



SELECTBOARD AGENDA & MEETING NOTICE

October 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 Gill’s Emergency Management Team
- CARES Act Funding – review and approval of Round 2 request (covering 7/1/20 – 12/30/20) for eligible, unbudgeted Town COVID-related expenses, Cooperative Public Health (already voted 6/22/20), and a transfer of funds to Gill-Montague Regional School District for HVAC upgrades & air purifiers at Gill Elementary and TFHS/GFMS

Old Business

- Review of Minutes: 5/26, 6/8, 6/22, 7/6, 7/20, 8/3, 8/31, 9/9, 9/14, 9/28 & 10/13

New Business

- Green Community FY20 Report – review and approve to submit by 11/6 deadline
- Remote Learning Shared Services Grant Award - \$56,800 to Gill and Montague jointly from Executive Office of Education (EOE)
 - Designate Gill-Montague Regional School District as “Lead Applicant” (similar vote planned by Montague Selectboard)
- MIIA (Insurance) Risk Management Grant application – review and approve to submit by 11/6 deadline. Wish list includes flammable liquids storage cabinets, high-visibility rain jackets, chainsaw helmets, heating oil tank monitoring system, Town Hall computer server upgrade, and Town Hall plumbing proactive repairs
- Designate Position of “Outside Expert Appraiser of Hydropower Facilities” as a Special Municipal Employee in order to facilitate hiring of Sansoucy Associates by Gill and Montague for the appraisal of FirstLight properties in both towns
- Appoint Elections Worker thru June 30, 2021: Meredith Durkee, 58 Lamplighter Way
- FY21 “Monthly Budget” for November 2020 - \$305,367 (min. amount per Dept of Revenue)
- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any

Warrants

FY21 #7 Vendors (\$41,576.49) & Payroll (\$24,066.56) – reviewed & signed by the Chair on 10/13
FY21 #9 – to be reviewed & signed by the Chair and reported on at the next meeting

Adjournment

Other Invitations/Meetings:

Date	Time	Event	Location
11/3	7A-8P	Presidential Election	Town Hall, 2 nd floor
11/9	5:30 PM	Selectboard meeting	TBD
11/23	5:30 PM	Selectboard meeting	TBD

Attachment B - CERTIFICATION

I, Randy Crochier, am the chief executive of Gill, and I certify that:

1. I have the authority on behalf of Gill to request payment from the Commonwealth of Massachusetts. At this time, I am requesting payment in the amount of:

\$ 67,835

This request covers costs from March 1, 2020 to December 30, 2020 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 Gill
3. As required by federal law, Gill'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 Gill; and
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. I will report quarterly 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 Gill 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:

Title:

Selectboard Chair

Date:

10/27/2020

CARES Act Coronavirus Relief Fund - Municipal Program Summary

Municipality: Gill

Total Eligible Amount	131,282
Spending Summary	
<i>Round 1</i>	
Core municipal services in a declared state of emergency	3,529
Expanded public health mission	0
Services and supports to residents in their homes	0
Other Requests	1,870
Round 1 Cashflow Request	0
<u>Subtotal, Round 1 Submission</u>	<u>5,399</u>
<i>Round 2</i>	
Core municipal services in a declared state of emergency	7,324
Expanded public health mission	1,827
Services and supports to residents in their homes	0
Other Requests	58,683
<u>Subtotal, Round 2 Submission</u>	<u>67,835</u>
<u>Total, Round 2 Submission Adjusted for Cashflow Request</u>	<u>67,835</u>
Total Request from CvRF-MP	73,234
Remaining CvRF Amount	58,049

Summary: Gill has a remaining amount to allocate of \$58049

CARES Act Coronavirus Relief Fund - Municipal Program Other Requests (Round 2)

Round 2

<u>Request Description</u>	<u>Necessary due to COVID?</u>	<u>Good/Service benefit provided between 3/1/2020 and 12/30/2020?</u>	<u>Unbudgeted as of 3/27/2020?</u>	<u>Eligible? (Preliminary Determination)</u>	<u>Amount</u>
FY21 Software license for Muniware tax collection software. Was planned to be replaced by 6/30/20, but COVID-19 delayed issuance of RFQ for new software until after start of FY21. Muniware license was not a planned or budgeted expense for FY21.	YES	YES	YES	YES	4,541.00
Replacement digital door lock for Police Station (existing lock failed due to repeated wiping/spraying with disinfectant necessary to limit spread of COVID-19 via shared surfaces	YES	YES	YES	YES	249.00
HVAC Upgrades & Air Purifiers at Gill Elementary School and Turners Falls High School necessary to allow return to in-person learning	YES	YES	YES	YES	50,000.00
PPE for Library personnel to allow re-opening to public	YES	YES	YES	YES	66.00
Air purifiers for enclosed shared spaces at Town Hall, Library, and Highway Department	YES	YES	YES	YES	2,272.00
Air purifiers for enclosed shared spaces at Fire Station, Police Station, and Emergency Operations Center (all spaces used by first responders)	YES	YES	YES	YES	1,555.00
Total, Round 2 Requests					58,683.00

CARES Act Coronavirus Relief Fund - Municipal Program Round 2 Application Form							
		Round 1		Round 2			
	Assumed FEMA Eligible?	Total Cost	CvRF Amount	Cashflow Allocation	Round 2 Total Costs	CvRF Amount	Round 2 Total CvRF Request
Core municipal services in a declared state of emergency:							
First responder direct staffing costs - Overtime, additional hires, and/or backfilling staff who test positive	Yes	9,956	2,489	0	19,000	4,750	4,750
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	Yes	0	0	0	0	0	0
Temporary staff to backfill sick or quarantined municipal employees	Yes	0	0	0	0	0	0
Staff for compliance and reporting associated with this funding	Yes	0	0	0	0	0	0
Accelerated telework capacity - infrastructure, subscriptions for meeting services, hardware (laptops)	No	185	185	0	360	360	360
Hiring and training, including training for employees and contractors hired for COVID-19 response	Yes	0	0	0	0	0	0
PPE, including first responders, grocery store employees, gas station attendants and others who interact with the public	Yes	1,420	355	0	1,709	427	427
Sanitation and Refuse Collection	No	0	0	0	0	0	0
Food inspection	No	0	0	0	0	0	0
Cleaning/disinfection of public buildings	Yes	2,000	500	0	0	0	0
Social Distancing measures in public buildings (plexiglass barriers, stanchions, small building modifications)	Yes	0	0	0	0	0	0
School distance learning: Planning and development, including IT costs	No	0	0	0	0	0	0
School distance learning: Incremental costs of special education services required under individual education plans (IEPs) in a remote, distance, or alternative location	No	0	0	0	0	0	0
School distance learning: Food for families that rely on food through the school system	No	0	0	0	0	0	0
Costs of debt financing related to COVID-19 investments - short-term borrowing and construction carrying costs	No	0	0	0	0	0	0
Health insurance claims costs in excess of reasonably budgeted claims costs, and directly related to COVID-19 medical costs	Yes	0	0	0	0	0	0
Legal fees	No	0	0	0	0	0	0
Unemployment claims	No	0	0	0	0	0	0
Election expenses	No	0	0	0	1,787	1,787	1,787
Subtotal, Core municipal services in a declared state of emergency		13,561	3,529	0	22,856	7,324	7,324
Expanded public health mission:							
Boards of health staffing needs - to the extent not addressed with public health funding	Yes	0	0	0	7,236	1,809	1,809
Use of public spaces/buildings as field hospitals	Yes	0	0	0	0	0	0
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	Yes	0	0	0	0	0	0
Food banks/food pantries - need to be tied to COVID-19	No	0	0	0	0	0	0
Travel expenses - for distribution of resources	Yes	0	0	0	73	18	18
Transporting residents to COVID-19 medical and testing appointments	Yes	0	0	0	0	0	0
Signage and communication including translation services	Yes	0	0	0	0	0	0
Educational materials related to COVID-19	Yes	0	0	0	0	0	0
Testing for COVID-19	Yes	0	0	0	0	0	0
Subtotal, Expanded public health mission		0	0	0	7,309	1,827	1,827
Services and supports to residents in their homes:							
Grocery and/or meals delivery - modeled on COA activities	Yes	0	0	0	0	0	0
Wellness check-ins with vulnerable elders	No	0	0	0	0	0	0
Short-term rental or mortgage support	No	0	0	0	0	0	0
Prescription drug delivery	No	0	0	0	0	0	0
Subtotal, Services and supports to residents in their homes		0	0	0	0	0	0
Other Requests							
Total Calculated in "Other Requests" worksheet: Identified Other Requests	No	1,870	1,870	0	58,683	58,683	58,683
Total Calculated in "Other Requests" worksheet: Cashflow	No	0	0				
Total Request		15,431	5,399	0	88,848	67,835	67,835

GREEN COMMUNITY ANNUAL REPORT

Annual Report Tab Coloring Key

	Community input required
	Examples
	Guidance

1) In order for a municipality to maintain its Green Community Designation and be eligible for the next available Green Communities Competitive Grant, reports must be submitted **no later than 5:00 PM November 6, 2020 for the reporting period July 1, 2019 – June 30, 2020**

Late reports **WILL deem a community ineligible for the 2021 Competitive Grant.**

2) Please be certain to address all areas in full. If certain requested information does not apply, then please note it as "N/A."

