



SELECTBOARD AGENDA & MEETING NOTICE

September 23, 2024

***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, 11/06, 11/27, 12/4, 1/2, 2/12, 2/26, 3/11, 3/25, 4/8, 4/22, 5/6, 5/21, 6/3, 6/17, 7/1, 7/15, 8/12, 9/9

New Business

- Fire Department Purchase Orders
 - Greg's Auto Body, \$856 to paint tire rims on new Brush Truck from gray to red
 - Pete's Tire Barn, \$1,018.36 for 6 all-season aggressive tread tires for new Brush Truck (state bid pricing, includes trade-in of existing tires)
 - PAC Trac (?), \$2,087.39 for misc. tool & fitting holders for new Engine 1
- Appointment – Eddie Curtis as a Firefighter thru 6/30/25 contingent on receiving usual clearances
- Declaration of Surplus Equipment
 - Town Hall – 7 cu. yard chest freezer, recommend donate to local non-profit food program
 - Fire Dept – 1986 Chevy D30 pickup truck (old brush truck), recommend sell via online auction
 - Fire Dept – 1987 KME fire truck, recommend sell via online auction
- Review & sign Sewer Commitment dated 9/11/24 for \$573.92 (meter reading due to sale of 52 Riverview Drive)
- Community Compact Grant Award - \$13,000 to contract with Collins Center to update wage scale, job descriptions, employee grades, and salary ranges
 - Authorize Town Administrator to sign & implement grant contract
 - Review and finalize list of positions to be included in the grant project
 - Authorize Town Administrator to sign & implement contract with Collins Center
- Request from Senator Comerford for letter in support of Northern Tier Rail
- Request from FRCOG for letter in support of HUD PRO Housing Grant application
- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any
 - Community Contra Dance – Sat. 9/28, 7-10 PM at Town Hall
 - Gill Harvest Festival – Sun. 9/29, Noon – 3 PM at the Town Common
 - Gillbilly Paddle – Sat. 10/6, 10 AM departure from NMH boat docks
 - Bulky Waste Recycling Day – Sat. 10/19, 9-Noon at Erving Highway Garage
- Warrants
FY25 #06 Vendors (\$112,583.55) & Payroll (\$35,326.86) – reviewed/signed on 09/09/24
FY26 #07 – review & sign

Adjournment

Other Invitations/Meetings:

Date	Time	Event	Location
Mon 10/7	5:30 PM	Selectboard meeting	Town Hall
Mon 10/14		Columbus Day holiday	
Mon 10/21	5:30 PM	Selectboard meeting	Town Hall

TOWN OF GILL

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



SELECTBOARD MEETING MINUTES

September 9, 2024

Called to Order: The meeting was called to order at 5:30 PM in the 2nd floor meeting room at Gill Town Hall.

Members Present: Greg Snedeker, Randy Crochier, Charles Garbiel Members Absent: None

Others Present: Ray Purington, Town Administrator; Sarah Brown-Anson, Tim Batchelder, Kyle Dragon, John Richardson, Lisa Dumas, Maurice Dumas, Cathy Demars, Jeff Suprenant, Chris Pelletier, and Dan Flag

Followup to Chudzik Dog Hearing: The Selectboard reviewed two pieces of followup correspondence related to the 6/17/24 dangerous dog hearing involving a dog owned by Michael Chudzik of 32 Walnut St. Animal Control Officer (ACO) Kyle Dragon submitted his report from an 8/5/24 compliance inspection and Chudzik submitted a letter dated 8/23/24 requesting the dangerous dog order be amended to allow the backyard stockade fence to serve in lieu of a separate outdoor pen/dog run/kennel. Chudzik's letter stated he could not attend a Selectboard meeting in person until the middle of October due to work commitments.

ACO Dragon summarized the findings in his report. Notably, all requirements have been complied with except for providing an outside pen/dog run/kennel. Dragon summarized Chudzik's letter. Dragon recommended if the stockade fence is to be accepted as a secure location for the dog to run free, then the gaps below the fence need to be closed with heavy wire mesh. Furthermore, the dog should not be allowed to run off leash in the backyard until the improvements to the fence are made.

Crochier stated he is not inclined to amend the original orders, and made a motion, seconded by Garbiel, to deny Chudzik's request for an amendment, have a letter sent to Chudzik giving him 7 days to comply by constructing a suitable pen/dog run/kennel or otherwise face fines as provided by law and Gill's dog bylaw, and require the dog to be at all times current with licensing and rabies vaccinations.

