



SELECTBOARD AGENDA & MEETING NOTICE

January 27, 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, 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)

5:30 PM Community Development Block Grant (CDBG) Program – Informational Meeting

- Brian McHugh, Director of Community Development, Franklin County Regional Housing & Redevelopment Authority
 - Discuss and solicit public input to the FY25 Mass CDBG application
 - Review eligible activities
 - Discuss application process
 - Presentation of potential activities – housing rehabilitation program for residents of Gill (lead town), Shutesbury, and New Salem
 - Votes: 1) Appoint an Environmental Certifying Officer, and 2) Appoint Sharon Pleasant, FCRHRA Community Development Program Manager, as the authorized official for EOHLC online reporting system

Old Business

- Retirement – Gene Beaubien as Fire Chief, effective end of today
- Review of Minutes: 1/13/25
- Gill Digital Equity Report – final approval & submittal to Massachusetts Broadband Institute’s (MBI) Municipal Digital Equity Planning Program
- FRCOG 2025 District Local Technical Assistance (DLTA) Project Request – finalize prioritized list of requested projects

New Business

- Recommendation from Gill Energy Commission to express interest to FRCOG for regional application to Mass Save’s Municipal Energy Manager grant program
- Appointments
 - Eve Brown-Waite reappoint to the Cultural Council through 11/22/27
 - Matthew McCarthy as a Firefighter through 6/30/25
 - Mitch Waldron as the Fire Department rep to the Northfield EMS Regionalization Task Force
- Approve grant contract for FY25 Firefighter Safety Equipment Grant (\$10,500 for gloves, helmets, & SCBA facepieces)
- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any
 - “Stop the Bleed” class (basics of stopping traumatic bleeding) – Sat., Feb. 22nd, 6-7 PM at Fire Station training room. Sign up with Police Sgt. Richardson, jrichardson@gillmass.org

- Warrants
 - FY25 #15 – Vendors (\$40,457.73) & Payroll (\$33,515.68) – reviewed/signed on 1/13/25
 - FY25 #16 – review & sign

Adjournment

Other Invitations/Meetings:

Date	Time	Event	Location
Mon 2/10	5:30 PM	Selectboard meeting	Town Hall
Mon 2/17		Presidents' Day holiday	
Mon 2/24	5:30 PM	Selectboard meeting	Town Hall

TOWN OF GILL

Community Development Block Grant Program (CDBG)

FY2025 Informational Meeting

January 27, 2025

NOTICE:

The purpose of this meeting will be to discuss and solicit public input to the FY2025 Massachusetts Community Development Block Grant application. Local citizens are encouraged to attend to learn more about the CDBG application process and funded activities.

DISCUSSION OF FY2025 CDBG APPLICATION PROCESS

- **Eligible Activities: Activities must benefit low/moderate income people or eliminate slum/blight**
 - **Housing assistance:** rehabilitation of substandard dwelling units, lead paint abatement, rehabilitation of shelters or transitional housing, site development costs for new housing projects (in very limited instances, new housing construction), and relocation.
 - **Public facilities:** design, senior centers, neighborhood centers, parks and playgrounds, youth centers, architectural barrier removal, and other types of facilities that serve the needs of low- and moderate-income persons.
 - **Infrastructure:** design, reconstruction of streets and sidewalks, drainage improvements, upgrade of water supply and distribution systems, and construction or repair of sewer lines, including infrastructure to housing projects.
 - **Public Social Services:** day care subsidies, substance abuse counseling, community policing, elder services, first-time homebuyer counseling and down payment assistance, assistance for the homeless, disabled, illiterate adults, abused children, battered spouses and other predominantly low- and moderate-income clientele.
 - **Planning Projects:** planning and pre-development assistance; it must be demonstrated that upon implementation the planned activities will meet a national objective.

