

# TOWN OF GILL

MASSACHUSETTS



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## SELECTBOARD MEETING MINUTES

*June 7, 2010*

Called to Order: The meeting was called to order at 4:34 p.m.

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

Others Present: Carrie Stevens, Pat Haigis, Ann Marie Klein (Cemetery Commissioners), Jo Ann Stafford, Christine Day, Dorothy Day, Patricia Hawkins, Joanne Flagg, Timmie Smith, Rick James

Issues from Residents: Four guests addressed the Board concerning the conditions of the grounds keeping at the Center Cemetery on the Saturday before Memorial Day. Letters from two of the guests, Ms. Dorothy Day and Ms. Jo Ann Stafford, were received and read. All were deeply disturbed by the tall grass and untrimmed gravestones, and felt it disrespectful. They spoke of a 12-person volunteer effort Saturday morning to clean up the clumps of grass and trim around the stones. Photos of the cemetery were also presented.

Carrie Stevens, Chair of the Cemetery Commission, explained that their contractor, Cardaropoli Lawn Care, had mowed on Thursday night and planned to finish the work Saturday morning/afternoon. When he arrived on Saturday the work had already been completed by the volunteers. She further explained that the grass was taller and thicker than normal because she had asked Cardaropoli to spread out their mowing to every two weeks, in order to conserve a limited budget. She expressed a wish that people with questions and concerns about the cemeteries contact her directly, rather than speculating or taking matters into their own hands.

Ann Marie Klein apologized for the conditions of the cemetery and for the misunderstanding about when the work would be performed. The Commissioners will try harder next year. She also thanked the volunteers who helped out.

The Board noted that the Cemetery Commission is an elected body, and that the Selectboard's role tonight was as a facilitator for the conversation and dialog.

Issues, #2: Joanne Flagg addressed the Board on three issues. 1) During the aftermath of the May 26<sup>th</sup> storm, traffic barriers used on Main Road near the Upinngil Farm did not have lights or reflective markings. Ms. Flagg is concerned about safety and visibility at night, as one barrel/barrier was smashed the following morning.

Ray explained that because of a manpower shortage during the response to the storm, these barriers were placed by Fire Department personnel, not Highway personnel. Given the number of barriers required by that storm, the Town simply did not have enough with flashers or reflective markings. Ray will follow-up with both departments as this is an opportunity to improve communications between departments and to assess our supply of equipment.

2) Ms. Flagg questioned the Selectboard's role in supervising departments, and asked what is the regular system or what can it be going forward. In light of the recommendations from HRS, she wonders "What does Gill feel it needs to do?" She also asked if the Highway Dept. keeps a daily log, as this would be data that can be analyzed to find ways to improve, and that collectively we might come up with the best solutions to problems.

Ann responded that, for the most part, what we do works. The Board once had liaisons with the Police, Fire, and Highway Departments, but eliminated that sometime after Tracy Rogers was hired. Much of that role is now with the Town Administrator or Administrative Assistant position. Ann noted that most project planning for the Highway Department takes place at budget time.

3) Ms. Flagg cited the HRS report and its statement that our police are near their breaking point. She questioned the department's and the Town's responsibility for providing road details, and whether the amount of detail that officers do impacts their workload.

Ann answered that the Town is obligated to arrange for traffic details when work along roads has an impact on safety. The HRS report basically says that the Town now has two people doing the work that had previously been done by three. Officers who are doing a paid traffic detail are not also being paid for being on call.

Issues, #3: Timmie Smith asked if there is a policy for providing coverage at Town Hall and/or the Public Safety Complex during a state of emergency. Who performs welfare checks on elders and the disabled? Does the Town own any portable generators, and could any of those have been used at Town Hall or Gill Elementary?

Ann answered that the Town's Emergency Plan provides some guidance on those matters. Randy noted that the Vermont Yankee emergency plan has provisions for checking on elders, but there are only 4 people on that list. While there may be other residents who need welfare checks, the individuals must place themselves on the list.

The Town does own 2 or 3 small portable generators that the Fire Department has, but none of those would be adequate to power most needs of Town Hall or the school.

Steve Hussey, Four Winds School: Steve explained that the school has applied for a grant from the Nellie Mae Education Foundation. Without financial assistance from the grant, it is likely that the school will not re-open in the fall. However, he believes they have a good chance at the grant, and hope to have final word by the end of July. Ray offered to write a letter of support from the Town if that will help the school's grant application.

