



# **SELECTBOARD AGENDA & MEETING NOTICE**

**January 13, 2025**

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

Location: Town Hall, 2<sup>nd</sup> 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)

**5:30 PM FY25 Tax Rate Classification Hearing with Board of Assessors**

- Discussion and votes include residential factor (single vs split tax rate), open space discount, residential exemption, small commercial exemption, and excess levy capacity. Anticipated tax rate is \$14.66/thousand, and excess levy capacity is \$121,424.19

Old Business

- Review of Minutes: 7/1/24, 7/15/24, 12/30/24

New Business

- Northfield EMS Regionalization Task Force
  - Status report
  - 4-town Inter-Municipal Agreement for Emergency Medical Services
  - Proposed assessments for FY26
- FRCOG 2025 District Local Technical Assistance (DLTA) Project Request – first look (will finalize request at 1/27 meeting)
- FY26 Diesel Fuel buy order to lock in pricing for 5,100 gallons
- FY26 Heating Oil buy order to lock in pricing for 2,200 gallons
- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any
- Warrants
  - FY25 #14 – Vendors (\$26,638.29) & Payroll (\$38,105.31) – reviewed/signed on 12/30/24
  - FY25 #15 – review & sign

Adjournment

**Other Invitations/Meetings:**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
Mon 1/20		Martin Luther King Day holiday	
Mon 1/27	5:30 PM	Selectboard meeting	Town Hall
Mon 2/10	5:30 PM	Selectboard meeting	Town Hall
Mon 2/24	5:30 PM	Selectboard meeting	Town Hall

# TOWN OF GILL

## FY2025 Classification Hearing

	<u>2025</u>	<u>2024</u>
Total Taxable Valuation...Real Estate	217,759,896	198,101,835
Personal Property	12,915,330	11,256,110
Total of Personal Property and Real Estate	230,675,226	209,357,945

The Assessors attest that on Thursday, January 9, 2024 notice was printed on the Town's web page at gillmass.org that this Classification Hearing would be held at the Gill Select Board Meeting at 5:30 p.m. on January 13, 2025.

**Tax Rate =  $\frac{\text{Actual Levy} \times 1000}{\text{Total of PP and RE Valuation}^*}$**

\* PP - Personal Property  
RE - Real Estate

Previous Levy Limit	=	\$3,379,207
Amended 2024 Growth	=	(\$230)
Proposition 2 1/2 Increase Limit	=	\$84,474
Override	=	\$0
New Growth	=	\$32,192
New Levy Limit	=	\$3,495,643
Debt Exclusions	+	\$7,480
Maximum Allowable Levy	=	\$3,503,123
(LA-5) Excess Levy	-	\$121,424
<b>A = Actual Levy</b>	=	<b>\$3,381,699</b>

Actual Levy = \$3,381,699

$$\frac{\$3,381,699}{\$230,675,226} \times \$1,000 = \$14.66 \quad \text{Estimated Tax Rate using Actual Levy}$$

The LA-5 excess capacity for the current fiscal year is calculated as: \$ 121,424.19  
 The LA-5 excess capacity for the prior fiscal year is calculated as: \$ 207,768.02

Board of Assessors recommends voting residential factor of 1 which results in a single tax rate.  
 Motion for vote:

**Adopt residential factor of 1, which results in a single tax rate.**

Motion for a Negative vote on adoption of  
 Open Space Discount

Explanation - - - - No tax class of "Open Space"

Residential Exemption

Explanation - - - - Used in resort communities with large Second Home Population

Small Commercial Exemption

Explanation - - - - Shifts some commercial tax burden from smaller businesses to larger businesses (10 or fewer)

<b>Total New Growth Valuation =</b>	<b>\$2,079,587</b>	Tax Levy Growth =	\$32,192 /	\$15.48	(FY2024 Tax Rate)
<b>Class 101 Total Value</b>	<b><u>\$144,762,500</u></b>		=	<b>\$320,271</b>	<b>FY2025 Average 101 Value</b>
<b>Total Number of 101's (Single Family Homes)</b>	<b>452</b>				<b>Up 11.96% from Last Year</b>
			\$320,271 -	\$285,084 =	\$35,187
				(FY2024 Avg. 101 Value)	
			35,187 /	320,271 =	10.99%

**Estimated Average 101 Actual Tax**

$$\frac{\$320,271}{\$1,000} \times \$14.66 = \$4,695$$

$$4,695 - 4,413 = 282$$

(FY2024 Avg. Actual Tax)

**Increase of \$282 over FY2024 (Estimated Average Actual Tax)**

\*Attached LA-4, LA-4 Comparison and New Growth Summary

# TOWN OF GILL

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



## SELECTBOARD MEETING MINUTES

*July 1, 2024*

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

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

Others Present: Ray Purington, Town Administrator; Jerri Higgins, Tim Batchelder, Jan Ameen, Vicky Jenkins, and Dan Flagg.

