



SELECTBOARD AGENDA & MEETING NOTICE

Mon., October 23, 2023

***Indicates item added after the 48 hour posting

bold underlined time = invited guest or advertised hearing
(all other times are approximate)

Location: Town Hall, 2nd floor meeting room, 325 Main Road, Gill

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: 8/29/22, 9/12/22, 10/11/22, 11/21/22, 12/5/22, 12/19/22, 1/30/23, 2/13, 2/27, 3/13, 3/28, 3/30, 4/10, 4/24, 5/8, 5/22, 6/5, 6/20, 7/3, 9/11, 9/25, 10/10
- Regional Emergency Medical Services (EMS) Taskforce – Appoint Gill reps to multi-town group
- Draft of “Agreement for Payment In Lieu of Personal Property Taxes” between Town and Kearsarge Gill, LLC for 2.7 MWDC solar installation at 586 Main Road

New Business

- Schedule Special Town Meeting for approval of Kearsarge agreement
- Grant Award: Mass. Exec. Office of Public Safety & Security FFY2024 Municipal Road Safety Program, \$19,987.50
- Appointment – Brian Dew as a Firefighter through 6/30/2024
- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any
 - MA Community Health Equity Survey
- Warrants
FY24 #8 Vendors (\$21,223.22) & Payroll (\$37,731.02) – reviewed & signed on 10/10/23
FY24 #9 – review & sign

Adjournment

Other Invitations/Meetings:

Date	Time	Event	Location
Mon 11/6	5:30 PM	Selectboard Meeting	Town Hall
Mon 11/13	5:30 PM	Selectboard & FinCom budget	Town Hall
Mon 11/20	5:30 PM	Selectboard Meeting	Town Hall
Thur 11/23		Thanksgiving holiday	

TOWN OF GILL

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



SELECTBOARD MEETING MINUTES

October 10, 2023

Called to Order: The meeting was called to order at 6:30 PM in the 2nd floor meeting room at Gill Town Hall.

Members Present: Charles Garbiel, Randy Crochier, and Greg Snedeker

Members Absent: None

Others Present: Ray Purington, Town Administrator; Kate Savage, Janet Masucci, Terri Rice, Charlene Currie, Bill Kimball, John Ward, and Claire Chang

Review of Minutes: No minutes were ready for review.

Front Steps at Riverside Municipal Building: Charlene Currie and Terri Rice met with the Selectboard to express their concerns about the condition of the concrete steps at the Riverside Building. Both noted they came to the meeting as residents of Gill, and not as representatives of the Historical Commission, of which both are members. The Historical Commission's office and museum are located in the Riverside Building. They shared handout with the Selectboard with photos of the steps and sidewalk, and a list of reasons why they feel the project to replace the steps should be prioritized. The Selectboard did not disagree that the project is overdue and needs to get done, but did object to and disagree with some of the wording used in the handout.

Funding to replace the steps has been approved by Town Meeting, however, the need to replace the sidewalk was not part of the Town Meeting vote. Greg asked to have the work for the sidewalk included in projects the Capital Improvement Planning Committee reviews the next time it meets. The Selectboard confirmed the project to replace the steps is a priority, and the work is planned to be completed by the end of June 2024. Currie and Rice left the meeting at 6:45 PM.

Possibility of Solar Tracker for Town: Claire Chang and John Ward, who are the owners of Greenfield Solar, explained there is a Greenfield Solar customer in Deerfield who has sold her house. The commercial business that purchased the property does not want the dual axis solar tracker, as it is in the way of a planned new building. The tracker has 24 panels, each at 330 W, for a rated output of 7.92 kW. It was installed in April 2018. The new owners have allowed 30 days from October 1st for the entire system to be removed from the property.

Ward and Chang estimated the "all in" cost to dismantle, move, and re-install the system would be \$15,000, including some amount of donated labor. An excavator would be needed to dig out the concrete anchor and steel riser to which the 20' x 20' frame and panels are attached. Before it can be put back into operation the system will require a new inverter, which will cost around \$2,500. They noted, however, a brand new system of this size and configuration would typically cost \$50,000.

