



SELECTBOARD AGENDA & MEETING NOTICE

TUESDAY May 26, 2020

Location: Teleconference - access info in the agenda

***Indicates item added after the 48 hour posting

bold underlined time = invited guest or advertised hearing
(all other times are approximate)

This meeting is being conducted remotely by all participants due to the State of Emergency related to COVID-19 and under the "Order Suspending Certain Provisions of the Open Meeting, G.L. c. 30A, §20" issued by Governor Baker on 3/12/20. FreeConferenceCall.com is being utilized for the teleconference. It is audio only. Anyone wishing to participate may call 712-775-7031 and then enter the Access Code of 883-045-865. The toll-free number is 844-800-5000 – the Town is charged by the minute per caller, so please use this only when necessary.

5:30 PM Call to Order (If the meeting is being videotaped, announce that fact. If remote participation will occur, announce member & reason, & need for roll call voting)

COVID-19 Topics

- Updates from weekly conference call with Gill's Emergency Management Team
- Federal Coronavirus Relief Fund "CARES Act" for Municipalities – Review of application form and Chair's signoff on certification form
- Invitation from City of Greenfield to join regional application for Community Development Block Grant (CDBG) funds to assist Microenterprises
- Re-opening Town Hall

Old Business

- Review of Minutes from 5/18

New Business

- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any

Warrants:

FY20 # 25 – to be reviewed & signed by the Chair and reported on at the next meeting

Adjournment

Other Invitations/Meetings:

Date	Time	Event	Location
6/8	5:30 PM	Selectboard meeting	TBD
6/22	12-4 PM	Annual Election	Fire Station
6/23		Selectboard meeting	TBD

CARES Act Online Application for FY20 funds

Please note that when entering information to a field, do not hit the "Enter" key. Use your mouse or "Tab" key to navigate to the next field. If you hit the "Enter" key, it will try to submit the form and you will receive an error message.

If you would like to print a copy of your completed form, please choose the file>print option from your browser *before* submitting the form.

City or Town*

Contact Name*

First Name*

Last Name*

Contact Phone Number*

(e.g., 800-555-5555)

Contact Email*

Municipal Chief Executive Name*

First Name*

Last Name*

Municipal Chief Executive Phone Number*

(e.g., 800-555-5555)

Municipal Chief Executive Email*

Note that the state and municipalities should coordinate on appropriate funding source where more than one source is potentially available for the purpose. For purposes of the Estimated Request calculation, costs in noted categories are assumed to be ineligible for FEMA reimbursement, but FEMA has final approval for eligibility determination. Costs in all other categories are assumed to be reimbursed by FEMA at a reimbursement rate of 75 percent.

Core municipal services in a declared state of emergency

First responder costs, including:

- Direct staffing costs - Overtime, additional hires, and/or backfilling staff who test positive* \$
- Quarantine/isolation costs for first responders who may be infected and should not put household members at risk - or who should be kept apart from potentially infected household members* \$
- Temporary staff to backfill sick or quarantined municipal employees* \$
- Staff for compliance and reporting associated with this funding* \$
- Accelerated telework capacity - infrastructure, subscriptions for meeting services, hardware (laptops)* \$ (Assumed to be ineligible for FEMA reimbursement)
- Hiring and training, including training for employees and contractors hired for COVID-19 response* \$

- PPE, including first responders, grocery store employees, gas station attendants and others who interact with the public* \$
- Sanitation and Refuse Collection* \$ (Assumed to be ineligible for FEMA reimbursement)
- Food inspection* \$ (Assumed to be ineligible for FEMA reimbursement)
- Cleaning/disinfection of public buildings* \$

School distance learning, to the extent not funded from other sources, including:

- Planning and development, including IT costs* \$ (Assumed to be ineligible for FEMA reimbursement)
- Incremental costs of special education services required under individual education plans (IEPs) in a remote, distance, or alternative location* \$ (Assumed to be ineligible for FEMA reimbursement)
- Food for families that rely on food through the school system* \$ (Assumed to be ineligible for FEMA reimbursement)
- Costs of debt financing related to COVID-19 investments - short-term borrowing and construction carrying costs* \$ (Assumed to be ineligible for FEMA reimbursement)
- Health insurance claims costs in excess of reasonably budgeted claims costs, and directly related to COVID-19 medical costs* \$

Core municipal services sub-total* \$

Expanded public health mission

- Boards of health staffing needs - to the extent not addressed with public health funding* \$
- Use of public spaces/buildings as field hospitals* \$
- Shelter for those who are homeless or otherwise have nowhere they can go without significant risk to themselves or other household members, and are at high risk or recovering from COVID-19* \$
- Food banks/food pantries - need to be tied to COVID-19* \$ (Assumed to be ineligible for FEMA reimbursement)
- Travel expenses - for distribution of resources* \$
- Transporting residents to COVID-19 medical and testing appointments* \$
- Signage and communication including translation services* \$
- Educational materials related to COVID-19* \$
- Testing for COVID-19* \$
- Expanded public health mission sub-total* \$

Services and supports to residents in their homes

- Grocery and/or meals delivery - modeled on COA activities* \$

- Wellness check-ins with vulnerable elders* \$ (Assumed to be ineligible for FEMA reimbursement)
- Short-term rental or mortgage support* \$ (Assumed to be ineligible for FEMA reimbursement)
- Prescription drug delivery* \$ (Assumed to be ineligible for FEMA reimbursement)

Services and supports to residents subtotal* \$

Total Costs assumed to be eligible for FEMA reimbursement*

Costs net of assumed FEMA reimbursement at 75 percent*

Total costs assumed not to be eligible for FEMA reimbursement*

Estimated Request Totals *

auto sum of costs net of assumed FEMA reimbursement at 75% and total costs assumed not to be eligible for FEMA reimbursement

Other request* \$

Use the Other Request field to request funding for costs not included in the categories above. A&F will contact you to discuss your needs further.

