat Roache Hospice House in Hingham through Aquarion Water Company. Contact Tom Omara @ Pat Roache Hospice House (Cell: 617-686-1479) or Steve Olson 781-740-6692 @ Aquarion Water Company. Approximately \$ 119,000.00. Completed April 2017.

- Town of Braintree. Elimination of Surry Lane Wastewater Pumping Station; Contract No. S16-2. Approximate Value \$ 146,000.00. Contact Wayne Perry (Consulting Engineer) @ Stantec Consulting 617-842-4050 or Bob Campbell Braintree Town Engineer 781-794-8010. Completed May 2017.
- Town of Concord. Monument Street Water Main Replacement Project – 2016. Approximate Value \$ 330,000.00. Contact Alan Cathcart, Val Doerrer, or Todd Manchuso @ Concord Water Department 978-318-3250. Completed November 2016
- Town of Mansfield. West Street Water Main Improvements Project. Completed August 2016. Approximate Value \$ 680,000.00. Contact: Lee Azinheira, Director of Public Works 508-261-7462 or Bob Chapell, P.E., Project Manager, Woodard and Curran, Inc. 800-446-5518 or Gus Raposo, P.E., Field Inspector 401-529-0403.
- Capco Equipment Corporation / Enterprise Car Rental. Drainage Improvements, West Bridgewater. Approximate Value \$ 620,000.00. Contact Charlie Capone @ Capco Equipment 781-821-0028 or Melissa Faradie @ Enterprise Car Rental 508-208-6347. Completed January 2016.
- Town of Reading. Howard Street & High Street Drainage Improvements; Contract No. 15-29; Approximate Value \$ 175,000.00. Contact: George Zambouras, Town Engineer or Peter Reinhart Engineering Division 781-942-9077. Completed: October 2015.
- Town of Burlington. Drainage Improvements; DI-15-7125. Approximate Value \$211,000.00. Contact: Thomas Hayes, Town Engineer 781-270-1640 or Anthony Repucci, Junior Engineer 781-270-1640. Completed: July 2015.
- City of Amesbury. Whitehall Road Drainage Improvements. Approximate Value \$ 256,000.00. Contact: Rob Desmarais, Director of Public Works or Pete Manor, City Engineer @ 978-388-8116. Completed August 2015.
- Aquarion Water Company. Hull 2014 Water Main Improvements. Approximate Value \$ 102,000.00. Contact Steve Olson, Aquarion Water Company 781-740-6692. Completed: May 2015.
- City of Marlborough: Replacement of Plastic Services at Various Locations; Contract ED 2014-19. Approximate Value \$ 325,000.00. Contact Mark Dascoli, Engineering Division @ 508-624-6910. Completed October 2014.
- Town of Scituate: Glades Road Water Main Replacement Project; Town Bid No. 14-WA-6. Approximate Value \$ 530,000.00. Contact Kevin Cafferty, DPW Director or Sean McCarthy, Town Engineer @ 781-545-8731 or Tony Maressa @ Tighe & Bond Engineers @ 508-471-9646. Completed July 2014.
- Town of Westwood: Edgewood Road Drainage Improvements. Approximate Value \$ 202,000.00. Completed August 2013. Contact Chris Gallagher, Deputy Director of Public Works 781-320-1085 or Todd Korchin, Director of Public Works 781-251-2578. Completed August 2013.
- Nashoba Regional School District: Emerson School Water Service Connection. Approximate Value \$ 92,000.00. Completed July 2013. Contact William Cleary, Facilities Director 978-779-0539.
- Town of Upton: West River Street Water Main, Contract No. 1. Approximate Value \$ 1,025,000.00. Completed 2013. Contact Tom Sheridan @ Nubble Point Inspectional Services 617-633-1183 or Ryan Cain @ Tata & Howard, Inc @ 508-303-9500.
- Capco Equipment Corporation: Two Drainage Projects as Subcontractor to Capco Equipment Corporation. Village Street Drainage Improvements, Medway, MA. Approximately \$ 117,000.00 and Stoughton Drainage Improvements. Approximately \$ 75,000.00. Contact Charlie Capone @ Capco Equipment Corporation 781-821-0028. Projects Completed 2012.

- Town of Wellesley: Recycling & Disposal Facility Sewer and Water Line Replacement; Contract 12C-470-1455. Approximate Value \$ 195,000.00. Completed June 2012. Contact Paul Millett @ Environmental Partners Group 617-657-0273 or Blake Lukis Systems Engineer @ Town of Wellesley 781-235-7600 x3362.
- City of Haverhill: Sanitary Sewer Improvement Project Edith Street & Herman Ave; Approximately \$ 122,000.00. Completed November 2011. Contact Paul Jessel, Haverhill Sewer Collection Supervisor 978-374-2382.
- Town of Wilmington: Water Main Improvement Project Eames Street; Contract # 11-WT-1015. Approximately \$ 207,000.00. Completed September 2011. Contact Mike Woods, Wilmington Water & Sewer Superintendent 978-658-4711 or Mike Ferrara Wilmington Water Department Construction Inspector 978-265-2782.
- Town of Blackstone: Well # 8 Water Main Construction; Contract No. 2011 -1. Approximately \$ 238,000.00. Completed 2011. Contact Jeff McClure @ Weston & Sampson Engineers 978-532-1900 or Jimmy Sullivan Acting Water Superintendent 508-962-1871.
- Town of Duxbury: Stormwater Mitigation Facilities For Crescent Street, North; Bid 2010-2. Approximately \$ 118,000.00. Completed 2010. Contact: Peter Butkus, Duxbury DPW Director 781-934-1100 Ext. 144.
- A. Andreassi & Son, Inc., Subcontract for Town of Holbrook Water Mains & Appurtenances; Contract No. 09-01. Approximately \$ 500,000.00. Completed 2011. Contact: Tony Andreassi Jr. 781-706-8401 or Tom Casey @ Camp Dresser & McKee, Inc.
- Town of Duxbury: Bid 2008-3, Stormwater Mitigation for Bay Road @ Hall's Corner. Approximately \$ 108,000.00. Completed 2008. Contact: Peter Butkus, Duxbury DPW Director 781-934-1100 Ext. 144.
- Town of Pepperell: Three Sewer Contracts and Two Water Main Contracts. Approximately \$ 1,650,000.00 from 2003 to 2008. Contacts: Bob Lee @ Pepperell Engineering Department 1-978-433-0327 or Mark Richardson @ Pepperell Water & Sewer 1-978-433-9859.
- Town of North Andover: Water Main Replacement. Approximately \$ 650,000.00. Completed 2008. Contacts: Dick Crow @ Construction Services. 1-603-490-0153. Tim Willett @ North Andover Water & Sewer. 1-978-685-0950. Jim Finegan or Tara McManus @ Weston & Sampson Engineers, Inc. 1-978-532-1900.
- Town of Holliston: Infrastructure Improvements for Linden and Washington Streets. Completed 2005. Approximately \$ 525,000.00. Contacts: Ali Parand @ AP Associates, Inc. 1-508-376-2670 or Tom Smith @ Holliston DPW 1-508-922-4623.
- Commonwealth of Massachusetts, Department of Corrections: Water Line Replacement at Bridgewater State Prison. Approximately \$ 200,000.00. Completed: 2005. Contact: Tom Conneely @ Commonwealth of Massachusetts DOC Engineering. 1-508-541-5301 (Ext. 14).
- Town of Fairhaven. Hydrant Replacement Contract. Approximately \$ 200,000.00. Completed 2005. Patrick O'Neale or John Charbonneau @ Tata & Howard, Inc. 1-508-946-1732.
- Town of Maynard: Rockland Ave Water Mains. Approx \$ 150,000.00. Completed 2004. Contact: Mr. Gary McCarthy @ Stantec. 1-978-692-1913.
- Town of West Boylston: West Boylston Water District; Crescent Street Water Mains. Approximately \$ 320,000.00. Contact: Ron Pong @ Tata & Howard Engineers. 1-508-366-5760. Completed 2004.
- City of Beverly: Water, Sewer, Drains, & Roadway Improvements. Approximately \$ 1,300,000.00. Completed 2004. Contacts: Owen McKenna @ Camp Dresser & McKee, Inc. 1-617-452-6736 or Frank Killea @ Beverly Engineering 1-978-921-6000 (Ext. 403).

- Town of Wayland: Construction of Plain Road Water Mains. Approximately \$ 350,000.00. Tata & Howard Engineers. Contact: Ms. Susan Hunnewell 1-508-366-5760. Completed June 2002.
- City of Newburyport: Traffic Circle Lift Station Relief Sewer. Approximately \$435,000.00. Weston & Sampson Engineers, Inc. Contact: Mr. Kent Nichols 1-978-532-1900 or Brendan O'Regan @ Newburyport Sewer Department 1-978-465-4461. Completed July 2002.
- City of Leominster: Anthony Road / Eva Drive / Rose Avenue Sanitary Sewer Project. Approximately \$ 505,000.00. Whitman & Bingham Associates, Inc. Contact: Mr. Anthony Cleaves 1-978-537-5296. Completed June 2002.
- Town of Westwood: Lateral Sewer Project 2000. Approximately \$ 770,000.00. Contact: Mr. Bill Mertz currently @ Stantec 1-978-692-1913. Completed 2002.
- Town of Braintree: Surry Lane Pump Station. Approximately \$ 370,000.00. Beta Group, Inc. Contact: Mr. Bob Mackie 1-781-255-1982. Completed 2002.
- Town of Amesbury: Utility and Roadway Improvements in Cedar Street. Approximately \$ 900,000.00. Cammett Engineering. Contact: Mr. Fred Ford 1-978-388-2157. Completed 2002.
- Town of Needham: West Street Force Main & Gravity Sewer. Completed 2001. Approximately \$ 1,000,000.00. Contacts: Bob Lewis @ Water & Sewer Commissioner 1-978-455-7546 or Tom Casey @ Camp Dresser & McKee, Inc. 1-617-452-6736.

Additional references will be furnished upon request.

Thank you,

Benjamin R. Cibotti Jr.

FORM B

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this Invitation to Bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

Benjamin R. Cibotti (Pres/Treas/Clerk-Sec)
Name and Title of Person Authorized to sign this Bid

Benjamin R. Cibotti
Signature

N. CIBOTTI, INC.
Name of Business (please Print or Type)

Date: July 6, 2021

FORM C

TAX ATTESTATION CERTIFICATION

Pursuant to M.G.L., Ch. 62C, s. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Bernardo R. Cibotti Jr. (Pres/Treas/Clerk-Sec)
Name and Title of Person Authorized to sign this Bid

Bernardo R. Cibotti Jr.
Signature

N. CIBOTTI, INC.
Name of Business (please Print or Type)

04-2389665
Social Security Number or Federal
Identification Number*

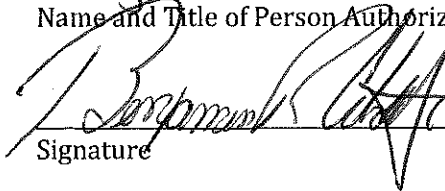
Date: July 7, 2021

FORM D

STATEMENT OF ELIGIBILITY

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of M.G.L. c. 29, § 29F, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or requisition promulgated thereunder.

Benjamin R. Gibotti Jr. (Pres/Treas/Clerk-Sec)
Name and Title of Person Authorized to sign this Bid


Signature

N. GIBOTTI, INC.
Name of Business (please Print or Type)

Date: July 6, 2021

FORM E

CERTIFICATION OF CORPORATE AUTHORITY

(Date: July 6, 2021)

The undersigned, being the Shareholders of N. CIBOTT, INC., a Massachusetts Corporation (the "Corporation") entitled to vote on the action, hereby consent to the adoption of the following votes:

VOTED: That the [President and/or the Vice President or named individual], each of them acting singly is, authorized to execute any and all contract documents and to enter into and negotiate the terms of all contracts and to accomplish same and to execute any and all documents, instruments, and agreements in order to effectuate the transaction and that said transaction shall be valid, binding, effective, and legally enforceable.

VOTED: That the officers are, and each of them acting singly is, authorized, from time to time, in the name and on behalf of the Corporation to take or cause to be taken all such action(s) as s/he or they, as the case may be, deem necessary, appropriate or advisable to effect the foregoing votes, as may be shown by the officer or officers execution or performance which shall be conclusive evidence that the same is authorized by the directors of this Corporation.

VOTED: That the officers are, and each of them acting singly is, authorized, from time to time, in the name and on behalf of this Corporation, under its corporate seal, if desired, attested by an appropriate officer, if desired, to execute, make oath to, acknowledge, deliver and file any and all of the agreements, instruments, certificates and documents referred to or related to the foregoing votes.

VOTED: That the officers are, and each of them acting singly is, authorized, from time to time and on behalf of this Corporation, under its corporate seal, if desired, to execute, acknowledge and deliver any and all agreements, instruments, certificates and documents referred to or related to the foregoing votes, with such changes as the officer or officers so acting may deem necessary or desirable, and the signature of such officer or officers to be conclusive evidence that the same is authorized by the directors of this Corporation.

Clerk of Corporation Certificate

I, Benjamin R. Clark Jr. the Clerk of the foregoing corporation, do hereby certify that the above vote was taken at a duly called meeting of the shareholders of the Corporation on April 1, 2021


Clerk of Corporation

SEAL

FORM F

BID FORM

The Contract will be awarded to the responsible, responsive Bid offering the lowest price for the proposed scope of work. All prices are to remain firm for the duration of the Contract. There shall be no reimbursement for out of pocket or other expenses incurred by the vendor.

This proposal is for "Leicester Fire & EMS Headquarters Stormwater Improvements" for the Town of Leicester, Massachusetts in accordance with the specifications hereto attached.

The undersigned, as bidder, declares to the Town of Leicester that this proposal is made without collusion or fraud with any other person, firm or corporation; that the bidder has carefully and thoroughly examined the bidding requirements and all the Contract Documents and understands and is familiar with all the requirements of the work; and proposes and agrees, if the bidder's proposal is accepted to contract with the Town of Leicester for the "Leicester Fire & EMS Headquarters Stormwater Improvements", all in accordance with the requirements of the Contract Documents.

The undersigned acknowledges receipt of the following addenda:

No. 1 dated, July 6, 2021

No. _____ dated, _____

No. _____ dated, _____

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and cost(s) of the Bid Item(s) where applicable, hereby proposes and agrees to fully execute the Bid Item(s) within the time stated and in strict accordance with the proposed Contract Documents, for the total bid price stated below:

Total Bid Price \$ (in figures) _____

(in words) _____

Total Alternate No. _____ Price \$ (in figures) _____

(in words) _____

A 5% bid deposit is provided in the amount of 5% Bid Bond. Bid Bond shall be submitted in a separate sealed envelope.

CONTRACTOR INFORMATION:

The business submitting this Bid is:

- (☒) a corporation, organized and existing under the laws of the state of Massachusetts
() a partnership
() a joint venture
() an individual doing business as _____

Business Name N. CIBOTTI, INC

Business Address 79 Roc Sam Park Road, Braintree, MA 02194

Business Phone 781-943-2382 Fax 781-943-0291

Benjamin R. Cibotti Jr.
Name of Person Authorized to sign Bid

Pres / Treas / Clerk - Sec
Title of Person Authorized to sign Bid

Benjamin R. Cibotti Jr.
Signature of Above Person

Contactors Estimated quantities of State Contact Materials to be purchased by Town of Leicester: Item and amount

(Not Applicable)

Overhead and profit markup for Change Orders:

Overhead ____% Profit ____%



Phone 508.752.1001
Fax 508.459.0877
www.vhb.com
Engineers | Scientists | Planners | Designers

120 Front Street
Suite 500
Worcester, MA 01608

Client Authorization

☐ New Contract:

Date: June 29, 2021

☒ Amendment No.: 9

Project No.: 14751.00

Project Name: Leicester Stormwater Basin Engineering Review – Amendment No. 9

To:	Cost Estimate	
	Amendment	Contract Total
David A. Genereux Town Administrator Town of Leicester 3 Washburn Square Leicester, MA 01524	\$32,500	\$214,920

E-mail: genereuxd@leicesterma.org

- | | |
|--|---|
| <input type="checkbox"/> Lump Sum | <input checked="" type="checkbox"/> Time & Expenses |
| <input type="checkbox"/> Lump Sum + Expenses | |
| <input type="checkbox"/> Cost + Fixed Fee | <input type="checkbox"/> Labor Multiplier |

Phone No: 508.892.7000

Estimated Date of Completion: August 2022

Project Description

VHB has been performing engineering services for the Town of Leicester (The Client) regarding their Fire Station and EMS Project located at 3 Paxton Street (the Site). The Client has requested additional construction phase services which are included in this amendment and detailed in the scope of services below.

Scope of Services

Task 22 – Construction Phase Support Services

Fee: Not to Exceed \$32,500

Upon awarding of the construction contract, VHB will coordinate with the Town on the following part-time construction phase services. It is noted that VHB will need input from the Town on certain shop drawings. An allowance is being provided for this task as the construction process and duration will not be known until after the Town selects a contractor.

Overall Project Management: VHB will maintain regular contact with the Town and Contractor to coordinate VHB's site visits and track the construction progress. VHB has budgeted up to forty (40) hours to support this task.

Shop Drawings: VHB will review contractor shop drawings and submittals. VHB's review and approval of submittals such as shop drawings, product data, samples, and other data, shall be for the limited purpose of checking for conformance with the design concept and the information in VHB's documents. VHB has budgeted up to twenty (20) hours to support this task.



Ref: 14751.00
June 29, 2021
Page 2

Requests for Information (RFIs): VHB will issue necessary interpretations and clarifications of the Contract Documents. This task provides for the preparation of responses in reply to the contractor's written request for additional information (RFIs). VHB has budgeted up to thirty (30) hours to support this task.

Part-time Construction Observation: The Town shall provide daily oversight of the work through others. VHB shall make periodic site visits upon the request of the Client or as otherwise agreed in writing by the Client and VHB for the limited purpose of determining whether work is in general conformance with VHB's plans and specifications. Such visits are not intended to be an exhaustive check or a detailed inspection of the contractors' work. VHB will conduct up to twenty-five (25) field visits to the project site during construction. The purpose of the visits will be to provide consultation on design intent, assistance in addressing unforeseen conditions and/or similar matters, as requested by the Town. VHB has budgeted up to eighty (80) hours to support this task.

Applications for Payment: VHB will review the contractor's application for payment. After reviewing the application and identifying issues in need of correction, VHB will submit a recommendation for approval to the Town for final review and payment. As VHB's on-site presence will be limited during construction, validation of quantities for payment will be limited to items that do not require measurement during construction. VHB has budgeted up to forty (40) hours to support this task.

Expenses: VHB has budgeted up to \$1,000 for various expenses, including travel and printing expenses.

Limitation of Responsibilities: VHB will not supervise or have control over site safety and the Contractor's safety precautions or programs in connection with the work, nor for the Contractors' work, construction ways, means, methods, techniques, sequences or procedures selected by the Contractors in connection with the Work. VHB will not be responsible for the acts or omissions of any Contractor, or of any subcontractor or supplier, or any of the Contractor(s), or subcontractor's or supplier's agents or employees, or any other persons (except VHB's own employees and agents) at the site or otherwise furnishing or performing any of the Contractor(s)'s work.

It is VHB's understanding that other parties will be responsible for the following:

- Leicester DPW will perform periodic site visits to observe construction progress
- Contractor will be responsible for inspections associated with EPA Construction General Permit and the project Stormwater Pollution Prevention Plan
- Contractor will be responsible for coordinating police details

Right to Rely

It is understood that VHB will perform services under the sole direction of the Client. VHB shall be entitled to rely upon the accuracy and completeness of information furnished by the Client in connection with the performance of services under this Agreement. VHB will not, as part of this Agreement, independently verify the accuracy and completeness of work prepared by other entities.



