



## ***SELECTBOARD AGENDA & MEETING NOTICE***

***Mon., October 24, 2022***

\*\*\*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, 2<sup>nd</sup> Floor

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)

### Old Business

- Review of Minutes from 8/29/22 & 9/12/22 & 9/26/22 & 10/11/22
- Fire Department Brush Truck – Order for Ford Super Duty chassis must be placed during Nov. 7-10 window; any decisions to make or additional information needed?

### New Business

- Joe Williams – request to establish policy for disposal of wood from trees cut within Town right-of-way along roads
- Discussion Regarding Regional Efficiency Community Compact Application- Policing
- State Ethics Commission's New Online Training for Conflict of Interest Law – Decision on using the Commission's learning management system
- Green Community FY22 Annual Report – due 11/4/22
- Town Hall Building Maintenance Needs – develop list geared toward getting quotes for a capital budget request
- Resignation – Arthur Cohen as Gill's representative to the Franklin County Solid Waste Management District (after 35 years of continuous service!)
- Appointment – Nicholette Vassar, 45 Vassar Way, as an Election Worker through 6/30/23
- Reappointments – Patricia Crosby and Lynda Hodsdon Mayo to the Cultural Council for term of 10/28/22 – 10/28/25
- November 7<sup>th</sup> Selectboard meeting – change location to Slate Memorial Library?
- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any
- Warrants  
FY23 # 8 Vendors (\$48,379.44) & Payroll (\$33,174.04) – reviewed & signed on 10/11/22  
FY23 # 9 – review & sign

### Adjournment

### **Other Invitations/Meetings:**

Date	Time	Event	Location
Mon 11/7	5:30 PM	Gill Selectboard meeting	
Tue 11/8	7AM-8PM	Election Day	Gill Town Hall, 2 <sup>nd</sup> floor
Mon 11/14	6:00 PM	STRPB meeting with Gill & Montague Selectboards & FinComs	Zoom
Mon 11/21	5:30 PM	Gill Selectboard meeting	Gill Town Hall, 2 <sup>nd</sup> floor

## Ray Purington/Gill Selectboard

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**From:** Giannotti, David (ETH) <david.giannotti@state.ma.us>  
**Sent:** Thursday, October 06, 2022 5:21 PM  
**To:** administrator@gillmass.org  
**Subject:** Response Required: New Conflict of Interest Law Online Training Program

To All Cities and Towns:

The State Ethics Commission is pleased to announce the upcoming launch of a new conflict of interest law online training program. For the first time, the program will be hosted on our own learning management system (LMS) so that cities and towns will no longer be required to collect and store records or keep track of deadlines. All records will be stored within the LMS and each city and town will be able to use a local administrator account to view the database for their city or town to verify whether employees have completed the online program and acknowledged receipt of the summary of the conflict of interest law. Local administrators will also be able to send our reminder notices and other notifications to their employees.

Please take a few moments to view a brief promotional [information page](#) describing the new online training program and the many benefits of using the new LMS. Note that the current conflict of interest law online training program will not be available once the new program is launched later this year. If you are currently hosting the online program on your own city and town LMS or intranet site, you will need to discontinue its use. **Thereafter, you will only have two options for employees to complete conflict of interest law education requirements: using our LMS or hosting the program on your own LMS or intranet site.**

Your city or town must decide whether to use the Commission's new learning management system. You are being notified about the new program and LMS so you can coordinate with the appropriate officials to decide whether to use the Commission's LMS and who to designate as your local administrator. **Please use [this form](#)** to inform the Ethics Commission of your decision, even if you choose not to participate in using the Commission's new LMS. **A response is requested within 30 days.**

If you have any questions, you can email the State Ethics Commission at [EthicsTraining@mass.gov](mailto:EthicsTraining@mass.gov) or contact David Giannotti at 617-371-9505.

Thanks,

David

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*David Giannotti*  
*Public Education and Communications Division Chief*  
*State Ethics Commission*  
*One Ashburton Place, Room 619*  
*Boston, MA 02108*  
*617-371-9505*  
email: [David.Giannotti@mass.gov](mailto:David.Giannotti@mass.gov)  
[www.mass.gov/orgs/state-ethics-commission](http://www.mass.gov/orgs/state-ethics-commission)

## Ray Purington/Gill Selectboard

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**From:** Giannotti, David (ETH) <david.giannotti@state.ma.us>  
**Sent:** Friday, October 07, 2022 10:40 PM  
**To:** Ray Purington/Gill Selectboard; EthicsTraining (ETH)  
**Subject:** RE: Response Required: New Conflict of Interest Law Online Training Program

Hi Ray,

Your questions dive a little bit more into the weeds that I am prepared to discuss at the moment, but see my comments below.

