



PUBLIC NOTICE POSTING REQUEST OFFICE OF THE LEICESTER TOWN CLERK

ORGANIZATION: Select Board

MEETING: X

PUBLIC HEARING:

DATE: January 4, 2021

TIME: 6:00pm

LOCATION: Virtual Meeting – See Instructions 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**

CALL TO ORDER/OPENING

Join by computer, tablet or smartphone

<https://global.gotomeeting.com/join/526111501>

Dial by phone

(646) 749-3122; Access Code: 526-111-501

1. SCHEDULED ITEMS

- a. 6:00pm – FY22 Budget Discussion

2. PUBLIC COMMENT PERIOD

3. REPORTS & ANNOUNCEMENTS

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

4. RESIGNATIONS & APPOINTMENTS

- a. Resignation – DIS Department Assistant – Tiffany Peters
- b. Appointment – DIS Department Assistant – Brooke Hammond
- c. Appointment – Conservation Commission & ZBA – Ashlyn Coyle
- d. Reappointments – Memorial Day Committee – Jon Clark and Mark McCue
- e. Appointments – Memorial Day Committee – Paul Lemerise & Matt Thompson
- f. Appointment – Economic Development Committee – Annie Billiot
- g. Appointment - Economic Development Committee Alternates (2) – Rich Jenkins & Paul Bennett
- h. Appointments – Commission on Disabilities - Ferol Smith & Valerie Kokernak

5. OTHER BUSINESS

- a. Senior Center Donations – Camosse Family and Country Bank
- b. Police Department Donation – Ann & Paul Lavallee
- c. Right of First Refusal – Huntoon Memorial Highway (Map 44, Parcel A10) – Chapter 61A Land Sale
- d. Vote to Sign Subgrant Agreement – CDBG-CV Senior Center Services – SHINE of Central Massachusetts
- e. Vote to Authorize Town Administrator to Sign Ambulance Purchase Contracts

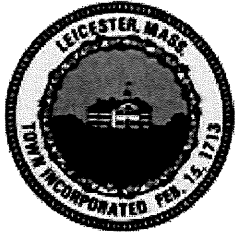
f. 2021 License Renewals

Deja New - 100 South Main Street – Junk Dealer’s License
Deer Pond Auto – 14 Huntoon Memorial Highway – Auto Body
Deer Pond Auto – 14 Huntoon Memorial Highway – Class II License
Deer Pond Auto – 14 Huntoon Memorial Highway – Motor Vehicle Repair
Mac’s Auto Repair – 490 Main Street – Motor Vehicle Repair
Convenient Auto Repair – 1135A Stafford St – Class II License
Convenient Auto Repair – 1135A Stafford Street – Motor Vehicle Repair
Leicester Donuts Inc. – 1081 Main Street – Common Victualler
M And N Gas – 200 Main Street – Motor Vehicle Repair
M And N Gas – 200 Main Street – Class II License
Uncle Jay’s Twisted Fork Bistro – 509 Stafford Street – Common Victualler
Uncle Jay’s Twisted Fork Bistro – 509 Stafford Street – BYOB
Classic Automotive – 1323 Main Street – Auto Body
Classic Automotive – 1323 Main Street – Class II License
Classic Automotive – 1323 Main Street – Motor Vehicle Repair
Classic Automotive – 1323 Main Street – Used Car Rental
Giguere Gymnastics – 148 Main Street – Common Victualler
Raul’s Automotive – 81 South Main Street – Motor Vehicle Repair
Raul’s Automotive – 81 South Main Street – Class II License
Ernie’s Cars – 517 Main Street – Class II License
Walmart – 20 Soojian Drive – Motor Vehicle Repair License
Chartwells (Becker) – 964 Main Street – Common Victualler
Karol’s Korner – 610 Pleasant Street – Common Victualler
Karol’s Korner – 610 Pleasant Street – BYOB
Wings and Company – 1072 Main Street – Common Victualler
Wings and Company – 1072 Main Street -BYOB
Mi Cocina Mexicana – 1673 Main Street – Common Victualler

6. MINUTES

a. December 7, 2020

ADJOURN



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

January 4, 2021

TO: Select Board

FROM: David Genereux *DG*
Town Administrator

Re: **Fiscal Year 2022 Budgets**

Please be advised that preliminary budgets for all departments have been prepared and distributed via email, along with a budget preparation memorandum. Budgets are due to be returned via email to the Administrators office by **January 14, 2021 at 5:00 pm.**

We are now using the budget design that we began implementing two years ago. The budgets that were distributed to the departments are already filled with anticipated salary and expense figures, based on anticipated employee rates and historical expense data.

Two budget scenarios have been prepared for this year's budget. Summaries of each are attached to this memorandum.

FY 2022 Level Funded Budget

The preferred budget is one built on level funded state aid. New revenue, based on conservative new growth and the increase allowed under Proposition 2 ½, net of the \$150,000 per year in Free Cash that we have been transferring to the legal budget is \$354,251, or 1.10%.

Under this scenario, the municipal budget increases by \$35,412 or .56%. The School budget increases by \$106,232 or .62%. The increase does not grow at the same percentage because the municipal budget has grown to 27% of the funding allocated to municipal and school operations, which has in turn led the School budget to drop by 2% to 73% of allocated funding.

This distribution of funding realigns the School/Municipal budget allocation back to 75% School 25% Municipal operations. Anticipated inter-governmental costs grow by \$371,727, or 5.7%.

Municipal operations fare well under this scenario, as we have the additional \$54,191 that we raised at Fall Town Meeting to distribute in FY 2022. I would also recommend that we grant 2% retroactive COLA's for FY 2021 to union and non-union personnel, with a zero COLA for FY 2022.

FY 2022 Reduced Budget

This is a more drastic scenario, which envisions a state revenue drop at the level seen during the FY 2008/2009 economic downturn. There is no change to the new tax revenue, but state aid drops by \$1,438,993 or 11.78%.

Under this scenario, the municipal budget decreases by \$296,285 or 4.66%. The School budget decreases by \$1,001,064 or 5.83%. There is no reversion to the 75/25 allocation in this scenario. If we did, the distribution would be adjusted to \$324,337 in municipal reductions, and \$973,012 in school reductions. Anticipated inter-governmental costs grow by \$371,727, or 5.7%.

A reduction of this size is difficult to manage. The School Department would lose 14 teachers, based on the average Leicester teacher salary listing (\$71,514) posted on the DESE website. Municipal operations see reductions in the Administration, Tax Title, IT, Police, Fire, and Highway budgets in personnel and/or expenses. Under this scenario, I would not recommend FY2021 salary increases, in order to have additional funding to stave off some losses in the FY 2022 budget.

Other Issues

There will be additional challenges. We have the potential of 1.5 million dollars of debt that is not in the general fund budget (Fire Station settlement, feasibility study, local share of the Waite Pond Dam construction) that will require principal payments, possibly in FY 2022. We also need to consider investment in the Hillcrest property. There are also discussions to be had regarding a replacement for the Middle School in light of the failed project vote, and consideration of the recommendations to come from the third party engineering firm regarding possible Town participation in crafting a solution to the water/sewer districts issues.

In review, it's important to remember that neither budget scenario is likely to occur. There's a possibility that we will get a level funded state aid, or a smaller reduction than I am planning for. The COVID-19 crisis has made planning impossible until we get the first look at the Governor's budget in late January. At this point, no budget amount is guaranteed.

Timeline

I anticipate that we will be finalizing the budget in late February, unless we don't get timely state aid information from the Governor's Office. At that point, we will be ready to go into public hearings with the Finance Advisory Board. I recommend that we forego the Saturday budget meeting, but instead post joint meetings with Advisory and Select boards, so we can work our way through the budget in an expeditious manner.

Thank you for your attention in this matter. It will likely be a challenging year, but we will make it work if we keep together and support each other. Please feel free to reach out to my office with any other questions or concerns.

Overview of Revenues and Expenditures - FY 2022 Level Funded Budget

General Fund

Revenues	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Town Admin. Budget	Dollar Change	Percent Change
Property Tax Levy	\$ 15,526,242	\$ 16,481,795	\$ 17,027,912	\$ 17,532,163	\$ 504,251	2.96%
State Aid	12,206,251	12,225,747	12,212,604	12,212,604	-	0.00%
Local Receipts	2,608,657	2,677,657	2,501,000	2,501,000	-	0.00%
Free Cash	186,300	229,167	205,308	55,308	(150,000)	-73.06%
Available Funds	505,018	395,018	381,183	381,183	-	0.00%
General Fund Revenues Total	\$ 31,032,468	\$ 32,009,384	\$ 32,328,007	\$ 32,682,258	\$ 354,251	1.10%

Expenditures

Municipal Departments	\$ 5,726,936	\$ 6,000,137	\$ 6,351,411	\$ 6,236,822	\$ (114,588)	-1.8%
Education	16,667,839	16,985,780	17,174,399	17,280,631	106,232	0.6%
Inter-governmental	6,126,482	6,672,110	6,573,697	6,945,424	371,727	5.7%
Subtotal	28,521,257	29,658,027	30,099,507	30,462,878		
Vocational School Tuition	1,078,000	1,078,000	1,078,000	1,078,000	-	0.0%
Town Meeting articles	39,365	78,142	3,221	3,221	-	0.0%
State Assessments & Offset Receipts	1,389,066	1,189,748	1,138,161	1,138,161	-	0.0%
General Fund Expenditures Total	\$ 31,027,688	\$ 32,003,917	\$ 32,318,889	\$ 32,682,260	\$ -	0.00%

General Fund Surplus/(Deficit) \$ 4,780 \$ 5,467 \$ 9,118 \$ (2)

Town Gross Budget Decrease					\$ (114,588)	-1.80%
Deduct: Free Cash funding (Legal)					150,000	0.56%
Total					\$ 35,412	0.56%

School Gross Budget Increase					106,232	0.62%
Total					\$ 106,232	0.62%

Overview of Revenues and Expenditures - FY2022 Reduced Budget

General Fund

Revenues	FY2019 Budget	FY2020 Budget	FY2021 Budget	FY2022 Town Admin. Budget	Dollar Change	Percent Change
Property Tax Levy	\$ 15,526,242	\$ 16,481,795	\$ 17,027,912	\$ 17,532,163	\$ 504,251	2.96%
State Aid	12,206,251	12,225,747	12,212,604	10,773,611	(1,438,993)	-11.78%
Local Receipts	2,608,657	2,677,657	2,501,000	2,501,000	-	0.00%
Free Cash	186,300	229,167	205,308	55,308	(150,000)	-73.06%
Available Funds	505,018	395,018	381,183	381,183	-	0.00%
General Fund Revenues Total	\$ 31,032,468	\$ 32,009,384	\$ 32,328,007	\$ 31,243,265	\$ (1,084,742)	-3.36%

Expenditures

Municipal Departments	\$ 5,726,936	\$ 6,000,137	\$ 6,351,411	\$ 5,905,126	\$ (446,285)	-7.0%
Education	16,667,839	16,985,780	17,174,399	16,173,335	(1,001,064)	-5.8%
Inter-governmental	6,126,482	6,672,110	6,573,697	6,945,424	371,727	5.7%
Subtotal	28,521,257	29,658,027	30,099,507	29,023,885		
Vocational School Tuition	1,078,000	1,078,000	1,078,000	1,078,000	-	0.0%
Town Meeting articles	39,365	78,142	3,221	3,221	-	0.0%
State Assessments & Offset Receipts	1,389,066	1,189,748	1,138,161	1,138,161	-	0.0%
General Fund Expenditures Total	\$ 31,027,688	\$ 32,003,917	\$ 32,318,889	\$ 31,243,267	\$ -	0.00%

General Fund Surplus/(Deficit) \$ 4,780 \$ 5,467 \$ 9,118 **\$ (2)**

Town Gross Budget decrease					\$ (446,285)	-7.03%
Deduct Funding transfer from Free Cash for legal					150,000	
Total					\$ (296,285)	-4.66%

School Gross Budget decrease					(1,001,064)	-5.83%
Total					\$ (1,001,064)	-5.83%



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

January 4, 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 December 30, 2020.

Citizen issues: Topics discussed with various citizens

- None of note

Meetings:

- Spoke with Joe McGinn of Weston and Sampson. He reports that they are on schedule with the analysis of the water/sewer districts, and that all districts have provided the information that W&S have requested to do their analysis.
- Met with Judy Ivel, Paul Fontaine, and members of Parks and Recreation regarding the Town taking up the duties of the Bandstand Committee. We have decided that reservations of the Common and maintenance of the bandstand will become an administration responsibility, while Parks and Recreation does site observation.
- Spoke with two individuals looking to set up cannabis delivery services within the Town. Such a service would require a change to the Town's bylaws. The Planning Board has been discussing allowing such services, as well as the possibility of allowing a second retail operation in Town.

Activities:

- We have reached an agreement with an abutter on Warren Avenue for the Fire Station drainage project. We believe that we are close to agreement with a property owner on Gleason. This will allow VHB to get the actual measurements and location markers needed to formulate a license agreement with the owners of those properties, to be voted by the Board in a few months. Eventually, easements will be formalized by Town Meeting.
- We finalized the procurement for the new ambulance. It will be purchased from Medix, per the Ambulance Director's recommendation at a cost of \$225,218. The bid itself was done through the Savvik purchasing group.
- Received word from DET the unemployment appeal that I wrote in the last Town Administrator report has been decided in the Town's favor. There is the possibility of a further appeal, however.
- Two draft scenarios of the FY 2022 budget have been distributed to departments, boards and committees. The scenarios show one with level funding of state aid, and one with a significant reduction in aid. We have requested that department heads submit budgets under both conditions, as we will not know what the preliminary state aid will be until the Governor files his budget in the third week of January.
- You may have heard that CARES Act funding as been extended. This will allow us to have until December 31, 2021 to spend our remaining spending, which is approximately \$80,000.

- We are working through Green Communities do get the rest of our streetlights converted to LED lighting. We anticipate completing the installation by April of 2021.
- We are working with the Worcester Regional Health Alliance for distribution of the COVID-19 vaccine to the Town's first responders. It is anticipated that those shots will be available sometime around January 11. We are quite grateful that the Alliance offered their assistance in this matter. There is no word yet on availability of the vaccine to the general public.
- We have conducted interviews for the public health nurse position that is now needed as we are out of the Alliance. The candidate pool is quite shallow. I have requested that we be allowed to remain within the Alliance for the nursing services portion of the former agreement. We will see what they say.
- Conducted a recruitment for a new department assistant in the DIS office. We are hopeful that our new hire may eventually be able to expand her responsibilities within that office so that we can be more competitive salary-wise.
- Work on the roof of Station 2 in Cherry Valley is virtually complete. We have also repaired the roof drains to ensure that there is no pooling water on the new roof. We have also done some interior cosmetic work to mitigate damage that occurred during the Christmas rain event.
- Fulfilled a records request regarding the amount of funds collected through Host Community Agreements (HCA's) and the marijuana sales tax. To date we have collected \$725,000 in HCA funds and \$885,048 in sales tax, for a total of \$1,610,048 in overall revenue.
- I have a public records request from Cannassist through the Cannabis Control Commission concerning municipal expenditures associated with their location on Route 56. Aside for the time spent by the local inspectors, which is covered by the cost of the permits, there are no other costs. This is why I proposed setting an HCA stabilization fund at Fall Town meeting, and will make such a proposal again for the Spring, as I believe that the CCC is going to eventually seek to enforce the laws regarding the use of HCA funds.
- Assembled all requests for the FY2022 Capital Plan.
- The Christmas drop in lunch for the employees that was held in the Administrator's Office on December 21st was a great success. I can see it becoming an annual tradition.

Please feel free to contact me with any questions or concerns.

December 10, 2020

Town of Leicester
Mr. David Genereux, Town Administrator/Select Board
3 Washburn Square
Leicester, MA 01524

Dear Mr. Genereux & Members of the Select Board,

Please accept this letter as my formal resignation from my position as the DIS Department Assistant in the Town of Leicester. My last day of employment will be December 24, 2020. This was a difficult decision for me as I truly enjoyed my job and will miss the people that I have had the opportunity to work with here. This is especially true regarding my relationship with Michelle Buck. She has been a wonderful and inspiring person to work for and she has taught me so much during my time here. I am very grateful to have had the privilege to work with her. Regrettably, my decision to leave was based solely on the low rate of compensation for the position. I hope you might consider re-evaluating the pay scale for future department assistants. I honestly believe better pay would significantly reduce the turnover of employment in this role. I sincerely thank you, Kristen and Michelle for giving me the opportunity to work for the Town of Leicester, it has been a great experience for me.

Thank you,



Tiffany Peters

Brooke Hammond

Town of Leicester – Human Resources

To Whom It May Concern,

I am replying to the Town of Leicester's posting for the position for Department Assistant with Development and Inspectional Services. I believe I possess the knowledge and professional experience in order to excel in this position. As you will see on my attached resume, I am the Project Manager for Terra Environmental, an environmental consulting firm. I have in-depth experience tracking project development, communicating with clients, and organizing project documents. Additionally, I spent time interning with the Town of Sutton for both the Town Planner and Sustainability Director. During my time working in Sutton I was thoroughly involved in long-term projects as well as daily responsibilities that fall under the purview of the planning staff. I am also the lead Business Administrator at Mexicali Cantina in Webster MA, where I am responsible for executing business activities such as payroll, scheduling, vendor communication, customer relations, and business administration.

I want to contribute to Leicester's success while simultaneously advancing my own career experience. My experience supporting projects at various stages partnered with my administrative skills lend favorably to the position. I would greatly appreciate your time and consideration for the Department Assistant position, and I look forward to hearing from you in the near future. Please contact me with any further questions regarding my application.

Sincerely,

Brooke Hammond

Brooke A. Hammond

Career Experience

Project Manager – Terra Environmental, Charlton MA Aug 2017-Present

- Survey and engineering field work, including performing, witnessing, and documenting percolation tests and soil evaluation for deep holes for the construction/upgrade of on-site septic systems
- Office management duties such as client correspondence, mailing documents, project organization

Business Administrator – Mexicali Cantina, Webster MA May 2018-Present

- Interfacing with clients, vendors, and employees on a daily basis
- Scheduling and managing calendars, onboarding new employees, payroll management, social media marketing, client and employee conflict resolution

Intern to the Sustainability Director and Town Planner – Sutton, MA May 2018-Sep 2018

- Tracked progression on multiple projects e.g. public document lists, construction timelines, plan review, prepared agendas, updated project documents
- Grant research and data compilation
- Amended the town's zoning ordinances
- Collaborative role in the implementation of city-wide sustainability measures
- Played a pivotal role in coordinating Sutton's Housing Needs Forum and Survey; resulted in construction of new low-income housing units

Education

Clark University – Worcester, MA Sep 2019-Present

- Candidate for Master of Science in Environmental Science and Policy

University of Massachusetts Amherst – Amherst, MA Sep 2015-May 2019

- Bachelor of Science in Sustainable Community Development
 - Concentration in Built Environment Studies
- Minor in Building Construction Technology

UMass Amherst Activities

Sustainable Community Development Student Organization
Volunteer service to UMass Disability Services

Languages

Spanish – Professional working proficiency

Software and Program Skills

Microsoft Office Suite, Adobe InDesign, Adobe Photoshop, AutoCad, SketchUp

From: [Buck, Michelle](#)
To: [Forsberg, Kristen](#)
Subject: Board appointments
Date: Thursday, December 17, 2020 9:57:53 AM

Ashlyn Coyle attended December ZBA and Conservation Commission meetings and was recommended for appointment to both boards. The other candidates were not available to attend meetings but plan to attend January meetings so there may be additional recommendations next month.

Michelle Buck
Town Planner/DIS Director

Sent from my Galaxy

From: [Ashlyn Coyle](#)
To: [Forsberg, Kristen](#)
Subject: Re: Board/Committee Appointments
Date: Tuesday, November 17, 2020 4:37:46 PM

Good evening Kristen,
Thank you for the information. I would also like to volunteer for the Zoning Board of Appeals.
If you could pass that on also that would be great.

Thanks,
Ashlyn

Sent from my iPhone

On Nov 17, 2020, at 4:16 PM, Forsberg, Kristen <forsbergk@leicesterma.org> wrote:

Good afternoon Ashlyn,

I wanted to follow up with you regarding your appointment to the Capital Committee. You will be receiving a letter in the mail shortly notifying you of your appointment and providing information on the required online ethics training and making an appointment with the Town Clerk to come and be sworn in.