Total Requested Funding* \$

This field auto sums the Estimated Request and Other Request fields

Upload Certification B*

This should be a calculation of costs incurred or expected in FY2020. Please note that there will be additional opportunities to request additional funds up to your ceiling. See Attachment A for category descriptions. For more information about FEMA-eligible expenses, see the [“Eligible Costs” section of the MEMA COVID-19 Federal Disaster Declaration website](#)

I have uploaded Attachment B: Certification*

☐

Yes

Attachment B - CERTIFICATION

I, John R. Ward, am the chief executive of the Town of Gill (“the Municipality”), and I certify that:

1. I have the authority on behalf of the Municipality to request payment from the Commonwealth of Massachusetts. At this time, I am requesting payment in the amount of \$Click or tap here to enter text. for fiscal year 2020 costs in connection with section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020) (“section 601”).
2. I understand that the Commonwealth will rely on this certification as a material representation in making a payment to the Municipality.
3. As required by federal law, the Municipality's proposed uses of the funds provided as payment in response to this request will be used only to cover those costs that-
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the Municipality; and
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. I will report bimonthly on incurred expenses in a form prescribed by the Secretary of Administration and Finance, and will cooperate with the Executive Office for Administration and Finance in creating and retaining appropriate documentation to demonstrate that the proposed uses meet the requirements of section 601.
5. I will coordinate with the Executive Office for Administration and Finance in optimizing federal funds from section 601 and other potentially available federal sources. In particular, I will prioritize and coordinate application for FEMA reimbursement where available.
6. To the extent actual expenditures are less than the amount requested per item 1 above, I agree to return the balance of unspent funds to the Commonwealth. If the United States Department of the Treasury recoups funds from the Commonwealth based on a determination they were used by the Municipality in a manner not in compliance with section 601, I agree that the Commonwealth may recover funds from the city or town through an assessment or deduction from the city or town’s periodic unrestricted local aid distribution.

Signature:___ Click or tap here to enter text.

Title:___Selectboard Chair

Date:___Click or tap to enter a date.



City of
GREENFIELD, MASSACHUSETTS



OFFICE OF THE MAYOR
ROXANN WEDEGARTNER
Mayor

City Hall • 14 Court Square • Greenfield, MA 01301
Phone 413-772-1560 • Fax 413-772-1519
Mayor@greenfield-ma.gov • www.greenfield-ma.gov

May 20, 2020

RE: CDBG funding for Microenterprise Assistance

Dear Selectboard Members and Town Administrators,

In early April, our federal government allocated additional Community Development Block Grant (CDBG) funds to support municipal community development efforts to respond to needs created by the COVID-19 emergency. Through the Notice of Funding Availability (NOFA) issued by the Massachusetts Department of Housing and Community Development (DHCD), funding is available for Microenterprise Assistance and public social services. DHCD is encouraging regional applications for these funds.(see NOFA attachment).

I am writing to invite your community to participate in a regional application for Microenterprise Assistance. Greenfield is willing to serve as the lead applicant. The City of Greenfield has already established a COVID Recovery Microenterprise Assistance Program with some existing CDBG grant funds that we were able to reprogram. Greenfield is working with Franklin County Community Development Corporation (FCCDC) who is assisting with application intake and review. We began accepting applications on May 13th and are ready to make our first awards this week.

Time is of the essence if you would like to include your community in our regional application, which is due to DHCD on **June 5th** and has a public hearing requirement in advance of application submission. Greenfield will schedule two public hearings and will publish the notice to include your community, should you decide to participate. The first public hearing is scheduled for May 28, 2020 at 6:30pm. (see details attached)

Greenfield's Community and Economic Development Office is preparing to submit a regional application for Microenterprise Assistance. DHCD issued some program guidance, so the program with new funding will be slightly different than the program Greenfield launched earlier this month. Greenfield intends to engage FCCDC to assist with the application processing of this new program. Our best estimate of what would be required of the

participating towns includes – assistance in outreach to your small businesses and confirming DBA certificates and that the businesses are current on their taxes thru 3/1/2020.

MJ Adams will be at the Thursday evening FRCOG Council Meeting (5/21) and also invites you to a zoom meeting on Friday, May 22nd at 12:00 noon (see details attached) if you are not attending the Thursday evening FRCOG meeting.

I invite you to view Greenfield's current program, please visit <https://greenfield-ma.gov/cedd>. If you wish to be included in the regional application, please send an email to mj.adams@greenfield-ma.gov by May 27th (COB).

Thank you.

Sincerely,



Roxann Wedegartner
Mayor

Attachments
May 22 Meeting info
May 28 Meeting info
NOFA



City of
GREENFIELD, MASSACHUSETTS

**COMMUNITY & ECONOMIC
DEVELOPMENT DEPARTMENT**

Roxann Wedegartner
Mayor

City Hall • 14 Court Square • Greenfield, MA 01301
Phone 413-772-1548 • www.greenfield-ma.gov

NOTICE OF PUBLIC HEARING

**CITY OF GREENFIELD and Ashfield, Bernardston, Buckland, Charlemont,
Colrain, Conway, Deerfield, Erving, Gill, Hawley, Heath, Leverett, Leyden,
Monroe, Montague, New Salem, Northfield, Orange, Rowe, Shelburne,
Shutesbury, Sunderland, Warwick, Wendell, and Whately**

The City of Greenfield, acting as the lead community for Franklin County municipalities will hold TWO public hearings: the first on first on **Thursday, May 28th at 6:30 pm** and the second on **Friday, May 29th at 12:00 noon**.

The purpose of these hearings is to receive comment on an application to MA CDBG program for funds to support a **Franklin County COVID Recovery Microenterprise Assistance Program** for eligible small businesses in any of the 26 Franklin County municipalities that participate. For an outline of the proposed program, please CEDD City of Greenfield website <https://greenfield-ma.gov/cedd>.

