

TOWN OF GILL

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



www.gillmass.org

SELECTBOARD MEETING MINUTES

August 7, 2017

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

Members Present: Randy Crochier, John Ward, Greg Snedeker Members Absent: none

Others Present: Ray Purington, Administrative Assistant; Janet Masucci, George Brace, Miranda Davis, Gene Beaubien, Stuart Elliott, and Becca Lipton

Review of Minutes: John made a motion, seconded by Greg, to approve the minutes of 7/6/17, 7/10/17, and 7/24/17. The vote was unanimous in the affirmative.

Sewer I&I Study: Nothing to report.

Gill Elementary Well: Ray spoke with Doug Paine from DEP on August 4th. They are backed up in their review of project applications. Mike McGrath will be the reviewer, and Ray will contact him to go over the application. Paine told Ray to proceed with getting quotes for the treatment system, but to not purchase any equipment until after speaking with McGrath. Paine said the installation of the leach field can proceed, however.

Mariamante Property/Community Solar: Nothing to report.

Annual Reports: Greg noted he is waiting for 2014 reports from several departments and committees.

EMPG Grant Application: Fire Chief Gene Beaubien met with the Selectboard to discuss the application for \$2,460 in funds from the Emergency Management Performance Grant. The application is due August 18th. Beaubien listed the items he will apply for: funding for a portion of this year's \$1,500 contract for the CodeRed notification system, re-keying the exterior door locks at the Public Safety Complex, and funds to purchase spare pagers for emergency responders. The grant application was approved by consensus.

Mount Hermon Road Speed Bumps: Ray updated the Selectboard on his research into School Zones and Safety Zones, as means to reduce vehicle speeds going by the Northfield Mount Hermon School's Early Childhood Education Center (ECEC). According to information on the MassDOT's website, School Zones do not apply to this situation – they may only be used for schools with grades 1 through 8.

A Safety Zone is a new category of traffic control established in the 2016 Municipal Modernization Act. Upon Town Meeting's acceptance of MGL Ch 90 Sect 18B, the Selectboard can establish a Safety Zone with an enforceable (i.e. speeding tickets may be issued by the Police Department) 20 miles per hour speed limit. The Town must do an "engineering study" to support the need for the Safety Zone, but the study is not reviewed or approved by MassDOT. According to MassDOT's Bao Lang, the study to justify a Safety Zone around the ECEC would be very simple and inexpensive.

The Selectboard felt Safety Zones are a potential option for this location and perhaps one or two other locations in Gill. The adoption of MGL 90-18B will be included on the warrant for a future town meeting.

Fire Department Vehicle Repairs: Beaubien and Deputy Chief Stuart Elliott discussed needed repairs for two of the Fire Department's vehicles. Beaubien explained that Engine 3 recently failed its annual state inspection due to the condition of its tires, an exhaust leak, and fuel leaking from the fuel filter. Pete's Tire will be installing new tires and rims on August 8th for a state bid cost of \$1,072. After that, Engine 3 will go to Ford of Greenfield to determine if they can repair the exhaust leak, or if it needs to go to another repair shop with a larger lift.

The Rescue Van's ignition module has been repaired by Ford of Greenfield. As part of that repair visit, other potential repairs were identified: "steering intermediate shaft, fluid leak front of engine, driver's side floor is

rotting/small holes, cab cross member rotting on both sides by rear of steps, all 4 ball joints leaking badly, both tie rod ends, drag links, and possible transmission fluid leak.”

Elliott noted Ford of Greenfield is having difficulty locating the correct 4WD ball joints for the 1986 vehicle. Repair of the rotting floor board and cab cross member, as well as several other body work issues, has been quoted by Doug’s Auto Body for \$2,260, which was felt to be a reasonable price for the work. The Rescue Van is due for its state inspection this month. It is hoped the availability of ball joints will be known before August 14th, which is when Doug’s Auto Body can start the body work. There was also a question of whether ball joints are even needed, as they were described as “leaking grease excessively, but have little to no play.”

By consensus, repairs on both vehicles will proceed. Beaubien and Elliott left the meeting at 5:50 PM.