I have also forwarded your application to the Bylaw Committee. We received two applications for Bylaw Committee and there is one vacancy. The Bylaw Committee will make a recommendation to the Select Board and they will choose an applicant to appoint at their December 21st meeting. I will be back in touch with further info once I hear back from the Bylaw Committee.

Thanks for your willingness to volunteer your time to serve the Town! Best,

Kristen L. Forsberg, MPA & MCPPO
Assistant Town Administrator
Town of Leicester
3 Washburn Square
Leicester, MA 01524
508-892-7077



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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

NAME Kathryn Ashlyn Loges(Coyle) HOME TEL. _____

ADDRESS: _____ WORK TEL. _____

Leicester, MA 01524

EMAIL ADDRESS: _____

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

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

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

Four Two One Less than one

Are you available for evening meetings?

Monday Tuesday Wednesday Thursday

Are you available throughout the year for committee meetings?

Yes No

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

Winter Spring Summer Autumn

EDUCATION: _____

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

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

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

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

Pharmacy Tech, Regional Management General Morors

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: _____

I am a register voter and want to be a part of the community. In being part of the community, I feel serving on boards is my duty as a resident. I would be honored to be a part of this the

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

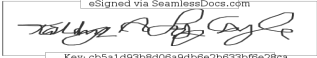
Please indicate your field(s) of training or experience below, as appropriate. Your application will be added to the list of residents who have expressed an interest in serving in similar capacities.

I possess the following training or experience:

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

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
Volunteer / St. Joe's Thrift store	September 2019- June 2020	Leicester
_____	_____	_____
_____	_____	_____
_____	_____	_____
		11/09/2020
Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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

NAME Paul Lemerise HOME TEL. _____

ADDRESS: _____ WORK TEL. _____

EMAIL ADDRESS: _____

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

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

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

Four Two One Less than one

Are you available for evening meetings?

Monday Tuesday Wednesday Thursday

Are you available throughout the year for committee meetings?

Yes No

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

Winter Spring Summer Autumn

EDUCATION: _____

High school equivalency, many schools and courses while serving (20 years) in the Navy. Many teaching aviation hydraulics and airframes in the Navy.

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

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

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

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

2018 to present: retired _____

1998-2018 Red Cross, Geneva Switzerland _____

1995-1998 United Nations, Geneva Switzerland _____

1973-1994 US Navy (retired Navy chief) _____

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: _____

Having spend twenty plus years in the Navy, I have a real sense of the importance of remembering those that served, especially those that paid the greatest price. _____

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

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

I possess the following training or experience:

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

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
None		
_____	_____	_____
_____	_____	_____
_____	_____	_____

eSigned via SeamlessDocs.com
Paul Allen Lemerise
Key: cb5a1d93b8d05a9db6e2b433b7e2dfca

Signature of Applicant

12/16/2020

Date

Thank you for your interest in serving the Town of Leicester



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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

NAME Matthew L Thompson HOME TEL. _____

ADDRESS: _____ WORK TEL. _____

Leicester, MA 01524

EMAIL ADDRESS: _____

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

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

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

Four Two One Less than one

Are you available for evening meetings?

Monday Tuesday Wednesday Thursday

Are you available throughout the year for committee meetings?

Yes No

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

Winter Spring Summer Autumn

EDUCATION: _____

Bachelor of Business Administration - Management, Assumption College 2020

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

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

If yes, state position(s) and date(s): Emergency Management Director 2013-2015 (stipend)

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

VFW - Junior Vice Commander - Current

Parks and Recreation board member 2011-2013

Central Massachusetts Search and Rescue Team board member - Current

US Navy - 1994-2002 - Honorably Discharged

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: I know that I have a lot to offer, fresh ideas, and good overall insight.

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

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

I possess the following training or experience:

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

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
Cub Scout Leader	2011-2020	Leicester
Parks and Rec board member	2011-2013	Leicester
Central Mass Search and Rescue	2013-Current	New England

eSigned via SeamlessDocs.com
Matthew L Thompson
Key: cb5a1d93b8d05a9db6e2b633b76e2fca

Signature of Applicant

11/11/2020

Date

Thank you for your interest in serving the Town of Leicester



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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

NAME Ann M. Billiot HOME TEL. _____

ADDRESS: _____ WORK TEL. _____

Leicester, MA 01524

EMAIL ADDRESS: anniebilliot51@gmail.com

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

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

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

Four Two One Less than one

Are you available for evening meetings?

Monday Tuesday Wednesday Thursday

Are you available throughout the year for committee meetings?

Yes No

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

Winter Spring Summer Autumn

EDUCATION: _____

Bachelor's Degree in Psychology and Justice Studies and Master's Degree in Clinical Social Work

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

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

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

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

Licensed Independent Clinical Social Worker in clinical practice since 2014. _____

Clinical Learning Specialist on the Professional Development and Training Team with Zeider's _____

Prior experience with the Department of the Navy civilian employee as a Clinical Counselor. _____

Volunteer with Give an Hour and Walk Planning Committee member for the American _____

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: _____

I am a long-standing resident of Leicester, MA, growing up on Sargent's Pond. I would like to be an active member of town planning activities, and advocate for the sustainment and continued _____

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

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

I possess the following training or experience:

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

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
Volunteer	May 2019- present	Give an Hour
Walk Planning Committee	August 2018-May 2020	American Foundation for Suicide Prevention

eSigned via SeamlessDocs.com
Ann Marie Billiot
Key: cb5a1d93b8d05a9db6e2b433b7e2fca

Signature of Applicant

11/13/2020

Date

Thank you for your interest in serving the Town of Leicester



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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

NAME Paul Bennett HOME TEL. _____

ADDRESS: _____ WORK TEL. _____

EMAIL ADDRESS: _____

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

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

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

Four Two One Less than one

Are you available for evening meetings?

Monday Tuesday Wednesday Thursday

Are you available throughout the year for committee meetings?

Yes No

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

Winter Spring Summer Autumn

EDUCATION: _____

BA - University of Wyoming, Education, MBA in process WPI

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

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

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

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

In my last position, and my current position I oversee over 40 staff, run fundraising and internal with upwards of 500 participants/spectators. I am responsible on a daily basis for the water quality for a large competition complex as well as the Aquatics venue as a whole. I have

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: I believe it is my responsibility to be involved and actively contribute back to my community to make a positive difference for the residents of Leicester.

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


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

I possess the following training or experience:

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

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
		11/11/2020
Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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

NAME Rich Jenkins HOME TEL. _____

ADDRESS: _____ WORK TEL. _____

EMAIL ADDRESS: _____

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

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

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

Four Two One Less than one

Are you available for evening meetings?

Monday Tuesday Wednesday Thursday

Are you available throughout the year for committee meetings?

Yes No

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

Winter Spring Summer Autumn

EDUCATION: _____

High school diploma _____

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

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

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

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

Licensed REALTOR in MA & CT. Been nominated for rookie of the year in 2019. _____

I am commitment to excellence certified along with Military relocation professional. _____

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: _____

As a new resident in town I'm looking to be involved with the community. I live for my relationships with my peers and strive to build a better community for all. _____

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


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

I possess the following training or experience:

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

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town Leicester
_____	_____	Leicester
_____	_____	_____
_____	_____	_____
 <small>eSigned via SeamlessDocs.com</small> <small>Key: cb5a1d93b8d05a9db6e2b933b7e2dfca</small>	_____	11/12/2020
Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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

NAME valerie a kokernak HOME TEL. _____

ADDRESS: _____ WORK TEL. _____

EMAIL ADDRESS: _____

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

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

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

Four Two One Less than one

Are you available for evening meetings?

Monday Tuesday Wednesday Thursday

Are you available throughout the year for committee meetings?

Yes No

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

Winter Spring Summer Autumn

EDUCATION: _____

grad from high school(hudson ma) 1974,went to mt ida jr. college didnt finish, then wood sewing, gradening, jewlery design,and much more all self taught

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

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

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

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

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: _____
love this town, love the people, if i can serve in this town would be an honor, i feel that i had a well rounded life,and if i can fill in any way it would be an honor

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


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

I possess the following training or experience:

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

Other Skills & Interests: _____
i have a pretty smart head on these shoulders, ive been campfire leader,girl scout leader,helped and befriended many elderly,love working with people,im a gardener,love working with my hands

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
gave personal craft classes to _____	_____	Rochdale
worked with campfire and girlscouts _____	_____	Rochdale
love to garden _____	_____	_____
		11/12/2020
Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester



TOWN OF LEICESTER CITIZEN VOLUNTEER FORM

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

NAME Ferol Smith HOME TEL. _____

ADDRESS: _____ WORK TEL. _____

Rochdale

EMAIL ADDRESS: _____

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

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

AVAILABILITY FOR MEETINGS

How many times per month are you available for meetings?

Four Two One Less than one

Are you available for evening meetings?

Monday Tuesday Wednesday Thursday

Are you available throughout the year for committee meetings?

Yes No

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

Winter Spring Summer Autumn

EDUCATION: _____

Masters, Public Administration; Anna Maria College

Bachelors, Business Administration, Assumption College

(Please complete reverse side)

EMPLOYMENT EXPERIENCE:

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

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

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

Quality Control Analyst, Audit Analytics - 2015-present _____

Financial Analyst, Community Healthlink- 2014-2015 _____

Easter seals Massachusetts, Director Financial Loan Program- 2010-2014 _____

Easter seals- operations data manager - 2007-2010 _____

COMMENTS: Please tell us why you are interested in serving on the committees noted and any additional comments you may have: _____

I am interested in public service and volunteer work. I would like to find out _____

more about the openings (responsibilities and commitment) _____

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

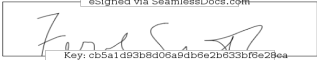
Please indicate your field(s) of training or experience below, as appropriate. Your application will be added to the list of residents who have expressed an interest in serving in similar capacities.

I possess the following training or experience:

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

Other Skills & Interests: _____

Government or Community Volunteer Experience (Leicester or Elsewhere)

Position/Activity	Date(s)	City or Town
Committee member, Massachusetts	2018-present	Boston
AT loan program		
		11/12/2020
Signature of Applicant		Date

Thank you for your interest in serving the Town of Leicester



TOWN OF LEICESTER

Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113

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

www.leicesterma.org

December 18, 2020

The Camosse Family Foundation
10 E Baylies Road
Charlton, MA 01507

Rachelle Cyr-Cloutier, M.Ed.
Director of Elder Affairs
E-mail: cloutierr@leicesterma.org

Dear Henry and Family:

So many thanks are being sent your way for your generous donation of \$500.00 in support of our senior center. We, as you know, have worked around this virus in order to keep our seniors supported in any way we can. Beyond the installation acrylic dividers in our dining area we also were able to order (through our town administrator) propane heaters to keep our seniors sufficiently warm and continue their exercise programs outside. We have continued to keep them informed through phone calls, visits and our monthly newsletter which we modified to provide them with games to play, inspiring messages, etc.

Unfortunately, because of this catastrophic plague, we know that our small town will experience a major shortfall of income. That said, it is because of the generosity of foundations such as yours, that we as a senior center may be able to stay afloat. For this we thank you so very much. May you have a very blessed Christmas and wonderful New Year.

Sincerely,

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

Cc: Board of Select persons/Town Administrator



TOWN OF LEICESTER

Council on Aging

40 Winslow Avenue • LEICESTER, MASSACHUSETTS 01524-1113
TELEPHONE: (508) 892-7016 • FAX: (508) 892-7506

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

December 28, 2020

Jodie Gerulaitis
Vice President Community Relations
15 South Street
Ware, MA 01082

Dear Jodie :

What a pleasant surprise it was for me on Saturday (while here at the senior center) to open our mailbox and to find your envelope with a check for \$2,000. We are so very grateful for this financial assistance.

As indicated in my letter to you dated November 2nd, we always look forward to this generosity. Though this senior center has been closed to the public since March, we have been very busy. Each week, through outreach, we continue to provide the following: personal counseling; outdoor exercise; food distribution three times a week; meals on wheels five days a week; monthly newsletter mailing; rides to the doctor or dentist or just need for shopping. Our bus runs five days a week. We altered our newsletter with uplifting messages; a photo gallery; a Word Jumble; a Rebus. If our seniors have difficulty in getting the answers in the Rebus or Word Jumble, we ask them to call us and with this exchange we can chat. Christmas cards were sent with special messages. We have been able to hold our monthly COA Board meetings through Go-To-Meeting social media.

In order to prepare for reopening, acrylic dividers were installed in our grand room; two propane heaters were ordered for our front porch to provide heat for exercise in coldest of temperature. We have acquired no-touch temperature thermometers, a Gen-Eon sanitizer. We received large amounts of PPE's from generous donors.

Enclosed, for perusal, are two of our newsletters. Again, thank you so very much.

Sincerely,

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

Cc: Town Administrator and Board of Select Persons

P.S. We will make certain to use the current logo.
Enc. Newsletters



Leicester Police Department
90 South Main Street
Leicester, MA 01524



www.leicesterpd.org

Emergency: 911

Non Emergency: 508-892-7009

Non Emergency: 508-892-7010

Fax: 508-892-7012

Chief
Kenneth M. Antanavica
antanavicak@leicesterpd.org

December 21, 2020

To: David Genereux - Town Administrator
Selectboard - Town of Leicester

From: Kenneth Antanavica
Chief of Police

Re: **Acceptance of Donation from Lavallee family**

The Leicester Police Department recently received a generous donation of a check for \$100.00 from Ann & Paul Lavallee. Pursuant to the appropriate bylaw/ordinance, I am requesting that the Board of Selectmen accept the generous donation. The Leicester Police Department will deposit the funds into its donation account, where it will be used to support departmental operations that are not funded by the general operating budget.

Should you have any questions pertaining to this matter, please feel free to contact me personally.

Kenneth M Antanavica
Chief of Police

Attachments

1. Copy of Check and note enclosed

Dec. 15, 2020
We want to 'Thank You'
for the times that your
'responders' came to our
aid with our '911' calls.

Please accept this check
and we hope that it can
help financially in planning
for your department's Holiday
Celebration.

We appreciate all you do
for our community.

'Happy Holiday'



May the joy of the season shine brightly
throughout the year.

Ann & Paul Lavallee

ANN J LAVALLEE OR PAUL A LAVALLEE 8 EDWARD ST LEICESTER MA 01524-1289	2126 53-13/110 MA 26637
PAY to the order of	Dec. 15, 2020 Date
Leicester Police	\$ 100.00
One hundred and 00/100 Dollars	Photo Safe Date on back
BANK OF AMERICA	
ACH RT 011000138	
FOR Thank you!	Ann J. Lavallee-AP
⑆011000138⑆ ⑆09374440378⑆ 2126	
Howard Center	COLONIAL CLASSIC®

CERTIFIED MAIL NO. – 7017 2620 0000 7670 6135
RETURN RECEIPT REQUESTED

November 25, 2020

Select Board
In care of Debra K. Davis, Town Clerk
Town of Leicester
3 Washburn Square
Leicester, MA 01524

RE: Property located at: Huntoon Memorial Highway (Assessor's Map 44, Lot A10),
Leicester (Rochdale), MA
Owned by: Henshaw Holdings, LLC
515 Henshaw Street, Leicester (Rochdale), MA 01742

Ladies and Gentlemen:

On behalf of Henshaw Holdings, LLC. and in accordance with Massachusetts General Laws Chapter 61A, Sections 13 and 14, notice is hereby given of the Owner's intent to sell approximately 1.07 acres of vacant land being a portion of the premises described in Parcel 4, Tract II in the deed to Henshaw Holdings, LLC dated February 22, 2018 and recorded in Worcester South District Registry of Deeds in Book 59210, Page 295, a copy of which is enclosed.

A copy of the fully executed Purchase and Sale Agreement and its First Amendment for a purchase price of \$137,500.00 is also enclosed, which I certify to be a true and complete copy. Buyer intends to use the land for industrial purposes.

Said property is Parcel A10-0 shown on Map 44 of the Board of Assessors of the Town of Leicester Assessors. A copy of the Assessors Map is enclosed. No additional land is being sold or transferred as a part of this transaction.

Enclosed is a proposed form of Waiver of Right of First Refusal to be executed by the Town and returned to me for recording in the event the Town elects to not exercise or assign such right within 120 days of the mailing of this notice. Please note that this waiver is provided in alternate form – one to be signed by the Town Clerk if she is so authorized, or alternately, executed by the Select Board. One or the other is sufficient; we do not require both.

I have also enclosed a second copy of this letter and a self-addressed, stamped envelope. Please return a time-stamped copy of this letter to the undersigned, counsel to Henshaw Holdings, LLC, to acknowledge receipt of this notice.

Very truly yours,


Samantha P. McDonald

Enclosures

Cc: Marjorie Cooper, Richard A. Cooper, and James Cooper, Patricia Finnegan Gates, Esq.

CHAPTER 61A
DECISION OF TOWN OPTION
CHANGE OF USE OR SALE OF CLASSIFIED LAND

I, Debra K. Davis, hereby certify that

1. I am the Clerk of the Town of Leicester and am authorized to execute this affidavit on behalf of the Town.
2. The Town of Leicester received a Notice of Intent to sell a portion of land of approximately 1.07 acres located off Huntoon Highway in Leicester, Massachusetts (the "Land") that is currently classified as agricultural land and taxed under the provisions of Massachusetts General Law, Chapter 61A ("Chapter 61A").
3. The owner of record of the Land is Henshaw Holdings, LLC.
4. The lien created under Chapter 61A is recorded in the Worcester South District Registry of Deeds in Book 10370, Page 286.
5. The deed conveying the Land into Henshaw Holdings, LLC is recorded in the Worcester South District Registry of Deeds in Book 59210, Page 295.
6. The Land is more particularly described as Lot A10-0 on Map 44 of the Town of Leicester Assessors Maps, a copy of which is attached hereto as Exhibit A.
7. Under said Chapter 61A, the Town of Leicester has a first refusal option to purchase said land intended to be sold or converted to other use and withdrawn from Chapter 61A classification.
8. Notice of intent to sell was provided in accordance with Chapter 61A, section 9.
9. A public hearing was held on _____, at which the Select Board of the Town of Leicester voted to DECLINE to exercise its option to purchase and to DECLINE to assign said option to a nonprofit conservation commission, the Commonwealth or any of its political subdivisions.

[End of Text. Signatures on following page.]

Signed under the pains and penalties of perjury this ____ day of _____, 20_____.

**The TOWN OF LEICESTER,
a Massachusetts municipal corporation**

By: _____
Debra K. Davis, duly authorized

COMMONWEALTH OF MASSACHUSETTS

County of Worcester, ss

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared Debra K. Davis, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding document, and acknowledged to me that she signed it voluntarily for its stated purpose, as an Authorized Signatory of the Town of Leicester.

Notary Public

My Commission Expires:

CHAPTER 61A
DECISION OF TOWN OPTION
CHANGE OF USE OR SALE OF CLASSIFIED LAND

We, _____
hereby certify that

1. We are the members of the Select Board of the Town of Leicester and are authorized to execute this affidavit on behalf of the Town.
2. The Town of Leicester received a Notice of Intent to sell a portion of land of approximately 1.07 acres located off Huntoon Highway in Leicester, Massachusetts (the "Land") that is currently classified as agricultural land and taxed under the provisions of Massachusetts General Law, Chapter 61A ("Chapter 61A").
3. The owner of record of the Land is Henshaw Holdings, LLC.
4. The lien created under Chapter 61A is recorded in the Worcester South District Registry of Deeds in Book 10370, Page 286.
5. The deed conveying the Land into Henshaw Holdings, LLC is recorded in the Worcester South District Registry of Deeds in Book 59210, Page 295.
6. The Land is more particularly described as Lot A10-0 on Map 44 of the Town of Leicester Assessors Maps, a copy of which is attached hereto as Exhibit A.
7. Under said Chapter 61A, the Town of Leicester has a first refusal option to purchase said land intended to be sold or converted to other use and withdrawn from Chapter 61A classification.
8. Notice of intent to sell was provided in accordance with Chapter 61A, section 9.
9. A public hearing was held on _____, at which the Select Board of the Town of Leicester voted to DECLINE to exercise its option to purchase and to DECLINE to assign said option to a nonprofit conservation commission, the Commonwealth or any of its political subdivisions.

[End of Text. Signatures on following page.]

Signed under the pains and penalties of perjury this ____ day of _____, 20____.