Thursday, May 28th at 6:30 pm - Remote meeting via Webex

To Join Via Computer

<https://greenfield-ma.gov/d/6232/CDBG-Public-Hearing>

To Join Via Phone:

+1-408-418-9388 United States Toll - Access code: 798 804 942

Friday, May 29th at 12:00 noon - Remote meeting via Webex

To Join Via Computer

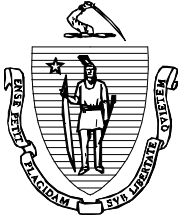
<https://greenfield-ma.gov/d/6233/CDBG-Public-Hearing>

To Join Via Phone

+1-408-418-9388 United States Toll - Access code: 790 037 136

Any person or organization participating will be given the opportunity to comment at the hearing. The City will make every attempt to provide interpretive and translation services, if necessary, with advance request. Comments may be submitted in writing or by e-mail to Lindsay Rowe at lindsay.rowe@greenfield-ma.gov and must be received by 12:00 noon, June 1, 2020.

MJ Adams, Director
Community and Economic Development Department



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Undersecretary

Department of Housing and Community Development
Notice of Funding Availability
Community Development Block Grant COVID-19 (CDBG-CV)
COMMBUYS Document Number: DHCD2020-34

I. Funding Opportunity: CDBG-CV Overview

With this Notice of Funding Availability (NOFA) and Guidance, the Department of Housing and Community Development (DHCD) is announcing that \$19.65M of Massachusetts Community Development Block Grant – CV (CDBG-CV) funds is available to eligible municipalities to respond to COVID-19.

These special CDBG-CV funds were appropriated through the [CARES Act of 2020](#) and are being awarded to DHCD by the Department of Housing and Urban Development (HUD) via amendment to the existing DHCD CDBG FY2019 One Year Action Plan. This NOFA and [guidance material](#) should be read in conjunction with the [FY 2019 One Year Action Plan](#), as well as the [CDBG-CV substantial amendment](#) to the FY 2019 One Year Action Plan. *The One Year Action Plan, as amended by the CDBG-CV substantial amendment, provides the underlying policy and takes precedence over language in all program components within this guidance.* The FY 2019 Action Plan and CDBG-CV substantial amendment are available on DHCD's website at <https://www.mass.gov/service-details/community-development-block-grant-cdbg>.

1. Eligible municipalities and residents: State CDBG-CV funds are available to benefit all non-entitlement municipalities and their residents. A list of entitlement municipalities that are not eligible for State CDBG-CV funds is included as Exhibit 1 of the 2019 One-Year Action Plan and at the end of this NOFA.
2. National Objective Compliance: Unless otherwise approved by DHCD, all activities funded with CDBG-CV funds must meet a CDBG national objective of primarily benefitting low and moderate income (LMI) persons (\leq 80% area median income (AMI) as adjusted for household size), as described in the [FY 2019 CDBG One Year Action Plan](#). Note, depending on forthcoming guidance from HUD, it is possible that in some cases municipalities may propose activities that would meet the CDBG urgent need national objective but do not primarily benefit LMI persons. Applicants wishing to do so should consult with DHCD before proposing this direction. Absent such guidance from HUD, DHCD intends to allocate the \$19.65M of CDBG-CV as follows:
 - Up to \$10M for rental and mortgage assistance to income eligible households residing in all non-entitlement municipalities (up to 80% of the area median income (AMI)). In order to

ensure statewide coverage, DHCD intends to enter into a direct contract with existing regional administering agencies, pending HUD waiver approval. In this case, municipalities do not need to apply to DHCD for this activity—please see Section II.A. below for more detail.

- Up to \$9.65M to be allocated on a competitive basis to for municipalities to deliver public social services and microenterprise assistance to address conditions related to impacts of the COVID-19 pandemic, based on the criteria set forth below.
3. Regional Approaches and Economies of Scale: DHCD encourages municipalities to enter into regional partnerships for applications. All regional applications must identify a lead applicant that will receive the award and be responsible for implementation of the grant on behalf of the others. Existing Mini Entitlements may participate in regional applications and DHCD encourages them to act as lead applicants.

DHCD encourages applicants to reach out to established regional organizations that have experience in carrying out the types of activities available for funding to assist them with developing and managing programs, especially for municipalities in the less populated areas of the Commonwealth. Many of the Commonwealth's community development corporations, regional planning agencies, community development financial institutions and private CDBG consultants have this experience.

4. Award Distribution & Limits: DHCD will award grants in a manner that provides for an equitable distribution of funds and ensures that areas with the greatest need and greatest impacts from COVID-19 are served.

No single municipality may receive more than \$400,000 for any combination of activities, exclusive of the Rental and Mortgage Assistance. Applicants may request up to 15% of an award amount for administration of the program and activities.

DHCD reserves the right to reallocate CDBG-CV funds among the activities and municipalities in order to best address the needs and requirements of municipalities to respond to the COVID-19 pandemic. Additionally, DHCD reserves the right to award all or only part of the funds requested in any proposal in whole or in part, or to reject any and all proposals received.

DHCD reserves the right at any time and without notice to cancel or recommence this NOFA, narrow or amend its scope, or reject any and all responses if DHCD determines that a fair and open competitive procurement has been compromised or that doing so is in the best interest of the Commonwealth. DHCD reserves the right to use this NOFA and responsive applications to allocate future CDBG-CV awards without further notice.

II. CDBG-CV Eligible Activities

A. Emergency Rental and Mortgage Assistance (no municipal application required)

DHCD will make available up to \$10 million in CDBG-CV funding to provide emergency rental and mortgage assistance to income eligible residents of the non-entitlement municipalities of the Commonwealth. DHCD will be coordinating with the existing Residential Assistance for Families in

Transition Program ([RAFT Program](#)) and using other state and federal funding sources to deliver this program to all communities in the Commonwealth through the existing RAFT Administering Agencies (RAAs).