- **Process**
 - Informational meeting allows residents and town departments to bring projects to the Board of Selectmen for their review and eligibility for CDBG funding.
 - The Board of Selectmen work with Town Administrator to select activities to make the grant application as competitive as possible
 - The Town will hold a public hearing in March to present Activities that will be included in the FY 2025 CDBG Application

PRESENTATIONS OF POTENTIAL ACTIVITIES THAT MAY BE INCLUDED IN THE FY2025 CDBG APPLICATION

Program presentation by Brian McHugh, HRA, Director of Community Development

Items that have been communicated at the town level, seeking public input on these and other projects:

- **A housing rehabilitation program for residents of Gill (Lead Town), Shutesbury and New Salem.**

- **Application due: April 14, 2025**
- **3 or more Communities Maximum Funds Available: \$1,250,000**

The Town of Gill will need to appoint an Environmental Certifying Officer
The Town of Gill will need to authorize Sharon Pleasant, FCRHRA's Community Development Program Manager, as the Authorized Official for EOHLIC's online reporting system so that a grant application may be opened.

RESIDENT PRIORITIES, COMMENTS and CONCERNS

TOWN INFORMATION SHEET

GILL

STATS

Population 1,732

625 Housing Units (591 occupied - 62.4% built prior to 1979)*

229 with one or more people 65 years and over*

**Statistics drawn from the ACS 2016-2020 5 Year Franklin County Profiles*

HUD Community Low/Moderate Income Scores..... FY25 Grant: 36% / Score of 7
..... FY24 Grant: 26.6% / score of 4

Housing Rehabilitation Program Income funds:.....\$33,480

Original Outstanding Mortgages \$740,790

*(*balance calculations vary, depending on loan terms at time of issue)*

**Previous participation in CDBG Programs/Current Outstanding Mortgages:
(Included in grant applications 11 times)**

YEAR	PROGRAM/TOWNS	MORTGAGES Remaining
1982 & 1983	Northfield 9 Town	\$17,688
1987/1988	Erving Northern Tier	\$19,010
1990	Warwick, Wendell, Erving & Gill	\$54,556
1991	Montague, Sunderland & Gill	\$59,937
1993	Montague & Gill	\$37,093
1998	Gill	\$58,476
2003	Heath 7-Town	56,526
2004	Montague 5 Town	\$0.00
2008	Erving 7-Town	\$96,453
2012	Erving 4-Town	\$170,083
2016	Bernardston Tri-Town	\$24,183
HRRLF	Town of Gill	\$146,785
TOTAL ORIGINAL MORTGAGES REMAINING		\$740,790



2025 District Local Technical Assistance (DLTA) Request Form

Municipality: Gill

Date: 01/27/2025

Your Name: Ray Purington

Board/Department: Town Administrator

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) 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 #
	<p>Evacuation Route Assessment and Evacuation Route Map Update. 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.</p>	
	<p>FEMA Floodplain Map Changes. 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.</p>	
Yes	<p>Hazard Mitigation Plan Update. 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></p>	<p>Ray Purington administrator@gillmass.org & Gene Beaubien EMD@gillmass.org</p>
	<p>Mapping of Floodprone Areas. 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.</p>	

Yes	<p>Northfield Mountain Pumped Storage Project/Turners Falls Dam FERC relicensing and MassDEP 401 Certification of Water Quality process. Provide technical assistance, advocacy, testimony, and analysis, and participate as an intervenor and stakeholder on behalf of impacted towns.</p>	<p>Ray Purington administrator@gillmass.org</p>
	<p>Planning to Protect Public Drinking Water Supplies. Assist towns with creating plans, such as a Wellhead Protection Plan, to manage and protect their water supply, including drought management planning.</p>	
	<p>Pollinator Habitat Plan. 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></p> <p>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.</p>	
	<p>River Corridor Management Best Practices . 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></p>	
	<p><i>See Zoning and Comprehensive Planning for zoning-specific technical assistance.</i></p>	

