

TOWN OF GILL

MASSACHUSETTS



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SELECTBOARD MEETING MINUTES

November 5, 2012

Call to Order: The Selectboard meeting was called to order at 3:30pm.

Present: Ann Banash (remote), Randy Crochier, and John Ward, Selectboard members; Ray Purington, Admin. Assistant; Rick James, David Detmold.

Randy stated that he received a request from Ann Banash to participate remotely in today's meeting for reasons of geographic distance (Florida). It was noted that meetings with a remote participant must use roll call for all votes.

Approval of Minutes: John made a motion, seconded by Ann, to approve the minutes of 10/23. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative. Ann made a motion, seconded by John, to approve the minutes of the executive sessions of 9/27/2010, 10/12/2010, 2/13/2012, and 3/12/2012. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative.

Project Updates: Tognarelli has worked through most of the startup issues with the new boilers and heating system at the Public Safety Complex. The unit heater in the training room (voting room) still seems loud, and an electric heater has been borrowed from NMH in case there are heat or noise issues on Election Day. The Board reviewed the final bid specifications for the roof replacement at Town Hall. Ray explained that the specs will be submitted to the Central Register on 11/6 for publication on 11/14. The project will be advertised in the Recorder on 11/8, and bids will be due and opened on 11/28.

Green Community Grant Application: The Town has been notified by Jim Barry of DOER that our application for a portion of our \$139,900 Green Community award has been approved. No funds can be spent until we receive the official contract from DOER sometime before Thanksgiving, but procurement work can take place.

Comcast License Renewal Response Letter: The Board approved a letter to be mailed to Comcast Cable in response to Comcast's letter of 10/2/12. The response acknowledges receipt of Comcast's letter and provides notice that the Town has commenced the formal franchise (license) process, and is open to renewal discussions with Comcast.

Comcast Internet Essentials: The Board reviewed a letter from Comcast announcing their *Internet Essentials* program that offers low cost internet service to households that are eligible for free or reduced lunch at local schools. Flyers for the program are available at Town Hall and the library.

NMH Donation: The Board acknowledged receipt of the annual \$25,000 donation from Northfield Mount Hermon School in support of emergency services. A letter of thanks was signed.

Highway Department Laptop: The Board reviewed specifications on a new laptop computer to replace the outdated desktop computer being used by the Highway Superintendent. The proposed model costs \$738.44, but Ray noted that the supplier, NewEgg Business, doesn't carry large inventories, and the proposed model may be out of stock by the time it can be ordered on Tuesday. Ann made a motion, seconded by John, to authorize Ray to spend up to \$800 for the purchase of a laptop computer similar to the proposed model. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative.

Cultural Council FY13 Grant: John made a motion, seconded by Ann, to authorize Randy to sign the contract for \$3,870 of FY13 Local Cultural Council funds from the Massachusetts Cultural Council. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative.

Cooperative Public Health Service – Grant Application: The Board reviewed a letter from Phoebe Walker, Director of Community Services for the FRCOG, asking for the Town's support on an application for funds from the

Community Innovation Challenge grant program. The application seeks funding to expand the CPHS program to include online permitting for public health permits, and to fund the inclusion of new towns into the CPHS program. The CIC grant is the same grant received last year to help with startup costs for the CPHS, and a second award could help with reducing membership assessments in the coming year, especially if additional towns sign on to the program. Randy disclosed that he is the co-chair of the advisory board for the CPHS. Ann made a motion, seconded by John, to authorize John to sign the letter in support of the grant application. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative.

It was noted that the FRCOG has listened to towns' concerns about the December 1st deadline to decide about next year's participation in the CPHS. There will be flexibility around that date in order to give the CPHS time to prepare a budget and proposed assessments for FY14, and for towns to consider that information as part of their decision.

Selectboard Essentials Workshop Series: The Board reviewed an invitation from the FRCOG to participate in a 6-part series of workshops geared toward Selectmen and Town Administrators. Topics include financial management, legal issues, animal control and inspection, liability and risk management, liquor and licensing, and open meeting law. The Board and Ray expressed interest in attending some or all of the workshops.