There were comments by residents from the Riverside neighborhood who attended the meeting. One asked if the order for the dog to be muzzled when off the property is valid outside of Gill. ACO Dragon responded the muzzle order is valid throughout all of Massachusetts, but is not binding in other states. Another resident stated ongoing concern about the dog, and expressed pleasure with the motion made by Crochier.

ACO Dragon suggested the motion should include a requirement for the dog to be restrained by physical means while in the backyard until the pen/dog run/kennel is completed. Crochier made a motion to amend his first motion to include Dragon's suggestions, and the motion was seconded by Garbiel. The motion to amend was approved by a unanimous vote. The amended motion was approved by a unanimous vote. ACO Dragon noted the fines for violations of a dangerous dog order can be \$500 per day. Crochier recommended having the letter served on Chudzik by the Civil Process division of the Sheriff's Office.

Dragon, L. Dumas, M. Dumas, Demars, Suprenant, and Pelletier left the meeting at 5:48 PM.

Introduction of Sergeant John Richardson: Police Sergeant John Richardson, who took the place of retired Sergeant Jason Bassett, attended the meeting. Introductions were made and the Selectboard welcomed Richardson to Gill.

Appointments: Crochier made a motion, seconded by Garbiel, to appoint Mark Beaudry to the Planning Board for a term through 6/30/27. The motion was approved by a unanimous vote.

Sewer Abatements: Crochier made a motion, seconded by Garbiel, to approve a sewer abatement of \$148.72 for Cathy Demars for metered water used to fill a swimming pool. The motion was approved by a unanimous vote. Crochier made a motion, seconded by Garbiel, to approve a sewer abatement of \$17.46 for Jeff Suprenant for metered water used to fill a spa. The motion was approved by a unanimous vote.

Review of Minutes: Crochier made a motion, seconded by Garbiel, to approve the minutes of 8/26/24. The motion was approved by a unanimous vote.

Brown-Anson, Flag, and Batchelder left the meeting at 5:55 PM.

Warrant: The Selectboard reviewed and signed the FY 2025 warrant # 6 with totals of \$112,583.55 for vendors and \$32,033.45 for payroll.

The meeting adjourned at 6:20 PM.

Minutes respectfully submitted by Ray Purington, Town Administrator

Signed copy on file. Approved on 09/23/2024

Charles Garbiel, Selectboard Clerk



Gill Fire Department

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

September 19, 2024

Gill Selectboard:

On September 19, 2024, the Gill Fire Department Board of Engineers approved for appointment to the Gill Fire Department the following name(s).

Firefighter: Edward Curtis

A handwritten signature in blue ink that reads "Gene M. Beaubien". The signature is written in a cursive style.

Fire Chief

Gene Beaubien



TOWN OF GILL FIRE DEPARTMENT

APPLICATION FOR EMPLOYMENT



Date: 9/4/2024

Personal Information:

Name: Edward Curtis Home Phone: _____
 Address: 312 Davis St Floor 2 Greenfield MA Cell Phone: _____
(No. Street / City / State)
 Email Address: _____

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 _____ CDL B

Education and Training:

Name/Location	Course of Study	Years Completed	Degree
High School: <u>Greenfield High</u>		<u>4</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.

Employment History:

Present employer: Greenfield DPW
 Address: 183 Wells St Greenfield MA
 Supervisor: _____ Telephone: 413 772 1528
 Position Title and Duties: Highway / traffic craftsman
 Reason For Leaving: _____
 Dates of Employment: Nov 21 2022

Past Employer: Leon L Stone
 Address: 295 Deer Field St Greenfield MA
 Supervisor: Ben Simon Telephone: 413 774 3740
 Position Title and Duties: Tow driver / Per Severe Auto calls
 Reason For Leaving: Better opportunity
 Dates of Employment: Oct 2021 - Nov 2022

Past Employer: NePro LLC
 Address: 10 Sandy Ln Deerfield MA
 Supervisor: Chad Colar Telephone: 413 397 3438
 Position Title and Duties: Utility: Rocks poly rolls and keep resins filled
 Reason For Leaving: lay off
 Dates of Employment: Jan 2020 - Oct 2021

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

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

[Redacted area]

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.