Organics Collection Program: Jan Ameen, Executive Director of the Franklin County Solid Waste Management District (FCSWMD), and Vicky Jenkins, Gill's representative to the District, met with the Selectboard to discuss their proposal to establish a community organics collection program located at the Meadow Street parking area of the Riverside Building. Organic waste, which can be composted, is typically 25% by weight of household trash that goes to a landfill. Except for backyard household compost piles, Gill residents do not have in-town access to composting facilities, and Ameen has been exploring options for Gill since 2018. A private company, Compost Cooperative, has been providing fee-based curbside organics collection to a dozen Gill customers, but the Gill route is not cost efficient and the company is ending this service on August 1<sup>st</sup>.

After considering various town-owned properties, the Riverside Building was selected as the collection point because it is located within the Riverside neighborhood and is convenient for Compost Cooperative to make weekly pickups. The proximity to the Riverside neighborhood is ideal, as lot sizes are small and houses are closer together, which can make backyard compost piles problematic, especially as an attractive nuisance for pests and pets.

A small chain link enclosure, basically an 8'x8'x6' covered dog kennel, would be purchased for \$1,200 and used to house the wheeled carts supplied by Compost Cooperative. The enclosure would be kept locked, and in order to receive the code for the lock residents will need to sign up for the program. The program will be initially offered to Riverside residents via a bulk mail flyer. If the program is successful, the invitation will be extended to all households in Gill. District staff and volunteers will monitor the collection area for problems.

The Compost Cooperative will initially supply 2-3 carts; the number of carts can be adjusted depending on how many households use the program. There is a fee of \$30 per cart per week which covers dropping off clean, empty carts and transporting the full carts to Martin's Farm in Greenfield, which is a commercial composting facility. There will not be a long-term contract with Compost Cooperative. If the program doesn't work, is underutilized, or generates too many complaints, it can simply be shut down.

The startup costs for the program include the kennel, a lock for the door, and printing and postage for the flyers. Collection costs, based on three carts, will be \$360 per month, or \$4,320 annually. All of the costs are eligible expenses from the grant funds the Town receives from MassDEP's Recycling Dividend Program (RDP), and there is currently about \$9,850 in that account. The Town will likely receive \$5,600 as its FY25 award from the RDP grant. Purington stated he is comfortable using the RDP funds for the startup costs and the first year of collections, but collection costs in future years will need to be provided in the solid waste budget. Crochier made a motion, seconded by Garbiel, to approve the organics collection program as outlined and authorize the use of RDP funds to cover startup and first year costs. The motion was approved by a unanimous vote.

MOU for Household Hazardous Waste Collection Event: Crochier made a motion, seconded by Garbiel, to sign the Memorandum of Understanding (MOU) with the FCSWMD for Gill's participation in the regional household hazardous waste collection event to be held on September 21, 2024 and to approve a budget for the event of \$1,250 using RDP funds. The motion was approved by a unanimous vote. Ameen and Jenkins left the meeting.

Review of Minutes: No minutes were ready for review.

Appointments: Crochier made a motion, seconded by Garbiel, to appoint Miles Keefe and Billy Whitaker as Firefighters through June 30, 2025. The motion was approved by a unanimous vote. Crochier made a motion,

seconded by Garbiel, to appoint Diane Sumrall as an Election Worker through June 30, 2025. The motion was approved by a unanimous vote.

Highway Department Vacancy: Purington reported he and Highway Superintendent John Miner interviewed applicants for the open position in the Highway Department, and recommended the position be offered to Bryan Reardon of Erving. Crochier made a motion, seconded by Garbiel, to hire Bryan Reardon to the position of Mechanic/Operator in the Highway Department with a starting rate of \$24.71 per hour (step 5-A) and vacation accrual of two weeks/per year, contingent upon satisfactory results from the standard pre-employment checks. The motion was approved by a unanimous vote.

Fire Department Annual Purchase Orders for FY25: The Selectboard reviewed the Fire Department's list of annual expenses that are included in the FY25 budget and anticipated to exceed the \$500 purchase order limit. The single list is provided in lieu of submitting a separate purchase order request for each item. The list was approved by consensus. The list prompted a question about other shops that can service and repair large trucks, as it seems likely Raymond's Repair in Bernardston will be closing in the coming year.

Higgins, Batchelder, and Flagg left the meeting at 6:05 PM.

Warrant: The Selectboard reviewed and signed the FY 2024 warrant # 27 with a total of \$66,802.25 for vendors and the FY 2025 warrant # 1 with totals of \$193,657.48 for vendors and \$35,062.00 for payroll.

The meeting adjourned at 6:45 PM.

