

# TOWN OF GILL

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



[www.gillmass.org](http://www.gillmass.org)

## SELECTBOARD MEETING MINUTES

*January 3, 2012*

Call to Order: The meeting was called to order at 4:30pm.

Present: Randy Crochier, Ann Banash and John Ward, Selectboard members; Ray Purington, Administrative Assistant. Others Present: Rick James, David Detmold.

Review of Minutes: Ann made a motion, seconded by John, to accept the minutes of 12/19 and 12/27. The vote was unanimous in the affirmative.

Public Safety Complex Boiler: The Board reviewed the Invitation for Bid for the boiler replacement project at the Public Safety Complex. It was decided that as long as the CIPC meeting (1/4) and Selectboard/Finance Committee meeting (1/9) raise no objections, Ray should submit the project to the Central Register on 1/10, so that it can be advertised in the 1/18 issue. Assuming Town Meeting approves the requested funds for the project, this early jump on advertising will let bids be opened two weeks earlier than if we waited until 1/24 to submit to the Central Register. The IFB ad in the Recorder will be submitted on 1/18, assuming a positive town meeting result.

Siemens Project: Ray reported that the replacement burner for the boiler at Gill Elementary has been ordered by Siemens with a 3-week lead-time from the supplier, PowerFlame. This is half the standard 6-week lead-time. In the meantime, in hopes of doing even better than 3 weeks, Siemens is searching their distribution network and looking at other burner suppliers. After being serviced right before Christmas vacation, the burner has been functioning normally since then, and has not caused the boiler to shutdown.

Public Health District: The Board reviewed an email from Phoebe Walker that provided an update on the Public Health District. Since the project did not receive an award for a District Incentive Grant, the Community Innovation Challenge grant is now being considered. The CIC is one-year funding, with the possibility, but no guarantee of renewals. Phoebe will be revising the PHD plan to fit within a possible CIC-funded budget, and will meet with the district planning group to get their recommendation on a CIC application. Timing will be tight, as the CIC deadline is January 17<sup>th</sup>, and applications need signed letters of support from the Selectboards of each member town.

The Board expressed continued support for the goals of the PHD, and the additional health services it will provide to Gill's residents, but also noted concern about the possible financial impact. With the PHDIG, there would have been no budget impact to member towns in the first year of the program. This may not be the case with CIC funding. The Board asked that this topic appear on their agenda for their meeting on January 9<sup>th</sup>, in hopes that the planning group will have met and made a recommendation by then.

Franklin County Regional Emergency Planning Council: The Board received two invitations from the FCREPC for upcoming seminars and exercises. On February 7<sup>th</sup> there will be a seminar on the Regional Hazardous Material Emergency Plan. On February 15<sup>th</sup> there will be a tabletop exercise in which the group will discuss a simulated hazardous material and natural disaster situation affecting several Franklin County towns.

Election Worker: Acting on a request from the Town Clerk, Ann made a motion, seconded by John, to appoint Helen Pleasant as an Election Worker effective immediately and for a term through June 30, 2012. The vote was unanimous in the affirmative.

Letter of Thanks: The Board received a letter from C&C Consulting Engineers, LLC that praised the Gill Police Department, and specifically Chief Hastings, Sergeant Redmond, and Officer Hunter, for "exemplary service; protection, and courtesy provided...during our survey work along the entire length of Route 2..." Copies of the letter will be provided to the officers and placed in their files.

FY13 Fuel Oil Projections: Ray presented initial figures and predictions on FY13 pricing for fuel oil, diesel, and gasoline. Predictions from the Lower Pioneer Valley Education Collaborative, which Gill has used for fuel oil bids the last several years, indicate heating fuel at \$3.30/gallon (up from \$3.188 this year), diesel at \$3.75/gallon (down from \$3.84), and gasoline around \$3.45-3.50/gallon. Ray is estimating 4,500 gallons of heating oil for the pre-buy, but advised waiting to lock in until after the outcome on the special town meeting vote on the boiler project at the Public Safety Complex.

5:05pm David Detmold and Rick James left the meeting.