The Selectboard agreed this is a great opportunity for the Town. The drawback is the Deerfield property is directly across the street from the Town of Deerfield's highway department, and Deerfield has also expressed interest in claiming the free tracker. Ward and Chang were unsure when Deerfield will make its decision. In order to keep Gill in the running and to meet the 30-day timeline, Greg made a motion, seconded by Charles, to authorize Ray to proceed as necessary and to expend such funds as may be available, to acquire the solar tracker system. The motion was approved by a unanimous vote.

There was a short discussion about storage requirements, as there is not time for the necessary permitting and site work to reinstall the tracker in Gill before the ground freezes later this fall. The solar panels can be stacked on a single 4' x 6' pallet and stored outside if the top is protected. The frame can be laid on the ground, as could the anchor and mast, which combined are roughly 18' tall by 4' wide. Chang and Ward left the meeting at 7:15 PM.

Northfield EMS Draft Report: The Town of Northfield has received a draft of the Regional Emergency Medical Services (EMS) Study prepared for that town by the Collins Center. The Town of Gill provided data and was interviewed for the study, and has contracted with Northfield EMS for primary EMS coverage of Gill for Fiscal Year 2024. Bill Kimball, who is Gill's Deputy Fire Chief, disclosed he is a part-time employee of Northfield EMS.

The study concluded Northfield EMS “has an impressive functional organization and operates at a relatively high level...” However, in order to maintain its performance and uphold the service agreements with the Towns of Bernardston, Erving, and Gill, the entity has multiple challenges it must address, including staffing, long-term capital planning (vehicles, equipment, and possibly a facility), developing its management structure, and creating a fiscally stable and sustainable assessment model. The study recommends a taskforce with membership from the four towns be established and “tasked with the ongoing implementation of these improvements as well as the longer-term discussion over what overall organizational structure is most appropriate.”

As the Northfield Selectboard has not yet voted to establish the taskforce, it felt premature to appoint Gill’s representatives to that body. The topic will be revisited by Gill’s Selectboard on October 23rd.

Sewer Commitment: The Selectboard reviewed the sewer commitment # 2024-001 and user data for July - September 2023. Greg made a motion, seconded by Charles, to approve and sign the sewer commitment of \$51,390.74 with a bill date of October 12, 2023. The motion was approved by a unanimous vote.

Montague Sewer Rates: Montague’s Selectboard has approved an 8.6% increase to the rate charged to Gill for treating and disposing of sewage from the Riverside sewer system. The new rate is \$17.03 per 1,000 gallons and is effective October 1, 2023. Ray noted Gill did not increase the rate it charges to Riverside sewer customer last year when Montague’s rates went up 11.5%. He feels it is unlikely a Gill rate increase can be avoided this year, and will prepare an analysis and recommendation for a future meeting.

Pricing Change for Town Accountant Software: The Selectboard reviewed a letter from Bob Dean, Director of Municipal Services at the FRCOG. The letter states Zobrio, the software vendor for the MIP accounting software used by the FRCOG and the seven towns in the Town Accountant Program, will be changing the pricing to the towns effective with the start of Fiscal Year 2025. Currently, each town pays an annual software fee of \$750 to the FRCOG which covers licensing and software support. The new pricing will be \$9,583 for a site license, \$3,150 for cloud hosting, and a one-time charge of \$7,350 for data conversion and training. This is a steep increase, and could be difficult to fit into the FY25 budget.

A meeting will be scheduled between Dean and the seven town administrators from the program towns to discuss possible options. Dean will also be polling the current program staff about desires to stick with the MIP software and/or the willingness to learn a new accounting software. As next steps become clearer, Ray will report back. Kimball left the meeting at 7:35 PM.

Grant Awards: The Police Department has received a \$361 grant, half the cost of a bulletproof vest, from the Bureau of Justice Assistance and the Federal Fiscal Year 2023 Patrick Leahy Bulletproof Vest Partnership program. Typically there is a state grant program that covers the other half of the vest’s cost. The Town will also receive \$5,600 from this year’s Recycling Dividend Program through the Massachusetts Department of Environmental Protection (MassDEP).