3) Please follow the instruction for reporting on each Criteria on the individual Criterion Excel Sheets.

4) If you have any questions on these reporting requirements, contact your DOER Green Communities Regional Coordinator (RC). The objective is to have a dialogue with Green Communities staff **BEFORE** the report is due so that minimal follow-up with the municipality is required after the due date.

5) Submit your community's full Excel file electronically as Excel via email with any other supporting files to Grant Administrator Jane Pfister - jane.pfister@mass.gov and your Regional Coordinator. ***This page must be signed, made into a PDF, and submitted as a separate file.*** Please submit only **one Excel file** for the annual report. DOER will not accept multiple spreadsheets

6) NOTE: In the case of any criteria violations(e.g. a vehicle purchased that does not meet the fuel efficient vehicle policy), the municipality will be asked to provide a corrective action plan. A first-time violation will be factored into consideration when DOER awards funds under the next available Green Communities funding opportunity. A second violation may prohibit the municipality from being eligible for any funds in the next available Green Communities funding opportunity.

8) Fields highlighted in yellow should be completed by Green Communities.

9) Review the "AR Compliance Checklist" tab and ensure that no items are missing. If any items cannot be provided please offer an explanation.

Annual Report is complete.

Date Designated:

July-12

PLEASE NOTE: For a municipality designated December 2018, the reporting period is 18 months, Jan 1, 2019 - June 30 2020

Date of Annual Report Submission

11/6/2020

Name of Preparer of Annual Report

Ray Purington

Title

Town Administrator

Municipality Name

Gill

I confirm that I have reviewed this report and verify all information is true.

Signature of Chief Executive Officer

The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter. Any signatures of designees will be considered an attestation that the signatory has been designated the designee by the municipality.

GREEN COMMUNITY ANNUAL REPORT

Required Values

All values that are required to be reported in this annual report are listed here. If an input appears in red, the "Note" column will explain which cell or cells are missing a value. Click the input item name to go to the item in the corresponding input tab. Prior to submitting this annual report please review this tab to make sure no required items are missing. If any item cannot be completed, please provide an explanation.

Inputs				
Overall Annual Report Status	Annual Report is complete			
Tab	Item	Status	Note	Explanation
Crit 1 & 2	Type of as-of-right siting approval received	Complete		
	Type of expedited permitting approval received	Complete		
	1) Have any significant changes been made to the zoning district(s) for which the community received Green Communities designation?	Complete		
	2) Have any significant changes been made to site plan, design, or other development review criteria or any permit review procedures that would impact the ability to permit qualifying clean energy uses as-of-right and in a timely manner?	Complete		
	3) Since your last Annual Report, or Designation Application (if first Annual Report) have any clean energy projects applied for approval under the zoning for which the community received Green Community Designation? Have any clean energy project been approved for construction?	Complete		
	Table 1	Complete		
Crit 3 - Overview			Energy consumption for the Gill Elementary School is included in the Town's MEI data for all years since the 2010 baseline. The School is part of the Gill-Montague RSD, but the building is owned by the Town.	
	Is Regional School District (RSD) energy included?	Complete		
	What is the name of the RSD?	Complete		
	How is RSD energy included?	Complete		
	% or names of RSD building energy included	Complete		
	Does the community use MEI?	Complete		
	Date MEI was last verified	Complete		
	Does the community use an EMS Agreement?	Complete		
	Date EMS filed with DOER	Complete		

	Does the community use conventionally net meter renewable energy produced within the community?	Complete		
	Brief narrative of changes seen and anticipated.	Complete		
	Has the community had any building stock changes since it's baseline year?	Complete		
	Have any building stock changes occurred since your last Annual Report?	Complete		
	Building stock change narrative	Complete		
Building Stock Change Calculator	Building stock change calculator complete for all building stock changes that have occurred since the baseline year	Complete		
Crit 3 - Table 2 Progress	Does the Community use Calendar Year (CY) or Fiscal Year (FY)?	Complete		
	Baseline Year	Complete		
	Building Stock Change Adjustment - Current year	Complete		
	Regional School Prorated - Baseline year	Complete		
	Regional School Prorated - Current Year	Complete		
	TOTAL ENERGY CONSUMPTION (NO Weather Normalization) - Baseline year	Complete		
	TOTAL ENERGY CONSUMPTION (NO Weather Normalization) - Current year	Complete		
	Weather Normalized Consumption (without building stock adjustment) - Baseline year	Complete		
	Weather Normalized Consumption (without building stock adjustment) - Current year	Complete		
	Building Stock Change Adjustment (weather - normalized) - Current year	Complete		
	Regional School Prorated (weather-normalized) - Baseline year	Complete		
	Regional School Prorated (weather-normalized) - Current year	Complete		
Crit 3 -Tbl 3 for Non-MEI Users	Select plan year	Complete		
	Subtotal for buildings	Complete		
	Total energy consumption	Complete		
Crit 3 - Table 4 ECMs	Enter at least one ECM	Complete		
Crit 3 - Table 5 RE	If the community uses renewable energy, complete Table 5	Complete		
	1) Replaced an exempt or non-exempt vehicle?	Complete		
	2) Acquired a new exempt or non-exempt vehicle, and/or conducted inter-departmental vehicle transfers?	Complete		

Crit 4 - Vehicle Policies	3) Installed an electric vehicle charging station?	Complete		
	4) Installed idle-reduction technology on any vehicles?	Complete		
	5) Implemented anti-idling technology and/or campaigns?	Complete		
	6) Implemented a driving monitoring system that records miles driven and/or fuel consumption?	Complete		
	7) Implement a fuel use reporting system for operators on fuel efficiency ?	Complete		
	8) Implement any other policies and/or technologies not listed above?	Complete		
	Narrative for #8	Complete		
	9) Does the community met Criterion 4 through alternative compliance?	Complete		
	Narrative for #9	Complete		
	10) For communities that met Criterion 4 through alternative compliance, provide as a status regarding the success of these programs and policies.	Complete		
Crit 4 - Vehicle Inventory	If the community replaced an exempt or non-exempt vehicle during FY fill out Table 6 (Acquisitions and Retirements)	Complete		
	If the community has acquired a new vehicle or transferred a vehicle in the FY fill out Table 6 (Acquisitions)	Complete		
Crit 5 - Stretch Code compliance	Is the stretch code still in effect?	Complete		
	Were any residential occupancy permits issued since your last Annual Report or Designation Application (if first Annual Report)?	Complete		
	How many occupancy permits were issued for new commercial construction over 100,000 sq.ft.?	Complete		

Criteria 1 and 2

Type of as-of-right siting approval received:

Generation; Solar

Type of expedited permitting approval received:

Local

REGULATIONS (zoning & permitting):

1) Since your last Annual Report, or Green Communities Designation Application (if first Annual Report) **Have any significant changes been made to the zoning district(s) for which the community received Green Communities designation?** Significant changes, such as changes to the geographic extent of the district, allowed uses, and dimensional requirements, would impact the ability to construct a qualifying clean energy use in the district. Overlay districts, such as water protection districts that impose special permitting requirements, count as significant changes.
If yes, submit the same documentation required for designation for CR1 to verify that you still meet the requirements (applicable sections of the zoning by-law, definitions, as well as a revised zoning map.)
Select YES or NO in the dropdown on the right.

