



# **SEWER COMMISSION AGENDA & MEETING NOTICE**

***June 16, 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

6:30 PM Call to Order (If the meeting is being videotaped, announce that fact. If remote participation will occur, announce member & reason, & need for roll call voting)

## Old Business

- Review of Minutes from 2/10/25, 4/7/25, 5/20/25
- Fats, Oils, & Grease Regulations – any new comments/suggestions on sample regulations from Northampton?
  - Invite potentially affected business and property owners to next meeting?
  - Distribute draft to Board of Health & CPHS?

## New Business

- Review and sign Sewer Commitments
  - 2025-Kwader – bill date of June 6, 2025 with a total of \$379.05 (sale of 61 Riverview Dr)
- Discussion regarding current practice of charging sewer-related labor hours & mileage by Highway Department employees to Sewer budget (agenda item requested by Jeff S. at 5/20 Sewer Commission meeting)
- GIS Mapping of sewer manholes & pump station – project to be done by RCAP Solutions at no cost during July/August. Mapping is required component of NPDES permit (EPA/DEP)
- Schedule next meeting (Monday, July 14<sup>th</sup>?)
- Other business as may arise after the agenda has been posted.

## Adjournment

**Town of Gill  
Board of Health  
Fats, Oils, and Grease Management Regulation**

(If adopted, this would be a Board of Health regulation. Still need to determine how it would be incorporated into or referenced by Gill's Sewer Use Regulations.)

**A. Statement of Purpose:**

The purpose of this Regulation is to protect residents, businesses and the environment within the Town of Gill from blockages of the Town's sanitary sewer system caused by Fats, Oils, and Grease (FOG) discharged from Food Service Establishments in Gill. All new and existing facilities that generate and discharge FOG in the wastewater flow shall install, operate, and maintain a FOG pretreatment system, as further defined herein. The requirements of this Regulation shall supplement, and be in addition to, the requirements of the Town of Gill Sewer Use Regulations, Massachusetts State Plumbing Code and the Massachusetts State Sanitary Code.

**B. Authority:**

This regulation is promulgated to the authority granted to the Gill Board of Health, pursuant to M.G.L Chapter 111, Section 31, that "Boards of Health may make reasonable health regulations."

**Definitions:**

For the purpose of this regulation, the following words shall have the following meanings:

**248 CMR:** Massachusetts State Plumbing Code Regulation.

**Agent:** A duly authorized agent of the Gill Board of Health, Sewer Commission, and/or Highway Department.

**Best Management Practices (BMP'S):** Schedules of activities, prohibitions of practices, maintenance procedures and other management practices to prevent or reduce the introduction of FOG to the sewer facilities.

**Board:** The Board of Health of the Town of Gill.

**Discharge Limit:** The maximum amount of FOG discharge shall not exceed 200 milligrams per liter (mg/l) of wastewater.

**Food Service Establishment:** Any facility issued a food service establishment permit by the Gill Board of Health or its Agent or any facility that prepares or sells food and as a byproduct, discharges FOG into the municipal sewer system.

**Fats, Oil & Grease (FOG):** Any substance (either liquid or solid) such as a vegetable or animal product that is used in, or is a byproduct of, the cooking or food preparation process, and that turns or may turn viscous or solidifies with a change in temperature or other conditions.

**FOG Pretreatment System:** Refers to one of the following grease removal systems:

1. Indoor Automatic Grease Trap
2. Indoor Passive Grease Trap
3. Outdoor/Underground Grease Interceptor

**Food Grinder:** Any device installed in the plumbing or sewage system for the purpose of grinding food waste or food preparation byproducts for the purpose of disposing of it in the sewer system.

**Grease Trap/Interceptor:** A device, pursuant to 248 CMR, which is designed to remove undissolved and/or suspended FOG from wastewater.

**Indoor Automatic Grease Trap:** An active automatic grease trap which separates and removes FOG from effluent discharge and cleans itself of accumulated FOG at least once every twenty-four hours utilizing: (1) an electromechanical apparatus to accomplish removal, or (2) an approved automatic bioremediation grease control mechanism that suppresses or limits the formation of accumulated FOG through application of indigenous microbial nutrients.

**Indoor Passive Grease Trap:** A passive grease trap installed inside a building designed to remove FOG from flowing wastewater while allowing wastewater to flow through it. Also, known as an indoor grease trap fitted with an approved automatic bioremediation grease control system that suppresses or limits the formation of accumulated FOG through application of indigenous microbial nutrients.

