

TOWN OF GILL

MASSACHUSETTS



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SELECTBOARD MEETING MINUTES

November 8, 2010

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

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

Others Present: Rick James.

Approval of Minutes: Ann made a motion, seconded by Randy, to approve the minutes of 10/25. The vote was unanimous in the affirmative.

GMRSD Compact: The Board reviewed an updated version of the "Compact for Funding Education" prepared by the Technical Panel. Randy made a motion, seconded by Ann, to accept the revisions and additions to the document and authorize John as Chair to sign the Compact. The vote was unanimous in the affirmative.

Capital Improvement Planning Committee: The Board corrected an omission from 10/25 and added term expiration dates for the six new appointees to the CIPC. Randy Crochier and Nancy Griswold – terms expire 6/30/11; Timmie Smith and Leland Stevens – terms expire 6/30/12; Jason Edson and Jane Oakes – terms expire 6/30/13. Ann made a motion, seconded by Randy, to approve the terms as presented. The vote was unanimous in the affirmative.

Mariamante Loan: Ronnie LaChance, Town Treasurer, joined the meeting and informed the Board of the bids that she received for the 1-year renewal of the Mariamante loan. Three banks were contacted; People's United bid 1.19% APY with pre-pay and 1.12% without pre-pay; Greenfield Co-operative Bank bid 1.12% APY with or without pre-pay; the third bank did not respond in time. Her recommendation is to award the loan to GCB because of the favorable rate for pre-pay. The Selectboard concurred, and will arrange to come individually to Town Hall later in the week to sign the necessary forms. The loan is due 11/24, and will be renewed for a principal amount of \$190,200 and interest of \$2,130.24.

Ray reported that he spoke with Doug Harris regarding a date for the Tribes to meet with the Selectboard. Doug has not been able to set a date with representatives from the Indian Country Conservancy. Ronnie left the meeting.

Animal Control Officer & Kenneling: Ray received permission from the Board to explore options for ways the Town could improve how it handles animal control issues. The previous Animal Control Officer resigned several years ago, and the position was left unfilled for budgetary reasons. Currently when a complaint of a loose or unlicensed dog arises, the matter is dealt with by the Town Clerk and/or the Police Department. Responsibility and authority aren't always clear, and it is uncertain what kennel the Town can use and how the Town would transport a dog to a kennel. It was noted that the Franklin County Selectmen's Association meeting on 11/18 will have regional animal control as a topic, and that Phoebe Walker (FRCOG) has also worked on the issue.

4:45pm Gene Beaubien and Eric Vassar joined the meeting.

Fire Department Topics: Gene informed the Board that the Fire Department is seeking to convert a storage area above the radio room, chief's office, and bathrooms into a hands-on situational training space. This is a project that was first explored in the 1990s, but was stopped due to questions about adequate structural supports for the upstairs.

space. Gene proposed that he meet with the Building Inspector to find out what structural improvements are needed in order to receive a building permit for the work. He also sought permission to approach the Highway Dept. about helping with the work. Funds for the materials would come from the Vermont Yankee account. The Board supports the project, but asked to be kept informed of the progress, especially the Building Inspector's requirements.

The Fire Dept. also advised the Board that the window in the radio room is no longer tightly sealed between the panes (fog/condensate on the glass), and would like it considered for replacement. The room's countertop is in need of replacement, and the tile floor is also in need of attention, perhaps replacement with commercial laminate flooring. Given the use of this room for VY emergency drills and simulations, the VY account is a probable source of funds for some or all of these upgrades.

There will be a VY training drill at the Fire Station on Thursday, December 9th from 6-10pm. There will need to be representatives from the Selectboard, Board of Health, Police and Fire Departments. In an unrelated note, approximately 40 children attended the Department's annual Halloween party.

The skid unit for the new brush truck was picked up on 11/6 and is being stored at the Public Safety Complex. Bodywork on the brush truck is expected to take another two weeks, and then the truck will be ready to go to Vassar Automotive for installation of the flat bed.

The air pack retrofit (to make them capable of buddy breathing) will happen on 11/19. Annual maintenance on the air packs will also be done at that time. The Board signed a \$1500 purchase order to Firematic for the annual maintenance.

Gene reported that Engine 2 is in need of new tires, as the existing ones are well worn, and one tire has a crack in the sidewall. These are the original tires. Eric Vassar has gotten a quote from Pete's Tire Barn in Orange for \$1,616 and will also get pricing from Lodge Tire in Greenfield. Randy made a motion, seconded by Ann, to authorize the purchase and installation of the new tires at a cost not to exceed \$1,616. The vote was unanimous in the affirmative.

