

# TOWN OF GILL

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



[www.gillmass.org](http://www.gillmass.org)

## SELECTBOARD MEETING MINUTES

*September 18, 2017*

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

Members Present: Randy Crochier, Greg Snedeker, John Ward

Members Absent: none

Others Present: Ray Purington, Administrative Assistant; Janet Masucci, George Brace, Miranda Davis, Chris Redmond

Executive Session: Greg made a motion, seconded by John, to go into Executive Session to discuss the reputation, character, physical condition or mental health, rather than the professional competence, of an individual, or discuss the discipline or dismissal of, or complaints or charges against, a public employee. A roll call vote was taken and was unanimous in the affirmative. It was announced that the Selectboard would reconvene in Open Session. The Selectboard left for the Executive Session at 5:31 PM.

The Selectboard returned to Open Session at 6:23 PM. It was announced that Police Chief David Hastings retired effective September 15, 2017, and that his last day of employment with the Town was September 14, 2017.

Emergency Executive Session: Greg made a motion, seconded by John, to go into Executive Session to discuss the deployment of or strategy regarding security personnel or devices, i.e. Police Department operations in light of unexpected September 15th retirement of Police Chief. A roll call vote was taken and was unanimous in the affirmative. It was announced that the Selectboard would reconvene in Open Session. The Selectboard left for the Executive Session at 6:24 PM.

The Selectboard returned to Open Session at 6:53 PM.

Greg made a motion, seconded by John, to appoint Sergeant Christopher Redmond as Acting Police Chief until further notice. The vote was unanimous in the affirmative. The Selectboard thanked Redmond for stepping up to provide leadership to the Department. Police Department matters will remain on the Selectboard's bi-weekly agendas for the foreseeable future. Redmond left the meeting.

Giving Tree School One-Day Liquor License: Jeff Coulson, from the Giving Tree School, joined the meeting to discuss the School's upcoming 40<sup>th</sup> anniversary celebration and answer questions about its application for a one-day liquor license for the event. The party will be held on October 14<sup>th</sup>, with a rain date of October 15<sup>th</sup>. They expect approximately 150 people to attend, and have received permission from Renaissance to use the Stone Lodge for event parking. Overflow parking will go in Upinngil's back fields off Wood Avenue. An attendant will be hired to handle parking and a golf cart will be used to shuttle people to and from the parking areas. Liquor liability insurance will be in place, and a copy of the coverage will be provided to the Town.

The event will be held at the Giving Tree School, located at 3 Wood Avenue, and will serve beer and wine. In order to comply with legal requirements for alcohol storage, Ray recommended issuing the license for October 13<sup>th</sup> through October 16<sup>th</sup>. John made a motion, seconded by Greg, to approve the One-Day Liquor License as presented. The vote was unanimous in the affirmative. Coulson left the meeting.

Review of Minutes: Greg made a motion, seconded by John, to approve the minutes of 9/5/17, 9/6/17, and 9/7/17. The vote was unanimous in the affirmative.

Sewer I&I Study: Highway Superintendent Mick LaClaire will be scheduling Dave Kaczinski (Mass Rural Water Association) to conduct camera inspections of some of the sewer lines this fall.

Gill Elementary Well: DEP's review of the proposed treatment system is still ongoing, but they have provided some preliminary feedback. Ray will followup with the equipment vendors to confirm the equipment will meet DEP's requirements. A sales rep for a "TripleClear" filtration system met with Ray on September 13<sup>th</sup>, and provided literature for a system that might be able to achieve the desired treatment results without adding salts (like a water softener) and without using electricity (like UV lights and backwash pumps). The Selectboard agreed the new idea, while regrettably "late to the party," was worth exploring further.

Mariamante Property/Community Solar: Nothing to report.

Annual Reports: Nothing to report.

French King Bridge Cameras: Nothing to report.

Highway Department Updates: An email from LaClaire provided updates on several of his Department's projects. Lane Construction will paved River Road today. The treatment system leach field at the Elementary School is completed, but recent rains caused some washouts that will need to be repaired. The new ramp at the Riverside Building should be completed this week. No action on the "Road to Scott Place." The roadside mower tractor is being worked on. Tree work has taken a back seat to all the other projects. The Selectboard asked Ray to ask LaClaire for a status report on the 2009 Sterling. If any issues still remain with that truck, they want to address them before it is needed for wintertime plowing.

Gill's 225<sup>th</sup> Anniversary: The first planning session for events to celebrate Gill's 225<sup>th</sup> anniversary will be held on September 26<sup>th</sup>. All are welcome to attend this brainstorming session.