Regional Dog Kennel: The Board received an invitation to the grand opening of the Regional Dog Kennel & Adoption Center. Ray and Randy will attend.

Selectboard Rep to GMRSD Negotiations: The Board received a letter from GMRSD Interim Superintendent Mark Prince that explained the process for Gill's and Montague's Selectboards to choose one member as the towns' representative to the collective bargaining process with the various unions in the District. Randy will attend the meeting on November 13th as Gill's representative to the selection process, but noted that his time commitments preclude him from serving as the towns' representative. It was noted that Montague is the larger town in the District, and should have the seat if they want it.

Liquor License Transfer Hearing: Ann noted that she likely will not call in for the 11/7 public hearing on the transfer of the Gill Tavern's liquor license. Ray was asked to have copies of the Tavern's two ZBA Special Permits available at the hearing. It was noted that outdoor seating at the Tavern needs to be outside of the Town's right-of-way along Main Road.

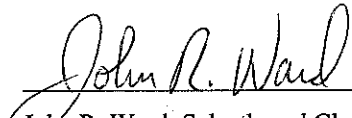
WMECO Outages: Rick James addressed the Board on electric power outages caused by trees coming down onto wires in the mile-long power line easement that runs parallel to West Gill Road. He asked that WMECO be contacted about this easement, and asked what purpose or advantage it serves. Ray has a meeting with a WMECO rep on Wednesday and will pass along the questions.

4:15pm Ann left the meeting. David Detmold and Rick James left the meeting.

Warrant: Randy's son Michael, a Gill firefighter, appears on the payroll warrant for this week. Due to the conflict of interest, Randy would normally abstain from signing the warrant. However, since two signatures are required to approve the warrant, the Board invoked the Rule of Necessity, which permitted Randy's participation and allowed the Board to act upon the warrant. The Board reviewed and signed FY 2013 warrant #10.

Adjournment: The Selectboard meeting adjourned at 4:55pm.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



John R. Ward, Selectboard Clerk

TOWN OF GILL

M A S S A C H U S E T T S



www.gillmass.org

November 5, 2012

Mr. Nick Leuci
Vice President of Franchising and Community Investment
Comcast Cable Communications, Inc.
676 Island Pond Road
Manchester, New Hampshire 03109
CERTIFIED MAIL/RETURN RECEIPT REQUESTED

Re: Cable License Renewal - Town of Gill

Dear Mr. Leuci:

We are in receipt of your letter of October 2, 2012, notifying the Board that Comcast is commencing the formal renewal licensing process, pursuant to Section 626(a)(1) of the Cable Act (47 U.S.C. Section 546(a)(1)).

Please be advised that the Town has commenced the formal franchise (license) process, pursuant to Section 626(a), and is proceeding with its ascertainment, including identifying the future cable-related community needs and interests, and reviewing the performance of the cable operator under the current cable license.

Consistent with the approach set out in your correspondence, the Town while proceeding ahead under the formal process of Section 626 of the Cable Act, is also interested in pursuing informal negotiations, consistent with Section 626(h) of the Cable Act. We share your optimism that the Town and Comcast will reach a mutually agreeable renewal of the cable television license through good-faith negotiations.

We look forward to working with Comcast and its new Manager of Government and Regulatory Affairs, Aaron Saunders, in this license renewal process.

Ray Purington, our Administrative Assistant, will unless and until otherwise notified serve as the Board's contact person in the cable license renewal process. He may be reached at (413) 863-9347.

Sincerely,

Ann Banash, Chair
Selectboard

cc: Ray Purington, Administrative Assistant
Cable Advisory Committee



Comcast Cable
3303 Main Street
Springfield, MA 01107
www.comcast.com

October 17, 2012

Chairman Randy Crochief
Town of Gill
325 Main Road
Gill, MA 01354

Dear Chairman Crochief,

Today, the Internet is an essential part of a child's education. It strengthens and enhances lessons learned in the classroom and is an increasingly important tool for students and their parents to succeed in the 21st century.

