

TOWN OF GILL
M A S S A C H U S E T T S



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SELECTBOARD MEETING MINUTES
January 23, 2017

Called to Order: The meeting was called to order at 5:30 PM.

Members Present: John Ward, Randy Crochier, Greg Snedeker

Members Absent: None

Others Present: Ray Purington, Administrative Assistant; Janet Masucci; Mike Jackson; Ronnie LaChance; Michael Sullivan; Joanne Blier; Sandy Brown; Claire Chang; Timmie Smith

Timmie Smith announced that there was no quorum present for the posted meeting of the Finance Committee. Greg announced that there was no quorum present for the posted meeting of the Capital Improvement Planning Committee (CIPC).

Gill Elementary School Roof & MSBA: GMRSD Superintendent Michael Sullivan and Business & Operations Director Joanne Blier met with the Selectboard to discuss a potential application by the District on behalf of the Town to the Massachusetts School Building Authority's (MSBA) Accelerated Repair Program.

Sullivan began the discussion by reviewing a handout of the District's 5-year capital plan for Gill Elementary, which shows FY18 projects to be the roof replacement, electrical services upgrade, and epoxy coating the kitchen floor. Greg noted that the CIPC met last week and did an initial review of these projects, and is seeking more info from Neil Zilinski, a local electrician, about the service upgrade. Regarding the kitchen floor, Randy, who is also a member of the Board of Health, explained that the existing floor surface is so irregular and uneven that it is difficult to properly sanitize. In response to a question about why the price to epoxy coat the floor has increased over previous estimates, Blier answered that the District's maintenance staff has decreased from 4 to 2, and this project would need to be contracted out.

The roof project was discussed next, and Blier reviewed a 2-page handout that explained the program, timelines, and cost estimates. She noted that one decision to be made is how the project financials would be handled – whether the Town would borrow the funds, or if the District would borrow and assess the Town. In the latter scenario, FY21 would likely be the first year the Town would be assessed.

A recent roof project for a Deerfield public school was mentioned, with questions about the method that Town used to finance the project. Blier will research the matter.

The cost estimate includes \$30,000 for a feasibility study, which is based on the District's recent experience with an MSBA project at Sheffield Elementary. The construction cost of \$506,000 was based on two recent MSBA projects for similar sized school buildings, although it was noted that no information is known about the other projects' roof materials, insulation work, or other features that could add cost. The Owner's Project Manager (OPM) cost is estimated at \$20,240, which is 4-5% of the construction cost, and the architect cost is estimated at \$50,600 – 10% of the construction cost. The total project estimate is \$606,840, with MSBA reimbursing 75%, or \$455,130.

There was discussion about whether MSBA would do more than pay for a like-for-like roof project, where the current asphalt shingles get replaced with new asphalt shingles. The strong preference among the Selectboard is to put a metal roof on the building, like the Town did with the Town Hall, because metal roofs last more than twice as long as asphalt shingles. It is hoped that a strong case for metal can be made during the feasibility study, and that MSBA will agree to pay its full share of a metal roof project.

Energy improvements, especially insulation to meet building codes, are part of the Accelerated Repair Program, and would be included in the project. It is believed that a roof replacement project would need to meet the Stretch Building Code.

The Selectboard discussed whether or not to submit an application to the MSBA for the roof project. Doing the project through the MSBA will create costs that the Town might not incur doing it on its own (feasibility study, owner's project manager), but it is hard to turn away from a possible 75% reimbursement from MSBA. It was pointed out that if the Town applies and does the feasibility study, we will know more than we do now about the existing roof, options for the new roof, and other possible improvements.

There was a question as to whether the MSBA will reimburse for its share of a feasibility study if the Town decides not to pursue an MSBA project once the study is completed and MSBA has determined 1) if it will allow a metal roof, and 2) how much it will contribute for an "upgraded" roof. Blier will attempt to get an answer on this.

While there is a risk that the Town could end up paying for the entire cost of a feasibility study if an MSBA-funded project does not materialize, it was concluded that the school building is due for a new roof. Randy made a motion, seconded by Greg, to submit an application to the MSBA's Accelerated Repair Program. The vote was unanimous in the affirmative.

Sullivan, Blier, Brown, Smith, and LaChance left the meeting at 6:30 PM.

Minutes: Greg made a motion, seconded by Randy, to approve the minutes of 1/9/17. The vote was unanimous in the affirmative.

Sewer I&I Study: Nothing to report.