Franklin County Solid Waste Management District Services: Due to the unexpected need for and duration of the Executive Sessions, this item was postponed, and will be rescheduled.

FEMA Planning Grant for Local Multi-Hazard Mitigation Plan: Ray reported on the availability of a planning grant from FEMA which would cover 75% of the costs to update the Town's Local Multi-Hazard Mitigation Plan. The current plan will expire in two years on September 22, 2019. He reported that Gene Beaubien, Gill's Emergency Management Director, supports applying for this grant. There was consensus to move forward with the application, which will be reviewed at the Selectboard's October 2<sup>nd</sup> meeting.

MIIA Risk Management Grant: MIIA, the Town's insurance provider, is again doing its Risk Management Grant Program, which provides member towns the opportunity to apply for grants totaling up to \$10,000. Ray will distribute the grant forms to the departments, and will bring back the ideas and requests prior to the November 2<sup>nd</sup> application deadline.

FirstLight FERC License Settlement Talks: John reported that the confidential settlement talks are still ongoing among the various parties interested in FirstLight's relicensing with FERC. Discussions are still centered on fish passage and water flow issues.

John asked about a recent letter from the Gill Conservation Commission to the Mass DEP regarding FirstLight's unsuccessful riverbank restoration work in Gill. Ray will forward the letter to the Selectboard, and the topic will be on the agenda for October 2<sup>nd</sup>.

Brace and Davis left the meeting at 7:30 PM.

Warrant: The Selectboard reviewed and signed the FY 2018 warrant #7.

The meeting adjourned at 7:55 PM.

*Minutes respectfully submitted by Ray Purington, Administrative Assistant.*

*Signed copy on file. Approved on 10/2/2017*

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Greg Snedeker, Selectboard Clerk

TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

SPECIAL & ONE DAY LIQUOR LICENSE APPLICATION FORM

CHECK ONE

\_\_\_ Application by a manager for one day special license for the sale of BEER & WINE to be drunk on the premises.

Application by the manager of a nonprofit organization for one day special license for the sale of ALL ALCOHOLIC BEVERAGES OR BEER & WINE to be drunk on the premises.

DATE OF EVENT BEING APPLIED FOR: 10/14/2017 rain date 10/15/17

1. Full name, address and phone number(s) of the organization and authorized representative making this application:

Giving Tree School  
3 Wood Ave  
Gill MA 01354  
413 863 9218  
Attn: Haley Anderson, program administrator

2. Full name, address and phone number(s) of manager who shall be responsible for the license:

Haley Anderson  
16 11th St.  
Turners Falls MA 01376  
413 822 2749 (cell)

3. Nature of Event and Number of Attendees: 40th Anniversary &

Alumni Gathering  
100-150 attending

4. Is the applicant a non-profit organization duly registered with the Secretary of State and/or the Attorney General's Non-Profit Organizations/Public Charities Division? If Yes, please attach appropriate documentation. YES NO

5. Address and Location on the property where event shall be held:

3 Wood Ave Gill, MA  
\_\_\_\_\_  
\_\_\_\_\_

6. Has the approval of the property owner been obtained?  YES  NO

7. Exact times of the license: FROM 10 o'clock AM  PM (circle one)  
TO 10 o'clock AM  PM (circle one)

8. Has the applicant been issued similar licenses in Gill in the past 12 calendar months?  
YES  NO If Yes, when? \_\_\_\_\_

9. Does the applicant have an application for a license to sell alcoholic beverages pending before the Licensing Authority of the Town of Gill? YES  NO

10. **Attach** a plan of the parking area, showing the number of parking spaces available and adequate space for emergency access.

11. Proof of Liquor Liability Insurance provided? YES  NO *— forthcoming. In talks with A.H. Rist.*  
Date: \_\_\_\_\_

The applicant hereby states that the applicant has received a copy of the Licensing Authority's regulations pertaining to Special and One Day Liquor Licenses and is aware of and shall comply with all applicable statutes, by-laws and regulations.

[Signature]  
Signature of Authorized Representative of Applicant

program administrator 8/28/17  
Title Date

**Office Use Only:**

Date Approved: \_\_\_\_\_

# Days Permit Issued For: \_\_\_\_\_

Start Date of License: \_\_\_\_\_

End Date of License: \_\_\_\_\_

Police Chief Signature: \_\_\_\_\_

Selectboard Authorized Signature: \_\_\_\_\_

PARKING PLAN for GIVING TREE 40th Anniversary Event  
10/14/17 rain date 10/15



Primary parking area.