ConCom Resignation: Steve Baskowski has resigned from the Conservation Commission effective October 3rd. The Selectboard accepted the resignation with regret, and a letter will be sent thanking Baskowski for his service.

Savage left the meeting at 7:40 PM.

Warrant: The Selectboard reviewed and signed the FY 2024 warrant # 8 with totals of \$21,223.22 for vendors and \$37,731.02 for payroll.

The meeting adjourned at 8:15 PM.

Minutes respectfully submitted by Ray Purington, Town Administrator

Signed copy on file. Approved on 10/23/2023

Greg Snedeker, Selectboard Clerk

EMS Task Force

Background: The Town of Northfield was awarded a grant under the Massachusetts Department of Revenue Division of Local Services (DLS) Efficiency and Regionalization (E&R) grant program to study the feasibility of establishing a regional Emergency Medical Service (EMS). The Edward J. Collins Center for Public Management was engaged to conduct the study and presented a draft report with findings and recommendations to the Northfield Select Board on October 3rd. The principal recommendations were to:

- 1) Transition the current primary ambulance service agreements with the Towns of Bernardston, Gill, and Erving to a municipally-based regional service under an Inter-Municipal Agreement (IMA); and
- 2) Address the staffing, capital planning and other organizational structure deficiencies identified during the study impacting long-term fiscal and operational stability and sustainability.

The Board approved moving forward with the recommendation to create a multi-town Task Force with members appointed from each town and EMS staff to work with the Collins Center to develop the framework for an IMA and determine the necessary actions and associated costs to fully implement regional EMS. The Task Force would present their recommendation to the Selectboards of each town with the intention of applying for an implementation grant under the FY2024 E&R program, which is anticipated to open in January 2024. Based on the study results, it is expected the grant funding will be necessary to offset certain capital and operational costs as well as costs associated with development and legal review of the IMA.

Task Force Charge: Given the tight timeline to apply for the E&R grant, the Collins Center recommends that the Task Force's efforts be segmented into two phases.

- 1) Phase 1 would focus on the partner communities agreeing on the desired level of service, and determining the baseline staffing, initial capital investment, and organizational structure necessary to achieve that level. While the specific details will be fleshed out by the participants, key considerations include how best to achieve the necessary level of full-time, in-station staffing and how to optimize the department's organizational structure, as well as whether/how to elevate Ambulance 1 to ALS-level first-run capability. Since these factors most directly impact start-up costs for which the grant will be necessary, Phase 1 needs to be completed by the end of the calendar year.
- 2) Phase 2 would focus on full development of the IMA, to include performance standards, cost sharing structure, and role of a joint permanent advisory/oversight body moving forward. This phase would also include working with Town Counsel and insurance carriers for each party. The Task Force should target substantial completion of this phase in time for consideration at Annual Town Meeting in each town.

The Task Force would ultimately present recommendations to the Northfield Select Board, as host community under the IMA, as well as the Boards of each town. Based on advice from Northfield's Town Counsel, the Task Force would be subject to the Open Meeting Law.

The Collins Center recommends that the Select Boards of each town appoint two members, including one member of each Board or their designee, and one staff member, with that member being the Town official responsible for managing EMS services (either the Fire Chief of Town Administrator, or in the case of Northfield, the EMS Chief). The project manager for the Collins Center will also participate in an advisory role and will work with the Task Force to manage the agenda and workplan. As host community, Northfield will be responsible for posting notices, agendas, and minutes.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE BOSTON, MA 02133
(617) 725-4000

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

October 16, 2023

Chief Christopher Redmond
Gill Police Department
196B Main Road
Gill, Ma 01354

Dear Chief Christopher Redmond,

Congratulations! We are pleased to inform you that the **Gill Police Department** has been awarded **\$19,987.50** in **National Highway Traffic Safety Administration** funds from the Office of Grants and Research (OGR) to support the ***Municipal Road Safety Program***.

