

TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

SELECTBOARD MEETING MINUTES

December 4, 2012

Call to Order: The Selectboard meeting was called to order at 6:10pm.

Present: Ann Banash (remote), Randy Crochier, and John Ward, Selectboard members; Ray Purington, Admin. Assistant; Rick James, Patricia Crosby.

Randy stated that he received a request from Ann Banash to participate remotely in today's meeting for reasons of geographic distance (Florida). It was noted that meetings with a remote participant must use roll call for all votes.

Approval of Minutes: Ann made a motion, seconded by John, to approve the minutes of 11/19. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative.

Project Updates: The heating system at the Public Safety Complex seems to be working better, with more uniform heat in the various zones of the Fire Station. The Board noted that the thermostat lockboxes are open, and requested that be addressed. The noisy unit heater in the Meeting Room is still a problem; Tognarelli is working on a solution.

Town Hall Roof Bids: Bids for the Town Hall roof project were opened on November 28th. There were 5 valid bids and 1 that was rejected for being incomplete. The low bid of \$52,780.00 was made by RCI Roofing, LLP from Southampton. Ray and Mick will check references and report back. The Board looked at a color chart submitted by RCI, and asked to have the Historical Commission consider the chart and rank their top three choices.

Tax Rate Set: Ray reported that Gill's tax rate for FY13 was set by the Department of Revenue on November 27th. The new rate is \$15.34/thousand, which is the rate that was anticipated during the classification hearing on November 19th. Tax bills will be mailed out soon, with a due date of April 1.

GMRSB Negotiations: The Board reviewed a proposed joint letter from the Gill and Montague Selectboards to Interim Superintendent Mark Prince. The letter asks the School Committee to accept Montague Selectman Chris Boutwell as the two towns' representative to the upcoming collective bargaining sessions with the various unions. Additionally, the letter requests that the representative be named to the Committee's negotiating team. John made a motion, seconded by Randy, to approve the letter. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative. Ann noted that Ray will sign and initial the letter on her behalf.

Donated Photocopier: Ray explained that he has located a collating/finishing unit for the Xerox copier that was donated to the Town by FirstLight Power Resources. The unit costs \$400. It was suggested that Gene Beaubien be asked to cover the \$400 expense from the Vermont Yankee Emergency Management Fund, as the current Ricoh copier will be moved to the EOC once the Xerox is brought online. The VY Fund will also reimburse the Town Hall budget for the \$600 remaining on the Ricoh's maintenance & supply contract. Ann made a motion, seconded by John, to authorize Ray to purchase the collator/finisher and sign a maintenance/supply contract for the Xerox copier, contingent on a \$1,000 reimbursement from the VY Fund. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative.

Bridge Update: Ray provided an update on the two State bridge projects affecting Gill, based on information received from Al Stegemann, Mass Highway District 2 Supervisor. An expedited construction schedule for the Gill-Montague Bridge is under serious consideration, but has not received final approval. The contractor for that project has been reminded of the need to keep filled the potholes that develop around the expansion joints. The Factory Hollow Bridge project is not shut down or under any major delays; it is in a transition between subcontractors for planned phases of work. It is not being considered for expedited construction, as two-way traffic will be maintained for most of the project.

Gill Center Traffic: In a traffic-related aside, it was asked if the 30 mph speed limit signs near the center of Gill, especially the one near Lilly's, are too far from the center to keep traffic slowed down. The question will be relayed to the Police and Highway Departments.

Green Communities Grant Contract: The Board reviewed the paperwork associated with the contract for the \$139,900 Green Communities Grant from the Mass. Dept. of Energy Resources. Ann made a motion, seconded by John, to authorize Randy to sign the necessary papers to execute the contract. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative. Once the signed contract is received back from DOER, the Town can begin to spend the grant funds.

FY14 Budget: The Board reviewed preliminary revenue projections for FY14. Ray noted that he had tried to be conservative in the estimates, especially in light of mid-year state budget cuts announced today by the Governor. FY13 state aid to towns will likely be cut by 1%, which amounts to 2,340 for Gill. That amount should not pose a serious problem for the Town, but will be monitored as the year progresses. The Board requested that departments prepare "level services" budget requests for FY14, noting that we "already know what level funding looks like." In the face of a 4th consecutive year of budgets with minimal growth, a budget cut scenario doesn't seem especially realistic. It is expected that the well-constructed FY13 budgets from this summer will be helpful for the FY14 process.