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

	<p>Business and Industry/Sector Assistance (please specify):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Support access to small business development/entrepreneurship assistance resources. <input type="checkbox"/> Provide industry specific support to expand, promote and/or preserve important economic sectors: <ul style="list-style-type: none"> <input type="checkbox"/> Agriculture, Food & Farm System <input type="checkbox"/> Manufacturing <input type="checkbox"/> Tech Economy <input type="checkbox"/> Tourism/Outdoor Recreation <input type="checkbox"/> Other: _____ 	
	<p>Community Economic Development (please specify):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct survey to understand what residents, businesses and visitors want for economic activity in their downtown/village center or community. <input type="checkbox"/> Conduct a parcel-level analysis of downtown/village center uses and businesses, and identify properties with potential for redevelopment. <input type="checkbox"/> Develop a downtown/village center economic development action plan to identify and prioritize potential projects. <input type="checkbox"/> Provide technical assistance to create new or expand planned industrial or business park land. <input type="checkbox"/> Prepare guidance and identification of resources for site-specific property development or redevelopment for economic development uses. <input type="checkbox"/> Provide technical assistance to advance a project identified in a Local Rapid Recovery Plan. <input type="checkbox"/> Other: _____ 	
	<p>Downtown District Support. 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>Historic Preservation Planning. 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>Housing Production Plans/Housing Plans. Assist towns with the creation or update of a Housing Production Plan or Housing Plan.</p>	
	<p>Outdoor Recreation/Open Space Planning. 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).	
	Public Art/Cultural Planning. 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 #
	Abandoned and Distressed Property Inventory and Action. Inventory abandoned and distressed properties and work with town stakeholders to prioritize action through receivership or other methods.	
Yes	IT Training and Policy Development. (please specify) <input checked="" type="checkbox"/> Training for local officials on using Artificial Intelligence (AI) in local governments and developing municipal policies for AI use. <input type="checkbox"/> Develop an education program around cybersecurity for municipal officials.	Ray Purington administrator@gillmass.org
Yes	Local Official Continuing Education Workshops. 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.). Please share your ideas for workshop topics: _____	Ray Purington administrator@gillmass.org & Nona LaGrenade clerical@gillmass.org
	Municipal Succession Planning. 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.	
	Public Information and Warning. 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.	

	Regional Sheltering and Heating and Cooling Centers Plan Update. 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.	
	Regional Debris Management Plan Update. 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.	
	Rural Policy Plan (RPP) Implementation and Update. 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.	
	Strengthen Emergency Preparedness and Response. 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 #
	Franklin County EMS Regionalization. Support the efforts of ambulance service and towns to explore the feasibility, structure, governance and financing of a regionalized EMS services.	
Yes	Municipal Planner Services. 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.	Ray Purington administrator@gillmass.org

	<p>Municipal Service Sharing Feasibility, Matchmaking, or Other Technical Assistance (please specify):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Department of Public Works services: <i>Please be specific:</i> _____ <input type="checkbox"/> Facilities management of municipal buildings and grounds <input type="checkbox"/> Grant administration/management <input type="checkbox"/> Human Resource management <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. <input type="checkbox"/> Municipal Financial Services: <i>Please be specific:</i> _____ <input type="checkbox"/> Public safety <ul style="list-style-type: none"> <input type="checkbox"/> Fire services sharing <input type="checkbox"/> Police <input type="checkbox"/> Regional Wood Bank <input type="checkbox"/> Other: _____ 	
	<p>New Collective Purchasing ideas (please specify): _____</p>	
	<p>Older Adult Services (please specify):</p> <ul style="list-style-type: none"> <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) <input type="checkbox"/> Senior Center Expansion, Regional Sharing <input type="checkbox"/> Other: _____ 	

✓ YES	TRANSPORTATION	Contact for Project: name & email or phone #
	Complete Streets Improvements. Assess local roads for potential for Complete Streets improvements.	
	Roadway Speed Study. Assess roadway speeds and prepare speed zoning study to provide guidance for new or revised regulatory speed limits on local roadways.	
	Signs and Lines Assessment. 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 #
Yes	ADU Zoning Assistance. Provide technical assistance and guidance about complying with recent changes to Accessory Dwelling Unit zoning regulations under the recently passed Affordable Homes Act.	Ray Purington administrator@gillmass.org
	Comprehensive Plans (please specify): <ul style="list-style-type: none"> <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. <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. 	
Yes	Zoning Bylaws and/or City Ordinance Development (please specify): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Clean energy (e.g. large scale solar facility, battery storage, bylaws and/or updates to solar bylaws to protect pollinator habitat) <input type="checkbox"/> Floodplain Bylaw/Ordinance updates with the new state model Floodplain Bylaw for the FEMA regulated 100-year floodplain <input type="checkbox"/> Housing/Mixed Use: Diversifying housing options / Short-Term Rental <input type="checkbox"/> Stormwater management-related/flood resilience zoning <input type="checkbox"/> Other: _____ 	Ray Purington administrator@gillmass.org