**The TOWN OF LEICESTER,
a Massachusetts municipal corporation**

By _____
Its Authorized Signatory

By: _____
Its Authorized Signatory

By _____
Its Authorized Signatory

By: _____
Its Authorized Signatory

By _____
Its Authorized Signatory

COMMONWEALTH OF MASSACHUSETTS

County of Worcester, ss

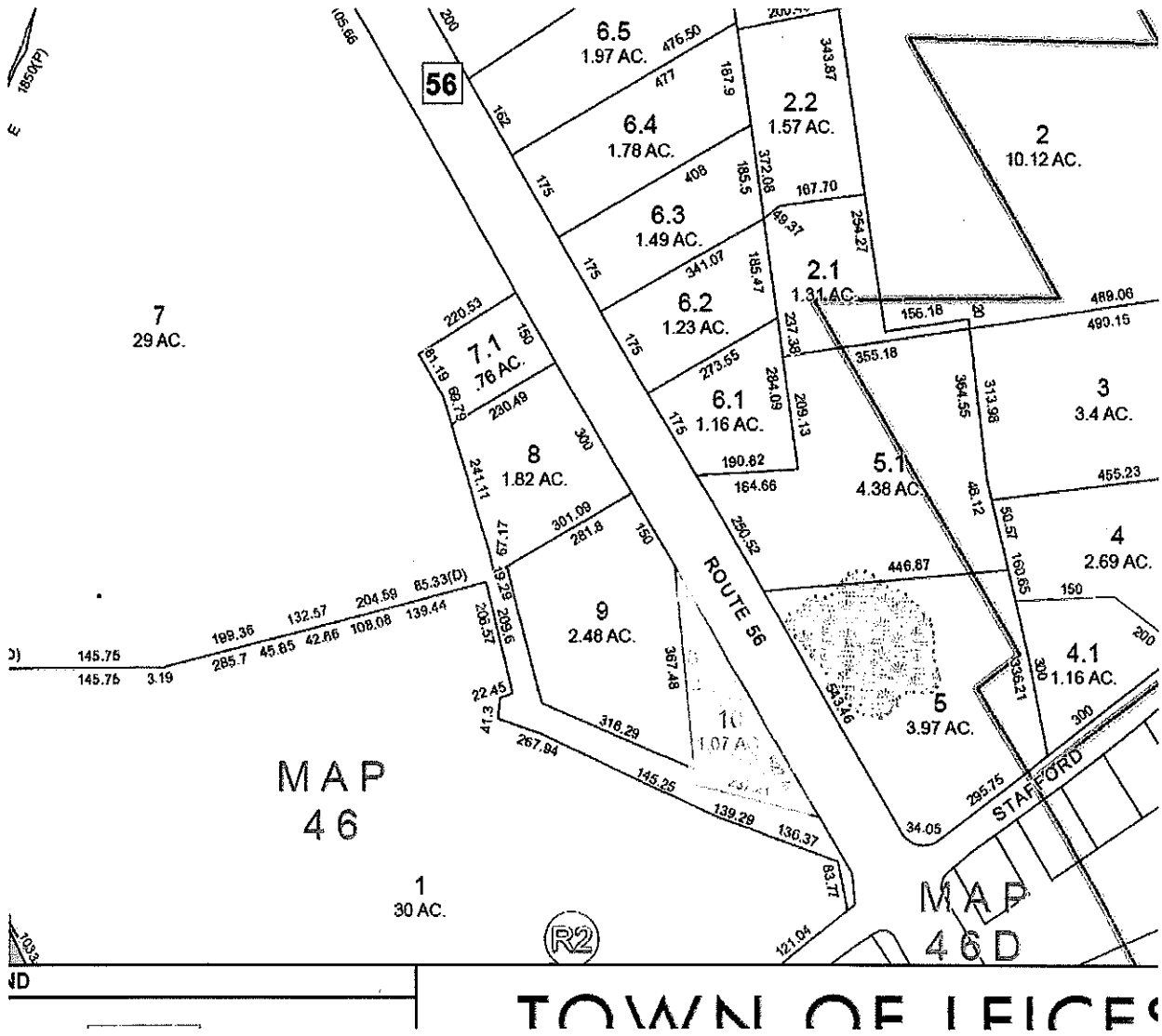
On this _____ day of _____, 20____, before me, the undersigned notary public,
personally appeared _____

_____ proved to me through satisfactory evidence of
identification, which was _____, to be the persons whose name are signed on
the preceding document, and acknowledged to me that they signed it voluntarily for its stated purpose,
as Authorized Signatories of the Town of Leicester.

Notary Public

My Commission Expires:

EXHIBIT A



From the Office of:
Patricia Finnegan Gates, Esq.
MOUNTAIN, DEARBORN & WHITING LLP
370 Main Street
Worcester, MA 01608

8/17/2020

PURCHASE AND SALE AGREEMENT

This ___ day of August, 2020

1. PARTIES

HENSHAW HOLDINGS LLC ("SELLER"), agrees to SELL and HUNTOON HIGHWAY LLC ("BUYER"), agrees to BUY, upon the terms hereinafter set forth, the following described premises:

2. DESCRIPTION

Approximately 1.07 acres of vacant land situated at Huntoon Memorial Highway, Rochdale, Worcester County, Massachusetts, which is more particularly described as Tax Map 44 – Lot A10 in Exhibit A annexed hereto and incorporated herein by reference and being a portion of property described in deed recorded in Worcester District Registry of Deeds, Book 55910, Page 283. ("Premises")

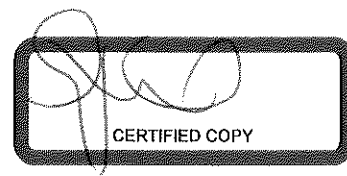
3. TITLE

The premises shall be conveyed by a good and sufficient quitclaim deed running to BUYER or BUYER'S nominee, and the deed shall convey a good and clear record and marketable title, free from encumbrances, except the following:

- (a) Provisions of existing building and zoning laws;
- (b) Such taxes for the then current year as are not due and payable on the date of the delivery of such deed;
- (c) Any liens for municipal betterments assessed after the date of this Agreement; and
- (d) All easements, restrictions, takings and rights of way of record, if any, to the extent the same are now in force and applicable, provided they do not substantially interfere with the use of the premises for residential purposes.

4. TITLE CERTIFICATION

At the time of delivery of the deed, a certificate of title evidencing title to the premises as required by this Agreement, shall be ordered and paid for by BUYER.



5. PLANS

If the deed refers to a plan necessary to be recorded therewith, SELLER shall deliver such plan with the deed in form adequate for recording or registration.

6. REGISTERED TITLE

In addition to the foregoing, if the title to the premises is registered, the deed shall be in form sufficient to entitle BUYER to a Certificate of Title of the premises, and SELLER shall deliver with the deed all instruments, if any, necessary to enable BUYER to obtain such Certificate of Title.

7. PURCHASE PRICE

The agreed purchase price for the premises is ONE HUNDRED THIRTY SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$137,500.00) of which:

\$ 1,000.00 has been paid with the Offer to Purchase

\$ 136,500.00 is to be paid at the time of delivery of the deed by wired funds.

\$ 137,500.00 TOTAL

8. TIME FOR PERFORMANCE; DELIVERY OF DEED

The deed is to be delivered on or before October 30, 2020, at the Worcester District Registry of Deeds, unless otherwise agreed upon in writing. It is agreed that time is of the essence of this Agreement. In the event of any default hereunder by the BUYER, or if the BUYER fails to perform any of the BUYER'S obligation hereunder, the SELLER shall have no obligations to tender a deed.

9. POSSESSION AND CONDITIONS OF PREMISES

Full possession of the premises free of all tenants and occupants, except as herein provided, is to be delivered, at the time of the delivery of the deed, the premises to be then (a) in the same condition as they now are reasonable use and wear thereof excepted, (b) not in record violation of any building or zoning laws, and (c) in compliance with all material provisions of any instrument referred to in Clause 3 hereof. BUYER shall be entitled to an inspection of the premises prior to the delivery of the deed in order to determine whether the condition thereof complies with the terms of this clause.

10. EXTENSION TO PERFECT TITLE OR MAKE PREMISES CONFORM

If SELLER is unable to give title or to make conveyance, or to deliver possession of the premises, all as herein stipulated, or if at the time of delivery of the deed the premises do not conform with the provisions hereof, then SELLER shall use reasonable efforts to remove any defects in title, or to deliver possession as provided herein, or to make the premises conform to the provisions hereof, as the case may be, and the time for performance shall be extended for thirty (30) days provided that SELLER not be required



to expend more than \$2,000.00 to provide for the foregoing, exclusive of liens, mortgages and taxes, imposed as a result of Seller's actions or inactions.

Notwithstanding anything to the contrary in this Agreement, BUYER may terminate this Agreement and receive a prompt and full refund of all deposits and monies paid pursuant to the terms of this Agreement, if (i) SELLER extends this Agreement past the date when BUYER'S mortgage commitment expires, (ii) such commitment cannot be extended or renewed on the same or more favorable terms and conditions without the payment of additional fees for such extension or renewal, (iii) BUYER gives SELLER reasonable written notice of the circumstances, and (iv) SELLER fails to pay the cost of extending or renewing the BUYER'S mortgage commitment.

11. FAILURE TO PERFECT TITLE OR MAKE PREMISES CONFORM, ETC.

If at the expiration of the extended time SELLER shall have failed so to remove any defects in title, deliver possession, or make the premises conform, as the case may be, all as herein agreed, or if at any time during the period of this Agreement or any extension thereof, the holder of a mortgage on the premises shall refuse to permit the insurance proceeds, if any, to be used for such purposes; then at BUYER'S option any payments made under this Agreement shall be forthwith refunded and this Agreement shall be void without recourse to either party.

12. BUYER'S ELECTION TO ACCEPT TITLE

BUYER shall have the election, at either the original or any extended time for performance, to accept such title as SELLER can deliver to the premises in their then condition and to pay therefor the purchase price without deduction, in which case SELLER shall convey such title.

13. TITLE STANDARDS

Any title matter which is the subject of a title standard of the Real Estate Bar Association at the time for delivery of the deed shall be governed by such title standard to the extent applicable.

14. ACCEPTANCE OF DEED

The acceptance of a deed by BUYER shall constitute full performance and discharge of every agreement and obligation herein contained or expressed, except such as are, by the terms hereof, to be performed after the delivery of the deed.

15. USE OF PURCHASE MONEY TO CLEAR TITLE

To enable SELLER to make conveyance as herein provided, SELLER may, at the time of delivery of the deed, use the purchase money or any portion thereof to clear the title of any or all encumbrances or interests, provided that (i) all instruments so procured are recorded simultaneously with the delivery of such deed, or (ii) SELLER makes commercially reasonable arrangements to obtain and record such instruments thereafter.



16. ADJUSTMENTS

Real estate taxes for the then current year, shall be apportioned between SELLER and BUYER as of the day of performance of this Agreement. The net amount of the foregoing apportionment shall be added to or deducted from, as the case may be, the purchase price payable by BUYER, at the time of delivery of the deed.

17. ADJUSTMENT OF UNASSESSED AND ABATED TAXES

If the amount of taxes is not known at the time of the delivery of the deed, the amount shall be apportioned on the basis of the taxes assessed for the preceding year, with a reapportionment as soon as the next tax rate and valuation can be ascertained. If the taxes which are to be apportioned shall thereafter be reduced by abatement, the amount of such abatement, less the reasonable cost of obtaining the same, shall be apportioned between the parties, provided that neither party shall be obligated to institute or prosecute proceedings for an abatement unless herein otherwise agreed. The provisions of this paragraph shall survive delivery of the deed.

18. NO BROKER

It is understood that no real estate broker brought about this sale, and the parties agree that should any claim for broker's fee be made, either, (1) by, through or on account of any acts of the BUYER or the representatives of the BUYER which said claims are proven in court of law of competent jurisdiction, the BUYER will hold the SELLER free and harmless from any and all liabilities and expenses in connection therewith, or (2) by, through or on account of any acts of the SELLER or the SELLER representatives, which said claims are proven in a court of law of competent jurisdictions, the SELLER will hold the BUYER free and harmless from any and all liabilities and expenses in connection therewith. The provisions of this paragraph shall survive the delivery of the deed.

19. DEPOSIT

All deposits made hereunder shall be held in escrow by Bowditch & Dewey, LLP. as Escrow Agent, subject to the terms of this Agreement and shall be duly accounted for at the time for performance of this Agreement. The deposits may not be released from escrow without the assent of both the BUYER and the SELLER. The recording of the deed to the premises shall constitute such assent that the deposits be released from escrow and delivered to the SELLER. In the event of any disagreement, the Escrow Agent shall retain the deposits pending instructions given by both the SELLER and the BUYER, or by a court of competent jurisdiction. So long as Escrow Agent serves in good faith, the BUYER and the SELLER each agree to reimburse and hold harmless Escrow Agent for damages, losses, costs or expenses including reasonable attorney's fees to him or herself or others acting on his or her behalf relating to any court action including the filing of an interpleader or mediation or arbitration, or for failure to act.

The BUYER and the SELLER acknowledge that the Escrow Agent is be counsel to the Seller and agree that Escrow Agent may continue to act as such counsel notwithstanding any dispute or litigation arising with respect to the deposits or escrow Agent's duties.



20. BUYER'S DEFAULT; DAMAGES

If BUYER breaches this Agreement, all deposits shall be retained by SELLER as liquidated damages. Retention of the deposit shall be SELLER'S sole and exclusive remedy in the event of BUYER'S breach. (unless within thirty days after the time for performance of this Agreement or any extension hereof, SELLER otherwise notifies BUYER in writing.)

21. LIABILITY OF TRUSTEE, SHAREHOLDER, BENEFICIARY, ETC.

If SELLER or BUYER signs this Agreement in a representative or fiduciary capacity, only the principal or the estate represented shall be bound, and neither SELLER nor BUYER so signing, nor any shareholder or beneficiary of any trust, shall be personally liable for any obligation, express or implied, hereunder.

22. WARRANTIES AND REPRESENTATIONS

BUYER acknowledges that BUYER has not been influenced to enter into this transaction nor has BUYER relied upon any warranties or representations not set forth in this Agreement. Buyer agrees to accept the Property in its present condition. Buyer agrees that the Property is being sold "AS IS" and "WITH ALL FAULTS" and the Seller has not made, and does not make, and hereby disclaims any and all express or implied representations or warranties relating to the physical condition of the Property or the suitability of the Property for any purpose for which the Buyer may desire to use it, except as expressly set forth in this Agreement.

23. MORTGAGE CONTINGENCY CLAUSE

Intentionally omitted – Cash Purchase.

24. CONTINGENCY

Buyer's obligations to perform under this Agreement are conditioned upon Buyer taking title to property located off Route 56 in Leicester, adjacent to this premises, currently owned by Sigel, Silver and Sloane et al Trustees. If Buyer is unable to acquire title to said Sigel property, its obligations under this Agreement terminate. Buyer shall provide written notice to Seller when said property is under written agreement to purchase and shall keep Seller reasonably informed of its progress in such acquisition.

25. CONSTRUCTION OF AGREEMENT

This Agreement is to be construed as a Massachusetts contract, is to take effect as a sealed instrument, sets forth the entire contract between the parties, is binding upon and enures to the benefit of the parties hereto and their respective heirs, estates, executors, administrators, successors and assigns, and may be cancelled, modified or amended only by a written instrument signed by both SELLER and BUYER. If two or more persons are named herein as BUYER their obligations hereunder shall be joint and several. The captions and marginal notes are used only as a matter of convenience and are not to be



considered a part of this Agreement or to be used in determining the intention of the parties.

26. NOTICES

Any notices required hereunder shall be in writing and either (a) delivered by hand, (b) by first class mail or (c) by facsimile, and shall be addressed as follows:

TO BUYER:

Patricia Finnegan Gates, Esq.
Mountain, Dearborn & Whiting, LLP
370 Main Street
Worcester, MA 01608
Telephone: (508) 756-2423
Fax: (508) 755-6640
Email: gates@mountaindearborn.com

TO SELLER:

Samantha P. McDonald
Bowditch & Dewey LLP
311 Main Street
Worcester MA 01608
Telephone: 508-926-3327
Email: Smedonald@bowditch.com

27. FORCE MAJEURE

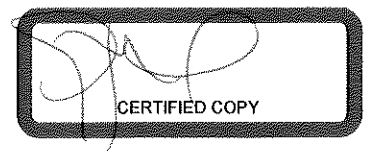
The Closing Date shall be extended for an Excused Delay which materially affects the Buyer's or Seller's ability to close, arising from a cause outside of the control of the party requesting the Excused Delay, that prevents either party from fulfilling its obligations under the Agreement due to an Excused Delay, unless Buyer and Seller mutually agree otherwise. As used herein an Excused Delay means a delay preventing the closing to occur caused by an Act of God, declared state of emergency or public health emergency, pandemic (specifically including COVID-19), government mandated quarantine or travel ban, war, acts of terrorism, and/or order of government or civil or military authorities. The Closing shall occur at the earlier of 10 business days after the end of the Excused Delay or 90 days after the original Closing Date. In the event that the Closing cannot occur during the 90 day extension, unless the Buyer and Seller agree to further extend the closing, the Agreement shall terminate and the Deposit shall be returned to the Buyer.

28. ATTORNEY AUTHORIZATION

In order to facilitate the execution of documents to extend any deadlines, to amend this Agreement or to give any notices that may be given under this Agreement, each of the undersigned parties hereby authorizes his or her respective attorney to execute on that party's behalf any document extending any deadline, amending the Agreement, or giving any notice that may be given under this Agreement.



[End of Text. Signatures on Following Page.]



Henshaw Holdings, LLC – Seller

DocuSigned by:
Marjorie A. Cooper
BCB040C0ABA7472...

Marjorie A. Cooper, Manager

DocuSigned by:
James A. Cooper
BCB040C0ABA7472...

James A. Cooper, Manager

DocuSigned by:
Richard A. Cooper
BCB040C0ABA7472...

Richard A. Cooper, Manager

Huntoon Highway, LLC – Buyer

DocuSigned by:
John V. Daige
B477DDEEA3914D3...

John V. Daige, Manager

DocuSigned by:
Robert E. Daige
CA87F661FB59465...

Robert E. Daige, Manager



FIRST AMENDMENT TO PURCHASE AND SALE AGREEMENT

This First Amendment to Purchase and Sale Agreement ("First Amendment") is made this 18th day of November, 2020 by and between **HUNTOON HIGHWAY LLC**, a Massachusetts limited liability company ("Buyer") and **HENSHAW HOLDINGS LLC**, a Massachusetts limited liability company ("Seller").

RECITALS:

WHEREAS, Seller and Buyer entered into that certain Purchase and Sale Agreement dated August 17, 2020 ("Agreement") for 1.07 acres of vacant land situated at Huntoon Memorial Highway, Rochdale, Worcester County, Massachusetts, which is more particularly described as Tax Map 44 – Lot A10 (the "Property") as more particularly described in the Agreement;

WHEREAS, Seller and Buyer desire to amend the Agreement as hereinafter set forth.

NOW, THEREFORE, in consideration of the agreements herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Seller and Buyer agree as follows:

1. Recitals: The foregoing Recitals are true and correct and are incorporated herein by reference.
2. Defined Terms: All capitalized terms used herein and not expressly defined shall have the meanings ascribed to them in the Agreement.
3. Contingency. Paragraph 24 entitled "Contingency", allowing Buyer to terminate the Agreement in the event it is unable to take title to real property owned by Sigel, Silver and Sloane et al, Trustee which is adjacent to the Premises (the "Adjacent Property"), is hereby DELETED in its entirety.
4. Condition to Seller's Obligation to Close. The Parties acknowledge the Premises are subject to a Right of First Refusal under M.G.L. ch. 61A granted to the Town of Leicester ("ROFR"). Within one hundred fifty (150) days from the Seller's receipt of notice that Buyer has acquired title to the Adjacent Property ("ROFR Period"), the Seller shall obtain written confirmation from the Town of Leicester that the Town of Leicester has waived to purchase the Property (the "Chapter 61A Release"). In the event the Town elects to exercise its ROFR, then Seller shall provide notice of the its election to the Buyer and this Agreement shall terminate, the Deposit shall be returned to the Buyer, and all obligations of the parties hereunder shall terminate (except those that expressly survive Closing or earlier termination of the Agreement) and this Agreement shall be null, void and without recourse to either party.
5. Time for Performance. Paragraph 8 of the Agreement is hereby DELETED and REPLACED with the following:

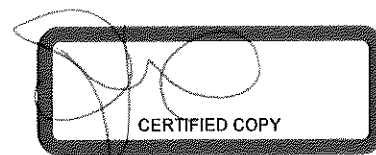


“8. TIME FOR PERFORMANCE; DELIVERY OF DEED

Subject to all other terms of this Agreement, the consummation of the transaction contemplated by this Agreement (the “Closing” or “Closing Date”) shall take place at 2:00 P.M. at the Worcester District South Registry of Deeds on the date that is thirty (30) days after the Town of Leicester’s actual or constructive waiver of its ROFR, or such other date or location the parties shall agree upon in writing. It is agreed that time is of the essence of this Agreement. In the event of any default hereunder by the BUYER, or if the BUYER fails to perform any of the BUYER’S obligation hereunder, the SELLER shall have no obligations to tender a deed.”