Last year, Comcast introduced *Internet Essentials*SM, a groundbreaking program that we agreed with the Federal Communications Commission to bring community leaders, government and business together to help close the digital divide. *Internet Essentials* brings affordable home Internet to certain households with children receiving free or reduced price school lunches under the National School Lunch Program (NSLP).

While participating in *Internet Essentials*, families receive:⁹

- Fast home Internet for just \$9.95 a month + tax;
- No price increases, no activation fees, or equipment rental fees;
- A low-cost computer available at initial enrollment for just \$149.99 + tax; and
- Access to free Internet training.

You can help students and families bring the Internet home by spreading the word about *Internet Essentials*. To help, we have created materials that you can share with families. To access these free materials or get additional information, please visit www.internetessentialspartner.com and sign up.

With your help, *Internet Essentials* will continue to make a profound difference in the lives of those it touches. Together, we can break down the barriers to broadband adoption. If you have any questions, please do not hesitate to contact me at Aaron_Saunders@Cable.Comcast.com or 413-730-4571. Thank you.

Sincerely,

Aaron Saunders
Manager, Government & Community Relations

⁹ Families are eligible to participate in *Internet Essentials* if they live where Comcast offers Internet service; have at least one child receiving free or reduced price school lunches through the NSLP; have not subscribed to Comcast Internet service within the last 90 days; and do not have an overdue Comcast bill or unreturned equipment.

TOWN OF GILL
MASSACHUSETTS



www.gillmass.org

November 5, 2012

Mr. Richard T. Wood, CFO and Treasurer
Northfield Mount Hermon
One Lamplighter Way
Gill, MA 01354

Dear Rick,

On behalf of the Town of Gill and its residents and businesses, please accept our sincerest thank you to Northfield Mount Hermon School for the contribution of \$25,000 to the Town in support of Emergency Services.

Every year the NMH donation helps us to better provide the emergency equipment and services that our residents – on the campus and throughout the town – expect and deserve. Your generosity is greatly appreciated.

With regards,

Gill Selectboard

Ann H. Banash (REP)

Ann H. Banash

John R. Ward

John R. Ward

Randy P. Crochier

Randy P. Crochier



Cc: Peter Fayroian, Head of School

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New 11/5

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Qty.	Product Description	Savings	Total Price
1	 HP ProBook 4540s (B2D26UT#ABA) Intel Core i5 3210M(2.50GHz) 15.6" 4GB Memory 500GB HDD Intel HD Graphics 4000 Notebook Item #: N82E16834158666 Return Policy: Computer Standard Return Policy Protect Your Investment Service Net Notebook Extended Warranty Plan  2 year: \$79.99	-\$100.00 Instant	\$735.00 \$635.00
1	 Kensington Black SP17 17" Classic Sleeve Model K62567US Item #: N82E16834995751 Return Policy: Standard Return Policy	-\$10.00 Instant	\$19.99 \$9.99
Subtotal:			\$644.99
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Redeem Newegg Gift Cards Card Number: <input type="text"/> Security Code: <input type="text"/>			
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HP ProBook 4540s (B2D26UT#ABA) Notebook Intel Core i5 3210M(2.50GHz) 15.6" 4GB Memory DDR3 1333 500GB HDD 7200rpm DVD+/-RW SuperMulti DL Intel HD Graphics 4000

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Model

Brand HP

Series ProBook

Model 4540s (B2D26UT#ABA)

Part# B2D26UT#ABA

General

Operating System Windows 7 Professional 64-Bit

CPU Type Intel Core i5-3210M 2.5GHz

Screen 15.6"

Memory Size 4GB DDR3

Hard Disk 500GB

Optical Drive DVD+/-RW SuperMulti DL

Graphics Card Intel HD Graphics 4000

Video Memory Shared memory

Communication Gigabit LAN and WLAN

Dimensions 14.76" x 10.09" x 1.13"

Weight 5.45 lbs.

