



SELECTBOARD AGENDA & MEETING NOTICE

September 27, 2021

***Indicates item added after the 48 hour posting
bold underlined time = invited guest or advertised hearing
 (all other times are approximate)

Location: Gill Town Hall, 2nd Floor

Face coverings required per Board of Health mandate.

5:30 PM Call to Order (If the meeting is being videotaped, announce that fact. If remote participation will occur, announce member & reason, & need for roll call voting)

“Leaf Joy” recreational cannabis retail establishment – James McMahon, representative of PGM Property Management, for proposed use at 1 Main Road. Introductions & next steps

Old Business

- Review of Minutes
- Gill Complete Streets policy – review and adopt
- Update on FirstLight recreation settlement talks
 - Open Meeting Law vs. confidentiality – issue resolved
 - Review & prioritize list of Gill recreation priorities

New Business

- FFY2021 Emergency Management Performance Grant - \$2,700, split among CodeRED annual service contract and three pagers
- Surplus equipment – Fire Department 30-gallon Husky Pro air compressor, purchased Dec. 2009, works but better for light duty & short duration use
- Police Department flooring project – approve up to \$8,000 to proceed with Kidder & Co quote for carpet & Adura floating flooring
- Request to use up to \$375 of Recycling Dividend Program (RDP) grant funds to allow Gill residents to participate in October paper shredding event being hosted in Erving (may be less if other towns join)
- Comprehensive assessment of Town of Gill information technology (IT) systems - Northeast IT, using up to \$5,000 from previously awarded Community Compact funds
- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any

Warrants

FY22 #06 Vendors (\$20,517.91) & Payroll (\$28,122.49) – reviewed & signed on 9/13/21
 FY22 #07 – review & sign

Adjournment

Other Invitations/Meetings:

| Date | Time | Event | Location |
|-------------|-------------|----------------------|---------------------------------------|
| Mon 10/11 | | Columbus Day holiday | |
| Tues 10/12 | 5:30 PM | Selectboard meeting | Gill Town Hall, 2 nd floor |
| Mon 10/25 | 5:30 PM | Selectboard meeting | Gill Town Hall, 2 nd floor |



“Complete Streets” Policy

First Adopted Date:

Revised Date:

Purpose

The purpose of this policy is to enable the Town of Gill to provide safe, convenient and accessible routes for all users of Town streets, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles. This policy is to encourage the safe use of these modes of transportation, and enable convenient travel as part of daily activities and improve public welfare by addressing a wide array of health and environmental problems, and meet the needs of all users of streets, including people of all ages, abilities and income levels.

Complete Streets is the planning, scoping, design and implementation, operation and maintenance of roads in order to reasonably address the safety and accessibility needs of users of all ages and abilities. Furthermore, Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by improving the pedestrian and vehicular environments for safe, accessible and comfortable travel between home, school, work, recreation and retail destinations for all users.

Complete Streets means the physical street features that contribute to a safe, convenient, or comfortable travel experience for users, including but not limited to sidewalks; shared use paths; bicycle lanes; automobile lanes; paved shoulders; street trees and landscaping; planting strips; curbs; accessible curb ramps; bulb outs; crosswalks; refuge islands; pedestrian and traffic signals; including countdown and accessible signals; signage; street furniture; bicycle parking facilities; public transportation stops and facilities; transit priority signalization; traffic calming devices such as rotary circles, traffic bumps, and surface treatments such as paving blocks, textured asphalt, and concrete; narrow vehicle lanes; raised medians; and dedicated transit lanes.

The purpose of Gill's Complete Streets Policy is to accommodate all users by creating a roadway network that meets the needs of individuals utilizing a variety of transportation modes so streets are safe for users of all ages, all abilities and all income levels as a matter of routine. The Town's Complete Streets Policy will focus on establishing a connected and integrated network to serve all users of Gill's roads. This Policy directs decision makers to consistently plan, design, construct and maintain streets to accommodate all anticipated users including, but not limited to pedestrians, bicyclists, motorists, emergency vehicles, and commercial vehicles and train crossings while considering the overall connectivity of the Town's roads.

Commitment

The Town guarantees to the maximum extent practical, both fiscally and otherwise, to design, construct, maintain, and operate all streets to provide for a comprehensive and integrated network of facilities for all users. The Town of Gill recognizes all users of roadways, including users of all ages, abilities and income levels, are legitimate users of Town roadways and therefore deserve safe facilities. The Town acknowledges all roadway projects, including new construction, reconstruction, repair, and maintenance are opportunities to apply Complete Street design principles. Therefore, the Town commits to including Complete Street design in all publicly and privately funded projects as appropriate and practical, including but not limited to projects funded by the State and Federal government, Chapter 90, Transportation Improvement Program (TIP), MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital

Funding, and local or other funding sources for street repair, upgrades, expansions or infrastructure design. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets Policy, including the design, construction and maintenance of such roadways within Town boundaries.

