

# TOWN OF GILL

MASSACHUSETTS



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

## SELECTBOARD MEETING MINUTES

*October 23, 2012*

Call to Order: The Selectboard meeting was called to order at 6:00pm.

Present: Randy Crochier and John Ward, Selectboard members; Ray Purington, Admin. Assistant; Mick LaClaire, Claire Chang, Patricia Crosby.

Approval of Minutes: John made a motion, seconded by Randy, to approve the minutes of 10/9 and 10/11. The vote was unanimous in the affirmative.

Project Updates: Mick LaClaire, Highway Superintendent, reported that startup and training on the new boilers at the Public Safety Complex took place on 10/19. The fan on the Modine unit heater in the training room is louder than is desirable for that type of space. The sales rep for F.W. Webb has offered to donate a device to control the speed of the fan, and Tognarelli will install it before Election Day on November 6<sup>th</sup>. It is expected that there will need to be a few more return visits by Tognarelli and F.W. Webb to adjust the boiler controls to match the behavior of the building.

Ray noted that the final payment was being made to Siemens this week. There are no outstanding issues with their boiler replacement project at the Elementary School. Bid specs for the Town Hall roof are still in process.

PSC Windows: Mick presented three quotes for 5 replacement windows at the Public Safety Complex. Four windows will be for Highway Dept. windows along the south end of the building, and one window for the kitchen in the Fire Dept. The current windows are single-pane with steel sashes. The new windows will be double-pane vinyl gliding windows. The low quote was from R.K. Miles for their "Modern View" brand, with 3 windows at \$193.18 each and 2 windows at \$233.00 each. Installation will be done by the Highway Department. John made a motion, seconded by Randy, to approve the project, with funds coming from the Building Maintenance account. The vote was unanimous in the affirmative.

Mick explained that he is awaiting additional quotes for two replacement windows for the Fire Dept. radio room and the Fire Chief's office. R.K. Miles has quoted \$305 per window for vinyl replacement sliding windows. The current windows are double-pane, but the seals leak, causing the windows to fog up between the panes. Mick is also getting quotes to replace the front door to the Police Dept, as that door has been modified so many times that it no longer seals properly. A pre-hung metal door is being quoted.

Library Bulkhead: Feedback from the Historical Commission and from the Library Trustees indicates support for removing the library's cellar entryway and replacing it with a traditional metal bulkhead. When the exterior window over the entryway/bulkhead is repaired and rebuilt, the Trustees would also like the squirrel-damaged interior window repaired as well. It is expected that this project will also be done by the Highway Dept.

Town Hall Office Walls: Mick asked if it was time to proceed with construction of the office walls on the first floor of Town Hall. Randy noted his concerns about an earlier Renaissance estimate for the project that included more than \$10,000 in HVAC work. He feels that until the true scope and cost of the project is known, it should not be started. Only \$10,000 has been approved for the work, and to run out of money partway through would not be responsible to the voters. It was suggested that maybe Bart Bales could evaluate the impact of the proposed new offices as part of the energy audit he will be doing for the Green Community grant. Mick and Ray will continue to explore the total needs and costs of the project and will come back when there is more information.

Chapter 90 Projects: Mick presented two Chapter 90 Project Requests - \$16,000 for gravel used to repair shoulders on Main, West Gill, and Mountain Roads, and \$30,000 for shimming and chip sealing 12,000 feet of Mountain

Road, Bickford Lane, and other various roads. John made a motion, seconded by Randy, to authorize Randy to sign the Project Request forms. The vote was unanimous in the affirmative.

7:10pm Mick left the meeting.

Rescue Van Repairs: The Board reviewed an estimate from Rose Ledge Companies in Erving to perform repairs to the Fire Department's 1985 Ford Rescue Van. The estimate totals nearly \$3,000, which was felt to be an "awful lot of work" for a 27-year-old vehicle. Department and Town priorities were questioned, given that this is the first-response vehicle for most medical calls, which are a majority of the calls for the Fire Department. It was wondered why a replacement for this vehicle hasn't been prioritized ahead of a new police cruiser and ahead of a new fire engine. This discussion will be continued with the Fire Department as part of the FY14 capital plan and budget process. John made a motion, seconded by Randy, to authorize Randy to sign the purchase order for the repair work. The vote was unanimous in the affirmative.