5:05pm David Detmold (Montague Reporter) arrived.

DEP Recycling Grant: Ray announced that the Town has been awarded a \$500 grant from the Dept. of Environmental Protection that will be used to purchase recycle bins and traffic cones. Ann made a motion, seconded by Randy, to accept the grant and authorize John as Chair to sign the necessary contracts. The vote was unanimous in the affirmative.

Tighe & Bond Sewer Pump Station: The Board reviewed the Riverside Pump Station Engineering Evaluation prepared by Tighe & Bond. The Board felt the report was thorough and outlined pump replacements and other needed improvements within the \$65,000 project budget. Ray was asked to contact T&B and ask for a contract for engineering services covering the design, bid, and construction phases. Ray is also to request a proposal for an infiltration and inflow (I&I) study, which was a separate recommendation in the report. Ann made a motion, seconded by Randy, to approve the \$2,000 invoice from T&B for the evaluation and forward it to the Housing Redevelopment Authority for payment. The vote was unanimous in the affirmative.

FY12 Budget: The Board considered a Town of Amherst memo in which the Amherst Selectboard issued FY11 budget policy guidelines to the Town Manager. The Board asked Ray to develop a version of this memo that could be used for Gill's FY12 budget process. The Board also asked Ray to invite the Finance Committee to meet with the Board at their December 6th meeting to discuss the process and plan for the FY12 budget.

Pole Hearing: A pole hearing requested by WMECO and Verizon will be scheduled for 11/22.


NMH Annual Gift: Ray reported that NMH's annual \$10,000 donation to the Town was received today.

5:30pm David Detmold left the meeting.

Warrant # 10: The Board reviewed and signed vendor and payroll warrant # 11-10. Randy abstained from signing the payroll warrant.

Adjournment: The meeting was adjourned at 6:15 p.m.

Minutes respectfully submitted by Ray Purington, Administrative Assistant.



Randy Crochier, Selectboard Clerk

Compact for Funding Education

Gill-Montague Regional School District

This is a Compact made among persons and entities interested in the education of students in the Gill-Montague Regional School District. It has been agreed upon among the persons and entities of interest because the funding of this District has become an unsustainable burden on the member Towns that threatens the quality of the education of their students.

The Parties

This Compact is endorsed and entered into by the State legislators representing the residents of the District; by the Department of Elementary and Secondary Education (DESE); by the member Towns of the District through their respective Selectboards and Finance Committees; by the Gill-Montague Regional School Committee; and by the District administration.

Precepts

The basic precepts underlying this Compact are:

- (a) The children of this District must have the best possible education.
- (b) The funding of public education in Massachusetts is shared among the State and the respective Towns.
- (c) In order to make funding in this District sustainable over the long term, and thus to provide current and future students with excellence in education, costs must be controlled and revenues must be assured. In particular, growth in District expenditures, both fixed and non-fixed, must be supported by corresponding growth in revenues.
- (d) In order to find a path to sustainable financing for the District, a plan has been established that sets forth current and future levels of expenditure by the District and current and future levels of funding by the State and the member Towns. This plan, attached to this Compact, is entitled "Table B" and is intended to set forth a workable balance between necessary District expenditures and corresponding revenues from the State and the member Towns.
- (e) In the out years through FY15, Table B is based upon projections of expenditures and revenues that are both possible and necessary for reaching a state of balanced financing. The parties understand that future events may require modifications to specifics within the plan, but that the overall shape of the plan must be pursued to achieve the goals of this Compact.

The Compact

The parties pledge and agree as follows:

1. Table B is accepted as the long term plan for fiscal stability of the District, and the parties accept its requirements and projections as goals for achieving its purposes.

2. The parties shall each, in its own sphere, work actively to achieve the expenditure and funding levels anticipated in Table B. Specifically:

NEW [(a) The respective Town Selectboards and Finance Committees agree that an "affordable assessment" as set forth on Table B (showing an approximate 3% annual increase), supplemented through FY14 with additional contributions, is needed to stabilize District funding, and they commit to seeking funding from their respective Towns, based on existing allocation practices, in amounts necessary to meet the totals shown on Table B. If that level of local contribution proves to be unrealistic due to reduced Town revenues or other factors, Town officials will work with the District and State officials to find a viable budget for the District.

(b) State legislators and DESE agree that a 3% annual increase in Chapter 70 is needed to stabilize district funding, to be achieved by FY 13. If that level of aid proves to be unrealistic due to reduced State revenues or other factors, State officials will work with the district and member Towns to make the district budget viable with a lesser amount. State officials will consider the policy recommendations of the member Towns as the Chapter 70 program is revisited in the coming months.

