

TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

SELECTBOARD MEETING MINUTES

December 11, 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, Gene Beaubien, Mick LaClaire, Chris Redmond, Jason Bassett, Phil Gilfeather-Girton, Claire Chang

Highway Department Vacation Request: The Selectboard approved by consensus a request from the Highway Department to take vacation time during the three work days between Christmas and New Year's. The request noted that the employees will be available should there be bad weather.

Machinery Committee: Highway Superintendent Mick LaClaire inquired about the status of the Machinery Committee, as he has a couple of issues which need attention. John explained the Committee has not had its first meeting, and there is one vacancy on the 3-person committee. He issued a "call to arms" for a third volunteer, and stated he will proceed with organizing the first meeting.

Highway Department On Call Snow Plow Drivers: LaClaire stated he has one very well qualified applicant to be an on-call snow plow driver. Greg made a motion, seconded by John, to authorize Ray to review the application and take action on hiring the applicant, if appropriate. The vote was unanimous in the affirmative.

Engine 2 Repairs: Fire Chief Gene Beaubien provided an update on necessary repairs to Engine 2. Bulldog Fire Apparatus (Latham, NY) has given an estimate of \$4,105 for various repairs, including \$1,715 to replace cracked brake shoes on the left rear wheel. Engine oil and power steering fluid leaks will also be investigated as part of the repair. The funds for the repairs are within the Fire Department's budget, and the truck was driven to Bulldog this past weekend. Bulldog's evaluation of Engine 1 found no serious issues. There are a few lights that need replacing, but that work can be done by the Fire Department.

New Police Sergeant: Police Chief Chris Redmond formally introduced Gill's newest full-time officer, Sergeant Jason Bassett, who was welcomed by the Selectboard.

Cruiser Mobile Data Terminals: Police Chief Redmond made a presentation to the Selectboard regarding the purchase of three mobile data terminals (MDTs) and related accessories. The MDTs will allow our Police Department to make use of a new records management system currently being implemented at the State Police Dispatch Center in Shelburne. The Department's iPads have worked well over the last four years, but are not compatible with the new system.

Highlights of the new features available with the MDTs include: ability to run driver/license plate data and incorporate it directly into a police report, communicate with Dispatch and other agencies using a secure message system, GPS directions to mutual aid calls for service, ability to query past calls for service in Gill responded to by the State Police, receive notifications from Dispatch in the cruisers instead of returning to the station to get a fax, and ability to check in-house records in the field rather than only at the station.

The Selectboard commented on the importance of having better access to State Police reports. Currently, our officers could go on a call with no knowledge on recent State Police calls to the same address, which is a very dangerous situation. Redmond also explained the Department would keep one of the three iPads, and make the other two available to other boards and departments after wiping the data from the devices.

The quoted cost of the three MDTs and accessories is \$15,094 and Redmond requested the NMH Gift account be used for the purchase. Greg made a motion, seconded by John, to approve the purchase using the NMH account. The vote was unanimous in the affirmative.

Prior to the vote, during discussion of the motion, John asked for the Selectboard to have a conversation about the right number of police cruisers for our town, and whether officers should be allowed to take cruisers home when off duty. Redmond commented that cruisers used primarily by one person are kept cleaner, are better maintained, and last longer.

There was a discussion about whether to buy two or three MDTs, if there's going to be a future discussion about being a 2-cruiser or 3-cruiser town. Since the same records management system will eventually be implemented for area fire departments, it was felt a third MDT could be easily repurposed to other uses should the Town downsize from three cruisers to two. It was decided that the Selectboard's second meeting in January will include an agenda item to discuss the right number of police cruisers for Gill.

As part of a project he is working on, Randy requested all three department heads to record vehicle hours or mileage on the first Thursday of every month and send the info to him.

Revolving Fund for Police Details: There was discussion of establishing a revolving fund for Police Details, in order to allow officers who work details to be paid in a timely fashion. Currently, officers are not paid for details until the contractor who hired the detail has paid the Town. There are questions about how the fund would be initially seeded with money, and if there are other ways to accomplish the same end result. The topic will be worked on during the FY19 budget process, so if any town meeting votes are required, they can happen at the Annual Town Meeting.

Beaubien, LaClaire, Redmond, and Bassett left the meeting at 6:20 PM.

FirstLight Relicensing and FERC Motion to Intervene: The Selectboard met with Phil Gilfeather-Girton, Chair of the Conservation Commission, to discuss a notice from the FRCOG regarding FirstLight's application to FERC for a renewal of its operating license. The license renewal process has been underway since 2014, and the formal application is expected to be filed in the next 30-60 days. Once filed, the FERC will accept Motions to Intervene from interested or affected parties.

It was decided the Town is most definitely an affected party, and will file a Motion to Intervene. The Selectboard and Conservation Commission will work jointly to outline the Town's concerns in the Motion, and both boards will be listed as applicants or contacts in the Town's Motion. The FRCOG has provided a template of a Motion to Intervene. Ray will flesh out the general information in the Motion and send it to Gilfeather-Girton for additional details and specific concerns about the relicensing. Gilfeather-Girton left the meeting at 6:30 PM.

Review of Minutes: John made a motion, seconded by Randy, to approve the minutes of 11/13/17. The vote was 2-0 in the affirmative, with Greg abstaining from the vote. Greg made a motion, seconded by John, to approve the meeting record of the 12/6/17 GMRSD Civic Leaders meeting. The vote was unanimous in the affirmative.

Sewer I&I: Ray reported the annual sewer reports have been submitted to DEP, and I&I camera inspections by Mass Rural Water Association will take in the spring.

Gill Elementary Well: Ray reported specs are being gathered on two alternate treatment systems. Historical levels of iron in water samples from the well have caused DEP to question the ability of the originally proposed system to remove sufficient amounts of iron to allow the UV system to properly function.

Gill 225th Anniversary: John made a motion, seconded by Greg to appoint Randy Crochier (as the Selectboard's representative), Lynda Hodsdon Mayo, Ray Steele, Kim Sprankle, Alison Crochier, Ray Purington, Pam Shoemaker, Steve Damon, Robin Paris, Chris Redmond, and Rose Levasseur to the Gill 225th Planning Committee. The vote was unanimous in the affirmative. The first event in the year-long celebration will be a sing-along at the Town Hall on January 1st.

Siemens Performance Assurance Agreement: The Selectboard discussed whether to continue to engage Siemens Industry, Inc. for the Performance Assurance Measurement & Verification Agreement for energy conservation measures (new boiler, lighting upgrades, and an energy management system) installed by the company at the Gill Elementary School in 2011-2012. Ray recommended terminating the agreement, as the annual cost is currently \$2,319 and based on the way verification is calculated, there is no reason to expect the company will ever find a situation where the guaranteed levels of energy savings are not being met.

Claire Chang, a member of the Energy Commission, explained that Ben Weil, a Professor of Building Energy at UMASS, has reviewed the School's energy use and Siemens' methods of "verifying" energy savings, and suggested the money spent on Siemens could be better directed toward education and real energy improvements. Chang also reported that Weil's spring 2018 class will use the School as one of its case studies.

John made a motion, seconded by Greg, to stop payments on the Siemens agreement as soon as possible. The vote was unanimous in the affirmative. If there are contractual questions about terminating the agreement, Ray will seek advice from Tupper Brown and/or Town Counsel. Claire left the meeting at 6:40 PM.

Gill Elementary Alarm Panel: The Selectboard discussed a request from the GMRSD for the Town to fund a \$1,100 upgrade to the alarm panel at the Gill Elementary School. Montague is providing funds to do similar upgrades at its two school buildings during the Christmas vacation week. The Selectboard requested more information about problems with and limitations of the current alarm panel.

Franklin Land Trust Gift of Land: Ray reported the Franklin Land Trust (FLT) is ready to proceed with donating to the Town the two building lots (4.735 acres) on Hoe Shop Road adjacent to the Town Forest. Acceptance of the gift of land was approved at the Town Meeting in June. The deed for the transaction is ready, and does not require signatures from the Town. The deed will be filed before January 1, 2018, in order to avoid any tax liabilities for the FLT during FY2019. The FLT will have a conservation restriction for the property prepared during the first six months of 2018. There were no objections by the Selectboard to the outlined process, and Ray will inform the FLT to proceed with filing the deed.

