

TOWN OF GILL

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



www.gillmass.org

SELECTBOARD MEETING MINUTES

October 27, 2016

Called to Order: The meeting was called to order at 3:45 PM.

Members Present: John Ward, Randy Crochier, Greg Snedeker Members Absent: None

Others Present: Ray Purington, Administrative Assistant; Janet Masucci; Chris Redmond

MIIA Grant Application: The Selectboard met to discuss two applications to be submitted for the FY17 MIIA Grant program. The submission deadline is Friday, October 28th. Each MIIA member town can apply for risk management and loss control grants up to a total of \$15,000 per town, with a maximum of \$10,000 for any one project.

Cruiser Cameras: Gill Police Sergeant Chris Redmond presented the application for \$10,000 of grant funds to purchase digital video cameras for the three police cruisers. Based on a quote from WatchGuard, the total project cost is estimated at \$22,025. Redmond noted that Erving has been using the WatchGuard system for 2-3 years, and that the quoted system is compatible with body cameras the Gill Police Department recently purchased with state grant funds.

If the complete system is purchased and implemented, it will allow data from the cruiser and body cameras to automatically and wirelessly upload to the computer server when the cruiser gets within range of the server. The automatic and wireless upload was felt to be a more robust method of protecting the integrity of recorded data, as it eliminates the human factor of remembering to bring the data card into the building and manually transferring data. With reduced handling, there is less opportunity for video footage to be lost or damaged.

The server features a RAID array, which means all data is stored in duplicate. The quote also includes free cloud storage for the first year. The quoted system also includes evidence-keeping software, which will help manage how long video footage is saved.

Redmond also noted that this would not be the Department's first cruiser camera system. A VHS-based system was purchased with a grant in 1998, and a digital system came after that. The components of the digital system eventually failed, and were not replaced.

It was noted that the complete system is more than \$12,000 over what the grant will fund. Redmond recommended using funds from the NMH Donations account for the difference. Since the Department is already using body cameras, he suggested it makes sense to "do it right" with a complete system that ties together the body cameras, cruiser cameras, data storage, and video management. If the extra funds from the NMH account are not approved, the MIIA grant would only cover the cost to equip two cruisers with cameras.

When asked if there were other potential Police Department uses for the NMH funds, Redmond answered that there is minimal functionality left in the interior and exterior cameras at the Police Station. Some cameras no longer work, and none of them have the ability to record, which hampers the ability to conduct interrogations.

Randy made a motion, seconded by Greg, to approve the MIIA grant application for the WatchGuard system. The vote was unanimous in the affirmative. It was decided to discuss the use of NMH Donation funds at a future meeting. Redmond will seek quotes for upgrades or replacements for the building camera system.

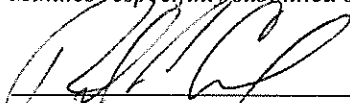
Personnel Policy Review: Ray explained that in previous years, the MIIA grant program fully covered the cost, up to \$10,000, for a professional review and update of towns' personnel policies. However, due to a few large law firms that exploited the grant by charging \$10,000 for "cookie cutter" projects, MIIA stopped funding the reviews. As Gill's policies have not had a total review in more than 8 years, Ray appealed to MIIA, and was able to get a commitment of 75% funding, if the grant is awarded.

A project estimate of \$6,600 from Town Counsel Donna MacNicol was reviewed. The Town's share, \$1,600 (slightly more than the required 25% match) would come from the FY17 budget for legal services. It was asked whether this project will consume an inordinate amount of Ray's time. It is hoped not, as MacNicol's work is generally quite thorough.

Greg made a motion, seconded by Randy, to approve the MIIA grant application for the Personnel Policy review. The vote was unanimous in the affirmative.

Adjournment: The meeting was adjourned at 4:10 PM.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



Randy Crochier, Selectboard Clerk



FY17 MIIA GRANT APPLICATION

This fiscal year, MIIA's Grant program is focused on identifying member loss trends and providing members with resources and solutions to improve their outcome. We believe that effective management can only be achieved through a strong partnership with our members. The MIIA Grant Program provides members with solutions for effective risk management, enhanced safety practices and greater asset preservation.

