



SELECTBOARD AGENDA & MEETING NOTICE

Tues., January 2, 2024

***Indicates item added after the 48 hour posting

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

Location: Town Hall, 2nd floor meeting room, 325 Main Road, Gill

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)

Old Business

- Review of Minutes: 8/29/22, 9/12/22, 10/11/22, 11/21/22, 12/5/22, 12/19/22, 1/30/23, 2/13, 2/27, 3/13, 3/28, 3/30, 4/10, 4/24, 5/8, 5/22, 6/5, 6/20, 7/3, 9/11, 9/25, 11/06, 11/27, 12/4, 12/18
- Review draft of Efficiency and Regionalization Grant application for 4-town Regional Emergency Medical Services
- ~~Review draft of Efficiency and Regionalization Grant application for assistance for Gill to explore alternative models for police services (tentative)~~

New Business

- Increase to FY24 funding for Chapter 90 aid for capital improvements on local public ways - \$94,045 in additional funds due to “Fair Share” apportionment
 - Discussion about using new funds vs. setting aside some/all toward future large projects
- Sewer Rate Increase for Riverside Sewer System – Preliminary Discussion
- Other business as may arise after the agenda has been posted.
 - FRCOG FY25 Highway Bids – budget notice and signatory authorization form
- Public Service Announcements, if any
- Warrants
FY24 #13 Vendors (\$66,099.46) & Payroll (\$38,317.79) – reviewed & signed on 12/18/23
FY24 #14 – review & sign

Adjournment

Other Invitations/Meetings:

Date	Time	Event	Location
Mon 1/15		Martin Luther King holiday	
Tues 1/16	5:30 PM	Selectboard Meeting	Town Hall
Mon 1/29	5:30 PM	Selectboard Meeting	Town Hall
Mon 2/12	5:30 PM	Selectboard Meeting	Town Hall
Mon 2/19		Presidents Day holiday	
Mon 2/26	5:30 PM	Selectboard Meeting	Town Hall

TOWN OF GILL

MASSACHUSETTS



SELECTBOARD MEETING MINUTES

December 18, 2023

Called to Order: The meeting was called to order at 5:30 PM in the 2nd floor meeting room at Gill Town Hall.

Members Present: Randy Crochier (Chair), Charles Garbiel, and Greg Snedeker

Members Absent: None

Others Present: Ray Purington, Town Administrator; Kate Savage, Tim Batchelder, Janet Masucci, Travis Johnson, Kyle Dragon, and Bill Kimball

Dangerous Dog Hearing: Greg made a motion, seconded by Charles, to open the hearing. The motion was approved by a unanimous vote. Animal Control Officer (ACO) Kyle Dragon explained he requested the hearing due to a third documented incident of canine Max biting a person. Max is owned by Travis Johnson. Johnson and Max reside at 239 West Gill Road. ACO Dragon described Max as a neutered 4-year-old red heeler mix that is current on its license and vaccinations. The bite incidents occurred on August 4, 2022 (case # C22-036), August 6, 2023 (case # C23-038), and November 22, 2023 (case # 23-057). The Selectboard and Johnson were provided copies of the three incident reports along with copies of statements received by email earlier in the day from Kaeleen Butler, Natasha Lawson, and Rebecca Lawson.

Randy disclosed he personally knows Johnson through a work connection. Randy, as a Regional Health Agent and as a former member of the Gill Board of Health, observes septic system installations, perc tests, and Title 5 inspections. Johnson is an equipment operator for a local excavating company and the two have been on the same job sites many times over the years. Randy stated he does not feel the relationship would prevent him from being impartial in the hearing.

Charles disclosed he purchases cordwood from Johnson. Charles stated he does not feel the relationship would prevent him from being impartial in the hearing.

Johnson acknowledged all three incidents had occurred, and all three bites took place inside the home. Johnson was present when the August 6, 2023 bite occurred, and believes something triggered Max's instinct to bite. Johnson was not present for the other two bite incidents.

Johnson stated there have been plenty of guests and visitors to the home, but the bite incidents have only been toward family members or friends of his wife, Charlotte Johnson. Johnson also stated he and his wife have recently separated, and she and the children moved out of the home on December 15, 2023.

Johnson has already contacted a dog trainer, Finn Beau, who operates Fox Hollow Dog Training. He has received a contract and behavioral plan for six sessions with the trainer at the home. Johnson agreed to provide copies of the contract and behavioral plan to the Selectboard. The trainer has recommended Johnson try to pay attention for changes in Max's "language and behavior" to help identify what triggers the biting instinct.

ACO Dragon stated he has met Max once, outside the home. Max was leashed and both Charlotte and Travis Johnson were present outside. Max displayed no signs of aggression at that meeting.

ACO Dragon referenced the hearing notice dated December 11, 2023 and the seven measures the Selectboard must consider in the event they determine Max to be a dangerous dog. If they make such a determination, ACO Dragon recommended, at a minimum, imposing the insurance requirements and requiring Max be humanely restrained and/or humanely muzzled any time there are guests in the home. He stated he does not believe the matter rises to the level of euthanasia at this time. Johnson confirmed the home is laid out in such a way that would allow his three dogs to be isolated from any guests to the home. ACO Dragon also noted whether the Selectboard determines Max to be a nuisance dog or a dangerous dog, any subsequent violations are handled the same way.

Both ACO Dragon and Johnson were given the opportunity to make final comments before the hearing was closed. There were no additional comments. Greg made a motion, seconded by Charles, to close the hearing. The motion was approved by a unanimous vote. Peter Turban joined the meeting.

During the discussion and deliberation, both Charles and Randy indicated they were leaning toward a nuisance dog finding with conditions, at least until the trainer has evaluated the dog and made a report. Beware of Dog signs were discussed, as well as keeping the dog isolated from any guests to the home. It was suggested Johnson should follow the recommendations of the trainer, and that the Selectboard should hold a followup hearing to review progress.

