

# TOWN OF GILL

MASSACHUSETTS



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

## SELECTBOARD MEETING MINUTES

July 5, 2011

Call to Order: The meeting was called to order at 4:30pm., and was not videotaped.

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

Others Present: Mick LaClaire, Highway Superintendent

Highway Dept. Updates: Mick informed the Board that a new way finding sign for the Gill Elementary School will be installed this week at the corner of Main and Boyle Roads. The brightly colored sign was purchased by the school, using funds donated by an alumna.

Mick requested the Board approval a Chapter 90 Project Request to resurface an existing oil-and-stone section of Barney Hale Road with a "binder coat to hold it all together". The work will be done toward the end of July, after road paving work is completed in other parts of town. That section of Barney Hale will be oiled-and-stoned next year. Ann made a motion, seconded by John, to approve and sign the \$38,000 Chapter 90 Project Request. The vote was unanimous in the affirmative, and the request was signed.

The driveway at the Elementary School is deteriorating, Mick reported, and needs a shim coat before winter. Ideally, the driveway should be repaved this summer, but with the upcoming boiler replacement project, repaving won't fit into the schedule. The cost to repave is around \$8,000, but could easily reach the \$10,000 threshold that triggers review by the Capital Committee. The Board recommended the project get added to the capital improvement list for next year, and also requested that a list be developed for projects that are less than \$10K, so that those would not be forgotten, and properly budgeted in coming years.

Mick advised the Board that a swing set structure from the Elementary School is available to be moved to the Riverside Municipal Building. The Board expressed a strong interest in doing this, but also raised questions about where the structure would be placed, and what impact there might be on the town's liability insurance.

Mick left the meeting at 5:00pm.

FY12 Heating Oil: Ray reported that heating oil for FY12 was locked in last week at \$3.188/gallon, and will be supplied by Sumner Heating. Although the price is up substantially from the \$2.31 paid in FY11, it is slightly less than the \$3.25 that was expected.

Sewer Pump Replacement: A pre-bid conference and walk-through was held at the Riverside Sewer Pump Station on June 28<sup>th</sup>. Three potential bidders and one pump supplier attended. Sealed bids are due at 3:00 p.m. on July 12<sup>th</sup>.

Gill Elementary School Well Maintenance: Ray reported that Lynde Well Drilling supplied the lowest quote, \$1,700, to perform the maintenance work at the elementary school well. Cushing's quote was \$5,000 and Henshaw quoted \$10,345. Lynde's references were excellent, and Ray confirmed the quoted price included all of the work in the project scope, and was based on prevailing wages. Ray recommended that Lynde be awarded the project. Ann made a motion, seconded by John, to award the Gill Elementary School Well Maintenance project to Lynde Well Drilling. The vote was unanimous in the affirmative.

Ray noted that Town Meeting approved \$7,000 for the project. The extra money will help with any unexpected work that needs to be done, and will cover the cost of replacing the 30-year-old well pump, if that is recommended by Lynde once they pull and inspect it. As the well is located near as "wet-ish area", Ray will work with the Conservation Commission to determine what permits are necessary before any digging occurs. Ray will also meet on site with Mick and Ernie Hastings to better understand Ernie's comments from town meeting about "cleaning out the ditches by the well."

Siemens Project: Ray gave an update on the energy improvement project at Gill Elementary. A project kickoff meeting was held on June 27<sup>th</sup>. Ray, Mick, and Ronnie LaChance attended, along with Beth Greenblatt (technical advisor), and Darcie Confar and Roland Butzke from Siemens. No one from the school district was available due to last minute schedule changes. Darcie will be the project manager. She delivered boiler submittal documents and preliminary mechanical drawings at the kickoff meeting. Ray approved and returned the boiler submittal on June 30<sup>th</sup>.

