

TOWN OF GILL

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



www.gillmass.org

SELECTBOARD MEETING MINUTES

June 11, 2018

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

Members Present: John Ward, Randy Crochier, Greg Snedeker

Members Absent: None

Others Present: Ray Purington, Administrative Assistant; George Brace, Janet Masucci, and Gene Beaubien

Ambulance Service: Fire Chief Gene Beaubien presented the Fire Department Board of Engineers' recommendation the Town should continue with MedCare as the primary ambulance service for the Town. The question of changing primary providers had arisen several months ago when the Northfield Ambulance Service broached the idea of servicing Gill. Beaubien succinctly explained the Engineers' recommendation with "It ain't broke, so don't fix it." The Selectboard accepted the recommendation and took no further action.

EMPG Grant: Ray and Gene recommended proceeding with card access systems for the two exterior doors at the Fire Station based on a \$3,968.01 quotation from WC Rackliffe and Son. The access devices will use either proxy cards or fobs. The project will be funded by the \$1,772.50 remaining in the EMPG grant, plus \$1,000 from the FY18 Emergency Management budget, and \$1,195.51 from the FY18 Building Maintenance budget. Randy made a motion, seconded by John, to authorize the project using the funds as mentioned. The vote was unanimous in the affirmative.

Next FEMA AFG Grant Application: Beaubien reported the Town was not successful in this year's AFG grant request for a new fire truck. Two ideas are being considered for next year's application – a \$10,000 gear washer, and another attempt at a fire truck. No decision will be made until the scoring and feedback on this year's application has been received and reviewed.

Route 10 Sign for Main Road: The Selectboard discussed the need for a street sign or other wayfinding measures at the intersection of Route 10 and Gill Center Road in Northfield. The intersection has no markings to identify Gill Center Road as the primary and best route to Main Road, Gill. By consensus, the Selectboard authorized Ray to write a letter to the MassDOT asking for signs and other markings at the intersection. Beaubien left the meeting at 5:46 PM.

Review of Minutes: Randy made a motion, seconded by John, to approve the minutes of 5/29/18. The vote was unanimous in the affirmative.

Project Updates: Nothing to report.

Gill 225th Anniversary: Approximately a dozen people participated in the Open Forest guided walks at the Town Forest on June 3rd. The next six weeks will be busy with 225-related events, including two concerts on the Town Common, neighborly conversations at the Library, a benefit concert at Antenna Cloud Farm, the Gillbilly Paddle, and the July 28th fireworks and pig roast.

Chapter 90 Request for South Cross Road: The Selectboard briefly discussed a request from the Highway Superintendent for approval of a \$140,000 project to reconstruct the 1.1 mile length of South Cross Road. The work will be funded by Chapter 90 aid from the State. There were questions about the quality of the road's base layer, height of mailboxes after the work is complete, and transitions from the road to driveways. The topic was held over to the June 25th meeting, when the Superintendent will be available to attend and answer questions.

PO Request for Backhoe Implements: A request from the Highway Department to purchase digging and grading attachments for the backhoe was held over to June 25th in order to discuss the request with the Highway

Superintendent. The Machinery Advisory Committee will try for a meeting on June 20th in order to make a recommendation on the purchase.

Highway Department Vacancy: The upcoming vacancy in the Highway Department will be advertised in the two local newspapers and other appropriate venues. The vacancy will be created upon Ed Ambo's retirement at the end of July.

2018 Report of Capital Improvement Planning Committee: The Selectboard reviewed and approved by consensus the 2018 report from the CIPC. Thanks was given to Greg, as Chair of the CIPC, and the rest of the Committee for their diligent work reviewing and making recommendations on the various capital project requests for the coming year.

System for Award Management: Randy made a motion, seconded by John, to authorize Greg to sign the Town's letter to the System for Award Management (SAM) appointing Ray as the Town's "Entity Administrator" for its registration in SAM. The vote was unanimous in the affirmative. SAM is the online database used by the Federal Government to keep track of entities (cities, towns, contractors, etc.) that are eligible for receiving federal funds.

