

TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

SELECTBOARD MEETING MINUTES

May 25, 2010

Called to Order: The meeting was called to order at 6:00 p.m.

Present: Ann Banash, John Ward, and Randy Crochier, Selectboard members; Ray Purington, Administrative Assistant

Others Present: David Detmold, Rick James

Reorganization: Ann explained the normal annual schedule by which the titles of Chair and Clerk rotate through the Board: the Clerk becomes Chair and the just-elected member becomes Clerk.

Ann made a motion, seconded by Randy, to elect John Ward as Chair of the Selectboard. The vote was unanimous in favor, with John abstaining. Ann turned the meeting over to John.

Ann made a motion, seconded by John, to elect Randy Crochier as Clerk of the Selectboard. The vote was unanimous in favor, with Randy abstaining.

Randy made a motion, seconded by Ann, to appoint Ann as the Board's representative to the Personnel Committee. The vote was unanimous in favor.

Randy explained the Conflict of Interest Disclosure that he has filed with the Town Clerk, and summarized the correspondence he has had with the State Ethics Commission. Randy's son is an officer on the Board of Fire Engineers for the Gill Fire Department. Because of this, Randy may not participate in discussions or votes on matters which affects his son's financial interests, and may not sign payroll warrants that include his son's salary. The exception, when it comes to signing warrants, is if another member of the Selectboard is absent. In this case, in order for the payroll warrant to be signed by two members (Randy and the other member present), the Board must invoke the Rule of Necessity, and then Randy is allowed to sign the warrant.

The Board discussed their representative to the FRCOG, and decided that John would remain in that role.

Discussion with Town Clerk about Changes to Open Meeting Law: This topic will be rescheduled, as the Town Clerk was unable to attend tonight's meeting.

Fire Department Matters: Fire Chief Gene Beaubien appeared before the Board to explain his request to have the Department's inventory of Motorola low-band radios, pagers, and related accessories declared as surplus equipment. He explained that Gill and other towns in the Tri-State Mutual Aid region had switched over to high-band communications systems, and that the low-band items are no longer needed. He thought there might be someone from Springfield who would be interested in buying some of the radios, and that perhaps the FCC website might have a listing of organizations that still use low-band systems. He stated that when we sell the items, it should be noted they "were in working condition when removed from service." Ann made a motion, seconded by Randy, to declare the low-band equipment as surplus and try to sell it. The vote was unanimous in favor. (A copy of the list is attached to the minutes.)

Gene also reported on the recent pump test for Engines 2 and 3. Engine 2 passed, but Engine 3 experienced a fuel pump failure during the test, so that will need to be repaired before the pump test is rescheduled.

The diesel 5-quarter ton pickup truck that is available for Gill to convert for use as a brush truck is being inspected by Raymond Repair in Bernardston. So far no major problems have been found, although there is slight rust on one fender. The truck is available at no cost to the Town through a surplus equipment program. The kit to convert the truck into a fire fighting brush truck is expected to cost less than \$13,000.

The upgrade/retrofit of the Department's air packs to make them "buddy-breathable" is still being researched by the supplier, Firematic Supply.

The purchase order for 4 sets of turnout gear, although not available to be signed, was approved by consensus of the Board.

Gene also reported that he received last-minute notification that the Riverside water supply was to be shut off for two hours on Saturday, May 22, and that he learned of it from Mick who found a notice stuck on the door of the Riverside sewer pump station. Although it turned out that no shut off occurred, he asked that the Fire and Highway Departments receive more advanced notice. Ann will discuss the issue with the Water Commissioners.

A resident has asked if the Fire Department is able to fill swimming pools. While it is possible, 1000 gallons at a time, there is no existing fee schedule, so Gene brought the matter to the Selectboard. He isn't totally opposed to the idea; within reason, it would provide training in the operation of the trucks and pumps. Ray will research pricing from businesses in the area, and will work with Gene to determine a proposed fee structure.

Lastly, Gene reported that a mobile data terminal was awarded to the Department. It will be installed in Engine 2.