Except as amended hereby, the Agreement remains in full force and effect according to its terms.

[SIGNATURE PAGE TO FOLLOW]



IN WITNESS WHEREOF, the parties hereto have executed this First Amendment as an instrument under seal effective the day and year first set forth above.

BUYER:

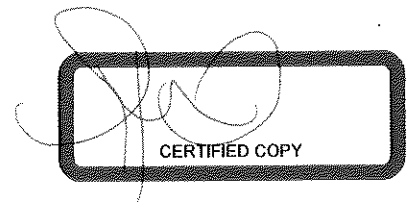
HUNTOON HIGHWAY LLC

By: John V. Daige
Name: John V. Daige
Title: Owner - Clerk.

SELLER:

HENSHAW HOLDINGS LLC

DocuSigned by:
By: Richard Cooper
Name: Richard Cooper
Title: Partner





Bk: 55910 Pg: 283
Page: 1 of 10 09/02/2016 09:19 AM WD

Property Address: Huntton Memorial Highway, Clark Street, Henshaw Street, Stafford Street, Leicester

QUITCLAIM DEED

I, **DAVID A. COOPER**, for consideration paid and in full consideration of

**LESS THAN ONE HUNDRED DOLLARS
(\$100.00)**

GRANT TO MARJORIE A. COOPER, JAMES A. COOPER AND RICHARD A. COOPER, Co-Partners, d/b/a COOPER'S HILLTOP FARM with an address of 515 Henshaw Street, Leicester, MA 01501

WITH QUITCLAIM COVENANTS

The land with the buildings thereon situated in Leicester, Worcester County, Massachusetts, being more particularly bounded and described as set forth on Exhibit A attached hereto and recorded herewith.

I, David A. Cooper, the Grantor named herein, do hereby voluntarily release all my rights of Homestead, if any, as set forth in M.G.L. Chapter 188 and state that there are no other person or persons entitled to any homestead rights.

Witness my hand and seal this 1st day of September 2016.

David A. Cooper
DAVID A. COOPER

THE COMMONWEALTH OF MASSACHUSETTS

Worcester, ss.

On this 18th day of September, 2016, before me, the undersigned notary public, personally appeared **David A. Cooper** as aforesaid, proved to me through satisfactory evidence of identification, which was photographic identification with signature issued by a federal or state governmental agency, oath or affirmation of a credible witness, personal knowledge of the undersigned, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

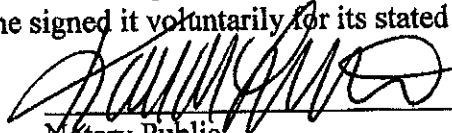

Notary Public



EXHIBIT A

PARCEL 1:

The land located at 515 Henshaw Street, Leicester, Massachusetts, Map 45-A3, known as Uncle Ed's, being bounded and described as follows:

A certain parcel of land with the buildings thereon, situated in the Southeasterly part of Leicester, Worcester County, Massachusetts, on the Easterly side of Henshaw Street, so-called, and the Northerly side of Stafford Street, and bounded and described as follows:

BEGINNING at the northwesterly corner of the premises on the easterly side of Henshaw Street at land of John W. Lamb, now or formerly;

THENCE running easterly by land now or formerly of said Lamb to land of one Weatherbee, now or formerly;

THENCE running southerly by land now or formerly of one Weatherbee forty-two (42) rods, more or less to a corner;

THENCE 79° E. one hundred and thirty-eight (138) rods more or less, to a corner;

THENCE S. 2° E. by land now or formerly occupied by Mrs. Simon Narbut to Stafford Street;

THENCE southwesterly by said Stafford Street to an iron pipe set between two large rocks;

THENCE S. 82 ½° W. by land of J. Arnold Cooper, now or formerly, to Henshaw Street;

THENCE northerly by said Henshaw Street to the point of beginning.

Containing about 80 acres.

EXCEPTING THEREFROM the premises described in the following deeds:

1. Deed to Fritz R Mueller et ux by deed dated September 12, 1963 and recorded in Book 4402, Page 355. Containing 11.75 acres.
2. Deed to Bruce D. Lavasseur et ux by deed dated August 15, 1985 and recorded in Book 8880, Page 49 and shown as Parcel 2 on Plan Book 539, Plan 76.
3. Deed to William A. Klansek by deed dated August 21, 1985 and recorded in Book 8913, Page 380 and shown as Parcel 3 on Plan Book 539, Plan 76.
4. Deed to David E. Gemme by deed dated December 20, 1999 and recorded in Book 22230, Page 399 as corrected and confirmed by deed recorded in Book 22572, Page 64.

BEING the same premises conveyed by deed of David A. Cooper and Richard A. Cooper, Executors under the Will of Hazel M. Cooper dated November 22, 1993 and recorded in Book 15811, Page 110.

PARCEL 2:

Two certain tracts or parcels of land with the buildings thereon of every nature and description and all the privileges and appurtenances thereto belonging, situated in the southerly part of Leicester, County of Worcester, and Commonwealth of Massachusetts, and bounded and described as follows:

Tract I

BEGINNING at the northwest corner of the granted premises at a stake on a line of land now or formerly of Martin Bridges, on the easterly line of an old road.

THENCE N. 79° E. to Henshaw Street, so-called:

THENCE southerly on Henshaw Street to land now or formerly of Joseph L. Brown;

THENCE S. 82 ½ ° W. and bounded by land of said Brown and land of Malcolm Clark and others, until it comes to the line of an old road near the old grindstone dam;

THENCE N. 51° six (6) rods and eight (8) links;

THENCE S. 11° W. one and one-half (1 ½) rods;

THENCE N. 23° W. fourteen (14) rods;

THENCE N. 5° W. twenty-one (21) rods;

THENCE N. 26° W. eighteen (18) rods and ten (10) links;

THENCE N. 56° W. nine (9) rods and seventeen (17) links to the bound first mentioned; said tract being all the land lying west of Henshaw Street belonging to the Salem Livermore Farm. Containing fifty (50) acres more or less.

EXCEPTING from Tract I the property described in the following deeds:

1. Deed to Malcolm C. Clark dated July 30, 1918 and recorded in Book 2159, Page 332;
2. Deed to J.D. Bergin recorded in Book 8532, Page 17.

Tract II:

BEGINNING at the southwesterly corner thereof on the westerly side of Stafford Street, at a corner of land of Dale Carlton, on the south, and Malcolm Clark et ali, on the west;

THENCE N. 5° W. by a stone wall thirty-seven (37) rods, to a stake and stones at corner of land now or formerly of Joseph L. Brown;

THENCE E. 9° 45' N. crossing Henshaw Street, about two hundred and seven and one-half (207 ½) rods to Stafford Street formerly called Worcester & Stafford Turnpike;

THENCE westerly by said Stafford Street to a corner at land of one Gilbert;

THENCE westerly 6° 20' S. about one hundred and forty-eight (148) rods on said Gilbert land and on said Dale Carlton land to the place of beginning, crossing said Henshaw Street.

EXCEPTING from the above conveyance such part of land as is included within the location of Henshaw Street.

Tracts I and II being the same premises conveyed to J. Harold Cooper and Hazel M. Cooper by deed of Cora R. Cooper and Edward V. Cooper dated May 24, 1958 and recorded in Book 3943, Page 179. See also Agreement recorded in Book 2144, Page 492.

PARCEL 3:

The land in Leicester, Worcester County, Massachusetts with the buildings thereon, bounded and described as follows:

A certain tract or parcel of wood and sprout land situated in the southeasterly part of said Town of Leicester on both sides of Clark Street, consisting of thirty-five (35) acres and 108 rods, more or less, and bounded as follows:

BEGINNING at the northwesterly corner of said tract and adjoining land of one Malcolm G. Clark, now or formerly;

THENCE S. ½ ° E. about 77 rods by said land of Clark, to an old road;

THENCE by said old road southeasterly nine (9) rods to land formerly of Salem Livermore;

THENCE by said land of Livermore N. 80 ¾ ° about 68 rods;

THENCE N. ½ ° about 72 rods;

THENCE N. 89° W. 22 rods and 10 links;

THENCE N. 88 ½ ° W. 51 rods 5 links, crossing Clark Street to place of beginning.

EXCEPTING THEREFROM the following described parcel:

The land situated on the northerly side of Clark Street, in the Town of Leicester as shown on a plan of land in Leicester, Mass. to be conveyed to Oscar J. Lachance and Helen C. Lachance, dated September 22, 1981, George Edward Smith Jr., Surveyor, and recorded with the Worcester District Registry of Deeds in Plan Book 494, Plan 74, bounded and described as follows:

BEGINNING at an iron pipe on the northerly line of said Clark Street at the most easterly corner of the premises to be described herein.

THENCE S. 64° 00" W. 44.64 feet along the northerly side of Clark Street to a point;

THENCE N. 26° 00' W. 28.60 feet to a point at other land now or formerly of Oscar J. Lachance et ux.

THENCE S. 83° 21' E. 53.02 feet along said other land of Lachance to an iron pipe and the point of beginning.

Containing 638 square feet.

Being the premises conveyed to Oscar J. Lachance et ux, by deed of Evelyn A. Bannon et als, dated November 28, 1981 and recorded with said Deeds, Book 7426, Page 342.

ALSO EXCEPTING THEREFROM the following described parcel:

The land with the buildings thereon on the northerly side of Clark Street, bounded and described as follows:

BEGINNING at an iron pin on the northerly side of Clark Street at the southwesterly corner of the premises herein described, said point being easterly 248 feet, more or less, from Route 56 along the northerly line of said Clark Street;

THENCE N. 3° 20' E. 161.65 feet to an iron pin in a wall;

THENCE S. 84° 02' E. 211.84 feet, partially by a stone wall to an iron pin;

THENCE S. 26° 00' E. 28.78 feet to an iron pin at the northerly line of Clark Street;

THENCE S. 64° 00' W. 258.91 feet by the northerly line of Clark Street to the point of beginning.

Containing 20,830 square feet, more or less.

Being shown as Lot 2 on "Plan of Land in Leicester, Mass. to be conveyed to Russell C. Engstrom et ux" by E. H. Perry & Associates Land Surveyors, dated October 20, 1982 and recorded with said Deeds, Plan Book 501, Plan 118.

ALSO EXCEPTING THEREFROM the following described parcel;

The land in Leicester, Worcester County, Massachusetts, being shown on plan of location of Route 56, recorded in Worcester District Registry of Deeds in Plan Book 275, Plan 106, sheet 5, bounded and described as follows:

BEGINNING at a point on the southwesterly side of Route 56 at an iron pipe set at the intersection of land of Guy G. Bailey et al, Aina A. Engstrom and Peter Bros. Lumber Co.;

THENCE S. 2° 44' 15" W. by land of Peter Bros. Lumber Co., 132 feet, more or less, to an iron pipe at a stone wall;

THENCE S. 62° 23' E. by said stone wall and other land of Peter Bros. Lumber Co. 38.5 feet to a stake;

THENCE S. 41° 38' E. still by land of Peter Bros. Lumber Co. 85 feet, more or less, to the southwesterly side of Route 56;

THENCE northwesterly by the said southwesterly side of Route 56, 243 feet, more or less, to the point of beginning.

Being the same premises conveyed to Albert P. Manzi et ux by deed of Aina A. Engstrom, dated March 21, 1975, and recorded with the Worcester District Registry of Deeds, Book 5683, Page 234.

ALSO EXCEPTING THEREFROM the following described parcel:

The land in Leicester, Worcester County, Massachusetts situated of the southeasterly side of Clark Street bounded and described as follows:

BEGINNING at a point situated of the southeasterly side of Clark Street which is the northeast corner of the parcel to be described, which point is S. 39° 03' 15" E. 211.06 feet from the southeasterly side of Clark Street as shown on a plan to which reference is hereinafter made;

THENCE S. 39° 03' 15" E. 41.94 feet to an iron pipe;

THENCE S. 59° 28' 23" W. 200 feet to an iron pipe;

THENCE N. 39° 03' 15" W. 190.72 feet to a point;

THENCE S. 87° 00' 00" E. 266.38 feet to the point of beginning.

Containing 23,009 sq. ft. of land and being shown as Lot C on a plan prepared for David A. Cooper and the Partners of Coopers' Hilltop Farm dated November 17, 1987 by Greenwood

Land Surveyors recorded with Worcester District Registry of Deeds Plan Book 596, Plan 125, and described in deed recorded in Book 11248, Page 45.

BEING a portion of the premises conveyed to David A. Cooper et al by deed of Evelyn Bannon et al dated December 7, 1982 and recorded in Book 7620, Page 82.

PARCEL 4:

Two tracts of land in the Town of Leicester, Worcester County, Massachusetts bounded and described as follows:

Tract I:

BEGINNING at the southeasterly corner of the lot herein described in the westerly line of Henshaw Street at a stone wall and at land now or formerly of one Gilbert;

THENCE running North 87° West by a stone wall and land now or formerly of said Gilbert and land of Cooper eight hundred forty-five and 24/100 (845.24) feet to a point at stone wall;

THENCE running North 2° 27' East by said stone wall and other land of Cooper six hundred eleven and 5/10ths (611.5) feet to a point.

THENCE turning and running South 89° 55' East by land of Cooper nine hundred forty-three and 8/10ths (943.8) feet to a point in the westerly line of Henshaw Street;

THENCE running southerly by the westerly line of said Henshaw Street six hundred sixty-eight and 44/100 (668.44) feet to the point of beginning.

Said tract contains 13,049 acres.

Tract II:

BEGINNING at the southeasterly corner of the lot herein described in the northerly line of Stafford Street at a stone wall and at land now or formerly of one Gilbert;

THENCE running South 65° 3' West by the northerly line of said Stafford Street four hundred seventeen and 53/100 (417.53) feet to a point;

THENCE running North 1° 12' West one hundred forty-one and 93/100 (141.93) feet to a point;

THENCE turning and running North 63° 48' West three hundred twenty-two and 08/100 (322.08) feet to a point;

THENCE running North 7° 45' East by a stone wall five hundred forty-six and 92/100 (546.92) feet to a point;

THENCE running South 86° 52' East two hundred forty-four and 5/10 (244.5) feet by a stone wall;

THENCE running North 5° 43' East still by a stone wall two hundred nine and 13/100 (209.13) feet to a point;

THENCE running South 87° East three hundred fifty-four and 54/100 (354.54) feet to a corner of walls;

The last six above-described courses are by land now or formerly of Everett Carlson;

THENCE turning and running South 5° 42' West by a stone wall and by land now or formerly of one Gilbert three hundred seventy-five and 18/100 (375.18) feet to a point;

THENCE running South 1° 54' East still by a stone wall and land of one Gilbert four hundred fifty-three (453) feet to the point of beginning.

Said tract contains 11.44 acres.

Excepting therefrom Lot 5A on Plan Book 676, Plan 81 containing 4.38 acres conveyed to Prudent Associates, Inc. by deed recorded in Book 15811, Page 124.

BEING the same premises conveyed to David A. Cooper et al by deed of Hazel M. Cooper dated December 28, 1985 and recorded in Book 9150, Page 332.

PARCEL 5

The land in Leicester, Worcester County, Massachusetts, bounded and described as follows:

BEGINNING at a point on Henshaw Street at land formerly of E. Converse and running N. 89° E. fourteen hundred nineteen (1419) feet, more or less to Stafford Street;

THENCE turning and running in a southwesterly direction by said Stafford Street Eleven hundred fifty (1150) feet more or less to a point on said Stafford Street at land now or formerly of O.S. Pond Estate;

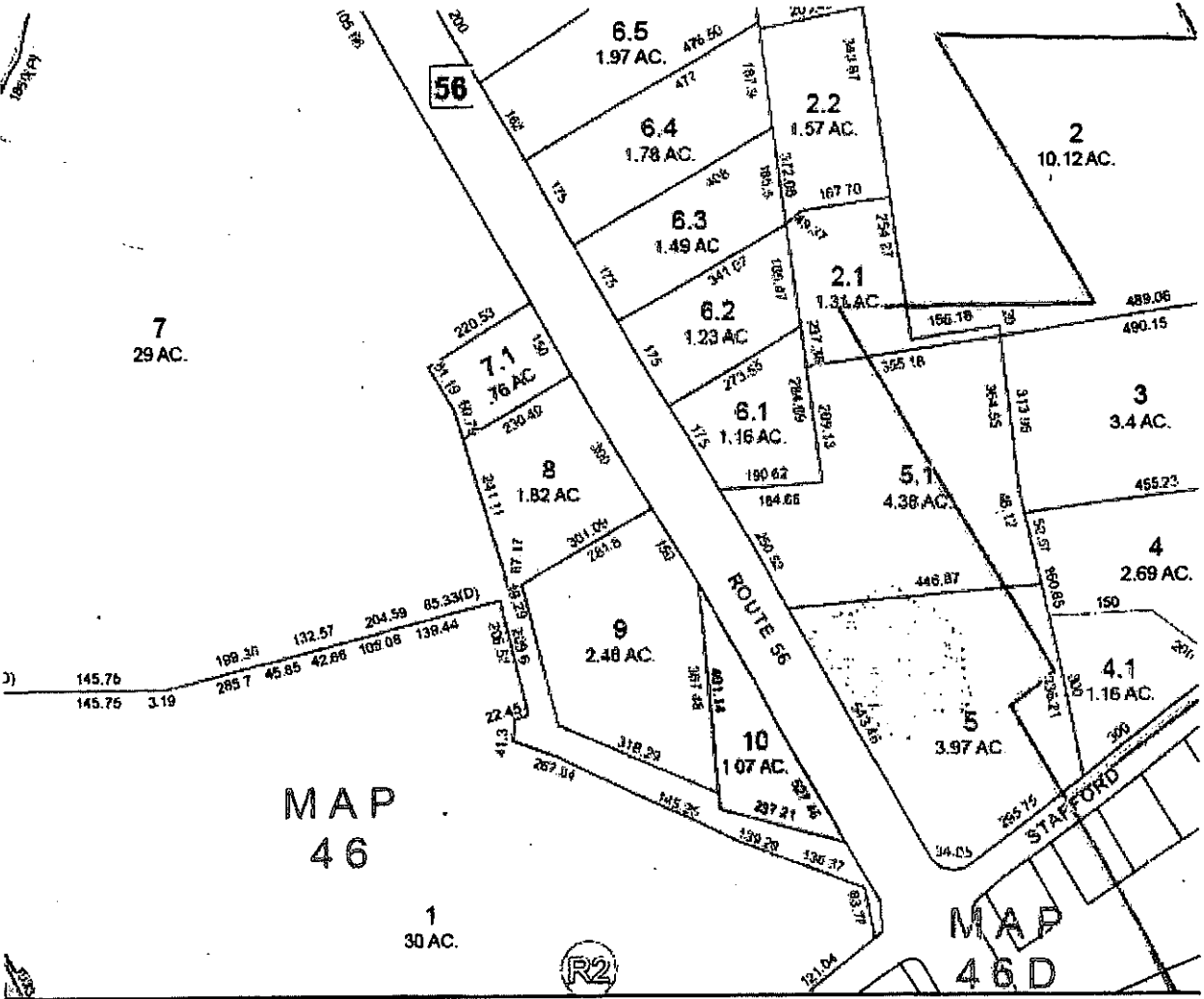
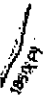
THENCE turning and running by said land now or formerly of the O.S. Pond Estate and by a stone wall in a westerly direction six hundred (600) feet more or less to said Henshaw Street;

THENCE turning and running by said Henshaw Street in a northeasterly direction six hundred sixty-four (664) feet more or less to the point of beginning.

Containing about sixteen (16) acres, be the same more or less.