Greg made a motion, seconded by Charles, to declare Max to be a nuisance dog and to order the following: 1) Beware of Dog signs are to be posted at all entrances to the home and the outside enclosure; 2) Johnson is to work with the trainer and follow the trainer's recommendations; 3) Max is to be humanely restrained or humanely muzzled whenever visitors are in the home; 4) these orders remain in place until lifted by a vote of the Selectboard; and 5) the Selectboard will revisit the matter in about two months, with the date to be determined. The motion was approved by a unanimous vote. ACO Dragon and Johnson left the meeting at 6:03 PM.

Review of Minutes: No minutes were available for review.

Feedback to Six Town Regionalization Planning Board: The Selectboard discussed the November 14, 2023 presentation by the Six Town Regionalization Planning Board (STRPB) regarding the potential merger of the Gill-Montague and the Pioneer Valley Regional School Districts. Peter Turban, a member of the Finance Committee, joined in the discussion. The other members of the Finance Committee were unable to attend tonight's Selectboard meeting, but have been providing their individual feedback via email and telephone. Greg is one of three Gill representatives on the STRPB and serves as its Vice Chair, Secretary, and Treasurer.

The STRPB has been carefully studying the educational and financial impacts of merging the two districts for roughly four years. Randy stated he has vast respect and support for the members of the STRPB and their work. On the basis of this respect, and based on reading and following the STRPB's work, Randy made a motion, seconded by Charles, to adopt the yet-to-be-made recommendation of the STRPB. The motion was approved by a unanimous vote. Turban voiced his support for the STRPB's efforts, and that they should continue to move forward toward votes by the six towns. Turban left the meeting at 6:13 PM.

Car Dealer License Renewals for 2024: Greg made a motion, seconded by Charles, to approve the 2024 car dealer licenses for A-J Cycle Shop, Arrow Auto Sales, Atlantic Wholesale, Doug's Auto Body, Engine Up Automotive, LSA Auto, TEK Cycle, and Town Line Auto Repair. The motion was approved by a unanimous vote.

Liquor License Renewals for 2024: Randy disclosed he is a member of the Turners Falls Schuetzen Verein club and recused himself from the discussion and vote on the liquor licenses. Greg made a motion, seconded by Charles, to approve the 2024 liquor licenses for the Turners Falls Schuetzen Verein, 23 French King Highway LLC (The Mill), the Gill Tavern, and the Spirit Shoppe. The motion was approved by a vote of 2 in favor and 0 opposed. Randy abstained from the vote.

Food Trailer License Renewal for 2024: Greg made a motion, seconded by Charles, to approve the 2024 food concession trailer license for Cielito Lindo. The motion was approved by a unanimous vote.

Sewer Commitment: Recent sales of 5 Walnut Street and 33 Riverview Drive necessitated mid-quarter sewer bills for both properties. Greg made a motion, seconded by Charles, to sign the sewer commitment with a bill date of 12/4/23 in the amount of \$306.16. The motion was approved by a unanimous vote.

Conservation Commission Associate Member: Acting on a request from the Conservation Commission, Greg made a motion, seconded by Charles, to appoint Chris Polatin of 334 Mountain Road as an Associate Member of the Conservation Commission for a term through June 30, 2025. The motion was approved by a unanimous vote.

Savage left the meeting at 6:15 PM.

Warrant: The Selectboard reviewed and signed the FY 2024 warrant # 13 with totals of \$66,099.46 for vendors and \$38,317.79 for payroll. Randy abstained from signing the payroll warrant as his wife was on the warrant receiving the quarterly stipend as Assistant Town Clerk.

The meeting adjourned at 7:05 PM.

Minutes respectfully submitted by Ray Purington, Town Administrator

Greg Snedeker, Selectboard Clerk

Efficiency and Regionalization Grant Draft Application

Step 1 – Eligible entity:

Town of Northfield

Step 2 – Name of Entity:

Town of Northfield

Step 3 – Contact Information: Include the contact's name, title, phone number, and email. This should be the person who can be reached if there are questions about your grant application.

Andrea Llamas
Town Administrator
413-498-2901 ext. 111
allamas@northfieldma.gov

Step 4 – Grant Contract Signatory: Identify the person who would sign a grant contract if grant awarded.

Andrea Llamas, Town Administrator

Step 5 – Multi-jurisdictional application: Please check this box if this application is for a project with two or more eligible entities seeking to undertake a regionalization/shared services or other efficiency project together. You will then enter the names of the other participating entities. The participating communities should submit one joint application. The application should be submitted by the entity that will be the project lead.

Option 1 – Multi-jurisdictional with the Towns of Northfield (lead), Bernardston, Erving, and Gill.

Step 6 – Grant Amount Requested: Please enter an amount. Grant requests from a single government entity of up to \$100,000 will be considered. Grant requests from multi-jurisdictional applications of up to \$200,000 will be considered.

\$152,984

Step 7 – Purpose: Describe the proposed project, including purpose of the grant request, project objectives and the challenge(s) this project would address.

The proposed project will implement the recommendations of the Regional Emergency Medical Services Study (the Study), which was funded with the Community Compact Cabinet's FY22 Efficiency and Regionalization grant program. The Study, completed in November 2023 by the Edward J. Collins, Jr. Center, assessed the feasibility of regional expansion of the Town of Northfield's Emergency Medical Services (EMS) department and made recommendations to develop the necessary framework for a regional agency providing Advanced Life Support (ALS) level pre-emergent care. Based upon the findings of the study and with support from the Towns of Bernardston, Erving, Gill, and Northfield, this project will establish a highly effective and sustainable regional EMS model.