MIIA Insurance Renewal Proposal: The Selectboard reviewed a renewal proposal from MIIA, the Town's property, liability, and workers' compensation insurance provider. The offer is for a 0% rate change in FY2019 and no more than a 2.5% increase to rates in FY2020. Greg made a motion, seconded by John, to accept the renewal proposal. The vote was unanimous in the affirmative.

Riverside Sewer Rates: Ray presented an analysis of revenue and expenses for the Riverside Sewer System, with four scenarios for rate increases. The need to consider a rate increase is driven by a 3.37% increase in the rates Montague charges for treatment and disposal of sewage from the system. The four scenarios include 0%, 1%, 2%, and 3.37% increases to the current rate of \$0.193/cubic foot.

The Selectboard expressed interest in the middle scenarios of 1% and 2% as a way to keep current with rising costs and cushion against larger increases next year. With the recent closure of the Southworth Paper Company in Turners Falls, it is expected Montague will need to increase sewer rates significantly next year. The Selectboard will vote on sewer rates at their December 26th meeting.

FY18 Budget and Tax Rate Hearing: Ray reported the FY18 budget for health insurance has a shortfall of approximately \$1,865 due to the unexpected retirement and new hiring within the police department. He recommended against holding a special town meeting to balance the budget, as there are several other solutions, including the FY18 Reserve Fund and year-end transfers for other budgets. The amount is not significant enough to delay setting a tax rate in order to have a special town meeting. The Selectboard agreed with the recommendation, and scheduled the tax classification hearing for December 26th at 6:30 PM. It was also noted there is still a vacancy on the Board of Assessors, and residents are urged to step forward to fill the void.

Shared Human Resources Program: The Selectboard reviewed and discussed a proposal from the FRCOG for a shared Human Resources program. Randy disclosed that he is a part-time employee of the FRCOG. Similar to the FRCOG's programs for public health and town accountants, the FRCOG would hire a full-time human resources professional. Participating towns, plus the FRCOG, would have use of the services and share the expense. Under the proposed model, each town would be budgeted for an average of 3.75 hours per week, and a cost of \$10,000-\$11,000 annually.

It was felt that the Town's human resources needs aren't yet great enough to justify the proposed cost, and that existing staff plus Town Counsel are effectively handling situations as they arise. It was suggested the \$10,000 would be better used put toward an assistant for the Administrative Assistant. The idea will be explored further during the FY19 budget process.

Executive Session: Greg made a motion, seconded by John, to go into Executive Session to discuss the deployment of or strategy regarding security devices, i.e. fire apparatus. Randy – yes; John – yes; Greg – yes. The roll call vote was unanimous in the affirmative.

It was announced that the Selectboard will briefly reconvene in open session in order go into a second Executive Session. Following the second session, the Selectboard will reconvene in open session only for the purpose of reviewing vendor and payroll warrants and adjournment. The Selectboard left for the executive session at 7:15 PM. George Brace and Janet Masucci left the meeting.

The Selectboard returned from the executive session at 8:00 PM.

Executive Session: Greg made a motion, seconded by John, to go into Executive Session in order comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements, i.e. to review, approve, and classify minutes of Executive Sessions from 9/25/17 (2 sessions), 10/16/17, and 10/30/17 (2 sessions) in order to comply with the Open Meeting Law and MGL Chapter 4 Section 7, Clause 26 "Public Records" Randy – yes; John – yes; Greg – yes. The vote was unanimous in the affirmative.

It was announced that the Selectboard will reconvene in open session only for the purpose of reviewing vendor and payroll warrants and adjournment. The Selectboard left for the executive session at 8:00 PM.

The Selectboard returned from the executive session at 8:10 PM.

Warrant: The Selectboard reviewed and signed the FY 2018 warrant #13.

The meeting adjourned at 8:30 PM.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.

Signed copy on file. Approved on 12/26/2017

Greg Snedeker, Selectboard Clerk

Ray Purington/Gill Selectboard

From: Mick LaClaire/Gill Highway <highway@gillmass.org>
Sent: Wednesday, December 06, 2017 7:54 AM
To: Ray Purington/Gill Selectboard
Subject: Holiday Vacation

Hi Ray, can you forward this to the Board, thanks. I will be in on Monday to meet.

Happy Holidays to all, Hope all is well for your holidays.

we are requesting our Annual Christmas Vacation Closer for the week between Christmas and New Years as we have done for the past several years. This year we are without Eddie again and with the holiday falling on Monday we are only asking for Dec 26,27,28. and of course if bad weather falls- then things are back to normal. As we have discussed many times before this will allow us to save heat, electric, and most of all being able to spend time with our families during this time.

Thank you for your consideration on this, we look forward to it.

Mick



Virus-free. www.avg.com



FIRE & EMERGENCY APPARATUS

BULLDOG-NY
68 Sicker Road
Latham, NY 12110

Estimator: John Cameron (518) 785-0900

ESTIMATE OF REPAIRS

Below is an estimate based on our initial inspection and does not include any additional labor, services, parts and or repairs that may be required after commencement of such labor, services, parts and or repairs. It is impossible to furnish an exact estimate without completely disassembling and inspecting the subject vehicle. Occasionally, after commencement of such labor, services and or repairs, damaged, worn or broken parts may be discovered which were not evident during the initial inspection, which will subsequently be quoted as a supplement to the initial estimate. Consequently, we do NOT guarantee the below estimate. Estimate prices for replacement parts are subject to change and also are NOT guaranteed. As an additional service to your Department, we are able to provide pick up and delivery of your apparatus, for a rate of \$50 per hour for two drivers plus the cost of fuel, at the convenience of your Department's schedule

		SHOP MANAGER: John Cameron			(518) 378-3933	
		PARTS Department: Tom Watkins or John Albanese "Apples"			(518) 785-0900	
	Date:	11/29/2017				
	Custor	Gill Ma	Contact Name/Number:			
	Manufacturer:	KME Pumper	Model Year:	1995		
	Truck GSO OR Identification Number:	GSO 2521 1K9AF428OTN058315				
Item	Qty.	Item / Material Description / Work to be completed	Material Ea.	Material Total	Labor	
		Steering wheel button air horn switch Troubleshoot and contact customer			0.5	
		Radiator needs flushing and re fill with fresh anti freeze	\$150.00	\$150.00	5	
		Front left wheel seal leaking	\$75.00	\$75.00	3	
		Engine oil leak Troubleshoot and contact customer			0.5	
		Power steering leak Troubleshoot and contact customer			0.5	
		Tie rod end boots Replace	\$75.00	\$75.00	4	
		Left rear spring pin wont take grease Try changing the fitting and heat up pin, pin may need to be	\$25.00	\$25.00	2	
		> Left rear brake shoes cracking May be less money depending on parts needed	\$950.00	\$950.00	9	
		> Right side rear door out of adjustment - loose when closed - Troubleshoot			0.5	
		> Right side rear door pin missing - Troubleshoot and contact the customer			0.5	
		> Rear right door bolt loose at hinge - Troubleshoot and contact the customer			0.5	
		> Left side bottle door gaskets missing/damaged -	\$25.00	\$25.00	1	
		> Manual pump shift cable cut Possible change out the cable	\$50.00	\$50.00	1.5	
		> Lower speed lay pump house pipe mount broken - needs welded	\$25.00	\$25.00	3	
		> Left side inner pump house light out	\$10.00	\$10.00	0.5	
		Total Material Cost		\$1,385.00		
		Total Labor Hours			32	
		Total Labor Cost @ \$85.00 per hour		\$2,720.00		
		TOTAL ESTIMATED REPAIR COST		\$4,105.00		

AUTHORIZATION

By signature above, we authorize and instruct Bulldog Fire Apparatus, to perform the labor, services and repairs set forth and to furnish and provide such replacement parts and materials as are required in connection with such services. We agree that you are not responsible for damage to the subject vehicle or to any personal property therein due to fire, theft, flood, or any cause beyond your control or for any delays caused by the unavailability of replacement parts or any delays caused by suppliers or transporters. We grant you and your employees the right to operate the subject vehicle on streets, highways, or elsewhere in your discretion for the purpose of testing and inspecting subject vehicle. We acknowledge that if we direct you to cease such labor, services and repairs prior to completion, we are fully responsible for the payment of your completed labor, services and repairs and any cost and expense of disassembly and reassembly required.