DPU/Transportation Network Companies: The Selectboard reviewed an email from the Mass Department of Public Utilities announcing the Town will receive \$11.90 as its 50% share of the \$0.20 per-ride assessment charged by Transportation Network Companies (such as Uber) on rides originating in Gill during the 2017 calendar year. Randy made a motion, seconded by John, to authorize the Highway Department to spend the \$11.90 on any road product item. The vote was unanimous in the affirmative.

Wheeling for Healing Bicycle Ride: The Selectboard reviewed a request from Bruce Mainville for permission to use the rear of the Public Safety Complex as a water stop for the August 19th Wheeling for Healing Bicycle Ride. This has become an annual request, with the first use dating back to 2011. There are no objections to the use from the Police, Fire, or Highway Departments. Randy made a motion, seconded by John, to approve the use again this year. The vote was unanimous in the affirmative.

George Brace left the meeting at 6:20 PM.

Warrant: The Selectboard reviewed and signed the FY 2018 warrant #26.

The meeting adjourned at 7:00 PM.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.

Signed copy on file. Approved on 06/25/2018

John Ward, Selectboard Clerk



Gill Fire Department

196A MAIN ROAD • GILL, MA 01354-1805 • (413) 863-8955 • FAX: (413) 863-0126

Chief Gene M. Beaubien E-mail: firedept@gillmass.org

May 18, 2018

Gill Selectboard:

The Gill Fire Department “Board of Engineers” voted on May 17, 2018 to recommend keeping MedCare ambulance as the primary ambulance service for the town.

Chief Gene M. Beaubien



Bill To: Town of Gill

INSTRUCTIONS: Quote to install 4 doors of card access at the Fire Dept and DPW building.
Cat 6 wire from office to each door run by others

Order Status: Open

Due Date:

Item #	Item Name	Item Description	Qty	Price	Ext Price
5916	WIRE CAT 6	23 4PR CMR	500	\$0.30	\$150.00
4701	PAXT 682-630-US	Net2Plus W/POE Power Supply	4	\$593.68	\$2,374.72
		12.57%		less: \$341.28	
4556	PAXT 514-326-US	NET2 Enrollment Reader USB	1	\$86.00	\$86.00
		10.42%		less: \$10.00	
6403	PAXT 345-220-US	P50M Mullion Mount, HID/Paxton Compatible	4	\$130.00	\$520.00
		7.14%		less: \$40.00	
4566	PAXT 695-644-US	NET2 Prox Key Fob (10pk)	5	\$40.00	\$200.00
		19.68%		less: \$49.00	
4906	TREN TPE-TG80G	green POE+ 8 Port Switch (only 3 ports max+)	1	\$250.00	\$250.00
		23.08%		less: \$75.00	
4698	IDEA RJ45	CAT5/6 Connector	8	\$1.45	\$11.60
5192	HES 5000C 630	Electric Strike with Faceplates, 12/24VDC	1	\$165.00	\$165.00
		12.23%		less: \$23.00	
883	HES 9600 12/24D 630	Surface Mount Electric Strike	3	\$433.00	\$1,299.00
		11.63%		less: \$171.00	
924	Labor		1	\$96.00	\$96.00
1406	Service Call Gill, MA		1	\$79.00	\$79.00
1406	Labor		1	\$1,536.00	\$1,536.00
3258	MARK 175F 26D	Storeroom Lever, Gr. 2	1	\$156.00	\$156.00
Total Qty Ordered:			531	0	531

Percent Unfilled: 100

Subtotal: \$6,923.32
Exempt 0 % Tax: + \$0.00
TOTAL: \$6,923.32
Deposit Balance: \$0.00
Balance Due: \$6,923.32

Thank you for your patronage!