RANK	Of all of the projects you selected, what are your municipality's <u>top three</u> DLTA project priorities?
<p>Your Municipality's Top 3 Choices:</p> <ol style="list-style-type: none"> 1. FirstLight FERC relicensing & MassDEP 401 WQC 2. Hazard Mitigation Plan update 3. ADU Zoning Bylaw assistance, including attending Planning Board meetings, facilitating discussions, and drafting Gill's bylaw changes. 	

	CULVERT ASSESSMENTS: WAITING LIST <u>IS CLOSED FOR 2025</u>	
	<p>Culvert Assessments. 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>Due to high demand, the following towns are in queue for culvert assessments in 2025: Buckland (Spring 2025), Rowe, Warwick and Whately</p> <p>FRCOG will reopen the waiting list in 2026.</p>	

Ray Purington/Gill Selectboard

From: Ray Purington/Gill Selectboard <administrator@gillmass.org>
Sent: Wednesday, January 08, 2025 3:13 PM
To: Charles Garbiel (charlesgill42@yahoo.com); 'Greg Snedeker (gksnedeker@gmail.com)'; 'Randy Crochier (hxydad77@yahoo.com)'; Alden Booth; Allen Tupper Brown; Andy Cole; Claire Chang (claire@solargreenfield.com); Janet Masucci; Vicky Jenkins (vjenkins01354@gmail.com)
Subject: FW: Municipal Energy Manager Services
Attachments: FRCOG MEM Grant_Support Letter Template.docx

FYI.

There are two sentences in the attached sample support letter that are definitely true for Gill: “However, as a small town with limited capacity and without a dedicated energy or sustainability manager, completing energy savings projects can take several years to line up required audits and funding. Working with a dedicated Energy Manager would allow the Town to create an energy management plan, identify and prioritize energy saving initiatives, and implement projects in a streamlined manner.”

The solar feasibility & roof replacement study for the Riverside Building is an excellent example of not being able to implement projects in a timely fashion.

With the right person in the Energy Manager role, it could be a useful position. The person would need to be competent, confident, and knowledgeable of energy conservation measures, renewable energy, municipal government, procurement, etc. And with the wrong person in the role, it just creates more work for everyone else.

Ray

From: Jessica Atwood [mailto:JAtwood@frcog.org]
Sent: Wednesday, January 08, 2025 2:24 PM
To: Jessica Atwood <JAtwood@frcog.org>; Allison Gage <agage@frcog.org>
Subject: Municipal Energy Manager Services

Good afternoon Mayor, Town Administrators and Municipal Planning/Community Development Staff,

The FRCOG is considering applying for a **Municipal Energy Manager Grant** through Mass Save, a collaborative of electric and natural gas utilities and energy efficiency service providers. If successful, this program would provide funding for the FRCOG to work with participating Franklin County municipalities to develop energy management practices, track energy consumption, oversee the installation of energy-saving projects, and plan decarbonization efforts. The program prioritizes school buildings, but any municipal building could be included in the program. We know many of you have been working to decrease municipal energy use through the Green Communities program. But we have heard from some towns that additional support to prioritize, oversee projects, and guide them from the planning to implementation stage would be helpful. The FRCOG currently has grant funding from the DOER to help towns prepare annual reports and write grant applications for the Green Communities program, so this grant provides an opportunity to expand on those services for participating municipalities.

If awarded, the grant would fund staffing for Energy Manager services within the FRCOG for three years. At this point we are hoping to hear from at least 3 or 4 municipalities that would be interested in participating in this program so that we can assess if we should move forward with a regional application. **If your municipality**

is interested in potentially participating in this effort and receiving Energy Manager services, please let Allison Gage know as soon as possible by emailing her at agage@frcog.org. We also will need a signed letter of support letter to include in the application. A template letter of support is attached. The grant application is due January 31st, so we will need to **receive the signed letter of support via email to agage@frcog.org by no later than Thursday, January 30th.**

If you have questions about the program, we would be happy to talk through them. General information about the program is available [online here](#).