		Note: Estimated pricing good for 60 days from date noted above.			
		Warranty on repairs listed above only:	90 days		
		Note: Two signatures are required. 1 Fire Officer and 1 Administrative Officer or Insurance Carrier Representative.			
		Phone number :			
		Customer Name :			
		Sign:			
		Customer Name :			
		Sign:			

Please return authorized quote to: Bulldog NY, 68 Sicker Road, Latham NY 12110 Attn.: Kristi Mance. Contact #: (518) 785-0900 or Scan / Email it back to Kmance@bulldogfa.com

GILL POLICE DEPARTMENT



Christopher J. Redmond
Chief of Police
196B Main Rd
Gill MA 01354

Emergency 911
Fax (413) 863-0157
Station (413) 863-9398
Email chief@gillmass.org
<http://gillmass.org/police>

November 30th, 2017

Honorable Selectboard,

I would like to request your authorization for funding our police department's mobile data terminals. We are currently eligible to upgrade our entire records management system through a grant that has already been appropriated and constructed with the assistance of state E911 funding and further commitment from the state Executive Office of Public Safety. In 2015 the previously mentioned agencies have purchased and/or upgraded approximately \$542,897.50 worth of software and hardware to initiate this project. This project will allow member agencies of the Shelburne and New Braintree State Police Dispatch Centers the ability to enhance and upgrade current record management systems, and install new features previously unaffordable to our agency.

In order for our department to make use of this new technology we would need to upgrade our hardware from Ipads to a windows based operating system. Our Ipads have served us well for the past four years, but unfortunately they will not be able to utilize this new system. I have researched several alternatives and have found a system that will meet the new requirements of this project and will also *greatly* improve our records management system, providing vastly improved officer safety features and a more secure environment for our records data. I am requesting funding to replace our department Ipads with a ruggedized computer tablet and mounting system for our department's fleet. These computers systems are built in North Attleboro, Massachusetts by Patrol-PC. Patrol-PC has provided these systems to over 200 Massachusetts agencies with hardware to perform police related tasks. Their devices are uniquely built for public safety agencies with a number of task specific features to address our needs. Since 1997, our records management system has been IMC (which coincidentally was provided for free from Shelburne Control). Approximately 85% of all police departments in Massachusetts also utilize this software for crime reporting and other police related functions. The new software is also IMC, however they have been acquired by a company named Zeurcher / TriTech. It is the same product but has a different name.

I propose upgrading to this system, which will allow officers to access and enter records from the cruiser, in a live, real time environment. In addition, the stand-alone computer located at our station will be kept for legacy records, but new data will migrate to a secure server at the state public safety data center in Chelsea, Massachusetts. This data center is the main frame for all Massachusetts CJIS based RMV data, criminal records information and firearms licensing database. Our connection to this server will be made through our _____, which is already in use for in-house state data. The connection for vehicle mounted computers will utilize an authorized _____, similar to what we are using currently for the Ipads. There will be no additional costs incurred for either connection.

In addition, this project will allow us to discontinue our Windows 95 era spreadsheet which is currently used for our daily log, that is mandated by law. Our current database was started in 1998 and has over 12,200 *daily* entries. This software is inefficient for many reasons. The new software will allow us to switch to a more secure, robust program that will have many new features that are unavailable in a 22 year old program which is no longer supported by Microsoft.

If this funding request is authorized, I would anticipate a “go-live” date in January 2018. Our current records management system and daily log would be used only for legacy records data, and all new information would be switched to the new system. We would still have to maintain those programs indefinitely in case we need to retrieve old records. All future records and data will be backed up on a redundant and secure system at the state level, saving us from this task.

Here are some of the new features that we will be able to use if this project is allowed to move forward:

- Ability to run driver/license plate data and incorporate directly into a police/accident report
- Ability to communicate with area agencies and Shelburne Control via a secure message system
- Ability to append calls for service that were entered by Shelburne Control, without having to duplicate them at station like we currently do.
- GPS guided directions to calls for service (More important when responding mutual aid)
- Ability to check our in-house records from the field (not currently possible)
- Ability to initiate a vehicle stop with license plate number, exact GPS position of cruiser without using radio network.
- Ability to query past calls for service that were dispatched to State Police for our town
- Ability to easily print daily log with redacted entries in compliance with MGL
- Ability to have BOLO's and photographs sent to cruiser without returning to station to retrieve a fax of that information
- Ability to run live cross-agency checks in the majority of Western Massachusetts police departments
- Ability to use 2D bar code scanner to query driver's license data
- Greatly improved security for data back-up (handled by Chelsea)
- System will also allow officers to be dispatched over network in case of radio network congestion or failure
- Roof mounted GPS / LTE will improve reception in poor service areas, allowing better coverage in dead spots
- Import photographs directly from the device into reports
- Ability to enter traffic stop citations, accident reports and police reports in the field
- Ability to remotely book prisoners at the Franklin County House of Correction or other facility
- Capable of E-citation technology when available by state

To help reduce these costs, I would install the system in house, reducing some of the overall cost by \$825.00, avoiding the installation fees. The **mounts** needed for the 2008 cruiser would not be included in this estimate, since this cruiser is nearing end of life and the brackets would not be transferable in the future. This will not effect the computer's function or ability to transfer it to a future vehicle. The tablets are built on a modular platform, most components can be swapped out as technology evolves. They are covered by a three year manufacturer's warranty, which is also extendable after purchase for up to 7 years.

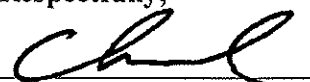
If funding is approved, this purchase will allow us to upgrade our abilities to a fully functioning records management system and mobile data terminals. This would have been cost prohibited with our current budget. With the state financing and supplying the software portion of this system, we can be efficient and modernized for an affordable overall cost to our agency.

Thank you for taking the time to consider this proposal. The total amount requested is **\$15,094.00**. A three year lease to own option is also available with a \$1 buyout for \$5,455.56 per year. However, this would be an additional \$1,272.68 in interest charges.

Patrol-PC based in North Attleboro, Massachusetts is a sole-source provider for these systems.

If you have any further questions, please feel free to ask.

Respectfully,

A handwritten signature in black ink, appearing to read 'Chris Redmond', written over a horizontal line.

Christopher J. Redmond
Chief of Police

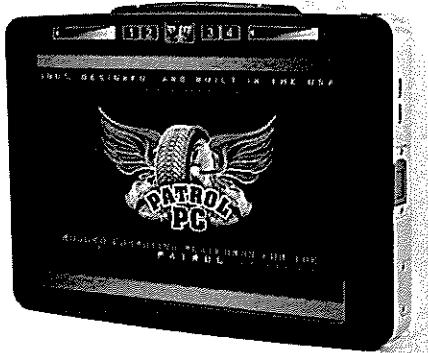
Supporting documents attached:

Partial List of Massachusetts Patrol-PC Customers:

MBTA PD	Leicester MA PD
Arlington MA PD	East Longmeadow MA PD
Abington MA PD	Becket MA PD
Andover MA PD	Holbrook MA PD
North Andover MA PD	Weymouth MA PD
Methuen MA PD	Cohasset MA PD
Haverhill MA PD	Marshfield MA PD
Boston College MA PD	Norwell MA PD
Melrose MA PD	Hingham MA PD
Burlington MA PD	Medway MA PD
Salem MA PD	Medfield MA PD
Danvers MA PD	Brookfield MA PD
Rockport MA PD	Northampton MA PD
Marblehead MA PD	Hanover MA PD
Gloucester MA PD	Plymouth MA PD
Salisbury MA PD	Plymouth MA Sheriffs Dept
Lynn MA PD	Marion MA PD
Hamilton MA PD	Dighton MA PD
Stoughton MA PD	Franklin MA PD
Norwood MA PD	Walpole MA PD
Shrewsbury MA PD	Uxbridge MA PD
Foxboro MA PD	Duxbury MA PD
Boxborough MA PD	Milford MA PD
Lexington MA PD	Brockton MA PD
Northbridge MA PD	Hull MA PD
Sharon MA PD	Falmouth MA PD
Chelmsford MA PD	Sandwich MA PD
Pepperell MA PD	Wareham MA PD
Tewksbury MA PD	Barnstable MA PD
Westford MA PD	Yarmouth MA PD
Dracut MA PD	Orleans MA PD
Townsend MA PD	Wellfleet MA PD
Littleton MA PD	Truro MA PD
Canton MA PD	Dennis MA PD
Holden MA PD	Brewster MA PD
Greenfield MA PD	Harwich MA PD
West Springfield MA PD	Swansea MA PD
Williamsburg MA PD	Fairhaven MA PD
Stockbridge MA PD	Taunton MA PD
Egremont MA PD	Upton MA PD
Westfield MA PD	Freetown MA PD
Sheffield MA PD	Clinton MA PD
Sudbury MA PD	Salisbury MA PD
Medway MA PD	Dartmouth MA PD

