

TOWN OF GILL

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



www.gillmass.org

SELECTBOARD MEETING MINUTES

April 4, 2016

Call to Order: The Selectboard meeting was called to order at 5:30 PM.

Members Present: Greg Snedeker, John Ward, and Randy Crochier

Members Absent: none

Others Present: Ray Purington, Admin. Assistant; Mike Jackson, Vicky Jenkins, Bob Perry, Gary Bourbeau, Bruce Yukl, Carrie Stevens

Green Community Grant: Vicky Jenkins, from the Energy Commission, met with the Selectboard to request approval for what is likely the last project from the Green Communities grant. There is \$6,423 remaining to be spent from the grant. The Energy Commission is recommending the Town use the funds to begin investing in restoring the original 9-foot x 3-foot, 12-over-12 single-pane wooden sash windows, and to purchase new storm windows for the eight classroom windows. Don Hayward, a Greenfield-based window restoration expert, is able to fully restore two windows this summer for \$1,700 per window. The storm windows are estimated to cost \$270 each plus freight, and \$100 per window for installation by Hayward. The worst window in each of the two classrooms will be the first to get done.

The total for the two windows and eight storms should be very close to the amount left in the grant. If the grant is exceeded, the extra will come from the Building Maintenance account. It is hoped that the project will continue in future years using funds from the annual budget for building maintenance. The Selectboard approved the project request by consensus.

Ray presented an extension to the Green Communities grant contract from May 30, 2016 to December 30, 2016. This will give enough time to complete the window project this summer and write the final report that is required. The extension was signed. Vicky Jenkins left the meeting at 5:40 PM.

Riverside Cemetery Association: Bob Perry, President of the Riverside Cemetery Association, met with the Selectboard to discuss the future of the private Association and its cemetery. There has been a severe decline in volunteers willing to serve on the Executive Committee that administers the Cemetery. At a special meeting of the Association on March 29, 2016, it was decided to seek a vote at their May 4, 2016 Annual Meeting to dissolve the Association and offer to sell the cemetery land and assets to the Town for one dollar. Perry shared a draft of the Declaration of Dissolution. Perry believes the outcome of the dissolution vote is a foregone conclusion, as the current officers are ready to be finished, and there are no new volunteers likely to step forward to serve. Only five members attended the advertised March 29th meeting, and four of the five are current officers!

Perry reported that there are between 100 and 150 available plot within the "cemetery proper," the walled and fenced area currently used for burials. The Association also owns wooded land behind the cemetery, and that would be included in the sale to the Town. There is approximately \$29,000 in the Association's Perpetual Care account, and approximately \$6,000 in its checking and other accounts. Perry asked that the Town honor the spirit of the donations made to Perpetual Care, and only use the income from those funds on the care and upkeep of the Riverside Cemetery. It currently generates about \$60 of income per year, so it was felt that Perry's request would be easy to carry out.

Bruce Yukl, who owns land across Mountain Road from one of the wooded tracts owned by the Association, stated that there is a deed restriction that prevents the cutting of the trees next to Mountain Road as a means of protecting the aquifer that provides water to his property. That aquifer serves what was once known as Heal All Spring, and was the source of water for the now-defunct Riverside Water Company. Perry stated that all of the original deeds for the various parcels are in delicate condition, but are available to be copied for inspection.

Carrie Stevens, Chair of the Cemetery Commission, explained that the Commission met and discussed this several months ago, when it was a potential proposal. The Commission is in agreement that if the Town does take ownership, any Perpetual Care funds from the Riverside Cemetery should stay assigned for that use in the future.

Yukl raised the prospect of Native American interest in the future use of the cemetery and land behind it, should it become owned by the Town. The property is on the same general elevation as the Mariamante land, which is known to contain artifacts (arrow heads, shards, etc), and is suspected to contain burials of some type.

There was consensus among the Selectboard members that it is worth exploring and pursuing this offer further. Given that the dissolution vote seems very likely to pass, Ray was asked to contact Town Counsel to find language to include this purchase of land & assets as a warrant article for the May 9th Annual Town Meeting. Perry, Yukl, Stevens, and Bourbeau left the meeting at 6:13 PM.

Minutes: Randy made a motion, seconded by John, to approve the minutes of 3/21/16. The vote was unanimous in the affirmative.

Sewer I&I Study: Nothing to report.

Safety Complex Roof / Wall Insulation: Nothing to report. The insulation project is still on track for mid-April.

Gill Elementary Well: An alternate proposal has been received from Health Agent Glen Ayers for a smaller scale, point-of-use treatment system to treat for manganese. In very rough figures, annual operating costs are thought to be \$1,500, with an installation cost of \$50,000. This is significantly less than the \$7,000 and \$180,000 for the whole-building, all-water system that has been proposed by the engineers. Ray will arrange a "meeting of the minds" with Glen, the engineers, school officials, and others to try to come to a consensus recommendation.

Mariamante/Community Solar: Nothing to report.

Annual Reports: A printing estimate has been requested from the Franklin County Jail's print shop, in order to make sure the FY16 and FY17 budgets contain adequate funds to catch up with printing annual reports.

Foundation Budget Review Letter: The Selectboard reviewed a March 23rd statement by the G-M School Committee to the Foundation Budget Review Commission. On a motion by John, seconded by Randy, the Selectboard voted unanimously to sign a similar statement and send it to the Commission and Education Commissioner Mitchell Chester.

Fire Department Board of Engineers: The Selectboard reviewed the nominations from the Board of Fire Engineers for members of the Gill Fire Department to serve as Fire Engineers from 5/1/16 – 4/30/17. Nominated were: Marcus Aucoin, Gene Beaubien, Steve Connell, Patrick Crowningshield, Jason Edson, Stuart Elliott, Kyle Kendall, Matthew McCarthy, Scott Nicholas, Greg Parody, Kenneth Sears, and Paul Sweeney. Newly nominated are Aucoin, Crowningshield, McCarthy, and Nicholas. The other eight are currently Engineers. Randy made a motion, seconded by John, to appoint all the nominees as Fire Engineers from 5/1/16 – 4/30/17. The vote was unanimous in the affirmative.