Commented [ME1]: Please note that other Center staff are still reviewing their portions of the various budget pieces, and I have not yet received a cost from FRCOG for assistance with the site analysis...i had to estimate. We may have some minor tweaks on the total cost but I think we are mostly there.

Established in the late 1980's as a non-profit, volunteer non-transport first response agency, Northfield Emergency Medical Services (NEMS) has steadily grown to a Town department (2005), first upgrading to Basic Life Support (BLS) transporting (2010), and is now licensed (since 2014) at the paramedic level Advance Life Support (ALS) providing all levels of pre-hospital care. Over the past several years, as private for-profit ambulance companies have reduced their 911 response in favor of higher revenue transport runs and other area non-profit and municipal EMS services have struggled to provide ALS-level care, NEMS has filled the void and expanded its primary service area. As one of the only reliable area providers of ALS-level care, NEMS is now providing primary response under annual agreement to three neighboring municipalities (Gill, Bernardston, and Erving).

This rapid growth has not only created substantial strain and burnout on the mostly volunteer/call department, but has resulted in underlying organizational, staffing, management, and financial structures that are unsustainable and extremely vulnerable to external risks. The department has a single full-time benefited paramedic, and departmental leadership and management is part-time with significant uncompensated time. The facility is substandard, with a couch as sleeping quarters, and cannot accommodate the fleet, forcing one ambulance to be housed offsite which prevents licensing that vehicle for ALS service. Capital equipment replacement has not been strategically planned for and is largely dependent on revenue growth and occasional Town Meeting appropriations.

In addition to the deficiencies noted above and other issues related to financial management, the study identified an immediate need to engage the towns with which NEMS has annual agreements and formalize a long-term agreement that could provide the foundation for a sustainable agency and shared community commitment. As the FY22 Efficiency and Regionalization Grant-funded study wrapped up in late 2023, an EMS Task Force comprising the EMS Chief, and two representatives from each Town was created and has met regularly. The Task Force has now reached consensus on the desired level of service, the operational and staffing resources needed to provide it, and, lastly, quantified the funding required to sustain it.

The Study recommends, and the Task Force has affirmed, the need to undertake a regional EMS implementation project to include:

- 1. Task 1 - Communications & Public Outreach – The project includes engaging a consultant to conduct public meetings in each of the four towns to provide public education on the need for a regional approach to EMS, engage residents in open discussion, and ensure transparency in the process. The communications effort will include developing a dedicated website and social media platform to provide information and documents related to EMS and the process. Also included in this task will be development of branding and identity materials deemed necessary by the Task Force and approved by the Towns.*
- 2. Task 2 – Regional Site/Facility Feasibility Analysis – As discussed in the Study, NEMS leases a converted service station that is both substandard and undersized. A regional facility is needed. The project will engage a consultant to assist with preliminary analysis of potential sites in order to provide sufficient information for the Task Force to make a recommendation to the Select Boards of each town. It is envisioned that a location be selected that benefits the regional agency, and that the ultimate agreement provide for an equitable sharing of costs to ensure long-term commitment by all members.*

3. *Task 3 – Survey of Regional Comparable Agency Costs & Service Area Expansion Analysis – To aid in Task 1, a survey of costs and municipal charges, rate payer assessments and fees charged by other service providers in the region will be conducted. This information will provide a baseline under which future expansion can be evaluated, and to ensure rates charged for services NEMS offers or could offer (such as ALS Intercepts) to other agencies are appropriate. As part of this task, the Town of Erving has requested an evaluation of expanding the service to cover the remainder of their town limits (the current agreement covers roughly 50% of the Town).*
4. *Task 4 – Create/revise as needed job descriptions and organizational structure/chart – The project will include hiring two full-time benefited paramedics; one of these positions may include combining other budgeted stipends and budget line items to create a full-time Chief. There are also numerous Captain roles (with stipends) that will be evaluated under the new structure. The consultant will direct this effort.*
5. *Task 5 – Development of Regional Agreement and Task Force Facilitation – The project will continue the efforts of the Task Force and engage the consultant to guide their efforts in developing a new long-term agreement. The determination has not been made which form this will take, so continued research and evaluation into what would be the most appropriate operating structure to ensure shared governance, transparency and accountability is warranted. Options under consideration are a municipally-based department and Intermunicipal Agreement (IMA), Joint Powers Entity, and District, which may require special legislation.*

The Town of Northfield has, as part of its annual budgeting process, developed an FY2025 budget for NEMS that meets the staffing and operational needs of the regional service. The revenue estimates fall \$194,484 short of covering the proposed budget. The Town representatives on the Task Force have recommended their respective FY2025 budgets include \$25,000 each (\$100,000 total) to help close this deficit, and request grant funding to cover the remaining shortfall (\$94,484) to help with the transition for Year 1. Additionally, the project also requires funding for the consultant, Town Counsel legal fees, and minor incidental costs. The Task Force expects to be fully self-funding through program revenues and town assessments in Year 2. Step 9 and Step 11 include more detailed information on the project budget and program sustainability plan.

Step 8 – Benefits: Identify project benefits including efficiencies, cost savings, enhanced service delivery, and/or improved public access to local government services.

The implementation phase of this project will provide sustainable and highly effective ALS-level ambulance service for the member towns, as well as providing a considerable improvement for surrounding municipalities party to mutual aid agreements with Northfield. As outlined in the study recommendations, the intent of this implementation is to strengthen the organizational infrastructure for the agency on a sub-regional basis (4 towns). A stronger and sustainable organization will benefit the surrounding towns and well-positioned to consider future expansion or service sharing on a larger regional scale. Should no future expansion occur, the sub-regional model and the process by which it emerged will serve as a model for other multi-town partnerships.

Based on the progress of the Task Force and NEMS thus far during the course of the study, opportunities have already been identified and are being pursued to expand ALS Intercept services to other agencies limited to BLS only, and part of the project includes studying further expansion in Erving.

