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


Vacation/Comp Time: The Board met with Police Chief David Hastings to discuss his request to transfer 113.5 hours of due-to-expire vacation time over to compensatory time, which currently has no expiration. (The number of hours had been higher, but the Chief has used some vacation time recently.) There was some discussion of switching to 30-hour workweeks until the excess vacation time is used up, but there were concerns about being without police coverage. Ray was asked to check with Town Counsel and find out if it is legal to convert vacation time to comp time, and if not, what other options exist. Ray will ask the Treasurer to calculate the cost to “buy out” excess vacation time for all employees with more than 80 hours on the books.

It was explained that with only one other full-time officer, and limited availability of part-time (per diem) officers, it is difficult for the Chief to take all of the vacation time that he earns each year (200 hours). When asked about the challenges to hiring and retaining part-time officers, the Chief listed several reasons: most part-time officers are looking for full-time work, once hired as full-time in other towns they often are restricted from taking part-time work, and Gill does not provide guns for its part-time officers and has a minimal clothing allowance.

Randy suggested the Town needs to find a way to convert the excess vacation time or buy it back. When an employer is partially complicit in preventing vacation time from being used, that time should not be lost. The Board also mentioned the idea of establishing the Chief as an exempt employee. Ann will discuss the idea further with the Chief further when she meets with him to review budget details. The Chief left the meeting.

5:10pm Fire Chief Gene Beaubien and Tracy Miner, FCRHRA Director of Asset Management, joined the meeting.

Stoughton Place Fire Alarms: Tracy Miner reported to the Board that last year’s 5 false alarms at Stoughton Place were caused by 4 different devices. While she and the alarm company are hopeful that the source of the problem was fixed by installing a surge protector, there is no way to know until the next bad thunderstorm. There haven’t been any electrical storms since the repairs were made.

Tracy told the Board that her budget is very tight, and that the Town’s $400 invoice for the false alarms will cause a hardship. She asked if 50% of the invoice could be waived. Gene stated that he is okay with granting the discount, but wanted to know what happens if the false alarms continue to happen. By consensus the Board agreed to reduce the invoice to $200, but noted that it is a one-time reduction and will not happen next year. Gene and Tracy left the meeting.

Approval of Minutes: Randy made a motion, seconded by John, to approve the minutes of 6/7, 6/8, 6/11, 6/21, 6/25, and 7/16. The vote was unanimous in the affirmative.

Housing Rehabilitation Revolving Loan Fund: The Board reviewed Ray’s comments on the proposed revolving loan agreement with the FCRHRA, in preparation for the document going to Town Counsel for her review this week. The Board will discuss the agreement’s open questions on loan repayments at its next meeting. The Board also discussed an offer from Alice Connelley, Grants Administrator for the Town of Greenfield, for Greenfield to administer Gill’s revolving loan fund. The Board declined to pursue the matter further, citing the proven track record of the FCRHRA, the breadth of the region FCRHRA serves, their ability to help Gill apply for new CDBG
grants, and that the FCRHRA is a regional entity with representation from Gill. Ray will communicate the decision to Ms. Connelley.

Debt Exclusion Warrant: The Board signed the warrant for the September 6th debt exclusion election.

Resignation: Randy made a motion, seconded by John, to accept with regret Timmie Smith’s resignation from the Capital Improvement Planning Committee. The vote was unanimous in the affirmative.

MCTV & PEG Access Funds: The Board reviewed a draft of a memorandum of understanding between the Town and MCTV that will provide some Gill PEG Access funds to MCTV as a way to compensate the station for their work in preparing and broadcasting videos of Gill’s Selectboard meetings. Ray will have Town Counsel review the MOU and present it to MCTV for their consideration.

Green Community Designation: The Board announced receipt of a letter from the Massachusetts Department of Energy Resources that designated Gill as a Green Community, having met the DOER’s five criteria. As part of the designation, the Town has been awarded a grant of $139,900. Ray attended a ceremony at the Statehouse on July 24th where the Governor announced the 17 newly designated communities, bringing the statewide total to 103. The Board recognized the members of Gill’s Energy Commission for their hard work and perseverance in meeting the five criteria and successfully applying for the Green Community designation. A meeting will be set up with the Energy Commission to discuss their plans for the grant, which has a September 21 application deadline.