Permission obtained from Robin Parisi

30-35 cars here

Backup parking:  
mowed area on (L) side of Wood Ave.  
(above wetland)

Wood Ave will remain clear for emergency access.

Will have a golf cart to shuttle guests to school.

Chief Hastings has offered traffic-warnings signage.

Will employ a parking attendant.

# Triple Clear Force Field™ Filters

## Patented Technology Creates the Ultimate Filter for Water Purification & Filtration

Using electroadsorptive technology, our filters remove a wide range of submicron particulates, pathogens, trace pharmaceuticals, cellular debris, and heavy metals.

We do this using a combination of 400 layers of mechanical filtration and a naturally occurring positive charge field that essentially puts a "force field" over the pores that will attract and capture negatively charged contaminants in water (and most contaminants are negatively charged). It is like a magnet that attracts, captures, and kills the pollutants in water. Unlike other submicron filters, Force Field™ Filters have very little pressure drop making them the perfect choice for most plumbing applications.

### How powerful is it?

Force Field™ Filters provide water quality on par only with Reverse Osmosis at a fraction of the cost and with none of the drawbacks. Independent laboratory tests have proven its ability to provide 4 and 6 log reduction of bacteria, virus, and cysts! It can also remove better than 99% of heavy metals like lead and chromium VI. Force Field™ Filters are the ultimate choice for providing safe water to your customers.

### How does it compare to other water remediation technologies:



Water Remediation Technologies - Residential, Commercial, Industrial, Municipal, Desal

Contaminants	Force Field™ Pac Technology	RO	NF	UF	MF	Particulate Cartridges	Carbon Block	Ultra violet
Dissolved Salts		■						
Endotoxin	■	■	■	■	■	■		
Virus	■	■	■					■
Bacteria	■	■	■	■	■	■	■	■
Cysts	■	■	■	■	■	■	■	■
Polysaccharides (TEP)	■	■	■	■	■			
Colloids	■	■	■	■				
Particulates	■	■	■	■	■	■	■	
Chemical Reduction	■	■					■	■
Trace Pharmaceuticals	■	■					■	■

Membrane definition: Reverse Osmosis=RO; Nanofiltration=NF; Ultrafiltration=UF; Microfiltration=MF.

## CERTIFIED PERFORMANCE BY THIRD PARTY TESTING

### Microbiological Threats

Testing by BCS Labs (1/2/14), #1401002

Challenge Species: Triple Clear 2.5" Force Field™ Gravity Camp Filters	Filter Influent Average Concentration	Percent removal of the challenge species by the filter initially and following the passage of the indicated volume (liters) of laboratory grade reagent water			
		1.0 liter	10.0 liter	25.0 liter	50.0 liter
Bacteria: Raoultella terrigena	3.45 x 10 <sup>5</sup> cfu/ml	>99.9999%*	>99.9999%*	>99.9999%*	>99.9999%*
Virus: MS-2 Bacteriophage	3.45 x 10 <sup>5</sup> pfu/ml	>99.9999%*	>99.9999%*	>99.9999%*	>99.9999%*
e: 3.0 micron microspheres	1.8 x 10 <sup>4</sup> spheres/ml	>99.998%*	>99.998%*	>99.998%*	>99.998%*

\* No species were detected in the filter effluent for the duplicate samples analyzed. Filter effluent samples were analyzed in duplicates at the minimum following collection.

### Heavy Metals

Metal Species	Influent Concentration (ppm)	Filter #1 Effluent following passage of 100 gallons water; BCS 1407065		Filter #2 Effluent following passage of 100 gallons water; BCS 1407066		Cumulative % Reduction
		Concentration (ppm)	% Reduction	Concentration (ppm)	% Reduction	
Arsenic (As)	.011	0.0052	95.3%	<0.0040**	>96.4%**	95.9%
Barium (Ba)	.011	0.01	90.9%	0.0054	95.1%	93.0%
Cadmium (Cd)	.010	<0.0010**	>99.0%**	<0.0010**	>99.0%**	>99.0%**
Chromium (Cr)	.015	<0.0020**	>98.7%**	<0.0020**	>98.7%**	>98.7%**
Lead (Pb)	0.084	<0.0022**	97.4%**	0.0027	96.8%	97.1%
Mercury (Hg)	0.140	0.069	50.7%	0.056	40.0%	45.4%
Selenium (Se)	.011	<0.0050**	>95.5%**	<0.0050***	>95.5%**	>95.5%**
Silver (Ag)	0.064	0.0049	92.3%	<0.0010**	>98.4%**	95.4%

\*\* The species was not detected in the effluent.