Additional correspondence, including all the documents necessary to execute this grant award will be forthcoming. In the meantime, if you have any questions, please contact Mr. Deinma Dikibo, OGR Program Coordinator at deinma.dikibo3@mass.gov.

Once again, congratulations and thank you for the work you do to keep Massachusetts roads safe for everyone.

Sincerely,

A handwritten signature in blue ink, reading "M. T. Healey".

Governor Maura T. Healey

A handwritten signature in blue ink, reading "Kim Driscoll".

Lt. Governor Kimberley Driscoll

I hereby attest that I have read, understood, and will adhere to the guidelines listed in the following document.

Department Name: _____

Dept. Representative Name + Title: _____

Initials: _____

Scope of Services

Executive Office of Public Safety and Security, Office of Grants and Research (OGR) FFY 2024 Municipal Road Safety Grant Program (MRS)

The subrecipient will complete all grant deliverables in accordance with their approved budget, the OGR General Subrecipient Grant Conditions, the Availability of Grant Funds (AGF), and this Scope of Services (SoS) document. This SoS provides an overview of the terms and conditions of the MRS grant; participating departments are strongly encouraged to read the AGF for a comprehensive description of the MRS program conditions and obligations.

No work may be completed and/or reimbursed for under this grant until a contract has been signed by both the subrecipient's authorized signatory and the OGR's Executive Director.

The end date for this grant is September 15, 2024.

General

- This is a cost reimbursement grant program.
- The total budget approved for each grant activity – Traffic Enforcement, Traffic Equipment, Pedestrian and Bicyclist Enforcement, Non-Enforcement Traffic Safety Activities, and Pedestrian and Bicyclist Safety Items – cannot be changed or interchanged. Thus, any unspent funds from one approved activity cannot be rolled over into another activity.
- All grant paperwork, including the subrecipient's application, budget, contracting documents, award letters, monthly reports, final report, itemized invoices, proof of payment for purchases and contractors, and timesheets and citations related to enforcement activity must be kept on file until September 15, 2030. These files can be hard or electronic and must be made available for review by OGR during state site visits and/or federal audit

Program Elements

Traffic Safety

Enforcement - If your approved budget includes Traffic Enforcement:

FFY 2024 Traffic Safety Enforcement Campaign Schedule
Winter Impaired Driving: December 1 – 31, 2023
Distracted Driving: April 1 – 30, 2024
Click it or Ticket: May 1 – 31, 2024
June Speed - June 1– 30, 2024
July Speed - July 1-31, 2024
Summer Impaired Driving: Aug 1 – Sept 15, 2024

- This program will have 1 traffic budget for the 6 campaigns listed above. This means that funds will no longer be “use or lose” per campaign and allow for more flexible spending with scheduling officers as availability allows.
- An officer’s overtime patrol shift must be no less than 2 hours and no greater than 8 hours in length and devoted solely to traffic enforcement activities relevant to the campaign period.
- Refer to the AGF for complete traffic enforcement guidelines.

Equipment - If your approved budget includes Traffic Equipment:

- Equipment **must be received by April 30, 2024** and invoiced in the April Monthly Report which will be due by May 15, 2024.
- No changes to the equipment budget are allowed. Changes to the items requested will be accepted but must be approved and authorized by OGR in writing before ordering.
- A department is responsible for any overage that exceeds their approved budgeted amount of Traffic Equipment.
- If any equipment is purchased, a department must conduct a minimum of 30 hours of overtime Traffic Enforcement during the 6 campaign periods listed above. Departments that don’t meet this 30-hour requirement risk non-reimbursement of any activity conducted and/or the contract to become invalid, and repayment of equipment mandated.