The Risk Management and Loss Control Grants have been combined into one MIIA grant, allowing up to a limit of \$15,000 per member with a maximum of \$10,000 per item. Kindly follow the process listed below:

1. Consult with your MIIA Risk Manager regarding grant criteria.
2. Ensure that grant application is applicable to your insurance coverage.
3. Complete this application in its entirety. If not completed it will be returned for completion.
4. Attach a vendor estimate for each requested item or service.
5. Ensure Chief Municipal Officer and Chief Procurement Officer have signed application.
6. Submit your application to miiagrants@mma.org by grant deadline of October 28, 2016.

Items that will not be considered include: travel expenses, wages, including overtime, and software annual renewal costs.

The MIIA Risk Management Team will confirm receipt of your application. Grant applications will be reviewed the week of October 28th. Please note that a grant submission does not guarantee a grant award. If awarded, a grant summary detailing how this award benefits your municipal entity must be included with final grant invoices.

\$10,000 is requested from MIIA for this project. Town funds will cover any excess costs.

How will this grant be used to continue or enhance your risk management or personnel management efforts moving forward?

The cruiser video camera project will safeguard against claims of unlawful arrest and excessive force, and will also document the driving of the vehicle during a collision. The system will tie into the existing body cameras, as they are made by the same vendor. In addition supervisors will be able to review officers' actions since supervisory personnel are generally not on duty at the same time part-time officers are working. It will allow us to

MIIA Member Town of Gill review performance and evaluate accordingly.

Contact Sergeant Chris Redmond Department Police Department

Phone 413-863-9398 Email sgt@gillmass.org Date 10/27/16

By signing and submitting this application, I (we) attest that all applicable state and local purchasing regulations and guidelines have been followed.

John R. Ward
Chief Municipal Officer Signature

John R. Ward
Chief Procurement Officer Signature



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FY17 MIIA GRANT APPLICATION

Check Item	Risk Management Solution	Cost Per Estimate	Target Department	Loss Causes	Best Practices
Automobile					
<input type="checkbox"/> Fleet Maintenance Audit, needs assessment or software <input type="checkbox"/> Backup sensors and cameras			Multiple	Automobile accidents	Annual Driver MVRs Vehicle Telematics Vehicle Maintenance Program
General Liability					
<input type="checkbox"/> Development and implementation of a customized sewer maintenance program (i.e. fats, oil and grease program) <input type="checkbox"/> Systems audits and capital improvements <input type="checkbox"/> GIS implementation for utility infrastructure			DPW Sewer	Sewer backup Water main breaks	Camera video program (sewer lines) Manhole inspection Grease trap bylaw/inspection Pump station inspection
<input type="checkbox"/> Tree Risk Assessment			DPW	Tree related damage	Tree Inventory and or Assessment Program
<input type="checkbox"/> Pavement Management Program to eliminate pothole and sidewalk defects that can lead to liability exposures			DPW	Pothole & sidewalk damage	Pavement Management Program
<input type="checkbox"/> Snow and Ice Removal Program implementation			DPW	Falling Objects/BI & PD	Snow and Ice Removal Plan
Law Enforcement Liability					
<input checked="" type="checkbox"/> Body cameras, dash cameras <input type="checkbox"/> Loss targeted training			Police	Wrongful Arrest, Excessive Force	Use of Force & CCTV Policies Training
Property					
<input type="checkbox"/> Facilities maintenance software Facilities maintenance third party audit Facilities winterization needs assessment <input type="checkbox"/> Freeze up prevention equipment (temperature alarms, monitoring equipment and call-out software) <input type="checkbox"/> Implementation of facilities based and systems supported program that allows for immediate identification and access of municipal facilities in case of emergencies.			Multiple	Pipe freeze ups, Ice dams, Sprinkler damage	Facilities maintenance software Roof inspection Roof Snow Removal Plan Ice dam inspection Gutter/downspout inspection Sprinkler testing Thermal image Heat monitoring protocols Pipe freeze inspections
Public Officials Liability					
<input type="checkbox"/> Attend Massachusetts Commission Against Discrimination certified training for professionals. Courses run from January- May			Multiple	Discrimination complaints	Discrimination and harassment training
Workers Compensation					
<input type="checkbox"/> Safety/OSHA related training (aerial lift, bloodborne pathogen, trench safety, confined space entry, CPSI training, chainsaw safety, lockout/ tag out, OSHA 10, work zone safety, etc.) <input type="checkbox"/> Safety Equipment, dollies/carts, slip/fall stations, hoier lifts manhole cover lifts, trench box, hydraulic gate lift, work zone safety trailer, stepstools for classrooms, PPE equipment, back up cameras, ice dam prevention, pallet jack, thermal imaging cameras, skylight guards, slip resistant floor treatments, stools for schools, cots, anti fatigue mats. <input type="checkbox"/> Security assessments and equipment: cameras, panic alarms etc. in relation to municipal emergency response plan (A.L.I.C.E.)			Multiple	Work related injuries Strains, sprains Slip/trip/falls	Annual workplace safety training Claims reporting (timely basis) Return to Work Program Safety Committee