VY Contract: The Town has received the annual \$7,500 contract from MEMA to provide Radiological Response Preparedness Program services with respect to the Town's proximity to the Entergy Nuclear Plant in Vernon, VT. Randy made a motion, seconded by John, to authorize Ray to sign the contract on behalf of the Town. The vote was unanimous in the affirmative.

Sewer Abatement: John made a motion, seconded by Randy, to grant abatement of \$21.42 to Jeff Suprenant for sewer charges related to metered water used to fill a spa. The vote was unanimous in the affirmative.

Surplus Equipment: Sealed bids on surplus equipment were opened at 2:00 PM on 10/22. There was one bid of \$57.50 from Richard Cornwell for the 1990 dump truck body. Mr. Cornwell also placed the sole bid of \$75.50 for the 1983 Torwell sander bed conveyor. There were three bids for the 1987 Chevy pickup truck, with a high bid of \$657.00 from Jeffrey McComb. Ray recommended awarding the bids for the dump truck body and the pickup truck, but stated that Mick is checking to see if another town might be interested in the sander conveyor, as the one bid seems very low. John made a motion, seconded by Randy, to award the dump truck body and pickup truck to the high bidders. The vote was unanimous in the affirmative.

There were no bids for the wooden chairs, wire shelf unit, and Motorola radios. The chairs and shelf will be disposed of as scrap. Ray will look into a Craigslist posting for the radios.

Citizen Advisory Committee: Ray shared a request from the Franklin County Regional Housing and Redevelopment Authority for a Gill resident to serve on a Citizen Advisory Committee. The CAC will provide oversight of the 2012 Community Development Block Grant received by Gill, Erving (lead town), Colrain, and Deerfield.

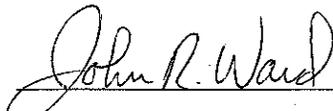
Appointments: John made a motion, seconded by Randy, to appoint Ted Castro-Santos and Ken Sprankle to the Conservation Commission through 12/31/12. The vote was unanimous in the affirmative. The Board noted its appreciation to these two former ConCom members, who returned to the Commission in order to fill its ranks so that another member's Notice of Intent can be acted on. The five-member ConCom has been acting with four members since January 1<sup>st</sup> and with only three members since October 15<sup>th</sup>.

7:35pm Patricia Crosby left the meeting.

Warrant: The Board reviewed and signed FY 2013 warrant #9.

Adjournment: The Selectboard meeting adjourned at 8:10pm.

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

  
\_\_\_\_\_  
John R. Ward, Selectboard Clerk

**CHAPTER 90 – PROJECT REQUEST**

8/2012

updated

\*2 Original Signed Project Request Forms are to be submitted.

CONTRACT

# \_\_\_\_\_

Classification: \_\_\_\_\_

Primary Road: \_\_\_\_\_

Local Road: X \_\_\_\_\_

City/Town: GILL \_\_\_\_\_

Location(s): Various roads \_\_\_\_\_

Length: 10725 feet

Width: 20 feet

**PROJECT TYPE**

Construction:  Resurfacing:  Engineering:  Equipment:

Other: \_\_\_\_\_

**TYPICAL SECTION DETAILS:** Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface: Gravel

Base Course: \_\_\_\_\_

Foundation: \_\_\_\_\_

Shoulders/Sidewalks: Shoulder repair on Main, west Gill, and Mountain roads

**SCOPE OF WORK:**

Regarding surface and shaping gravel rds. As well as shoulder repair

**WORK TO BE DONE:**

Force Account:  Advertised Contract:  Other: \_\_\_\_\_

Estimated Cost (Please attach estimate and list funding source(s)): \$ 16,000

\*\*These funds will pay 100% of Local Road Project costs to the limit of this assignment\*\*

**CERTIFICATION**

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We herby certify under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

<b>Reviewed by:</b>
Signed: _____
State Aid Engineer _____ Date _____
Road Classification Verified: _____
Approved for \$ _____ @ 100%
District Highway Director _____ Date _____