As the Town of Gill has a distinct Town Center, a residential neighborhood in Riverside, and many rural and country roads, all projects will be evaluated in keeping with the community or nature of the area in Town of the proposed project or improvement. Therefore, all projects, including those that may be excluded, should first be evaluated in light of the best and latest design techniques, guides and recommendations available balanced against the character of the neighborhood. Such available materials are to include:

- The latest edition of American Association of State Highway Transportation Officials (AASHTO) A Policy on Geometric Design of Highway and Streets
- The Massachusetts Department of Transportation Project Design and Development Guidebook
- The latest edition of the United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls
- Plans and documents created for the Town of Gill that design infrastructure projects

Transportation infrastructure may be excluded with approval of the Selectboard, where, after evaluation, documentation clearly shows, or evidence can be presented that:

- Specific uses are prohibited by law, such as state highways
- The physical nature of the road (for example gravel or dirt) makes the nature of the application impossible or impractical
- The cost or impact of the application is excessively disproportionate to the need or probable use or probable future use

Best Practices

Implementation of the Town of Gill's Complete Streets Policy will be carried out cooperatively between all departments, and to the greatest extent possible, with multi-jurisdictional cooperation among any other parties including, but not limited to, regional, state, and federal agencies, as well as private developers. Complete Streets is expected to be integrated into all planning and design in all types of public and private projects whenever possible. The Town understands the importance of projects that are implemented in cooperation with neighboring communities, local and state agencies and the Franklin Regional Transportation and Planning Department. Therefore, the Town of Gill recognizes the goals of the Complete Streets Policy may be achieved through single elements incorporated into a single project, or incrementally through a series of projects that maintain or improve Town infrastructure, or in regional projects with multi-jurisdictional significance.

Implementation

The Implementation of Gill's Complete Streets Policy will be the responsibility of all departments. The Town will make Complete Streets part of the practice of everyday operations and all departments when considering transportation projects that include improvements to streets, sidewalks or any other part of the transportation network in the Town of Gill, shall work in coordination with all other departments, and any other agency or jurisdiction to best achieve the goals of this Policy.

The Town will train pertinent town staff and decision-makers on the content of Complete Streets principles and best practices for implementing policy through staff meetings, trainings, and other appropriate means.

The Town will review and revise all appropriate planning documents (~~Master Plan~~, Open Space and Recreation Plan, Hazard Mitigation Plan, etc.), as well as review any applicable zoning bylaws and subdivision regulations, to integrate Complete Street principles on all town roads.

The Highway Department will update the current street list to include a comprehensive inventory of pedestrian and bicycle facility infrastructure (or any other relevant infrastructure on that street). The Town will prioritize projects to ~~eliminate gaps in sidewalks~~ enhance pedestrian safety, provide handicap accessibility, and improve the bikeway network.

The Town Administrator will create a working group of relevant town stakeholders to carry out these tasks. This group will develop performance measures to gauge the implementation and effectiveness of this policy. The Selectboard will review the implementation efforts within one year of the acceptance of this policy, and then annually thereafter, in order to insure compliance and to encourage or recommend further actions in execution and adherence to this Policy.

The Town will seek out any available and appropriate sources of funding, or grants, to achieve the goals of this Complete Street Policy.

DRAFT

Gill priorities for FirstLight recreation settlement talks – Ray’s list and comments for 9/27/21

1. We want a healthy river. All current and new recreation uses must be evaluated for their impact on habitat, riverbank erosion/stabilization, accessibility, and public safety. (Largely this is being done already, but it feels important to reiterate it every chance we get. This is a river, not a reservoir. FirstLight has stated riverbank erosion will not be a topic for the recreation talks.)
2. Provide safe access for emergency personnel to the areas below the Gill and Montague dams, especially if those areas will have increased public use for recreation.
3. Continue, maintain and improve upon the existing recreational offerings in Gill:
 - a. Canoe/kayak rental facility on Route 2. Consider offering discount opportunities for local residents.
 - b. Barton Cove campground, nature area, and trails.
 - c. Franklin County Boat Club
4. A participant at the 9/10/21 discussion suggested FirstLight somehow acquire access to the Mariamante property or assist in getting it named as a national park. The space would provide Tribes with a place to conduct ceremonial activities and might alleviate the need/request for FirstLight to establish access to the original Great Falls for the same purposes. (Given the practical limitations on any kind of development of this property, the Town should be willing to explore this idea.)
5. Advocate for and partner with Mass DCR and other involved agencies to dredge the boat channel from the state-owned boat ramp and the Boat Club to the main river channel. (However, improved access for boating is contradictory to the goal in #1 if you follow FirstLight’s assertion that much of the erosion is due to the wakes and waves from boats.)
6. Increase FirstLight’s role as an educator and expand the knowledge of the area by increasing the number and broadening the topics of educational exhibits on FirstLight’s properties (not just those at the Northfield Mountain). Education should be thought of as curiosity-based recreation.