4RE/VISTA Price Quote

SFW-MNT-EL4-001	Software Maintenance, Evidence Library, 1st Year (Months 1-12)	3.00	\$0.00	\$0.00	\$0.00
SFW-EL4-CLD-BAS	Evidence Library 4 Web CLOUD-SHARE - Basic	3.00	\$0.00	\$0.00	\$0.00

Server Hardware and Software

Part Number	Detail	Qty	Direct	Discount	Total Price
HDW-4RE-SRV-002	Server, Tower, Intel i7 3.40 GHz, 8GB RAM, 4x3TB SATA 7,200 RPM drives, 7.8TB usable video storage, Windows 7 Pro 64-bit, SQL Server 2008 R2 (1CAL), 3-Year full service (on-site or reimbursed) warranty.	1.00	\$3,840.00	\$0.00	\$3,840.00

WatchGuard Video Technical Services

Part Number	Detail	Qty	Direct	Discount	Total Price
SVC-4RE-RMT-410	4RE Remote System Setup, Configuration, Testing and Admin Training	1.00	\$750.00	\$0.00	\$750.00

Shipping and Handling

Part Number	Detail	Qty	Direct	Discount	Total Price
Freight	Shipping and Handling Charges	1.00	\$150.00	\$0.00	\$150.00
					\$22,025.00

Total Estimated Tax, may vary from State to State \$0.00

Configuration Discounts	\$0.00
Additional Quote Discount	\$0.00
Total Amount	\$22,025.00

NOTE: This is only an estimate for 4RE & VISTA related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

To accept this quotation, sign, date and return with Purchase Order: _____ DATE: _____



4RE/VISTA Price Quote

CUSTOMER: Gill Police Department

ISSUED: 7/21/2016 11:48 AM

EXPIRATION: 8/22/2016 3:00 AM

**TOTAL PROJECT ESTIMATED AT:
\$22,025.00**

ATTENTION: Sgt. Chris Redmond

SALES CONTACT: Kevin Coughlin

PHONE: (413) 625-8200

DIRECT:

E-MAIL: sgt@gillmass.org

E-MAIL: KCoughlin@WatchGuardVideo.com

4RE and VISTA Proposal

Evidence Library 4 Web Software and Licensing

Part Number	Detail	Qty	Direct	Discount	Total Price
KEY-EL4-SRV-001	Evidence Library 4 Web Server Site License Key	1.00	\$1,000.00	\$0.00	\$1,000.00
KEY-EL4-DEV-001	Evidence Library 4 Web 4RE In-Car Device License Key	3.00	\$150.00	\$0.00	\$450.00

4RE In-Car System and Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-STD-GPS-RV2	4RE Standard DVR Camera System with integrated 200GB automotive grade hard drive, 16GB USB removable thumb drive, rear facing cabin camera, GPS, hardware, cabling and your choice of mounting bracket.	3.00	\$4,795.00	\$0.00	\$14,385.00
CAM-4RE-PAN-NHD	Front Camera, 4RE, HD Panoramic	3.00	\$200.00	\$0.00	\$600.00

Wireless Video Transfer and Networking Options

Part Number	Detail	Qty	Direct	Discount	Total Price
4RE-WRL-KIT-101	4RE In-Car 802.11n Wireless Kit, 5GHz (2.4 GHz is available by request)	3.00	\$200.00	\$0.00	\$600.00
WAP-MIK-CON-802	WiFi Access Point, Configured, MikroTik, 802.11n, 5GHz, Sector	1.00	\$250.00	\$0.00	\$250.00