Ref: 14751.00
June 29, 2021
Page 3

Compensation

Budget allocated for this task estimated using 210 hours: \$31,500 and \$1,000 for expenses, for a not to exceed budget of \$32,500.

VHB will complete the above work on a time and materials basis at our attached standard hourly rates. VHB will track our costs against the established project budget and notify Client when the budget is approximately 80% expended. At that time, additional budget will be allocated by Client if required by VHB to continue performing services.

In addition to the labor compensation, VHB shall be reimbursed for expenditures made specifically for the project such as: printing and reprographics; travel and subsistence; computer charges; telephone charges; shipping, postage, and courier service charges; purchase of maps and similar documents; etc. These direct expenses will be billed at cost.

Services Not Included

The Scope of Services for this Agreement is inclusive only of those tasks herein specified. Should any other work be required, VHB will prepare an appropriate proposal or amendment, at the Client's request, that contains the scope of services, fee, and schedule required to complete the additional work items.

The Client understands that VHB is providing the limited services above. As such, VHB shall not be liable for any unknown or unforeseen circumstances which may affect the Client's purchase, sale or development of the Site.

Prepared By: **Luke Boucher, PE**

Department Approval: **Jacob San Antonio, PE**

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

☐ Subject to attached terms & conditions.

☒ Subject to terms & conditions in our original agreement dated 09/27/2019.

Vanasse Hangen Brustlin, Inc. Authorization

By: 

Print: **Jacob San Antonio**

Title: **Managing Director**

Date: **6/29/2021**

Client Authorization *(Please sign original and return)*

By: _____

Print: _____

Title: _____

Date: _____



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

DATE _____

PERMIT TO OPEN ROAD OR SIDEWALK

Future permits will not be issued if failing to adhere to these regulations.

Subject to all terms, conditions and restrictions printed or written below permission is hereby given to:

Before a permit is issued to open a road or sidewalk or section of road or sidewalk, grantee will be required to file with the Board of Selectmen a memorandum of property and liability insurance carried, showing the expiration date of said insurance with the minimum limits of property insurance to **\$1,000,000.00** and the minimum limits of liability insurance to **\$3,000,000.00**. Grantee shall have the property and liability insurance policies cover both the Grantee and the Town of Leicester.

The Highway Superintendent and the Chief of Police are to be notified before any highway or sidewalk is opened and/or closed and when work has been completed.

One half of the roadway shall be opened at a time. One half of the pipe shall be installed before the other half. One-way traffic shall be maintained at all times. When one-way traffic prevails, uniformed traffic police shall be in attendance at the expense of the Grantee. Contact police chief before opening.

Where the compacted surface of the roadway is disturbed, all backfilling will be replaced with the approved material, in six-inch (6") layers **using BMPs for compaction**, and the top twelve inches (12") shall consist of only new selected gravel. After backfilling has been completed and sub-grades re-established, a two-inch (2") bituminous concrete Type I temporary patch shall be installed and maintained by the Grantee for a period of at least thirty (30) days. Patch, gravel and compactor will be on site before opening of road or sidewalk.

The permanent patch will consist of one and one half inches (**2-1/2"**) of Type I bituminous concrete binder after compaction, and one and one half inches (**1-1/2"**) of Type I bituminous concrete after compaction to match existing surface one inch (1") above grade.

Where bituminous concrete road is less than five (5) years old, an infrared patch will be required. All excavation is to be square cut.

The Town of Leicester requires that the entire street be paved shoulder to shoulder in construction area, following the opening of a street for sewer installation after permanent patch has been installed in trenches and approved by the Highway Superintendent at no cost to the Town. **Size of patch/repair length or width will determine if full Type I replacement berm to berm for the best preservation of the public way. Reviewed by the Road Conversion Committee and the Highway Department.**

The Contractor will be responsible for the good condition of his excavation and replacement of road surface for a period of **four (4) years and proper sealing of all joints at repairs/replacements** from the date of the Highway Superintendent's final approval.

In granting this permit, it is the intent of the Highway Superintendent that all finished work will be restored to its original condition, unless otherwise stipulated. And at no time will the safety of the public be jeopardized, and good engineering practices be used at all times.

All work and materials must conform to the Massachusetts Department State Standards Highways, Bridges and Waterways.

The grantee should exercise care to prevent damage to major root systems of trees. In the event damage to roots as determined by the Highway Superintendent is severe enough to cause the eventual death of a tree, it shall be removed and replaced by a new tree.

Necessary barriers, signs, and bomb lighting shall be provided by the grantee conforming to the Department Manual Uniform Standard Traffic Control Devices. If a snow or ice condition exists during progress of the work, the grantee shall keep the roadway well sanded to a point not less than two hundred feet (200') beyond the limits of the barriers and signs.

All grass areas where disturbed shall be restored to as good condition as found by loaming and seeding.

Care shall be exercised to protect existing underground structures.

The bounds shall not be disturbed or buried.

All street approaches and driveways where disturbed shall be replaced conforming to original alignment, grade and materials.

The grantee shall exercise this permit subject to all the rules and regulations made from time to time by the said Highway Department of Leicester, and nothing in this permit shall be construed as authorizing any installation or maintenance thereof, except in strict conformity with all Federal, State and Town laws, ordinances and regulations.

The grantee shall indemnify and save harmless the Town of Leicester against all suits, claims or liability of every name and nature arising at any time out of or in consequence of the Acts of the Grantee in the performance of the work covered by this permit, and/or failure to comply with the terms and conditions of this permit whether by itself or its' employees or sub-contractors.

A copy of this permit will be made available at the project site at all times during the progress of the work, for the inspection of the Department personnel. Should the grantee or contractor not have a copy at the site, the work will be stopped until such permit is available.

ALL OF SAID WORK SHALL BE DONE AS DIRECTED BY AND TO THE SATISFACTION OF THE HIGHWAY SUPERINTENDENT OF THE TOWN OF LEICESTER.

This permit shall be void unless the work therein contemplated shall have been completed in ninety (90) days unless otherwise stipulated.

In consideration of granting this permit

_____ Contractor	_____ Address
_____ Telephone	_____ 24-Hour Telephone
_____ Contractor's Signature	_____ Title

Hereby agrees to all terms and stipulations as described in this permit:

Approved _____ Disapproved _____ Supt. of Streets _____

Comments _____

Approved _____ Disapproved _____ Chief of Police _____

Comments _____

Approved _____ Disapproved _____ Town Administrator _____

Street Name & Number or Telephone Pole Number _____
of Location _____

THIS PERMIT WILL NOT BE ISSUED WITHOUT THE FOLLOWING:

Dig Safe Number _____ Date & Time Called _____
Date & Time of Approval _____

NO PERMITS WILL BE ISSUED AFTER THE FIRST MONDAY IN NOVEMBER OR BEFORE THE FIRST MONDAY IN APRIL:

When the above has been completed, the Contractor shall have copies made of this agreement. The original shall go to the Highway Department. Other copies will go to the Police Department and the office of the Town Administrator. The Contractor shall keep a copy with him/her on the job site.

DIAGRAM PLOT PLAN BELOW OR ON OPPOSITE SIDE



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

June 21, 2021

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 June 17, 2021.

Citizen issues: Topics discussed with various citizens
Sent information to a resident regarding use of the America Rescue Act funding

Meetings:
Attended a Moose Hill Meeting

Held a Department Head meeting

Activities:
The second joint public meeting regarding the Water/Sewer study will be taking place on July 14, 2021 at 6:00 PM.

The management and respectful workplace training sessions for department assistants and management staff have been scheduled to take place over the next four weeks. This was a priority set by the Board.

Started the department head review process.

Much time was spent this week working on the CARES act reporting. This project is becoming bigger than expected.

We expect a reserve fund transfer will be filed by EMS after the close of payroll activities on June 30. At this time, a \$15,000-\$18,000 request is anticipated, based on increased staffing requirements due to call value.

We are continuing discussions with Becker regarding the potential purchase of the Leicester campus for municipal purposes. We hope to have more information to start a public discussion in the coming days.

Prepared the HCA for Faded LLC that is being discussed by the Select Board this evening.

School Oil Leak Update:

Estimated gallons of oil leaked: From the LSP: “I tried to estimate the volume released from the records you sent. There are many uncertainties, but the volume I came up with was about 750 gallons. Given the uncertainties, it seems like a range of 500 to 1,000 gallons is reasonable based on the available information, but even that wide range might be wrong.”

Cost thus far: From the School Business Manager: “So far, the invoices to date we have received total \$254,524.96. This represents work done through 5/29/21. When I spoke with Hayden Solomon (President of HETI) on June 2nd, he stated based on what he saw, we would exceed the \$500k insurance threshold. While he didn't specify an amount, I asked him if he thought it would be in the ballpark of \$700k or \$800k, and he said most likely.

From our Insurer: “The loss was caused by a tent stake being driven through the oil line that runs between the storage tank and the building. The school contracted to have tents set up for outdoor classroom use. The line was buried 24” down and the stake was 44” long. Public utility lines had been marked but this line was not. We believe that there are two targets for subrogation.”

The School Business Manager concludes “As previously discussed, we intend to use our funds to cover any expenses exceeding the insurance coverage cap.” This means school funds, as opposed to free cash, or transfers from other municipal funds.

Soil Sampling: From the LSP: All results to date have been either non-detect (results listed in italics on the table) or less than the standards, with one exception, a relatively low-level exceedance for C9-C10 aromatic hydrocarbons in sample SSW-15W-75”. The Massachusetts Contingency Plan allows for averaging of sample results, so that exceedance is not anticipated to interfere with site closure. Removal of oily soils in the drainage channel is ongoing and will likely be completed this week. There are as yet no results available for analysis of post-excavation soil samples from the drainage channel.

Indoor Air Quality: Indoor quality testing of the Main Office, Gym, and Rooms 105 -107, yielded no issues with the Main Office and the Gym.

The LSP commented “The calculated risks using the samples from all three sampled classrooms exceeded the Hazard Index of 1 for long term exposures (i.e., exposure for 27 years, 8 hours per day, 210 days per year). The only calculated risk that exceeded “Imminent Hazard” acceptable Hazard Index of 10, which is applicable for 5-year exposures, was the sample from Room 106. These results indicate that all of the sampled locations except Room 106 would be suitable for use, but risk calculations can be difficult to describe and understand and parties unfamiliar with the methods might have some trepidation.

If possible, the windows in those rooms should be left open to encourage ventilation

The next step is to assess whether soil gas intrusion is occurring. Don installed three vapor pins in room 106 and one pin each in room 105 and 107. The pins are airtight and penetrate the floor to subsurface soils and allow sampling of sub-slab soil gases from inside the building. The pin installed closest to where the oil lines went up the wall (i.e., the original source of the odor) had a PID reading of about 110 ppm. The other pins all had very low PID readings. We will sample soil gas from the high-PID pin and one low-PID pin in the next few days for laboratory analysis.”

Board of Selectmen Liaison Application

NAME: __Joely Fontaine_____ Homeroom: __302_____ Below please list any sports or activities that you do:

Dance, Horseback Riding, Flute, Color guard, Girl Scouts, Tri-M Treasurer, Band, American Sign Language, ASL Club founder, SCUBA

In the space below, please explain why you would like to be the Liaison to the Board of Selectmen and the attributes that you have that make you a good candidate for the position.

I would like to be the new Student Liaison to the Board of Selectmen in Leicester because I would really enjoy learning more about how the government of the town of Leicester is run. As you can see from my list of activities I am already involved in a few leadership positions including being a Girl Scout who plans on going for her Gold Award starting in July. I am also a Tri-M officer. For those of you who do not know Tri-M is the music honor society. I know the amount of activities that I do might be causing you to believe that I am not a good candidate for the next Student Liaison, however the amount of activities I do should lead you to believe I am an amazing candidate for the Student Liaison position, because this shows you that I have many interests and I am dedicated to all of my interests. Another thing that should lead you to believe I am a great person for the position is the fact that even though I do many activities, many of them are related to each other, meaning that even though it looks like I have hundreds of interests all my interests can be connected, so my interest in becoming the new Student Liaison will be able to be traced back to one root interest. That interest being learning new signs, new dance steps, new tosses, new ways to help my community. Helping my community. That is the biggest reason I am applying for this position. I have always been the first one to want to lend a helping hand. Some other qualities that would make me great as the next Student Liaison is how dedicated I am. Once I asked my flute teacher what she believed my best quality as a flute player was and

her answer was the fact that I am extremely dedicated, and that dedication is not just as a flute player. That dedication travels over to every part of my life. I am also willing to stand up for what I believe in even if no one else agrees, but I am also willing to listen to what others believe and consider that. Instead of being stuck in the mindset of I'm right, you're wrong, deal with it. I am also the type of person who is willing to try something new.

The fact that I am always up to trying something new has made it so I have met many people from other communities. This means I know about things other communities do. I also know a lot about Leicester.

What do I want to get out of being the Student Liaison for the Leicester Board of Selectmen? I want to learn how to make my community better, what the people in my community want and, become someone who any member of the community, student or not, can go to if there's anything they would like to see change

In the space below, please explain how you think this position should work and how you believe the liaison can best help the students at Leicester High School

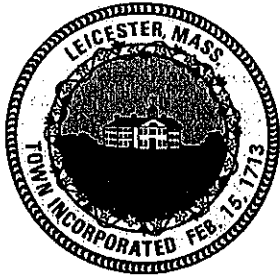
The Student Liaison should be someone who is already familiar with the town, and understand the responsibility that comes with being in a leadership position. The student chosen should be someone who is reliable and who is on time. The student should also be wanting to be in the position not to benefit themselves but to benefit the whole student body. If the student does not give a 24 hour notice that they will not be at the meeting then the student should get a strike if the student gets three strikes then another student should become the new Liaison. The Student Liaison should provide updates at meetings. Including but not limited to field trips, concerts, school wide or grade wide testing, fun events, fundraisers and dances along with half days due to professional development, delays due to weather, vacations, school closures, and parent teacher conferences. The student should also be familiar with reading minutes.

The Student Liaison can best benefit the student body at Leicester High School by taking student concerns to the Board of Selectmen. The Liaison should also inform members of the

student body of topics discussed involving the Leicester Public Schools when necessary. For the student in this position to help the school they should also send out surveys on topics that will be discussed at meetings before the meeting happens to get an idea of what the rest of the student body believes.

Inquiry Reponse Yes - No Appointed Date

Board Name	AppName
BY-LAW COMMITTEE	Justina R Lachapelle
EMERGENCY MEDICAL SERVICES	Michael A Franklin
EMERGENCY MEDICAL SERVICES	Robert F Wilson
RECYCLING COMMITTEE	James T Buckley
ZONING BOARD	James T Buckley



TOWN OF LEICESTER

Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

TELEPHONE: (508) 892-7016 • FAX: (508) 892-7506

www.leicesterma.org

July 7, 2021

Rachelle Cloutier, M.Ed.

Director of Elder Affairs

E-mail: cloutierr@leicesterma.org

Leicester Full Time Police Alliance
c/o Leicester Police Department
90 South Main Street
Leicester, MA 01524

Thank you so very much for your generous donation of \$250.00 in support of our Annual Veterans Breakfast. Last year, as you know, we were unable to honor our veterans with this event due to COVID.

Now that we are able to meet again, we can look forward to welcoming our veterans, families and friends to honor them in a very special way. Thank you so very much for your support.

Sincerely,

Rachelle S. Cloutier, M.Ed.
Director of Elder Affairs

✓
Cc: Select Board/Town Administrator



TOWN OF LEICESTER Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

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July 7, 2021

Rachelle Cloutier, M.Ed.

Director of Elder Affairs

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Sincerely,

Rachelle S. Cloutier, M.Ed.
Director of Elder Affairs

Cc: Select Board/Town Administrator ✓

Leicester

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



Version 1.1
June/24/2021

Promulgation Statement

A primary role of government is to provide for the safety and welfare of its citizens. The welfare and safety of citizens is never more threatened than during times of disaster and other serious emergencies. A goal of emergency management is to ensure that effective multi-discipline and multi-jurisdictional mitigation, preparedness, response, and recovery plans exist so that the public welfare and safety are preserved.

The Leicester Comprehensive Emergency Management Plan (CEMP) provides a framework for a community-wide emergency management system to ensure a coordinated response to emergencies and coordinated support of certain pre-planned events. The CEMP addresses the roles and responsibilities of all community departments, agencies, government organizations, volunteers and community partners that may be involved in response operations, and identifies how regional, state, federal, private sector, and other resources may be activated to address disasters and emergencies in the community.

It is intended that this plan and annexes conform to the terms and conditions of all Massachusetts Laws and Regulations and as amended, the Commonwealth of Massachusetts Comprehensive Emergency Management Plan, and such Federal Acts and Regulations as may be applicable. The Leicester Comprehensive Emergency Management Plan assures consistency with current national and state policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual disasters and emergency experiences, from ongoing planning efforts, from training and exercise activities and continuing state and federal guidance.

Therefore, in recognition of the emergency management responsibilities of Selectboard Chair and within his authority vested by the citizens of Leicester, we do hereby promulgate the attached Leicester Comprehensive Emergency Management Plan on this 5th day of July, 2021.

Richard Antanavica, Selectboard Chairman

John Shocik, First Vice Chair

Herbie Duggan, Second Vice Chair

Dianna Provencher, Selectboard Member

Allen Phillips, Selectboard Member

Approval and Implementation

This Comprehensive Emergency Management Plan (CEMP) for Leicester will become effective and considered approved upon signing by the Selectboard Chair and the Emergency Management Director. When approved, this plan will supersede all previous plans for emergency management.

The Selectboard Chair authorizes certain Leicester officials to make certain modifications to this plan without the express written approval of the Selectboard, as detailed below. These modifications must be recorded in the Record of Changes section of this plan.

Authorized modifications include:

- Changes to contact information.
- Other plan changes

The following Leicester officials have the authority to make the above-named changes.

1. Emergency Management Director
2. Selectboard
3. Town Administrator
4. Fire Chief
5. Police Chief

Richard Antatnavica, Selectboard Chair

DATE

Jason Main, EMERGENCY MANAGEMENT DIRECTOR

DATE

Record of Changes

Change #	Date	Part Affected	Date Posted	Who Posted
1	6/24/2021	Entire Plan	6/24/2021	Phillips/Main

Signature Page

The following Leicester officials have reviewed the plan and acknowledge their department’s roles and responsibilities.

Richard Antanavica, Selectboard Chair	DATE
Jason Main, Emergency Management Director	DATE
Michael Dupuis, Fire Chief	DATE
Kenneth Antanavica, Police Chief	DATE
Dennis Griffin, Director of Public Works	DATE
Frances Dagle, Director of Public Health	DATE
Rachelle Cloutier Senior Center Director	DATE
Marilyn Tencza, Superintendent of Schools	DATE
Melanie Jackson, Finance Director	DATE

Introduction

When a disaster impacts a community, the community must organize to provide coordinated, comprehensive response and recovery actions and resources. Resource needs have to be determined and prioritized; response elements have to be identified and dispatched; reports and records have to be maintained in an organized fashion.

To guide response activities and ensure effective and efficient coordination, Leicester has developed this Comprehensive Emergency Management Plan (CEMP). The Comprehensive Emergency Management Plan defines the scope of preparedness and emergency management activities in the community, and facilitates all hazard preparedness, mitigation, response, and short-term recovery activities, thereby setting the stage for a successful long-term recovery. The Leicester CEMP describes the community's emergency management organization, including the roles, responsibilities, and operations of Leicester and all of its departments and agencies during a disaster, major emergency or planned event. The CEMP describes the relationship between the community and local, regional, state, and federal emergency response structures. The CEMP:

- Formulates policies designated to protect life and property during incidents affecting or threatening life or property within the community.
- Provides guidance for strategic thinking and decision-making as it relates to emergency operations.
- Assigns department or agency roles and responsibilities to mitigate, prepare for, respond to, and recover from incidents threatening life or property within the community.
- Officially establishes NIMS and the Incident Command System (ICS) as the organizational structure to guide activities during an emergency affecting the community.
- Identifies lines of authority and community policy related to emergencies and disasters.