*Minutes respectfully submitted by Ray Purington, Town Administrator*

*Signed copy on file. Approved on 01/13/2025*

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Charles Garbiel, Selectboard Clerk

# TOWN OF GILL

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



## SELECTBOARD MEETING MINUTES

July 15, 2024

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

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

Others Present: Ray Purington, Town Administrator; Kate Savage, Erin-Leigh Hoffman, Tim Batchelder, Meg Ryan, Barb Watson, Sue Kramer, Roberta Potter, Bob Perry, Doreen Stevens, and Emily Samuels.

Age-Friendly Project's Regional Needs Assessment & Action Plan: Meg Ryan, a public health nurse with the FRCOG's Cooperative Public Health Service (CPHS), met with the Selectboard to present the Regional Needs Assessment & Action Plan developed by the Franklin County & North Quabbin Age Friendly project. Crochier disclosed he is the program manager for the CPHS. The plan is organized by the AARP's eight domains of livability, which are community features that impact the wellbeing of older adults and help make communities more livable for people of all ages. For each domain, the plan outlines a series of action steps to help address the identified goals. The domains are listed here, along with any discussion relating to the domain.

1. Outdoor Spaces and Buildings
2. Transportation
3. Housing
  - a. It was suggested Gill's Planning Board should look at a Shelburne bylaw governing properties used as short-term rentals, and the provisions for owner-occupancy.
  - b. Roberta Potter, Director of the Gill-Montague Senior Center, noted the Gill-Montague Council on Aging has funding which can provide home safety grants of up to \$500 for seniors and income-eligible individuals.
4. Social Participation
5. Respect and Social Inclusion
6. Civic Participation and Employment
7. Communication and Information
8. Health Services and Community Supports

Chris Redmond joined the meeting at 5:50 PM.

Emily Samuels, Sue Kramer, and Barb Watson spoke as members of the Gill Neighbors group, which is made up of community volunteers who provide assistance to Gill's elder residents. The group is not affiliated with the Town. They noted the primary service currently provided by Gill Neighbors is transportation to and from medical and other appointments. Ryan, Kramer, Samuels, Potter, and Watson left the meeting at 5:55 PM.

Police Department Retirement: Police Chief Chris Redmond shared with the Selectboard a letter from Police Sergeant Jason Bassett announcing Bassett's intent to retire effective August 31, 2024. Redmond noted Bassett wants to stay involved in the department on a part-time basis, perhaps working a few shifts per month, and recommended Bassett retain his sergeant's rank and pay rate for post-retirement work. The Selectboard spoke highly of Bassett and his love of Gill and its residents and his excellence at community policing. By consensus, the resignation was accepted with deep regret.

Redmond explained it will be difficult to replace Bassett because of 1) who he is, and 2) the changes brought about by the police reform bill signed into law December 31, 2020. Among its many provisions, the law established extensive training requirements for police officers which have made law enforcement a very competitive job market. It is difficult for small departments to recruit full-time officers and finding part-time officers is nearly impossible. This is especially challenging for Gill, which has, since 2007, relied on staffing its police department with two full-time officers (chief and sergeant) and filling out the balance of its shift coverage using part-time officers. Gill currently has only three part-time officers, down from a high of ten not that many years ago.

Compared to neighboring towns, Redmond feels Gill's police department is understaffed. Bernardston has four full-time officers, Northfield has five or six, and Erving has six. The tight labor market has led to more small towns relying heavily on the State Police when the town has no one on duty. However, during the overnight shift, when very few towns have an officer working, the Shelburne barracks of the State Police only has two officers on patrol covering a territory of 17 towns and 461 square miles. Redmond suggested a mutual aid model for shift coverage could be explored by towns in lieu of formal regionalization of police services.

For filling the vacancy, the Selectboard authorized posting a Sergeant's position. To make the position more attractive to applicants with experience, a starting vacation accrual rate of two weeks per year was approved. Redmond and Purington will conduct the interviews and will present the Selectboard with a hiring recommendation. Redmond and Purington were also requested to look at possible ways the Town might fund a third full-time officer, and to report back at a future meeting.

Detail Officer Pay Rate: Redmond recommended Gill's pay rate for off-duty police details be increased from \$55/hr to \$60/hr in order to keep in line with rates of other area departments. He also suggested future increases to the pay rate be tied to the Town's annual cost of living adjustment (COLA). Crochier made a motion, seconded by Garbiel, to increase Gill's detail rate to \$60/hr effective today, and to tie future changes to the detail rate to Gill's COLA, with the rate to be rounded up to the nearest 50-cents. The motion was approved by a unanimous vote.

Historical Commission Letter re Bridge Anchorage: Bob Perry, a member of the Historical Commission, met with the Selectboard to discuss a letter from the Commission concerning the need for additional care and maintenance of the 145-year-old abutment and anchorage of the former Red Suspension Bridge. He stated Kit Carpenter, the Chair of the Commission, was unable to attend the meeting due to illness.