4RE Hardware Warranties

Part Number	Detail	Qty	Direct	Discount	Total Price
WAR-4RE-CAR-1ST	Warranty, 4RE, In-Car, 1st Year (Months 1-12)	3.00	\$0.00	\$0.00	\$0.00

Software Maintenance and CLOUD-Share

Part Number	Detail	Qty	Direct	Discount	Total Price
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415 Century Parkway • Allen, TX • 75013
Toll Free (800) 605-6734 • Main (972) 423-9777 • Fax (972) 423-9778
www.WatchGuardVideo.com



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FY17 MIIA GRANT APPLICATION

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5. Ensure Chief Municipal Officer and Chief Procurement Officer have signed application.
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Items that will not be considered include: travel expenses, wages, including overtime, and software annual renewal costs.

The MIIA Risk Management Team will confirm receipt of your application. Grant applications will be reviewed the week of October 28th. Please note that a grant submission does not guarantee a grant award. If awarded, a grant summary detailing how this award benefits your municipal entity must be included with final grant invoices.

How will this grant be used to continue or enhance your risk management or personnel management efforts moving forward?

The last major review and update to the Town's personnel policies and forms occurred in 2009. Basing personnel decisions on outdated policies is a major source of legal and insurance exposure. (The application for this type of project was okayed by Bob Marinelli with the understanding the MIIA will only fund 75% of the cost.) \$5,000 is requested from MIIA, with a town match of at least \$1,250.

MIIA Member Town of Gill

Contact Ray Purington Department Selectboard

Phone 413-863-9347 Email administrator@gillmass.org Date 10/27/16

By signing and submitting this application, I (we) attest that all applicable state and local purchasing regulations and guidelines have been followed.

John R. Ward
Chief Municipal Officer Signature

John R. Ward
Chief Procurement Officer Signature

Personnel Policy Update
(75% Grant Funded per Bob Marinelli)

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FY17 MIIA GRANT APPLICATION

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<input type="checkbox"/> Development and implementation of a customized sewer maintenance program (i.e. fats, oil and grease program)			DPW Sewer	Sewer backup Water main breaks	Camera video program (sewer lines) Manhole inspection Grease trap bylaw/inspection Pump station inspection
<input type="checkbox"/> Systems audits and capital improvements					
<input type="checkbox"/> GIS implementation for utility infrastructure					
<input type="checkbox"/> Tree Risk Assessment			DPW	Tree related damage	Tree Inventory and or Assessment Program
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<input type="checkbox"/> Snow and Ice Removal Program implementation			DPW	Falling Objects/BI & PD	Snow and Ice Removal Plan
Law Enforcement Liability					
<input type="checkbox"/> Body cameras, dash cameras			Police	Wrongful Arrest, Excessive Force	Use of Force & CCTV Policies Training
<input type="checkbox"/> Loss targeted training					
Property					
<input type="checkbox"/> Facilities maintenance software Facilities maintenance third party audit Facilities winterization needs assessment			Multiple	Pipe freeze ups, Ice dams, Sprinkler damage	Facilities maintenance software Roof inspection Roof Snow Removal Plan Ice dam inspection Gutter/downspout inspection Sprinkler testing Thermal image Heat monitoring protocols Pipe freeze inspections
<input type="checkbox"/> Freeze up prevention equipment (temperature alarms, monitoring equipment and call-out software)					
<input type="checkbox"/> Implementation of facilities based and systems supported program that allows for immediate identification and access of municipal facilities in case of emergencies.					
Public Officials Liability					
<input type="checkbox"/> Attend Massachusetts Commission Against Discrimination certified training for professionals. Courses run from January- May			Multiple	Discrimination complaints	Discrimination and harassment training
Workers Compensation					
<input type="checkbox"/> Safety/OSHA related training (aerial lift, bloodborne pathogen, trench safety, confined space entry, CPSI training, chainsaw safety, lockout/ tag out, OSHA 10, work zone safety, etc.)			Multiple	Work related injuries Strains, sprains Slip/trip/falls	Annual workplace safety training Claims reporting (timely basis) Return to Work Program Safety Committee
<input type="checkbox"/> Safety Equipment, dollies/carts, slip/fall stations, hoist lifts manhole cover lifts, trench box, hydraulic gate lift, work zone safety trailer, stepstools for classrooms, PPE equipment, back up cameras, ice dam prevention, pallet jack, thermal imaging cameras, skylight guards, slip resistant floor treatments, stools for schools, cots, anti fatigue mats.					
<input type="checkbox"/> Security assessments and equipment: cameras, panic alarms etc. in relation to municipal emergency response plan (A.L.I.C.E.)					