- CDBG-CV funds will be available to residents of non-entitlement municipalities earning up to 80% of the AMI for the municipality in which they live, with a priority for residents who earn more than qualifying RAFT Program income limits (50% AMI or 60% AMI for those experiencing domestic violence).
- Eligible residents may receive up to 3 months of assistance and a maximum of \$4,000.
- Approved assistance will be provided directly to a landlord or lender, as appropriate.
- Residents will apply directly to RAAs.
- Municipalities do not need to apply to DHCD for residents to be eligible for this assistance.

DHCD will distribute a separate notice when the CDBG-CV Rental and Mortgage Assistance funds are available. DHCD anticipates HUD's approval of a DHCD waiver request to allow for direct contracting with entities other than non-entitlement jurisdictions. Should HUD deny the waiver request, DHCD will seek an alternative method for distributing the funds to the RAAs.

B. Microenterprise Assistance and Public Social Services (application required)

DHCD will make a total of up to \$9,651,876 to municipalities proposing to offer both Microenterprise Assistance and/or Public Social Services specifically to address conditions related to impacts of the COVID-19 pandemic. Municipalities may submit an application for one or both activities. Awards will be limited to a maximum of \$400,000 per single municipality.

1. CDBG-CV Microenterprise Assistance

Municipalities, working with local or regional partners, may apply for CDBG-CV funds to provide grant funding of up to \$10,000 per business to qualifying microenterprises adversely impacted by COVID-19. This assistance can be used to facilitate economic development through the stabilization and expansion of microenterprises. Applicants may design programs that best fit the needs of their municipality so long as they meet the parameters and minimum eligibility requirements described below. DHCD strongly encourages joint or regional applications so that program funds will be used to benefit a greater number of municipalities and will allow municipalities to partner with established entities that have the capacity to implement microenterprise assistance.

Microenterprise Activity Parameters

- a. For CDBG, the term "microenterprise" means a commercial enterprise that has 5 or fewer employees, 1 or more of whom owns the enterprise. A microenterprise assistance activity may qualify under the Low-Moderate Income (LMI) Limited Clientele national objective criteria if either the activity assists (1) owner(s) of the microenterprise who are LMI persons ($\leq 80\%$ of the AMI, based on family size), or (2) a microenterprise that serves a LMI neighborhood or community-wide area in which at least 51% of its residents are LMI persons. For guidance, see [FY 2019 One Year Action Plan](#).
- b. To document compliance with national objective based on ownership by LMI persons, applicants must qualify the business for assistance based on supporting income documentation of family (2018 or 2019 tax returns – business and personal) or other approved income verification method. For guidance see [FY 2019 One Year Action Plan](#).

- c. CDBG-CV grantees must prevent the duplication of benefits, which means grant funds may not be used to pay costs if another source of financial assistance is available to pay that cost. This must be certified through the application from the business.
- d. Applicant/Beneficiary data and progress reports must be reported to DHCD on a quarterly basis.
- e. Grants must be capped at up to \$10,000 per business.
- f. Funds may be used for working capital to cover business costs, such as rent, staffing, and utilities.
- g. Microenterprise Assistance Program funds **may not be used** for major equipment purchases, purchase of real property, construction activities, business expansion, or lobbying.

Microenterprise Required Minimum Eligibility Criteria:

In order for a commercial enterprise to be eligible for a grant, it must:

- a. Be a microenterprise, as defined in II.B.1.a. above.
- b. Be a for-profit entity (sole proprietorships, partnerships, corporations, or LLCs).
- c. Have a physical establishment in the city/town of application or in at least one of the regional participant city/towns.
- d. Provide goods or services to multiple clients or customers.
- e. Business must be currently in operation and have been established prior to 1/1/2019.
- f. Be in good standing with the state and city/town:
 - Be current on all taxes due through 3/1/2020;
 - Active and valid state licenses/registrations, if applicable; and
 - Not a party to litigation involving the state or municipality.
- g. Be able to document a loss of income equal to or greater than requested assistance due to COVID-19.
- h. Not be listed as one of the following excluded business types:
 - real estate rentals/sales businesses;
 - businesses owned by persons under age 18;
 - businesses that are chains;
 - liquor stores;
 - weapons/firearms dealers;
 - lobbyists; or
 - cannabis-related businesses.

2. Public Social Service and other eligible activities that address impacts of COVID-19

The Massachusetts CDBG Program will make CDBG-CV funding available to eligible municipalities to pursue Public Social Services activities designed to assist persons that have been impacted by the COVID-19 virus. Eligible public social service activities include but are not limited to:

- Food Assistance – Assistance for food banks; food delivery and access programs such as meals on wheels or other services that provide food to individuals that are unable to do so on their own.
- Homelessness assistance designed to help individuals made homeless or to prevent homelessness from impacts of COVID-19. However, rental or mortgage assistance is not eligible under this category.
- Job training to expand the pool of health care workers and technicians.
- Other social services that can be demonstrated to be addressing impacts of COVID-19.

In the CDBG-CV substantial amendment, DHCD has waived the 15% cap on Public Social Services pursuant to the CARES Act.