Resignations: The Selectboard received a resignation from Pam Lester, resigning from the Energy Commission effective March 24, 2016. Suzie Hale's April 6th resignation as Clerical Assistant to the Board of Health, Conservation Commission, Planning Board, and Zoning Board of Appeals was also received. Both were accepted with regret, and with comments from the Selectboard that they are sorry to lose both individuals' service to the Town. A separate meeting will be arranged for the Selectboard to discuss possible changes to the role and duties of the Clerical Assistant, with an eye toward expanded or regular hours that could also be used to assist the Administrative Assistant.

Chapter 90 Aid: Ray reported that the Town will receive \$149,861 of Chapter 90 local transportation aid funding for FY17. This is down slightly from the \$150,995 received in FY16. It is suspected that the decrease is due to small shifts in employment figures for Gill's businesses.

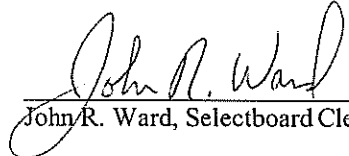
Letter to FERC re Shortnose Sturgeon: John proposed that the Selectboard send a letter to the FERC regarding its recent decisions on studies to be conducted by FirstLight that will affect water flows in the Connecticut River during critical spawning periods for the federally-endangered Connecticut River shortnose sturgeon. He explained that this is an opportunity for the Selectboard to weigh in on water flows in the By Pass Reach (area below the Gill/Turners Falls Dam), and the need to maintain minimum water levels. Randy made a motion, seconded by Greg, to sign the letter to FERC. The vote was unanimous in the affirmative.

Police Dept Grant Application for Body Camera Pilot Program: The Selectboard reviewed a grant application from the Police Department that seeks funding of \$3,580 for four body cameras through the Executive Office of Public Safety & Security's Body Camera Pilot Program. While there was some concern about unintended consequences of using body cameras, and questions about ownership and use of information that is recorded, it was also suggested that the use of the cameras provides a balance between invasion of privacy and protection from police abuse. Randy made a motion, seconded by John, to approve the grant application and authorize Ray to sign the related paperwork. The vote was unanimous in the affirmative.

Warrant: (At the conclusion of the budget meeting that immediately followed this meeting, the Selectboard reviewed and signed the FY 2016 warrant #21.)

The meeting adjourned at 6:45 PM.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



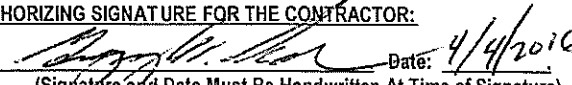
John R. Ward, Selectboard Clerk



COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under Guidance For Vendors - Forms or www.mass.gov/osd under OSD Forms.

CONTRACTOR LEGAL NAME: Town of Gill (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Department of Energy Resources MMARS Department Code:	
Legal Address: (W-9, W-4, T&C): Town Hall, 325 Main Road, Gill, MA 01354		Business Mailing Address: 100 Cambridge Street, Suite 1020, Boston, MA 02114	
Contract Manager: Ray Purington		Billing Address (if different):	
E-Mail: administrator@gillmass.org		Contract Manager: Jane Pfister	
Phone: 413-863-9347	Fax: 413-863-7775	E-Mail: jane.pfister@state.ma.us	
Contractor Vendor Code: VC6000191798		Phone: 617-626-1194	Fax: 617-727-0030
Vendor Code Address ID (e.g. "AD001"): AD_001 (Note: The Address id Must be set up for <u>EFT</u> payments.)		MMARS Doc ID(s): CT ENE 2013-ENE-GILL-P017060	
		RFR/Procurement or Other ID Number: PON-ENE-2010-39	
<u>NEW CONTRACT</u>		<u>X CONTRACT AMENDMENT</u>	
PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> <u>Statewide Contract</u> (OSD or an OSD-designated Department) <input type="checkbox"/> <u>Collective Purchase</u> (Attach OSD approval, scope, budget) <input type="checkbox"/> <u>Department Procurement</u> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <u>Emergency Contract</u> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach <u>Employment Status Form</u> , scope, budget) <input type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification, scope and budget)		Enter Current Contract End Date <u>Prior</u> to Amendment: <u>May 30, 2016</u> Enter Amendment Amount: \$ _____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> <u>Amendment to Scope or Budget</u> (Attach updated scope and budget) <input type="checkbox"/> <u>Interim Contract</u> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <u>Contract Employee</u> (Attach any updates to scope or budget) <input checked="" type="checkbox"/> <u>Legislative/Legal or Other:</u> (Attach authorizing language/justification and updated scope and budget) Amending Contract End Date only	
The following COMMONWEALTH TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <u>Rate Contract</u> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <u>Maximum Obligation Contract</u> Enter Total Maximum Obligation for total duration of this Contract (or <u>new</u> Total if Contract is being amended). \$ <u>139,900</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L.c. 29, § 23A); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See <u>Prompt Pay Discounts Policy</u> .)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Amending the Contract End Date only -- New Contract End Date is December 30, 2016			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <u>LATER</u> than the <u>Effective Date</u> below and <u>no</u> obligations have been incurred <u>prior</u> to the <u>Effective Date</u> . <input checked="" type="checkbox"/> 3. were incurred as of <u>May 30, 2016</u> , a date <u>PRIOR</u> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>December 30, 2016</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X:  Date: <u>4/4/2016</u> (Signature and Date Must Be Handwritten At Time of Signature)		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: <u>Greg Snedeker</u>		Print Name: _____	
Print Title: <u>Chair, Selectboard</u>		Print Title: _____	



INSTRUCTIONS AND CONTRACTOR CERTIFICATIONS

The following instructions and terms are incorporated by reference and apply to this Standard Contract Form. Text that appears underlined indicates a "hyperlink" to an Internet or bookmarked site and are unofficial versions of these documents and Departments and Contractors should consult with their legal counsel to ensure compliance with all legal requirements. Using the Web Toolbar will make navigation between the form and the hyperlinks easier. Please note that not all applicable laws have been cited.

CONTRACTOR LEGAL NAME (AND D/B/A): Enter the Full Legal Name of the Contractor's business as it appears on the Contractor's W-9 or W-4 Form (Contract Employees only) and the applicable Commonwealth Terms and Conditions. If Contractor also has a "doing business as" (d/b/a) name, BOTH the legal name and the "d/b/a" name must appear in this section.

Contractor Legal Address: Enter the Legal Address of the Contractor as it appears on the Contractor's W-9 or W-4 Form (Contract Employees only) and the applicable Commonwealth Terms and Conditions, which must match the legal address on the 1099f table in MMARS (or the Legal Address in HR/CMS for Contract Employee).