Appointments: John made a motion, seconded by Randy, to make the following appointments: Christopher Savinski as a Part-Time Police Officer (subject to a recent medical evaluation), Bev Demars as the representative to the Central Franklin County Veterans District, and Janet Masucci to the Cable PEG Access Committee, all through 6/30/13. The vote was unanimous in the affirmative.

Chapter 90 Projects: The Board reviewed two Chapter 90 projects submitted by the Highway Superintendent: a reimbursement request for $11,145.68 for resurfacing 2 miles of gravel roads, and a new project request for guardrail replacement work along Cove View Lane. The recommended low bidder for the guardrail work is Commonwealth Guardrail for $8,865.00. Randy made a motion, seconded by John, to sign both requests, and to award the guardrail work to Commonwealth Guardrail contingent upon acceptance of the project by Mass Highway. The vote was unanimous in the affirmative.

Gill Joins Facebook: Ray reported that he has created a Facebook page for the Town as another means of communicating information to residents. Important information will continue to be posted on the Town’s website so that it’s available to non-Facebook users.

Executive Session: 5:50pm Randy made a motion, seconded by John, to go into Executive Session for the purpose of considering the value of real estate, i.e. tax title properties to be sold by the Town. A roll call vote was taken: Ann – aye; John – aye; Randy – aye. Motion carried by unanimous vote. It was announced that the Board will reconvene in open session afterwards.

The Board returned from the executive session at 6:11pm.

Alden Booth, Claire Chang, and Ronnie LaChance, all members of the Finance Committee, joined the meeting. There was no quorum of the Finance Committee. Timmie Smith joined the meeting.

FY13 Budget Update: Ann reviewed the status of the FY13 budget. She has met with and worked with the Fire and Highway Departments to create multi-year comparisons of their budgets, with expenses separated into sub-account categories that will be mostly standardized across all three departments (fire, highway, and police). Some of the sub-account numbers already exist; others will need to be created by the Accountant to allow easier tracking and reporting.

The Highway Superintendent will be invited to meeting with the Selectboard on August 6th to present his budget comparison and answer questions about it. A date for the Fire Department is to be determined. Work on the Police Department’s comparison is still ongoing.

As part of developing future budgets that encompass the needs of all the Town’s departments, it was suggested that the Fire Department’s budget should guarantee an adequate replacement schedule for fire hose, turnout gear, and air packs. Because those are “large ticket” items, they are typically saved as “year end, if the funds are still available” purchases. This means that other unplanned expenses, such as fire calls, mutual aid, severe storms, and vehicle & equipment repairs, can eat into funds that might have been planned for gear replacement.
6:55pm Emily Krems, Alden Booth, Ronnie LaChance, Timmie Smith, and Rick James left the meeting.

**Warrant:** The Board reviewed and signed FY 2013 warrant #3.

**Library Cellar Entry and Window:** During review of the warrant, an item prompted the Board to visit the Slate Memorial Library afterwards. They looked at the existing cellar entry and noted that snow accumulation on, and rain splash back from the entry roof would be a likely cause for the wood rot on the window directly above. A large maple tree on the south side of the library was looked at, and it was suggested that the Highway Superintendent and the Tree Warden be asked to evaluate the health and safety of the tree. Both topics had been previously raised during the July 16th Selectboard meeting.

**Adjournment:** The Selectboard meeting adjourned at 7:40 p.m.

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

[Signature]

John R. Ward, Selectboard Clerk
July 24, 2012

Good afternoon,

My name is Alice Connelley, Grants Administrator (Community Development Block Grants – CDBG) for the Town of Greenfield. I have worked with the Community Development Block Grant program, both programmatically and fiscally, since 1986. I have been with the Town of Greenfield for the past 4 years. Prior to that, I worked with Donna Cote, formally of the Franklin County Regional Housing Authority (HRA).