Other Features HP Fingerprint reader

CPU

CPU Type

Quick Info

Limited Warranty period (parts): 1 year

Limited Warranty period (labor): 1 year

Manufacturer Contact Info

Manufacturer Product Page

Website:
<http://www.hp.com/>

Support Phone: 1-800-474-6836

Support Website

View other products from Hewlett-Packard

Return Policies

This item is covered by
NeweggBusiness's .

Return for refund within: 30 days

Return for replacement within: 30
days (defective only)

More Resources

Manufacturer Brochure

Intel Core i5

CPU Speed	3210M(2.50GHz)
CPU Support	3MB L3 Cache Max Turbo Frequency 3.1 GHz

Chipset

Chipset	Intel HM76
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Display

Screen Size	15.6"
Wide Screen Support	Yes
Resolution	1366 x 768
LCD Features	LED-backlit HD anti-glare

Operating Systems

Operating System	Windows 7 Professional 64-Bit
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Graphics

GPU/VPU	Intel HD Graphics 4000
Video Memory	Shared system memory
Graphic Type	Integrated Card

Hard Drive

HDD	500GB
HDD RPM	7200rpm
HDD Interface	SATA

Memory

Memory	4GB
Memory Speed	DDR3 1333

Optical Drive

Optical Drive Type	DVD+/-RW SuperMulti DL
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Communications

LAN	10/100/1000Mbps
WLAN	Broadcom 802.11b/g/n
Bluetooth	Bluetooth 4.0

Ports

USB

2 x USB 2.0
2 x USB 3.0

HDMI 1 x HDMI

Audio Ports 1 x Microphone jack; 1 x Headphone jack

Audio

Audio SRS Premium Sound PRO

Speaker Internal Speakers

Input Device

Touchpad Touchpad with gestures support

Keyboard Full-sized, spill-resistant keyboard with numeric keypad

Supplemental Drive

Card Reader Media Card Reader

Webcam 720p HD Webcam

Power

AC Adapter 65-watt AC adapter

Battery 6-cell lithium ion

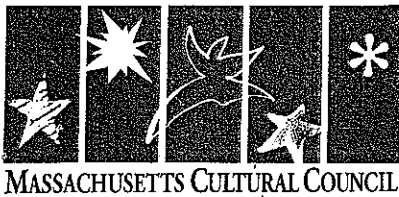
Physical Specifications

Dimensions 14.76" x 10.09" x 1.13"

Weight 5.45 lbs

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Boston, MA 02116-3803
617.727.3668
800.232.0960 Toll Free
617.338.9153 TTY
617.727.0044 Fax
mcc@art.state.ma.us E-mail
www.massculturalcouncil.org Web

October 29, 2012

Randy Crochier, Board of Selectmen Chair
Town of Gill
Town Hall
325 Main Road
Gill MA 01354-9758

Dear Mr. Crochier:

Enclosed is a contract and scope of services for the Town of Gill that covers the transfer of FY 2013 Local Cultural Council funds from the Massachusetts Cultural Council to your local cultural council account for the Gill Cultural Council.

State Comptroller regulations require State Agencies to have a signed contract and signature authorization form on file for all transfers of funds from state to local accounts unless the agency is statutorily released from this mandate, which the Massachusetts Cultural Council is not.

The contract includes: a signature page with the amount of the allocation (\$3,870), dates of service (July 1, 2012 to June 30, 2013), and a place to sign. You only need to sign it and include an email address, if possible. By using some of the contact information you provide, we hope to be able to build a database to allow more specific mailings to the officials of your municipality, including yourself. The second page is the scope of services which defines how the funds are to be expended following Massachusetts Cultural Council regulations. Lastly, the Signature Authorization page is a required form for all contracts with state agencies that clearly identifies the person or persons authorized to sign contracts for a vendor, in this case your municipality.