In the same vein, from the Gill Historical Commission: We ask that FirstLight reach out to all the river communities, tribal groups included, to offer more historical and cultural information about the Connecticut River Valley to share with people who come to make use of recreational opportunities here. For example, starting the heritage tours again, as planned in your summer recreation announcement for this past summer, could be an excellent way to educate visitors and residents about the history and cultures of this place, as they enjoy their experience on the river. We suggest increasing signage and programming to enhance recreational experiences for people of all ages.

7. Establish a park/picnic area along the FirstLight-owned section of riverbank downstream from the old bridge anchorage. (However, I am much less enamored with this idea than I once was and would recommend against it due to public safety concerns and the impact on the residents of the Riverside neighborhood. While this is a potential open space, it is very different from the same area on the opposite shore.)

Kidder & Co.

1 Parker Ave.

Northfield Ma. 01360

Ph. 1-413-498-5359 Fax 1-413-498-5012

Quote for Work to done

To: Gill PD

Attn: Jason Bassett

1. To remove and dispose existing carpet. To install carpet tiles, Venice in the Chief's office. To install Adura , Margate Oak color Harbor in the Sargent's office. To install Adura Meridian color Fossil in the rest of the area's. Price includes all materials and labor.

With glue down Adura

With Floating Adura

\$ 7,299.85

\$ 7,795.27

The contractor shall provide a comprehensive assessment of the Town of Gill’s Information Technology (IT) systems at the Town Hall, Slate Memorial Library, Public Safety Complex (Police, Fire, and Highway Departments), and Riverside Municipal Building (Historical Commission only). The assessment will include network, internet, and workstation/device security (including operating systems, antivirus software, and passwords), data and email backups, public access, staff support for IT systems, and other critical components identified by the contractor.

The engagement will include at least one site visit to each location, and work may also be performed via telephone, video, and email exchange. The contractor will prepare a written report with general and department-specific findings and recommendations, and will include cost estimates for any significant technology investments being recommended. The contractor will provide a version of the report without sensitive information, which will be posted publicly on the Community Compact website. The contractor will attend an evening meeting at the conclusion of the project to present the findings and recommendations.

Of particular interest are recommendations relating to 1) data and email backup & recovery, 2) security & protection against viruses and ransomware, and 3) development of an IT management plan

Funds allocated for this project: \$5,000 (from a Community Compact grant award)

Approximate workstations per building or department:

Town Hall: 7 desktops, 2 laptops, 1 “server” used for onsite backups

Library: 4 Chromebooks – 1 for staff & public use, 1 for public use, 2 for a TBD lending program

Historical Commission – 1 desktop

Police Department: 5 desktops, 1 older laptop for special projects, and 3 laptops/tablets for the cruisers

Fire Department: 4 desktops and 2 laptops/tablets for vehicle use.

Highway Department: 1 desktop, 1 laptop

(Police, Fire, and Highway are located in the same building and share internet.)

The IT for each listed building/department generally operates independently from other buildings/departments. The Town does not presently have an IT professional/firm on staff or under contract for day-to-day or project-based IT needs.

Contact person: Ray Purington, Town Administrator 413-863-9347
Gill Town Hall administrator@gillmass.org
325 Main Road
Gill, MA 01354

Interested contractors should respond via email with a statement of interest in the project, qualifications, examples and references for similar projects, a not-to-exceed price for the work, and a start date and completion date for the work.

Selection of the contractor will be made by the Town Administrator based upon qualifications, references, price, and timeline.



Town of Gill MA - Assessment Proposal September 2021

Prepared for

Town of Gill, MA

Northeast IT Systems, Inc.

170 LOCKHOUSE ROAD
BOX 6
WESTFIELD, MA 01085
413.736.NEIT
WWW.NORTHEASTIT.NET

170 Lockhouse Rd, Westfield, MA 01085
 T. 413.736.6348 F. 413.209.8705

Number AAAQ2906
Date Sep 7, 2021

| Sold To | Ship To | Your Sales Rep |
|--|--|--|
| Town of Gill, MA Ray Purington 325 Main Rd Gill, MA 01354 United States | Town of Gill, MA Ray Purington 325 Main Rd Gill, MA 01354 United States | Joel Mollison 413 736 6348 ext 102 Joel@NortheastIT.net |
| Phone (413) 863-9347 | Phone (413) 863-9347 | |

| Terms | P.O. Number | Ship Via |
|--------|-------------|----------|
| NET 30 | | |

