

## PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

**ORGANIZATION:** Select Board

**MEETING:** X

**PUBLIC HEARING:** X

**DATE:** January 18, 2022

**TIME:** 6:00pm

**LOCATION:** Select Board Conference Room, 3 Washburn Sq - Virtual Only to the

Public (see below)

**REQUESTED BY:** Janine Drake Assistant to the Town Administrator

*Agenda packet and associated documents can be found at [www.leicesterma.org/bos](http://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/995779333>

-OR-

(408) 650-3123; Access Code: 995-779-333

### CALL TO ORDER/OPENING

#### 1. SCHEDULED ITEMS

- a. 6:00pm – Public Hearing – Ngrid/Verizon Petition for Joint or Identical Pole Locations – Rawson Street

#### 2. PUBLIC COMMENT PERIOD

#### 3. REPORTS & ANNOUNCEMENTS

- a. Student Liaison Reports
- b. Report of the Town Administrator's Office
- c. Select Board Reports

#### 4. RESIGNATIONS & APPOINTMENTS

- a. Appointment – EMS Training Coordinator Joe Avellino
- b. Appointment – Patricia Dykas Animal Control Officer (Required by MGL 140, Section 151A)
- c. Appointment – Library Trustees – Special Municipal Employees
- d. Appointments – Architectural District Commission

#### 5. OTHER BUSINESS

- a. Accept Senior Center Donation
- b. Discuss/Vote Temporary use of the Becker Gym for school sports activities
- c. Discuss/Vote on Tata & Howard Year 4 Stormwater Engineering Services Agreement
- d. Leicester Housing Authority Fire – Status update

#### 6. EXECUTIVE SESSION

- a. To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. (Swan Library)

**ADJOURN**



December 22, 2021

Town of Leicester

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID and VERIZON, covering joint NATIONAL GRID-VERIZON pole location(s)

If you have any questions regarding this permit please contact:

Please notify National Grid's Vincent LoGuidice of the hearing date / time.

If this petition meets with your approval, please return an executed copy to each of the above named Companies.

National Grid Contact: Vincent LoGuidice; 1101 Turnpike Street; North Andover, MA 01845. Phone 978-725-1392.

Very truly yours,

A handwritten signature in blue ink that reads "Pat Cody".

Patrick Cody  
Supervisor, Distribution Design

Enclosures

Questions contact – Steve Soucy 508-860-6394

**PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS**

North Andover, Massachusetts

To the Board of Selectmen  
Of Leicester, Massachusetts

Massachusetts Electric Company d/b/a National Grid and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Rawson St - National Grid to relocate 1 JO Pole on Rawson St beginning at a point approximately 815 feet east of the centerline of the intersection of Charles St and Rawson St and continuing approximately 20 feet in a western direction. Relocate pole 41 Rawson St approximately 20 feet west of its current location.

Location approximately as shown on plan attached

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Rawson St - Leicester - Massachusetts.

No. 30425235 November 8, 2021

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a National Grid  
BY Pat Cody  
Engineering Department

VERIZON NEW ENGLAND, INC.  
BY Albert E. Bessette  
Manager / Right of Way

Leicester

**ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS**

To the Board of Selectmen - Leicester, Massachusetts

Notice having been given and public hearing held, as provided by law,  
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 8th day of November, 2021.

All construction under this order shall be in accordance with the following conditions:  
Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Rawson St - Leicester - Massachusetts.

**No. 30425235** Dated November 8, 2021. Filed with this order

There may be attached to said poles by Massachusetts Electric Company d/b/a National Grid and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Rawson St - National Grid to relocate 1 JO Pole on Rawson St beginning at a point approximately 815 feet east of the centerline of the intersection of Charles St and Rawson St and continuing approximately 20 feet in a western direction. Relocate pole 41 Rawson St approximately 20 feet west of its current location.

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the  
of the City/Town of \_\_\_\_\_, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Massachusetts

City/Town Clerk.  
20 \_\_\_\_

Received and entered in the records of location orders of the City/Town of  
Book \_\_\_\_\_ Page \_\_\_\_\_

Attest:



City/Town Clerk

I hereby certify that on \_\_\_\_\_ 20\_\_\_\_, at \_\_\_\_\_ o'clock, M  
at \_\_\_\_\_ a public hearing was held on the petition of  
Massachusetts Electric Company d/b/a National Grid and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and  
that we mailed at least seven days before said hearing a written notice of the time and place of said  
hearing to each of the owners of real estate (as determined by the last preceding assessment for  
taxation) along the ways or parts of ways upon which the Company is permitted to erect  
poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

.....  
.....  
.....  
.....

Board or Council of Town or City, Massachusetts

#### CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of  
hearing with notice adopted by the \_\_\_\_\_ of the City of  
Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and recorded with the  
records of location orders of the said City, Book \_\_\_\_\_, Page \_\_\_\_\_. This certified copy  
is made under the provisions of Chapter 166 of General Laws and any additions thereto or  
amendments thereof.