Warrant: The Board reviewed and signed FY 2012 warrant #14. Randy abstained from signing the payroll warrant.

Adjournment: The Selectboard meeting adjourned at 5:20 p.m.

*Minutes respectfully submitted by Ray Purington, Administrative Assistant.*

A handwritten signature in cursive script, appearing to read "Ann H. Banash", is written over a horizontal line.

Ann H. Banash, Selectboard Clerk

## Ray Purington/Gill Selectboard

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**From:** Phoebe Walker [health@frcog.org]  
**Sent:** Tuesday, January 03, 2012 1:30 PM  
**To:** Phoebe Walker  
**Subject:** Next Steps for Cooperative Public Health Service  
**Attachments:** cic-grant-guidelines (2).doc; cic-grant sign off.doc; Letter to non-funded Program Franklin County.pdf

Hello, Cooperative Public Health Service Towns,  
I trust you all received my disappointing email about the Dept. of Public Health funding just before the holidays (see attached letter from DPH if you missed the email in the holiday crush).

While we were not funded under that source, we were strongly encouraged to apply for the Community Innovation Challenge (CIC) grants being offered by the Secretary of Administration and Finance. There are some ways in which this may be an easier funding source, as there are far fewer requirements of the grant. They are looking for innovative ways for towns to work together that are "shovel ready" – I think our CPHS proposal is both, but need to hear from you about whether you want us to pursue this on your behalf. Applying for the CIC funding will be relatively easy, as we can submit the application we sent to DPH as part of this one. It is due on January 17th.

Clearly, we need to meet! I will send out a Meeting Wizard request to find a time to discuss steps later today, and I hope to see you all soon. Please let me know by email if you would like to move ahead with the CIC. If you do, we can discuss whether your towns would want to change anything about our application for this different funding source when we meet.

In the meantime, assuming from my conversations with some of you that most of you are in support of the application, we need to start getting the signatures that the CIC grant requires. Attached please find a grant sign off form, which should be returned to me by January 13th. The Administration requires one signed by the Board of Selectmen for each participating town. Additional forms signed by the Board of Health would be great, but if that is not possible due to time constraints, we do have the signature forms from the DIG grant showing BOH approval.

I look forward to hearing from you soon,  
Phoebe

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Phoebe Walker, MPA  
Director of Community Services  
Franklin Regional Council of Governments  
425 Main Street, Suite 20  
Greenfield MA 01301-3313  
(413) 774-3167 x119  
(413) 774-3169 Fax  
[health@frcog.org](mailto:health@frcog.org)

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No virus found in this message.

Checked by AVG - [www.avg.com](http://www.avg.com)

Version: 2012.0.1901 / Virus Database: 2109/4720 - Release Date: 01/03/12

# Community Innovation Challenge Grant

## GUIDELINES

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Our new fiscal reality demands that we invest in and incentivize innovation among local government to find new and more efficient ways to deliver core local services, much as we are doing at the state level to change the way government does business. The Patrick-Murray Administration's new Community Innovation Challenge Grant Program will identify compelling strategies that will help cities and towns throughout the Commonwealth to maintain critical local services and stretch every tax payer dollar as far as possible.

**Application deadline: January 17, 2012**

### I. PURPOSE

A multi-year competitive grants program to provide significant incentives and financial support for one-time or transitional costs related to improving local government service delivery efficiency, service quality, and achieving cost savings through:

- **Regionalization:** shared services, joint or regional facilities, intergovernmental agreements, consolidations, mergers, and other types of collaborations.
- **Other reform and efficiency Initiatives:** for a single entity to plan and implement innovative internal efficiency initiatives to improve the quality and efficiency of service delivery in ways that achieve cost savings.

Allowable applicants include:

- municipalities
- regional schools
- school districts considering forming a regional school district or regionalizing services
- regional planning agencies and councils of government

Regional planning agencies and councils of governments may also serve as the administrative or fiscal agent on behalf of municipalities.

### II. GRANTS

**Grant amounts:** Requests for awards up to \$500,000 will be considered. Applicants will be required to submit a detailed budget and project timeline.