Excepting the premises conveyed to Richard A. Cooper and Elizabeth A. Cooper dated December 31, 1986 recorded in Book 10142, Page 175.

BEING the same premises conveyed by deed of Hazel M. Cooper dated May 4, 1990 and recorded in Book 12772, Page 313.



7
29 AC.

MAP
46

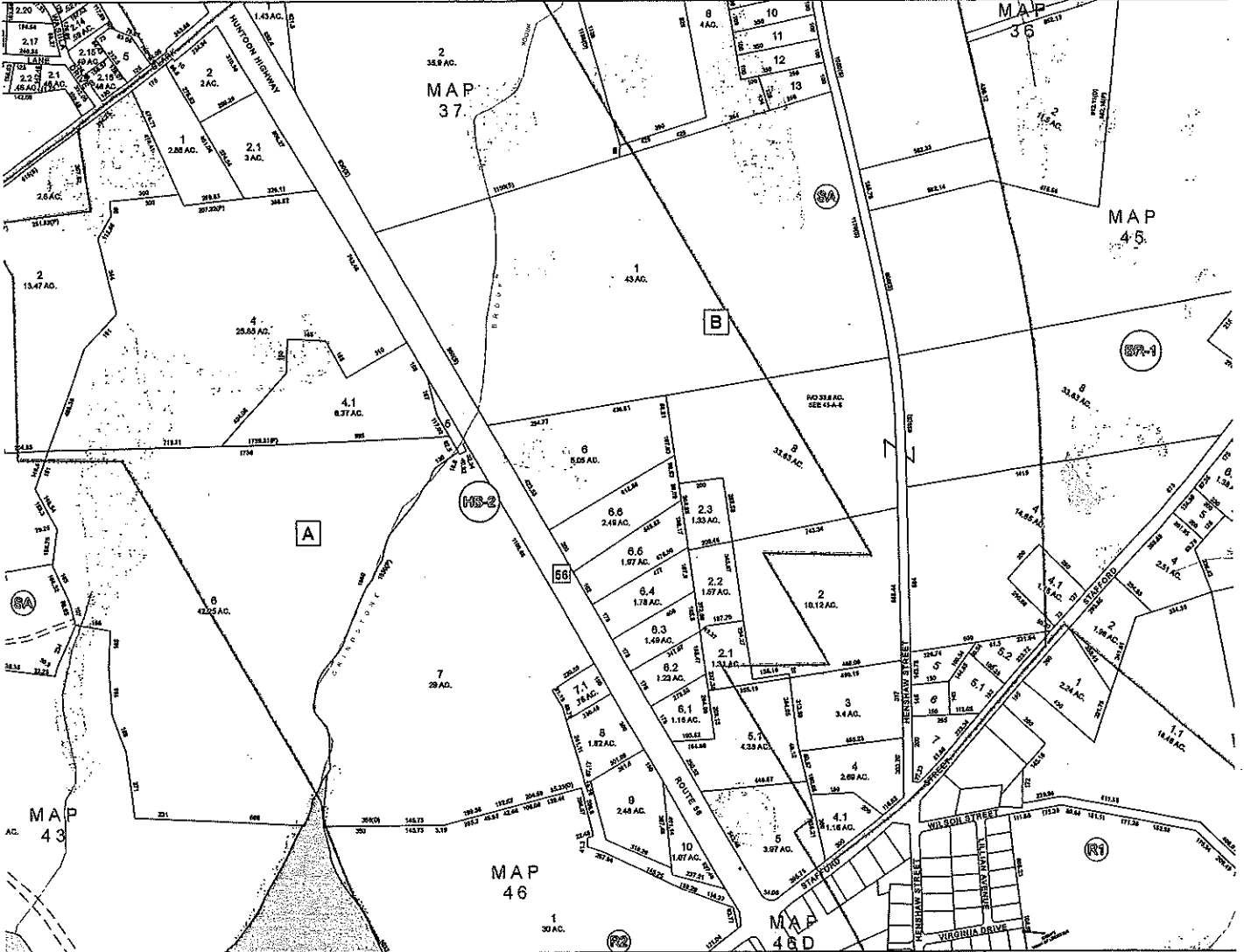
1
30 AC.

MAP
46D



ID

TOWN OF LEICESTER



PRODUCED IN 2014 BY
CMRPG
 Central Massachusetts Regional Planning Commission
 1 WASHINGTON SQUARE, UNION STATION
 WORCESTER, MA 01604

LEGEND

	PROPERTY LINES		MAP FOCUS		WATER		RAILROAD
	EASEMENTS		MAP FOCUS BLOCK LETTER		STREAMS		ZONING DISTRICTS
	EXEMPT PROPERTY		TOWN BOUNDARY		WETLANDS		

TOWN OF LEICESTER
 BOARD OF ASSESSORS
 LEICESTER, MASS.

MAP N 044
 REVISION TO: JANUARY 1, 2014
 SCALE 1 in = 200'

**SUBGRANT AGREEMENT
BY AND BETWEEN**

**Town of Leicester
And**

**SHINE of Central Massachusetts Program with Central Massachusetts Agency on Aging, Inc.
*FY 2019 CDBG-CV Leicester-Millbury-West Brookfield Remote SHINE Equipment***

THIS AGREEMENT (also referred to as the "CONTRACT") is effective as of the 28th day of December, 2020 by and between the Town of Leicester, Massachusetts (hereinafter referred to as the "MUNICIPALITY") and the SHINE of Central Massachusetts Program through its fiscal agent, the Central Massachusetts Agency on Aging, Inc. (hereinafter referred to collectively as the "SUBGRANTEE").

WITNESSETH THAT:

WHEREAS, the MUNICIPALITY has entered into an agreement with the Commonwealth of Massachusetts' (hereinafter "Commonwealth") Department of Housing and Community Development (hereinafter "DHCD"), Massachusetts Community Development Block Grant Program (hereinafter "Mass. CDBG" or "CDBG-CV") to undertake a community development program in partnership with the towns of Brookfield, Dudley, Millbury, North Brookfield and West Brookfield for FY 2019 (hereinafter "Program"), CFDA # 14.228, pursuant to the Housing and Community Development Act of 1974 (hereinafter "Act"), as amended, the CARES Act, and regulations thereunder, and

WHEREAS, DHCD's CDBG-CV award to the Town of Leicester includes funds for the provision of public social services including installation of computer equipment to enable remote SHINE outreach based at the senior centers in the towns of Leicester, Millbury and West Brookfield.

WHEREAS, the SHINE of Central Massachusetts Program with support from its fiscal agent, the Central Massachusetts Agency on Aging, Inc. has the relationships and organizational capacity to purchase and install the required equipment and (using non CDBG resources) to provide this new senior outreach service to eligible seniors in compliance with all CDBG-CV terms and conditions.

WHEREAS, this agreement is exempt from procurement requirements under MGL Ch. 30B because agreements between governmental bodies and nonprofit entities, the purpose of which is to carry out a public purpose of support or stimulation instead of procuring supplies or services for the benefit or use of the governmental body, are exempt.

NOW, THEREFORE, THE PARTIES HERETO DO AGREE AS FOLLOWS:

1. **ENGAGEMENT OF SUBGRANTEE:** The MUNICIPALITY hereby engages the SUBGRANTEE to perform the services set forth herein and the SUBGRANTEE hereby accepts the engagement.
2. **SCOPE OF SERVICES:** The SUBGRANTEE shall perform the necessary services as described in the approved proposal to the MUNICIPALITY, which is incorporated by reference herein as Attachment A.
3. **RESPONSIBILITY OF THE MUNICIPALITY:** The MUNICIPALITY or its representative shall assume responsibility for assisting the SUBGRANTEE insofar as possible for the purpose of efficiency and furnishing the SUBGRANTEE with information needed to satisfactorily complete the services. Any information furnished

by the MUNICIPALITY, including that relating to subsurface and other conditions, natural phenomena, existing pipes, and other structures is from the best sources at present available to the MUNICIPALITY. All such information is furnished only for the information and convenience of the SUBGRANTEE and is not guaranteed. It is agreed and understood that the MUNICIPALITY does not warrant or guarantee that the subsurface or other conditions, natural phenomena, existing pipes, or other structures will be the same as those indicated in the information furnished, and the SUBGRANTEE must satisfy himself as to the correctness of such information. If, in the opinion of the SUBGRANTEE, such information is inadequate, the SUBGRANTEE may request the MUNICIPALITY's approval to verify such information through the use of consultants or additional exploration. In no case shall the SUBGRANTEE commence such work without the MUNICIPALITY's prior written consent. Such work shall be compensated as agreed upon by MUNICIPALITY and SUBGRANTEE. Not applicable to the activity funded through this AGREEMENT.

3.1 The MUNICIPALITY shall designate a project representative authorized to work with the SUBGRANTEE with respect to the CDBG project. The MUNICIPALITY'S representative is the Central Massachusetts Regional Planning Commission (hereinafter "CMRPC"), Andrew Loew, Project Manager, (508) 459-3339 or aloew@cmrpc.org. Additional oversight will be provided by Bryan Milward, Assistant to the Town Administrator/Economic Development Coordinator, (508) 892-7077.

The SUBGRANTEE shall designate on or more project representatives authorized to work with the MUNICIPALITY with respect to the CDBG project. The SUBGRANTEE'S representatives are Kaye Peltier, Assistant Director, SHINE of Central Massachusetts program for programmatic and reporting topics, (774) 249-0918 or kaye.peltier@gmail.com and Anne Schmitt, Director of Finance, Central Massachusetts Agency on Aging for financial and purchasing topics, aschmitt@seniorconnection.org.

4 REPORTING: The SUBGRANTEE will submit written reports via email to CMRPC on the status of the contracted services, according to the schedule and dates specified below, or at other times as required by an information request or reporting requirement of Mass. CDBG.

Quarterly Report #	Quarter Ending	Date Due
1	September 30, 2020	October 10, 2020
2	December 31, 2020	January 10, 2021
3	March 31, 2021	April 10, 2021
4	June 30, 2021	July 10, 2021
5	September 30, 2021	October 10, 2021
6	December 31, 2021	January 10, 2022
-	Additional quarters as needed	

The SHINE of Central Massachusetts program shall be responsible overall for reporting including all programmatic aspects. The Central Massachusetts Agency on Aging shall be responsible for financial aspects of reporting including purchasing.

5. SUBCONTRACTS: No subcontracts may be awarded by the SUBGRANTEE the purpose of which is to fulfill in whole or in part the services required of the SUBGRANTEE, without prior written approval of the MUNICIPALITY and the DHCD.

6. TIME OF PERFORMANCE: The services of the SUBGRANTEE are to commence on or about December 28, 2020 and shall be undertaken and completed in sequence as to assure their expeditious completion.

6.1 All services required hereunder shall be completed by December 31, 2021 unless extended by mutual agreement.

7. COMPENSATION: The MUNICIPALITY will pay the SUBGRANTEE a total fee in amount not to exceed Seven Thousand Five Hundred Dollars and no Cents (**\$7,500.00**) to reimburse the cost of the purchased equipment, based upon invoices submitted in an approved form and in accordance with the "Method and Schedule of Compensation," found as Attachment B.

8. GENERAL PROVISIONS:

8.1 RETENTION OF RECORDS: The SUBGRANTEE shall maintain in accordance with 2 CFR Part 200.333, the Massachusetts public records law, and any Mass. CDBG regulations, procedures or guidelines, those books, records, and other documents, including but not limited to payroll records, and purchase orders that are sufficient to document that activities carried out were in accordance with this Agreement, and the primary objectives of the Act, and any other applicable laws and regulations. Such records shall contain all information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, liabilities, outlays and income. The SUBGRANTEE shall maintain such records for a period of seven (7) years from the date of expiration of this Agreement, or if such records become the subject of audit findings, they shall be retained until such findings have been resolved, whichever is later.

8.2 ACCESS TO RECORDS: The SUBGRANTEE shall make all books, accounts, records, reports, files, and other papers, things or property, that relate to its activities under this Agreement, available at all reasonable times for inspection, review, and audit by the DHCD, their authorized representatives, authorized representatives of the US Department of Housing and Urban Development (hereinafter "HUD"), the Inspector General of the United States, or of the Commonwealth, the Auditor of the Commonwealth, and the Attorney General of the United States, or of the Commonwealth reserves the right of the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor and his designee, at reasonable times and upon reasonable notice, to examine the books, records, and other compilative data of the SUBGRANTEE which pertain to the performance of the provisions and requirements of this Agreement, as provided by Executive Order 195.

8.3. TERMINATION OR SUSPENSION:

8.3.1 The MUNICIPALITY, utilizing reasonable discretion, may suspend or terminate this Contract by providing the SUBGRANTEE with fifteen (15) days written notice for reasons outlined as follows:

- a). Failure of the SUBGRANTEE, for any reason, to fulfill in a timely or proper manner, its obligations under this contract including compliance with applicable federal, state or local laws, or regulations, and such procedures or guidelines as may be established for the Massachusetts Community Development Block Grant-Small Cities program by DHCD;
- b). Submission by the SUBGRANTEE to the MUNICIPALITY of reported that area consistently and continually late, incorrect, or incomplete in any material respect;
- c). Cancellation, revocation, suspension, or termination by HUD of the grant agreements to the Commonwealth under which the Grant Agreement or the portion thereof funding this Contract.

- d). A determination by the MUNICIPALITY that the SUBGRANTEE has engaged in fraud, waste, mismanagement, or misuse of funds, or criminal activity with any funds provided by this Contract.

Except in the case of a suspension or termination resulting from c). above, the SUBGRANTEE, upon receipt of a notice to suspend or terminate this Contract, shall have fifteen (15) days to reply in writing, if the SUBGRANTEE does not concur with the reasons for the suspension or termination.

8.3.2 The SUBGRANTEE may suspend or terminate this Contract by providing the MUNICIPALITY with fifteen (15) days written notice for the following reasons:

- a). Failure by the MUNICIPALITY to pay the fee in accordance with Article 7.
- b). Actions or inactions by the MUNICIPALITY which seriously hinder the SUBGRANTEE's ability to perform its obligations in accordance with the Grant Agreement and applicable federal, state, or local law.
- c). A reasonable determination by the SUBGRANTEE that the satisfactory completion of one or more of the agreed upon activities is rendered improbable, infeasible, impossible or illegal, without fault of the SUBGRANTEE, provided however that the SUBGRANTEE shall first have
 - (i) advised the MUNICIPALITY of the reasons for the determination, and
 - (ii) developed and proposed such solutions as appear feasible, and
 - (iii) sought to negotiate an amendment of the Grant Agreement with the MUNICIPALITY and such efforts have not satisfactorily removed the impediment to completion.

8.3.3 In the event of suspension or termination, the MUNICIPALITY shall compensate the SUBGRANTEE for services rendered through the date of suspension or termination, according to the "Method and Schedule of Compensation", Attachment B. In case of termination, all finished and unfinished documents and records of the SUBGRANTEE relating to the Program shall become the property of the MUNICIPALITY.

8.4 AMENDMENTS: This Agreement may be amended provided such amendment is in writing and executed by the signatories hereto, and receives approval from DHCD prior to its effective date.

8.5 NON-DISCRIMINATION: The SUBGRANTEE shall adhere to the requirements set forth in Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto by HUD; Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended; section 109 of the Housing and Community Development Act of 1974, and the HUD regulations issued pursuant thereto (24 CFR 570.601); Federal Executive Order 11063, as amended by Executive Order 12259 and the HUD regulations issued pursuant thereto (24 CFR 107); The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Section 402 of the Veterans of the Vietnam Era Act (for projects of \$10,000 or more); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); Massachusetts General Laws Chapter 151B Section 1 et seq.; State Executive Order; Mass. CDBG

regulations, procedures or guidelines; and all other applicable federal and state laws, regulations, guidelines and executive orders.

The SUBGRANTEE shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry or status as a veteran or any other basis prohibited by law. The SUBGRANTEE shall take affirmative action to ensure that qualified applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The SUBGRANTEE shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The SUBGRANTEE shall state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law.

8.6 PROCUREMENT STANDARDS: The SUBGRANTEE shall adhere to the requirements set forth in Mass. CDBG regulations or the Massachusetts CDBG Program Operations Manual, as applicable, as well as procedures and guidelines with respect to standards governing procurement, and any applicable provisions of Commonwealth laws and regulations relative thereto, including Chapter 30, section 39M; Chapter 149, section 44A through 44J; Chapter 484 of the Acts of 1984; and Chapter 30B. All procurement transactions without regard to dollar value shall be conducted in a manner that provides maximum free and open competition. It is national and state policy that the recipient take affirmative steps to award a fair share of contracts taken to assure that small and minority owned businesses are utilized when possible as sources of supplies, equipment, construction and services. The SUBGRANTEE shall maintain records sufficient to detail the process for procurement.

8.7 Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

8.8 EMPLOYMENT OPPORTUNITIES: Where applicable, the SUBGRANTEE shall comply with provisions of Section 3 of the Housing and Community Development Act of 1968 (12 U.S.C. 1701u) and the HUD regulations issued pursuant thereto (24 U.S.C. 135), which shall serve as guidance for the implementation of said section.

8.8 FAIR HOUSING: In addition to the laws and regulations set forth herein with respect to ensuring fair housing opportunities, the SUBGRANTEE shall adhere to the provisions of State Executive Orders 215 and 227. Not applicable to the activity funded through this AGREEMENT.

8.9 LABOR STANDARDS: Where applicable, the SUBGRANTEE shall adhere to the provisions of Section 110 of the Act, and the Massachusetts General Laws Chapter 149 sections 26 to 27D inclusive (as amended by Chapter 484 of the Acts of 1984). In the case of the rehabilitation of commercial property, or rehabilitation

of residential property designed for residential use of eight or more families, the SUBGRANTEE shall adhere to the Federal Labor Standards Provisions (HUD Handbook 1344.1), the requirements of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et. seq.) and the Copeland Anti-Kickback Act.

8.10 CONFLICT OF INTEREST: The SUBGRANTEE shall adhere to the mandates of the Massachusetts Conflict of Interest Statute, M.G.L. c.268A, the federal Conflict of Interest Provisions at 24 CFR 570.489 and the federal Hatch Act, 5 U.S.C. ss 1501 et seq.

8.11 COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, AND Mass. CDBG REGULATIONS, PROCEDURES, AND GUIDELINES: All activities authorized by this Agreement shall be subject to and performed in accordance with the provisions of the MUNICIPALITY's Grant Agreement with DHCD and all its attachments (including, where relevant, Section 4.14, Flood Disaster Protection, 4.15, Historic Preservation, 4.16, Additional Environmental Requirements, 4.17, Lead Paint Hazards, and 4.18 Relocation Assistance), all applicable federal, state, and local laws and regulations, including but not limited to any applicable regulations issued by HUD published in 24 CFR Part 570, as may be amended from time to time. The SUBGRANTEE shall comply with the provisions of 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards," and all applicable State and local laws and regulations, including but not limited to those specifically stated herein, any additional regulations, procedures or guidelines as may be established or amended by DHCD.

9. AVAILABILITY OF FUNDS: The compensation provided by this Agreement is subject to the continued availability of federal funds for the Mass. CDBG Program, and to the continued eligibility of the Commonwealth and the MUNICIPALITY to receive such funds.

10. INDEMNIFICATION: The SUBGRANTEE shall indemnify, defend, and hold the MUNICIPALITY harmless from and against any and all claims, demand, liabilities, actions, causes of actions, cost and expenses, including reasonable attorney's fees, caused by or arising out of the SUBGRANTEE's breach of this Agreement or the negligence or misconduct of the SUBGRANTEE, or the SUBGRANTEE's agents or employees in the completion of the services or products covered by this Agreement.

11. LICENSES: The SUBGRANTEE shall procure and keep current any licenses, certifications, or permits required for any activity to be undertaken as part of the Scope of Services, Attachment A, as required by federal, state or local laws or regulations, and shall comply with the provisions of 2 CFR Part 200.325 with respect to any bonding or other insurance requirements.

12. CONFIDENTIALITY: The SUBGRANTEE will protect the privacy of, and respect the confidentiality of information provided by, program participants, consistent with applicable federal and Commonwealth laws and regulations, including M.G.L., C. 66 section 10, regarding access to public records, M.G.L. c.93H, Security Breaches; Executive Order No. 504, Regarding the Security and Confidentiality of Personal Information, and any applicable regulations, including without limitation, 801 CMR 3.00: Privacy and Confidentiality and 201 CMR 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth.