Should the Task Force determine the most appropriate path forward is a true regional governance structure (such as with a Joint Powers Entity or District through special legislation), this project would also provide a new

approach for regional EMS provision in the Commonwealth with a public service mission and one that is fully transparent and accountable to its members and the public.

Step 9 – Cost Impact and Sustainability Plan: Identify any new costs that will be incurred and how the costs will be paid for or offset, including ongoing operational costs. If an applicant seeks to initiate a new program with an Efficiency and Regionalization Program grant, the applicant should be able to show how the new program will be self-sustaining within one year. Grant funds cannot be used to sustain a new program’s operations beyond year one.

As discussed in the Study, Northfield EMS (NEMS) revenues from calls have grown considerably with the recent execution of annual service agreements. This revenue growth has allowed Northfield to expand ALS-level response capabilities, which has in turn allowed NEMS to increase its response capabilities to generate additional revenue, including offering ALS intercept services to surrounding communities and providing first response under mutual aid, resulting in additional revenues. The current call volume, however, is leading to difficulties meeting demand for services, staff burnout among volunteers, and other challenges.

The addition of two additional full-time, benefited paramedics will allow the transition to the majority of coverage being provided by in-station personnel, allowing more flexibility in the use of per diem/call personnel to maintain a full transport crew 24/7/365, as well as ensuring NEMS can provide crews for multiple calls and transports and the ability to utilize both ALS-equipped ambulances as needed to ensure calls are not only responded to, but that revenue opportunities are not missed. This additional capacity will also allow NEMS to execute additional ALS-Intercept-only agreements with surrounding agencies that only offer BLS response.

The study further recommends a number of organizational and financial management improvements that, when implemented, will allow the department to increase efficiencies and improve service delivery.

The multi-town Task Force has recommended to each Town’s Select Board that an assessment of \$25,000 per town be included in the FY2025 Budget for each town, and further advised this assessment would likely be increased as the Task Force continues its work. The Boards of each town have recognized the need for increasing their support for EMS and expressed support for the Task Force moving forward.

If this funding request is granted, it will allow for the hiring of full-time staff to increase capabilities, provide time for the Task Force to continue their work, and allow for transition period in which the Towns can better absorb the increased cost of fully funding EMS in a sustainable manner. It is expected that the enterprise fund will be fully self-sustaining in Year 2. The table below summarizes the proposed revenues and expenditures for the EMS enterprise fund, projected revenues, offsetting assessments to the towns, and resulting Year 1 deficit proposed for grant funding.

Assessment Basis - FY2025 Budget	
3 Full-Time Personnel; Per Diem/Call Supplement	
Expenditure Budget	FY2024
Operating Budget	795,956
Indirect Costs	25,175
Capital Expense	40,000
Total EMS Costs	861,131

Revenue Projection	
BLS Revenues (Ins. Collections)	132,234
ALS Revenues (Ins. Collections)	455,413
Revenue from ALS Intercepts	65,000
Medicare Settlement	14,000
Total Revenues	666,647
Surplus/(Deficit) - Subsidy Required	(194,484)
Proposed Assessments	
Bernardston	25,000
Gill	25,000
Erving	25,000
Northfield	25,000
Total Proposed FY25 Assessments to Towns	100,000
Year 1 Shortfall (Proposed for E&R Grant)	(94,484)

Step 10 – Measures of Success: What defines success for this project? Describe how the success of the project will be evaluated. Include expected measurable improvements in service delivery or efficiency.

The primary measures of success for this program include:

1. *The successful implementation of the proposed staffing model, including appointment of individuals to new or updated positions and majority of 24/7/365 in-station coverage by full-time benefited personnel.*
2. *Implementation of financial management best practices as recommended by the study (EMS Capital Stabilization Fund establishment; indirect cost recovery; accounting improvements; CIP adoption, etc...)*
3. *Execution of a permanent, long-term agreement between all towns*
 - a. *Development and adoption of a regional governance structure; the form will depend on the work of the Task Force, but could include:*
 - i. *Municipally-based department under an IMA and advisory/oversight body*
 - ii. *Joint Powers Entity*
 - iii. *Regional District (special legislation required)*
 - b. *Adoption of an assessment model supported by all towns, and approval (via appropriation by Town Meeting)*
4. *Recommendation by Task Force of and implementation/funding plan for regional EMS facility*

Step 11 – Project Budget: Provide a detailed and realistic project budget estimate. Include breakdown of amount requested by activity/task.

Regional EMS FY24 Efficiency and Regionalization Grant Budget	
Task 1 - Communications & Outreach	

Consultant Fees	11,700
Communications strategy development; public meetings (4); graphic design for outreach materials and logo/brand identity for regional agency; website/social media development.	
Direct Mail/Postage for Outreach Materials (2 mailings to all households in each town)	1,500
Printed Materials for Outreach/Engagement	500
Task 2 - Regional Site/Facility Feasibility Analysis	
Consultant Fees	10,000
Evaluation of up to 4 sites, including existing buildings, at which to locate a new EMS facility. Evaluation will include preliminary feasibility analysis (zoning, environmental, response time impacts, and suitability) and general cost estimates including debt and/or assessment impact on member towns.	
GIS Mapping & Analysis	3,200
Task 3 - Survey of Regional Comparable Agency Costs & Service Area (Erving) Expansion Analysis	
Consultant Fees	5,800
Survey of level of service and costs for EMS services in surrounding jurisdictions for comparison and outreach purposes. Analysis of costs/service level impacts on expanding services to include portion of the Town of Erving not currently included in the service area.	
Task 4 - Job Descriptions, Org Structure, Salary Survey	
Consultant Fees	2,800
Review and modify organizational structure/chart; review and revise existing job descriptions and develop new as required; conduct salary survey to ensure new and proposed positions are competitive in the labor market.	
Task 5 - Development of Regional Agreement & Task Force Facilitation	
Consultant Fees	15,000
Continue current 4-town Task Force regular meetings to develop long-term, permanent agreement; develop final assessment model; determine appropriate organization of regional entity (municipally-based regional department, Joint Powers Entity, or district organization under special legislation); facilitate legal review; facilitate discussions with Town Select Boards.	
Legal Review (Town Counsels)	10,000