Fire Department Brush Truck: Fire Chief Gene Beaubien and members of the Fire Department presented a letter from Raymond's Repair reporting their findings on an inspection of the 1986 Chevrolet 4X4. This is a surplus vehicle available for no cost to the Town from the Department of Defense and/or Commonwealth of Massachusetts. The letter noted that while the truck needs a new front steering stabilizer, it is otherwise in good condition and is worth investing money to put a brush truck body on it. Ann made a motion, seconded by Randy, to accept the truck. The vote was unanimous in the affirmative.

Gene reported that he has cost figures for the buddy-breathing retrofits to the air packs, and would present that information to the Board and Finance Committee on 6/9. As a follow-up to the swimming pool topic from last meeting, Ann reported that it would cost \$63 for 10,000 gallons of water from the Riverside Water Department.

Review of Minutes: Ann made a motion, seconded by Randy, to approve the minutes from May 25<sup>th</sup>. The vote was unanimous in the affirmative.

Financial Audit: Tom Scanlon's presentation of his findings and Management Letter from the recently completed financial audit was scheduled for June 28<sup>th</sup> at 5:30pm. The Finance Committee will be invited.

HRS Final Report & Invoice: It is the consensus of the Board that HRS delivered a final report that provided what was asked for in the Town's RFP. It was also noted that the Board does not unanimously agree with each and every conclusion and recommendation made in the report. Ann made a motion, seconded by Randy, to accept the final report from HRS and to approve payment of the third and final invoice for \$2,668.00. The vote was unanimous in the affirmative.

John suggested that in future conversations with Sandy Stapczynski, Ray ask for any relevant examples of policies or best practices that she might be willing to share with the Town.

Mass. CBDG: Ray reported that the letter and income verification survey will be mailed to households in the Riverside Sewer District this week.

Memorial Committee: A letter was received from the Memorial Committee that summarized the activities of the Memorial Day service and ceremony.

Sewer Commitment: Acting as Sewer Commissioners, the Board signed a June 8<sup>th</sup> commitment to the Tax Collector for sewer use charges in the amount of \$12,151.40.

MIIA Insurance Renewal: Ray recommended the Town renew with MIIA for its Property, Liability, and Workers' Compensation Insurance for FY11. We have had no issues with the company in the past year and after all credits and discounts are factored in, our costs for FY11 will be essentially the same as FY10. Ann made a motion, seconded by Randy, to renew Property, Liability, and Workers' Compensation Insurance with MIIA for FY11, and to authorize John to sign the renewal on behalf of the Board. The vote was unanimous in the affirmative.

On the topic of insurance, Rick James asked if we would be adding the new video camera and equipment to the property list. Ray will get the make and model numbers from Rick and send the info to MIIA.

Special Elections Costs: Ray reported that the State has reimbursed the Town for \$2,146 that was spent to conduct the special Senate Primary and Election. The Dept. of Revenue issued a bulletin explaining that a selectboard may vote to authorize the town accountant to apply these funds to cover any budget deficits created by those election expenses. Ann made a motion, seconded by Randy, to direct the Town Accountant to apply the \$2,146 reimbursement to budgets from which special election expenses were paid. The vote was unanimous in the affirmative.

Year End Warrant Schedule: The Board reviewed a memo from the Town Accountant that explained the procedures and timelines for year-end warrants, carryovers, and encumbrances.

6:10pm Three members of the Energy Commission, Claire Chang, Pam Lester, and Joe Lafleur, joined the meeting.

Green Communities Action Plan: Claire explained the Green Communities Action Plan that was developed with assistance from the FRCOG. If Gill meets the five criteria for being designated as a Green Community, the Town would be eligible to apply for energy-related grants. The pot of money for grants awarded this year was approximately \$10 million. The five criteria are: As of Right Siting, Expedited Permitting, Baseline Reduction of Municipal Energy Use by 20%, Purchase of Energy Efficient Vehicles and/or other "green" transportation initiatives, and Adoption of the "Stretch" Building Code.

The Board is generally supportive of these efforts. Ray noted that the Planning Board has expressed serious concerns about As of Right Siting, and encouraged the Energy Commission to attend an upcoming Planning Board meeting to discuss the matter further.

Ann made a motion, seconded by Randy, to endorse the Green Communities Action Plan as presented. The vote was unanimous in the affirmative.

6:40pm The Energy Commission left the meeting.

Annual Town Meeting Warrant: The Board reviewed a rough draft of the warrant for the June 21 Annual Town Meeting. It was noted that the article for the Omnibus Budget should come before any other money-related special article, and that the article for the GMRSD assessment should come immediately after the Omnibus.

