

TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

SELECTBOARD MEETING MINUTES

December 27, 2011

Call to Order: The meeting was called to order at 4:45pm.

Present: Randy Crochier, Ann Banash and John Ward, Selectboard members; Ray Purington, Administrative Assistant.

Warrant for 1/17 STM: The Board reviewed and signed the warrant of articles for the Special Town Meeting on January 17, 2012.

2012 License Renewals: The Board signed the ABCC liquor license renewal forms which were not available at the 12/19 meeting. The Board signed a Class 1 license renewal for Green River Honda.

Irene Reimbursements: The Board reviewed two contracts from MEMA for FEMA's 75% reimbursement of the Town's expenses for Category A – Debris Removal (\$1,289.47) and Category B – Emergency Protective Measures (\$3,882.55). Ann made a motion, seconded by John, to accept the MEMA reimbursements and authorize the Chair to sign on the contracts. The vote was unanimous in the affirmative, and the contracts were signed. Town Clerk Lynda Hodsdon Mayo joined the meeting briefly to witness Randy's signature and apply the Town Seal to one document. According to MEMA the reimbursement contract for Category C – Road Repair is still in the review process.

Open Space & Recreation Plan: Ray reported that the Mass. Dept. of Energy and Environmental Affairs has conditionally approved Gill's OSRP. There are several sections in the Plan that need additional info, and Mary Praus will address those with help from the Open Space Advisory Committee. Final approval of the Plan is also conditioned on receiving letters of support from the Regional Planning Agency (FRCOG), and Gill's Planning Board and Selectboard. John made a motion, seconded by Ann, to sign a letter in support of the 2011 Gill OSRP. The vote was unanimous in the affirmative.

Siemens Project Update: Despite a full-day service call last week to work on cleaning and adjusting the burner on the new boiler at the elementary school, there were problems with it again this morning. Vinny Zarella, one of the Siemens project managers assigned to Gill, was onsite today with the service technician and the boiler is once again operational. This is the sixth shutdown/no-heat event since the boiler was installed. Ray has told Siemens that the Town has no confidence with this burner, and that it needs to be replaced at Siemens' expense. Siemens has already initiated the replacement process, which is moving slowly due to the holiday season and the need for interaction among and decisions from Siemens, HB Smith (boiler) and Powerflame (burner). Also, Siemens' plumbers have reconnected the steam lines to the General Purpose room. Initial observations today didn't show any further steam leaks with the radiators, but it will be tested further next week when District maintenance staff is present.

FY12 SAFE Grant: While the Irene contracts were being signed, Randy also signed one page from the FY12 SAFE Grant (see 12/19 meeting) that needed the Town Clerk's seal. Ray also reported that Gill's Fire Department personnel costs during the June 1st tornado will be eligible for reimbursement from the State. The Fire Chief will submit that paperwork.

Unpaid Sewer Charges: Ronnie LaChance, Collector-Treasurer, joined the meeting and asked the Selectboard, as Sewer Commissioners, to request the Board of Assessors to place sewer liens on the FY12 Real Estate tax bills for 13 sewer accounts with past due sewer use charges totaling \$5,044.91. The Board signed the request.

Public Health District Incentive Grant: The Board expressed disappointed that the FRCOG's application for PHDIG was not awarded funding. Gill has been an active supporter and participant in the planning and grant-writing for the

proposed public health district. Phoebe Walker will be exploring other possible funding sources in early January. The Board voiced confidence that the effort in planning the PHD will not be lost, and that the PHD will eventually happen.

Greenhouse at Gill Elementary: Ray informed the Board of preliminary plans by the Gill-Montague Regional School District to construct a greenhouse at the Gill Elementary School. The greenhouse would be attached to the main building, and paid for by grants. It will be used as part of the learning curriculum and will provide small amounts of produce for the lunch program. The Board expressed general support for the concept, but wants assurances that: 1) there be something in writing to document that the greenhouse and its related accessories are not the Town's to repair or replace; 2) the design of the greenhouse and its connection to the building should not cause heat loss from the building; and 3) the location of the greenhouse, the attachment to the building and/or roof, and any plumbing/watering fixtures should not create new water leaks to the building envelope, and should not exacerbate groundwater conditions around the foundation. Ray will relay the requirements to the District. A similar greenhouse is also planned at the Sheffield school building in Montague.