**Outdoor/Underground Grease Interceptor:** A passive grease trap installed outside a building (having a capacity of 1,500 Gallons or more) designed to remove FOG from flowing wastewater while allowing wastewater to flow through it. Also, known as an outside grease trap fitted with an approved automatic bioremediation grease control system that suppresses or limits the formation of accumulated FOG through application of indigenous microbial nutrients.

**Permitted Offal/Septage Hauler:** A hauler of offal/septage substance who is licensed by the Gill Board of Health or its Agent.

**Sewer Pipe:** Any **Town (keep?)** sanitary sewer piping **connected to the Riverside sewer system (add?)**, including but not limited to interior and exterior building sanitary sewer piping, or any main or lateral sanitary sewer piping, regardless whether such piping is located on private or municipal land.

**Substantial Renovations:** Any renovation to a Food Establishment that would increase the number of permitted seating capacity or would alter in any way the kitchen facility.

### **C. Standards of Practice:**

All Food Service Establishments and other identified entities shall implement Standards of Practice to minimize discharge of FOG to the sewer system.

1. The Gill Board of Health or its Agent or authorized representatives may at any time require the installation, upgrade and/or relocation of a FOG Pretreatment System, as deemed necessary to maintain any sewer pipe from obstructions caused by fats, oil or grease. The establishment shall be responsible for any and all costs for installing and maintaining said system.
2. Any newly built Food Establishment or those undergoing Substantial Renovations shall install where applicable in accordance with 248 CMR an Outdoor/Underground Grease Interceptor, with a minimum 1,500-gallon capacity, or an Indoor Automatic Grease Trap. Pretreatment systems must be sized according to the manufacturer and in compliance with 248 CMR.
3. Plumbing fixtures to be protected by grease traps and interceptors shall include;
  - a. Pot sinks (with bowl depths exceeding ten inches)
  - b. Scullery sinks (with bowl depths exceeding ten inches)
  - c. Floor drains
  - d. Floor sinks
  - e. Automatic dishwashers regardless of temperature
  - f. Pre-rinse sinks
  - g. Soup kettles or similar devices
  - h. Work stations
  - i. Automatic hood wash units
  - j. Any other fixtures or drains that can allow FOG to be discharged into the sewer
4. An Indoor Automatic Grease Trap or Indoor Passive Grease Trap shall be inspected, serviced and cleaned monthly or as needed by a professional drain cleaner, licensed plumber or Permitted Offal/Septage Hauler. The Gill Board of Health or its Agent may **on a case-by-case basis (add?)** amend the frequency for Indoor Automatic Grease Trap or Indoor Passive Grease Trap cleanings and maintenance.

5. An Outdoor/Underground Grease Interceptor shall be pumped, inspected and serviced by a Permitted Offal Septage Hauler at least every three months or at a frequency deemed necessary to prevent any potential blockage. The Gill Board of Health or its Agent may **on a case-by-case basis (add?)** amend the frequency for Outdoor/Underground Grease Interceptor cleanings and maintenance.
6. All connections to a grease removal unit shall be equipped with a proper "Flow Control Device". A Flow Control Device must conform to the requirements of 248 CMR 10.09(2)(i).
7. FOG shall not be disposed by means of a sanitary sewer. FOG shall be collected in an appropriate container from by an approved vendor, and stored on the premise in a location deemed acceptable to the Gill Board of Health or its Agent. The container shall be stored on an impervious surface, such as concrete or pavement, and in a sheltered area to prevent entry of precipitation and vermin. While stored, the container must be sealed and the surrounding area kept in sanitary conditions at all times. Fats, oil and grease shall be removed by a Permitted Offal/Septage Hauler and taken away from the premises as needed.
8. All automatic electrical/mechanical grease removal and treatment units shall be sized in accordance with the manufacturers written recommendations and in compliance with 248 CMR.
9. The following Best Management Practices shall apply to all Food Service Establishments:
  - a. Practice dry clean up. Excess grease shall be scraped or dry-wiped from frying pans, pots and dishes into containers or garbage bags for disposal in a trash can or other garbage receptacle.
  - b. Place leftover foods, meat and vegetable trimmings, etc. in the trash can, food waste compost receptacle or other garbage receptacle and not down the garbage disposal.
  - c. Preventing spills reduces the amount of food waste that enters the wastewater system. Empty waste collection containers before they are completely full. Use a cover to transport grease trap contents to the grease barrel.
  - d. All staff should be aware of and trained to perform correct cleaning procedures, particularity for under-sink traps that are prone to break down due to improper maintenance.
  - e. Never use the toilet for disposal of kitchen wastes. Do not flush paper towels and other bulky paper products down the toilet. These bulky items, combined with the grease build-up will stop the flow of wastewater through private plumbing and the sewer system.
  - f. Make sure all drain screens are installed.

