



SELECTBOARD AGENDA & MEETING NOTICE

April 6, 2026

***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: 2025: 3/24, 4/7, 4/22, 5/5, 5/20, 6/2, 6/16, 6/30, 8/11, 8/18, 9/8, 9/17, 10/6, 10/16, 10/20, 11/3, 11/17, 12/15, 12/29; 2026: 1/12, 1/26, 2/9, 3/9, 3/23
- Board of Assessors – hiring recommendation for Assistant to the Assessors position

New Business

- Highway Department - Chapter 90 project – chip sealing Franklin Road and Green Hill Road
- Highway Department – Proposal to purchase & use ArcGIS software - \$700/yr for Creator plan plus \$400/yr for support through RCAP Solutions. Costs to be shared among Highway, Sewer, Trees, and IT budgets
- Other business as may arise after the agenda has been posted.
- Public Service Announcements, if any
 - Gill Elementary Roof Project – info sessions Wed, Apr 8 @5:30PM and Sat, Apr 11 @9:30AM
- Warrants
 - FY26 #20 – Vendors (\$68,274.72 & \$8.41) & Payroll (\$41,923.43) – reviewed/signed on 3/23
 - FY26 #21 – review & sign

Adjournment

Other Invitations/Meetings:

Date	Time	Event	Location
Mon 4/20		Patriots' Day holiday	
Tues 4/21	5:30 PM	Selectboard meeting	Town Hall
Mon 5/4	5:30 PM ?	Selectboard meeting	Town Hall
Mon 5/4	7:00 PM	Annual Town Meeting (Part 1)	Town Hall

ArcGIS System

From John Miner/Gill Highway Superintendent <highway@gillmass.org>

Date Thu 3/26/2026 10:53 AM

To Ray Purington/Gill Town Administrator <administrator@gillmass.org>

 1 attachment (725 KB)

RCAP Solutions GIS Flyer 2024 Northeast (1).pdf;

Hi Ray,

I've been researching ArcGIS (Geographic Information System) for the Highway, Sewer, and Tree operations, and I wanted to run it by you before I move forward. I won't purchase anything until after we meet with Andrew next week, so you'll have a chance to hear the details first.

My main goal is to have one place to map assets and keep notes/history updated over time (and make it easier to find information when we need it).

Cost-wise, it's \$700/year, and there's an optional \$400/year for RCAP technical support (so \$1,100/year total with support). Once we're up and running and everything's configured the way we need it, we can decide whether we want to keep the support long-term.

To keep it affordable, my thought was to split the \$1,100 annual GIS cost across Highway, Sewer, and Tree. If you're good with that approach, I can send over a simple annual breakdown by department.

I attached a flyer from Andrew at RCAP with the pricing details. RCAP would help us get everything set up and provide training so I can handle the day-to-day updates here. Andrew is also happy to discuss this with us next week to walk through it and answer any questions.

On top of the setup and training, I think we're in a good spot to get value out of it pretty quickly.

The nice part is we're not starting from scratch—we already have mapping/data we can load in right away (like the FRCOG culvert study and the sewer system mapping RCAP created). Andrew also mentioned RCAP may be mapping the Riverside water system as well, which could be helpful down the road.

Just for context, the annual fee-for-service includes cloud hosting, credits, and backups. The Creator account lets us update and edit existing GIS data, collect new GPS data, customize map layouts/graphics, and create dashboards, apps, and maps. It also includes a license for ArcGIS Pro Basic (desktop).

A few examples of what we could track in GIS:

- Sign inventory (locations, type, condition, and replacement history)
- Utility pole and streetlight inventory (locations, double poles, maintenance notes)
- Construction and maintenance history (project locations, dates, and scope)
- Tree work tracking (trees requiring removal, completed removals, and follow-up needs)
- Sewer basin inspections (inspection dates, findings, photos/notes, and updates when a basin is revisited)

Basin cleaning/vacuum history, amount found in basin (service dates and related notes)

The only extra equipment I'm recommending is an iPad for field work so we can make updates on-site and keep things current. I'm going to check with Chris Redmond on what he'd recommend for a good setup, but I'm guessing an iPad would be around \$400-\$500. This would be more reliable than relying on a cell phone (since the Town doesn't issue a phone to every Highway employee), and the bigger screen will be much easier to use in the field. We can still access and edit everything from a computer as needed.

If you're comfortable with this direction, I can come to the meeting next week with the cost split and a simple plan for getting started.

Thanks,

John



GIS UTILITY MAPPING

GEOGRAPHIC INFORMATION SYSTEM

GPS Collection Services Offered by RCAP Solutions:

- Inventory of water or wastewater assets of your current needs. Typically involves GPS collecting, curb stops, valves, hydrants, manholes, and cleanouts.
- Estimated to between 1 inch and 3 feet accuracy for GPS (GNSS) depending on line of sight to satellites and if public or private real-time kinematic positioning (RTK) mobile internet connectivity is available.
- Will include photos of assets and descriptions, including any surface level damages such as missing/cracked lids and customized operator comments.
- All data, including coordinates, is exportable into Excel spreadsheets or as geodatabase file to retain photos.

Annual Cost (Fee-For-Service):

Annual costs include: cloud hosting, credits, and back-ups.

- VIEWER:** Securely view maps, apps, and dashboards.
\$125/year (+\$125 for RCAP tech support) = **\$250 total**
- MOBILE WORKER:** Ability to update and edit existing GIS data plus the ability to GPS collect new data. This also includes the ability to draw lines.
\$400/year (+\$400 for RCAP tech support) = **\$800 total**
- CREATOR:** Everything a Mobile Worker can do + ability to customize map graphics and layout. Ability to create your own dashboards, apps, and maps. Also includes a license to ArcGIS Pro basic desktop application.
\$700/year (+\$400 for RCAP tech support) = **\$1,100 total**

GIS Mapping Services Offered by RCAP Solutions:

- Provide a 1-year mobile field worker license with ESRI ArcGIS Online to perform any additional edits. Option to renew mapping costs at \$800 (editor) or \$250 (viewer); if community chooses not to renew license, data will be exported and provided.
- GIS training for both “in-the-field” on mobile devices (phones, tablets) and desktop application (laptop, computer).
- Utilizes best public aerial imagery available and can add parcel property data contingent on local government access.
- Additional customized applications to track operations and maintenance such as; hydrant flushing, valve exercising, manhole inspections, and jetting; with the use of ArcGIS Survey123 (digital SOP style surveys) and ArcGIS Dashboards (interactive metrics).

What We Need from You (the Utility):

- To mark assets in advance. Locate, flag, and paint assets for best quality photos and efficient GPS collections.
- Time to spend giving RCAP Solutions knowledge of your system, including drawing water or sewer mains.
- Any documents that can help assist map creation including; as-builts, tie cards, and customer billing list (in Excel format).

*This work is made possible thanks to
USDA Rural Development funding.*



SCAN ME!

GET STARTED TODAY! VISIT US ONLINE OR CONTACT:

(508) 688-7918 | TTY: (978) 630-6754 | GIS@rcapsolutions.org