Perry summarized the letter, noting significant historical and geological features of the bridge and its anchorage. The anchorage was originally saved from destruction by a group of private citizens, and care of the anchorage eventually moved under the auspices of the Historical Commission. The anchorage has become overgrown with brush and needs to have some of its stones repointed by a mason familiar with historic stone structures. The work that needs to be done is such that it is 1) hard to find enough volunteers, and 2) hard to find people with the right kind of experience. Perry offered to provide a list to the Selectboard of work that needs to be done on the anchorage and the nearby bridge abutment.

The Commission's letter also raised concerns about vehicles parking too close to the anchorage and blocking the information kiosk and National Register sign. In response, by consensus, the Selectboard will have the Highway Department place jersey barriers in front of the kiosk and sign until a long-term plan for parking is established. Perry and Redmond left the meeting at 7:00 PM.

Riverside Municipal Building: Noting the late hour of the meeting, the Selectboard tabled an agenda item pertaining to possible future uses of the Riverside Building now that long time tenant Four Winds School has left.

Early Voting Hours: Town Clerk Doreen Stevens presented a list of dates and times when in-person early voting would be available at Town Hall prior to the state primary election in September and the presidential election in November. Crochier made a motion, seconded by Garbiel, to approve the list as presented. The motion was approved by a unanimous vote. Stevens left the meeting.

Review of Minutes: No minutes were ready for review.

Fire Department Surplus Equipment: Acting on a request from Fire Chief Gene Beaubien, Crochier made a motion, seconded by Garbiel, to declare the following items as surplus equipment: 12 task tip old nozzles; 3 sections of hard suction hose, 6" diameter x 10 ft length; 2 lengths of dump off hoses; 5 lengths of hard suction hose, 2.5" diameter x 10 ft length; 1 section of 5" diameter supply line, 100 ft length; and 1 section of 4" supply line, 100 ft length. The motion was approved by a unanimous vote.

Sewer Commitment: Crochier made a motion, seconded by Garbiel, to approve and sign the sewer commitment # 2025-001 in the amount of \$54,884.17 with a bill date of July 25, 2024. The motion was approved by a unanimous vote.

Food Concession Trailer License: Crochier made a motion, seconded by Garbiel, to grant to Ryan Grandmont a license to operate a food concession trailer operating a 1 Main Road, contingent upon there being no successful appeals of the zoning special permit approved on July 9, 2024. The motion was approved by a unanimous vote.

Garbiel, Hoffman, Savage, and Batchelder left the meeting at 7:05 PM.

No Meeting on July 29, 2024: Due to a known lack of a quorum, there will not be a Selectboard meeting on July 29, 2024. Snedeker made a motion, seconded by Crochier, to authorize Crochier to review and sign the vendor and payroll warrants of July 29<sup>th</sup>. The motion was approved by a vote of 2 in favor and 0 opposed.

Warrant: The Selectboard reviewed and signed the FY 2024 warrant # 28 with totals of \$24,183.34 for vendors and \$6,386.13 for payroll, and the FY 2025 warrant # 2 with totals of \$57,359.67 for vendors and \$23,996.76 for payroll. The rule of necessity was invoked to allow Crochier to sign the FY 2025 #2 vendor warrant, as that warrant includes the payment for the quarterly assessment for the CPHS, of which Crochier is program manager.

The meeting adjourned at 7:50 PM.

*Minutes respectfully submitted by Ray Purington, Town Administrator*

*Signed copy on file. Approved on 01/13/2025*

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Charles Garbiel, Selectboard Clerk



# TOWN OF GILL

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



## SELECTBOARD MEETING MINUTES

*December 30, 2024*

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

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

Others Present: Ray Purington, Town Administrator; Kate Savage, Erin-Leigh Hoffman, Tim Batchelder, and Dan Flagg.

Review of Minutes: Garbiel made a motion, seconded by Snedeker, to approve the minutes of 12/16/24. The motion was approved by a vote of 2 in favor and 0 opposed.

Draft of Digital Equity Report: Purington presented the draft of Gill's Digital Equity Report that was prepared by staff at the Franklin Regional Council of Governments. The report explains what digital equity is and describes the process used to develop Gill's plan, including the open house held at the library on October 30, 2024. A key piece of the report is the section for Strategic Actions and Recommendations, which lists nine possible action items the Town could take to improve digital equity in Gill. The draft will be posted to Gill's website for community members to review and comment on. The final plan will be approved by the Selectboard sometime in January 2025.

Surplus Building Models: The Historical Commission has requested to have declared as surplus two wooden models of Gill buildings currently stored in the basement of the Riverside Building. One model is of the Gill Church and is approximately 3 ft. long by 2 ft. wide by 4 ft. tall at the steeple. The other model is about half that size and is of the Riverside Building. To date, no information has been found about the origin or purpose of either model. Garbiel made a motion, seconded by Snedeker, to declare both models as surplus. Purington suggested the model of the church first be offered to the members of the Church, and otherwise, that both models be made available to the public, likely as part of a tag sale in the spring of 2025. The motion was approved by a vote of 2 in favor and 0 opposed.