Leicester activates its CEMP when the community must respond to an emergency situation that requires multi-agency coordination within the community, and/or may require support from other local, state and federal entities. In addition, Leicester may activate the CEMP to coordinate multi-agency and/or multi-jurisdictional support of a pre-planned event.

The Leicester CEMP does not supersede any departmental standard operating procedure (SOP) or responsibility for day-to-day operations. The CEMP supplements but does not supplant the responsibilities or duties of any department or agency. The CEMP also describes cooperation and integration of actions with other nearby communities and response entities. This plan is not intended to limit or restrict the initiative, judgment, or independent action required to provide appropriate and effective emergency response, disaster mitigation activities, preparedness, and recovery efforts.

The CEMP is based on the Federal Response Plan (FRP), the National Response Framework (NRF) and National Preparedness Goal, and is compliant with the National Incident Management System (NIMS), Incident Command System (ICS), and the Comprehensive Preparedness Guide (CPG) 101 Version 2 national standards.

The CEMP is also compatible with the state-level Massachusetts Comprehensive Emergency Management Plan (CEMP).

All appointed and elected community officials, community departments, community volunteers and partner agencies should become familiar with this document to ensure efficient and effective execution of their emergency responsibilities. While the plan can help to establish the relationships, responsibilities, and general guidelines for community departments to use during an emergency, it does not replace the responsibility each department has in developing its own emergency protocols and testing its own plans. The CEMP is only one aspect of a prepared and resilient community.

Purpose

The purpose of the Leicester Comprehensive Emergency Management Plan (CEMP) is to establish the overall framework for integration and coordination of emergency management and response activities and to facilitate coordinated response to any emergency or event in the Community requiring multi-agency response or support. The CEMP identifies local agencies and partner organizations that provide command and coordination capabilities for an emergency or event, and describes how command and response components are organized and managed. The plan provides guidance to all departments and agencies in the Community and details general roles and responsibilities of local departments and partnering stakeholders before, during, and following an emergency situation or event. It also provides for the systematic integration of additional emergency resources but does not replace other federal, state or national emergency operations plans or procedures. It identifies lines of authority and organizational relationships for the management of emergency response actions, describes how people and property are protected in an emergency or disaster, and identifies legal authority.

Further, the purpose of this plan is to prescribe those activities to be taken by the Community Chief Municipal Official as well as by other government and community officials to protect the lives and property of all of the citizens of the Community in the event of a natural or human-caused emergency or disaster, including terrorism, and to satisfy the requirement that the Community have an effective and operational emergency management plan.

The CEMP is comprised of this Base Plan, and a series of attachments, which provide an in-depth tool to build a strong emergency management plan.

The CEMP is intended to accomplish the following goals:

- Assign responsibilities to agencies, organizations and individuals for carrying out specific actions during an emergency or event;
- Detail the methods and procedures to be used by designated personnel to assess emergencies and take appropriate actions to save lives and reduce injuries, prevent or minimize damage to public and private property, and protect the environment;
- Provide a process by which emergency response personnel and local government staff can efficiently and effectively prevent, mitigate, prepare for, respond to, and recover from emergencies and disasters;
- Identify the responsibilities of local agencies and partnering stakeholder and organizations during emergencies or events; and
- Identify lines of authority and coordination for the management of an emergency or event.

Scope

This Plan encompasses all four phases of the emergency management cycle - - preparedness, mitigation, response and recovery - - and applies to all Community departments and agencies as well as other response agencies operating within the geographical boundary of the Community. The plan is applicable to all organizations acting for or on behalf of the government of Leicester in response to an emergency or in support of an event. Department or organization-specific plans may be developed by community agencies and/or partners to augment this plan to more efficiently detail and integrate actions related to agency- or venue-specific requirements.

This Plan addresses two different types of response scenarios:

- **Planned or Anticipated Incidents:** Incidents that can be planned for in advance such as a hurricane, a winter storm, extreme temperatures, major crowd events or VIP visits, etc. and;
- **Immediate Response Incidents:** such as a major traffic accident, airplane crash, tornado, earthquake, fire, hazmat incident, active shooter, kidnapping, major crime, etc.

Situation

Community Characteristics

Geography: The town of Leicester is located in Worcester County in Massachusetts in the Central portion of the Commonwealth. The Community has a total area of 24.7 square miles of which 23.4 square miles is land and 1.3 square miles is water. The Community is bordered by Worcester and Auburn to the east, Oxford and Charlton to the south, Spencer to the west, and Paxton to the north. The Community's peak elevation is 1,009 feet.

Population: According to the 2020 United States Census Bureau, the population of Leicester is approximately 11,341, and includes 3,683 households. The population consists of approximately 26.0 % under the age of 18, 9.2 % persons age 18 to 24, 30.0 % age 25 to 44, 22.5 % age 45 to 64, and 12.4% age 65 years of age or older. The median age was 36.0 years.

- **Access and Functional Needs:** About 25 people 0.22% of the population in Leicester present with a disability affecting at least one of the following areas: sensory, cognitive, ambulatory, self-care, or independent living. Other groups with function based needs that may not be captured in demographic data may include, but are not limited to, people who are morbidly obese, pregnant women, people who require prescription medication for daily well-being, and people who are transportation disadvantaged.
- **Language:** About 75 Leicester residents, or 0.66% of the population, speak a language other than English at home. Of these, about 25, or 0.22% of the population, speak English at a level less than "very well". Non-English languages spoken in Leicester include Spanish, Greek.

Roadway Infrastructure: Leicester contains several primary and secondary roadways in addition to local and private roadways.

Primary:

- Route 9
- Route 31
- Route 56

Secondary:

- Pleasant St
- Huntoon Memorial Highway

Threat, Hazard and Vulnerability Analysis Summary

Leicester has completed a threat, hazard and vulnerability assessment for the jurisdiction by Hazard Mitigation Planning. The analysis identified the following potential hazards and threats, vulnerabilities and impacts to population, property and critical infrastructure.

Natural Hazards

Natural Hazards are defined as naturally occurring events - such as riverine flooding, aerial flooding, hurricanes, tropical storms, coastal flooding, earthquakes, tornadoes, wildland fires, pandemics, and severe winter storms - that have the potential to harm people, property or the environment. The following natural hazards are capable of causing an impact in Leicester:

- Flooding: Flooding from any of the 15 ponds/lakes which contain 11 dams may impact most of Leicester.
- Pandemic: Leicester is vulnerable to any pandemic that impacts the Commonwealth.
- Earthquakes may impact all of Leicester
- Snowstorm/Blizzards may impact all of Leicester
- Windstorms such as tornadoes and hurricanes may impact all of Leicester
- Ice storms may impact all of Leicester
- Tropical storms may impact all of Leicester
- Wildland fires

Technological Hazards

Technological Hazards generally refer to hazardous materials, petroleum, natural gas, synthetic gas, acutely toxic chemicals and other toxic chemicals at fixed facilities or in transport. The following technological hazards are capable of causing an impact in Leicester:

- Tier 2 facilities: There are 9 facilities in Leicester which have chemicals in reportable quantities onsite at any given time. The Fire Department maintains information on these facilities and the chemicals onsite.

Transportation Hazards

Transportation Hazards generally refer to hazards that exist on the various transportation networks in a community. These could include roadways, railways, waterways that may serve as routes for the transport

of hazardous materials, or airfields in the communities. This includes the following transportation networks in Leicester:

- Route 9 which is also from Main Street, Worcester to Spencer, on which hazardous materials could be transported.
- Route 56 which runs North and South on which hazardous materials could be transported.
- Worcester Airport , has 2 runways that primarily runs through Leicester. Worcester Airport runs commercial aircraft.

Man-Made Hazards

Man-Made Hazards generally refer to hazards which are caused by humans, either accidentally or intentionally. These could include, but are not limited to, cyber threats, chemical, biological, radiological, nuclear, and high-yield explosive (CBRNE) threats, and terrorism. The following man-made hazards are capable of causing an impact in Leicester:

- CBRNE: although not a high risk, the community and our planned community events may be vulnerable to any incidents involving chemical, biological, radiological, nuclear or explosive devices or weapons.
- Cyber Attacks

Critical Facilities and Infrastructure Summary

Below is a summary of critical infrastructure that are likely to be impacted by one or more of the hazards defined above.

Utilities

Water supply and sewage-disposal services are provided by Cherry Valley, Rochdale, and Leicester water and sewer districts. There are also private wells and septic systems in Leicester.. Leicester's water comes from the town wells.

National Grid is the primary distributor of electric power to the Town

National Grid is the primary provider of natural gas.

Special Facilities

Special facilities include schools, day cares, assisted living, camps, halfway houses, mobile home parks, nursing homes, jails and prisons, and other buildings housing vulnerable populations. Leicester is home to the following special facilities:

- See attached Excel sheet for mapping points

Critical Facilities and Infrastructure

Critical facilities and infrastructure include public safety buildings, bridges, tunnels, police and fire stations, water and waste water treatment plants, public works buildings, power plants, pumping stations, communication towers, and other critical infrastructure.

- See attached Excel sheet for mapping points

Hazardous Materials Facilities

Hazardous facilities include buildings that maintain hazardous chemicals or materials on site, including fuel transfer stations, Tier II facilities, and any facility in or near the community that would be classified as otherwise hazardous.

- See attached Excel sheet for mapping points

Health and Medical Facilities

Health and medical facilities include hospitals, clinics, treatment centers, hospice centers, mental health centers, renal care centers, respites, and any other applicable facility that provides critical medical or healthcare services.

- See attached Excel sheet for mapping points

Access and Functional Needs Populations

The needs of children, the elderly, and individuals with disabilities, chronic health conditions and other access and functional needs are an important planning consideration in the development of the this CEMP. The following is the definition of Access and Functional Needs populations for the purposes of this plan:

“Populations whose members may have additional requirements for support before, during, and after an emergency, including, but not limited to maintaining independence, communication and access to information, transportation and medical care. Access and functional needs populations may include individuals with disabilities, persons living in institutionalized settings, the elderly, children, people from diverse cultures, individuals who do not speak English fluently, and individuals without access to transportation.”

Provisions for people with various function-based needs have been incorporated into this plan where applicable, thereby ensuring functional needs considerations are an integral part of this CEMP.

Planning Assumptions

- Leicester and/or the Commonwealth have effective prediction and warning systems in place allowing Leicester to anticipate certain emergency situations that may impact Leicester.
- When anticipating or in response to an emergency situation, the Selectboard Chair and Fire Chief, Emergency Management Director, and Police Chief are responsible for taking action, including the activation of this plan, to mitigate impacts, save lives, protect property and the environment, assist survivors, and restore essential services and facilities.
- Leicester officials, agencies and partners are familiar with the CEMP, understand their roles and responsibilities under the CEMP, maintain appropriate plans, policies, and procedures to carry out those responsibilities, and maintain a state of readiness. Day to day functions which do not contribute directly to the emergency operation may be suspended for the duration of an emergency/disaster. Resources that would normally be required for those daily functions will be redirected to tasks in support of the emergency response.
- Leicester will use its own resources in response to an emergency or disaster. Once local resources are exhausted (or near-exhausted), requests for assistance will be made.
- A large-scale emergency or disaster may overwhelm available local resources, leading to the need for support from local/mutual aid jurisdictions, private sector partners, state agencies, and the federal government.
- Leicester anticipates support from surrounding communities and other response organizations should the resources of Leicester become exhausted. Adjacent communities and other government agencies will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
- When resources of Leicester are fully committed and mutual aid from surrounding jurisdictions is exhausted, the Massachusetts Emergency Management Agency (MEMA) may coordinate the provision of additional assistance to address unmet needs.
- Disaster support from federal agencies may take at least 72 hours to arrive.
- Facilities required to file Tier II reports develop, coordinate and provide copies of emergency plans annually to the Emergency Management Director and/or Fire Chief and/or other state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- Whenever warranted, the Selectboard Chair may declare a local State of Emergency for Leicester in accordance with the provisions of Massachusetts General Laws.
- Selectboard Chair, Emergency Management Director, police Chief, and Fire Chief has the authority to issue evacuation and/or shelter-in-place orders or recommendations for the residents and/or

businesses of Leicester. Evacuation and/or shelter-in-place orders will be communicated to residents and businesses by all appropriate means.

- In the event that an evacuation of the Community, or any part thereof, is ordered, the majority of the evacuees will utilize their own transportation resources to evacuate. However, a percentage of the population does not have access to transportation and will require transportation assistance.
- Individuals with pets will bring their pets with them when they evacuate. Those with livestock or other farm animals will take appropriate measures to safeguard their animals via sheltering or evacuation as appropriate.
- Leicester and its response partners will need to provide additional/enhanced assistance to individuals with access and functional needs, including but not limited to children, elderly, individuals with disabilities and/or chronic conditions.

Concept of Operations

The concept of operations describes the sequence and scope of emergency response. The Emergency Management Dept. has the primary responsibility for coordinating emergency management activities in the Leicester. These activities support the following:

- Minimize injury and loss of life
- Minimize property damage
- Minimize adverse environmental and economic impact
- Provide timely and accurate information to the public regarding emergency situations
- Provide for the immediate needs of disaster survivors
- Acquire, assess and disseminate emergency information
- Restore essential utilities and functions

Overview

The Massachusetts Civil Defense Act requires that every city and town in the Commonwealth establish a local emergency management program and appoint an official to oversee the program (typically known as the Emergency Management Director (EMD)). The EMD and other local officials are responsible for directing evacuations, opening shelters, coordinating the actions of local departments and agencies, mobilizing local resources, activating mutual aid agreements with other cities and towns, and requesting state assistance in accordance with the plans and procedures developed by the local emergency management program.

Plan Activation

The CEMP and its associated annexes will be executed in whole or in part as directed by the Chief Municipal Officer, the Emergency Management Director, or other duly authorized representative in response to an existing or an impending emergency. This plan may also be activated under the following circumstances:

- At the time of an actual disaster
- When the Selectboard Chair has declared a local state of emergency.
- When the Governor of Massachusetts has declared a State of Emergency for areas that include Leicester; or
- When a Presidential Declaration of an Emergency or Disaster is issued for areas that include Leicester.

Phases of Emergency Management

The Leicester's comprehensive emergency management program addresses all phases of emergency management for all types of incidents, including prevention and mitigation, preparedness, response, and recovery.

Prevention and Mitigation

Prevention involves identifying preventative, corrective or deterring measures and actions to prevent or limit bodily injury, loss of life or property damage from disasters and emergencies. It includes consideration of policy issues as well as structural projects within government and the private sector. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented.

The goal of mitigation is to prevent future loss by eliminating or reducing risks. Mitigation activities link the recovery and preparedness phases in the emergency management cycle, and can occur before or after an emergency. The goals of pre-emergency mitigation activities are to prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. The goal of post-emergency mitigation is to eliminate or reduce the impact of the hazards realized during the emergency. Post-emergency mitigation is part of the recovery process.

Preparedness

Preparedness involves activities undertaken in advance of an emergency or disaster to adequately prepare for and develop the capability to respond to an emergency. Preparedness activities include planning, organizing, training equipping, exercising, evaluating and implementing corrective actions for the emergency management program and organization.

Preparedness activities develop operational capabilities and enable an effective response to an emergency or disaster, and involve working with government partners, the private sector, and non-governmental and volunteer organizations to coordinate pre-disaster education and planning activities, and lay the groundwork for coordinated disaster response.

Response

Response is the actual provision of emergency services during a crisis including the coordination and management of resources to support emergency response operations. These activities help to reduce casualties and damage, and to speed recovery. Response activities include alerting and notifying the public, resource and logistical coordination, addressing immediate life safety issues, stabilization of the incident, and public information.

Leicester responds to emergencies by activating the Comprehensive Emergency Management Plan, activating the Emergency Operations Center, coordinating with public, private and volunteer response

partners as needed, coordinating and managing resources in support of emergency response, and preparing for recovery activities.

Recovery

Recovery activities may be both short-term and long-term, ranging from conducting damage assessments, removing debris, restoration of critical facilities/infrastructure and essential utilities such as water and power, to providing assistance to communities to rebuild homes and businesses. Recovery may also incorporate mitigation measures designed to prevent future occurrences of a given hazard. Recovery begins as soon as possible after an incident occurs and may commence during the response phase.

Direction, Control and Coordination

National Incident Management System

Leicester's emergency management organization is structured in accordance with the National Incident Management (NIMS) and the Incident Command System (ICS). NIMS integrates existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that enable a diverse set of public and private organizations to conduct effective incident management operations.

It does this through a core set of concepts, principles, procedures, organizational structures (Incident Command System, multi-agency coordination, and joint information systems), terminology, and standards requirements applicable to a broad community of NIMS users. To ensure interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization. It provides a consistent and flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity.

Incident Command System

Emergency management and incident response in Leicester is coordinated using the Incident Command System (ICS). ICS enables effective incident management by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure. ICS is used to organize both near-term and long-term operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government – federal, state, regional and local – as well as by many private-sector and NGOs.

All activity undertaken under the CEMP shall be coordinated using the Incident Command System (ICS) and the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive (HSPD) 5.

Incident Command

Single Incident Commander - Most incidents involve a single incident commander. In these incidents, a single person commands the incident response and is the decision-making authority.

Unified Command

A Unified Command involves two or more individuals sharing the authority normally held by a single incident commander. Unified Command may be used during larger incidents, or incidents involving multiple agencies or jurisdictions. A Unified Command typically includes a command representative from major involved agencies and/or jurisdictions. A Unified Command acts as a single entity. It is important to note that in Unified Command the command representatives will appoint a single Operations Section Chief.

Area Command

During a situation involving multiple incidents, an Area Command may be established to provide for Incident Commanders at separate locations. Generally, an Area Commander will be assigned - a single person - and the Area Command will operate to provide logistical and administrative support to the separate incidents and their incident commanders. Area Command usually does not include an Operations function.

Transfer of Command

Responsibility can be transferred during an incident for several reasons. As the incident grows a more qualified person may be required to take over as Incident Commander to handle the ever-growing needs of the incident. Or, this may occur in reverse; when an incident reduces in size, the command can be passed down to a less qualified person, but still qualified to run the now-smaller incident. Other reasons to transfer command include jurisdictional change if the incident moves to a different location or area of responsibility, or the normal turnover of personnel due to extended incidents. The transfer of command process always includes a transfer of command briefing, IC to IC, which may be oral, written, or a combination of both. A Transfer of Command is posted and announced on all radio and communication networks.

Incident Coordination and/or Response Locations/Facilities

Various types of operational support facilities are established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes. Leicester may operate one or more of the following incident coordination and/or response facilities during an emergency or disaster:

- Incident Command Post
- Emergency Operations Center
- Staging Area
- Points of Distribution
- Evacuation Assembly Points
- Evacuation Transportation Hubs

Incident Command Post

An Incident Command Post (ICP) is the field location where the Incident Commander operates, onsite response is directly coordinated, and onsite resource needs are identified and communicated. There is only one ICP for each incident or event, but it may change locations during the event. The ICP may be located in a vehicle, trailer, tent, or within a building. The ICP will be positioned outside of the incident scene and the potential hazard zone but close enough to the incident to maintain a visual presence and command status. The on-scene Incident Commander has tactical control of and authority over all resources at the scene.

Emergency Operations Center

The Leicester Emergency Operations Center (EOC) serves as the central point for coordination of the community's emergency management and response activities, maintaining situational awareness about the emergency situation, and facilitating requests for deployment of resources.

- Primary EOC: Leicester Fire Headquarters
3 Paxton St.
Leicester, MA 01524

In the event that the primary EOC is rendered or deemed unusable, emergency operations will relocate to the alternate EOC.