Gill Elementary Well: The DEP permit applications have been filled out by the engineer. Ray will distribute them to the Selectboard, Glen Ayers, and Jim Huber for review prior to submitting them to DEP.

Mariamante Property/Community Solar: Nothing to report.

Annual Reports: Greg has completed proofreading the FY13 report. At the Town Clerk's request, Ray will work with her to do one final review of the Appointments sections of the three reports. Greg volunteered to help with compiling the FY14 Annual Report.

FRCOG Local Technical Assistance Requests: The Selectboard reviewed a draft of the 2017 Local Technical Assistance Request Form, and discussed priorities in the three categories – Planning Projects, Regional Projects, and Community Compact Projects. It was decided by consensus that the proposed rankings generally reflected the priorities of the Town. Ray will submit the finalized form to the FRCOG on 1/24/17.

CodeRED Update: Ray reported that the signed contract for the EMPG grant has been received, which allowed him to sign the Services Agreement for the CodeRED emergency notification service. A portion of the first year's \$1,500 fee is to be paid from the EMPG grant. Gene Beaubien, Emergency Management Director, will be the primary point of contact for implementation and operation of CodeRED. Once training has been completed and a rollout schedule determined, there will be press releases and other announcements to the Gill community to explain CodeRED and the sign-up process.

Appointments: Randy made a motion, seconded by Greg, to appoint Isaac Bingham to the Cultural Council for a term of 1/23/2017 – 1/23/2020. The vote was unanimous in the affirmative. Randy made a motion, seconded by Greg to appoint Mitchell Waldron, currently a Junior Firefighter, as a Firefighter effective upon his 18th birthday and through June 30, 2016, contingent upon receipt of satisfactory results from a recent medical evaluation. The vote was unanimous in the affirmative.

Mike Jackson left the meeting at 7:00 PM.

Warrant: The Selectboard reviewed and signed the FY 2017 warrant #15.

The meeting adjourned at 7:18 PM.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.

Signed copy on file. Approved 02/06/2017

Randy Crochier, Selectboard Clerk

Gill-Montague Regional School District
FY18 Capital Plan

Gill Elementary	Category	FY17	FY18	FY19	FY20	FY21	Notes
TBC - Water System Upgrades	Plumbing	\$ 35,000					In process - Ray is handling the upgrades
Roof Replacement (apply to MSBA)?	Roofing	\$ 600,000					This would qualify for MSBA - we would apply this winter and the process would allow for a roof to be installed during the summer of 2019. Ray is awaiting architectural updates to determine how/when they would like to move forward. We are checking in with MSBA to see if they would reimburse for a different type of roofing material or if they would only reimburse for shingles.
Upgrade Electrical service and panels	Electrical, Telephone & Security	\$ 40,000					Main electrical service panels and shut off switches date back to the original building, and parts are no longer available. This could become a safety issue. Some of the secondary panels have been upgraded. This request is to replace all outdated service panels and could include an exterior meter, as required (electrical code) and an exterior generator connection should the Town decide it wants to install a generator.
Troweled Epoxy coat Floor in Kitchen	Interior Finishes	\$ 13,000					Board of Health recommended the kitchen floor be refinished. Estimate includes removal of equipment for project (some of which may be able to be done in house). This preliminary estimate includes contracting out floor preparation and epoxy coat
Remove/replace Floor tiles and install VCT	Interior Finishes		\$ 120,000				Outdated tiles - original to building - Possible to breakdown into separate areas such as hallways, classrooms, All purpose room, etc. (Estimate for complete job - \$4-\$7 dollars a Square Foot times 18,000 Sq. Ft. or \$80,000 to \$120,000)
TBC - Emergency Back up Generator						\$ 55,000	hold

GILL CAPITAL PROJECT REQUEST FORM

1. Date: 1/10/17 2. Dept, Board, Committee Proposing Article: Gill-Montague RSD

PART 1 - COMPLETE FOR ALL CAPITAL PROJECT REQUESTS

3. Project Title:
Troweled Epoxy coat Floor in Kitchen

4. Project Description:
 Board of Health recommended the kitchen floor be refinished. Estimate includes removal of equipment for project (some of which may be able to be done in house). This preliminary estimate includes contracting out floor preparation and epoxy coat.

5. Proposed Wording of Article: **To see if the Town shall vote to...**
 To see if the town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$13,000, or any other amount, for the purpose of epoxy coating the kitchen floor based on Board of Health recommendation at Gill Elementary School, or to pass any vote or votes in relation thereto.