Old Road to Scott Place: No new information has been received from Highway Superintendent Mick LaClaire regarding a cost estimate to open the road. Randy reported that he walked the road and felt opening it to a width of 14 feet seemed “do-able.” He questioned the need for a culvert where the road intersects with Hoe Shop Road, and suggested that temporary stone might suffice.

Interior Painting at Riverside Building: Becca Lipton, a teacher with the Four Winds School, met with the Selectboard to request permission for a parent of a student to paint the walls of the hallway and two classrooms. Details of the project were outlined in a handout. It was noted the School had addressed the Town’s concerns about insurance and liability, and using care to protect the woodwork. By consensus the Selectboard gave permission for the painting to be done.

Lipton also discussed the possibility of replacing the very worn carpet in the building. The Selectboard also suggested looking into replacing the carpet with solid wood or a laminate floor. Ray will ask Eddie Ambo to look at the floor and give his recommendations for options. The project will continue to be researched, with a goal of including it as a request for consideration by the Capital Improvements Planning Committee. Lipton left the meeting at 6:05 PM.

French King Bridge Cameras: Based on a review by Town Counsel, the Erving Selectboard has made revisions to the proposed agreement between their town and MassDOT. MassDOT is currently reviewing the changes.

Comcast Cable & Broadband Buildout: Greg reported on a successful meeting between Gill’s Cable Committee and Comcast representatives on July 28th. During the meeting Ray and Comcast’s Construction Supervisor reviewed all of the addresses to be built out as part of the May 2016 license renewal. There was some question as to whether the buildout would achieve the Mass Broadband Institute’s threshold of 96% served, and during the meeting Comcast offered to include 5 addresses on Hoe Shop Road as part of their buildout. The Cable Committee accepted the offer. A final tally showed that 96.3% of Gill’s addresses will have access to Comcast’s cable and broadband internet once the buildout is complete. Comcast officials stated the buildout will be completed by March 31, 2018, and perhaps as soon as the end of 2017.

Exterior Painting at Riverside Building: Ray discussed the condition of the paint on the outside of the Riverside Building, and noted that it is time for it to be painted again. It is too late in the season for the Community Service workers from the Franklin County Jail to do the project this year, but the Town can apply now to get onto the list for next year. It was noted that members of the Historical Commission will take care of selecting the proper shade of green paint. Ray will submit the form to get onto the Jail’s waiting list.

FRCOG Grant for Cash Management Software: The Selectboard reviewed an email from the FRCOG’s Bob Dean with an offer of partial grant funding for the purchase of Zobrio Cash Management software. The software would be used by the Collector-Treasurer and Town Accountant. The Zobrio program is compatible with the Abila MIP fund accounting software now being used by the FRCOG’s Town Accounting Program.

There is a total of \$20,000 of funds available, and each participating town would receive at least \$2,000, and perhaps more depending on how many towns participate. The annual license cost is \$2,400 and the implementation cost is \$4,000.

Ray has discussed the grant offer with Ronnie LaChance, Gill’s Collector-Treasurer. While streamlining information exchanges between her office and the Accountant is appealing, the project cost seems high, especially since the Town has not discussed or set aside funds for this. The Selectboard had similar concerns, wondering how other towns use the software, and whether it would be better than what we are doing currently.

Municipal ADA Improvement Grant: The Selectboard reviewed a grant opportunity offered by the Massachusetts Office on Disability (MOD). The competitive grant, which has an application deadline of November 17th, provides funding for capital improvements dedicated to improving accessibility and/or removing barriers, as well as providing funds to assist communities creating or updating a Self-Evaluation or Transition Plan. Ray noted that Gill's current Plan, such as it is, was likely created in the early 1990s, around the same time that the Americans with Disabilities Act was first established.

It was also discussed that the Governor's Community Compact Cabinet will be announcing in mid-August the guidelines for this year's Community Compact program. Through the Community Compact program there is also an opportunity to get funding for ADA Plans, and to earn bonus points in the scoring for the MOD's grant. There will be further discussion on both topics, the MOD grant and the Community Compact, once the FY18 Community Compact guidelines have been released.

Recognizing Joe Elliott: The Selectboard paid tribute to Joe Elliott, a Gill resident who passed away on July 4th. Joe was involved with Gill's Fire Department for many years, and was Gill's regional Enhanced 9-1-1 coordinator during the development of the E-911 system in the 1990s.