III. Application Requirements and Process

Municipalities wishing to submit applications for funding for both or either Public Social Services or Microenterprise Assistance activities above should submit only one application, including the following components:

1. Maximum 2-page letter of interest on municipal letterhead signed by the chief elected official (e.g., chair of the select board or mayor) (of the lead municipality, if submitting a regional application), clearly stating:
 - a. Identity of the person who will serve as contact for the application including name, title, address, phone number and email.
 - b. The amount being requested;
 - c. The activities to be covered (Public Social Services and/or Microenterprise Assistance);
 - d. List of all municipalities to be served through activities, if submitting a regional application;
 - e. List of partner consultants, agencies, or community-based organizations who will implement the program with the municipality(ies); and
 - f. Dates and times of public hearing(s) (virtual) that was held per the Citizen Participation and Public Hearings requirements below.
2. Maximum 4-page application for how each activity will be delivered, addressing the following issues:
 - a. Justification for need in each municipality, citing COVID-19 economic and health impacts in the municipality or region.
 - b. Explanation of how the proposed activity(ies) will directly address impacts.
 - c. Detail on the proposed number of persons to be served by the activity(ies).
 - d. Process and timeline for implementing the activity(ies).
 - e. Demonstration that applicant and partners have capacity to manage the grant and implement activities, citing previous experience with delivering the services, documenting CDBG national objectives, and ensuring prevention of the duplication of federal benefits.
 - f. Description of how the applicant/grantee will monitor activities for compliance with state and federal provisions.
3. A budget detailing how funds will be utilized and identifying other leveraged funds that will be put toward the activity.
4. Provide completed environmental review by the applicant, or by the lead applicant in a joint application.

Citizen Participation and Public Hearings

Applicants are required to hold at least *two* formal public hearings *during a CDBG-CV grant cycle*. At least *one must be held before submitting an application* for CDBG-CV funds.

- Applicants may hold virtual public hearings to satisfy this requirement, but the hearings must be held consistent with the Open Meeting Law, G.L. c. 30A, s. 20, and any emergency orders issued by the Governor that are in effect at the time of the public hearings.
- Notice and opportunity to comment of at least 5 days must be provided to the public before each hearing.

- Each hearing notice must include the date and time of the hearing and the method for offering comments. All participating jurisdictions of an application must be included in the hearing notice.
- Applications must identify the dates and times of the hearings. DHCD will not require submission of documentation of the public hearings in applications, but documentation including minutes, discussion and comments must be maintained on file by the applicant to be produced at DHCD's request.

IV. Evaluation:

DHCD will evaluate all applications according to the following criteria:

- a. Community need: taking into consideration both public health impacts due to COVID-19 and economic development needs prior to and as a result of COVID-19.
- b. Scale and impact: taking into consideration number of individuals to be served and impact of services to respond effectively to the COVID-19 crisis. In order to ensure broader geographic reach, regional collaborations will receive higher consideration.
- c. Budget/Value: taking into consideration cost/value per individuals to be served.
- d. Capacity to Deliver: taking into consideration the applicant's and partner's demonstrated ability to deliver services and perform activities, while also complying with CDBG requirements.

In the process of evaluation of the application, DHCD may:

- Solicit and verify information from any local, state or federal agencies and other entities, and based on that information, reduce, increase or deny an award to a municipality.
- Reduce or increase an award to a municipality (compared to the amount requested in the municipality's application) to assure that a grant budget is reasonable.
- Fund a project or activity, fully or partially, from other state resources.
- Reduce or deny a grant, or place special conditions on a grant, based on the management capacity of the municipality or the current or proposed administering agency.

V. Technical Assistance and Frequently Asked Questions (FAQ):

DHCD will accept questions through May 20, 2020 and post FAQs with responses on May 22, 2020. Please submit all questions to Mark Southard, Community Development Manager at DHCDCommunityDevelopmentBlockGrant@mass.gov by close of business May 20, 2020. Please put **CDBG-CV NOFA Questions**, in the subject line of the email. DHCD may also hold a conference call to answer questions related to this NOFA, and will inform the public on DHCD's website at <https://www.mass.gov/service-details/community-development-block-grant-cdbg>.

VI. CDBG-CV Application Timeline

NOFA Posted:	May 15, 2020
Questions due:	May 20, 2020
FAQs distributed:	May 22, 2020
Applications due:	June 5, 2020

Applications must be submitted only by email to Mark Southard, Community Development Manager at DHCDCommunityDevelopmentBlockGrant@mass.gov no later than 5:00 PM on June 5, 2020. Please put **CDBG-CV NOFA Application**, in the subject line of the email.

Note: DHCD may accept rolling applications after the deadline, pending funding availability.

EXHIBIT 1
LIST OF ENTITLEMENT COMMUNITIES IN MASSACHUSETTS
(ineligible to apply under this NOFA)

Federal Fiscal Year 2019

ARLINGTON	MALDEN
ATTLEBORO	MEDFORD
BARNSTABLE	NEW BEDFORD
BOSTON	NEWTON
BROCKTON	NORTHAMPTON
BROOKLINE	PEABODY
CAMBRIDGE	PITTSFIELD
CHICOPEE	PLYMOUTH
FALL RIVER	QUINCY
FITCHBURG	REVERE
FRAMINGHAM	SALEM
GLOUCESTER	SOMERVILLE
HAVERHILL	SPRINGFIELD
HOLYOKE	TAUNTON
LAWRENCE	WALTHAM
LEOMINSTER	WESTFIELD
LOWELL	WEYMOUTH
LYNN	WORCESTER
	YARMOUTH



TEMPLATE (I/II)

COVID-19 Control plan

All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans **do not** need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

BUSINESS INFORMATION | please provide the following information

Business name: _____ Check if part of a larger corporation

Address: _____

Contact information (Owner/Manager): _____

Contact information (HR representative), if applicable: _____

Number of workers on-site: _____

SOCIAL DISTANCING | check the boxes to certify that you have:

Ensured that all persons, including employees, customers, and vendors remain at least six feet apart to the greatest extent possible, both inside and outside workplaces

Established protocols to ensure that employees can practice adequate social distancing

Posted signage for safe social distancing

Required face coverings or masks for all employees

Implemented additional procedures. Please describe them here: _____

HYGIENE PROTOCOLS | check the boxes to certify that you have:

Provided hand washing capabilities throughout the workplace

Ensured frequent hand washing by employees and provided adequate supplies to do so

Provided regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

Implemented additional procedures. Please describe them here: _____



TEMPLATE (II/II)