Task 5 - Year 1 Transition Costs	94,484
The budget required to implement the study recommendations for FY2025, as revised jointly by the multi-town Task Force to achieve the desired level of service, results in a deficit of \$194,484. The Task Force has recommended a Year 1 Assessment of \$25,000 per town (\$100,000 total), leaving a shortfall of \$94,484. As discussed in Step 9, Cost Impact and Sustainability Plan, it is expected the towns to absorb the full deficit in Year 2.	
Total Budget	154,984

Step 12 – Project Timeline: Provide a timeline for the proposed project.

Milestone	Date
Consultant engaged – all tasks commence	February 2024
Task Force resumes (regular monthly meeting until completion)	March
Public engagement/outreach strategy developed	March
Public meetings/engagement Phase 1 begins (lead-up to Annual Town Meeting)	April
Annual Town Meetings – EMS Budget and new assessments on warrants	May/June
Agreement complete/legal review begins	August
Task Force recommendation to Select Boards of each town	September
Public meetings/engagement Phase 2 begins	September
Long-term agreement executed	November/December
FY2026 Annual Town Meeting (appropriations for full support of EMS by all towns)	May/June 2025



Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Monica Tibbitts-Nutt, Secretary & CEO



December 11, 2023

Ray Purington
Town Administrator
325 Main Road
Gill, MA 01354

Dear Ray Purington,

We are pleased to announce that under the new administration of Governor Maura Healey and Lieutenant Governor Kim Driscoll, a total of \$100 million for Fiscal Year 2024 has been allotted from the Fair Share Amendment to support local infrastructure across the Commonwealth's 351 cities and towns.

Passed by voters in 2022, the Fair Share Amendment requires that revenue raised by the 4% surtax on taxable income over \$1 million be spent on public education and transportation. This apportionment continues to demonstrate the Administration's support in strengthening municipal partnerships and providing financial resources that support transportation improvements at the local level.

This letter certifies that your community's Fair Share apportionment for Fiscal Year 2024 is \$94,045.00.

The Fair Share Amendment funds will be distributed to communities using two formulas. The first \$50 million will be distributed using the traditional Chapter 90 formula based on local road mileage (58.33%), population (20.83%), and employment (20.83%). The other \$50 million will be distributed using a formula based on each municipality's share of road mileage.

This apportionment will automatically be incorporated into your existing Chapter 90 contract with MassDOT with no further action by the municipality. Apportionments for all communities are available online at www.mass.gov/chapter-90-program. Please note that the bill enacting these funds has been signed; the funds are now available for municipal use.

We look forward to working with you in the coming year to continue the success of our municipal partnerships.

Sincerely,

Maura Healey
Governor

Kim Driscoll
Lieutenant Governor

Ray Purington/Gill Selectboard

From: Comerford, Joanne (SEN) <Jo.Comerford@masenate.gov>
Sent: Friday, December 15, 2023 9:32 AM
To: Cohen, Elena (SEN)
Subject: Funding for roads and bridges from the Fair Share Amendment

Good morning all,

Earlier this week, MassDOT sent out a notification to every municipality in the Commonwealth detailing the distribution amounts from \$100 million in FY24 Fair Share Amendment revenue for local roads and bridges.

Out of the \$100 million in Fair Share revenue included in the FY24 budget for local roads and bridges, \$50 million was allocated using the traditional Chapter 90 formula based on local road mileage, population, and employment, and \$50 million was allocated based on municipal road mileage.

CITY/TOWN	\$50M Road Miles	\$50M CH90	Total Apportionment
AMHERST	\$175,648.00	\$207,738.00	\$383,386.00
ASHBURNHAM	\$123,277.00	\$84,184.00	\$207,461.00
ATHOL	\$165,755.00	\$126,018.00	\$291,773.00
BERNARDSTON	\$69,451.00	\$45,098.00	\$ 114,549.00
DEERFIELD	\$128,702.00	\$95,868.00	\$224,570.00
ERVING	\$29,234.00	\$20,851.00	\$50,085.00
GILL	\$57,364.00	\$36,681.00	\$94,045.00
GREENFIELD	\$169,348.00	\$155,261.00	\$324,609.00
HADLEY	\$108,585.00	\$88,952.00	\$197,537.00
HATFIELD	\$83,524.00	\$59,597.00	\$143,121.00

LEVERETT	\$57,670.00	\$36,880.00	\$94,550.00
LEYDEN	\$58,350.00	\$35,217.00	\$93,567.00
MONTAGUE	\$171,577.00	\$120,874.00	\$292,451.00
NEW SALEM	\$58,793.00	\$36,058.00	\$94,851.00
NORTHAMPTON	\$256,753.00	\$256,236.00	\$512,989.00
NORTHFIELD	\$108,833.00	\$70,081.00	\$178,914.00
ORANGE	\$144,676.00	\$100,950.00	\$245,626.00
PELHAM	\$37,882.00	\$24,531.00	\$62,413.00
PETERSHAM	\$102,601.00	\$62,055.00	\$164,656.00
ROYALSTON	\$115,616.00	\$69,577.00	\$185,193.00
SHUTESBURY	\$51,490.00	\$33,105.00	\$84,595.00
SUNDERLAND	\$62,773.00	\$44,821.00	\$107,594.00
WARWICK	\$92,198.00	\$55,058.00	\$147,256.00
WENDELL	\$77,168.00	\$46,626.00	\$123,794.00
WINCHENDON	\$165,574.00	\$117,367.00	\$282,941.00
TOTAL	\$2,672,842.00	\$2,029,684.00	\$4,702,526.00

To learn more about the FY2024 apportionments, click [here](#).