I wish to return to the department because over the last year I have found my passion for the job and I feel personal issues that I felt could affect my position on the dept and the dept

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

	Name	Employment/Job Title	Contact Number
1	Andrew Howell		
2	Bill Whitcomb		
3	Forest		

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: _____

Date: 9/4/24



TOWN OF GILL

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



**OFFICE OF THE BOARD OF SEWER COMMISSIONERS
Sewer Use Charges and Inspection Fees**

To: Town Accountant

You are hereby notified that COMMITMENT(S) as shown below has (have) this day been made by the Board of Sewer Commissioners to Thomas Hodak, Tax Collector (Town Collector) and Collector of Sewer Charges. Bill date is September 11, 2024.

To: Thomas Hodak, Tax Collector (Town Collector) and Collector of Sewer Charges for the Town of Gill in the County of Franklin:

You are hereby required to collect from the several persons named in the list dated September 11, 2024, herewith committed to you the amount of the sewer usage charges assessed therein to each such person, with penalties, the sum total of such list being Five Hundred Seventy Three and 92/100 Dollars (\$573.92).

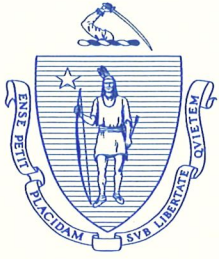
Given under our hands the 23rd day of September, 2024.

Gregory M. Snedeker

Charles J. Garbiel II

Randy P. Crochier, Sr.

Board of Sewer Commissioners of the Town of Gill



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

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

September 6, 2024

Greg Snedeker, Chairman, Board of Selectmen
325 Main Road
Gill, MA 01354

Dear Chairman Snedeker:

I am writing to congratulate you and your colleagues in Gill on entering into a second Community Compact agreement. Both Governor Healey and I understand that in order to have a thriving Commonwealth, we need thriving cities and towns. And as you know, Community Compacts enhance our shared commitment to provide more efficient, professional, and responsive services.

We are excited to continue to partner with you to implement your chosen best practice(s), as noted below:

- *Best Practice #1: Develop a formal Wage and Classification Plan.*

Governor Healey and I appreciate Gill participating in the Community Compact program and we look forward to continuing our strong partnership to improve services at the local level.

Sincerely,

A handwritten signature in blue ink that reads "Kimberley Driscoll".

Kimberley Driscoll
Lieutenant Governor

cc: Sean Cronin, Senior Deputy Commissioner of Local Services
Juan Gallego, Assistant Deputy Chief of Staff to the Lieutenant Governor

List of positions to be included in Collins Center's Wage & Classification Study:

- Town Administrator
- Administrative Assistant (vacant, no intention to fill, possibly could be cut from this list)
- Administrative Clerk (clerical to various boards and assists TA. Position is currently vacant, 17 hrs/wk)
- Custodian (position is currently vacant, budgeted for 5 hrs/wk total for two buildings)
- Assistant to the Board of Assessors (aka Assessors' Clerk)
- Highway Superintendent
- Highway Mechanic/Operator
- Highway Laborer/Truck Driver
- Police Chief
- Police Sergeant
- Police Patrol Officer (full time)
- Police Patrol Officer (part time)
- Fire Chief (stipend for 9 hrs/wk for admin work plus paid per call)
- Fire Engineer (paid per call, Board of Fire Engineers elect ranks of Deputy Chief and Lieutenant)
- Firefighter (paid per call)
- Library Director (part time, library is open 4 days/wk and a total of 18 hrs/wk, hours are roughly split 50/50 between Director and Assistant Director)
- Library Assistant Director (part time)
- Treasurer (currently elected, but votes have passed that will make it appointed in May 2025)
- Tax Collector (currently elected, but votes have passed that will make it appointed in May 2026)
- Town Clerk (elected, no intent to convert to appointed. Possibly could be cut from this list)

The Personnel Committee, at its 9/17 meeting, recommended including the Principal Assessor position in the study, as the position has been under review for several months and wage & classification information would be helpful in the event the position is established by the Town.