COVID-19 Control plan

All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans **do not** need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

STAFFING & OPERATIONS check the boxes to certify that you have: _____

Provided training for employees regarding the social distancing and hygiene protocols

Ensured employees who are displaying COVID-19-like symptoms do not report to work

Established a plan for employees getting ill from COVID-19 at work, and a return-to-work plan

Implemented additional procedures. Please describe them here: _____

CLEANING & DISINFECTING check the boxes to certify that you have: _____

Established and maintained cleaning protocols specific to the business

Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed

Prepared to disinfect all common surfaces at intervals appropriate to said workplace

Implemented additional procedures. Please describe them here: _____



**SECTOR SPECIFIC WORKPLACE SPECIFIC SAFETY STANDARDS
FOR OFFICE SPACES TO ADDRESS COVID-19
As of May 18, 2020**

Purpose

These sector specific COVID-19 workplace safety standards for Office Spaces are issued to provide businesses and other organizations operating within general use office spaces and workers in these office spaces with instructions to help protect against the spread of COVID-19. Workers and contractors must continue to telework if feasible.

These standards are minimum requirements only and are not exclusive or exhaustive. The public health data and matrix for disease prevention upon which these guidelines are based can and does change frequently, and the operator of the office space is accountable for adhering to all local, state and federal requirements. The operator of the office space is also responsible for staying abreast of any updates to these requirements.

Standards for Responsible Office Spaces in Massachusetts

No activity in office spaces can occur without meeting the following sector specific COVID-19 workplace safety standards. These standards apply to all businesses and other organizations operating in general use office space until rescinded or amended by the State.

The following workplace specific safety standards are organized around four distinct categories covering Social Distancing, Hygiene Protocols, Staffing and Operations, and Cleaning and Disinfecting.

I. Social Distancing

- Businesses and other organizations shall limit occupancy within their office space to no more than
 - 25 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business or organization's typical occupancy as of March 1, 2020
 - Any business or other organization that has been operating as a "COVID-19 Essential Service" as of May 18, 2020 shall have until July 1, 2020 to comply with these occupancy limitations
- Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services

- Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace
 - Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
 - Cafeterias may operate only with prepackaged food, practicing physical distancing and appropriate hygiene measures
 - Physical partitions must separate workstations that cannot be spaced out (partitions must be taller than a standing workers)
 - Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
 - Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)
- Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers
- Stagger work schedules and improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- Limit meeting sizes, ensure 6 feet of social distancing, encourage remote participation
- Stagger lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings

II. Hygiene Protocols

- Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- Avoid sharing use of office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)
- Post visible signage throughout the site to remind workers of the hygiene and safety protocols

III. Staffing and Operations

- Establish and communicate a worksite specific COVID-19 Prevention Plan for all office locations, including:
 - Contact information for local health authorities, including the MA Department of Public Health, and your local / municipal Health Authority
 - Regularly evaluate all workspaces to ensure compliance with all Federal, State and Local Guidelines

- Isolation, Contact Tracing, and Communication plan for if an worker is diagnosed as positive with COVID-19, or comes into close contact (within 6 feet for 10 minutes or more) with an individual diagnosed with COVID-19
- Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings
 - Self-screening at home, including temperature or symptom checks
 - Importance of not coming to work if ill
 - When to seek medical attention if symptoms become severe
 - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability
- Workers must continue to telework if feasible; external meetings should be remote to reduce density in the office
- Employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
- Limit business sponsored travel and comply with state and federal travel restrictions / guidelines
- Workers must stay home if feeling ill
- Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
- Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines
- Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)

IV. Cleaning and Disinfecting

- Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- Keep cleaning logs that include date, time, and scope of cleaning
- Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
- Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)

- In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance

Additional worker safety guidelines and resources (with hyperlinks to web pages) are available below:

U.S. Department of Labor, Occupational Safety and Health Administration (OSHA):

[OSHA – COVID-19 Webpage](#)

[OSHA – Enforcement Guidelines Webpage](#)

[OSHA Fact Sheet – Protecting Workers During a Pandemic](#)

U.S. Centers for Disease Control (CDC):

[CDC – Environmental Cleaning and Disinfection Recommendations](#)

[CDC – Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease \(Updated 3/21/20\)](#)

Additional Information:

Massachusetts State Coronavirus (COVID-19) Website
mass.gov/covid19

United States Centers for Disease Control and Prevention Coronavirus (COVID-19) Website
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>



SOCIAL DISTANCING

Ensure >6ft between individuals

- ☐ Businesses and other organizations shall limit occupancy within their office space to no more than
 - 25 percent of (a) the maximum occupancy level specified in any certificate of occupancy or similar permit or as provided for under the state building code; or (b) the business or organization's typical occupancy as of March 1, 2020
 - Any business or other organization that has been operating as a "COVID-19 Essential Service" as of May 18, 2020 shall have until July 1, 2020 to comply with these occupancy limitations
- ☐ Businesses and other organizations may exceed this maximum occupancy level based on a demonstrated need for relief based on public health or public safety considerations or where strict compliance may interfere with the continued delivery of critical services
- ☐ Ensure separation of 6 feet or more between individuals unless this creates a safety hazard due to the nature of the work or the configuration of the workspace
- ☐ Close or reconfigure worker common spaces and high density areas where workers are likely to congregate (e.g., break rooms, eating areas) to allow 6 feet of physical distancing; redesign work stations to ensure physical distancing (e.g., separate tables, use distance markers to assure spacing)
- ☐ Cafeterias may operate only with prepackaged food, practicing physical distancing and appropriate hygiene measures
- ☐ Physical partitions must separate workstations that cannot be spaced out (partitions must be taller than a standing workers)
- ☐ Limit meeting sizes, ensure 6 feet of social distancing, encourage remote participation
- ☐ Stagger work schedules, lunch and break times, regulating maximum number of people in one place and ensuring at least 6 feet of physical distancing
- ☐ Minimize the use of confined spaces (e.g., elevators, control rooms, vehicles) by more than one individual at a time; all workers in such spaces at the same time are required to wear face coverings
- ☐ Improve ventilation for enclosed spaces where possible (e.g., open doors and windows)
- ☐ Designate assigned working areas (e.g., floor, building) to individuals where possible to limit movement throughout the facility and limit contact between workers
- ☐ Establish directional hallways and passageways for foot traffic if possible, to minimize contact. Post clearly visible signage regarding these policies
- ☐ Limit visitors where feasible, and avoid congregation in common areas (e.g., lobbies)