FCSWMD Preliminary Assessment: The Board received the preliminary assessment figures for FY14 from the Franklin County Solid Waste Management District, noting a nearly 10% increase in the amount assessed to the towns. For Gill, the proposed increase is \$310, for an FY14 figure of \$3,631. While the amount of the increase is small, the percentage change is significant. The Board asked for copies of the FCSWMD budget proposal, and will discuss it further at their next meeting.

IRS Mileage Rate Increase: Ray advised the Board that the IRS has increased its mileage reimbursement rates effective January 1st, from 55.5 to 56.5 cents per mile. In recent years Gill has adopted the IRS rates as the Town's rate. The Board expressed concern that this new rate "feels too high," and a resident noted that her state agency only pays 45 cents per mile. The Board asked Ray to gather data on the amounts paid for mileage, and will discuss the matter further at their next meeting.

DEP \$500 Grant: The Town has received the contract documents for the DEP's Small Scale Initiative Grant, a \$500 grant that the Town will use to purchase recycled-content office products and recycle bins for residents. The FCSWMD handles the application for the grant; all the Town has to do is spend the money. John made a motion, seconded by Ann, to authorize Randy to sign the necessary papers to accept the grant. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative.

Sewer Commitment: Ann made a motion, seconded by John, to sign the December 5th sewer commitment in the amount of \$18,554.27. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative. Ray noted that a letter will accompany the sewer bills explaining the new sewer rate and outlining what residents can do to identify and correct improper sump pump sewer connections.

Sewer Liens: Based on a request and list of unpaid sewer taxes from the Tax Collector, John made a motion, seconded by Ann, to ask the Board of Assessors to place the listed amounts as sewer liens on the FY13 real estate tax bills. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative.

Correspondence – Hybrid Cruiser: The Board received a letter from Paul Marguet, a former Gill resident and former Gill police officer, and current Northampton police officer. The letter stated concerns with the Ford Fusion being considered as the next cruiser for Gill. Marguet feels the Fusion is not designed for police work and lacks adequate space for the officer and police gear. The Board feels strongly that with the upcoming purchase of a new cruiser there needs to be an opportunity for a visual comparison of the models being considered. We should get demo vehicles of as many models as we can, in the same place at the same time, to be able to evaluate them collectively.

Policy on Holidays: The Board reviewed an update to the Personnel Policy that clarifies the policy to be followed when a holiday falls on a Saturday or Sunday. The Personnel Committee had recommended the changes in early 2011, but it was never presented to the Selectboard for adoption. The Board questioned how the policy handles a Friday holiday, given that a number of employees' schedules do not include Fridays as regular work days. Ray will research the matter and bring it back to the Selectboard or Personnel Committee as appropriate.

MIIA Insurance Renewal: The Board reviewed a proposal from MIIA, the Town's insurance carrier, for a 0% rate increase in FY14 and a 2.5% maximum rate increase in FY15. Ray noted that he is very satisfied with MIIA's services and programs, and recommended taking advantage of the offer. Ann made a motion, seconded by John, to accept the proposal and authorize Ray to sign the acceptance on the Town's behalf. Randy – yes; John – yes; Ann – yes. The vote was unanimous in the affirmative.

MIIA Grant: Ray reported that the Town has been awarded a \$3,100 Loss Control Grant from MIIA. The grant will pay to install generator transfer switches at the Town Hall, Library, and Riverside Municipal Building, and to purchase a portable generator that can be shared among the three locations. While the generator will not be large enough to keep the buildings open to the public during an extended power outage, it will allow the buildings to be kept heated enough to avoid freeze-ups.

Sanders in Riverside: John asked Ray to check with the Highway Department to see if there is a way to slow the speed of the sander/spreader in the truck that normally takes care of Riverside during winter storms. It often seems like the sand is coming out too fast, which means too much sand when the truck travels at slower speeds, and far-flung sand when the truck travels too fast.