REVISED [(c) The School Committee and District agree to slow the growth of expenditures to keep them in line with projections in Table B (2.5% increase annually beginning in FY 13). If the District believes that it can not fulfill its goals within these projections, it will collaborate with the legislators, DESE and the member Towns to find a means toward financial sustainability.

3. Recognizing that a multi-year program is always subject to future events, it is agreed that any party may propose changes in the Table B plan if it feels assumptions are no longer viable or core projections are no longer realistic. Proposals will be evaluated by all parties with the goal of reaching consensus on a revision of the long term plan, if necessary.

4. The plan set forth on Table B for FY12 should be examined by the parties in detail at an early date, modified where necessary and then confirmed as quickly as possible due to the potential for a large revenue-expenditure gap that could undermine the plan in future years.

5. The question of total District expenditures as compared with state norms will be resolved as quickly as possible. Recommendations on whether and how to bring these expenditures in line with state norms will be reviewed and agreed to by all parties and then implemented by the District in collaboration with DESE.

6. The Oversight Group and Technical Panel will continue to meet as necessary to assist with continued collaboration among the parties and with review of the process toward fiscal sustainability.

7. The School Committee, the District and the member Towns agree to consider seriously any proposal for regional consolidation of school districts that is shown to have a positive educational, fiscal and social impact. DESE and the legislators agree that proposals for consolidation will include a specific model for the district including a formal, data-based analysis detailing educational, cost, and social issues.

Approved and agreed to by:

For Montague Selectboard

For Montague Finance Committee

For Gill Selectboard

Allen Tupper Brown
For Gill Finance Committee

For Gill-Montague School Committee

Carl Ladd, Superintendent
Gill-Montague Regional School District

Stanley C. Rosenberg

Stephen Kulik

[New 2nd District Representative]

Jeff Wulfson, for DESE

John - "in-kind pumps?"
What about variable frequency
(is it because of our pump float?)



1605301-01
September 24, 2010

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

Re: **Draft Letter Report (Revised)**
Fairview Street Pump Station Engineering Evaluation

Dear Mr. Purington:

Following is a summary of our observations and recommendations for improvements to and rehabilitation of the Fairview Street Pump Station Engineering Evaluation.

Background

The mechanical equipment (i.e. pumps and valves) at the Fairview Drive Pump Station (FDPS), now more than 30 years old, is becoming increasingly maintenance intensive. Tighe & Bond visited the Fairview Street Pump Station on Tuesday, August 24, 2010 to meet with Town staff and tour the site. The Town of Gill subsequently contracted Tighe & Bond to perform the Fairview Street Pump Station Engineering Evaluation (Evaluation) to:

- Review existing pump station systems and equipment
- Assess potential future flows in the sewer service area
- Identify capital improvement needs
- Develop an opinion of probable project costs
- Establish an implementation schedule

Existing Conditions

The FDPS, commissioned in 1980, serves the sanitary sewer collection system in the Village of Riverside in the Town of Gill. The sewer system consists of 8-inch diameter asbestos cement (AC) mainline pipes and 4-inch diameter AC sewer service laterals.

Wastewater flows by gravity to the existing 6-foot diameter concrete wetwell at the FDPS. During our site visit, the wetwell appeared to be in good condition and did not appear to be in need of any significant repairs.

The pumping system consists of two close-coupled vertical centrifugal pumps (Crane-DeMing Model 4x4x7.05), each rated for 245 gallons per minute (gpm) at 43-feet of total dynamic head (TDH). The FDPS was designed with one duty pump and one standby pump, such that one pump should convey peak flows with the other serving solely as a backup unit. The pumps are located in a 10-foot by 5-foot concrete drywell adjacent to the wetwell. The pump control panel utilizes a bubbler system and floats to monitor wetwell levels and control pump starts and stops. Each pump withdraws wastewater from the wetwell via a dedicated 6-inch diameter ductile iron suction line. Each pump then

discharges wastewater through a dedicated 6-inch check valve and knife gate valve. The combined flow from both pump discharges then merges into a common 6-inch ductile iron force main before existing the drywell. Over the past several years, the pumps and check valves have become increasingly maintenance intensive, and the operators repeatedly have to remove accumulated solids and rags.