### Other Contaminants

- PCB's Remove to 99+%
- Antibiotics Remove to 99+%
- Bisphenol A (BPA) remove to 99+%
- TEP remove to 99+%
- Chlorophyll remove to 99+%
- Trace Hydrocarbons remove to 99+%

### Specifications

- Max Operating Temp: 160F
- Max Flow Rates: 2gpm to 45gpm (per filter)
- Nominal Dimensions: 5", 10", 20", 30", 40" Length, 2"-7" diameter
- Micron: Effective micron rate .001
- Endcaps: 222, 226, DOE



20 years of high-quality service & advocacy  
for Franklin County communities

September 7, 2017

RE: Update to Local Multi-Hazard Mitigation Plan

Dear Selectboard:

Several years ago, the FRCOG worked with each of the 26 Franklin County towns to develop Local Multi-Hazard Mitigation Plans. Many of these plans, including your town's plan, will expire by the end of 2019 (see attached table). In order to be eligible for Federal hazard mitigation grants, which become available to *all* towns across the Commonwealth when the President declares a disaster *anywhere* in the Commonwealth, your town must have a current, FEMA-approved local plan.

FEMA is currently offering planning grants to communities to update their Local Multi-Hazard Mitigation Plans (see attached information). The FEMA planning grants cover 75% of the project costs and require a 25% non-federal match. There is a maximum administrative fee of 5% that the Town may retain for accounting, contract processing, etc. or this work could count towards an in-kind match.

The planning grant funding is administered by MEMA and DCR. For this current grant round, MEMA has provided a streamlined application process that only requires a letter of commitment from interested towns. If a town's plan update is funded, the grant would be awarded to the Town, which could then, should it so choose, hire FRCOG to coordinate meetings of the local planning team and write the updated Plan.

We estimate that the update to each town's plan will cost approximately \$10,000 - \$12,500. The 25% match would be approximately \$2,500 to \$3,125. If the town chooses to have the FRCOG update their plan, the town can identify the plan update as a priority project and request that the 2018 District Local Technical Assistance (DLTA) funding be used towards the match. We can also help your town identify a reasonable amount of in-kind match, such as time spent by local staff and volunteers to participate in the mitigation plan update project. This in-kind match will help stretch the DLTA money to cover the 18 towns whose plans are expiring in the next two years.

If your town is interested in having the FRCOG assist with updating your Multi-Hazard Mitigation Plan, please fill in the enclosed template letter of commitment and return it to Kimberly Noake MacPhee at the FRCOG by October 2<sup>nd</sup>. The letter of commitment does need to include a pledge from the Town stating that it will provide the required 25% non-federal match and describing how it will do that.



If you need assistance with preparing the letter of commitment, please do not hesitate to contact me at [KMacPhee@frcog.org](mailto:KMacPhee@frcog.org) or 413-774-3167 x130.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Noake MacPhee". The signature is written in a cursive style with a large initial 'K' and 'M'.

Kimberly Noake MacPhee, P.G., CFM  
Land Use and Natural Resources Program Manager

cc: Town Emergency Management Director  
Town Regional Emergency Planning Committee member

## STATUS OF MULTI-HAZARD MITIGATION PLANS

Community	Date Plan Adopted By Town	FEMA Formal Approval Date	Plan Expiration Date (5 years)
Ashfield	7/21/2014	7/23/2014	7/23/2019
Bernardston	7/23/2014	9/30/2014	9/30/2019
Buckland	4/9/2013	7/16/2013	7/16/2018
Colrain	7/21/2014	8/20/2014	8/20/2019
Conway	7/21/2014	8/20/2014	8/20/2019
Deerfield	6/18/2014	7/3/2014	7/3/2019
Erving	9/24/2012	6/7/2013	6/7/2018
Gill	8/11/2014	9/22/2014	9/22/2019
Greenfield	8/20/2014	9/23/2014	9/23/2019
Hawley	6/17/2014	7/9/2014	7/9/2019
Leverett	6/24/2014	7/3/2014	7/3/2019
Monroe	7/30/2014	9/22/2014	9/22/2019
Montague	3/17/2014	3/27/2014	3/27/2019
Northfield	7/29/2014	9/22/2014	9/22/2019
Orange	7/9/2014	8/8/2014	8/8/2019
Shelburne	7/28/2014	9/22/2014	9/22/2019
Sunderland	6/30/2014	7/22/2014	7/22/2019
Whately	6/17/2014	7/3/2014	7/3/2019
*Highlighted towns have been awarded funding under the new Municipal Vulnerability Preparedness (MVP) Program			

## 2017 PDM Commonwealth Planning Grant Guidance

For the FFY 2017 Pre-Disaster Mitigation (PDM) grant program, the Massachusetts Emergency Management Agency (MEMA) and the Department of Conservation and Recreation (DCR) will submit multi-community local hazard mitigation plan (LHMP) planning grant application on behalf of interested communities. This document provides guidance on the local planning grant application process.