The submitted wording for Article 10 (salaries of Town Clerk, Tax Collector, and Treasurer) was discussed, and strong concern was raised that there hasn't been enough discussion of the proposed amounts for the Board to feel comfortable presenting it to Town Meeting. It was noted that the article was not submitted with the 10 signatures necessary for a petition article, and that the deadline for doing so had passed. As such, the decision to place the article on the warrant falls to the Board. Randy made a motion, seconded by Ann, to place the article on the warrant

as written. The motion was defeated by unanimous vote. The salaries for these positions will appear with those of other elected/appointed officials, and in the amounts recommended by the Selectboard and Finance Committee.

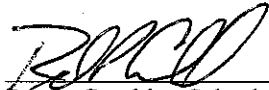
7:00pm Dick French joined the meeting, expecting to address the Energy Commission's presentation of the Green Communities Action Plan. Instead, he spoke of his concerns on "by right" siting, both personally and as a member of the Planning Board. The Board assured him that the Energy Commission was asked to meet with the Planning Board to discuss the topic further.

Dick also gave an update on the APR for the Kuzonkowski parcel that he owns along Main and Boyle Roads. The State is purchasing the APR, but because of the \$4,500 contribution from the Town's APR fund, we have the right to be a co-holder of the restriction. There is no responsibility associated with being a co-holder. If the State did ever sell the APR, the Town would be entitled to 2% of the proceeds. The Board agreed to meet with Dick on June 15<sup>th</sup> at 6:15pm to sign the APR. Dick will arrange to provide a notary. Ray will have Donna review the APR agreement prior to the 15<sup>th</sup>.

Warrant #25: The Board reviewed and signed Warrant #25.

Adjournment: The meeting was adjourned at 8:05 p.m.

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



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Randy Crochier, Selectboard Clerk

6/7/10 Selectboard

# SIGN-IN SHEET

Name	Address
JoAnn (Hawkins) Stafford	Montague, MA.
CHRISTINE DAY	GILL, MA / Winchester, NH
Dorothy Way	Hill, Mass.
Patricia A Hawkins	Boyle Rd Gill, MA
Jeanne Flagg	430 Main Rd., Gill
Annette	Hill
Aym M. Klein	129 Center Rd. Gill
Carrie Stevens	79 North Cross Rd Hill
Patricia Haigis	5 Boyle Rd, Hill

RECEIVED JUN 03 2010

To the Board of Selectman of Gill,

June, 2, 2010

On October 18, 2009 I lost my son. His final resting place is in the Center Cemetery, on the wood-line, overlooking the brook. I spend many hours in that cemetery. Over the spring there has been little to no care given to the cemetery. The grass has been over my knees in much of the cemetery, as well as fallen trees, branches, and such.

It was finally mowed last week before Memorial Day. The problem was, the grass was so long that the mowed grass was blown into many of the stones and in some instances you couldn't even see the stones. No weed whacking was done, no trim work was done, and no raking was done.

I was devastated, dis-heartened, and extremely upset when I saw this. So on Saturday May 29<sup>th</sup> at 7:00 AM, I went there to try to clean it up as best I could. I arrived and saw that another former Gill resident was doing the same. As it turned out 12 people with rakes, weed whackers, chainsaws, lawn mowers, barrels, and blowers showed up throughout the morning. In five hours we were able to turn what was a disgrace into a beautiful, pristine cemetery.

As the Board of Selectmen, you need to be aware of this and do something about it! No cemetery should ever be in the shape that the Center Cemetery has been in! Someone should be held accountable and changes made.

Sincerely,

Jo Ann (Hawkins) Stafford

*Jo Ann Hawkins Stafford*

221 Turnpike Road

Montague, Ma.

01351

Rec'd 6/7/10  
@ Selectboard mtg.

June 2, 2010

Thank you to the local citizens in Gill who take pride in their town. On Monday, May 24, I went to plant flowers on my parents, my son, daughter; and in-laws graves. The grass at the Gill Center Cemetery was up to my knees and I was disgusted. I went to the Town Hall to find out who was supposed to mow it. After speaking with Carrie Stevens, I was told it would be done before Memorial Day. It was done on Thursday and it looked worse than before.

On Friday my daughter and I went down again. We met the pastor of the Gill Church and 6-7 others who were on the Memorial Day Committee. They were there to plant flowers and put flags in Veterans graves. They were appalled because they could not plant flowers or put the flags out because the grass was covering the stones and left in clumps all over the place.

On Saturday morning our local citizens who appreciate the Gill Center Cemetery gathered to clean up the mess that somebody didn't have the decency to do right in the first place.

Respectfully

Dorothy Day

To: The Board of Selectmen,

We at Raymond's Repair gave the Town of Gill Fire Department's 1986 Chevrolet 4X4 a complete check over; including brakes, running gear, engine, lights, etc. Everything appears to be in fine working order. The only problem we found was that the truck needs a new front steer stabilizer.