Approval of Minutes: Ann made a motion, seconded by John, to approve the minutes from May 10th. The vote was unanimous in favor, with Randy abstaining.

Turners Falls Schuetzen Verein: The Board signed the new seasonal all-alcohol restaurant license that was recently approved by the ABCC.

HRS Final Invoice: Sandy Stapczynski of Human Resources Services has submitted her final invoice (\$2,668.00) for the study of the police, fire, and highway departments and the wage classification analysis. The Board decided to hold off approving the payment until Randy has a chance to read both reports, and the Board discusses them.

Mass. Community Development Block Grants: The Board reviewed the letter and survey that will be sent to households that are part of the Riverside Sewer District. There were no objections or corrections. It was suggested that an article be placed in the newsletter, if it's not already too late.

Energy Commission: Pamela Lester, a resident of Atherton Road, has volunteered to serve on the Energy Commission. Ann made a motion, seconded by Randy, to appoint Pam to the Energy Commission. The vote was unanimous in favor.

Highway Dept. Purchase Orders: The Board signed three purchase orders from the Highway Department: Ribco Supply, \$1435.20 for calcium used in dust control on dirt roads; Bernardston Farmers Supply, \$718.00, also for calcium; and L&B Truck Services, \$920.36 for a new fuel tank for the 2000 Sterling dump truck.

Invitation to TFHS Graduation Events: The Board received an invitation to Awards Night and Graduation ceremonies at Turners Falls High School.

Administrative Assistant/Town Administrator & Wage Scale: Ann explained that the Finance Committee, at the 5/20 budget meeting, asked the Board to discuss the HRS consultant's recommendations regarding the wage classification for the Town Administrator position and its relation to the current Administrative Assistant position. The consultant's report recommends the Town Administrator position, which is currently vacant, be placed at Grade 9 on the wage scale, which would be a new highest grade for the scale. The Administrative Assistant position, for

which Ray was hired, is at Grade 6. The Board discussed the financial ramifications of creating a Grade 9, and agreed it needs to be carefully studied before any action is taken. The Police Chief's contract may have language that ties his salary to the highest Grade of the wage scale.

The Board recommended that the FY11 budget include funds that would allow the Administrative Assistant position to be increased to a Grade 7 at roughly mid-year, a move that would only be made after a positive review of Ray's first year on the job. The Board praised Ray for good performance so far.

Highway Department, Part II: In a memorandum dated May 25th (attached), Mick LaClaire, Highway Superintendent, recommended vendors and bid prices for six highway products from the FRCOG bid process. Ann made a motion, seconded by Randy, to award the bids as presented in the memorandum. The vote was unanimous in favor. John asked if a pave-in-place price option could be included for next year.

In a second memo (attached), Mick informed the Board about upcoming projects the Department will be working on.

The Board also signed a Chapter 90 request for \$60,000 for resurfacing and chip-sealing 2.4 miles of road on South Cross, North Cross, and Center Roads and Cove View Lane.

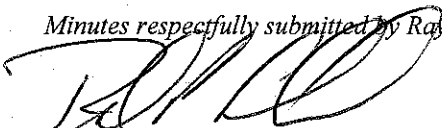
FY11 Heating Oil: Ray reported that the Town's fixed price for heating oil for FY11 will be \$2.3081/gallon. John, as Chair, signed the Sales Agreement Confirmation with the supplier, Dennis K. Burke.

Meeting Schedule: The Board decided to move its 6/22 meeting to 6/21 at 4:30pm, and to reschedule the second night of Annual Town Meeting to 6/28 at 7:00pm. Ann announced an invitation from the Western Mass Highway Engineers Association to a meeting on 6/3 where there will be a presentation on what's actually being done during the reconstruction of the Gill-Montague Bridge.

Warrant #24: The Board reviewed and signed Warrant #24.