Contractor Contract Manager: Enter the authorized Contract Manager who will be responsible for managing the Contract. The Contract Manager should be an Authorized Signatory or, at a minimum, a person designated by the Contractor to represent the Contractor, receive legal notices and negotiate ongoing Contract issues. The Contract Manager is considered "Key Personnel" and may not be changed without the prior written approval of the Department. If the Contract is posted on COMMBUYS, the name of the Contract Manager must be included in the Contract on COMMBUYS.

Contractor E-Mail Address/Phone/Fax: Enter the electronic mail (e-mail) address, phone and fax number of the Contractor Contract Manager. This information must be kept current by the Contractor to ensure that the Department can contact the Contractor and provide any required legal notices. Notice received by the Contract Manager (with confirmation of actual receipt) through the listed address, fax number(s) or electronic mail address will meet any written legal notice requirements.

Contractor Vendor Code: The Department must enter the MMARS Vendor Code assigned by the Commonwealth. If a Vendor Code has not yet been assigned, leave this space blank and the Department will complete this section when a Vendor Code has been assigned. The Department is responsible under the Vendor File and W-9s Policy for verifying with authorized signatories of the Contractor, as part of contract execution, that the legal name, address and Federal Tax Identification Number (TIN) in the Contract documents match the state accounting system.

Vendor Code Address ID: (e.g., "AD001") The Department must enter the MMARS Vendor Code Address ID identifying the payment remittance address for Contract payments, which MUST be set up for EFT payments PRIOR to the first payment under the Contract in accordance with the Bill Paying and Vendor File and W-9 policies.

COMMONWEALTH DEPARTMENT NAME: Enter the full Department name with the authority to obligate funds encumbered for the Contract.

Commonwealth MMARS Alpha Department Code: Enter the three (3) letter MMARS Code assigned to this Commonwealth Department in the state accounting system.

Department Business Mailing Address: Enter the address where all formal correspondence to the Department must be sent. Unless otherwise specified in the Contract, legal notice sent or received by the Department's Contract Manager (with confirmation of actual receipt) through the listed address, fax number(s) or electronic mail address for the Contract Manager will meet any requirements for legal notice.

Department Billing Address: Enter the Billing Address or email address if invoices must be sent to a different location. Billing or confirmation of delivery of performance issues should be resolved through the listed Contract Managers.

Department Contract Manager: Identify the authorized Contract Manager who will be responsible for managing the Contract, who should be an authorized signatory or an employee designated by the Department to represent the Department to receive legal notices and negotiate ongoing Contract issues.

Department E-Mail Address/Phone/Fax: Enter the electronic mail (e-mail) address, phone and fax number of the Department Contract Manager. Unless otherwise specified in the Contract, legal notice sent or received by the Contract Manager (with confirmation of actual receipt) through the listed address, fax number(s) or electronic mail address will meet any requirements for written notice under the Contract.

MMARS Document ID(s): Enter the MMARS 20 character encumbrance transaction number associated with this Contract which must remain the same for the life of the Contract. If multiple numbers exist for this Contract, identify all Doc Ids.

RFR/Procurement or Other ID Number or Name: Enter the Request for Response (RFR) or other Procurement Reference number, Contract ID Number or other reference/tracking number for this Contract or Amendment and will be entered into the Board Award Field in the MMARS encumbrance transaction for this Contract.

NEW CONTRACTS (left side of Form):

Complete this section ONLY if this Contract is brand new. (Complete the **CONTRACT AMENDMENT** section for any material changes to an existing or an expired Contract, and for exercising options to renew or annual contracts under a multi-year procurement or grant program.)

PROCUREMENT OR EXCEPTION TYPE: Check the appropriate type of procurement or exception for this Contract. Only one option can be selected. See State Finance Law and General Requirements, Acquisition Policy and Fixed Assets, the Commodities and Services Policy and the Procurement Information Center (Department Contract Guidance) for details.

Statewide Contract (OSD or an OSD-designated Department): Check this option for a Statewide Contract under OSD, or by an OSD-designated Department.

Collective Purchase approved by OSD: Check this option for Contracts approved by OSD for collective purchases through federal, state, local government or other entities.

Department Contract Procurement: Check this option for a Department procurement including state grants and federal sub-grants under 815 CMR 2.00 and State Grants and Federal Subgrants Policy, Departmental Master Agreements (MA). If multi-Department user Contract, identify multi-Department use is allowable in Brief Description.

Emergency Contract: Check this option when the Department has determined that an unforeseen crisis or incident has arisen which requires or mandates immediate purchases to avoid substantial harm to the functioning of government or the provision of necessary or mandated services or whenever the health, welfare or safety of clients or other persons or serious damage to property is threatened.

Contract Employee: Check this option when the Department requires the performance of an Individual Contractor, and when the planned Contract performance with an Individual has been classified using the Employment Status Form (prior to the Contractor's selection) as work of a Contract Employee and not that of an Independent Contractor.

Legislative/Legal or Other: Check this option when legislation, an existing legal obligation, prohibition or other circumstance exempts or prohibits a Contract from being competitively procured, or identify any other procurement exception not already listed. Legislative "earmarks" exempt the Contract solely from procurement requirements, and all other Contract and state finance laws and policies apply. Supporting documentation must be attached to explain and justify the exemption.

CONTRACT AMENDMENT (Right Side of Form)

Complete this section for any Contract being renewed, amended or to continue a lapsed Contract. All Contracts with available options to renew must be amended referencing the original procurement and Contract doc ids, since all continuing contracts must be maintained in the same Contract file (even if the underlying appropriation changes each fiscal year.) "See Amendments, Suspensions, and Termination Policy."

Enter Current Contract End Date: Enter the termination date of the Current Contract being amended, even if this date has already passed. (Note: Current Start Date is not requested since this date does not change and is already recorded in MMARS.)

Enter Amendment Amount: Enter the amount of the Amendment increase or decrease to a Maximum Obligation Contract. Enter "no change" for Rate Contracts or if no change.