Farm Field Lease Renewals for 2025: Purington recommended the Town renew its leases of the two farm fields for the 2025 growing season. The Boyle Lot is leased to Dan Flagg for \$200 and the Mariamante Field is leased to Brian Peila for \$175. Garbiel made a motion, seconded by Snedeker, to renew both leases for the 2025 growing season for the listed amounts. The motion was approved by a vote of 2 in favor and 0 opposed.

Host Community Agreement with Leaf Joy LLC: Purington presented a proposed new Host Community Agreement (HCA) between the Town and Leaf Joy LLC, the cannabis dispensary operating at 1 Main Road. HCAs are required by the Massachusetts Cannabis Control Commission (CCC) and were originally intended to govern the working relationship between the cannabis business and the host town, and included automatic payments to the town to cover the cost of any impacts on the town due to the presence of the business.

Gill's original HCA with Leaf Joy was signed in February 2022 and included a community impact fee of 3% of annual sales. Leaf Joy opened for business in August 2023. The laws and regulations governing cannabis businesses, HCAs, and community impact fees changed in late 2023, and HCAs containing automatic payments of impact fees are no longer accepted by the CCC. The proposed new HCA eliminates those automatic payments and incorporates all of the terms and conditions from the CCC's model HCA. It also includes all of the language from Gill's original HCA, to the extent it doesn't conflict with the CCC's model. Purington stated that except for his time involved in reviewing and updating the HCA, the Town has not experienced any other cost impacts related to Leaf Joy's presence.

Garbiel made a motion, seconded by Snedeker, to authorize Purington to sign the new HCA with Leaf Joy on behalf of the Town. The motion was approved by a vote of 2 in favor and 0 opposed.

FRCOG Collective Highway Bid Program for FY26: Garbiel made a motion, seconded by Snedeker, to authorize the use of the FRCOG's Collective Highway Bid program for FY26, including a participation fee of \$2,995. Purington noted the program handles the bid specs, procurement process, and contracting for nearly 30 categories of

highway products each year, and using the program saves him and the Highway Superintendent significant amounts of time and expenses. The motion was approved by a vote of 2 in favor and 0 opposed.

Batchelder, Flagg, Hoffman, and Savage left the meeting at 5:45 PM.

Warrant: The Selectboard reviewed and signed the FY 2025 warrant # 14 with totals of \$26,638.29 for vendors and \$38,105.37 for payroll.

The meeting adjourned at 6:02 PM.

*Minutes respectfully submitted by Ray Purington, Town Administrator*

*Signed copy on file. Approved on 01/13/2025*

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Charles Garbiel, Selectboard Clerk

## Ray Purington/Gill Selectboard

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**From:** Rebekah Boyd <rboyd@frcog.org>  
**Sent:** Tuesday, January 07, 2025 11:22 AM  
**To:** Rebekah Boyd  
**Subject:** District Local Technical Assistance Project Requests  
**Attachments:** DLTA 2025 Request Form.docx

TO: Franklin County Town Officials  
FROM: Linda Dunlavy, FRCOG Executive Director  
DATE: January 6, 2025  
**RE: District Local Technical Assistance Project Requests**

The FRCOG has again received District Local Technical Assistance (DLTA) funding from the MA Executive Office of Housing and Livable Communities (EOHLC) to help municipalities.

### What are the funds used for?

Since 2006, DLTA funding has allowed the FRCOG to assist our member municipalities on projects that promote regionalization of services and local and regional planning. The funding also supports the Community Compact Best Practices program. The expanded list of Community Compact Best Practices is available at <https://www.mass.gov/info-details/community-compact-best-practice-areas>.

### What do we need from you?

We need to know what projects your Town is interested in pursuing. Attached is a form that contains a list of potential projects. **Please share this form with your town or city's boards, committees and departments. We ask that the Select Board/Mayor compile one consolidated response on behalf of the municipality and email it back to us as soon as possible, but no later than January 31, 2025.**

### We will prioritize the projects based on the following criteria:

- Projects that meet the DLTA program's eligibility requirements.
- Projects that can be largely completed within the program's time period (by 12/31/24).
- Projects that have the demonstrated support of the municipality.
- Projects that result in implementation.
- Projects that, in total, serve as many municipalities as possible.
- Projects that meet demonstrated regional needs and priorities.

Thank you for your help and input in this process. We are looking forward to working with you. Please contact us with questions and **please submit your completed form to the FRCOG by January 31<sup>st</sup>, 2025, by emailing Ted Harvey at [tharvey@frcog.org](mailto:tharvey@frcog.org)**. If you need to mail or fax the form instead, or need more time to complete it, please reach out to Ted to make arrangements.