### Local Multi-Hazard Mitigation Planning

Mitigation plans are the foundation for effective hazard mitigation. A local multi-hazard mitigation plan (LHMP) is a demonstration of the community's commitment to reduce risks from natural hazards and serves as a strategic guide for decision-makers as they commit resources. Planning activities funded under FEMA's Hazard Mitigation Assistance (HMA) programs are designed to develop State, tribal, and local mitigation plans that meet the planning requirements outlined in 44 CFR Part 201.

### Overview

This document provides a brief overview of the 2017 PDM Commonwealth Planning Grant and specific guidance for communities applying for LHMP funding through the 2017 PDM program. This document does **not** provide complete details of the PDM program and its allowable and unallowable planning activities. Because FEMA imposes a cap on the number of individual planning applications a state can submit each year, combined applications will help provide PDM planning funding to more communities through sub-grants and assist them with the mitigation planning process. Under the FFY 2017 PDM Commonwealth Planning Program, MEMA/DCR will submit multi-community LHMP planning applications. To be considered, communities will need to submit a Letter of Intent/Non-Federal Cost Share Commitment. A sample and template letters are on the PDM Grants section of the webpage:

<http://www.mass.gov/eopss/agencies/mema/resources/grants/pdm/>

A standard Scope of Work is provided to all awarded jurisdictions. The applicant is responsible for ensuring that its proposed planning project fully complies with the Federal and State guidance for the PDM Program and 44 CFR Part 201. Links to the federal guidelines for this program and other pertinent documents can be found in the 'Other Resources' section on page 2.

Communities or multi-jurisdictional planning groups that do not wish to take advantage of this combined application can still submit their own PDM planning application to be considered for funding (i.e. communities that have a much higher risk).

### Funding Amounts and Priorities

Based on the PDM program Notice of Funding Opportunity, MEMA/DCR is anticipating the sub-application amounts below. These amounts are dependent on the number of eligible communities who wish to be included in the 2017 PDM Commonwealth Planning Grant applications. Federal share amounts will be awarded on a population basis within the outlined ranges:

#### PLAN UPDATES

- Plan updates for up to 15-28 communities
- Approx. \$9,000-\$22,000 federal share per community
- Approx. \$3,000-\$6,000 non-fed cost share per community.
- Total Federal share up to \$300,000

#### NEW PLANS

- New plans maximum of up to 20 communities
- Approx. \$10,000-\$25,000 federal share per community
- Approx. \$4,000-\$7,000 non-fed cost share per community.
- Total Federal share up to \$400,000

#### PRIORITIES

Because there is a limited amount of funds for each sub-application, we have set the following priorities to determine which communities will be selected to participate:

- 1) Communities with approved LHMPs set to expire in 2017-2019
  - a) Will be ranked in order of latest to expire within that time period
- 2) Communities with expired LHMP's
- 3) Communities with no approved LHMP
- 4) Communities who have/will be participating in the EEA's Municipal Vulnerability Program (MVP).

### Submission Process and Application Deadline

To be considered, communities must submit a Letter of Intent/Non-Federal Cost Share Commitment. Completed letters signed by the chief elected or appointed official for the municipality must be **received no later than 10/16/17**. A letter template and sample letter is available on the MEMA webpage. **Email your signed letters to:**  
[mitigation@massmail.state.ma.us](mailto:mitigation@massmail.state.ma.us)

### Cost Share

The PDM planning grant cost share is 75% federal/25% non-federal. The non-federal cost share may include Cash (i.e. payments to consultant, force account labor), State funds (i.e. Municipal Vulnerability Program), or In-Kind Contributions such as volunteers. Your cost share needs to be detailed in your letter of commitment.

For assistance with understanding your non-federal cost share options, please see the Massachusetts Emergency Management Agency *Match Policy* or contact the Mitigation Unit.