The contract should be signed with a completed Signature Authorization form and returned to me by November 30, 2012.

I will not be able to transfer the Local Cultural Council allocation until I have a completed contract package from your municipality. If you or any of your staff have any questions, please feel free to call me at 617/727-3668 extension 323 or 800/232-0960 extension 323.

Thank you very much.

Sincerely,

Michael Nagle
Fiscal Officer

Attachments

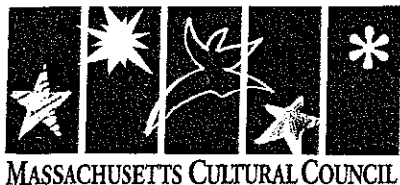


COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



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): Town Hall Legal Address: (W-9, W-4, T&C): 325 Main Road Contract Manager: Randy Crochier, Board of Selectmen Chair E-Mail: administrator@gillmass.org Phone: 413/863-9347 Fax: 413/863-7776 Contractor Vendor Code: VC6000191798 Vendor Code Address ID (e.g. "AD001"): AD (Note: The Address ID must be set up for EFT payments.)	COMMONWEALTH DEPARTMENT NAME: Massachusetts Cultural Council MMARS Department Code: ART Business Mailing Address: 10 St. James Ave. 3rd Fl., Boston MA 02116 Billing Address (if different): Contract Manager: Michael Nagle E-Mail: Michael.Nagle@state.ma.us Phone: 617/727-3668 x323 Fax: 617/727-0044 MMARS Doc ID(s): RFR/Procurement or Other ID Number:
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p align="center">NEW CONTRACT</p> <p>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</p> <p><input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget)</p> <p><input checked="" type="checkbox"/> Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation)</p> <p><input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget)</p> <p><input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget)</p> <p><input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)</p> </div> <div style="width: 48%;"> <p align="center">CONTRACT AMENDMENT</p> <p>Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____.</p> <p>Enter Amendment Amount: \$ _____ (or "no change")</p> <p>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</p> <p><input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget)</p> <p><input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget)</p> <p><input type="checkbox"/> Contract Employee (Attach any updates to scope or budget)</p> <p><input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)</p> </div> </div>	
<p>The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.</p> <p><input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services</p>	
<p>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.</p> <p><input type="checkbox"/> Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)</p> <p><input checked="" type="checkbox"/> Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). \$ <u>\$3,870</u>.</p>	
<p>PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated 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); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)</p>	
<p>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.)</p> <p align="center">Local Cultural Allocation for the Gill Cultural Council</p>	
<p>ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:</p> <p><input type="checkbox"/> 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>.</p> <p><input type="checkbox"/> 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>.</p> <p><input checked="" type="checkbox"/> 3. were incurred as of <u>July 1, 2012</u>, 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.</p>	
<p>CONTRACT END DATE: Contract performance shall terminate as of <u>June 30 2013</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.</p>	
<p>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 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.</p>	
<p>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</p> <p>X: <u>[Signature]</u> Date: <u>11-5-12</u></p> <p align="center">(Signature and Date Must Be Handwritten At Time of Signature)</p> <p>Print Name: <u>Randy P. Crochier</u></p> <p>Print Title: <u>Selectboard</u></p>	<p>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</p> <p>X: _____ Date: _____</p> <p align="center">(Signature and Date Must Be Handwritten At Time of Signature)</p> <p>Print Name: <u>David T. Slatery</u></p> <p>Print Title: <u>Deputy Director</u></p>



10 St. James Avenue
Boston, MA 02116-3803
617.727.3668
800.232.0960 Toll Free
617.338.9153 TTY
617.727.0044 Fax
mcc@art.state.ma.us E-mail
www.massculturalcouncil.org Web

Scope of Services/Budget

The allocated amount or maximum obligation for the contracted city or town will be deposited in the local account for the local or regional cultural council, provided that the city or town:

- Maintain a revolving account for the local or regional cultural council as required by Massachusetts General Law, Chapter 10, Section 58
- Report on said fund annually by completing the Massachusetts Cultural Council's Local Cultural Council Account Form

The local or regional cultural council will expend the funds following the procedures outlined in Massachusetts Cultural Council guidelines and regulations (962 CMR 2.00 – 3.00)



COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May

2004



CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Randy P. Crochier	Selectboard Member
John R. Ward	" "
Ann H. Banash	" "
Ray Purington	Administrative Assistant

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.