2018 Report of the Capital Improvements Planning Committee

Created by the June 2010 Annual Town Meeting, the Capital Improvements Planning Committee (CIPC) members were appointed by the Selectboard. By definition, the Committee is charged with studying proposed projects and improvements involving major non-recurring tangible assets and projects which 1) are purchased or undertaken at intervals of not less than five years; 2) have a useful life of at least five years; and 3) cost over \$10,000.

Appointed by the Selectboard were: at-large members: Tom Hodak, Dan Trenholm, School Committee representative Jane Oakes, Selectboard representative Greg Snedeker, and Finance Committee representative Veronica "Ronnie" LaChance.

The Committee requested all Town Departments to submit capital requests. Based on those returned, the Committee recommends for FY19 the following:

- Continued from 2017, the purchase of two pumper tankers and one emergency vehicle for the Fire department (not to be purchased all at once but over a period of ten years)
 - * The Town would like to thank the Northfield Mount Hermon School for their gift of \$300,000 to help with the purchases of these vehicles.
- Re-surface the existing asphalt pavement (north side driveway and rear parking areas) at the Public Safety Complex
- Repair and refurbishment of an existing snow plow for the Highway Department
- Paint the walls and ceiling and install new carpet flooring in the hallway of the Riverside Municipal Building
- Install commercial vinyl tile flooring in the office areas of the Fire Department and Police Department
- Install a second set of security doors in the foyer and a window and/or camera system to the main office, all at the Gill Elementary School
- Gill's share of purchasing and installing network controllers and related components that manage the HVAC and related systems to upgrade the Building Management Systems at the Great Falls Middle School and Turners Falls High School
- Replace the 2008 Ford police cruiser

It is expected the following items will need to be addressed in the next five years:

Town Hall

- Correct wetness in basement (**in progress**)
- Preserve/protect Town documents (**partially completed**)
- Replace boiler (**Green Community grant submitted**)

Public Safety Complex

- Re-surface the existing asphalt pavement (north side driveway and rear parking areas) at the Public Safety Complex (**recommended 2018**)
- Replace vinyl tile flooring in police and fire depts. (**recommended 2018**)

Gill Elementary School

- Upgrade water and well components (**in progress, expected 2018**)
- Upgrade electrical panels (**in progress, expected 2018**)
- Replace roof (**recommendation continued, waiting on State approval MSBA grant**)
- Replace floor tiles (**recommendation continued**)
- Update lightning protection system
- There are other needs that fall below the \$10,000 threshold

Riverside Building

- Install new roof
- Repair concrete steps & wood columns; replace doors for both basement entryways

Slate Memorial Library

- Basement wetness remediation (**completed**)
- Replace furnace (**Green Community grant submitted**)
- Insulate walls and roof/ceiling (**Green Community grant submitted**)

Cemeteries

Fire Department

- Replace air packs and bottles (**completed 2018, FEMA grant/NMH funds**)
- Replace 1985 emergency van (Rescue 1) (**in progress**)
- Replace 1979 tanker truck (Engine 3) (**in progress**)
- Replace 1987 pumper truck (Engine 1) (**recommendation continued/FEMA grant**)
- Replace 1985 brush truck (Brush 1)

Highway Department

- Repair and refurbishment of an existing snowplow (**recommended 2018**)
- Replace single-axle Ford Truck with a single axle dump truck with plow/wing (**completed**)
- Purchase used backhoe (**completed**)
- Replace 1985 Chipper

Police Department

- Replace 2008 police cruiser (**recommended 2018**)
- Replace 2005 police cruiser (**completed**)

Respectfully Submitted on behalf of the
Capital Improvements Planning Committee

Greg Snedeker, Chair

TOWN OF GILL

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



www.gillmass.org

June 11, 2018

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING
460 INDUSTRIAL BLVD
LONDON, KY 40741-7285
UNITED STATES OF AMERICA

SUBJECT: Information Required to Activate SAM Entity Registration

Purpose of Letter

The purpose of this letter is to formally appoint an Entity Administrator for the named Entity and to attest to the accuracy of the information contained in the entity registration.