### Other Resources

MEMA's Grant webpage: <http://www.mass.gov/eopss/agencies/mema/resources/grants/>  
FEMA's Planning Guidance: <http://www.fema.gov/media-library/assets/documents/23194>  
Local Planning Handbook: <http://www.fema.gov/media-library/assets/documents/31598?id=7209>

Place this letter on your official letterhead

Edit this template in all of the **HIGHLIGHTED** areas

Date

Massachusetts Emergency Management Agency  
Attn: Sarah White  
400 Worcester Road  
Framingham MA 01702

RE: Letter of Intent and Non-Federal Cost Share Commitment for 2017 Pre-Disaster Mitigation

Dear Ms. White;

Through this letter the town/city of \_\_\_\_\_ wishes to be considered for 2017 Pre-Disaster Mitigation Grant funding to update/create our Local Multi-hazard Mitigation Plan. Our current plan was approved on \_\_\_\_\_ and expired on \_\_\_\_\_. OR is set to expire on \_\_\_\_\_.

In addition, we commit to providing a non-federal cost share of \$\$\_\_\_\_\_ which is 25% of the total cost of the planning project we will undertake if awarded. The non-federal cost share will be comprised of

town cash, special appropriations, staff time (if staff time- you need to provide a detailed budget to support this)

Our community is committed to making our community more resilient from natural hazards and reducing our overall vulnerability. We will be addressing the following hazards in our plans:

Add details about your hazards of concern. What are your top 3 vulnerabilities? Do you have mitigation or resilience activities already underway, highlight one here

The town of/city of \_\_\_\_\_ is committed to implementing this planning process by:

Add a statement here **how** you will implement the planning grant. Name the specific person and title who will be the local team leader to the plan (who will spearhead this?) Will you create a local committee or use an existing one? Who is or will be on that group? What non-governmental agencies will you invite to participate in the plan development? How many meeting and public forums will you have?

PLEASE refer to the MA Hazard Mitigation Plan Scope of Work and the FEMA planning handbook for the minimum guideline for these actions

We hope that you consider our commitment letter for our Hazard mitigation Planning Update and include our community in the 2017 application to the Federal Emergency Management Agency for funding. We look forward to this opportunity.



*Town of Waterfield  
123 Main St  
Waterfield MA 22222  
508-555-0000  
[www.waterfieldma.gov](http://www.waterfieldma.gov)*

May 20, 2017

Massachusetts Emergency Management Agency  
Hazard Mitigation Unit  
Attn: Sarah White  
400 Worcester Road  
Framingham MA 01702

RE: Letter of Intent and Non-Federal Cost Share Commitment for 2017 Pre-Disaster Mitigation

Dear Ms. White;

Through this letter the Town of Waterfield wishes to be considered for 2017 Pre-Disaster Mitigation Grant funding to update our Local Multi-hazard Mitigation Plan. Our current plan was approved on July 3, 2011 and expired on July 2, 2016.

In addition, we commit to providing a non-federal cost share of \$6,000 which is 25% of the total cost of the planning project we will undertake if awarded. The non-federal cost share will be comprised of town cash and staff time. A detailed budget is attached to demonstrate our proposed cost share.

Our community is committed to making our community more resilient from natural hazards and reducing our overall vulnerability. We will be addressing all of following hazards in our plan; Flood, Dam Failure, Coastal Hazards, Hurricane/ Tropical Storm, Nor'easter, Earthquake, Landslide, Severe Winter Weather, Wildland Fire, Severe Weather (thunder, lightning, high winds), Tornado, Drought, Extreme Temperatures, Tsunami. We focus on our hazards of greatest concern which are flooding, severe winter weather, and high winds. In our community our greatest vulnerabilities are to our floodplain areas and the development in the floodzone, like our DPW garage and town fuel tank as well as a number of business including an office supply store and grocery store. Additionally, we are vulnerable to roof collapses or structural failure during high wind or major snow and ice events.

This fall we will be starting our Municipal Vulnerability Plan sponsored with state funding from EEA with the assistance of the Midfield Regional Planning Commission. In the past two years, the town has been doing public outreach to businesses and residents through our Know your Zone Education Series to provide information to those living and working in the floodplain. Throughout this project our community has gained support for hazard mitigation and momentum to continue with resilience activities.