HYGIENE PROTOCOLS

Apply robust hygiene protocols

- ☐ Ensure access to handwashing facilities on site, including soap and running water, wherever possible and encourage frequent handwashing; alcohol-based hand sanitizers with at least 60% alcohol may be used as an alternative
- ☐ Supply workers at workplace location with adequate cleaning products (e.g., sanitizer, disinfecting wipes)
- ☐ Require regular and not less than daily cleaning and sanitation of all high-touch areas such as workstations, door handles, and restrooms
- ☐ Avoid sharing use of office materials / equipment or disinfect equipment between use (e.g., telephones, fax machines)
- ☐ Post visible signage throughout the site to remind workers of the hygiene and safety protocols



STAFFING & OPERATIONS

Include safety procedures in the operations

- ☐ Establish and communicate a worksite specific COVID-19 Prevention Plan for all office locations, including:
 - Contact information for local health authorities, including the MA Department of Public Health, and your local / municipal Health Authority
 - Regularly evaluate all workspaces to ensure compliance with all Federal, State and Local Guidelines
 - Isolation, Contact Tracing, and Communication plan for if an worker is diagnosed as positive with COVID-19, or comes into close contact (within 6 feet for 10 minutes or more) with an individual diagnosed with COVID-19



STAFFING & OPERATIONS

Include safety procedures in the operations

- ☐ Provide training to workers on up-to-date safety information and precautions including hygiene and other measures aimed at reducing disease transmission, including:
 - Social distancing, hand-washing, proper use of face coverings
 - Self-screening at home, including temperature or symptom checks
 - Importance of not coming to work if ill
 - When to seek medical attention if symptoms become severe
 - Which underlying health conditions may make individuals more susceptible to contracting and suffering from a severe case of the virus
- ☐ Workers must wear face coverings when social distancing of 6 feet is not possible, except where unsafe due to medical condition or disability
- ☐ Workers must continue to telework if feasible; external meetings should be remote to reduce density in the office
- ☐ employers should establish adjusted workplace hours and shifts for workers (if working in-person, leverage working teams with different schedules or staggered arrival / departure) to minimize contact across workers and reduce congestion at entry points
- ☐ Limit visitors and service providers on site; shipping and deliveries should be completed in designated areas
- ☐ Limit business sponsored travel and comply with state and federal travel restrictions / guidelines
- ☐ Workers must stay home if feeling ill
- ☐ Workers who are particularly vulnerable to COVID-19 according to the Centers for Disease Control (e.g., due to age or underlying conditions) are encouraged to stay home or arrange an alternate work assignment
- ☐ Workers are strongly encouraged to self-identify symptoms or any close contact to a known or suspected COVID-19 case to the employer
- ☐ Encourage workers who test positive for COVID-19, to disclose to the employer of the office for purposes of cleaning / disinfecting and contact tracing. If the employer is notified of a positive case at the workplace, the employer should notify the local Board of Health (LBOH) where the workplace is located and work with them to trace likely contacts in the workplace and advise workers to isolate and self-quarantine. Testing of other workers may be recommended consistent with guidance and / or at the request of the LBOH
- ☐ Post notice to workers and customers of important health information and relevant safety measures as outlined in government guidelines
- ☐ Log everyone who comes in contact with site to enable contact tracing, including temporary visitors (e.g., those doing material drop-offs)



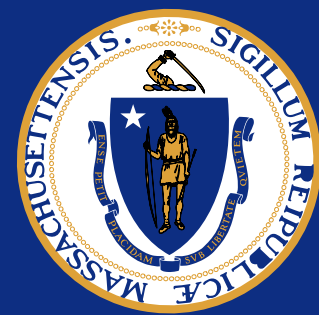
CLEANING & DISINFECTING

Incorporate robust hygiene protocols

- ☐ Conduct frequent cleaning and disinfection of site (at least daily and more frequently if feasible)
- ☐ Keep cleaning logs that include date, time, and scope of cleaning
- ☐ Conduct frequent disinfecting of heavy transit areas and high-touch surfaces (e.g., doorknobs, elevator buttons, staircases, vending machine, bathrooms)
- ☐ Clean shared spaces (e.g., conference rooms) between use and supply cleaning products (e.g., sanitizer, disinfecting wipes)
- ☐ In event of a positive case, shut down site for a deep cleaning and disinfecting of the workplace in accordance with current CDC guidance

EMPLOYER GUIDANCE

Mandatory safety standards for workplaces



SOCIAL DISTANCING



All persons, including employees, customers, and vendors should remain at least six feet apart to the greatest extent possible, both inside and outside workplaces



Establish protocols to ensure that employees can practice adequate social distancing



Provide signage for safe social distancing



Require face coverings or masks for all employees

HYGIENE PROTOCOLS



Provide hand washing capabilities throughout the workplace



Ensure frequent hand washing by employees and adequate supplies to do so



Provide regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site

STAFFING & OPERATIONS



Provide training for employees regarding the social distancing and hygiene protocols



Employees who are displaying COVID-19-like symptoms do not report to work



Establish a plan for employees getting ill from COVID-19 at work, and a return-to-work plan

CLEANING & DISINFECTING



Establish and maintain cleaning protocols specific to the business



When an active employee is diagnosed with COVID-19, cleaning and disinfecting must be performed



Disinfection of all common surfaces must take place at intervals appropriate to said workplace

TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

SELECTBOARD MEETING MINUTES

May 18, 2020

The meeting was conducted remotely by all participants due to the State of Emergency related to COVID-19 and under the “Order Suspending Certain Provisions of the Open Meeting, G.L. c. 30A, §20” issued by Governor Baker on 3/12/20.