AMENDMENT TYPE: Identify the type of Amendment being done. Documentation supporting the updates to performance and budget must be attached. **Amendment to Scope or Budget:** Check this option when renewing a Contract or executing any Amendment ("material change" in Contract terms) even if the Contract has lapsed. The parties may negotiate a change in any element of Contract performance or cost identified in the RFR or the Contractor's response which results in lower costs, or a more cost-effective or better value performance than was presented in the original selected response, provided the negotiation results in a better value within the scope of the RFR than what was proposed by the Contractor in the original selected response. Any "material" change in the Contract terms must be memorialized in a formal Amendment even if a corresponding MMARS transaction is not needed to support the change. Additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

Interim Contracts: Check this option for an Interim Contract to prevent a lapse of Contract performance whenever an existing Contract is being re-procured but the new procurement has not been completed, to bridge the gap during implementation between an expiring and a new procurement, or to contract with an interim Contractor when a current Contractor is unable to complete full performance under a Contract.

Contract Employee: Check this option when the Department requires a renewal or other amendment to the performance of a Contract Employee.

Legislative/Legal or Other: Check this option when legislation, an existing legal obligation, prohibition or other circumstance exempts or prohibits a Contract from being competitively procured, or identify any other procurement exception not already listed. Legislative "earmarks" exempt the Contract solely from procurement requirements, and all other Contract and state finance laws and policies apply. Attach supporting documentation to explain and justify the exemption and whether Contractor selection has been publicly

DRAFT

Declaration

The officers and members of the Riverside Cemetery Association of Gill, Massachusetts have met for their Annual Meeting on this day of May 4, 2016 for the purpose of voting to permanently dissolve this Association and transfer by sale all assets to the Town of Gill, Massachusetts for the sum of one dollar.

Those signatories, whose signatures appear attached to this document, freely agree with the actions of the Association's Executive Committee and will commit, to the best of their individual abilities, to provide officials of the Town of Gill, that is Selectmen, Cemetery Commission members, legal counsel, and to others as requested by the Board of Selectmen, the following items;

1. Property deeds
2. Financial assets and financial records
3. Written records and correspondence
4. Sexton burial records/ maps
5. Crypt keys

As explained at the Corporation membership meeting of March 29, 2016 the Executive Committee will cease to exist as a formal governing body for the Riverside Cemetery Association upon the formal acceptance of these actions by officials of the Town of Gill, Massachusetts. However, it should be understood that the Executive Committee and Treasurer may be required to act in some capacity to smoothly transfer the Associations assets to the Town of Gill. Those officers will work diligently with Town of Gill officials and the support of the below signed membership to accomplish those tasks if and when they arise. Your attached signature so attests to your agreement with this necessity.

Also discussed at the March 29, 2016 meeting; that all the financial assets at the time of transfer become the possession of the Town of Gill to use as the Select Board, Cemetery Commission or other designated entities determine to be prudent. However, the Riverside Cemetery Association formally requests of the Town of Gill, that monies of the Perpetual Care Fund for the Riverside Cemetery continue to be used exclusively for the continued care of the Riverside Cemetery premises, to honor the spirit and intent of the donors who generously provided those funds to support the final resting place of their families and loved ones. Use of any donations made to the Perpetual Care Fund after the ownership transfer are nonbinding and are under the sole control of the Town of Gill.

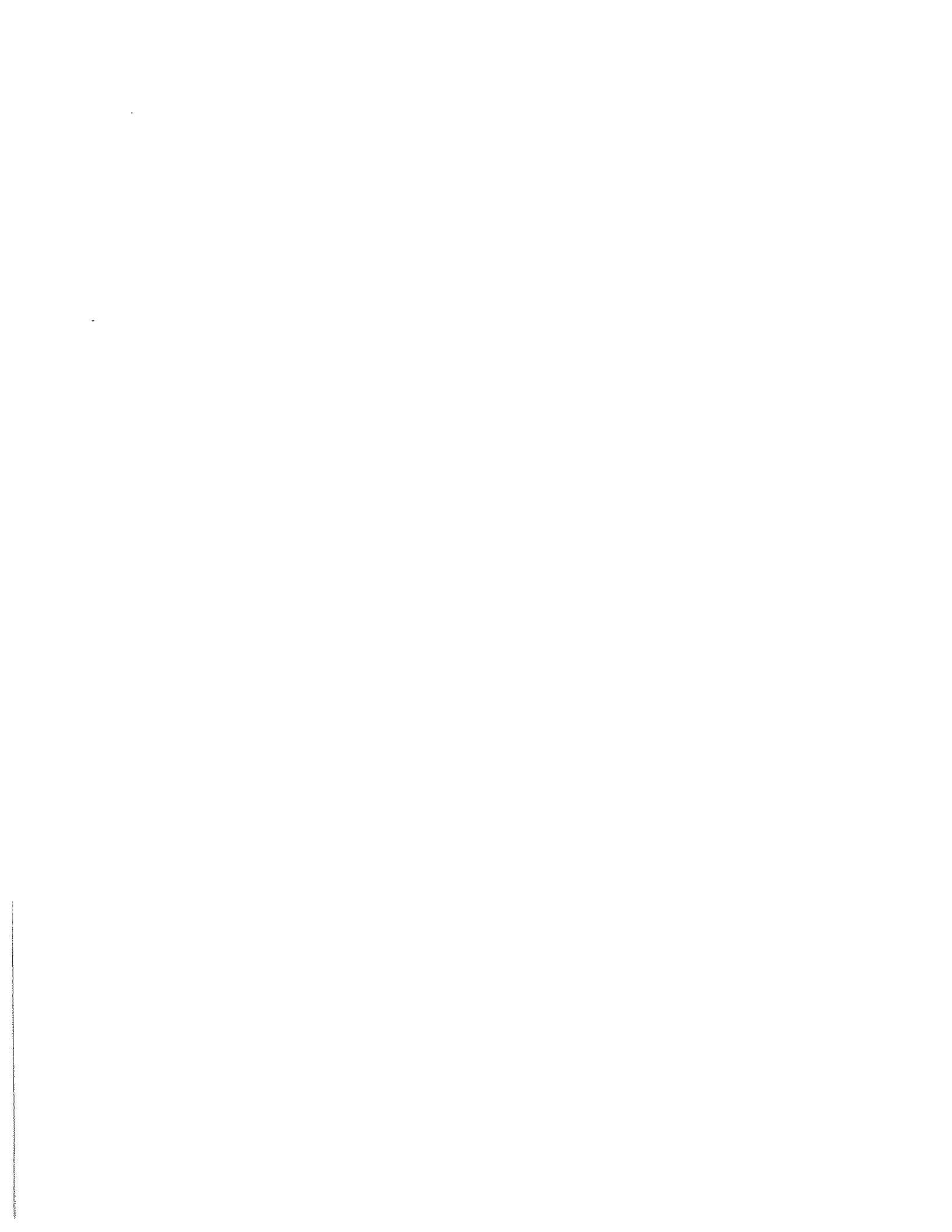
Signed this day May 4, 2016

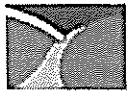
President _____

Treasurer _____

Clerk/Sexton _____

Assessor _____





Gill-Montague Regional School District

35 Crocker Avenue
Turners Falls, MA 01376
tel 413-863-9324
fax 413-863-4560

March 23, 2016

Commissioner Mitchell Chester
Foundation Budget Review Commission
75 Pleasant Street
Malden, MA 02148-4906