The town of Waterfield is committed to implementing this planning process by utilizing the Waterfield Local Emergency Planning Committee (LEPC) headed up by our Emergency Management Director and Fire Chief, Bill Smith. This existing committee include a number of

town department heads, the hospital, several hazardous materials facilities (Tier 2 facilities), Ambulance Service. We would also expand this group to include our neighboring communities of Highland, Lowboro, and Dryfield; the Long River Watershed Collaborative, the Friends of the Long River, Waterfield CERT, OfficeStore, and the Greater Cities Chamber of Commerce. This group will meet every other month during the 24 month planning process in the late afternoons. The meetings will be posted according to open meeting law and notes will be available on the towns website. The public will be encouraged to attend all of the planning meeting, however two briefing to the Board of Selectmen will be held to reach a broader audience.

We hope that you consider our commitment letter for our Hazard mitigation Planning Update and include our community in the 2017 application to the Federal Emergency Management Agency for funding. We look forward to this opportunity.

Sincerely,

Michael Thomas  
Board of Selectmen Chair

CC: Bill Smith, EMD/Fire Chief  
Town Administrator  
Waterfield LEPC  
Midfield Regional Planning Commission  
City of Highland  
Town of Lowboro  
Town of Dryfield  
Greater Cities Chamber of Commerce  
File





July 24, 2017

Dear MIIA Member:

**Welcome to the MIIA FY18 Grant Program.**

The Risk Management Grant Program provides members with the opportunity to apply for a grant or grants totaling \$10,000 per municipal entity.

The goal of the FY18 grant program is to enable members, with the assistance of their MIIA Risk Manager, to identify areas with adverse loss experience and select which grant options , (service / program/equipment), target these losses. By doing so, we ensure a healthy workplace and protect critical municipal assets.

To participate in this program please follow the process below :

1. Grant requests must be made under a line of insurance coverage that MIIA provides to your municipality.
2. Complete this application in its entirety. If not completed, it will be returned for completion.
3. Attach a vendor estimate for each requested item or service.
4. Two signatures are required. (Chief Municipal Officer and Chief Procurement Officer).
5. Submit your application to [miiagrants@mma.org](mailto:miiagrants@mma.org). **Submittal deadline is November 2, 2017.**
6. Grant applicants will be notified of their grant award or denial prior to November 24, 2017.

Once a grant application has been approved, the member will be notified of the amount of their grant award.

**THE FOLLOWING APPLIES TO ALL MIIA GRANT PROGRAM APPLICANTS**

**Due to budgeting requirements, grants MUST be invoiced or paid by May 15, 2018.** There will be NO exceptions. Invoices or requests for payments received after May 15, 2018 will NOT be paid.

**Grant Disbursement Options**

MIIA offers two options for grant disbursement. Regardless of the option chosen, each applicant must attest that all state and local purchasing regulations and guidelines are followed. To that end, MIIA requires that your Chief Municipal Officer and your Chief Procurement Officer sign the grant application attesting to the above.

**Please send all grant invoices to [miiagrants@mma.org](mailto:miiagrants@mma.org). Vendor tax identification number must be included with all invoices.**

**Option 1.** MIIA pays vendor directly upon receipt of invoice.

**Option 2.** MIIA will reimburse the member upon receipt of a copy of the front and back of a canceled check and a copy of the vendor invoice. If you have installment invoices for program implementation, it requires that submitted invoice(s) provide appropriate detail, i.e. 5 hours @ \$400 total \$2000- John Smith ABC Enterprises completed a survey of municipal fleet operations.

The MIIA Grant Program will provide you with another tool to enhance your risk management, training and safety efforts. For questions regarding the Grant, please contact your Risk Manager or me at [lchabra@mma.org](mailto:lchabra@mma.org) (617)426-7272 ext. 250.

Thank you for your participation.

Very truly yours,



Lin Chabra,  
MIIA Member Services Training Manager



## FY 18 MIIA GRANT APPLICATION

This fiscal year, MIIA’s Grant program is focused on identifying member loss trends and providing members with resources and solutions to improve their outcomes. We believe that effective risk management can only be achieved through a strong partnership with our members. The MIIA Grant Program provides members with solutions for effective risk management, enhanced safety practices and greater asset preservation.

MIIA members can apply for a grant or grants totaling \$10,000 per municipal entity.

1. We strongly encourage you to consult with your MIIA Risk Manager with any questions regarding grant criteria prior to submittal. In particular, the Risk Managers would like to be involved with any proposed grants related to:
  - a. Development of a Sewer Maintenance Program, b. Facilities Security, c. Facilities Maintenance Software, d. Third Party Audits or Assessments.
2. Grants cannot be retroactive for an activity completed or in process or equipment previously purchased.
3. Members are not eligible for the same grant as received the previous year unless approved by Risk Manager.
4. Attach a vendor estimate for each requested item or service.
5. Ensure Chief Municipal Officer and Chief Procurement Officer have signed application.
6. Submit your application to [miiagrants@mma.org](mailto:miiagrants@mma.org) by grant deadline of November 2, 2017.