Thanks,



Linda Dunlavy  
Executive Director

*Rebekah*

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**Rebekah Boyd**  
Administrative Services Coordinator  
*she/her/hers*



12 Olive St., Greenfield, MA 01301  
413-774-3167 X 100

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# 2025 District Local Technical Assistance (DLTA) Request Form

Municipality: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name: \_\_\_\_\_ Board/Department: \_\_\_\_\_

### INSTRUCTIONS:

1. Review form with Town/City committees, boards, and departments, and **compile one consolidated request form.**
2. Check the column or box for each project your Town/City is interested in. Provide a contact name and email for each project.
3. Rank your top 3 priorities at the end of the form.
4. **Email completed form to Ted Harvey ([tharvey@frcog.org](mailto:tharvey@frcog.org)) by January 31, 2025** (contact Ted with questions).

**NOTE:** For planning purposes, the 2025 DLTA year is January 1, 2025 through December 31, 2025. Projects could commence as early as February 1; projects involving fieldwork likely won't commence until May.

✓ YES	CLIMATE CHANGE ADAPTATION AND RESILIENCE/ENERGY & ENVIRONMENT	Contact for Project: name & email or phone #
	<b>Evacuation Route Assessment and Evacuation Route Map Update.</b> Assess current emergency evacuation routes within the county (last updated in 2011/2012) and develop updated maps for Franklin County towns and public safety agencies. In the past decade, hazard risk profiles (the likelihood of occurrence + the severity of impact) have grown, specifically the risk posed by flooding, HazMat incidents and wildfires, that will be incorporated into analysis and identification of routes.	
	<b>FEMA Floodplain Map Changes.</b> Assist towns with reviewing and submitting comments on recently released Draft FEMA Floodplain Maps. There will only be a 90-day period to submit feedback once the comment period opens in early Spring 2025.	
	<b>Hazard Mitigation Plan Update.</b> Assist towns with securing funding and updating of expiring Multi-Hazard Mitigation Plans. Priority will be given to municipalities with plans expiring in 2025. <i>Available only to: Ashfield, Bernardston, Colrain, Conway, Deerfield, Erving, Gill, Greenfield, Leverett, Montague, and Whately.</i>	
	<b>Mapping of Floodprone Areas.</b> As part of a statewide effort, create a GIS dataset of locations that are vulnerable to flooding for use by FRCOG when working on local and watershed-based projects and by the Commonwealth for reference when developing statewide policies, funding opportunities and programs.	

	<b>Northfield Mountain Pumped Storage Project/Turners Falls Dam FERC relicensing and MassDEP 401 Certification of Water Quality process.</b> Provide technical assistance, advocacy, testimony, and analysis, and participate as an intervenor and stakeholder on behalf of impacted towns.	
	<b>Planning to Protect Public Drinking Water Supplies.</b> Assist towns with creating plans, such as a Wellhead Protection Plan, to manage and protect their water supply, including drought management planning.	
	<b>Pollinator Habitat Plan.</b> Create a town pollinator plan that expands the regional Franklin County pollinator habitat plan. The town plan includes identification and mapping of existing and potential pollinator habitat, review of land use regulations, landscape management recommendations, and planting plans for a variety of landscapes and built environments to support pollinator life cycle needs. <i>Available to: Charlemont, Erving, Gill, Hawley, Leverett, Leyden, Monroe, New Salem, Northfield, Rowe, Sunderland, Warwick and Whately, as all other towns have a plan or have one underway.</i>  If there is interest, 1-2 regional collaboration meetings could be scheduled to share local success stories, funding for design and planting, etc. for the towns that have completed plans.	
	<b>River Corridor Management Best Practices .</b> Identify opportunities to update land use regulations, update municipal planning documents and coordinate reviews with Conservation Commissions for projects in the mapped River Corridor. <i>Available only to: Ashfield, Bernardston Conway, Colrain, Heath, Greenfield and Leyden.</i>	
	<i>See Zoning and Comprehensive Planning for zoning-specific technical assistance.</i>	

<b>✓ YES</b>	<b>COMMUNITY, HOUSING AND ECONOMIC DEVELOPMENT</b>	<b>Contact for Project: name &amp; email or phone #</b>
	<b>Brownfields Redevelopment Support.</b> Provide site-specific technical assistance to support assessment, clean-up, and/or redevelopment of a brownfield site, with property owner support.	