<b>Signed:</b>
<u>M. J. ...</u> _____
<u>Highway</u> _____ <u>10-18-12</u>
Highway Official's Title _____ Date _____
Accounting Official's Title _____ Date _____
<u>10-23-12</u> _____
Date _____ Duly Authorized Municipal Officials



**CHAPTER 90 – ENVIRONMENTAL PUNCH LIST**

City/Town GILL MassDOT Highway District # \_\_\_\_\_

Proposed Work:

Construction  Resurfacing \_\_\_\_\_ Improvement \_\_\_\_\_ Engineering \_\_\_\_\_ Other \_\_\_\_\_

**NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.**

1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? Yes \_\_\_\_\_ No X
  2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? Yes \_\_\_\_\_ No X
  3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes \_\_\_\_\_ No X
  4. Will more than 300 ft. of stone wall be removed or altered? Yes \_\_\_\_\_ No X
  5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes \_\_\_\_\_ No x
  6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)?  
If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).\* Yes \_\_\_\_\_ No x
  7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)?  
If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. Yes \_\_\_\_\_ No x
  8. Have all necessary takings, easements, rights of entry, etc. been completed?  
If a county Hearing is required, it must be held prior to starting work. Yes \_\_\_\_\_ No x
  9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated? Yes \_\_\_\_\_ No x
  10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)? \*  
If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. Yes \_\_\_\_\_ No x
  11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.\* Yes \_\_\_\_\_ No x
- \* See Appendix K for a List of Environmental Agencies.

**Validation**

It is recognized that the purpose of this information is to assist the MassDOT Highway Division in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by MassDOT Highway Division on the basis of this information shall not legally or financially obligate MassDOT Highway Division to support or defend the municipality, and the municipality shall save harmless MassDOT Highway Division for any action.

Duly Authorized Municipal Officials	Reviewed and Approved for Transmittal by:
	Mitchell, L.LaClaire Sr.
	Highway or Conservation Officer's Title
	Hwy, Supt
	
Signatures	Signatures <i>Mitchell L. LaClaire Sr.</i>
Date <u>10-23-12</u>	Date <u>10-18-12</u>

This form should be submitted in duplicate with original signatures to the MassDOT Highway District Office.  
This form should accompany the Project Request Form.

**CHAPTER 90 – PROJECT REQUEST**

8/2012

updated

**\*2 Original Signed Project Request Forms are to be submitted.**

**CONTRACT**

# \_\_\_\_\_

Classification: \_\_\_\_\_

Primary Road: \_\_\_\_\_

Local Road: X \_\_\_\_\_

City/Town: GILL \_\_\_\_\_

Location(s): Various rds. Mountain road, Bickford ln. \_\_\_\_\_

Length: 12,000 feet

Width: 20 feet

**PROJECT TYPE**

Construction:

Resurfacing:

Engineering:

Equipment:

Other: \_\_\_\_\_

**TYPICAL SECTION DETAILS:** Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface: Shim leveling course and chip seal

Base Course: \_\_\_\_\_

Foundation: \_\_\_\_\_

Shoulders/Sidewalks: \_\_\_\_\_

**SCOPE OF WORK:**

Resurface Shim leveling course—additional work from already approved project

**WORK TO BE DONE:**

Force Account:

Advertised Contract:

Other: \_\_\_\_\_

Estimated Cost (Please attach estimate and list funding source(s)): \$ 30,000

**\*\*These funds will pay 100% of Local Road Project costs to the limit of this assignment\*\***

**CERTIFICATION**

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We herby certify under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Reviewed by:

Signed:

\_\_\_\_\_  
State Aid Engineer

\_\_\_\_\_  
Date

Road Classification Verified: \_\_\_\_\_

Approved for \$ \_\_\_\_\_ @ 100%

\_\_\_\_\_  
District Highway Director

\_\_\_\_\_  
Date

Signed:

[Signature]

\_\_\_\_\_  
Highway Official's Title

10-18-12

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accounting Official's Title

\_\_\_\_\_  
Date

10-23-12

\_\_\_\_\_  
Date

[Signature]  
Duly Authorized Municipal Officials

**Rose Ledge Companies**  
 21 Poplar Mountain Road  
 Erving, MA 01344  
 (413)423-3563  
 (800)342-8828

DATE	INVOICE
10/15/2012	10110548

P.O. NO.