**Grant awards and selection process:** Proposals will be reviewed by an evaluation committee of state and independent members, with final decisions made by the Secretary of Administration and Finance based on the criteria set forth below. The evaluation committee may request further information or hold interviews.

**Grant recipients will be announced not later than February, 2012.**

# Community Innovation Challenge Grant

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## GUIDELINES

**Eligible use of funds:** One-time costs, transitional costs, or seed money for regionalization and other efficiency initiatives.

**Eligible project activities:** Planning and implementation activities are eligible. Feasibility studies are NOT eligible.

**Grant Disbursements:** Grant recipients will receive award funds for eligible costs in quarterly allotments based on submission of a quarterly report on project activities, expenses, and identified performance measurements achieved during the quarter.

### III. CRITERIA FOR SELECTION

Criteria for selection will include but not be limited to:

- Innovative
- Potential for greatest impact
- Cost savings and/or other tangible benefits such as service enhancements, service delivery efficiencies, or other benefits
- Demonstrated feasibility of successful implementation
- Speed of project timeline for completion
- Potential applicability to other local governments (including in the context of regionalization proposals, opportunity for other local governments to join)

### IV. SUBMISSION REQUIREMENTS

The Executive Office for Administration and Finance is soliciting thoughtful plans and proposals for innovative initiatives. Describe proposed initiative in detail, including exact purpose of the grant funds, objectives, problems trying to address, any efforts or steps already taken to address the problem, any obstacles encountered to date and plans to resolve those challenges, the manner in which economies of scale or efficiencies would be achieved, change in service delivery, what entity would be responsible for service delivery, how participating entities would retain oversight/responsibility of service, and how the population would continue to be served.

In addition to a general description of the proposal, applicants should also address the following aspects:

#### **Benefits:**

Identify cost savings and benefits for each participating entity.

Identify cost savings and how such savings will be achieved, including any removal of redundancies, reductions in personnel or unfilled positions eliminated.

Identify other benefits. Other benefits may include enhanced level of service, improvements to organization or management structure, improved public access to

# Community Innovation Challenge Grant

## GUIDELINES

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local government services, a more efficient level of service that still meets the population's needs, improvements in qualifications or efficiency of staff, increased hours of operation, new online availability, or reduction in capital facilities to maintain.

Identify need for funding such that the initiative would not happen or would not achieve the identified benefits without the funds provided by this grant program.

### **Cost impact:**

For each participating entity, identify any new costs that will be incurred and how the costs will be paid for or offset. Describe how new initiative will be made financially viable for the long-term once established.

### **Measures of success:**

Propose approach to evaluating and measuring the success of the initiative, both the success of implementing the proposed project and the success of the initiative or reform going forward once implemented. Include expected measurable improvements in service delivery or efficiency. Applicant will be required to engage with the grant program manager to develop performance measurement criteria.

### **Project budget for requested amount:**

Provide a detailed and realistic project budget estimate. Include breakdown of amount requested by activity/task and type of cost. Note if project budget is attached as separate document.

If other sources of funds are have been sought for this project, please identify other sources and whether those funds have been applied for (provide copy of application) or secured (provide evidence).

### **Project timeline:**

**Projects must be completed before or by December 31, 2012.** However, special consideration may be given to extended timelines for extraordinary projects. Note if project timeline is attached as separate document.

### **Identify innovative aspects of proposal:**

...including changes in way local government does business

### **Potential applicability to other local governments:**

Projects will be evaluated in part on potential for applicability to other local governments and/or potential for expansion. Describe how proposed project meets this requirement of

# Community Innovation Challenge Grant

## GUIDELINES

serving as a viable prototype for other local government entities. Describe how this project can be expanded.

### Evidence of commitment among applicants/participants:

Applicants must submit documentation of demonstrated support for the proposed initiative and grant application from each participating entity: if a city by the mayor or city manager, if a town by the board of selectmen, if a town with a town council by the town manager or administrator, if a school district by the school committee, if a district by the prudential committee. See signature form at end of application.

## V. REPORTING

**Project updates:** In order to receive funds for eligible costs in quarterly allotments, applicants will be required to submit quarterly reports on project activities, expenses, and identified performance measurements achieved during the quarter.