As a reminder, this funding is on top of the Chapter 90 funding and this year's Chapter 90 bill included an additional \$25 million which has not been dispersed yet but will be based on a formula that prioritizes road mileage and whether a municipality is considered rural. We will continue to advocate for road mileage-based transportation funding that benefits our district.

Warmest wishes,

Jo

Hampshire, Franklin, Worcester district
SenatorJoComerford.org
@Jo_Comerford
she/her

Sign up for our office newsletter [here](#).

Need help from our office?

Visit our [Constituent Services](#) page for more info about how we can serve you.



Virus-free. www.avg.com

01/02/24 Sewer Rates - for discussion

Expense Summary

	FY24	FY23	FY22	FY21	FY20	FY19	FY18	FY17	FY16
Category	Budgeted	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Alarm Services	320	300	291	288	351	276	276	270	264
Bill Printing	500	492	432	320	416	554	554	417	556
Dues	150	150	150	150	175	112	112	112	112
Electric	2,000	1,426	1,742	1,319	1,441	1,511	1,429	1,184	1,314
Inspections/Calibrations	1,100	1,126	100	856	100	-	100	50	-
I&I Work & Smoke Test	2,500	-	-	-	-	-	-	-	-
Maintenance	13,000	5,560	12,034	1,222	11,303	592	-	371	4,231
Mileage	1,800	1,668	1,675	1,745	2,016	1,566	1,037	969	1,027
Mowing	385	380	205	275	275	300	325	275	330
Other/Supplies	1,900	1,864	299	1,536	-	922	110	155	923
Payroll	14,765	15,722	14,022	10,802	11,651	11,460	9,907	10,547	10,688
Postage	400	388	-	-	-	-	-	-	59
Sewage Disposal	146,000	109,768	138,076	114,530	137,771	134,656	78,857	71,257	59,422
Telephone	180	146	179	185	225	212	228	227	227
Expenses grand total	185,000	138,988	169,206	133,229	165,725	152,160	92,934	85,834	79,152

Omnibus Budget Voted	185,000	185,000	173,500	173,500	163,100	99,065	96,065	92,585	87,865
Extra Voted to Budget	-	-	-	-	-	60,000	-	-	-
Budget minus Expenses	-	46,011.69	4,294.34	40,271.14	(2,624.95)	6,905	3,131	6,751	8,713

	5-yr Average								
% expenses - Sewage Disposal	84%	79%	82%	86%	83%	88%	85%	83%	75%
% all other expenses	16%	21%	18%	14%	17%	12%	15%	17%	25%
total all other expenses		29,220	31,129	18,699	27,954	17,504	14,078	14,578	19,730
incr all other expenses/prior yr		-6.1%	66.5%	-33.1%	59.7%	24.3%	-3.4%	-26.1%	-11.2%

24-month total gallons sent to Montague	16,170,818	(Dec 2021 - Nov 2023)		
average gallons for 12 months	8,085,409		FY24 budget for non-disposal costs	39,000
estimated disposal cost - old rate \$15.68/1000	\$ 126,779		estimated disposal costs (new rate) (A)	137,695
(A) estimated disposal cost - NEW rate \$17.03	\$ 137,695		contingency for nonpayments (9%)	\$ 15,900
budgeted for disposal	\$ 146,000		build reserves	\$ 15,000
expected shortfall	\$ (8,305)		total to bill	\$ 207,595

Montague rate increase 8.6% Montague rate increase since last Gill rate increase (Dec 2021) 21.1%

01/02/24 Sewer Rates - for discussion

Revenue Summary

There are currently 113 sewer accounts (as of 10/03/2023).

Current Rate	0.3278	\$/cubic foot (adopted for bills in Dec 2021)
less 10% discount		Discount eliminated by Selectboard vote 12/20/21
Effective Rate	0.3278	

Period	<u>Sewer Commitments - aka Invoices to Users</u>				*(only 10 months of billing fell in FY17 due to shift in quarterly cycle)				
	FY24	FY23	FY22	FY21	FY20	FY19	FY18	FY17*	FY16
Invoiced amount		195,600.29	194,699.03	189,968.48	178,974.50	141,814.67	102,219.08	86,976.16	93,303.22
Unpaid & placed onto real estate		13,932.26	10,722.07	10,121.41	9,683.85	11,670.33	13,651.61	15,547.57	8,011.57
Unpaid percentage		7.1%	5.5%	5.3%	5.4%	8.2%	13.4%	17.9%	8.6%
9.0% average of 7 years									

<u>Current Projected Revenue</u>		
RWD Water Use (current average)	12,287 gal/day	(average of last 8 quarters: 10/1/21 - 9/30/23)
equals	4,497,042 gal/year	
equals	601,210 cu ft/year	
times current Effective Rate	0.3278 \$/cu ft	
= Total Invoiced to Sewer Users	\$ 197,076	

01/02/24 Sewer Rates - for discussion

Proposed Projected Revenue - FULL YEAR

Scenario A		
Possible New Rate (+ 6 %)	0.3475	\$/cu ft
Estim. Total Full Year	\$	208,920

Scenario B		
Possible New Rate (+ 8 %)	0.3540	\$/cu ft
Estim. Total Full Year	\$	212,828

Scenario C		
Possible New Rate (+ 10 %)	0.3606	\$/cu ft
Estim. Total Full Year	\$	216,796

Scenario D		
Possible New Rate (+ 12 %)	0.3671	\$/cu ft
Estim. Total Full Year	\$	220,704

FY24 Proposed Projected Revenue - July/Oct bills @ Old Rate, Jan/Apr bills @ New Rate