NO

2) Have any significant changes been made to **site plan, design, or other development review criteria** or any permit review procedures that would impact the ability to permit qualifying clean energy uses as-of-right and in a timely manner? Significant changes would be anything that pertains to the “by-right” nature of the zoning or to the amount of time necessary to review required permits.
If yes, attach a letter from municipal counsel that describes the changes, illustrates any potential impact on the siting of clean energy projects, and affirms continued compliance with the Green Communities As-of-Right Zoning and Expedited Permitting criteria.
Select YES or NO in the dropdown on the right.

NO

NARRATIVE:

PERMITTING:

3) Since your last Annual Report, or Designation Application (if first Annual Report) have any clean energy projects applied for approval **under the zoning for which the community received Green Community Designation?** Have any clean energy project been approved for construction?
Select YES or NO in the dropdown on the right. If YES, fill out or update Table 1 below:

NO

Table 1 Expedited Permitting Projects During Reporting Year (Please add rows as required) Click here to view a sample version of this table.							
PROJECT NAME	Type (Generation (Capacity), R&D, and/or Manufacturing)	As-of-right designated location	Applicant	Project Description	Status	Date Submitted	Decision Date
To insert additional rows, select this row, right-click, and select "Insert."							

Criterion 3 Instructions: Complete Steps 1-7 Below

1. Read and complete all questions below.

2. Complete Table 2: Progress

[Go to Table 2](#)

Complete Table 2 for **baseline year and reporting year**, located 3 tabs to the right. ALL categories are required, with the exception of open space.

Fuel use from all vehicles, including those characterized as exempt AND non-exempt under Criterion 4, must be included.

Renewable Energy is a fuel source and the amount of renewable energy consumed by the Green Community must be included.

If you are using MEI, note that there is a report available (entitled Annual Report Table 2). This contains the data you need to enter into Table 2 . Please review the data in MEI and, if accurate, enter it into Table 2, located 3 tabs to the right. Note also that if you click on the "years" down arrow on that MEI report, you can choose which year is your baseline year.

Regional School District

Does the community include energy from a Regional School District in their total energy consumption?	No

3. Complete Table 3: Energy Use (NON-MEI Users)

[Go to Table 3](#)

Does the community use MassEnergyInsight (MEI) to provide data for Table 2?	Yes
Please provide the date the information in MassEnergyInsight was last verified. By including a date, you are confirming that the information in MEI is accurate and complete (including all fuels and renewable energy) and that you wish to report your Green Community annual energy usage directly through MEI. REMEMBER to load all diesel, gasoline, heating oil and propane energy usage, as well as renewable energy usage that is NOT virtually net-metered, into MEI prior to providing a date that your data is complete. Also, confirm that Table 3 in MEI matches the data provided in Table 2.	10/15/2020

4. Complete Table 4: Energy Conservation Measures (ECMs)

[Go to Table 4](#)

Update your ECMs in Table 4 by: 1) listing measures that were **completed since you submitted last Annual Report or Green Communities Designation as applicable**, 2) listing new measures planned or in progress, 3) and providing an ECM type in Column F. All ECMs should be included in Table 4, **NOT** only ECMs funded by Green Communities grants.

Does the community use an Energy Management Services (EMS) Agreement?	No

5. Complete Table 5: Renewable Energy Projects

[Go to Table 5](#)

Update your **conventionally net-metered (aka "behind the meter")** RE projects in Table 5 by: 1) changing any status dates, and 2) adding any new RE projects.

Does your Green Community use any energy produced by renewable energy within your community? For example, solar PV systems installed on school or municipal buildings and the building uses the electricity generated, or a biomass boiler installed in a municipal building . Please select YES or NO in the dropdown on the right. If YES, complete Table 5 and be sure to include the renewable energy consumed in the building's MassEnergyInsight account or whatever energy tracking tool your community uses

NO

6. Provide a Narrative

Provide a brief narrative explaining changes seen and what is anticipated for the next year. Any notes on successes or challenges are welcome. Also include changes in building operating hours as well as building use, and/or significant changes in municipal fleet operations. **Identify top 3 buildings in terms of energy consumption and note how efficient these buildings are by reporting their kBtu/sf numbers.** MEI users can find this information by looking at the "Buildings to Target" report; provide a brief statement addressing change in the past year and, if applicable, describe plans for improving building performance next year

Sample Narrative: *Our buildings have a 12 percent decrease in energy use and the vehicles have a 4 percent reduction. We are also intending to implement a large retrofit at the drinking water treatment plant this year that should yield a significant level of savings. We are seeing an uptick in energy use in our library, now that it open 10 more hours a week. Our top 3 energy-using buildings are our high school (68 EUJ), middle school (88 EUJ) and town hall (78 EUJ). Energy use in all three buildings has been fairly consistent over the past year. The middle school boiler has reached the end of useful life and is scheduled to be replaced in 2 years. We have implemented projects in the Town Hall and would have expected larger savings. We are investigating this.*

NARRATIVE:

There were no significant energy conservation measures implemented in Gill during FY20. In FY21 we will install air source heat pumps (mini-splits) in the Town Hall as a more efficient solution for heating (versus the existing oil-fired boiler) and cooling (versus window air conditioners). The Town is also installing its first electric vehicle (EV) charging station.

Our top 3 energy using buildings changed from FY19 and FY20. In FY19, the top 3 were the Elementary School (91.71 kBtu/sf), Town Hall (76.22), and Slate Memorial Library (65.55). The Library dropped out of the top 3 in FY20 thanks to the greater efficiency and energy savings from the conversion to air source heat pumps and LED lighting. The top 3 energy

7. Building Stock Changes

Has the community had any building stock changes since it's baseline year?	No
Have any building stock changes occurred since your last Annual Report or Designation (if first Annual Report)?	No

Provide a brief narrative explaining changes seen and what is anticipated for the next year. Any notes on successes or challenges are welcome. Also include changes in building operating hours as well as building use, and/or significant changes in municipal fleet operations. Identify top 3 buildings in terms of energy consumption and note how efficient these buildings are by reporting their kBtu/sf numbers. MEI users can find this information by looking at the "Buildings to Target" report; provide a brief statement addressing change in the past year and, if applicable, describe plans for improving building performance next year

There were no significant energy conservation measures implemented in Gill during FY20. In FY21 we will install air source heat pumps (mini-splits) in the Town Hall as a more efficient solution for heating (versus the existing oil-fired boiler) and cooling (versus window air conditioners). The Town is also installing its first electric vehicle (EV) charging station.

Our top 3 energy using buildings changed from FY19 and FY20. In FY19, the top 3 were the Elementary School (91.71 kBtu/sf), Town Hall (76.22), and Slate Memorial Library (65.55). The Library dropped out of the top 3 in FY20 thanks to the greater efficiency and energy savings from the conversion to air source heat pumps and LED lighting. The top 3 energy using buildings in FY20 were the Elementary School (92.10 kBtu/sf), Town Hall (66.13), and Public Safety Complex (44.97).

Despite being closed to students for the last 3 months of the 2019/2020 school year due to the COVID pandemic, the Elementary School's kBtu/sf is relatively unchanged from FY19 to FY20. However, because oil use is captured at the time of delivery, most of the 2,550 gallons of oil delivered in April 2020 will not be consumed until the beginning of the FY21 heating season. Adding insulation to the uninsulated attic space remains high on the list for future Green Community grant applications, but the work must be done in conjunction with a roof replacement project that for 5 years has eluded funding by the Massachusetts School Building Authority.

Energy consumption figures improved at the Town Hall between FY19 and FY20. In addition to the wall insulation added mid-winter of FY19, other contributing factors include relocating the Assessors' office from the basement to the 1st floor (less lighting and heating in the basement), having Town Hall closed to the public since mid-March 2020 due to COVID-19 (less lighting in public spaces), and no committee meetings since mid-March (less evening lighting and heating).

There is no significant difference in energy consumption at the Public Safety Complex between FY19 and FY20. Potential projects at that building include replacing an older model air compressor, and investigating alternatives to the electric heat serving two offices.

Criterion 3 Step 2: Complete Table 2 - Progress

Table 2 Instructions: 1) Enter your community's baseline year (including whether it's a Fiscal Year or Calendar Year); 2) Enter total MMBtus per category (Rows 10-15) for the baseline year and the current reporting year. In MassEnergyInsight, this information is available in the "Annual Report Table 2" report; 3) If this is your community's first Annual Report, enter the energy consumption for past years as needed; 4) If your community did not submit an Annual Report last year, enter energy data for 2019 and 2020; 5) If your baseline includes a proportion of energy consumed by a regional school district, provide the pro-rated energy use in Row 18 for non weather-normalized use and Row 22 for weather-normalized use. Attach a worksheet (add a tab to this workbook) listing the buildings, their total energy use, and calculations on how you arrived at their prorated use; 6) If your community needs to pro-rate energy use due to building stock changes, use the calculator provided on the tab to the left and enter the resulting numbers in Row 17 for non weather-normalized data, and in Rows 21 for weather-normalized data.