<b>BILL TO</b>
GILL FIRE 196A MAIN RD GILL MA 01376 413-522-2701 NIRE fax 863-0126

YEAR	MAKE	MODEL
10-26-85	FORD	E350 4X4

MILEAGE	FLEET UNIT #	REG #
19841	1251	M26-170

SERIAL NO. / VIN
1FDKE30L2GHA59127

ITEM	QTY	DESCRIPTION	LIST	Total
TK	3	REMOVE DOG HOUSE ACCESS VALVE COVERS, REMOVE REPLACE GASKETS CLEAN ALL OLD SEALANT, SHOP LABOR SERVICE		237.00
GASKET	1	VC SET, GASKET		25.48
TK	3	TUNE UP AND LOF, SHOP LABOR SERVICE		237.00
FILTER	1	AIR FILTER		12.82
FILTER	1	FUEL FILTER		3.96
FILTER	1	FUEL FILTER		7.18
ROTOR	1	ROTOR		3.49
IGNITION	1	CAP, IGNITION PART		15.09
PLUG WIRES	1	SPARK PLUG WIRE SET		61.99
SPARK PLUGS	8			26.32
TK	1	REPLACE TRANNY GASKET AND FILTER, SHOP LABOR SERVICE		79.00
ATF	8	AUTOMATIC TRANSMISSION FLUID		43.60
FILTER	1	TRANNY KIT		17.59
TK	2.5	REPLACE LT OUTER TIE ROD END AND STEERING DAMPER, BOTH FT SHOCKS, SHOP LABOR SERVICE		197.50
TIE ROD		LT TIE ROD END		124.80
STABILIZER	1	STEERING STABILIZER		86.99
SHOCK	2	SHOCKS		183.98
TK	2.4	REPLACE POWER STEERING PUMP AND HOSES, SHOP LABOR SERVICE		189.60
PUMP	1	STEERING PUMP		72.99
HOSE	1	STEERING, HOSE		37.83
HOSE	1	STEERING, HOSE		26.50
POWER STEERI...	3	POWER STEERING FLUID		20.55
OIL	9	MOTOR OIL MOBIL 15W-40		35.55
TK	1	REPAIR BAD REPAIR TO TRANNY LINE, SHOP LABOR SERVICE		79.00
FITTINGS		, FITTINGS		17.50
			<b>Total</b>	

21 Poplar Mountain Road  
 Erving, MA 01344  
 (413)423-3563  
 (800)347-8828

DATE	INVOICE
10/15/2012	10110548

P.O. NO.

**BILL TO**  
 GILL FIRE  
 196A MAIN RD  
 GILL MA 01376  
 413-522-2701 NIRE  
 fax 863-0126

YEAR	MAKE	MODEL
10-26-85	FORD	E350 4X4

MILEAGE	FLEET UNIT #	REG #
19841	1251	M26-170

SERIAL NO. / VIN  
 1FDKE30L2GHA59127

ITEM	QTY	DESCRIPTION	LIST	Total
TK	1.5	SEAL ROOF JOINT AND CRACK TR SIDE, SHOP LABOR SERVICE		118.50
SEALANT	2			18.00
TK	4.2	REMOVE REAR TANK, REPLACE PUMP AND SCREEN ASSY, SHOP LABOR SERVICE		331.80
TJ	2	PATCH INSIDE OF LT ROCKER PANEL, SHOP LABOR		158.00
UNDER	1	UNDERCOATING		9.50
TK	0.6	REPLACE DRIVERS SIDE DOOR WEATHERSTRIP, SHOP LABOR SERVICE		47.40
FORD	1	FUEL PUMP ASSY, ONLY 1 AVAILABLE FORD PART		360.17
FORD	1	DOOR WEATHERSTRIP, FORD PART NOT AVAILABLE		0.00
GREASE	0.5	TUBES OF CHASSIS GREASE		3.50
TK	0.6	REPAIR EXHAUST ON AUX GEN, SHOP LABOR SERVICE		47.40
EXHAUST		EXHAUST PARTS		12.50
NOTE		DOES NOT INCLUDE FT END ALIGNMENT OR FRONT TIRES, TIRES WERE RUINED BY RUNNING UNDER INFLATED, WERE 20# WHEN IT CAME IN, SUPPOSED TO BE 80#		0.00
		MA Sales Tax		76.74
			<b>Total</b>	<b>\$3,026.82</b>

# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at [www.mass.gov/osc](http://www.mass.gov/osc) under Guidance For Vendors - Forms or [www.mass.gov/osd](http://www.mass.gov/osd) under OSD Forms.