George Brace and Miranda Davis left the meeting at 6:25 PM

Warrant: The Selectboard reviewed and signed the FY 2018 warrant #4.

The meeting adjourned at 7:00 PM.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.

Signed copy on file. Approved on 08/21/2017

Greg Snedeker, Selectboard Clerk

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BODY SHOP ADDRESS
 38 HOPE STREET
 GREENFIELD, MASS. 01301
 TELEPHONE (413) 774-3101

25047 mi

CUSTOMER NO. 24791		ADVISOR JENNIFER PERKINS	TAG NO. 7813	INVOICE DATE 07/13/17	INVOICE NO. FOCS301028
GILL FIRE DEPT RD 313D GILL, MA 01376		LABOR RATE	LICENSE NO. 2610MA	MILEAGE 249,993	COLOR BLUE/WHITE/
		YEAR / MAKE / MODEL 92/FORD TRUCK/ECONO SUPER CGO/E350 S	DELIVERY DATE		DELIVERY MILES
		VEHICLE I.D. NO. 1 F D K E 3 0 L 2 G H A 5 9 1 2 7	SELLING DEALER NO.		PRODUCTION DATE
RESIDENCE PHONE 413-863-8955	BUSINESS PHONE	COMMENTS	R.T.E. NO. 0000	R.O. NO.	R.O. DATE 07/03/17

RECOMMENDATIONS-----
 THE STEERING INTERMEDIATE SHAFT
 FLUID LEAK FRONT OF ENGINE
 DRIVERS SIDE FLOOR ROTTING HAS SMALL HOLES
 CAB CROSS MEMEBER ROTTING ON BOTH SIDES BY REAR OF THE STEPS
 ALL 4 BALL JOINTS LEAKING BADLY
 BOTH TIE ROD END
 DRAG LINKS
 POSS TRANNY FLUID LEAK

TOTALS-----

 * [] CASH [] CHECK CHECK NO. [] *
 * [] VISA [] MASTERCARD [] DISCOVER *
 * [] AMER EXPRESS [] OTHER [] CHARGE *

TOTAL LABOR.... 350.00
 TOTAL PARTS.... 155.07
 TOTAL SUBLET... 0.00
 TOTAL G.O.G.... 7.38
 TOTAL MISC CHG. 7.75
 TOTAL MISC DISC 0.00
 TOTAL TAX..... 0.00
TOTAL INVOICE \$ 520.20

CUSTOMER SATISFACTION SURVEY
 Your vote counts
 Ford will be contacting you soon to follow up on the service you received today. I ask that you take just a few minutes and complete the survey. This will help me to continue to improve the level of service we are able to provide. Our Parts & Service Team appreciates your business !!!

CUSTOMER SIGNATURE _____

MO: 249993

*Thank You
 We Appreciate
 Your Business*

Service Hours
 Monday - Friday
 7:30 a.m. - 5:30 p.m.
 Saturday
 8:00 a.m. - 4:00 p.m.

You may receive a survey from Ford. If for any reason the service you received was not "Completely Satisfied" please contact our service department.



New Technologies and Equipment Co., Inc. GRANTRIVE CC733051 Q (08/16)

FOUR WINDS SCHOOL

Proposal to Town of Gill Select Board
 By Rebecca Lipton, Four Winds School Teacher
 Regarding Riverside Building Interior Improvement
 On August 7th, 2017 at the Gill Town Hall

Proposal – Part A: Walls

Four Winds School parents Alissa Bourque and Marlee Leveille have offered to provide labor and supplies toward improving the appearance of Four Wind School. In addition to offsetting some of their tuition bill, the improvements may eventually contribute to higher enrollment and therefore higher revenue for the school. On their behalf, Four Winds School petitions the Gill Select Board for permission to paint the interior walls of two classrooms and the hallway in the Riverside Building.