WEATHER NORMALIZED DATA - DOER is requiring Green Communities to assess their progress using weather-normalized data through a DOER-approved weather normalization methodology. Qualifying methods include use of MassEnergyInsight or Energy Star Portfolio Manager. Please contact your Regional Coordinator for assistance if you use a different energy-tracking tool. Enter weather-normalized total energy consumption in Table 2, Row 20. In MassEnergyInsight, this information is available in the "Annual Report Table 2" report

Does the Community use Calendar Year (CY) or Fiscal Year (FY)?	FY
----------------------------------------------------------------	----

Table 2: Timeline of Annual Municipal Energy Use					
	Baseline MMBtu	2018 MMBtu	2019 MMBtu	2020 MMBtu	For Most Recent Year: Change vs. Baseline (%)
	2010	2018	2019	2020	
Null					Enter baseline year consumption in column D
Buildings	2,955	2,139	2,413	2,332	21.1%
Open Space					Enter baseline year consumption in column D
Street & Traffic Lights	80	19	19	19	76.3%
Vehicles	1,319	1,143	1,258	1,094	17.1%
Water/Sewer	26	25	23	21	19.2%
Building Stock Change Adjustment	0	0	0	0	
Regional School Prorated					
TOTAL ENERGY CONSUMPTION (NO Weather Normalization)	4,380	7,039	7,179	3,466	20.9%
Weather Normalized Consumption (without building stock adjustment)	4,737	3,489	3,727	3,655	22.8%
Building Stock Change Adjustment (weather - normalized)	0	0	0	0	
Regional School Prorated (weather-normalized)					
TOTAL ENERGY CONSUMPTION (Weather-Normalized)	4,737			3,655	22.8%

that were listed as "planned" or "active" in last Annual Report or Energy Reduction Plan and add new ECMs, not only ECMs funded by Green Communities grants.

[Click here to view a sample version of this table](#)

Click here to view a sample version of this table			Table 4 Energy Conservation Measures Data															
Projects that were listed as "planned" or "active" in last Annual Report or Energy Reduction Plan and add new projects.			Status		Energy Data						Financial Data					Reference Data		
Building/Site Name	Energy Conservation Measure Name	ECM Type (select one from drop-down)	Status (select one from drop-down)	Status Date (Month -year completed or planned)	Projected Annual Electricity Savings (kWh)	Projected Annual Natural Gas Savings (therms)	Projected Annual Oil Savings (gallons)	Projected Annual Propane Savings (gallons)	Projected Annual Gasoline Savings (gallons)	Projected Annual Diesel Savings (gallons)	Projected Annual Cost Savings (\$)	Total Installed Cost (\$)	Green Community Grant (\$)	Utility Incentives (\$)	Net Cost (\$)	Funding Source(s) for Net Costs	Source for Projected Savings	
Gill Elementary School	Ceiling/Attic Insulation	Weatherization	Abandoned		On hold until an MSBA-funded roof replacement project is funded													
Gill Elementary School	Window Inserts	Weatherization	Abandoned		Cost prohibitive													
Town Hall (2020 GC grant application)	VRF air source heat pumps	HVAC	Active	Mar-21	1,947	0	603	0	0	0	\$1,729	\$76,020	\$45,900	\$0	\$30,120	Town Funds	Municipal Energy Assessment Report, pp. 1, 5, 7, & 10	
Riverside Municipal Building (2020 GC grant application)	Electric Vehicle Charging Station(s)	Vehicles	Active	Dec-20								\$7,904	\$7,500		\$404	Town Funds		
Public Safety Complex (possible 2021 GC grant application)	Air Compressor Upgrade	Pump/Motor/Drive	Planned	Jan-22														
Public Education	Energy Conservation Workshops	Behav & Training	Planned	Jun-22	Interrupted by COVID-19, energy conservation videos are being edited for future use													
Public Safety Complex (possible 2021 GC grant application)	(Highway Dept) electric heat conversion for office and breakroom	Fuel Conversion	Planned	Jan-22														
To insert additional rows, select this row, right-click, and select "Insert."																		
			TOTAL Projected Savings		1,947	0	603	0	0	0	1,729	83,924	53,400	0	30,524			
TOTAL MMBtu SAVINGS			90		6.643164	0	83.817	0	0	0								

Criterion 4 - Purchase Fuel Efficient Vehicles

Since your last Annual Report OR Green Communities Designation (if first Annual Report) has your municipality...

1) Replaced an exempt or non-exempt vehicle?

YES

2) Acquired a new exempt or non-exempt vehicle, and/or conducted inter-departmental vehicle transfers?

YES

NOTE: Inter-departmental transfers must comply with MPG requirements of Fuel Efficiency Policy

If the answer to #1 and/or #2 above is "yes", Please provide a list of all vehicles (Both exempt and non-exempt) for ALL departments, including schools (as appropriate), that were acquired, retired and/or transferred in since your last Annual Report or Designation Application (if first Annual Report). Please do not report any exempt off-road vehicles, trailers, etc. In the spreadsheet on the following tab (Crit 4 -Table 6), 1) List in the top table all vehicles acquired or transferred since the last annual report, noting which vehicles they are replacing, and/or 2) List all vehicles removed from the municipal fleet in the bottom table

3) Installed an electric vehicle charging station during the reporting period?

NO

4) Installed idle-reduction technology on any vehicles during the reporting period?

NO

5) Implemented anti-idling technology and/or campaigns during the reporting period?

NO

6) Implemented a driving monitoring system that records miles driven and/or fuel consumption during the reporting period?

NO

7) Implement a fuel use reporting system for operators on fuel efficiency during the reporting period?

NO

8) Implement any other policies and/or technologies not listed above during the reporting period?

NO

Estimate annual fuel savings from each new technology or policy in the yellow box below. Also attach any new vehicle policies and technologies adopted by the municipality to this annual report.

There were no new vehicle policies and no new technologies during the reporting period.

9) Does the community meet Criterion 4 through alternative compliance?

YES

Provide a narrative in the space below of the policies and programs that have been adopted to reduce fuel consumption in the yellow box below.

Gill meets Criterion 4 through alternative compliance, and adopted the following items as part of its FEV Policy:

1. Develop inventory of all registered vehicles
2. Record annual miles driven (or hours used) for each fiscal year beginning July 1, 2012.
3. Gill has adopted an anti-idling policy.
4. Bicycle racks were placed at Town Hall, the Library, Public Safety complex, Riverside Municipal Building

10) For communities that met Criterion 4 through alternative compliance, provide as a status regarding the success of these programs and policies.

Our programs and policies regarding vehicle use have been generally successful and have not changed from last year. Articles in the Town's Newsletter promoting the benefits of carpooling, bicycle safety, and anti-idling are felt to be useful tools for educating residents, and will be repeated in future issues. The Town vehicle inventory changed in Fiscal Year 2020. An exempt Fire vehicle was retired and replaced and an exempt vehicle was purchased for the Highway Department. The changes are noted in Criteria 4, Table 6.

Changes in Vehicle Inventory	
------------------------------	--

Provide a list of all vehicles (both exempt and non-exempt) for ALL departments, including schools, that were acquired, retired, and/or transferred to other departments since your last Annual Report or Designation Application (if this is your community's first Annual Report). **Please do not report any exempt off-road vehicles, trailers, streetsweepers, etc.**

NOTE: For the purposes of the program, municipalities must use the EPA combined fuel economy estimate listed at FuelEconomy.gov for vehicles with a GVWR < 8,500 pounds. If the vehicle is not listed on FuelEconomy.gov then list N/A for MPG rating.

List new acquisitions in this table

[illegible]

List vehicle retirements in this table									
----------------------------------------	--	--	--	--	--	--	--	--	--

[illegible]

Criterion 5 - Minimize Life-Cycle Costs in New Construction

Is the stretch code still in effect?

YES

Were any residential occupancy permits issued since your last Annual Report or Designation Application (if first Annual Report)?

YES

How many occupancy permits were issued for new commercial construction over 100,000 sq.ft.?