**Project evaluation:** Grant recipients will be required to engage with the grant program manager to conduct evaluation and success measurement activities.

**Final report:** Applicants will be required to submit a final project report, including documentation of project activities, benefits, lessons learned, documents created (such as MOU, ISA, or other agreements or contracts). Final report should include sufficient documentation such that another local government entity could use the report as a guide to replicating the initiative.

## VI. FOR MORE INFORMATION:

### Information sessions scheduled for:

**Thursday, November 17, 2011**

Town of Plymouth  
Fehlow Room, Public Library, 132 South Street  
10:00-11:00 AM

**Monday, November 21, 2011**

City of Greenfield  
GCC Downtown Center, 270 Main Street  
10:00-11:00 AM

**Wednesday, November 30, 2011**

Town of Brookfield  
Brookfield Town Hall, 6 Central Street  
6:30-7:30PM

### Program Contacts:

**Pam Kocher**

Director of Local Policy  
Executive Office for Administration and  
Finance

**Email:** [CICgrants@state.ma.us](mailto:CICgrants@state.ma.us)

**Phone:** 617-727-2040

**Tim Dodd**

Program Manager  
Executive Office for Administration and  
Finance

**Email:** [CICgrants@state.ma.us](mailto:CICgrants@state.ma.us)

**Phone:** 617-727-2040

# C&C Consulting Engineers, LLC

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## **Thank You Residents of Gill**

Town of Gill, Massachusetts  
325 Main Road  
Gill, MA 01354-9758

### **Dear Selectboard Members;**

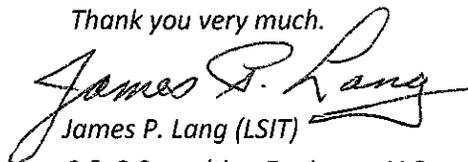
*I would like to acknowledge and let it be known to all the townspeople of Gill of the exemplary service protection and courtesy provided by your police department during our survey work along the entire length of Route 2 in your beautiful town. Often unappreciated, this service was exemplary of professionalism of the highest order. Both Greg Wilson, PLS and myself James Lang LSIT ( C & C Consulting Engineers , LLC) whom together have close to 70 years of experience in the survey profession, experienced what we felt was exceptional service and protection of the highest order from your Police Department during our work along Route 2 throughout the month of December 2011.*

*Rarely in our experience surveying roads and highways across the Commonwealth, have we had the extensive protection afforded us by such a highly professional Police Department. Chief David Hastings himself provided detail for our safety as well as Sergeant Christopher Reddington and Officer Robert Hunter. We would again like it be known what a highly efficient, professional and courteous officers your town has employed for your Police Department, of which you should be proud.*

*Attention to detail on this type of highway surveying can mean the difference in preventing injury or accident to motorists as well as the workers contracted to perform this often times hazardous mapping along busy roads. The townspeople of Gill should be aware of the immense appreciation both Greg and I have for having their services during our work along Route 2 in your beautiful town.*

*We would like you as well as all the residents of Gill, Massachusetts to know that our protection was never in doubt, ever, throughout our 25 days of surveying the Mohawk Trail in your town.*

Thank you very much.



James P. Lang (LSIT)

C & C Consulting Engineers LLC  
214 Lincoln Street  
Boston, Massachusetts 02134



Annual Energy Prices Crystal Ball  
For FY 2013

12/16/2011

**PETROLEUM PRODUCTS** (look to lock in prices if they dip this winter.)

(Futures have been all over the map lately. These assume a \$3 index price. Prices may not hold through all next year.)

**Fuel Oil:** (Futures Prices are about the same as they were last year but very volatile.) (Estimates delivery.)

Trailer Delivery: \$3.15 per gallon.

Pump Truck Delivery: \$3.30 per gallon.

**Gasoline:** For Regular Unleaded. (For mid-grade add \$.10, for Premium add \$.20.) (Estimates include tax & delivery.)

Trailer Delivery: \$3.20 per gallon.