A scope of work for the asbestos abatement & boiler removal was prepared by Environmental Compliance Services (ECS), the firm that the school district uses for their asbestos monitoring plans. Ray presented a "work request authorization" from ECS with an estimated total of \$2,775 (\$925 to prepare the AHERA Asbestos Specification, and \$1,850 for two days of project monitoring and management). Ann made a motion, seconded by John, to approve the proposal from ECS and authorize the Chair to sign on behalf of the Selectboard. The vote was unanimous in the affirmative.

Ray noted that work is ongoing for a project cash flow, with assistance from Ronnie, Beth Greenblatt, and David Eisenthal (UniBank financial advisor). Also, the Mass. Dept. of Energy Resources, which award Gill the \$150,000 EECBG grant, technical advisor grant, and QECB allotment, has selected our project for a site visit sometime during the construction period.

Fire Department Purchase Orders: The Board reviewed a list of the Fire Department's routine annual expenses in excess of the \$500 Purchase Order limit:

FRCOG – radio maintenance contract	\$1,178.02	
NFPA – annual code updates	\$832.50	
High Pressure Systems – service on SCBA compressor	\$700.00	
ACS Software Systems – state reporting software	\$625.00	
Roger Raymond Repair – annual truck service	\$500.00	per truck
Bulldog Fire Equipment – pump testing	\$3,000.00	for 3 trucks
Firematic Supply – annual air pack testing	\$1,500.00	

Ann made a motion, seconded by John, to authorize the expenses as listed. The vote was unanimous in the affirmative. It was asked that this list be supplied to the Police and Highway Departments, and that they be encouraged to submit similar "bulk" lists for routine expenses.

GM Bridge Lighting: It was noted that the Montague Energy Commission will meet tonight to discuss the current lighting plan for the renovated GM Bridge, and to consider options for a more energy efficient solution. The commission hopes to develop a letter to Mass. Dept. of Transportation that can be signed by the Energy Commissions and Selectboards from both Gill and Montague. John is planning to attend the meeting, and will report back.

Line Item Transfers: The Board identified July 13<sup>th</sup> at 6:30pm as a good date to meet to review and approve line item transfers needed to close out FY 2011. Ray will check the availability of the Finance Committee, and post a meeting.

IRS Mileage: The IRS has announced a mid-year increase to its standard mileage rates, from 51 cents to 55.5 cents per mile, effective July 1 – December 31, 2011. Ann made a motion, seconded by John, to adopt the new rate of 55.5 cents per mile. The vote was unanimous in the affirmative. There was some discussion about the need and/or frequency of routine trips made by employees and officials.

Appointments: Ann made a motion, seconded by John, to appoint Jocelyn Castro-Santos and Kathleen Raczynski to the Cultural Council for terms of July 1, 2011 – June 30, 2014. The vote was unanimous in the affirmative.


Sewer Abatement: Ray presented a request from Leslie Wilda, of 39 Riverview Drive, for an abatement of \$148.18 from bill # 89 dated 6/7/11. Ms. Wilda was overcharged due to readings from a faulty water meter, which was confirmed by a letter from Priscilla Fowler, Clerk/Treasurer of the Riverside Water District. Ann made a motion, seconded by John, to grant the abatement of \$148.18 by way of issuing a revised bill in the amount of \$31.98. The vote was unanimous in the affirmative.

Wheeling for Healing: The Board reviewed a request from Bruce Mainville, Co-Chair of the Wheeling for Healing Committee, for his group to set up an 8'x'8 tent at the Public Safety Complex on August 21<sup>st</sup> for a few hours in the morning. Wheeling for Healing is a bicycle ride fundraiser for cancer programs at Baystate Franklin Medical Center, and the PSC is very close to the halfway point of a 25-mile ride. The tent will be used as a water stop for the bicyclists. None of the PSC's three departments object to the use, as long as nothing blocks building access for the police and fire departments, and as long as trash is removed afterwards and not placed in the town's dumpster. After some discussion, the Board approved the request, but stated that the tent must be located at the rear of the building, and not on the lawn in front, due to concerns about the number of bicyclists and the proximity to the road.