#### **D. Prohibitions**

1. Sink water temperatures shall not exceed 140 degrees Fahrenheit.
2. Food grinders shall not be discharged through a grease trap/interceptor.
3. The use of emulsifying agents such as solvents, acids and caustics, and other toxic and or hazardous chemicals, and petroleum products known to have uses as a declogger or degreaser is prohibited.
4. The use of bacterial or enzymatic treatments to improve discharge flow is prohibited.

#### **E. Inspections:**

The Gill Board of Health or its Agent will conduct routine inspections to ensure conformance of this regulation.

1. Cleaning and maintenance records for all FOG removal and treatment systems shall be part of regular inspection of a Food Service Establishment. A Food Service Establishment inspection may be unannounced but shall occur during regular business hours.
2. Upon routine inspection conducted by the Board or its Agent, the owner or person in charge of the Food Service Establishment is responsible for having all grease traps and/or interceptors open for visual inspection.
3. Records pertaining to removal and treatment of FOG, as set forth below, shall be maintained by the business owner or operator within the premise of the Food Service Establishment for no less than two years. Upon request, the owner or operator shall furnish all records required to enforce and monitor compliance with this Regulation.
  - a. A grease trap maintenance log shall be kept onsite and properly maintained relative to the operation/maintenance of any FOG Pretreatment System. This log shall be readily accessible for review by the Board or its Agent.
  - b. All pumping and hauling records shall be properly maintained on a regular basis and readily accessible for review by the Board or its Agent.
  - c. Each grease trap and/or interceptor shall have its own individual maintenance log.

#### **F. Variances:**

A request to vary from this Fats, Oil and Grease Management Regulation shall be submitted in writing to the Town of Gill Board of Health stating the reason(s) for the request. The Board of Health may consult with its Agent for the granting of variances.

1. The Board may grant a variance from the requirements of this Regulation for:
  - a. Operation and maintenance (O&M) frequencies. Any application for an O&M variance must be accompanied by a written letter from the Food Service Establishment's O&M contractor and system provider;
  - b. The type of FOG Pretreatment System required; or
  - c. The imposed time frame for correcting a violation.
2. Any request for a variance for a Food Service Establishment to use an alternative method, system or product that does not comply with 248 CMR 3.00 through 10.00 must additionally apply, and receive in advance, a variance from the State Board for Plumbers and Gas Fitters pursuant to 248 CMR 3.04(2).
3. Financial hardship is not in itself proper grounds for a variance or waiver request.

#### **G. Violations:**

1. Written notice of a violation of this Regulation shall be given to the owner the permitted Food Service Establishment by the Board of Health or its Agent, specifying the nature of the violation, date and time of the violation, any preventive measures required to avoid future violations, and the time frame for completing any necessary corrections.
2. Any person who violates any provision of this Regulation may be fined or sanctioned, under Chapter 111 Section 31 of the Massachusetts General Laws as a civil offense. Sanctions may include the following:

First Offense:	Written warning
Second Offense:	\$100.00 fine
Third Offense:	\$250.00 fine
Fourth Offense:	\$500.00 fine

Each day or portion thereof during which a violation continues may constitute a separate offense.

**(Need to compare this section to other BOH fines for consistency & legal compliance.)**

3. The Board of Health may additionally order the immediate suspension or revocation of a Food Service Establishment permit for any the following reasons:
  - a. Any violation of this Regulation deemed to be of a serious nature;
  - b. Repeated violations of this Regulation;
  - c. Interference with an authorized agent in the performance of the agent's duty pursuant to this Regulation;
  - d. Failure of a permit holder to comply with a written directive relative to this Regulation;
  - e. Failure to adequately maintain required records or logs pursuant to this Regulation; or
  - f. Keeping or submitting any misleading or false record, log or document required by this Regulation.