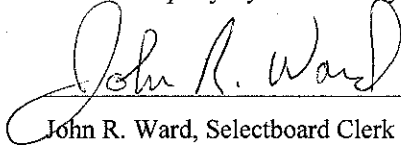
Adult Flu Clinic: It was noted that Lisa White, the Town's nurse through the Cooperative Public Health Services District, will hold a free flu clinic for adults at Gill Elementary on December 12th from 2-3pm.

7:45pm Ann left the meeting. Patricia Crosby and Rick James left the meeting.

Warrant: The Board reviewed and signed FY 2013 warrant #12.

Adjournment: The Selectboard meeting adjourned at 8:20pm.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



John R. Ward, Selectboard Clerk

TOWN OF GILL

FY 2013 Town Hall Roof Replacement - Bid Tabulation

COMPANY NAME	Bid Form	Signed for Addendum #1	Base Bid (\$)	Bid Deposit - 5% of Base Bid	Tax Compliance	Non Collusion	OSHA Certification	3 References?	List of Investigations, if applicable
R.C.I. ROOFING LLP (Southampton, MA)	Y	Y	\$52,780.00	Y	Y	Y	Y	Y	N/A
JANCEWICZ & SON (Bellows Falls, VT)	Y	N	\$59,679.00	Y	Y	Y	Y	Y	N/A
ARCHITECTURAL ROOF MANAGEMENT, INC. (South Hadley, MA)	Y	Y	\$67,240.00	Y	Y	Y	Y	Y	N/A
CAPEWAY ROOFING SYSTEMS, INC. (Westport, MA)	Y	Y	\$71,500.00	Y	Y	Y	Y	Y	N/A
J.D. RIVET & CO, INC. (Springfield, MA)	Y	Y	\$92,500.00	Y	Y	Y	Y	Y	N/A
REJECTED BIDS:									
WALKER & CO ROOFING AND CONSTRUCTION (Brattleboro, VT)	N	N	\$39,012.00	N	N	N	N	N	N/A

We declare that this is a complete and accurate list of bids opened in our presence this 28th day of November, 2012

Ray Purington, Administrative Assistant



December 10, 2012

Mr. Mark Prince, Interim Superintendent
Gill-Montague Regional School District
35 Crocker Avenue
Turners Falls, MA 01376

Dear Superintendent Prince:

The Boards of Selectmen of the towns of Montague and Gill request that the Gill-Montague Regional School Committee accept Christopher Boutwell, Chair of the Montague Board of Selectmen, as the two Towns' designated representative for the term of the current cycle of the District's collective bargaining with its several units. This designation is made in lieu of an election at a meeting held by the District.

Additionally, the Boards respectfully request that the Towns' representative be appointed to the District's negotiations team.

Sincerely,

BOARDS OF SELECTMEN

Christopher Boutwell, Chair
Town of Montague

Ann H. Banash (R.P.)