Dear Commissioner and Foundation Budget Review Commission:

We, the Gill-Montague Regional School Committee, would like to thank the Foundation Budget Review Commission for taking up the important issue of the adequacy of the state's foundation budget. The Commission has recommended significant increases in that budget's rates for calculating the costs of employee health insurance and special education, as well as for low income students and English Language Learners.

We think these recommendations are well supported. However, we are concerned that other potential problems with the formula, including the impact of changing enrollment and the historical legacy of "hold harmless" provisions, could mean that many districts will receive minimal, if any, benefits from these recommendations.

We would therefore ask that the Department of Elementary and Secondary Education estimate the impact of a phased-in foundation budget adjustment for each school district in the state. The Review Commission report has calculated the impact of a foundation budget five year phase-in on the state budget as an increase of \$154,595,170 for 2016. This is a significant increase in state funding for local education, which is laudable. However, we believe it is also important to calculate what the local impact will be.

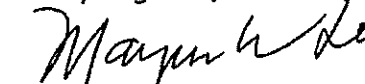
Sincerely,


Sandra Brown, Chair


April Reipold, ~~Vice~~ Chair


Lesley Cogswell, Member

Mike Langknecht, Member

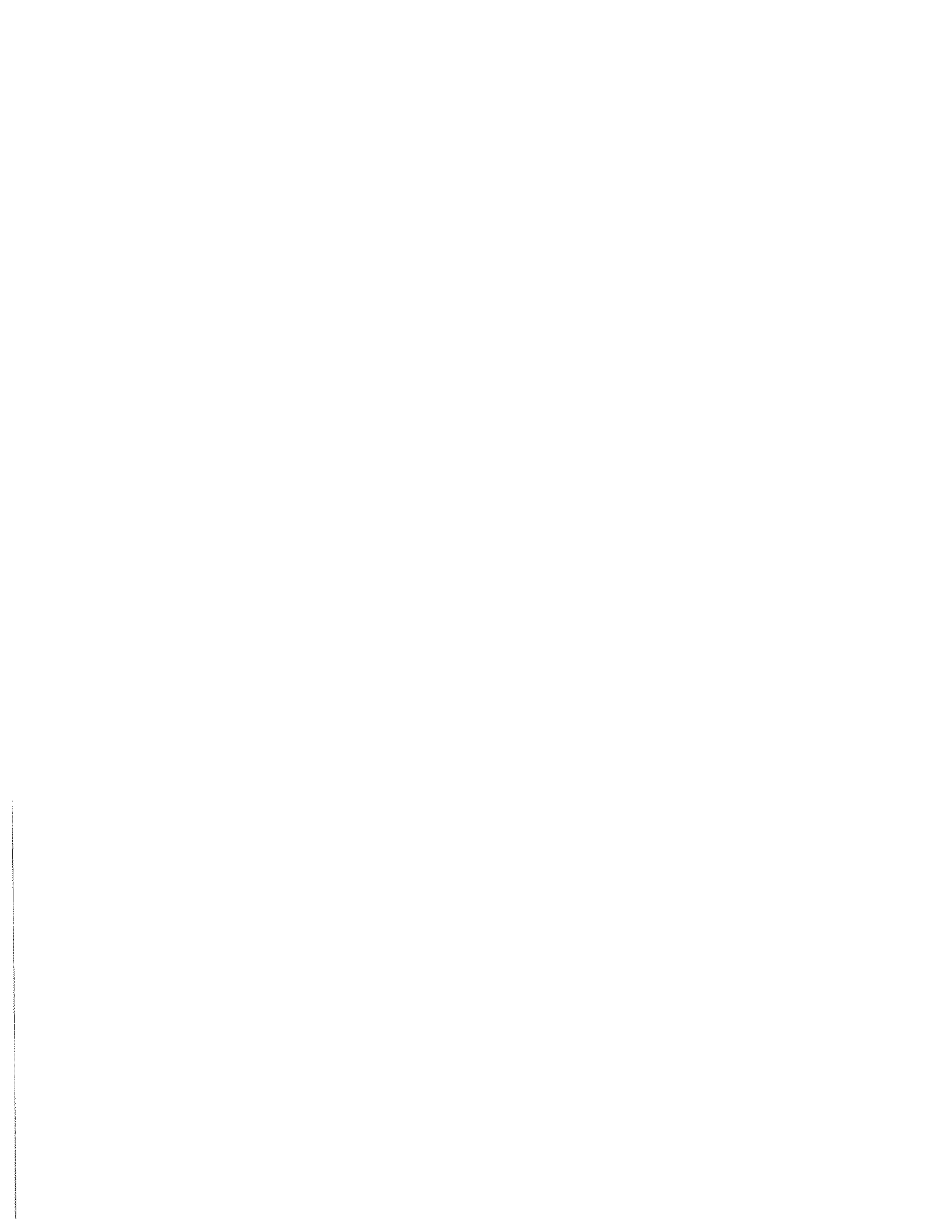

Marjorie Levenson, Member


Jane Oakes, Member


Joyce Phillips, Member

Christina Postera, Member

Valeria Smith, Member



TOWN OF GILL

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



www.gillmass.org

April 4, 2016

Commissioner Mitchell Chester
Foundation Budget Review Commission
75 Pleasant Street
Malden, MA 02148-4906

Dear Commissioner Chester and Foundation Budget Review Commission:

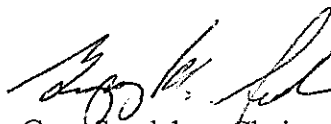
As the Selectboard of the Town of Gill, which is one of the two member towns of the Gill-Montague Regional School District, we wish to echo the sentiments and support the request of our Regional School Committee in their letter to you dated March 23, 2016.