0

Please provide in the space below any anecdotal information about your community's experience with the Stretch Code (e.g. local banks loaning more to people purchasing stretch code homes, satisfied homeowners, frustrated builders, etc.).

Last year's statement - "Anecdotal evidence seems to indicate very few new homes being constructed unless the homeowner is contributing significant "sweat equity" or is financially well positioned." continues to be true. It will be interesting to see the impact if a Net Zero stretch code is ever adopted.

DOER will access HERS scores reported to ResNet to ensure compliance

Other Notes

Please provide in the space below any information about additional measures taken by the community that are consistent with its status as a designated Green Community(e.g. additional as-of-right siting put in place since designation for renewable or alternative energy generation, R&D, or Manufacturing facilities).

On February 7, 2020 the Massachusetts Department of Public Utilities approved Gill's municipal aggregation plan. The Town has partnered with Colonial Power Group for the administration of the plan, and the plan went into effect in August 2020. The default plan is for electricity with an additional 25% of MA Class I RECs and applies to any Eversource customer in Gill who 1) does not already have an alternate electricity supplier, 2) does not opt out of the aggregation plan, or 3) does not choose either of the other two plan offerings. The other two plan offerings are for electricity with an additional 5% of MA Class I RECs and electricity from 100% MA Class I RECs. Any customer participating in Gill's plan is purchasing electricity with a higher renewable energy content than the Basic Service offered by Eversource.

Please provide in the space below what percentage of your municipality's electricity consumption is supported by renewable energy generation? Of this percentage, how much of this is onsite generation? How much of this is net metering? How much of this is through the purchase of Renewable Energy Certificates (RECs)?



OFFICE OF THE GOVERNOR
THE COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE
BOSTON MA 02133

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

October 8, 2020

Mr. Ray Purington
Town Administrator
Town Hall
325 Main Road
Gill, Massachusetts 01354

Mr. Steven Ellis
Town Administrator
Town Hall
1 Avenue A
Turners Falls, Massachusetts 01376

Dear Mr. Purington and Mr. Ellis,

We are pleased to notify you that Gill and Montague have been awarded a Remote Learning Support Services Grant in the amount of \$56,800. The Remote Learning Support Services Grant is a non-competitive, formula-based grant that we are awarding to cities and towns that are providing either fully-remote or hybrid instruction through their public schools and have high concentrations of students from economically-disadvantaged families.

The grant is intended to promote and support equitable access to safe, supportive, affordable places where children can go to engage in remote instruction during the school day if they are not able to successfully and safely participate in remote learning from home. The award amount was based on the number of elementary school children attending public school in your regional school district. We would like you to determine how best to allocate this funding to support organizations that are approved or licensed by the Department of Early Education and Care to provide these services during the school day, pursuant to COVID-19 Executive Order 49.

You will be receiving further information from the Executive Office of Education regarding the process for allocating the grant award. Please feel free to contact Blair Brown, Executive Office of Education Chief of Staff, at blair.brown@mass.gov if you have any questions in the interim.

Thank you for your continued efforts to support the children and families in your community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Charles Baker".

Charles D. Baker
Governor

A handwritten signature in blue ink, appearing to read "Karyn Polito".

Karyn E. Polito
Lieutenant Governor



FY 21 MIIA Risk Management Grant Application

The MIIA Risk Management Grant Program provides members with resources to assist and support risk management initiatives. This year we are expanding the Grant program to include COVID-19 related products and resources to assist members with Re-opening efforts. Although new COVID-19 products and technologies are being developed as we speak, we have included some core products on the Grant Application along with traditional grant items tied to specific lines of insurance coverage. If you have a need or a particular solution under consideration, please discuss your situation with your MIIA Risk Manager.

In addition to COVID-19, the FY21 grants continue to heavily focus on facility management, preventive maintenance, and prevention of property losses as well as individualized members' loss experience, which continue to have a significant impact on MIIA financial results.

MIIA members can apply for a grant or grants totaling a maximum of \$10,000 per municipal entity. Total funding for this grant is \$1,000,000.

1. Contact your MIIA Risk Manager to initiate grant discussion.
- 2. Grant requests must be made under a line of insurance coverage MIIA provides to your municipality.**
3. Grant must be for a service/equipment related to a potential covered loss.
4. Grants cannot be retroactive for an activity completed or in process or for equipment previously purchased.
5. MIIA funded portion of grant projects must be completed and invoices submitted to MIIA by May 14, 2021.
6. Grant funds must be used to purchase only items identified in the grant application.
7. Members are not eligible for the same grant as received the previous year unless approved by Risk Manager.
8. Attach a vendor estimate for each requested item or service.
9. Ensure Chief Municipal Officer and Chief Procurement Officer have signed application.
10. Submit your application to miiagrants@mma.org with **subject line: FY21 MIIA Grant and the name of your municipality** by grant deadline of November 6, 2020. Please send a copy to your Risk Manager.
11. Once your application is received, MIIA will confirm receipt and provide you with a grant number.

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

The MIIA Risk Management Team will confirm receipt of your application. Grant applications will be reviewed the week of November 9, 2020 and notification sent to members by November 25, 2020. **Please note that a grant submission does not guarantee a grant award.** If awarded, a grant summary detailing how this award benefits your municipal entity must be included with final grant invoice.

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

MIIA Member _____

Contact _____ Department _____

Phone _____ Email _____ Date _____

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

Chief Municipal Officer Signature

Chief Procurement Officer Signature

FY 21 MIIA GRANT APPLICATION

COVID-19	Cost/Estimate
Re-Opening Safety Supplies - masks, gloves, fever scanners, sanitization supplies. Must be bulk purchased*	
Equipment - electrostatic sprayer, misting guns, etc.	
Disinfection Technologies – UV-C applications for use in HVAC systems	
Other- Please consult with MIIA Risk Manager	
Property	
Building Envelope Thermographic Evaluation [#]	
Enhanced Dry System Sprinkler (EDSS) Inspection - Third-party vendor must identify pipe sloping, mapping concerned locations and low-point draining training, etc. Please refer to MIIA's EDSS Inspection Guidelines. [#]	
Facilities Management Preventative Maintenance Software [#]	
Facilities Management Training (Mass Facilities Administrators Assoc. & others) [#]	
Fire Protection: Magnetic Doors	
Preventative Maintenance Waterline Inspection and Replacement [#]	
Property Loss Prevention Equipment: flammable storage cabinets, flammable rag disposal containers, grated ceiling vents, moisture meters, low and high (in IT rooms) temperature alarms, sprinkler cages, monitoring equipment, call out software, etc. [#]	
Specialty Heating Scenarios: installation of additional heating and or insulation for pipe freeze up prevention [#]	
Thermographic Cameras for Facilities Use [#]	
Water Loss Response and Mitigation Equipment	
Automobile	
Back Up Cameras	
Fleet Maintenance Software Program	
General Liability	
Certified Playground Safety Instructor (CPSI) Certification	
Cyber Risk Prevention (technology and hardware to support telework)	
Sewer Maintenance Program related equipment and service	
Law Enforcement Liability	
Cameras: Body, Dash & CCTV (Must have supporting policy to qualify)	
Training/policy development related to recent MA Police Reform Legislation (contact MIIA Risk Manager)	
Public Officials and School Board Liability	
School Board Liability Training and Programs	
MCAD Courses for EEO professionals: series of Train-the-Trainer courses	
Workers' Compensation	
QBS Behavioral Safety (De-escalation strategies targeting assaults, bites, etc. claims)	
Purchase ladder/stepstools for teacher in classroom (requires ladder training)	
Slip resistant mats/Anti-fatigue mats	
Bucket Truck Self-Rescue System – Bail Out Kit*†	
Carbon Monoxide Exhaust Systems – Mechanics Bay	
Chainsaw kits: (helmet, chaps, gloves, vest, duffle (Elvex) and Integrated Communication System	
Confined Space Entry: tripod, rescue system, air gas monitor, blower, calibration kit, bump test*†	
Fall protection and fall arrest equipment	
Photoionization Detector (PID) i.e. gas detector or four-gas meter or similar	
Safety Equipment: manual material handling devices (carts, dollies), hydraulic lift gates, ladders, lock-out/tagout, manhole cover lifts, personal voltage detector, etc.	
Trench Safety: trench box, shoring to include general and cemetery*†	
Work Zone Safety: trailer, cones, measuring wheel, signs, sign stands*†	

* MIIA has vendor & pricing info †Must submit standard operating procedure/policy (SOP) and provide proof of training

[#] Reference Property Best Practice Matrix

Ray Purington/Gill Selectboard

From: Ray Purington/Gill Selectboard <administrator@gillmass.org>
Sent: Wednesday, October 21, 2020 4:12 PM
To: 'Greg Snedeker (gksnedeker@gmail.com)'; 'John R Ward (johnrward.ward54@gmail.com)'; 'Randy Crochier (hxydad77@yahoo.com)'
Subject: special municipal employee FW: Sansoucy Associates
Attachments: 2020-10-12 Montague and Gill Form 6 - Cabot etal..pdf; 2020-10-13 Request for Special Employee Designation Gill, MA.pdf

This request from George Sansoucy of Sansoucy Associates will be on your agenda for Monday, 10/26. In a nutshell, Sansoucy was the only company to bid to do the next appraisal of FirstLight for Montague and Gill. Because Sansoucy does work with the Dept of Revenue, he must file disclosure forms with the State Ethics Commission and be designated by both towns as a special municipal employee.