Warrant: The Board reviewed and signed FY11 Warrant #27 and FY12 Warrant #1. Randy abstained from signing the payroll warrant.

Adjournment: The meeting adjourned at 6:30 p.m.

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

  
Ann H. Banash, Selectboard Clerk

**CHAPTER 90 – ENVIRONMENTAL PUNCH LIST**

City/Town GILL MassDOT Highway District # 2

Proposed Work:

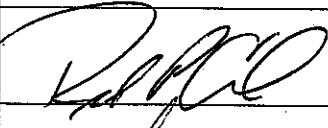
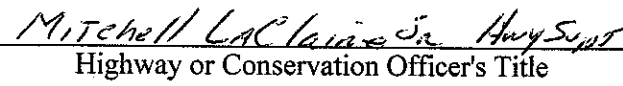
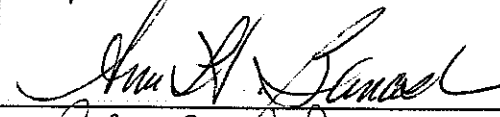
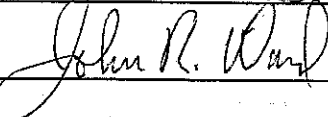
Construction \_\_\_\_\_ Resurfacing X Improvement \_\_\_\_\_ Engineering \_\_\_\_\_ Other \_\_\_\_\_

**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  
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:
	 Highway or Conservation Officer's Title
	
	
Signatures	Signatures
Date <u>July 5, 2011</u>	Date <u>July 5, 2011</u>



**CHAPTER 90 – PROJECT REQUEST**

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

CONTRACT # \_\_\_\_\_

Classification: \_\_\_\_\_  
 Primary Road: \_\_\_\_\_  
 Local Road: \_\_\_\_\_

City/Town: GILL

Location(s): BARNEY HALE ROAD

Length: 3200 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:	<u>Bit Concrete overlay</u>
Base Course:	_____
Foundation:	_____
Shoulders/Sidewalks:	_____

**SCOPE OF WORK:**

<u>Overlay base</u>
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**WORK TO BE DONE:**

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

Estimated Cost (Please attach estimate and list funding source(s)): \$ 38,000

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

<b>Signed:</b>	
Highway Official's Title	Date
_____	<u>7-5-11</u>
Date	Duly Authorized Municipal Officials
<u>7/5/11</u>	_____

## Riverview Pump Station Upgrade Project Town of Gill, MA

**LOCATION:** Riverview Pump Station (48 Riverview Drive, Gill, MA)

**DATE:** June 28, 2011

**START TIME:** 10:00 a.m.

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### 1. Introductions

- a. Town of Gill
  - i. Mick LeClaire, Highway Superintendent
- b. Tighe & Bond
  - i. Nick Tooker, Project Engineer
- c. Sign-in sheet

### 2. Project Description

- a. Replacement of two non-clog centrifugal pumps and associated check valves, including electrical and required piping
- b. Replacement of force main combination air release/vacuum valve (deductive alternate)

### 3. Project Coordination/Work Constraints

- a. The existing pump station must remain operational throughout the construction period. Schedule and conduct activities to enable the existing facilities to operate continuously.
- b. Review requirements of Section 01140, Work Restrictions.
  - i. One pump and associated piping and valves shall remain operational at all times.

### 4. Preparation of Bid

- a. Refer to Section 00200, Instructions to Bidders.
- b. Submit 1 copy of complete Bid package (Section 00410 & other forms). A photocopied package is included loosely in the Project Manual.
- c. Bid Security
- d. DCAM Certification (Pumping Stations) and Update Statement
- e. Summary of experience
- f. Written questions must be received at least 5 business days prior to bid opening or the questions may not be answered.
- g. Addenda will be issued at least 3 business days prior to Bid opening.