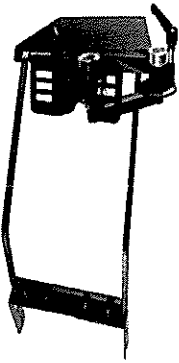
Device Specifications:

Tablet & Dock

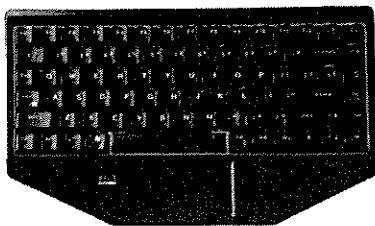


M1 Core i Intel Generation 5 -
(12.1" Sunlight Readable Display - 1200NITS+, Projected Capacitive Touch Screen, Core i5-5300U 5th Gen 2.3-2.7GHz 3MB Cache, 2 core, HD5500 graphics, 2 USB 3.0, 2 Mini-PCIe half card slots, RhinoDock Value with 1 10/100/1G Ethernet, 4 USB 3.0, 4 RF Pass-Thru, 2 Ports for external power control and ignition sense, Internal Battery, Ambient Light Sensor, WiFi 802.11 2.45Ghz B/G/N/AC + Bluetooth, GPS, Front 2MP Camera, Rear 5MP Camera w/flash, dual digital microphones, TPM v2.0, stereo speakers)and Dock, Windows 10 Pro

Mounts & Keyboard:



ON-DASH MOUNT with Single Arm / Double Pivot and G.R.I.P. Tilt/Swivel for Display/Tablet and Keyboard Mount with Double Arm and G.R.I.P. Tilt/Swivel. On-dash mounts customized for each vehicle that minimizes hardware and cockpit space consumed, without cutting into the dashboard, while avoiding vehicle airbag interference or voiding the factory warranty.



Rugged Backlit Keyboard - TG3 KBA-BLTX R 82 Key Rubber Membrane Backlit Red Illuminated Keyboard with Touchpad/Coiled Cord - 3 year manufacturer's warranty

Actual Photographs of installed device:



Current Daily Log & Software

[illegible]

Microsoft

Requires
Windows 95
or Windows NT®
Workstation 4.0

MICROSOFT®

Works

The World's Most Popular Integrated Software for Windows



Patrol PC Sole Source Letter

Advanced Electronic Design, Inc.
344 John Dietsch Blvd.
North Attleboro, MA 02763

To Whom it May Concern:

Patrol PC, a division of Advanced Electronic Design, Inc., is a sole-source US manufacturer of ultra-rugged, advanced mobile data terminals/computers (MDT's/MDC's) that are customized for use in mobile Police, Fire and EMS vehicles. Our products are designed and manufactured at our headquarters facilities in North Attleboro, MA, and we certify that we meet all requirements of the "Buy America Act".

We are a "direct-from-the-factory" manufacturer with one mission, and that is to produce tablet computers that are "purpose-built" to support the unique mission and duties of mobile Police, Sheriff, Fire and EMS work. We do not build computers for the general public or for other industries. As a result, our computers are not generally available through traditional retail computer distribution channels.

We have two main product families, our RT-12i Fixed Mount Tablets, and our RhinoTab Portable Tablets. Our products are different from traditional laptop computers, with unique features and benefits that we design specifically for first responders, including:

- Ruggedized Metal Frames to Protect Your Investment
- Sealed 1200 NITS, Ultra-Brite Daylight-View-able Displays for Outdoor Use
- Impact-Resistant Windows Touch-Screens
- Built-In eCitation Scanners
- Built-In 4G LTE Data Modems
- Programmable Buttons For Ease Of Use
- Certified to Function From -15F to +149F
- Fully Expandable and Upgradeable to Eliminate Obsolescence
- Up To 7-Year Extended Warranty to Maximize Your Investment

Thank you for your consideration of Patrol PC products for your agency, and feel free to contact me if you have any questions/issues.

Best Regards,

David J. Swithers
President
Patrol PC, a division of Advanced Electronic Design, Inc.
344 John Dietsch Blvd.
North Attleboro, MA 02763
508-699-0458

Lease Option:

The Bancorp Bank

MEMBER FDIC

Chief Redmond

Gill, MA PD

11/22/17

Karrie-Linn Velms

407-253-4505

kvelms@thebancorp.com

<u>Equipment Lease</u>		3 Years Lease Payment	4 Years Lease Payment	5 Years Lease Payment
Patrol PC Computers and Software, per quote dated 11/22/2017 \$15,094.00	Annual Payment	\$5,455.56 per year		

Sales Order

Quote # Q-00017239

Date: 05/28/15

General & Client Information

Client Name: Executive Office of Public Safety and
System Description: Security - The Office of Technology and
Great Plains ID: Information Services

BILL TO Dell Marketing LP
PO Box 149257
Austin, TX 78714-4927

Sales Order # 4844

Purchase Order # 8267383831387602 & 8267480021387702
Purchase Order Date: 5/20/2015

Client Contact: Curtis Wood
Contact Phone: (508) 820-2227
Contact Email Address:

SHIP TO One Ashburton Place Room 2133
Boston
MA
02108-1518
USA

Credit Terms: Net 30 days from date of invoice
Sales Representative: Phil Sisk
Project Manager:
Business Type: Existing Business