Ann H. Banash, Chair
Town of Gill

Revenue Projections for FY 2014																
updated 11/30/2012																
	FY14		FY13		FY12		FY11		FY10		FY09		FY08		FY07	
Tax Levy Calculation																
Levy Limit Prior Year	2,225,039		2,144,387		2,061,910		1,983,357		1,894,320		1,782,925		1,619,053		1,561,448	
2 1/2% Increase	55,626		53,610		51,548		49,584		47,358		44,573		41,196		39,036	
New Growth	15,000		27,042		30,916		26,264		41,679		31,809		122,676		18,569	
Prop 2 1/2 Override	-		-		-		-		-		35,013		-		-	
New Levy Limit	2,295,665		2,225,039		2,144,374		2,059,205		1,983,357		1,894,320		1,782,925		1,619,053	
Debt Exclusions & Interest	100,733		65,046		66,724		58,137		58,137		20,171		18,259		-	
Maximum Levy	2,396,398		2,290,085		2,211,098		2,117,342		2,041,494		1,914,491		1,801,184		1,619,053	
Unused Levy (Max - Taxes)	n/a		1,111		870		1,412		588		901		326		946	
Revenue Sources																
Total from Taxation	2,396,398		2,288,974		2,210,227		2,115,930		2,040,906		1,913,590		1,800,858		1,618,107	
Total State Aid	219,130		234,005		216,801		233,121		237,604		290,951		289,797		280,876	
		Available		Available												
Sewer Funds	45,000		45,000		67,600		66,166		78,281		110,278		120,864		33,500	
Dog Fund	359		800		-		800		-		-		-		-	
General Stabilization	141,078		132,753		-		9,350		-		-		-		-	
Bldg Insp Stabilization	-		28		9,171		4,667		-		-		-		-	
Capital Stabilization	28,105		28,077		-		-		-		-		-		-	
Educ. Stabilization	38,505		38,254		-		-		-		-		-		-	
Released Overlay	TBD		15,093		17,848		10,000		-		-		-		-	
Free Cash/Partic. Purp.	-		-		1,547		22,319		5,000		14,309		6,000		341,108	
Free Cash/Reduce Tax Rate	-		-		147,814		177,555		172,959		122,462		194,268		190,000	
Unused Free Cash	TBD		93,726		-		-		-		-		-		-	
Total Free Cash & Other	45,359		154,619		243,980		290,857		256,240		247,049		321,132		564,608	
Local Receipts																
	FY14 Estimate	FY13 Actual	FY13 Estimate	FY12 Actual	FY12 Estimate	FY11 Actual	FY11 Estimate	FY10 Actual	FY10 Estimate	FY09 Actual	FY09 Estimate	FY08 Actual	FY08 Estimate	FY07 Actual	FY07 Estimate	FY06 Actual
Motor Vehicle Excise	150,000	-	130,000	200,531	126,000	153,450	149,000	158,508	138,800	201,111	148,800	258,247	149,250	157,010	188,500	199,720
Other Excise	9,000	-	9,000	12,914	10,000	13,718	2,071	2,939	1,500	2,384	2,000	1,581	3,000	6,908	3,000	-
Penalty & Int. on Taxes	8,500	-	8,500	18,247	8,441	12,996	9,054	9,015	8,000	11,751	11,365	11,188	11,365	11,365	8,000	10,619
Sewer	35,000	-	34,032	47,406	-	-	-	-	-	-	-	-	-	-	-	-
Trash Stickers	32,000	-	32,000	35,939	30,000	40,739	29,532	38,615	30,200	30,028	34,000	29,798	31,369	31,369	32,000	-
Fees	15,000	-	15,000	25,042	14,650	21,515	16,503	18,333	14,800	22,393	14,852	21,160	14,852	14,852	15,000	19,765
Rentals	5,500	-	5,500	6,675	5,500	5,500	6,000	10,375	10,200	10,200	10,200	10,050	10,200	8,797	4,200	7,450
Licenses & Permits	5,000	-	5,000	25,225	22,200	27,463	24,953	30,129	23,000	39,164	31,000	30,518	32,250	72,932	31,000	34,121
Fines & Forfeits	2,500	-	2,500	4,398	6,500	7,595	9,960	11,233	8,000	11,165	14,500	17,443	18,500	18,818	14,000	18,360
Interest Income	1,500	-	1,500	3,597	2,000	2,797	4,723	5,002	2,200	6,789	6,575	13,971	10,000	18,374	10,148	13,425
Misc. Recurring Income	4,000	-	-	3,998	-	8,349	8,954	7,067	8,954	-	-	-	13,480	5,343	-	-
Misc. Non-Recurring	-	-	-	7,676	-	10,420	-	29,112	-	7,615	16,500	19,832	-	2,346	6,984	48,232
Total Local Receipts	268,000	-	243,032	391,646	225,291	304,542	260,750	320,328	245,654	342,600	289,792	413,788	294,266	348,114	312,832	351,692
Grand Total	2,928,887		2,920,630		2,896,299		2,900,658		2,780,404		2,741,382		2,706,053		2,776,423	

TOWN OF GILL

MASSACHUSETTS



www.gillmass.org

OFFICE OF THE BOARD OF SEWER COMMISSIONERS Sewer Use Charges and Inspection Fees

To: Town Accountant

You are hereby notified that COMMITMENT(S) as shown below has (have) this day been made by the Board of Sewer Commissioners to Veronica LaChance, Tax Collector (Town Collector) and Collector of Sewer Charges. Bill date is December 5, 2012.