#### **H. Hearing:**

The person or persons to whom any order or notice is issued pursuant to this Regulation may request a hearing before the Board of Health. Such request shall be in writing and shall be filed in the Gill Town Hall, 325 Main Road, within seven (7) days after receipt of an order or notice.

#### **I. Severability:**

If any word, clause, phrase, sentence, paragraph, or section of this Regulation shall be declared invalid for any reason whatsoever, that portion shall be severed and all other provisions of the Regulation shall remain in full force and effect.

#### **J. Effective Date:**

Following a public hearing held on \_\_\_\_date\_\_\_\_, this Regulation was adopted by vote of the Gill Board of Health on \_\_\_\_date\_\_\_\_. Following public notification, this Regulation shall become effective on \_\_\_\_date\_\_\_\_. **Food**

Service Establishments in existence prior to the adoption/effective date of this Regulation shall have until \_\_\_\_\_date\_\_\_\_\_ to come into full compliance with this Regulaton. (add?)

Signatures:

Name	Signature	Date
Jeffrey W. Blomstedt, Chair		
Charles J. Garbiel II		
Leslie Wheeler		

A public hearing was held on: \_\_\_\_\_date\_\_\_\_\_.

# TOWN OF GILL

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



## SELECTBOARD MEETING MINUTES

*August 15, 2022*

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: Charles Garbiel, Randy Crochier and Greg Snedeker

Members Absent: None

Others Present: Ray Purington, Town Administrator; Janet Masucci, Jerri Higgins, John Miner, Julian Mendoza, Gene Beaubien, Jeff Suprenant, Peter Conway, and David Conway

Review of Minutes: Randy made a motion, seconded by Charles, to approve the minutes of 7/5/22. The motion was approved by a vote of 2 in favor and 0 opposed, with Greg abstaining from the vote. Randy made a motion, seconded by Greg, to approve the minutes of 8/1/22. The motion was approved by a vote of 2 in favor and 0 opposed, with Charles abstaining from the vote.

Problems at Riverside Sewer Pump Station: Highway Superintendent John Miner presented a 6-month summary of problems at the Riverside Sewer Pump Station caused by clothing and other debris (rope, diapers, t-shirts, sports bra, other clothing) binding up the pumps and causing the pump motors to overheat and burn out. The sewer budget has paid out just over \$9,900 for contracted services related to rebuilding and installing the pumps. Miner also noted his department provided 138 hours of labor dealing with the problems, and questioned whether in the future labor hours should be charged to the sewer budget or the Highway budget. There was consensus among the Selectboard members the sewer budget should be charged for the labor hours so that it is possible to know the total expenses associated with operating the pump station.

Riverside resident Jeff Suprenant questioned whether the clothing and other items could be originating from the Four Winds School and being flushed down the toilets by students. The Selectboard quickly cautioned there was no evidence to support the accusation. Suprenant also stated it might be time to reevaluate how operating costs for the sewer system are funded, and suggested the costs should no longer be 100% funded by sewer use fees charged to homes and business connected to the system. Randy noted the Riverside Sewer System does provide an indirect benefit to Gill homeowners with septic systems. Because the sewage from Riverside is treated at Montague's wastewater treatment facility, that facility has been willing to accept septage from companies that have pumped out septic tanks in Gill.

Riverside resident David Conway questioned the frequency with which restaurants connected to the sewer system have their grease traps cleaned out. Miner noted it was several years ago when the wet well (large underground holding tank located prior to the sewage pumps) underwent a major cleanout to remove 5 – 7 feet of accumulated grease and solids. Since then his department has been using an additive to help prevent grease buildup, but they are still seeing an accumulation of grease. Randy stated the health codes require food service locations to have their grease traps cleaned out, but the codes do not specify a frequency. Buildup in a grease trap is related to the amount of use (size of the restaurant, hours of operation, menu items) and size of the grease trap, among other things, so a one-size-fits-all cleanout policy may not be practical.

Peter Conway and Suprenant both volunteered to serve on a sewer advisory committee, if the Selectboard is interested in forming one. It was decided to revisit formation of a committee at the Selectboard's meeting on September 12<sup>th</sup>. Suprenant, Peter Conway and David Conway left the meeting at 6:10 PM.