Project Products & Services						
Qty	Sales Category	Description	Unit Price	Qty*Unit Price	Discount	Extended Price
1	Software - CAD	CAD Server Fire and EMS More than 10 Users	\$3,750.00	\$3,750.00	0	\$3,750.00
10	Software - CAD	CAD Call Taking/Dispatching Client	\$2,000.00	\$20,000.00	0	\$20,000.00
1	Software - CAD	CAD Server Police More than 10 Users	\$7,500.00	\$7,500.00	0	\$7,500.00
33	Software - CAD	CAD Query and Reporting	\$500.00	\$16,500.00	0	\$16,500.00
10	Software - Interface	Paging Client	\$500.00	\$5,000.00	0	\$5,000.00
1	Software - Interface	Paging Server More than 10 Users	\$3,000.00	\$3,000.00	0	\$3,000.00
1	Software - Interface	ANI/ALI e911 Server More than 10 Users	\$5,000.00	\$5,000.00	0	\$5,000.00
1	Software - Interface	ProQA Legacy Server More than 10 Users	\$3,000.00	\$3,000.00	0	\$3,000.00
10	Software - Interface	ProQA Legacy Client	\$500.00	\$5,000.00	0	\$5,000.00
1	Software - Mobile	Law Message Server More than 10 Users	\$7,500.00	\$7,500.00	0	\$7,500.00
33	Software - Mobile	Message Server Additional Law Agency	\$1,000.00	\$33,000.00	0	\$33,000.00
65	Software - Mobile	Mobile / Law Field Based Reporting Clients	\$1,250.00	\$81,250.00	0	\$81,250.00
1	Software - Mobile	NCIC/State Query Interface More than 10 Users	\$7,500.00	\$7,500.00	0	\$7,500.00
33	Software - Mobile	NCIC State Interface Additional Law Agency	\$1,000.00	\$33,000.00	0	\$33,000.00
59	Software - RMS Police	Law Records Client	\$1,000.00	\$59,000.00	0	\$59,000.00
33	Software - RMS Police	Law RMS Additional Agency	\$1,500.00	\$49,500.00	0	\$49,500.00
1	Software - RMS Police	Law Records Server More than 20 Users	\$5,000.00	\$5,000.00	0	\$5,000.00
1	Software - RMS Police	Bar Coding Police Property 1-10 Users	\$2,500.00	\$2,500.00	0	\$2,500.00
34	Software - RMS Police	Cross Agency Case & MNI Data Share - System 1-5 Users	\$1,500.00	\$51,000.00	0	\$51,000.00
33	Software - RMS Police	Law Imaging and Photo Lineup 1-10 Users	\$1,250.00	\$41,250.00	0	\$41,250.00
28	Other - 3rd Party Software	Pervasive Workgroup License	\$135.00	\$3,780.00	0	\$3,780.00
65	Other - 3rd Party Software	Pervasive Workgroup License	\$135.00	\$8,775.00	0	\$8,775.00
6	Other - 3rd Party Software	Pervasive 3 Concurrent User Database	\$690.00	\$4,140.00	0	\$4,140.00
2	Other - 3rd Party Software	Pervasive 50 User Count Increase Database	\$7,995.00	\$15,990.00	0	\$15,990.00
2	Other - 3rd Party Software	Pervasive 100 Concurrent User Database	\$13,795.00	\$27,590.00	0	\$27,590.00
6	Software - RMS Police	Law Admin Server 1-5 Users	\$1,000.00	\$6,000.00	0	\$6,000.00
8	Software - RMS Police	Police Admin Client	\$500.00	\$4,000.00	0	\$4,000.00
1	Software - Interface	ODBC Data Dictionary Files (DDF's)	\$1,000.00	\$1,000.00	0	\$1,000.00
1	Software - Interface	Mapping - Google Based More than 10 Users	\$5,000.00	\$5,000.00	0	\$5,000.00
33	Software - Interface	Mapping Additional Access - RMS or FMS	\$500.00	\$16,500.00	0	\$16,500.00
65	Software - Interface	Google Mobile Client	\$250.00	\$16,250.00	0	\$16,250.00
1	Services - Project & Installation	Installation-On Site	\$1,500.00	\$1,500.00	0	\$1,500.00

1	Services - Project & Installation	Project Management	\$35,000.00	\$35,000.00	0	\$35,000.00
1	Services - Training	Go-Live Support On-Site - 2 days	\$3,000.00	\$3,000.00	0	\$3,000.00
1	Services - Training	Training Days at TriTech - 51 days	\$61,200.00	\$61,200.00	0	\$61,200.00
1	Other - Data Conversion	Merger of New Braintree CAD and Shelburne CAD data	\$11,200.00	\$11,200.00	0	\$11,200.00
1	Other - Travel	Travel - billed in compliance with state contract	\$0.00	\$0.00	0	\$0.00
1	Software - Discount	Existing Perform License Credit	(\$216,875.00)	(\$216,875.00)	0	(\$216,875.00)
1	Other - Software Maintenance	CAD Server File and TMS More than 10 Users	Perform			\$675.00
1	Other - Software Maintenance	CAD Call Taking/Dispatching Client	Perform			\$1,600.00
1	Other - Software Maintenance	CAD Server Police More than 10 Users	Perform			\$1,350.00
1	Other - Software Maintenance	CAD Query and Reporting	Perform			\$2,970.00
1	Other - Software Maintenance	Paging Client	Perform			\$900.00
1	Other - Software Maintenance	Paging Server More than 10 Users	Perform			\$540.00
1	Other - Software Maintenance	ANI/ALI Server More than 10 Users	Perform			\$900.00
1	Other - Software Maintenance	ProQA Legacy Server More than 10 Users	Perform			\$540.00
1	Other - Software Maintenance	ProQA Legacy Client	Perform			\$900.00
1	Other - Software Maintenance	Law Message Server More than 10 Users	Perform			\$1,350.00
1	Other - Software Maintenance	Message Server Additional Law Agency	Perform			\$5,940.00
1	Other - Software Maintenance	Mobile / Law Field Based Reporting Clients	Perform			\$14,625.00
1	Other - Software Maintenance	NCIC/State Query Interface More than 10 Users	Perform			\$1,350.00
1	Other - Software Maintenance	NCIC State Interface Additional Law Agency	Perform			\$5,940.00
1	Other - Software Maintenance	Law Records Client	Perform			\$10,620.00
1	Other - Software Maintenance	Law RMS Additional Agency	Perform			\$8,910.00
1	Other - Software Maintenance	Law Records Server More than 20 Users	Perform			\$900.00
1	Other - Software Maintenance	Bar Coding Police Property 1-10 Users	Perform			\$450.00
1	Other - Software Maintenance	Cross Agency Case & IAH Data Share - System 1-5 Users	Perform			\$9,180.00
1	Other - Software Maintenance	Law Imaging and Photo Upload 1-10 Users	Perform			\$7,425.00
1	Other - Software Maintenance	Law Admin Server 1-5 Users	Perform			\$1,080.00
1	Other - Software Maintenance	Police Admin Client	Perform			\$720.00
1	Other - Software Maintenance	Pervasive 3 Concurrent User Database Support				\$862.50
1	Other - Software Maintenance	Pervasive 100 Concurrent User Database - Support				\$6,897.50
1	Other - Software Maintenance	Pervasive 50 User Count Increase Database - Support				\$4,997.50
1	Other - Software Maintenance	ODBC Data Dictionary Files (DDFs)	Perform			\$160.00
1	Other - Software Maintenance	Mapping - Google Based More than 10 Users	Perform			\$900.00
1	Other - Software Maintenance	Mapping Additional Access - RMs or RMS	Perform			\$2,970.00
1	Other - Software Maintenance	Google Mobile Client	Perform			\$2,975.00
				Quote Total:		\$542,897.50

Ray Purington/Gill Selectboard

From: Ray Purington/Gill Selectboard <administrator@gillmass.org>
Sent: Wednesday, December 06, 2017 5:02 PM
To: Amy Gordon; Chris Polatin (chris@polatineco.com); Paul Sievert; Phil Gilfeather-Girton (philg@gmavt.net); Steve Baskowski (sbas@comcast.net)
Subject: FirstLight relicensing FW: Draft Motion to Intervene FERC process
Attachments: DRAFT Intervenor Doc for Towns.docx

Importance: High

Hello ConCom members,

I received this email and attachment today from Kimberly MacPhee. In a separate email I asked Kimberly if the Selectboard and the ConCom can separately file as Intervenor. Her answer was "I would assume that the ConCom would be covered by the Town's filing and subsequent Intervenor status but your Town Counsel would know for sure. You could reinforce this by inserting some language about the ConCom's role in permitting the bank stabilization projects. In section II Contact Information of the Motion to Intervene, I would consider adding the ConCom."

The topic will be on Monday's (Dec 11th) agenda for the Selectboard. I'm fairly certain they will decide to file a Motion to Intervene. Any and all are welcome to attend Monday to be part of the discussion.

Ray

From: Ray Purington/Gill Selectboard [mailto:administrator@gillmass.org]
Sent: Wednesday, December 06, 2017 2:46 PM
To: 'Greg Snedeker (gksnedeker@gmail.com)' <gksnedeker@gmail.com>; 'John R Ward (johnrward.ward54@gmail.com)' <johnrward.ward54@gmail.com>; 'Randy Crochier (hxydad77@yahoo.com)' <hxydad77@yahoo.com>
Subject: FW: Draft Motion to Intervene FERC process
Importance: High

FYI. I will include this on Monday's agenda.

I spoke with Kimberly and got a little more info:

- Filing to be an intervenor has nothing to do with the ongoing settlement talks with FirstLight. The Town can and should be doing both.
- The motion to intervene is our request to FERC to grant the Town legal standing with FERC in this matter. If granted, it gives the Town the right to request a review of FERC decisions/rulings, and to appeal.
- In the motion to intervene, we don't have to assert any position, pro or con, on FirstLight's application. It's probably better to keep the motion simple and neutral and get it filed quickly. Then, take the opportunity to more thoroughly review FirstLight's application and decide on what the Town's position should be.
- Limited help on the motion is available from FRCOG, mostly for the description of the intervenor and description of the impacts.
- There is no charge to file to be an intervenor; we can file it ourselves online.
- We have not already filed to be an intervenor – I checked with Andrea Donlon (Conn River Conservancy), and the intervenor process for FirstLight's proceedings hasn't happened yet.