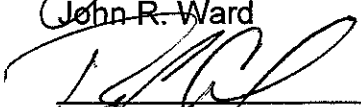
To: Veronica LaChance, Tax Collector (Town Collector) and Collector of Sewer Charges for the Town of Gill in the County of Franklin:

You are hereby required to collect from the several persons named in the list dated November 28, 2012, herewith committed to you the amount of the sewer usage charges assessed therein to each such person, with penalties, the sum total of such list being Eighteen Thousand Five Hundred Fifty Four and 27/100 Dollars (\$18,554.27).

Given under our hands the Fourth day of December, 2012.

Ann H. Banash


John R. Ward


Randy Crochier

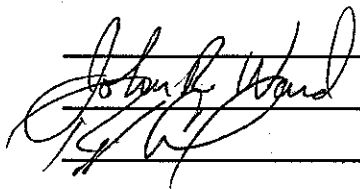
Board of Sewer Commissioners of the Town of Gill

Monday, December 03, 2012

To: Board of Sewer Commissioners
From: Veronica LaChance Collector - Treasurer
Subject: Unpaid Sewer Use Charges

I would like the Board of Sewer Commissioners to request that the Board of Assessors place the amounts listed below as Sewer Liens on the fiscal year 2013 Real Estate Tax Bills.

AcctNo	Owner Name	Address	Lien Amount
11300	GIBSON KEVIN P.	7 GROVE STREET	\$1,101.62
2300	SHAW KRISTIN E.	46 FRENCH KING HWY	\$268.95
3100	STONE JEFFEREY P.	65 FRENCH KING HWY	\$583.91
3200	WOODS CHARLENE M.	3 WALNUT STREET	\$433.32
4400	BAIRD ALICE M.	16 WALNUT STREET	\$149.14
6100	WALDRON SCOTT A.	15 OAK STREET	\$483.98
800	PLAUSKY THOMAS E.	10 MAIN ROAD	\$169.00
8600	THOMPSON PATRICIA	29 RIVERVIEW DRIVE	\$659.83
9300	FRANSEEN ELIZABETH	41 RIVERVIEW DRIVE	\$441.64
9600	SMAIL GARY W.	3 MYRTLE STREET	\$112.04
GRAND TOTAL			\$4,403.43



Board of Sewer Commissioners



MIIA Member Services
15 Cabot Road
Woburn, MA 01801-1003
TEL (800) 526-6442
FAX (781) 376-9907
www.emiaa.org

November 30, 2012

SB 12/4/12
Mailed 12/7/12

Mr. Ray Purington
Administrative Assistant
Town of Gill
325 Main Road
Gill, MA 01354

Re: 2 Year Guarantee Proposal

Dear Ray:

The Town of Gill is an important member of the MIIA programs. Due to the overall success of our programs and your excellent loss history, we are able to offer you a renewal proposal for Fiscal Year 2014 and Fiscal 2015 which includes a rate change of 0% for Fiscal Year 2014, and a rate increase of no more than 2.5% for Fiscal Year 2015. We are pleased to offer this renewal proposal for both your property and liability and workers' compensation coverages.

Your overall contributions may reflect changes in exposures, such as an increase in building values, change in vehicles, change in expenditures, increases in payroll or changes in experience modification factors. This offer is being made to a limited number of MIIA members and is contingent on maintaining a favorable loss ratio for all lines of coverage below 60% through Fiscal Year 2015. As a reminder, MIIA may provide participation discounts and *MIIA Rewards* credits depending upon individual member participation.

MIIA is the non-profit insurance arm of the Massachusetts Municipal Association (MMA) which was established to deliver insurance cost stability for Massachusetts communities. We provide superior, competitive risk management solutions including health, property and liability and workers' compensation insurance to nearly 400 cities, towns and other public entities in Massachusetts.

By accepting our proposal, you will continue to benefit from stable costs from MIIA's consistently superior coverages and services. In order to accept our offer, please sign and return the enclosed copy of this letter to our offices before December 14, 2012. For your convenience, enclosed is a return envelope.

We are pleased to serve you and appreciate your continued commitment to the MIIA programs.

Sincerely,

Charles J. Winn
Senior Account Executive

We wish to continue participating in the MIIA Property and Liability and Workers' Compensation programs for Fiscal Year 2014 and Fiscal Year 2015.