As you know, "special municipal employee" applies to the position, not to the person. I recommend we narrow our designation slightly from what Sansoucy requests, and have it apply to the position of "outside expert appraiser of hydropower facilities." It is conceivable we might someday have appraisers of other types of property, and I don't want them to automatically already be special municipal employees. (Not that it would do any harm, however.)

Ray

From: Gill Assessors [mailto:assessors@gillmass.org]
Sent: Tuesday, October 13, 2020 12:20 PM
To: 'Bill Tomb' <williamtomb@gmail.com>; 'Pamela Lester' <plester56@hotmail.com>; 'Tim Storrow' <tstorrow@gillmass.org>
Cc: Ray Purington (work) <administrator@gillmass.org>
Subject: FW: Sansoucy Associates

Members and Ray,

I am forwarding this email from Sansoucy Associates that has arrived.

I spoke with Linda Thomas today and this ethics Special Municipal Employee request will need to go to a meeting of our Selectboard for review and acceptance.

Mr. Sansoucy works for the Massachusetts Department of Revenue and he intends to submit a Bid for the Firstlight Hydroelectric Valuation appraisal work to be done in Gill and Montague in FY2022. He wants to be sure he has this piece of his process established, if he were to be engaged.

With the vote of the Selectboard recorded in their minutes, I would forward a copy to Sansoucy Associates for their file. The closing of the bids will be October 19, 2020 at Montague.

If you have any questions, please let me know.

Ray, please add this to your next agenda.

Thank you,

Lynda

From: L Thomas [mailto:lthomas@sansoucy.com]
Sent: Tuesday, October 13, 2020 9:31 AM
To: assessors@gillmass.org
Subject: Sansoucy Associates

Good morning. We will be filing a response to your RFP with Montague on the valuation of Cabot Station and Turners Falls #1 Generating Station. Because we also work for the MASS DOR in other matters, we are required to file certain disclosure forms with the State Ethics Commission. The approval process takes a bit of time, so in anticipation of the possibility that we may be awarded the bid for this work, I have prepared the attached ethics forms. This process has already been completed for the Town of Montague. Please review and let me know if you have any questions.

Thanks for your consideration and assistance. Linda

Linda Thomas
Contract Manager
George E. Sansoucy, P.E., LLC
148 Main Street
Lancaster, NH 03584
Tel: 603-788-4000
Email: lthomas@sansoucy.com

STATEMENT OF CONFIDENTIALITY:

The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain confidential or privileged information. If you are not the intended recipient, please notify George E. Sansoucy, P.E., LLC immediately at (603)788-4000 and destroy all copies of this message and any attachments contained therein.



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SANSOUCY ASSOCIATES

specialized complex valuation and consulting

October 13, 2020

Lynda Hodsdon Mayo, Assessors' Assistant
Town of Gill
325 Main Road
Gill, MA 01354-9758

RE: Special Municipal Employee

Dear Board of Selectmen,

If my response to your RFP is selected, I propose to provide valuation of the Cabot Generating Station, and Turners Falls #1 Generating Station located in the Towns of Montague and Gill, MA. The purpose of this correspondence is to request that you ask the Board of Selectmen to designate the position that I will hold with the Town of Gill – outside expert appraiser – as a “special municipal employee” position. The background concerning this request is as follows.

In addition to providing valuation and/or consulting services to the Town, I provide expert appraisal services for the Commonwealth's Department of Revenue (“DOR”). As part of my work for the DOR, I make recommended valuations for telecommunication property that is subject to the provisions of the “central valuation statute” set forth at G.L. c. 59, § 39.¹ Municipalities are required to use the DOR's central valuation for local taxation purposes. Therefore, the Town of Gill has an interest in the work that I perform for the DOR. Attached for your records, please find a formal disclosure of my work for the DOR.

I have requested an opinion from the State Ethics Commission as to whether I may perform central valuation work for the DOR and also continue to provide expert appraisal services for the Town of Gill. In response, the State Ethics Commission advised that I may continue to do so, provided that the position I hold for the Town of Gill – outside expert appraiser – is designated by the Board of Selectmen as a “special municipal employee” position. To qualify as a “special municipal employee,” I must be permitted by the Town to be engaged in private employment during normal working hours, and I must not be paid by the Town for more than 800 working hours during the preceding 365 days. I am confident that I meet the requirements to be designated a “special municipal

¹ Please note that the valuation work I perform for the DOR concerns property that is different than the property I value for the Town of Gill.

Sansoucy Associates

148 Main Street, Lancaster, NH 03584 Tel: 603.788.4000 gsansoucy@sansoucy.com
7 Greenleaf Woods Dr., Unit 102 Portsmouth, NH 03801 Tel: 603.431.7636 mail@sansoucy.com
101 Gulliver Street, Fountain Inn, SC 29644 Tel: 864.408.7988
Remittance Address 86 Reed Road, Lancaster, NH 03584

Lynda Hodsdon Mayo, Assessors' Assistant
Town of Gill, MA
October 13, 2020
Page 2

employee.” Please note that the DOR already has designated me as a “special state employee,” which has similar requirements.

Based on the foregoing, I request that the position I may hold for the Town of Gill be designated as a special municipal employee. Thank you very much for your consideration of the foregoing, and please do not hesitate to contact me with any questions or concerns.

Very truly yours,

SANSOUCY ASSOCIATES

A handwritten signature in cursive script that reads "George Sansoucy".

George E. Sansoucy, P.E.

GES/lt

Enclosure



George E. Sansoucy, PE, LLC
Engineers & Appraisers

October 12, 2020

Massachusetts Department of Revenue
Attn: Jennifer Riera, Contract Manager
P. O. Box 9556
Boston, MA 02114-9565

RE: RFR Number 13-655
Determination for MA Ethics Commission – Towns of Montague and Gill, MA

Dear Ms. Riera:

Please find attached a disclosure form by non-elected state employee of financial interest and determination by appointing authority as required by G.L. c. 268A, § 6 for George E. Sansoucy regarding the Towns of Montague and Gill, MA.

To the best of my knowledge, this engagement will not impact the work that I perform for the Massachusetts Department of Revenue. The scope of this engagement is outside of the scope of the work performed for you.

The work assignment requested by the Town of Montague is for valuation services relating to the Cabot Generating Station, Turners Falls #1 Generating Station, located in the Towns of Montague and Gill, and the Turners Falls #1 Hydroelectric Plant located in the Town of Montague, MA.

A similar disclosure was signed by your office on July 30, 2029. If you have any questions, please contact Linda ASAP. Thank you for your continued assistance in these matters.

Very truly yours,

GEORGE E. SANSOUCY, P.E., LLC

A handwritten signature in cursive script that reads 'George E. Sansoucy'.

George E. Sansoucy, P.E.