Attest:

City/Town Clerk

N G R T D

**ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS**

To the Board of Selectmen - Leicester, Massachusetts

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Massachusetts  
City/Town Clerk.  
20 \_\_\_\_

Received and entered in the records of location orders of the City/Town of  
Book \_\_\_\_\_ Page \_\_\_\_\_

Attest:

City/Town Clerk

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that we mailed at least seven days before said hearing a written notice of the time and place of said  
hearing to each of the owners of real estate (as determined by the last preceding assessment for  
taxation) along the ways or parts of ways upon which the Company is permitted to erect  
poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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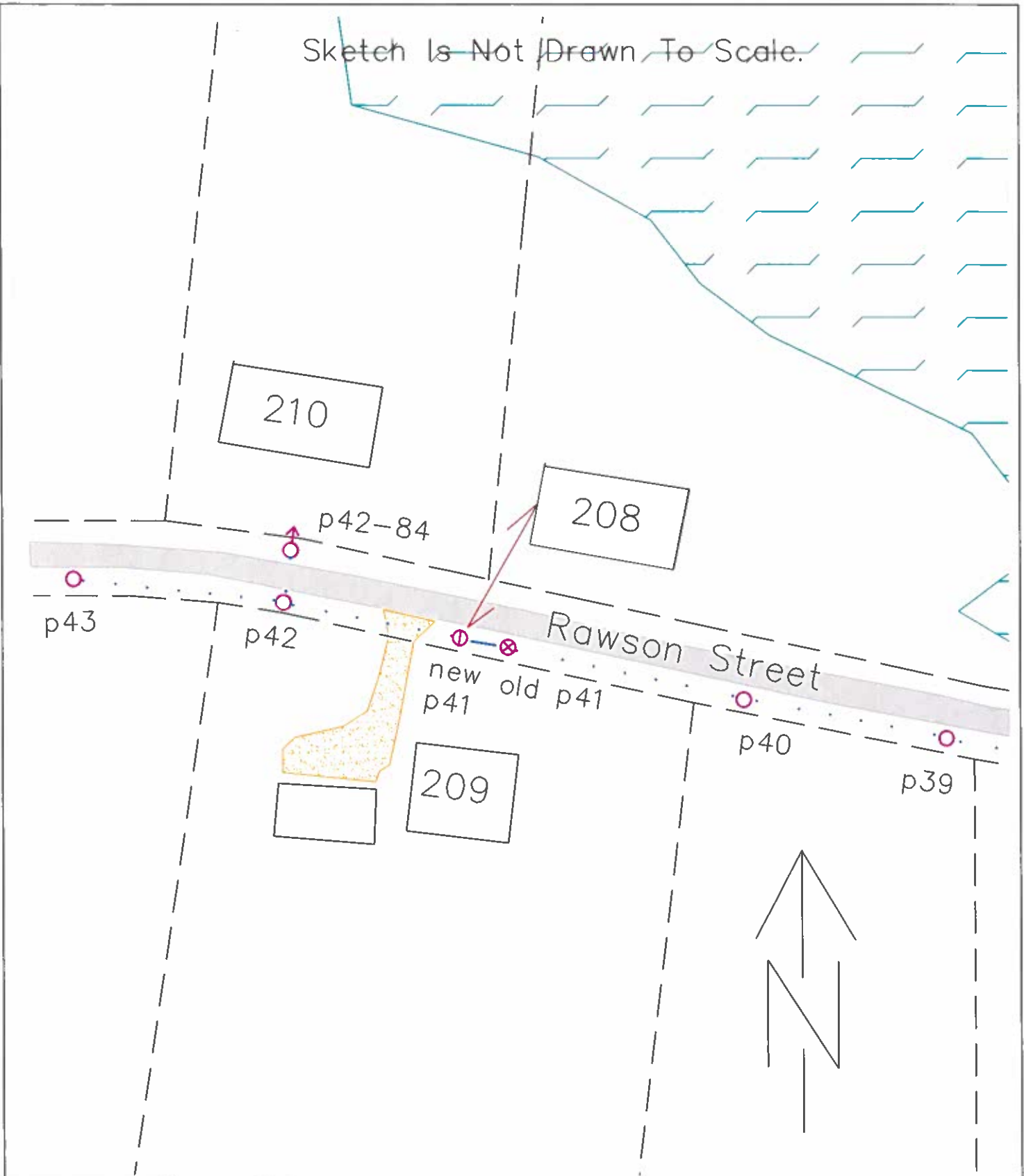
Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of  
hearing with notice adopted by the \_\_\_\_\_ of the City of  
Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and recorded with the  
records of location orders of the said City, Book \_\_\_\_\_, Page \_\_\_\_\_. This certified copy  
is made under the provisions of Chapter 166 of General Laws and any additions thereto or  
amendments thereof.

Attest:  
City/Town Clerk

Sketch Is Not Drawn To Scale.