Paint: Marlee Leveille, who is an experienced painter, will provide the labor and supplies. Professional painter, Jason Alden, provided the following estimates:

Labor	Moving furniture, protecting wood, and painting classroom 1's walls	\$950
	Moving furniture, protecting wood, and painting classroom 2's walls	\$950
	Protecting wood and painting hallway walls	+\$1,100
	Total:	\$3,000
Supplies	2 5gal paints: Praline Cream (Eggshell) Benjamin Moore California	
	Rollers and brushes	
	Drop Cloths	
	2 tubes Acrylic Caulking	
	1pt Joint Compound	
	Roll Blue Painter's Tape	
	1ml Plastic Sheeting	
	Total Estimate:	~\$600
Total	Labor and Supplies	~\$3,600

Responses to Select Board's Concerns

Lead Paint

Aforementioned professional painter, Jason Alden, is a certified lead paint abatement specialist. He assessed the building during his walk through and found no areas of concern.

Historic Wood

The Gill Select Board expressed concern for the Riverside Building's historic wood paneling. Jason Alden recommended protecting the historic wood (chalk boards, trim boards, chair rails, crown molding, etc.) by covering it with protective 1ML plastic sheeting and securing it in place with painter's tape.

Responses to Town Administrator's Concerns

Income Tax

Four Winds School holds a 501(c)(3) non-profit/tax exempt status, which covers many of our services. Should problems arise, we will defer to our accountant, Thomas Frederic, for advice.

Insurance: Liability and Worker's Comp

At the advice of our General Liability Insurance Agency, Encharter Insurance, Four Winds School will request a Certificate of Insurance from Marlee Leveille's insurance company and have her sign a Hold Harmless Agreement. At the advice of our Workers Comp Insurance agency, A H Rist, we will cover Marlee Leveille under our worker's comp insurance next fiscal year and make sure we have a comprehensive contract detailing our agreement. At the request of the Town Administrator, we can deliver her a liability waiver from the Town of Gill as well.

Proposal – Part B: Floors

The orange carpets, in the classrooms in particular, are tearing out of their metal brackets causing unsightly tripping hazards in many areas. The school has spent hundreds of dollars buying area rugs and duct tape to cover the worst of these spaces. We believe that new carpets would not only create a safer work and school environment, but may also help enrollment by creating a better first impression on prospective students and families. Four Winds School requests financial assistance with some or all of the following costs:

Carpeting: Home Depot or a sub contractor will provide labor and supplies. Alissa Bourque spoke with Home Depot over the phone to obtain the following estimates. Upon approval by Town of Gill, Home Depot will send someone to make an actual quote.

Labor and Supplies	Replacing carpeting in classroom 1	~\$2,000
	Replacing carpeting in classroom 2	~\$2,000
	Replacing carpeting in hallway	+~\$1,270
	Total Estimate:	~\$5,270

Proposal – Part C

Our co-tenants at the Historical Society are also interested in and excited about having their walls re-painted and floors re-carpeted. They may have grant money to contribute, should the Town agree to help pay some of the expenses. If the Town is interested in considering this joint-proposal, we have extrapolated the following cost estimates:

Historical Society – Carpeting and Paint

Labor	Moving furniture, protecting wood, and painting	\$950
Supplies	Supplies (roughly ¼ cost from Part A)	~\$150
Labor and Supplies	Re-carpeting	+~\$2,000
	Total Estimate:	~\$3,000

Whole Building – Carpeting and Paint

Labor	Moving furniture, protecting wood, and painting for 3 rooms	~\$2,850
Labor	Labor for painting hallway	\$1,100
Supplies	Paint supplies for 3 rooms and hallway	~\$750
Labor and Supplies	Carpeting for 3 rooms	~\$6,000
Labor and Supplies	Carpeting for hallway	+~\$1,270
	Total Estimate:	\$~10,970

Four Winds School thanks the Town of Gill Select Board for their time and consideration.

Ray Purington/Gill Selectboard

From: Ray Purington/Gill Selectboard <administrator@gillmass.org>
Sent: Thursday, August 03, 2017 11:09 AM
To: 'Bob Dean'
Cc: Ronnie LaChance
Subject: RE: Cash Management Software Grant Support Available

Hi Bob,

Ronnie and I have discussed this, and are tentatively interested. We will discuss it with the Selectboard on Monday, August 7th. We're interested in a demo, as well.

Which towns are currently using the Zobrio Cash Management software? Can you find out what Zobrio is currently charging for the yearly support/maintenance?