<b>CONTRACTOR LEGAL NAME:</b> TOWN OF GILL <span style="float: right; font-size: 1.2em;">01354</span>		<b>COMMONWEALTH DEPARTMENT NAME:</b> MA Emergency Management Agency <b>MMARS Department Code:</b> CDA	
<b>Legal Address: (W-9, W-4,T&amp;C):</b> 325 MAIN ROAD GILL, MA 01376		<b>Business Mailing Address:</b> 400 Worcester Road Framingham, MA 01702	
<b>Contract Manager:</b> RAY PURINGTON		<b>Billing Address (if different):</b>	
<b>E-Mail:</b> ADMINISTRATOR@GILLMASS.ORG		<b>Contract Manager:</b> John Giarrusso, Jr.	
<b>Phone:</b> 413 863 9347	<b>Fax:</b> 413 863 7775	<b>E-Mail:</b> john.giarrusso@state.ma.us	
<b>Contractor Vendor Code:</b> VC6000191798		<b>Phone:</b> 508-820-2040	<b>Fax:</b>
<b>Vendor Code Address ID (e.g. "AD001"):</b> AD001 <small>(Note: The Address Id Must be set up for EFT payments.)</small>		<b>MMARS Doc ID(s):</b> CT-CDA-13GILLEPZGRANT000000	
		<b>RFR/Procurement or Other ID Number:</b> MEMA-Grant-2013-01	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b>		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b>	
<b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <input type="checkbox"/> <b>Statewide Contract</b> (OSD or an OSD-designated Department) <input type="checkbox"/> <b>Collective Purchase</b> (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> <b>Department Procurement</b> (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> <b>Emergency Contract</b> (Attach justification for emergency, scope, budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach Employment Status Form, scope, budget) <input type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification, scope and budget)		<b>Enter Current Contract End Date <u>Prior</u> to Amendment:</b> _____, 20____. <b>Enter Amendment Amount:</b> \$ _____ (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.)</b> <input type="checkbox"/> <b>Amendment to Scope or Budget</b> (Attach updated scope and budget) <input type="checkbox"/> <b>Interim Contract</b> (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> <b>Contract Employee</b> (Attach any updates to scope or budget) <input type="checkbox"/> <b>Legislative/Legal or Other:</b> (Attach authorizing language/justification and updated scope and budget)	
The following <b>COMMONWEALTH TERMS AND CONDITIONS (T&amp;C)</b> has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
<b>COMPENSATION:</b> (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> <b>Rate Contract</b> (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> <b>Maximum Obligation Contract</b> Enter Total Maximum Obligation for total duration of this Contract (or <i>new</i> Total if Contract is being amended). \$ <u>7,500.00</u>			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through <u>EFT</u> 45 days from invoice receipt. Contractors requesting <b>accelerated</b> payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See <u>Prompt Pay Discounts Policy</u> .)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) <b>To maintain Radiological Response Preparedness Program services in accordance with the specifications described in Attachment A and in Section 2 of this contract.</b>			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input type="checkbox"/> 1. may be incurred as of the <u>Effective Date</u> (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the <u>Effective Date</u> . <input type="checkbox"/> 2. may be incurred as of _____, 20____, a date <b>LATER</b> than the <u>Effective Date</u> below and <b>no</b> obligations have been incurred <b>prior</b> to the <u>Effective Date</u> . <input checked="" type="checkbox"/> 3. were incurred as of <u>July 1</u> , 2012, a date <b>PRIOR</b> to the <u>Effective Date</u> below, and the parties agree that payments for any obligations incurred prior to the <u>Effective Date</u> are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <u>June 30</u> , 2013, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
<b>CERTIFICATIONS:</b> Notwithstanding verbal or other representations by the parties, the " <b>Effective Date</b> " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached <u>Contractor Certifications</u> (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable <u>Commonwealth Terms and Conditions</u> , this Standard Contract Form including the <u>Instructions and Contractor Certifications</u> , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in <u>801 CMR 21.07</u> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: <u>[Signature]</u> , Date: <u>10/24/12</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>RAY PURINGTON</u> Print Title: <u>ADMINISTRATIVE ASSISTANT</u>		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: _____, Date: _____ (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>David Mahr</u> Print Title: <u>Chief Fiscal Officer</u>	