Designation of Entity Administrator

I, Gregory M. Snedeker, Chair, Gill Selectboard, the below signed individual, hereby confirm that the appointed Entity Administrator is an authorized officer, agent, or representative of the Entity. This letter authorizes the appointed Entity Administrator to manage the Entity's registration record, its associated users, and their roles to the Entity, in the System for Award Management (SAM).

Entity Covered by this Letter

DUNS® Number:

Legal Business Name: Town of Gill

Physical Address: 325 Main Road, Gill, MA 01354

Entity Administrator Contact Information

Full Name: Ray Purington

Phone Number: 413-863-9347

Email Address: info@gillmass.org

*The Entity Administrator must have an individual user account in SAM associated with the email address listed.

Account Administration Preference (ONLY CHOOSE ONE)

You must choose ONE of the two following statements by checking the applicable box.

Remember, there is no cost to register in SAM -- it is free. However, if you choose to have a third-party agent administer your SAM registration, with or without an associated fee, you must check the Third-Party Agent Designation box below.

Self-Administration Confirmation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do not authorize any third party to act on behalf of the Entity listed above. I have checked the Self-Administration Confirmation box to indicate that the designated Entity Administrator is not a third-party agent.

Third-Party Agent Designation

For the purpose of registering with the United States Government through the online System for Award Management (SAM), I do hereby authorize [insert full name, phone number, address, and email address of the Third-Party Agent] (Designated Third-Party Agent) to act on behalf of the Entity listed above. This authorization permits the Designated Third-Party Agent to conduct all normal, common business functions within SAM while binding the signatory to all actions conducted and representations made as a result of authorization granted herein. I have checked the Third-Party Agent Designation box and completed the above information to indicate that the designated Entity Administrator is a third-party agent.

Attestation

I, the below-signed, attest to the following:

- All information contained in this letter is complete and accurate.
- The designated Entity Administrator listed above has an individual SAM User Account created with the email address provided in this letter.
- The banking information provided for Electronic Funds Transfer on the Financial Information Page in the SAM.gov registration for the Entity above is correct and accurate.

Respectfully,

Gregory M. Snedeker
Chair, Gill Selectboard
gksnedeker@gmail.com
Town of Gill
325 Main Road
Gill, MA 01354

TO BE COMPLETED BY NOTARY
(in accordance with State notary requirements)

Commonwealth of Massachusetts

County of Franklin

This instrument was acknowledged before me this ____ day of _____ (month), _____
(year), by Gregory M. Snedeker, Chair, Gill Selectboard (name of officer or agent, title or officer or
agent) of Town of Gill (name of entity).

_____ Personally Known

_____ Produced Identification

Type of ID and Number on ID _____

(Seal)

Signature of Notary

Veronica A. LaChance

Name of Notary

(Typed, Stamped or Printed)

Notary Public, Commonwealth of Massachusetts

Ray Purington/Gill Selectboard

From: Ross, Karen (DPU) <Karen.Ross@MassMail.State.MA.US> on behalf of O'Connor, Angie (DPU) <Angie.Oconnor@MassMail.State.MA.US>
Sent: Friday, May 25, 2018 10:56 AM
To: O'Connor, Angie (DPU)
Cc: Lubitz, Katherine (DPU); Hawkins, Ryan M (DPU)
Subject: Municipal Disbursement
Attachments: 2017_Ride Assessment.xlsx

Dear Municipal Official:

I write in regards to trips conducted by Transportation Network Companies (“TNCs”) in Massachusetts for the 2017 calendar year and the requirement of a \$0.20 per-ride assessment. St. 2016, c. 187, § 8. The Transportation Network Company Division (“Division”) of the Department of Public Utilities (“Department”), as the oversight authority for TNCs, has recently collected assessments from all TNCs and will be proportionately distributing the funds to municipalities. A spreadsheet of municipal disbursements is attached to this email. In addition, the Division has recently collected and analyzed TNC trip data across Massachusetts, and has made this information publically available. The purpose of my writing to you is to provide information regarding municipal use of funds received from the assessment, as well as the published information on TNC trip data.