	<u>Scenario A</u>				<u>Scenario B</u>		
Bill Date	Avg Cu. Ft	Rate	Bill Total \$	Avg Cu. Ft	Rate	Bill Total \$	
July '23 - Actual			\$ 51,917			\$ 51,917	
October '23 - Actual			\$ 51,391			\$ 51,391	
January '24 (avg last 2 seasonal bills)	138,710	0.3475	\$ 48,202	138,710	0.354	\$ 49,103	
April '24 (avg last 2 seasonal bills)	143,172	0.3475	\$ 49,752	143,172	0.354	\$ 50,683	
			\$ 201,261			\$ 203,094	
	<u>Scenario C</u>				<u>Scenario D</u>		
Bill Date	Avg Cu. Ft	Rate	Bill Total \$	Avg Cu. Ft	Rate	Bill Total \$	
July '23 - Actual			\$ 51,917			\$ 51,917	
October '23 - Actual			\$ 51,391			\$ 51,391	
January '24 (avg last 2 seasonal bills)	138,710	0.3606	\$ 50,019	138,710	0.3671	\$ 50,920	
April '24 (avg last 2 seasonal bills)	143,172	0.3606	\$ 51,628	143,172	0.3671	\$ 52,558	
			\$ 204,954			\$ 206,786	

01/02/24 Sewer Rates - for discussion

Impact on Average Sewer User

	Cubic Feet	Discounted Rate	Billed Amount	Amount Over Current	% Over Current	Scenario
Current Avg. Quarterly Amount (last 8 quarters)	1326	0.3278	\$ 435			
Current Avg. Annual Amount (last 8 quarters)	5304	0.3278	\$ 1,739			
Possible Avg. Quarterly Amount	1326	0.3475	\$ 461	\$ 26.12	6.0%	A
Possible Avg. Annual Amount	5304	0.3475	\$ 1,843	\$ 104.49		
Possible Avg. Quarterly Amount	1326	0.354	\$ 469	\$ 34.74	8.0%	B
Possible Avg. Annual Amount	5304	0.354	\$ 1,878	\$ 138.96		
Possible Avg. Quarterly Amount	1326	0.3606	\$ 478	\$ 43.49	10.0%	C
Possible Avg. Annual Amount	5304	0.3606	\$ 1,913	\$ 173.97		
Possible Avg. Quarterly Amount	1326	0.3671	\$ 487	\$ 52.11	12.0%	D
Possible Avg. Annual Amount	5304	0.3671	\$ 1,947	\$ 208.45		

Sewer Fund Balances

	FY24	FY23	FY22	FY21	FY20	FY19	FY18	FY17	FY16
Starting Balance		151,222.86	133,178.78	91,500.94	81,291.28	105,102.99	92,203.31	78,330.04	51,007.40
minus Transfer to Omnibus	125,000.00	115,000.00	100,000.00	74,700.00	64,300.00	60,200.00	57,200.00	53,720.00	49,000.00
minus Extra to Omnibus					-	-	-	-	-
plus Actual/Estimated Receipts		168,381.68	187,249.74	174,906.70	175,934.61	128,348.03	105,832.84	99,707.72	91,457.41
plus Transfer from Free Cash									15,017.20
plus Unspent from Omnibus		46,011.69	4,294.34	40,271.14	(2,624.95)	6,905.26	3,131.84	6,750.55	8,713.03
minus Reserved from Receipts	60,000.00	70,000.00	73,500.00	98,800.00	98,800.00	98,865.00	38,865.00	38,865.00	38,865.00
Ending Balance		180,616.23	151,222.86	133,178.78	91,500.94	81,291.28	105,102.99	92,203.31	78,330.04



Franklin Regional Council of Governments

TO: Collective Highway Bid Participants

FROM: Ellen Batchelder, Assistant Procurement Officer (ph 413-774-3167 x131)
Email ebatchelder@frcog.org

RE: FY25 Budget Notice and Signatory Authorization Form

DATE: December 29, 2023

In order to consolidate the collection of information requiring Select Board / Awarding Authority review and approval, we are providing the following details for the upcoming round of Collective Highway bids.

FY 2025 Fee Structure

To assist with each municipalities' budget planning, please use the following figure for the structure of fees that will apply to the Collective Highway Bid program for FY25. (This is the same fee schedule as FY24).

<i>Town Population</i>	<i>Fee for FRCOG Member</i>	<i>Fee for Non-FRCOG Member</i>
<500	\$1,100	\$1,300
>500 but < 1,000	\$1,800	\$1,975
>1,000 but < 5,000	\$2,850	\$3,250
>5,000 but < 20,000	\$3,100	\$3,500

(FRCOG member means municipalities in Franklin County who are all members of FRCOG and already pay assessments for FRCOG's other services.)

FY 2025 Contract Signatory

As we begin the FY25 FRCOG Collective Highway Bid process, requesting approvals and identifying key signatures is an important first step. As a reminder, we will again use the DocuSign process for contract execution.

To identify the Authorized Contract Signatory for FY25 Construction Services bids, and Permission to Contract on each Participant's behalf, please carefully review the information on page 2, then complete and scan pages 3 & 4 to Ellen Batchelder at ebatchelder@frcog.org no later than **January 19, 2024**.

RE: (1) CONSTRUCTION SERVICES BIDS - CONTRACT SIGNATORY AUTHORIZATION

(2) MATERIALS BIDS - PERMISSION TO CONTRACT ON THE PARTICIPANT'S BEHALF

We are beginning the FY25 FRCOG Collective Highway Bid process. Thank you for your past participation in this program.

Each Municipality must electronically co-sign the Highway contracts for Construction Services bids that they have chosen to participate in via Docu-Sign. Prior years' contracts and bid specifications are available to you for review before you sign on. They can be found at frcog.org/bids or by email request.