	<p><b>Business and Industry/Sector Assistance (please specify):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Support access to small business development/entrepreneurship assistance resources.</li> <li><input type="checkbox"/> Provide industry specific support to expand, promote and/or preserve important economic sectors: <ul style="list-style-type: none"> <li><input type="checkbox"/> Agriculture, Food &amp; Farm System</li> <li><input type="checkbox"/> Manufacturing</li> <li><input type="checkbox"/> Tech Economy</li> <li><input type="checkbox"/> Tourism/Outdoor Recreation</li> </ul> </li> <li><input type="checkbox"/> Other: _____</li> </ul>	
	<p><b>Community Economic Development (please specify):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct survey to understand what residents, businesses and visitors want for economic activity in their downtown/village center or community.</li> <li><input type="checkbox"/> Conduct a parcel-level analysis of downtown/village center uses and businesses, and identify properties with potential for redevelopment.</li> <li><input type="checkbox"/> Develop a downtown/village center economic development action plan to identify and prioritize potential projects.</li> <li><input type="checkbox"/> Provide technical assistance to create new or expand planned industrial or business park land.</li> <li><input type="checkbox"/> Prepare guidance and identification of resources for site-specific property development or redevelopment for economic development uses.</li> <li><input type="checkbox"/> Provide technical assistance to advance a project identified in a Local Rapid Recovery Plan.</li> <li><input type="checkbox"/> Other: _____</li> </ul>	
	<p><b>Downtown District Support.</b> Support and enhance the Rural Development Fund grant received to pilot a Downtown District Coordinator for the village centers of Northfield Center (Northfield), Shelburne Falls (Buckland and Shelburne) and Turners Falls (Montague).</p>	
	<p><b>Historic Preservation Planning.</b> Provide technical assistance developing town historic preservations plans, identifying potential National Register nominations, and assessing and implementing other preservation related tools, such as local historic district guidelines.</p>	
	<p><b>Housing Production Plans/Housing Plans.</b> Assist towns with the creation or update of a Housing Production Plan or Housing Plan.</p>	
	<p><b>Outdoor Recreation/Open Space Planning.</b> Provide technical assistance to support municipal Open Space and Recreation Plan (OSRP) or OSRP Update (such as identifying funding resources or assessing mapping</p>	

	needs), or to enhance or promote outdoor recreation/adventure tourism activities in the community (such as inventorying existing or potential assets).	
	<b>Public Art/Cultural Planning.</b> Provide technical assistance to support cultural/public art planning, including how to create and implement a project that fosters economic and main street activity. Such projects could include assisting with the development of a public art project or pop-up park, or conducting an inventory of existing cultural and public art assets in the community.	
	<i>See Zoning and Comprehensive Planning for zoning specific technical assistance.</i>	

✓ YES	REGIONAL PLANS AND CAPACITY BUILDING	Contact for Project: name & email or phone #
	<b>Abandoned and Distressed Property Inventory and Action.</b> Inventory abandoned and distressed properties and work with town stakeholders to prioritize action through receivership or other methods.	
	<b>IT Training and Policy Development. (please specify)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Training for local officials on using Artificial Intelligence (AI) in local governments and developing municipal policies for AI use.</li> <li><input type="checkbox"/> Develop an education program around cybersecurity for municipal officials.</li> </ul>	
	<b>Local Official Continuing Education Workshops.</b> Continue to offer workshops to Select Board, Planning Board, Board of Health, Finance Committee members and other public officials (expand workshop series to include more planning topics; diversity, equity and inclusion; fiscal planning; open meeting law; school finance; new state policies and initiatives; ADA requirements, etc.). <b>Please share your ideas for workshop topics:</b> _____	
	<b>Municipal Succession Planning.</b> Consider how towns can prepare for retirements of long-term public servants in key municipal positions (appointed, elected and volunteer) through development of a Citizen’s Academy, succession planning, participation in career fairs and expos, diversification of the municipal workforce, etc.	
	<b>Public Information and Warning.</b> Continuing from the analysis conducted in October through November, the project will move to how a possible regional emergency communication system would work and the costs involved including outlining actionable recommendations for enhancing local and regional public information and warning systems, develop an implementation timeline and securing necessary resources to address identified gaps and optimize systems.	



	<b>Regional Sheltering and Heating and Cooling Centers Plan Update.</b> Assess the capacity of emergency shelters and heating/cooling centers in the region. The project will identify regional strengths and gaps related to sheltering and then revise the outdated regional shelter plan (last updated in 2016) to meet the new needs for the county. This project will also include a table-top exercise to test the revised plan and those that would put it into action.	
	<b>Regional Debris Management Plan Update.</b> The project will identify regional strengths and gaps in managing debris removal and storage after an incident. It will then update the outdated regional debris management plan (last revised in 2015) to better meet the county's needs. Debris management addresses not only woody debris, such as trees, but also demolition materials and white goods, both of which may contain hazardous substances. The project will conclude with a tabletop exercise to test the revised plan.	
	<b>Rural Policy Plan (RPP) Implementation and Update.</b> Advocate for projects, programs and policies that benefit Franklin County, e.g. changes to Chapter 90 and PILOT formulas; advocate for a Municipal Building Authority, and dedicate funding to refresh the RPP.	
	<b>Strengthen Emergency Preparedness and Response.</b> Work with first responders and Emergency Management Directors to strengthen regional emergency response and coordination re: implementation of the recommendations of the Covid After Action reports; and explore the development of new emergency management services like all hazards preparedness, mitigation strategies, and training and exercises.	