Ray

From: Kimberly Noake MacPhee [<mailto:KMacPhee@frcog.org>]

Sent: Wednesday, December 06, 2017 11:20 AM

To: planner@montague-ma.gov; Eric Twarog (eric.twarog@greenfield-ma.gov) <eric.twarog@greenfield-ma.gov>; jerry@wagener.com; jbmccgee2@verizon.net; jablyth@gmail.com; StevenE - Montague Town Administrator <townadmin@montague-ma.gov>; Ray Purington/Gill Selectboard <administrator@gillmass.org>; admin@northfieldma.gov; mjbathory@comcast.net; conway2204@gmail.com; larry.poirier@comcast.net; Maureen Pollock <maureen.pollock@greenfield-ma.gov>

Cc: Peggy Sloan <PSloan@frcog.org>; adonlon@ctriver.org; 'Tom Miner' <wtminer@crocker.com>; Linda Dunlavy <LindaD@frcog.org>

Subject: Draft Motion to Intervene FERC process

Importance: High

Hello – At the FERC relicensing recreation stakeholder meeting last week, we discussed the procedure for towns to secure legal standing in the FERC relicensing process (in other words.....reserve your “seat at the table”) by filing a Motion to Intervene. Once FirstLight files their final license application with FERC, FERC will issue a notice and a 30 day comment period will open and stakeholders must file their requests to be granted Intervenor status. We are not sure when FirstLight will file their final license application but it could be within the next 30-60 days so we need to be prepared.

The FRCOG prepared a draft Motion to Intervene for the towns to consider. ***Please note that this document should be reviewed by Town Counsel before it is filed with FERC***

If you have any questions or need assistance with completing the Motion to Intervene, please don't hesitate to contact me.

Thank you,

Kimberly

Kimberly Noake MacPhee, P.G., CFM

Land Use & Natural Resources Planning Program Manager

Franklin Regional Council of Governments

12 Olive Street, Suite 2

Greenfield, MA 01301

Phone: 413-774-3167 x130

Fax: 413-774-3169

Email: KMacPhee@frcog.org

Web: www.frcog.org

Connect with us here: 



42944.27579

MALIC. # C - 373

TERMS	
1,093.41	EQUIPMENT & INSTALLATION COST - IF PURCHASED
	INSTALLATION CHARGE FOR EQUIPMENT - IF LEASED
P.O.	LESS AMOUNT OF DEPOSIT: CASH (), CHECK # _____ & DATE _____
1,093.41	BALANCE DUE UPON COMPLETION OF INSTALLATION
	ADDED COST OF OPTIONAL EQUIPMENT INSTALLED AFTER ACCEPTANCE
	TOTAL BALANCE DUE UPON COMPLETION OF INSTALLATION

Date of Acceptance: _____



MIIA Member Services

15 Cabot Road
Woburn, MA 01801-1003
TEL (800) 526-6442
FAX (781) 376-9907
www.emiia.org

November 28, 2017

**Mr. Ray Purington
Administrative Assistant
Town of Gill
325 Main Street
Gill, MA 01354**

Re: 2 Year Guarantee Proposal

Dear Ray:

The Town of Gill is an important member of the MIIA programs. Due to the overall success of our programs and your favorable loss history, we are able to offer you a renewal proposal for Fiscal Year 2019 and Fiscal Year 2020 which includes a rate change of 0% for Fiscal Year 2019, and a rate increase of no more than 2.5% for Fiscal Year 2020. We are pleased to offer this renewal proposal for both your property and liability and worker's compensation.

Your overall contributions may reflect changes in exposures, such as an increase in building values, change in number of vehicles, change in expenditures, increases in payroll or changes in experience modification factors. This offer is being made to a limited number of MIIA members and is contingent on maintaining a favorable loss ratio for all lines of coverage below 60% through Fiscal Year 2020.

MIIA is the non-profit insurance provider of the Massachusetts Municipal Association (MMA) which was established to deliver insurance cost stability for Massachusetts communities. We provide superior, competitive risk management solutions including health, dental, property, liability and workers' compensation insurance to more than 400 cities, towns and other public entities in Massachusetts.

By accepting our proposal, you will continue to benefit from stable costs from MIIA's consistently superior coverages and services. In order to accept our offer, please sign and return the enclosed copy of this letter to our offices before December 12, 2017. For your convenience, enclosed is a return envelope. We appreciate your continued commitment to the MIIA programs.

Sincerely,

**Joanne Stoll-Pizzano
Account Executive**

We wish to continue participating in the MIIA Property and Liability and Workers' Compensation programs for Fiscal Year 2019 and Fiscal Year 2020.

Signature

Date

Title

12/11/17 Sewer Rate Proposal

Information on Proposed Sewer Rate Increase

Dec 11, 2017

Expense Summary

	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11	FY10
Category	Budgeted	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Alarm Services	280	270	264	264	258	252	252	246	240
Bill Printing	565	417	556	553	552	552	553	551	543
Dues	112	112	112	112	112	-	-	-	-
Electric	1,500	1,184	1,314	1,413	1,192	1,109	1,239	1,317	1,407
Inspections/Calibrations	685	50	-	100	685	100	569	569	70
I&I Work & Smoke Test	2,500	-	-	-	2,485	-	-	-	-
Maintenance	5,000	371	4,231	6,704	3,045	3,674	1,224	130	-
Mileage	1,200	969	1,027	1,076	1,038	1,127	1,249	1,046	1,080
Mowing	450	275	330	320	350	335	440	275	290
Other/Supplies	200	155	923	-	-	803	-	26	480
Payroll	11,983	10,547	10,688	11,456	11,110	9,303	9,998	9,162	10,774
Postage	350	-	59	-	32	-	-	-	110
Sewage Disposal	71,000	71,257	59,422	50,625	61,643	59,053	63,897	52,029	47,070
Telephone	240	227	227	225	222	225	213	222	176
Expenses grand total	96,065	85,834	79,152	72,848	82,724	76,534	79,633	65,573	62,240

Omnibus Budget Voted	96,065	92,585	87,865	87,865	79,230	79,042	67,740	66,166	66,047
Extra Voted to Budget	-	-	-	-	3,500	-	12,000	-	-
Budget minus Expenses	-	6,751	8,713	15,017	6	2,508	107	593	3,806

	Average								
% expenses - Sewage Disposal	76%	83%	75%	69%	75%	77%	80%	79%	76%
% all other expenses	24%	17%	25%	31%	25%	23%	20%	21%	24%
total all other expenses		14,578	19,730	22,222	21,081	17,480	15,736	13,544	15,170
incr all other expenses/prior yr	-1.4%	-26.1%	-11.2%	5.4%	20.6%	11.1%	16.2%	-10.7%	-16.1%

36-month total gallons sent to Montague	28,485,200	average yearly non-disposal expenses (last 3 years)	18,843
average gallons for 12 months	9,495,067	average increase to non-disposal expenses (last 3)	-11%
estimated disposal cost - old rate \$7.41/1000	\$ 70,358	(A) average yearly non-disposal expenses plus 5%	19,785
(B) estimated disposal cost - NEW rate \$7.66	\$ 72,732	budgeted for non-disposal expenses	25,065
budgeted for disposal	\$ 71,000		
expected shortfall	\$ 1,732	non-disposal costs (average) (A)	\$ 19,785
		estimated disposal costs (new rate) (B)	\$ 72,732
Montague rate increase	3.37%	contingency for nonpayments & build reserves	\$ 10,000
		total to bill	\$ 102,518

Revenue Summary

There are currently 112 sewer accounts (as of 9/28/17), but this will soon go to 114 (Gill Mobil & 2 Oak St)

Current Rate	0.193 \$/cubic foot (adopted for bills in Dec 2016)
less 10% discount	0.0193 (all customers receive the discount)
Effective Rate	0.1737

Sewer Commitments - aka Invoices to Users

Period	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11	FY10
		86,976.16	93,303.22	86,514.47	85,216.25	73,688.53	\$ 49,266	\$ 51,262	\$ 52,310