- Alternate EOC: Leicester Police Dept.
90 S. Main St
Leicester, MA 01524

The Emergency Management Director (EMD) often serves as the EOC Manager and has the responsibility and authority for managing the EOC and the community's emergency management organization during an emergency or disaster. The EOC Manager has the authority to make all routine decisions, and is charged with advising chief municipal officials when major decisions need to be made. The EOC Manager serves as a liaison with the State and Federal emergency agencies.

EOC Goals

The following are the general goals for the emergency operations center. These goals can be adjusted by the EOC Manager in coordination with chief municipal officer and the incident commander, when the EOC is activated.

Goals

- Obtain and maintain situational awareness of the incident and ensure responders have a common operating picture.
- Establish an incident planning cycle.
- Mobilize and deploy resources and assets to support emergency response, guided by the set priorities.
- Establish a seamless transition into recovery operations.
- Provide emergency notification and warning to responders and residents
- Assess and document impacts from events for recovery process

EOC Activation Levels

The Leicester EOC has designated three activation levels that increase in intensity, ranging from modest emergency effects associated with Level 1, to catastrophic emergency effects associated with Level 3.

- Level 1: EOC minimally staffed with key personnel to monitoring the situation
- Level 2: EOC partially staffed to monitor the situation, facilitate occasional resource requests, and maintain situational awareness
- Level 3: Fully staffed to monitor the situation, facilitate larger volumes of resources requests, and maintain situational awareness

EOC Equipment

The Emergency Management Director or designee will ensure the equipment in the EOC is functional and ready to support an activation. This equipment includes:

- (11) Laptops
- (3) Phones
- (3) Monitors
- (0) Smart Boards
- (3) Radios/Base Stations

This equipment is tested on a annual basis to ensure its readiness. Additionally, exercises of the EOC may be held on an annual schedule.

EOC Staffing

The Emergency Management Director or designee will maintain a current list of EOC positions. The EMD will coordinate with department heads to identify and train staff to serve in EOC positions. Department heads or their designees will develop and maintain a contact list of personnel that would be available to fill needed positions within the EOC. This list can be found Emergency Managers office and also as an attachment to this plan. Each department will maintain these lists and provide a monthly status update to Emergency Management.

EOC Activation

When a decision to activate the EOC has been made, staff needed to support EOC operations will be notified of an EOC activation via a combination of telephone call, email, alert message, the primary notification system for EOC activations. This notification system will be activated by the EMD or designee. Each EOC member will be notified that the EOC has been activated, and will be provided with

the time to report to the EOC and method to verify receipt of the notification. If necessary, a back-up notification system Code Red will be used.

EOC Deactivation

The EOC Manager/EMD, in consultation with the Chief Municipal Official and the Incident Commander, is responsible for the decision to deactivate the EOC. As response phase operations wind down, EOC personnel and other staff will be released from the EOC when they are no longer needed to support response efforts.

Staging Area

A staging area is a location where resources needed to support emergency response operations are aggregated and readied for deployment. A staging area, which could be co-located with an ICP, should be located close enough to the incident to allow a timely deployment of assets to the area of the incident, but far enough away to be out of the immediate impact zone. There may be more than one staging area supporting an incident.

- Town Hall Parking Lot

Points of Distribution

Points of Distribution (PODs) are centralized locations where the public can obtain critical commodities following a disaster or emergency. PODs can accommodate vehicle traffic (drive-through), pedestrian traffic (walk-through) and/or mass transit traffic (bus or rail). Typical critical commodities provided to impacted populations through PODs can include but are not limited to, shelf-stable food, bottled water, ice, tarps and/or blankets.

- Leicester High School

Shelters

Leicester has designated 3 facilities that can be used to shelter evacuees or displaced persons in emergency situations. Shelter facilities will be managed by Leicester Emergency management and provide mass care services to evacuees and displaced persons. Shelter facilities will be activated at the direction of the EMD or EOC Manager; shelter facilities are not automatically activated during times of emergency, therefore residents should obtain guidance and information from local officials on which shelters may be open.

The following facilities are designated as emergency shelters and may be activated during times of emergency :

- Leicester High School
174 Paxton St
- Senior Center
40 Winslow

- Middle School
70 Winslow

Evacuation

Selectboard Chair, Fire Chief, Police Chief, and Emergency Management Director has the authority to issue evacuation orders or recommendations. The Governor also has the authority to make evacuation recommendations, and issue evacuation orders under a Gubernatorial Declaration of Emergency.

In the event that an evacuation is recommended or mandated, the population designated for evacuation will leave the affected area using their own private vehicles, or be transported from Evacuation Assembly Points with transportation assets coordinated/obtained by Leicester. Depending upon the hazard and other circumstances, shelters for evacuees may be located within or outside of the Community.

Evacuees are expected to follow the direction and guidance of trained emergency workers, traffic coordinators, and other assigned emergency officials.

Evacuation routes should be pre-identified by the Emergency Management Director in coordination with other community officials. Evacuation routes for this community are Routes 9 and 56, depending on the event.

Evacuation Assembly Points

Evacuation Assembly Points (EAPs) are location(s) within the community that serve as assembly points for evacuees who do not have their own transportation. EAPs are typically located at cross streets, and within walking distance of nearby residences. Leicester will use buses or other vehicles to pick up evacuees from EAPs and transport them to either a shelter or to a local evacuation transportation hub. EAPs are locally designated and operated, and are likely not in enclosed facilities (similar to a bus stop concept). Support services are typically not provided at EAPs. Leicester can use the Walmart parking lot as an evacuation assembly point.

Evacuation Transportation Hub (T-Hub)

In situations when residents may need to be evacuated outside of the community, Leicester will activate one or more Evacuation Transportation Hubs (T-Hubs) where large numbers of evacuees transported from EAPs throughout the community assemble and wait for transportation to either a state-operated Regional Reception Center (RRC) or a designated shelter outside of a community. T-Hubs are locally-operated, have adequate indoor facilities to stage evacuees, and adequate outdoor areas for vehicle staging and evacuee embarkation. The Commonwealth is responsible for providing buses or other vehicles to transport evacuees from local T-Hubs to RRCs or shelters. Leicester uses Worcester Regional Transit for bus routes.

Organization and Assignment of Responsibilities

Organization

Leadership

Leicester has designated emergency management leads that, depending on the severity of the event, may or may not be involved in emergency response and coordination activities. These leads include: the Chief Municipal Officer, the Emergency Management Director, key Leicester staff designated to support the emergency operations center, and response partners such as private sector organizations, volunteer organizations, as well as regional, state, and federal partners. Some or all of these staff may help form an emergency management decision team, to help guide the community's response.

Chief Municipal Officer

Leicester has a Selectboard/Town Meeting form of government. Selectboard Chair serves as the chief municipal officer for the Town, is responsible for providing for the protection of lives and property of the citizens of the Community.

The Selectboard Chair provides leadership and direction in setting objectives and priorities during emergencies and disasters. The Selectboard Chair may declare a local state of emergency, call for the activation of the CEMP, call for the activation of the emergency operations center (EOC) and/or direct the evacuation of populations from threatened areas. These decisions are typically made in consultation with the local Emergency Management Director.

If the Selectboard Chair, in consultation with the emergency management director, identifies the need for additional emergency response resources, requests for mutual aid/assistance agreement will be submitted to the mutual aid partners or to the Massachusetts Emergency Management Agency/State Emergency Operations Center.

Incident Commander/Unified Command

The Incident Commander serves as the on-scene commander for tactical response operations. Leicester may expand its incident command to unified command for incidents that require coordinated response among multiple on-site lead response partners. The Incident Commander/Unified Command receives its strategic guidance from the Decision Team, and as needed, coordinates with the Selectboard Chair, the Emergency Management Director, and the Emergency Operations Center on response strategies and resource needs.

Emergency Management Director

The Massachusetts Civil Defense Act requires every city and town in Massachusetts to appoint an Emergency Management Director and establish an emergency management program.

The Emergency Management Director (EMD) is responsible for maintaining and managing the activation of Leicester's comprehensive emergency management plan and operating the emergency operations center. On a day-to-day basis, the EMD: coordinates emergency planning for Leicester, working with the leadership of the fire department, police department, local public health, transportation department, public works, and others as required to share situational awareness and mobilize needed resources. In emergency response situations, the EMD manages EOC operations, facilitates emergency response coordination, and makes recommendations to and advises the Selectboard Chair and Decision Team on available courses of action to inform decision-making.

Emergency Management Organization

Leicester's Emergency Management Organization supports the functions of the emergency operations center, and is comprised of partners from government agencies, non-governmental organizations, and the private sector. The positions identified to support the emergency management organization and the EOC are designated as ***emergency positions***. Leicester staff and emergency management partners will be identified and trained to serve in these emergency positions.

Government Organizations

Most of the departments within the Leicester's government have been assigned emergency responsibilities in addition to their normal duties to support emergency response and emergency operations center operations. Each department is responsible for developing and maintaining its own emergency management procedures.

Non-Governmental Organizations

Several non-governmental organizations, such as the American Red Cross, Salvation Army, etc. work with Leicester to support EOC operations and provide assistance with shelter operations and mass care needs.

Private Sector

Several private sector organizations support EOC operations and emergency response. These organizations include National Grid, and possibly a Walmart representative or Project New Hope.

Commonwealth of Massachusetts

The Massachusetts Emergency Management Agency (MEMA) coordinates state level emergency operations. During an emergency or disaster, MEMA may provide direct support to Leicester and may serve as a conduit for resource management from other jurisdictions, state agencies, federal agencies (through the Federal Emergency Management Agency (FEMA)), and/or from outside the state through the Emergency Management Assistance Compact (EMAC). MEMA administers recovery assistance programs issued by FEMA under presidential disaster declarations.

Emergency Operations Center Organization

An Emergency Operations Center (EOC) should be organized to best facilitate **effective** operations for the jurisdiction. Leicester's EOC is organized in an functional model to ensure the ability to acquire, analyze, and act on information, and coordinate resources to effectively and efficiently support emergency response operations in a timely manner. The Leicester EOC is organized under a discipline/functional based structure with designated emergency roles to facilitate activities. The key EOC organizational positions are as follows:

- **EOC Manager:** The EOC Manager oversees all EOC activities, exercises overall direction and control of EOC operations, and provides policy, guidance, and direction to EOC emergency operations. The EOC Manager coordinates with incident command and response partners at the local, regional, state, and federal levels to identify necessary resources for emergency response. The EOC Manager has primary responsibility for coordinating across each EOC Section and with the Chief Municipal Officer(s), the Massachusetts Emergency Management Agency and/or State Emergency Operations Center, and EOC Managers from neighboring jurisdictions, as appropriate. The EMD typically serves as the EOC Manager.
- **Public Information Officer:** The Public Information Officer (PIO) is responsible for the provision of public information regarding an incident's cause, size, and current situation, in addition to the type and volume of resources committed in order to stabilize and mitigate an ongoing emergency. The PIO is also responsible for reporting on other matters of general interest to government agencies, the media, and the public and private sectors in the event of an emergency or disaster, utilizing both traditional and social media platforms.
- **Police Representative:** The Police Representative is responsible for coordinating law enforcement resources to support emergency response operations, and providing situational awareness to the EOC Manager and to the Police Department.
- **Fire Services Representative:** The Fire Services Representative is responsible for coordinating fire services resources to support emergency response operations, and providing situational awareness to the EOC Manager and to the Fire Department.
- **Public Health Representative:** The Public Health Representative is responsible for coordinating public health and medical resources to support emergency response operations, and providing situational awareness to the EOC Manager and the Public Health Department.
- **Emergency Medical Services Representative:** The Emergency Medical Services (EMS) Representative is responsible for coordinating EMS resources to support emergency response operations, and providing situational awareness to the EOC Manager and to the EMS organization and/or Fire Department.

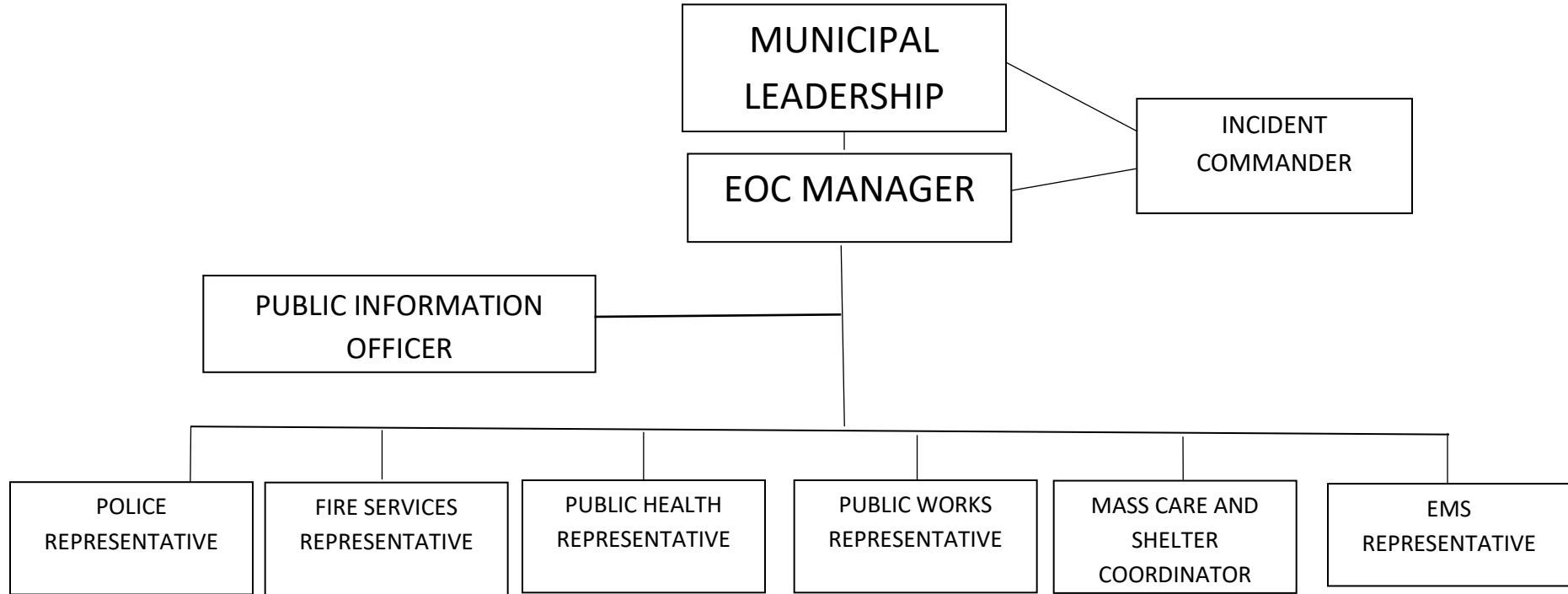
- **Public Works Representative:** The Public Works Representative is responsible for coordinating transportation, public works and engineering resources to support emergency response operations, and providing situational awareness to the EOC Manager and to the Public Works Department.

- **Mass Care and Shelter Operations Representative:** The Mass Care and Shelter Operations Coordinator is responsible for coordinating resources to support shelter operations and mass care services, and providing situational awareness to the EOC Manager, partnering non-governmental organizations, and operating shelters.

- **School District Representative:** The School Department Representative is responsible for coordinating resources to support school operations and/or evacuations, sharing information with schools, and providing situational awareness to the EOC Manager.

Table 1 depicts the organization of the EOC.

Table 1: EOC Organization



Assignment of Roles and Responsibilities

Chief Municipal Officer

Prevention and Mitigation

- Coordinates with the EMD and others in the emergency management organization to identify risks and hazards in the community
- Reviews and approves hazard mitigation plan
- Authorizes mitigation strategies

Preparedness

- Appoints Emergency Management Director
- Approves the Comprehensive Emergency Management Plan (CEMP)
- Approves emergency management-related policies
- Ensures individuals are appointed to serve in critical emergency management organization positions
- Ensures emergency preparedness information and guidance is provided to residents
- Ensures emergency facilities and other emergency locations are in a state of readiness

Response

- Responsible for overall response operations
- Receives recommendations from the Incident Commander, EMD and/or EOC Manager on emergency response decisions
- Ensures the EOC is operational, staffed and functional
- When necessary, issues a local declaration of emergency
- Ensures emergency information and guidance is provided to residents
- Upon recommendation by the EMD and/or Incident Commander, issues evacuation orders or recommendations, when necessary
- Authorizes the activation of mass care facilities
- Coordinates with other elected officials at the state and federal level
- Makes decisions on all non-routine matters

Recovery

- Approves disaster recovery policies
- Serves as an advocate for constituent recovery efforts
- Hosts community meetings to ensure needs are being addressed and to provide information to residents

Emergency Management Director

Prevention and Mitigation

- Coordinates with emergency management partners and community officials to identify risks and hazards in the community
- Coordinates the development and implementation of hazard mitigation plan and strategies

Preparedness

- Facilitates and ensures the development and maintenance of the comprehensive emergency management plan
- Ensures the CEMP is reviewed, revised and adopted in accordance with plan maintenance policies
- Designates facilities to be used as an EOC and an alternate EOC
- Ensures the emergency operations center (EOC) and alternate EOC remain in a state of readiness
- Develops and maintains EOC activation procedures to ensure the EOC can be activated quickly
- Maintains lists designated EOC personnel
- Maintains Standard Operating Procedures for EOC operations
- Trains public officials and EOC personnel on EOC operations
- Oversees the planning and development of basic warning/notification functions
- Ensures swift access to supplies and equipment needed for emergency operations
- Coordinates with public health to ensure individuals with access and functional needs can be adequately supported during times of emergency
- Coordinates with appropriate community and emergency management partners to designate locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Coordinates and/or provides training, drills and exercises necessary to prepare community and emergency management partners to perform identified roles and responsibilities
- Recruits, trains and facilitates activation of Community Emergency Response Team program
- In cooperation with volunteer agencies, assists with the recruitment, registration and identification of volunteer emergency workers
- Promotes coordination among public and private agencies regarding emergency management
- Coordinates Continuity of Operations planning, and prepares standards and guidelines for developing, testing and exercising continuity of operations plans
- Manages the NIMS Compliance Program necessary to establish the Incident Command System (ICS) procedures to during a disaster
- Conducts community outreach and public emergency education programs

- Assists with the development of mutual aid agreements with other public and private agencies

Response

- Activates EOC and initiates response procedures and activities
- Coordinates all EOC activities and associated emergency response activities of other agencies
- Coordinates with on-site Incident Command on resource needs
- Ensures situational awareness information is disseminated to pertinent emergency management and response partners
- Serves as the primary liaison with MEMA
- Ensures the coordination of resources to support emergency response activities
- Coordinates with public health and public works/transportation to facilitate the transportation of individuals with access and functions needs
- Coordinates the submission of all requests and responses for statewide mutual aid
- Directs and re-allocates community assets and resources during a disaster
- Coordinates requests for state and federal assistance
- Coordinates resource management including donations of materials, equipment and services
- Makes recommendations to Selectboard Chair on evacuations
- Determines if a shelter(s) is to be opened and assists with selection of shelter site(s)
- Activates local public information hotline
- Demobilizes the EOC when appropriate to do so.
- Directs an after-action assessment of the disaster to determine what actions can be taken to mitigate future disaster effects.
- Maintains a database to identify lessons learned and corrective actions taken

Recovery

- Initiates recovery activities including conducting initial damage assessments and compiling damage assessment data, providing the data to MEMA and FEMA when needed
- Coordinates with MEMA on state and/or federal disaster assistance
- Coordinates with MEMA on opening Disaster Recovery Centers, when needed
- Works with the Chief Municipal Officer to establish a framework within which short-term and long-term recovery operations are coordinated.