The FDPS includes a small concrete block building, with brick exterior and wood-framed asphalt-shingled roof. The building houses the electrical equipment, standby generator, sump sink, heating system and other ancillary equipment. Access to the drywell is provided via a ladder within a 48-inch diameter concrete access tube inside the building. The drywell includes a dehumidifier and ventilation system. The Town reports that the electrical equipment, generator and controls function properly and are not in need of repairs at this time. Based on our observations, the building interior and exterior appear to be well-maintained and are in good condition given the age of the FDPS.

The FDPS conveys wastewater through its associated force main beneath the Connecticut River to the Village of Turners Falls in the Town of Montague. The portion of the force main beneath the river is 6-inch ductile iron encased in concrete. The remainder of the in-road force main consists of 6-inch AC pipe. A vent manhole is located along the force main on Fairview Drive just prior to the river crossing. The vent manhole includes an air relief valve assembly. DPW staff reported that the valve is no longer functioning properly and needs to be replaced.

A below-grade venturi-type flow meter is housed in a concrete vault just outside the drywell. The flow meter records and totalizes flow. Gill DPW staff maintain a log of daily flow totals. Current average daily flow is approximately 22,000 gpd. Total daily flows during wet weather periods are as high as 55,000 gpd. Gill's intermunicipal agreement (IMA) with Montague allows the conveyance of up to 64,000 gpd from the FDPS to the Montague sewer system.

Future Conditions

It is our understanding that there has been limited growth within the sewer service area since the FDPS was constructed. In 1995, Tighe & Bond performed a pump station capacity study. At that time, the average daily flow during dry weather periods was approximately 22,000 gpd. The peak total daily flow observed during wet weather periods was approximately 53,000 gpd during the 12-months that preceded the 1995 study. Current day average and peak total daily flows are approximately 22,000 gpd and 55,000 gpd, respectively. Therefore, total daily flows appear stable.

The only known potential future flow allocation within the FDPS sewer service area is a housing development off Main Road. The average daily flow associated with this potential project is less than 10,000 gpd, and we believe that the existing pumping system has sufficient capacity to accommodate these flows. Therefore, we do not recommend the installation of pumps with a higher peak flow capacity. This will minimize electrical improvements associated with the recommended plan.

Upgrade Recommendations

The existing wetwell, drywell and building are in good condition and we expect these structures to suffice for the next 10 to 20 years, if properly maintained. Therefore, the proposed improvements focus primarily on replacing pumps and piping that have become increasingly maintenance intensive.

The Town has indicated that the project budget may be limited to approximately \$65,000. As such, we recommend that the FDPS upgrade consist of the following components:

- Demolition of the existing pumps, motors, bases, and check valves in the drywell
- Replacement pumps (in-kind), concrete equipment pads and check valves
- Associated re-wiring of replacement pumps using existing conductors and conduit

Based on the available budget, the above improvements do not include suction and discharge isolation valves or a bypass pump header in the drywell. In addition, the above recommended improvements do not include upgrades to the pump controls, level control system, generator, building, drywell, and wetwell. Although these systems are old, they are currently in good working order, and these improvements may be deferred for up to 10 years, as long as they continue to function properly.

We also recommend that the Town consider performing infiltration and inflow (I/I) investigations within the sewer service area. Peak total daily flows close to 60,000 gpd are reported during wet weather, which is nearly three times the average daily flow. It is our understanding that water consumption in the sewer service area is approximately 17,000 gpd. Since Gill pays Montague "by the gallon", I/I reductions may help reduce annual sewerage costs. In addition, decreased pump utilization will help minimize power costs. If the Town is interested in pursuing I/I removal strategies, we can develop a proposed scope of work.

Opinion of Probable Project Costs

Based on the above recommended improvements, our opinion of probable project cost is \$65,000, including construction, limited contingency and engineering (design, bidding and part-time construction phase services). The project cost components are summarized in the attached Table 1.

For planning purposes, our opinion of probable cost for future upgrades including isolation valves, bypass pump header, pump controls, level control system, generator, building, drywell, wetwell or site is approximately \$175,000. This is a current day (2010) cost, and should be escalated as necessary, if and when the Town implements these improvements.

Implementation Schedule

Following is a conceptual project schedule, based on design commencing on November 1, 2010. Based on this schedule, capital improvements can be constructed in 2011. Given the favorable bidding climate, the Town may choose to expedite this project as shown below:

Task	Estimated Start Date	Estimated Duration (days)	Estimated Completion Date
Design	11/1/10	90	2/1/11
Bidding/Award	2/1/11	60	4/1/11
Construction	4/1/11	240	11/30/11

We look forward to discussing our recommendations with the Town. Please contact Dave Prickett at (413) 572-3278 / drprickett@tighebond.com if you have any questions.