**Items that are excluded include: travel expenses, wages, including overtime, and software annual renewal costs.**

The MIIA Risk Management Team will confirm receipt of your application. Grant applications will be reviewed the week of November 6, 2017. **Please note that a grant submission does not guarantee a grant award.** If awarded, a grant summary detailing how this award benefits your municipal entity must be included with final grant invoice.

How will this grant be used to continue or enhance your risk management or personnel management efforts moving forward?

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MIIA Member \_\_\_\_\_

Contact \_\_\_\_\_ Department \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

By signing and submitting this application, I (we) attest that all applicable state and local purchasing regulations and guidelines have been followed.

\_\_\_\_\_  
Chief Municipal Officer Signature

\_\_\_\_\_  
Chief Procurement Officer Signature

## FY 18 MIIA GRANT APPLICATION

Check Item	Cost Per Estimate	Related Best Practices
<b>Automobile</b>		
<input type="checkbox"/> Fleet Maintenance - Audit, Needs Assessment, or Software <input type="checkbox"/> GPS Tracking System for Plow Operators		Annual Driver MVRs Vehicle Telematics Vehicle Maintenance Program
<b>General Liability</b>		
<input type="checkbox"/> Development of Sewer Maintenance Program* <input type="checkbox"/> Third Party Audits targeting fats, oils, grease, etc.*		Camera video program (sewer lines) Manhole inspection Grease trap bylaw/inspection Pump station inspection
<input type="checkbox"/> Tree Risk Assessment - (Does not include tree removal)		Tree Inventory and or Assessment Program
<input type="checkbox"/> Development of Pavement Management Program		Pavement Management Program
<input type="checkbox"/> Development of Snow & Ice Removal Plan		Snow & Ice Removal Plan
<input type="checkbox"/> Facility Security/Emergency Plans ( <b>Schools &amp; Municipal Offices Only</b> ) - Assessments, Equipment (i.e. Panic Alarms, Entry Systems, Cameras)*		
<input type="checkbox"/> Development of a Mass Lead Containment Control Plan and related testing and plumbing hardware replacement		Development of a LCCA Plan and plumbing hardware replacement
<input type="checkbox"/> Cyber Risk Audit		
<b>Law Enforcement Liability</b>		
<input type="checkbox"/> Cameras - Body, Dash, CCTV (Must Develop or Demonstrate a Policy) <input type="checkbox"/> Topic Specific Training Targeting Loss Experience Issues		Use of Force & CCTV Policies Training
<b>Property</b>		
<input type="checkbox"/> Facilities Maintenance - Software, Third Party Audits, Winterization Needs Assessment* <input type="checkbox"/> Freeze Up Prevention Equipment - Thermography Cameras up to \$1500, Temperature Alarms, Monitoring Equipment, Call Out Software <input type="checkbox"/> Facilities Emergency Identification & Access System <input type="checkbox"/> Third Party Thermography Assessments*		Roof inspection Roof Snow Removal Plan Ice dam inspection Gutter/downspout inspection Sprinkler testing Heat monitoring protocols Pipe freeze inspections
<b>Public Officials/School Board Liability</b>		
<input type="checkbox"/> MCAD Courses for EEO Professionals - Series of (8) Train-the-Trainer courses (These courses are outside the Core MIIA Training Curricula)		Discrimination and harassment training
<b>Workers' Compensation</b>		
<input type="checkbox"/> Safety Equipment - (i.e. Dollies/Carts, Slip/Fall Stations, Hoyer Lifts, Manhole Cover Lifts, Trench Boxes, Hydraulic Lift Gates, Work Zone Safety Trailer, Stepstools for Classrooms, PPE Equipment, Back-Up Cameras, Slip Resistant Floor Treatments). Does not extend to injured-on-duty. <input type="checkbox"/> OSHA/Safety Training - Third Party Training (i.e. aerial lifts, bloodborne pathogens, trench safety, confined space entry, CPSI training, chainsaw safety, lockout/tagout, OSHA 10/30, QBS behavioral safety(descalation), work zone safety, etc. not otherwise provided by Core MIIA Training Curricula)		Annual workplace safety training Claims reporting (timely basis) Return to Work Program Safety Committee

\* Consult with MIIA Risk Manager.