13. COPYRIGHT: No material prepared in whole or in part under this Agreement shall be subject to copyright in the United States of America or in any other country except with the prior written approval of Mass. CDBG.

14. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT: If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the MUNICIPALITY wishes to enter into a

contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the SUBGRANTEE will comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

15. CLEAN AIR ACT (42 U.S.C. 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387), AS AMENDED: If the amount of the contracts and subgrants exceeds \$150,000 the SUBGRANTEE agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency. Not applicable to the activity funded through this AGREEMENT.

16. ENERGY POLICY AND CONSERVATION ACT (42 U.S.C. 6201): Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan must be issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201). Not applicable to the activity funded through this AGREEMENT.

17. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689): A contract (see 2 CFR 180.220) must not be made with parties listed on the government-wide Excluded Parties List System in the System for Award Management (hereinafter "SAM"), in accordance with the United States Office of Management and Budget guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The MUNICIPALITY is not currently debarred or suspended by the federal or state government under any law or regulation. The SUBGRANTEE certifies that neither it nor any of its subcontractors are currently debarred or suspended by the federal or state government under any law or regulation.

18. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352): Contractors, including both the MUNICIPALITY and the SUBGRANTEE, that request or receive an award of \$100,000 or more must file the required certification set out in Appendix A to 45 CFR Part 93. Each tier must certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The SUBGRANTEE shall herewith provide the MUNICIPALITY the certification set out in Appendix A to 45 CFR Part 93 as part of this contract ("Compliance Certification," Attachment C).

19. CLOSEOUT: The SUBGRANTEE shall follow such policies and procedures with respect to close-out of any associated grant as may be required by Mass. CDBG.

20. CERTIFICATE OF COMPLIANCE: The SUBGRANTEE shall submit to the MUNICIPALITY Compliance Certifications including a Certificate of Tax Compliance as part of this contract ("Compliance Certification," Attachment C).

21. SEVERABILITY: If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

22. CERTIFICATION BY THE SUBGRANTEE: The following documents shall be deemed to be an integral part of the Agreement:

- Attachment A: Scope of Services
- Attachment B: Method and Schedule of Compensation
- Attachment C: Compliance Certification
- Attachment D: Duplication of Benefits Form

23. INSURANCE:

- A. The SUBGRANTEE shall, before commencing performance of this Agreement, provide by insurance for the payment of compensation and the furnishing of other benefits in accordance with M.G.L. c.152, as amended, to all its employees and shall continue such insurance in full force and effect during the term of the Agreement.
- B. The SUBGRANTEE shall also maintain general liability insurance, including property damage, bodily injury or death, and personal injury and motor vehicle liability insurance against claims for damages because of bodily injury or death of any person or damage to property.
- C. Certificates and any and all renewals substantiating that required insurance coverage is in effect shall be filed with the Agreement. Any cancellation of insurance, whether by the insurers or by the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the MUNICIPALITY at least fifteen days prior to the intended effective date thereof, which date shall be expressed in said notice.
- D. Upon request of the SUBGRANTEE, the MUNICIPALITY reserves the right to modify any conditions of this Article.

24. ASSIGNMENT: The SUBGRANTEE shall not assign or transfer any of its rights, duties or obligations under this Agreement without the written approval of the MUNICIPALITY.

IN WITNESS THEREOF, the MUNICIPALITY and the SUBGRANTEE have executed this AGREEMENT under seal in duplicate as of the date above noted.

The Town of Leicester

By: _____
Dianna Provencher, Chair, Select Board
Authorized Signatory

Date: _____

Attest: _____
(Witness's Signature)

Town Accountant

Certification as to Availability of Funds

By: _____
Allison Lawrence

Date: _____

Attest: _____
(Witness's Signature)

Central Massachusetts Agency on Aging, Inc.
Fiscal Agent

By: _____
Moses Dixon, Executive Director & CEO

By: _____
Anne Schmitt, Director of Finance

Date: _____

Attest: _____
(Witness's Signature)

SHINE of Central Massachusetts
Implementing Agency

By: _____
Elizabeth Killeen, Regional Director

Date: _____

Attest: _____
(Witness's Signature)

In accordance with M.G.L, C.44, Section 31C, this is to certify that an appropriation in the amount of this Contract is available therefore and that the Board of Selectmen has been authorized to execute the Contract and approve all requisitions and change orders:

The Town of Leicester's source of funds for payment to the Subgrantee is the Massachusetts Department of Housing and Community Development's FY 2019 Community Development Block Grant (CDBG-CV).

ATTACHMENT A

Scope of Services

Town of Leicester And SHINE of Central Massachusetts

FY 2019 CDBG-CV Leicester-Millbury-West Brookfield Remote SHINE Equipment

This attachment outlines a Scope of Services which the SHINE of Central Massachusetts program will perform as the implementing agent for the above-named public social service activity.

1. Using non-CDBG funds, provide remote SHINE service to eligible Leicester, Millbury and West Brookfield seniors utilizing the equipment purchased under bullet 2 (below) for a period of 12 months from this agreement's start date, ending no later than December 31, 2021
 - a. Appx. 200 SHINE client sessions and/or related senior outreach/support service sessions are to be provided during the 12-month performance period
2. Equipment for mobile SHINE workstations shall be purchased by the Subgrantee in accordance with MGL Chapter 30B's requirement for sound business practices.
 - a. Coordinate with participating senior centers to finalize technical specifications
 - b. Equipment shall include computers/tablets, large-screen monitors, integrated or separate webcams and microphones, linked web-enabled devices (computers, tablets or similar), hearing-aid compliant headphones/speakers, and/or equipment carts or related items required to establish workstations; equipment may differ from one senior center to another to allow for compatibility with existing systems; up to two stations may be equipped per participating senior center
 - c. Document price quotes/price lists for the supplies from multiple vendors prior to the purchase; utilize the lowest priced vendor that can provide the needed equipment
 - d. No Massachusetts sales tax shall be paid (tax exemption documentation is available from the Town of Leicester, if required)
 - e. Maintain records (receipts) of all purchases that use grant funds
 - f. Execute a Memorandum of Understanding with each participating senior center documenting the equipment provided, establishing that the equipment is to be made available primarily for SHINE purposes and secondarily for other related senior services, establishing the host centers' role in collecting reporting information, documenting that the equipment must be used for only these purposes throughout the period covered by this agreement and a five year period following closeout of the Town of Leicester's CDBG-CV grant, and establishing parameters for disposal of the equipment following this period.
3. Require each computer user to complete a program information form prior to the client's first use of the grant-funded equipment (information form is attached)
 - a. Store information forms securely
4. Submit to CMRPC quarterly reporting of unique and total beneficiaries (users for the quarter and for the grant period to date); reports are due no more than 10 days after the end of the quarter. Metrics to be included:
 - a. Number of persons benefitting in the quarter and in the grant period to date (both duplicated and unduplicated)

- b. Demographic information for the quarter's beneficiaries including race/ethnicity status, disability status, age status (elderly), and single woman head of household status. See attached program information form for a breakdown of the required categories.
5. Maintain all program files for a period of at least 7 years after the end of the CDBG-CV grant period; make files available to the Town of Leicester, CMRPC, DHCD and any auditors.
6. Send invoices for reimbursement electronically to the Town of Leicester, care of CMRPC, on a monthly or quarterly basis, including copies of all timesheets and receipts (see Attachment B)
7. Subgrantee shall host CMRPC for at least one site visit/file monitoring during the grant period

ATTACHMENT C

Compliance Certification

Town of Leicester

And

SHINE of Central Massachusetts

FY 2019 CDBG-CV Leicester-Millbury-West Brookfield Remote SHINE Equipment

Non-Discrimination and Affirmative Action Certification

The Subgrantee agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; MGL C. 151B; and MGL C. 272, S. 92A, S98 et.seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Commission is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The Town shall not be liable for any costs associated with the Subgrantee's defense of claims of discrimination.

Qualifications Certification

The Subgrantee represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits.

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, the Subgrantee certifies under the penalties of perjury that, to the best of its knowledge and belief, the Subgrantee is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Employment Security Contributions and Compulsory Workers' Compensation Insurance Certification

Pursuant to MGL C.151A, S.19 and MGL C.152, the Subgrantee certifies with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.

Byrd Anti-Lobbying Amendment Certification

The Subgrantee further certifies that: 1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, or renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. 2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an employee or officer of congress, or an employee of a member of congress in connection with this shall complete and submit standard form - III, "Disclosure Form to Report Lobbying," in accordance with its instructions. 3. The undersigned shall require that the language of this certification be included in the award documents

for all sub-awards at all tiers, (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Certification Regarding Disclosure Requirements for Activities Receiving \$200,000 or More:

The undersigned shall comply with the requirements of full disclosure for any project or activity proposed for and receiving funding equal to \$200,000 or more. Disclosure will include providing information regarding: assistance from other government sources in connection with the project; financial interests of persons involved in the project (from planning to development to implementation of the project or activity), such financial interests exceeding \$50,000 or 10% of the project assistance requested, whichever is lower; and sources and uses of other funds involved in the project. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed under penalty of perjury on this ____ day of _____, 2020.

By: _____
Moses Dixon, Executive Director & CEO
Central Massachusetts Agency on Aging

By: _____
Elizabeth Killeen, Regional Director
SHINE of Central Massachusetts

ATTACHMENT D

Duplication of Benefits Certification for CDBG-CV funds

A duplication of benefits occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance. Duplication of benefits occurs when Federal financial assistance is provided to a person or entity through a program to address losses and the person or entity has received (or would receive, by acting reasonably to obtain available assistance) financial assistance for the same costs from any other source (including insurance), and the total amount received exceeds the total need for those costs.

The CARES Act requires HUD to ensure that there are adequate procedures in place to prevent any duplication of benefits as required by section 312 of the Stafford Act, as amended by section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 42 U.S.C. 5121 et seq.) and all applicable Federal Register notices, including FR-6218-N-01.

HUD requires each grantee to have procedures in place to prevent the duplication of benefits when it provides financial assistance with CDBG-CV funds. Grant funds may not be used to pay for a cost if another source of financial assistance is available to pay for the same cost.

This certification must be completed by any subrecipient, individual or family, business, direct beneficiary, or other entity that receives assistance and serves to document compliance with the CARES Act requirement to ensure that there are adequate procedures in place to prevent any duplication of benefits as required by section 312 of the Stafford Act, as amended by section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115-254; 42 U.S.C. 5121 et seq.) and all applicable Federal Register notices, including FR-6218-N-01.

I, Central Massachusetts Agency on Aging, Inc. (on behalf of SHINE of Central Massachusetts),

(Name/title of business owner(s), sub grantee (Public Social Service Entity), sub recipient, direct beneficiary, other entity)

Hereby certify that:

- A. The Community Development Block Grant-CV Funds, awarded to the city/town of LEICESTER through the Coronavirus Aid, Relief and Economic Security Act (CARES Act) does not duplicate/replace any other funds, and/or any funds from the following sources:
 1. The Paycheck Protection Program
 2. Unemployment compensation benefits
 3. Insurance claims/proceeds
 4. Federal Emergency Management Agency (FEMA) funds
 5. Small Business Administration funds
 6. Other Federal, State or local funding
 7. Other nonprofit, private sector, or charitable funding.

- B. Further, this executed certification serves to acknowledge that any subgrantee, subrecipient, individual or family, business, direct beneficiary, or other entity understands and agrees that the CDBG-CV funds must be repaid if it is determined that such assistance is determined to be duplicative.

Signature and date of: Moses Dixon, Executive Director & CEO Anne Schmitt, Director of Finance

Business owner(s), sub grantee (Public Social Service Entity), subrecipient, direct beneficiary, or other entity

DHCD Original Version 9.2.2020 – *This form may be subject to change pending additional HUD guidance.*



Unit #: TBD

SAVVIK pricing

DEALER:	Bert's Emergency Vehicles	
CUSTOMER:	TOWN OF LEICESSTER EMS	
Street or P.O. Box	3 PAXTON STREET	
City, State, Zip	LEICESTER MA 01524	
Customer Contact:	CHIEF ROBERT WILSON	
Sales Associate:	LUCIEN RAINVILLE	
VIN#:	MEDIX will assign VIN	

Chassis Model Yr		2021	
MEDIX Model		Type I-AD 170- MSV II	
CHASSIS		Ford F-450 XLT 4x4, 7.3L GAS, 193" WB, 16,500 GVWR	
BODY		170"L x 96"W x 72" Interior Headroom	
QTY	STD/OPT	Description	
1	15-M2-FD	Chassis & Conversion - F450 - 4x2, 7.3L Gas	150,825.00
	6-8 week lead time CH-0011	Liquid Spring Suspension Installation by Utility Bodywerks DS129FS3, see quote, the kit will be ordered through Utility Bodywerks; Requires Dump cancel switch that Medix will order and install - installed at the Curbside rear door on the wall - "L/S Dump Override" - p/n: MX09166. Dump cancel switch to be used as safety feature and tied to rear streetside door which automatically dumps when open.	7,986.00
	CH-0002	TYPE 1: CHASSIS UPGRADE FORD F-SERIES FROM 4X2 TO 4X4	4026
1	99-1177	Grille Guard: Chrome- GoRhino #3373MC Installed on F-350/450. Supplied and installed through Dually Depot.	2,515.00
01- Flooring & Interior Colors			
1	100040	Cabinet Laminate: Gloss Gray	726.00
1	STD	Upholstery: (Specify Color) Color: Black Brand: EVS	
1	STD	EVS Cushions & Corner Padding	
1	STD	Flooring: Lonseal- LonCoin (Specify Color) Color: Onyx 150TS	
1	100030	Dri-Dek in Exterior Compartments- Black	422.00
	NOTE	For all of Bert's orders: use Yellow/Black skid tape at thresholds ILOS Black	
02- Body & Chassis			
M-2 Standard Configuration			
1	STD	This chassis is equipped with a Diesel Exhaust Fluid (DEF) System to meet the EPA Diesel Emissions Standards.	
	NOTE Weld Shop	See ceiling for special IV hanger locations.	
	Note Weld Shop	See special front wall print for front wall condenser location	
		NOTE: Make sure to run wires and prep interior cabinets for cabinet lights in electrical section.	
1	STD	Ford "F" 'Series Super Duty OEM Back-Up Camera and Harness tied into OEM display in dash. Option Code 872. Includes RVS-MV3-IR camera and RVS-OA08 Harness.	
1	STD	All Exterior compartments & interior door panels coated with light gray colored Herculiner material.	
1	STD	Pass-Thru - WITH sliding Lexan, just OEM P/T	

1	99-0890	Window: Type I pass-through, sliding Lexan window with extruded handle mounted to HDPE backer with track material.	462.00
1	DEL	DELETE STANDARD Compartment Lights: Optronics ILL36CB LED Compartment lights- ALL Models	
1	99-0423	Lights: Compartment, TecNiq Flexible LEDs: 9", 27", 36" 45", 54", ILOS compartment lights. Locate: Compartment #1- (1) 45" E41-W010V-1 Locate: Compartment #2- (2) 27" E41-W06V-1 Locate: Compartment #3- (2) 45" E41-W010V-1 Locate: Compartment #4- (1) 36" E41-W08V-1 Locate: Compartment #6- (2) 54" E41-W012V-1 Locate: Compartment #7- (1) 9" E41-W02V-1 (if ordered)	396.00
1	STD	Compartment #1 SS Forward: Smooth Aluminum body, O2 Universal "M" or "H" cylinder storage for STEEL tank, Door w/gas strut hold-open, Sealed access to paddle handle in door panel. Stainless steel sill protector. NOTE: INTALL O2 BRACKET AS FAR TO THE RIGHT HAND WALL AS POSSIBLE.	
1	99-0938	Divider: 50" High in Compartment #1, Mounted to the Left side of the O/2 Tank. This Divider will have Hinge on the rear wall to Allow it to swing the front towards the cab. Install a latch on the Divider bottom. Making Room when Changing the Tank. See print: #33-103854, Latch is Austin P/N: AH 2695 SS. Note: MSVII only.	330.00
1	99-1780	Compartment #2, MSVII Type I: Smooth Aluminum body, Smooth alum. interior door panel, Open Storage, Double Doors w/gas strut hold-opens. This is a special order tub due to offset in corner for interior cabinetry. See Print 33-102894 to order, do not order standard tub. (1) Adjustable aluminum shelf w/DA finish below offset. NOTE: Install right hand door gas strut hold-open at bottom of offset in tub, this will be attached lower on the door panel.	300.00
1	99-1976	Compartment #3 SS Rear: 3/4 Height, Smooth Aluminum body, DELETED Inside/Outside access, (1) Full width adjustable shelf w/DA finish in lower section. Will have <u>backer plate welded on back side of inboard wall</u> for customer to install scba brackets, plates run from bottom of offset in tub and up to ceiling. This top section will also have an offset for a shallow interior cabinet. Door w/gas strut hold-open. Sealed access to paddle handle in door panel, Stainless steel sill protector. Will have an offset in the upper left hand corner for the 22"W lifepak on the interior (double offset in tub). See <u>special tub print: #33-105862</u>	420.00
2	STD	Rear Entry Doors: Dual door system w/exterior/interior, locking paddle handles; fixed glass windows and Cast Grabber hold-opens. Sealed access to paddle handles in door panels. Stainless steel sill protector. Two-piece interior door panel.	
1	STD Modified	Compartment #4/5 CS Forward: Taller Door for 4" Drop Skirt. Door handle to remain aligned with Side Entry Door. NO body above floor, ALS Cabinet w/Inside/Outside access, Full height, single Door w/gas strut hold-open. Bottom section aluminum body w/roll-out battery tray for (1) battery. Sealed access to paddle handle in door panel. Stainless steel sill protector. Note: See option in electrical section below for thrid battery.	
1	STD	Drop Skirt - 4" on Curbside forward of the rear wheelwell. Taller front stone guard on passenger side and taller kickplate on passenger side.	