Police Department

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representatives are trained
- Ensures that law enforcement mutual aid agreements are in place
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

Response

- Provides EOC representative(s) to coordinates law enforcement resources to support emergency response operations
- Provides liaison and coordination with other law enforcement agencies, including Massachusetts State Police, and mutual aid organizations
- Provides security for the EOC
- As needed, provide resources for traffic control, crowd control and restricted area control, including patrolling evacuated areas
- As needed, provide resources for security to critical facilities including mass care shelters
- As needed, provide warning and notification support which may include the use of public address systems on vehicles
- As needed, provides communications support
- As needed, provides resources to support search and rescue operations
- As needed, issues restricted area passes to appropriate personnel
- As needed, assists with evacuations
- As needed, assists with enforcement of quarantine and protection orders
- Assesses impact of disaster on available equipment and resources
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- As needed, assist EMD with recovery activities

Fire Department

Prevention and Mitigation

- Provides fire code enforcement and fire prevention services including inspections and public education
- Ensures hazardous materials safeguards are in place
- Ensure Tier 2 facility reports are filed on an annual basis
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is trained
- Ensures that fire services and hazardous materials response mutual aid agreements are in place
- Maintains readiness of all fire service equipment, supplies, procedures and mutual aid agreements needed for disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities

Response

- Provides EOC representative(s) to coordinates fire services resources to support emergency response operations
 - As needed, provides fire response and control during a disaster
 - As needed, requests and manages mutual aid for fire services response
 - As needed, provides warning and notification support which may include the use of public address systems on vehicles
 - As needed, provides resources to support search and rescue operations
 - As needed, provides radiological monitoring and decontamination support
 - As needed, ensures hazardous materials incident response, control and operations support
 - As needed, provides primary or secondary emergency medical services
 - As needed, assists in the triage of disaster victims
 - As needed, provides communications support
 - As needed, notifies and advises in-field response agencies of any dangers to personnel at or near the scene of the disaster
 - Maintains fire protection for those areas of the community not affected directly by the disaster
 - As needed, determines need for evacuations associated with hazardous materials risk and/or exposure
-
- As needed, assists with evacuation operations
 - Assesses impact of disaster on available equipment and resources
 - Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- As needed, assist EMD with recovery activities including damage assessments
-

Public Works/Transportation Department

Prevention and Mitigation

- Inspects public and private water impoundment sites
- Maintains road, bridges, waterways and water and sewer systems and services
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is trained
- Maintains readiness of all DPW equipment and personnel in connection with disaster response activities
- Provides fuel storage
- Coordinates with EMD on the designation of locations for sheltering, evacuation assembly and/or transportation hubs, staging areas, and points of distribution for critical commodities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Maintains debris management plan
- Ensures written agreements are in place with emergency response organizations for use of equipment

Response

- Provides EOC representative(s) to coordinates public works and engineering resources to support emergency response operations
- A needed, provides staffing for resource distribution centers
- A needed, provides fuel for emergency generators
- A needed, coordinates the deployment of traffic control devices
- A needed, coordinates the provision of potable water
- A needed, provides support to clear debris and/or remove snow
- Monitors community dams during a disaster
- To the extent practicable, maintains sanitary sewer and refuse collection services during a disaster
- Assesses impact of disaster on available equipment and resources
- Coordinates with the EMD to facilitate the transportation of individuals with access and functions needs
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- In coordination with the EMD, conducts damage assessment of public buildings, roads, bridges and other facilities and infrastructure
 - Coordinates record keeping related to damage assessment and recovery resources
 - Provides debris clearance and disposal
 - Coordinates with public health on water testing
 - Provides road, bridge and other public facility repair
 - Coordinates with utility companies to restore services
 - Continues to provide EOC support until no longer needed
 - Coordinates debris removal by government agencies and private contractors
-

Emergency Medical Services

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is trained
- Ensures that mutual aid agreements for emergency medical services are in place
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Maintains readiness of all EMS equipment, supplies, procedures and mutual aid agreements needed for disaster response activities

Response

- Provides EOC representative(s) to coordinate emergency medical services resources to support emergency response operations
- As needed, provides emergency medical services/pre-hospital care, triage and transportation of disaster victims
- Requests and manages mutual aid for emergency medical services operations
- As needed, assists in the evacuation of hospitals and nursing homes
- Coordinates the dispatch of ambulances and the number and types of injured to area hospitals
- Provides emergency medical service to areas of the community not directly affected by the disaster
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- As needed, assist EMD with recovery activities including damage assessments
-

Water/Sewer Department

Prevention and Mitigation

- Maintains Water/Sewer Department infrastructure
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of all water and sewer equipment and personnel in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster

Response

- Provides EOC representative(s) to coordinate resources to support emergency response operations or manage consequences
- Monitors status of and impacts to water and sewage systems
- Takes actions necessary to prevent contamination of water supply
- Ensures adequate water resources for fire services
- As needed, coordinates resources to support restoration of water and sewage services
- Provides situational awareness about emergency response operations, resource status and other topics of interest to the EOC

Recovery

- Coordinates with EMD to conduct damage assessments on water/sewer department facilities and infrastructure
 - Coordinates with public health on water testing
 - Provides repair of water/sewer department facilities
-

Public Health Department

Prevention and Mitigation

- Conducts public health inspections at public sector facilities
- Coordinates immunization programs
- Coordinates with EMD to identify risks and hazards in the community
- Facilitates education programs to the public on disease prevention

Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of public health personnel and equipment in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Coordinates with medical facilities to ensure readiness of supplies, equipment and personnel for use during a disaster
- Provides training to appropriate personnel in detection, evaluation and prevention of communicable diseases
- Provides protection of food and water supply
- Coordinates with EMD to ensure planning for and coordination of health/medical aspects of response to a disaster
- Coordinates pandemic planning with MA Department of Public Health and community public and private health care provider network
- Maintains procedures for mass and mobile medical countermeasures dispensing for mass prophylaxis or vaccination
- Advises on control of disease vectors such as insects and rodents
- Recruits, trains and facilitates activation of community Medical Reserve Corps
- Coordinates with the EMD to ensure individuals with access and functional needs can be adequately supported during times of emergency

Response

- Provides EOC representative(s) to coordinate public health and medical resources to support emergency response operations or manage consequences
- Monitors status of and impacts to public health and healthcare facilities
- As needed, coordinates with the water/sewer department on any issues on water supply contamination
- As needed, provides resources to investigate and correct problems with sanitation conditions during a disaster
- As needed, coordinates safe waste disposal
- As needed, coordinates water and food inspection and associated laboratory testing
- As needed, advises on disease vectors such as insects and rodents Provides pest control
- As needed, coordinates necessary mortuary services with the Chief Medical Examiner, including operation of temporary morgues and identification and registration of victims
- Assists in the determination and elimination of health hazards in the disaster area
- Upon authorization from MA Dept. of Public Health, implements isolation and quarantine measures, as needed
- Issues health advisories, as needed

- Coordinates the activation and operation of medical countermeasures Emergency Dispensing Sites
- Coordinates the monitoring of food safety and general sanitation at mass care shelter facilities
- Orders testing of diseased animals
- Advises on public health hazards related to medical waste and other biohazards, hazardous materials and radiological materials during an emergency
- Liaises with state and federal health and environmental agencies
- Coordinates with the EMD to facilitate the transportation of individuals with access and functions needs

Recovery

- Coordinates with EMD to conduct damage assessments as needed
- Coordinates with the debris removal agencies regarding any debris that may pose a public health hazard

Information Technology Department

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Ensures EOC representative is adequately trained
- Maintains readiness of IT personnel and equipment in connection with disaster response activities
- Maintains plans and/or standard operating procedures for providing resources and services needed during a disaster
- Ensures radio, telephone, computing resources and network communications capability essential to emergency operations are maintained
- Ensures emergency backup and contingency communications capability in the event normal communications are disrupted
- Ensures the protection of vital records through ongoing support processes for data backup, IT security measures and standard procedures for firewall management, intrusion detection, anti-virus protection and access control
- Assists agencies with Geographic Information Systems (GIS) technology services in supporting incident response, recovery and mitigation activities
- Provides authority and governance protocols for access to IT resources, systems, data and facilities that house IT assets and for invoking disaster recovery procedures on IT-supported equipment and systems

Response

- Provides EOC representative(s) to support EOC and emergency response operations
- Provides technical assistance to the EOC as required to activate and maintain communications and information systems capabilities to support emergency operations
- Assists with providing emergency printing services and other printing as appropriate

Recovery

- Assists with the recovery of electronic records and invokes recovery in accordance with the IT Department, Continuity of Operations plan

School Department**Prevention and Mitigation**

- Implements school safety and security programs
- Conducts exercises and drills on the school safety and security programs
- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Maintains plans for protection of students during a disaster
- Regularly practices through drills and other educational means, procedures for safe evacuation and relocation of students in case of an emergency
- Coordinates with the American Red Cross and the local emergency management organization regarding arrangements to use schools and/or school food stocks for mass care shelter and feeding

Response

- Protects students in school by releasing them, sheltering them or evacuating and relocating them to safe areas during emergency/disaster
- Provides school buildings for public shelter
- Provides buses for evacuation of students and public during emergency/disaster
- Provides for the emergency care of students and employees during normal school hours
- Provides available facilities for medical dispensing sites

Recovery

- Coordinates safe re-entry of students into school after the emergency has passed
- Assists in damage assessments of school facilities

Animal Control Department

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Coordinates planning with appropriate public and private sector agencies which provide for protection of domestic animals, fish and wildlife during a disaster
- Forms emergency response teams to address activities necessary for the care of animals in an emergency such as evacuation, sheltering and medical treatment

Response

- Coordinates the animal services and assistance necessary during a disaster including protection and care of injured animals and disposal of dead animals

Recovery

- Coordinates return of domestic animals to owners after emergency has passed

Local Government Agencies

Prevention and Mitigation

- Coordinates with EMD to identify risks and hazards in the community

Preparedness

- Develops and maintains emergency response procedures
- Negotiates and maintains mutual aid agreements
- Identifies sources of emergency supplies, equipment and transportation
- Establishes and maintains a list of succession of key personnel

Response

- Protects and preserves vital records essential for the continuity of government and delivery of essential functions
- Provides EOC support

Recovery

- Maintains records of disaster-related expenditures, including appropriate documentation

- Continues to provide EOC support until no longer needed
 - Provides support for damage assessment activities
-

Responsibilities of the Community Relief Services

Responsibilities of the CERT/MRC

Responsibilities of Local Volunteer Organizations

Responsibilities of Local Businesses

Responsibilities of Civic Groups, Faith-Based Organizations, Advocacy Groups

Prevention and Mitigation

1. Develops and maintains emergency response procedures
2. Negotiates and maintains mutual aid agreements

Preparedness

1. Identifies sources of emergency supplies, equipment and transportation
2. Establishes and maintains a list of succession of key personnel

Response

1. Provides EOC support

Recovery

1. Continues to provide EOC support until no longer needed
2. Provides support for damage assessment activities

Line of Succession

The line of succession for the Emergency Management Department will be as follows:

- Emergency Management Director
- Chief Elected Official
- Fire Chief
- Police Chief

Information Collection, Analysis and Dissemination

Situational Awareness

There are five elements that are the backbone of good situational awareness:

- Define your information requirements
- Determine how to gather information
- Decide who will analyze that information
- Determine how that information will be shared
- Choose the technology that will help communicate and manage the information

During the initial period of an emergency, efforts should be focused on gaining an understanding of the situation and establishing incident priorities. A well-defined, operational information collection capability is essential. Information collection provides situational awareness to leadership and promotes informed decision-making. The Community has designated a process to collect, analyze and disseminate information during an emergency to both internal and external response partners as well as the public.

Information Collection

Information will be collected from a variety of sources. The EOC Manager or his/her designee at the EOC will be charged with collecting information. The following list contains examples of potential sources of operational information:

- On-scene responders
- Community departments and agencies
- WebEOC and MEMA Situational Awareness Reports
- Public agencies and non-governmental partners
- Television, radio and print media
- Social media
- Victims of the emergency and the general public
- Subject matter experts

Information Analysis

After information has been collected, it must be analyzed to determine its credibility and operational relevance. The EOC Manager or his/her designee will analyze information that is received and prepare intelligence reports for leadership.

Dissemination

Message dissemination is categorized into internal messaging and public messaging. Internal messaging refers to messages crafted for responders and partners, while public messaging refers to messages crafted for public dissemination.

Internal Messaging

EOC Manager or his/her designee in the EOC will assist in conveying information as necessary to responders, community departments and agencies and other partners. Additionally, EOC Manager or his/her designee will maintain and update the Incident Action Plan (IAP), which will contain critical information and intelligence updates.

Within 2 hours of an emergency event, the EMD will submit a Local Government Situation Report (see Attachment 3) to their Regional MEMA office. For a significant incident, the situation report should be followed by an Initial Damage Assessment as soon as specific damage information is available but not later than 4 hours after the peak of the event.

Public Messaging

Various methods of public information dissemination are available. The decision to use a particular medium will be based on the urgency and the intended audience. Some methods of distribution include:

- Press releases
- Press conferences
- Website updates
- Print, radio or televised announcements
- Social media updates
- Local or regional public information systems such as Reverse 911 systems and web/application based notification systems

To ensure one consistent and accurate voice, all public information releases will be coordinated through EOC Manager or his/her designee

Local Declaration of Emergency

In general, a Declaration of Emergency is made only by a Chief Elected Official and may be used to allow spending of funds without a budget allocation, facilitate emergency procurement, or issue emergency orders such as evacuation, curfew, quarantine, or shelter in place orders.

A local Declaration of Emergency may be declared by the Chief Elected official or as permitted by local charter, bylaw or ordinance, or state law. Whenever a local emergency has been declared the EMD will notify the Massachusetts Emergency Management Agency (MEMA) through WebEOC or their regional office.

When all emergency activities have been completed, the EMD will take coordinate with the Chief Elected Official to terminate the declared emergency. All Community departments, agencies and organizations will receive notification of emergency declarations and terminations through Code Red notification system.

Communications

Communications are an important component of response and recovery operations. The ability of emergency management/response personnel from different disciplines, jurisdictions, organizations, and agencies to work together depends greatly on their ability to communicate with each other. To effectively transmit and receive information, emergency response partners supporting the community must have access to all available forms of communication. This section outlines the types of equipment/systems available for internal, external and public communication. Operational communications systems and capabilities, and effective communications, are essential to the success of any emergency operation. The community maintains and operates the following communications systems to ensure effective and operation communications between municipal personnel and with other jurisdictions.

Communications between community agencies occur through the use of several types of communications equipment including radios, cellular and landline phones, email, and satellite phones. In addition, the Commonwealth uses WebEOC and the Health and Homeland Alert Network (HHAN) for external notifications and to provide situational awareness. Public communications range from the Emergency Alert System to the community's website and social media.

Leicester Fire and Police are dispatched out of Worcester regional Dispatch center. Fire Frequency is :158.7750 and Police Frequency 151.4375 and a trunked system.

Alert and Notification

Emergency notification of community agencies is critical during times of emergency to ensure response partners have adequate time to prepare for an emergency and can assemble to respond to an emergency. The community has several means of notifying emergency response partners. In most situations, the Community has the capability to warn departments and agencies on a 24-hour basis.

Notification of Key Officials

When an emergency requires the notification of key community officials, Emergency Management will utilize the following means as appropriate:

- Email
- Landline telephone
- Cellular Phone
- Satellite Phone
- 2-way radio systems (during normal business hours)
- Dispatch a vehicle for in-person notification
- Face-to-face communication

EOC Communications

The community's EOC is equipped with, maintains and is capable of operating, the following communication systems:

- 2-way radio
- Email
- Cell
- Telephone

The community conducts periodic communications tests to ensure that its systems are operational and its personnel are capable of operating the systems. More particularly, dispatch conducts an emergency communication test on a daily basis.

Emergency Alert and Warning

Emergency alert and warning systems are designed to allow local authorities to warn the public of impending or current threats or emergencies affecting their area. Such public warning systems are essential to communicating critical emergency information to the public during times when

other communications systems may not be dependable. Public warnings may be issued during severe weather, flooding, fire, hazardous material release, terrorist threat, water contamination, and any other threats to life, property, and safety. During these or any other type of emergency when the need to relay emergency public information is immediate EMD will coordinate the development of public warning messages. The EMD will implement the dissemination of the messages via the public warning systems. Warning the public about an emergency or disaster includes various means of communication which are summarized in the table below:

Public Warning

Public warning is accomplished using the following methods as appropriate:

- Emergency Alert System (EAS)
- Wireless Emergency Alerts
- Local Access TV Station
- Community Website Notifications
- Sirens
- Social Media
- Variable Message Boards
- Reverse Telephonic Notification Systems

Emergency Alert and Warning for Persons with Access and Functional Needs

Access and functional needs populations will be warned of emergencies by available methods, including the following:

- Visually impaired: EAS messages on radio, sirens, NOAA Weather Radio, reverse telephonic notification systems (locally based), route alerting (locally based), door-to-door notification (locally based)
- Hearing impaired: Captioned EAS messages on television, TTY on reverse telephonic notification systems (locally based), route alerting (locally based), door-to-door notification (locally based)
- Non-English speaking: Language messages on radio and/or TV, NOAA Weather Radio, route alerting, door-to-door, other

Community Warning Systems

Warning System	Area of Coverage	Approving Authority	Implementation
Local Cable Channel	40%	EMD, TA, Selectboard	LCAC
Reverse 911 System	35%	EMD, TA, Selectboard, Police Chief, Fire Chief	EMD, TA, Selectboard, Police Chief, Fire Chief
News Media	35%	EMD, TA, Selectboard	Media outlet
Community Website	50%	EMD, TA, Selectboard	EMD, TA, Selectboard
Loudspeakers	100%	Police Chief, Fire Chief	Police Dept. and Fire Dept.
Door-to-Door	100%	Police Chief, Fire Chief	Police Dept. and Fire Dept.

Public Information Officer

The Public Information Officer

ACTIONS:

- Determine or create proper message content
- Select appropriate public warning system(s) for use
- Disseminate public warnings after receiving written approval from the EOC Manager or his/her designee
- Initiate Protective Action Advisory Implementation
- During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of [public information / education materials, will be provided to the public via newsletters, brochures, publications in telephone directories, Community CATV Local Access and the Community web-site, etc.]

During an emergency, the potential for dissemination of false or misleading information is high. This can lead to operational difficulties for responders and confusion among the public. Misleading information can be produced from several sources. The Community will establish a media monitoring and rumor control section in Town Hall and staffed by Town Administrator or Select Board.

Administration, Finance, and Logistics

Finance and Administration

Due to the nature of emergency situations, financial transactions and activities, including purchases and leases, often need to be executed quickly, and sometimes routine financial and accounting procedures need to be amended or bypassed, or authorized by law, regulation, and policy. Note that this in no way lessens the need to follow sound financial management and accountability.

A local declaration of a State of Emergency may, in some circumstances, allow the community to bypass normal budgetary and financial requirements in order to finance emergency response and recovery activities.

A Presidential Disaster Declaration, or a Presidential Emergency Declaration, may allow the community to apply for federal disaster funding and to be reimbursed for eligible response and recovery costs.

Timely financial support for response and recovery activities could be crucial to successfully achieving response and recovery objectives. While innovative and expeditious means of procurement may be required during times of emergencies, it is still mandatory that lawful and sound financial and accounting principles and practices be employed in order to safeguard the use of public funds from the potential for fraud, waste, and abuse.

Each community agency is responsible for establishing effective administrative funding controls, segregation of duties for proper internal controls, and accountability to ensure that costs incurred are consistent with the missions identified in this plan. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records, and file copies of all expenditures, including personnel time sheets, in order to provide clear and reasonable accountability and justification for future reimbursement requests.

Records

Detailed financial records should be kept for every emergency or disaster managed by the community. Having detailed and complete financial records are requirements for receiving federal reimbursement under the Stafford Act for Presidentially declared disasters and emergencies. Documentation should include personnel hours, equipment costs, expenditures/procurements, costs incurred by the City/Town etc. Financial records are essential to a successful recovery effort.