Chapter 187 of the Acts of 2016 established a Commonwealth Transportation Infrastructure Fund (“Fund”). St. 2016, c. 187, § 8(a). As required, each TNC has submitted to the Division the number of rides from the previous calendar year that originated within each city or town and a per-ride assessment of \$0.20, which has been credited to the Fund. St. 2016, c. 187, § 8(a). One-half ($\frac{1}{2}$) of the amount received from the Fund will be distributed proportionately to each city and town based on the number of rides that originated in that city or town. St. 2016, c. 187, § 8(c)(i). In addition, one fourth ($\frac{1}{4}$) will be distributed to the Massachusetts Development Finance Agency, established in G.L. c. 23G, § 2, in order to provide financial assistance to small businesses operating in the taxicab, livery, or hackney industries and to encourage the adoption of new technologies and advanced service, safety, and operational capabilities and to support workforce development; and one fourth ($\frac{1}{4}$) to the Commonwealth Transportation Fund, established in G.L. c. 29, § 2ZZZ. St. 2016, c. 187, §§ 8(c)(ii) and (iii).

We expect to disburse these funds within the coming weeks.

The distributed funds are special revenue without further appropriation. The funds must be used “to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city or town including, but not limited to, the complete streets program established in [G.L. c. 90I, § 1] and other programs that support alternative modes of transportation.” St. 2016, c. 187, § 8(c)(i). Each city or town receiving distribution from the Fund must submit a report to the Division not later than December 31, 2018, detailing the projects and the amount used or planned to be used for transportation-related projects, as described above. St. 2016, c. 187, § 8(d). The Division is required to compile the reports and post the projects and amounts of money used on its website, located at <https://www.mass.gov/orgs/department-of-public-utilities-transportation-network-company-division>. St. 2016, c. 187, § 8(d).

In addition, as required by regulation, the Division has recently collected data regarding TNC trips throughout Massachusetts, such as data on ride origination and destination, and average time and distance of trips. 220 CMR 274.12(2)(a). The Division has published this information, along with preliminary analyses,

which can be located at <https://tnc.sites.digital.mass.gov/>. Lastly, the Department intends to continue working with TNCs to obtain and publish further information regarding their contribution to the Commonwealth's transportation landscape.

I hope that you find this information beneficial.

Sincerely,

Angela M. O'Connor
Chairman
Massachusetts Department of Public Utilities
One South Station
Boston, Massachusetts 02110



Virus-free. www.avg.com

Ray Purington/Gill Selectboard

From: Mainville, Bruce <Bruce.Mainville@baystatehealth.org>
Sent: Tuesday, June 05, 2018 3:13 PM
To: Ray Purington/Gill Selectboard
Subject: 2018 Wheeling for Healing fundraising ride

Ray- Baystate Franklin will be having the annual Wheeling for Healing Ride to benefit cancer care, on August 19, 2018. I would like to ask the select board to allow us to use the back area of the public service complex parking lot for a water stop. It would be used for approximately 2 hours, 9:00 am- 11:00 am. We would use any area designated by your staff and would take all trash off the site. It would be used by approximately 50 cyclists. We would like to have a "sani-can" placed at your discretion, by A-1 Enterprises as we did last year. Thank you and the select board for all your help in the past. Please let me know if this will be possible again this year.

Bruce Mainville B.A. CNMT
Baystate Franklin Medical Center
Nuclear Medicine 413.773.2328

8.19.18

SAVE THE DATE



Start fundraising today!



**11th Annual
Wheeling for Healing
Ride, Walk, Run**