EDWARD J. COLLINS, JR. CENTER FOR PUBLIC MANAGEMENT
 JOHN W. McCORMACK GRADUATE SCHOOL OF POLICY AND GLOBAL STUDIES
 UNIVERSITY OF MASSACHUSETTS BOSTON

100 Morrissey Boulevard
 Boston, MA 02125-3393
 P: 617.287.4824
 F: 617.287.5566
mccormack.umb.edu/centers/cpm
collins.center@umb.edu

PROFESSIONAL SERVICE AGREEMENT
Town of Gill
Classification and Compensation Review

This Professional Service Agreement (“Agreement”) is made as of this _____ day September 2024 (“Effective Date”) between the Town of Gill MA, (“Town”), and the University of Massachusetts (“UMass Boston”), represented by its Edward J. Collins, Jr. Center for Public Management (“Center”), having an address of 100 Morrissey Blvd, Boston, MA 02125-3393 (“the Parties”).

The Center has technical expertise, resources, and capacity available to it, and the Town wishes to engage the Center to provide the Town with technical services. UMass Boston has determined that the proposed services to be provided are consistent with its research, economic development, educational, and public service missions.

Therefore, the Parties hereto mutually agree as follows:

1. Professional Services. The Center agrees to provide the professional services described in Exhibit A, which is attached hereto and incorporated herein by reference (“Services”). Trained personnel or sub-consultants of the Center shall render the Professional Services.
2. Term. The Center will use reasonable efforts to provide the Professional Services during the period from the date of this Agreement until December 31, 2025. Unless the parties agree to extend the term in writing, this Agreement shall expire at the end of the term or upon the completion of the Professional Services, whichever shall first occur.
3. Confidentiality/Privacy. The Center shall comply with all applicable state and federal laws and regulations relating to confidentiality and privacy. Notwithstanding the foregoing, the Center as part of the University of Massachusetts, is subject to the provisions of the Massachusetts Public Records Law.
4. Payments. The Town agrees to pay UMass Boston an all-inclusive fee of \$13,000 for these services. This cost shall include all Center staff time and overhead. The Center will invoice the Town when the final report is submitted. The Town agrees to make payments upon receipt of invoices. The Center reserves the right to discontinue work if the Town fails to pay invoices within thirty (30) days of receipt. Payments shall be made to “University of Massachusetts Boston” and shall be sent to:

Attn: Robert O’Keefe
 Edward J. Collins Jr. Center for Public Management
 University of Massachusetts Boston
 100 Morrissey Blvd.
 Boston, MA 02125-3393

5. Warranty Disclaimer. The Center shall perform the Services in a professional and workmanlike manner. The Center shall endeavor to perform the Services within the schedule set forth herein, but is not liable for failure to meet the schedule. The foregoing warranties are in lieu of all other warranties, express, implied or statutory, including without limitation any implied or express warranties of merchantability, fitness for a particular purpose, or non-infringement of a patent or other intellectual property right.

6. Limitation of Liability. In no event shall UMass Boston be liable for any loss of profits, loss of use, loss of data, cost of cover, indirect, special, exemplary, punitive, incidental or consequential damages of any kind in connection

with or arising out of this Agreement or the Services, even if UMass Boston has been advised of the possibility of those damages. Notwithstanding the foregoing, in no event shall its liability arising out of this Agreement or relating to the Services exceed the amounts actually paid.

7. Use of Names. The Town agrees that it will not utilize the name or seal of the University in any advertising promotional material or publicity, without the express written consent of UMass Boston. Reciprocally, UMass Boston will not utilize the name or corporate seal of the Town in any advertising promotional material or publicity, without the express written consent of the Town.

8. Termination. This Agreement may be terminated by either of the Parties upon thirty (30) days written notice of termination to the other. If either of the Parties defaults in the performance of any of its material obligations under this Agreement, then the non-defaulting party may give written notice of the default to the defaulting party. Unless the default is corrected within thirty (30) days after the notice, the notifying party may terminate this Agreement immediately upon written notice. Upon termination of this Agreement by either party, UMass Boston will be reimbursed for all costs and non-cancelable commitments incurred in performance of the Professional Services prior to the date of termination in any amount not to exceed the total commitment set forth in Section 4 of this Agreement. Provided, however, that if professional services are not complete, then UMass Boston will return any pro rata share of payment to the Town not otherwise expended, to the extent permissible.

9. Survival. The obligations of the parties under Sections 3, 4, 5, 6, 7, 8, and 9 survive termination of this Agreement.

10. Independent Contractor. Nothing contained in this Agreement shall be construed to constitute the Center or UMass Boston as a partner, joint venture, employee, or agent of the Town, nor shall either party have the authority to bind the other in any respect, it being intended that each shall remain responsible for its own actions.