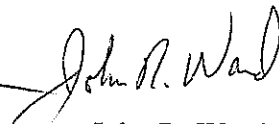
We applaud the Foundation Budget Review Commission for conducting a long overdue study of the adequacy of the foundation budget, and for making recommendations that call for significant increases in the formula rates for key areas like special education, health insurance, low income students, and English Language Learners.


We hope that changes to the foundation budget and its underlying formula will be implemented and funded. We agree with our Regional School Committee, and believe that the Department of Elementary and Secondary Education ought to provide district-specific estimates of the impact of the proposed changes to every school district in the state.

Sincerely,

Gill Selectboard:


Greg Snedeker, Chair


John R. Ward


Randy P. Crochier

CC GMRSD School Committee
Jeff Singleton



Town of Gill
Board of Fire Engineers
196A Main Road
Gill, Massachusetts 01354
(413)863-8955

17 March 2016

Board of Selectmen
Town of Gill
325 Main Road
Gill, MA 01354

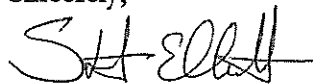
Dear Sirs:

The Board of Fire Engineers is pleased to nominate the following members of the Gill Fire Department for your consideration for appointment to our Board for 2016-17:

Marcus Aucoin
Gene Beaubien
Steve Connell
Patrick Crowningshield
Jason Edson
Stuart Elliott
Kyle Kendall
Mathew McCarthy
Scott Nicholas
Greg Parody
Kenneth Sears
Paul Sweeney

These nominations are the result of our regular monthly meeting held on 17 March 2016 at the Gill Fire Station.

Sincerely,



Stuart Elliott, Clerk



TOWN OF GILL

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



www.gillmass.org

April 4, 2016

The Honorable Kimberly D. Bose, Secretary
Federal Energy Regulatory Commission
88 First Street, NE
Washington, DC 20426

RE: P-2485 and P-1889, protecting federally-endangered Connecticut River shortnose sturgeon

Dear Secretary Bose,

We are writing to protest the FERC finding issued on February 25, 2016 for P-2485 and P-1889 specifically because it sanctions test flows that are documented to cause spawning failure for the federally-endangered Connecticut River shortnose sturgeon (*Acipenser brevirostrum*) (SNS) at its only documented natural spawning site, the Rock Dam, in the Connecticut River. FirstLight has proposed and FERC has accepted Study Plan test flows of 1,500 cubic feet per second (cfs) in the Connecticut River's By Pass Reach for April, May and June 2016. That low level of flow will displace and wipe out a full season's spawning and rearing of young-of-the-year life stage SNS at their ancient Rock Dam nursery site.

According to *Life History and Behaviour of Connecticut River Shortnose and Other Sturgeons*, 2012, by Kynard, Bronzi, et al, Connecticut River SNS gather in April in pre-spawning aggregations above Cabot Station at the Rock Dam in the By Pass Reach. Continuous minimum flows of 2,500 cfs are necessary throughout April, May, and June in order for the fish to remain on site and complete spawning in that select habitat.

As a town bordered by the Connecticut River and its tributary the Falls River, Gill is very aware of the historically low flows in our stretch of the river and very concerned about the viability and the quality of life of not only its land-based but also its aquatic residents.

Thank you.

Gill Selectboard:

Greg Snedeker, Chair

John R. Ward

Randy P. Crochier

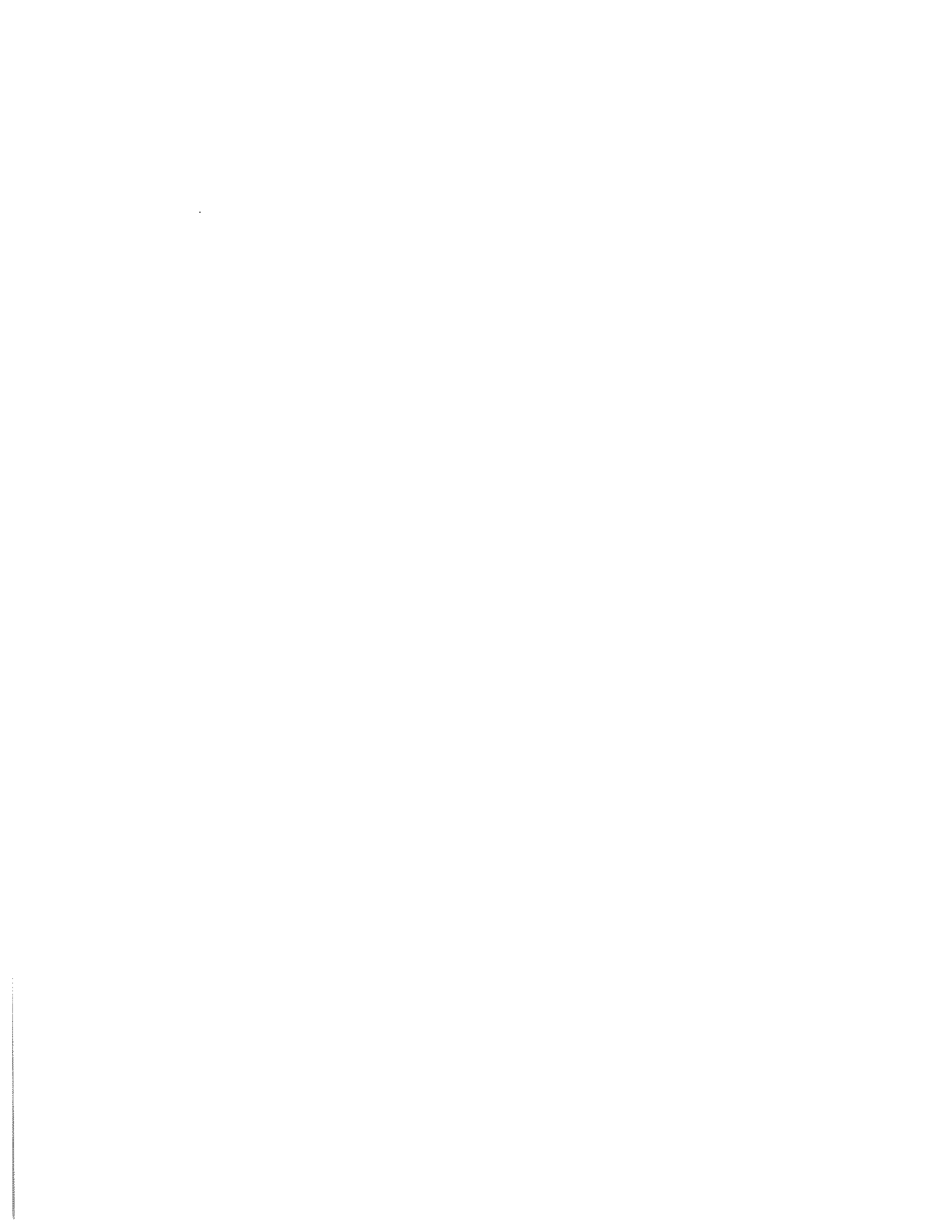
CC via email:

John Bullard, Regional Administrator, NOAA Fisheries Greater Atlantic Region, John.Bullard@noaa.gov

Wendi Weber, Director, USFWS Region 7, Wendi_Weber@fws.gov

Jack Buckley, Director, Massachusetts Division of Fisheries & Wildlife, jack.buckley@state.ma.us

Brandon Cherry, FERC, Brandon.Cherry@FERC.Gov



Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants & Research
Attachment A: Body Camera Pilot Program Application Template

Section I. Applicant Information

Applicant Name: Gill Police Department

Applicant Mailing Address:

Street 196B Main Road City: Gill Zip Code : 01354

County: Franklin Phone: 413-863-9398 Fax: 413-863-0157

Contractor Authorized Signatory, Municipal Contact Information:

Name: Ray Porington Title: Administrative Assistant

Street 325 Main Road City Gill Zip Code 01354

Phone: 413 863 9347 Ext: _____ Fax: 413 863 7775

E-mail: administrator@gillmass.org

Grant Contact Person, Contact Information: Note that the person designated as the *Contact* shall serve as the project's point person and be responsible for receiving and responding to EOPSS' project related requests)

Name: Christopher J. Redmond Title: Sergeant

Agency: Gill Police Department

Street 196B Main Road City: Gill Zip Code 01354

Phone: 413-863-9398 Ext: _____ Fax: 413-863-0157

E-mail: sgt@gillmass.org

Finance Officer, Contact Information:

Name: Veronica LaChance Title: Treasurer

Street 325 Main Rd. City Gill Zip Code 01354

Phone: 413 863 2105 Fax: 413 863 7775

E-mail: collector-treasurer@gillmass.org

Section II. Program Information

Program Name: Body Camera Pilot Program in Gill

Program Summary: Four sentences (250 character *maximum*) summarizing the body camera program activities

The Gill Police Department would like the funding to initiate a department-wide body camera program which would be used for the monitoring of police officer's performance, electronic evidence of crimes and to assist in the training process of police officers by way of reviewing response of calls to service. In addition, citizen complaints or use of force incidents will be electronically recorded for review by the Chief of Police.

Non- Supplanting:

If the Executive Office of Public Safety and Security should award funds to Gill Police Department the funds will be used to supplement, not supplant other federal, state, or local funding sources during the period of the contract with the Office of Grants and Research. We have been informed by the Executive Office of Public Safety and Security that supplanting of funds is strictly prohibited.

Related Requirements:

Mandatory Wear Policy


- Grantees who wish to purchase cameras must certify that the law enforcement agencies receiving cameras have a written "mandatory wear" policy in effect.

Collective Bargaining Approval

- No Bargaining is necessary as the department is non-civil service, or union.

Applicant request for funding: \$ 3580.00

Authorized Signatory for City or Town:

Signature: 

Date: 4/6/2016

Print Name: RAY PURINGTON

Title: ADMINISTRATIVE ASSISTANT

Program Narrative:

The Gill Police Department was one of the first police departments in the state to try a body worn camera system in 2013. Sgt. Christopher Redmond was issued a demonstration unit by Pro-vision Company and has been involved with the trial of the unit during normal patrol. Sgt. Redmond has since been featured in several

newspaper articles and television news segments regarding the trial use of the camera.

The Gill Police Department would like to proceed with a full deployment of body worn cameras for all patrol officers. Currently funding and a state wide guideline have been the only obstacle for moving forward with this technology.

With the awarding of this grant the Gill Police Department would be able to utilize body worn cameras to help the department document and record police activities and interactions with the public. The camera footage would also prove to be invaluable with training new officers on previous calls for service. The department would also benefit by being able to monitor officer's performance in the field.

a. Program Description:

The program if awarded would allow the Gill Police Department to purchase and implement a full time camera deployment to officers within the department. Funds would be used to purchase four camera units from Watch-Guard, an industry leader in the body worn camera systems. Currently the neighboring town of Erving Massachusetts has purchased and implemented an officer worn camera program. Assistance from the Erving Police Department would help streamline the Gill Police Departments roll-out of the camera program. In addition, Sgt. Redmond's previous experience with deploying a trial unit has given the Gill Police Department a jump start on the body-worn camera program.

The camera program would allow a program to improve public safety, enhance community-police relations, foster better accountability for the actions of police personnel, deter inappropriate conduct by police officers and members of the public, by capture digital audio-video evidence for criminal, civil and traffic-related court cases. In addition the program will be used as a training tool for officer safety.

Cameras would be issued to on duty officers at the start of their assigned shifts, after having been instructed on the proper use of the camera system, and being trained in the policy and use of the cameras. Footage obtained from the camera systems would be reviewed by command staff and would be stored for evidence in accordance with the department's rules.