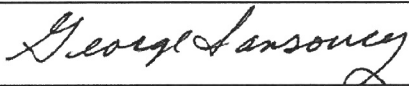
GES/lt

Cc: Dan Shapiro
Joanne Graziano

George E. Sansoucy, PE, LLC
148 Main Street, Lancaster, NH 03584 Tel: 603.788.4000 gsansoucy@sansoucy.com
7 Greenleaf Woods Dr., Unit 102 Portsmouth, NH 03801 Tel: 603.431.7636 mail@sansoucy.com
101 Gulliver Street, Fountain Inn, SC 29644 Tel: 864.408.7988
Remittance Address 86 Reed Road., Lancaster, NH 03584

**DISCLOSURE BY NON-ELECTED STATE EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 6**

	STATE EMPLOYEE INFORMATION
Name:	George E. Sansoucy
Title or Position:	Outside Expert Appraiser
State Agency:	Massachusetts Department of Revenue
Agency Address:	100 Cambridge Street Boston, MA 02114
Office Phone:	603-788-4000
Office E-mail:	gsansoucy@sansoucy.com
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
	PARTICULAR MATTER
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	I work as an outside expert appraiser for the Department of Revenue for the Commonwealth of Massachusetts ("DOR"). In that capacity, I make recommendations for the valuation of telecommunication property that is subject to the provisions of the "central valuation statute" set forth at G.L. c. 59, § 39. I additionally provide expert witness services on behalf of the DOR concerning my recommended valuations. My valuations affect every municipality in the Commonwealth of Massachusetts, including the Town of Montague, MA.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Appraisal services through my company, George E. Sansoucy, P.E., LLC
	FINANCIAL INTEREST IN THE PARTICULAR MATTER
Write an X by all that apply.	<p><input type="checkbox"/> I have a financial interest in the matter.</p> <p><input type="checkbox"/> My immediate family member has a financial interest in the matter.</p> <p><input type="checkbox"/> My business partner has a financial interest in the matter.</p> <p><input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter.</p> <p><input checked="" type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.</p>

Financial interest in the matter	<p>Please explain the financial interest and include a dollar amount if you know it.</p> <p>My company's potential future employment is with the Towns of Montague and Gill. George E Sansoucy PE, LLC is anticipating a contract with the Towns of Montague and Gill to provide the Towns with valuation of the Cabot Generating Station, and Turners Falls #1 Generating Station located in the Towns of Montague and Gill, and the valuation of Turners Falls Hydroelectric Plant located in the Town of Montague, MA.</p> <p>I believe this work will not negatively impact the central valuation telephone property work performed for Mass DOR.</p> <p>Pursuant to G.L. c. 59, § 39, municipalities are required to use the DOR's central valuation of telecommunication property for local taxation purposes. Accordingly, municipalities in the Commonwealth, including the Town of Montague, often have an interest in the outcome of my work for the DOR.</p>
Employee Signature:.	
Date:	October 12, 2020

DETERMINAION BY APPOINTING OFFICIAL

	APPOINTING INFORMATION
Name of Appointing Authority:	
Title or Position:	
Agency/Department:	Massachusetts Department of Revenue
Agency Address:	100 Cambridge Street Boston, MA 02114
Office Phone:	
Office E-mail	
	DETERMINATION
Determination by appointing authority: Write an X by your selection.	<p>As appointing official, as required by G.L. c. 268A, § 6, I have reviewed the particular matter and the financial interest identified above by a state employee.</p> <p><input type="checkbox"/> I am assigning the particular matter to another employee, or</p> <p><input type="checkbox"/> I am assuming responsibility for the particular matter, or</p> <p><input type="checkbox"/> I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Commonwealth may expect from the employee.</p>
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

File copy with:

		A	B	C	D	E	F	G	H	H	I	J		
		TOWN OF GILL												
		Monthly Operating Budget Request for	FY18	FY19	FY20	FY21	FY21	FY21	FY21	FY21	FY21	cumulative		Notes for November
		November 2020	Approved	Approved	Approved	"One Twelfth"	"One Twelfth"	"One Twelfth"	"One Twelfth"	"One Twelfth"	Total	% of		
Line #	Account Code		with COLA	with COLA	with COLA	for July	for August	for September	for October	for November	Year to Date	FY20		
1		GENERAL GOVERNMENT												
2	114-*	Moderator (Stipend & Expenses)	335.00	440.32	447.19	149.00	28.00	-	-	-	177.00	40%		
3	122-5100	Selectboard Stipends	7,272.28	7,418.48	7,626.72	-	-	1,907.00	-	-	1,907.00	25%		
4	122-5400	Selectboard Expenses	4,560.90	4,266.30	4,241.44	1,002.00	295.00	295.00	295.00	295.00	2,182.00	51%		
5	123-*	Town Admin & Admin Clerk (Salary&Exp.)	59,614.26	75,142.36	83,993.99	5,336.00	5,336.00	5,336.00	5,336.00	5,336.00	26,680.00	32%		
6	131-5400	Finance Committee	150.00	150.00	150.00	135.00	-	-	25.00	25.00	185.00	123%		ATFC annual "meeting"
7	132-5400	Reserve Fund	1,500.00	1,500.00	1,500.00	125.00	125.00	125.00	125.00	125.00	625.00	42%		
8	135-5400	Accountant Expenses	200.00	200.00	200.00	17.00	17.00	-	17.00	17.00	68.00	34%		
9	141-5100	Assessors Stipends	8,830.80	9,008.68	9,261.24	-	-	2,316.00	-	-	2,316.00	25%		
10	141-5400	Assessors Expenses	11,699.60	12,750.00	13,040.00	3,837.00	837.00	837.00	837.00	837.00	7,185.00	55%		
11	141-5111	Assessors Clerical Salary	21,629.72	22,064.64	22,686.93	1,712.00	1,712.00	2,247.00	1,712.00	1,712.00	9,095.00	40%		
12	145-5110	Treasurer Salary	21,534.30	21,965.84	22,581.00	1,737.00	1,737.00	2,171.00	1,737.00	1,737.00	9,119.00	40%		
13	145-5400	Treasurer Expenses	8,350.00	8,880.00	9,425.00	786.00	786.00	786.00	786.00	786.00	3,930.00	42%		
14	146-5110	Tax Collector Salary	23,881.58	24,359.66	25,042.16	1,927.00	1,927.00	2,406.00	1,927.00	1,927.00	10,114.00	40%		
15	146-5400	Tax Collector Expenses	8,685.00	8,807.00	9,104.00	4,922.00	381.00	381.00	381.00	381.00	6,446.00	71%		
16	151-5400	Legal	5,000.00	5,000.00	5,000.00	1,000.00	-	250.00	250.00	250.00	1,750.00	35%		
17	155-5400	IT Committee	4,220.00	4,260.00	4,260.00	355.00	355.00	355.00	355.00	355.00	1,775.00	42%		
18	161-5110	Town Clerk Salary	21,205.60	21,630.18	22,236.76	1,711.00	1,711.00	2,137.00	1,711.00	1,711.00	8,981.00	40%		
19	161-5400	Town Clerk Expenses	1,825.00	1,925.00	2,204.00	276.00	176.00	176.00	176.00	176.00	980.00	44%		
20	162-5400	Elections/Registrars	6,573.00	9,333.00	9,417.00	785.00	1,785.00	1,785.00	785.00	785.00	5,925.00	63%		
21	171-5400	Conservation Commission	833.24	668.00	668.00	56.00	56.00	56.00	56.00	56.00	280.00	42%		
22	172-5400	Agricultural Commission	400.00	400.00	400.00	34.00	34.00	33.00	34.00	34.00	169.00	42%		
23	175-5400	Planning Board	1,814.98	745.00	745.00	63.00	63.00	63.00	63.00	63.00	315.00	42%		
24	176-5400	Zoning Board of Appeals	1,625.96	200.00	200.00	17.00	17.00	16.00	17.00	17.00	84.00	42%		
25	191-5400	Energy Commission	500.00	500.00	500.00	42.00	42.00	42.00	42.00	42.00	210.00	42%		
26	192-5400	Town Hall/Riverside Bldg Operations	23,799.64	23,155.78	23,413.10	1,952.00	1,952.00	1,952.00	1,952.00	1,952.00	9,760.00	42%		
27	192-5823	Building Repairs & Maintenance	18,000.00	18,250.00	18,500.00	1,542.00	1,542.00	1,542.00	1,542.00	1,542.00	7,710.00	42%		
28	192-5419	Garage/Public Safety Bldg Operations	19,765.00	20,357.00	20,677.00	1,724.00	1,724.00	1,724.00	1,724.00	1,724.00	8,620.00	42%		
29		GENERAL GOVERNMENT TOTAL	283,805.86	303,377.24	317,520.53	31,242.00	22,638.00	28,938.00	21,885.00	21,885.00	126,588.00	40%		
30														
31		PUBLIC SAFETY												
32	210-*	Police Department	194,342.34	190,498.56	206,716.77	21,966.00	16,796.00	16,796.00	16,796.00	16,796.00	89,150.00	43%		
33	220-*	Fire Department	80,755.30	86,236.42	88,631.72	14,024.00	6,783.00	12,433.00	6,783.00	6,783.00	46,806.00	53%		
34	291-*	Emergency Management	6,500.00	5,900.00	6,571.40	686.00	536.00	421.00	421.00	421.00	2,485.00	38%		
35		PUBLIC SAFETY TOTAL	281,597.64	282,634.98	301,919.89	36,676.00	24,115.00	29,650.00	24,000.00	24,000.00	138,441.00	46%		
36														
37		PUBLIC WORKS												
38	294-5400	Trees and Forestry	8,111.00	8,291.00	8,626.00	719.00	719.00	719.00	719.00	719.00	3,595.00	42%		
39	422-*	Highway Department	249,479.50	244,584.10	250,616.06	20,885.00	20,885.00	20,885.00	20,885.00	20,885.00	104,425.00	42%		
40	423-*	Highway Dep't. - Snow & Ice Removal	63,970.00	63,970.00	63,970.00	5,331.00	5,331.00	5,331.00	5,331.00	5,331.00	26,655.00	42%		
41	424-5400	Bridges and Street Lights	2,500.00	2,500.00	2,000.00	167.00	167.00	167.00	167.00	167.00	835.00	42%		
42	433-5410	Solid Waste & Recycling	70,731.00	71,730.00	71,730.00	9,997.00	9,997.00	9,997.00	9,997.00	9,997.00	49,985.00	70%		
43	433-5420	Solid Waste District Assessment	2,320.00	2,419.00	3,675.00	1,388.00	-	-	1,388.00	-	2,776.00	76%		
44	433-5430	Hazardous Waste Collection	500.00	750.00	750.00	-	-	-	500.00	-	500.00	67%		
45	440-5400	Sewer	96,065.00	159,065.00	163,100.00	13,592.00	13,592.00	13,592.00	13,592.00	13,592.00	67,960.00	42%		
46	491-5400	Cemetery Commission	4,500.00	6,000.00	12,200.00	1,017.00	2,034.00	2,034.00	1,017.00	1,017.00	7,119.00	58%		
47	491-5421	Memorial Committee	834.00	874.00	874.00	73.00	73.00	73.00	73.00	73.00	365.00	42%		
48		PUBLIC WORKS TOTAL	499,010.50	560,183.10	577,541.06	53,169.00	52,798.00	52,798.00	53,669.00	51,781.00	264,215.00	46%		