All records relating to the allocation and disbursement of funds for activities covered in this plan must be maintained, as applicable, in compliance with the Code of Federal Register, Title 44, *Emergency*

Management Assistance, and all Massachusetts statutes pertaining to state financial matters and emergency management powers and responsibilities.

Record Retention

Retention of records involving emergencies/disasters will be maintained according to local policies for a period of 7 years from the date of occurrence by department heads. In addition, records regarding hazardous materials exposures will be maintained by fire dept. for a period of 10 years.

Preservation of Records

It is the responsibility of the chief elected official to ensure that public records be protected and preserved in accordance with applicable state and local laws. Storage locations for various vital records are located below:

Location of Town Clerk's Original Records:	Town Hall
Form of Town's Original Records:	Paper
Location of Town Clerk's Duplicate Records:	Clear Comm Server Backed up daily
Form of Town Clerk's Duplicate Records:	Electronic
Location of Principal Assessor's Original Records:	Town Hall
Form of Principal Assessor's Original Records:	Paper
Location of Principal Assessor's Duplicate Records:	Clear Comm Server Backed up daily
Form of Principal Assessor's Duplicate Records:	Electronic
Location of Board of Health's Original Records:	Town Hall
Form of Board of Health's Original Records:	Paper
Location of Board of Health's Duplicate Records:	Clear Comm Server Backed up daily
Form of Board of Health's Duplicate Records:	Electronic

Reports

The use of reports will vary according to the type of emergency being handled.

Messages

All requests for assistance and all general messages will be handled using the procedures and forms found in the Forms section of this plan.

Local Government Situation Report

These reports are compiled by the EMD and forwarded to MEMA to keep state officials informed about the current status of operations. WebEOC may also be used to provide this information. Please see **Attachment 3** for a sample Local Government Situation Report.

Other forms may include the chronological log and daily staff journal log and financial tracking reports.

Resource Management

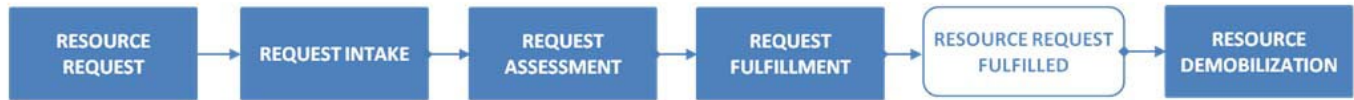
The following are sources or potential sources for resources that may be available to the Community in responding to disasters and emergencies:

- Personnel, equipment and facilities belonging to the Community
- Resources available from other jurisdictions through local mutual aid agreements
- Resources available from the private sector through purchase, lease, or MOU
- Resources of the Commonwealth of Massachusetts including the National Guard through the Massachusetts Emergency Management Agency (MEMA)
- Mutual aid resources from other states via the Emergency Management Assistance Compact (EMAC), through MEMA
- Intrastate mutual aid available through the Statewide Mutual Aid Agreement
- Resources available from the federal government under the National Response Framework (NRF), through MEMA

If existing Community resources and mutual aid resources are exhausted, or if the community has a need for a resource that it neither has nor has access to, the EOC may submit a request for assistance to MEMA via phone or radio to MEMAs Regional Office or Headquarters, or through WebEOC. MEMA is responsible for coordinating support from all state agencies, including the National Guard, State Police, Department of Transportation, Department of Public Health, etc.

The figure below depicts the process by which MEMA receives, processes, tracks and fulfills requests from cities and towns, and other stakeholders for support.

MEMA Concept of Operations for Managing Resource Requests Overview



Mutual Aid

Mutual aid is the provision of services from one jurisdiction to another. A mutual aid agreement is an agreement among jurisdictions to allow emergency responders to lend assistance across jurisdictional boundaries. Some mutual aid agreements may be formal and/or may be activated with some degree of frequency, such as mutual aid provided in the fire services community. Other mutual aid agreements are informal, and/or activated infrequently and only under emergency circumstances.

Leicester is party to the following mutual aid agreements:

- Statewide Mutual Aid
- DPW Mutual Aid
- CEMLEC
- Fire Mobilization Plan
- Local Mutual Aid agreements with Paxton, Worcester, Spencer, Auburn, Oxford, Charlton

Training and Exercise Program

A critical component of this CEMP is the ability to conduct training and exercises in order to validate the CEMP's contents. These events should take an all hazards approach. In addition, trainings and exercises could focus on specific areas, such as hazardous materials events. A training and exercise program should be developed to effectively implement the CEMP.

Training Program

An all hazards training program is a critical component to a community's emergency planning cycle. The following sections describe some of the various training opportunities an Emergency Management Program can take advantage of.

All Hazards Training

MEMA Provided Training

MEMA's Training and Exercise Unit offers numerous classroom training opportunities throughout the calendar year. These all-hazards training programs cover various topics and offer unique perspectives on emergency management planning and response. Specific training programs can be found on MEMA's website.

Some examples of training include:

- a. Incident Command Systems (ICS) 300
- b. Incident Command Systems (ICS) 400
- c. ICS for Elected and Senior Leaders
- d. Emergency Operations Center (EOC) Awareness and Operations
- e. Community Points of Distribution (C-POD)
- f. Homeland Security Exercise and Evaluation Program (HSEEP) Training

Emergency Management Institute Training

The Emergency Management Institute (EMI) has a series of online Professional Development Training Programs designed to bolster the knowledge emergency managers need to possess. These online based classes can be found on FEMA's Emergency Management Institute Website, under their Professional Development Section.

Hazardous Materials Training

Section 303 (c) (8) of EPCRA, OSHA 29CFR 1910.120 (HAZWOPER) and EPA 40CFR 311; require that those responsible for implementing chemical emergency plans be provided training opportunities that enhance local emergency response capabilities. The LEPC intends to utilize courses sponsored by the Federal and State governments, and private organizations in helping fulfill this requirement. The LEPC will also schedule courses that address the unique concerns and needs for the local hazardous materials preparedness program. Employers are responsible for ensuring the health and safety of responding personnel, as well as the protection of the public and community served.

The LEPC will work in conjunction with the State Emergency Response Commission and community leaders to evaluate the hazardous materials training development needs of local emergency personnel. The LEPC will coordinate local training initiatives to ensure consistency with the Hazardous Materials Plans and will maximize training resources available from all levels of government and the private sector.

Employees who participate, or are expected to participate in emergency response shall be given training in accordance with the following paragraphs:

First Responder Awareness Level

First responders at the awareness level are individuals who are likely to witness or discover a hazardous substance release and who have been trained to initiate an emergency response sequence by notifying the proper authorities of the release. They would take no further action beyond notifying the authorities of the release.

First responders at the awareness level shall have sufficient training or have had sufficient experience to objectively demonstrate competency in the following areas:

- a. An understanding of what “hazardous materials” is, and the risks associated with them in an incident.
- b. An understanding of the potential outcomes associated with an emergency when hazardous materials are present.
- c. The ability to recognize the presence of hazardous materials in an emergency.
- d. The ability to identify the hazardous materials, if possible.
- e. The understanding of the role of the first responder awareness individual in the employer’s emergency response plan including site security and control and the North American Emergency Response Guidebook.
- f. The ability to realize the need for additional resources and to make appropriate notifications to the communication center.

First Responder Operations Level

First Responders at the operations level are individuals who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion without actually trying to stop the release. Their function is to contain the release from a safe distance, keep it from spreading, and protect further exposures.

First responders at the operation level shall have received at least eight hours of training or have had sufficient experience to objectively demonstrate competency in the following areas in addition to those listed for the awareness level and the employer shall so certify:

- a. Knowledge of the basic hazard and risk assessment techniques.
- b. Know how to select and use proper personal protective equipment provided to the first responder operation level.
- c. An understanding of basic hazardous materials terms.
- d. Know how to perform basic control, containment and/or confinement operations within the capabilities of the resources and personal protective equipment available with their unit.
- e. Know how to implement basic decontamination procedures.
- f. An understanding of the relevant standard operating procedures and termination procedures.

Hazardous Materials Technician

Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than a first responder at the operations level does in that they will approach the point of release in order to plug, patch, or otherwise stop the release of hazardous substance.

Hazardous materials technicians shall have received at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- a. Know how to implement the employer's emergency response plan.
- b. Know the classification, identification, and verification of known and unknown materials by using field survey instruments and equipment.
- c. Be able to function within an assigned role in the Incident Command System.
- d. Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
- e. Understand hazard and risk assessment techniques.

- f. Be able to perform advance control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
- g. Understand and implement decontamination procedures.
- h. Understand termination procedures.
- i. Understand basic chemical and toxicological terminology and behavior.

Hazardous Materials Specialist

Hazardous materials specialists are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however they may be called upon, where a more specific knowledge of the various substances is needed. The hazardous materials specialist would also act as the site liaison with Federal, state, local and other government authorities in regards to site activities.

Hazardous materials specialists shall have received at least 24 hours of training equal to the technician level and in addition have competency in the following areas and the employer shall so certify:

- a. Know how to implement the local emergency response plan.
- b. Understand the classification, identification and verification of known and unknown materials by using advance survey instruments and equipment.
- c. Knowledge of the state emergency response plan.
- d. Be able to select and use proper specialized chemical personal protective equipment provided to the hazardous materials specialist.
- e. Understand in-depth hazard and risk assessment techniques.
- f. Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
- g. Be able to determine and implement decontamination procedures.
- h. Have the ability to develop a site safety and control plan.
- i. Understand chemical radiological and toxicological terminology and behavior.

Incident Command System

Incident Commanders, who will assume control of the incident scene beyond the first responder awareness level, shall receive at least 24 hours of training equal to the first responder operations level and in addition have competency in the following areas and the employer shall so certify:

- a. Know and be able to implement the employer's incident command system.
- b. Know how to implement the employer's emergency response plan.

- c. Know and understand the hazards and risks associated with employees working in chemical protective clothing.
- d. Know how to implement the local emergency response plan.
- e. Knowledge of the state Emergency Response Plan and of the Federal Regional Response Team.
- f. Know and understand the importance of decontamination procedures.

Trainers

Trainers who teach any of the above training subjects shall have satisfactorily completed a training course for teaching the subjects they are expected to teach, such as the courses offered by the U.S. Fire Academy, FEMA Emergency Management Institute, U.S. EPA, Massachusetts Fire Academy or Massachusetts Emergency Management Agency; or they shall have the training and/or academic credentials and instructional experience necessary to demonstrate competent instructional skills and a good command of the subject matter of the courses they are to teach.

Exercise Program

Similar to Training Programs, a strong Emergency Management Program should also involve exercise various plans and procedures, to ensure that training and the various plans are effective.

Section 303(c)(9) of EPCRA places a requirement on local jurisdictions to establish “methods and schedules for exercising the emergency plan”. In establishing training programs and schedules the emergency managers recognize the need for an integrated exercise program that will ensure community response agencies and facilities successfully perform their emergency roles and functions in accordance with the All Hazards Emergency Plan. An effective exercise program will also strengthen response management, coordination, and operations, plus reveal shortcomings and weaknesses that can be corrected prior to an emergency in order to improve and refine public safety capabilities.

Types of Exercises

Exercises are generally classified in three major categories: Tabletop, Functional, and Full Scale. Local jurisdictions may also consider preliminary exercises called *Orientations* to introduce participants to the plan and prepare for the exercise process.

Each of these exercises varies in activities and resources. Some require simple preparations and execution while others may be more complex and require greater efforts and resources. Each provides their own benefits and all should be considered in the overall development of an exercise program.

Orientation (Exercise)

Orientations are used to acquaint personnel with policies and procedures developed in the planning process, providing a general overview of the emergency plan and its provisions. Orientation is especially effective in

ensuring that emergency personnel understand their roles and responsibilities and clarifying any complex or sensitive plan elements.

While the orientation does not normally involve any direct simulation or role-playing, it is used to review plan procedures and informally apply them to potential emergency situations or past events familiar to everyone.

Tabletop Exercise

A *Tabletop Exercise* is primarily a learning exercise that takes place in a meeting room setting. Prepared situations and problems are combined with role-playing to generate discussion of the plan, its procedures, policies, and resources. *Tabletop Exercises* are an excellent method of familiarizing groups and organizations with their roles and demonstrating proper coordination. They are also good environments for reinforcing the logic and content of the plan and integrating new policies into the decision making process, since they allow participants to act out critical steps, recognize difficulties, and resolve problems in a non-threatening environment.

Functional Exercise

A *Functional Exercise* is an emergency simulation designed to provide training and evaluation of integrated emergency operations and management. It is more complex than the *Tabletop Exercise* and focuses on the interaction of decision making and agency coordination in a typical emergency management environment such as an Operating Center or command location. All field operations are simulated through messages and information normally exchanged using actual communications, including radios and telephones. It permits decision-makers, command officers, coordination and operations personnel to practice emergency response management in a more realistic environment, complete with time constraints and stress. It generally includes several organizations and agencies practicing interaction of a series of emergency functions such as direction and control, assessment, and evacuation.

Full Scale Exercise

The *Full Scale Exercise* evaluates several components of an emergency response and management system simultaneously. It exercises the interactive elements of a community emergency program, similar to the *Functional Exercise*, but it is different from the *Functional Exercise* in that it adds a field component. A detailed scenario and simulation are used to approximate an emergency, which requires on-scene direction and operations, and also includes coordination and policy-making roles at an emergency operations or command center. Direction and control, mobilization of resources, communications and other special functions are commonly exercised.

Progressive Exercise Program

Recognizing that the exercise types described in this plan are intended to build on one another, each one becoming more complex and comprehensive, the LEPC will establish a progressive exercise program by scheduling basic *Orientations* to introduce the plan and the specific policies and responsibilities established. *Tabletop Exercises* will then be held to implement actual coordination and leadership provisions of the plan, including emergency operations concepts that maybe new to many local personnel. These will be followed by

Functional Exercises to integrate the plan's more complex sections under simulated emergency conditions. The entire hazardous materials emergency response system will then be evaluated by a *Full Scale Exercise*.

Exercise Schedule

The specific exercise schedule will be developed after the CEMP has been reviewed and accepted by the Community. A plan to evaluate Hazardous Materials Plans may also have to be approved by the State Emergency Response Commission. An exercise of this plan should be held annually.

NOTE: If a real response situation has occurred, it may be counted as an exercise as long as an after-action evaluation is performed and the plan is updated with "lessons learned" from the incident.

Plan Development and Maintenance

If a plan is to be effective its contents must be known and understood by those who are responsible for its implementation. The Emergency Management Director (EMD) will brief the appropriate Community officials and department heads concerning their roles and responsibilities under this Plan. The EMD will arrange for appropriate training and exercises to maintain this plan.

The EMD is responsible for the administrative maintenance of this Plan and will ensure that this plan is reviewed and updated on an annual basis, and that all appropriate personnel and departments participate in the review.

The EMD is responsible for maintaining a training and exercise program that ensures that the Plan, including the EOC and people with emergency management responsibilities, is exercised at least once each year.

All departments are responsible for the development and maintenance of their respective segments of this Plan. All departments are responsible for annually reviewing their portion of this Plan, and updating it as necessary.

Following every exercise or significant real world event, the Incident Commander, in collaboration with the EMD, and, if appropriate, Chief Elected Official, will ensure that a detailed After Action Report (AAR) and Improvement Plan is prepared. At least annually, this Plan should be updated to incorporate lessons learned and best practices identified through training, exercises, and actual events/incidents.

Additional Support Plans

Site emergency plans – This plan describes an organization's police and procedures for coping with emergency

situation at a specific site.

Point of Distribution plans- This plan details how and where emergency supplies could be distributed to residents in the event of an emergency.

SARA Title III plans – SARA Title III federal legislation mandates that a Local Emergency Planning Committee (LEPC) or Regional Emergency Planning Committee (REPC) develop emergency response plans for specific sites within their jurisdictions which have one or more “extremely hazardous substances” above a given threshold planning quantity. These plans are intended to protect the community in the event of off-site release occurs from such a site.

Continuity of Operations plan (COOP) – This plan describes how a jurisdiction’s governmental operations will continue to function in the event of a disaster or emergency.

Community Animal Response Plan – The purpose of this plan is protect the public health, the public food supply, domesticated and wild animal resources, the environment and the agricultural economy and to ensure the humane care and treatment of animals in case of an emergency or any situation that can cause an animal suffering.

Authorities and References

- A. Massachusetts Emergency Management Agency, Comprehensive Emergency Management Plan, Basic Plan and Related Annexes.
- B. Federal Emergency Management Agency, 1-10, “Guide for the Development of a State and Local Continuity of Government Capability.”
- C. Civil Preparedness Guide 1-8, “Guide for the Development of State and Local Emergency Operations Plans.”
- D. Civil Preparedness Guide 1-8A, “Guide for the Development of State and Local Emergency Plans.”
- E. Civil Preparedness Guide 1-20, “Emergency Operating Centers Handbook.”
- F. Civil Preparedness Guide 1-35, “Hazard Identification, Capability Assessment, and Multi-Year Development Plan for Local Governments.”

References

1. Federal

The Federal Civil Defense Act of 1950 (PL 81-920)

The Disaster Relief Act of 1974 (PL 93-288)

Emergency Management and Assistance, 44 U.S. Code 2.1

Homeland Security Presidential Directive (HSPD) 5, “Management of Domestic Incidents

Public Law-288

National Response Plan (NRP)

National Response Framework (NRF)

CPG-101

National Preparedness Goal

National Incident Management System (NIMS)

Incident Command System (ICS)

2. Commonwealth of Massachusetts

Massachusetts Civil Defense Act, Chapter 33

Massachusetts Executive Order 144

Executive Order #242, Comprehensive All-hazards Emergency Planning

Executive Order #469, Designation of the NIMS as the State's Incident Management Standard

Statement of Understanding between the State of Massachusetts and the American Red Cross

Massachusetts EOC - Standard Operating Procedures

State EOC Utilization Plan

State Fire Mobilization Plan

MEMA Continuity of Operations (COOP) Plan

Emergency Operations Center Operations Support Annex

Attachment 1: EOC Activation Team Checklist

- ☐ Notify all individuals on the EOC roster of the EOC activation using:
Code Red notification system or the land-line telephone system]
- ☐ Set-up the EOC stations, equipment (computers, television, smart board, projectors, maps, etc.) and
the EOC communications
- ☐ Install and check all telephones
- ☐ Install and check all laptop computers
- ☐ Obtain EOC documents to be used during activation

- ☐ Establish WebEOC connection with the MEMA
- ☐ Establish an EOC personnel ID station (if needed)
- ☐ Assign security to EOC entrance and log all EOC access
- ☐ Command Staff review of EOC operating procedures
- ☐ Emergency Management Director briefs EOC personnel on situation

Each department shall be responsible for further notification and staffing in accordance with their department's Standard Operating Procedures. Staffing levels will be determined by the Emergency Management Director based on the scope and extent of the emergency.