✓ YES	SHARED SERVICES	Contact for Project: name & email or phone #
	<b>Franklin County EMS Regionalization.</b> Support the efforts of ambulance service and towns to explore the feasibility, structure, governance and financing of a regionalized EMS services.	
	<b>Municipal Planner Services.</b> Explore the potential of sharing professional planning services with other communities to support the Planning Board, Conservation Commission and/or ZBA on a contract basis. These services could include professional technical assistance on procedural processes, site plan review, peer review consultant support, and related matters.	

	<p><b>Municipal Service Sharing Feasibility, Matchmaking, or Other Technical Assistance (please specify):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Department of Public Works services: <i>Please be specific:</i> _____</li> <li><input type="checkbox"/> Facilities management of municipal buildings and grounds</li> <li><input type="checkbox"/> Grant administration/management</li> <li><input type="checkbox"/> Human Resource management</li> <li><input type="checkbox"/> Information Technology, Digital Equity and Cybersecurity: design regional shared services to maximize technology resources across communities and make the region competitive for digital equity and cybersecurity state and federal funding.</li> <li><input type="checkbox"/> Municipal Financial Services: <i>Please be specific:</i> _____</li> <li><input type="checkbox"/> Public safety <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire services sharing</li> <li><input type="checkbox"/> Police</li> </ul> </li> <li><input type="checkbox"/> Regional Wood Bank</li> <li><input type="checkbox"/> Other: _____</li> </ul>	
	<p><b>New Collective Purchasing ideas (please specify):</b> _____</p>	
	<p><b>Older Adult Services (please specify):</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Age and Dementia-friendly community planning (application to the AARP Network; development of an assessment and an action plan for the Town; assistance with implementing an existing plan)</li> <li><input type="checkbox"/> Senior Center Expansion, Regional Sharing</li> <li><input type="checkbox"/> Other: _____</li> </ul>	

✓ YES	TRANSPORTATION	Contact for Project: name & email or phone #
	<b>Complete Streets Improvements.</b> Assess local roads for potential for Complete Streets improvements.	
	<b>Roadway Speed Study.</b> Assess roadway speeds and prepare speed zoning study to provide guidance for new or revised regulatory speed limits on local roadways.	
	<b>Signs and Lines Assessment.</b> Assess signs and pavement markings for clarity, visibility and reflectivity. Assess for obstructions to visibility like overgrown vegetation at intersections and near roads.	
	<i>See note about Roadway Culvert Assessments wait list at end of request form.</i>	

✓ YES	ZONING AND COMPREHENSIVE PLANS	Contact for Project: name & email or phone #
	<b>ADU Zoning Assistance.</b> Provide technical assistance and guidance about complying with recent changes to Accessory Dwelling Unit zoning regulations under the recently passed Affordable Homes Act.	
	<b>Comprehensive Plans (please specify):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide technical assistance and guidance in advance of a Comprehensive Plan, such as draft scope of work, grant research and application, form committee, etc.</li> <li><input type="checkbox"/> Conduct a community wide survey and/or other forms of public outreach to inform a new or updated Comprehensive Plan vision and goals.</li> </ul>	
	<b>Zoning Bylaws and/or City Ordinance Development (please specify):</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clean energy (e.g. large scale solar facility, battery storage, bylaws and/or updates to solar bylaws to protect pollinator habitat)</li> <li><input type="checkbox"/> Floodplain Bylaw/Ordinance updates with the new state model Floodplain Bylaw for the FEMA regulated 100-year floodplain</li> <li><input type="checkbox"/> Housing/Mixed Use: Diversifying housing options / Short-Term Rental</li> <li><input type="checkbox"/> Stormwater management-related/flood resilience zoning</li> <li><input type="checkbox"/> Other: _____</li> </ul>	

RANK	Of all of the projects you selected, what are your municipality's <u>top three</u> DLTA project priorities?
	<p><b>Your Municipality's Top 3 Choices:</b></p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

	<b>CULVERT ASSESSMENTS: WAITING LIST <u>IS CLOSED FOR 2025</u></b>	
	<p><b>Culvert Assessments.</b> Assess roadway culverts to identify the crossings that are at risk due to more frequent and intense storm events caused by climate change. Information will help towns prioritize infrastructure upgrades in addition to providing an inventory of physical infrastructure.</p> <p><b>Due to high demand, the following towns are in queue for culvert assessments in 2025:</b> Buckland (Spring 2025), Rowe, Warwick and Whately</p> <p><b>FRCOG will reopen the waiting list in 2026.</b></p>	