Very truly yours,

TIGHE & BOND, INC.



David R. Prickett, P.E.
Project Manager/Associate



Robert Peirent, P.E.
Senior Vice President

Copy: Mick LaClaire, Sr., Highway Superintendent, Town of Gill

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Preliminary Opinion of Probable Cost
Fairview Drive Pump Station Engineering Evaluation

Tighe & Bond

Project Components	Estimated Cost
Division 1	
Bonds, Insurance, and General Conditions (10%)	\$ 4,250
Division 2	
Demolition (Pumps, Motors and Valves/Piping)	\$ 3,000
Division 3	
Pump Bases (2)	\$ 3,000
Division 4	
None Anticipated	\$ -
Division 5	
None Anticipated	\$ -
Division 6	
None Anticipated	\$ -
Division 7	
None Anticipated	\$ -
Division 8	
None Anticipated	\$ -
Division 9	
Painting	\$ -
Division 10	
None Anticipated	\$ -
Division 11	
Replacement Pumps (2)	\$ 30,000
Division 12	
None Anticipated	\$ -
Division 13	
Tri-Gas Monitoring System	\$ -
Division 14	
None Anticipated	\$ -
Division 15	
Sewage Combination Valve (Force Main)	\$ -
Drywell Piping/Valves	\$ 5,000
Divisions 16	
Conduit, Wiring and Miscellaneous	\$ 1,500
Conceptual Opinion of Probable Bid Price =	\$ 47,000
Construction Contingency =	\$ 5,500
Engineering (Design, Bidding and Construction) =	\$ 12,500
Conceptual Opinion of Probable Project Cost =	\$ 65,000

Town of



AMHERST *Massachusetts*

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SELECT BOARD
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To: Larry Shaffer, Town Manager
From: Stephanie O'Keeffe, Select Board Chair
Date: November 3, 2009
Re: FY11 Budget Policy Guidelines

At our Monday, November 2, 2009 meeting, the Select Board approved the following Budget Policy Guidelines for FY11, with a vote of 4 in favor and 1 absent.

OVERALL PHILOSOPHY FOR FY11: The Select Board supports maintaining core services at sustainable levels. We recognize that further reductions in service scope across many or all departments may be necessary to achieve sustainability. We believe that traditional program categories such as recreation and senior services are within that core and should not be eliminated. We consider intense evaluation of the current range of municipal services and their delivery methods to be critical for making decisions with the highest budget impact and lowest citizen impact. We are willing to consider distribution of cuts across the Town, School and Library budgets in other than the traditional "equal" distribution, if we believe the identified gains and losses would better serve the community.

ASKING FOR AN OVERRIDE: The Select Board will prepare a question for the March 23, 2010 Annual Town Election ballot asking voters to consider an override of the Proposition 2 ½ property tax limit. While the size and structure of the override question are not yet known, it is expected to be the smallest dollar amount necessary to maintain core services at sustainable levels in the near-term. We request that the Town Manager's proposed budget be balanced without using funds from potential passage of an override. Additionally, we request specific details on the cuts made to achieve that balance, and specific details on what the prioritized restorations would be if an override passes.

(continued)

EXPENSE REDUCTION: The Select Board continues to support regionalization, reorganization and reassigning services outside of the general fund when such initiatives would reduce costs and realize efficiencies. We recognize that without new revenue, broad-based cuts to programs and services are necessary. We consider the negotiation of labor contracts that the Town can afford and sustain to be of highest priority.

NEW REVENUE: We continue to support the pursuit of new revenue through expanded arrangements with the University and Colleges and through new and increased fees. We also continue to support actively pursuing economic development; and advocating for State legislation that improves local taxation options, increases aid to Amherst, or mitigates onerous mandated costs. Additionally, we support advocating for increased State revenues, such as higher income tax, in order to increase funds available for local aid.

CAPITAL: The Select Board recognizes the perils of inadequate investment in capital, and remains committed to Town financial guidelines that seek to incrementally increase the percentage of the budget allocated to capital, to achieve a goal of 10%. But we believe that the extenuating circumstances of the current financial situation will likely not allow for any increase this year. Additionally, we believe prudence requires that there be no decrease from the FY10 percentage. The Select Board continues to support funding capital investments by means other than the capital budget where possible, including through the use of Community Preservation Act funds, through shared purchasing and ownership with other towns or entities, and through bonding or borrowing for large long-term projects.

RESERVES: The Select Board opposes reserve use except as a last resort.