| Qty | Item | Description | Unit Price | Ext. Price |
|-----|---------------------|---|------------|------------|
| | | *SERVICES* | | |
| 1 | Service - Fixed Fee | SERVICES Scope of Work: The contractor shall provide a comprehensive assessment of the Town of Gill's Information Technology (IT) systems at the Town Hall, Slate Memorial Library, Public Safety Complex (Police, Fire, and Highway Departments), and Riverside Municipal Building (Historical Commission only). The assessment will include network, internet, and workstation/device security (including operating systems, antivirus software, and passwords), data and email backups, public access, staff support for IT systems, and other critical components identified by the contractor. The engagement will include at least one site visit to each location, and work may also be performed via telephone, video, and email exchange. The contractor will prepare a written report with general and department-specific findings and recommendations and will include cost estimates for any significant technology investments being recommended. The contractor will provide a version of the report without sensitive information, which will be posted publicly on the Community Compact website. The contractor will attend an evening meeting at the conclusion of the project to present the findings and recommendations. As we want to provide maximum value to this fixed-fee assessment, we always adhere to strict budgeted timelines for each process. It is imperative that participating departments are ready to provide both physical and login access to key systems on our arrival. As the town has relatively few sites and systems, our expectation is to complete the on-site assessment in a single day between the hours of 9AM and 4PM. We expect that the town administrator will coordinate | \$4,200.00 | \$4,200.00 |

| Qty | Item | Description | Unit Price | Ext. Price |
|-----|------|-------------|------------|------------|
|-----|------|-------------|------------|------------|

with the departments and ensure access to key areas as required.

Our goal is to collect as much data as we can about your systems, network, security, and practices. Typically, we collect this data through photography, software and by hand. We may ask personnel various questions about how the department operation regarding technology and security practices. The software that we utilize to collect data on workstations does not capture passwords, documents, or other sensitive information. It does collect information about applications, data set sizes, configurations and other key information that is useful to us in terms of understanding your environment. The software is not installed on your systems. If your department requests that we do not use software data collection methods, we will simply do it manually to the best of our ability, including photographs of settings, etc. The information gathered during this process will never be shared or used outside of the assessment process. We do not include sensitive information in our reports that would compromise personal records or allow for unauthorized access.

Our expectations:

- a. Single-day collection effort across all sites and departments.
- b. Departments will coordinate with the town administrator who will be present when we visit the various departments.
- c. It would be in the best interest of the town if a representative from each department was present (especially Police, Fire, Highway & Library).
- d. Access to department and site-level systems should be readily available including but not limited to:

- Servers
- Workstations/Laptops
- Firewalls/Routers
- Wireless Access Points
- NAS devices
- Email Systems
- Backup Systems

If the site, department, equipment is not accessible during the discovery phase, we will note as such, and that department will be excluded from future reports and recommendations.

- e. Timeline - From the date this is signed there will be no more than a six-week period to complete this proposal.

- Week 1: Town signs and returns document.
- Week 2: Kickoff meeting with stakeholders (conference call / Zoom).
- Week 3: Data Collection (must happen this week or process is extended).
- Week 4: Processing of Data / Analytics
- Weeks 5: Report Writing/Findings/Proposals
- Week 6: Review Meeting - (3-hour time allotment maximum, remote or in-person, date/time must be hard scheduled by end of week 3).
- Week 7: Makeup Meeting (if necessary - must not extend beyond this week), documents submitted, project closed/invoiced.

| Qty | Item | Description | Unit Price | Ext. Price |
|-----|------|-------------|------------|------------|
|-----|------|-------------|------------|------------|

f. Payment Terms
Payment is due Net 30
Late fee \$35/per period

| Recurring Charges | | |
|-------------------|-----------------|-------------------|
| | SubTotal | \$4,200.00 |
| | Tax | \$0.00 |
| | Shipping | \$0.00 |
| | Total | \$4,200.00 |

If this proposal requires a deposit, this must be paid prior to any hardware or software being ordered. Remainder of balance due by due date on final invoice that is sent upon completion of work. Hardware returns subject to 30% restocking fee. All software & license sales are final and are non-returnable. Customer acknowledges that the prices on this document are ESTIMATES only, and are not exact numbers. While Northeast IT attempts to be as accurate as possible, actual costs at the end of the project may vary. The hardware and software prices contained on this proposal are valid for 30 days from date of presentation to the client. After 30 days, prices may change for some hardware and/or software.

Document Recap

Doc Name Town of Gill MA - Assessment Proposal September 2021
Doc Number AAAQ2906
Date Sep 7, 2021
Total \$4,200.00

Thanks for choosing Northeast IT Systems, Inc.!

By signing below, I agree to the following:

- 1) I am an authorized signer for the above company.
- 2) I authorize Northeast IT to proceed with all items on this proposal and perform the work necessary to complete the above tasks.
- 3) I have read and understood all of the items, services and terms of this proposal.

Signature

Date