1	STD	Curbside Entry Door: Taller for 4" drop skirt. Door handle to remain aligned with Compt #4/5 handle; Single door system w/exterior/interior, locking paddle handles; window w/fixe glass; Gas strut hold-open. Sealed access to paddle handles in door panel. LED Step well light. Stainless steel sill protector. Two-piece interior door panel.	
1	200150	Grab Handle: Exterior, Mounted on curbside wall aft of entry door	132.00
1	STD	Curbside Entry Door Stepwell: <u>Dual</u>, smooth aluminum steps welded into door opening coated with Herculiner material. Stainless steel threshold trim. Dri-Dek insert on lower floor of step entry.	
	NOTE FOR STEPWELL	DRILL DRAIN HOLE AND ADD A DRAIN PLUG IN LOWER STEP	
1	STD Modified	Compartment #6 CS Rear: Smooth Aluminum body, Vertical backboard storage w/(2) seat belts restraints; (1) in upper Backboard section, (1) lower across Backboard and Stair Chair Section. Door w/gas strut hold-open. Sealed access to paddle handles in door panel, Stainless steel sill protector. <u>Compartment to be 20" Wide and divider located to accommodate 8" wide tracked Stair Chair.</u> Will have Inside/Outside Access.	
1	STD	Divider: Aluminum w/DA finish, vertical in back Board Compartment	
		Locate: Compartment #6-standardized location	
3	99-0250	Shelf, Smooth Aluminum w/lip, DA finish, Adjustable for Backboard Divider Locate: Compartment #6 on RH side of Divider - first shelf to be 40-inches up from floor	376.00
1	STD	All Entry Door paddle handle and rotary latching components will include emergency door releases located top and bottom of each door and shall meet the FMVSS 206 30G Test Requirement	
1	STD	Power Door Locks: Key Pad, programmable for power door locks, on driver's side door. NOTE: Ford ONLY (Required for 2017 Type 1)	
1	200200MSV	Power Door Locks: All Entry and Compartment Doors, wired to OEM door lock system. Includes an override switch by Curbside Entry Door interior in the standard 4-position switch panel (<u>locate on entry side of cabinet at head of bench ILOS curbside wall</u>) and a switch at Rear Streetside Wall in the punched S.S. trim.	1,162.00
2	99-0678E	Stealth Switch for Power Door Locks System, Push Button Switch (bracket: no bracket req'd on F-series) Locate: (1) Driver's Side front grille; (1) mount on rear ADP kick panel to the right of the Streetside rear license plate housing - spaced off to avoid tube behind plate, approx. 4" - Lucien style.	172.00
2	STD	Running Boards: Diamond Plate, Type I w/Starburst punch	
1	99-1294	Lights: Courtesy (2) TecNiq EON E-03-W000-1 LED lights mounted on running board on each side of the chassis, wired to OEM dome lights.	145.00
1	STD	Fender Flares: Rolled Stainless Steel	
1	STD	Rear Bumper: ADP w/Dock bumper pads, Center grip-strut flip-up step, powder coated steel frame	

2	STD Modified	IV Hangers: (2) Cast black rubber fold-down - (1) over knee of Cot and (1) over foot area of cot. <u>NOTE: These Hangers will be installed centered over the primary stretcher only (Delete standard positions)</u>	
3	STD	Mirrors, OEM: (1) each cab door, (1) on interior windshield	
4	STD	Wheel Covers: Stainless steel covers w/Valve Extenders.	
4	STD	Stone Guards: (3) Lower body corners, ADP; <u>(1) 4" taller ADP on Curbside front</u>	
1	STD	Kick Plate, Rear: ADP, below rear doors across to corner posts	
1	STD	Rub Rails: C-Channel, tapered ends, Lower Body off-set mount with neoprene spacers.	
2	STD	Fuel Fill Bezel: Cast aluminum; DEF Fill Bezel: Cast Aluminum	
2	STD	Fuel Fill Scuff Plate: Stainless steel, below fuel fill bezel for Type I and DEF Fill bezel.	
1	STD	Undercoating: Per Ford QVM Guidelines	
1	STD	Insulation: Pink, double sided radiant barrier/acoustic material, installed on curbside and streetside rear wheel wells.	
1	STD	Insulation: Spray in place foam, FR 2-Part Spray Foam, CP-1000 Kit 200, applied to curbside entry step well and both rear wheel wells	
03-		Brake, Turn & Back-Up Lights	
1	STD	Lights: DOT, Brake/Tail, Turn, Back Up: Whelen 600 Series LED.	
2	300060	Lights: Turn Arrows, (2) Whelen 600 Series Amber LED PN: 60A00TAR, with chrome bezel, mounted on front wall. IATS Location: below outer 9x7 lights	460.00
2	500410	Lights: Chrome Flange on Warning or Scene Light when not ordering LED package. Specify Location: (2) 6x4 for front arrows	40.00
1	STD	DOT Marker Lights: Optronics LED, rubber grommet bezels; (7) MCL11CAB Amber- (5) on front of body as Marker lights, (2) side facing on rear extrusions as Turn Signals; (7) MCL11CRB Red- (5) on rear of Body as Marker lights, (2) side facing as Turn Signals.	
1	99-0203	Lights: DOT Marker (2) TecNiq LED S34-AA09-1 Amber marker lights, (1) each side of body at front corner extrusion at the same height as red marker lights on side of body at rear. Wire to Turn Signal Circuit	132.00
04-		Electrical, Power Distribution, Control Center & Interior Lighting	Cost
1	STD	Battery Switch, Automatic: TST CDR-357. Located in Electrical Cabinet.	
2	STD	Batteries: OEM, 650 C.C.A. under hood	
1	99-0766A	Battery, Additional for Type I, Installed on a single tray in the battery compartment Specify Location: On SINGLE BATTERY roll-out tray in compt. #4/5; total of (3) batteries with the (2) OEM under the hood.	799.00
1	99-0076	12VDC: 12 gauge power & ground, IATS Specify Location(s): Compt. #2 - upper left hand corner (min. of 4 ft coil of wire)	59.00

1	99-1969	<p>Front Console/ Switch Panel: Formed Aluminum body powder coated black and attached to chassis floor. Switch panel: Engraved black plastic with LED lighted switches for Emergency Master, Primary/Secondary Modes, Siren/Horn, Left, Rear and Right Floods, Back-Up Alarm, Module Disconnect. Siren mounted in engraved panel below switches.</p> <p><u>NOTE: See separate options below for additional 12v and 125v outlets installed in the FRONT wall of console facing engine towards passenger side. See console print: 44-A13324</u></p>	420.00
1	400020	12VDC Receptacle: Cigar style, IATS- Front Cab Console-Front wall facing engine towards passenger side, front top corner- see location on special console print.	46.00
1	400100	125 VAC: Duplex Outlet, IATS- Front Cab Console-Front wall facing engine towards passenger side, front top corner- see location on special console print.	99.00
1	99-0988	USB Port: Kussmaul 091-219-N dual USB port mounted in front switch panel. Fits into standard switch slot. IATS	132.00
2	STD	<p>Antenna, Radio Coax Cables: Terminated behind driver's seat w/Power & Ground for each (standard ran above domes #1 and #2)</p> <p>NOTE: ALL RADIO POWER IS TO BE IGNITION HOT.</p>	
3	400010	<p>Antenna: Radio coax w/12VDC Power/Ground IATS:</p> <p>Locate Coax: Run (1) coax from behind driver's seat to behind the <u>A/A below the small cabinet</u> (above the 110v. outlet) with <u>S.S. access plate</u>- this power/ground to terminate behind 1st Action Area in same place; Run (1) coax from above dome #4 to curbside wall per print with <u>S.S. access plate</u>, run power/ground to this location also; Run (1) coax from above dome #3 behind the driver's seat - this power/ground to terminate behind driver's seat also</p> <p>NOTE: ALL RADIO POWER IS TO BE IGNITION HOT.</p> <p>NOTE: Order 4" x 4" S.S. access plate from print 33-104005.</p>	138.00
8	99-0522 Modified	Dome Light: Whelen LED, 18-diodes w/chrome flange MX80EHZA , <u>2-banks of four (4) lights</u> switched separately with Hi/Lo functions- ILOS	632.00
3	99-1964	Dome Light: Whelen 9-diode, 80CREHCR, (6) White, (3) <u>RED</u> LEDs w/chrome flange- ILOS - (1) Bank of (3) three dome lights centered over cot, switched separately from other domes - Modify switching for Center lights; (6) White on Hi-side, (3) RED on Lo-side. Switch <u>MX09265</u> labeled "White" at top; "RED" at bottom. MSV II	165.00
1	DEL	<u>DELETE STANDARD USB Port:</u> Vanner VSS-USB dual port 2Amp mounted on A/A wall	
1	STD	Action Area Light: Whelen PSC0ADCR, 12 VDC LED Strip light, 6 diodes and On/Off switch on rear control panel	
1	99-0688	Lights: 2nd Action Area, Whelen PSC0ADCR LED Strip light mounted on 33-102449 stainless steel mounting bracket in 2nd A.A.	152.00

1	99-0617 Modified RED cover	Shoreline: 125 VAC, 20-Amp, Kussmaul SUPER Auto Eject ILOS. Kussmaul P/N: 091-55-20-120 side wired w/hinged, RED, weatherproof cover, Located above Compartment #2 on Streetside. Will have to be mounted on the Kussmaul Stainless Steel E-Z mounting plate w/indicator light for access. Kussmaul P/N: 091-185-009. Mating connector to be shipped loose.	594.00
2	STD Modified	Switch, Momentary Disable: For Scene/Load Lights. (1) in 4-position plastic bezel: MX01507 on entry side of cabinet at head of SB ILO curbside wall. (1) Located on Rear Curbside wall in standardized position, no bezel required, vertical S.S. trim is punched for switch.	
1	99-1968	Switches: Duplicate on CS Wall: (1) SS Domes; (1) CS Domes, (1) ELEC. O2 BYPASS MX09266 and (1) SUCTION MX09267 in etched plastic bezel: MX01582. <u>Switches in main rear action area switch panel need to be replaced with these 3-way switches also.</u> Locate: in CS Wall above the cabinet top at head of SB.	270.00
1	99-0994	Timer: Intermatic FD30MHW 30 minute spring wound rotary style timer w/"HOLD" feature. Location: <u>on curbside wall above and to the right of the workstation cabinet per print, above 125v. Outlet</u>	139.00
1	STD	Timer: 5-minute check-out, wired to CS High mode dome lights	
1	400160	Inverter, Vanner 20-1050CUL- 1000watt w/battery charger, remote control w/3-WAY switch in rear panel (see option #99-0348): <u>Mount in cabinet "E" on the center divider ILO in compt. #2.</u> Cabinet should have THREE VENTS on the door closest to the right door hinge. (See option 99-1076 in cabinet section) NOTE: Must include option 99-1955 when mounted in an interior, enclosed cabinet. NOTE: Wire Ignition Hot	1,584.00
1	99-1955	Fan: Ventillation. (1) Mechantronics Fan Axial 120x25MM 12VDC fan PN: E1225E12AB-FSR mounted on cabinet door or side wall when any inverter is mounted in an interior, enclosed cabinet.	66.00
1	400150	DELETE Standard Battery Charger (when adding Inverter with integral charger)	
1	STD Modified	Breaker Box: 125 VAC w/20-Amp Breaker located in cabinet "E" with GFI receptacle located on the Action Area wall.	
3	STD	12 VDC Outlets: (1) in Action Area, (1) in ALS (located in between adj. shelves per print), (1) in 2nd Action Area	
5	400020	12 VDC Receptacle: Cigar style, IATS Locate: (1) ALS in upper right hand corner; (1) in lower right hand corner of the Action Area overhead on back wall; (1) curbside wall above cabinet at head of SB; (1) at bulkhead wall (mod side on ALS) below pass-through window - in SURFACE MOUNT box - right next to the add'l 125v. Outlet; (1) in cabinet "D" on the back wall, upper section to the left of the corner pad.	230.00
	STD	ALL 12VDC OUTLETS TO BE WIRED HOT AT ALL TIMES (Note for customer)	

3	STD Modified	125 VAC Outlets: Duplex, located (1) WITH USB outlets in Action Area, (1) in ALS (located in between adj. shelves per print), (1) in 2nd Action Area	
1	99-1585	125VAC: Hospital Grade 20A duplex receptacle with (2) USB receptacles, ILOS Located on Action Area wall below the added cabinet.	132.00
5	400100	Duplex Outlet, 125 VAC- IATS Specify Location: (1) ALS in upper right hand corner; (1) in lower right hand corner of the Action Area overhead on back wall; (1) curbside wall at head of SB; (1) on bulkhead wall (mod side by ALS) below pass-through window - in SURFACE MOUNT box - right next to the add'l 12v. Outlet; (1) in cabinet "D" on the back wall, upper section to the left of the corner pad.	495.00
1	STD Modified	Rear Switch Panel: Engraved black plastic panel with (10) LED lighted switch positions for Dome Lights (3), O2 Bypass, 3-WAY style (1), Vacuum, 3-WAY style (1), Vent (1), A.A. Light (1), Inverter, 3-WAY style (1) Cabinet light (1), USB switch (1), and digital clock w/Mode Buttons. MX01517. <u>Note: O2 Bypass, Vacuum and Inverter Switches in main rear action area switch panel need to be replaced with 3-way switches.</u>	
1	99-0348	Switch: 3-Way for Inverter, 2-Position - function: On-On, MX09148, mounted in front console switch panel; Labeled "Inverter". Requires additional standard relay. (Requires replacing the rear switch panel inverter switch with the same 3-way switch)	99.00
8	99-0931	Lighting, Accent: TecNiq D04-B001-1 Dragon Light Vertical, White LED w/WHITE case (D04-0WV0-1), 36" wire. Will have Rocker On/Off Switch in Rear Panel, labeled "CABINET LIGHTS" (MX09122) - operates all at same time. Price per light. Locate: Just inside front top corner of each cabinet. Locate: (2) Upper Rear main cabinet "A", (2) Action Area Overhead, (1) in each Rear Overhead section centered side to side and (1) per each Squad Bench Overhead section centered side to side.	528.00
1	99-0744	Light, Warning, Emergency Brake Applied: Whelen 3" 3SR00FRR 5 MM LED RED w/3FLANGEC surface mount chrome flange Locate: In cab ceiling between driver and passenger, light to flash when brake applied	158.00
1	99-0743	Light, Warning, Compartment Door Open: Whelen 3" 3SA00FAR 5 MM LED AMBER w/3FLANGEC surface mount chrome flange Locate: In cab ceiling between driver and passenger, light to flash when compartment doors are open	158.00
		NOTE: Make sure to add a Function Label To each cab ceiling light.	
1	99-0710	Lights: Dome, Aurora 4" dimmable red/white LED, installed on cab headliner, wired ignition hot. Pass side of cab	224.00
	05-	Warning Lights & Sirens	
1	STD	Lights; Warning, Whelen LED EMERGENCY Lighting Package- Ford, Chevy Type I and Type III- MSV-II Models ONLY. NOTE: Does not include LED Scene or Load Lights.	
	Modified	All LED LIGHTS WILL HAVE COLORED LENSES (COLOR OF LED), except the intersection LINZ6 leds; chrome flanges in all standard locations, including scene and load lights.	

	NOTE	These lights will be wired to Light Bar Switch (not in Pri/Sec modes): Lower clear Grille lights & Lights over the rear wheels. Mid-Body lights to only work when light bar switch is on (will still be wired to Pri/Sec) (The front inner (4) lights will also be on the light bar switch)	
	Modified	Front of Body: Add (6) 9x7, (1) 7x3 Whelen LEDs- Specify pattern by LED Color (4) Red 9x7 and (2) White 9x7, (1) 700 Series LED center white: in R-W-R-W-R pattern. Outer (2) lights and (1) Center light flash on K-Spec flasher. Inner (4) flash independently on Light Bar switch on front console.	
1	99-0934	Lights: Warning, Whelen 700 Series LED, IATS Specify Location: Center Front	257.00
		Side of Body: (4) 9x7 Red LEDs: (2) each side in upper corners	
	Modified	Rear of Body: (4) Whelen 900 Series Red Super-LEDs: (2) in upper corners, (2) Mid-Body wired as Warning/Brake - <u>MID-BODY WILL ONLY WORK WHEN LIGHT BAR SWITCH IS ON</u> ; (1) 9x7 Amber LED in center rear.	
1	500380	Lights: Warning, Whelen 900 Series Amber Super-LED 90AA5FAR, IATS Specify Lens Color: <u>COLOR</u> Specify Location: Mid-Body CurbSide below the Red, MID-BODY WILL ONLY WORK WHEN LIGHT BAR SWITCH IS ON	297.00
1	99-0933	Lights: Warning, Whelen 900 Series Blue Super-LED 90BB5FRR, IATS Specify Lens Color: <u>COLOR</u> Specify Location: Mid-Body StreetSide below the Red, MID-BODY WILL ONLY WORK WHEN LIGHT BAR SWITCH IS ON	310.00
		LOCATION OF MID-BODY LIGHTS. Center all (4) Lights at the rear doors windows.	
		Brake, Turn & Back-Up Lights: 6x4 LEDs - <u>see wiring note below</u>	
1	99-1781	Lights: Wire Back-up lights so they come on along with the load lights when the rear entry doors are opened.	66.00
	Modified	Lights, Warning, Intersection Lights: DELETE STANDARD FRONT FENDER LIGHTS AND REPLACE WITH (2) M2WR Red LEDs w/chrome flanges & RED LENSES on Front Fenders; (2) 7x3 LEDs above rear Wheel Wells- <u>WIRED TO LIGHT BAR SWITCH (not on Pri/Sec mode)</u>	
1	99-1967	Lights: Warning, Intersection, (2) Whelen M2 Series Red LED with <u>RED</u> lens, M2WR and w/chrome flange M2FC ILOS LINZ6 Red LED. <u>Will have RED lens.</u>	120.00
2	DEL	DELETE STANDARD Lights, Warning, Grille: Whelen LINZ6R Red LED w/chrome flange, on center grille bar.	
1	99-0995	Lights, Grille: (2) Whelen M2 Series Red LED, M2WR, w/chrome flange M2FC ILOS LINZ6 Red LED. <u>Will have RED lens.</u> Specify Location(s): OEM Grille upper crossmember (Just flash with KKK pattern)	1,120.00
1	99-0996	Lights, Grille: (2) Whelen M2 Series <u>White</u> LED, M2WC, w/chrome flange M2FC IATS. Locate: Lower grille bar- Wire to Light Bar switch. (not on Pri/Sec mode); NOTE: DO NOT ALTERNATE WITH THE UPPER REDS.	372.00
1		Lights: Warning, OPTICOM preemption and power supply, emitter and switches ONLY, delete standard lighthouse, INSTALL Just under the front center LED Light; NOTE: Wire to disengage in Park. Wire hot only with Emergency Lights	2,607.00

6	500127	Lights: Scene/Load, Whelen 900 Series Super-LED 9SC0ENZR Gradient Opti-Scenelight™ with flange included- ILOS Halogen Specify Locations: (2) each side, (2) on rear	429.00
1	99-0106	Scene Lights: Rear side scene lights ON in Reverse Note: Make Rear and Both Side Rear Warning Lights go on in Reverse	66.00
1	99-1980	Lights: Warning, (2) Whelen M2WR Series Red Super LED w/ COLORED lens and chrome bezel M2FC, IATS mount (1) on each front outboard sides of front condenser shelf. Wire to light bar switch. Will have RED lens.	240.00
1	STD	Flasher: Dual mode flasher for Warning Light system, Vanner 9860GCPE	
1	STD	Siren Speakers: dual 100 Watt drivers mounted through the front bumper	
1	500480	Siren- ,Whelen 295HFSA7 Dual AMP- ILOS - (For Type I switch panel) (Dual Tone)	277.00
1	99-0277	Lights: Warning, Door Open, (Qty. 3 for all entry doors): Whelen 2" T0A00FAR 5mm LED Amber w/TGROM2 rubber grommet Locate: (1) on each lower outboard corner of open rear doors; (1) on lower outboard corner of open Curbside Entry door. All three located above the kickplates. Light to flash when door is open.	429.00
06- Oxygen, Vacuum & Miscellaneous Items			
3	STD	Oxygen Outlets: Quick-connect style, 2-in Action Area, 1-over Squad Bench	
1	600100	Oxygen Outlet, Green Face Plate, Additional Locate: In ceiling in standardized position.	165.00
1	STD	Electric Oxygen with manual bypass and switch on A/A (NOTE: ADDED 2ND O2 SWITCH AT CURBSIDE SWITCH PANEL - CHANGE OUT STANDARD SWITCH ALSO - SEE OPTION IN ELECTRICAL SECTION)	
1	STD Modified	Suction Aspirator System: SSCOR disposable container w/SSCOR with quick-connect mounted on the Back Action Area. The Container and Bracket will be shipped loose. Install gauge on action wall; see drawings GAST vacuum pump mounted on ceiling of Compartment #2. (NOTE: ADDED 2ND VACUUM SWITCH AT CURBSIDE SWITCH PANEL - CHANGE OUT STANDARD SWITCH ALSO - SEE OPTION IN ELECTRICAL SECTION)	
1	STD	Oxygen Cylinder Retention: Universal for "M" or "H" cylinder, steel w/3-spring buckle straps and top collar, powder-coated Safety Yellow color- in Compartment #1. (NOTE) Move the tank Bracket to the far right of the compartment as possible towards the right hand wall.	
1	STD	O2 Regulator: Amvex, 50psi, pre-set	
07- AC / Heat			
1	DEL	DELETE STANDARD HVAC System: High capacity Free Blow combination Heat-AC system, multi-speed fan and thermostatic control in Action Area. HVAC unit mounted in Front bulkhead over Walk-Thru.	
1	STD	Thermostat: Digital, A.C.C. PN-27058742A digital thermostat installed on A/A wall ILOS	