LEGEND

	EXISTING JOINTLY OWNED POLE		LOT LINE AND STREET RIGHT OF WAY BOUNDARIES
	EXISTING JO ANCHOR & GUY		EXISTING OVERHEAD WIRES
	NEW NGRID VERIZON JO POLE		PROPOSED OVERHEAD WIRES
	PROPOSED SO ANCHOR & GUY		STREET PAVEMENT
	EXISTING POLE TO BE REMOVED		DRIVEWAY
	EXISTING JO PUSHBRACE		BUILDING
	EXISTING UNDERGROUND RISER		WETLANDS

Pole Petition Sketch To Relocate Pole 41 Rawson Street Approximately 20 Feet West In Town R.O.W. To Serve Home At 208 Rawson St, Leicester, MA

Date: 11/04/2021

Designer: S.W. Soucy

Work Request:

WR#30425235

**nationalgrid**



## Town of Leicester

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

January 3, 2022

Telegram & Gazette  
20 Franklin St  
Worcester, MA 01608

Attn: Legal Advertising Department

Please place the following legal advertisement in the next available date of publication for one day only. Forward tear sheet and invoice to the address listed below. Thank you.

Kristen L. Forsberg  
**LEICESTER BOARD OF SELECTMEN ACCOUNT**  
3 Washburn Square  
Leicester MA 01524  
[forsbergk@leicesterma.org](mailto:forsbergk@leicesterma.org)

**Notice of Public Hearing**  
**Petition for Joint or Identical Pole Locations**  
**Rawson Street in Leicester**

The Leicester Select Board will hold a public hearing to consider a Petition for Joint or Identical Pole Locations on Rawson Street in Leicester. The hearing will be held on January 18, 2022 at 6pm in the Select Board Conference Room, Lower Level, 3 Washburn Square, Leicester, MA, or virtually using GoToMeeting. Members of the public can attend electronically by visiting: <https://global.gotomeeting.com/join/995779333> or by calling (408) 650-3123 and entering access code 995-779-333. Comments may be sent to [selectboard@leicesterma.org](mailto:selectboard@leicesterma.org) prior to January 18, 2022 at noon. Contact the Town Administrator's Office at 508-892-7077 for more information, including the proposed plans.



**Town of Leicester**  
**OFFICE OF THE BOARD OF SELECTMEN**  
Town Hall, 3 Washburn Square  
Leicester, Massachusetts 01524-1333  
Phone: (508) 892-7000 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

January 3, 2022

**Notice of Public Hearing**  
**Petition for Joint or Identical Pole Locations**  
**Rawson Street in Leicester**  
**January 18, 2022 at 6:00pm**

Dear Abutter:

The Leicester Select Board will consider the enclosed Petition for Joint or Identical Pole Locations on Rawson Street in Leicester on January 18, 2022 at 6:00pm. You are receiving this notice because you are an abutter to the proposed location(s).

You are welcome to attend the hearing and speak to this matter. The hearing will be held in the Select Board Conference Room, Lower Level, 3 Washburn Square, Leicester, MA. Members of the public can also attend virtually by visiting: <https://global.gotomeeting.com/join/995779333> or by calling (408) 650-3123 and entering access code 995-779-333.

Comments may be sent to [selectboard@leicesterma.org](mailto:selectboard@leicesterma.org) prior to January 18, 2022 at noon.

Should you have any questions or concerns, please contact our office at 508-892-7077.

Sincerely,

Kristen L. Forsberg  
Assistant Town Administrator



Town of Leicester  
**OFFICE OF THE TOWN ADMINISTRATOR**  
Town Hall, 3 Washburn Square  
Leicester, Massachusetts 01524  
Phone: (508) 892-7000 Fax: (508) 892-7070  
[www.leicesterma.org](http://www.leicesterma.org)

January 18, 2022

To: Select Board  
From: David Genereux, Town Administrator  
**RE: Report of the Town Administrator's Office**

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The following is a report on the general activities of the Town Administrator through January 13, 2022.

**Becker College**

- Have been working with our contractor on HVAC issues with the College property. DG
- Becker's insurance for 30 million dollars of coverage is coming in at \$89,040.74. We are going to pay it in installments, so we have the ability to alter the coverage for properties that get sold over the next year. DG
- Switched over utility and fire monitoring service accounts to the Town. DG
- Received the following correspondence from Joe Wood, Superintendent of Leicester Water:

As we have discussed, the buildings that need meter and backflows installed on the Becker Campus are not supposed to be occupied until they are in compliance.

Attached I have the Becker Vaccine Clinics flyer that show the clinic at Borger Auditorium... This is one of the buildings that is not in compliance.

Attached I have emails from October, I have been trying to avoid exactly what has happened, a building being used that is in noncompliance with cross connections.

The District is trying to work with the Town and not shut off the water services to the buildings that are not in compliance.

Again here is a list of buildings that are not to be occupied.