6. Cost & Recommended Sources of Funding: (*Don't include interest costs/costs of borrowing.)

Budget FY	Total*	Recommended Sources of Funding
FY18 <u> </u>	<u>13,000</u>	<u>Taxation or other available town funds</u>
FY <u> </u>	<u> </u>	<u> </u>
FY <u> </u>	<u> </u>	<u> </u>
FY <u> </u>	<u> </u>	<u> </u>
Six Year Total	<u> </u>	<u> </u>
After 6 th Year	<u> </u>	<u> </u>

(If figures are adjusted for inflation, what % did you use?)

7. Departmental Priority: High

8. Justification and Useful Life:
 This Board of Health recommendation has been on the books for several years now and should be prioritized.

**PARTS 2 & 3: RESERVE FOR CAPITAL PROJECTS DEFINED AS
 "A PROJECT THAT HAS A VALUE OF \$10,000 OR MORE AND A USEFUL LIFE OF AT LEAST FIVE YEARS."**

PART 2 - CAPITAL PROJECT (excluding equipment)

9. Project Location: Gill Elementary School

10. Purpose of Form: () Add a new item to the capital program () Modify a project already in the adopted program

11. Net Effects on Operating Costs (+ or -):

<u>Direct Operating Cost</u>	<u>Indirect Operating Costs</u>
Personnel – Number	Fringe benefits
Personnel - \$ Amount	General admin. costs
Purchase of services	Other
Materials & supplies	(b) Subtotal - Indirect
Equipment purchases	
Utilities	Total operating costs (a+b)
Other	(c) Debt service P & I
(a) Subtotal - Direct	Grand Total operating cost (a+b+c)

GILL CAPITAL PROJECT REQUEST FORM

1. Date: 1/10/17 2. Dept, Board, Committee Proposing Article: Gill-Montague RSD

PART 1 - COMPLETE FOR ALL CAPITAL PROJECT REQUESTS

3. Project Title:
Upgrade Electrical service panels

4. Project Description:
 Main electrical service panels and shut off switches date back to the original building, and parts are no longer available. This could become a safety issue. Some of the secondary panels have been upgraded. This request is to replace all outdated service panels and could include an exterior meter, as required (electrical code) and an exterior generator connection should the Town decide it wants to install a generator.

5. Proposed Wording of Article: To see if the Town shall vote to...
 To see if the town will vote to raise and appropriate, transfer from available funds, borrow or otherwise provide the sum of \$40,000, or any other amount, for the purpose of upgrading the electrical service and panels at Gill Elementary School, or to pass any vote or votes in relation thereto.

6. Cost & Recommended Sources of Funding: (*Don't include interest costs/costs of borrowing.)

Budget FY	Total*	Recommended Sources of Funding
FY18 <u> </u>	<u>40,000</u>	<u>Taxation or other available town funds</u>
FY <u> </u>	<u> </u>	<u> </u>
FY <u> </u>	<u> </u>	<u> </u>
Six Year Total	<u> </u>	<u> </u>
After 6 th Year	<u> </u>	<u> </u>

(If figures are adjusted for inflation, what % did you use?)

7. Departmental Priority: High

8. Justification and Useful Life:
 Main electrical service panels date back to original building and parts are no longer available. This could become a safety issue should parts fail.

**PARTS 2 & 3: RESERVE FOR CAPITAL PROJECTS DEFINED AS
 "A PROJECT THAT HAS A VALUE OF \$10,000 OR MORE AND A USEFUL LIFE OF AT LEAST FIVE YEARS."**

PART 2 - CAPITAL PROJECT (excluding equipment)

9. Project Location: Gill Elementary School

10. Purpose of Form: (x) Add a new item to the capital program () Modify a project already in the adopted program

11. Net Effects on Operating Costs (+ or -):

<u>Direct Operating Cost</u>	<u>Indirect Operating Costs</u>
Personnel - Number	Fringe benefits
Personnel - \$ Amount	General admin. costs
Purchase of services	Other
Materials & supplies	(b) Subtotal - Indirect
Equipment purchases	
Utilities	Total operating costs (a+b)
Other	(c) Debt service P & I
(a) Subtotal - Direct	Grand Total operating cost (a+b+c)

Gill Elementary School potential MSBA Roof Project Info Sheet

What is the Accelerated Repair Program?