Line Painting Purchase Order: Miner requested approval of a purchase order for \$11,841.98 to have K5 Corporation paint the yellow and white lane markings on Main, West Gill, and Boyle Roads. The Selectboard approved the request by consensus. Miner left the meeting at 6:15 PM.

Northfield EMS Regionalization Study: The Town of Northfield is conducting a grant-funded study exploring the idea of regionalizing their ambulance and emergency medical services (EMS) program. The study is being coordinated by Stephen Foley of the Collins Center of UMASS Boston, and Foley has invited Gill's Fire Chief,



Town Administrator, and a Selectboard member to be interviewed and give feedback for the study. A scope of services for the study was reviewed.

Randy commented on his experiences with regionalizing town services, and noted for it to be successful, the regional program needs to be helpful to all the towns it serves. Early discussions of the governance structure are critical to the success of the regional program, as well as the financial implications for towns to join or leave the program. By consensus the Selectboard agreed it makes sense for Gill's officials to participate in the Northfield EMS study. Randy will be the Selectboard's representative for the meeting with Foley.

Fire Department Purchase Order: Fire Chief Gene Beaubien reported hose testing was conducted earlier today. Four 50-foot lengths of 2-1/2" hose failed due to age and there is other hose that has become outdated. He presented a purchase order to Firematic Supply for \$4,728.00 for sixteen 50-foot sections of 1-3/4" hose and sixteen 50-foot sections of 2-1/2" hose. The purchase order was approved by consensus. Beaubien left the meeting at 6:28 PM.

Sewer Abatement: Randy made a motion, seconded by Greg, to approve a \$64.25 sewer abatement for Mark & Karen Timberlake for metered water used to fill a swimming pool. The motion was approved by a unanimous vote.

Sewer Commitment: Greg made a motion, seconded by Randy, to ratify the action of the Chair in signing the sewer commitment # 2022-004 for \$55,353.48 with a bill date of July 19, 2022. Because the Selectboard cancelled its regular meeting on July 18<sup>th</sup> the Chair signed the commitment in order to allow timely mailing of the sewer bills. The motion was approved by a unanimous vote.

Cultural Council Appointment: Greg made a motion, seconded by Randy, to reappoint Anna Hendricks as a member of the Cultural Council for a term of 8/5/22 – 8/5/25. The motion was approved by a unanimous vote.

FirstLight Relicensing & Shared Legal Services: At its June 22<sup>nd</sup> meeting the Selectboard voiced support for joining with the FRCOG and the Towns of Montague, Erving, and Northfield to share the cost of expert legal services from Attorney Ronald Shems when FirstLight's relicensing application with the FERC enters its critical phase. The FRCOG will contribute \$10,000 toward the effort and each town will contribute \$2,500. To move forward with the endeavor the Town needs to sign a Memorandum of Understanding (MOU) between the Town of Gill, the FRCOG, and the other three towns. Randy disclosed he is an employee of the FRCOG and recused himself from the discussion and vote. Greg made a motion, seconded by Charles, to authorize Charles as Chair to sign the MOU on behalf of the Town. The motion was approved by a vote of 2 in favor and 0 opposed, with Randy abstaining from the vote.

Donation of Compost Bin for Harvest Festival: Ray suggested the Selectboard donate one of the *Earth Machine* compost bins as a door prize for the Agricultural Commission's Harvest Festival on September 25<sup>th</sup>. Twenty of the compost bins were purchased by the Town using Recycling Dividend Program (RDP) grant funds at a cost of \$54.50 each. The grant allows the Town to re-sell the bins to residents at the discounted price of \$25 each, with the proceeds going to the Town's recycling revolving fund. Greg made a motion, seconded by Randy, to approve the donation. The motion was approved by a unanimous vote.

Other Appointments: Greg made a motion, seconded by Randy, to appoint Karen Larsen as a member of the Cultural Council for a term of 8/15/22 – 8/15/25. The motion was approved by a unanimous vote. Randy made a motion, seconded by Greg, to appoint Jenna Marotte as the Town's representative to the Upper Pioneer Valley Veterans' Services District for a term through 6/30/23. The motion was approved by a unanimous vote.

Jerri Higgins and Julian Mendoza left the meeting at 6:35 PM.

Warrant: The Selectboard reviewed and signed the FY 2023 warrant # 4 with totals of \$163,760.94 for vendors and \$37,094.16 for payroll.