1. Borger Auditorium
2. Gym
3. Campus Center West
4. 1812 House
5. Vet Clinic
6. Campus Center
7. Barrett Hall

The Town received a credit at closing for \$47,814.44, which was the estimate for installing these devices. However, we were in agreement that the installation could be postponed until the buildings were occupied. I don't count a three-hour vaccine clinic as occupation of the building. DG

- Spoke with Town Counsel about separating the common as a separate entity. The issues is that there are no boundaries or monuments or historical plans that lays out the original Common before the roadways were established. This is a problem with some of the Becker properties as well. DG
- Setting up Working Group Meetings, emails and scheduling online notices. JD
- Submitting Billing. JD
- Receiving calls regarding Becker Gym usage and Becker Building usage and opportunities. JD

- Scheduling and transferring National Grid accounts (electric & gas) to the TOL. JD
- Assisting with setting up appointments for maintenance, etc with David Genereux & Joe Fontaine. JD

### **Leicester Housing Authority Fire**

- We have yet to see any plans regarding the new fire alarm panels to be set up at the LHA. As the Fire Chief has 30 business days to review the plans, the plan to have the residents back in place by January 17<sup>th</sup> with a clean authorization by Town Departments is in jeopardy DHCH\JD claimed the Chief was to have the plans by the 11<sup>th</sup>. I sent the Building Inspector to speak to the contractor, who confirms that the work will not be complete by the deadline. I have reached out to the LHA and DHCD for comment and updates. DG

### **Vaccine Clinics**

- Monday's vaccine clinic at Becker was a success. We gave out 121 doses of vaccine, apportioned as follows:

Adult 1st dose: 17

Pediatrics 1st dose: 20

2nd dose/Booster: 82

Pediatrics 2nd dose: 2

- Additional clinics are scheduled for February 1, February 22, and March 15, from 4:00 to 7:00 Pm at the Borger Auditorium on the former Becker College Campus. DG
- Covid and its variants are affecting Town operations as well. Most departments are down multiple people. Town hall has six management staff out. The T/A's office has been down 1 staff member for the past 5 weeks, between scheduled vacations and quarantine. We are doing our best to keep the business of the Town moving forward, but there is not enough available staff. DG

### **Grants**

- CARES act – Signed off and closed the CARES act. DG
- Attended a webinar regarding uses of the ARPA funding. As the Board s aware, the Town will be receiving in excess of 3.3 million dollars over the next two years as part of the American Rescue Plan. DG
- Invoice submitting and correspondence regarding FY 2020 Leicester CDF Program Invoice #4 & #5. JD

### **Projects**

- Nothing to report

### **Economic Development**

- There has been ongoing discussion regarding the 280,000-sf warehouse going on Rte. 56, as well as the large housing development in Cherry Valley. Other possibilities are out there, but none are ready for discussion at this time. DG

### **Citizen issues**

- Continued processing PRR for School oil spill expenditures. We are currently reconciling between the School Department's calculation of incurred costs and the Town Accountant. DG
- Worked with the Travel League and Parks and Rec to get gym space for the various groups.



The Travel League can now use the Middle School Gym, as the asbestos remediation is complete. Parks and Rec is going to use the Town Hall Gym on the weekends. That leaves High School sports, for which the Superintendent is considering requesting the use of the Becker Gym. DG

### **Meetings**

- Attended the final water/sewer study meeting and discussed recommendations. DG
- Attended the following Becker Working Group Meetings: Education; Finance; Reuse & Condition. DG

### **Financial/Budgetary**

- Continuing to assemble the budget document for the FY 2023 budget. DG

### **Daily Operations**

- Answering phones, answering questions, disseminating messages. DG, KF & JD
- Continuous Email monitoring, follow up, dissemination, information sharing, responses to action items and Email messaging. DG, KF & JD
- Greeting visitors, answering questions and handling departmental paperwork. JD & KF
- Setting appointments and interviews. DG, KF & JD
- Stamping, coding, and submitting invoices for over 75 accounts; prepared payroll for the department. JD
- Opening and processing daily mail along with redistribution. JD
- Select Board meeting prep and follow up. KF, JD
- Meeting minutes JD, KF, Executive Session Minutes. JD
- Prepared weekly read file. JD & KF
- Licensing – Continuation from 12/20/21-1/13/21. Sent out all completed license packets. JD
- Payroll processing. KF & JD
- FB posting. KF & JD
- Filling in for Kristen at the Select Board Meetings. JD
- Creating files, copying, labeling & filing. JD & KF
- Daily/Weekly Turnovers to Treasury. JD

### **Department Assistance**

- Nothing to report.

### **Human Resources**

- Still working on the Treasurer/Collector position. DG
- Looking to start interviews shortly for the Epidemiologist position. DG
- Setting interviews for Epidemiologist. JD
- Working with Town Counsel on told older IOD claims, each with its own challenges. DG

### **Training**

- MCPPO Supplies and Services Contracting, 5 Weeks into Training. Completed Module 1 -Module 5 with passing scores for each Module. Currently on Module 6. JD

*\*Note: Janine provides administrative support for all activities in the office*

# Memo



**To:** Leicester Selectboard  
**From:** Brian D. Kelley, Interim EMS Director  
**Date:** January 12, 2022  
**Re:** Training Coordinator Appointment

---

On Wednesday January 12, 2022 Chief Dupuis and I interviewed one candidate for the open Training Coordinator Position. The Training Coordinator will be responsible for coordination, development and/or teaching courses required by the Office of Emergency Medical Services to our providers. In addition he/she shall be responsible for tracking of required EMS Credentials and Mandatory Trainings.

I therefore request that the board appoint Joseph Avellino (a Part-Time Non-Benefited Paramedic in good standing) to the position of Training Coordinator effective January 24, 2022. The Training Coordinator position will be in addition to his regularly assigned duties at Leicester EMS.

# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114  
617-626-1700 fax: 617-626-1850 [www.mass.gov/agr](http://www.mass.gov/agr)



CHARLES D. BAKER  
Governor

KARYN E. POLITO  
Lt. Governor

KATHLEEN A. THEOHARIDES  
Secretary

RECEIVED  
2022 JAN -6 PM 3:33  
TOWN CLERK'S OFFICE  
LEICESTER, MASS.

December 29, 2021

Dear Animal Control Supervisor,

In accordance with Massachusetts General Law, Chapter 140, Section 151, the mayor of each city and the board of selectmen of each town shall annually designate an animal control officer ("ACO"), who may be a police officer or constable. The mayor or board of selectmen shall immediately submit to the commissioner of the Massachusetts Department of Agricultural Resources ("Department") the names, addresses and dates of hire of such animal control officer(s).

Enclosed you will find an ACO designation form with prepopulated information from our current database. If you need to make any changes to this information, please do so by filling out the right side of the form. If the ACO is no longer employed by your municipality, please check the appropriate box and sign and return the form to us. If the ACO is employed by multiple municipalities, a separate form must be filled out by each municipality. Please submit a separate form for each ACO (full time, part time, assistant, contractor, etc.) employed by your municipality. You may photocopy this form as necessary for additional ACOs.

The Department is required under MGL Chapter 140, section 151A to inspect the facilities that municipalities use to hold stray dogs and other animals that come into the possession of the ACO. Please indicate on the form if the municipality has their own facility or uses a private kennel to provide these services, and include the address of the location used.

**Please return the completed forms to our office by no later than February 1, 2022.**

Completed forms can be emailed to [sherigustafson@mass.gov](mailto:sherigustafson@mass.gov) or sent to the following address:

Massachusetts Animal Fund  
Attn: ACO Designation  
251 Causeway Street, Suite 500  
Boston, MA 02114

Should an ACO leave his or her position mid-year, please notify the Department immediately. Any of the required information pertaining to any new hire employed during the year should be submitted on a new designation form immediately upon their hiring.

If you have any questions, please contact [sherigustafson@mass.gov](mailto:sherigustafson@mass.gov)

Sincerely,

Michael Cahill, Director  
Division of Animal Health,  
MA Dept. of Agricultural Resources



The Commonwealth of Massachusetts  
Massachusetts Animal Fund  
251 Causeway Street, Suite 500  
Boston, MA 02114



## Animal Control Officer Designation 2022

**Municipality: Leicester**

*In accordance with Massachusetts General Laws Chapter 140, Section 151(a), the mayor of each city and the board of selectmen of each town shall annually designate an animal control officer, who may be a police officer or constable. The mayor or board of selectmen shall immediately submit to the commissioner the names, addresses, and dates of hire of such animal control officers. Please complete or make necessary changes to this form and return to the above address.*

**Please submit one form for each person designated by February 1, 2022.**

- ☐ This ACO is still employed by our municipality ☐ This ACO is no longer employed by our municipality  
☐ This ACO is employed by multiple municipalities (a form must be filled out for each) ☐ This is an additional ACO  
☐ This ACO is contracted to cover ACO duties by our municipality ☐ Other, please explain \_\_\_\_\_

### Animal Control Officer

Name:	Patricia Dykas
Municipal Address:	3 Washburn Square Leicester MA 01524
Municipal Phone:	508-892-7077
Secondary Phone: (For Emergencies)	(774)200-5292
Municipal Email	animalcontrol@leicesterma.org
Alternate Email (Please * if private)	BBK8920321@aol.com
Title.:	Animal Control Officer
Terms:	Part Time
Date of Hire:	10/14/1997

### Animal Control Officer (note all changes here)

Name:	
Municipal Address:	
Municipal Phone:	
Secondary Phone: (For Emergencies)	
Municipal Email	
Alternate Email (Please * if private)	
Title.:	
Terms:	
Date of Hire:	

### Supervisor

Name:	David A. Genereux
Title	Town Administrator
Municipal Dept.:	Board of Selectmen
Address:	3 Washburn Square Leicester 01524
Phone:	508-892-7077
Email:	genereuxd@leicesterma.org

### Supervisor (note all changes here)

Name:	
Title	
Municipal Dept.:	
Address:	
Phone:	
Email:	

### Animal Holding Facility Information

<input type="checkbox"/> Municipal <input type="checkbox"/> Shared Regional <input type="checkbox"/> Private	Animals Housed: <input type="checkbox"/> Dogs <input type="checkbox"/> Cats <input type="checkbox"/> Other _____
Name of Facility: Town of Spencer Animal Facility	Address: 7 Meadow Road Spencer
Municipality has an adoption program <input type="checkbox"/> Yes <input type="checkbox"/> No	Municipality transfers to private shelter <input type="checkbox"/> Yes <input type="checkbox"/> No

*By signing this form I certify that the above animal control officer has been designated by our municipality to perform the duties described in M.G.L. Chapter 140, Section 151 for the year 2022.*

Supervisor Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

For Official Use Only

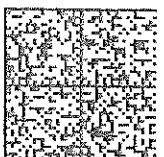
Date Received:

Received by:

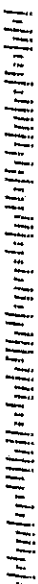
After Five Days, Return to  
DEPARTMENT OF AGRICULTURAL RESOURCES

251 Causeway Street  
Suite 500  
BOSTON, MASSACHUSETTS 02114-2151  
[www.mass.gov/agr](http://www.mass.gov/agr)

Leicester Animal Control Supervisor  
3 Washburn Square,  
Leicester, MA 01524



US POSTAGE  
ZIP 02114 \$000.53<sup>0</sup>  
02 4W  
0000379525 JAN 04 2022





To: Select Board, Town of Leicester

cc: Town Administrator

Date: November 16, 2021

Re: Special Municipal Employee status for Library Board members

The Library Board of Trustees voted at their public meeting on November 16, 2021 to make the following request:

Since we are not paid by the Town, we request that the Select board should designate us as "special municipal employees".

This would enable any of us to have other relationships with the Town, unrelated to the Library, without violating ethics rules, including contractual relationships. For example, if the Town were to turn a Becker dorm into office space, we should be allowed to rent an office without being accused of violating the "self-dealing" ethics rule. An example from the ethics training is listed on the next page.

Thank you for considering this request.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mung E. More".

Leicester Board of Library Trustees





**Town of Leicester Historical Commission  
Town Hall  
3 Washburn Square  
Leicester, Massachusetts 01524-1333**



*"To be ready to march upon the minute."*  
Col. Wm. Henshaw of Leicester

**29 December 2021**

**Office of the Town Administrator  
Town Hall  
3 Washburn Square  
Leicester, MA 01524**

In compliance with the Architectural District By-law enacted May 11, 2021, approved by the Attorney General's Office Sept. 1, 2021, and duly posted in accordance with Chap. 40 Sec. 32, the Leicester Historical Commission would recommend the following for appointment to the Architectural District Commission by the Selectboard:

**Richard J. Arsenault  
1029 Main St.  
Leicester, MA 01524  
District Resident  
(3 year appointment)**

**Joseph D. Lennerton III  
22 Rawson St  
Leicester, MA 01524  
Historical Commission  
(1 year appointment)**

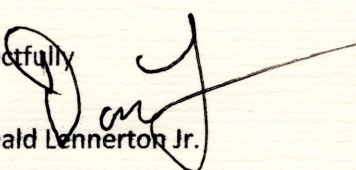
**Stephen P. Provost  
27 Siani Rd.  
Rochdale, MA 01542  
Citizen at large  
(2 year appointment)**

**Kathleen M. Wilson  
3 Mayflower Cir.  
Leicester, MA 01524  
Historical Commission  
(1 year appointment)**

**Lois Doray  
1 Sherri Ln.  
Leicester, MA 011524  
Realtor  
(2 year appointment)**

If any further information is needed or there are any questions please to not hesitate to contact me. In advance thank you for your attention and courtesy in this matter.

Respectfully

  
**J. Donald Lennerton Jr.  
Chairman**





# TOWN OF LEICESTER

## Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

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

[www.leicesterma.org](http://www.leicesterma.org)

December 28, 2021

**Rachelle S. Cloutier, M.Ed.**

*Director of Elder Affairs*

*E-mail: [cloutierr@leicesterma.org](mailto:cloutierr@leicesterma.org)*

Joseph M. Laconte D.P.M., Inc.  
1078 West Boylston Street  
Worcester, MA 01606

Dear Dr. Laconte:

Thank you for your Holiday Gift Donation of \$100. It is very much appreciated. Such donations help us meet a variety of needs for the office.

It has been, as you know, a very difficult time. As you also know this center has continued to be as open as we could to meet the needs of our seniors and particularly appreciate the special service you provide for them.

Let us hope that 2022 will be a healthier year for all. Again, thank you.

May you have a great New Year.

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

Cc: Board of Select Persons/Town Administrator





# TOWN OF LEICESTER

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*Director of Elder Affairs*

*E-mail: [cloutierr@leicesterma.org](mailto:cloutierr@leicesterma.org)*

Linda & Tom Buckley III  
76 King Street  
Leicester, MA 01524-1220

Dear Linda and Tom:

Thank you for your kind message and \$20.00 donation. It is always heartwarming for the team (Nancy, Genevieve and I) to be acknowledged in a special way.

It has been, as you know, a very difficult time. That said, with much support and words of kindness, we continue to assist those who need us for a myriad of concerns. Let us hope that 2022 will be a new beginning for all.

May you have a great New Year.

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

Cc: Board of Select Persons/Town Administrator

# Memo

Date: January 13, 2022  
To: David Genereux  
Re: High School Sprinkler System  
From: Marilyn Tencza, Superintendent

Mr. Genereux,

On December 15, 2021, the alarm on the Jockey pump on the sprinkler system at the high school alerted us to a problem. Impact Fire Service came in to inspect the jockey pump and repaired it.