11. Governing Law. This Agreement is governed by the laws of the Commonwealth of Massachusetts without regard to any choice of law rules. The Parties agree to exclusive jurisdiction and venue in the Massachusetts Superior Court in Suffolk County.

12. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the Services, supersedes all prior oral and written agreements with respect to the subject matter, and can be modified only by a written instrument signed by both of the Parties which references this Agreement.

UMass Boston and the Town have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Town

BY: _____

NAME: _____

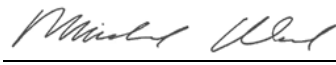
TITLE: _____

BY: _____

NAME: _____

TITLE: _____

UMass Boston

BY:  _____

Michael Ward, Director

BY: _____

Shala Bonyun, Associate Director of ORSP

Exhibit A: Scope of Services

PROPOSAL FOR CLASSIFICATION AND COMPENSATION STUDY TO

THE TOWN OF GILL

1. Overview

The Center understands that Gill is interested in reviewing their current classification and compensation structure for approximately 20 position titles. Like many other towns, they endeavor to create updated job descriptions and competitive market driven pay plans that will leverage their ability to recruit and retain the most competent and skilled employees. To that end, the Center will analyze the current classification and compensation system in use for all positions and recommend modifications to best address the needs of the town. Job descriptions will be reviewed and updated to ensure accuracy, and a compensation system recommended reflecting the labor market and unique needs of Gill. Any significant refinement of the number of titles may impact the budget for this proposal.

2. Project Deliverables

The deliverables will be as follows:

1. *New or updated job descriptions for all positions included in the study.*
2. *Labor Market Survey*
3. *Classification and Compensation Plan*
4. *Final Report to include introduction, explanation of methodology, position descriptions, recommendations and an implementation plan. The Center will provide applicable rating manual/guide.*

3. Workplan

In order to complete the noted deliverables, the project team will follow the workplan outlined below:

Step 1: Initial Project Meeting

The Center will meet with the Project Liaison to clarify the scope of the project and the approach and plan the schedule of the study. The Center will review the existing classification structure and related policies.

Step 2: Creation of Comprehensive Draft Position Descriptions

The Center will create and/or update comprehensive draft position descriptions. The descriptions will reflect the skill level and the essential functions of each position without listing every conceivable duty and will comply with statutory requirements. The following is the procedure to be followed:

1. An orientation session will be held to explain the process and the questionnaire to be completed by all incumbents and reviewed by supervisors. This may be virtual. If the session is virtual, we recommend a recording of the session so that it can be reviewed by staff who are unable to attend.

2. Incumbents of study positions will be given a position questionnaire to complete. Current job descriptions, if they exist, will be reviewed and incorporated as appropriate.
3. Individual interviews will be conducted as needed to review completed questionnaires to verify and clarify information in them. Employees holding the same position in the same department may be interviewed together. These interviews may be virtual. If new information is obtained in the interview, supervisors may be asked for comments.
4. Draft/updated position descriptions will be submitted to the Project Liaison for distribution to incumbents and supervisors for review and comments.
5. Comments received will be received and, where appropriate, incorporated into the position descriptions.
6. Position descriptions will be finalized and submitted to the Project Liaison for final approval.

Step 3: Classification of Positions

The Center will classify each of the positions using a point factor analysis system applied to the job descriptions produced in Task 2. The factors include supervisory responsibilities, complexity, judgement, physical requirements, and work environment. The Center will review the initial findings with the Project Liaison.

Step 4: Labor Market Survey

A labor market salary survey will be conducted of approximately 8-10 labor market towns to collect base pay for study positions. The Center will work with the town to determine which municipalities will be used for comparison for the market survey. Responses to surveys are typically the most challenging aspect of a study. Assistance from the client is frequently needed in follow-up.

Step 5: Creation of Salary Schedule

The Center will review the existing classification of positions and will develop a salary schedule using grades and ranges, or a similar instrument, which will coincide with the classification of positions and the market salary survey. The Center will review the proposed salary schedule with the Project Liaison.

Step 6: Creation of Classification and Compensation Plan

Based on the results of the creation of position descriptions and rating, along with the results of the market survey, the Center will develop a recommended classification and compensation plan.

Step 7: Submittal of Draft Report

The Center will prepare a draft report to be submitted to the Project Liaison for review including the methodology used, the findings and recommendations on classification and compensation. Position descriptions will be provided under separate cover in electronic form. Comments on the draft report will be received, and edits will be made where appropriate.