Adjournment: The meeting was adjourned at 8:00 p.m.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



Randy Crochier, Selectboard Clerk

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Low Band Inventory

Type	Model #	Serial Number	Department #
MT100 Portable	H34GCU7100BN	749ARW0294C	206
MT100 Portable	H41GCU7160AN	546AXG0224 X	204
MT100 Portable	H41GCU7160AN	546AUU0254 X	208
MT100 Portable	H41GCU7160AN	546ARW0082C	202
Motorola Charger	NTN5540B		
Motorola Mobile Charger	NTN5438A		
Motorola Mobile Charger	NTN5438A		
Motorola Mobile Charger	NTN5438A		
Uniden Portable	SPH 58E	830001017	
Uniden Portable	SPU 48K	13000529	
Uniden Charger	APX 115	85001604	
Motorola Mobile Radio	T81XTA7TA7BK	776TVG0729	
Motorola Mobile Radio	T81XTA7TA7BK	776TXC1860	
Motorola Mobile Radio	T81XTA7TA7BK	776TYN1252	
Motorola Mobile Radio	T81XTA7TA7BK	776AUU1036	
Motorola Mobile Radio	T81JJA29000BK	433HGY2567	
Motorola Mobile Radio	T71KEJ7J04AK	483ARW0232	
Motorola Mobile Radio	T04KEA3006AWSP01	287ARY0036	
Motorola Mobile Radio Head	HCN1090A		
Motorola Mobile Radio Head	HCN1090A		
Motorola Mobile Radio Head	HCN1090A		
Motorola Mobile Radio Head	HCN1063B		
Motorola Mobile Radio Head	HCN4001A		
Uniden Mobile Radio	ATL 1100	63000724	
Uniden Mobile Radio Head	ATL 1100		
Ritron Mobile Radio	RPM-050	12495	
Transistor FM Radio Receiver	R719	R719B3-111506	
Motorola Speaker	HSN-4009A		
Motorola Speaker	HSN-4021B		
Uniden Speaker	AMX 250		
Motorola Mic	TMN6018A		
Uniden Mic	AMX 105A		
Johnson Mic			
Spectrum Antenna			
Spectrum Antenna			

TOWN OF GILL

M A S S A C H U S E T T S



www.gillmass.org

May 24, 2010

Dear Gill Resident:

THE TOWN OF GILL IS ASKING FOR YOUR ASSISTANCE!

We need your help so that the Town of Gill may apply to the Massachusetts Community Development Block Grant (CDBG) Program for funding for activities that will benefit the community.

We need to know the answers to a few simple questions in order to complete a survey, which will give the Town the information it needs to apply for CDBG funding for these projects. As part of the application, the Town of Gill must provide HUD and the State with current estimates of the incomes of the residents in the community.

THE INFORMATION YOU GIVE US FOR OUR SURVEY IS ABSOLUTELY CONFIDENTIAL AND WILL BE ONLY USED TO COMPUTE COMMUNITY AVERAGES.

ALL SURVEYS WILL BE FORWARDED TO THE FRANKLIN COUNTY REGIONAL HOUSING AND REDEVELOPMENT AUTHORITY (HRA), UNOPENED TO ENSURE CONFIDENTIALITY. HRA WILL TABULATE THE SURVEY RESULTS FOR THE TOWN OF GILL.

Please take a moment to fill out the enclosed survey and return it to the Franklin County Regional Housing and Redevelopment Authority in the return envelope by June 30, 2010. If we do not receive your completed survey by that time, a representative from the Board of Selectmen's Office will be calling or visiting you to ask for your response to the survey.

If you have any questions about the survey or the proposed project, please call the Board of Selectmen's Office at (413) 863-9347.

Your assistance and cooperation is greatly appreciated.

Sincerely,

Board of Selectmen

TOWN OF GILL

ADDRESS: _____

APARTMENT #: _____

1. NUMBER OF ELDERLY RESIDENTS? (65 Years or Older) _____

2. NUMBER OF HANDICAPPED RESIDENTS? _____

3. DO YOU OWN YOUR OWN HOME? Yes _____ No _____

4. DO YOU RENT? Yes _____ No _____

5. TOTAL NUMBER OF HOUSEHOLD RESIDENTS? _____

6. INCOME RANGE:

Please (✓) check the category closest to your HOUSEHOLD'S annual gross income.