A few Franklin County towns have joined together with Greenfield to form a Housing Rehabilitation Revolving Loan Fund Program. The Town of Greenfield is administering Housing Rehabilitation Loans in each participating Town. The Town of Greenfield is charging an administrative fee for this service of 10% of the project costs (ie: Housing Rehab Project of $20,000 calculates to an administration fee of $2,000). All program and accounting records are maintained according to Federal, State and CDBG rules and regulations.

Revolving Loan funds are derived from Housing Rehabilitation loans made through past CDBG Programs that have been returned to the Town upon sale or transfer of the property.

The Town of Greenfield would be interested in speaking with you in regards to joining this Revolving Loan Fund Program venture.

Please contact me at 413-772-1548 or via email at CD_Administrator@greenfield-ma.gov.

I look forward to hearing from you at your earliest convenience.

Sincerely,

Alice Connelley
Grants Administrator

The Town of Greenfield is an Affirmative Action/Equal Opportunity Employer
351 West Gill Road  
Gill, MA  01354-9714  

July 9, 2012  

Board of Selectmen  
Gill Town Hall  
325 Main Road  
Gill, MA  01354  

Dear Ann, Randy, and John:  

First, I would like to thank you for the confidence you expressed in me by reappointing me to serve on the Capital Improvements Planning Committee. This enabled me to see the Committee through its FY’12 work. I told the Committee that I would be tendering my resignation to you and, thus, did not want to be considered for office and with that we had the election of officers. It has been an honor to serve the Town of Gill.  

Sincerely,  

(Signature)  

Valeria Smith  

cc:    Ernest Hastings, Chair, CIPC  
      Ray Purington, Administrative Assistant, Selectboard  
      Lynda Hodsdon-Mayo, Town Clerk
Memorandum of Understanding (MOU)
between the
Town of Gill and MCCI/MCTV

MEMORANDUM OF UNDERSTANDING is entered into this _____ day of ____________, 2012 by the Town of Gill (Town) and Montague Community Cable, Inc. (MCCI) as the parent company of Montague Community Television (MCTV).

TERM: The Term of this MOU is July 1, 2012 to June 30, 2013.

RECITALS:
1. The Town of Gill is a duly incorporated municipality in Massachusetts.
2. MCTV is a PEG Access Station serving the towns of Montague, Gill, and Erving, and is operated by MCCI, a non-profit corporation.
3. The Town acknowledges and appreciates the training and technical assistance MCTV provides to the Town and its residents for municipal and creative video projects.
4. The Town and MCCI desire to come to an understanding regarding funding provided by the Town in exchange for PEG Access services provided by MCTV.

IT IS THEREFORE AGREED:
1. MCTV will train volunteers or Town staff in file conversion and video editing so that volunteers or Town staff can usefully assist MCTV in preparing official Town videos and other creative works for broadcast.
2. In the absence of trained volunteers or Town staff, MCTV will convert raw video files and perform the post-production editing and related tasks necessary to broadcast official Town videos on MCTV's cable channel(s) and internet site(s).
3. Digital copies of official Town of Gill events broadcast on MCTV channels will be provided to the Town on Town-supplied media at no cost.
4. The Town of Gill will provide to MCCI $2,500.00 in two equal payments of $1,250.00 over the Term of this MOU, provided that the Town of Gill continues to receive sufficient PEG Access payments from Comcast Cable Communications or a successor cable provider. The annual amount may be adjusted by mutual agreement if there is a significant change in the use of MCTV's staff time, equipment, or services by the Town or its residents.
5. This MOU may be terminated with 45 days notice given by either party. Notice shall be sent by email or regular mail or by hand delivery.