Pedestrian & Bicyclist Enforcement

If your approved budget includes Ped & Bike Enforcement:

FFY 2023 Ped & Bike Enforcement Periods
November 1 – 30, 2023
January 1 – 31, 2024
February 1 – 29, 2024
March 1 – 31, 2024
May 1 – 31, 2024
August 1-September 15, 2024

- Departments must conduct enforcement during these 6 enforcement periods of laws applicable to the safety of pedestrians and bicyclists. This may include the new vulnerable road user law recently passed as part of “An Act to Reduce Traffic Fatalities.”
- A department may conduct crosswalk decoy operations which:
 - Involve a plainclothes officer acting as a civilian pedestrian and a uniformed officer making stops and/or involve a uniformed officer serving as a spotter to relay observed violations to the officer making stops.
- Refer to the AGF for complete Pedestrian and Bicyclist Enforcement guidelines.

Non-Enforcement Traffic Safety Activities

If your approved budget includes Non-Enforcement Safety Activities:

- No changes to the approved total budgeted amount for these activities are allowed.
- Changes to an activity will be considered, but must receive prior written approval from OGR.

Safety Items – If your approved budget includes Pedestrian and Bicyclist Safety Items:

- Safety item purchases must be received by April 30, 2024 **and invoiced in the April Monthly Report which will be due by May 15, 2024.**
- No changes to the approved total budgeted amount for safety items are allowed.
- Changes to the safety items approved for purchase may be considered, but a department must have prior written approval from OGR.

Reporting Requirements

- The Monthly Report completed and assembled by the subrecipient department is made up of the Expenditure Report, the corresponding Activity Report(s), and the itemized invoice for equipment, safety items, and/or contracted non-enforcement activities.
- Monthly Reports detail all of the activity completed or purchases made for which the subrecipient department is seeking reimbursement from OGR for the given month.
- Monthly Reports are due on the 15th of the following month for the prior month’s activity. For example, the report for January 1-31 will be due by February 15th. The only exception is the August-September 15th report, which is due by October 1st, 2024.
- If no activity was conducted in a given month, departments must either submit a signed one-page Expenditure Report indicating the month and \$0 dollars or send an email to their OGR Program Coordinator stating that \$0 was expended in the given month.
- Each Monthly Report must be submitted by email; the Expenditure Report, Activity Report(s), and any applicable itemized invoices must be packaged together in one (1) PDF and emailed to your department’s assigned OGR Program Coordinator listed below.
 - Abington – Lakeville: Deinma Dikibo; deinma.dikibo3@mass.gov
 - Lancaster – Yarmouth: Kerrie Mahoney; kerrie.L.mahoney@mass.gov
- Your Program Coordinator will provide you with an Expenditure Report and Activity Report(s) after your contract has been executed. OGR will also host a webinar to walk departments through the monthly reporting process; details will be provided to you. Once available, reporting forms and webinar details will also be shared online at www.mass.gov/info-details/municipal-road-safety-mrs-grant-program

- Subrecipients must also submit:
 - A Mid-Year Progress Report by May 24, 2024 and a Final Progress Report by October 15, 2024 which will detail: how purchased equipment is being used, summarize accomplishments and challenges, and track progress towards meeting measurable objectives. A template for each report will be provided by OGR.
 - A De-Obligation Report which will serve to close out the grant. A template will be provided by OGR following receipt of your August-September 15th report by October 1, 2024.

Failure to submit any of the reports described above by their deadline may result in non-reimbursement or contract termination.

Compliance Monitoring

- All subrecipients are subject to compliance monitoring, including site visits where grant records will be reviewed
- If OGR perceives issues relating to any of the grant requirements, appropriate action will take place, including, but not limited to, a site visit, file reviews, non-reimbursement, and suspension of funding.
- Subrecipients that do not observe reporting deadlines, submit incomplete reports, fail to follow the timeline promised in the grant application, underperform, or engage in other practices not in keeping with grant requirements will be at risk of losing OGR grant funding and may become ineligible to receive any future OGR grant funding.



Gill Fire Department

196A MAIN ROAD • GILL, MA 01354-1805 • (413) 863-8955 • FAX: (413) 863-0126

October 19, 2023

Gill Selectboard:

On October 19, 2023 the Gill Fire Department Board of Engineers approved for appointment to the Gill Fire Department the following name.