Signature
Administrative Assistant

Title

12/6/12

Date

Rec'd
11/26/12

Board of Selectman,

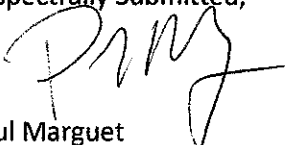
It has been brought to my attention that the town wants to purchase a Hybrid Ford Fusion as the next police cruiser. As a Police Officer who worked in the Town of Gill for two years and have since been an officer in the City of Northampton for the past two years, I have concerns with the Ford Fusion as the next cruiser because of the size of the car.

The classic Ford Crown Victoria was the preferred car for police use because it was large enough to be able to perform for officers. The seats in Crown Victoria's are wider because officers are wearing duty belts which stick quite a bit. The rear seats had a lot of leg room so when a cage is put in between the driver and prisoner there was enough room for both to fit comfortably. Since the Crown Vic is no longer being made, alternative police cars are being produced and the Ford Fusion Hybrid is not designed for policing. I understand a Hybrid vehicle would be cost effective due to its high fuel economy but it would not be effective in use for policing.

With a smaller sedan, there would barely be enough room for a taller officer to fit in the cruiser not to mention enough room for a prisoner to be placed in the rear of the car. Cruisers also need to be designed to carry all the necessary gear that is needed for policing. This is an issue that came up in Northampton when choosing which cruiser that will be purchased instead of Crown Vic's. We first went to the Ford Taurus's and attempted to outfit it for police use but their trunk space was not large enough to carry all of our gear. The Ford Taurus is a larger vehicle than the Ford Fusion and it was still not able to work for us. We have begun to change our fleet of cruisers over to the new police version of the Ford Explorer. I am not suggesting that Gill get another Ford Explorer, but I do feel that it should purchase another car that is better designed for police use and is able to outfit the gear that Gill PD requires to be carried in their cars.

As someone who lived in the town of Gill for about 18 years and is now in the process of purchasing a home back in town, I would like to see the police department outfitted with a cruiser that will best work for the members of the department and for the residents in town. Thank You for your consideration.

Respectfully Submitted,


Paul Marguet

Current policy, including 2009 corrections that still need to be approved:

XIII. BENEFITS

(d) Holidays -- All holiday pay is paid at an employee's regular daily rate. The holidays to which regular full-time employees are entitled with pay are New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Patriot's Day, Memorial Day, July 4, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. ~~Columbus Day, and Patriot's Day~~ In order to qualify for holiday pay, an employee shall have worked on the last scheduled work day before, and the day following, such holiday, unless approved in advance by the Department Head and the Selectboard. If a holiday falls on a Saturday, the day off shall be Friday; if it falls on a Sunday, the day off shall be Monday.

In the case where an employee is required to work on a paid holiday, the employee may receive compensatory time, or pay at the rate of two times the employee's normal hourly rate for the period of the holiday worked. The employee must state in writing to the Department Head which of these two options he prefers within seven (7) days; if he does not, he will be paid or a vacation day will be designated. Compensatory time off will be taken subject to the approval of the Department Head.

Proposed changes, to address employees who don't work on Fridays:

(d) Holidays -- All holiday pay is paid at an employee's regular daily rate. The holidays to which regular full-time employees are entitled with pay are New Year's Day, Martin Luther King's Birthday, Presidents' Day, ~~Washington's Birthday~~, Patriot's Day, Memorial Day, Independence Day, ~~July 4~~, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. ~~Columbus Day, and Patriot's Day~~ In order to qualify for holiday pay, an employee shall have worked on the last scheduled work day before, and the first scheduled work day following such holiday, unless approved in advance by the Department Head and the Selectboard.

-If a holiday falls on a Saturday, the day off shall be the first scheduled work day before the holiday ~~Friday~~; if the holiday ~~it~~ falls on a Sunday, the day off shall be the next scheduled work day ~~Monday~~.

In the case where an employee is required to work on a paid holiday, the employee may receive compensatory time, or pay at the rate of two times the employee's normal hourly rate for the period of the holiday worked. The employee must state in writing to the Department Head which of these two options he prefers within seven (7) days; if he does not, he will be paid or a vacation day will be designated. Compensatory time off will be taken subject to the approval of the Department Head.