With your Permission, FRCOG will continue to execute the vendor contracts for Materials bids on your behalf. Reference the full list of Construction Services and Materials bids on page 5.

This process requires the following two steps:

- 1) Signed approval from your Awarding Authority (the Selectboard / Mayor's office), to name the **Authorized Contract Signatory** for the Construction Services bids for which you will be participating in and,
- 2) Acknowledgement that FRCOG may **Contract on Your Behalf** for the Materials bids.

This authorization will cover other bids you may choose to participate in during the next year including Winter Sand, Salt and Liquid, Water Treatment Chemicals, and Equipment Rental bids which will be issued throughout FY25. This does not commit you to participate in those bids or award any particular bid.

Please complete the information requested on Pages 3 and 4, sign, and return both pages via email to Ellen Batchelder at ebatchelder@frcog.org by **January 19, 2024**.

PLEASE DO NOT DISREGARD THIS REQUEST.

IF WE DON'T HAVE CONTRACT SIGNATORY INFORMATION, WE WILL BE UNABLE TO INCLUDE YOU ON THE HIGHWAY CONTRACTS EVEN THOUGH YOU HAVE PROVIDED ESTIMATES AND PERMISSION TO BE INCLUDED ON THE BIDS.

The signatory may be changed if someone leaves a position or is not re-elected.

Please scan and return Pages 3 and 4 to ebatchelder@frcog.org
by January 19, 2024.

TO: Ellen Batchelder, Assistant Procurement Officer
FRCOG, 12 Olive Street, Suite 2, Greenfield, MA 01301

We understand that our municipality is participating in the **Franklin Regional Council of Governments Collective Highway Products and Services Bids and Contracts** for FY 2025.

CONSTRUCTION SERVICES BIDS: (please print clearly)

We authorize NAME: _____ whose title is _____
_____ for the City/Town of _____
and whose direct email address* is _____ and telephone
number is _____ as the official signatory for all highway construction
services contracts in which we choose to participate. We understand that contract execution will
be managed through DOCU-SIGN and that we will be responsible for electronically signing the
contracts in a timely manner. Each participant/signatory must sign before the contract is
considered Executed and no work can begin until all Participants have signed.

We understand that we have had the opportunity to preview the Contract Templates for
Highway Construction for FY25, each Invitation for Bids with Specifications, and applicable
Prevailing Wage Schedules at the FRCOG website at frcog.org/bids and any issues or questions
about the form of contract were presented to FRCOG before the Bid Opening which is currently
anticipated to be on May 9, 2024.

***Note, Docu-Sign cannot accommodate a shared email address – it must be specific to the signatory.**

MATERIALS/GOODS BIDS:

We authorize the Franklin Regional Council of Governments (FRCOG) to contract or
renew contracts on our behalf and we have taken action to duly appoint the FRCOG as our
agent for Materials bids which include Aggregates and Loam, Cold Patch, Geotextiles, Calcium
Chloride Products, Culvert and Guardrail Products, and Hot Mix Asphalt Picked Up.

We acknowledge that FRCOG takes precautions to ensure that procured vendors or
contractors have adequate insurance coverage as required by law. Nevertheless, in the event
that any vendor or contractor is deemed to be an employee of our city/town for the purposes of
Massachusetts Workers Compensation laws, as set forth in Massachusetts General Law
(M.G.L.) c. 152, or lapses in their liability coverage, we agree to indemnify and hold harmless
FRCOG from any and all claims, liabilities, assessments, costs (inclusive of attorneys' fees and
costs of litigation), penalties, judgments, and awards which may be assessed against us.

We agree to abide by M.G.L. c. 30b and c. 30, §39M for the purposes of procuring additional highway products and services, and will not engage in any activity in violation of Massachusetts ethics laws.

Municipalities may not concurrently contract for the same service from multiple collectives (i.e. BRPC, state OSD contracts). A choice must be made before executing the contract.

All financial obligations to vendors and contractors as a result of these agreements are the full responsibility of our city/town and not the FRCOG.

SELECTBOARD / MAYOR OF THE TOWN / CITY OF: _____

Signature

Date

IF REQUIRED:

Signature

Signature

Signature

Signature

Please return pages 3 and 4 of this form by January 19, 2024

You may scan/email it to ebatchelder@frcog.org or mail to

FRCOG, 12 Olive Street, Suite 2, Greenfield, MA 01301

THANK YOU!

A list of the Collective Highway Bids by number is attached. For reference, more information can be found on our website at frcog.org/bids

Type of Material or Service

Materials

H1 Aggregates and Loam
H2 High Performance Cold Patch
H3 Geotextiles
H4 Calcium Chloride Product
H5 Culvert Products
H6 Guard Rail Products
H7 Hot Mix Asphalt (FOB) Picked Up

W-1 Winter Sand
W-2 Winter Salt and Treated Winter Salt
W-3 Winter Liquid Pretreatment

Services

H9A Highway Line Painting-Ch 90
H9B Highway Line Painting – Rubber – Not Ch 90
H10 Guard Rail Installed
H11A Road Crack Sealing
H11B Microsurface, Fog Seal & Cape Seal Applied
H11C Hot Poured Mastic and Cold Crack Fill
H12 Calcium Chloride Applied
H13 Stone Seal Applied
H14 Rubberized Chip Seal Applied
H15A Hot Mix Asphalt Applied – Roadways
H15B Hot Mix Asphalt Applied – Parking Lots, Driveways, Playgrounds
H16 Liquid Asphalt Applied
H17 Asphalt Reclamation
H18 Bonded Wearing Course Applied
H19 Hot in Place Recycling
H20 Cold Planing and Milling
H21 Cold In Place Recycling
H22 Tree Work
H23 Catch Basin Cleaning

Participation Fee and Contract Signing Authority given include:

- Highway Equipment and Operator Rental Contract
- Water Treatment Chemicals