**ATTACHMENT A**  
**SCOPE OF SERVICES FOR THE TOWN OF GILL**  
**CT-CDA-13GILLEPZGRANT000000**

**Scope of Performance:**

This grant is issued in accordance with 815 CMR 2.00, and all applicable federal and state laws, statutes, rules, regulations, policies, and other governing documents.

Funds may be expended for the purpose of maintaining the community's Radiological Emergency Response Preparedness Program for the Reception Center. The period of performance will be state fiscal year (SFY) 2013, from July 1, 2012 through June 30, 2013.

**Budget:**

The total value of this contract is **\$7,500.00**. Payment will be issued upon receipt and acceptance of adequate documentation of completion of contract performance requirements.

One-half of the awarded funding will be distributed upon execution of this contract and receipt of checklist completion. The balance of the SFY 2013 funding will be distributed quarterly thereafter upon satisfactory completion of the checklist activities for each quarter.

**Reporting:**

The community's Emergency Management Director must complete the activities listed in Section 2, *Emergency Management Director RERP Maintenance Checklist*, throughout the fiscal year.

The community agrees that all financial and programmatic records, supporting documents, statistical records, and other records associated with this contract are required to be retained for a period of seven (7) years, beginning on the first day after the final payment under this contract, or such longer period as is necessary for the resolution of any litigation, claim, negotiating, audit or any inquiry involving this contract.

# Administrative Manual

## SECTION 2

### EMERGENCY MANAGEMENT DIRECTOR RERP MAINTENANCE CHECKLIST

This checklist summarizes the activities that should be performed to maintain a high level of preparedness for responding to a radiological emergency. This checklist should provide a convenient record of the activities and the quarter of the year in which they should be accomplished.

**COMMUNITY:** \_\_\_\_\_ **CALENDAR YEAR:** 2012-2013

ACTIVITY	QUARTER OF THE YEAR			
	1 QTR	2 QTR	3 QTR	4 QTR
<b>COMMUNICATIONS/EQUIPMENT:</b>				
1. Communications tests completed.	_/_	_/_	_/_	_/_
2. Telephone numbers for personnel, facilities, and agencies verified.	_/_	_/_	_/_	_/_
3. Inventory checks completed (See Appendix A).	_/_	_/_	_/_	_/_
4. Operational checks of EOC equipment completed (See Appendix B).	_/_	_/_	_/_	_/_
5. Operational checks of LTSA equipment completed (See Appendix B).	_/_	_/_	_/_	_/_
6. Operational checks of school/school superintendent radios completed (See Appendix B).	_/_	_/_	_/_	_/_
7. Operational check (re-zeroing) of 0-200mR dosimeters.	_/_	_/_	_/_	_/_
<b>MANPOWER AND RESOURCES:</b>				
1. Review and update Resource Manual, Call-out Staff Listing, Personnel Rosters, Resource Manual, Inventory and SOP's – mark changes and report to Region I.	_/_	_/_	_/_	_/_
2. Training arranged with Region I for new personnel.	_/_	_/_	_/_	_/_