Pump Truck Delivery: \$3.35 per gallon. — 3.45 - 3.50 / gal. might be reasonable.

**Diesel:** (again, look to lock in prices if they dip this winter.) (Estimates include tax & delivery.)

Trailer Delivery: \$3.50 per gallon.

Pump Truck Delivery: \$3.75 per gallon.

**NATURAL GAS**

Distribution:

Bay State Gas: small \$.45 ave., Med. & Lg. \$.30 ave. / therm

Berkshire Gas: small \$.48 ave., Med. & Lg. \$.35 ave. / therm

Alternately, take your FY10 gas company total costs and add 3%. Neither company has requested a rate hike in a few years so better be ready in case they do for January 2013.

Commodity:

We are in the process of going out to bid for this now. Budget \$.85 (I expect it to be lower but this is a good budget figure)

**ELECTRICITY**

Distribution:

WMECO: \$.072 average per kWh

N-Grid: \$.07 average per kWh.

With the WMECO 20% rate hike in February 2011, the emphasis is on demand charges. If you have relatively high demand compared to your kwh use, you average will be closer to \$.08.

Generation (if you are looking to renew your contract this year, this is a good time):

WMECO: \$.078 average per kWh.

N-Grid: \$.078 average per kWh.

That's it for now.

I'll be back in touch as things progress.

Paul W. Schroeder  
Manager, Energy Services  
413-735-2234, cell 413-237-4089  
pschroeder@lpvec.org

**LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE**  
174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089 PHONE 413-735-2200 FAX 413-735-2280

SERVING AGAWAM! EAST LONGMEADOW! HAMPDEN-WILBRAHAM! LONGMEADOW! LUDLOW! SOUTHWICK-TOLLAND! WEST SPRINGFIELD

Library	Public Safety	RMB	Town Hall
9.9 9/20/2011	6.6 9/20/2011	35.4 9/20/2011	37.8 9/20/2011
31.6 11/23/2011	211 11/8/2011	171.3 11/8/2011	55.6 11/8/2011
42.3 12/16/2011	377.9 12/16/2011	200.8 12/16/2011	90.2 12/16/2011
64 1/4/2011	343 1/1/2011	203.0 1/4/2011	91.0 1/4/2011
115 1/30/2011	483 1/19/2011	352.0 1/30/2011	176.0 1/30/2011
	380 1/30/2011		
66 2/15/2011	273 2/8/2011	186 2/15/2011	116 2/15/2011
66 3/8/2011	171 2/15/2011	224 3/8/2011	105 3/8/2011
71.7 6/29/2011	86 3/1/2011	339.5 6/29/2011	157.3 6/29/2011
	234 3/8/2011		
	136 3/15/2011		
	480 4/19/2011		
	131.1 6/29/2011		
<b>466.5</b>	<b>3312.6</b>	<b>1712</b>	<b>828.9</b>

Shaded cells are projections based on 2010/11 deliveries

Most FY11 automatic deliveries were stopped in March 2011 due to high "rack rate" prices

1270 gal Actual Deliveries through 12/22/2011

6320 gallons Projected Deliveries for 2011/12 contract

\$ 1.8181 per gallon for 2009/10 contract

\$ 2.3081 per gallon for 2010/11 contract

\$ 3.1880 per gallon for 2011/12 contract

The 2010/11 winter was a "typical New England winter", and 2011/12 has been fairly normal as well. Use that data as a baseline for 2012/13.

467 Library                      3313 PSC                      1712 RMB                      829 Town Hall

For 2012-2013:

6321 gallons forecasted for 2011/12 (1/3/12 update)

minus 663 gallons equal to 20% of forecasted use at Public Safety Complex, due to savings from installing new boilers and converting from steam to FHW.

subtotal 5658 gallons

minus 1132 gallons equal to 20% of forecast, as an overbuy safety factor

**But:** Underbuying oil means paying "rack rate" (market price) at end of winter.

equals 4527 gallons for FY13 (winter of 2012/13) sales agreement

Round to 4,500 gallons

FY12 was locked in for 5,500 gallons. Using that figure, minus 700 gallons of savings from the PSC, would be 4,800 gallons.