Firefighter:

Brian Dew

Fire Chief

Gene Beaubien



TOWN OF GILL FIRE DEPARTMENT

APPLICATION FOR EMPLOYMENT



Date: 09-24-2023

Personal Information:

Name: Brian Nelson Dew Home Phone: [REDACTED]
Address: 167 Silver St Apt #3 Greenfield MA 01301 Cell Phone: [REDACTED]
(No. Street / City / State)
Email Address: [REDACTED] SSN: [REDACTED]

Are you eighteen (18) years of age or older? ☒ Yes ☐ No

Do you have a valid Massachusetts Driver's License? ☒ Yes ☐ No List state, number, expiration date, and type/endorsement: MA - [REDACTED] Class - D

Education and Training:

Name/Location	Course of Study	Years Completed	Degree
High School: <u>Franklin County Tech</u>	<u>Academic/Carpentry</u>	<u>Four</u>	<u>Diploma</u>
College: _____	_____	_____	_____

Please list any information regarding your qualifications, skills, and experience in FIRE/EMS positions such as licenses, trainings, certifications, etc. Include copies of all certificates if possible.

EMT

Employment History:

Present employer: Valley Educational Associates
Address: 10 West St. West Hatfield MA 01088
Supervisor: Amanda Nicules Telephone: 413-240-4200
Position Title and Duties: Supported Employment Coordinator - Maintenance
Reason For Leaving: N/A
Dates of Employment: 2015 - Present

Past Employer: _____
Address: _____
Supervisor: _____ Telephone: _____
Position Title and Duties: _____
Reason For Leaving: _____
Dates of Employment: _____

Past Employer: _____
Address: _____
Supervisor: _____ Telephone: _____
Position Title and Duties: _____
Reason For Leaving: _____
Dates of Employment: _____

May we contact the employers listed above? ☒ Yes ☐ No If no, indicate which: _____

Please Read And Complete Carefully:

- | | | |
|--|---|--|
| 1 If hired, can you provide proof of citizenship and legal right to work? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 Have you ever been fired or asked to resign from any job? If yes, please list employer, date, and reason below. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 3 Is there any reason that you could not adequately perform the essential duties of the position for which you have applied? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 4 Have you been cited for any moving violations in the last three years? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 5 Have you had any motor vehicle accidents in the last three years | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 6 Has your driver's license ever been suspended, revoked, denied, or canceled? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 7 Has your medical certification (EMTs) ever been investigated, suspended, or revoked? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Explain in full detail all "Yes" answers below (other than #1 above).

Are you currently charged with or have you ever been convicted of a felony? (Include any finding or plea of guilt.) If yes, provide a detailed description including dates, locations, charges, and disposition. Additional documentation may be necessary.

No

Additional Information:

Briefly describe why you wish to become a member of this department.

Please provide at least three (3) professional/work-related references to whom you are not related.

	<u>Name</u>	<u>Employment/Job Title</u>	<u>Contact Number</u>
1	<u>Nino Rodriguez</u>	<u>Paramedic / FF - Orange MA</u>	
2			
3			

You may provide any other information that you feel is relevant to the review of your application.

I certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may result in my immediate dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and also authorize and hold exempt any person, school, current and past employers (except as previously noted), and organizations from any legal liability in making such statements. I hereby fully waive any rights or claims I have or may have against all current and/or former employers and their agents, employees, and representatives, and damages that may directly or indirectly result from the use, disclosure or release of any information by any person or party, whether such information is favorable or unfavorable to me. I further waive any claim against the Town of Gill, the Gill Fire Department and its agents and representatives, and any outside agency utilized by the Town of Gill or the Gill Fire Department as a result of any information which is obtained in this investigation.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If accepted for employment, I understand that I have been hired at the will of the Town of Gill and the Gill Fire Department and my employment may be terminated at any time with or without cause and with or without notice, at the option of the employer or myself.

The Town of Gill is an Equal Opportunity employer.

Signature: _____

Betson De

Date: _____

9-24-2023