**5. Bidder Qualifications**

- a. DCAM Certification – Pumping Stations
- b. Experience on at least 10 other sewage pump replacement projects within the last 5 years

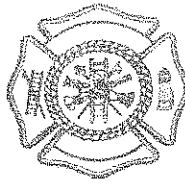
**6. Bid Opening – July 12, 2011 at 3:00 p.m.** Town Hall, Selectmen's Office, 325 Main Road, Gill, MA 01354. Bids are valid for 60 days.

**7. Contract Times (Section 00520, Agreement)**

- a. Substantial Completion - 180 days after Notice to Proceed
- b. Final Payment - 210 days after Notice to Proceed
- c. Liquidated Damages - \$500 per day

**8. Working Hours (Section 01140, Work Restrictions)**

- a. Conduct work Monday through Thursday, between the hours of 7:00 a.m. and 4:00 p.m. No equipment or machinery may be started at the site before 7:00 a.m. and all equipment must be shut off by 4:00 p.m.
- b. No work on official Owner holidays except under extenuating circumstances approved by the Owner.



# Gill Fire Department

196A MAIN ROAD • GILL, MA 01354 • (413) 863-8955 • FAX: (413) 863-0126

## Memorandum

**To:** Gill Selectboard  
**From:** Chief Gene Beaubien *G. Beaubien*  
**Date:** 7/4/2011  
**Re:** PO's for Annual Expenses FY-12

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Per my conversation with Ray, I am submitting a list of annual expenses that go over the \$500.00 Purchase Order limit. Instead of submitting individual PO's I am submitting one list.

Franklin Regional Council of Governments County radio maintenance contract	\$1178.02
NFPA Annual Code update	\$832.50
High Pressure Systems Annual service on SCBA refill compressor	\$700.00
ACS Software Systems Software for state mandated reporting	\$625.00
Roger Raymond Repair Annual Truck Service	\$500.00/ truck



Bulldog Fire Equipment  
Pump Testing

\$3,000.00 for 3 trucks

Firematic Supply  
Annual Air Pack Testing

\$1,500.00



**IRS Increases Mileage Rate to 55.5 Cents per Mile**

IR-2011-69, June 23, 2011

WASHINGTON — The Internal Revenue Service today announced an increase in the optional standard mileage rates for the final six months of 2011. Taxpayers may use the optional standard rates to calculate the deductible costs of operating an automobile for business and other purposes.

The rate will increase to 55.5 cents a mile for all business miles driven from July 1, 2011, through Dec. 31, 2011. This is an increase of 4.5 cents from the 51 cent rate in effect for the first six months of 2011, as set forth in Revenue Procedure 2010-51.

In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2011. The IRS normally updates the mileage rates once a year in the fall for the next calendar year.

"This year's increased gas prices are having a major impact on individual Americans. The IRS is adjusting the standard mileage rates to better reflect the recent increase in gas prices," said IRS Commissioner Doug Shulman. "We are taking this step so the reimbursement rate will be fair to taxpayers."

While gasoline is a significant factor in the mileage figure, other items enter into the calculation of mileage rates, such as depreciation and insurance and other fixed and variable costs.

The optional business standard mileage rate is used to compute the deductible costs of operating an automobile for business use in lieu of tracking actual costs. This rate is also used as a benchmark by the federal government and many businesses to reimburse their employees for mileage.

The new six-month rate for computing deductible medical or moving expenses will also increase by 4.5 cents to 23.5 cents a mile, up from 19 cents for the first six months of 2011. The rate for providing services for charitable organizations is set by statute, not the IRS, and remains at 14 cents a mile.