Sincerely,

Allison Gage

Senior Land Use & Natural Resources Planner

Email: agage@frcog.org

Telephone: 413-774-3167 x136

Jessica Atwood

Director of Planning



John W. Olver Transit Center

12 Olive St., Suite 2, Greenfield, MA 01301

413-774-3167 X 123

www.frcog.org

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To: Gill Selectboard
From: Vicky Jenkins - Chair of Gill Energy Commission
Date: January 22, 2025
RE: FRCOG Municipal Energy Manager Grant

The FRCOG is applying for a Municipal Energy Manager Grant (MEM) through Mass Save. If awarded, the grant would provide funding to the FRCOG to staff a position to work with participating Franklin County municipalities. It would provide assistance in helping towns develop energy management practices, become more energy efficient, and oversee the installation of energy-saving projects. The program prioritizes school buildings, but any municipal building could be included in the program. The grant would provide funding to the FRCOG to staff MEM services for three years.

At its January 22nd meeting, the Gill Energy Commission voted unanimously to recommend that the Gill Selectboard express to the FRCOG Gill's interest in the MEM grant opportunity. We feel that it is an excellent opportunity to help Gill with three important energy savings projects:

1. the Gill Elementary School roof and insulation project
2. the feasibility study for roof replacement and solar installation at Riverside
3. the need for upgraded electric service at the Public Service Building

These are projects that are beyond the scope of the volunteers of the Energy Commission. The Energy Commission would offer to be the Town's liaison and coordinate activities with the MEM staff member to relieve any possible additional work required of our Town Administrator.

A template letter of support is attached and a signed copy would need to be returned to the FRCOG to include in the application by Wednesday, January 29th.

Thank you,

Vicky for the Energy Commission

TOWN OF GILL

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



January 27, 2025

Jessica Atwood
Director of Planning
Franklin Regional Council of Governments
12 Olive Street
Greenfield, MA 01301

Re: FRCOG's Application to the Mass Save Municipal Energy Manager (MEM) Grant Program

Dear Ms. Atwood:

The Town of Gill is writing in support of the FRCOG's application to the MEM grant program sponsored by Mass Save. We are actively working to reduce energy use and greenhouse gas emissions, primarily by participating in the Green Communities program. However, as a small town with limited capacity and without a dedicated energy or sustainability manager, completing energy savings projects can take several years to line up required audits and funding, develop bid documents, and contract projects. Working with a dedicated Energy Manager would allow the Town to create an energy management plan, identify and prioritize energy saving initiatives, and implement projects in a streamlined manner.

The Town has several buildings and projects we would like the Energy Manager to focus on during the grant period, including:

1. Gill Elementary School roof replacement and insulation project
2. Riverside Municipal Building feasibility study for roof replacement and solar installation
3. Public Safety Complex upgrade to electric service to accommodate increased load from future mini splits and electric vehicles

The Municipal Energy Manager Grant presents a valuable opportunity for the Town of Gill to continue our efforts to reduce greenhouse gas emissions and reduce energy use. We look forward to partnering with the FRCOG on this opportunity.

Sincerely,

Ray Purington
Town Administrator



Gill Fire Department

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

January 16, 2025

Gill Selectboard:

On January 16, 2025, the Gill Fire Department Board of Engineers approved for appointment to the Gill Fire Department the following name(s).

Firefighter: Matthew McCarthy

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: 1/4/24

Personal Information:

Name: Matthew McCarthy Home Phone: _____
 Address: 85 Shelburne Rd. 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 _____ Class D

Education and Training:

Name/Location	Course of Study	Years Completed	Degree
High School: <u>Franklin County Technical School</u>	<u>Carpentry</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.

Firefighter 1/2 Certification, EMT Basic, Fire Instructor 1

Employment History:

Present employer: Weston Fire Department
 Address: 394 Boston Post Rd. Weston, MA 02493
 Supervisor: _____ Telephone: _____
 Position Title and Duties: Firefighter / EMT
 Reason For Leaving: Still Employed
 Dates of Employment: 08/23 - Present

Past Employer: Greenfield Fire Department
 Address: 41 Main St Greenfield MA 01301
 Supervisor: _____ Telephone: _____
 Position Title and Duties: Firefighter / EMT
 Reason For Leaving: Job opportunity
 Dates of Employment: 10/17 - 08/23

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? 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).