(only 10 months of billing fell in FY17 due to shift in quarterly cycle)

Current Projected Revenue

RWD Water Use (current average)	12,496 gal/day	(average of last 8 quarters)
equals	4,561,040 gal/year	
equals	609,765 cu ft/year	
x current Effective Rate	0.1737 \$/cu ft	
Total Invoiced to Sewer Users	\$ 105,916	

12/11/17 Sewer Rate Proposal

Proposed Projected Revenue - FULL YEAR

Scenario A		
No Rate Change	0.193	\$/cu ft
Effective Rate	0.1737	\$/cu ft
Estim. Total Full Year	\$ 105,916	

Scenario B		
Possible New Rate (+ 1 %)	0.195	\$/cu ft
Possible Effective Rate	0.1755	\$/cu ft
Estim. Total Full Year	\$ 107,014	

Scenario C		
Possible New Rate (+ 2 %)	0.1970	\$/cu ft
Possible Effective Rate	0.1773	\$/cu ft
Estim. Total Full Year	\$ 108,111	

Scenario D		
Possible New Rate (+ 3.37 %)	0.1995	\$/cu ft
Possible Effective Rate	0.1796	\$/cu ft
Estim. Total Full Year	\$ 109,483	

FY18 Proposed Projected Revenue - July/Oct bills @ Old Rate, Jan/Apr bills @ New Rate

Bill Date	Scenario A			Avg Cu. Ft	Scenario B		
	Avg Cu. Ft	Disc. Rate	Bill Total \$		Disc. Rate	Bill Total \$	
July '17 - Actual			\$ 25,423			\$ 25,423	
October '17 - Actual			\$ 26,664			\$ 26,664	
January '18 (avg last 2 seasonal bills)	156,402	0.1737	\$ 27,167	156,402	0.1755	\$ 27,449	
March '18 (avg last 2 seasonal bills)	138,996	0.1737	\$ 24,144	138,996	0.1755	\$ 24,394	
			\$ 103,398			\$ 103,929	
Bill Date	Scenario C			Avg Cu. Ft	Scenario D		
	Avg Cu. Ft	Disc. Rate	Bill Total \$		Disc. Rate	Bill Total \$	
July '17 - Actual			\$ 25,423			\$ 25,423	
October '17 - Actual			\$ 26,664			\$ 26,664	
January '18 (avg last 2 seasonal bills)	156,402	0.1773	\$ 27,730	156,402	0.1796	\$ 28,090	
March '18 (avg last 2 seasonal bills)	138,996	0.1773	\$ 24,644	138,996	0.1796	\$ 24,964	
			\$ 104,461			\$ 105,140	

Impact on Average Sewer User

	Cubic Feet	Discounted Rate	Billed Amount	Amount Over Current	% Over Current	Scenario
Current Avg. Quarterly Amount (last 8 quarters)	1390	0.1737	\$ 241			
Current Avg. Annual Amount (last 8 quarters)	5561	0.1737	\$ 966			
Possible Avg. Quarterly Amount	1390	0.1737	\$ 241	\$ -	0.0%	A
Possible Avg. Annual Amount	5561	0.1737	\$ 966	\$ -		
Possible Avg. Quarterly Amount	1390	0.1755	\$ 244	\$ 2.50	1.0%	B
Possible Avg. Annual Amount	5561	0.1755	\$ 976	\$ 10.01		
Possible Avg. Quarterly Amount	1390	0.1773	\$ 246	\$ 5.00	2.1%	C
Possible Avg. Annual Amount	5561	0.1773	\$ 986	\$ 20.02		
Possible Avg. Quarterly Amount	1390	0.1796	\$ 250	\$ 8.20	3.4%	D
Possible Avg. Annual Amount	5561	0.1796	\$ 999	\$ 32.81		

Sewer Fund Balances

	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11	FY10
Starting Balance	92,203.31	78,330.04	51,007.40	47,215.67	75,623.82	57,467.72	89,251.00	99,559.18	100,773.71
minus Transfer to Omnibus	57,200.00	53,720.00	49,000.00	49,000.00	45,000.00	45,000.00	67,600.09	66,165.55	66,046.70
minus Extra to Omnibus		-	-	-	-	-	12,000.00	-	-
plus Actual/Estimated Receipts	TBD	99,707.72	91,457.41	91,656.73	84,675.85	63,156.10	47,816.81	55,857.37	64,832.17
plus Transfer from Free Cash			15,017.20						
plus Unspent from Omnibus	TBD	6,750.55	8,713.03						
minus Reserved from Receipts	38,865.00	38,865.00	38,865.00	38,865.00	68,084.00	-	-	-	-
Ending Balance		92,203.31	78,330.04	51,007.40	47,215.67	75,623.82	57,467.72	89,251.00	99,559.18

Notes

 = Higher than it should have been. \$34,042 of Reserved from Receipts wasn't transferred to General Fund until following fiscal year.

 = Lower than it should be. Special Town Meeting vote is needed to transfer \$15,017 (unspent from FY15 sewer budget) from Free Cash back into Sewer Fund.

	FY18	FY17	FY16	FY15	FY14	FY13	FY12	FY11	FY10
Ending Balance after adjusting for two "Notes" boxes		92,203.31	78,330.04	66,024.40	47,215.67	41,581.82	57,467.72	89,251.00	99,559.18

Analysis of FY18 Health Insurance Budget (12/08/17)

(A) FY18 budget 93,750.00

(B) Planned costs 93,613.00

(C) Available (A-B) 137.00

FY18 mid-year changes

(D) New expense 3,710.00 7 months health insurance J Bassett

(E) Medex reduction (1,786.00) Emil Demars

(F) Medex increase 78.00 rate increase 1/1/18-6/30/18

(G) Net increase (D+E+F) 2,002.00

(H) Shortfall (C-G) (1,865.00)

Possible Sources of Funds

1. FY18 Reserve Fund (\$1,500) (with FinCom approval)
2. Year end transfers from other budgets
3. OPEB Trust Fund (health insurance for retiree D Hastings is qualified expense)
4. NMH Gift account (has been used in the past for extraordinary personnel expenses for Police Dept)
5. Special Town Meeting appropriation from Free Cash



Franklin Regional Council of Governments

To: Franklin County Select Boards
From: Robert Dean, Director of Regional Services
Date: November 21, 2017
Re: New Shared Human Resource Program Opportunity

Several Franklin County town select boards expressed interest in working with the FRCOG to explore the idea of sharing professional human resource services. Administrators from those towns have participated in the process of developing the project with FRCOG staff. I am writing to update you on the progress made to-date and to ask if you are interested in participating as we move forward to implement a new program to provide municipal HR services through the FRCOG. If interested, I would appreciate your reply by December 29th and I am available to meet with you if you would like to discuss your potential participation prior to making a decision. I hope that the following project update will answer many of your questions.

Project History: Through the project solicitation process for the DLTA grant program, several town select boards (Ashfield, Buckland, Deerfield, Erving, Gill, Northfield, and Sunderland) identified the need for assistance with the many tasks/duties related to human resource management, to make sure that everything is being done that should be done, and that it is being done in a legal and timely manner. Most towns do not have HR staff, but handle the requirements piecemeal, often through a combination of duties assigned to the treasurer and town administrator.

Initial DLTA Process: Town administrators from the DLTA-interested towns met to discuss sharing HR services and to consider potential solutions to address local needs. They also participated in a needs survey conducted for the project by Mary Aicardi from the Collins Center for Public Management at UMass-Boston.

Some needs identified through the survey are to:

- *Regularly keep files up to date,*
- *Make sure all legal requirements are met,*
- *Provide staff training as needed/required,*
- *Implement best practices in HR management,*
- *Assist with staff recruitment,*
- *Update job descriptions and personnel policies and procedures,*
- *Coordinate benefits and analyze them for proper application,*
- *Research how to address "sometimes" issues. Some issues don't come up often, so current staff has to learn the ins and outs each time.*

Some of the identified need is to perform tasks that are more administrative in nature, while some is for higher level guidance through more difficult HR topics.