Adjournment: The Selectboard meeting adjourned at 5:15 p.m.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



Ann H. Banash, Selectboard Clerk

COMMONWEALTH OF MASSACHUSETTS

FRANKLIN, SS.

SPECIAL TOWN MEETING: JANUARY 17, 2012

TOWN OF GILL

To any of the Constables of the Town of Gill in the County of Franklin,

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said town, qualified to vote in elections and in town affairs, to meet at the Gill Town Hall in said Town on Tuesday, the Seventeenth day of January, in the year Two Thousand and Twelve (01/17/2012) at 7:00 p.m. in the evening then and there to act on the following articles:

Article 1: To see if the Town will vote to transfer Eight Hundred and 00/100 Dollars (\$800.00) from the County Dog Fund to the Library Account, or take any action relative thereto.

Article 2: To see if the Town will vote to accept the provisions of M.G.L. Chapter 41, Section 110A which reads as follows, or take any other action related thereto.

Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday.

Article 3: To see if the Town will vote to appropriate, transfer from available funds, borrow, or otherwise provide a sum or sums of money to be used toward a portion of the cost to purchase and install a new boiler(s) and related heating system equipment at the Public Safety Complex, including borrowing costs that may be associated with said project and authorize the Town Treasurer with the approval of the Selectboard, to borrow in accordance with MGL Chapter 44, §7; or take any other action relative thereto. (A 2/3 vote is required for authorization to borrow, or if transferring from a stabilization fund.)

Article 4: To see if the Town will vote to appropriate, transfer from available funds, or otherwise provide a sum or sums of money to be used toward a portion of the cost to purchase and install a new boiler(s) and related heating system equipment at the Public Safety Complex, or take any other action relative thereto. (A 2/3 vote is required if transferring from a stabilization fund.)

Article 5: To see if the Town will vote to revise its existing Zoning Bylaws by adopting a new Section 23: Solar Electric Installations and adopting changes to: Section 2: Use Regulations Schedule and Section 24: Site Plan Review in the form available at Town Meeting labeled "Town Meeting Version" and dated December 13, 2011 and to adopt a Solar Overlay District Map for Gill, Massachusetts dated August 24, 2011 showing the new Solar Overlay District, or take any other action related thereto. The text of the proposed revisions to the Zoning Bylaws and the map are available for review at the Town Clerk's office at the Gill Town Hall, 325 Main Street, Gill, MA during regular business hours. (A 2/3 vote is required to adopt and revise zoning bylaws.)


And you are directed to serve this Warrant by posting up attested copies thereof at the Town Hall, Main Road; Post Office, Mt. Hermon; The Gill Store & Tavern, Main Road; and Riverside Municipal Building, Route 2, in said Town fourteen days at least before the time of holding said meeting.

Hereof fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting, as foresaid.

Given under our hand this 27th day of December in the year Two Thousand Eleven.

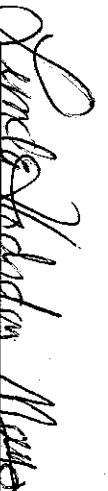
Selectboard of Gill

 Chair

 Board member

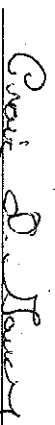
 Board member

A true copy Attest:

 Town Clerk Date: December 27, 2011

Individuals who may need auxiliary aids for effective communication for this meeting should call the Gill Town Hall at (413) 863-9347 or MA Relay System at (800) 439-2370.

Pursuant to the within Warrant, I have notified and warned the inhabitants of the Town of Gill by posting up attested copies of the same at Town Hall, Main Rd.; Post Office, Mt. Hermon; Gill Store & Tavern, Main Rd.; and Riverside Municipal Building, Route 2, fourteen days before the date hereof, as within directed.

 Constable of Gill Date: 12-28-2011

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under [Guidance For Vendors - Forms](#) or www.mass.gov/osd under [OSD Forms](#).