		A	B	C	D	E	F	G	H	H	I	J		
		TOWN OF GILL												
		Monthly Operating Budget Request for November 2020	FY18	FY19	FY20	FY21	FY21	FY21	FY21	FY21	FY21	cumulative		Notes for November
			Approved with COLA	Approved with COLA	Approved with COLA	"One Twelfth" for July	"One Twelfth" for August	"One Twelfth" for September	"One Twelfth" for October	"One Twelfth" for November	Total Year to Date	% of FY20		
Line #	Account Code													
49														
50		HEALTH & HUMAN SERVICES												
51	512-5110	Board of Health Salaries	4,000.28	4,081.04	4,196.32	-	-	1,050.00	-	-	1,050.00	25%		
52	512-5400	Board of Health Expenses	3,778.28	2,970.68	2,996.23	250.00	250.00	250.00	250.00	250.00	1,250.00	42%		
53	541-5400	Council on Aging	8,040.00	8,662.00	9,096.00	758.00	6,662.00	-	-	-	7,420.00	82%		
54	543-5400	Veterans District Assessment	2,615.00	2,665.00	2,763.00	3,008.00	-	-	-	-	3,008.00	109%		
55	543-5417	Veterans Benefits	5,000.00	5,000.00	5,000.00	-	-	-	-	-	-	0%		No vets currently receiving benefits
56		HEALTH & HUMAN SERVICES TOTAL	23,433.56	23,378.72	24,051.55	4,016.00	6,912.00	1,300.00	250.00	250.00	12,728.00	53%		
57														
58		CULTURE & RECREATION												
59	610-*	Library	27,603.48	28,647.96	29,676.97	2,474.00	2,474.00	2,474.00	2,474.00	2,474.00	12,370.00	42%		
60	634-5400	Recreation Committee	2,700.00	2,700.00	2,700.00	-	-	-	-	-	-	0%		Rec Committee is not currently active
61	691-5400	Historical Commission	860.00	875.00	895.00	75.00	75.00	75.00	75.00	75.00	375.00	42%		
62		CULTURE & RECREATION TOTAL	31,163.48	32,222.96	33,271.97	2,549.00	2,549.00	2,549.00	2,549.00	2,549.00	12,745.00	38%		
63														
64		FIXED COSTS												
65	193-5400	Town Insurance	41,668.00	41,613.00	43,061.00	43,410.00	-	-	-	-	43,410.00	101%		
66	710-5940	Mariamante Loan (debt exclusion)	14,651.00	14,936.00	32,015.00	-	-	-	16,000.00	10,501.00	26,501.00	83%		Payment due in November; \$26,501 is total P&I for FY21
67	710-5960	Energy Bond	10,786.00	8,467.00	8,967.00	-	-	-	-	9,467.00	9,467.00	106%		Loan payment is in November
68	911-5400	Retirement System	95,447.00	102,099.00	96,609.00	98,733.00	-	-	-	-	98,733.00	102%		
69	970-5963	OPEB (amount funded from taxation)	6,534.00	6,534.00	8,738.00	-	-	-	-	-	-	0%		
70	914-5400	Group Health and Life Insurance	93,750.00	122,883.00	120,679.00	10,518.00	10,518.00	10,518.00	13,018.00	10,518.00	55,090.00	46%		
71	422-5840	Backhoe Loan	7,360.00	7,234.00	6,108.00	-	-	-	-	-	-	0%		Paid off in FY20
72		FIXED COSTS TOTAL	270,196.00	303,766.00	316,177.00	152,661.00	10,518.00	10,518.00	29,018.00	30,486.00	233,201.00	74%		
73														
74		FRCOG ASSESSMENT												
75	199-5414	Statutory & Reg'l Services Assessments	9,970.00	10,276.00	10,063.00	2,543.00	-	-	2,543.00	-	5,086.00	51%		
76	199-5415	Accounting Program	23,618.00	24,301.00	25,454.00	7,386.00	-	-	7,386.00	-	14,772.00	58%		
77	512-5413	Health Agent/Cooperative Public Health	11,112.00	11,112.00	11,340.00	2,892.00	-	-	2,892.00	-	5,784.00	51%		
78	241-5400	Cooperative Inspection Program	7,500.00	7,500.00	7,500.00	1,900.00	-	-	1,900.00	-	3,800.00	51%		
79		FRCOG ASSESSMENT TOTAL	52,200.00	53,189.00	54,357.00	14,721.00	-	-	14,721.00	-	29,442.00	54%		
80														
81		SUBTOTAL - TOWN SPENDING	1,441,407.04	1,558,752.00	1,624,839.00	295,034.00	119,530.00	125,753.00	146,092.00	130,951.00	817,360.00			
82														
83		EDUCATION												
84	310-5431	Gill-Montague Reg. Sch. Dist.	1,616,443.00	1,619,622.00	1,634,027.00	444,105.00	181,279.00	133,457.00	156,841.00	174,416.00	1,090,098.00	67%		November amount for GMRSD is necessary to get total monthly request up to the 1/12 required by DOR. Funds for the School Districts will not be spent until the 3rd quarter assessment is due in January.
85	310-5810	GMRSD Bldg Loan (debt exclusion)	14,294.00	10,548.00	8,968.00	2,434.00	-	-	2,434.00	-	4,868.00	54%		
86	320-5432	Franklin County Technical School	142,934.00	150,778.00	175,085.00	48,436.00	4,558.00	46,157.00	-	-	99,151.00	57%		
87		EDUCATION TOTAL	1,773,671.00	1,780,948.00	1,818,080.00	494,975.00	185,837.00	179,614.00	159,275.00	174,416.00	1,194,117.00	66%		
88														
89		OPERATING BUDGET TOTAL	3,215,078.04	3,339,700.00	3,442,919.00	790,009.00	305,367.00	305,367.00	305,367.00	305,367.00	2,011,477.00	58%		
90														
91					Percent of FY20	22.9%	8.9%	8.9%	8.9%	8.9%				
										-				