08-		Cabinets, Hardware & Miscellaneous Items	
1	STD	Main Streetside Wall Cabinets: Specify required configuration-	
1	OPT	Cabinet Configuration- CPR Seat w/EVS V-4 seat belt system and 2nd Action Area; includes (1) 125VAC and (1) 12VDC outlet in 2nd Action Area; <u>Make 2nd Action Area 22"W x 21.875"H.</u>	804.00
1	99-0939	Main Wall: Reconfigure Streetside Cabinet Wall to delete the standard (2) angled cabinets on either side of CPR Seat. 2nd Action Area to be 22" W x 21.875" H, this will cause the 2nd A/A to protrude into compt. #3 (special tub). Upper rear cabinet face to be flush with Lower Main. Includes Engineering time.	660.00
1	STD Modified	Corian Countertop- 1st / 2nd Action Area, Color: <u>Gray Mist HL-027 w/Eclipse HL-039</u> top and perimeter accent lips. To extend over the edge of cabinet main. Add third Corian top to Work Shelf on cabinet at Head of Squad Bench. <u>NOTE: MAKE SURE TOP INSIDE EDGES ARE ROUNDED LIKE OUTSIDE EDGES ALSO!!! DO NOT LEAVE SHARPS EDGES AT TOP.</u>	
2	99-0540a	Main Cabinet Wall: Restocking Feature, Interior Cabinet, Over 40" Width- Sliding Plex door w/hinged, keyed frame w/(2) Titan 20-pound gas struts and (2) spring-loaded elbow catches. Locate: (1) Action Area Overhead cabinet and (1) Upper Rear Main Cabinet	330.00
		Main Wall aisle-facing Cabinets will have (1) adjustable laminated wood shelf in each and sliding Lexan doors with full height extruded handles. Stainless steel trim on lower face. See Prints for Configuration. (DELETE STANDARD RECESSED SUCTION)	
1	99-1810	Action Area additional cabinet below overhead will have interior size of: 30" Wide, and 8" High (with inside depth of 4") with <u>sliding Lexan doors.</u> The switch panel will be located below the cabinet.	300.00
1	STD Modified	Action Area Overhead Cabinet: Full-height and depth aisle-facing cabinet w/sliding Lexan doors and full height extruded handles. Cabinet to extend full width of 1st Action Area.	
1	Modified for cabinet	Action Area and Switch Panel: Laminated, sealed countertop and vertical panel with SSCOR quick-connect outlet, canister and gauge, (2) Oxygen outlets, (1) O2 Bypass, DELETE USB , (1) 12VDC Outlet, (1) 125VAC Outlet and separate thermostat. <u>Switch panel includes (10) switch positions and digital clock w/Mode Buttons. MX01517</u>	
1	99-0943	Bio-Hazard: Installed below the action area ILOS recessed Suction, install a Trash ONLY receptacle, with disposal HOLE in the action COUNTER top with a <u>red plexi. lid with extruded handle that slides towards the action area panel in 3/16" J-rail (see truck #18-M1068)</u> Just below the counter will be a trash container with door, hinged towards the technician seat side. Door will have a SouthCo round non-locking latch.	300.00
1	DEL	DELETE STANDARD Cabinet overhead, forward of CPR Seat: Beveled cabinet	
	STD	CPR Seat, 2nd Action Area: w/hinged, latching lid, storage under seat w/TriMark latch, EVS formed back rest and seat cushion; 2nd Action Area w/(1) 12VDC outlet, (1) 125VAC outlet	
1	99-0940	CPR Seat: Install gas strut hold open on lid to meet State of Massachusetts regulations - <u>Requires different build for interior of CPR seat. (reference 18-M1068)</u>	66.00

2	99-1077	Mounting Plate, 0.25" Aluminum for Monitor/Defibrillator bracket. Locate: (1) below 2nd action area countertop and (1) below the curbside cabinet countertop. See print: 33-103043 .	240.00
1	DEL	DELETE STANDARD Cabinet overhead, rear of CPR Seat: Beveled cabinet	
1	99-0941	Cabinet: (2) Wood Doors with (2) round SouthCo stainless steel latches Installed on each door below 2nd A/A Shelf, ILO the tilt-out waste/sharps storage cabinet. MSV-II Only	231.00
1	99-1796	Cabinet: Interior Access at Compartment # 3 offset- 8" deep custom cabinet to have dual hinged acrylic doors with non-locking Eberhard two point pinch latches on each door and (1) adjustable shelf	389.00
1	99-1058	EVS Technician's Seat: w/Child Restraint System, Rear facing automotive style chair with 4Pt seat belt mounted on Standard SWIVEL Base- ILOS 4Pt seat.	396.00
1	STD	Seat Base: EVS SB-2 Swivel Base for EVS Technician's Seat	
1	99-1783	Bulkhead Cabinets: Drug cabinet located above Tech Seat with solid bottom hinged door, LifeDefender latch and (2) LifeDefender door lock assemblies keyed differently to provide a dual lock feature on the door. Cabinet to be located in the standard return air opening with a removable tub for access to the electrical harnesses for production. HVAC return air opening and filter air return to be located above pass-through into bottom of P/T cabinet just below HVAC unit and behind the slide-in drug cabinet. ORDER SPECIAL R/A VENT.	570.00
1	99-1792	Cabinet: Pass-through cabinet "D", add a set of dual hinged acrylic access doors non-locking Eberhard two point pinch latches on each door to the LH wall behind the tech seat. Cabinet will have standard aisle access doors as well. (Seat will have to be rotated in order to access the cabinet from this side.)	360.00
1	99-1076	Cabinet: Custom Pass-through cabinet "D"/"E" on MSVII Type I: Upper storage "D" to have std. dual wood doors and (2) Southco non locking latches on each door; Lower cabinet "E" to have dual wood doors, (2) Southco non locking latches on each door and a fixed center divider (attached w/3/4" bunk angle). On cabinet "E" there will be (3) vents installed on the RH door and (1) vent installed at the top of the LH door. NOTE: Inverter will be located to the right of the divider.	300.00
1	99-0721	Plywood Adjustable Shelf in interior cabinet IATS where there is no existing shelf. Locate: Pass-Thru cabinet "D"	125.00
1	99-0684	Shelf: 3/4" Plywood, fixed shelf with Corian countertop (standard lip on the one edge facing rear doors) below Pass-Thru window- Shelf to be 16" Deep and extend from the P/T cabinets over to the ALS cabinet. This Corian countertop shall be the same color Corian top as Action Area. NOTE: Causes P/T cabinets to have special CNC. NOTE: There shall be a 2" round hole in countertop, right rear corner so a plug can be passed through to the outlets below. Corian will need hole also.	330.00

1	STD Modified	Cabinet Above ALS: Open storage w/SHORTER, SOLID hinged FLIP-DOWN door w/LifeDefender latch and LifeDefender lock. NOTE: Include part of this space and standard the adjustable shelf into ALS Cabinet Configuration. See ALS option below. NOTE: This little cabinet will only be approx. 15" deep inside.	
1	99-1839	Lock: Austin CW-LOCKASSY-545 tumbler lock to work with Austin Defender cabinet door or drawer latch. Specify Location(s): on cabinet above ALS flip-down door	132.00
1	99-1973	ALS Cabinet, Custom: MSV-II ALS ONLY, delete slide-out drawer and make height of middle and lower sections per print (Middle section- min. 38" tall opening which extends into very top cabinet, Lower section-16" tall opening). Lower section will have (1) adjustable shelf with dual solid doors and (2) non-locking Southco stainless steel latches on RH door. Taller Middle section will have dual ACRYLIC doors non-locking Eberhard two point pinch latches on each door and (2) adjustable shelves (one narrower shelf carried down from cabinet above). ILOS NOTE: VERY TOP ADJUSTABLE SHELF WILL BE A NARROWER SHELF DUE TO OFFSET AT TOP - OFFSET NECESSARY FOR EXTERIOR DOOR GAS-STRUT.	600.00
1	99-0720	Plywood Adjustable Shelf in interior cabinet IATS where there is an existing shelf. Location: (3) total in taller middle section of ALS	92.00
1	STD	Glove Box Holders: (3) w/hinged, powder-coated steel door, in pad above Curbside Entry Door	
1	99-1837	Squad Bench: Aluminum squad bench (PN: 33-A13147) with HDPE lid (PN: 46-105628), TriMark latch for lid, custom seat cushion, single EVS V-4 seating position, stainless steel kick panel and integral curbside work station at head of the bench and Corian countertop, Countertop will have a 1/2" lip like the Action Area countertop has. Reduces the overall length of the squad bench to accommodate work station. Includes (2) pull out drawers with non-locking Austin LifeDefender latches facing the squad bench seating area (Drawer PN: 33-105489). A tip-out door for access to the waste ONLY container with bracket part 19-0017 will be installed on the lower, aisle side of the work station with a non-locking Austin LifeDefender latch. Tip-out face and drawer face shall be HDPE (Drawer face Print PN: 46-1105491 & Tip-out face PN: 46-105647) Note: MSVII Type I 170 only. NOTE: STEPWELL FACE OF THIS BENCH TO HAVE A 4 POSITION SWITCH PANEL AND ROTARY TIMER, SEE OPTIONS IN ELECTRICAL. THIS REQUIRES HOLES FOR THE PANEL AND ACCESS TO THE WIRING FOR IT.	2,520.00
1	STD Modified	Squad Bench: CUSTOM - MOVE GAS-STRUTS TO OUTER EDGE ILOS OF STANDARD LOCATIONS, SEE 18-M1068 - Do not order standard pads	
	Modified	Shorter length hinged lid w/ single TriMark latch for access to interior storage - with Shortened single length upholstered seat cushion - see pad print	
	Modified	NOTE: ADJUST PLATES IN WALL FOR SHORTER BENCH AND (1) EVS V-4 HARNESS. DELETE straps for 2nd Patient restraint	
	Modified	Stainless steel trim on lower face.	
1	DEL	DELETE Standard Sharps/Waste Drop-in style in bench	

1	STD Modified	Cabinet, Squad Bench Overhead: w/ (2) flip-up 1/2" Acrylic doors with round SouthCo latches. Special Acrylic prints required-see below.	
1	99-1011	Cabinet: Squad Bench Overhead, Cabinets to have Austin constant torque hinges installed, ILOS stainless steel hinges.	102.00
1	99-1790	Cabinets: Inside/Outside Access to Compartment #6: With single 1/2" Acrylic hinged door and Eberhard two point pinch latches - for MSV II only Locate: On LH side of Compartment #6 interior cabinet wall for access to shelves in Compartment #6	363.00
1	99-0745	Grab Handle: Powder Coated Yellow, 18" x 1.25" Stainless steel w/radius ends IATS Locate: Curbside rear inside rear doors on Compartment #6 interior cabinet wall. See Print. Matches the entry door grab handle style.	132.00
1	99-1009	Cabinet, Rear Overhead: Cabinet over rear door opening split into (2) cabinets w/ a single flip-up 1/2" Acrylic door w/(2) round SouthCo latches and Austin constant torque hinges over <u>each</u> opening ILOS one large opening, single door and stainless steel hinges.	330.00
1	99-0613	Assist Rail, Powder Coated Safety Yellow, 1.25" w/Radius Ends- ILOS -All Models	66.00
1	99-0615	Assist Rail, Powder Coated Safety Yellow, 1.25" w/Radius Ends- IATS -All Models	145.00
1	99-0614	Grab Handle - (3) Powder Coated Safety Yellow, V-Style Handicapped on Module Entry doors, 1.25" Stainless w/Radius Ends, ILOS grab handle	234.00
3	STD	Reflective Striping- Alternate Red/White chevron pattern on smooth aluminum kick panel-mounted on each rear entry and curbside entry door	
9	STD	Reflective Striping, Door Open Protection: .50" Red reflective striping around interior door pan of all body doors.	
09- Cots & Miscellaneous Items			
1		STRYKER POWER LOAD FLOOR MOUNT	32,340.00
		STRYKER POWER LOAD COT	
10- Paint & Lettering			
1		Paint . All white	
		lettering	1,575.00
1	1000100	Roof Star ONLY, INSTALLED	120.00
1	1000105	Star-of-Life Pkg, SHIP LOOSE	165.00
		SHIP LOOSE	
2	STD	Fire Extinguisher: (2) 5 lb- Ship Loose is Standard	
	NOTE	Suction canister to be shipped loose	
TOTAL ORDER \$ 225,218 INCLUDES MA GPC			229,418.00
MA GPC			4,200.00
			225,218.00

NOTE: This is not the actual dealer quote or contract. This is a unit price calculation of expected costs. A contract to build the ambulance will be produced upon approval. Original quote without the use of the SAVVIK bidding group was \$224,000 including the MA CPC rebate, but we would have to issue a request for sealed bids to purchase an ambulance outside of a purchasing group. The quote through the purchasing group is \$1,218.00 more than the single quote, but we have met the procurement criteria by using the group

Leicester Businesses Requiring Renewal

Common Victualler

Good Guys Pizza – 865 Main Street

Hot Dog Annie's – 244 Paxton Street

General Entertainment

Hank's Marine – 111 Main Street

**SELECT BOARD MEETING MINUTES
DECEMBER 7, 2020 AT 6:00PM
VIRTUAL MEETING**

CALL TO ORDER/OPENING

Chairwoman Provencher called the meeting to order at 6:01pm. Chair Dianna Provencher, Vice-Chair Harry Brooks, Second Vice-Chair John Shocik, Selectman Rick Antanavica, Selectman Herb Duggan, Jr., Town Administrator David Genereux, Assistant Town Administrator Kristen Forsberg, Assistant to the Town Administrator Bryan Milward, and Town Assessor John Prescott were in attendance.

1. SCHEDULED ITEMS

a. 6:00pm - Town Hall ADA Architectural Study Funding

Neil Dixon of Dixon-Salo Architects summarized the breakdown of his request for additional funding based on the expanded scope of his work on the Town Hall ADA study. A motion was made by Mr. Brooks and seconded by Mr. Antanavica to accept the additional \$4,020 request for the Town Hall ADA Architectural Study. Roll Call: 5:0:0

b. 6:15pm - FY21 Classification Hearing

Town Assessor John Prescott explained the process of calculating the tax rate and stated that the board of assessors had issued a recommendation that the Town adopt a single tax rate of 15.13 per thousand dollars for both residential and commercial payers. A motion was made by Mr. Brooks and seconded by Mr. Shocik to approve the single tax rate of 15.13 per thousand. Roll Call: 5:0:0

2. PUBLIC COMMENT PERIOD

No members of the public provided comment.

3. REPORTS & ANNOUNCEMENTS

a. Student Liaison Reports

Student Liaisons Erin Arsenault and Jacob Stolberg updated the Select Board on recent activities with the Leicester public schools.

b. Town Administrator Report

Town Administrator David Genereux summarized highlights from his written report including the upcoming budget process, the Water District study, the fire station retention pond progress, and the Fire/EMS study committee.

c. Select Board Reports

Select Board members discussed the highway department's response to the recent winter storm, Fire Chief Wilson's retirement, the Christmas Tree Lighting, and heat assistance programs.

4. RESIGNATIONS & APPOINTMENTS

a. Appointment – Kaeleigh Hart – Children's Librarian

A motion was made by Mr. Brooks and seconded by Mr. Shocik to appoint Kaeleigh Hart as the Children's Librarian. Roll Call: 5:0:0

5. OTHER BUSINESS

a. Authorize Town Administrator to Sign PARC Grant Award and Associated Documents

A motion was made by Mr. Brooks and seconded by Mr. Shocik to authorize the Town Administrator to Sign the PARC Grant Award and associated documents with the grant. Roll Call: 5:0:0

b. Create Open Space and Recreation Committee and Appoint Select Board Representative

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to create the Open Space and Recreation Committee. Roll Call: 5:0:0

A motion was made by Mr. Brooks and seconded by Mr. Antanavica to appoint Dianna Provencher as the Select Board representative to the Open Space and Recreation Committee. Roll Call: 5:0:0

c. Discussion/Vote – Director of Elder Services Contract

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to sign the Director of Elder Services Contract. Roll Call: 5:0:0

d. Reserve Fund Transfer Request – Town Hall HVAC Repairs - \$12,000

Town administrator David Genereux recapped the work completed to date on the Town Hall’s HVAC system by Design Temperature Control and the additional work needed. Mr. Genereux stated that the Finance Advisory Board voted to recommend approval of the transfer at their most recent meeting. A motion was made by Mr. Antanavica and seconded by Mr. Brooks to approve the reserve fund transfer of \$12,000 for HVAC repairs. Roll Call: 5:0:0

e. FY21 License Renewals

- Buddy’s Spa – Common Victualler – 1080 Stafford Street
- Buddy’s Spa – Common Victualler – 1080 Stafford Street
- Subway of Leicester – Common Victualler – 1199 Main Street
- The Castle Restaurant – Common Victualler – 1230 Main Street
- The Castle Restaurant – Restaurant All Alcohol – 1230 Main Street
- Eller’s Restaurant – Common Victualler – 190 Main Street
- Eller’s Restaurant – Restaurant All Alcohol – 190 Main Street
- Crossroads Market – Package Store Wine & Malt – 1060 Main Street
- Leicester Rod & Gun Club – Common Victualler – 1015 Whittemore Street
- Leicester Rod & Gun Club – General Entertainment – 1015 Whittemore Street
- Leicester Rod & Gun Club – Club All Alcohol – 1015 Whittemore Street
- Leroux Liquors – Package Store All Alcohol – 1044 Main Street
- Joe’s Auto Repair – Motor Vehicle Repair – 81 Huntoon Memorial Highway
- Desmarais Auto Repair – Motor Vehicle Repair – 1067 Stafford Street
- Cheoy Lee’s – Common Victualler - 1205 Main Street Ste 4
- Eastern Pearl – Restaurant All Alcohol – 1060 Main Street Ste 1
- Farmhouse Diner – Common Victualler – 155 Main Street
- Farmhouse Diner – BYOB – 155 Main Street
- Leicester-Spencer Eagles Club – Common Victualler – 850 Main Street
- Leicester-Spencer Eagles Club – Club Liquor License -850 Main Street
- Leicester Knights of Columbus – Common Victualler – 91 Manville Street
- Leicester Knights of Columbus – General Entertainment – 91 Manville Street
- Leicester Knights of Columbus – Club Liquor License – 91 Manville Street
- Northeast Pizza – Restaurant All Alcohol – 1205 Main Street
- Northeast Pizza – Common Victualler - 1205 Main Street
- Leicester Walmart – General Entertainment – 20 Soojian Drive
- Leicester Walmart – Games (10) Licenses – 20 Soojian Drive
- Entwistle’s Garage – Auto Body Repair – 800 Main Street
- Entwistle’s Garage – Class II License – 800 Main Street
- Entwistle’s Garage – Motor Vehicle Repair – 800 Main Street
- Leicester Drive In – General Entertainment – 1675 Main Street

- Leicester Drive In – Common Victualler – 1675 Main Street
- Leicester Drive In – Theater – 1675 Main Street
- Buckley Auto Body – Auto Body Repair – 22 Mill Street
- Buckley Auto Body – Class II License – 22 Mill Street
- Buckley Auto Body – Motor Vehicle Repair – 22 Mill Street
- Warren’s Auto Wrecking – Class III License – 20 Pryor Road
- Jan’s Package Store – Package Store All Alcohol – 385 Main Street
- Leicester Package Store – Package Store All Alcohol – 869 Main Street
- Barber’s Crossing – Common Victualler – 861 Main Street
- Barber’s Crossing – General Entertainment – 861 Main Street
- Barber’s Crossing – Restaurant All Alcohol – 861 Main Street
- Cherry Valley Legion Post 443 – Vets Club All Alcohol – 167 Main Street
- Cherry Valley Legion Post 443 – Common Victualler – 167 Main Street
- Cherry Valley Legion Post 443 – General Entertainment – 167 Main Street
- Cherry Valley Legion Post 443 – Sunday Entertainment – 167 Main Street
- Cherry Valley Legion Post 443 – Games (2) Licenses – 167 Main Street
- Hillcrest Country Club – Restaurant All Alcohol – 325 Pleasant Street
- Hillcrest Country Club – Common Victualler – 325 Pleasant Street
- Hillcrest Country Club – General Entertainment – 325 Pleasant Street
- Hillcrest Country Club – Games (1) License – 325 Pleasant Street
- Prestige Auto Service – Class II License – 200 South Main Street
- Prestige Auto Service – Auto Body Repair – 200 South Main Street
- Prestige Auto Service – Motor Vehicle Repair – 200 South Main Street
- Dippin Donuts – Common Victualler – 1181 – Main Street
- Breezy Bend R.V. Center – Motor Vehicle Repair – 418 Pine Street
- A-C Used Cars & Trucks – Class II License - 719-721 Pleasant Street
- Bill’s Pizza and Restaurant – Common Victualler – 1141 Stafford Street
- Bill’s Pizza and Restaurant – BYOB – 1141 Stafford Street

A motion was made by Mr. Antanavica and seconded by Mr. Brooks to approve all the licenses as listed on the agenda for renewal with the exception of the licenses for Prestige Auto and Buckley Auto which would be granted 30-day licenses pending inspection. Roll Call: 5:0:0

6. MINUTES

a. November 16, 2020

A motion was made by Mr. Antanavica and seconded by Mr. Shocik to approve the minutes of the November 16th, 2020 meeting. Roll Call: 5:0:0

A motion to adjourn was made by Mr. Brooks and seconded by Mr. Shocik at 7:26pm. Roll Call 5:0:0