Once the jockey pump was repaired, the technician examined the fire pump and found that it needed bearings. We purchased the bearings and brought in TJ Mechanical, the pump specialist. On Monday, January 10, 2022, after the company examined the pump, the technician determined that the rotator assembly needed replacing. He estimated it would take 4 weeks to get the part.

In speaking with the Fire Inspector and Fire Chief, we contacted Colby Fire Protection to look at the pump. They stated that it is too big a job for them and suggested that we will bring in Fire Pump Equipment from Boston. They could be here Monday, January 17, 2022.

Dan Ayala has contacted FW Webb to give us a second opinion. They will be on site on Thursday, January 13, 2022. They will determine if it is the bearings or we need a new rotator assembly.

I would like to request the use of the Becker College gym for girls' and boys' games as well as practices throughout the week until the repairs at the high school are complete. The school department will be responsible for cleaning the gym.

## Scheduled Games

Tuesday, January 18, 2022	February 3, 2022
Thursday, January 20, 2022	February 8, 2022
Saturday, January 22, 2022	February 10, 2022
Tuesday, January 25, 2022	February 14, 2022
Friday, January 28, 2022	February 16, 2022
Monday, January 31, 2022	

Thank you for your consideration.



Marilyn Tencza, Superintendent



January 4, 2022

Mr. Dennis Griffin, Superintendent  
Leicester Highway Department  
59 Peter Salem Road  
Leicester, MA 01524

Subject: Proposal for Engineering Services  
Municipal Separate Storm Sewer System (MS4) General Permit Compliance  
Services – Year 4 Requirements  
T&H No. 7014

Dear Mr. Griffin:

Tata & Howard is pleased to provide a proposal for engineering services for MS4 Stormwater Compliance. The following is our proposed scope of services for the work by task relative to Year 4 requirements in the Massachusetts MS4 General Permit.

### **Proposed Scope of Services**

#### **Task 1 – Public Outreach Assistance**

1. Prepare announcements directed toward developers and contractors noting Town by-laws and ordinances relative to construction site runoff control, site inspection, and enforcement.
2. Research a video geared towards industrial facilities regarding proper stormwater management practices. Purchase of the video is not included.
3. Distribute and quantify annual seasonal public education messages, as required by applicable Total Maximum Daily Loads (TMDL) included in the MS4 General Permit.
4. Summarize public outreach efforts in the annual Stormwater Management Program (SWMP) Update.

We propose a not to exceed fee of \$3,100 for Task 1 – Public Outreach Assistance.

#### **Task 2 – Street Design and Parking Lot Guidelines Report**

1. Develop a report assessing requirements that affect the creation of impervious cover. The assessment will help determine if changes to design standards for streets and parking lots can be modified to support low impact design options.

2. Provide Town with one draft copy of the report for review and comment.
3. Incorporate Town's comments into a final report. Include final report in the Year 4 SWMP Update as an attachment.

We propose a not to exceed fee of \$5,600 for Task 2 – Street Design and Parking Lot Guidelines Report.

Task 3 – Green Infrastructure Report

1. Develop a report assessing existing local regulations to determine the feasibility of making green infrastructure practices allowable when appropriate site conditions exist.
2. Provide Town with one draft copy of the report for review and comment.
3. Incorporate Town's comments into a final report. Include final report in the Year 4 SWMP Update as an attachment.

We propose a not to exceed fee of \$5,600 for Task 3 – Green Infrastructure Report.

Task 4 – List of Municipal Retrofit Opportunities

1. Identify five permittee-owned properties that could be modified or retrofitted with BMPs to reduce impervious areas. Attend one (1) site visit with the Town to review proposed properties.
2. Prepare a summary letter including the factors considered in choosing the properties.
3. Provide Town with one draft copy of the summary letter for review and comment.
4. Incorporate Town's comments into a final summary letter. Include final document in the Year 4 SWMP Update as an attachment.

We propose a not to exceed fee of \$7,100 for Task 4 – List of Municipal Retrofit Opportunities.

Task 5 – Phosphorus Control Plan (PCP) Scope and Baseline Phosphorus Load

1. Create a scope that indicates the area in which the PCP will be implemented, the Baseline Phosphorus Load, Stormwater Phosphorus Reduction Requirement, and Allowable Phosphorus Load.
2. Include analysis in SWMP Update and Year 4 Annual Report.
3. Assist the Town with tracking and documenting existing Town-owned structural BMPs to estimate phosphorus removal.

We propose a not to exceed fee of \$4,000 for Task 5 – Phosphorus Control Plan Scope and Baseline Phosphorus Load.

Task 6 – Written Stormwater Management Program (SWMP) – MS4 General Permit Year 4 Requirements

1. Update the Town's existing written SWMP, including all requirements in the Massachusetts MS4 General Permit through the end of Year 4 for permittees including the following:
  - Public Education Documents
  - Street Design and Parking Lot Guidelines Report
  - Green Infrastructure Report
  - List of Municipal Retrofit Opportunities
  - Phosphorus Control Plan Scope
  - Phosphorous Source Identification Report
  - Nitrogen Source Identification Report
2. Update written IDDE Plan as required.
3. Provide Town with a draft SWMP Update for review. Attend one meeting with Town to review draft SWMP Update and the Town's comments.
4. Prepare final SWMP Update and forward two written copies and one electronic copy to the Town.