Thanks,

Ray

From: Bob Dean
Sent: Wednesday, August 02, 2017 3:33 PM
To: Bob Dean
Subject: Cash Management Software Grant Support Available

Good afternoon:

I'm sending this e-mail to town administrators and treasurers in towns that participate in the FRCOG Town Accounting Program.

With the support of the Town of New Salem as our municipal sponsor, the FRCOG received a state IT grant for support of improvements related to the Town Accounting Program. One of the grant activities is to financially support the purchase of cash management software by any Program Town that does not already have it. Zobrio Cash Management software is in use in a couple of towns already and we have seen that it streamlines the accurate transfer of data between the treasurer and accountant. Among other benefits for the Town, it makes cash reconciliation quicker and easier, which helps contribute to happier treasurers and accountants.

As you know, the FRCOG Town Accounting Program is transitioning to a new Abila MIP fund accounting software system and the Zobrio Cash Management software integrates well with the new accounting system. There may be other cash management software packages out there that we could support that will easily sync with the new accounting system. Feel free to let me know if you have a different cash management software system in mind.

If you are interested in the Zobrio Cash Management software and a contract is signed by October 1st, the cost of the Zobrio software license is \$2,400 for 2 seats per Town with an additional \$4,000 one-time implementation cost to get the software installed and populated with your Town's data. I don't know what the cost will be after October 1st. I have \$20,000 allocated for this grant activity, so the amount of money I can give toward your cost is dependent on the number of Towns that purchase cash management software. Grant support will be at least \$2,000 per Town.

Keep in mind that, for any software purchased, there will be an on-going yearly cost for support and maintenance that is paid directly to the vendor. The FRCOG is not licensing the Zobrio software and offering it to the Towns as we did with the accounting software. Our involvement is simply to help fund the initial costs of implementation.

Several of you may have seen a demonstration of the Zobrio software, but Rob Raymond from Zobrio has offered to come out again if anyone wants to see it in action before making a decision. Please let me know as soon as possible if you are interested in a demo and I'll set that up for a date and time that works for all who are interested.

I'm sure I've missed something, so please let me know if you have questions.

Bob

Robert Dean

Director of Regional Services

Franklin Regional Council of Governments

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Massachusetts Office on Disability

One Ashburton Place, Room 1305 Boston, MA 02108

Charles D. Baker, Governor
Karyn E. Polito, Lt. Governor
David D'Arcangelo, Director

617-727-7440 TTY
800-322-2020 TTY
617 727-0965 FAX

July 28, 2017

Dear Applicant:

The Massachusetts Office on Disability (MOD), is pleased to announce the **Municipal ADA Improvement Grant Program** application and selection process for FY18. Eligible applicants include any Massachusetts city or town, (hereinafter referred to as "Applicants.")

These grants will support capital improvements specifically dedicated to improving programmatic access and/or removing barriers encountered by persons with disabilities in Applicant facilities throughout the Commonwealth.

Project Grants of up to \$250,000 will be awarded to successful Applicants to remove barriers and create and improve accessible features and programmatic access for persons with disabilities throughout the Commonwealth.

Planning Grants will also be awarded to assist a community in creating or updating a Self-Evaluation or Transition Plan required under Title II of the ADA.

Examples include but are not limited to increasing both physical access and programmatic access through the addition of features such as: ramps, elevators, power lifts and Limited Use/Limited Application (LULAs), signage, communication access devices, curb cuts and/or any other features that are designed to improve architectural access and/or programmatic access. Grants will be awarded on a competitive basis to projects that demonstrate real and tangible positive impacts to persons with disabilities.

Municipalities that have signed, or are willing to sign, a Community Compact (CC) and selected the ADA Self-Evaluation & Transition best practice option will be provided priority for grant funding. Every City or Town in the Commonwealth is eligible to apply.

Application Process and Deadlines; FY18 Application period is from August 1, 2017 through November 17, 2017. All FY18 grants must be submitted using the online application portal. For grant related instructions and the online application portal, please visit our website at www.mass.gov/mod/adagrant.

Thank you for your interest in improving access for persons with disabilities. We look forward to working with you. **Please share this with your department heads.**

Sincerely,

David D'Arcangelo
Director