Signature

Date: 11.5.2012

Title: Selectboard Member

Telephone: 413 863 9347

Fax: 413 863 7775

Email: administrator@gillmass.org

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.



Franklin Regional Council of Governments

Franklin County Cooperative Public Health Service

Select Board
325 Main Rd.
Gill MA 01354

November 1, 2012

Dear Gill Select Board,

At our last two meetings of the CPHS oversight board, the board has discussed and approved an application for expansion funding for the district through the Community Innovation Challenge Grant program. This letter is to ask for your Board to officially vote in support of this application, a necessary step in the application process, and to sign and return the attached Local Support Form.

What is the grant for and how would my town benefit from it? Our proposed grant would serve two main purposes:

- *Save CPHS member towns' time and money by introducing an efficient online e-permitting tool for managing all public health permits.* Most of our towns are still using paper permit books and have limited ability to track when recurring permits are due or print permits pre-filled out from the computer. The e-permitting program would allow boards of health to track dozens of permits and inspections (see attached proposed list). Towns would be able to provide improved and more efficient service to businesses and residents, better able to collect and track revenues, and better able to protect public health.
- Fund the inclusion of new towns in the CPHS district, by making staff time and funding available to help towns make the transition. Last year the 8 founding towns of the district received grant funding to offset all increased costs from joining the district. The expansion grant would allow us to continue to build and strengthen the district by offering similar transition support to new towns, and by reducing the cost of the district to existing towns.

What does our Town need to do to show support of the grant? Both the Select Board and the Board of Health are asked to sign Local Support Forms (attached). These required forms ensure that the state knows that it is funding improvements that towns really want.

When is the grant due? The grant must be submitted digitally by November 30th. Support forms are due back to the FRCOG by November 27th. They can be scanned and emailed, mailed, or faxed.

Can we review the grant before it is submitted? Absolutely! Just call or email Phoebe (at walker@frcog.org or extension 102) and you will be sent a draft to review.

Thank you very much for your support of a strong future for the Cooperative Public Health Service!

Sincerely,

Phoebe Walker
Director of Community Services

Proposed public health e-permitting system

Benefits: efficiency, easier system for local businesses to use, improved revenue collection, increased public health protections, improved record-keeping

Type of Public Health Permit	What the software will track	Frequency required
Food Establishments <ul style="list-style-type: none"> • Restaurants and cafeterias • Retail Food Establishment • Catering and Caterers • Mobile Food Wagons • Temporary Food Service • Frozen Deserts • Bakery • Milk 	Permits, Permit payment Inspections Inspection results	2 / year Follow up Complaints
Beaches	Permits, Permit payment Inspections Inspection results	1 / week in season
Swimming Pools (public and semi-public)	Permits, Permit payment Inspections Inspection results	Opening/ periodically
Camps -Family and Recreational	Permits, Permit payment Inspections Inspection results	Opening/periodically
Motels/Hotels/B&B/Mobile Home Parks	Permits, Permit payment Inspections Inspection results	Annually before permit
Body Art Practitioner Establishment	Permits, Permit payment Inspections Inspection results	Annually before permit
Tanning Parlors	Permits, Permit payment Inspections Inspection results	
Septage and Garbage Haulers	License renewal date Payment for license	Annually
Animals site assignment, License piggeries	License	As needed
Septic Systems/ Disposal Works Permit	Permits, Permit payment Inspections Inspection results Upload digital files and plans Store digital COC package	Before issuing Before Filling Before Covering Before C of C Annually
Perc Tests & Deep Holes	Some towns (Heath) perc test permit tracking Store digital field reports and pictures	On request
Septic Pumping Reports	Tracking by date and pop-up if more than 4 pump-outs in 12 month	