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.

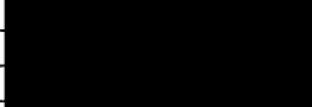
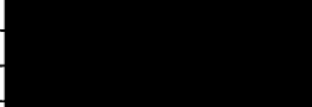
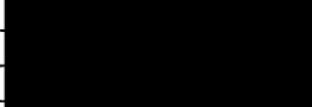
NO

Additional Information:

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

I've Been a member in the past and wish to rejoin and help the residents of Gill

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

Name	Employment/Job Title	Contact Number
1 <u>William Kimball</u>	<u>Greenfield Fire Lt.</u>	
2 <u>Aaron Budine</u>	<u>Berkshire Gas Supervisor</u>	
3 <u>Mitchell Waldron</u>	<u>Gill Fire Capt.</u>	

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: 1/4/24



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

MAURA T. HEALEY
GOVERNOR

KIMBERLEY DRISCOLL
LIEUTENANT GOVERNOR

January 17, 2025

Chief Gene Beaubien
Town of Gill
196A Main Road
Gill, MA 01354

Dear Chief Beaubien,

Congratulations! I am pleased to inform you that the Executive Office of Public Safety and Security and the Department of Fire Services (DFS) has awarded the Town of Gill Fire Department \$10,500.00 in State Fiscal Year 2025 funding for the Firefighter Safety Equipment Grant Program.

With each new challenge, the fire service in Massachusetts demonstrates its ability to adapt, overcome, and continue providing the excellent level of services that the citizens of the Commonwealth have come to expect. Please know how thankful I am for this, and how grateful I am to be able to provide your department with this important equipment.

The Healey-Driscoll Administration is committed to supporting local fire departments and working with communities to come into compliance with the MBTA Communities Law, which is an essential component of our efforts to make housing more affordable. Due to the recent Supreme Judicial Court ruling, all communities have additional time to come into compliance with the MBTA Communities Law, so no community is being denied a fire safety grant for not being in compliance at this time. Compliance will be taken into consideration for future grant rounds, as it will be for all discretionary grant programs.

The contract, terms and conditions, and other documents for this program will be provided to you by DFS. Please contact Tim Moore at DFS with any questions about this award at 978-567-3721 or Timothy.Moore@mass.gov for contract terms, conditions, and other award documents.
Sincerely,

Handwritten signature of Maura T. Healey in blue ink.

GOVERNOR MAURA T. HEALEY

Handwritten signature of Kimberley Driscoll in blue ink.

LT. GOVERNOR KIMBERLEY DRISCOLL

CC: Deputy Chief William Kimball

Department of Fire Services and the Town of Gill FY25 Firefighter Equipment Grant Agreement Scope of Work and Budget

Authorization: This grant is awarded by the Executive Office of Public Safety through the Department of Fire Services' FY25 Firefighter Safety Equipment Grant program for the purchase of firefighter safety equipment in accordance with Section 2D of Chapter 151 of the Acts of 2020, the Department of Fire Services Earmark and Grants policy and procedures, and 815 CMR 2.00 regarding the administration of State Grants.

Grant Project Description: Purchase of firefighter safety equipment as listed in the budget section of this Scope of Work.

Grant Manager: The MA Department of Fire Services and the grantee will each assign a grant manager with respect to this Scope of Work. It is anticipated that the grant manager will not change during the period the Scope of Work is in effect. In the event that a change is necessary, the party requesting the change will provide prompt written notice to the other. In the event a change occurs because of a non-emergency, two-week written notice is required. For a change resulting from an emergency, prompt notice is required.

The MA Department of Fire Services grant manager will work closely with the grantee to ensure successful completion of the grant, will consult with the grantee to develop the Scope of Work, will coordinate input as needed, and will review and approve deliverables, progress reports and authorize acceptance and compensation of deliverables.