Step 8: Submittal of Final Report

The Center will submit a final report which will include an introduction, explanation of methodology, positions descriptions, recommendations, and an implementation plan based upon plan developed by the Center. The Center shall present the Final Report to the appropriate elected or appointed body, if requested.

4. Responsibilities

Responsibilities of the Center

The Center project team will act at all times in an attentive, ethical, and responsible manner. The Center will assign a project manager, who will serve as the primary point of contact for the duration of the project. The project manager shall be available to the Town of Gill to discuss any issues or challenges. Throughout the course of the project, the project manager shall facilitate completion of work according to the agreed-upon timeline and communicate with the client project liaison to discuss and resolve any issues with the timeline and to consider proposed modifications to the timeline.

Please note that the Collins Center does not provide legal services or accounting services.

Responsibilities of The Town of Gill

The Town of Gill will identify a project liaison to the Center for the duration of the work. The project liaison will have responsibility for communicating the nature and value of the project to employees and managers and for managing logistics throughout the project (e.g., scheduling meetings, identifying meeting space, etc.).

The Town of Gill shall agree to provide necessary access to its employees, records, and agreed-upon data, and to respond to requests for information, comment, and scheduling in a timely manner.

The Town of Gill will stand behind the accuracy and completeness of data provided to the Center for work on the project. If there are questions or concerns about data accuracy or completeness, these will be made known to the project team when the data is provided.

The project timeline will be determined in conjunction with the Town of Gill prior to finalizing the agreement. To facilitate completion of work according to the timeline, the Town of Gill will provide a timely response to requests. This shall include but not be limited to provision of documents and data, access to employees, officials and/or facilities, feedback on Center work products, etc. The project team will work to schedule the initial project meeting upon receipt of any preliminary documents and data requested.

The project liaison will work with the Center project manager to discuss and resolve any issues with the timeline and to consider any proposed modifications to the timeline.

For all steps in the workplan, delays in the schedule not caused by the Center, requests for expansion of scope, or other significant unforeseen developments may lead to a renegotiation of scope, timeline, cost, or all three.

5. Timeline

Below is the preliminary proposed project timeline. Actual timelines are determined following the initial kick-off meeting and may change based upon responsiveness to requests for data and information.

Event	Month 1	Month 2	Month 3	Month 4
Step 1: Initial Project Meeting	✓			
Step 2: Creation of Comprehensive Draft Position Descriptions	✓	✓		
Step 3: Classification of Positions		✓		
Step 4: Labor Market Survey		✓	✓	
Step 5: Creation of Salary Schedule			✓	
Step 6: Creation of Classification and Compensation Plan			✓	
Step 7: Submittal of Draft Report				✓
Step 8: Submittal of Final Report				✓

6. Fee for Services

The Collins Center will provide the scope of services presented in this proposal for an all-inclusive fee of \$13,000 based upon 20 titles (price subject to change if the number of titles increases). The Center will invoice the town following delivery of the final report.

Ray Purington/Gill Selectboard

From: Comerford, Joanne (SEN) <Jo.Comerford@masenate.gov>
Sent: Wednesday, August 28, 2024 6:26 PM
To: 'Ray Purington/Gill Selectboard'
Cc: Cohen, Elena (SEN)
Subject: Take action to support Northern Tier Rail!

Ray and members of the Selectboard,

I write with very exciting news and to **ask you to take two important actions** — and possibly even a bonus action.

Please read on!

The News

On August 13, the Massachusetts Department of Transportation (MassDOT) released the *draft* [Northern Tier Passenger Rail Study report](#) for [public comment](#). This report has been a long time coming — and it's up to all of us to seize its promise.

The draft report covers the benefits, costs, and investments necessary to implement passenger rail service from North Adams to Greenfield to Fitchburg to Boston. It's available [here](#) and includes several options — from all electric service to a fully local option.

Constituent input and advocacy has *already* been instrumental in demonstrating the game-changing significance of this rail service for the region and the Commonwealth. Now we need you to help bring this home by sharing your thoughts and showing your support.

The public comment period on the draft report is currently open for your input.

Following the 60-day public comment period, which ends on Saturday, October 12, 2024, the report will incorporate comments received and will be finalized.