Ann H. Banash, Chair
Gill Selectboard

Michael Muller, President
MCCI Board of Directors
July 25, 2012

Ms. Ann Banash
Chair, Selectboard
Town of Gill
Town Hall, 325 Main Road
Gill, MA 01354-9758

Dear Ms. Banash:

Congratulations on the Town of Gill’s designation as a Green Community! This designation is quite an achievement and reflects the hard work and tireless efforts your community has exhibited in meeting the Green Communities Designation and Grant Program’s five criteria. Meeting these criteria is proof of the Town of Gill’s position as an energy leader in Massachusetts, poised to reduce its energy costs, improve the local environment and implement energy efficiency and renewable energy projects with funding through the Green Communities Designation and Grant Program. The purpose of this letter is to confirm your Green Community’s designation in writing and provide you with program information and activities relevant to you as a newly-designated Green Community. Please note there is an annual reporting requirement, detailing progress and continued compliance with the designation’s five criteria, to be submitted to DOER by November 30th each calendar year.
Along with this designation the Town of Gill has been awarded a grant of $139,900. A formulaic allocation has been established that consists of a base grant per community of $125,000, plus an amount adjusted for population/income with an additional $10,000 for those designated communities that adopted as-of-right renewable generation. To receive this grant award, the Town of Gill will be required to submit a project application proposing how these funds will be spent. The Green Communities Division ("Division") will begin accepting grant applications 1 week from the date of this letter and all grant applications must be received by 5pm on September 21, 2012. The Green Communities’ Grant application with submission instructions is provided as a separate attached document. No hard copies of applications will be accepted, only electronic submissions. PLEASE NOTE: if the person submitting the grant application is not the same person who submitted the designation application, the grant applicant must contact Jane Pfister at (617) 626-1194 or jane.pfister@state.ma.us to register for the online grant submission process.

**SIGNS**

Each designated Green Community will be receiving four (4) 12” x 18” aluminum signs to be displayed in your community. These signs are in the process of being printed and will be distributed at a future event.

![Green Community Logo](image)

**CERTIFICATES**

Each Green Community will also receive an official certificate for display pronouncing the city or town’s designation as a Green Community and including the designation date and signatures of the Governor, Lt. Governor, Secretary of Energy and Environmental Affairs and Commissioner of the Department of Energy Resources. The certificates are in the process of being printed and will be distributed at a future event.
PRESS EVENTS
We anticipate requests for local public events to announce Green Communities designations and to announce grant awards. It is important that each community coordinate any public event with the Division and we recommend that public events be scheduled once signs, certificates, and grant awards have been received. If the Town of Gill would like to hold a Green Community designation event, we ask that you contact Lisa Capone, Deputy Director, Green Communities Division, at (617) 626-7358 or by email at lisa.capone@state.ma.us.

Again, congratulations on becoming a Green Community. The Division looks forward to working with the Town of Gill to meet the objectives of the Green Communities Grant Program and to support you in meeting your local energy goals. Thank you for your commitment to a greener energy future for Massachusetts.

Sincerely,

Meg Lusardi
Director Green Communities Division

Cc: Ray Purington
Date: July 24, 2012

Memorandum:

Dear Selectboard,

In continuing road improvements Cove View Ln. has 425 ft of old cable guardrail that is very much in need of replacing. Several of the cement posts are broken and the cable is lying on the ground. Riverview Dr. also has 40 ft of rail that needs to be replaced near the old bridge site. With this being said I am asking that you approve me to spend Chapter 90 funds to repair these areas with new guardrail beams and posts.

I have enclosed bid information that I have done and my recommendation is for low bidder Commonwealth Guardrail be awarded the bid for work in the amount of $8,865.

Thank you!

Mick LaClaire Sr.
Hwy Supt.
Town of Gill
Procurement Informational Compliance Sheet

Mandatory for procurements that cost $1,000.00 to $9,999.00
MGL Ch.30b - Ch.687 of the Acts of 1989

Attach this sheet to any and all applicable invoices submitted for payment
Complete this section if three phone bids:

Detailed description of product or service:

Install New Guardrails Currie View Ln, Riverview Dr,
See attached information

Bidder #1 Quoted Price: $11,660.00
Company Name: Dartmouth Consolidated
Contact Person: Jim McKenna
Date: 7-24-12
Notes:

Bidder #2 Quoted Price: $8,865.00
Company Name: Commonwealth Guardian Inc.
Contact Person: Alan Rover
Date: 7-18-12
Notes:

Bidder #3 Quoted Price: $10,989.00
Company Name: Weir & Faber Inc.
Contact Person: John
Date: 7-18-12
Notes: Called 3 times - west state - no return reply

Procurement awarded to: Commonwealth Guardian
Date: 7/30/12
Reason awarded: Low bid

Sole Source Procurement: If no other vendor/contractor is available in the
New York/New England area that can provide the product or services specified.