The MSBA Accelerated Repair Program is intended for facilities in which the scope of a potential project is limited to the replacement or repair of roofs, windows/doors, and/or boilers. Repair projects are designed to materially extend the useful life of the school and preserve an asset that is otherwise capable of supporting the required educational program. The Program focuses on the preservation of existing assets by performing energy-efficient and cost-saving upgrades, which will result in direct operational savings for school districts. In order to maximize the impact of this Program, districts are required to use pre-selected consultants. In addition, districts are required to appropriate funding quickly in order to adhere to an accelerated project schedule.

How are Accelerated Repair Projects Funded?

- Project costs are shared between MSBA and local School Districts/Towns
- MSBA reimburses their portion of the project as funds are expended.

How will the Town/District fund the project?

- The Town will need to determine if they wish to fund project directly or through the district. Based on this determination, an individual from that organization would be the lead contact with MSBA submitting documentation as necessary.
 - The town (or District) would need to fund the "construction" of the project submitting for MSBA reimbursements throughout the process.
 - Upon completion of the project the Town would borrow funds and finance the project directly, or the District would borrow funds and assess the Town annually for the life of the bond. The capital assessments would probably begin in FY21.

What is the projected project approval and completion timeline for a Gill Elementary Roof Project?

- Accelerated repair SOI application must be submitted by February 17, 2017
- MSBA Approval summer 2017 (June/July)
- Hire Owner's Project Manager and Designer for Feasibility Study and Schematic Design prep – Fall, 2017
 - This phase is reimbursable, however, the timing of the reimbursement crosses fiscal years
 - Cost of Sheffield Window Project Feasibility/Schematic Design phase was \$27,500.
- MSBA Schematic Design approval -- Spring, 2018
- Town meeting MSBA Vote – Spring, 2018
- Begin Construction document phase – summer, 2018
- Bid – Fall, 2018
- Construction – Spring, Summer, 2019
- Project close out – Fall, 2019
- Financing of project with first payment Summer, 2020

What is the estimated MSBA Reimbursement Rate for Gill-Montague?

- The District has received a 76% reimbursement rate for the Sheffield Roof Project. The rate is re-set annually based on income/property/poverty levels in the district. I don't expect it will be significantly different for a new Project this year.

What have comparable Schools paid for MSBA Project Roof Replacements?

- Comparable Schools are less than 30K square feet with a recent roof replacements
- Range of \$400K - \$900K

How would MSBA handle changing the type of roofing material used?

- Decisions made on a case by case basis
- If there is a significant difference in the cost to install a standing seam metal roof in place of an asphalt roof, MSBA may cap the reimbursement and not reimburse for their share of the entire project. For instance, if an asphalt roof is estimated to cost \$600K and a standing seam metal roof closer to \$1M, they would probably cap the cost somewhere in between those two amounts but he did not indicate exactly where that cap would be. If the difference between the two roof types is not too great then it is possible that MSBA could reimburse their entire share.
- The best time to determine this would be during the feasibility phase. During that stage, you could request the architect/OPM put together price estimates for both roof types. Those estimates would go to the MSBA for approval and budget setting before the bidding phase. Evan said that insulation would be covered to get us to proper code requirements.

Cost comparisons for Potential MSBA Project for Gill Roof

	Auburn Roof*	West Bridgewater Roof*	Gill Elementary	*Auburn and West Bridgewater Feasibility Study, OPM and Architect costs are estimates based on Sheffield Project knowledge	Sheffield Windows
Year Built	1948	1958	1958		
Grade Levels	K-2	PK-K	K-6		
Enrollment	270	128	117		
Square Footage	25,000	28,000	22,000		
Feasibility Study	\$ 30,000	\$ 30,000	\$ 30,000	Estimate based on Sheffield Project	\$ 27,500
Construction	\$ 578,000	\$ 638,000	\$ 506,000	Gill estimate based on avg cost per square foot of two sample roof projects	\$ 925,000
OPM 4%-5% construction cost estimate	\$ 23,120	\$ 25,520	\$ 20,240	Sheffield window construction bid came in over feasibility study cost estimate so Architect/OPM cost are not exact percentages	\$ 37,000
Architect 10% construction cost estimate	\$ 57,800	\$ 63,800	\$ 50,600		\$ 88,000
Total Cost	\$ 688,920	\$ 757,320	\$ 606,840		\$1,077,500
Est Reimb \$	\$ 516,690	\$ 567,990	\$ 455,130	Assuming 75% reimbursement rate	\$ 777,500
Net cost to District	\$ 172,230	\$ 189,330	\$ 151,710		\$ 300,000
Construction cost per sq ft	\$ 23.12	\$ 22.79	\$ 23.00		

Received from Ray: Brian DeVriese, Architect estimates for 22,000 square foot roof:

Asphalt Shingles \$150-\$300 per square (\$200K)
 Standing Seam Metal \$650-\$1,000 per square (\$400K)
 (square = 100 Sq Ft)



2017 Local Technical Assistance Request Form

Please review with town committees, boards, and departments, and then mail, fax (413-774-3169), or scan and email one consolidated and prioritized list per town to walker@frcog.org by January 19, 2017.