Two actions

1. We must make sure that MassDOT receives the feedback necessary to ensure a robust and strong final report.

*Will you work with your community to submit a public comment? **Just click [here](#).***

2. We're also hoping to collect sign ons to a general Northern Tier Rail support letter from every single community along Route 2 — from North Adams to Fitchburg and deliver this to Governor Maura Healey and MassDOT leadership.

Together, we'll show the Governor that our communities are interested in the Commonwealth

continuing to refine this vision.

Will you work with your community to sign on to a support letter? You can sign on [here](#).

Bonus action

If your community wants to show even greater support, you can also send an email to key Administration officials. I have included their names and emails below.

Monica Tibbits-Nutt, Secretary and CEO, Massachusetts Department of Transportation:

m.tibbits.nutt@dot.state.ma.us

Meredith Slesinger, Rail and Transit Administrator, Massachusetts Department of Transportation:

meredith.slesinger@dot.state.ma.us

David Mohler, Executive Director, Office of Transportation Planning, Massachusetts Department of Transportation: David.Mohler@state.ma.us

(Please don't forget to send me a copy so that we can include it when we approach the Governor.)

We can make Route 2 Rail a reality

The Northern Tier Passenger Rail Study has been an ongoing process propelled by legislation signed into law in the summer of 2019.

This work builds on and has been bolstered by the work of municipal officials, regional planning agencies, local advocates, and members of the state legislative delegation.

While the draft report is a necessary and solid milestone, *we're still a long way from making this vision a transformative reality.*

It will take every one of us, acting together, to win.

More information on the Northern Tier Passenger Rail Study process is available [here](#).

For more information or if you have questions, please contact me at 413.559.1649.

Warmest regards,

Jo

Hampshire, Franklin, Worcester district

SenatorJoComerford.org

[@Jo_Comerford](#)

she/her

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TOWN OF GILL

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



September 23, 2024

Monica Tibbits-Nutt, Secretary and CEO
Meredith Slesinger, Rail and Transit Administrator
David Mohler, Executive Director, Office of Transportation Planning
Massachusetts Department of Transportation
10 Park Plaza
Boston, Massachusetts 02116

Dear Secretary Tibbits-Nutt, Administrator Slesinger, and Executive Director Mohler:

On behalf of the Selectboard of the Town of Gill, I write in strong support of the Northern Tier Rail Project.

The strength of the Commonwealth requires all communities have equitable opportunities for resiliency, growth, and economic expansion. Multi-modal transportation is essential to those opportunities.

Northern Tier Rail will help meet the critical needs of central and western Massachusetts while advancing the wellbeing and goals of the entire Commonwealth.

Passenger rail along the Northern Tier would represent a return to the transportation options available to our part of the state from the mid-1800s until 1958. For decades since, the communities along the Northern Tier, or Route 2, have been among the poorest in Massachusetts. By and large, communities along this corridor are experiencing stagnant or declining population and suffering from economic decline, while the average age of residents is growing older.

Many businesses in western and central Massachusetts are small or very small. The loss or closure of a business can have a significant impact on a community's character and economy. When combined with the decline of manufacturing, the economic downturn through which Northern Tier communities are struggling becomes undeniable. The return of passenger rail service along the Northern Tier will help strengthen economies and boost opportunities for growth.

As a Commonwealth, we should encourage more balanced and sustainable population growth across the state. Coupled with the historic passage of the Affordable Homes Act and a commitment to constructing and rehabilitating affordable housing in central and western Massachusetts, the expansion of passenger rail service along the Northern Tier can provide the transportation mobility necessary to help relieve housing pressures that more urban, eastern counterparts are facing currently. It will open up travel to central and western Massachusetts while also allowing people in the region to travel more easily to points east, south, and west.

The limitation of transportation options in our region also makes it more difficult for the Commonwealth to achieve its greenhouse gas reduction goals. It is nearly impossible to reduce single occupant vehicle trips when our region does not have robust, multi-modal transit options.

Northern Tier Rail will be one of the catalysts needed for our underlooked and underserved region to attract younger individuals, families, and entrepreneurs; expand economic opportunity, growth, and mobility; assist in meeting the Commonwealth's pressing housing demand; and reduce traffic congestion and greenhouse gas emissions.

Through the north-south Valley Flyer, the residents of our region, outside of the greater Boston area, have proven their commitment to passenger rail. The ridership of this line has exceeded all expectations. We believe the same will be true for Northern Tier Rail given the ridership projections in the recently released feasibility study.