- | | | |
|-------------------------|-------------------------|-------------------------|
| ___ Up to \$16,450 | ___ \$29,101 - \$31,000 | ___ \$48,501 - \$50,050 |
| ___ \$16,451 - \$18,800 | ___ \$31,001 - \$31,300 | ___ \$50,051 - \$51,650 |
| ___ \$18,801 - \$21,150 | ___ \$31,301 - \$35,200 | ___ \$51,651 - \$56,300 |
| ___ \$21,151 - \$23,450 | ___ \$35,201 - \$39,100 | ___ \$56,301 - \$62,550 |
| ___ \$23,451 - \$25,350 | ___ \$39,101 - \$42,250 | ___ \$62,551 - \$67,600 |
| ___ \$25,351 - \$27,250 | ___ \$42,251 - \$43,800 | ___ \$67,601 - \$72,600 |
| ___ \$27,251 - \$27,400 | ___ \$43,801 - \$45,400 | ___ \$72,601 - \$77,600 |
| ___ \$27,401 - \$29,100 | ___ \$45,401 - \$48,500 | ___ \$77,601 - \$82,600 |
| | | ___ \$82,601 + |

7. BUSINESS OWNER? _____ # EMPLOYEES? _____

Survey completed by: Owner _____ Renter _____ Staff (via phone) _____

Date: _____

**ALL INFORMATION PROVIDED IS CONFIDENTIAL AND
IS OBTAINED FOR STATISTICAL PURPOSES ONLY**

Please return the completed survey by June 30, 2010 to:
A prepaid envelope is enclosed for your convenience.

FCRHRA
42 Canal Road
Turners Falls, MA 01376

Gill Highway Dept.

Date: May 25, 2010

Memorandum:

Dear Selectboard,

As you may know we have contracted with the FRCOG to assist with some of our bid quotes this year. I have listed below the following bids for you to approve. I recommend the vendors and the prices to be in line with what services and products we will need for the up coming Fiscal Yr. (FY11). Bids for winter products will not be bid until late summer.

<u>Product</u>	<u>Vendor</u>	<u>Bid Prices</u>	<u>Vendor Location</u>
¾ processed gravel	Mitchell Exc	\$ 11.00 per yd.	Northfield, Ma
Hardpack gravel	Mitchell Exc	\$ 7.00 per Ton	Northfield, Ma
Bituminous Conc (FOB)	Lane Const	\$ 66.00 per ton	Northfield, Ma
Bituminous Conc (inplace)	Warner Bros LLC	\$ 60.95 per ton	East Deerfield, Ma
Liquid Asphalt (inplace)	Gorman Group LLC	\$ 3.29 per gallon	Albany, NY
Diesel Fuel	Dennis K. Burke	\$ 2.85 per gallon	Chelsea, Ma

Again I thank you for your support.

Thank you

Mick

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m e m o r a n d u m

To: Selectboard
From: Mitchell LaClaire, Highway Superintendent
Date: May 25, 2010
Re: Upcoming projects

I would like to keep you informed of the up coming projects we will be attending to for this year. All projects are slated to be completed before winter, this will keep all three of us very busy in the months ahead.

We will be cleaning shoulders on various roads

Shim paving- S. Cross Rd, N. Cross Rd, Center Rd, Lyons Hill Rd, Barney Hale Rd-(repair small area)

Oil And Stone- parts of S. Cross, N. Cross, Center, Lyons Hill, Cove View Ln.

Mill and Pave parts of Riverside

Installing a basin and 257ft of drainage on Highland Rd- (continuation from last fall ran out of time to finish)

Installing 310ft of drainage on Rt142

Replacing 40ft of culvert on Center Rd and installing a basin and drainage for same.

Repair headwall on culvert Dole Rd.

Clean ditches on various roads.

Tree work- several dead trees and normal trimming.

Mowing

Grading dirt roads

This is just some of the projects of interest, we have the normal daily issues as well.