CONTRACTOR LEGAL NAME: Town of Gill (and d/b/a):	COMMONWEALTH DEPARTMENT NAME: CDA Massachusetts Emergency Management Agency MMARS Department Code: CDA
Legal Address: (W-9, W-4,T&C): 325 Main Rd., Gill, MA 01376	Business Mailing Address: 400 Worcester Road, Framingham, MA 01702
Contract Manager: Mr. Ray Purington	Billing Address (if different):
E-Mail: administrator@gillmass.org	Contract Manager: Gina Valentine
Phone: 413-869-9347 Fax: 413-863-7775	E-Mail: Gina.Valentine@state.ma.us
Contractor Vendor Code: VC6000191798	Phone: 508-820-2004 Fax: 508-820-1404
Vendor Code Address ID (e.g. "AD001"): AD (Note: The Address ID Must be set up for <u>EFT</u> payments.)	MMARS Doc ID(s): CTFEMA4028GILL000221 RFR/Procurement or Other ID Number: FEMA-4028-DR-MA Tropical Storm Irene
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach Employment Status Form, scope, budget) <input checked="" type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)	<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget)
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services	
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended). \$1,289.47	
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through <u>EFT</u> 45 days from invoice receipt. Contractors requesting <u>accelerated</u> payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: ___agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input checked="" type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)	
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) PW-00221 To reimburse for FEMA 4028 Tropical Storm Irene – The applicant took such actions as necessary to save lives, protect public health and safety and protect improved property townwide. Assistance for emergency protective measures and debris removal under Categories A & B under the FEMA Public Assistance Program.	
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input checked="" type="checkbox"/> 3. were incurred as of <u>8/28/2011</u> , a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
CONTRACT END DATE: Contract performance shall terminate as of <u>3/3/2012</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: <u>12/27/11</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Randy Crochier</u> Print Title: <u>Selectboard Chair</u>	AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>Chief Fiscal Officer</u>

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Phone: 413-869-9347 Fax: 413-863-7775	E-Mail: Gina.Valentine@state.ma.us
Contractor Vendor Code: VC6000191798	Phone: 508-820-2004 Fax: 508-820-1404
Vendor Code Address ID (e.g. "AD001"): AD ____ (Note: The Address ID must be set up for EFT payments.)	MMARS Doc ID(s): CTFEMA4028GILL000193 RFR/Procurement or Other ID Number: FEMA-4028-DR-MA Tropical Storm Irene
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ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: __ 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and no obligations have been incurred prior to the <u>Effective Date</u> . __ 2. may be incurred as of ____, 20__, a date LATER than the <u>Effective Date</u> below and no obligations have been incurred prior to the <u>Effective Date</u> . <input checked="" type="checkbox"/> 3. were incurred as of 8/28/2011, a date PRIOR to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.	
CONTRACT END DATE: Contract performance shall terminate as of 3/3/2012, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.	
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence: the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>861 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.	
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: Date: 12/27/11 (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Randy Crochier</u> Print Title: <u>Selectboard Chair</u>	AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>Chief Fiscal Officer</u>

TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

Date: 12/27/2011

Mary Praus
Land Use Planner
Franklin Regional Council of Governments
278 Main Street, Fourth Floor
Greenfield, MA 01301

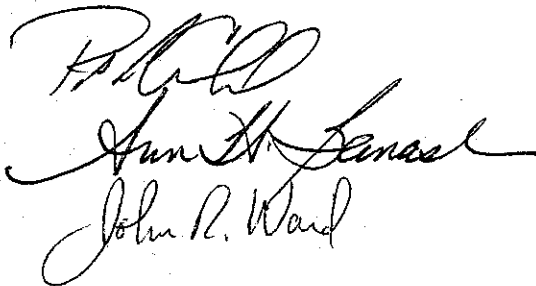
RE: 2011 Gill Open Space and Recreation Plan Endorsement

Dear Ms. Praus:

The Gill Selectboard has reviewed the 2011 Gill Open Space and Recreation Plan (OSRP). Please accept this correspondence as confirmation that we support the goals of the OSRP and will continue to work toward those goals. Providing good stewardship of the Town's natural and recreational resources is important in maintaining Gill's unique character. The OSRP provides the Town guidance in preserving its resources.

The Gill Selectboard is pleased to give our full support of the 2011 Gill Open Space and Recreation Plan and feel that this plan is an important tool in planning for Gill's future.