	period; store scanned file	
Title 5 Inspections	Inspections Store digital reports and pictures or links to stored pictures Automatically produce letters for failed and conditional pass systems. Deadlines for follow up for system: evaluation, component replacement	Before Title transfer
Wells	Permits, Permit payment Inspections Inspection results –upload final water quality report and certificate of potability	
Beavers	Permits	Within 24 hours
Emergency Pesticide Permit	Permits, Permit payment	Within 24 hours
Tobacco Control	Permits, Permit payment	Annually
Demolition Permits	Permits, Permit payment	As needed
Hazardous Waste Haulers	License, license payment	Annually
Cemeteries	Permits, Permit payment	On request
Burial Permits	Permits, Permit payment	Usually delegated
Funeral Directors	Permit/Inspection	Annually
Noisome Trades / site assignment	Permits, Permit payment	As needed

Community Innovation Challenge Grant

APPLICATION

LOCAL SUPPORT DOCUMENTATION FORM

Project Title: Cooperative Public Health Service e-permitting and expansion

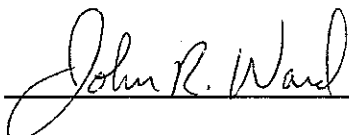
Lead applicant primary contact:

First Name, Last Name: Phoebe Walker

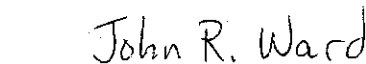
Name of Municipality, School, RPA or COG: Franklin Regional Council of Governments

Phone Number: (413) 774-3167 x 102

Email Address: walker@frcog.org



Signature



Print Name

Gill Select Board

Chair Clerk

Vote of support taken at meeting on: 11 / 5 / 2012

Selectboard Essentials Workshop Series for FY2013

COST: Workshops are provided by the Franklin Regional Council of Governments, free of cost, to Franklin County officials

LOCATION: All workshops will be held in the Community Room located on the first floor of the John W. Olver Transit Center (12 Olive Street, Greenfield)

FINANCIAL MANAGEMENT ESSENTIALS FOR SELECTBOARDS

The municipal budgeting process, sources of town revenue, efficient organization of the Finance function.

Presenter: Joe Markarian, Mass. DOR/Division of Local Services

Tuesday, November 27
7:00pm-9:00pm

THE LEGAL NUTS AND BOLTS OF THE SELECTBOARD

Town meeting legal requirements, proper appointment process procedures, public records law requirements, and holding meetings and hearings.

Presenters: Attorney Donna MacNicol and Attorney Joel Bard, Kopelman and Page

Thursday, January 10
7:00pm-9:00pm

OUR FOUR-FOOTED FRIENDS AND YOUR SELECTBOARD

Your Animal Control and Animal Inspection responsibilities, the new ACO law, the Sheriff's regional kennel, and more!

Presenters: Cheryl Rudolph, Animal Control Officer Assn. of MA and Leslee Colucci, Manager, Franklin County Sheriff's Office Regional Dog Kennel and Adoption Center

Thursday, February 21
7:00pm-9:00pm

ASSESSING LIABILITY AND MANAGING RISK FOR YOUR TOWN (CO-SPONSORED BY MIIA)

What are all the ways in which your town could be liable and how can you minimize that risk?

Presenter: Robert Marinelli, Massachusetts Inter-local Insurance Association

Thursday, March 14
7:00pm-9:00pm

LIQUOR AND LICENSING: YOUR SELECTBOARD'S ROLE

Best Practices for Selectboard responsibilities as the Town's Licensing Board, the regional Alcohol Sales MOU, alcohol sales rates in your town, and more.