This truck is well worth the investment to have a brush truck body installed on it.

Thank you,

A handwritten signature in black ink, appearing to read "Christopher Raymond". The signature is written in a cursive, flowing style with a long, sweeping tail on the final letter.

Christopher Raymond, Raymond's Repair



To: Board of Selectmen.

From: Memorial Committee.

Subject: Memorial Day Services and Ceremony.

Dear Board of Selectmen,

The Memorial Committee would like to report to you a very successful and meaningful Memorial Day service and ceremony which took place Sunday May 30, 2010. Special features of the event were, Gill Veterans holding Service Flags, Lone Soldier Rifle in front of the Veterans Monuments, small flags were given to those who attended, and new this year was the Boy Scouts, and Brownie participated in the flag raising. Also Veterans were asked to bring a picture of themselves which were on display for the service. Speeches by Lynda Mayo, Bill Burnmam, and Paul Seamens were meaningful.

On Friday May 28, 2010, all the Veterans graves in Gill cemeteries received a new flag and a small geranium. The area around the Veterans Monuments in the center were cleaned, the flags were replaced along with planting of small flowers in front of the stones. This was in preparation for the Sunday Services. Thanks to all who helped in this annual event.

Sunday May 30, 2010, Before Church Services, the flags (U.S. Ensign and POW/MIA) were replaced on the center common. The flag pole was painted before hand by Doug Smith. Also the pulley, rope and fasteners were replaced. Church Services were presided over by Gary Bourbeau,

After services the group walked across main road to the Veterans Monuments. The Marine Corp Color Guard was sharp as usual. The Rose Ceremony was conducted by Doug and Elaine Smith and members of Troop 6 of the Boy Scouts and the Brownie. Taps was played by Buglers Steve and Joyanna Damon. The Marines fired the Salute. Everything went smoothly and according to plan. The Memorial Committee would like to thank everybody who participated this Memorial Day.

In closing we would like to thank all the wonderful Citizens of Gill for attending this years ceremony, you see it is because of people like you that

make these ceremonies so special. We remain dedicated to the cause of not forgetting those who gave their lives for our country, our Veterans, our Citizens and our town.

Respectively,

Gary Bourbeau

Marri Bourbeau

Doug Smith

Elaine Smith

Chet Kuzontkoski

Memorial Committee



# Bulletin

2010-05B

## SPECIAL ELECTION PROCEEDS

TO: Auditors, Accountants, Clerks, Mayors, Selectmen, City and Town Managers, Finance Directors and Assessors

FROM: Gerard D. Perry, Director of Accounts

DATE: May 2010

SUBJECT: Treatment of Special Election Proceeds

Received \$2,146  
on 5/12/10

We have received inquiries regarding the treatment of reimbursements received from the state in connection with the special election for United States Senator (December 8, 2009 Primary and January 19, 2010 Final Election). This *Bulletin* explains the accounting treatment of the reimbursement proceeds for (1) special election expenses generally and (2) extended polling hours. General Laws c. 44, §§ 38 and 43.

### Special Election Expenses

Generally, the reimbursement proceeds for special election expenses are unrestricted revenues that belong to the general fund and require an appropriation to spend. G.L. c. 44, § 53. Ordinarily any unanticipated general fund proceeds not reported in the tax rate are unavailable for appropriation until the Director of Accounts certifies them as part of a community's free cash at the close of the fiscal year. G.L. c. 59, § 23. Due to the timing of this disbursement, however, communities would be unable to appropriate these monies for election expenses until after the close of FY2010.

Therefore, in this special case, city auditors or town accountants may with the concurrence in a city of the mayor or manager, or in a town, the board of selectmen:

- Record the proceeds as general fund receipts, or report them as estimated receipts if the FY2010 tax rate has not already been certified by the Bureau of Accounts;
- Apply the proceeds to reduce any impending deficit in the budget from which expenditures for the special election were paid; or
- Apply the proceeds to reimburse a budget (*e.g.*, the reserve fund) from which funds were transferred to the budget from which expenditures for the special election were paid.

Any remaining proceeds will close to fund balance (free cash) at the end of FY2010.

### **Extended Polling Hours Expenses**

The extended polling hours reimbursement, distinct from the special election reimbursement, is governed by St. 1983, c. 503. A separate special revenue account should be established for those proceeds. The municipal clerk or other election officer may pay the expenses for the extended polling hours from that account. No appropriation is required.

Any further questions should be directed to your Bureau of Accounts field representative.