If awarded this grant the department would comply with reporting and provide an evaluation of the program as needed.

b. Program Goals and Objectives, Activities, Timeline and Performance Measures

Goal 1	Objective(s)	Activities	Timeline
Purchase four (4) Watch-Guard body-worn camera systems	Document Officer's interactions	Contact vendor and train officers	Within one month of grant award
<p align="center">Performance Measures/Evaluation</p> <p>Describe how, when, and who at the department will manage and monitor the use of the body cameras and video footage. Also, describe the record keeping process for the evaluation data.</p> <p>Sgt. Christopher Redmond will be the lead official in charge of purchasing, training, reviewing and storing of digital evidence obtained from this program.</p>			

Goal 5	Objective(s)	Activities	Timeline
<p align="center">Performance Measures/Evaluation</p> <p>Describe how, when, and who at the department will manage and monitor the use of the body cameras and video footage. Also, describe the record keeping process for the evaluation data.</p>			
<p>Chief of Police and Sergeant will be reviewing and monitoring video data. Sergeant Redmond will be in charge of the program and will provide a record system for the record keeping of the data. Evaluation of data will be shared between both the Chief of Police and the Sergeant.</p>			

Budget Detail & Narrative

In addition to this Budget Narrative, applicants must complete a Budget Excel Summary and Detail Worksheet Form (refer to Attachment B) and submit as directed (hard-copy and electronically). Please list all program costs according to the specified budget category.

1. Consultants - For each consultant enter the name, if known, hourly or daily fee (8-hour day), estimated time on the program and service to be provided. Consultant fees in excess of \$650/day, \$81.25 per hour require additional justification and prior approval from the Office of Justice Programs.

Consultant Name; Services Provided	Computation	Federal
NONE		
Total Consultants Costs		\$0.00

Narrative

Budget Detail & Narrative

2. **Contract Services** - Applicants are encouraged to promote free and open competition in awarding contracts.

Contract	Computation	Federal
NONE		
Total Contract Costs		\$0.00

Narrative

Budget Detail & Narrative

3.E equipment - Describe the make and cost of all equipment purchased, including communication equipment, for program use.

Equipment	Computation	Federal
4 cameras at \$895 Each	4 X \$895	
Total Equipment Costs		\$3,580.00

Narrative

4. Other Expenses – Any other costs not listed in the previous budget categories. Expenses listed in this category may include additional direct costs relevant to proposed program such as software, storage expenses, etc.

Other Costs	Computation	Federal
NONE		
Total Other Costs		\$0.00

Narrative

A copy of the **Budget Excel Worksheet and Summary Sheet** (refer to Attachment B) must also be completed and submitted with your hard copy and electronic submission. **Note:** In order for a complete review of the proposed budget, the proposal responses *must* include the following budget forms:

1. Completed Budget Excel Worksheet and Summary Sheet (Attachment B);
2. Completed Budget Detail and Narrative (Application Template);

**Executive Office of Public Safety & Security
Office of Grants and Research
Body Camera Pilot Program 2016**

Budget Breakdown

A. Consultants —Indicate whether applicant's formal written Procurement Policy or the Federal Acquisition Regulations are followed
Consultants—For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.
 Consultant fees in excess of \$1.25 per hour or \$650 per day requires additional justification and prior approval from Office of Justice Programs.

Name of Consultant	Rate	Number of Hours/Days	Brief Description of Service	Cost
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
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				-
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				-
				-
				-
				-
				-
			Total:	-

B. Contracts—Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants should use a competitive process for procurements compliant with the organization's own procurement policy. Sole Source Contracts are Not Allowed.

Item	Cost	Description of Services	Cost
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
		Total:	-

C. Equipment—List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Consultants/Contracts" category. Explain how the equipment is necessary for the success of the project. All procurements should go through a competitive process based on the Organization's own procurement policy.

Item	Per Unit Cost	Quantity	Brief Narrative	Cost
VISTA HD Camera	895	4	Watchguard Wearable Camera System	3,580.00
Total:				3,580.00

D. Other—List items (e.g., rent, reproduction, janitorial services) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Rate	Quantity	Brief Description of how arrived at Rate and Quantity	Cost
Total:				
Grand Total				3,580.00

Submission Process and Checklist

There are **two separate steps** involved in submitting the Application Template and other documents. Please review the following instructions carefully:

Hard Copy Submission

Applicants must submit **one** (1) signed original and **three** (3) copies of the documents listed below. Faxed or e-mailed proposals will **not** be accepted. Please use binder or paper clips (**no staples or ring binders**). Under no circumstances will late submittals or facsimiles be accepted.

1. Attachment A: Application Template (Word Document)
2. Attachment B: Budget Excel Worksheet Form (both the Summary and Detail sheets)
3. Attachment C: Authorized Signatory Listing Form

Application Template and required documents must be received **no later than 4:00 pm Wednesday, April 13, 2016** to:

The Executive Office of Public Safety and Security
Office of Grants and Research
Ten Park Plaza, Suite 3720
Boston, MA 02116
Attention: Donna Cuomo

Electronic (e-mail) Submission

Once complete, applicants are asked to submit one version of the Budget Excel Worksheet electronically to eopssbjag@state.ma.us **no later than 4:00 pm Wednesday, April 13, 2016**.

- ▲ Attachment B: Budget Excel Worksheet Summary and Detail sheets (not a PDF and not a scan)

Attachment C
COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

CONTRACTOR LEGAL NAME: Gill Police Department / Town of Gill

CONTRACTOR VENDOR/CUSTOMER CODE: VC 6000191798

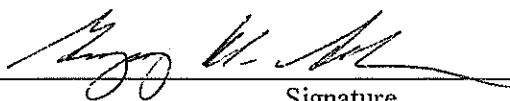
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In 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.)

NOTICE: *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.*

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.

AUTHORIZED SIGNATORY NAME	TITLE
Greg Snedeker	Selectboard Chair
John Ward	Selectboard Clerk
Randy Crochier	Selectboard Member
Ray Purington	Administrative Assistant

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for 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 below 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.



 Signature

Date: April 4, 2016

Title: Selectboard Chair Telephone: 413-863-9347

Fax: 413-863-7775 Email: administrator@gillmass.org

[Listing can not be accepted without all of this information completed.]

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

Attachment C
COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

PROOF OF AUTHENTICATION OF SIGNATURE


**This page is optional and is available for a department to authenticate contract signatures.
It is recommended that Departments obtain authentication of signature for the signatory
who submits the Contractor Authorized Listing.**

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): RAY PURINGTON

Title: ADMINISTRATIVE ASSISTANT

X



Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, _____ (NOTARY) as a notary public certify that I witnessed the signature of the aforementioned signatory above and I verified the individual's identity on this date:

_____, 20 ____.

My commission expires on:

AFFIX NOTARY SEAL

I, Lynda Hodsdon Mayo (CORPORATE CLERK) certify that I witnessed the signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's authority as an authorized signatory for the Contractor on this date:

April 6, 20 16.