The meeting adjourned at 6:50 PM.

*Minutes respectfully submitted by Ray Purington, Town Administrator*

*Signed copy on file. Approved on 08/29/2022*

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Randy Crochier, Selectboard Clerk



## Ray Purington/Gill Selectboard

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**From:** Rebekah Novak <[rnovak@rcapsolutions.org](mailto:rnovak@rcapsolutions.org)>  
**Sent:** Tuesday, June 10, 2025 5:29 PM  
**To:** Ray Purington  
**Subject:** GIS - locate Sewer Manholes  
**Attachments:** Community Service Agreement - Gill Collection & Editing.pdf

Hi Ray,

I know we haven't connected yet about NPDES permit stuff. I don't think either of us were any rush since you don't have anything due for quite a while. Actually waiting might even have been better so Sam, the new Superintendent, can get settled in. I think Gill and Montague need to get together soon to discuss some permit details as well as general O&M.

We can put the NPDES permit stuff on the back burner for a little bit but I am ready do the GIS project soon. Summer is a great time to get out in the field.

I don't need any assistance in the field I just need to know the extent of where sewer manholes are located on a map. If you can send me a map of the entire system or even just circle the extents on a google map is just fine. I think you said you have very few (or maybe none) offroad manholes, so we would be able to easily find all manholes in the roadway.

I don't think I ever sent the service agreement, so I have attached it here. – I am happy to request electronic signature through adobe if you don't have it, or don't want to waste paper (to print, sign and scan).

These projects are all different, but essentially, we will locate all Sewer manholes and pump stations and put them into ESRI platform/database. You can have access to the database online, or you can request a simple PDF or paper copy to use (I think an online database is a bit ahead of where you operate). I'll just need copies of your records, and a bit of help connecting lines (pipes) to dots (manholes) to give you an accurate final product with labeled features such as pipe dimension and materials. This database will be ready to go if the Town ever decides to use GIS. (I think there is an annual fee of \$500 to use the database)

We have safety vests and are careful in traffic and will let you know when we are working in town. Of course, if anyone wants to join us, they are welcome!

I should be able to collect all manholes in a single day (or might have to come out another half-day). I would like to come out in July or beginning of August.

Let me know what you think... as always our services are free to you, and you do not need to sign up for any annual fees if you do not wish to use or edit the database. It will be waiting for the Town if/when they ever want to use it.

Let me know if you need some time to get the board to sign this or what the schedule looks like.

Thanks!

**Rebekah Novak, E.I.T**

**Community Specialist, RCAP Solutions, Inc.**

**Cell:** 978-870-2053

**Email:** [rnovak@rcapsolutions.org](mailto:rnovak@rcapsolutions.org)

**Web:** [www.rcapsolutions.org](http://www.rcapsolutions.org)



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## **Work Plan and Community Service Agreement**

**Town of Gill: GIS Collection & Mapping – Gill, MA**

### **RCAP Solutions:**

The mission is to foster personal and public self-reliance and improve the quality of life for individuals, families, and the communities in which they live. RCAP Solutions provides technical assistance and training to communities building capacity at the regional and local level with technical, managerial, financial, project development, asset management and funding acquisition to meet the community's needs. The ability of RCAP Solutions to provide technical assistance free of charge is governed by grants received by RCAP Solutions and the resulting resources received for a specified program year.

### **Project Summary:**

The Town of Gill, Massachusetts has requested RCAP Solutions assistance in collecting, editing and creating maps for the existing sewer system assets. The outcome goals will include providing the Town of Gill with a GIS database and electronic and/or paper maps, which will satisfy new requirements of the NPDES permit and will supplement annual reports. RCAP will also assist with field investigations to confirm asset locations, details and connections.

Upon signing by both parties, this document will serve as a Work Plan and Community Service Agreement guiding the provision of Technical Assistance to the community. If for any reason, either party is unable or unwilling to continue with this project, he or she agrees to promptly notify the other party and to provide an explanation of why the project is not being continued.

### **Hold Harmless**

It is expressly understood and agreed that RCAP is acting solely in an advisory capacity and is not a decision maker, nor an agent, of the community. Any decisions made by the community are solely the responsibility of the community, and RCAP shall not be held liable for any consequences or outcomes resulting from such decisions.

\_\_\_\_\_  
RCAP Solutions Technical Assistance Provider

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Community Representative Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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