Presenters: Brad Doyle, Investigator, Mass. ABCC and Amanda Doster, FRCOG Partnership for Youth

Thursday, April 4
7:00pm-9:00pm

OPEN MEETING LAW: WHO, WHAT, WHERE, WHEN AND WHY

Executive Sessions, posting meetings, taking minutes, discussion outside of meetings, and more!

Presenters: Attorney Donna MacNicol and (invited) the Attorney General's Division of Open Government

Wednesday, May 15
7:00pm-9:00pm



**Franklin Regional
Council of Governments**

For more information and to register please contact:
(413) 774-3167 ext.101 or 100 or email admin@frcog.org



Gill-Montague Regional School District

35 Crocker Avenue
Turners Falls, MA 01376
tel 413-863-9324
fax 413-863-4560

October 24, 2012

Ray Purrington
Town Administrator of Gill
325 Main Road
Gill, MA 01354

Dear Mr. Purrington,

The Gill-Montague Regional School District will be going into negotiations with schools bargaining Units (A-Teachers; C-Para-Professionals and Clerical; D-Cafeteria Works and Local 1459 UFCW). The Department of Elementary and Secondary Education has regulation **41.04: Municipal Representatives in Regional School District Collective Bargaining** which stipulates that the towns can select one member to represent them pursuant to M.G.L. c. 150E, [[section]] 1.

As required by the regulation, I am sending notice for a meeting on November 13, 2012 to take place in the TV Studio at Turners Falls High School at 7:00PM. At the meeting the Chair of the School Committee of the both communities shall choose one representative for the negotiations process. Please call my office to confirm the date and time of the meeting.

I am attaching a copy of the regulations for your information.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mark Prince".

Mark Prince
Interim Superintendent

603 CMR 41.04: Municipal Representatives in Regional School District Collective Bargaining.

(1) Selection of Municipal Representative. No less than 21 days before collective bargaining negotiations commence or resume in a regional school district, the superintendent of the district shall send a notice to all chief executive officers of the member cities and towns of the district, or, if there is no town manager or town administrator in a member town, to the chairman of the board of selectmen in that town, indicating the time, place and date of a meeting to be held by the regional school district at which the chief executive officers or chairmen of boards of selectmen shall elect one of their number to represent them pursuant to M.G.L. c. 150E, § 1.

(a) The meeting shall be held no later than seven days before commencement of collective bargaining negotiations in the regional school district, and shall comply with the open meeting law. In regional school districts where regional agreements provide for weighted voting in accordance with law, such weighted voting shall be employed.

(b) A chief executive officer or chairman of a board of selectmen may designate a representative to attend the meeting and to vote in his or her place.

(c) If the meeting of chief executive officers or chairmen of boards of selectmen does not result in the designation of a representative, the superintendent shall notify the commissioner of education, who shall randomly select one representative from among the chief executive officers or chairmen of boards of selectmen. Failure of the meeting of chief executive officers or chairmen of boards of selectmen to elect a representative shall not delay or otherwise impede the collective bargaining process.

(d) The chief executive officer or chairman of the board of selectmen chosen to represent member municipalities may serve either personally or through a designee, and must serve through a designee if such officer or selectman is barred from service under the provisions of M.G.L. c. 268A. In such cases, the city council or board of selectmen shall designate an alternate.

(2) Role of Municipal Representative. The municipal representative shall serve as a member of the school committee on all matters related to collective bargaining by the regional school district. The municipal representative may serve on the school district bargaining team, if any, if selected by the school committee to be a member of such a sub-committee.

(3) Vote of Municipal Representative. The municipal representative shall have one vote in all school committee deliberations on collective bargaining matters. In regional school districts which employ weighted voting, the municipal representative's vote shall be added to the vote total of the elected members and shall not cause a reapportioning of voting weight among the elected school committee members.

(4) Term of Municipal Representative. The municipal representative's term as a participant in the regional school district's collective bargaining shall be the same length as the term of office of an elected member of the school committee unless a shorter term is agreed to by the chief executive officers of the member cities and towns at the time of the municipal representative's selection.