Town: Gill

Date: Jan 23, 2017

Your Name: Ray Purington Board/Department: Selectboard

PLANNING PROJECTS -- Please priority rank the projects in which your town is interested (starting with 1 as most important)	
Rank	Project
	<p>Housing Planning and/or Implementation Support. Technical Assistance to:</p> <ul style="list-style-type: none"> • Create a Housing Production Plan (5-year plan that outlines strategies to increase affordable housing and gives a town more control over comprehensive permit applications) • Conduct a Housing Needs Assessment • Implement housing plans such as drafting zoning changes and identifying sites for possible affordable housing development. <p><i>Please specify your interest:</i></p>
	<p>Downtown or Village Center Economic Development Projects:</p> <ul style="list-style-type: none"> • Conduct a survey to understand what residents, businesses and visitors want in downtown. • Develop a mixed use, economic development and housing plan for a downtown or village center and action steps for implementation • develop Master Plan chapters for Housing and Economic Development. <p><i>Please specify:</i></p>
3	<p>Zoning Bylaws and/or Town Ordinance Development. <i>Please specify.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> mixed use districts <input type="checkbox"/> low impact development <input type="checkbox"/> affordable/work force housing <input type="checkbox"/> short term residential rentals (such as VRBO and Air B&B) <input type="checkbox"/> clean energy <input type="checkbox"/> larger-scale development <input checked="" type="checkbox"/> recreational marijuana retail zoning <input type="checkbox"/> land conservation that protect natural resources and promote smart growth <input type="checkbox"/> new development standards for tree retention
1	<p>Open Space and Recreation Plans. Updating of expired plans.</p>
	<p>Deerfield River Economic Impact Study. A study of the outdoor recreation industry and hydro power industry that relies on the Deerfield River as an economic driver.</p>
2	<p>Regional Planning/Technical Assistance for Large Scale Utility Projects</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Northfield Mountain Pumped Storage Project /Turners Falls Dam FERC relicensing <input type="checkbox"/> Tri-State economic resiliency work related to closure of VT Yankee

	Tree Inventories and Planting and Maintenance Plans. An inventory and maintenance plan that identifies and assesses trees in town centers to determine the quantitative value of trees to help towns get funding for tree planting and assist in getting reimbursement for tree loss in the event of a large-scale weather event.
	Community Food Assessments. Examination of a town's food system, which could include analysis of food supply and demand, economic development through food processing or distribution, increased food production of farmland, increased food access for residents, and other elements.
	Creative Economy Enhancement. Develop a how-to-guide for developing and implementing pop-up-park or art installation projects including what to consider to create and implement a fun temporary art installation or park project that fosters economic and main street activity.
4	Wellhead Protection Plans to Protect Public Drinking Water Supplies. A Wellhead Protection Plan can help towns manage and protect their water supply sources.
	Agricultural Commissions. Assist towns who want to establish or reinvigorate an Ag Comm, including exploring their role in supporting food and ag initiatives in town, helping them connect with farmers and food producers in town, and coordinating between farmers and Boards of Health.
	Implement Stormwater Management Measures. Creation and adoption of land use regulations that limit impervious surfaces in new development or redevelopment using Low Impact Development (LID) techniques.
	Brownfields Redevelopment Support. Provide site specific technical assistance to municipalities seeking to clean-up and/or redevelop a brownfield site.
	Industrial Park Master Plan Update. Review current bylaws and regulations governing the industrial park, and conduct a parcel level analysis to determine developable land remaining.
	Other Planning. <i>Please specify:</i>

	REGIONAL PROJECTS - Please priority rank the projects in which your town is interested (starting with 1 as most important)
Rank	Project
1	Local Official Continuing Education Workshops. Continue to offer workshops to Select Board, Planning Board, Board of Health members and other public officials (fiscal planning, open meeting law, school finance, etc.). <i>Please share any ideas for topics:</i> - Workshop to review changes in Zoning laws and recent changes to case law.
	Housing Workshop Series. Share information on housing efforts in the region and to learn about strategies for meeting a community's current and future housing needs. Speakers will address topics of interest for towns working on affordable housing initiatives.
	Develop MA Rural Policy Commission Recommendations. The Commission is designed to develop legislative, policy and financing recommendations that will specifically improve conditions in rural areas such as pursuing legislation to help attract more volunteer/call firefighters, expanding sewer and water technologies for small village centers, or designating rural economic growth centers.