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

Members Present: John Ward, Greg Snedeker and Randy Crochier Members Absent: None

Others Present: Ray Purington, Town Administrator; George Brace, Vicky Jenkins, Claire Chang, Megan Bathory Peeler, and Peter Weis

Appointment of Library Trustees: The Selectboard met jointly with the Library Trustees to appoint a replacement for Trustee Kim Sprankle who resigned April 30, 2020. Megan Bathory Peeler, Chair, called the Trustees’ meeting to order at 5:30 PM. Boyle Road resident Anna Hendricks has expressed interest in completing the remaining year of Sprankle’s term. Greg made a motion, seconded by Randy, to appoint Hendricks as Library Trustee until the Town’s election in 2021. A roll call vote by the Selectboard and Library Trustees was taken: Greg – Aye, Randy – Aye, John – Aye, Megan – Aye, Peter – Aye. The vote was unanimous in the affirmative. The Trustees meeting adjourned and Bathory Peeler and Weis left the Selectboard meeting at 5:35 PM.

COVID-19 Topics: All departments – fire, police, and public health – have been status quo during the past week. The state boat ramp opened on May 14th, and it is hoped everyone practices safe boating. Details about the State’s re-opening plan were released today. Ray expect the guidelines for “office spaces” will apply to Town Hall and he will work toward re-opening Town Hall for transactions with the public.

Municipal Aggregation of Electricity: Colonial Power, who is currently implementing electricity aggregation plans in 13 area towns including Gill, received indicative pricing on May 13th. Executable pricing for a contract will be received on May 20th and the Town needs to have its product selection made in order to sign a contract by 3:30 PM that day.

Claire Chang of Gill’s Energy Commission discussed the indicative pricing and reported the recommendations from the Energy Commission’s meeting last week. Dynegy was the low bidder in most of the categories. During the conference call on May 13th with representatives of all 13 towns, there was a strong preference by all towns to commit to 5-month contracts followed by 36-month contracts, as the pricing looks very favorable relative to the 6-month pricing just released by Eversource for 7/1/20 – 12/31/20.

In making its recommendation, the Energy Commission did not consider the product options for Standard Retail or National Wind. Standard Retail provides the same content of renewable energy as Eversource’s basic service, and it was felt if a resident wanted “cheap and dirty” power, they could opt out of aggregation and stick with Eversource. The National Wind product is 100% renewable, but it is generated from wind farms in Texas and other Midwest states, and the Energy Commission felt it does not contribute to the local economy or the resiliency of the New England electric grid.

The Energy Commission’s recommendation is to have the default product be the Renewable Portfolio Standard (RPS) plus 25% additional MA Class 1 Renewable Energy Credits (RECs). Any customer who does not opt out of the aggregation program and does not select one of the optional products will be enrolled in the default offering. As a first option the Energy Commission recommends the product with 100% MA Class 1 RECs, and as the second option, the product with RPS plus 5% additional MA Class 1 RECs. It was pointed out that for the initial 5-month term of the contract, the price for the RPS + 5% product is lower than Eversource’s basic service.

There was a discussion of the Standard Retail product, which is the lowest priced product available to the aggregation program. While lower prices was one of the reasons presented to voters when Town Meeting approved pursuing aggregation in 2018, price stability over a longer term and green electricity options were also given as reasons. In today's discussion it was felt there is justification to look beyond lowest price, especially given recent evidence the worldwide reduction of vehicle emissions during the COVID-19 pandemic has reduced smog levels. Most "brown" electricity is generated by burning fossil fuels, so it can be expected a shift to greener electricity would also have a beneficial impact on air quality and other environmental factors.

In the event the Town can only select a default and one option, the recommendation is to have the default as RPS plus 25% and the option as 100% MA Class 1 RECs.

Greg made a motion, seconded by Randy, to accept the Energy Commission's recommendation as listed above, and to authorize Ray to sign 5-month and 36-month contracts based on the executable pricing received on May 20th. The roll call vote was unanimous in the affirmative. Chang and Jenkins left the meeting at 6:08 PM.

CARES Act Funding: Ray reported the Town is eligible to request up to \$131,282 from the State's distribution of Federal Coronavirus Relief Funds, also known as the CARES Act. The funding can be requested for FY20 and FY21 expenses for unbudgeted expenses related to the Town's response to the coronavirus. The funds can be used as the Town's 25% cost share for FEMA-reimbursable COVID expenses. The online application for FY20 funds is due on June 5th, and the topic will be on the Selectboard's agenda for May 26th.

Review of Minutes: Greg made a motion, seconded by Randy, to approve the minutes of May 11, 2020. The roll call vote was unanimous in the affirmative.

FY21 Diesel Fuel: Under "Other business" Ray requested the Selectboard award the FY21 diesel fuel contract to Roberts Energy as the low bidder through the bid managed by the Lower Pioneer Valley Educational Collaborative, and to lock in 5,300 gallons of diesel fuel for FY21. The LPVEC has advised pricing is very low right now, so prompt action by the Town to lock in a rate should be beneficial. Greg made a motion, seconded by Randy, to award the contract to Roberts Energy and to authorize locking in 5,300 gallons for FY21. The roll call vote was unanimous in the affirmative.

The meeting adjourned at 6:24 PM.

Minutes respectfully submitted by Ray Purington, Town Administrator

Signed copy on file. Approved on 05/26/2020

Randy Crochier, Selectboard Clerk