The new rates are contained in [Announcement 2011-40](#) on the optional standard mileage rates.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

**Mileage Rate Changes**

Purpose	Rates 1/1 through 6/30/11	Rates 7/1 through 12/31/11
Business	51	55.5
Medical/Moving	19	23.5
Charitable	14	14

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Page Last Reviewed or Updated: June 23, 2011

## Ray Purington/Gill Selectboard

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**From:** Ray Purington/Gill Selectboard [administrator@gillmass.org]  
**Sent:** Tuesday, June 28, 2011 1:53 PM  
**To:** 'Gill Fire Department'; LaClaire, Mick (highway@gillmass.org); chief@gillmass.org; 'Sgt. Redmond'  
**Subject:** FW: Wheeling for Healing water stop

David, Chris, Gene, and Mick,

Bruce Mainville is asking for permission to use the lawn in front of the Public Safety Complex as a "water stop" for a benefit bicycle ride on Sunday, August 21st. Our building is at the 1/2way point of a 50-mile ride, and there could be 90 riders stopping over the spread of 1-2 hours in the mid- to late-morning.

A poster for the event can be found here:

<http://foundation.baystatehealth.org/NetCommunity/Document.Doc?id=179>

Before I present the request to the Selectboard, I'd like your input. I'd like to give it to the Board on July 18th at the latest, but if I hear back from all of you sooner, then maybe July 5th.

Ray

-----Original Message-----

**From:** Mainville, Bruce [<mailto:Bruce.Mainville@baystatehealth.org>]  
**Sent:** Tuesday, June 28, 2011 9:43 AM  
**To:** [administrator@gillmass.org](mailto:administrator@gillmass.org)  
**Subject:** Wheeling for Healing water stop

Ray- Pursuant to our conversation today, please see the attached. We would be using a small tent ( 8X8 ) , on one of the grass areas. and only one or 2 cars parked wherever the town designates. The water stop will only be set up for 1-2 hours mid to late morning on the 21st. Thank you for your help, we look forward to hearing from you.

Bruce Mainville

Baystate Franklin Medical Center , Co-chair Wheeling for Healing Committee Nuclear Medicine / PACS  
773-2328

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Please view our annual report at <http://baystatehealth.org/annualreport>

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No virus found in this message.

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

Version: 10.0.1388 / Virus Database: 1516/3731 - Release Date: 06/28/11

New  
3-mile  
Family Ride!

## Fourth annual Wheeling for Healing Bike Ride

TO BENEFIT

Baystate Franklin Medical Center  
Cancer Services & Programs



**Sunday, August 21, 2011**

*Ride Begins at White Eagle  
Polish Picnic Grounds*

**Plain Road, Greenfield, MA**

**3, 10, 25 & 50-MILE RIDES FOR CYCLISTS OF ALL LEVELS**

### REGISTRATION AND START TIMES

50-mile ride; challenging and hilly	8 am registration	8:30 am start
25-mile ride; moderate ride	9 am registration	10 am start
10-mile ride; suitable for beginners	10 am registration	11 am start
3-mile ride; great for kids and families	10:30 am registration	11:15 am start

**RIDE ENDS** at White Eagle Polish Picnic Grounds with a *celebration* **cookout, exhibits, raffle prizes and live music** – 11:30 am–3 pm

**Funds raised will benefit cancer services and programs at  
Baystate Franklin Medical Center.**

**PRE-REGISTER BY JULY 29 TO RECEIVE YOUR COMMEMORATIVE TEE SHIRT**

*Baystate Health employees who participate in this event earn 25 points  
in Baystate Healthy Rewards 2011!*

**FEES:** (Pre-registration preferred. Tee shirts available for pre-registrants only.)

Registration is \$40 (\$25 for children age 16 and under)

Fees include cookout, tee shirt, exhibits and live music

**WE ENCOURAGE YOU TO SEEK ADDITIONAL PLEDGES**

**Go to [baystatehealth.org/wheelingforhealing](http://baystatehealth.org/wheelingforhealing) to set up your own web page.**

**We suggest setting a fundraising goal of \$50!**

For more information, contact:

Baystate Franklin Medical Center/Development Office

164 High Street, Greenfield, MA 01301

Phone: 413-773-2131 E-mail: [dorothy.benedetti@baystatehealth.org](mailto:dorothy.benedetti@baystatehealth.org)

[baystatehealth.org/wheelingforhealing](http://baystatehealth.org/wheelingforhealing)



presented by