The grantee's grant manager will serve as the liaison between the MA Department of Fire Services and all grantee personnel participating in this program, will maintain the Scope of Work and Budget in consultation with the MA Department of Fire Services grant manager, will facilitate regular communication with the MA Department of Fire Services grant manager including status reports/updates and review of performance against the Scope of Work, and will work closely with the MA Department of Fire Services to ensure successful completion of the grant.

The grantee's grant manager is Chief William Kimball who can be reached at: 196A Main Road, Gill, MA 01354, tel 413949-7022, email: wkimball@gillmass.org. The MA Department of Fire Services grant manager is David Clemons, Director of Operations, 1 State Road, Stow, MA 01775, tel 978-567-3179, email: David.Clemons@mass.gov.

Budget: The funds may not be used to serve as a match for a federal grant. The funds may not be used for construction and all applicable local and state procurement requirements must be adhered to in the use of the grant funds. The grant funds must be used only to purchase the following approved firefighter safety equipment.

Grant Award:

Department	Description of allowable Equipment
Town of Gill	Gloves (Structural) Helmet (Structural) Individual SCBA Facepiece
Total Award	\$10,500.00

Reimbursement Request Process: The MA Department of Fire Services agrees to disburse funds on a cost reimbursement basis. All costs requested for reimbursement must be listed on the DFS Grant/Earmark reimbursement form. Appropriate supporting documentation for all non-salary costs must also be attached, including:

1. copy of invoice
2. proof of payment – cancelled check or similar other proof of payment documentation such as a copy of the City/Town warrant or invoice that is marked paid and signed as paid by the City/Town fiscal officer.

Period of Performance: Approved expenditures may not be made until a contract has been executed between DFS and the grant recipient. Expenses incurred prior to execution of a contract **will not** be eligible for reimbursement through this program.

Grant recipients must take delivery of equipment no later than June 30, 2025. Equipment delivered to the recipient after that date **will not** be eligible for reimbursement through this program.

Reimbursement requests must be submitted no later than July 25, 2025. DFS will only reimburse for costs incurred through the grant performance period, June 30, 2025.

Grant Monitoring: The Department of Fire Services may conduct grant monitoring through either a desk-based review or on-site monitoring visits, or both, in order to obtain additional information or verify information related to grant spending, grant-funded activity, or grant award outcomes. Advance notice will be given prior to a site visit. Findings of non-compliance with any portion of the terms of the FY25 Firefighter Safety Equipment Application, the executed Standard Contract Form, and the DFS Grant Agreement Scope of Work and Budget may result in a demand for funds to be returned to DFS.

Changes in Scope of Work or Budget: The grant project description and budget are fixed and any change would be a “material” change in the contract. “Material” changes to the project description (adding, deleting or altering items) or budget lines (deletions, additions or changes to items) will require both parties to execute a *Standard Contract Amendment Form*. Contract amendments may not be done retroactively and must be done prior to the grant end date.

Records Management: The grantee shall maintain records in accordance with 815 CMR 2.08. This regulation includes but is not limited to “... maintain records, books, files and other data as specified in a contract and in such detail as shall properly substantiate claims for payment under a

contract, for a minimum retention period of seven years beginning on the first day after the final payment under a contract, or such longer period as is necessary for the resolution, of any litigation, claim, negotiation, audit or other inquiry involving a contract...”

Opportunity to Consult with Counsel: Grantee acknowledges that it has had the opportunity to consult with counsel of its choosing in the review of this Agreement, that it is encouraged by the DFS to do so and that the Grantee is fully aware of the contents of this agreement and its legal effect.

Representations: The individuals signing this agreement attest that they are competent and authorized to enter into this Agreement on behalf of their respective agencies.

Approved by:

Approved by:

Town of Gill

Department of Fire Services

Print Name and Title

Jon Davine, State Fire Marshal
Print Name and Title

Date

Date



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company (must match Form W-9 tax classification)

Contractor Legal Name	Contractor Vendor/Customer Code <small>(if available, not the Taxpayer Identification Number or Social Security Number)</small>
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INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

There are three types of electronic signatures that will be accepted on this form: **1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.** Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature	Date
Print Name	Phone Number
Title	Email Address

A copy of this listing must be attached to the "record copy" of a contract filed with the department.