Attachment 2: EOC Operational Capabilities Checklist

	Primary EOC Fire Headquarters	Alternate EOC Police Station
Generator (detail size, connections, fuel type, etc.)	Kohler-100 KW, Prewired, Diesel fuel	Gentec 150 KW Prewired, Natural Gas
Date of Last Test	6/21/2021	6/21/2021
Number Days of Fuel Supply	5 days	Unlimited
Radio Communications (channels, frequencies, bands, equipment, etc.)	Fire Frequency is 151.7750 and is dispatched out of Worcester regional dispatch.	Police is a trunked system dispatch out of Worcester
Wall Charts (list what is in each EOC)	Whiteboards, Maps	Whiteboards, Maps
Media Briefing Room (equipment, capabilities, etc.)	Yes, no equipment	Yes, no equipment
Alternate Water Supply	Bottled water from Walmart	Bottled water from Walmart
Food Storage (how much, expiration, for how many people)	No food stored on site, Kitchen on site	No food stored on site, Kitchen on site
Number of Days of Food	0	0
Sleeping Area (how many beds, comfort kits, etc.)	8 and cots available as well	4 and cots available as well

TIME:

MEMA Region:

CELL PHONE:

1. INCIDENT DESCRIPTION:

5. EMERGENCY ORDERS (If any. Examples: evacuation ordered, snow emergency, driving ban, curfew, etc.):

Other

(Describe):

7. SHELTER STATUS (Example: Shelter name, location, number of people, managed by Red Cross or Community, contact phone#, etc.):

8. DAMS/RIVERS STATUS:

9. ROADS/BRIDGES STATUS (Example: Blocked, washed out, flooded, closed, location):

10. DAMAGE REPORT (Example: Minor, significant, or major damage for residences, municipal buildings, sewer plant(s), businesses and status of power outages, water supply, debris removal needed, telephone outages, etc.):

11. REMARKS:

12. ASSISTANCE REQUESTED (Example: size, amount, location, and type):

Name/Title of Contact:

Phone number:

INSTRUCTIONS FOR COMPLETING THE LOCAL GOVERNMENT SITUATION REPORT FORM (LOGOSITREP)

Local officials should provide Situation Reports whenever requested to do so by MEMA and/or when local emergency operations are undertaken. Situation Report information may be entered into WebEOC. Situation Reports should be provided anytime there is a significant change in the status of an item(s) listed on the Situation Report Form.

1. **Incident Description**: Provide a short narrative description of the event affecting your community, including specific locations and impacts.
2. **Local State of Emergency**: Indicate whether or not your local Chief Elected Official has declared a Local State of Emergency, including date and time declared.
3. **Casualties**: Provide the best estimate of disaster related casualties. Provide latest cumulative figures, not an update from the previous Situation Report.
4. **EOC Activation**: Indicate if the local EOC is activated or closed.
5. **Emergency Orders**: Indicate any emergency orders or declarations issued by the Chief Elected Official (evacuation ordered, driving ban, curfews in effect, etc.).
6. **Mutual Aid Received From**: Indicate any mutual aid being received from other towns or cities (not the State).
7. **Shelter Status**: Indicate all public shelters that are currently open, name and location of shelter, the number of people in the shelter, and who is managing the shelter (Red Cross, local Fire Department, etc.).
8. **Dams/Rivers Status**: List the name of any rivers approaching flood state or currently flooding. List the name of any dams that are threatened or breached.
9. **Roads/Bridges Status**: Describe the observed impact on the local road system or bridges (both State and locally maintained) and the extent to which roads and bridges have been made impassable by downed trees, wires, snow and other debris.
10. **Damage Report**: Fill in damage observed; minor, significant, or major damage for residences, municipal buildings, sewer plant(s), businesses and status of power outages, water supply, debris removal needed, telephone outages, etc.).
11. **Remarks**: Provide any pertinent information which you feel State officials should be aware of regarding the situation in the community.
12. **Assistance Requested**: Indicate what type of assistance the community requires, if any, and a local point of

Attachment 4: Mutual Aid Listings

Towns and departments with which the community has mutual aid agreements:

FIRE

Name of town(s)- Paxton, Worcester, Spencer, Auburn, Charlton, Oxford

Rescue Squad/Dive Team-Worcester, MSP

Hospital- UMASS, UMASS Memorial, St Vincent's,

Ambulance Service-Leicester fire Ambulance

Fire District Mutual Aid Agreement- Leicester is District 7

Structure Task Forces- See Run cards for incoming TF

Forestry Task Forces- See Run cards for incoming TF

Disaster Task Forces- See Run cards for incoming TF

POLICE

CEMLEC

Name of town(s)- Paxton, Worcester, Spencer, Auburn, Charlton, Oxford

BOARD OF HEALTH

Leicester is part of HMCC DPH Regional Coalition

Leicester Local Health is stand-alone dept.

Standard Operating Procedures

Attachment 5: Chief Elected Official SOP

The ultimate responsibility for all emergency management activities is vested in the Chief Elected Official. He or she is responsible for all emergency management policies, and during emergency operations will have final responsibility for decision making concerning emergency management actions.

It is the responsibility of the Chief Elected Official to ensure an approved line of succession exists in case some individuals are unable to perform their duties during an emergency. It is ultimately incumbent upon the Chief Elected Official to ensure vital records are maintained.

All required reports and records of emergency operations activities should be submitted to the Chief Elected Official as well as the Emergency Management Director (EMD).

Initial Actions

- _____ Receive notification of emergency
- _____ Discuss with EMD the need to activate the Emergency Operations Center (EOC)
- _____ Review emergency management plan with EMD (consider developing ICS 202 Incident Objectives)
- _____ Maintain situational awareness and determine if there is an imminent threat
- _____ Report to the EOC if activated

EOC Activation

- _____ Report to the EOC
- _____ Make sure all actions under Initial Actions are complete
- _____ Keep a log of all decisions made and actions taken (consider using form EOC Chronological Log)
- _____ Assign Public Information Officer
- _____ Issue initial public information statements if necessary
- _____ Authorize activation of community notifications system(s)
- _____ Identify someone to manage expenditures/finance if needed

_____ Review the community Continuity of Operations Plan for line of succession guidance

EOC Operations

_____ Log all actions taken (EOC Chronological Log)

_____ Discuss with EMD the need to declare a local state of emergency and declare if needed

_____ Discuss anticipated resource needs with EMD

_____ Authorize activation of shelters if needed

_____ Prepare and coordinate public information releases

_____ Authorize inspection of all damaged buildings for structural integrity

_____ Inspect all arterial roads for damage, assess and address repair as needed

_____ Conduct regularly scheduled briefings for EOC staff (form ICS 201 Incident Briefing)

_____ Discuss with EMD relocation of EOC if necessary

_____ Coordinate or delegate actions re: donated resources and volunteer resource activities

EOC Demobilization

_____ Authorize re-entry of evacuees

_____ For evacuees who cannot return home arrange temporary housing in coordination with partner agencies

_____ Coordinate with volunteer agencies involved in disaster relief operations

_____ Maintain records of personnel, equipment, and supplies use for possible reimbursement

_____ Apply for state and federal disaster relief funds if appropriate

_____ Address public health and sanitation issues

_____ Establish disaster recovery centers if needed

_____ Address legal and insurance matters

Attachment 6: Emergency Management Director SOP

The Emergency Management Director (EMD) advises the Chief Elected Official on courses of action available for decision making during the emergency. The EMD acts as the Emergency Operations Center (EOC) manager while the EOC is activated. They oversee those responsible, for the implementation of the plan, and ensure all are well-versed in their roles and responsibilities.

The EMD will periodically brief participating officials on their emergency management roles. The EMD will conduct mock exercises of incidents to provide practical and controlled experience in simulated conditions. He or she will call for an annual review with all involved officials and update the plan from lessons learned.

Initial Actions

- _____ Receive notification of incident
- _____ Review emergency management plan with CEO (consider developing ICS 202 Incident Objectives)
- _____ Assess the situation and make appropriate notifications to activate and staff EOC
- _____ Establish a communications link with affected jurisdictions and volunteer agencies

EOC Activation

- _____ Activate the EOC (attachment EOC Activation Team Checklist)
- _____ With the Chief Elected Official determine the need to declare a local state of emergency
- _____ Make sure all actions under Initial Actions are complete
- _____ Keep a log of all decisions made and actions taken (consider using form EOC Chronological Log)
- _____ Contact MEMA regional office to notify of EOC activation
- _____ Brief EOC staff on status of emergency (form ICS 201 Incident Briefing)
- _____ Prepare for 24-hour operations if necessary to include staffing, food/water, and facility operation

(EOC Activation continued)

- _____ Determine readiness of communications and back-up communication systems
 - _____ Telephone and radio networks, including cell phones
 - _____ Fire and Police radios
 - _____ 800 MHz systems
 - _____ Phone systems of state agencies
 - _____ Community notification system

EOC Operations

- _____ Prepare an Incident Action Plan in conjunction with Incident Commander for all active resources
- _____ Maintain situational awareness to determine impact if any
- _____ Coordinate need for EOC security with Police Department
- _____ Implement shelter plan in coordination with partner agencies if needed
- _____ Manage requests from incident scene
- _____ Have Fire Department/Police form and dispatch search and rescue teams as required
- _____ Have Fire Department coordinate EMS teams as required
- _____ Work with Medical Examiner's Officer on matters pertaining to the disposition, handling, and identification of the deceased
- _____ Conduct needs assessment and provide assistance to individuals with access and functional needs
- _____ Determine the condition/capacity of hospitals and other healthcare facilities serving the community
- _____ Acquire status of utilities within the affected area
- _____ Validate status of critical resources to support operations
- _____ Periodically solicit reports from EOC staff to maintain Local Government Situation Report
- _____ Establish traffic control plan with Police Department if needed
- _____ Coordinate debris removal from main routes with Department of Public Works if necessary

_____ Continue to monitor NWS alert system in coordination with MEMA

(EOC Operations continued)

_____ Identify transportation-related needs and contact transportation support partners if needed

_____ Review mutual aid agreements

_____ Submit resource request(s) for any unmet needs to the MEMA regional office

_____ Coordinate with Police Department for security patrols of impacted area

EOC Demobilization

_____ Coordinate with local, state, and federal agencies in damage assessment and cost of recovery activities

_____ Inform the public of disaster recovery activities via community notification system

_____ Continue to assist in the restoration of normal services and operations

_____ Close shelters and coordinate re-entry of evacuees with partner agencies

_____ Coordinate with Department of Public Works to ensure all streets are accessible

_____ Periodically receive reports from EOC staff regarding situation recovery status

_____ Coordinate with Police and Department of Public works to establish a traffic control plan

_____ Maintain records of personnel, equipment, and supplies use for possible reimbursement

_____ Conduct critical incident stress management activities

_____ Establish disaster recovery centers for victims in conjunction with MEMA/FEMA if asked

_____ Coordinate application for state and federal disaster relief funds with CEO, if appropriate

_____ Lift local state of emergency if declared

_____ Initiate deactivation of EOC and notify Chief Elected Official and departments –

_____ Close logs of all actions taken (EOC Chronological Log)

_____ Contact MEMA regional office to notify of EOC deactivation

_____ Debrief response personnel; prepare incident report, and update plan on the basis of lessons learned

_____ Conduct an evaluation on the overall effectiveness of the community's response and recovery actions

Attachment 7: Fire Department Representative SOP

The role of the Fire Department in emergency/disaster situations is primarily fire-related incident control and management of any hazardous materials, including radiological. They also may lead search and rescue operations. During emergency response activities, if Fire Department resources become exhausted, additional support will be obtained through local mutual aid and then state agencies. The Fire Chief or his designee is responsible for coordinating all Fire Department operations.

Initial Actions

- _____ Receive notification of emergency
- _____ Review emergency management plan and checklist
- _____ Keep detailed logs of all actions taken by Fire Department during the incident (EOC Chronological Log)
- _____ Maintain situational awareness and how it may pertain to Fire Department operations
- _____ Determine the status of medical treatment site(s) to be used as triage areas or mass decontamination sites
- _____ Determine availability of EMS personnel, supplies, and equipment and if more is needed request mutual aid support
- _____ Determine availability of search and rescue personnel, supplies and equipment and if more is needed, request mutual aid support

EOC Operations

- _____ Coordinate dispatch of EMS teams to the scene(s) as required
- _____ Coordinate dispatch of search and rescue teams to scene(s) as required
- _____ Coordinate evacuation for affected residents
- _____ Coordinate decontamination capabilities within the Fire Department and if insufficient notify EMD
- _____ Arrange for a representative of the Fire Department to team with Police and Department of Public Works representatives to identify and restrict access to all structurally unsafe buildings
- _____ If mass casualties have occurred work with EMD to contact mutual aid partners and establish triage site
- _____ Coordinate the set-up of the decontamination area for emergency responders and those affected if needed

_____ Coordinate emergency power and lighting at the incident site upon request

(EOC Operations continued)

_____ Coordinate the identification of the condition of hazardous materials where they are stored or used

_____ Identify resource shortfalls and coordinate additional contractor resources to assist in hazardous materials response, informing EMD of availability

_____ Coordinate with Fire Department staff to determine if all critical equipment is operational

_____ Coordinate door-to-door warnings with the Police Department if necessary

_____ Route resource requests for unmet needs to the EMD

_____ Periodically update EMD on incident status

EOC Demobilization

_____ Support damage assessment activities as needed

_____ Coordinate clean-up as required

_____ Coordinate the return of all equipment to quarters or mutual aid partners

_____ Coordinate the decontamination of firefighters, gear and equipment as needed

_____ Coordinate inventorying of equipment and assess any operational issues experienced during the incident

_____ Coordinate the release of mutual aid companies as they become available

_____ Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

Attachment 8: Police Department Representative SOP

The Police Department's role in an emergency will be an expansion of its normal daily routine. The Police Chief is responsible for coordinating law enforcement emergency activities. If, during emergency operations, local law enforcement capabilities are exceeded, support will be available through existing mutual aid agreements and from state and federal law enforcement agencies. The Police Chief or his designee will integrate and manage outside law enforcement agencies which are brought in for assistance.

The Police Department is generally responsible for all traffic control and security services. In addition, during a large-scale incident, they may be asked to perform additional activities depending on the incident. If the EOC becomes activated, the Police Department will place a representative in the EOC to help coordinate activities with other community resources.

Initial Actions

- _____ Receive notification of emergency
- _____ Review emergency management plan and checklist
- _____ Keep detailed logs of actions taken by Police Department during the incident (EOC Chronological Log)
- _____ Maintain situational awareness and how it may pertain to Police Department operations

EOC Operations

- _____ Coordinate availability of emergency response equipment and place on standby
- _____ Coordinate the verification of communications capability within the affected area
- _____ Assign a liaison to Incident Command in the operational area
- _____ Coordinate the request of mutual aid from State Police as required
- _____ Establish security for EOC and other critical facilities and essential supplies if requested
- _____ Establish security for damaged public buildings if needed
- _____ Coordinate confinement and access control areas for security purposes
- _____ Coordinate dedicated access routes to these areas for Incident Response personnel
- _____ Coordinate the investigation of the cause of the incident as appropriate
- _____ Coordinate the securing of the scene, rerouting of traffic, and implementing crowd control measures

_____ Organize the evacuation of the public and of special facilities if required

(EOC Operations continued)

_____ Coordinate road closures

_____ Coordinate providing back-up communication if needed

_____ Periodically update EMD on emergency response status

_____ Coordinate door-to-door warnings with Fire Department

_____ Route resource requests for unmet needs to the EMD

EOC Demobilization

_____ Support damage assessment activities as needed

_____ Coordinate with state and federal authorities to investigate the incident if needed

_____ Coordinate restricted access to suspected unsafe structures pending evaluation by Building Inspector

_____ Coordinate reentry of evacuees

_____ Coordinate the return of all equipment to station or mutual aid partners

_____ Coordinate inventorying of equipment and assess any operational issues experienced during the incident

_____ Coordinate the release of mutual aid units as they become available

_____ Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

Attachment 9: DPW Representative SOP

In emergency situations the Department of Public Works is responsible for deploying available equipment and manpower. In the event that local resources are exhausted assistance may be requested from mutual aid partners or MEMA. The Department of Public Works is responsible for ensuring the community's roads and bridges are in passable condition. During a large-scale incident they may be asked to perform additional activities depending on the incident. If the EMD activates the EOC the Department of Public Works will place a representative in the EOC to help coordinate activities.

Initial Actions

- _____ Receive notification of emergency
- _____ Review emergency management plan and checklist
- _____ Keep detailed logs of actions taken by the Department of Public Works during the incident (EOC Chronological Log)
- _____ Maintain situational awareness and how it may pertain to the Department of Public Works operations

EOC Operations

- _____ Coordinate availability of emergency response equipment and place on standby
- _____ Coordinate the verification of communications capability within the affected area
- _____ Assign a liaison to Incident Command in the operational area
- _____ Coordinate the request of mutual aid from mutual aid partners and contractors as required
- _____ Coordinate providing essential supplies to the operational area if requested
- _____ Ensure dedicated access routes to operational areas are open for Incident Response personnel
- _____ Coordinate assisting the Police Department with traffic control if necessary
- _____ Coordinate assisting with evacuation of public and special facilities if required
- _____ Coordinate road closures if necessary
- _____ Periodically update EMD on emergency response status
- _____ Coordinate door-to-door warnings with other departments if necessary
- _____ Coordinate the rectification of immediate life-threatening hazards
- _____ Coordinate with EMD for site decontamination assistance from regional Hazmat Team

(EOC Operations continued)

- _____ Coordinate identification of and restrict access to structurally unsafe buildings with Police Department
- _____ Coordinate the remediation and clean-up of any hazardous materials that may have entered well water or drainage systems
- _____ Coordinate the clearance and removal of debris as directed
- _____ Support Fire Department in search and rescue operations
- _____ Provide barricades and temporary fencing as requested
- _____ Coordinate emergency repairs to streets and bridges as necessary to support emergency operations
- _____ Coordinate with representative from the Fire Department to conduct preliminary assessment of damage to structures and utilities
- _____ Provide other public works and engineering support for emergency operations as necessary
- _____ Route resource requests for unmet needs to the EMD

EOC Demobilization

- _____ Support damage assessment activities as needed
- _____ Coordinate demolition of unsafe structures
- _____ Assist Public Health Services with emergency waste disposal and sanitation, as necessary
- _____ Assist other agencies with recovery operations and damage assessment activities
- _____ Coordinate with utilities to restore services
- _____ Coordinate the return of all equipment to garage or mutual aid partners
- _____ Coordinate inventorying of equipment and assess any operational issues experienced during the incident
- _____ Coordinate the release of mutual aid units as they become available
- _____ Close logs of all actions taken (EOC Chronological Log) and submit paperwork to the EMD

Critical Infrastructure Spreadsheet to Influence ArcGIS Data

The attached Microsoft Excel Spreadsheets contain listings of all Critical Infrastructure in the Community. These Spreadsheets not only support this plan and its contents, but are used to populate ArcGIS maps and create visual planning, response and recovery. The Spreadsheets will be updated as new infrastructure is added to the Community’s inventory, or as changes to existing infrastructure are made.

The table on the next page shows where various Critical Infrastructure should be added in the Spreadsheet. This will help the organization of the document be consistent, both in this plan and on the mapping products it creates.

DATA LAYER	PUBLIC SAFETY INFRASTRUCTURE	TOWN BUILDINGS	ROUTES	MEDICAL FACILITIES	HAZARDOUS MATERIALS	SPECIAL FACILITIES	TRANSPORTATION	PUBLIC VENUES	HAZARDOUS COMMUNITY LOCATIONS	CRITICAL INFRASTRUCTURE	COMMUNITY SERVICES	COMMERCIAL INFRASTRUCTURE	AGRICULTURAL INFRASTRUCTURE
DATA TYPE OPTIONS	EMS Providers	City Hall/Town Hall	Evacuation Routes	Assisted Living Facilities	Facilities	Apartments/Condos	Airports	Amusement Parks	High Hazard Flood Zones	Communications Towers - Private	Animal Shelters	Auto Repair Shop	Farm w/ crops
	EOC Locations	DPW Yards/Offices	Railways - Hazardous Material Transport Routes	Doctor's Office	Fuel Transfer Stations	Campgrounds	Alternate Transportation	Athletic Fields		Communications Towers - Public	Cemetery	Bank	Farm w/ livestock
	Fire Stations	Electric Department	Trucking - Hazardous Material Transport Route	Drug Store/Pharmacy		Colleges/Universities	Bridges	Beach/Public Parks		Electric Substations	Church	Factory	Multi-Use Farm
	Local POD Sites	Health Department		Elderly Housing		Daycares	Bus Stations	Civic Centers		High Hazard Dams	Historical Museum	Food Service	
	Police Stations	Schools		Hospitals/Clinics		Federal Facilities	Large Waterfront Docks/Marinas	Meeting Hall		Power Plants	Historical Site	Gas Station	
	Traffic Control Points	Town Offices		Long Term Care Facilities		Group Homes	Light Houses	Museum		Public Water Supply Reservoirs	Library	Grocery/Supermarket	
				Rehab Hospitals		Hotels/Motels	Overpass	Park			Post Office	Hardware Store	
				Urgent Care		Mobile Home Parks	Pier	playground		Water Dept./WTPs/ Pump Stations	Cultural Resources	Hotel	
						Mortuary Facilities	Train Stations	Stadiums		Water Storage Tank	Historical Society	Mail - Indoor	
						Prisons	Transportation Hubs			Well		Manufacturing Facility	
						Shelters/Mass Care Shelters	Tunnels					Office Complex	
						Special Needs						Restaurant	
												Strip Mall	
												Warehouse	

From: [Robert Wilson](#)
To: [Genereux, David](#)
Cc: [Forsberg, Kristen](#); [Michael Franklin](#)
Subject: Reserve fund transfer
Date: Thursday, July 8, 2021 11:59:59 AM
Attachments: [EMS call volume FY 21 20 19.pdf](#)

Hi David

I'm requesting \$15,000.00 from the reserve fund to EMS Budget 231.