We propose a not to exceed fee of \$6,400 for Task 6 – Written Stormwater Management Program (SWMP) – MS4 General Permit Year 4 Requirements.

Task 7 – Phosphorus Source Identification Report

1. Develop a report that evaluates the total MS4 area draining to water quality limited receiving water segments, screening and monitoring results targeting water quality limited receiving water segments, impervious area for the target catchments, prioritization of potential catchments with high phosphorus loading, and identification of potential retrofit opportunities.
2. Provide Town with one draft copy of the report for review and comment.
3. Incorporate Town's comments into a final report. Include final report in the Year 4 Annual Report as an attachment.

We propose a not to exceed fee of \$6,200 for Task 7 – Phosphorus Source Identification Report.

Task 8 – Nitrogen Source Identification Report

1. Develop a report that evaluates the total MS4 area draining to water quality limited receiving water segments, screening and monitoring results targeting water quality limited receiving water segments, impervious area for the target catchments, prioritization of potential catchments with high nitrogen loading, and identification of potential retrofit opportunities.
2. Provide Town with one draft copy of the report for review and comment.
3. Incorporate Town's comments into a final report. Include final report in the Year 4 Annual Report as an attachment.

We propose a not to exceed fee of \$6,200 for Task 8 – Nitrogen Source Identification Report.

Task 9 – Year 4 MS4 General Permit Annual Report

1. Prepare Year 4 Annual Report using a template provided by the United States Environmental Protection Agency (USEPA).
2. Update and incorporate relevant attachments into the annual report.
3. Attend one meeting with the Town to review the draft annual report.
4. Incorporate the Town's comments into the final annual report.
5. Submit final annual report to the USEPA and MassDEP.

We propose a not to exceed fee of \$6,500 for Task 9 – Year 4 MS4 General Permit Annual Report.

Task 10 – Annual IDDE Employee Training

1. Prepare for and conduct one (1) IDDE training session with Highway Department personnel. The IDDE training topic shall be determined with the assistance of the Town.

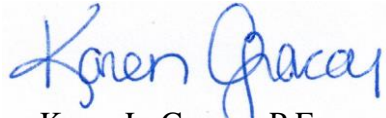
We propose a not to exceed fee of \$2,000 for Task 10 – Annual IDDE Employee Training.

Thank you for the opportunity to provide a proposal for this work. We are available to meet and discuss this proposal further at your convenience. We can complete this work under our general services agreement with the Town. If you concur, please sign below, and return one original copy to our office.

Please call should you have any questions or require additional information.

Sincerely,

TATA & HOWARD, INC.



Karen L. Gracey, P.E.  
Co-President

AUTHORIZATION:  
Town of Leicester

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Effective Date: \_\_\_\_\_

Stone, Ben (OCD) <ben.stone@state.ma.us>

To: Genereux, David <genereuxd@leicesterma.org>; Mike Dupuis <mdupuis@leicesterfireems.org>; Jason Main <mainj@leicesterma.org>

CC: Nancy Hagglund <nhagglund@leicesterha.org>; Devore, Christine (OCD) <christine.devore@state.ma.us>; Miller, William M (OCD) <william.m.miller@state.ma.us>; Mulvey, Thomas (OCD) <thomas.mulvey@state.ma.us>; Muasya, Evelyn (OCD) <evelyn.muasya@state.ma.us>; Curran, Courtney S (OCD) <courtney.s.curran@state.ma.us>; O'Hanlon, Rory C (SEA) <rory.c.ohanlon@state.ma.us>; Ernst, Andy <Andy.Ernst@sedgwick.com>; O'Leary, Sarah (OCD) <sarah.oleary@state.ma.us>

Mr. Genereux,

Thank you for checking in. The engineer will submit plans to the Fire Chief by the end of next week. The authority/contractor plan to install battery-operated smoke detectors as a temporary measure allowing reoccupancy until the authority can complete a state-subsidized full upgrade project. Between time to submit the required as-built drawings and receive permit approvals and sourcing parts, we anticipate work being done in 2-4 weeks. All work NOT related to fire alarm will be complete next week. Our engineer also aims to submit plans the fire chief and electrical inspector by end of next week, we respectfully request that the Town prioritize review of these drawings and documents to expedite the completion of work allowing the elderly and non-elderly handicapped tenants to move back into their units. We will of course give you and your staff a heads up when these drawings are about to be submitted.

I apologize for not updating you sooner; this was the latest information based on a report from our construction advisor and his discussion with the fire chief yesterday.

In terms of residents, Leicester Housing Authority has spoke with them to inform them of the updated, somewhat further out projected re-occupancy date and once again giving them the option to relocate to units at other Housing Authorities that are still being held for the possible use of these displaced residents. The residents indicated to Nancy that even with a further 2+ week wait they all would rather stay at the hotel or with family members/friends rather than be placed in temporary housing units in other communities.

Best,

Ben

***Ben Stone***

Director, Division of Public Housing  
Department of Housing & Community Development  
[Ben.stone@mass.gov](mailto:Ben.stone@mass.gov)  
(617)356-5241 (cell)