**Section 2**

# Administrative Manual

---

## EMERGENCY MANAGEMENT DIRECTOR RERP MAINTENANCE CHECKLIST (Cont'd)

ACTIVITY	QUARTER OF THE YEAR			
	1 QTR	2 QTR	3 QTR	4 QTR
<b>TRAINING AND DRILLS:</b>				
1. All required training completed.	*	*	*	_/_
2. Training plan for next year completed and approved by Department Heads.	*	*	*	_/_
3. Drill/exercise plan for next year completed and approved by Department Heads.	*	*	*	_/_
<b>RERP ANNUAL UPDATE:</b>				
1. Facilities inspected for any alterations.	*	*	_/_	*
2. Reviewed evacuation routes and traffic/access control points for map accuracy.	*	_/_	*	*
3. Schools and day cares identified and transportation needs updated.	*	*	_/_	*
4. Special facilities identified and transportation needs updated.	*	_/_	*	*
5. Local Letters of Agreement reviewed and updated.	*	*	_/_	*
6. Plan and procedures reviewed and comments noted.	_/_	*	*	*
7. Comments on plans and procedures forwarded to Region I.	_/_	*	*	*

# Administrative Manual

---

## Section 2

### EMERGENCY MANAGEMENT DIRECTOR RERP MAINTENANCE CHECKLIST (Cont'd)

ACTIVITY	QUARTER OF THE YEAR			
	1 QTR	2 QTR	3 QTR	4 QTR
<b>SPECIAL NEEDS SURVEY</b>				
1. Survey for citizens with special needs sent to all local residents.	_/_/	*	*	*
2. Information received from Special Needs Survey verified and transportation assigned.	*	_/_/	*	*
3. Listing of citizens with special needs updated, verified <u>-COMPLETED</u> listing forwarded to Region I.	*	_/_/	*	*
<b>BUDGETS:</b>				
1. RERP Resource Request(s) prepared and forwarded to MEMA Region I by March 31st.	_/_/	*	*	*
<b>OTHER:</b>				
1. Any roadway changes due to maintenance, construction, or other projects reported to Region I.	_/_/	_/_/	_/_/	_/_/

---

Signature

---

Date

Issued May  
2004

## COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME: *Town of Gill*  
CONTRACTOR VENDOR/CUSTOMER CODE: *VC 6000191798*

**INSTRUCTIONS:** Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

**NOTICE:** *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
<i>Ray Purington</i>	<i>Administrative Assistant</i>
<i>Ann H. Banash</i>	<i>Selectboard Chair</i>
<i>John R. Ward</i>	<i>Selectboard Clerk</i>
<i>Randy Crochier</i>	<i>Selectboard Member</i>

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

*Synda Hadsden Maye*  
Signature

Date: *November 8, 2012*

Title: *Town Clerk*

Telephone: *413 863 8103*

Fax: *413 863 7775*

Email: *townclerk@gillmass.org*

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

Issued May  
2004

# COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME: Town of Gill  
CONTRACTOR VENDOR/CUSTOMER CODE: VC 6000191798

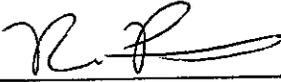
## PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures.  
It is recommended that Departments obtain authentication of signature for the signatory  
who submits the Contractor Authorized Listing.

This Section **MUST** be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type): RAY PURINGTON

Title: Administrative Assistant

X 

Signature as it will appear on contract or other document (Complete only in presence of notary):

**AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:**

I, \_\_\_\_\_ (NOTARY) as a notary public certify that I witnessed  
the signature of the aforementioned signatory above and I verified the individual's identity on this date:

\_\_\_\_\_, 20 \_\_\_\_.

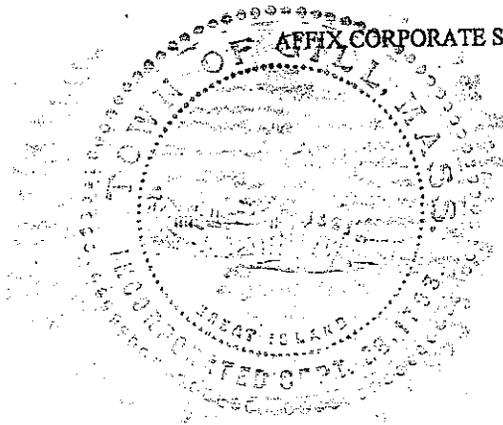
My commission expires on:

AFFIX NOTARY SEAL

I, Lynda Hodsdon Mayo (CORPORATE CLERK) certify that I witnessed the  
signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's  
authority as an authorized signatory for the Contractor on this date:

November 8, 20 12.