Emergency Procurement: Must be advertised in the Goods and Services
Bulletin. Only in the event of unforeseen circumstances and that the public's
health and safety are in danger if the time is taken to do a proper
procurement. Recommended that emergencies be anticipated and that bids be
placed before hand.

Attach a copy of the completed "Notice of Emergency Procurement"
form that was sent to State Regulations Division. Blank forms are available
from the Accountant.

Complete this section if County bid or other type of bid:

Place of bid (county, state, etc.):

Description of product or service:

Company name:

Address:

Date of bid:

Contract starts:

Contract expires:

Procurement Officer I certify that I have on file all backup documentation
for the above procurements and that all laws concerning procurement have been
observed to.

Signed: ____________________________ Date: 7/13/12
Print name: Ray Purifoy, Jr. For Select Board Chair
**Quote**

Date: July 18, 2012

Customer ID:  
Expiration Date:  

To: Mickey  
Company: Town Of Gill Ma

<table>
<thead>
<tr>
<th>Item #</th>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cove View Lane</td>
<td></td>
<td></td>
</tr>
<tr>
<td>450</td>
<td></td>
<td>Single face w-beam guardrail on steel posts</td>
<td>$16.10 per ft.</td>
<td>$7,245.00</td>
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<tr>
<td>25</td>
<td></td>
<td>Single face w-beam guardrail on steel posts (curved)</td>
<td>$17.40 per ft.</td>
<td>$435.00</td>
</tr>
<tr>
<td>2 ea.</td>
<td></td>
<td>Terminal and sections</td>
<td>$45.00 ea.</td>
<td>$90.00</td>
</tr>
<tr>
<td>10 ea.</td>
<td></td>
<td>Guardrail Reflectors</td>
<td>$4.50 ea.</td>
<td>$45.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remove and replace 4 ea. W-beam panels, Term. and section and reset posts</td>
<td></td>
<td>$1,050.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All above pricing as per the Franklin County Guardrail Bid</td>
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<td></td>
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</table>

Subtotal: $8,865.00
Sales Tax:
Total: $8,865.00

Signature:

Quotation prepared by:

This is a quotation on the goods named, subject to the conditions noted below:
(Ensure any conditions pertaining to these prices and any additional terms of the agreement.
You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return:

132 Apremont Way, Westfield, MA 01085 Ph: (413)572 6800 Fx: (413) 572 6889
DEAR MR. LACLAIRE,

WE ARE PLEASED TO OFFER OUR QUOTATION TO FURNISH AND INSTALL TYPE SS STEEL BEAM GUARDRAIL AT THE ABOVE REFERENCED LOCATION.

**SCOPE OF WORK:**
- Furnish and install:
  - THIRTY-FOUR (34) SS TYPE PANELS
  - SIXTY-NINE (69) STEEL "H" POSTS (POST SPACING 63" O.C.)
  - SIXTY-NINE (69) POLYMER OFFSET BLOCKS
  - TWO (2) TERMINAL ENDS

**SPECIFICATIONS:**
ALL NEW MATERIALS SHALL MEET OR EXCEED THE COMMONWEALTH OF MASSACHUSETTS STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES.

**NOTE:**
- PROPOSAL IS BASED ON THE TOWN OF GILL PROVIDING REQUIRED POLICE DETAILS.
- PROPOSAL IS BASED ON ALL POSTS TO BE MACHINE DRIVEN WITH NO ABOVE OR UNDERGROUND OBSTRUCTIONS.
- PROPOSAL IS BASED ON ALL POSTS REQUIRING TO BE HAND DUG AND/OR SET IN CONCRETE FOOTING WILL BE ADDITIONALLY CHARGED AT $100.00 PER POST.

PLEASE REVIEW THE ABOVE PROPOSAL, AND IF ACCEPTABLE, PLEASE SIGN AND FAX / MAIL BACK AS SOON AS POSSIBLE SO THAT WE MAY SCHEDULE THE WORK. IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE DO NOT HESITATE TO CALL.