Payroll is in deficit \$22,400. Expenses are showing a surplus of \$7,300.

Attached is a report showing the call volume for FY 21, 20 & 19. It will show the increase in call volume and transport over the past fiscal years.

Call volume in FY21 increased by 11% and transports by 22.5% over FY 20.

Call volume in FY 20 increased by 11% and transports by 7% over FY 19.

If you have any questions contact me.

Bob Wilson
EMS Director

LEICESTER AMBULANCE

Calls – FY's 19-20-21

	FY 21	FY 20	FY 19
Total Calls	1636	1483	1339
Transports	1239	1011	945
Mutual Aid given	346	160	122
Mutual Aid received	82	39	38

LEICESTER AMBULANCE

EMS Report Jan-June 2018-2021

	2021	2020	2019	2018
Total Calls	864	711	640	703
Transports	637	496	482	463
Mutual Aid given	193	81	58	77
Mutual Aid received	46	18	18	21

EMS Report July-Dec 2018-2020

	2021	2020	2019	2018
Total Calls		772	720	699
Transports		602	515	463
Mutual Aid given		153	79	64
Mutual Aid received		36	21	20



Town of Leicester
OFFICE OF THE TOWN ADMINISTRATOR

Town Hall, 3 Washburn Square
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www.leicesterma.org

July 12, 2021

To: Select Board
From: David Genereux, Town Administrator
RE: Cable Advisory Committee Charge

Below is the charge that I recommend be given to the Cable Advisory Committee. I have reached out to former members of the Committee, asking if they would be willing to reprise their roles for the new contract.

Committee Charge

The committee is charged with the responsibility to provide advice and assistance in the negotiations for and compliance with the cable television license agreement for cable television service under the framework set forth by federal and state law.

The Committee shall review the cable operator's performance under the current license and determine the needs and interests of the community. The Committee shall complete this ascertainment process prior to the current license expiration date. The Committee will utilize the results of the ascertainment process in review of any cable operator's proposal for a license agreement.

Upon receipt of proposals, the Committee shall commence proceedings and act as the negotiating authority to consider:

- 1) if the operator has complied with the terms of the existing franchise and with applicable law;
- 2) the quality of the cable operator's service, including signal quality, response to consumer complaints, and billing practices; and
- 3) that the cable operator has the legal, financial, and technical ability to provide the services, facilities and equipment necessary to meet the future cable-related community needs and interests, taking into account the costs of those needs.

All proposals and tentative agreements will be presented in the form of a negotiated contract to the Select Board for its approval.

Please contact me with any questions.



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July 12, 2021

To: Select Board
From: David Genereux, Town Administrator
RE: Self – Assessment FY 2021 Evaluation

All,

The Board Chair request that I submit a self-assessment for my annual performance evaluation for the FY 2021 year. As the Board is aware, the evaluation is used to determine the Town Administrator's salary in the coming year. I have completed my self-assessment and have the points regarding it listed below:

- **Financial Management** – I am confident in my ability to manage the Town's finances, as I have been doing it with as much success as possible with our limited revenues. We have maintained our bond rating, added to reserves, and increased services. More needs to be done, and I will continue to look at options going forward, such as the Becker purchase, and use of the American Rescue Act funding. But overall, I believe that I should be rated highest in this category.
- **Personnel Management** – There was little effort expended on Human Resources for many years. I saw that as an issue when I was hired and have worked to improve the function by instituting progressive discipline, removing problem employees and updating the Classification and Compensation plan. I believe that we now offer competitive salaries and are beginning to attract quality employees.

I could do better with employee relations. I am a bit task-orientated and introverted, so I don't visit the departments as often as I should. There is always other work to do. However, I keep my door open, and am always available to employees and department heads.

- **Board Relations** – The Select Board and its Chair change every year. This often results in different priorities, which can be challenging. I have managed it well, in my assessment, although there are sometimes delays in providing information sought by Board members. I will continue to do my best to address member's concerns in a timely manner.
- **Operations Management** – FY 2021 was especially challenging on daily operations, especially when dealing with the COVID-19 pandemic. Overall, I believe that everything went as smooth as possible, given the circumstances.

- **FY 21 Goals** – There were four goals listed for FY 2021:

1.) Develop both a short and long-term financial plan based on current and anticipated future revenues, including OPEB, Stabilization, capital planning and collective bargaining.

Status: Complete

The five-year projection was submitted last year. It has not been updated due to the uncertainty of funding due to the COVID-19 pandemic. However, \$100,000 in funding was placed into the Stabilization fund, \$70,000 was transferred to OPEB, the Capital plan received funding of \$263,208 at Fall Town Meeting and \$511,733 at Spring Town Meeting. All union contracts have been settled, with 2% COLA's through 06/30/21, and with only a two-year police contract left to be negotiated.

2.) Develop systems that further training and performance of department heads; factor in succession planning where applicable and possible; continue department head reviews and goaling processes.

Status: Ongoing (60% complete)

Training for department heads and other personnel is going through July. Department head reviews have commenced but are not yet complete.

3.) Continue economic development strategies, including obtaining grant funding for business development and future growth.

Status: Ongoing (70% complete)

We have had a lot of success over the past year obtaining grant funding. However, a recent turnover in the office has revealed issues with follow up after the contract award. Several grant processes are currently behind, and there needs to be reconciliation of some of the larger federal grants.

4.) Work with Highway Superintendent/Facilities Manager to create a schedule for maintenance and upgrades to municipal buildings and other property that is funded annually as well as make recommendations for creative use/reuse of existing surplus or underutilized property.

Status: Ongoing (20% complete)

We are reviewing multiple building/equipment software packages. At least one potential disposition was halted by Town Meeting. Prior to the possibilities discussed by the potential Becker acquisition, there are no dedicated funding sources available for maintenance and upgrades.

Conclusion –I am confident that I have provided the Board and the Town with professional services that have helped the Town move forward each year. I am comfortable in the role, and as a leader. I remain committed to the Town and will continue to do everything I can to add to the quality of life for our residents.

Please contact me with any questions.



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July 12, 2021

To: Select Board
From: David Genereux, Town Administrator
RE: Becker Campus Acquisition Costs and Financing

I am writing to offer detail regarding the detail behind the potential acquisition of the Becker College Campus. This has been discussed extensively in executive session, but we are now ready to begin the process of informing the public.

When Becker's closing was announced, the Town reached out to begin negotiations for acquisition. Discussions began immediately. On June 22, 2022 the Select Board, with the School and Advisory Committees voted to pursue the acquisition of the Becker Campus, as well as to fund an agreement that would keep it off the market until the Board has the time to assemble a financing plan and put it before the voters.

The negotiated purchase price for all of Becker's holdings in Leicester is \$17,830,000.

The properties combined assessed value is \$29,646,800; its insured value is over \$50,000,000. Included in the property purchase is the new turf field, the Campus Center, the Veterinary Health Clinic, the Gymnasium, the historic May House, several dormitories and other residences, and the Swan Library. In all, there are 19 buildings on 28 acres, along with the turf and practice fields. Kitchen, gym, veterinary equipment, are included in the sale, as is the IT network and equipment.

The reason behind the Board's decision was the fact that this is a unique opportunity to acquire a property located in the most historic section of the Town and be able to control how that property would be redeveloped.

There are other individuals and groups interested in various portions of the campus. If the Town does not purchase the property, it will likely be broken up and sold; with the various facilities used by for-profit sporting groups, private businesses, and specialized housing. If the Town purchases it, there would be a required public process for authorization of lease or sale of any of the properties that do not serve a municipal purpose.

There are considerations beyond defensive ones, however. The Town would acquire a turf field and a free-standing gymnasium for sporting activities, and a prime location for a college style school campus. The May House, which was a stop on the Underground Railroad, would be a welcome counterpart to the Swan Tavern. The price to acquire the complete property is also well below perceived market value, which makes it an attractive investment for the Town.

The Board has decided that a debt exclusion of \$19,900,000 will be requested at an upcoming Town Meeting, which is expected to take place in mid-September. The reason for the difference in the requested exclusion amount and the purchase price is so the Town has the ability to fund anticipated acquisition and maintenance costs, as well as be able to pay for architectural, engineering, survey and/or feasibility studies to determine how best to use the campus going forward. Funding is also needed for repairs and improvements to the property as needed, as well as the purchase of additional vehicles and equipment for building and grounds maintenance, as needed by staff.

There is interest from various state agencies for buildings that will not be needed for municipal purposes. It is also expected that other properties will eventually be surplus in some fashion after the Becker liquidation plan is approved by the Attorney General. Unfortunately, we cannot discuss particulars until that process is complete.

The Board anticipates a 20-year borrowing, with a forecast tax rate impact of \$1.12 per thousand dollars valuation. That translates into an annual \$290.75 on the average home, based on an assessed valuation of \$259,606.

There will also be a discussion of an operational override to maintain the property, and to create a Department of Public Works that will maintain and oversee all municipal buildings, including the Becker campus and the public schools. Other items that will have to be funded include the cost of custodial services to Becker buildings being used daily, increased utilities and insurance costs, and the addition of new employees to perform building and grounds maintenance. Included within the override will be funds that will be used exclusively for building and equipment maintenance, which will be expended in tandem with other funds raised annually at Town Meeting. At this point, we are still obtaining estimates on various costs.

These funding requests will require action both at a special town meeting, and a special election, which will be scheduled for September. This topic will be discussed through the remainder of the summer. There will also be "Open Houses" scheduled over the next two months to allow residents to tour the campus. The acquisition offers a unique opportunity for the Town to maintain its history, while offering new possibilities for development moving forward.

The fact sheet attached to this memorandum will be placed on the Town website to start providing residents with information on this important topic.

Please contact me with any questions.

Becker Acquisition – The Town expects to be requesting a debt exclusion and an override in September to fund the acquisition of the Becker College Campus. Please see information below:

PROPERTY ACQUISITION (To be funded via debt exclusion) – The Town has an exclusive agreement with Becker to hold the property until the Select Board can request the residents to approve funding to purchase the property. Details below:

Purchase Price (Negotiated with Becker): \$17,830,000 for all real estate and equipment owned by Becker within the Town.

Borrowing Amount: \$19,900,000, to be used for acquisition, legal & other closing costs, architect fees, feasibility study costs, surveying and subdivision, repairs and improvements to be made upon the property, and any equipment or vehicles required to more effectively manage the property.

Cost of debt exclusion to property owners: Forecast at \$1.12 per \$1,000 valuation. Cost to the average home, (which is valued at \$259,606 for FY 2021 is as follows: $\$259,606 / \$1000 = \$259.606 * 1.12 = \290.75

Reasons for acquiring the properties:

- To control development of a campus located in the most historic part of the Town
- To immediately expand sports activities with a lighted turf field, detach gymnasium and an additional practice field
- To allow for the development of a campus style school project
- To work with Mass Development and other state agencies to develop portions of the properties that the Town will not utilize
- To take advantage of purchasing a unique property that offers many possibilities at a bargain rate

OPERATING COSTS (To be funded via Override) – The Town will also be asked to fund the operating costs for the new campus via an annual adjust of the tax levy, better known as an override. The amount to be requested is still be calculated, but the funding is sought to:

- Create a Department of Public Works, overseen by a director, which will manage all town properties, including the schools
- To fund the staffing necessary to properly managed all town properties
- To create a maintenance budget for the purchase of supplies, and to engage tradesmen where necessary to maintain Town buildings and equipment
- To fund additional insurance, custodial and utility costs for the Becker campus
- Funds will be requested from the school budget to offset a portion of these costs

Cost of override to property owners: Currently under review. This section will be updated once all costs are calculated.

We encourage residents with questions regarding the acquisition to contact the Town Administrator's office at (508) 892-7077 or genereuxd@leicesterma.org

**SELECT BOARD MEETING MINUTES
JUNE 21, 2021 AT 6:00PM
SELECT BOARD CONFERENCE ROOM, TOWN HALL**

CALL TO ORDER/OPENING

Chairman Antanavica called the meeting to order at 6:00pm. Chair Rick Antanavica, Vice-Chair John Shocik, Second Vice-Chair Herb Duggan Jr., Selectman Dianna Provencher, Selectman Allen Phillips, Town Administrator David Genereux, Assistant Town Administrator Kristen Forsberg, and Assistant to the Town Administrator Bryan Milward were in attendance.

1. SCHEDULED ITEMS

a. 6:00pm – Class II License Violation Hearing – Prestige Auto

Fire Inspector Mike Wilson summarized the issues identified at Prestige Auto including limited access for emergency personnel, parking plan not being followed, and unapproved motor vehicle repair. George Bahnan, attorney for Jack Bahnan of Prestige Auto, responded that the issues identified by Mr. Wilson would be resolved through the creation of a new parking plan and stated they had engaged an engineering firm to survey the land and complete the plan within approximately 6 weeks. Fire Inspector Mike Wilson stated that the Class II license policy needs to distinguish between junk cars and restorable cars. Fire Chief Michael Dupuis stated that the fire department was willing to work with the property owner but that they had not seen progress on the identified issues since the initial notification in February. Select Board members discussed the fire risks on site, the potential impact to Henshaw pond in the event of a fire or spill, and the amount of time needed to resolve these issues. Mr. Bahnan committed to making immediate progress on the moving of the tires and the creation of a protected area while working on resolving the other issues with the engineering firm they had engaged. Mr. Bahnan requested 60 days to submit the parking plan and address the immediate issues. The Select Board accepted Mr. Bahnan's request.

b. 6:15pm – Host Community Agreement – Your Green Package

Chris Fevry of Your Green Package presented his business proposal for a marijuana manufacturing, cultivation, and transportation business at 488 Stafford Street. A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the Host Community Agreement with Your Green Package. Roll Call: 5:0:0

c. 6:30pm – Anderson Strategic Advisors – Community Compact Permitting Grant

April Anderson of Anderson Strategic Advisors discussed the work she completed for the Town of Leicester to evaluate and improve the town's permitting process and create a business development guide.

d. 6:45pm – Road Opening Permit Revisions Discussion/Vote

This item was passed over

2. PUBLIC COMMENT PERIOD

No one spoke during the public comment period.

3. REPORTS & ANNOUNCEMENTS

a. Student Liaison Reports

This item was passed over

b. Town Administrator Report

Town Administrator David Genereux read highlights from his written report including the upcoming water/sewer study meeting, management training for department heads, CARES Act reporting, discussions with Becker College, the school oil leak, and the installation of LED streetlights in Town.

c. Select Board Reports

Select Board members discussed school and town facilities management, communication regarding the school oil leak, regulation of chickens, resuming activities at the senior center, the potential use of American Rescue Plan funds, the possibility of advancing a recall bylaw, bollards for the police station, the potential acquisition of Becker College, spectrum complaints and issues with vandalism at Rochdale Park.

d. Rochdale VFW Post 7556 75th Anniversary

A motion was made by Mr. Shocik and seconded by Ms. Provencher to provide the Rochdale VFW Post 7556 with a certificate of recognition for their 75th anniversary. Roll Call: 5:0:0

4. RESIGNATIONS & APPOINTMENTS

a. Appointment – Van Driver – Edward Bauer

A motion was made by Ms. Provencher and seconded by Mr. Shocik to appoint Edward Bauer as Van Driver for the Senior Center. Roll Call: 5:0:0

b. Appointment – Regional Health Officer – McKenzie Falker

A motion was made by Ms. Provencher and seconded by Mr. Phillips to appoint McKenzie Falker as the Regional Health Officer. Roll Call: 5:0:0

c. Appointment – Regional Health Coordinator – Amy McInerney

A motion was made by Ms. Provencher and seconded by Mr. Shocik to appoint Amy McInerney as Regional Health Coordinator. Roll Call: 5:0:0

5. OTHER BUSINESS

a. Contract – DIS Director – Michelle Buck

A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve a three-year contract with DIS Director/Town Planner Michelle Buck. Roll Call: 5:0:0

b. Town Administrator Vacation Carry Over Request

A motion was made by Ms. Provencher and seconded by Mr. Duggan to accept the Town Administrator's vacation carryover request in the amount of 80 hours. Roll Call: 5:0:0

c. FY22 Select Board Committee Voting/Liaison Positions

Chairman Rick Antanavica summarized the committee voting/liaison positions as assigned for FY22.

d. Set Trick or Treating Date and Time

A motion was made by Mr. Phillips and seconded by Mr. Duggan to set trick or treating for October 31st from 5:00pm to 8:00pm pending the approval of police and fire. Roll Call: 5:0:0

6. MINUTES

a. June 14, 2021

A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the minutes as written. Roll Call: 5:0:0

A motion was made by Mr. Shocik and seconded by Ms. Provencher to adjourn the meeting at 8:23pm.
Roll Call: 5:0:0

SELECT BOARD/ADVISORY BOARD/SCHOOL COMMITTEE MINUTES
JUNE 21, 2021 AT 6:00PM
SELECT BOARD CONFERENCE ROOM, TOWN HALL

Chairman Antanavica called the meeting to order at 6:39pm. Chair Rick Antanavica, Vice-Chair John Shocik, Second Vice-Chair Herb Duggan Jr., Selectman Dianna Provencher, Selectman Allen Phillips, Town Administrator David Genereux, Assistant Town Administrator Kristen Forsberg, Town Counsel Amanda Zuretti and Assistant to the Town Administrator Bryan Milward were in attendance along with all five members of the School Committee and all seven members of the Advisory Committee.

1. Approval of FY21 Year End Transfer Requests

Town Administrator David Genereux explained the proposed year end transfer request in the amount of \$114,500 for a license with Becker College. This license would give the Town full access to the campus over the summer for due diligence investigation and a grant of option to negotiate purchase in the amount of \$17,830,000 for the entire campus. The license requires the Town notify Becker of their intent to exercise or not exercise this option by September 30, 2021. Mr. Genereux explained that the Town would hold a Town Meeting in September to seek a debt exclusion and override from the Town for the acquisition and maintenance of the campus.

Advisory Board members discussed the process moving forward, the benefits to the Town of the agreement and asked Mr. Genereux to ask if the fields could be used during the due diligence period.

The School Committee stated they were in favor of the license.

A motion was made by Ms. Provencher and seconded by Mr. Shocik to approve the end of year transfer request of \$114,500 from Employee Benefits to Legal Service for a license with Becker College. Roll Call: 5:0:0

2. Vote to Execute Summer License Agreement with Becker College

A motion was made by Mr. Phillips and seconded by Mr. Shocik to sign the Summer License Agreement with Becker College. Roll Call: 5:0:0

A motion was made by Mr. Shocik and seconded by Ms. Provencher to adjourn the meeting at 7:20pm. Roll Call: 5:0:0