David

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*David Giannotti*  
*Public Education and Communications Division Chief*  
*State Ethics Commission*  
*One Ashburton Place, Room 619*  
*Boston, MA 02108*  
*617-371-9505*  
email: [David.Giannotti@mass.gov](mailto:David.Giannotti@mass.gov)  
[www.mass.gov/orgs/state-ethics-commission](http://www.mass.gov/orgs/state-ethics-commission)

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**From:** Ray Purington/Gill Selectboard <administrator@gillmass.org>  
**Sent:** Friday, October 7, 2022 12:10 PM  
**To:** Giannotti, David (ETH) <david.giannotti@mass.gov>; EthicsTraining (ETH) <EthicsTraining@mass.gov>  
**Subject:** RE: Response Required: New Conflict of Interest Law Online Training Program

**CAUTION:** This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon David,

Thank you for this exciting announcement! The current training is overdue for an update and freshening up, so this is great news. And once all the kinks are worked out, I expect all of us on the town side of things will be wondering how we ever lived without the database tool the new program provides.

I do have some questions about the new training platform, and look forward to the response from you or your team.

- What does it mean for a town to “host the training using its own database or learning management system?” Can we put the training onto our website, have people take the training (without creating a user account), and print the results screen? Or is it more complicated than that?

If your town is currently hosting the conflict of interest law online training program on its own learning

management system or webserver, it can continue to host the new program or the town can instead choose to use our new LMS. If this is all new to you, it would not be a good option unless the town has the technical expertise to host the program. We can provide the program files if you choose to do so, but the mechanics or whether you can or should is something I am not able to discuss.

- When someone creates a user account (on Ethics' site), does each account have to have a unique email address? We have volunteer committee members who do not use email, so it would be more efficient to be able to have all of those accounts use a common email address that is monitored by the staff person responsible for tracking the training.

I'll have to get back to you about whether the town can create one generic email account and multiple employees can be registered using the same email account. I think group training will be a better option where the each employee is registered and then their completion information is entered into the database after the training is completed.

- Previously there were provisions for group training – for instance a group of call-force firefighters could watch and discuss the training and take the test together, and it would count for everyone in the group. How is group training achieved with the new program?

See above. I'll need to get back to you about the mechanics for group training and how to register employees in a group training scenario.

- The online-only aspect of this training seems to further expand the digital divide. Someone can only be involved with municipal government if they can access and use a computer. While the subset of non-digital committee members is small, this feels counter to today's emphasis on accessibility and inclusion for all.

The requirement to complete training online has been in place since 2009. The only computer skill required is the ability to follow information on a computer screen and to click a mouse. State law requires that public employees complete online training so I am not getting your point. If employees do not have access to a computer that means they do not have a cell phone which seems unlikely in this day and age. The town should consider providing reasonable accommodations by dedicating a computer for those town employees who do not otherwise have access to a computer, and group training will also provide such an accommodation.

- How does the new training database handle people who are employed by multiple towns? For instance, it is very common for towns in Franklin County to employ part-time police officers who work full-time for one town and part-time for two or three other towns. Without a one-to-many provision for user accounts, it seems like someone with multiple employers will need to create multiple accounts AND take the training multiple times. In a way, it feels wholly unethical for one person to be compensate multiple times for the same training course. As another example, what about Town Counsels who work for ten, twenty, or more cities and towns?

We are aware that municipal employees may work for more than one municipality and we can administratively align an employee with each municipality.

- What are the current provisions for password expiration for user accounts on Ethics' training database? Given that most users will access their accounts once a year, having passwords that expire at a lesser time interval, while more secure, will add unnecessarily to user frustration. Knowing you will have to muddle through resetting a password adds to the dread of accessing a site.

Password resets are easily handled through the LMS.

- Once a user has created an account, will the database send out email or text reminders when someone is coming due to re-take the training?

Yes

- What followup and/or punitive action is planned (by Ethics) or expected (of the Town) if someone lapses on taking the training?

The Commission will only take steps to enforce the conflict of interest law education requirements where there is a willful refusal to complete these statutory requirements. The Town is expected to facilitate the process by timely notifications and reminders, and verifying that all employees have self-registered when requested to do so.

- Can a public/shared computer be used by multiple people to access their individual accounts and take the training without running into problems with cookies and settings? The current program is fussy about this, which is problematic, as we have a number of committee volunteers who do not own computers or have internet at their homes, so they come to Town Hall to do the training.

The current online training program does not use cookies. We learned the lesson about how cookies can affect multiple users on a single computer. The prior program utilized cookies and users had that issue. That program has not been in use since 2012.

- Will the new training work on all internet browsers?

The new program, as does the current program, will work using all browsers, Edge, Safari, Firefox, Chrome.

Thanks again,

Ray

Ray Purington  
Town Administrator  
Town of Gill  
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[administrator@gillmass.org](mailto:administrator@gillmass.org) [www.gillmass.org](http://www.gillmass.org)

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**From:** Giannotti, David (ETH) [<mailto:david.giannotti@state.ma.us>]

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