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

NINE THOUSAND NINE HUNDRED EIGHTY AND 00/100 DOLLARS ($9,980.00)

**TERMS:** Payment to be made as follows:
- **NET 30**

**Acceptance of Proposal:** The prices, specifications and conditions listed above and on reverse side are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.
CHAPTER 90 – PROJECT REQUEST

*2 Original Signed Project Request Forms are to be submitted. CONTRACT #____________

Classification: ______________________ ______________________
Primary Road: ______________________ ______________________
Local Road: X ______________________ ______________________
City/Town: ______________________ ______________________
Location(s): Curran Rd., Riverview Dr.

Length: 475 feet Width: 16 feet

PROJECT TYPE
X Construction: ☐ Resurfacing: ☐ Engineering: ☐ Equipment: ☐

Other: Guardrails

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

Surface: ______________________
Base Course: ______________________
Foundation: ______________________
Shoulders/Sidewalks: ______________________

SCOPE OF WORK:
Replace guardrails

WORK TO BE DONE:
Force Account: X ☐ Advertised Contract: ☐ Other: ______________________

Estimated Cost (Please attach estimate and list funding source(s)): $ 9,000

**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. 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 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: ______________________
Highway Official’s Title Date

Accounting Official’s Title Date

Date Duly Authorized Municipal Officials
CHAPTER 90 – ENVIRONMENTAL PUNCH LIST

City/Town: GILL  MassDOT Highway District #: 2

Proposed Work:
- Construction
- Resurfacing
- Improvement
- Engineering
- Other: Guardrails

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.

<table>
<thead>
<tr>
<th>Duly Authorized Municipal Officials</th>
<th>Reviewed and Approved for Transmittal by:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[Signature]  7/30/12  Highway or Conservation Officer’s Title</td>
</tr>
<tr>
<td>Selectboard Chair</td>
<td>Signatures  Date 7/30/12  Signature  Date</td>
</tr>
</tbody>
</table>

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 - REIMBURSEMENT REQUEST

CONTRACT # _____________

City/Town: GILL Project: Resurface gravel rds

Project request was approved on 4/23/12 for $10,000

at 100% Reimbursement Rate = $10,000

1) Attached are forms which document payment of approved expenditures totaling $11,145.68 for which we are requesting $11,145.68 at the approved reimbursement rate of 100%.

2) The amount expended to date on this project is $11,145.68

3) Is this request for a FINAL payment on this project? X ☐ Yes ☐ No

4) Remarks:

CERTIFICATION

A. I hereby certify under the pains and penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

Signed: Municipal Highway Official Municipal Highway Official's Title

Highway Supt 7/23/12 Date

B. I/we certify under the pains and penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 is acknowledge as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by

Signed:

DATE 7/24/12

*Duly Authorized Municipal Officials

DATE 7/30/12
CHAPTER 90 - FINAL REPORT

CONTRACT# __________

City/Town GILL Project __________

Location(s) Various Rds, hoeshop, ben hale, bascom, barney hale.

Length 10560 Feet Width 20 Feet

Work was Started 5/12/12 and Completed 6/23/12

Work was Suspended / / and Resumed / /

Done by: Force Account X Advertised Contract _____ Other _______

* REMARKS:

EXPENDITURES: State Funds @ 100% $11,145.68
Municipal Funds $ 
Other Funds $

TOTAL PROJECT EXPENDITURES $11,145.68

SCOPE OF WORK:
Gravel overlay various rds.

CERTIFICATION

The undersigned hereby certify that documentation to substantiate the above expenditures is available for examination in accordance with Executive Order No. 195 (April 27, 1981).

We further certify that all equipment rental costs are within the approved limits established by the MassDOT Highway Division, that the Municipality has complied with all applicable statutes and regulations, that the requests for reimbursements for allowable project expenses actually incurred are in conformance with the “Chapter 90” Project Request, and that the Municipality will be responsible for the future maintenance of this project including the cost thereof.