	<p>New Cooperative Purchasing ideas. Continue to research and develop new goods and or services that can be procured on behalf of multiple towns.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cooperative procurement of local food for schools <input type="checkbox"/> Energy efficiency in municipal buildings <input type="checkbox"/> <i>Please share your idea(s):</i>
3	<p>Regional Opioid Task Force. Support the regional efforts to reduce heroin and prescription painkiller abuse and related crime, with a specific focus on municipal action steps.</p>
4	<p>Regional Public Health Nursing. Explore need and potential revenue for increased clinical or diagnostic nursing services for residents in towns with a public health nurse and work with towns interested in joining CPHS health district for nursing services.</p>
	<p>Regional Fire Service. Continued support for Greenfield, Deerfield, and Montague, which are working on exploring shared fire services (or begin working on feasibility of sharing fire services in another FC sub-region, see below New Public Safety Collaborations).</p>
	<p>Regional Library Collaboration. Explore potential shared programming or staffing among any two or more libraries in interested towns.</p>
	<p>Shared Human Resource Department. Continue the development of a shared HR function begun this year. A regional position could do personnel management, benefits administration, etc. Project would be to work with interested towns on scope of services for either a staff person or consultant, cost sharing plan, and MOU.</p>
	<p>New Public Safety Collaborations</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shared Ambulance Services. Work with towns interested in sharing EMS services to develop Memoranda of Understanding and cost-sharing agreements. <input type="checkbox"/> Shared Police Services. Work with neighboring towns interested in sharing police functions. <input type="checkbox"/> Shared Fire Services. Work with neighboring towns interested in sharing fire services.
6	<p>Creation of Abandoned Properties Task Force. Help identify, prioritize and assess redevelopment needs and options of abandoned or derelict properties.</p>
5	<p>Increase services and capacity of the Regional Emergency Planning Committee. Including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Networking, collaboration and training opportunities for Emergency Management Directors <input type="checkbox"/> Assessing town and regional infrastructure for climate change vulnerability and recommending steps to address. <input type="checkbox"/> Developing a program to write Continuity of Operations Plans for local businesses and farms.
	<p>Support local substance abuse prevention plan for young people. Implement strategic priorities of the Communities That Care Coalition’s action plan to reduce drug and alcohol use among area teens, including specific municipal policy projects.</p>
2	<p>Other new shared services:</p> <ul style="list-style-type: none"> - French King Bridge safety improvements - facilitate discussion of suicide prevention barriers

	COMMUNITY COMPACT PROJECTS – Please go the Community Compact Best Practices link - http://www.mass.gov/governor/administration/groups/communitycompactcabinet/bestpractices/short-best-practice-format-fy17-final.pdf - to identify the newly refined and expanded list of Best Practice areas and best practices. Please identify the specific best practices your town would like to pursue and rank order them (starting with 1 as most important).
Rank	Project
	Education. <i>Identify the specific best practice(s):</i>
3	Energy and Environment. <i>Identify the specific best practice(s):</i> 1. Complete Open Space & Rec Plan 2. Address Inflow & Infiltration 3. Use Renewable Energy 4. Reduce Municipal Solid Waste & Increase Recycling
	Financial Management. <i>Identify the specific best practice(s):</i>
	Housing and Economic Development. <i>Identify the specific best practice(s):</i>
1	Human Resources. <i>Identify the specific best practice(s):</i> 1. Develop Employee Policies & Procedures
2	Information Technology. <i>Identify the specific best practice(s):</i> 1. Perform an IT Assessment 2. Implement an Off-site Backup Solution
4	Public Accessibility. <i>Identify the specific best practice(s):</i> 1. Undertake an ADA Self-Evaluation & Develop a Transition Plan
	Public Safety. <i>Identify the specific best practice(s):</i>
	Regionalization/Shared Services. <i>Identify the specific best practice(s):</i>
5	Transportation/Public Works. <i>Identify the specific best practice(s):</i> 1. Develop a Multi-Year Vehicle Maintenance & Replacement Plan 2. Develop a Bridge/Culvert Preventative Maintenance Plan 3. Develop a Pavement Condition Index 4. Inventory and Geo-Code all Public Works Assets (culverts, catch basins, manholes, etc.)