AFFIX CORPORATE SEAL





www.gillmass.org

SEWER ABATEMENT REQUEST FORM (Revised 10/9/10)

If the usage figures are believed to be incorrect for the current billing cycle, an abatement form must be filled out, signed, and dated to allow the Town to respond and consider the request. The bill must be paid before any abatement will be considered.

Sewer Bill Date: 9/11/12 Sewer Bill #: 5100  
 (Abatement requests must be in writing to the Sewer Commissioners within 30 days of the bill date.)

Dear Sewer Commissioners: I am requesting abatement of my sewer bill for the noted reason(s).

- Metered water used for filling swimming pools or spas (complete chart below)  
 (Abatement shall not be granted if calculated amount is less than \$10.00)
- Inaccurate readings (must be confirmed by Water Commissioners)
- Excessive reading due to broken water-pipes (must prove that excess water did not enter sewer system)
- Other (explain below)

Explanation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Usage History:

Date	"A" Meter Reading Before (Cu. Ft.)	"B" Meter Reading After (Cu. Ft.)	"C" # of Cubic Ft (B - A)	"D" Sewer Rate (from bill) \$/cu. ft.	\$ Requested for Abatement (C x D)
<i>Example</i>	<i>075074</i>	<i>075143</i>	<i>69</i>	<i>.0850</i>	<i>5.86</i>
<i>6/18/12</i>	<i>7905</i>	<i>8004</i>	<i>99</i>		<i>8.42</i>
<i>7/18/12</i>	<i>8844</i>	<i>8928</i>	<i>84</i>		<i>7.14</i>
<del>9/00/12</del> <i>8/18/12</i>	<del>9800</del> <i>9718</i>	<i>9837</i>	<i>69</i>		<i>5.86</i>
				Total requested	\$ <i>21.42</i>

Continued on second page

SEWER ABATEMENT REQUEST FORM, page 2

Name

JEFFREY SOPREMANI

Address

28 R WILMUT

Tel

413 862 8442

Meter location if different from above address

Submit this completed form to the Tax Collector

PO Box 784, Turners Falls, MA 01376

Town Use Only Below This Line

Date received by Tax Collector

10/4/2012

Abatement deadline (90 days from receipt)

Sewer bill is paid & no outstanding sewer charges? YES NO

Tax Collector signature

*Thomas A. DeChavez*

Sewer Commission response:

Approved X

Denied

Sewer Commissioners

*[Signature]*

Date 10/23/12

*[Signature]*

Account # (from bill) 510



**FRANKLIN COUNTY REGIONAL HOUSING AND  
REDEVELOPMENT AUTHORITY**

42 CANAL RD • TURNERS FALLS, MA 01376  
Telephone: (413) 863-9781 • Facsimile: (413) 863-9643  
Email: [dlittle@fcrhra.org](mailto:dlittle@fcrhra.org)

October 17, 2012

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

Dear Mr. Purington,

The Franklin County Regional Housing and Redevelopment Authority (HRA) are administering the 2012 Erving (lead), Colrain, Deerfield and Gill Community Development Block Grant, Housing Rehabilitation Program.

Per the Citizen Participation Plan (copy enclosed), a four member Citizen Advisory Committee (CAC) is required to provide oversight of the program. Per the citizen participation plan attached, it is required that we have one member from each of the four participating towns. It is encouraged that at least one of CAC members is low/moderate income (see chart attached). The appointed members will receive quarterly progress reports and be invited to attend any future public hearings and/or informational meetings that update residents about the program during the grant cycle.

Please feel free to copy the enclosed packet to disburse to interested representatives. We are asking for this appointment to happen as soon as possible. If you have any questions please call me at (413) 863-9781 ext. 121 or Bruce Hunter, Acting Director of Community Development at ext. 133.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Deb Little".

Deb Little  
CD Program Manager

*Rental Assistance • Housing Development • Housing Management • Community Development  
Municipal Assistance • Rehab Financing • Homeownership • Public Infrastructure*

Equal Housing Opportunity