Options Considered: As we discussed various ideas for addressing the identified needs, we considered several different options, including:

- *A lead town hires a full-time position and provides service to other towns*
- *Towns hire the same person independently, creating full-time work through several part-time positions*
- *Towns share with school districts or other public entities that have excess HR capacity in-house*
- *3rd party contract with a private HR professional consulting service*
- *FRCOG hires a full-time position and participating towns contract for services*

The pros and cons of each option were considered, but the working group ultimately decided that the last option was the most advantageous for the towns as it would provide the most stability over time while the FRCOG takes on the tasks and responsibilities of a host agency and employer. Additionally, the FRCOG will be asked to share a portion of the cost as we have identified similar needs in the provision of HR functions internally.

Proposed Program Description: The proposed new HR Program will begin in FY19 and will operate like other FRCOG fee-for-service municipal programs. This decision was arrived at after considering the various options and the direction chosen by the working group, and considering the fact that the FRCOG also needs professional HR services. The FRCOG will hire a full-time (or close to full-time) benefited human resource coordinator who will be based at the FRCOG office in Greenfield and will travel to participating towns as needed, though it is anticipated that most HR needs can be met remotely. Participating towns will contract with the FRCOG for HR services and will pay a yearly assessment to share the cost of the program.

An Advisory Committee will be formed and each participating town will have the opportunity to appoint a representative to the Committee. The role of the Advisory Committee is to counsel the FRCOG on the direction of the Program's activities and costs. As with all other such advisory committees at the FRCOG, operating policies and procedures will be developed by the Committee to govern its operation.

Job Functions: Since there is a diverse set of needs and wants across the surveyed towns and the FRCOG, we developed a draft job description that includes many functions that your town may not need. *The Program will not require the provision of any service in your town that you do not want or need.* We understand that pieces of your HR function may currently be handled quite well and are specifically delineated in the job descriptions of current employees. This will be a completely voluntary, opt-in program to augment what you currently do to ensure that all state and federal HR requirements are being met. No need to change what works well for you.

Cost Allocation: A FY19 Program budget will be developed with input from the interested towns and will work its way through the FRCOG budget process. That process requires approval from the FRCOG

Finance Committee and an appropriation vote by the full FRCOG Council. As with all fee-for-service programs of the FRCOG, the proposed HR Program will need to run like a municipal enterprise fund in that all costs – both direct and indirect – must be included in the yearly budget and paid for only by the users of the service. Towns that choose not to participate will not be charged any portion of the cost of the program.

Attached is a draft cost allocation sheet to give you my current best estimate of what the assessment costs might be. It seemed best to start everyone at the same assessment figure given that we have no way of knowing now how many hours each town will use. Keep in mind that the actual assessment depends on the final budget and its allocation across the number of towns that participate.

Please note that the weekly hours of service listed per town on the draft allocation sheet are on average over the course of an entire year. There will be times when a town may have need for services that keep the HR professional busy for an entire week, while during other weeks no assistance will be needed. And some work will benefit all participating towns equally, such as setting up shared employee trainings and updating model personnel policies. Time will be tracked to determine actual hours worked on behalf of each participant. We estimate that, in order to attract a qualified candidate, we will need enough town interest to fund at least a 30 hour per week position.

Why Add Professional HR Services to Your Town?: We understand that participation in this Program means adding another line item to your town budget and that such an addition is a difficult thing to do, even in the best of budget years. Many reasons were identified throughout this project study process as to why paying for the services of an HR professional makes sense for a town, such as the following:

- *Free up time for current staff to focus on other important job functions* – What could your treasurer and town administrator be doing for your town if not dealing with HR tasks?
- *Ensure that nothing important falls through the cracks* – Missing one deadline for action, or failing to edit recruitment documents and update personnel policies can adversely impact your employees as well as your town's finances if fines or lawsuits ensue.
- *Reduce your potential liability for a claim by a current or former employee* – Consider professional HR services as a form of insurance. You insure the town's vehicles and property, and provide employee health insurance. Up-to-date policies, forms and processes, and employees fully-trained to meet the requirements of state and federal employment law will help to limit mistakes, thus limiting your exposure to legitimate claims.

Costs of Not Having HR:

- *Paying legal fees for advice on professional/technical matters that could be answered less expensively by an HR professional*
- *Legal fees to prepare for and defend one case can add up to tens of thousands of dollars. More if the case goes to a full hearing or trial*
- *An arbitrator's services can cost around \$1,000 per day*
- *Discrimination claims are ugly and expensive. Having up-to-date policies and employee training, and someone to go to with questions, will help towns in the event they do get a claim*

- *In January of 2017 there was a \$4 million finding against the City of Brockton for a discrimination claim of racial bias in a hiring process*

Why Participate in a Shared HR Program?: Most towns do not need more than a few hours of HR service per week when averaged over the course of a year. Sharing will allow you to take advantage of the services of an HR professional for a fraction of the cost of hiring your own employee. It is difficult to attract and retain qualified staff if offering only a part-time position with no benefits. Also, compare the hourly rate of an employment attorney versus the cost of a shared HR Coordinator. Many HR questions can be handled by an HR Coordinator and do not need an attorney, such as:

- *FMLA advice and expertise*
- *Discrimination prevention*
- *Sexual Harassment (Hostile Work Environment) prevention/training*
- *Conflict of Interest advice/training*
- *Job Descriptions*
- *Performance Management and discipline (will reduce legal bills)*
- *Coordinated Training for employees*
- *HR Coordinator will be able to keep up to date and advise on new laws, mandates, etc*
- *Assistance with recruitment; reference checks; interview methods*
- *Policy development*
- *Work with MIIA and other insurance providers*
- *Assist with workers compensation management*
- *Advice on unemployment*
- *Advice on personnel records*
- *Advice on compliance*
- *Advice on handling employee relations; conflict*

Next Steps: We will continue to refine the details of the Program, including the job description, budget, contract agreement and assessment structure. Also, I am available to attend a Board meeting to discuss the Program with you in more detail.

Town Commitment Requested: If you are interested in moving forward as a participating town, please let me know by December 29th. By “moving forward” we ask that you commit to funding the Program in your FY19 Town budget and to participate in further meetings designed to better define the Program so that it becomes what you want it to be. We also ask that you commit to participate (subject to a continued appropriation in FY20) for at least two years to allow time to get the Program up and running and to work out any issues that may arise in the roll-out of HR services.

Thank you for your consideration. I look forward to hearing from you.

If Full-Time 5 Days Per Week

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		Hours/week	Hours/Year	Percentage	Assessment
	FRCOG	3.75	196	10.0%	\$ 10,121.87
1	Town A	3.75	196	10.0%	\$ 10,121.87
2	Town B	3.75	196	10.0%	\$ 10,121.87
3	Town C	3.75	196	10.0%	\$ 10,121.87
4	Town D	3.75	196	10.0%	\$ 10,121.87
5	Town E	3.75	196	10.0%	\$ 10,121.87
6	Town F	3.75	196	10.0%	\$ 10,121.87
7	Town G	3.75	196	10.0%	\$ 10,121.87
8	Town H	3.75	196	10.0%	\$ 10,121.87
9	Town I	3.75	196	10.0%	\$ 10,121.87
		37.5	1,958	100%	\$ 101,218.74

Total Budget

\$ 101,218.74

If Part-Time 4 Days Per Week

DRAFT

		Hours/week	Hours/Year	Percentage	Assessment
	FRCOG	3.75	196	12.5%	\$ 10,743.25
1	Town A	3.75	196	12.5%	\$ 10,743.25
2	Town B	3.75	196	12.5%	\$ 10,743.25
3	Town C	3.75	196	12.5%	\$ 10,743.25
4	Town D	3.75	196	12.5%	\$ 10,743.25
5	Town E	3.75	196	12.5%	\$ 10,743.25
6	Town F	3.75	196	12.5%	\$ 10,743.25
7	Town G	3.75	196	12.5%	\$ 10,743.25
		30.0	1,566	100%	\$ 85,946.00

Total Budget

85,946.00

NOTE: These two draft total budgets (the first if a full-time, 5 days per week hire; the second if a part-time, 4 days per week hire) include all direct and indirect costs of the Program, including wages and associated employer costs, benefits, travel, training, supplies, postage, IT, phone, office space, etc.
All fee-for-service programs at the FRCOG operate like town enterprise funds and must capture all associated costs within the program budget.

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