

## **FRCOG Services to Bernardston – 2016**

The Franklin Regional Council of Governments provides a variety of services and programming to the municipalities of Franklin County and to the greater Franklin County region. The FRCOG's 2016 Annual Report, which will be available in April of 2017 and on [www.frcog.org](http://www.frcog.org) shortly thereafter, will highlight our work over the past year. Specific 2016 services to the Town of Bernardston in 2016 included the following.

### **Collective Bidding & Purchasing Program**

- Bernardston contracted with the FRCOG to receive cooperative bid pricing for up to 24 different Highway Products and Services. Total estimated highway needs for FY17 is \$154,860.
- Bernardston participated in the Dog Tags and Licenses collective bid program.

### **Franklin County Cooperative Inspection Program**

- Staff issued 124 building permits, 67 electrical permits & 45 plumbing/gas permits for Bernardston in 2016. Fourteen (14) Certificates of Inspection were issued.

### **Partnership for Youth**

- Staff conducted a Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Pioneer Valley Regional School administrators on results from 149 Pioneer students, representing 75% of the 8th, 10th, and 12th grade classes. Survey data meets federal requirements for the school and is valuable for grant-writing and program planning.

### **Planning and Development Department**

- Staff provided technical assistance to the Conway School of Landscape Design for the Bernardston Master Plan.
- Staff secured Brownfields funding to complete a Phase II Environmental Site Assessment for the Martindale Road site (\$21,914).
- At the 2016 Western Mass Developers Conference, staff promoted two sites that are located in the town and are available for development.
- Staff created and analyzed maps including land use, prime farmland, parcel and other data to begin the process of identifying municipal land that could potentially be suitable for leasing to farmers.

### **Regional Preparedness Program**

- Staff conducted quarterly contact drills and a site notification drill to test the *Pioneer Emergency Dispensing Site Plan*.
- Staff presented to the Board of Health about the statewide plan for a potential outbreak of Highly Pathogenic Avian Influenza, and the emergency response roles for local officials.

- Bernardston entered into a Memorandum of Understanding with the FRCOG to recognize the Multi-Agency Coordination Center as the official organization to assist them with emergency management needs.

### **Town Accounting Program**

- Staff produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads.
- At year end, staff completed Free Cash certification, and Schedule A was submitted. In addition, staff provided assistance in completing the Recap for tax rate submission.
- Customized reports for committees and departments were developed and distributed.
- Staff assisted with the annual audit.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office. Staff completed backups daily and there was no unscheduled down time.

### **Workshops & Training**

The following list represents the FRCOG workshops and training sessions that Bernardston public officials, staff, and residents attended, and the number in attendance.

### **Municipal Official Continuing Education Series**

Public Records Law — 1

### **Partnership for Youth**

Advanced LifeSkills — 1 representative of the Pioneer Valley Regional School District

### **Planning, Conservation, and Development**

Zoning Exemptions — 1

### **Western Regional Homeland Security Advisory Council**

Active Shooter Symposium — 2

### **Regional Emergency Preparedness**

Multiple Casualty Incident Exercise — 3