Please prioritize and commit to making Northern Tier passenger rail a reality.

Sincerely,

Gregory M. Snedeker,
Chair, Selectboard

Cc: Senator Jo Comerford
Representative Susannah Whipps

DRAFT

Ray Purington/Gill Selectboard

From: Rebekah Boyd <RBoyd@frcog.org>
Sent: Wednesday, September 18, 2024 1:37 PM
To: Rebekah Boyd
Subject: HUD Grant support letter request from FRCOG

Hello Franklin County Town Administrators,

The FRCOG is applying for a [HUD PRO Housing Grant](#) with the Pioneer Valley Planning Commission (PVPC) and a number of other regional partners, including Rural Development, Inc. (RDI) and Way Finders. The FRCOG is just completing a [Regional Housing Plan](#) for Franklin County, which shows that our region is facing unprecedented housing prices and affordability issues. If awarded, this grant would provide Franklin County with 5 years of funding to begin to tackle these issues at the local level. This housing-focused grant will allow our communities to receive technical assistance from the FRCOG on a number of tasks that include: revisions to zoning bylaws; updating municipal Housing Plans; preserving existing housing; and conducting public engagement regarding the need for more and affordable housing for our current and future residents. Our Franklin County partner, RDI, will use the grant funding to support affordable housing development projects and help rehabilitate distressed and abandoned housing in the region.

We are partnering with PVPC, who will be the fiduciary agent for this grant, in the hopes that an application from the larger 3-county region will be more competitive. We share many characteristics across our regions, such as small towns with limited/no sewer and water, and we are excited about leveraging additional resources for Franklin County.

We hope to have every municipality in Franklin County sign onto a general support letter to assist us in securing this grant. You or your Board Chair/Mayor can sign on [here](#). Please do so by Thursday, October 10th.

For more information or if you have any questions, please feel free to contact me or Megan Rhodes, Livability Program Manager (mrhodes@frcog.org).

Thank you for your help!

Linda

Linda Dunlavy, Executive Director
Franklin Regional Council of Governments
John W. Olver Transit Center
12 Olive Street, Suite 2
Greenfield, MA 01301-3351

Phone: 413-774-3167 ext. 103

Fax: 413-774-3169

Web: www.frcog.org



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



September 23, 2024

Acting Secretary Adrienne Todman
U.S. Department of Housing and Urban Development
451 7th Street, S.W., Washington, DC 20410

RE: Pathways to Removing Obstacles to Housing (PRO Housing), FR-6800-N-98

Dear Acting Secretary Todman:

As the Board of Selectmen for the Town of Gill, we are writing in support of a proposal from the Pioneer Valley Planning Commission (PVPC) and their partners, the Franklin Regional Council of Governments (FRCOG), Way Finders, Rural Development, Inc., the University of Massachusetts Donahue Institute, and the Massachusetts Housing Partnership, for a PRO Housing grant to advance housing that is affordable in our cities and towns.

The region covered by the proposal is home to 694,593 people, over a third of whom are housing cost-burdened. Recent work by proposal collaborative has demonstrated there is a pressing need for 20,000 new or rehabilitated housing units. In addition, 40% of Hampden and Hampshire Counties' 139 Census tracts and three of Franklin County's, corresponding to the cities of Greenfield and Montague, are economically distressed per the Climate and Economic Justice Screening Tool. This past July, PVPC released the Pioneer Valley's 2024-2029 Comprehensive Economic Development Strategy that documents the region's inequitable access to housing and economic opportunity is largely driven by race and ethnicity. The Franklin County Regional Housing Plan has identified a current housing gap of over 4,000 units that are affordable to households at 100% of area median income and below. We are committed to working together to overcome barriers to housing that is affordable in our communities and to developing new housing in our cities and towns that expands equitable and sustainable access to opportunity for all our residents.

As a Franklin County town, we are eager to work with FRCOG on the implementation of the recommendations of the recently updated Regional Housing Plan. These projects will include robust community engagement and will result in updated municipal Housing Production Plans, and the development and adoption of new land use and housing regulations that facilitate housing development and remove existing barriers.

Thank you in advance for your consideration of the proposal from PVPC and its partners.

Sincerely,

Gregory M. Snedeker,
Chair, Selectboard

Cc: Senator Jo Comerford
Representative Susannah Whipps