Sincerely,



December 1, 2011

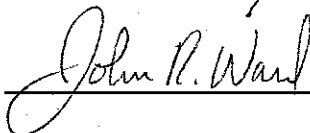
To: Board of Sewer Commissioners
From: Veronica A. LaChance, Collector-Treasurer
Subject: Unpaid Sewer Use Charges

I would like the Board of Sewer Commissioners to request that the Board of Aseors place the amounts listed below as Sewer Liens on the fiscal year 2012 Real Estate tax bills.

<u>Owner Name</u>	<u>Address</u>	<u>Lien Amount</u>
BAIRD, ALICE	16 Walnut Street	98.50
FRANSEEN, ELIZABETH	41 Riverview Drive	505.87
GIBSON, KEVIN P.	7 Grove Street	1,108.25
NEWTON, E. TAYLOR	33 Riverview Drive	291.99
NEWTON, E. TAYLOR	35 Riverview Drive	18.40
SMAIL, GARY W.	3 Myrtle Street	272.90
STONE, JEFFEREY P.	65 French King Highway	482.30
THOMPSON, PATRICIA	29 Riverview Drive	165.92
WALDRON, SCOTT A.	15 Oak Street	604.13
WOLFRAM SR., JEREMY J.	23 Oak Street	871.84
WOODS, CHARLENE	3 Walnut Street	425.52
HWU, SHEUE YING	7 Oak Street	172.35
HWU, SHEUE YING	9 Oak Street	26.94
		<hr/>
	GRAND TOTAL:	\$ 5,044.91







Board of Sewer Commissioners

December 27, 2011

RECEIVED DEC 27 2011



The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
250 Washington Street, Boston, MA 02108-4619

DEVAL L. PATRICK
GOVERNOR

TIMOTHY P. MURRAY
LIEUTENANT GOVERNOR

JUDYANN BIGBY, MD
SECRETARY

JOHN AUERBACH
COMMISSIONER

December 21, 2011

Ms. Phoebe Walker
Franklin Regional Council of Governments
425 Main Street, Suite 20
Greenfield, MA 01301-3313

Dear Phoebe,

Thank you very much for your implementation grant application to the Massachusetts Department of Public Health District Incentive Grant (PHDIG) program. Your proposal met the PHDIG program requirements and merited funding, but unfortunately, it did not receive a high enough score in our competitive review process to rank among the five districts that we will be able to support with funds available from the U.S. Centers for Disease Control and Prevention.

We regret that we do not have enough funding to support your proposal, especially after the excellent progress you and your partners made during the PHDIG planning grant period. Therefore, I want to encourage you to consider an alternative source of funding that may be available for your district.

Under the leadership of the Patrick-Murray administration, the state created a new \$4 million program this year to encourage cities and towns to consider internal efficiencies and regional cooperation on a wide range of municipal services. We have worked closely with colleagues at the Executive Office of Administration and Finance (ANF) who are developing and managing the new initiative, which is called the Community Innovation Challenge (CIC) program. Information about the CIC, including guidelines and application forms, is available at <http://www.mass.gov/anf/budget-taxes-and-procurement/working-for-you/community-innovation-challenge-grant/>.

Because of the intensive planning process you have been through, your district may merit consideration by ANF as a "shovel ready" project that addresses CIC objectives. The deadline for CIC applications is January 17, 2012. While you will need to complete a CIC application, ANF will accept your PHDIG proposal as an appendix to the CIC application form. Much of the information in your PHDIG application may be used to answer portions of the CIC application.

Numerous local entities may apply, so there is no guarantee that your project will be funded. If you decide to apply, please contact me as soon as possible so that we can discuss opportunities for how, if you are funded through CIC, you may take advantage of evaluation and other technical assistance services that MDPH will offer through the PHDIG program. I would also encourage you to contact ANF at (617)-727-2040 ext.35405) or CICGrants@state.ma.us to learn more about the CIC grant program.

You and your planning partners are involved in a historically significant effort to improve the scope and quality of local public health services in Massachusetts. We recognize that the planning process has involved countless hours of study and meetings, and we appreciate your commitment to strengthen the public health system for residents of your combined communities. Thank you very much again, and please feel free to contact me about the opportunity to apply for CIC funding to carry your plans forward.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Wilkinson", with a long horizontal flourish extending to the right.

Geoffrey W. Wilkinson
Senior Policy Advisor
Office of the Commissioner