Copies of the notification published in the Central Register and notice in a newspaper of local circulation required by Chapter 149, Section 44J, and the prevailing wages as determined by the Department of Labor and Industries obtained in compliance with Chapter 149, Section 27F, of the General Laws, as applicable, must be attached.

PREPARED & REVIEWED BY
Mitchell, LaClaire Sr.
Hwy. Supt

Highway Officer’s Title __________
Date __________

Accounting Officer’s Title __________
Date __________

Signed: __________________________
Duly Authorized Municipal Officials __________

Include additional Contract Nos. if other Chapter 90 Funds were also used. List street names, total amounts charged to each location, extra work orders, etc. Use back if necessary, or attach supporting papers.
CHAPTER 90 - MATERIALS - HED 454 FORM

City/Town of Gill

MATERIALS for period beginning 3-12-12 and ending 7-23-12 both inclusive, on account of Contract No. with MassDOT Highway Division, under Section 34, Clause 2(a). of Chapter 90 of the General Laws.

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>ITEM</th>
<th>QTY.</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNTS</th>
<th>CHECK #</th>
<th>REMARKS</th>
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</thead>
<tbody>
<tr>
<td>Mitchell Exc.</td>
<td>1</td>
<td>1</td>
<td></td>
<td>$827.52</td>
<td>17956</td>
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</tr>
<tr>
<td>Mackin Coast</td>
<td>1</td>
<td>1</td>
<td></td>
<td>$579.00</td>
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<tr>
<td>Lane Coast</td>
<td>1</td>
<td>1</td>
<td></td>
<td>$9788.87</td>
<td>17957</td>
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"To the best of my knowledge the purchases of materials or services appearing on this sheet are not in conflict with Chapter 779 of the Acts of 1962. Signed under the penalty of perjury."

Supervisor / Foreman: [Signature]  7-23-12  
Date:  7-23-12

Town Accounting Approval: [Signature]  7-24-12  
Date:  7-24-12

HED-454 (R)
To the Town Accountant:

The following bills have been approved for payment from the account indicated above and you are requested to place them on a warrant for payment.

<table>
<thead>
<tr>
<th>Sub-account #</th>
<th>Vendor Name</th>
<th>Invoice #</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mitchell Excav</td>
<td>12-49</td>
<td>3/29/12</td>
<td>$837.52</td>
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<tr>
<td></td>
<td>Mackin Const</td>
<td>1011221</td>
<td>4/30/12</td>
<td>519.29</td>
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<td>Lane Const</td>
<td>1245960</td>
<td>3/12/12</td>
<td>1,461.69</td>
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<td>Lane Const</td>
<td>1248350</td>
<td>3/19/12</td>
<td>3,337.54</td>
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<td>1251301</td>
<td>3/26/12</td>
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<td>1262384</td>
<td>4/16/12</td>
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<td>1266476</td>
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<td>2,865.00</td>
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Total: $11,145.68
### Highway Department Budget Comparisons

<table>
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<tr>
<th></th>
<th>FY11</th>
<th>FY12</th>
<th>Proposed FY13</th>
</tr>
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<tbody>
<tr>
<td>Payroll</td>
<td>144423.24</td>
<td>137182.35</td>
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<tr>
<td>Snow and Ice Payroll</td>
<td>4086.11</td>
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<td>Bid Advertising</td>
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<td>Telephone</td>
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<td>Misc. Purchases</td>
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<td>Contracted Services</td>
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<td>Hired Services</td>
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<tr>
<td>Fuel/Gasoline</td>
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<tr>
<td>Fuel/Diesel</td>
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<td>Office Supplies</td>
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<td>Dues/Licenses</td>
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<tr>
<td>Repairs/Trucks</td>
<td>9490.99</td>
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<td>Uniforms/Clothing</td>
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<td>Training</td>
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<td>Paid for Other Accounts</td>
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\[
\text{Total: } 247940.40 \quad 255324.34
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<tr>
<th>Category</th>
<th>FY09</th>
<th>FY10</th>
<th>FY11</th>
<th>FY12</th>
<th>Proposed FY13</th>
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<td>Payroll/Firefighters</td>
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<td>19389.08</td>
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<td>65939.57</td>
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