MacNICOL & TOMBS, LLP

ATTORNEYS AT LAW

393 Main Street

P.O. Box 985

Greenfield, MA 01302-0985

Donna L. MacNicol

Susan M. Tombs

413-772-8600

FAX 413-772-1999

E-Mail mtb.email@verizon.net

October 26, 2016

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

Re: Review and Rewrite of Town Personnel Policy
Personnel Policy/Job Descriptions/Applications Review for the Town of Gill

Dear Ray:

The following is the estimated cost breakdown per item to complete the above-referenced work for the Town. The below figures are *estimates* and will be tracked during the course of the job and only billed for actual time spent. Final amount will not exceed the estimate total.

Personnel Policy Review:

50 Pages at 1 hour per page	50 hours at \$100 per hour	\$5,000
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Job Description Format Review:

3 Pages at 2 hours per page	6 hours at \$100 per hour	\$600
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Applications Review:

4 Applications at 2 hours each	8 hours at \$100 per hour	\$800
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Meetings:

2 Meetings at 1 hour each (includes travel)	2 hours at \$100 per hour	\$200
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Total Estimate	\$6,600
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Please call if you need anything further from me.

Sincerely,


Donna L. MacNicol

DLM/cac

July 28, 2016

Dear MIIA Member:

Welcome MIIA's FY17 Grant Program.

The Risk Management and Loss Control Grants have been combined into one MIIA grant, allowing up to a limit of \$15,000 per member with a maximum of \$10,000 per item. This fiscal year, MIIA's Grant program is targeting loss trends generated from the MIIA's Membership claims experience as well as preventative risk management solutions. Please follow the process below.

1. Complete this application in its entirety. If not completed it will be returned for completion.
2. Attach a vendor estimate for each requested item or service.
3. Two signatures are required. (Chief Municipal Officer and Chief Procurement Officer).
4. Submit your application to miiagrants@mma.org, submittal deadline is October 28, 2016.

Once a grant application has been approved, the member will be notified of the amount of their grant award.

THE FOLLOWING APPLIES TO ALL MIIA GRANT PROGRAM APPLICANTS

Due to budgeting requirements, grants MUST be invoiced or paid by May 15, 2017. There will be NO exceptions. Invoices or requests for payments received after May 15, 2017 will NOT be paid.

Grant Disbursement Options

MIIA offers two options for grant disbursement. Regardless of the option chosen, each applicant must attest that all state and local purchasing regulations and guidelines are followed. To that end, MIIA requires that your Chief Municipal Officer and your Chief Procurement Officer sign the grant application attesting to the above.

Please send all grant invoices to miiagrants@mma.org. Tax identification number must be included with all invoices.

Option 1. MIIA pays vendor directly upon receipt of invoice.

Option 2. MIIA will reimburse the member upon receipt of a copy of the front and back of a canceled check and a copy of the vendor invoice. If you have installment invoices for program implementation, it requires that submitted invoice (s) provide appropriate detail, i.e. 5 hours @ \$400 total \$2000- John Smith ABC Enterprises completed a survey of municipal fleet operations.

The MIIA Grant Program will provide you with another tool to enhance your risk management, training and safety efforts. For questions regarding the Grant, please contact me at lchabra@mma.org (617)426-7272 ext. 250 or your Risk Manager, Robert Marinelli- rmarinelli@mma.org, Kevin Perkins-kperkins@mma.org, Jilayne Mitchell-jmitchell@mma.org, Gregory Nickerson-gnickerson@mma.org or Richard Afrikian – rafrikian@mma.org.

Very truly yours,



Lin Chabra,
MIIA Membership Training Coordinator